



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

**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

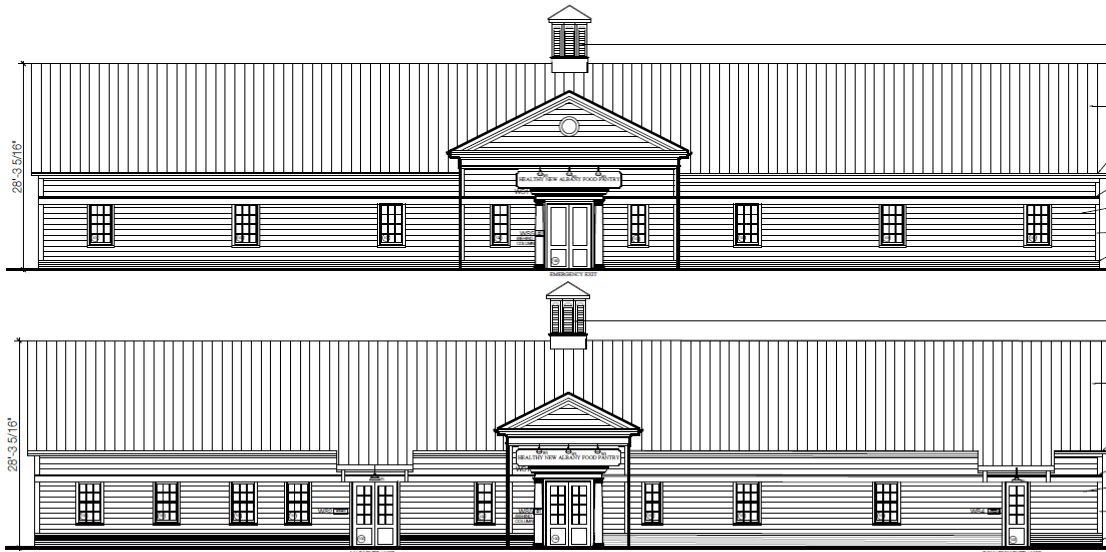
Section 8(III)(1) of the Design Guidelines and Requirements (DGRs) requires civic and institutional projects to have a development plan submit for review by the Architectural Review Board. The Board should evaluate its site design, building locations, building form and massing information, and palette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

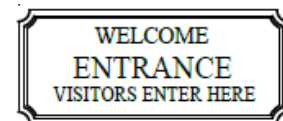
- Quantity: one—meets code (one per street entrance)
- Area: 22.5 square feet—meets code (max. 30 square feet per side)
- Height: 6 feet, 8 inches—meets code (max. 7 feet)
- Width: 4 feet (max. 7.5 feet)—meets code
- Relief: not specified (min. 1-inch sign relief)—see condition #3
- Illumination: none



*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



## 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**

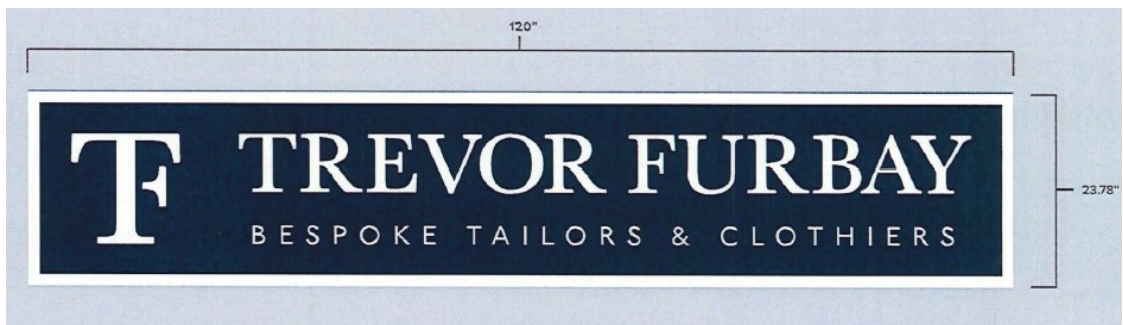
**Certificate of Appropriateness:**

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.

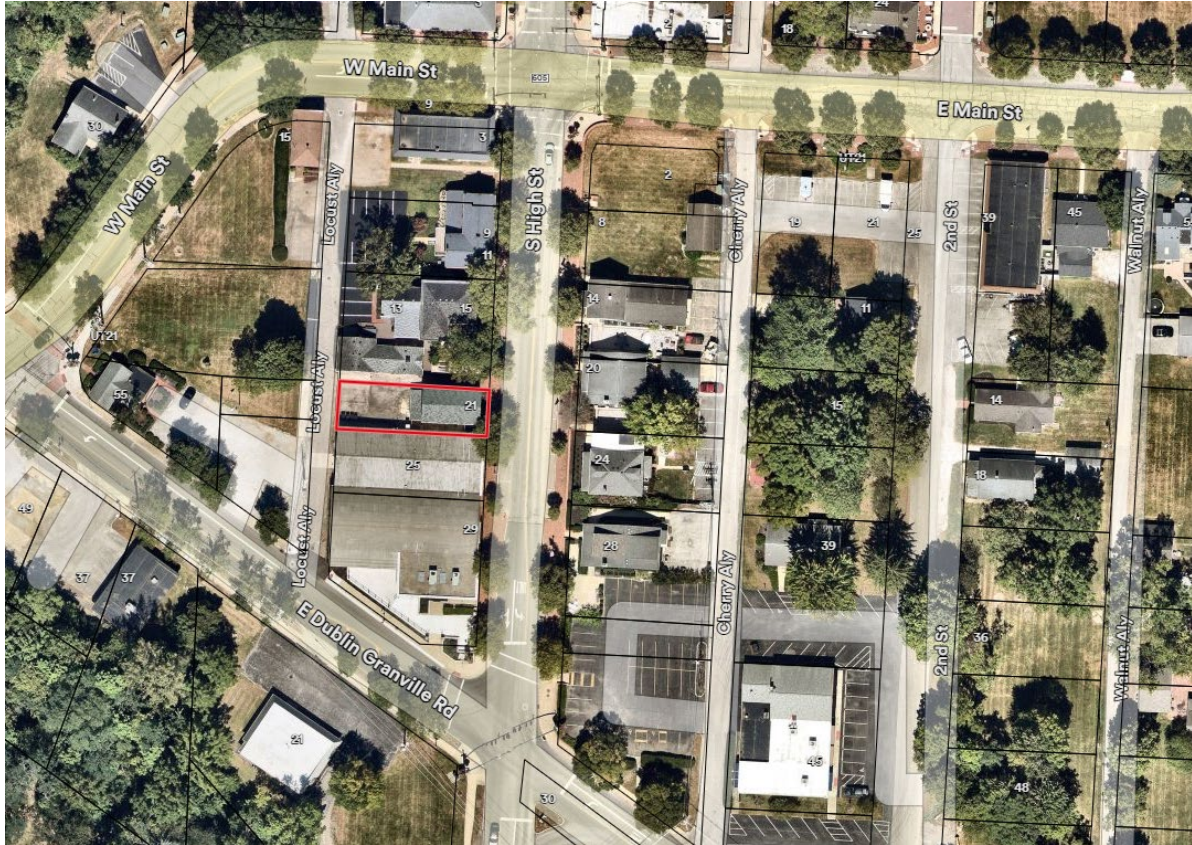
#### **V. ACTION**

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)

**Approximate Site Location:**



Source: Near Map



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