



**New Albany Architectural Review Board Meeting Agenda**  
Monday, April 13, 2026, 7:00 p.m.

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

**I. Call to order**

**II. Roll call**

**III. Action on minutes:** March 09, 2026

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

- Administer the oath to all witnesses and applicants who plan to address the board, “Do you swear to tell the truth and nothing but the truth.”

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

**VI. Cases:**

**ARB-06-2026 Police Training Facility Certificate of Appropriateness and Waiver**

Certificate of Appropriateness to allow a new police training facility with a waiver for the front entrance location at 7420 Walnut Street (PID: 222-004741).

**Applicant: City of New Albany c/o EMH&T**

**ARB-24-2026 Public Service Storage Facility Certificate of Appropriateness**

Certificate of Appropriateness to allow a new public service storage facility at 7800 Bevelhymer Road (PID: 222-003478).

**Applicant: City of New Albany c/o EMH&T**

**ARB-25-2026 Bevelhymer Park Restroom Facility Certificate of Appropriateness**

Certificate of Appropriateness to allow a park restroom facility at 7500 Walnut Street (PID: 222-002942).

**Applicant: City of New Albany c/o EMH&T**

**ARB-13-2026 W Nail Bar Signage Certificate of Appropriateness**

Certificate of Appropriateness to allow for new signage for W Nail Bar at 160 W Main Street (PID: 222-004559).

**Applicant: Signcom, Inc c/o Kylie Cochran**

**ARB-18-2026 Church of the Resurrection Parking Lot Certificate of Appropriateness**

Certificate of Appropriateness to allow a paved temporary parking lot for the Church of the Resurrection at 6300 East Dublin Granville Rd (PID: 222-000373).

**Applicant: Scott Harper**

**ARB-21-2026 Church of the Resurrection Signage Certificate of Appropriateness**  
Certificate of Appropriateness to allow a new sign for the Church of the Resurrection at 6300 East Dublin Granville Rd (PID: 222-000373).  
**Applicant: Scott Harper**

**ARB-20-2026 Elementary School Accessory Structure Relocations Certificate of Appropriateness and Waivers**  
Certificate of Appropriateness to allow the relocation of a press box and storage structure from the high school fields to the middle school football and softball fields with waivers for structure size and quantity at 6666 McElwee Drive (PID: 222-000499, 222-001880-00).  
**Applicant: Schorr Architects, Inc. c/o Nathan Gammella**

**VII. Other business**

**VIII. Poll members for comment**

**IX. Adjourn**



**New Albany Architectural Review Board**  
Monday, March 09, 2026 Meeting Minutes -DRAFT

**I. Call to order**

The New Albany Architectural Review Board held a regular meeting on Monday, March 9, 2026 in the New Albany Village Hall. Chair Hinson called the meeting to order at 7:01 p.m. and asked to hear the roll.

**II. Roll call**

Those answering the roll:

Alan Hinson	present
Jon Iten	present
Jim Brown	present
Adam Davie	absent
Andrew Maletz	present
Traci Moore	present
Francis Strahler	present

Council Member Brisk present

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

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

**III. Action on minutes: February 09, 2026**

Chair Hinson asked if there were any corrections to the minutes.

Hearing none, Board Member Iten moved for approval of the minutes as presented. Board Member Moore seconded the motion.

Upon roll call: Mr. Iten yes, Ms. Moore yes, Mr. Hinson yes, Mr. Strahler abstained, Mr. Maletz abstained, Mr. Brown yes.

Having four yes votes, the motion passed and the February 9, 2026 minutes were approved as submitted.

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

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

Planner Saumenig answered that there were none from staff.

Chair Hinson administered the oath to all present who wished to address the board.

\*Board Member Strahler recused himself from voting on FDP-88-2025, the first case on the agenda.

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

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

**VI. Cases:**

**Board Member Strahler recused himself from consideration of the first case, FDP-88-2025 Healthy New Albany Food Pantry.**

**FDP-88-2025 Healthy New Albany Food Pantry Final Development Plan**

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

**Applicant: Todd Parker**

\*Board Member Strahler, having recused himself from voting on this case, left the dais and sat in the public seats in the chamber.

Law Director Albrecht, in conformity with his memorandum included in the staff report, discussed the criteria and scope of the board's review. He also reminded the board to stay focused on the application as presented and he encouraged the members to ask any questions they may have.

Planner I Sauter delivered the staff report, she highlighted the changes in the application since it was tabled at the board's January meeting.

Planning Manager Christian discussed the changes to the landscaping plan resulting from meetings with the neighbors.

Board Member Iten asked for the purpose of the staff recommended conditions on the signage because they appeared to be in final condition and could likely be approved as presented.

Planner Sauter explained that there were a few specifications that needed to be taken care of, such as the lighting and the relief.

Board Member Iten continued and clarified language in the staff report regarding the easement.

Chair Hinson asked whether the applicant would like to speak.

Applicant and Architect Todd Parker spoke in support of the application and said there were final tweaks added at the request of the city architect, he said he was available for further questions.

Chair Hinson opened the public hearing:

Francis Strahler, 4186 James River Road. Mr. Strahler is neighbor to the proposed site. He said that he appreciated the work and attention that had occurred on this application after it was laid on the table in January. He acknowledged that it was not perfect, nonetheless he said he is supportive of the conditions, and thanked staff and the applicant for getting this application to where it is tonight.

Board Member Iten said that he was well pleased with the application and its progress.

Richard Wofford, a neighbor on Ashcombe, the street behind the proposed site. Mr. Wofford told the board that nobody on Ashcombe has approved this plan. The other neighbors on Ashcombe were out of town and could not attend the meeting, but he has not spoken to anyone who wants it there. Access to site is inadequate and circulation within the site is inadequate. This

project should go on the same side of the street as Oakland. There are very expensive homes neighboring the proposed location and the residents do not want the noise, or the traffic.

Planning Manager Christian clarified that his statement about neighbor approval was regarding the landscape plan are the neighbors that have been working on the application since it was tabled in January.

Mr. Wofford thanked Planning Manager Christian for the clarification and added that they [the neighbors on Ashcombe] have not approved it and are vehemently opposed to it. He further stated that the neighbors plan to be at the next meeting.

Board Member Iten explained that the Architectural Review Board has no authority to review the proposed use. Review of the use is the purview of the Planning Commission. This board reviews the appearance of the proposed structure and site plan.

Law Director Albrecht added that Board Member Iten was correct, the use was not on the table. The Planning Commission meeting was probably the correct venue to voice opposition to the use.

Charles Schumacker, Biddick Court. Mr. Schumaker lives behind the proposed location. He acknowledged the lot split but stated that this proposal would be improved if the structure were closer to the existing church parking lot to facilitate shared parking. He explained that there is a huge parking lot for the church and it is only being used for two hours each week. He also remarked that there should also be ingress from US-62; there should be bicycle parking; the planting at James River Park should line up with plans the city has already made.

Board Member Iten clarified that the whole lot split was before them.

Chair Hinson asked whether there were further comments from the public. Hearing none he asked whether there were further questions from the board.

Board Member Iten remarked that even if the board could move the structure on the lot, the proposal in the application was within reason as presented.

Board Member Brown agreed, he appreciated that the applicant had worked with the neighbors, and said he was prepared to approve the application.

Board Member Iten clarified that the application was silent on bicycle parking.

Chair Hinson moved to favorably recommend the application to the planning commission and approve the certificate of appropriateness for FDP-88-2025, subject to the following conditions:

1. The City Landscape Architect's comments will be met, subject to staff approval.
2. The external sign lights will be reduced to less than 5,000 Kelvin.
3. The signage will meet code requirements, subject to staff approval.
4. The engineer's comments shall be addressed by the applicant, subject to staff approval.
5. The applicant is required to work with the City to provide, and install evergreen screening for neighboring properties in James River Park, consistent with the proposed design included in the March 9<sup>th</sup> meeting packet.
6. Bicycle parking will be added, subject to staff approval.

Board Member Moore noted that the 5,000 Kelvin was very bright.

Mr. Parker agreed and said they have 2700 Kelvin.

Chair Hinson amended condition 2 to state that the external sign lights will be reduced to less than 3,000 Kelvin.

Board Member Iten seconded the motion.

Upon roll call: Mr. Hinson yes, Mr. Iten yes, Ms. Moore yes, Mr. Brown yes, Mr. Maletz yes, Mr. Strahler abstained from the vote. Having five yes votes, the motion passed and the certificate of appropriateness was granted.

The board thanked all present and wished the applicant good luck.

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

**ARB-10-2026 Trevor Furbay Signage Certificate of Appropriateness**

Certificate of Appropriateness to allow a new wall sign for Trevor Furbay at 21 S High Street (PID: 222-004475).

**Applicant: Trevor Furbay c/o Kaylee Katterhenry**

Planner Blackburn delivered the staff report.

Chair Hinson asked whether there were questions from the board.

Board Member Brown remarked that the rendering of the sign was not scaled properly, otherwise he was pleased.

Board Member Moore asked whether there is a lamp post nearby for some sort of lighting.

Applicant Kaylee Katterhenry responded that they would like to install lighting in the future, but they are presently working toward their upcoming grand opening.

Board Members Strahler and Iten confirmed with staff that if the board is silent on lighting, the applicant will be required to have any future lighting approved by staff.

Board Member Maletz asked, as a clerical matter and for the record, whether the board could request that the applicant submit a rendering of the sign that is properly scaled.

Planning Manager Christian responded that, rather than the rendering, the staff report will include the site drawing with the correct dimensions.

Board Member Brown agreed and noted that the drawing included much smaller dimensions and the wording was centered top to bottom and left to right.

Hearing no further questions, Board Member Iten moved to grant the certificate of appropriateness for ARB-10-2026 subject to the following conditions:

- Any lighting is subject to staff approval;
- That the approval does not include the rendering but it includes the dimensions of the drawing;
- That placement of the sign is such that it would be centered on the right and left sides of the building and between the bottom of the windows and top of the porch.

Board Member Brown seconded the motion.

Upon roll call: Mr. Iten yes, Mr. Brown yes, Mr. Maletz yes, Mr. Hinson yes, Mr. Strahler yes, Ms. Moore yes. Having six yes votes the motion passed and the certificate of appropriateness was granted, subject to the condition as stated above.

The board wished the applicant good luck.

Thereafter, Chair Hinson introduced the third and final case on the agenda and asked to hear from staff.

**ARB-11-2026 11-9 S High St Exterior Modifications Certificate of Appropriateness and Waivers**

Certificate of Appropriateness to allow exterior modifications for a private swimming pool, private patio, and detached garage with waivers for the patio setback and pool equipment setback at 11-9 South High Street (PID: 222-000077).

**Applicant: Todd Parker**

Planner I Henderson delivered the staff report.

Chair Hinson asked for questions from the board.

Board Member Iten confirmed staff's read of the intent of the setback, that it comes from the same ordinance for the setback for the pool.

Chair Hinson asked whether the applicant had anything to add.

Applicant and Architect Todd Parker thanked Planner Henderson. He explained that this will be a live-work space. The size of the lot, the location, and the adjacency of the commercial structure established unique circumstances that support the waiver requests. He explained that the pool is an architectural feature and that the property owners did not anticipate having pool parties. They have an out of town residence. He discussed the elements of the application. Placing the pool equipment next to the HVAC makes the most sense. He noted that the patio would be permitted if the pool was not there. He stated that he was happy to answer questions.

Board Member Iten observed that it looks like German Village in New Albany.

Council Member Brisk observed that it feels like it will be an Airbnb.

Board Member Brown noted that the building on the west is essentially a 0-foot setback, the new brick wall is in line with the perimeter.

Board Member Maletz, turning to staff, stated that the issue of pool setbacks particularly related to the pool deck and the placement of equipment was frequently presented. This felt like a precedential moment. He remarked that he had no issue with the architecture but he was struggling with how to evaluate this application in the absence of architectural issues.

Planning Manager Christian responded that it was a good question. Similar requests are made to the planning commission and the board of zoning appeals. Those boards critically evaluate those requests using regulatory criteria and precedent. Here, nothing like this has been requested in the Village Center so there is no precedent to lean on. Moreover, approving or denying this application would not establish precedent because a lot of this size doesn't exist anywhere else in the village center. This is a highly compact and dense lot, a lot of this size does not exist within or outside of the Village Center. These factors supported staff's conclusion that these conditions are unique and for this reason, no precedent would be set here. Furthermore staff wants to encourage this type of living space.

Board Member Iten stated that normally he was the board member who was strictly analyzing the criteria. He encouraged the separation between residences and pools, however that all went out the window in a lot of this size. Moreover this property was unique in size and unique due to the presence of the brick wall. Thus he is comfortable with the setback and the placement of the pool equipment. This application substantially meets the intent of the criteria. Furthermore, he was not at all skeptical of these waivers but is open to being persuaded.

Board Member Maletz stated that he has been presented with similar questions in his professional life and had consistently advised clients of the rules regarding setbacks and placement of pool equipment. As such, this application puts him in a dubious position. He understood the constraints of the site and the small size of the lot. However, a pool is a want, not a need. He could abstain from the process. He was concerned about the inconsistency.

Law Director Albrecht answered no, once Board Member Maletz' participation began, he could not abstain.

Board Member Strahler asked staff whether there were a lot of rejections of pool decks.

Planning Manager Christian answered yes, but those were not in the village center.

Council Member Brisk asked about the intent of the regulation, that it was to prevent one neighbor from encroaching on another, and whether the size of the lot was detrimental to the success of the application.

Board Member Moore confirmed that the applicant also owned the commercial space next door.

Chair Hinson remarked that he was supportive of the waivers and the certificate of appropriateness. He asked for further questions.

Hearing none, Board Member Iten moved for approval of the certificate of appropriateness for ARB-11-2026. Chair Hinson seconded the motion.

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

Board Member Iten moved for approval of ARB-11-2026 Waiver A. Chair Hinson seconded the motion.

Upon roll call: Mr. Hinson yes, Mr. Iten yes, Mr. Strahler yes, Mr. Maletz no, Ms. Moore yes, Mr. Brown yes. Having five yes votes and one no vote, the motion passed and Waiver A was granted.

Board Member Maletz explained that he voted no because he could not find that the application met the restraints required for approval.

Board Member Iten moved to approve ARB-11-2026 Waiver B. Chair Hinson seconded the motion.

Upon roll call: Mr. Hinson yes, Mr. Iten yes, Mr. Strahler yes, Mr. Maletz no, Ms. Moore yes, Mr. Brown yes. Having five yes votes and one no vote, the motion passed and Waiver A was granted.

Board Member Maletz explained that he voted no because he could not find that the application met the restraints required for approval.

The board thanked the applicant and wished him good luck.

## **VII. Other business**

Chair Hinson asked if there was any other business before the board. Hearing none, he polled the members for comment.

### **VIII. Poll members for comment**

Board Member Iten commented that it was a pleasure to meet and serve. He further commented that it was nice to hear and see the full planning staff.

Planning Manager Christian remarked that Planner II Nichols has returned to the development team.

### **IX. Adjourn**

Having no further business and having completed the agenda, Chair Hinson moved to adjourn the March 9, 2026 meeting. Board Member Strahler seconded the motion.

Upon roll call: Mr. Hinson yes, Mr. Strahler yes, Mr. Iten yes, Mr. Brown yes, Mr. Maletz yes, Ms. Moore yes. Having six yes votes, the motion passed and the meeting was adjourned.

Submitted by Deputy Clerk Madriguera, Esq.

### **Appendix**

#### **FDP-88-2025**

**Staff Report**

**Record of Action**

#### **ARB-10-2026**

**Staff Report**

**Record of Action**

#### **ARB-11-2026**

**Staff Report**

**Record of Action**



Architectural Review Board Staff Report  
March 9, 2026 Meeting

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HEALTHY NEW ALBANY FOOD PANTRY  
FINAL DEVELOPMENT PLAN  
CERTIFICATE OF APPROPRIATENESS

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

Review based on application materials received February 20, 2026.

*Staff report prepared by Lauren Sauter, Planner*

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**I. REQUEST AND BACKGROUND**

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

**Update:** The Architectural Review Board tabled this application at its hearing on January 12, 2026. The City Attorney has provided an additional statement clarifying questions that were raised at the hearing. Additionally, the applicant has provided updated landscaping, the City Landscape Architect has provided updated comments, and the conditions of approval have been updated. Additions and modifications to the original staff report have been underlined.

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

Per C.O. 1159.09(h), applicants may submit the preliminary and final development plans as a single application, which the applicant has done for this case. In addition to the recommendation of the Architectural Review Board, the appropriateness of the use is considered as part of the purview of the Planning Commission and will be evaluated at its scheduled meeting on February 18, 2026.

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

## II. SITE DESCRIPTION & USE

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

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

## III. STATEMENT FROM THE CITY ATTORNEY

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

### **Update from the City Attorney:**

Based upon discussions during the January 12, 2026 ARB Meeting, I wanted to follow-up regarding a few matters related to the current matter pending before the ARB. Although the ARB has the authority to table a matter prior to making a recommendation, the ARB is reminded of its responsibility to make a recommendation to the Planning Commission.

As noted, the ARB’s responsibility is to evaluate the site design, building locations, building form and massing information and palette of design elements, including exterior materials, window and door design, colors and ornamentation. The ARB should review the submitted plan for compliance with the Design Guidelines and Requirements of the Codified Ordinances. Similarly, the ARB should consider the visual and functional components of the building and its site, including but not limited to: landscape design and plant materials, lighting, vehicular and pedestrian circulation on-site and signage. The ARB should not consider matters beyond the submitted materials for the pending matter.

Again, it is important to note that the ARB’s review when making its recommendation should be limited to the development plan pending, not any extraneous, or prior, matters. The ARB does not have any role in the enforcement of alleged zoning code violations/infractions. To the extent that it is believed that there has been a zoning violation, the appropriate process would be to file a complaint with the City, not address it through the ARB (or any City board/commission). Further, the ARB does not have the authority to place any limitations, or requirements, on matters not pending before it. Thus, to the extent the ARB is concerned about lighting from the Church’s parking lot, it cannot make any recommendations regarding the Church’s lot as that is not currently pending before the ARB.

## IV. EVALUATION

### Architectural Review Board Review Criteria

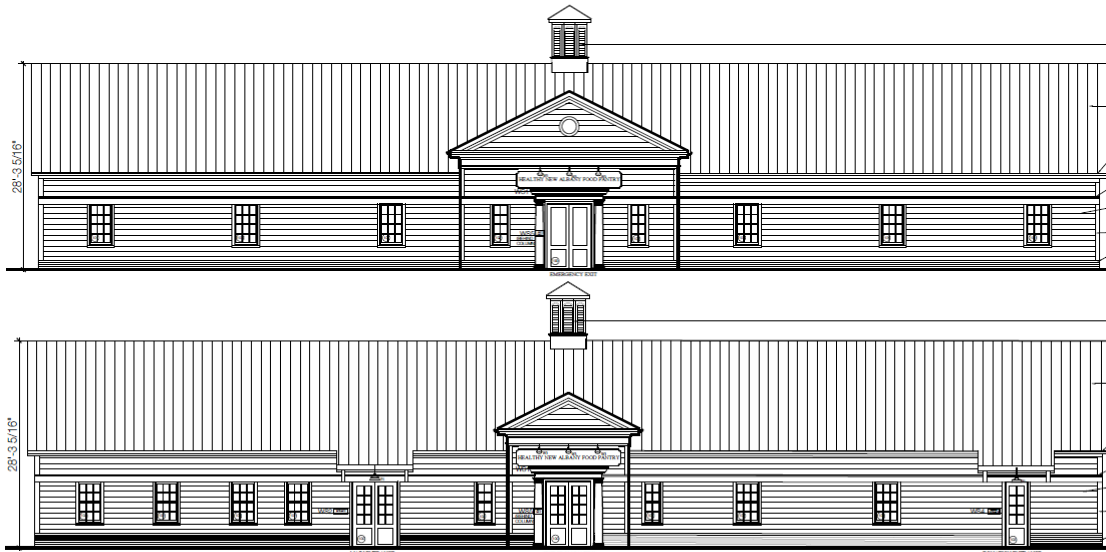
Section 8(III)(1) of the Design Guidelines and Requirements (DGRs) requires civic and institutional projects to have a development plan submit for review by the Architectural Review Board. The Board should evaluate its site design, building locations, building form and massing information, and palette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

### A. Certificate of Appropriateness Review Criteria

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

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

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



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

- The design of the building conforms with American architectural styles as required by DGR Section 8(III)(4) and as described in DGR Section 1, including in wall height and width, roof shape, and proportions of windows to doors.
    - The proposal includes four-sided architecture and avoids windowless, blank walls. Vertically oriented, double-hung windows are included on every elevation, and they are used on the side elevations to create the appearance of a second story.
    - The building includes formal symmetry, entrances with a pediment and entablature, pilasters, and a gable roofline and dormers, all of which are character-defining features of American Georgian architecture.
  - The zoning text requires buildings to be no more than 45 feet in height when measured to the ridge of the roofline. The food pantry is proposed to be approximately 28 feet and 3.31 inches in height when measured as such.
  - The zoning text allows primary exterior materials such as brick, stone, wood, fiber cement board, metal board and batten, and hardi-plank, and prohibits the use of vinyl siding. The proposed food pantry uses horizontally oriented board siding that matches part of the existing Rose Run Presbyterian Church, which is permitted. Additionally, the zoning text recommends the quantity of exterior building materials be minimized, which the proposed development is following by using one main exterior siding material.
2. *The visual and functional components of the building and its site, including but not limited to landscape design and plant materials, lighting, vehicular and pedestrian circulation, and signage.*

### **Landscape**

- A 150-foot-wide private utility easement is located through the site, within which any above-grade improvements, including landscaping, are not permitted by the utility company. The zoning text acknowledges the presence of the electrical easement and exempts the development from landscape buffering requirements along this boundary between the development and residential development.
- The following landscaping requirements for the proposed development are contained in C.O. 1171.05:
  - All areas used for service and loading must be screened on portions of the lot abutting districts where residences are a permitted use with minimum seven-foot-tall screening; natural vegetation screening shall have a minimum opaqueness of 75 percent during full foliage and shall be planted no closer than three feet to any property line. Green giant arborvitae and red maples are proposed to screen the loading space from Johnstown Road. The utility easement prevents landscape screening from residential uses generally west and south of the site.
  - Trash and garbage containers shall be screened or enclosed by walls, fences, or natural vegetation at least six feet in height, and natural vegetation shall have a maximum opaqueness of 75 percent at full foliage. Container systems shall not be located in front yards and shall conform to the side and rear yard pavement setbacks. The dumpsters are located in the loading area and are fully enclosed by a trash enclosure wall and gate. Further, the loading area is screened from Harlem Road by landscaping.
  - The total proposed ground coverage of structures and vehicular use areas is 29,802 square feet. For developments with this amount of ground coverage, there must be a minimum of one tree for each 5,000 square feet of ground coverage and a total tree planting equal to 10 inches plus one-half inch tree trunk size for every 2,000 square feet over 20,000 feet in ground coverage. This necessitates five trees with tree trunk sizes of 12 inches. The application shows 25 deciduous trees with a minimum caliper of 2.5 inches are proposed to be installed; five of these deciduous trees will have a total tree trunk size of at least 12.5 inches, meeting the requirement.

- The following landscaping requirements for the proposed parking lot are contained in C.O. 1171.06:
  - A minimum of five feet of landscaped area needs to be provided for each 100 square feet of parking area (or fraction thereof). The applicant has verified this requirement will be met.
  - Parking areas must contain a minimum of one deciduous canopy tree for every 10 parking spaces. The proposed parking lot has 36 parking spaces, which necessitates four deciduous canopy trees. The applicant has provided an updated site plan with four deciduous canopy trees in the parking lot peninsulas, which meets the requirement.
  - Trees used in parking lot islands must have a clear trunk at five feet above the ground, and the remaining areas must be landscaped with shrubs or ground cover not to exceed two feet. The applicant has verified this requirement will be met.
  - Parking lots must be screened from primary streets, residential areas, and open space by a 3.5-foot minimum height evergreen hedge, masonry wall, or combination of walls and plantings. Zoning text section VII(6) additionally requires this headlight screening provision be met for parking areas. The parking lot is located behind the proposed building and is thus already largely screened from the primary street. Residential areas exist generally west and south of the parking lot; because a portion of the parking lot is located in the private utility easement, landscaping or wall screening is only viable along a portion of the lot. Eastern white pines are proposed along the western portion of the parking lot where possible outside of the utility easement. The proposed landscape screening is 6 to 8 feet in height and will meet these requirements.
- Per C.O. 1171.08, landscape treatments at the perimeter of stormwater basins shall be designed either with maintained turf to the pond's edge or a naturalized planting of native landscape material, subject to approval of the City Landscape Architect. The landscape plantings shall be in large masses and drifts, and shall not include decorative landscape boulders, large mulch beds, or specimen plantings. The retention pond has been shifted slightly such that it is fully within the private utility easement so that no trees at the southern portion of the site need to be removed; however, landscaping cannot be installed within the easement.
- Zoning text section VII(2) defines "Protected Trees" as any tree with a trunk that measures six inches or more in diameter at breast height (4.5 feet above the ground) and states that all Protected Trees that die or are severely harmed due to construction shall be replaced elsewhere within the zoning district on a tree-for-tree basis with at least a 2.5-inch diameter at installation. The application shows that a total of 13 deciduous and evergreen trees will be removed, and 25 deciduous trees with a minimum caliper of 2.5 inches are proposed to be installed. Additionally, 25 evergreen trees with a minimum height of 6 feet are proposed to be installed.
- Per the zoning text, street trees are not required along Harlem Road.
- The City Landscape Architect provided the following updated comments on January 9, 2026. Staff recommends a condition of approval that the City Landscape Architect's comments be met, subject to staff approval (condition #1).
  - Reduce the width and overall square footage of the paved drive apron in the area outlined in the memo or provide additional turning radius studies in support of the current alignment (including necessary vehicular movement specific to the loading and trash receptacle area).
  - Revise the proposed landscape plan to remove the Green Giant Arborvitae at the edge of the parking lot. Replace screening material with deciduous shade trees.
  - Adjust the proposed retention basin location to avoid the removal of the existing tree stand as outlined on sheet L102 of the submitted materials.
- Additional landscaping is proposed to be installed for the development on James River Park to help facilitate additional screening.

## Lighting

- External cut-off lighting is proposed to illuminate wall signage and building entries. The main entrance light is ceiling-mounted, and the rest of the lighting is wall-mounted. All proposed lighting is black and similar in appearance and style.
- C.O. 1169.12(c)(1) requires external lighting of signs to be of a lighting technology that delivers 50 or more lumens per watt and to utilize a warm color temperature range of less than 5,000 Kelvin. The proposed lights all deliver 125 lumens per watt and utilize a warm color temperature range of 6,500 Kelvin. Staff recommends a condition of approval that the external sign lights be reduced to less than 5,000 Kelvin (condition #2).
- No parking lot lighting is proposed; because of this, a photometrics plan was not submitted.

## Vehicular and Pedestrian Circulation:

- Vehicular access to the site is proposed from one new full-access curb cut via Harlem Road. Vehicular circulation continues past and behind the building (on its west side) to the parking lot.
- The zoning text requires a minimum of one loading space for church uses and related accessory uses. One loading space is proposed on the south side of the building.
- The zoning text states that parking for all accessory uses shall be provided in accordance with C.O. 1167.
  - The proposed parking spaces meet the minimum length and width requirements with a width of nine feet and a length of 19 feet. Additionally, the maneuvering lane is 22 feet in width and meets requirements.
  - The proposed loading space exceeds minimum length, width, and height clearance requirements.
  - C.O. 1167.05 requires community centers to have one parking space per 400 square feet of gross floor area. The size of the proposed food pantry (8,460 square feet) necessitates 21 parking spaces. The applicant has provided 36 parking spaces and exceeds the minimum parking requirement.
- The existing leisure trail at the northernmost part of the site will be extended southward along the remainder of the site's Harlem Road frontage. The applicant has verified that the bike path will meet New Albany specifications and be constructed of asphalt with a minimum width of eight feet. Additional sidewalks to the front and rear of the building are included from the leisure trail for pedestrian access to the site.
- There are six pedestrian doors in total on the building exterior. Each is designated for specific pedestrian circulation into or out of the building:
  - East elevation: one double-door exit.
  - West elevation: one double-door exit, one double-door main entrance, and one single-door donation entrance. Each set of doors has windows.
  - North elevation: one single-door volunteer entrance.
  - South elevation: one single-door warehouse exit. Additionally, there is a single-bay door for loading and unloading.

## Signage

- The zoning text states that all signage shall conform with C.O. 1169. Institutional developments are permitted to have a maximum of three sign types, excluding by-right sign types. The applicant proposes two sign types: a wall sign and a dual-post sign. A by-right wall plaque is proposed as well.
- Some signage details were not specified in the final development plan, such as sign relief and projection from the building façade. Staff recommends a condition of approval that the signage meet code requirements, subject to staff approval (condition #3).
- The applicant proposes one wall sign on the west (rear) elevation above the exit. The sign is dark navy in color with a white plaque trim and white, six-inch-tall lettering. Wall signs are regulated by C.O. 1169.16(d).

- Quantity: one wall sign—meets code (max. one per building frontage)
- Area: 33.38 square feet—meets code (max. 45 square feet)
- Projection: less than 1 inch (max. 18-inch projection from building)—meets code
- Relief: not specified (min. 1-inch sign relief)—see condition #3
- Illumination: external—meets code (external or halo lighting)



*Image: Proposed wall sign on the rear elevation.*

- The applicant proposes one dual-post sign located near the vehicular entrance to the site. Such signs are regulated by C.O. 1169.17(b).

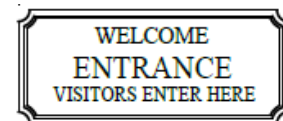
- Quantity: one—meets code (one per street entrance)
- Area: 22.5 square feet—meets code (max. 30 square feet per side)
- Height: 6 feet, 8 inches—meets code (max. 7 feet)
- Width: 4 feet (max. 7.5 feet)—meets code
- Relief: not specified (min. 1-inch sign relief)—see condition #3
- Illumination: none



*Image: Proposed dual-post sign.*

- The applicant proposes one by-right wall plaque on the west (rear) elevation next to the main entrance. Wall plaques are regulated by C.O. 1169.18(d).

- Quantity: one—meets code (max. one per building)
- Area: 1.66 square feet—meets code (max. 4 square feet)
- Relief: not specified (max. 4 inches from façade)—see condition #3
- Illumination: none
- Material: not specified (must be a durable material such as cut or etched stone, glass, tile, or metal)—see condition #3



*Image: Proposed wall plaque.*

3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*

- An existing shed is proposed to be removed to facilitate construction of the food pantry; the shed is not considered a distinguishing feature of the site.
- Numerous trees are proposed to be removed to facilitate construction of the food pantry. The zoning text requires protected trees to be replanted on a tree-for-tree basis. A condition of approval is included to help preserve the original environmental quality of the site.

4. *All buildings, structures and sites shall be recognized as products of their own time.*

- The design of the new building is appropriate to the area and existing church, and it meets the architectural requirements of the DGRs.

5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*

- The proposed building will utilize distinctive stylistic features of American Georgian architecture, such as by use of vertically oriented, double-hung windows; formal symmetry; doors with a pediment and entablature; pilasters; and a gable roofline and dormers.

6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*

- Not applicable.

7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*

- No additions or alterations to structures are proposed.

## V. ENGINEER'S COMMENTS

The City Engineer has reviewed the final development plan and provided the following comments. Staff recommends a condition of approval that these comments be addressed by the applicant, subject to staff approval (condition #4).

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

## VI. SUMMARY

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

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

## VII. ACTION

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

**Move to recommend approval of final development plan application FDP-88-2025 to the New Albany Planning Commission with the following conditions:**

1. The City Landscape Architect's comments will be met, subject to staff approval.
2. The external sign lights will be reduced to less than 5,000 Kelvin.

3. The signage will meet code requirements, subject to staff approval.
4. The engineer's comments shall be addressed by the applicant, subject to staff approval.

**Approximate Site Location:**



Source: NearMap

404.781-01  
October 23, 2025

To: Lauren Sauter  
City Planner

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

Re: Healthy NA Food Pantry  
Final Development Plan

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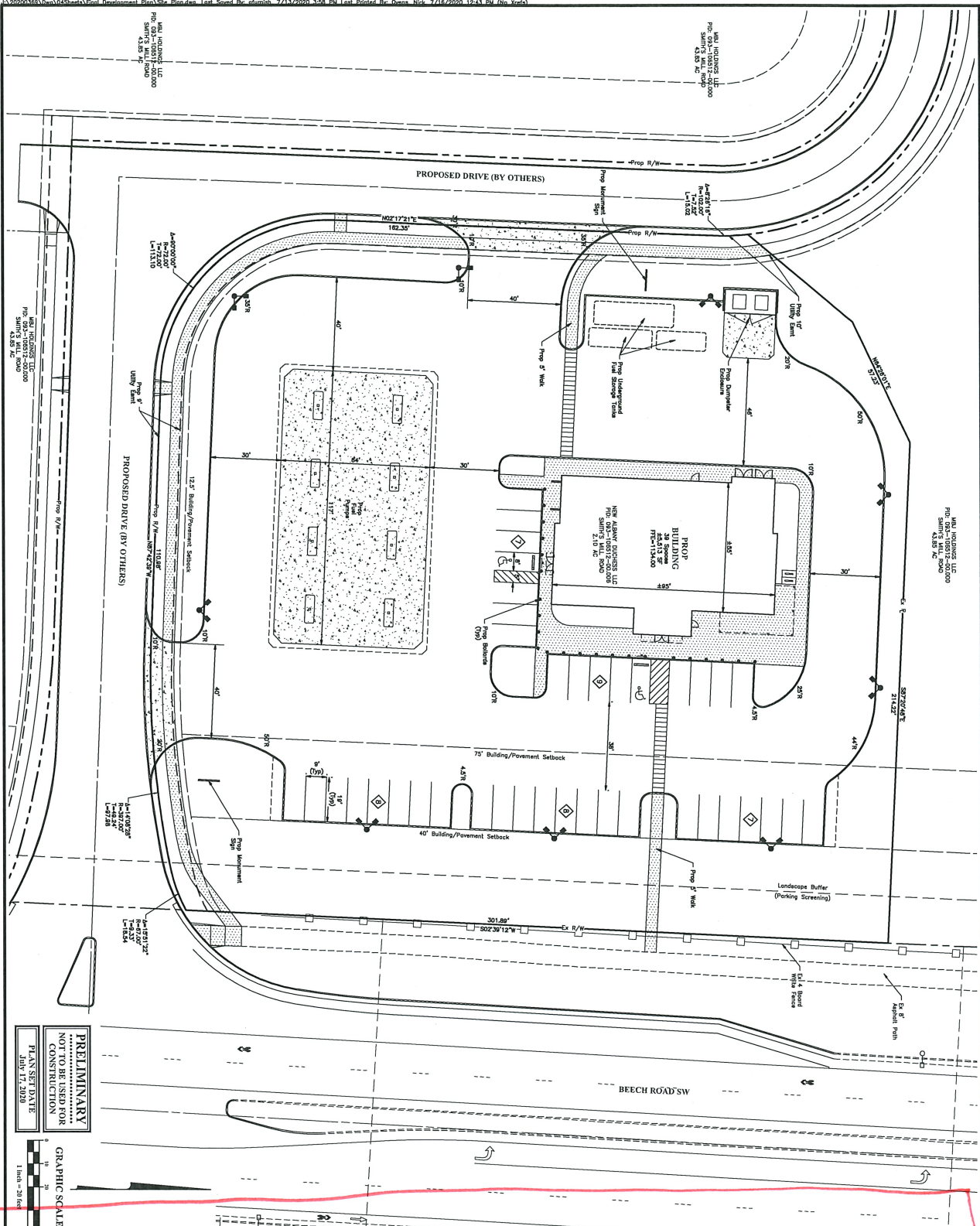
We reviewed the referenced submittal in accordance with Code Sections 1159.07 (b)(3) FDP.  
Our review comments are as follows:

1. Refer to Exhibit A attached. Add notes and the title block depicted on Exhibit A to the cover sheet.
2. Civil Sheet CP-02 not included with the submittal. Please provide.
3. Add grading sheets to the FDP and show major flood routing in plan view.
4. Update the Project Data table on the cover sheet to show parking stalls required/provided and ADA stalls required/provided.
5. Provide a Fire Truck Turning Radius analysis.
6. Show stop bars/signs at all curb cuts.
7. Provide a Traffic Access Study and determine if improvements in public r/w are required to support the project.
8. We will evaluate storm water management, water distribution, sanitary sewer collection and other construction related details once detailed construction plans become available.

MEF/JMH

(attachment)

cc: Josh Albright, Development Engineer  
Jeremiah Wood, Development Engineer



**LEGEND**

- Concrete Pavement
- Concrete Sidewalk
- 5' High Light Pole (See Map Note)
- Parking Control

**PROJECT DESCRIPTION**  
 The Gas Station Development includes the construction of a 5015 Square Foot Single Story Building With Fuel Pumps.  
**STORMWATER MANAGEMENT**  
 Stormwater Management will be controlled by a Regional Basin West of the Site.  
**MONUMENTATION**  
 Monumentation in Compliance With C.O. 1156.07 (3) Will Be Set Prior to Completion of Construction.

**NOTE:**  
 1. All Road Area 5' Unless Otherwise Noted.  
 2. All Curb to Be 6" Extended Unless Otherwise Noted.  
 3. All Dimensions Given Are Measured to the Face of Curb.  
 4. All Radius Dimensions Given Are Measured Along the Face of Curb.  
 5. Curb cut on US 68 is subject to ODOT approval. If this curb cut is approved, the northern most curb cut on Thelma Rd will be cut only. If curb cut is not approved it will be removed from the plan and both curb cuts on Thelma Rd will remain on full access.

**APPROVALS**

**PLANNING COMMISSION CHAIR**

**VIC CHIEF or DEPUTY**

**PROFESSIONAL ENGINEER**

**PROFESSIONAL SURVEYOR**

MARK	DATE	DESCRIPTION	REVISIONS

EXHIBIT "A"

## Development Review

project name Healthy New Albany Food Pantry  
prepared for City of New Albany  
date October 17, 2025  
date received October 13, 2025

## COMMENTS

### Site Plan

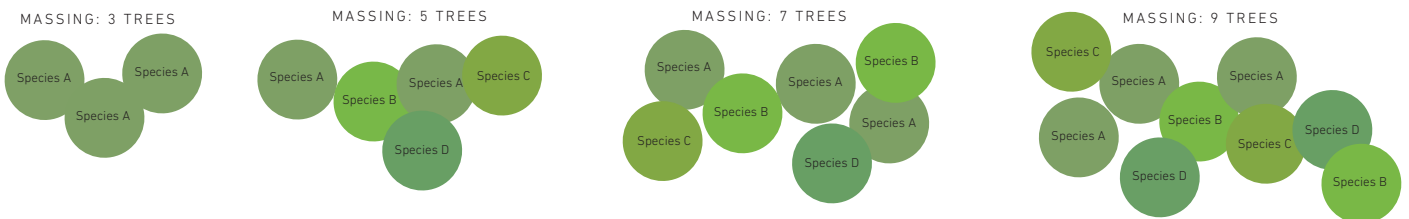
1. Update the proposed parking lot plans to include proper demarcation for proposed ADA spaces. Resubmit for review.
2. Update the proposed site plans to include site and parking lot lighting in accordance with City of New Albany standards. Resubmit for review.
3. Provide proposed grading for the on-site retention basin in accordance with City of New Albany standards. Resubmit for review.

### Planting Plan

4. Per City of New Albany Code of Ordinances, Chapter 1171.06 - Parking Lot Landscaping (a)(1) revise the proposed landscape plan to include parking lot islands and suitable plant material within the unbroken expanses of parking spaces. See below.
5. Per City of New Albany Code of Ordinances, Chapter 1171.06 - Parking Lot Landscaping (a)(3) revise the proposed landscape plan to include a minimum of one deciduous canopy tree for every ten (10) parking spaces.
6. Revise the proposed landscape plan to include plant material that properly screens the proposed trash enclosure from Harlem Road. See below.
7. Recommend replacing the proposed *Carpinus Betulus* or *Fraxinus excelsior* with a deciduous shade tree that provides a greater spread and overall canopy. Consider revising the proposed placement of these trees to be more consistent with the existing buffer planted along the remainder of the parcels boundary. See below.
8. Per City of New Albany Code of Ordinances, Chapter 1171.08 - Wet and Dry Stormwater Basins, revise the proposed landscape plan to include proper planting along the edge of the outlined basin. See below.

Note: If applicable to the proposed landscape plan, existing trees intended to be kept should be reflected in submitted materials.

## Tree Grouping Standards

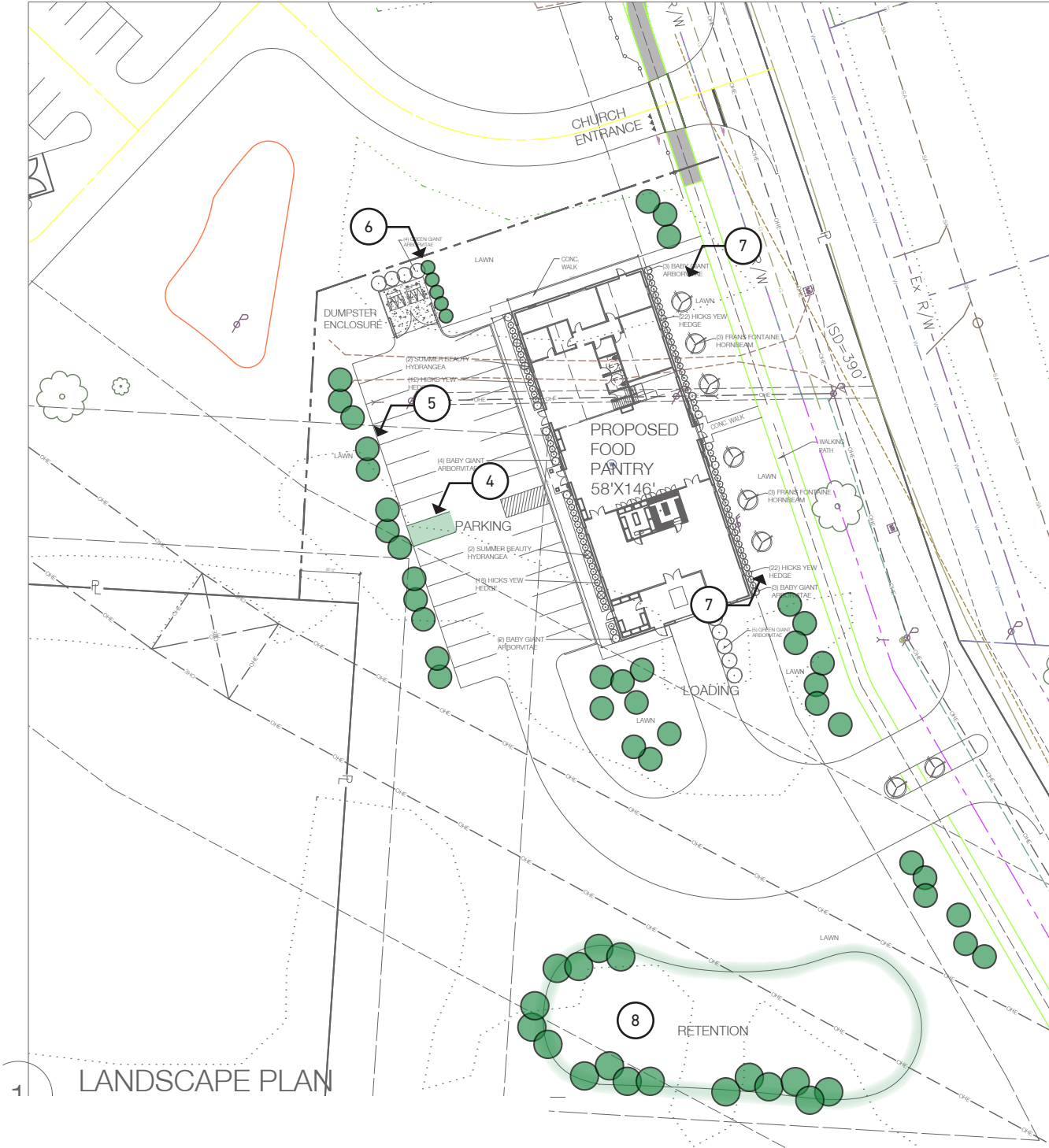


### \*NOTES:

The provided diagram is for clarification and design intent purposes only. The diagram should be used to help illustrate the above comments. It is the responsibility of the design consultants to incorporate the above comments as it relates to the site and to adhere to all City requirements and subsequent code. The diagram may not be to scale.

## Development Review

project name Healthy New Albany Food Pantry  
prepared for City of New Albany  
date October 17, 2025  
date received October 13, 2025





## Community Development Department

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

Dear Todd Parker,

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

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

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

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

Thank you.



## Community Development Department

### Decision and Record of Action

Tuesday, March 10, 2026

The New Albany Architectural Review Board took the following action on 03/09/2026.

#### Final Development Plan

**Location:** 5220 JOHNSTOWN RD

**Applicant:** Todd Parker

**Application:** PLFDP20250088 (FDP-88-2025)

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

**Motion:** To approve

**Commission Vote:** Motion approve with conditions, 5-0

**Result:** Final Development Plan PLFDP20250088 was recommended for Approval with Conditions by a vote of 5-0.

Recorded in the Official Journal this March 10, 2026.


#### Condition(s) of Approval:

1. The City Landscape Architect's comments will be met, subject to staff approval.
2. The external sign lights will be reduced to less than 3,000 Kelvin.
3. The signage will meet code requirements, subject to staff approval.
4. The engineer's comments shall be addressed by the applicant, subject to staff approval.
5. Bicycle parking will be added to the site, subject to staff approval.
6. The applicant is required to work with the City to provide and install evergreen screening for neighboring properties in James River Park, consistent with the proposed design included in the March 9th meeting packet.

Staff Certification:

*Lauren Sauter*

Lauren Sauter  
Planner

  
**NEW  
ALBANY**  
**COMMUNITY CONNECTS US**  
**Architectural Review Board Staff Report**  
**March 09, 2026 Meeting**

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**TREVOR FURBAY SIGN  
CERTIFICATE OF APPROPRIATENESS**

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LOCATION: 21 South High Street (PID: 222-000074)  
APPLICANT: Trevor Furbay c/o Kaylee Katterhenry  
REQUEST: Certificate of Appropriateness  
ZONING: Urban Center District (UCD): Historic Center  
STRATEGIC PLAN: Village Center  
APPLICATION: ARB-10-2026

Review based on: Application materials received on February 06, 2026.

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*Staff report prepared by Kylie Blackburn, Planner*

**I. REQUEST AND BACKGROUND**

The applicant requests a certificate of appropriateness for a wall sign to be installed at 21 South High Street for Trevor Furbay. The wall sign's location is on the east-facing elevation along High Street. There are no signs on the building currently, just the address.

**II. SITE DESCRIPTION & USE**

Trevor Furbay is located in the Historic Center in the Urban Center District at 21 South High Street. The building sits on 0.07 acres. It will house the Trevor Furbay business, a tailor and clothiers company that sits between the Morgan Stanley building and the Go Yoga studio. The building does have two front-facing doors, but it will be the only tenant in the building.

**III. EVALUATION**

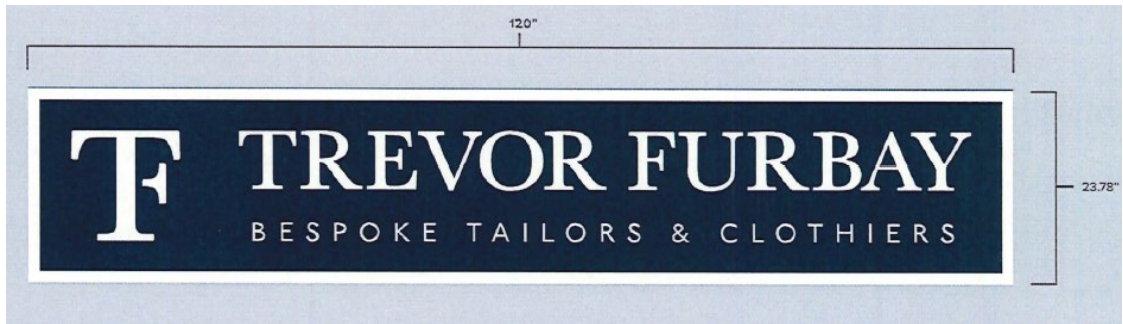
**Certificate of Appropriateness:**

Per Section 1157.07(b) any major environmental change to a property located within the Village Center requires a certificate of appropriateness to be issued by the Architectural Review Board. No environmental change shall be made to any property within the city of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board. Per Section **1157.07 Design Appropriateness and 1169 City Sign Regulations**, the modifications to the building and site should be evaluated on these criteria:

1. *The compliance of the application with the Design Guidelines and Requirements and Codified Ordinances.*
  - Per the city's sign code section 1169.14(a) each building or structure in the Historic Center Core sub-district shall be allowed three (3) sign types. The applicant proposes to install one wall sign with the following dimensions.

### Wall Sign

- City sign code Chapter 1169.16 (d) permits a maximum area of 1 square foot per linear feet of building frontage not to exceed 30 square feet, allows one wall sign per business entrance, requires a maximum projection of 18” and maximum lettering height of 24”, and a minimum sign relief of 1”.
  - a. Area: 19.8 square feet [meets code].
  - b. Lighting: The applicant states they will not be illuminating the sign [meets code].
  - c. Width: 120 inches [meets code].
  - d. Height: 23.78 inches [meets code].
  - e. Colors: white and navy blue [meets code].
  - f. Relief: 1.75 inches [meets code].
- The sign reads “Trevor Furbay” and “TF” logo, with “Bespoke Tailors & Clothiers” underneath in white painted wood lettering, a white border, on a navy blue background as seen in the image below.



- The sign is made out of wood with raised wood lettering and border which is a permitted sign material.
  - C.O. 1169.12(a)(1) states that signs are to be consistent with the design/style of the building on which they are located. The proposed material and design seem appropriate for the building type and area.
2. *The visual and functional components of the building and its site, including but not limited to landscape design and plant materials, lighting, vehicular and pedestrian circulation, and signage.*
    - The proposed sign is an appropriate sign type for this tenant space.
  3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
    - The sign appears to be positioned in a suitable location and does not block any architectural features.
  4. *All buildings, structures and sites shall be recognized as products of their own time.*
    - The building is a product of its own time and as such should utilize signs appropriate to its scale and style while considering its surroundings. The proposed sign is designed and scaled appropriately for this tenant space.
  5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
    - Not Applicable
  6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
    - Not Applicable
  7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
    - Not Applicable

#### **IV. SUMMARY**

The proposed sign appears to be appropriate for the space since it is consistent with the architectural character of the building and the overall Village Center. The proposed wall sign uses a dark background with light lettering to match the aesthetics of similar signs in the Village Center.

#### **V. ACTION**

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

#### **Suggested Motion for ARB-10-2026:**

Move to approve Certificate of Appropriateness application ARB-10-2026.  
(Conditions may be added)





## **Community Development Department**

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

Dear Trevor Furbay,

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

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

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

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

Thank you.



## Community Development Department

### Decision and Record of Action

Tuesday, March 10, 2026

The New Albany took the following action on 03/09/2026.

#### Certificate of Appropriateness

**Location:** 21 S HIGH ST

**Applicant:** Trevor Furbay c/o Kaylee Katterhenry,

**Application:** PLARB20260010

**Request:** Certificate of Appropriateness to allow a new wall sign for Trevor Furbay at 21 S High Street (PID: 222-004475).

**Motion:** To Approve with Conditions

**Commission Vote:** Motion Approval with Conditions, 6-0

**Result:** Certificate of Appropriateness, PLARB20260010 was Approval with Conditions, by a vote of 6-0.

Recorded in the Official Journal this March 10, 2026

#### Condition(s) of Approval:

1. Any sign lighting added in the future will be subject to staff approval
2. The sign rendering is not approved, but the sign shall be centered on the building and evenly placed between the windows and porch.

Staff Certification:

A handwritten signature in cursive script that reads "Kylie Blackburn".

Kylie Blackburn  
Planner



Architectural Review Board Staff Report  
March 09, 2026 Meeting

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**11-9 SOUTH HIGH STREET  
CERTIFICATE OF APPROPRIATENESS AND WAIVERS**

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LOCATION: 11-9 South High Street (PID: 222-000077)  
APPLICANT: F5 Design c/o Todd Parker  
REQUEST: Certificate of Appropriateness  
ZONING: Urban Center Code: Historic Center Sub-District  
STRATEGIC PLAN: Village Center  
APPLICATION: ARB-11-2026

Review based on: Application materials received February 9, 2026.

*Staff report prepared by Jay Henderson, Planner I.*

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**I. REQUEST AND BACKGROUND**

The applicant requests a certificate of appropriateness and waivers to allow for the construction of a new detached garage, private swimming pool, patio, and privacy wall, as well as building modifications and the removal of parking spaces at 11–9 South High Street.

Per Section 1157.07(b), any major environmental change to a property within the Village Center requires a certificate of appropriateness from the Architectural Review Board. In considering this request for a new garage and the additional exterior modifications in the Village Center, the Architectural Review Board is directed to evaluate the application based on criteria in Chapter 1157, Chapter 1173, and the New Albany Design Guidelines and Requirements.

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

- A. Waiver to Codified Ordinance 1173.02(c) to allow the pool paved areas to be 7 feet and 6 inches from the property line, where the code requires a minimum of 15 feet.
- B. Waiver to Codified Ordinance 1173.02(c) to allow the pool equipment to be 3 feet from the property line, where the code requires a minimum of 15 feet.

**II. SITE DESCRIPTION & USE**

The 0.11 +/- acre site is located in the center of Village Center on South High Street. The property is zoned in the Historic Center subdistrict of the Urban Center Code, and the building typology is reviewed under Traditional Commercial. The property contains a 2-story brick building that was built in 1910. The property has rear access from an alley to the west and is surrounded by properties on all other boundaries with buildings that are zoned Historic Center sub-district.

**III. EVALUATION**

**Certificate of Appropriateness**

The ARB’s review is pursuant to C.O. Section 1157.06. No environmental change shall be made to any property within the Village of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board. Per Section **1157.09 Criteria for**

**Evaluation of Application for Certification of Design Appropriateness**, the addition of the building and site should be evaluated on these criteria.

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

- The applicant proposes to construct a detached garage, private swimming pool, exterior modifications, and associated building modifications consisting of 1,017 square feet of office space on the first floor and converting part of the first floor and the second floor into one residential unit for a total of 1,370 square feet.
  - Since this application is for the addition of a detached garage and associated exterior modifications, and a change in use within the Village Center, staff evaluated the proposal using standards found in sections 2, 3, and 4 of the DGRs, where applicable. Additionally, the private swimming pool was evaluated using the Codified Ordinance 1173.02.
  - The city architect has reviewed the proposal and recommended that the applicant change the original garage color to a tone that is lighter than the trim of the existing home and single bay window on the garage to match the existing windows on the existing structure.
  - The applicant made these updates, and the city architect reviewed them and is supportive of the designs.
- Section 2 (II.B.3) Design Guidelines & Requirements (DGRs) states garages and outbuildings shall be clearly secondary in character, by means of a simplified design compatible with that of the primary structure
  - The applicant proposes a detached garage with a standing seam metal roof that contains a double-hung single window on the north façade and a sliding glass door on the south façade. The gray hardi-plank siding complements the existing structure on site and is an approved material noted in the DGRs.
- Section 3(I.A.3) of the DGRs states that parking for commercial structures shall be primarily along public streets or at the rear behind the buildings.
  - The building includes three parking spaces in the rear setback along Locust Alley. Additionally, High Street provides on-street parking along the building's frontage.
- Section 3(II.D.1) of the DGRs states that true wood exterior materials are most appropriate, and the use of alternative materials such as Hardi-Plank, vinyl, and other modern materials may be appropriate when they are used in the same way traditional materials would have been used.
  - The applicant proposes using James Hardie vertical board and batten siding for the detached garage and a standing seam metal roof as a complementary material to the existing structure.
- Section 4(I.B.1) of the DGRs states that additions, accessory structures, and building modifications shall observe and respect the design elements of the existing building(s) on the site; and shall employ the same or similar design elements, including but not limited to roof shape, exterior surface materials, roof materials, windows, doors, and architectural style.
  - The applicant proposes modifications to the existing building, including installation of a standing seam metal roof on the rear of the home to match the color of the existing shingles and proposed garage, conversion of a first-floor door to a double-hung window (see image below), conversion of a second-floor window to a single door, and construction of a deck with wrought iron railings. The primary building modifications are focused on the rear, which will not take away from the character of the existing structure.
  - In addition to the building modifications, the applicant proposes a detached garage that contains a double-hung single window on the north façade,

sliding glass pane doors facing the swimming pool paved area, and a standing seam metal roof.

- The applicant is also proposing a private swimming pool associated with a paved area, pool equipment, a 5-foot-tall brick privacy wall, and a lockable gate. The brick privacy wall is noted to match the brick on the existing structure.



- Section 4(I.B.3) of the DGRs states that additions, accessory structures, and building modifications shall be designed in a way that does not obscure, destroy, or otherwise compromise the character and design of the existing building(s) on the site. Additionally, section 4(I.B.4) of the DGRs Additions, accessory structures, and building modifications shall employ similar materials to those that predominate in existing structures or that are consistent with the character and architectural style of the original building design.
  - The proposed detached garage is located behind the primary structure on the site, preserving the existing building's character.
- City Codified Ordinance section 1173.02(c) requires that private swimming pools, including any walks, paved areas, equipment, and appurtenances thereto, shall not be located in any front yard, nor closer than fifteen (15) feet to any property line.
  - The applicant proposes a pool deck that is shown to be 7 feet and 6 inches from the southern property line. The applicant is requesting a waiver to allow for the pool deck to be located within the required setback.
  - The applicant proposes locating the pool equipment next to the existing HVAC equipment on site in the rear yard. The equipment is proposed to be three feet from the property line. The applicant is requesting a waiver to allow the pool equipment to be located within the required setback.

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

**Landscape**

- Urban Center Code Section 2.92.1 states that all street and side yards where present shall be landscaped with trees, shrubs, grass, ground covers or other plant materials or a combination of these materials.
  - The applicant proposes a mixture of shrubs and trees throughout the rear of the site to meet this requirement.

**Vehicular and Pedestrian circulation:**

Urban Center Code section 2.89.2 for Live-work requires a minimum of one off-street parking space per unit and a maximum of two and ¼ off-street spaces per unit. Additionally, available on-street parking within 100' of the property lines shall provide a ½ space credit towards the off-street parking requirement.

- The applicant is providing a total of three off-street parking spaces on site. One for the residential unit, and two spaces for the commercial unit.
- In addition to the off-street parking provided, the building fronts onto South High Street, where there is a total of 18 existing on-street parking spaces immediately adjacent to the building.
- There are 12 off-street parking spaces. With the ½ space credit for on-street parking, the applicant meets the required number of parking spaces.
- Bicycle parking is not required for this application.

### **Signage**

- No new signage was submitted for review. All new signage is subject to ARB review and approval in any future instances.
3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
    - The original qualities and character of the existing structure will not be destroyed as the applicant proposes to swap the existing first-floor door with a double-hung window and the second-floor window with a single door. Additionally, the applicant is proposing a new deck with an iron guard rail above the rear entrance of the structure.
  4. *All buildings, structures and sites shall be recognized as products of their own time.*
    - The addition is sensitive to the existing character and uses materials and colors that complement or match the existing building.
  5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
    - The applicant proposes hardi-plank material for the accessory structure, which is a suggested material in the DGRs. The hardi-plank color was a recommended change from the city architect to emphasize a lighter color than the existing buildings' trim color.
  6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
    - Not applicable.
  7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
    - It does not appear that the proposed detached garage and associated building modifications would impair the essential form and integrity of the original structure if they were to be removed in the future.

### **Urban Center Code Compliance**

The proposed garage in question is located in the Historic Center subarea within the Urban Center District and is evaluated under the UCC section 3.28. The building modifications are evaluated under the Traditional Commercial building typology section of the UCC 2.87.

#### **Traditional Commercial Typology:**

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

Lot and Building Standards:

- The principal structure on site is existing and meets all standards. The detached garage meets these requirements where applicable.

**Traditional Commercial (UCC Section 2.87)**

<b>Standard</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Proposed</b>
Lot Area	No min	No max	5227.2 sf.
Lot Width	No min	200'	51'
Lot Coverage	No min	100%	81.8%
Street Yard (a)	5'	20'	11'
Side Yard (b)	0'	20'	n/a
Rear yard (c)	15'	No max	68'2"
Bldg Width	80%	100%	100%
Stories	2	3	2
Height (d)	No min	55'	27'

Lot Access Standards

- 2.88.1 states that where an alley is present, parking and services shall be accessed through an alley. The site's parking is in the rear of the lot along Locust Alley.

Service & Utility Standards

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

Landscape Standards

- 2.91 states that all street and side yards, where present, shall be landscaped with trees, shrubs, grass, ground covers, or other plant materials or a combination of these materials. The applicant has proposed a mix of arborvitae and boxwood hedges.

Detached Rear Covered Parking Standards

**3.28 Detached Rear Covered Parking Standards**  
**3.28.1** If an alley is present, access to the covered parking structure must be from the alley.  
**3.28.2** The following standards for covered parking structures shall be as follows:  
*Minimum side (a):* Same as building typology  
*Minimum rear (b):* 5' or up to 0' if 16' wide alley is present  
*Minimum clear (c):* 15% of rear yard  
*Maximum height (d):* 25'  
*Maximum area:* 800 sq

- The proposed garage square footage is 336 square feet in size and is 14 feet in height.
- The side yard requirement is met as the associated building typology has a minimum of 0 feet.
- The garage is approximately 21 feet from the alley.

**Waiver Request**

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

- a) *Provide an appropriate design or pattern of development considering the context in which the development is proposed and the purpose of the particular standard. In evaluating the context as it is used in the criteria, the ARB may consider the relationship of the proposed*
- b) *Substantially meet the intent of the standard that the applicant is attempting to seek a waiver from, and fit within the goals of the Village Center Strategic Plan, Land Use Strategic Plan and the Design Guidelines and Requirements;*
- c) *Be necessary for reasons of fairness due to unusual building, structure, or site-specific conditions; and*
- d) *Not detrimentally affect the public health, safety or general welfare*

The applicant is requesting the following waivers as part of this application:

- A. Waiver to Codified Ordinance 1173.02(c) to allow the pool paved areas to be 7 feet and 6 inches from the property line, where the code requires a minimum of 15 feet.**
- B. Waiver to Codified Ordinance 1173.02(c) to allow the pool equipment to be 3 feet from the property line, where the code requires a minimum of 15 feet.**

**(A) Waiver to Codified Ordinance 1173.02(c) to allow the pool paved areas to be 7 feet and 6 inches from the property line, where the code requires a minimum of 15 feet.**

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

1. Within the Urban Center Code section 2.4.4, it states that swimming pools shall be regulated by Codified Ordinance 1173. 1173 lists the standards for private swimming pools, one of which is that the minimum setback for any walks, paved areas, equipment, and appurtenances is at least 15 feet from any property line. The applicant proposes the swimming pool paved area on the southern end of the property to be 7 feet and 6 inches, thus requiring a waiver.
2. The purpose of the 15-foot setback from property lines is to provide visual and physical separation between recreational uses and the surrounding area. The Village Center is intentionally planned as a compact, walkable, mixed-use environment that integrates residential and commercial uses within a dense, pedestrian-oriented setting. Its design framework supports reduced setbacks and efficient site utilization to reinforce an active streetscape and cohesive urban form. With the intention of the Village Center as a dense area, a setback of 15 feet for pool paved areas, and appurtenances would put the property at a constraint to utilize their property as others in the city have. To help create a visual separation, the applicant is proposing physical barriers; there will be a 5-foot-tall privacy wall along the west and south end of the property, the proposed garage on part of the north end, and a 5-foot-tall fence connecting the garage and the remaining rear yard.
3. The UCC was adopted with the intention that the Codified Ordinance for pool setbacks would apply. And these setback standards are typical for a more traditional suburban lot, which is developed outside of Village Center. The applicant's proposal meets the requirement on three of four sides of the rear yard. The applicant is not altering the lot to disrupt the intended density of the area but is making use of the opportunity presented and complying in as many ways as possible. That said, the waiver request does not impede the Village Center's intentions. The application meets the intent of the standard the applicant seeks to waive and aligns with the city's goals for the Village Center Strategic Plan and the Design Guidelines and Requirements.
4. The request is necessary for reasons of fairness due to site size constraints for a code that is typical for suburban residential homes with larger lot sizes. Since the site is limited in size, the applicant/property owner is limited in space to make improvements to the lot and meet the code requirements for pool paved area setbacks. If the patio were not associated with a pool, it would meet the applicable setback requirements. It is only the classification of the paved area as part of the pool that triggers additional restrictions.

While the code permits the installation of a standard fence that would still allow visibility into the pool area, the applicant is proposing a more substantial mitigation measure—a 5-foot-tall solid brick privacy wall to fully screen and visually obscure the swimming pool from adjacent properties. This approach exceeds minimum screening expectations and demonstrates a good-faith effort to minimize impacts while accommodating the practical limitations of the site.

5. It does not appear that the waiver would detrimentally affect public health, safety, or general welfare. The applicant has provided the aforementioned physical barriers in addition to visually limiting sight into the lot.

**(B) Waiver to Codified Ordinance 1173.02(c) to allow the pool equipment to be 3 feet from the property line, where the code requires a minimum of 15 feet.**

1. Codified Ordinance 1173.02 states that for Private Swimming Pools, one of which is that the minimum setback for any walks, paved areas, equipment, and appurtenances is at least 15 feet from any property line. The applicant proposes the pool equipment to be located 3 feet from the property line.
2. Although the applicant has provided adequate design and location for the pool equipment, considering the context of the existing site utility equipment location, there appear to be additional locations on site for the equipment to be located without the need for a waiver.
3. Allowing this placement would allow the applicant to have the utilities in one centralized location. However, this would not meet the intent of the code and requires the waiver. Although the applicant would exceed the intent of the screening standards, the site has potential locations for relocating the equipment to meet the code's setback requirements.
4. The request does not appear necessary for reasons of fairness due to unusual building, structure, or site-specific constraints, such as lot size. The applicant wishes to locate the pool equipment in the location of existing HVAC equipment for the building. Although locating the pool equipment near other above-ground utilities on site, this location requires a waiver. If the pool equipment were to be located north of the “terrace,” this would eliminate the need for a pool equipment waiver.
5. It does not appear that the waiver would detrimentally affect public health, safety, or general welfare. As stated, the equipment will be visually screened by a 5-foot-tall brick privacy wall.

#### **IV. SUMMARY**

The ARB should evaluate the overall proposal based on the requirements in the Urban Center Code, Design Guidelines and Requirements, and Codified Ordinance. The application should be evaluated on the location of the building, the design of the building, and the use of materials. The applicant has provided a narrative with images explaining the desire for the requested waivers. While the applicant is requesting two waivers, staff believe there is an opportunity to relocate the pool equipment, which will reduce the need for one of the waivers. The proposed modifications are primarily behind the existing structure, visually screened, and protected by barriers. The applicant uses materials that complement and match the existing structures' architectural style, color, and materials for the garage addition, building modifications, including the change in roof material, second-floor door addition, first-floor window, and patio.

#### **V. ACTION**

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

#### **Suggested Motion for ARB-11-2026**

Move to approve Certificate of Appropriateness application ARB-11-2026 and associated waivers:

**Approximate Site Location:**



Source: Near Map



## Community Development Department

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

Dear Todd Parker,

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

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

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

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

Thank you.



## Community Development Department

### Decision and Record of Action

Tuesday, March 10, 2026

The New Albany Architectural Review Board took the following action on 03/09/2026 .

#### Certificate of Appropriateness

**Location:** 9 S. High St. 11 S. High St.

**Applicant:** Todd Parker,

**Application:** PLARB20260011

**Request:** Certificate of Appropriateness to allow exterior modifications for a private swimming pool, private patio, and detached garage with waivers for the patio setback and pool equipment setback at 11-9 South High Street (PID: 222-000077).

**Motion:** To Approve

**Commission Vote:** Motion Approved,

**Result:** Certificate of Appropriateness, PLARB20260011 was Approved, by a vote of 6-0.  
Waiver A for swimming pool patio setback was Approved, by a vote of 5-1  
Waiver B for swimming pool equipment setback was Approved, by a vote of 5-1

Recorded in the Official Journal this

#### Condition(s) of Approval:

Staff Certification:

Javon Henderson  
Planner



**Architectural Review Board Staff Report  
April 13, 2026 Meeting**

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**POLICE TRAINING FACILITY  
CERTIFICATE OF APPROPRIATENESS AND WAIVER**

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LOCATION: 7420 Walnut Street (PID: 222-004741)  
REQUEST: Certificate of Appropriateness  
ZONING: Agricultural District (AG) to Community Facilities (CF)  
STRATEGIC PLAN: Residential  
APPLICATION: ARB-06-2026  
APPLICANT: City of New Albany c/o EMH&T

Review based on: Application materials received on March 5, 2026

*Staff report completed by Javon Henderson, Planner I*

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**I. REQUEST AND BACKGROUND**

The applicant requests a Certificate of Appropriateness for the construction of a new approximately 9,500-square-foot police training facility. The site will be accessed via an existing private drive from Walnut Street. A waiver is also requested to allow the primary building entrance to be oriented toward the rear of the structure.

The proposed rezoning was heard at the Rocky Fork-Blacklick Accord meeting on March 19, 2026, and the board recommended approval.

The rezoning is set to be heard by the Planning Commission on April 6, 2026.

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.

The applicant requests the following waiver as part of this application:

- A. Waiver to the Design Guidelines & Requirements (DGRs) Section 8 (III.3) to allow the entrance to be oriented toward the rear of the building, where the DGRs state entrances shall be oriented toward primary streets and roads.

**II. SITE DESCRIPTION & USE**

The overall site is 4.97 acres, and the applicant intends to construct a new police training facility with associated parking. The application will include a waiver to the building entrance orientation, located at 7420 Walnut Street. As it stands today, the site contains a barn-like structure and is currently unoccupied. The surrounding area includes residential properties to the south, Bevelhmyer Park to the east and west, and the New Albany Public Service facilities to the north.

**III. EVALUATION**

**Architectural Review Board Review Criteria:** Section 8(III)(1) of the Design Guidelines and Requirements (DGRs) requires civic and institutional projects to have a development plan submit for review by the Architectural Review Board. The Board should evaluate its site design, building

locations, building form and massing information, and palette of design elements, including exterior materials, window and door design, colors, and ornamentation.

**A. Certificate of Appropriateness**

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

**Appropriateness**, the modifications to the building and site should be evaluated on these criteria:

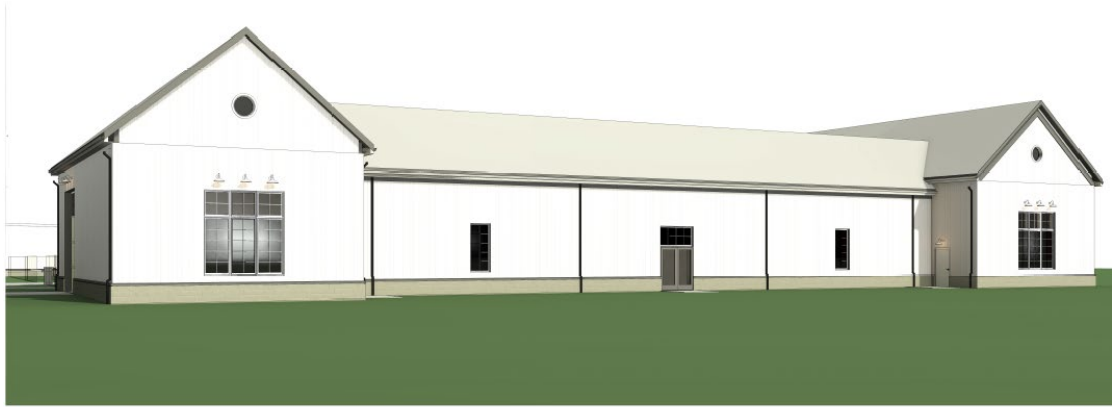
1. *The compliance of the application with the Design Guidelines and Requirements and Codified Ordinances.*
  - The applicant proposes to construct a new police training facility (9,500 sq. ft.) on a parcel that contains a barn structure. The addition of the facility will support the growth of the city by providing additional space for the police department.
  - The Rocky Fork-Blacklick Accord Plan identifies the East Walnut Street and Bevelhymer Road area as a potential location for a future Metro Park. While the proposed improvements do not fully align with that vision, the area has evolved into a municipal service hub, including the city’s public service complex and Bevelhymer Park.
  - The Engage New Albany strategic plan designates the area as Residential in the future land use category. Given its proximity to the public service complex and the parcel's current nonresidential status, a residential use would not be consistent with the area's existing character. Therefore, the proposed use for a governmental building is appropriate.
  - The following table includes the required and proposed setbacks for Community Facilities:

<b>Standard</b>	<b>Permitted</b>	<b>Proposed</b>
Front Yard	The front yard setback shall not be less than the largest required front yard setback for any adjacent zoning district.	East Walnut Street- Police training facility: 250' +/-
Side and Rear Yard	The yards for each public facility building shall be not less than the criteria set forth in the following schedule when adjacent to any district where residences are a permitted use. (50' minimum)	Police Facility: 160' +/- side yard
Driveway	10'	Police training facility: 30' +
Parking Area	20'	Police training facility: 45' +/-

- The Community Facilities zoning district does not have a permitted maximum building height. However, the police training facility will be 34 feet tall.
- Requirements outlined in Section 8 of the Design Guidelines and Requirements apply to this site.
- Section 8(III.2) of the Design Guidelines & Requirements states that 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 the police training facility to be built as a barn-style building with vertical metal siding and a metal roof to match the existing public service facility.



- 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 primary entrance to the police training facility is oriented toward the rear parking lot. The door that faces East Walnut Street is intended to be used for equipment purposes only. As the building is not intended for public access and serves a governmental function, the applicant has requested a waiver from the Architectural Review Board to permit this design, which is evaluated in the staff report below.
- Section 8(III.4) of the Design Guidelines & Requirements (DGRS) states 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 police facility will include vertical metal siding with a split-faced block and water table with limestone. The windowpanes will be vertically proportioned.
- Any ground-mounted and roof-mounted mechanical equipment shall be screened. Staff recommends a condition of approval that roof-mounted and ground-mounted equipment shall be screened, subject to staff approval (condition #1).
- The city architect reviewed the proposed designs for the police training facility and had no comments on the design.

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

### **Landscape**

- Parking Lot Landscaping requirement:
  - The Codified Ordinance 1171.06(a)(3) requires one tree per 10 parking spaces. The applicant proposes 32 parking spaces for the police training facility, thereby requiring 6 trees. The applicant's plan meets this requirement by proposing 8 trees.
- Parking lots shall be screened from rights-of-way with a minimum 36-inch-high evergreen landscape hedge or wall. Although the police training facility does not have a proposal for evergreen hedges screening the parking lot, the parking lot is located behind the primary structure, screening it from East Walnut Street, in addition to a proposed security fence surrounding the parking lot.
- General Site Landscaping Requirement:
  - 1171.05(e)(2) The police training facility has a proposed total ground coverage of 36,276 sq. ft. requiring a minimum of one tree for every 5,000 square feet of ground coverage and a total tree planting equal to ten inches plus one-half inch in tree trunk size for every 2,000 square feet over 20,000 in ground coverage. The police training facility requires 8 trees at 14" caliper. This requirement is met with existing site trees of 17, equaling 248" caliper.
- Street Tree Landscaping Requirement: The Codified Ordinance 1171.04 requires deciduous canopy trees (street trees) be planted no less than twenty-four (24) feet and no more than thirty-six (36) feet on center unless otherwise approved by the Village Landscape Architect. The applicant is providing a total of 5 trees along Walnut Street in addition to the 9 existing street trees.
- Codified Ordinance 1171.08 states that basins should have a natural shape and are no steeper than 6:1. The applicant is not proposing a basin; however, a future basin may be needed with future expansions. Staff recommends a condition of approval that the future basin will meet the requirements outlined in the Codified Ordinance, subject to staff approval (condition #2).
- The City Landscape Architect reviewed the proposed development and had no further comments on the revised plans.

### **Lighting**

- The applicant has submitted a photometric plan for the police training facility, and the site has zero or near-zero-foot candles at the north, south, and east property lines. The property line shared with the public service private drive is not near-zero; however, this is a private drive utilized for the public service complex and Bevelhymer Park and is not near residentially zoned areas.
- The proposed lighting for the police training facility includes Holophane and Cooper Lighting Solutions Invue. These fixtures are located throughout the public service complex and fit the overall character of the area.

### **Vehicular and Pedestrian circulation:**

- The police training facility will be accessed by an existing private drive from East Walnut Street that serves the public service complex. There are proposed internal sidewalk connections from the parking lot to the building.
- An existing leisure path along East Walnut Street will serve the police training facility. Additionally, the applicant proposes a four-rail horse fence along East Walnut Street to meet the requirements of the New Albany Design Guidelines and Requirements (DGRs).
- The city's codified ordinance does not indicate required parking for governmental facilities and thus, the Planning Commission has discretion as to how many parking

spaces are sufficient for this use. The applicant has provided a justification for the police training facility, included in the application packet. The applicant's justification is as follows:

- The training facility will be the location of most of the training classes for New Albany Police Department personnel (34 police officers and 20 non-sworn staff). Generally, the personnel are divided into smaller groups for training rather than training the entire department at one time. It will also host the annual New Albany Citizen Police Academy with a class size of 25 attendees and several Rape Aggression Deterrence (RAD) classes per year with a class size of 10 to 20 women. At times, the parking lot will also be used to park a few support vehicles. The police department's facility has limited parking, and the development surrounding the police department does not allow for additional parking.

### **Signage**

- No signage is proposed for the police training facility at this time. Staff recommends a condition of approval that signage be evaluated and subject to staff approval (condition #3).
3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
    - The site is unoccupied with a barn structure in disrepair. The applicant proposes to keep portions of the existing tree stands on site.
  4. *All buildings, structures and sites shall be recognized as products of their own time.*
    - The applicant has designed the new building in a way that is appropriate to the surrounding area and meets the architectural requirements in the DGR's.
  5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
    - The massing, proportion, and breakdown of architectural elements are appropriate for the proposed architectural style and fit the area's architectural character. The applicant has achieved a thoughtful and visually appealing design.
  6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
    - Not Applicable
  7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
    - Not Applicable

### **Waiver Request**

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

- a) *Provide an appropriate design or pattern of development considering the context in which the development is proposed and the purpose of the particular standard. In evaluating the context as it is used in the criteria, the ARB may consider the relationship of the proposed*

- b) *Substantially meet the intent of the standard that the applicant is attempting to seek a waiver from, and fit within the goals of the Village Center Strategic Plan, Land Use Strategic Plan and the Design Guidelines and Requirements;*
- c) *Be necessary for reasons of fairness due to unusual building, structure, or site-specific conditions; and*
- d) *Not detrimentally affect the public health, safety or general welfare*

The applicant is requesting the following waivers as part of this application:

- A. Waiver to the Design Guidelines & Requirements (DGRs) Section 8 (III.3) to allow the entrance to be oriented toward the rear of the building, where the DGRs state entrances shall be oriented toward primary streets and roads.**

- (A) Waiver to the Design Guidelines & Requirements (DGRs) Section 8 (III.3) to allow the entrance to be oriented toward the rear of the building, where the DGRs state entrances shall be oriented toward primary streets and roads.**

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

1. The applicant is proposing the police training facility's main building entrance to be located at the rear of the building, which does not meet the DGRs requirement for entrances to be oriented toward primary streets and roads.
2. Although the police training facility has a door facing the primary road, this door is not the primary entrance. The door is intended to be used for bringing large equipment into the facility. Additionally, the door will be locked from the inside with an additional sliding door for security purposes.
3. The surrounding area was designed to be utilized and developed as a public park and municipal service area. The proposal of the police training facility fits within the intended development of the area. As a non-public, operational facility, the building is not intended to function as a civic destination with a prominent street-facing entrance. Additionally, the building's parking lot is proposed to be fenced with a gate, which visually identifies the building as non-accessible to the public.
4. The intent of the DGR requirement is to provide clearly identifiable and accessible entrances for civic and institutional buildings. While the police training facility is proposed without a main entrance facing a primary road, the applicant has utilized the site and meets the area's architectural style and character. As such, the applicant has proposed the most reasonable design for the building's operational needs while meeting all other requirements of the DGRs.
5. The request is necessary for reasons of fairness due to the intended use of the facility. The police training facility is a governmental use intended for police staff and not open to public access. The applicant has proposed physical barriers of the fence and gate, which will help visually identify the site as not publicly accessible. If the applicant were to orient the staff entrance to the front of the building along the primary street, the applicant would likely need to physically secure the entrance by means of a fence and gate in front of the building. This could ultimately compromise the architectural aesthetic of the area.
6. It does not appear that the waiver would detrimentally affect public health, safety, or general welfare.

#### **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 comments.

#### **V. SUMMARY**

The police training facility will provide the space needed for the police department to maintain personal development training and additional meeting and office space. This addition will serve the city's expansion needs to continue the functional operations for the community. Although governmental facilities are not a use designated in the plan, these types of uses are intended to be

integrated within the community. With the existing public service complex and public park in this vicinity, expansion in this area is appropriate.

The site has been thoughtfully designed, with a layout that accommodates operational needs while preserving substantial green space along public road frontages. The building's main entrance, oriented to the rear with access from the fenced and gated parking lot, is appropriate for the proposed function of the building. The proposed development meets all applicable setbacks and other requirements, demonstrating compliance with zoning standards. The building supports the architectural character of the area and will enhance the quality and experience around Bevelhymer Park and the public service complex.

#### **IV. ACTION**

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

#### **Suggested Motion for ARB-06-2026:**

Move to approve Certificate of Appropriateness application ARB-06-2026 with the following conditions:

1. Any roof-mounted or ground-mounted mechanical equipment shall be screened, subject to staff approval.
2. That the future basin meets the requirements in the Codified Ordinances and is subject to staff approval.
3. That signage is evaluated and subject to staff approval.

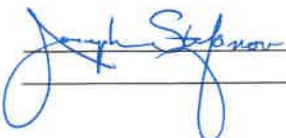
#### **Approximate Site Location:**



Source: NearMap



**Community Development Planning Application**

<b>Submission</b>	<p>Submit planning applications and all required materials via email to <a href="mailto:planning@newalbanyohio.org">planning@newalbanyohio.org</a></p> <p>Paper copies are not required at this time however, 12 paper copies of the entire submission will be required ahead of a board hearing date. The planner assigned to your case will inform you when the paper copies need to be delivered to our offices. Fee invoices will be issued to you once the application is entered.</p>																									
<b>Project Information</b>	<p>Site Address <u>7420 Walnut Street</u></p> <p>Parcel Numbers <u>222-004741</u></p> <p>Acres <u>5.0</u> # of lots created <u>N/A</u></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;">Choose Application Type</th> <th>Description of Request:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Appeal</td> <td rowspan="7">Construction of a new police training facility located at the Public Service complex.</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certificate of Appropriateness</td> </tr> <tr> <td><input type="checkbox"/> Conditional Use</td> </tr> <tr> <td><input type="checkbox"/> Development Plan</td> </tr> <tr> <td><input type="checkbox"/> Plat</td> </tr> <tr> <td><input type="checkbox"/> Lot Changes</td> </tr> <tr> <td><input type="checkbox"/> Minor Commercial Subdivision</td> </tr> <tr> <td><input type="checkbox"/> Zoning Amendment (Rezoning)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Zoning Text Modification</td> <td></td> </tr> </tbody> </table>		Choose Application Type	Description of Request:	<input type="checkbox"/> Appeal	Construction of a new police training facility located at the Public Service complex.	<input checked="" type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Plat	<input type="checkbox"/> Lot Changes	<input type="checkbox"/> Minor Commercial Subdivision	<input type="checkbox"/> Zoning Amendment (Rezoning)		<input type="checkbox"/> Zoning Text Modification											
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<b>Contacts</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Applicant Information</th> <th colspan="2">Property Owner Information</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td><u>City of New Albany</u></td> <td>Name</td> <td><u>" "</u></td> </tr> <tr> <td>Address</td> <td><u>50 Village Hall Rd</u></td> <td>Address</td> <td><u>" "</u></td> </tr> <tr> <td>City, State, Zip</td> <td><u>New Albany, OH 43054</u></td> <td>City, State, Zip</td> <td><u>" "</u></td> </tr> <tr> <td>Phone Number</td> <td><u>614-855-1234</u></td> <td>Phone Number</td> <td><u>" "</u></td> </tr> <tr> <td>Email</td> <td></td> <td>Email</td> <td></td> </tr> </tbody> </table>	Applicant Information		Property Owner Information		Name	<u>City of New Albany</u>	Name	<u>" "</u>	Address	<u>50 Village Hall Rd</u>	Address	<u>" "</u>	City, State, Zip	<u>New Albany, OH 43054</u>	City, State, Zip	<u>" "</u>	Phone Number	<u>614-855-1234</u>	Phone Number	<u>" "</u>	Email		Email		
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Phone Number	<u>614-855-1234</u>	Phone Number	<u>" "</u>																							
Email		Email																								
<b>Signature</b>	<p>Site visits to the property by City of New Albany representatives are essential to process this application. The Owner/Applicant, as signed below, hereby authorizes Village of New Albany representatives, employees and appointed and elected officials to visit, photograph and post a notice on the property described in this application. I certify that the information here within and attached to this application is true, correct and complete.</p> <p>Signature of Owner <u></u> Date: <u>2/2/08</u></p> <p>Signature of Applicant _____ Date: _____</p>																									

Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054



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Re: Police Training Facility Waiver Statement

Date: March 27, 2026

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The city is requesting a waiver from the Design Guidelines and Requirements (DGRs) Section 8 Civic & Institutional Buildings (III.3), which 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 proposed New Albany Police Training Facility is planned to be located at 7420 Walnut Street. The training facility is intended to be utilized by sworn and non-sworn employees of the police staff. As stated in the DGRs, entrances shall be oriented toward primary streets and roads; however, this facility has the main staff entrance in the rear and is accessed through the gated parking lot. Due to the intended use of the building, the waiver to not have a front entrance located toward the primary street or road should be warranted.

## **Training Facility Parking Justification**

The training facility will be the location of most of the training classes for New Albany Police Department personnel (34 police officers and 20 non-sworn staff). Generally, the personnel are divided into smaller groups for training rather than training the entire department at one time. It will also host the annual New Albany Citizen Police Academy with a class size of 25 attendees and several Rape Aggression Deterrence (RAD) classes per year with a class size of 10 to 20 women.

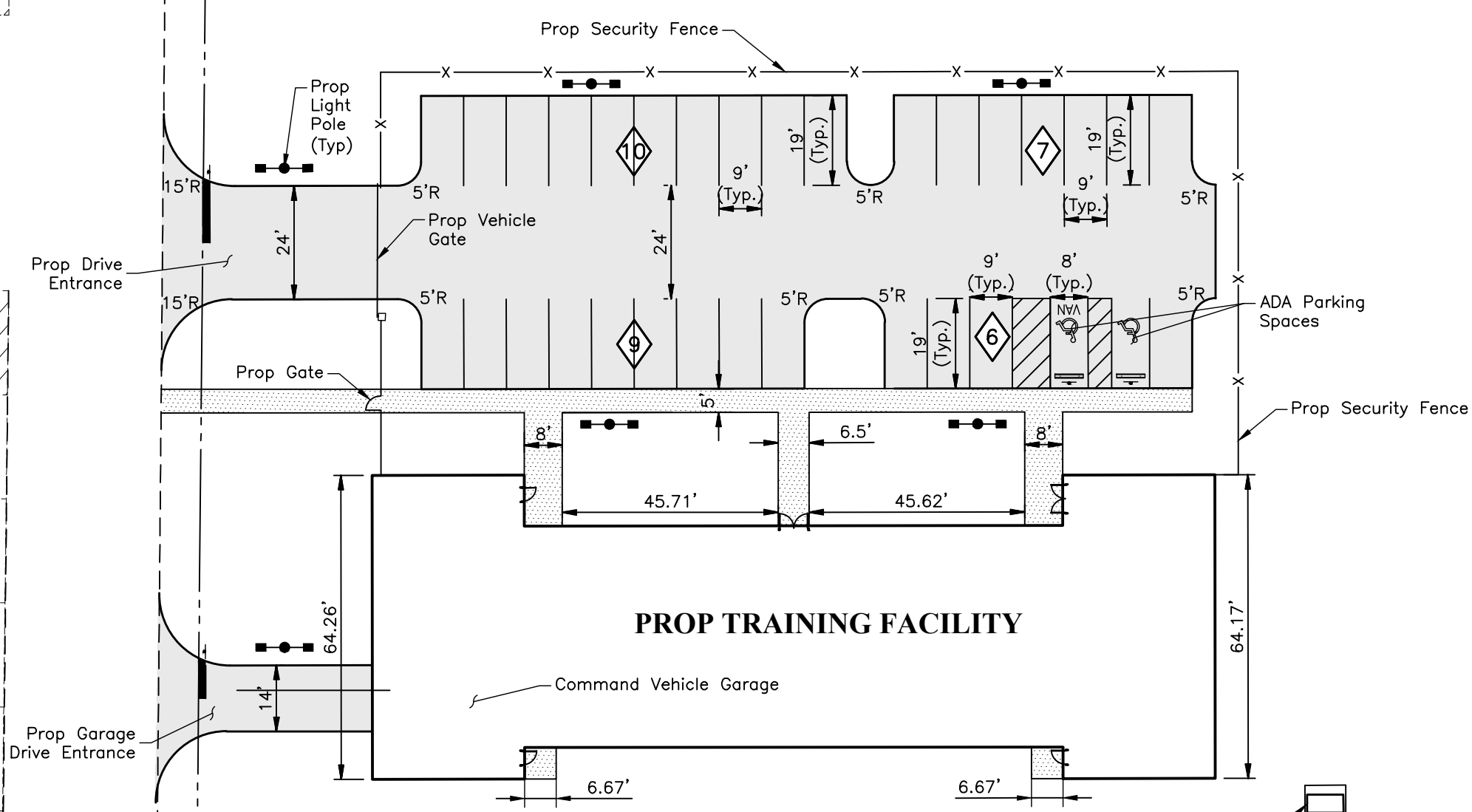
At times, the parking lot will also be used to park a few support vehicles. The police department's facility has limited parking and the development surrounding the police department does not allow for additional parking.

**FUTURE CONCEPTUAL SERVICE COMPLEX IMPROVEMENTS LAYOUT**

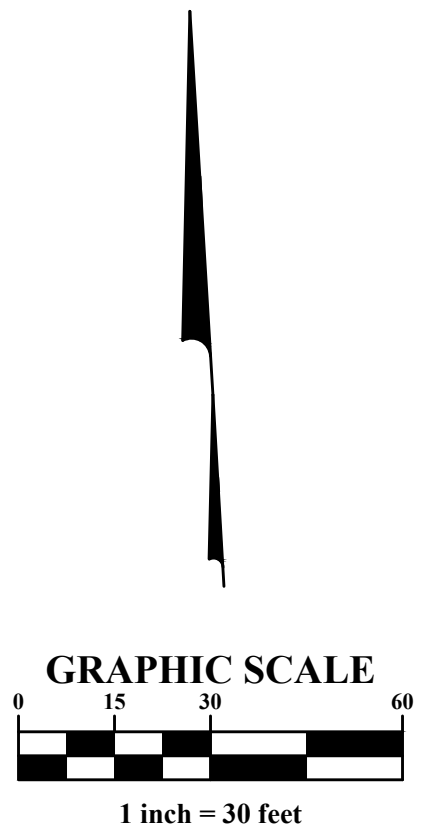
CITY OF NEW ALBANY  
7420 WALNUT ST  
PID: 222-004741-00  
ZONE: AGRICULTURE  
4.97 Ac

NEW ALBANY PLAIN LOCAL  
JOINT PARK DISTRICT  
7500 WALNUT ST  
PID: 222-002942-00  
ZONE: COMMUNITY FACILITIES  
31.87 Ac

**PROPOSED**  
Light Duty Asphalt Pavement  
Concrete Sidewalk



PARKING TABLE	
Parking Provided:	32 Spaces*
Accessible Parking Required	2 Spaces
Accessible Parking Provided	2 Spaces
*Parking Justification Provided Within Application	



MARK	DATE	DESCRIPTION

CITY OF NEW ALBANY

CITY OF NEW ALBANY, FRANKLIN COUNTY, OHIO  
EXHIBIT  
**TRAINING FACILITY  
FOR  
EAST WALNUT STREET**  
SITE PLAN

**EMHT**  
Eaton, Mackinnon, Hines, Adams & Thayer, Inc.  
Engineers • Surveyors • Planners • Scientists  
5500 New Albany Road, Columbus, OH 43054  
Phone: 614.775.4500 Fax: 614.775.3548  
emht.com

DATE  
March 3, 2026

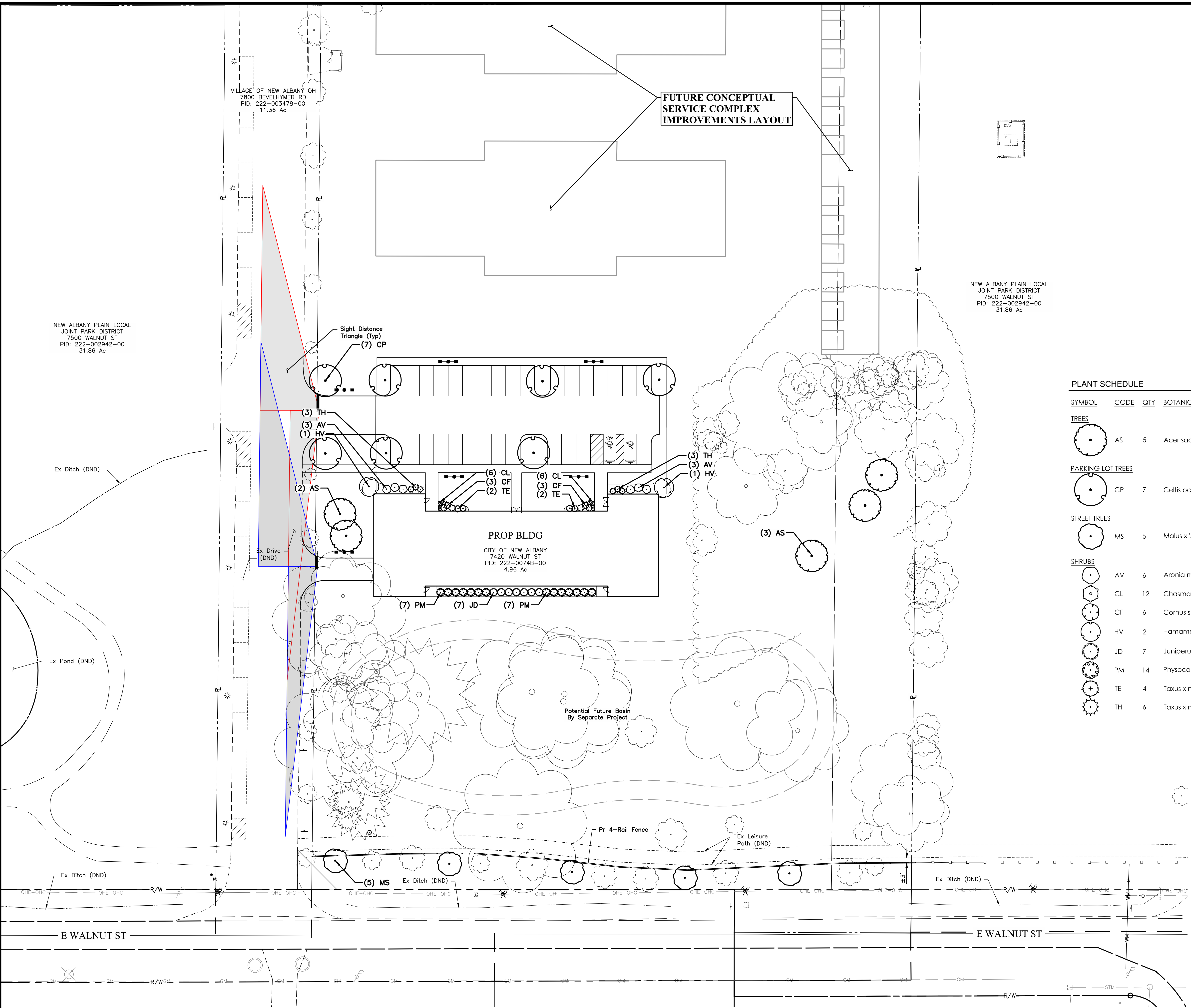
SCALE  
1" = 30'

JOB NO.  
2025-0895

SHEET  
3/4

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J:\20250575\Drawings\Site Improvement\20250575-Landscape Plan.dwg, Last Saved By: cdepinet, 3/5/2026 4:56 PM, Last Printed By: cdepinet, 3/5/2026 5:16 PM



**LANDSCAPE CALCULATIONS**  
Per New Albany Codified Ordinances Section 1171

1171.04 – Street Tree Requirements  
Deciduous canopy trees (street trees) shall be planted no less than 24 feet and no more than 36 feet on center.  
9 Existing Street Trees to remain.  
5 Additional Trees are proposed to meet minimum spacing.

1171.05 – Landscaping Screening  
(e) Minimum Trees  
The following minimums are required, based on total ground coverage of structures and vehicular use areas: Between 20,000 and 50,000 square feet: A minimum of one tree for every five thousand square feet of ground coverage and a total tree planting equal to 10 inches plus on-half inch in tree trunk size for every 2,000 square feet over 20,000 feet in ground coverage.  
Building = 14,000 s.f.  
V.U.A. = 22,276 s.f.  
Total = 36,276 s.f.  
36,276/5,000 = 8 trees required  
10 + ((16,276/2,000) \* .5) = 14" required  
17 Existing Site Trees with a total trunk size of 248" to remain.

1171.06 – Parking Lot Landscaping  
(a)(2) For each 100 square feet, or fraction thereof, of parking area, a minimum total of 5 square feet of landscaped yard shall be provided.  
Parking Area = 18,246 s.f. / 100 \* 5 = 912 s.f. required  
1,228 s.f. landscaped island area provided

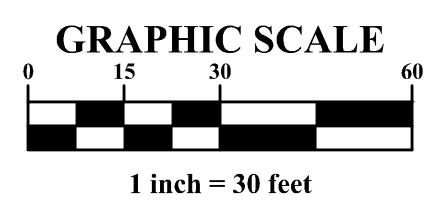
(a)(3) Parking areas should contain a minimum of one deciduous canopy tree for every 10 parking spaces.  
32 parking spaces / 10 = 4 trees required  
8 trees provided

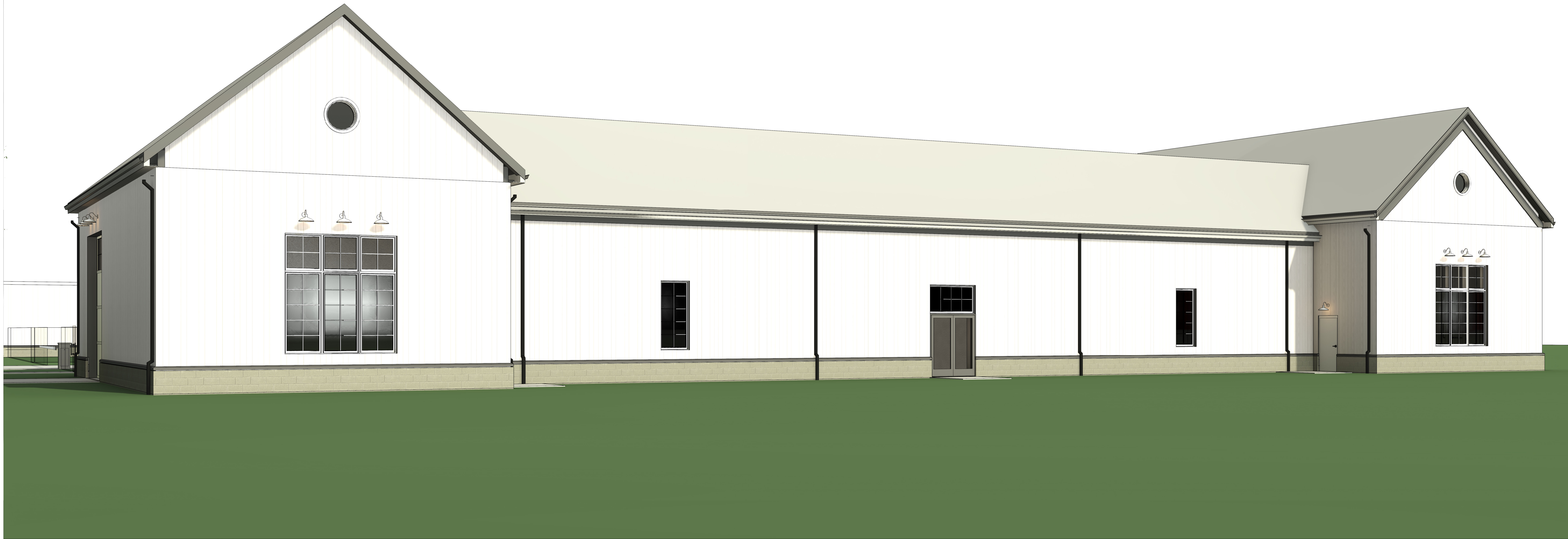
**PLANT SCHEDULE**

SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONDITION
<b>TREES</b>						
	AS	5	Acer saccharum	Sugar Maple	2' Cal.	B&B
<b>PARKING LOT TREES</b>						
	CP	7	Celtis occidentalis 'Prairie Pride'	Prairie Pride Hackberry	2' Cal.	B&B
<b>STREET TREES</b>						
	MS	5	Malus x 'Spring Snow'	Spring Snow Crabapple	3" Cal.	B&B
<b>SHRUBS</b>						
	AV	6	Aronia melanocarpa 'Viking'	Viking Black Chokeberry	#5	Cont.
	CL	12	Chasmanthium latifolium	Northern Sea Oats	#3	Cont.
	CF	6	Cornus sericea 'Farrow'	Arctic Fire® Red Twig Dogwood	#5	Cont.
	HV	2	Hamamelis virginiana	Common Witch Hazel	#7	Cont.
	JD	7	Juniperus x pfitzeriana 'Saybrook Gold'	Saybrook Gold Pfitzer Juniper	#7	Cont.
	PM	14	Physocarpus opulifolius 'Mindia'	Coppertina® Ninebark	#7	Cont.
	TE	4	Taxus x media 'Everlow'	Everlow Anglo-Japanese Yew	#3	Cont.
	TH	6	Taxus x media 'Hicksii'	Hicks Anglo-Japanese Yew	#7	Cont.

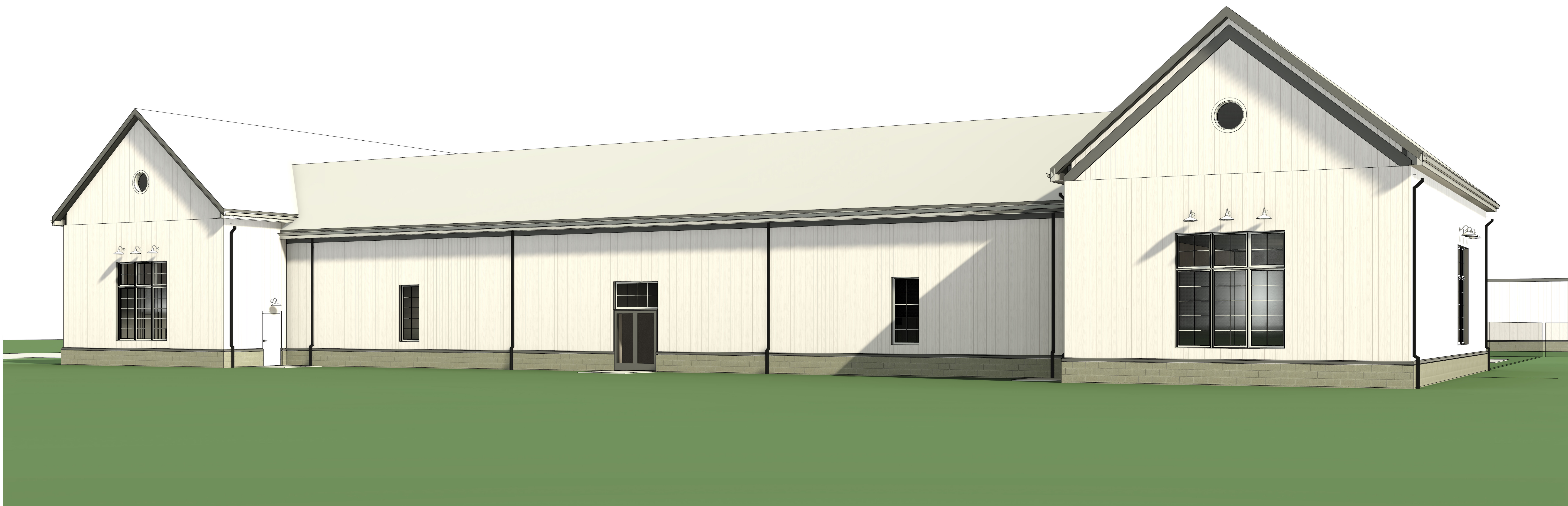
REVISIONS	
MARK	DATE DESCRIPTION
	10/2/24 Schematic Design
CITY OF NEW ALBANY	
FOR	
<b>TRAINING FACILITY</b>	
<b>E WALNUT ST</b>	
<b>LANDSCAPE PLAN</b>	
CITY OF NEW ALBANY, FRANKLIN COUNTY, OHIO	
SITE IMPROVEMENT PLAN	
 <small>EMHT          Engineers • Surveyors • Planners • Scientists          5500 New Albany Road, Columbus, OH 43054          Phone: 614.775.6500 Fax: 614.775.3548          emht.com</small>	
DATE	March 3, 2026
SCALE	1" = 30'
JOB NO.	2025-0575
SHEET	4/4

**PRELIMINARY**  
NOT TO BE USED FOR CONSTRUCTION  
PLAN SET DATE  
March 3, 2026



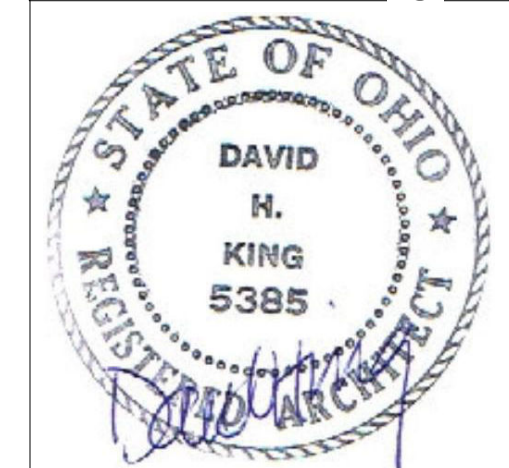


1 SW



2 SE

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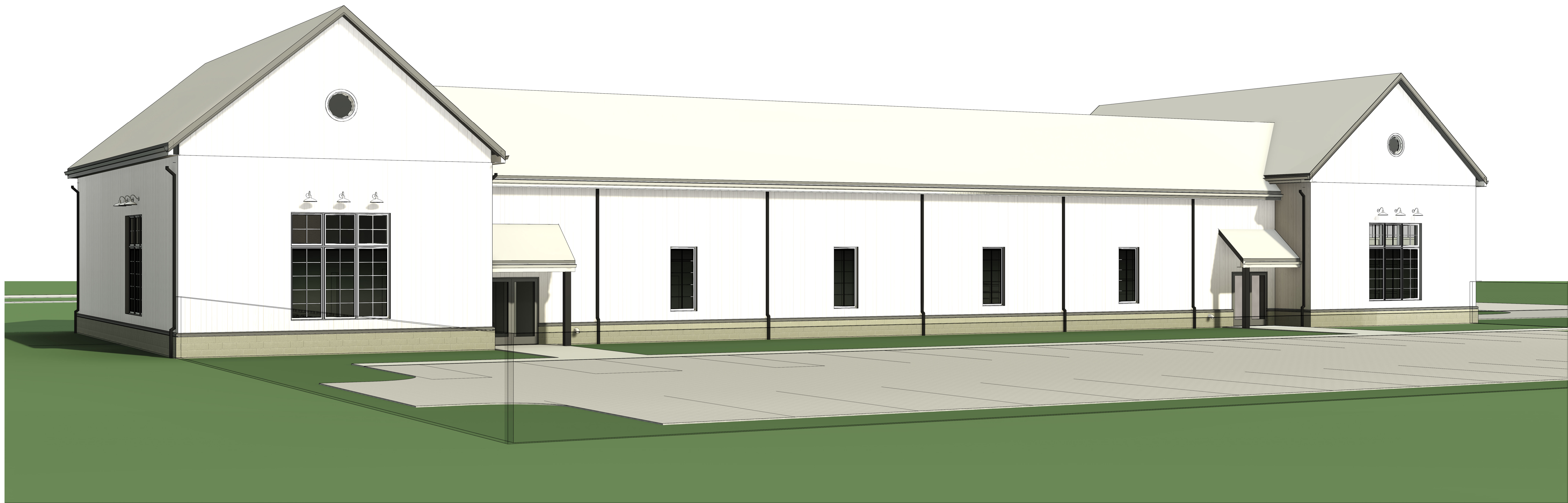
NEW ALBANY POLICE TRAINING FACILITY

7800 BEVELHYMER ROAD  
NEW ALBANY, OHIO 43054

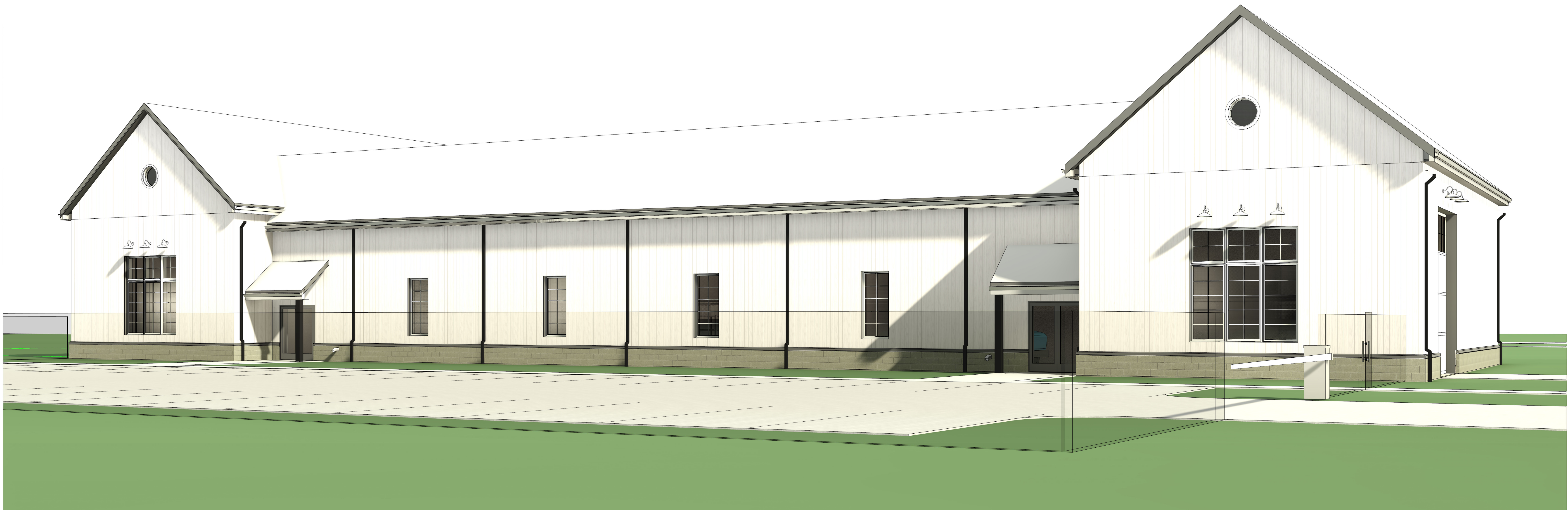
SD SET: 10/05/2025  
ARB PRELIM SET: 02/19/2026  
ARB REVISED SET: 04/01/2026

3D VIEWS

G102



3 - NE



4 - NW

NEW ALBANY POLICE TRAINING FACILITY

7800 BEVELHYMER ROAD  
NEW ALBANY, OHIO 43054

SD SET: 10/05/2025  
ARB PRELIM SET: 02/19/2026  
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3D VIEWS

G103

EXTERIOR FINISHES:

METAL ROOF: DMI SPANLOCK SL-20; COLOR: DYNACLAD WEATHERED ZINC

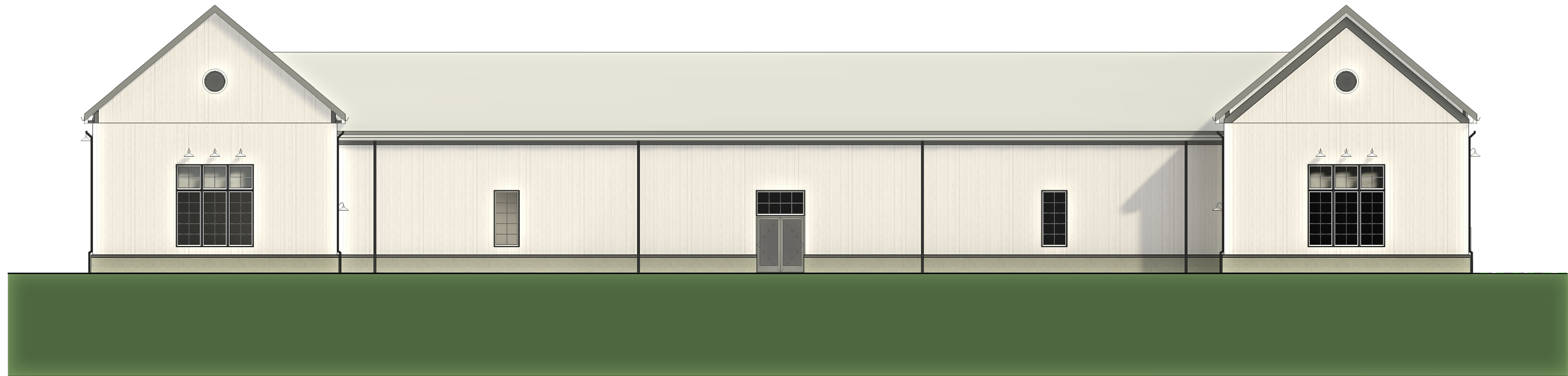
ALUMINUM GUTTERS & DOWNSPOUTS: DMI; COLOR: DYNACLAD WEATHERED ZINC

VERTICAL METAL SIDING: DMI R-PANEL WPRP; COLOR: DYNACLAD WHITE

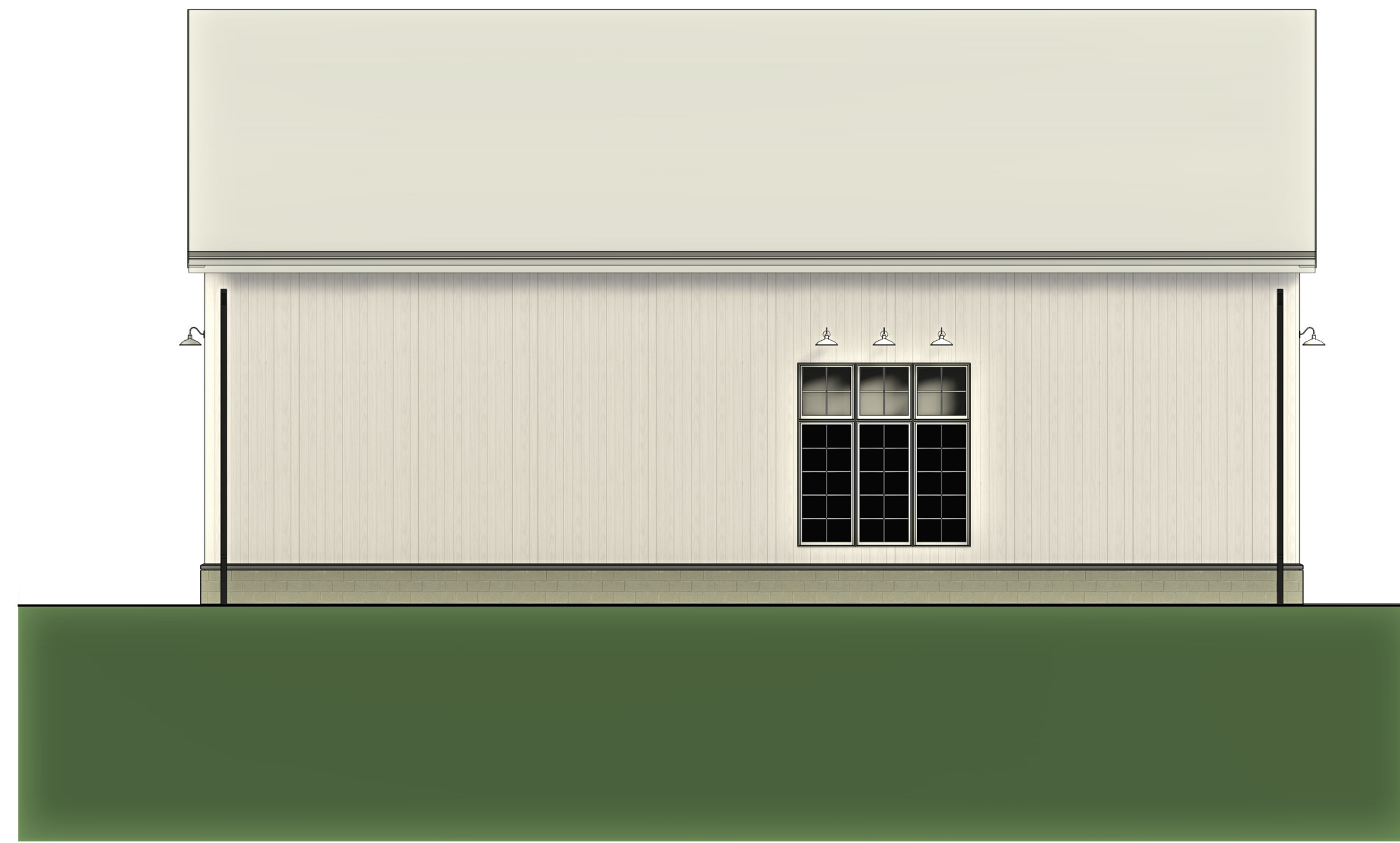
SPLIT-FACED BLOCK & WATER TABLE: OBERFIELDS; COLOR: NATURAL GRAY;  
MORTAR: CEMEX; COLOR: 58H LIMESTONE

ENTRY DOORS & WINDOWS: KAWNEER; COLOR: BONE WHITE

GARAGE DOORS: OVERHEAD DOOR CO. THERMACORE 596; COLOR: WHITE  
UPPER SASHES



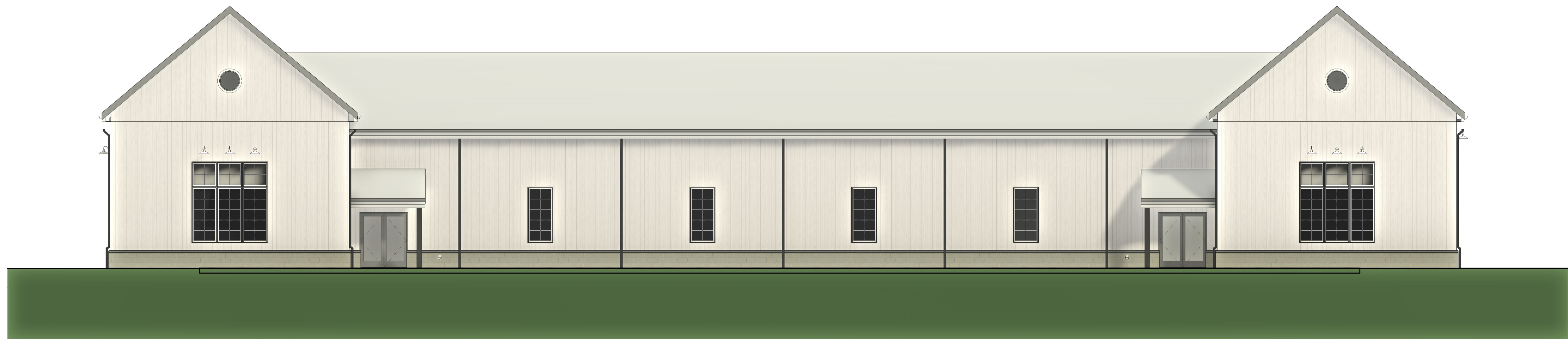
① SOUTH ELEVATION WITH COLOR  
1/8" = 1'-0"



② EAST ELEVATION WITH COLOR  
1/8" = 1'-0"



③ WEST ELEVATION WITH COLOR  
1/8" = 1'-0"



④ NORTH ELEVATION WITH COLOR  
1/8" = 1'-0"

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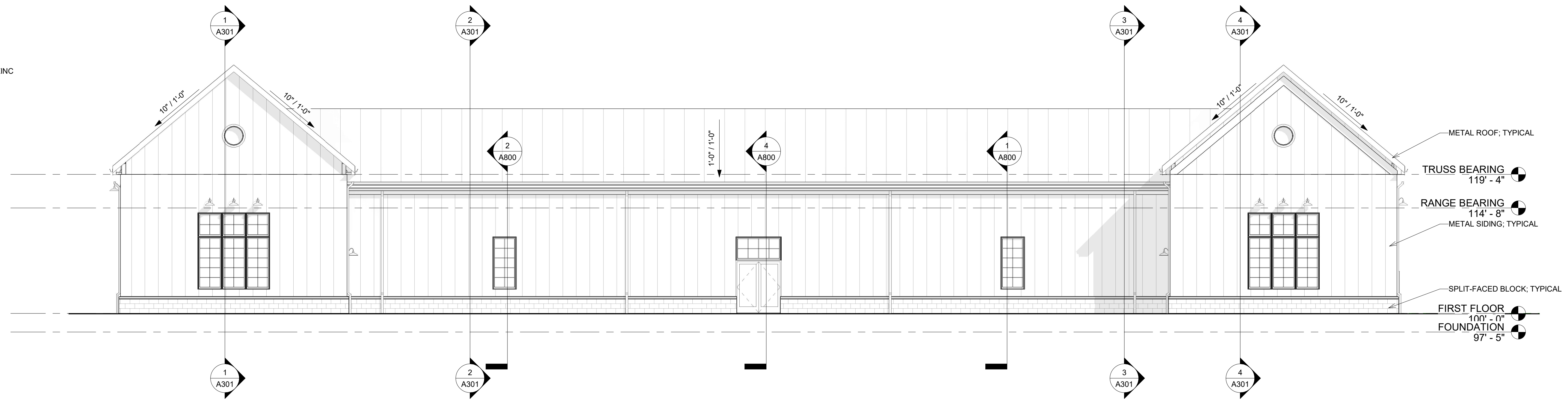
NEW ALBANY POLICE TRAINING FACILITY

7800 BEVELHYMER ROAD  
NEW ALBANY, OHIO 43054

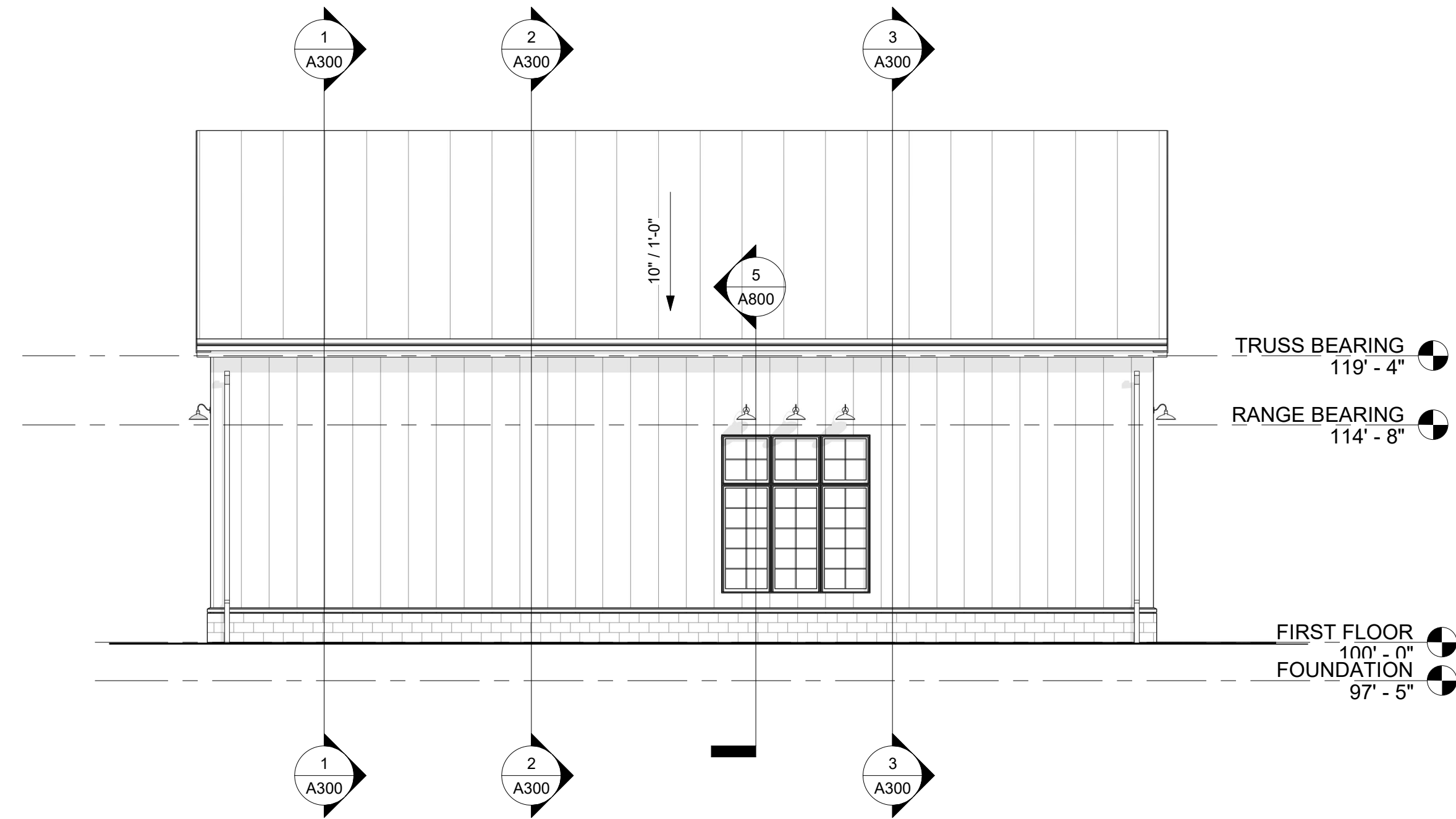
SD SET: 10/05/2025  
ARB PRELIM SET: 02/19/2026  
ARB REVISED SET: 04/01/2026

EXTERIOR  
ELEVATIONS

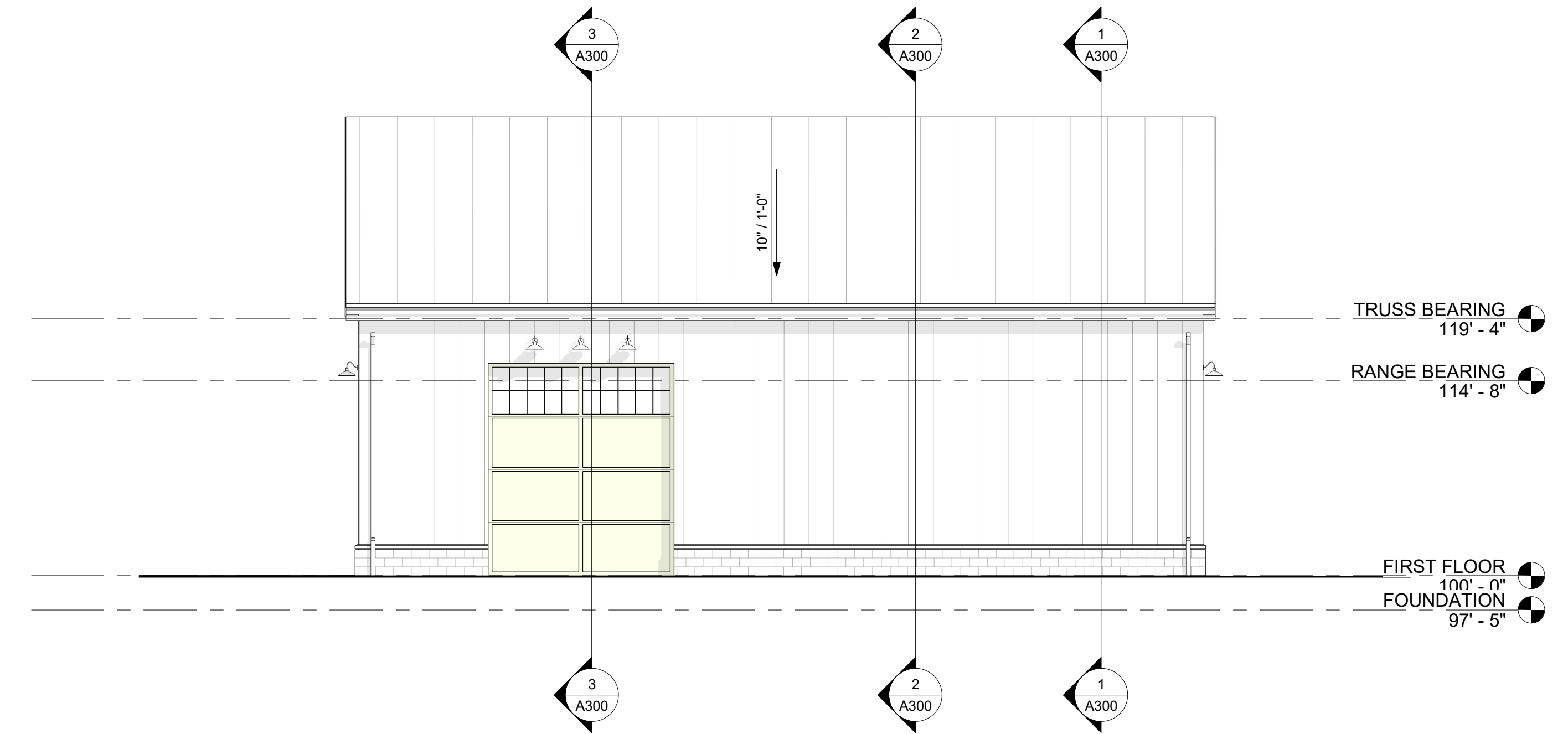
- EXTERIOR FINISHES:
- METAL ROOF: DMI SPANLOCK SL-20; COLOR: DYNACLAD WEATHERED ZINC
  - ALUMINUM GUTTERS & DOWNSPOUTS: DMI; COLOR: DYNACLAD WEATHERED ZINC
  - VERTICAL METAL SIDING: DMI R-PANEL WPRP; COLOR: DYNACLAD WHITE
  - SPLIT-FACED BLOCK & WATER TABLE: OBERFIELDS; COLOR: NATURAL GRAY; MORTAR: CEMEX; COLOR: 58H LIMESTONE
  - ENTRY DOORS & WINDOWS: KAWNEER; COLOR: BONE WHITE
  - GARAGE DOORS: OVERHEAD DOOR CO. THERMACORE 596; COLOR: WHITE; UPPER GASHES



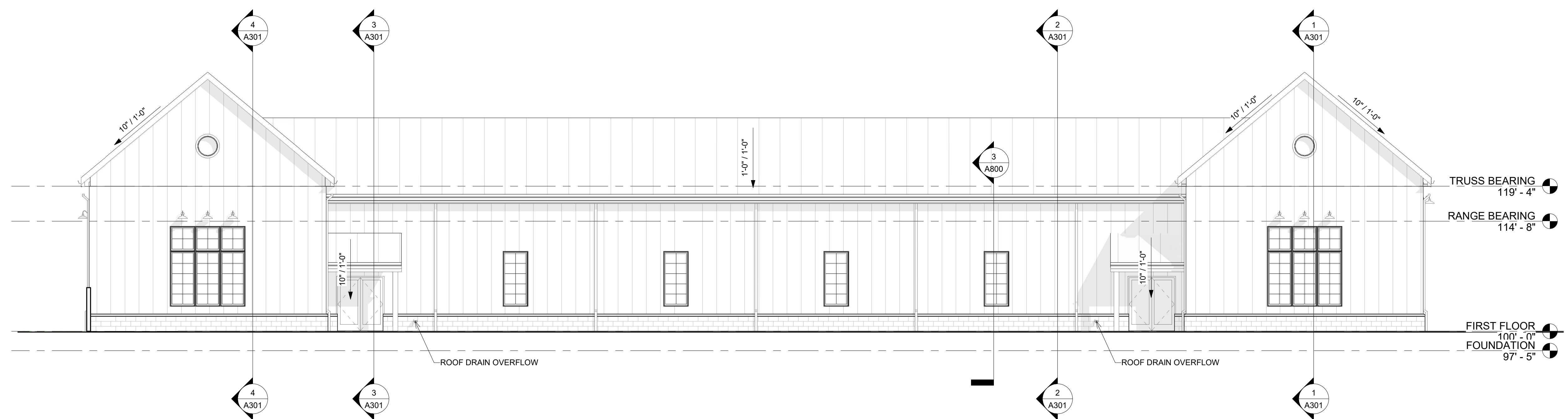
1 SOUTH ELEVATION  
1/8" = 1'-0"



2 EAST ELEVATION  
1/8" = 1'-0"

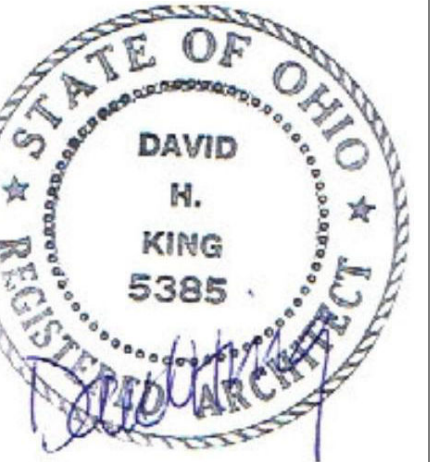


3 WEST ELEVATION  
1/8" = 1'-0"



4 NORTH ELEVATION  
1/8" = 1'-0"

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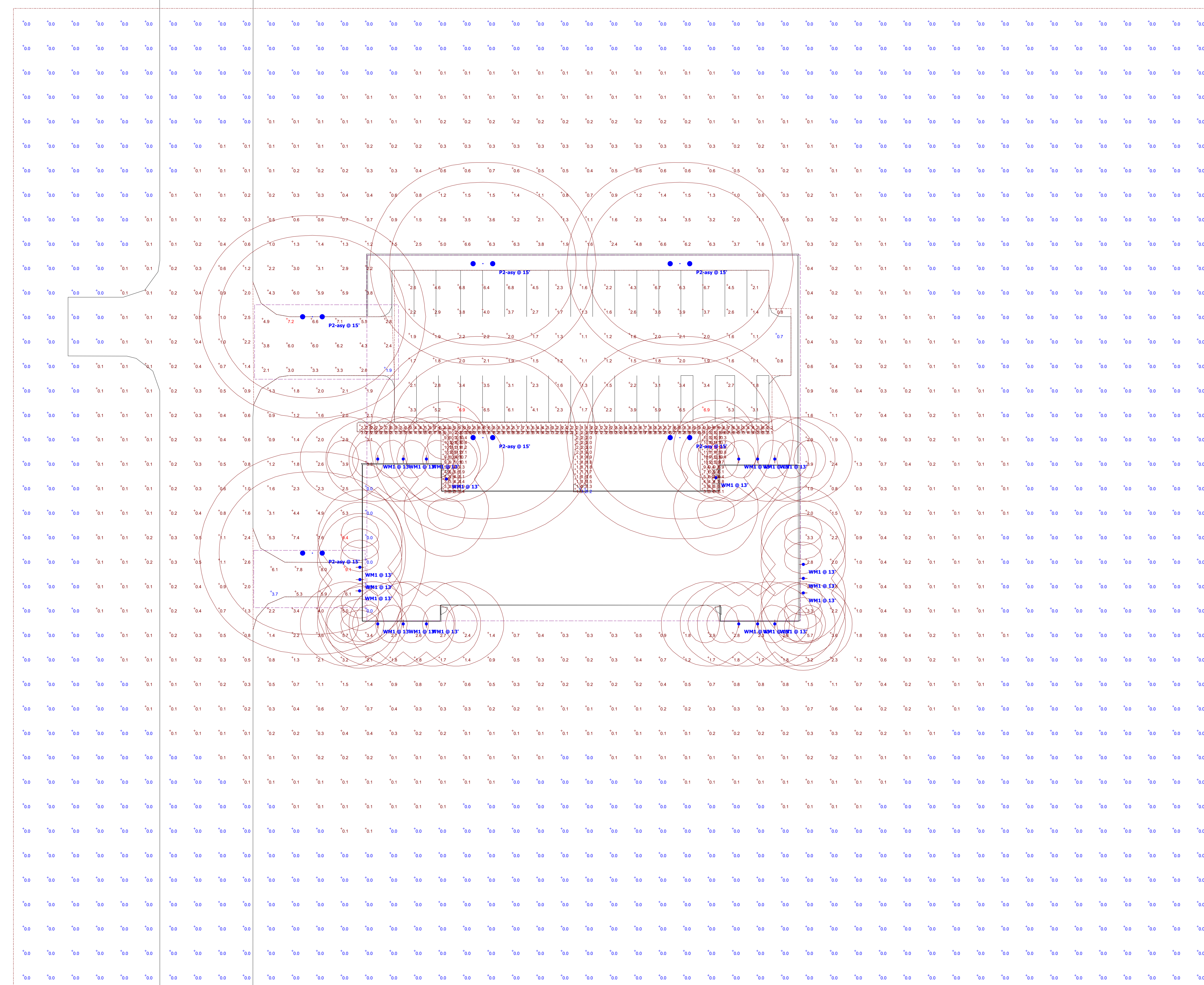
SD SET: 10/05/2025  
ARB PRELIM SET: 02/19/2026  
ARB REVISED SET: 04/01/2026

EXTERIOR ELEVATIONS

A200

Schedule											
Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Input Power	Polar Plot
○	P2-asy		6	Holophane	GSUF3 P40 40K ASY	GlasWerks Luminescent LED Halobrook, P40 Performance Package, 4000K CCT, Asymmetric distribution	1	9667	0.9	150	
○	WM1		20	COOPER LIGHTING SOLUTIONS - INVUE	EMH2-HTN-VA2-740-U-RW	EPIC MODERN TALL HOUSING 2W 70CRI 4000K VISUAL COMFORT FIXTURE W/ RECTANGULAR WIDE DISTRIBUTION OPTIC	1	3433	0.9	38.6	

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
site	+	0.3 fc	9.4 fc	0.0 fc	N/A	N/A
vehicle entry north	+	4.4 fc	7.2 fc	1.9 fc	3.8:1	2.3:1
vehicle entry south	+	6.5 fc	9.1 fc	3.7 fc	2.5:1	1.8:1
walk	+	6.0 fc	11.5 fc	1.2 fc	9.5:1	5.0:1
parking	+	2.9 fc	6.9 fc	0.7 fc	9.9:1	4.1:1



Plan View  
Scale - 1" = 20'



Architectural Review Board Staff Report  
April 13, 2026 Meeting

---

**PUBLIC SERVICE STORAGE FACILITY  
CERTIFICATE OF APPROPRIATENESS**

---

LOCATION: 7800 Bevelhymer Road (PID: 222-003478)  
REQUEST: Certificate of Appropriateness  
ZONING: Community Facilities (CF)  
STRATEGIC PLAN: Parks and Green Space & Metro Park Zone  
APPLICATION: ARB-24-2026  
APPLICANT: City of New Albany c/o EMH&T

Review based on: Application materials received on March 5, 2026

*Staff report completed by Javon Henderson, Planner I*

---

**I. REQUEST AND BACKGROUND**

The applicant requests a Certificate of Appropriateness to construct a new public service department storage building, that is approximately 8,280 square feet. The site is accessed from two curb cuts, one on East Walnut Street and the other on Bevelhymer Road.

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.

**II. SITE DESCRIPTION & USE**

The overall site is 11.36 acres, and the applicant is proposing to construct a new public service storage facility located at 7800 Bevelhymer Road. The site for the proposed storage facility currently contains the public service department buildings. The surrounding area includes residential properties to the south, Bevelhymer Park, the fieldhouse, and the New Albany Public Service facilities.

**III. EVALUATION**

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

**A. Certificate of Appropriateness**

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

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

- The applicant proposes to construct a new public service storage building (8,280 sq. ft.), supporting the growth of the city by providing necessary storage space for the public service department.
- The Engage New Albany strategic plan designates the area as Parks and Green Space in the future land use category. Given the location of the storage building, which will occupy space on the public service parcel, the proposal is appropriate, noting that the existing use will not be changed.
- The following table includes the required and proposed setbacks for Community Facilities:

<b>Standard</b>	<b>Permitted</b>	<b>Proposed</b>
Front Yard	The front yard setback shall not be less than the largest required front yard setback for any adjacent zoning district.	Bevelhymer Road: 1134' +/-
Side and Rear Yard	The yards for each public facility building shall be not less than the criteria set forth in the following schedule when adjacent to any district where residences are a permitted use. (50' minimum)	Storage Building: 10' (Eastern property line); 25' +/- (Northern property line); 300' +/- (Southern property line)
Driveway	10'	560' +/-
Parking Area	20'	584' +/-

- The public service expansion provides additional capacity to support a growing department. This space will accommodate storage, equipment, and vehicles, while enhancing overall maintenance operations throughout the community.
- The Community Facilities zoning district does not have a permitted maximum building height. However, the public storage facility is proposed to be 28 feet tall.
- Requirements outlined in Section 8 of the Design Guidelines and Requirements apply to this site.
- Section 8(III.2) of the Design Guidelines & Requirements states that 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 public service storage building will include vertical metal wall panels and a metal roof with colors matching the existing public service buildings on site. Additionally, the public service storage building will consist of faux shutters and a decorative cupola along the roof. The garage doors will be metal overhead, matching the existing service buildings on site.



- The City Landscape Architect reviewed the proposed development and had no further comments on the plans.

#### **Lighting**

- There is no proposed lighting for the public service storage facility.

#### **Vehicular and Pedestrian circulation:**

- The public service storage facility will be accessed from the existing pavement internal to the site, accessed by employees.

#### **Signage**

- No signage is proposed for the public service storage facility.

3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
  - The site currently occupies the public service department and buildings that support their operational needs. Additionally, the building is proposed to have similar architectural elements to the existing public service buildings.
4. *All buildings, structures and sites shall be recognized as products of their own time.*
  - The applicant has designed the new building in a way that is appropriate and would create a seamless addition to the area while meeting the architectural requirements in the DGR's.
5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
  - The shape, massing, use of materials, and architectural elements are appropriate for the proposed architectural style. The applicant has achieved a thoughtful design.
6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
  - Not Applicable
7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
  - Not Applicable

#### **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 has no comments.

#### **V. SUMMARY**

The addition of the public service storage facility will help the public service department maintain functional operations at the facility for staff. The addition will serve the city's expansion needs to continue the functional operations for the community. The strategic plan identifies that governmental facilities shall be located throughout the city, and the public service complex is the ideal location to expand its facilities.

The site has been thoughtfully designed, with a layout that will accommodate operational needs for public service staff. The proposed development meets all applicable setbacks and other requirements, demonstrating compliance with zoning standards. The building supports the architectural character of the area and will enhance the quality and experience around the public service complex.

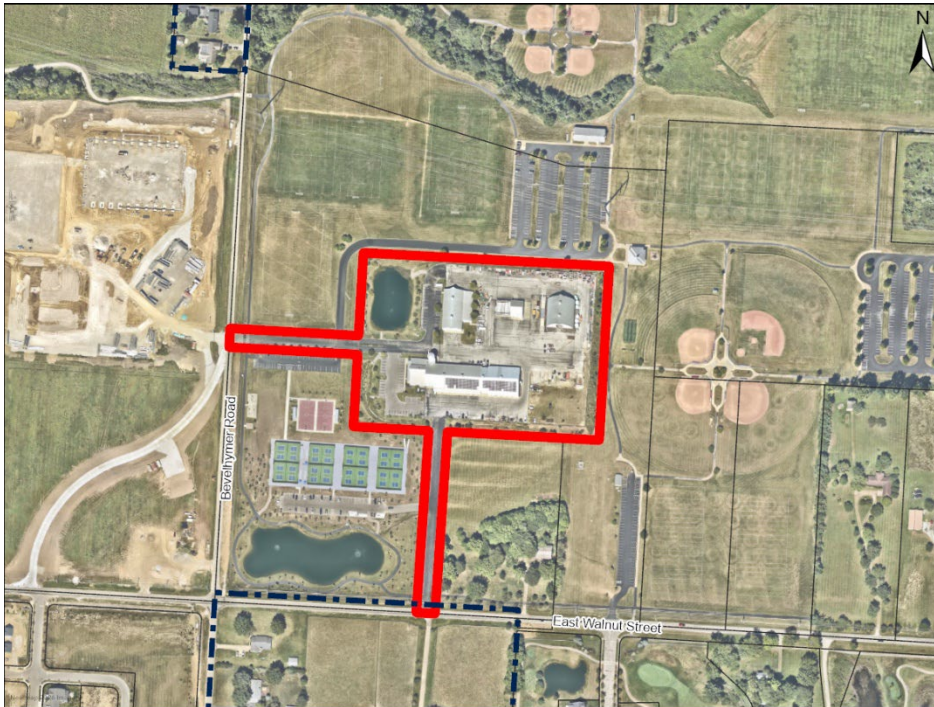
#### IV. ACTION

Should the Architectural Review Board find sufficient basis for approval, the following motion would be appropriate (conditions may be added).

#### Suggested Motion for ARB-24-2026:

Move to approve Certificate of Appropriateness application ARB-24-2026.

#### Approximate Site Location:



Source: NearMap



**Community Development Planning Application**

<b>Submission</b>	<p>Submit planning applications and all required materials via email to <a href="mailto:planning@newalbanyohio.org">planning@newalbanyohio.org</a></p> <p>Paper copies are not required at this time however, 12 paper copies of the entire submission will be required ahead of a board hearing date. The planner assigned to your case will inform you when the paper copies need to be delivered to our offices. Fee invoices will be issued to you once the application is entered.</p>																									
<b>Project Information</b>	<p>Site Address <u>7800 Bevelhimer Road</u></p> <p>Parcel Numbers <u>222-003478</u></p> <p>Acres <u>11.35</u> # of lots created <u>N/A</u></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;">Choose Application Type</th> <th>Description of Request:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Appeal</td> <td rowspan="10" style="vertical-align: top;"> <u>Construction of a new 12-bay storage building at New Albany public service complex</u> </td> </tr> <tr> <td><input checked="" type="checkbox"/> Certificate of Appropriateness</td> </tr> <tr> <td><input type="checkbox"/> Conditional Use</td> </tr> <tr> <td><input type="checkbox"/> Development Plan</td> </tr> <tr> <td><input type="checkbox"/> Plat</td> </tr> <tr> <td><input type="checkbox"/> Lot Changes</td> </tr> <tr> <td><input type="checkbox"/> Minor Commercial Subdivision</td> </tr> <tr> <td><input type="checkbox"/> Zoning Amendment (Rezoning)</td> </tr> <tr> <td><input type="checkbox"/> Zoning Text Modification</td> </tr> <tr> <td><input type="checkbox"/> Extension Request</td> </tr> <tr> <td><input type="checkbox"/> Variance</td> </tr> <tr> <td><input type="checkbox"/> Vacation</td> </tr> </tbody> </table>		Choose Application Type	Description of Request:	<input type="checkbox"/> Appeal	<u>Construction of a new 12-bay storage building at New Albany public service complex</u>	<input checked="" type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Plat	<input type="checkbox"/> Lot Changes	<input type="checkbox"/> Minor Commercial Subdivision	<input type="checkbox"/> Zoning Amendment (Rezoning)	<input type="checkbox"/> Zoning Text Modification	<input type="checkbox"/> Extension Request	<input type="checkbox"/> Variance	<input type="checkbox"/> Vacation									
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Email		Email																								
<b>Signature</b>	<p>Site visits to the property by City of New Albany representatives are essential to process this application. The Owner/Applicant, as signed below, hereby authorizes Village of New Albany representatives, employees and appointed and elected officials to visit, photograph and post a notice on the property described in this application. I certify that the information here within and attached to this application is true, correct and complete.</p> <p>Signature of Owner <u>Joseph Stefanow</u> Date: <u>2/2/24</u></p> <p>Signature of Applicant _____ Date: _____</p>																									

Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054

January 30, 2026

**Subject:** Letter of Support

To whom it may concern,

As the adjacent property owner, I have reviewed the city of New Albany's proposed storage building construction project. I understand they are requesting a variance to allow the building to be setback 10 feet from the property line where code permits a minimum setback of 50 feet.

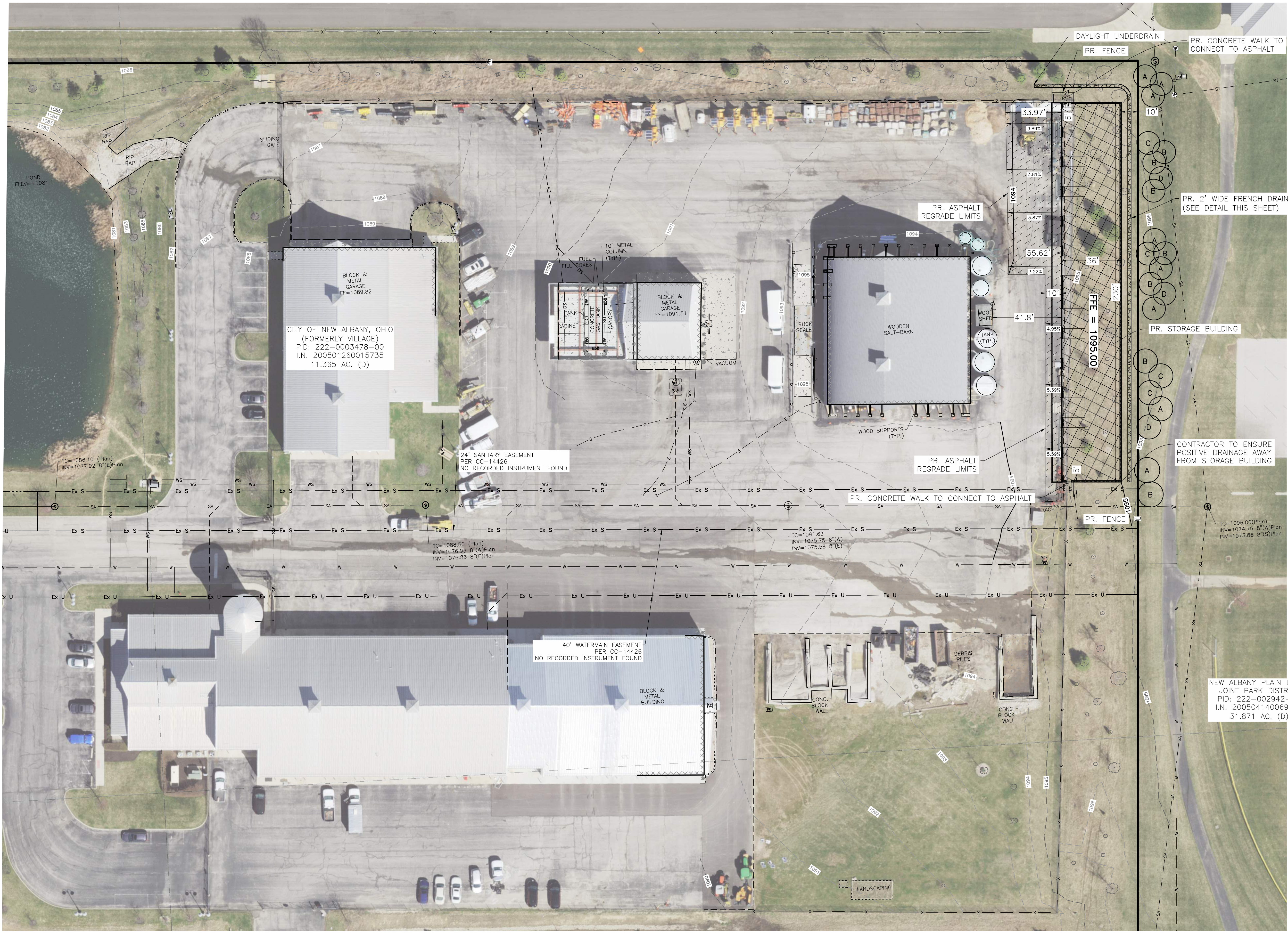
I support this request and believe the project will enhance the property while maintaining the character and integrity of the New Albany Parks and Recreation property. The parks district is supportive of the proposed landscaping located to the east of the building to provide screening. This landscaping will provide a landscape buffer and not impact any of the park district's operations.

In closing, I have no concerns with the proposed site and building improvements proposed by the city of New Albany. Thank you for your consideration in this matter.

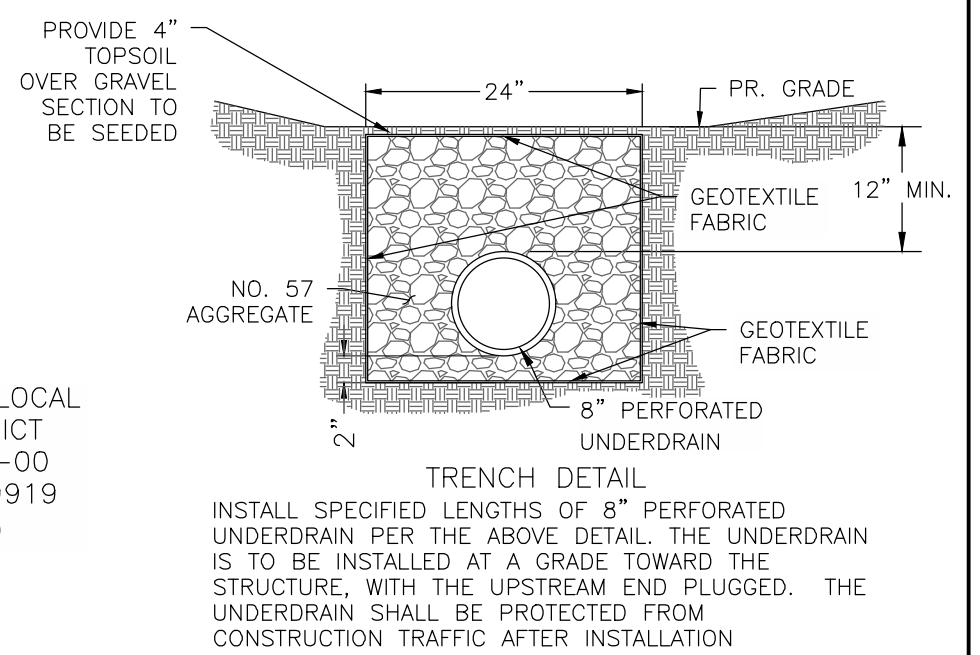
Sincerely,



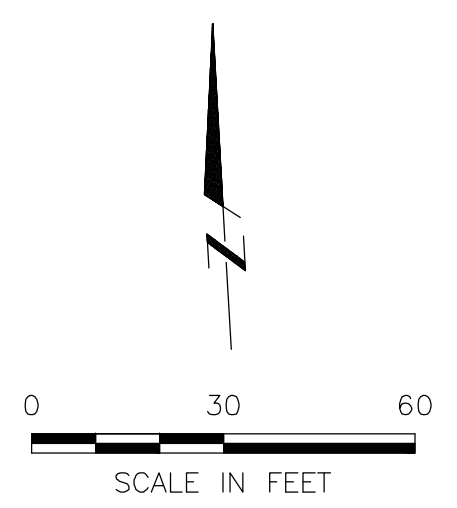
**David Wharton, OLY, CPRP**  
Director of Recreation and Parks  
***FUN. HEALTHY. ACTIVE. COMMUNITY.***  
New Albany Parks & Recreation  
[www.naparks.org](http://www.naparks.org)  
Office: 614-939-7275  
Cell: 614-774-8544



- LEGEND**
- ⊗ EX. WATER VALVE
  - ⊕ EX. FIRE HYDRANT
  - ⊙ EX. GAS METER
  - ⊕ EX. CATCH BASIN
  - ⊙ EX. CLEANOUT
  - ⊙ EX. SANITARY MANHOLE
  - ⊙ EX. OIL WELL
  - ⊙ EX. LIGHT POLE
  - ⊙ EX. PULL BOX
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  - W— EX. GAS LINE
  - G— EX. SANITARY SEWER
  - SA— EX. SANITARY SEWER
  - E— EX. UNDERGROUND ELECTRIC
  - X— EX. FENCE
  - Ex U— EX. UTILITY EASEMENT
  - Ex S— EX. SANITARY EASEMENT
  - ⊔ PROPERTY LINE
  - ⊔ EX. CONCRETE
  - ⊔ EX. ASPHALT PAVEMENT
  - ⊔ PR. ASPHALT PAVEMENT
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 C: CHINKAPIN OAK (2" CALIPER) X4  
 D: FRONTIER ELM (2" CALIPER) X3



**8" PERFORATED PIPE DETAIL**  
N.T.S



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REVISIONS	DATE	BY	CHK.

**E. P. FERRIS**  
AND ASSOCIATES  
INC  
Consulting Civil Engineers and Surveyors

2130 QUARRY TRAILS DR,  
2ND FLOOR  
COLUMBUS, OHIO 43228  
(614) 299-2999  
(614) 299-2992 (Fax)  
www.EPFERRIS.com

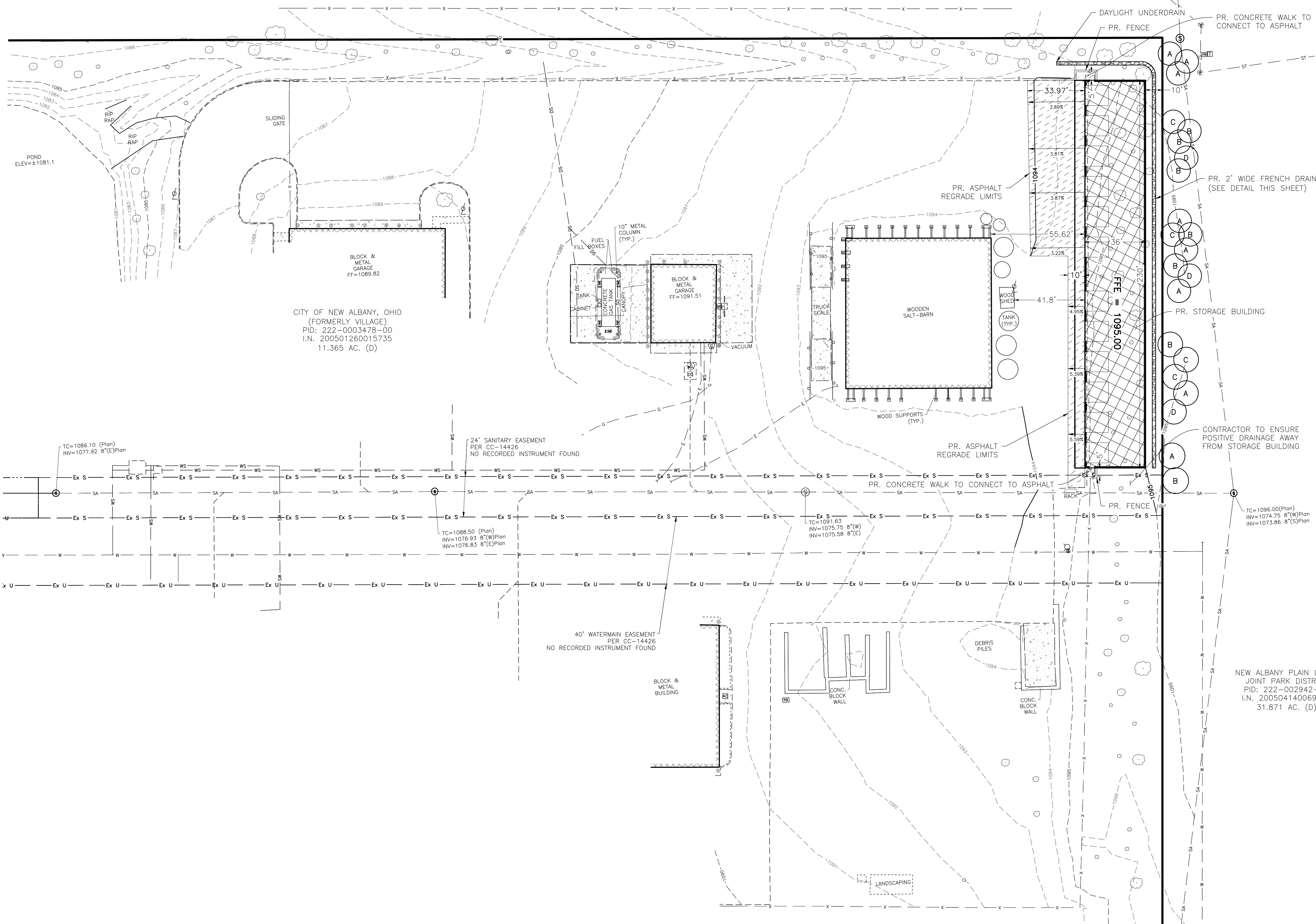
**NEW ALBANY, FRANKLIN COUNTY OHIO**  
**NEW ALBANY SERVICE DEPARTMENT**

JOB NO.	405.225
DESIGNED BY:	ERM
DRAWN BY:	ERM
CHECKED BY:	BSM
APPROVED BY:	---
DATE:	1/22/2026

**STORAGE BUILDING EXHIBIT**

SCALE:	1" = 30'
SHEET NO.	OF
1	1

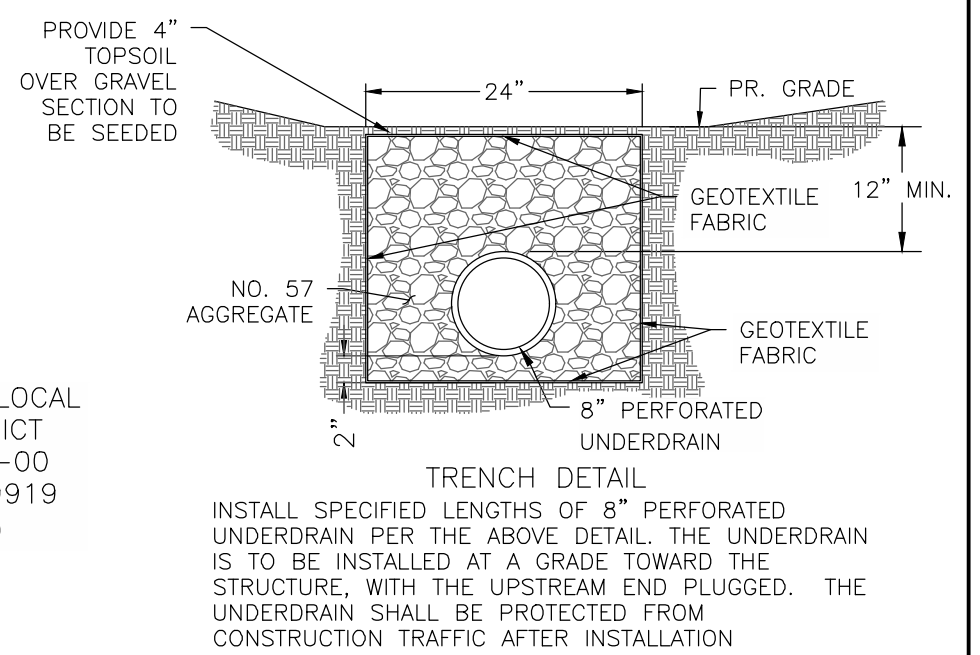
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**LEGEND**

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**8" PERFORATED PIPE DETAIL**  
N.T.S.

CITY OF NEW ALBANY, OHIO  
(FORMERLY VILLAGE)  
PID: 222-0003478-00  
I.N. 200501260015735  
11.365 AC. (D)

NEW ALBANY PLAIN LOCAL  
JOINT PARK DISTRICT  
PID: 222-002942-00  
I.N. 200504140069919  
31.871 AC. (D)

REVISIONS	DATE	BY	CHK.

**E. P. FERRIS**  
AND  
**ASSOCIATES**  
INC.  
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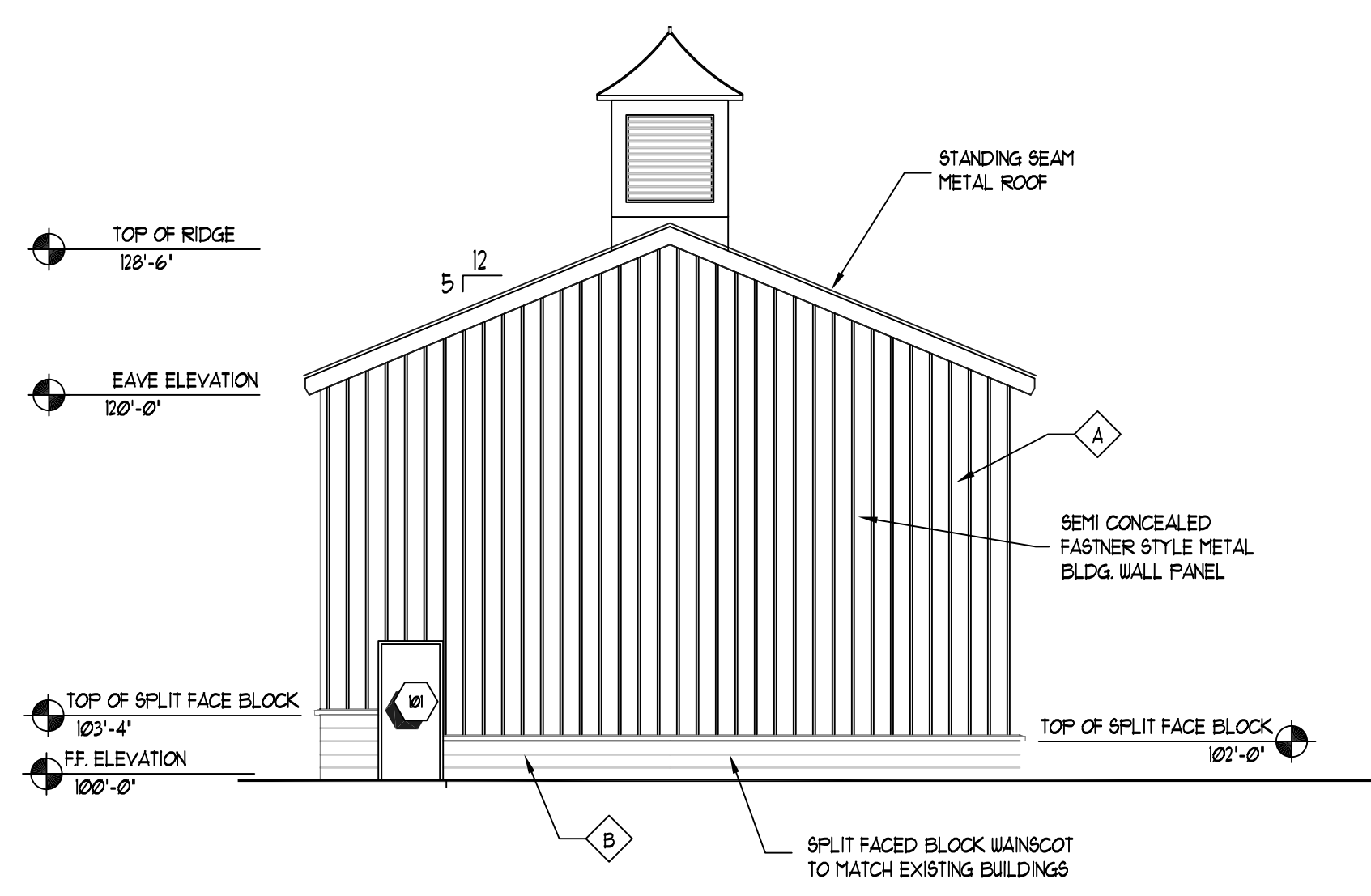
2130 QUARRY TRAILS DR.  
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**NEW ALBANY, FRANKLIN COUNTY OHIO**  
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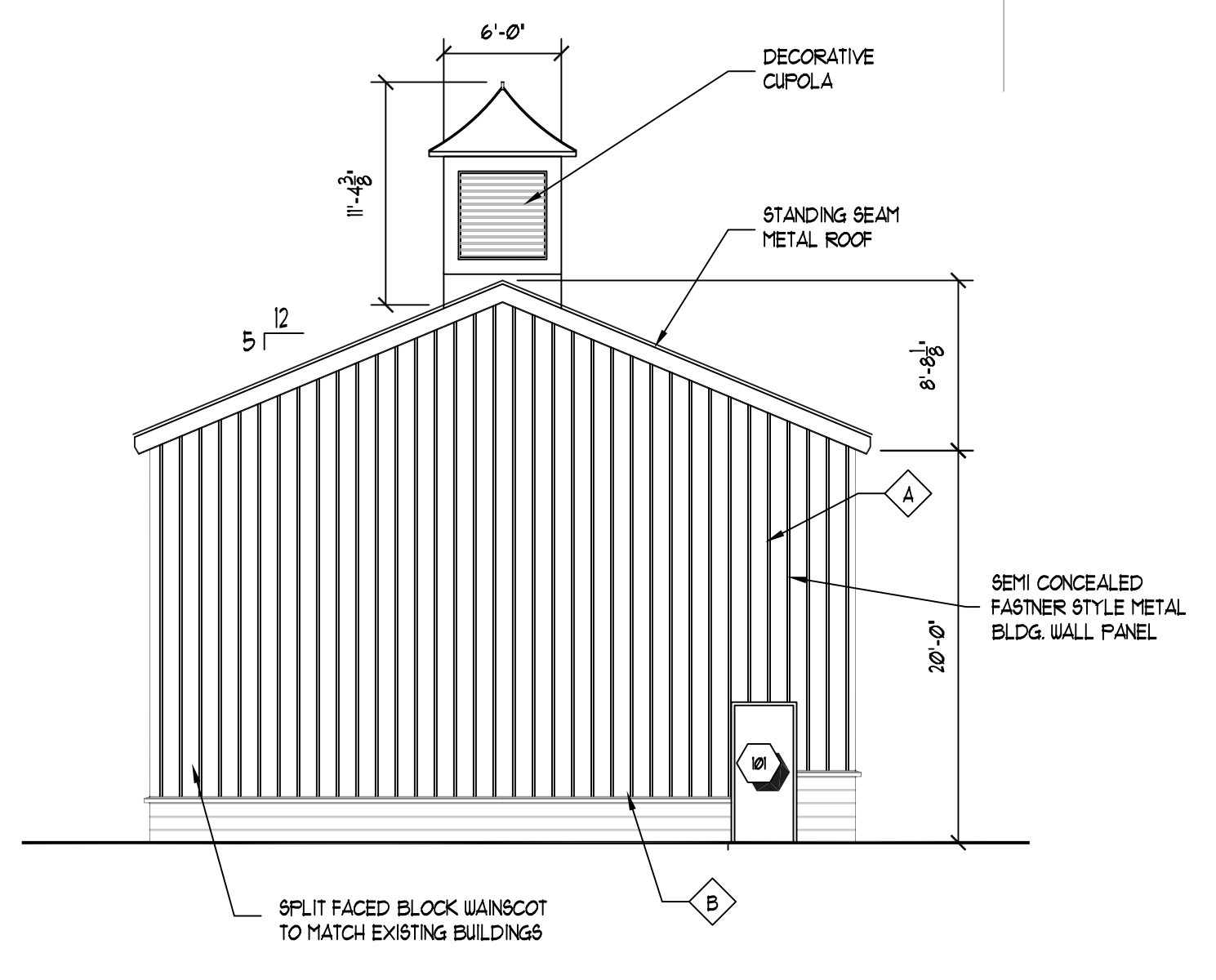
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SHEET NO.	1
OF	1



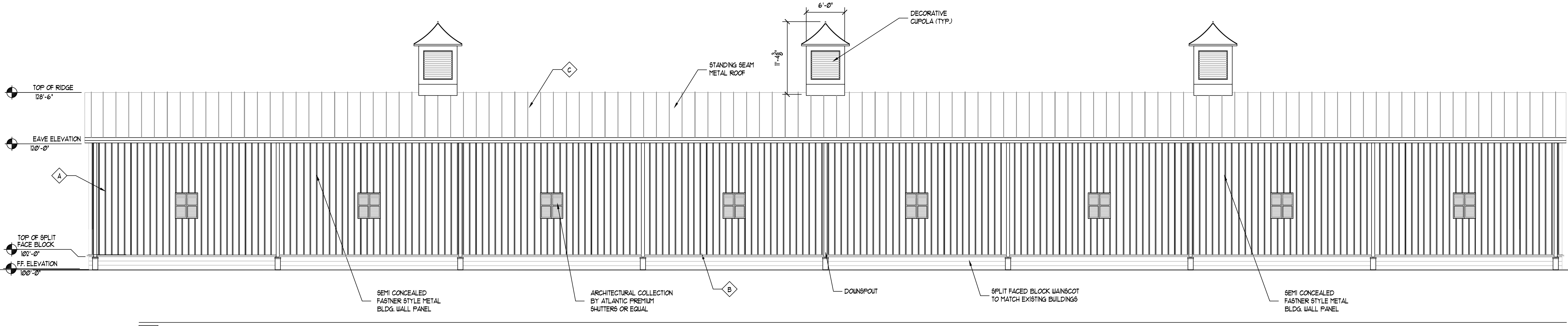
**A** SIDE ELEVATION  
SCALE: 1/8" = 1'-0"



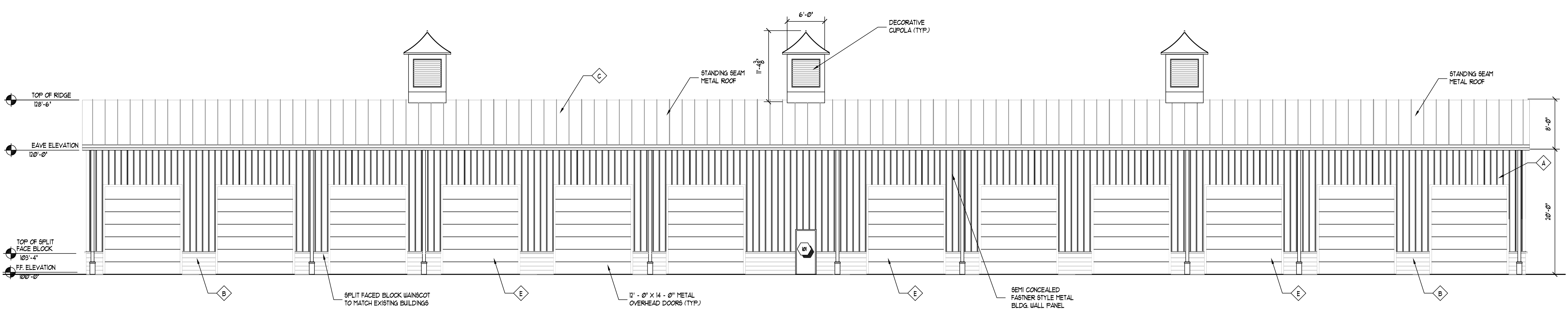
**B** SIDE ELEVATION  
SCALE: 1/8" = 1'-0"

COLOR SCHEDULE		
SYMBOL	DESCRIPTION	COLOR
A	SEMI CONCEALED FASTENER STYLE METAL BLDG. WALL PANEL	STEELOX 5VR - SEMI CONCEALED FASTENER STYLE EMBOSSED FACE WALL STANDARD COLOR - 'REGAL WHITE'
B	SPLIT FACED BLOCK MASONRY WAINSCOT WALL	NORTHFIELD BLOCK COMPANY - PRAIRIE STONE SERIES COLOR: ALABASTER ROCKFACE
C	STANDING SEAM METAL ROOF	STEELOX LOCKRIB 'LRX-CP' STANDING SEAM METAL ROOF PANELS STANDARD COLOR - 'GALVALUME FINISH'
D	ALUMINUM WINDOWS & DOORS	EPCO 2500 SERIES 2" COMMERCIAL GRADE WINDOWS & DOORS COLOR: BONE WHITE
E	METAL OVERHEAD DOORS	OVERHEAD DOOR CO. - SERIES STEEL INSULATED SECTIONAL DOORS COLOR: WHITE

NOTE: METAL TRIM & FLASHING COLORS SHALL MATCH WALL PANEL COLORS. VERIFY W/ ARCHITECT PRIOR TO ORDERING.



**C** SIDE ELEVATION  
SCALE: 1/8" = 1'-0"



**D** SIDE ELEVATION  
SCALE: 1/8" = 1'-0"

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© RONALD J. GAJOCH & ASSOCIATES, INC.

- PROJECT PHASE**
- PRELIMINARY
  - PG/ARB/ZONING
  - CONTRACT DOCUMENTS
  - PERMIT DOCUMENTS
  - CONSTRUCTION SET ISSUED
  - AS-BUILTS (N/A)

MUNICIPAL SERVICE FACILITY  
CONSTRUCTION OF NEW STORAGE BUILDING  
7800 BEVELLWATER ROAD  
NEW ALBANY, OHIO 43054

VILLAGE OF NEW ALBANY, OHIO  
99 WEST MAIN STREET  
NEW ALBANY, OHIO 43054

PH.: 614-955-0076  
FAX: .



Ronald J. Gajoch, License #92-10078  
Expiration Date: December 31, 2026

**RONALD J. GAJOCH & ASSOCIATES, INC.**  
ARCHITECTS & PLANNERS



**RONALD J. GAJOCH & ASSOCIATES INC.**  
545 METRO PLACE SOUTH  
SUITE 400  
DUBLIN, OHIO 43017-3386  
PHONE: 614-793-4611  
FAX: 614-793-4621

PROJECT NO.:  
VNA00225

DATE:  
JANUARY 30, 2026

- REVISIONS:
- 1
  - 2
  - 3
  - 4
  - 5
  - 6

SHEET NO.  
**A-2.1**

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**MUNICIPAL SERVICE FACILITY**  
 CONSTRUCTION OF NEW STORAGE BUILDING  
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 NEW ALBANY, OHIO 43054

**VILLAGE OF NEW ALBANY, OHIO**  
 99 WEST MAIN STREET  
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PH.: 614-955-0076  
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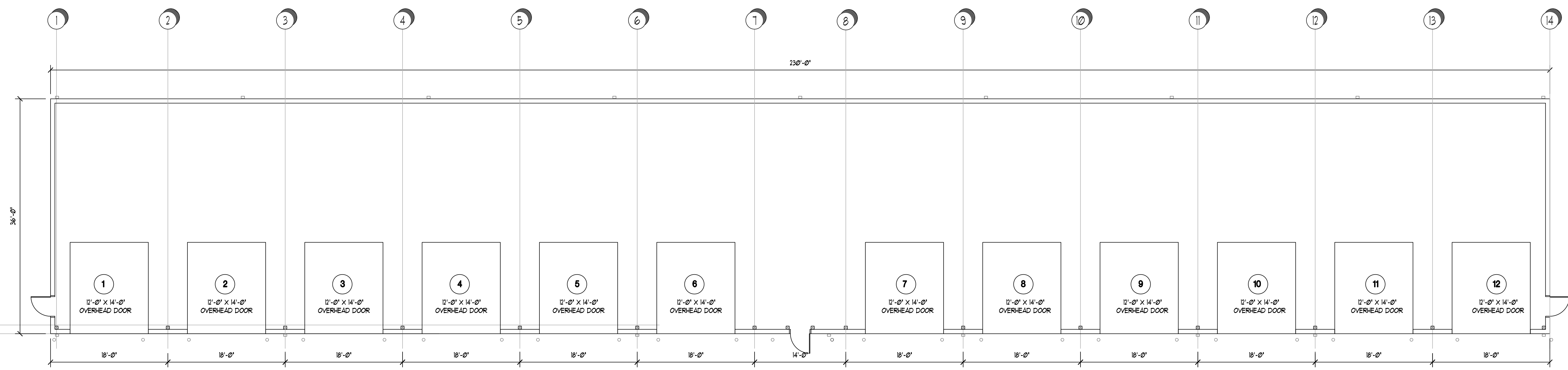
PROJECT NO.:  
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DATE:  
 JANUARY 30, 2026

REVISIONS:

1	
2	
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4	
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6	

SHEET NO.  
**A-1.1**



**A** **STORAGE BUILDING FLOOR PLAN**  
 SCALE: 1/8" = 1'-0"



Architectural Review Board Staff Report  
April 13, 2026 Meeting

---

**BEVELHYMER PARK RESTROOM FACILITY  
CERTIFICATE OF APPROPRIATENESS**

---

LOCATION: 7500 Walnut Street (PID:222-002942)  
REQUEST: Certificate of Appropriateness  
ZONING: Community Facilities (CF)  
STRATEGIC PLAN: Parks and Green Space & Metro Park Zone  
APPLICATION: ARB-25-2026  
APPLICANT: City of New Albany c/o EMH&T

Review based on: Application materials received on March 5, 2026

*Staff report completed by Javon Henderson, Planner I*

---

**I. REQUEST AND BACKGROUND**

The applicant requests a Certificate of Appropriateness for the construction of a new public park restroom that is approximately 456 square feet, within Bevelhymer Park. The facility is accessible via internal sidewalk connections at Bevelhymer Park. The new restroom facility is proposed to be located between the basketball courts and the pickleball courts.

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.

**II. SITE DESCRIPTION & USE**

The overall site is 31.86 acres, and the applicant intends to construct a new park restroom facility located at 7500 Walnut Street, between the pickleball and basketball courts. The parcel is currently occupied by green space, sports courts, parking lots, and ball fields. The surrounding area includes residential properties to the south, Bevelhymer Park to the east, the fieldhouse to the west, and the New Albany Public Service facilities to the north.

**III. EVALUATION**

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

**A. Certificate of Appropriateness**

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

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

- The applicant proposes to construct a new park restroom facility (456 +/- sq. ft.), which will support the growth of the city by providing an additional amenity for Bevelhymer Park.
- The proposed new bathrooms, located within Bevelhymer Park, are a supporting park amenity that complements the park’s overall green space character and recreational use, and therefore is consistent with the current use and future land use designation. The Engage New Albany strategic plan highlights opportunities to protect and enhance the existing network of parks. The proposed public restroom facility advances this goal by expanding park amenities, improving convenience and accessibility for visitors, and supporting recreational use, ultimately enhancing the overall quality of life for community residents.
- The following table includes the required and proposed setbacks for Community Facilities:

<b>Standard</b>	<b>Permitted</b>	<b>Proposed</b>
Front Yard	The front yard setback shall not be less than the largest required front yard setback for any adjacent zoning district.	Bevelhymer Road- Restroom Facility: 186’ +/-
Side and Rear Yard	The yards for each public facility building shall be not less than the criteria set forth in the following schedule when adjacent to any district where residences are a permitted use.	Restroom Facility: 263’ +/- (Northern property line); 424’ +/- (Eastern property line)
Driveway	10’	270’ +/-
Parking Area	20’	193’ +/-

- The Community Facilities zoning district does not have a permitted maximum building height. However, the park restroom facility is proposed to be approximately 14 feet tall.
- Requirements outlined in Section 8 of the Design Guidelines and Requirements apply to this site.
- Section 8(III.2) of the Design Guidelines & Requirements states that 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 proposed restroom facility will feature board and batten siding, a metal roof, and a split-face block water table. The material colors will match the area's existing character.



## **Landscape**

- Parking Lot Landscaping requirement:
  - The restroom facility will be accessed by existing parking lots and sidewalk connections at Bevelhymer Park.
- General Site Landscaping Requirement:
  - Existing site landscaping will not be altered with the addition of the restroom facility.
- Street Tree Landscaping Requirement:
  - The existing Bevelhymer Park has trees and landscaping throughout the site.
- The City Landscape Architect reviewed the proposed development and had no further comments on the plans.

## **Lighting**

- There is no proposed lighting for the park restroom facility. The restroom facility will utilize existing lighting at Bevelhymer Park.

## **Vehicular and Pedestrian circulation:**

- The park restroom facility will be accessed from the existing sidewalk connection from the existing parking lot at Bevelhymer Park, adjacent to Bevelhymer Road and East Walnut Street.
- The public service storage facility and park restroom facility will be accessed from established parking in respect to the existing public service complex and Bevelhymer Park parking areas.

## **Signage**

- No signage is proposed for the restroom facility. Staff recommends a condition of approval that signage, if proposed, is subject to staff approval (condition #1).

3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
  - The site contains the pickleball courts, basketball courts, and the parking lot off of Bevelhymer Road. The building location is accessible and is located near amenities at Bevelhymer Park.
4. *All buildings, structures and sites shall be recognized as products of their own time.*

The applicant has designed the new building to be compatible with the surrounding area and its intended use, while meeting the architectural requirements outlined in the Design Guidelines & Requirements.
5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
  - The shape, massing, and detail of architectural elements are appropriate for the proposed architectural style. The applicant has achieved a thoughtful design that is visually appealing for a public restroom facility that is intended to provide privacy to users.
6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
  - Not Applicable
7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
  - Not Applicable

## **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 has no comments.

#### V. SUMMARY

The new park restroom facility will provide an adequate and convenient facility for park users. Additionally, the addition of the park restroom facility will accomplish the goals in the Engage New Albany strategic plan by improving existing parks. The addition will serve the city's expansion needs and to continue improving the quality of life for the residents and community. With the existing public service complex and public park in this area, the location and use is appropriate.

The existing park green space, fields, and functionality will not be affected by the addition. The proposed development meets all applicable setbacks and other requirements, demonstrating compliance with zoning standards. The building will support the architectural character of the area and will ultimately enhance the quality and experience in Bevelhymer Park.

#### IV. ACTION

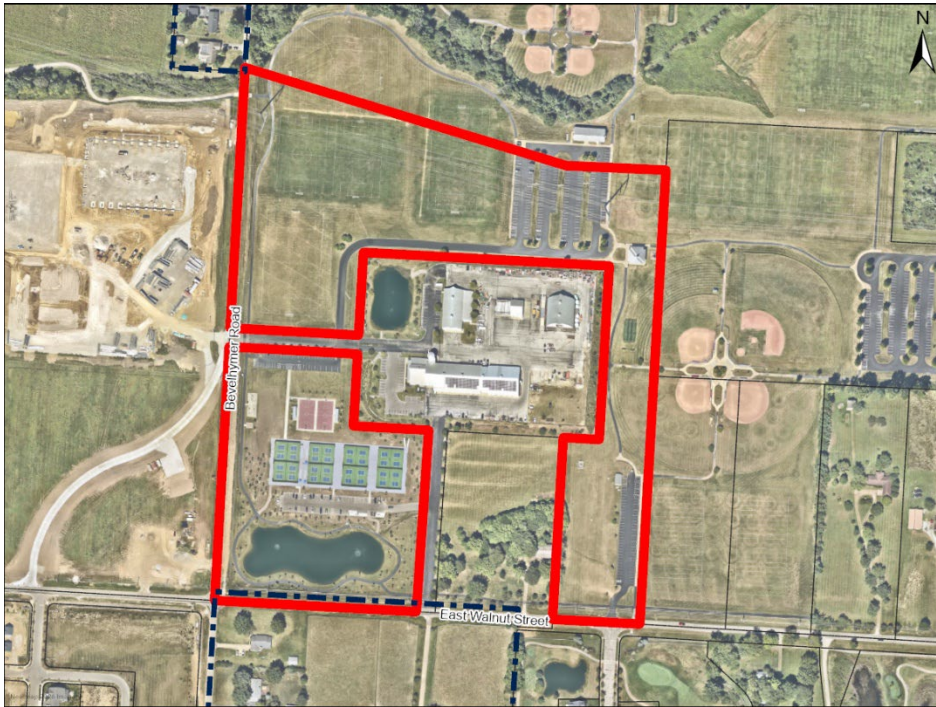
Should the Architectural Review Board find sufficient basis for approval, the following motion would be appropriate (conditions may be added).

##### **Suggested Motion for ARB-25-2026:**

Move to approve Certificate of Appropriateness application ARB-25-2026 with the following condition:

1. Any proposed signage is subject to staff approval.

#### **Approximate Site Location:**



Source: NearMap



**Architectural Review Board Staff Report  
April 13, 2026 Meeting**

---

**THE W NAIL BAR SIGNAGE  
CERTIFICATE OF APPROPRIATENESS**

---

LOCATION: 160 West Main Street—Suite E  
APPLICANT: Signcom, Inc. c/o Kylie Cochran  
REQUEST: Certificate of Appropriateness  
ZONING: Market Street Expansion I-PUD, developed under the Urban Center Code requirements  
STRATEGIC PLAN: Village Center  
APPLICATION: ARB-13-2026

Review based on: Application materials received March 03, 2026.

*Staff report prepared by Kylie Blackburn, Planner*

---

**I. REQUEST AND BACKGROUND**

The applicant requests review of a certificate of appropriateness to allow three identical window signs and a wall sign to be installed at the Market & Main II retail building for The W Nail Bar. Two proposed window signs will be located on the Main Street elevation windows. One window sign will be installed at the rear entrance, and the wall sign will be located above the Main Street entrance.

The ARB previously approved a certificate of appropriateness (ARB-36-2021) and denied waivers to C.O. 1169.16(e)(3) to allow four window signs to be installed where city code permits a maximum of three and C.O. 1169.16(e)(3) to allow four window signs to be larger than 15% of the overall window area at this tenant space which was previously the W Nail Bar on April 13, 2021. In May of 2025, another certificate of appropriateness (ARB-29-2025) was approved for one wall sign and three window signs due to the business changing its name to Goddess Maintenance Co. The name is being reverted to The W Nail Bar, and because the signage size is changing, the request must be presented to the board for approval.

Per Section 1157.07(b), any major environmental change to a property located within the Village Center requires a certificate of appropriateness issued by the Architectural Review Board. In considering this request for new signage in the Village Center, the Architectural Review Board is directed to evaluate the application based on the criteria in Chapter 1157 and Chapter 1169.

**II. SITE DESCRIPTION & USE**

The property is zoned I-PUD (Infill Planned Unit Development) under the Market Street Expansion zoning text but was developed under the Urban Center Code requirements. Therefore, the city's sign code regulations apply to the site. The tenant space is centrally located on the first floor of the Market and Main Street II building and was previously named The W Nail Bar and then Goddess Maintenance Co. Nail and is going back to The W Nail Bar.

**III. EVALUATION**

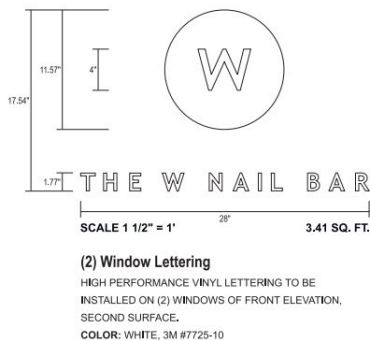
**A. Certificate of Appropriateness**

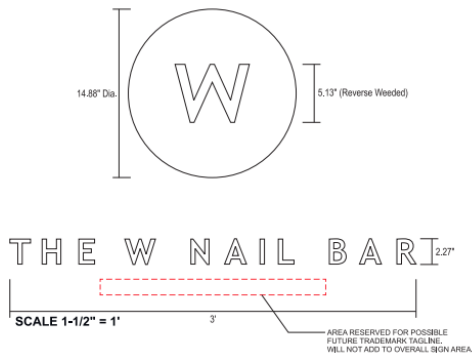
The ARB’s review is pursuant to C.O. Section 1157.06. No environmental change shall be made to any property within the Village of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board. Per Section **1157.07 Design Appropriateness**, the modifications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

1. *The compliance of the application with the Design Guidelines and Requirements and Codified Ordinances.*
  - Per the city's sign code chapter 1169.14(a), each building or structure in the Village Core sub-district shall be allowed three sign types. Wall and window signs are permitted sign types within the Village Core sub-district.
  - The applicant has submitted two sign types for the ARB to consider. Each option is evaluated below.
  - Section 1169.12(b)(4) states that multiple sign types should avoid duplicative functionality. In this case, the street-facing façade includes a wall sign and two window signs, while the rear parking lot façade includes one window sign and no wall sign, all displaying the same logo and wording. This creates repetition across relatively small façades. Reducing the overall number of signs would better align with the intent of the code while still maintaining clear and effective identification.

**The W Nail Bar Window Signs**

- City sign code Chapter 1169.16(e) permits one sign per window, up to three windows with a maximum size of 15% of the window area. External illumination is allowed. There are no other regulations for measurements. Window signs are permitted on first-floor windows and storefronts. The applicant proposes three identical window signs with the following dimensions:
  - a) Sign Dimensions: 28” x 17.54” [meets code].
  - b) Window Dimensions: 67” x 57” on the front façade and 67” x 52” on the rear façade.
  - c) Percentage of Window Area: 13% (3.41/26.52 sq ft) and 14% (3.41/24.19 sq ft) [meets code].
  - d) Locations: One sign in each storefront window (two) on the Main Street building elevation and one window sign at the rear entrance. [location meets code].
  - e) Lighting: None [meets code].
  - f) Material: Vinyl [meets code].
  - g) Colors: White (total of one) [meets code].
- The proposed signs will read, “The W Nail Bar” and the logo, and will be centrally located in each window.
- The signs appear to be appropriately scaled to the storefront’s window size; however, reducing the overall number of window signs may better align with the intent of the code while still maintaining clear and effective identification.

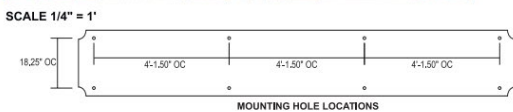
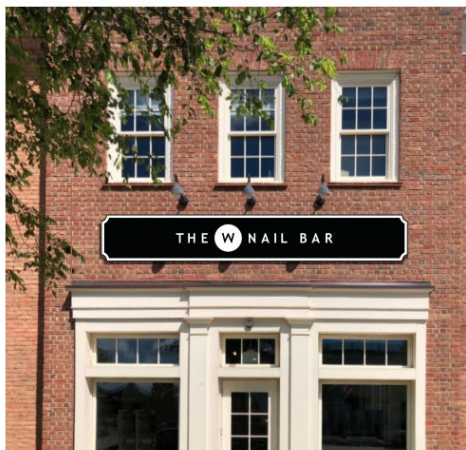




**(1) Back Left Window Lettering**  
 HIGH PERFORMANCE VINYL LETTERING  
 AND REVERSE WEEDED LOGO TO BE  
 INSTALLED ON (1) WINDOW OF SIDE  
 ELEVATION, SECOND SURFACE.  
 COLOR: WHITE, 3M #7725-10

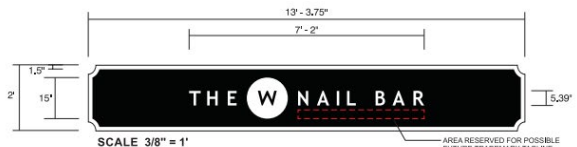
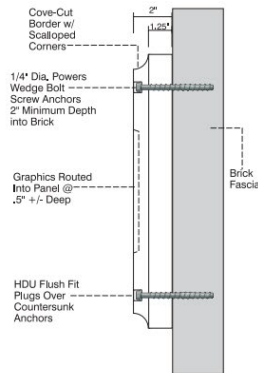
**The W Nail Bar Wall Sign**

- City sign code Chapter 1169.16(d) permits wall signs with the following requirements: a maximum area of 40 square feet, one sign per business entrance, a maximum projection of 18 inches, a minimum sign relief of 1 inch, and a maximum lettering height of 24 inches. The applicant proposes one wall sign with the following dimensions:
  - a) Sign Area: 26.63 square feet [meets code].
  - b) Location: Proposed along W Main Street frontage [location meets code].
  - c) Lighting: Externally Illuminated Goose Neck Fixtures [meets code].
  - d) Lettering Height: 5.39" [meets code].
  - e) Colors: White and Black (total of two) [meets code].
  - f) Sign Relief: 2" [meets code]
- The proposed signs will read “The W Nail Bar” and be centrally located above the storefront entrance.



**(1) EXTERNALLY ILLUMINATED WALL PANEL**

2" Thick High Density "HDU" with Scalloped Cove-Cut Corners.  
 Graphics to be Routed Into Panel @ .5" +/- Deep.  
 Each Panel Installed Flush to Brick Wall with (8) 1/4" x 4" Powers Wedge Bolt Screw Anchors, Minimum Depth - 2" into Brick - Countersunk & Plugged  
 Graphics/ Lettering - Paint Filled  
 Gooseneck Lamp Fixtures by Others  
 Colors-----  
 Panel & Returns - Black, MAP #42204SP  
 Cove Cut Border - White  
 Letters - White



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

- The signs appear to be appropriately located on the building. Similar window signs have been previously approved by the Architecture Review Board in both this and other locations in the Market Square area and are pedestrian-scaled and provide more

visual interest along the Market and Main walkways. The proposed wall sign is located symmetrically to the storefront entrance and the existing gooseneck light fixtures. The proposed wall sign is similar to that of the original W Nail Bar sign that was longer and more similar to other existing signs along West Main Street.



Source: Google Maps

3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
  - The signs are positioned in a suitable location and do not block any architectural features.
4. *All buildings, structures and sites shall be recognized as products of their own time.*
  - The building is a product of its own time and should utilize signs appropriate to its scale and style while considering its surroundings. The proposed signs appear to match the style of the building.
5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
  - Not Applicable
6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
  - Not Applicable
7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
  - Not Applicable

#### **IV. SUMMARY**

The proposed signs appear appropriately located and sized to fit within the design of the existing storefront tenant space entrance on the Main Street elevation of the building. The proposed signs

accomplish the context and compatibility requirements of the city sign code and are consistent with sign designs used in the Village Center. The new wall sign will be similar in size to the original W Nail Bar sign before the name change in 2025. The signs do not block views in or out of the building and help ensure that the tenant space is easily identifiable to pedestrians, improving mobility in the Village Center, which is an important goal of the Engage New Albany Strategic Plan for the Village Center. However, the overall quantity of signage may be considered more than necessary; reducing the number of signs would better align with the intent of the code while still maintaining clear and effective identification.

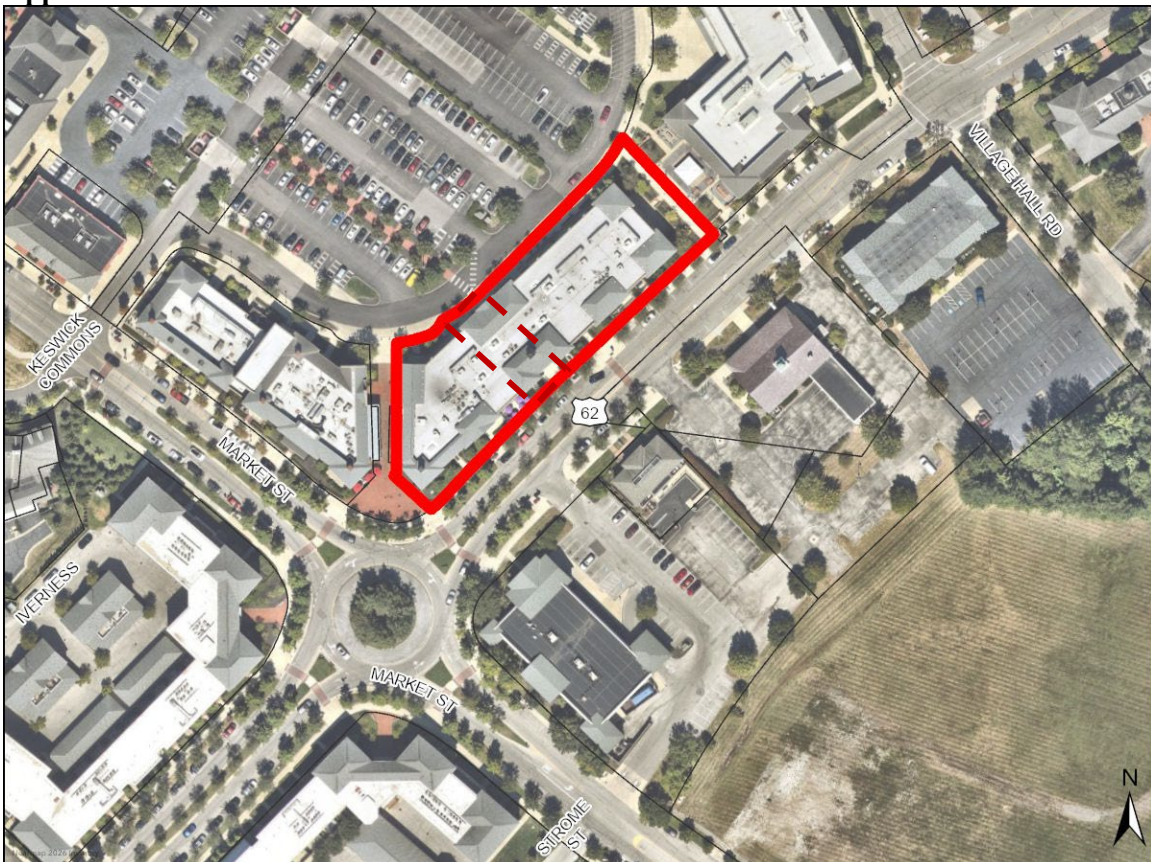
**V. ACTION**

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

**Suggested Motion for ARB-13-2026:**

Move to approve Certificate of Appropriateness application ARB-13-2026 (conditions may be added).


**Approximate Site Location:**



Source: Near Map



**Community Development Planning Application**

<b>Submission</b>	<p>Submit planning applications and all required materials via email to <a href="mailto:planning@newalbanyohio.org">planning@newalbanyohio.org</a></p> <p>Paper copies are not required at this time however, 12 paper copies of the entire submission will be required ahead of a board hearing date. The planner assigned to your case will inform you when the paper copies need to be delivered to our offices. Fee invoices will be issued to you once the application is entered.</p>																									
<b>Project Information</b>	<p>Site Address <u>160 W Main St, Suite E</u></p> <p>Parcel Numbers <u>222-004559</u></p> <p>Acres <u>0.94</u> # of lots created <u>No change, N/A</u></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Choose Application Type</th> <th style="width:50%;">Description of Request:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Appeal</td> <td rowspan="7">Review one new permanent storefront wall sign at 160 W Main St, Suite E to replace "Goddess Maintenance Co." with previously existing/approved "The W Nail Bar"</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certificate of Appropriateness</td> </tr> <tr> <td><input type="checkbox"/> Conditional Use</td> </tr> <tr> <td><input type="checkbox"/> Development Plan</td> </tr> <tr> <td><input type="checkbox"/> Plat</td> </tr> <tr> <td><input type="checkbox"/> Lot Changes</td> </tr> <tr> <td><input type="checkbox"/> Minor Commercial Subdivision</td> </tr> <tr> <td><input type="checkbox"/> Zoning Amendment (Rezoning)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Zoning Text Modification</td> <td></td> </tr> </tbody> </table>		Choose Application Type	Description of Request:	<input type="checkbox"/> Appeal	Review one new permanent storefront wall sign at 160 W Main St, Suite E to replace "Goddess Maintenance Co." with previously existing/approved "The W Nail Bar"	<input checked="" type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Plat	<input type="checkbox"/> Lot Changes	<input type="checkbox"/> Minor Commercial Subdivision	<input type="checkbox"/> Zoning Amendment (Rezoning)		<input type="checkbox"/> Zoning Text Modification											
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<b>Contacts</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Applicant Information</th> <th colspan="2">Property Owner Information</th> </tr> </thead> <tbody> <tr> <td style="width:25%;">Name</td> <td style="width:25%;">Signcom, Inc.</td> <td style="width:25%;">Name</td> <td style="width:25%;">DNA MMII LLC</td> </tr> <tr> <td>Address</td> <td></td> <td>Address</td> <td></td> </tr> <tr> <td>City, State, Zip</td> <td></td> <td>City, State, Zip</td> <td></td> </tr> <tr> <td>Phone Number</td> <td></td> <td>Phone Number</td> <td></td> </tr> <tr> <td>Email</td> <td></td> <td>Email</td> <td></td> </tr> </tbody> </table>	Applicant Information		Property Owner Information		Name	Signcom, Inc.	Name	DNA MMII LLC	Address		Address		City, State, Zip		City, State, Zip		Phone Number		Phone Number		Email		Email		
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Name	Signcom, Inc.	Name	DNA MMII LLC																							
Address		Address																								
City, State, Zip		City, State, Zip																								
Phone Number		Phone Number																								
Email		Email																								
<b>Signature</b>	<p>Site visits to the property by City of New Albany representatives are essential to process this application. The Owner/Applicant, as signed below, hereby authorizes Village of New Albany representatives, employees and appointed and elected officials to visit, photograph and post a notice on the property described in this application. I certify that the information here within and attached to this application is true, correct and complete.</p> <p>Signature of Owner <u></u> Date: <u>3/27/26</u></p> <p>Signature of Applicant <u>Kylie Cochran</u> Date: <u>02/12/2026</u></p>																									

Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054

**Franklin County  
Auditor's Office  
Auditor  
Michael Stinziano**

Map Produced April 12, 2024

**Planimetric Legend**

Source: 2021 Aerial Photography

- Edge of Pavement
- Roadway Centerlines
- Railroad Centerlines
- Building Footprints
- Building Under Construction
- Creeks, Streams, Ditches
- Rivers & Ponds

**Topographic Legend**

Source: OSIP - 2019 LIDAR Collection

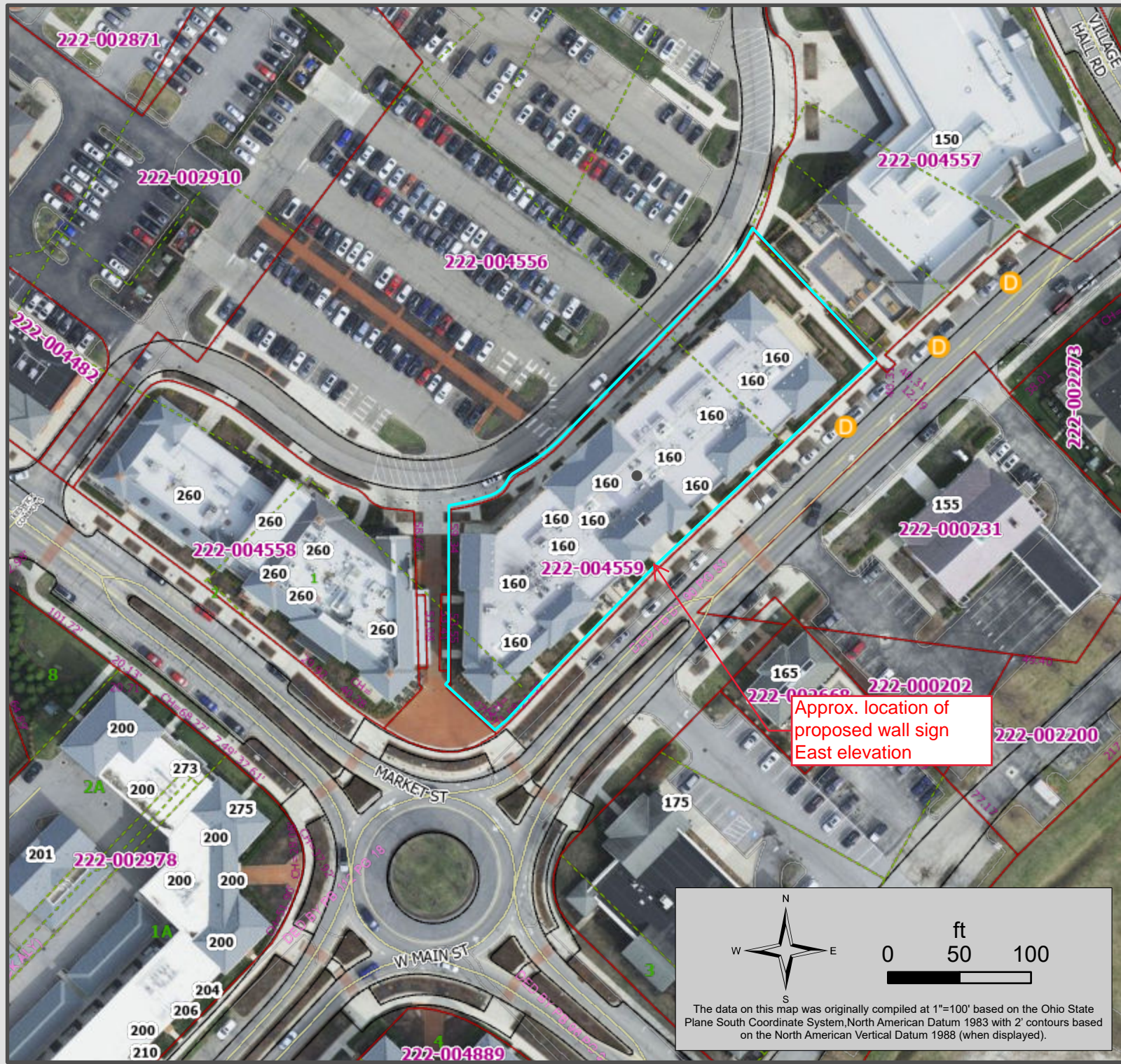
- Index Contour
- Intermediate Contour

**Appraisal Legend**

Source: Franklin County Auditor & Engineer

- Parcel IDs
- Parcel Dimensions
- Lot Numbers
- 123 Main St Site Address
- Parcel Boundary
- Subdivision Boundary
- Condominium Boundary
- County Boundary
- City or Village Boundary
- Tax District Boundary
- School District Boundary
- Zip Code Boundary

The information on this web site is prepared from the real property inventory maintained by the Franklin County Auditor's Office. Users of this data are notified that the primary information source should be consulted for verification of the information contained on this site. The county and vendors assume no legal responsibilities for the information contained on this site. Please notify the Franklin County Auditor's Real Estate Division of any discrepancies.



The data on this map was originally compiled at 1"=100' based on the Ohio State Plane South Coordinate System, North American Datum 1983 with 2' contours based on the North American Vertical Datum 1988 (when displayed).

Kylie@signcominc.com

---

**From:** [REDACTED]  
**Sent:** Sunday, February 1, 2026 6:53 AM  
**To:** [REDACTED]  
**Subject:** FW: FW: The W Nail Bar 160 W. Main St. New Albany, OH

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

FYI.

Please feel free to contact me with any questions or concerns.  
Sincerely,



**James Y. Hartley**  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** Jessica Corris <[REDACTED]>  
**Sent:** Friday, January 30, 2026 9:44 AM  
**To:** [REDACTED]; Heather Hiller <[REDACTED]>; 'Manda Mason' <[REDACTED]>  
**Cc:** John Derzon <[REDACTED]>; 'Ava Cousins' <[REDACTED]>  
**Subject:** RE: FW: The W Nail Bar 160 W. Main St. New Albany, OH

Good Morning Jim,  
This updated signage is approved.  
Thanks!

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** Friday, January 23, 2026 10:46 AM  
**To:** Jessica Corris <[REDACTED]>; Heather Hiller <[REDACTED]>; 'Manda Mason' <[REDACTED]>  
**Cc:** John Derzon <[REDACTED]>; 'Ava Cousins' <[REDACTED]>  
**Subject:** RE: FW: The W Nail Bar 160 W. Main St. New Albany, OH

Happy New Year Jessica, Goddess Maintenance Co. is rebranding back to “the W nail bar”, please see attached designs for your review and approval, basically back to the previous signage.  
If all meets with your approval, please sign design and return.  
Thank you and have a great new year.  
Please feel free to contact me with any questions or concerns.  
Sincerely,

---

**From:** [REDACTED]  
**Sent:** Monday, March 17, 2025 11:33 AM  
**To:** 'Jessica Corris' <[REDACTED]>; 'Ava Cousins' <[REDACTED]>; 'Heather Hiller' <[REDACTED]>; 'Manda Mason' <[REDACTED]>  
**Cc:** 'John Derzon' <[REDACTED]>  
**Subject:** RE: FW: The W Nail Bar 160 W. Main St. New Albany, OH

Thank you!!

---

**From:** Jessica Corris <[REDACTED]>  
**Sent:** Monday, March 17, 2025 10:55 AM  
**To:** Ava Cousins <[REDACTED]>; Heather Hiller <[REDACTED]>; Manda Mason <[REDACTED]>  
**Cc:** John Derzon <[REDACTED]>; Jim Hartley <[REDACTED]>  
**Subject:** RE: FW: The W Nail Bar 160 W. Main St. New Albany, OH

Hi Ava,  
This design is acceptable to the Landlord, but as a reminder, you will need to receive approval from New Albany prior to proceeding with the fabrication and installation.  
Thank you,

**Jessica Corris**  
*Asset Manager – Property Management*  
**The Daimler Group, Inc.**

[REDACTED]  
[www.daimlergroup.com](http://www.daimlergroup.com)

---

**From:** Ava Cousins <[REDACTED]>  
**Sent:** Monday, March 17, 2025 6:26 AM  
**To:** Heather Hiller <[REDACTED]>; Manda Mason <[REDACTED]>  
**Cc:** John Derzon <[REDACTED]>; Jessica Corris <[REDACTED]>; Jim Hartley <[REDACTED]>  
**Subject:** Fwd: FW: The W Nail Bar 160 W. Main St. New Albany, OH

Hi Heather. Jim from Signcom has been trying to reach you. Could you please take a look at the design? We are under a time crunch and would greatly appreciate any help you can provide.

Please let me know if you have any questions or concerns. Or if you need anything else.



4'-4" Brick Wall

**(1) EXTERNALLY ILLUMINATED WALL PANEL**

2" Thick High Density "HDU" with Scalloped Cove-Cut Corners.

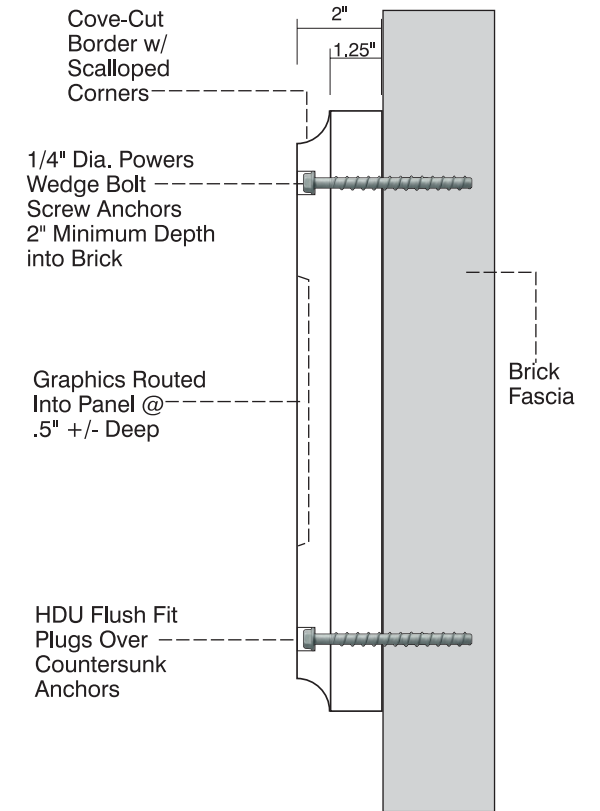
Graphics to be Routed Into Panel @ .5" +/- Deep.

Each Panel Installed Flush to Brick Wall with (8) 1/4" x 4" Powers Wedge Bolt Screw Anchors, Minimum Depth - 2" into Brick - Countersunk & Plugged

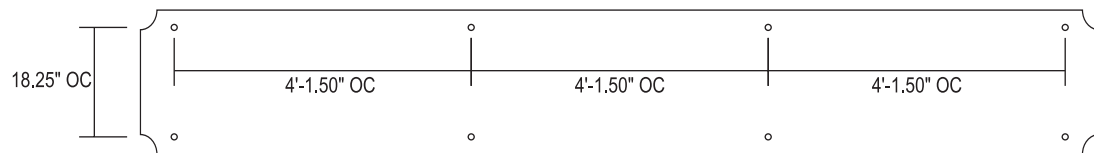
Graphics/ Lettering - Paint Filled

Gooseneck Lamp Fixtures by Others

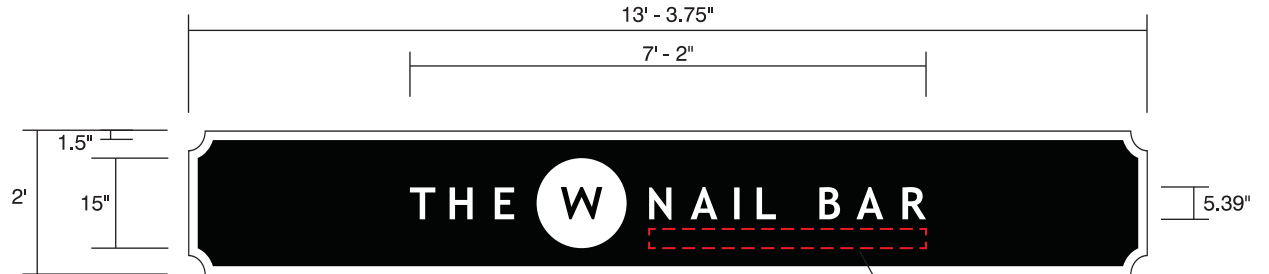
Colors-----  
 Panel & Returns - Black, MAP #42204SP  
 Cove Cut Border - White  
 Letters - White



SCALE 1/4" = 1'



MOUNTING HOLE LOCATIONS



SCALE 3/8" = 1'

**CONSTRUCTION AND INSTALLATION OF SIGN ELEMENTS TO COMPLY WITH NEC ARTICLE 600 - VERIFY ALL MEASUREMENTS PRIOR TO PRODUCTION**

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CLIENT APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

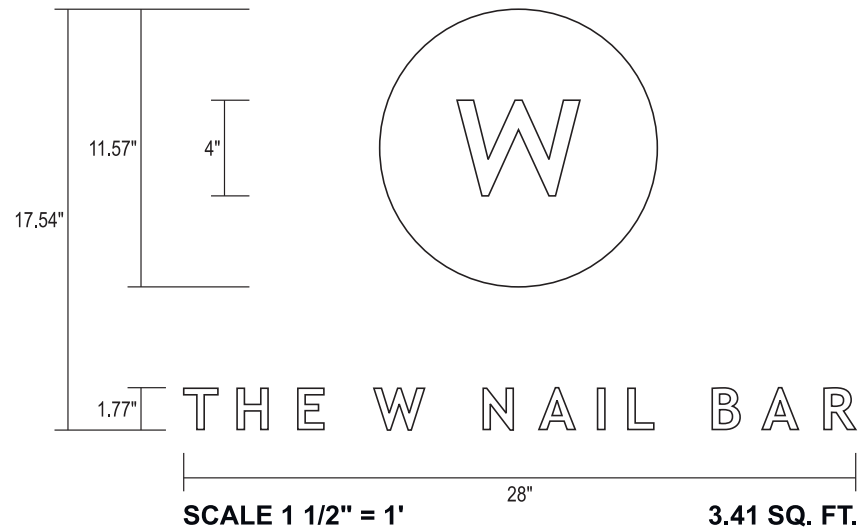
PRODUCTION ART REQUIRED  
 Colors on Printed Documents May Vary

PROJECT NAME THE W NAIL BAR  
 LOCATION 160 W. MAIN ST.  
 CITY NEW ALBANY STATE OHIO

REVISION \_\_\_\_\_

SALES JYH  
 DESIGN MAS  
 SIZE 14

DATE 1-20-26  
 SCALE Noted  
 PROJECT# 25440



## (2) Window Lettering

HIGH PERFORMANCE VINYL LETTERING TO BE INSTALLED ON (2) WINDOWS OF FRONT ELEVATION, SECOND SURFACE.

COLOR: WHITE, 3M #7725-10



CONSTRUCTION AND INSTALLATION OF SIGN ELEMENTS TO COMPLY WITH NEC ARTICLE 600 - VERIFY ALL MEASUREMENTS PRIOR TO PRODUCTION

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CLIENT APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

PRODUCTION ART REQUIRED  
Colors on Printed Documents May Vary

PROJECT NAME THE W NAIL BAR  
LOCATION 160 W. MAIN ST.  
CITY NEW ALBANY STATE OHIO

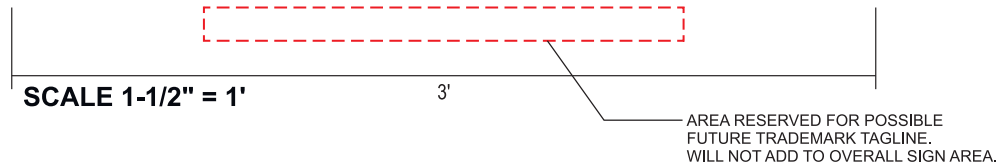
REVISION 1-23-26

SALES JYH  
DESIGN MAS  
SIZE 14

DATE 1-20-26  
SCALE Noted  
PROJECT# 25440



THE W NAIL BAR 2.27"



SCALE 3/8" = 1'

**(1) Back Left Window Lettering**

HIGH PERFORMANCE VINYL LETTERING AND REVERSE WEEDED LOGO TO BE INSTALLED ON (1) WINDOW OF SIDE ELEVATION, SECOND SURFACE.

**COLOR:** WHITE, 3M #7725-10

**CONSTRUCTION AND INSTALLATION OF SIGN ELEMENTS TO COMPLY WITH NEC ARTICLE 600 - VERIFY ALL MEASUREMENTS PRIOR TO PRODUCTION**

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CLIENT APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

PRODUCTION ART REQUIRED  
Colors on Printed Documents May Vary

PROJECT NAME THE W NAIL BAR

LOCATION 160 W. MAIN ST.

CITY NEW ALBANY STATE OHIO

REVISION \_\_\_\_\_

SALES JYH

DESIGN MAS

SIZE 14

DATE 1-20-26

SCALE Noted

PROJECT# 25440



## STOREFRONT SIGN

PROPOSED:



EXISTING:





## STOREFRONT WINDOW VINYL

PROPOSED:



EXISTING:



\*NOTE: All window vinyl includes white copy and logo only. Black background depicted for contrast, not a blackout panel.

REAR WINDOW VINYL



PROPOSED



EXISTING

\*NOTE: All window vinyl includes white copy and logo only. Black background depicted for contrast, not a blackout panel.



COMMUNITY CONNECTS US

**Architectural Review Board Staff Report  
April 13, 2026**

---

**CHURCH OF THE RESURRECTION TEMPORARY PARKING  
CERTIFICATE OF APPROPRIATENESS**

---

LOCATION: 6300 E. Dublin-Granville Road (PID: 222-000373)  
APPLICANT: Scott R. Harper  
REQUEST: Certificate of Appropriateness  
ZONING: Urban Center Code, Campus sub-district  
STRATEGIC PLAN: Village Center  
APPLICATION: ARB-18-2026

Review based on: Application materials received on March 11, 2026

*Staff report prepared by Kylie Blackburn, Planner*

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**I. REQUEST AND BACKGROUND**

The applicant requests review and approval for a temporary paved parking lot where the previously approved Parish Life Center is to be located. The applicant wishes to put in a temporary parking lot until the construction of the Parish Life Center can begin. The applicant has provided a letter with additional reasoning.

Per Section 1157.08(b)(1), any major environmental change to a property located within the Village Center requires a certificate of appropriateness issued by the Architectural Review Board. Any new, relocated, or expanded parking lot is considered a major environmental change.

The Architectural Review Board first heard an application for the Church's expansions on June 10, 2024, for the 3 new buildings and site changes to the church's property. It was tabled at the June 10<sup>th</sup> meeting and then approved with conditions at the July 8<sup>th</sup> meeting. The applicant has resubmitted plans in September of 2025 that included the addition of a prayer garden and revisions to the hardscape elements.

**II. SITE DESCRIPTION & USE**

The Church of the Resurrection site is zoned Urban Center District and is within the Campus and Rural Residential sub-district. The northwest corner of the Church of the Resurrection's property is in the Rural Residential sub-district, where single-family homes used to be. Urban Center Code section 4.1 allows religious exercise facilities uses within these subareas. The site is 17.1 acres in size and is currently under construction for the changes approved in July of 2024.

**III. EVALUATION**

**Certificate of Appropriateness**

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

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

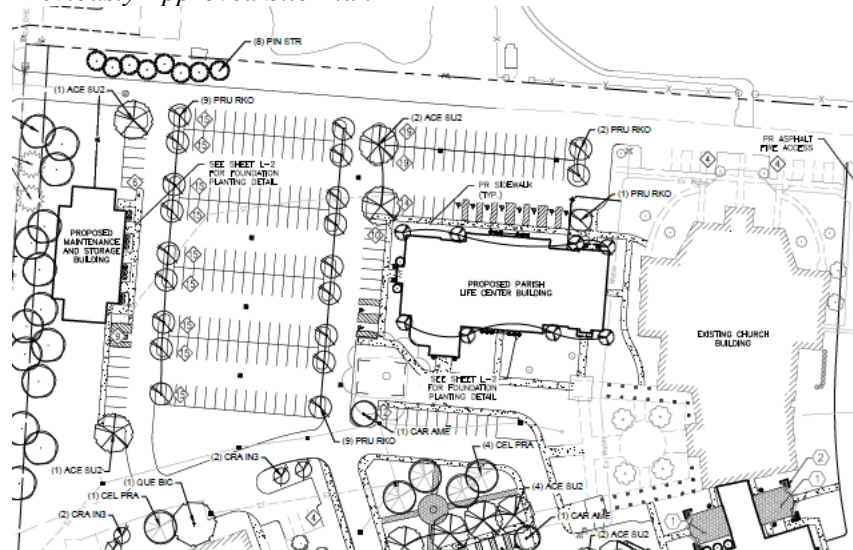
### A. Temporary Parking Lot

- The applicant proposes a temporary asphalt parking lot to be put on the site of the future Parish Life Center.
- Chapter 1167.03(h) outlines regulations for temporary parking lots, including that such lots must be located on the site of the primary project, comply with setback and landscaping requirements, be properly graded, meet applicable lighting and signage standards, and be limited to a maximum duration of three (3) years.
  - The proposed temporary parking generally complies with the requirements set forth in the code however, it does not include a defined timeline for removal. Although plans for the Parish Life Building have been approved, construction is contingent upon securing additional funding, leaving the project schedule uncertain. As a result, the temporary nature of the parking lot cannot be clearly established at this time.
- The applicant has submitted a parking justification letter as required by the Urban Center Code. The letter explains that progress on the new Parish Life Building has been paused due to funding constraints, and that the temporary parking lot will allow the church and school to continue operating effectively in the meantime.
- The temporary parking would be connected to the existing parking lot in the northwest corner of the site, directly west of the existing church building.

#### *Proposed Temporary Parking*



#### *Previously Approved Site Plan*



- Section 8 (II.3) of the Design Guidelines & Requirements states that asphalt, brick, stone, or simulated stone driveway pavers are appropriate surfaces for driveways and parking areas.
    - Although the parking lot is temporary, the applicant has committed to the use of asphalt to meet this requirement.
 

With the 63 temporary spaces added and no spaces lost to construction, the site will have a total of 637 parking spaces. The certificate of appropriateness for the full site was approved with 545 parking spaces.
2. *The visual and functional components of the building and its site, including but not limited to landscape design and plant materials, lighting, vehicular and pedestrian circulation, and signage.*

### **Landscape**

- Section 8 (II.2) of the Design Guidelines & Requirements states that site plantings and landscaping shall be of an appropriate scale and design, based on or complementary to the architectural design of the new building.
  - The proposed temporary parking will have 4 2-inch caliper trees in the medians to be consistent with the Church's landscaping plan for other parking areas, per section 1171.06 of city code.

### **Lighting**

- No lighting changes or additions have been shown on the proposed plans.
- Staff recommends a condition of approval that if lighting is added, it must be cut-off fixtures and downcast designs, preventing spillage beyond the site's boundaries and matching the existing light features currently on the site, subject to staff approval (condition #1).

### **Signage**

- No signage changes or additions have been shown on the proposed plans.
  - Staff recommends a condition of approval that if signage is added, it meets all applicable codes and is subject to staff approval (condition #2).
3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
- The original quality or character of the site will not be destroyed or compromised as part of the construction of this additional temporary parking.
4. *All buildings, structures and sites shall be recognized as products of their own time.*
- The parking lot shall be recognized as a product of its own time. The site of the temporary parking lot has already been approved for the new Parish Life Building. Once the construction on the building begins, the parking lot will be removed.
5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
- The parking lot intends to have similar landscaping standards to the previously approved parking areas on the site.
6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
- Not Applicable.
7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
- Not Applicable

## Urban Center Code Compliance

The site in question is in the Campus area within the Urban Center District. The existing building typology is Civic and Institutional. The part of this project that would be compared fully to the Urban Center Code was heard and approved at the July 9<sup>th</sup>, 2024, ARB meeting.

The proposed parking lot meets the same requirements that were approved in July of 2024 for the full site. The applicant will be meeting all setback and landscape requirements and has submitted a parking justification letter as required by the Urban Center Code.

## IV. SUMMARY

The applicant has submitted a justification letter outlining the need for a temporary parking lot. The proposed lot will be paved with asphalt and include landscaping consistent with the existing parking areas on site, ensuring a cohesive appearance. Given the shared use of parking between the church and school, the additional spaces will help accommodate both users, particularly during ongoing construction activities. The temporary lot meets all applicable code requirements and is designed to integrate seamlessly with the surrounding site. Although no definitive timeline has been provided for its replacement by the approved Parish Life Building, the use of asphalt and standard landscaping will prevent the lot from appearing temporary during its use.

## V. ACTION

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

### Suggested Motion for ARB-18-2025:

Move to approve Certificate of Appropriateness application ARB-18-2026 with the following conditions:

1. If lighting is added, it must be cut-off fixtures and downcast designs, preventing spillage beyond the site's boundaries and matching the existing light features currently on the site, subject to staff approval.
2. If signage is added, it meets all applicable codes and is subject to staff approval.

### Approximate Site Location:



Source: NearMap



**Community Development Planning Application**

<b>Submission</b>	<p>Submit planning applications and all required materials via email to <a href="mailto:planning@newalbanyohio.org">planning@newalbanyohio.org</a></p> <p>Paper copies are not required at this time however, 12 paper copies of the entire submission will be required ahead of a board hearing date. The planner assigned to your case will inform you when the paper copies need to be delivered to our offices. Fee invoices will be issued to you once the application is entered.</p>																					
<b>Project Information</b>	<p>Site Address <u>6300 East Dublin Granville Rd.</u></p> <p>Parcel Numbers <u>222-000373-00</u></p> <p>Acres _____ # of lots created _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Choose Application Type</th> <th>Description of Request:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Appeal</td> <td><input type="checkbox"/> Extension Request</td> </tr> <tr> <td><input type="checkbox"/> Certificate of Appropriateness</td> <td><input type="checkbox"/> Variance</td> </tr> <tr> <td><input type="checkbox"/> Conditional Use</td> <td><input type="checkbox"/> Vacation</td> </tr> <tr> <td><input checked="" type="checkbox"/> Development Plan</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Plat</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lot Changes</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Minor Commercial Subdivision</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Zoning Amendment (Rezoning)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Zoning Text Modification</td> <td></td> </tr> </tbody> </table>		Choose Application Type	Description of Request:	<input type="checkbox"/> Appeal	<input type="checkbox"/> Extension Request	<input type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Variance	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Vacation	<input checked="" type="checkbox"/> Development Plan		<input type="checkbox"/> Plat		<input type="checkbox"/> Lot Changes		<input type="checkbox"/> Minor Commercial Subdivision		<input type="checkbox"/> Zoning Amendment (Rezoning)		<input type="checkbox"/> Zoning Text Modification	
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<b>Signature</b>	<p>Site visits to the property by City of New Albany representatives are essential to process this application. The Owner/Applicant, as signed below, hereby authorizes Village of New Albany representatives, employees and appointed and elected officials to visit, photograph and post a notice on the property described in this application. I certify that the information here within and attached to this application is true, correct and complete.</p> <p>Signature of Owner <u><i>Suzanne Lawson</i></u> Date: <u>3/11/26</u></p> <p>Signature of Applicant _____ Date: <u>3/11/26</u></p>																					

Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054

Dear New Albany Planning,

I am writing to formally request an temporarily extend additional parking spaces at Church of the Resurrection at 6300 East Dublin Granville Road in New Albany. Due to

The church is committed to building the new Parish Life Center as previously approved by the Architectural Review Board in July of 2024. However, fund raising is on going and construction on the PLC is not likely to occur in the immediate future. The church would like to temporarily pave the area shown on the submitted plan to accommodate additional parking.

As New Albany Planning may be aware, the church provides parking to New Albany Schools through a mutual agreement. That relationship is intended to continue next year.

In addition, this will temporarily help with parking during the Holiday seasons. The intent of the church still is to demolish the existing Ministry Center once the Parish Life Center is constructed. Additional parking may be added in that location at that time.

The number of parking spaces originally approved by the ARB in July of 2024 was 545 spaces. The required number of parking spaces is 544. In 2025, we had discussed with planning staff keeping the existing parking that is West of the new Parish Community Hall as it was existing parking. The current plan submitted to the ARB including the temporary spaces has a total of 637 spaces.

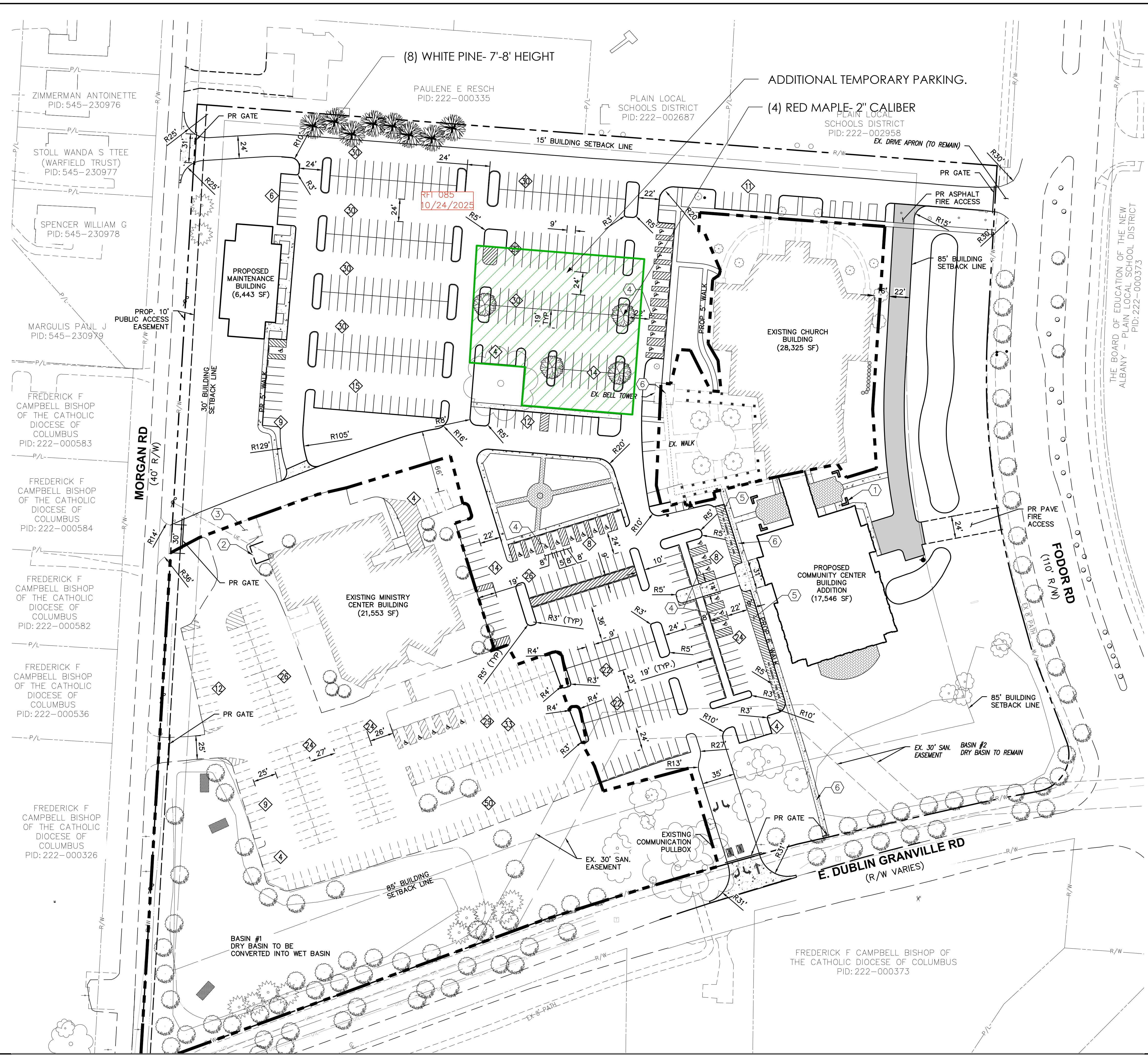
Thank you for reviewing this request. I am available to discuss this further at your convenience.

Sincerely,



Scott R. Harper, AIA, NCARB

P:\Projects\2024\230166-000R Church Resurrection Phase 1&2\_CAD\591-Civil\591-Civil\593-PrintSheets\Combined Phase 1&2\_CAD\07\_SITE\_SITE\_CDR.dwg by: angela.concha on 10/30/2025 3:36 PM ~ for PRIME AE



**NOTE**

1. ALL SIGNAGE INCLUDING MONUMENT, ALL WALL SIGNS, ANNOUNCEMENT SIGN, DIGITAL PICK-UP SIGNS AND ALL OTHER SITE SIGNAGE ARE SUBJECT TO STAFF APPROVAL VIA A SEPARATE PERMIT AND MUST MEET ALL CODE REQUIREMENTS.

**OWNER**

CHURCH OF THE RESURRECTION  
6300 DUBLIN GRANVILLE ROAD  
NEW ALBANY, OHIO 43054  
CONTACT: SUZANNE LARSON  
PHONE: 614-855-1400  
EMAIL: SLARSON@COTR.NA.ORG

**ENGINEER**

PRIME AE GROUP, INC.  
8415 PULSAR PLACE, SUITE 300  
SOLUMBUS, OH 43240  
CONTACT: WES DAVIS  
PHONE: 614-706-1034  
EMAIL: WES.DAVIS@PRIMEENG.COM

SITE DATA	
SITE	
ADDRESS	6300 E DUBLIN GRANVILLE ROAD, NEW ALBANY, OHIO 43054
PARCEL NUMBER	222-000373-00
PROPERTY AREA	16.55 AC.
BUILDING AREA	±82,975 TOTAL SF
ZONING	
CURRENT ZONING	UC - URBAN CENTER DISTRICT
SETBACKS	15', 30', 85' SETBACKS SHOWN

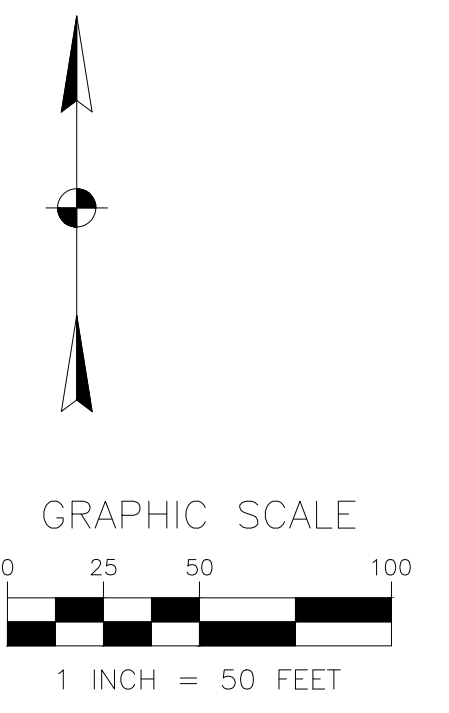
PARKING:			
USE	REQUIREMENT	COUNT	SPACES REQUIRED
CHURCH	1 SPACE/3 SEATS	1630 SEATS	544
SPACES REQUIRED = 544			
SPACES PROVIDED = 637			
ADA SPACES REQUIRED = 12			
ADA SPACES PROVIDED = 30			
BIKE RACKS REQUIRED = 10			
BIKE RACKS PROVIDED = 10			

**LEGEND**

- CONCRETE
- STANDARD DUTY ASPHALT PAVEMENT, SEE DETAIL SHEET C-5
- HEAVY DUTY ASPHALT PAVEMENT, SEE DETAIL SHEET C-5
- BRICK PAVER, SEE DETAIL SHEET C-5
- PR PARKING LOT LIGHT POLES (SEE LIGHTING PLAN)
- PARKING COUNT
- EXISTING SITE TO REMAIN
- ADA ACCESSIBLE ROUTE FROM PROPOSED BUILDINGS TO R/W

**CODED NOTES**


- ① LOW WALL, SEE ARCH PLANS FOR DETAIL
- ② EX TRANSFORMER SCREEN WALL
- ③ EX DUMPSTER PAD WITH FENCING, SEE ARCH PLANS FOR DETAIL
- ④ ADA HANDICAP PARKING SPACES
- ⑤ FIRE LANE & DROP OFF LANE
- ⑥ ADA ACCESS ROUTE



FRANKLIN COUNTY, OHIO  
**SITE IMPROVEMENT PLAN**  
FOR  
**CHURCH OF THE RESURRECTION**  
6300 E DUBLIN GRANVILLE ROAD, NEW ALBANY, OH  
**SITE PLAN**

DATE	
NO.	
REVISIONS	
DRAWN BY:	CHECKED BY:
NC	WD
SCALE:	1" = 50'
DATE:	08/18/25
SHEET NO.	C-7



  
**NEW  
ALBANY**  
**COMMUNITY CONNECTS US**  
**Architectural Review Board Staff Report**  
**April 13, 2026 Meeting**

---

**CHURCH OF THE RESURRECTION SIGN  
CERTIFICATE OF APPROPRIATENESS**

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LOCATION: 6300 E. Dublin-Granville Road (PID: 222-000373)  
APPLICANT: Scott R. Harper  
REQUEST: Certificate of Appropriateness  
ZONING: Urban Center Code, Campus sub-district  
STRATEGIC PLAN: Village Center  
APPLICATION: ARB-21-2026

Review based on: Application materials received on March 11, 2026.

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*Staff report prepared by Kylie Blackburn, Planner*

**I. REQUEST AND BACKGROUND**

The applicant requests a certificate of appropriateness for a wall plaque to be installed on the maintenance building at 6300 E. Dublin-Granville Road for the Church of the Resurrection. The wall plaque's location is on the west-facing elevation along Morgan Road. There are no signs on the building currently. The sign was requested by the Fire Marshal during the walkthrough of the building to grant temporary occupancy.

**II. SITE DESCRIPTION & USE**

The Church of the Resurrection site is zoned Urban Center District and is within the Campus and Rural Residential sub-district. The northwest corner of the Church of the Resurrection's property is in the Rural Residential sub-district, where single-family homes used to be. Urban Center Code section 4.1 allows religious exercise facilities uses within these subareas. The site is 17.1 acres in size and is currently under construction for the changes approved in July of 2024.

**III. EVALUATION**

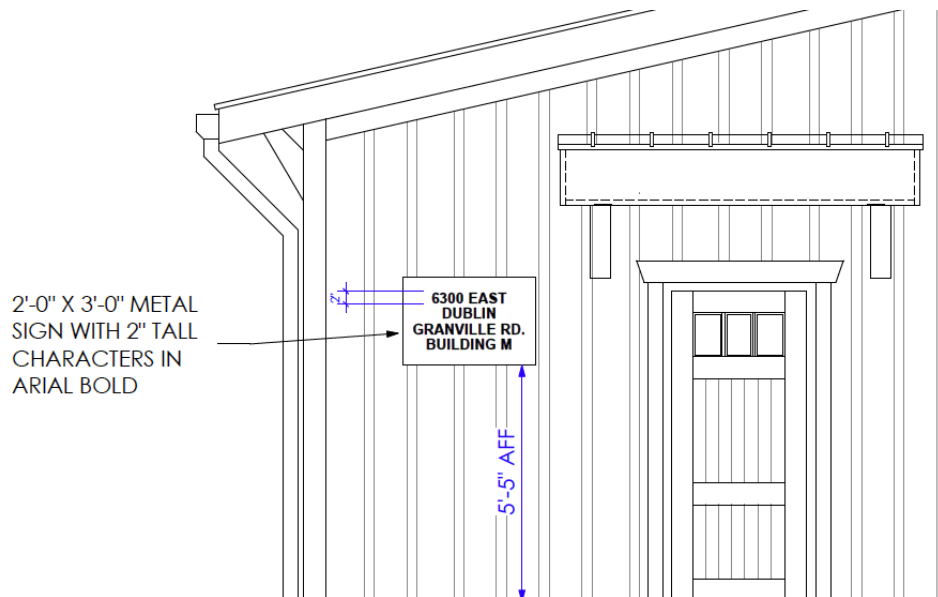
**Certificate of Appropriateness:**

Per Section 1157.07(b) any major environmental change to a property located within the Village Center requires a certificate of appropriateness to be issued by the Architectural Review Board. No environmental change shall be made to any property within the city of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board. Per Section **1157.07 Design Appropriateness and 1169 City Sign Regulations**, the modifications to the building and site should be evaluated on these criteria:

1. *The compliance of the application with the Design Guidelines and Requirements and Codified Ordinances.*
  - Per the city's sign code section 1169.14(a), each building or structure in the Campus sub-district shall be allowed three (3) sign types. The applicant proposes to install one wall plaque with the following dimensions.

## Wall Plaque

- City sign code Chapter 1169.18 (d) permits a maximum area of 6 square feet, allows one wall plaque per building, a maximum projection of 4 inches, and external illumination.
    - a. Area: 6 square feet [meets code].
    - b. Lighting: The applicant states they will not be illuminating the sign [meets code].
    - c. Width: 3 feet [meets code].
    - d. Height: 2 feet [meets code].
    - e. Colors: white and black [meets code].
    - f. Projection: Less than 4 inches [meets code].
  - The sign reads “6300 E Dublin Granville RD. Building M” in black painted metal lettering, on a white background, with black mounting hardware as seen in the image below.
  - The sign is made out of aluminum which is a permitted sign material.
  - C.O. 1169.12(a)(1) states that signs are to be consistent with the design/style of the building on which they are located. The proposed material and design seem appropriate for the building type and area.
2. *The visual and functional components of the building and its site, including but not limited to landscape design and plant materials, lighting, vehicular and pedestrian circulation, and signage.*
- The proposed sign is an appropriate sign type for this storage and office space.



3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
- The sign appears to be positioned in a suitable location and does not block any architectural features.
4. *All buildings, structures and sites shall be recognized as products of their own time.*
- The building is a product of its own time and as such should utilize signs appropriate to its scale and style while considering its surroundings. The proposed sign is designed and scaled appropriately for this storage and office space.

5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
  - Not Applicable
6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
  - Not Applicable
7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
  - Not Applicable

#### **IV. SUMMARY**

The proposed sign appears to be appropriate for the space since it is consistent with the architectural character of the building. The proposed wall plaque uses a light background with dark lettering to stand out on the building. The sign is for identification as requested by the Fire Marshall and appears to fit with the overall character of the building and site as a whole.

#### **V. ACTION**

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

#### **Suggested Motion for ARB-21-2026:**

Move to approve Certificate of Appropriateness application ARB-21-2026.  
(Conditions may be added)

**Approximate Site Location:**



Source: Near Map

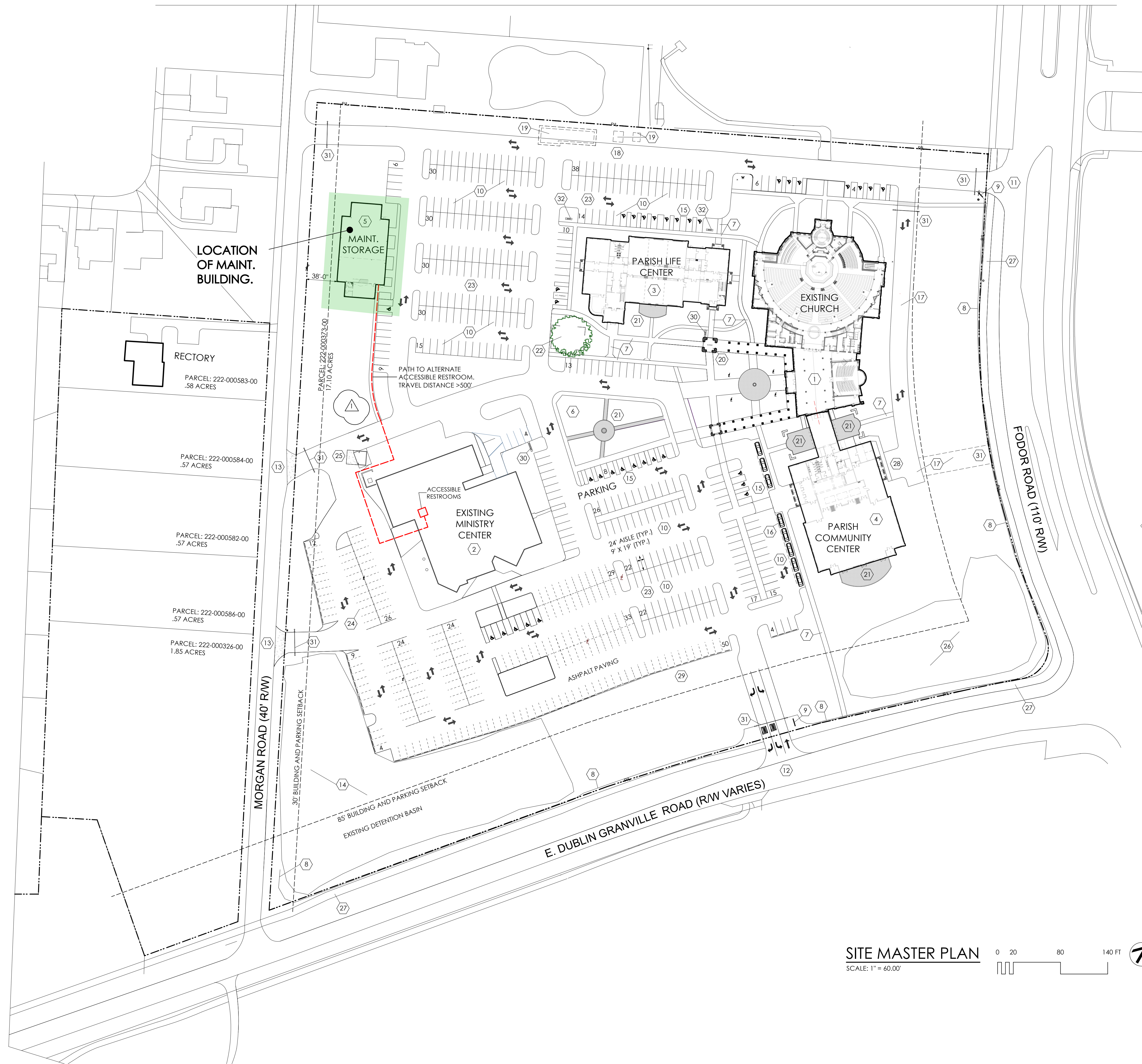


**Community Development Planning Application**

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Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054



○ SITE MASTER PLAN CODED NOTES

1. EXISTING CHURCH TO REMAIN.
2. EXISTING MINISTRY CENTER TO REMAIN.
3. NEW PROPOSED TWO STORY PARISH LIFE CENTER.
4. NEW PROPOSED ONE STORY PARISH COMMUNITY CENTER.
5. NEW PROPOSED MAINTENANCE BUILDING - ONE STORY WITH A MEZZANINE.
6. NEW GRASS AND LANDSCAPE AREAS TO BE CONSTRUCTED.
7. NEW SIDEWALKS AND PEDESTRIAN PATHWAYS TO BE CONSTRUCTED.
8. EXISTING 4 RAIL WHITE HORSE FENCE TO REMAIN ALONG FODOR AND E. DUBLIN GRANVILLE ROAD.
9. EXISTING GROUND SIGN TO REMAIN.
10. NEW PARKING AREAS TO BE CONSTRUCTED.
11. EXISTING DRIVE AISLE AT FODOR ROAD TO REMAIN.
12. EXISTING DRIVE AISLE AT E. DUBLIN GRANVILLE ROAD TO REMAIN. THE AISLE SHALL BE IMPROVED FOR RIGHT/LEFT OUT LANE.
13. EXISTING DRIVE AISLE AT MORGAN ROAD TO REMAIN.
14. EXISTING RETENTION BASIN TO BE IMPROVED AT THIS LOCATION.
15. NEW HANDICAPPED PARKING SPACES WITH SIGNAGE.
16. NEW VEHICLE DROP OFF LANE.
17. NEW DRIVE AISLE AND FIRE DEPARTMENT ACCESS LANE. CONTINUATION TO FODOR ROAD WITH GRASS APARATUS PAVERS SHALL BE PROVIDED TO FIRE DEPARTMENT GATE AND ACCESS POINT ALONG FODER ROAD.
18. NEW DRIVE AISLE ALONG THE NORTH SIDE OF THE PROPERTY.
19. LOCATION OF THE EXISTING UNCONDITIONED STORAGE BUILDINGS TO BE REMOVED.
20. LOCATION OF THE EXISTING BELL TOWER TO REMAIN.
21. LOCATION OF NEW OUTDOOR HARDSCAPE AREAS TO BE CONSTRUCTED.
22. LOCATION OF LEGACY MATURE OAK TREE TO REMAIN. WITH WHITE RAIL FENCE.
23. NEW ASPHALT PAVING AT NEW PARKING AREAS (TYPICAL).
24. EXISTING PARKING SPACES TO REMAIN ARE SHOWN DASHED.
25. LOCATION OF EXISTING DUMPSTER PAD AND ENCLOSURE TO REMAIN.
26. LOCATION OF EXISTING DETENTION AREA AT THE CORNER OF FODOR AND E. DUBLIN GRANVILLE ROAD.
27. EXISTING PAVED PEDESTRIAN PATHWAY ALONG FODOR ROAD AND E. DUBLIN GRANVILLE ROAD.
28. LOADING SPACE AT THE NEW DRIVE AISLE. THIS IS FOR LOADING ONLY. NO PARKING.
29. NEW PARKING BLOCKS AT NEW PARKING AT SOUTH SPACES.
30. EXISTING BICYCLE PARKING TO REMAIN - 4-SPACES
31. NEW OPERABLE GATES AT EACH VEHICULAR ACCESS POINT.
32. NEW BICYCLE PARKING TO BE ADDED - 4-SPACES.

**ACCESSIBLE RESTROOM:**  
 AN ACCESSIBLE RESTROOM IS LOCATED IN THE MAINTENANCE BUILDING. AN ANOTHER SET OF ACCESSIBLE RESTROOMS ARE ALSO LOCATED IN THE EXISTING MINISTRY CENTER. TRAVEL DISTANCE IS LESS THAN 500'.

IT IS THE INTENT FOR THE OCCUPANTS OF THE MAINTENANCE BUILDING, WHICH HAS AN OCCUPANT LOAD OF ONLY 15 PERSONS, TO HAVE ACCESS TO THE MAINTENANCE BUILDING'S RESTROOM DURING THE HOURS OF OPERATIONS.

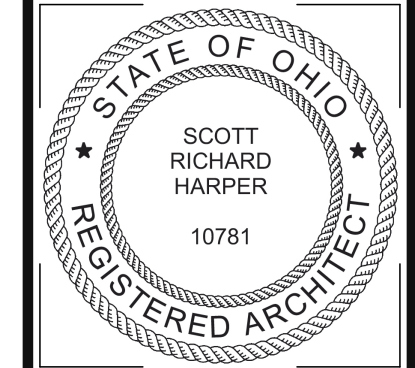
**NEW PROPOSED STRUCTURES:**

- NEW PROPOSED BUILDING (PARISH LIFE CENTER):  
 OFFICES / NURSERY / MULTI-PURPOSE MEETING ROOMS
- NEW PROPOSED BUILDING (PARISH COMMUNITY CENTER):  
 ATRIUM / GATHERING SPACE / HALL / KITCHEN
- NEW PROPOSED BUILDING (MAINTENANCE AND STORAGE):  
 MAINTENANCE OFFICE / STORAGE

**TOTAL IMPROVED ONSITE PARKING SPACES = 545 SPACES**

**SITE MASTER PLAN**  
 SCALE: 1" = 60.00'

#	DATE	INT.	REVISIONS
1	9/8/25	DMD	UPDATED PER CORRECTION LETTER



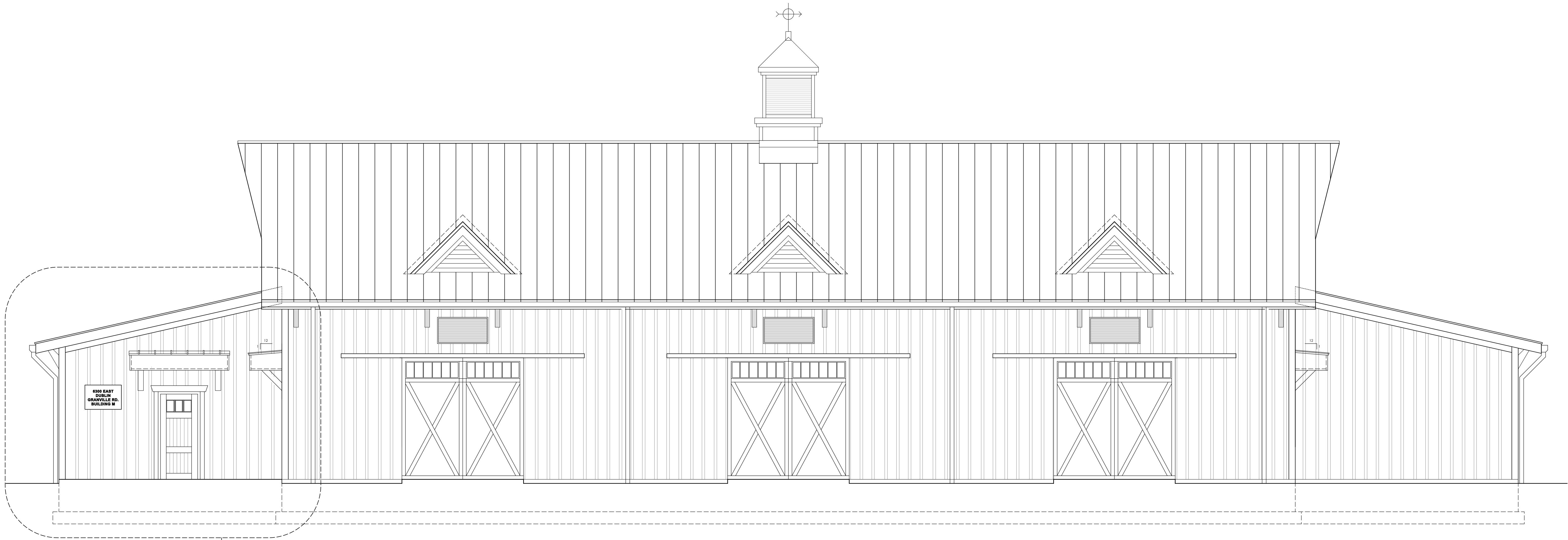
Scott R. Harper License #10781  
 Expiration Date 12/31/2025

OVERALL SITE PLAN  
**Church of the Resurrection**  
 Maintenance Building  
 New Albany, Ohio

Harper Architectural Studio, LLC  
 424A Beecher Rd  
 Columbus, OH 43230  
 PH: (614) 895-2030

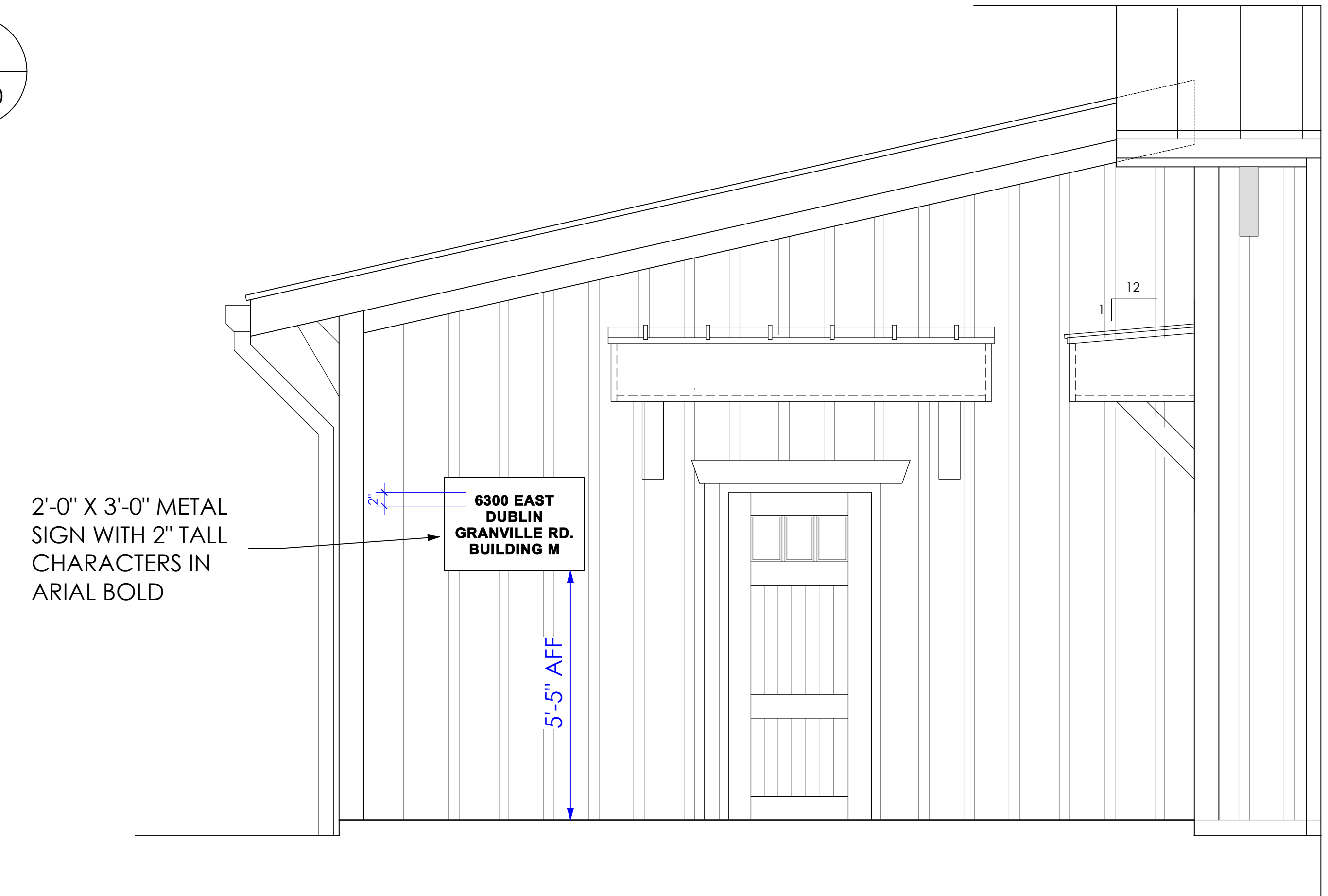
SHEET DESIGNATION:  
**SP-100**  
 DATE: 04/30/25 SHEET #: 05

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A  
A-200

EAST ELEVATION  
SCALE: 1/4" = 1'-0"



ENLARGED ELEVATION  
SCALE: 1/2" = 1'-0" A

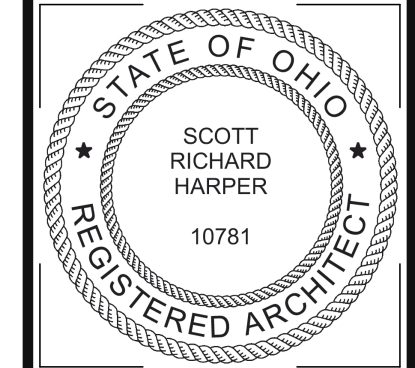
- (4) 1/2" BLACK POWER COATED MOUNTING HARDWARE
- 2" TALL ARIAL FONT WITH 1/4" RELIEF
- 2'-0" X 3'-0" WHITE POWDER COATED ALUM. PANEL



ENLARGED SIGN DETAIL

NOTE:  
- SIGN SHALL NOT EXCEED A TOTAL AREA OF 6 SF.  
- SIGN SHALL NOT PROTRUDE MORE THAN 4" FROM EXTERIOR WALL.

#	DATE	INT.	REVISIONS



Scott R. Harper License #10781  
Expiration Date 12/31/2027

MAINTENANCE BUILDING - EXTERIOR SIGNAGE OPT. #2  
Church of the Resurrection  
Maintenance Building  
New Albany, Ohio

Harper Architectural Studio, LLC  
424A Beecher Rd.  
Columbus, OH 43230  
PH: (614) 895-2030

SHEET DESIGNATION:  
**A-200**  
DATE: 04/02/26 SHEET #: 01

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Architectural Review Board Staff Report  
April 13, 2026 Meeting

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NEW ALBANY PLAIN LOCAL SCHOOLS  
ACCESSORY STRUCTURE RELOCATIONS  
CERTIFICATE OF APPROPRIATENESS AND WAIVERS

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LOCATION: 6666 McElwee Drive (PIDs: 222-000499-00 and 222-001880-00)  
APPLICANT: Nathan Gammella, Schorr Architects, Inc.  
REQUEST: Certificate of Appropriateness with waivers  
ZONING: Urban Center Code: Campus Sub-District and Parks and Recreation Sub-District  
STRATEGIC PLAN: Parks and Green Space  
APPLICATION: ARB-20-2026

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Review based on application materials received March 13, 2026, and April 3, 2026.

*Staff report prepared by Lauren Sauter, Planner*

## I. REQUEST AND BACKGROUND

The applicant requests a certificate of appropriateness and associated waivers to relocate an existing press box and storage structure within the New Albany Plain Local Schools (NAPLS) campus. The structures will be moved from the current high school athletic fields (future elementary school site) to the existing middle school softball and football fields.

A certificate of appropriateness was approved for the press box by the Architectural Review Board on April 8, 2019 (ARB-22-2019) and included conditions that the exterior lighting and stairwell's design be subject to staff approval. The press box was evaluated as a garden structure as regulated by the Urban Center Code. Based on staff records, the storage structure never received approval by the Architectural Review Board. Based on historical aerial imagery, the storage structure has been present on the high school softball site since early 2022.

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

1. **Waiver to Urban Center Code section 3.35-3.38 to allow a storage structure to exceed the 500-square-foot maximum garden structure area requirement by approximately 25 square feet.**
2. **Waiver to Urban Center Code section 3.35-3.38 to allow two garden structures on one lot where code requires a maximum of one garden structure per lot.**

## II. SITE DESCRIPTION & USE

New Albany Plain Local Schools is located on several large parcels generally east of Fodor Road, west of State Route 605, and north of Dublin-Granville Road. The football field is zoned within the Campus sub-district of the Urban Center Code, and the softball fields are zoned within the Parks and Recreation sub-district of the Urban Center Code.

Currently, the storage structure is located between the two softball fields at 7625 Swickard Woods Boulevard, and the press box is located next to the dugout at 5101 Swickard Woods Boulevard (*see map on next page*). This area was recently approved as the site for the new NAPLS elementary school (ARB-54-2025).

### III. EVALUATION

#### Certificate of Appropriateness:

Per C.O. Section 1157.08(b)(1), any major environmental change to a property located within the Village Center, as defined in C.O. Section 1157.07, requires a certificate of appropriateness to be issued by the Architectural Review Board. No environmental change shall be made to any property within the city of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board.



*Image: existing location of storage structure (blue circle) and press box (red circle).*

Minor environmental changes, as defined in C.O. Section 1157.07, may be approved by staff without requiring a certificate of appropriateness. Minor environmental changes include “the construction of sports fields and associated bleachers, fences, dugouts and like facilities not requiring a commercial building permit, as approved by the Community Development Department.” The proposed relocation of accessory structures will require a commercial building permit due to the need for concrete foundations to be installed; therefore, the proposal is recognized as a major environmental change, which requires a certificate of appropriateness. The applicant additionally proposes the relocation of bleachers to the football field site, adjacent to the existing bleachers on the west side of the field; because no commercial building permit is required, the bleachers are considered a minor environmental change and do not require approval of a certificate of appropriateness.

Minor environmental changes include “the construction of sports fields and associated bleachers, fences, dugouts and like facilities not requiring a commercial building permit, as approved by the Community Development Department.” The proposed relocation of accessory structures will require a commercial building permit due to the need for concrete foundations to be installed; therefore, the proposal is recognized as a major environmental change, which requires a certificate of appropriateness. The applicant additionally proposes the relocation of bleachers to the football field site, adjacent to the existing bleachers on the west side of the field; because no commercial building permit is required, the bleachers are considered a minor environmental change and do not require approval of a certificate of appropriateness.

Per C.O. Section 1157.09, Criteria for Evaluation of Application for Certification of Design Appropriateness, the modifications to the site should be evaluated on these criteria:

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

- Section 8 of the Design Guidelines and Requirements (DGRs), Civic and Institutional Buildings, provides the requirements for campus building typologies inside the Village Center, including park and recreation buildings. The goal for civic and institutional building designs is to encourage a consistent approach when public buildings are created in the community. While larger buildings should be more ornate and detailed, other types of structures may be more modest in scale and style.
- DGR Section 8(II)(1) requires the setting and site design to be appropriate for the architectural style in which a structure is built. The ancillary structures will be located in an appropriate context among the middle school sports fields. Their architectural style reflects the use of the site and the use of the structures.
- DGR Section 8(III)(2) requires the selection of architectural style to be appropriate to the context, location, and function of the building. Public recreation structures may be appropriately designed as vernacular buildings or even in the form of traditional barns.
  - i. Vernacular buildings, as defined by DGR Section 1(II)(F), are simple in design with little extraneous ornamentation, and they follow traditional forms and methods of construction. Houses, commercial buildings, barns, and outbuildings are all building types that could use vernacular forms for inspiration. As accessory structures, the press box and storage structure are appropriately designed following vernacular architecture.
  - ii. The press box has a white, vertically oriented steel exterior, white vinyl windows, and a flat EPDM roof. The design is appropriate as an ancillary structure, and it is

complementary to the existing structure to which it will be adjacent, which has a white, vertically oriented exterior as well.

- iii. The storage structure has a white, vertically oriented wood plank exterior. The façade includes white doors, a white one-car garage door, double-hung windows, and a gray shingled roof. The design is appropriate as an ancillary structure, and it is complementary to the smaller existing structure in its proximity.

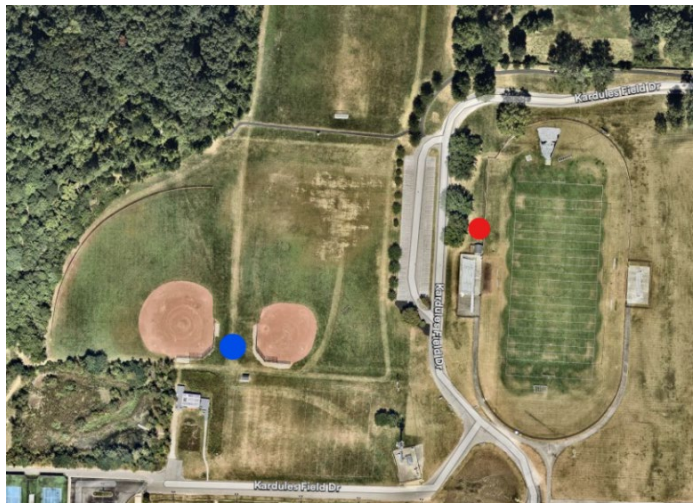


*Images: press box (left), to be stacked, and storage structure (right).*

- The location of the storage structure is well-suited for pedestrian access as it is located between the two softball fields.
- Additionally, the lots appropriately reflect the “Parks and Green Space” future land use designation in the Engage New Albany Strategic Plan. Parks are strongly encouraged to provide for the recreation needs of the community, and infrastructure improvements should maximize public benefit. The plan states that the city should continue to support the district to ensure the continued success of the school system, and it identifies NAPLS as a primary provider of sports facilities and recreation options in the city, recommending the continued development of its sports facilities and active park spaces.

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

- The press box will be relocated on the north side of the existing bleachers on 6666 McElwee Drive. It stands at approximately 21.5 feet in height with a staircase on one side to provide pedestrian access to the second story.
- The press box has exterior downcast lighting over the entrances on the first and second stories.
- The storage structure will serve the two softball fields.
- While there is little to no screening of the structures from the public right-of-way along New Albany-Condit Road, because of the large setback from the road and a noticeable grade change, the structures are functionally screened from view.



*Image: proposed location of storage structure (blue circle) and press box (red circle).*

- The existing press box includes signage on two of its faces. The signage was not part of the approval for the press box in 2019. Staff recommends a condition of approval that the signage be removed from the press box or the applicant return to the Architectural Review Board for a certificate of appropriateness for the signage (condition #1). A certificate of appropriateness may be requested separately for the signage to be reinstalled.
3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
    - Nothing is being removed from the structures, and the sites on which they currently reside will not be detrimentally affected in quality or character.
  4. *All buildings, structures and sites shall be recognized as products of their own time.*
    - The structures are products of their own time and utilize materials and configurations that are appropriate to their use and site context.
  5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
    - The press box and storage structure are appropriate in the context of the football and softball fields. The buildings were designed to be ancillary structures, and they complement the existing context and structures on the site with visually and architecturally similar exteriors. Their use of vernacular architecture follows the recommendations of the Design Guidelines and Requirements.
  6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
    - Not applicable.
  7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
    - Not applicable.

### **Urban Center Code Compliance**

1. Based on their size, use, and scale, the press box and storage structure align with accessory structures more than primary structures and are categorized as garden structures as described in the Urban Center Code (“UCC”). The UCC provides minimum or maximum setback, clearance, height, and area requirements depending on whether the structure is a front garden structure (“to the side or in front of the adjacent building typology”) or a rear garden structure (“in the rear of a lot, behind the adjacent building typology”). Because Kardules Fields Way is a private drive and there is no public road, there is no designated frontage for this site.
  - a. The City Attorney has reviewed city code and the site context and agrees that lot frontage does not apply to the subject sites. Frontage is intended to guarantee access to a site, but as part of the NAPLS campus, accessibility is not being taken from any property owner, and NAPLS has every interest in maintaining accessibility to the sites. As a government institution, NAPLS need only substantially comply with zoning requirements.
  - b. Because there is no designated frontage, there is no designated front, side, or rear yard for the lots, and there is no distinction on whether the front or rear garden structure requirements apply. The Architectural Review Board shall use its discretion to evaluate the setback requirements and variations between the two sets of standards, such as whether the front or rear standards should apply to the press box height.

2. Garden structures are regulated by section 3.35 through 3.38 of the UCC, which defines such structures as a detached storage or ancillary living space. Their standards are evaluated below.
3. Press box:

<b>Standard</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Proposed</b>
Setback	Undefined	No maximum	20 ft. from lot line
Distance from other structures	10 ft.	No maximum	Approx. 12 ft.
Height	No minimum	20 ft. (front) 25 ft. (rear)	21 ft., 6.25 in.
Area	No minimum	400 sq. ft. (front) 500 sq. ft. (rear)	240 sq. ft.
Quantity	No minimum	1 garden structure	<u>2 garden structures</u> (waiver requested)

4. Storage structure:

<b>Standard</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Proposed</b>
Setback	Undefined	No maximum	12 ft. from lot line
Distance from other structures	10 ft.	No maximum	Over 12 ft.
Height	No minimum	20 ft. (front) 25 ft. (rear)	Less than 20 ft.
Area	No minimum	400 sq. ft. (front) 500 sq. ft. (rear)	<u>524,875 sq. ft.</u> (waiver requested)
Quantity	No minimum	1 garden structure	1 garden structure

### **Waiver Request**

The Architectural Review Board’s review of waivers is pursuant to C.O. Section 1113.11, Action by the Architectural Review Board. Within 30 days after the public meeting, the Architectural Review Board shall either approve, approve with supplementary conditions, or disapprove the request for a waiver. The Architectural Review Board shall only approve a waiver or approve a waiver with supplementary conditions if it finds that the waiver, if granted, would:

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

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

**A) Waiver to Urban Center Code section 3.35-3.38 to allow a storage structure to exceed the 500-square-foot maximum garden structure area requirement by approximately 25 square feet.**

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

- The storage structure is proposed between the softball fields and has existed on the high school site since early 2022 without prior ARB approval. It exceeds the maximum permitted size by approximately 25 square feet (525 sq. ft. total).
- The subject site presently includes two softball fields and open space on an approximately 20-acre lot within the NAPLS campus. The Parks and Preservation sub-district of the Urban Center Code encourages passive and active recreation purposes. A parking lot and Kardules Fields Way, a private drive, intersect the two subject sites. There is a large setback of the parcels from New Albany-Condit Road, the nearest public right-of-way; the structure would likely not be visible from there due to the distance. The sites do not front a public street. The sites are in the vicinity of Rural Residential houses generally to its northeast.
- Overall, the structure provides an appropriate pattern of development considering the context in which it is proposed. It will serve as a storage space for softball equipment and will be easily accessible from either field as it is proposed to be located between the two, in a manner similar to its current placement between two softball fields on the high school site. Additionally, it is proposed to be situated near other existing structures on an adjacent site, which may be contextually more appropriate than being placed in the middle of an open space. Its design, materials, and scale are compatible with nearby structures.
- Based on its size, use, and scale, the storage structure aligns with accessory structures more than primary structures and may be most closely categorized as garden structures as described in the UCC.
  - The UCC specifically describes detached storage structures as being an example of a garden structure. Additionally, in the introductory portion of the UCC, it states that the graphics it contains are meant to show the main intent of the development, but not a direct interpretation of what should be built; the graphics for garden structures depict an auxiliary detached structure on a small, higher-density parcel with a two-story building, which describes the character of many lots in the Village Center. The main intent of the regulations of garden structures may be as secondary structures to larger main buildings. The subject site is unique in its lack of a primary building, its recreational use, and its expansive open space.
  - Front garden structures are provided a maximum of 400 square feet, and rear garden structures are provided a maximum of 500 square feet. These maximums are contextually appropriate for the many smaller, higher-density lots that characterize the Village Center; however, the context of the NAPLS's large open space and the operational needs for use by students and staff rather than one family or business validates the need for a larger structure.
- The intent of the maximum area standard for garden structures in the Village Center is to ensure the ancillary structure does not dominate the lot or main building and to guide development to a consistent form and scale. The storage structure does not appear to be oversized in the context of the large softball fields and open space, and without other primary or accessory structures on the site, it will not dominate the site or cause excessive lot coverage. Its use and character are consistent with the development of the NAPLS campus and the Parks and Preservation sub-district.
- The storage structure fits within the goals of the Design Guidelines and Requirements, which allows recreational structures the ability to appropriately use more modest vernacular architecture while still incorporating elements of Georgian architecture. However, exceeding maximum size requirements may not fit with the intent of the DGRs.
- The waiver may be necessary for reasons of fairness due to unique site-specific conditions. The site is unique in that there is no principal structure to which the storage structure is secondary, and thus no principal structure that must be considered in the lot coverage or density of the site. The storage structure will not cause excessive lot coverage or density, even by being marginally larger than what is permitted, due to the large open space and lack of other structures on the site. The site will

retain its open character if the waiver is granted. Additionally, the structure already exists and serves another area of the NAPLS campus, so its design and function will remain contextually appropriate at the middle school softball fields. The operational needs of the school fields require a structure size and pattern of development that differs from that of a residential lot.

- Granting the waiver will not detrimentally affect the public health, safety, or general welfare.

**B) Waiver to Urban Center Code section 3.35-3.38 to allow two garden structures on one lot where code requires a maximum of one garden structure per lot.**

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

- The press box is proposed to be integrated into the lot with the football field and bleachers. It currently serves the high school baseball field next to the dugout. The structure received approval of a certificate of appropriateness by the Architectural Review Board in 2019, wherein the board discussed the stairs to access the second story, the designation as a garden structure, and the orientation of the siding as it related to nearby structures before approving it with two conditions.
- The subject site consists of approximately 1.33 acres within the NAPLS campus that presently includes a portion of the middle school football field. (The full football field site is comprised of numerous parcels.) The site is primarily accessed by the private drive Kardules Fields Way, which intersects the two subject sites. There is a large setback of the parcels from New Albany-Condit Road, the nearest public right-of-way. The sites do not front a public street. The sites are in the vicinity of Rural Residential houses generally to its northeast.
- Based on its size, use, and scale, the press box aligns with accessory structures more than primary structures and is categorized as garden structures as described in the UCC.
- Overall, the structure provides an appropriate pattern of development considering the context in which it is proposed. It serves as both a space for storage and a place to view the field from the second story, and it will be easily accessible by students, staff, or other users as it is proposed to be in proximity to the bleachers and the parking lot. The press box is similar in appearance to the smaller structure that will be next to it; both have white, vertically oriented siding and a more vernacular architectural form.
- Considering the site context as a football field in the NAPLS campus, the configuration and quantity of ancillary structures contribute to an appropriate pattern of development as they serve many students, families, and staff in a large, open outdoor setting. Additionally, the placement and quantity of structures on the sports field site must be considered for the appropriate use of the site; the placement near the center of the football field allows the greatest viewing ability of the full field from the upper-level viewing area.
- The garden structure quantity requirement is intended to maintain a consistent pattern and scale of development as well as to limit an excessive number of accessory structures per site. Multiple accessory structures are appropriate in the context of the large recreational pattern of development in the area, and given the site context, the accessory structures will not dominate the site. It is not unusual for sports fields to have multiple structures that serve the recreational use of the site.
- Unique circumstances exist that make the waiver necessary for reasons of fairness. The subject site is comprised of large open space and accessories that facilitate the use of the football field; there are no primary buildings that must be considered in the lot coverage or density of the site, and there is not a threat of excessive lot coverage caused by there being two ancillary structures on the lot that meet garden structure area requirements. The site will retain its open character if the waiver is granted.
- Granting the waiver will not detrimentally affect the public health, safety, or general welfare.

#### **IV. SUMMARY**

The applicant proposes the relocation of two accessory structures from the high school sports field site (the future elementary school site) to the middle school softball and football fields. Both the press box and the

storage structure appear to be appropriately located on the site and in the context of the surrounding Campus and Parks and Preservation sub-districts of the Urban Center Code.

As an area designated by the New Albany Strategic Plan as having “Parks and Open Space” future land use, the site is comprised of open space, sports fields, and accessory structures that serve the students, staff, and families who use the space. The Urban Center Code does not provide standards for these specific types of structures; the ancillary buildings most closely align with garden structures as outlined in the code.. The proposal is appropriate considering the context of the site, the substantial compliance with code, and the intent of the regulations.

## V. ACTION

Should the Architectural Review Board find sufficient basis for approval, the following motion would be appropriate (conditions of approval may be added):

**Move to approve Certificate of Appropriateness application ARB-20-2026** with the following condition:

1. The signage shall be removed from the press box or the applicant shall return to the Architectural Review Board for a certificate of appropriateness for the signage.

### Approximate Site Location:



Source: NearMap



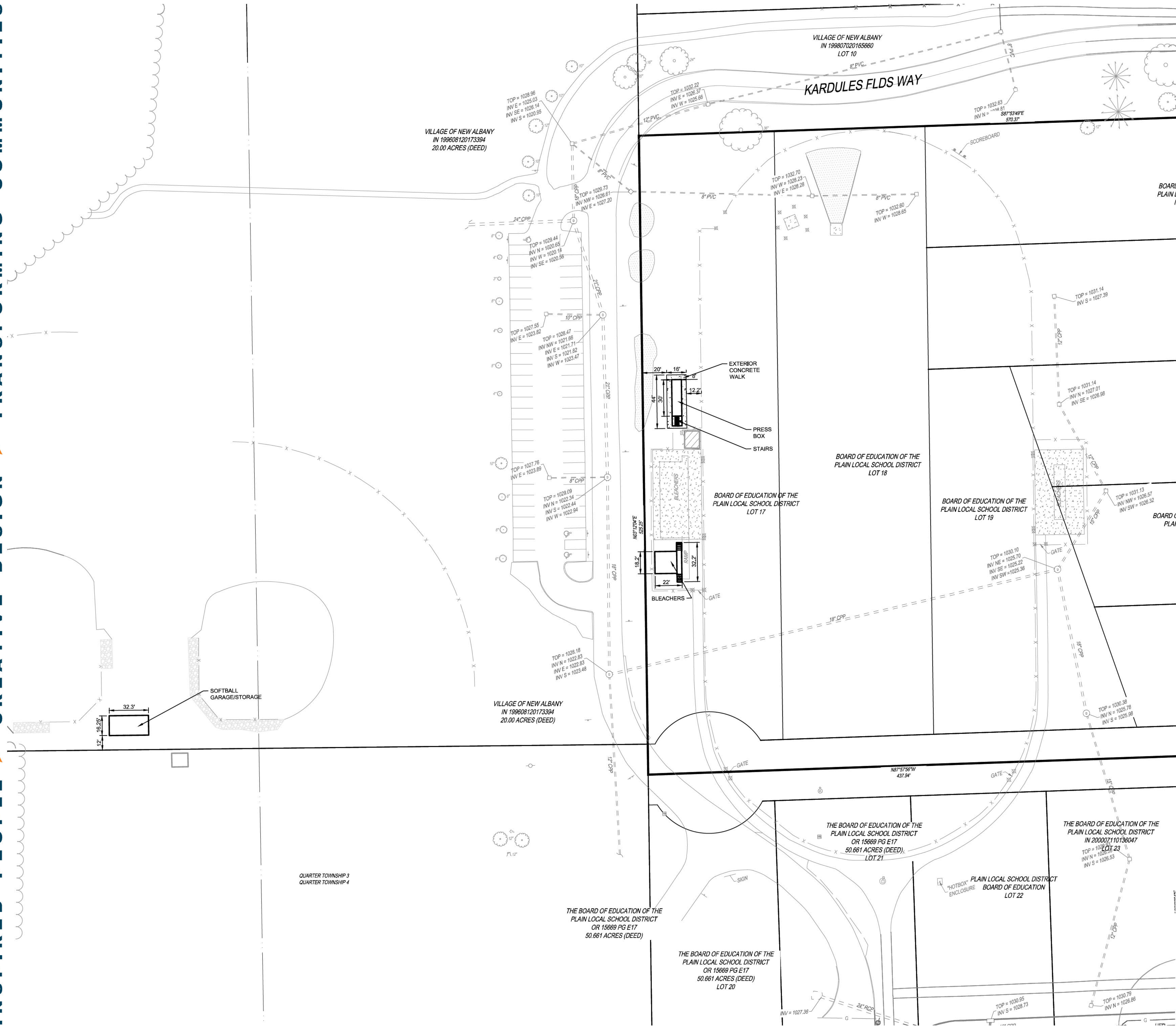
## Community Development Planning Application

<b>Submission</b>	<p>Submit planning applications and all required materials via email to <a href="mailto:planning@newalbanyohio.org">planning@newalbanyohio.org</a></p> <p>Paper copies are not required at this time however, 12 paper copies of the entire submission will be required ahead of a board hearing date. The planner assigned to your case will inform you when the paper copies need to be delivered to our offices. Fee invoices will be issued to you once the application is entered.</p>																									
<b>Project Information</b>	<p>Site Address <u>6666 McElwee Dr, New Albany, OH 43054</u></p> <p>Parcel Numbers <u>222-000499-00 &amp; 222-001880-00</u></p> <p>Acres <u>21.279</u> # of lots created _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Choose Application Type</th> <th style="width: 50%;">Description of Request:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Appeal</td> <td rowspan="10">This application concerns the relocation of elements from the new elementary school site to the existing middle school foo ball field and softball field.</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certificate of Appropriateness</td> </tr> <tr> <td><input type="checkbox"/> Conditional Use</td> </tr> <tr> <td><input type="checkbox"/> Development Plan</td> </tr> <tr> <td><input type="checkbox"/> Plat</td> </tr> <tr> <td><input type="checkbox"/> Lot Changes</td> </tr> <tr> <td><input type="checkbox"/> Minor Commercial Subdivision</td> </tr> <tr> <td><input type="checkbox"/> Zoning Amendment (Rezoning)</td> </tr> <tr> <td><input type="checkbox"/> Zoning Text Modification</td> </tr> <tr> <td><input type="checkbox"/> Extension Request</td> </tr> <tr> <td><input type="checkbox"/> Variance</td> </tr> <tr> <td><input type="checkbox"/> Vacation</td> </tr> </tbody> </table>		Choose Application Type	Description of Request:	<input type="checkbox"/> Appeal	This application concerns the relocation of elements from the new elementary school site to the existing middle school foo ball field and softball field.	<input checked="" type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Plat	<input type="checkbox"/> Lot Changes	<input type="checkbox"/> Minor Commercial Subdivision	<input type="checkbox"/> Zoning Amendment (Rezoning)	<input type="checkbox"/> Zoning Text Modification	<input type="checkbox"/> Extension Request	<input type="checkbox"/> Variance	<input type="checkbox"/> Vacation									
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<b>Contacts</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Applicant Information</th> <th colspan="2" style="text-align: center;">Property Owner Information</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">Name</td> <td style="width: 25%;">Nathan Gammella, Schorr Architects, Inc.</td> <td style="width: 25%;">Name</td> <td style="width: 25%;">BOARD OF EDUCATION OF NEW ALBANY-PLAIN LOCAL SCHOOLS</td> </tr> <tr> <td>Address</td> <td style="background-color: black;"></td> <td>Address</td> <td style="background-color: black;"></td> </tr> <tr> <td>City, State, Zip</td> <td style="background-color: black;"></td> <td>City, State, Zip</td> <td style="background-color: black;"></td> </tr> <tr> <td>Phone Number</td> <td style="background-color: black;"></td> <td>Phone Number</td> <td style="background-color: black;"></td> </tr> <tr> <td>Email</td> <td style="background-color: black;"></td> <td>Email</td> <td style="background-color: black;"></td> </tr> </tbody> </table>		Applicant Information		Property Owner Information		Name	Nathan Gammella, Schorr Architects, Inc.	Name	BOARD OF EDUCATION OF NEW ALBANY-PLAIN LOCAL SCHOOLS	Address		Address		City, State, Zip		City, State, Zip		Phone Number		Phone Number		Email		Email	
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Address		Address																								
City, State, Zip		City, State, Zip																								
Phone Number		Phone Number																								
Email		Email																								
<b>Signature</b>	<p>Site visits to the property by City of New Albany representatives are essential to process this application. The Owner/Applicant, as signed below, hereby authorizes Village of New Albany representatives, employees and appointed and elected officials to visit, photograph and post a notice on the property described in this application. I certify that the information here within and attached to this application is true, correct and complete.</p> <p style="text-align: center;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Signature of Owner</td> <td style="width: 30%; text-align: center;"><u>Ken Kraemer</u></td> <td style="width: 20%;">Date:</td> <td style="width: 20%; text-align: center;"><u>3/13/2026</u></td> </tr> <tr> <td>Signature of Applicant</td> <td style="text-align: center;">_____</td> <td>Date:</td> <td style="text-align: center;"><u>3/13/2026</u></td> </tr> </table> </p>		Signature of Owner	<u>Ken Kraemer</u>	Date:	<u>3/13/2026</u>	Signature of Applicant	_____	Date:	<u>3/13/2026</u>																
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Department Address: 7815 Walton Parkway • New Albany, Ohio 43054 • Phone 614.939.2254

Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054

INSPIRED PEOPLE  CREATIVE DESIGN  TRANSFORMING COMMUNITIES



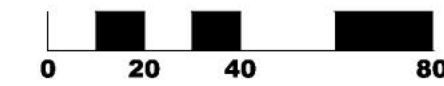
**PROPOSED LEGEND**  
 CONCRETE WALK

  
**THE KLEINGERS GROUP**  
 CIVIL ENGINEERING SURVEYING LANDSCAPE ARCHITECTURE  
 www.kleingers.com  
 350 Worthington Rd  
 Suite 14  
 Westerville, OH 43082  
 614.882.4311

SEAL:

NO.	DATE	DESCRIPTION

**MIDDLE SCHOOL STADIUM FOR NEW ALBANY-PLAIN LOCAL SCHOOLS**

PROJECT NO: 240175.002  
 DATE: 03-13-2026  
 SCALE:  


SHEET NAME:  
**LOCATION PLAN**

SHEET NO:  
**C110**

**LOCATION PLAN**  
**NEW ALBANY - MIDDLE SCHOOL STADIUM**  
 Enter address here  
 PREPARED FOR:  
 New Albany - Plain Local Schools  
 55 North High Street  
 New Albany, Ohio 43054



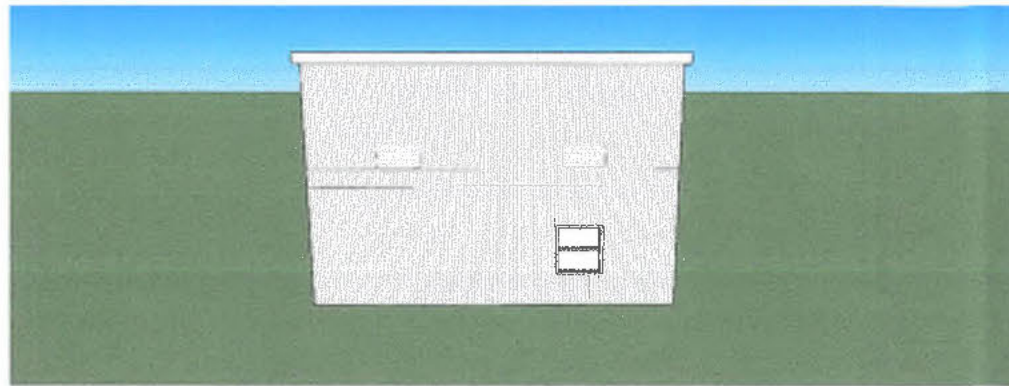



COMM. NO.: 2444

**C110**  
 SIGNED \_\_\_\_\_ DATE \_\_\_\_\_



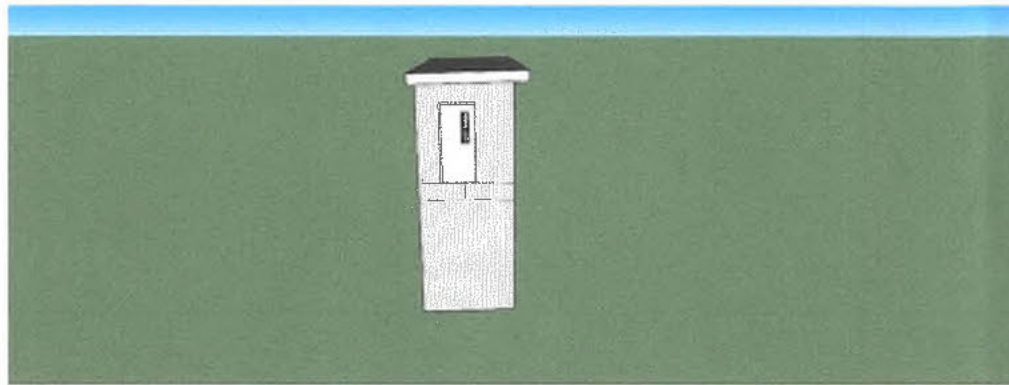
Existing Press Box located at high school football field. Proposed Multi-Use Facility at the Baseball Field will match all exterior materials. The proposed facility will be 2 stories tall and include storage and the ability to view the field



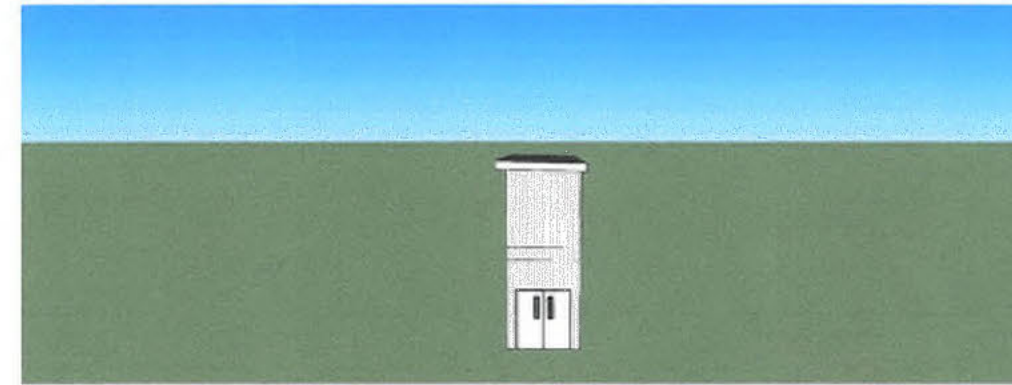
Rear Elevation



Front Elevation



Right Side Elevation



Left Side Elevation

Height of proposed Multi-Use Building is 21'-6.25"

EXTERIOR WALLS	
STUDS:	2"x6" STUD GRADE @ 16" O.C. OR AS REQUIRED (115 MPH WIND LOAD DESIGN)
	OBBC FRAMING
WALL HGT:	8'-0" FINISH CEILING HGT TO TOP OF T-GRID
COVERING:	5/8" VINYL COVERED GYP. GROUP II (ON BOTH FLOORS)
MISC:	VINYL BATTENS TO MATCH WALL COVERING AT GYP SEAMS
COLOR:	TO BE SELECTED FROM MANUFACTURERS STD COLORS (2ND FLOOR ONLY)
SHEATHING:	1/2" PLYWOOD OR 7/16" OSB
SHEATHING:	AIR INFILTRATION BARRIER
INSULATION:	R-21 KRAFT FACED
SIDING:	26 GAUGE COMMERCIAL STEEL
TRIM:	NONE (BY OTHERS AT SITE AS REQUIRED)
SKIRTING:	NONE (FURR OUT FRAME AND SHIPLOOSE PRE-FORMED STEEL TRIM ON 1ST FLOOR, FOR INSTALLATION BY OTHERS AT SITE.)

ROOF:	
RAFTERS:	MINIMAL SIZE S.P.F.#2 AT 16" O.C. (ON 1ST FLOOR)
RAFTERS:	2X10 S.P.F.#2 AT 16" O.C. (ON THE 2ND FLOOR ONLY)
	ONE-WAY ROOF SLOPE TO REAR W/ 30# ROOF LIVE LOAD (ON 2ND FLOOR)
CEILING:	FLAT ROOF- NO PITCH WITH MINIMAL L.L. (ON 1ST FLOOR)
	FISSURED SUSPENDED CEILING (24X48 TILE)
	(SUSPENDED CEILING IS ON BOTH FLOORS)
	FINISH CEILING HEIGHT OF 8'-0" TO TOP OF T-GRID
TRUE CEILING:	CLASS "A" VAPOR BARRIER
INSULATION:	R-38 KRAFT FACED (ON THE 2ND FLOOR ONLY)
SHEATHING:	7/16" OSB F.R. PANEL (OR FR ADHESIVE & STD. OSB) (ON BOTH FLOORS)
ROOFING:	45 MIL EPDM (BLACK) (TEMPORARY SHIPPING ROOF ON 1ST FLOOR)
	(TEMPORARY EPDM ROOF MAY NEED TO BE REMOVED BEFORE THE INSTALL OF THE 2ND FLOOR, BUT THIS IS UP TO LOCAL CODE OFFICIALS.)
ROOFING:	45 MIL EPDM (BLACK) (PERMANENT ROOF ON 2ND FLOOR)
	(ROOFS ARE NOT DESIGNED FOR FOOT TRAFFIC)
OVERHANG:	15-1/2" ON FRONT & REAR 30" EXTERIOR WALL OF 2ND FLOOR ONLY
	AND 6" ON END WALLS OF 2ND FLOOR ONLY
	W/ VENTED 29 GA. STEEL SOFFIT AND FASCIA
	(82) LF TOTAL OVERHANG (ON 2ND FLOOR ONLY)
MISC:	GUTTERS AND DOWN SPOUTS BY OTHERS @ SITE

DOORS:	
EXT. DOOR:	36X80 18 GAUGE COMMERCIAL STL. W/ 16 GA. STL. IAMB (PRESS BOX AREA) WITH 5"X20" VISION PANEL (INSULATED TEMPERED SAFETY GLASS) WITH THRESHOLD, SWEEP, AND GASKETING WITH TELL DOOR CLOSER WITH TELL LEVER LOCKSET QTY OF (1)
EXT. DOOR:	72"WX80"H 18 GAUGE COMMERCIAL STL. W/ 16 GA. FRAME AND WITH REMOVABLE MULLION (FOR STORAGE AREA) (36" WIDE ACTIVE LEAF AND 36" WIDE INACTIVE LEAF) NO VISION PANEL WITH LEVER LOCKSET (GRADE II) WITH TELL CLOSER W/ STEEL TUBE & HEADER MOMENT FRAME FOR ENDWALL LOCATION QTY OF (1)

WINDOWS:	
SIZE:	72"WX48"H VINYL HORIZONTAL SLIDING (HELD-WEN OR EQUAL) (EACH 12' OPENING WILL HAVE (2) 72"WX48"H SLIDERS MULLED TOGETHER) WHITE VINYL
GLAZING:	WITH INSULATED GLAZING (LOW "E" GLASS)
INT. TRIM:	PRE-PAINTED INTERIOR TRIM AND LAMINATE COUNTERTOP SILLS
MISC.:	WITH SCREENS
BLINDS:	NONE
SIZE:	48"WX48" SINGLE HUNG VERTICAL SLIDER (HELD-WEN OR EQUAL) WHITE VINYL (1ST FLOOR CONCESSION WINDOW)
GLAZING:	D.L.G. CLEAR (LOW "E" GLASS)
INT. TRIM:	PRE-PAINTED
BLINDS:	NONE
MISC.:	WITH SCREEN QTY OF (1)

RECEIVED  
MAR 18 2019  
By \_\_\_\_\_  
DATE: March 27, 2019  
RECEIVED  
MAR 22 2019  
By \_\_\_\_\_

SCALE: None

JOB NO.: 2019-0185

CITY OF NEW ALBANY, FRANKLIN COUNTY, OHIO  
EXHIBIT FOR  
**NEW ALBANY HIGH SCHOOL**  
BASEBALL FIELD MULTI-USE FACILITY

**EMHT**  
Evars, Mechwart, Hambleton & Tilton, Inc.  
Engineers • Surveyors • Planners • Scientists  
5600 New Albany Road, Columbus, OH 43054  
Phone: 614.775.4500 Toll Free: 888.775.3648  
emht.com



**BLEACHERS**



**SOFTBALL STORAGE BUILDING (1)**



**SOFTBALL STORAGE BUILDING (2)**



**PRESS BOX (STORED IN 2,  
STACKING PARTS)**

April 3, 2026

Lauren Sauter  
Planner I  
Community Development & Administrative Services  
7815 Walton Parkway  
New Albany, OH 43054

Re: Relocated press box

Lauren,

This letter serves as our team's request to waive the 1 garden structure per lot requirement for garden structures as it pertains to the existing press box on the New Albany High School baseball/softball site. The building is requested to be relocated to the football field north of New Albany Intermediate School. The building must be relocated to accommodate construction of the new elementary school.

The 1 garden structure per lot requirement for garden structures is intended to ensure the presence of garden structures on a lot is not disproportionate, but intentional: preserving the architectural character of the small, dense lots within the Village Center. We understand and respect this guideline and offer the following reasons why the relocation of the press box aligns with the intent of this standard:

1. The press box is approximately 308sf (8.125' × 38') and will be situated on a large site comprised of 8 lots totaling approximately 7.6-acres.
2. The press box will be adjacent to the other garden structures on the site, consolidating the structures in one area. These structures together comprise 1 tenth of an acre.
3. The previous location is only 1,600 feet from the proposed site, both within the same campus sub-district. The proposed location maintains consistency with the building's original use.
4. There are no changes to the building's form or materials.
5. The relocation poses no concerns related to public health, safety, or general welfare.

Thank you for your consideration on this matter.

Sincerely,

**Schorr Architects, Inc.**



Nathan Gammella  
Project Executive

April 3, 2026

Lauren Sauter  
Planner I  
Community Development & Administrative Services  
7815 Walton Parkway  
New Albany, OH 43054

Re: Relocated storage building

Lauren,

This letter serves as our team's request to waive the 500sf maximum requirement for garden structures as it pertains to the existing storage building on the New Albany High School baseball/softball site. The building is requested to be relocated to the softball fields located north of the New Albany Intermediate School. The building must be relocated to accommodate construction of the new elementary school.

The 500sf maximum area requirement for garden structures is intended to guide the scale and form of such structures to preserve the architectural character of the small, dense lots within the Village Center. We understand and respect this guideline and offer the following reasons why the relocation of the storage building aligns with the intent of this standard:

1. The building is approximately 525sf (16.25' × 32.30') and will be situated on a large 20-acre site.
2. The previous location is only 1,500 feet from the proposed site, both within the same campus sub-district. The proposed location maintains consistency with the building's original use.
3. There are no changes to the building's form or materials.
4. The relocation poses no concerns related to public health, safety, or general welfare.

Thank you for your consideration on this matter.

Sincerely,

**Schorr Architects, Inc.**



Nathan Gammella  
Project Executive