



New Albany Architectural Review Board Meeting Agenda
Monday, May 11, 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: April 13, 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-19-2026 New Albany Methodist Sign Certificate of Appropriateness and Waiver

Certificate of Appropriateness to allow for the installation of one multi-tenant dual-post sign at 85 East Main Street for the New Albany United Methodist Church and Northwest Eye Surgeons and one monument sign at 20 Third Street for the New Albany United Methodist Church with one waiver to allow a monument sign when prohibited in the Campus sub-district of the Urban Center Code (PIDs: 222-000223, 222-000004, 222-005433).

Applicant: City of New Albany

ARB-28-2026 Richmond Square Wall Certificate of Appropriateness

Certificate of Appropriateness to allow modifications to the brick wall at the Richmond Square development at 14-17 Richmond SQ (PID: 222-003934).

Applicant: Clare Knecht

ARB-30-2026 Church of the Resurrection Certificate of Appropriateness

Certificate of Appropriateness to allow for new parking lot lighting at 6300 E. Dublin-Granville Road (PID: 222-000373)

Applicant: Scott Harper

VII. Other business

VIII. Poll members for comment

IX. Adjourn



New Albany Architectural Review Board
Monday, April 13, 2026 Meeting Minutes - DRAFT

I. Call to order

The New Albany Architectural Review Board held a regular meeting on Monday, April 13, 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:

Mr. Alan Hinson	present
Mr. Jon Iten	present
Mr. Jim Brown	present
Mr. Adam Davie	absent; arrived at 7:43 p.m.
Ms. Traci Moore	present
Mr. Andrew Maletz	present
Mr. 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 Ben Albrecht, Planner Kylie Blackburn, Planning Manager Chris Christian, Planner Jay Henderson, Planner II Sierra Saumenig, Planner Lauren Sauter, Public Service Deputy Director Steve Mayer, Deputy Clerk Christina Madriguera, Police Chief Greg Jones.

III. Action on minutes: March 09, 2026

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

Hearing none, Board Member Iten moved to approve the March 9, 2026 meeting minutes as submitted. Board Member Strahler seconded the motion.

Upon roll call: Mr. Iten yes, Mr. Strahler yes, Ms. Moore yes, Mr. Maletz yes, Mr. Hinson yes, Mr. Brown yes. Having six yes votes, the motion passed and the March 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 II Saumenig answered none from staff.

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

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

Chair Hinson asked whether there were any visitors present who wished to address the board for an item not on the agenda.

Hearing none, Chair Hinson introduced the first case and asked to hear the staff report.

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

Planner I Henderson delivered the staff report, and with the board's permission, he presented all three applications, ARB-06-2026, ARB-24-2026, and ARB-25-2026, in a single presentation. He noted however, that the applications would need to be voted on individually.

Applicant and Deputy Director Public Service Mayer spoke in support of the applications. The original facility was built in 2006. The overall goal here is to create a campus complex that meets current needs and is poised to meet future needs of the community.

Board Member Iten asked what the Planning Commission approved, for ARB-06-2026. He clarified that the commission approved where the proposed facility is located on the property, the zoning, and the use. The board's review was the appearance of the facility.

Planner Henderson responded that the commission approved the use and explained the proceedings before the commission.

Board Member Iten continued that he grappled with the criteria for granting a waiver. The waiver criteria speak to the nature of the site, the use is not included in the criteria. He noted that the board denied a jeweler's waiver request to have the public entrance door on the side, rather than on the front, of his facility. At the board hearing the jeweler explained that he wanted the door in that location for security reasons, a door on the front of the building would provide easier access to secure and non-public locations. He admitted that there was nothing specific to the nature of the site that warranted placement of the door on the side. For this reason, the board denied the waiver. In light of that precedent, he asked how the board could grant a similar request with this application.

Law Director Albrecht responded that while he was not present for the application involving the jeweler, he had submitted a memo for the board's consideration. The standard for the city's burden on this issue was different from the jeweler's burden. The city as a governmental entity has a lesser burden, it has to make a reasonable effort to comply with the guideline.

Deputy Director Mayer explained that eventually this will be a larger complex, part of which will include the buildings presented here.

Board Member Iten was satisfied that Deputy Director Mayer's explanation of a larger future campus would, in the longer term, address his concern about the entrance to the police facility.

Board Member Maletz further discussed the placement of the entrance in the rear of the building and confirmed that a waiver for the fence that would face Walnut was not required. He noted that 26 trees would be retained, and then discussed the existing stormwater basin and asked about the proposed stormwater basin.

Deputy Director Mayer explained that the intent was to hide parking as much as possible, and also that in the future, parking would be connected. He continued that the current stormwater basin is maxed out, and it is inevitable that with the addition of impervious surfaces that additional retention basins will be needed. He added that in addition to a retention basin, trees will be added to compensate for trees that are removed.

Board Member Maletz confirmed the orientation of the elevations presented but long term certain areas will not be visible and that there was screening along the entire frontage. He also verified that what was labeled north elevation on the slide was actually the south elevation – that was the elevation that was facing the future pond. And he asked what the current plan for entry on the north.

Planner Henderson clarified that the image presented was an older site plan has been updated.

Architect Nick Ovens explained that the image presented was slightly out of date, There are only two doors and there is no central door on the north elevation. There is a central door on the south side.

Board Member Maletz stated that he has the following two comments about the proposed structure. First, the two awning roofs on the north elevation would usually not be included. Second, he remarked that he understands the strategic plan and the master plan of the site; the layout makes sense but the door that now faces south that faces the street, seems utterly extraneous and unnecessary because it does not matter to the floor plan.

Board Member Strahler confirmed the location of the screening for headlights in the parking lot.

Planning Manager Christian explained the orientation of the parking lot and the proposed screening.

Board Member Brown remarked that he believed a fence would be installed.

Deputy Director Mayer stated that they could install an additional hedge to provide the required screening and that was a good catch.

Chair Hinson asked if there was any reason they could not do a shed roof, because it could add welcoming and some dimension to the design.

Board Member Iten recalled that Rose Run Presbyterian Church on US 62 has a door that faces US 62 but it does appear to be operational and it is probably locked because it is behind the altar. He remarked that he would rather have a non-operational front door with a shed roof and have the actual entrance in the back. He further remarked that he would find the site-specific condition for a waiver satisfied because it is part of a campus.

Deputy Director Mayer agreed that the shed roof could be added.

Planning Manager Christian confirmed that Chief Jones agreed to the addition of the shed roof. He further added that the door was exit only and needed to remain part of the structure.

There was discussion of whether a waiver was needed.

Board Member Brown questioned the necessity of conditions 2 and 3. He noted that there was no proposed signage and that retention basin was not yet needed. For these

reasons he recommended that conditions 2 and 3 be removed and the applicant come back to the board for approval in the event that a basin and signage was needed.

The consensus was that the board would like to review those issues once they are proposed.

Planning Manager Christian stated that the city was fine with removing those conditions.

Chair Hinson asked whether anyone from the public was present who wished to comment on the application.

Hearing no comments from the public and no further questions from the board, Board Member Iten moved for approval of ARB-06-2026 based on the findings in the staff report and subject to the conditions in the staff report and the following additional conditions, subject to staff approval:

1. Any roof mounted or ground mounted mechanical equipment shall be screened, subject to staff approval.
2. On the north elevation the awnings on the roof over the doors are at 5/12.
3. That the center door on the south elevation adds an awning that is 5/12 to match the north elevation.
4. That the appropriate headlight screening as required by the code is added to the parking lot.

Board Member Maletz seconded the motion.

Board Member Davie arrived at the meeting.

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

Having six yes votes, the motion passed and the certificate of appropriateness and waiver was granted.

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

Chair Hinson, noting that the staff report had already been presented, asked whether there were questions from the board.

Board Member Iten noted the letter in the packet regarding the setbacks and asked whether the planning commission handled that issue.

Planner Henderson explained that there were no setback requirements between the structures because it proposes a campus and this is evaluated as a single parcel.

Board Member Brown asked about the faux shutters on the storage facility and confirmed with Deputy Director Mayer that there were no actual windows.

Board Member Iten remarked that it is a lovely building.

Chair Hinson asked whether there were any comments from the public.

Hearing no comments from the public or from the board, Board Member Strahler moved for approval of ARB-24-2026.

Board Member Moore seconded the motion.

Upon roll call: Mr. Strahler yes, Ms. Moore yes, Mr. Hinson yes, Mr. Iten yes, Mr. Brown yes, Mr. Davie yes, Mr. Maletz yes. Having seven yes votes, the motion passed and the certificate of appropriateness for ARB-24-2026 was granted.

ARB-25-2026 Bevelhymmer 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

Chair Hinson, noting that the staff report had been presented, asked if there were any questions from the board on the application.

Board Member Brown would remove the signage condition because no signage is being proposed.

Chair Hinson asked if there were any comments from the public.

Hearing no further comments from the board and no comments from the public, Board Member Brown moved to approve ARB-25-2026.

Board Member Davie seconded the motion.

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

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

Planner Blackburn delivered the staff report.

Board Member Brown confirmed the size of the current sign and stated that, in concurrence with Board Member Moore's previous requests, that any visible marks from fasteners and masonry from the prior sign be covered.

Chair Hinson asked if the applicant had anything to add.

Hearing none, Chair Hinson asked if anyone from the public was present to comment on the application.

Hearing none, Chair Hinson moved for approval of ARB-13-2026 based on the findings in the staff report, subject to staff approval.

Board Member Brown seconded the motion.

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

Having seven yes votes, the motion passed and the certificate of appropriateness for ARB-13-2026 was granted.

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

Planner Blackburn delivered the staff report.

Board Member Iten confirmed that the temporary lot had a three-year approval term. He remarked that the board had already approved the parish life center and that he would rather approve a permanent parking lot now, than to approve the parish life center again.

Applicant Susan Larsen agreed that it would be preferable to have the parking lot be permanent.

Board Member Maletz confirmed with staff that the application could be considered and approved as an application for a permanent parking lot.

Board Member Brown confirmed that engineering has reviewed the parking lot from the stormwater perspective, he further recommended removal of the conditions regarding lighting and signage.

Ms. Larsen responded she was fine with removing the signage condition but she was going to need lighting for the parking lot.

Board Member Brown stated that he would really like to see the applicant come back.

Chair Hinson asked whether anyone from the public was present to comment on the application.

Hearing none, Board Member Iten confirmed that the board was approving a permanent lot, it was not actually the application, ARB-18-2026. Thereafter, he moved to approve the parking lot described in application ARB-18-2026 as a permanent parking lot.

Chair Hinson seconded the motion.

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

Having seven yes votes, the motion passed and the certificate of appropriateness was granted.

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

Planner Blackburn delivered the staff report.

Board Member Brown moved to approve ARB-21-2026.

Board Member Davie seconded the motion.

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

Having seven yes votes, the motion passed and the certificate of appropriateness was granted.

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

Planner Sauter delivered the staff report.

Board Member Iten asked how the second floor of the press box will be accessed.

Planner Sauter responded that there are stairs, which were conditionally approved in 2019, in the site plan, subject to staff approval.

Board Member Maletz clarified the location of the softball fields and confirmed that a concreted pad was proposed and is not existing; he further asked whether it will extend beyond the footprint building and by how much.

Planner Sauter responded yes, the concrete pad will extend beyond the building by 4 feet on all sides.

Board Member Iten remarked that Planner Sauter's analysis of the waiver requests was well done and very helpful.

Chair Hinson asked whether anyone from the public was present to comment on the application.

Hearing none, Board Member Iten moved for approval of a certificate of appropriateness and waivers for ARB-20-2026 with the following condition:

The signage shall be removed from the press box or the applicant shall return to the board for a certificate of appropriateness for the signage.

Board Member Moore seconded the motion.

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

Having seven yes votes, the motion passed and the certificate of appropriateness was granted.

VII. Poll members for comment

Chair Hinson noted that the CVS sign had been in a state of disrepair for too long. He requested staff to send a letter to CVS to remove their sign or fix it and to clean the pier.

VIII. Adjourn

Having no further business and having completed their agenda, Chair Hinson moved to adjourn the April 13, 2026 meeting of the New Albany Board of Zoning appeals.

Board Member Brown seconded the motion.

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

Without objection the April 13, 2026 New Albany Architectural Review Board Meeting was adjourned at 8:20 p.m.

Submitted by Deputy Clerk Madriguera, Esq.

Appendix

ARB-06-2026

Staff Report

Record of Action – to be added

ARB-24-2026

Staff Report

Record of Action – to be added

ARB-25-2026

Staff Report

Record of Action – to be added

ARB-13-2026

Staff Report

Record of Action

ARB-18-2026

Staff Report

Record of Action

ARB-21-2026

Staff Report

Record of Action

ARB-20-2026

Staff Report

Record of Action – to be added



Architectural Review Board Staff Report
April 13, 2026 Meeting

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

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

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:

Standard	Permitted	Proposed
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



Re: Police Training Facility Waiver Statement

Date: March 27, 2026

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.



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:

Standard	Permitted	Proposed
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



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:

Standard	Permitted	Proposed
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

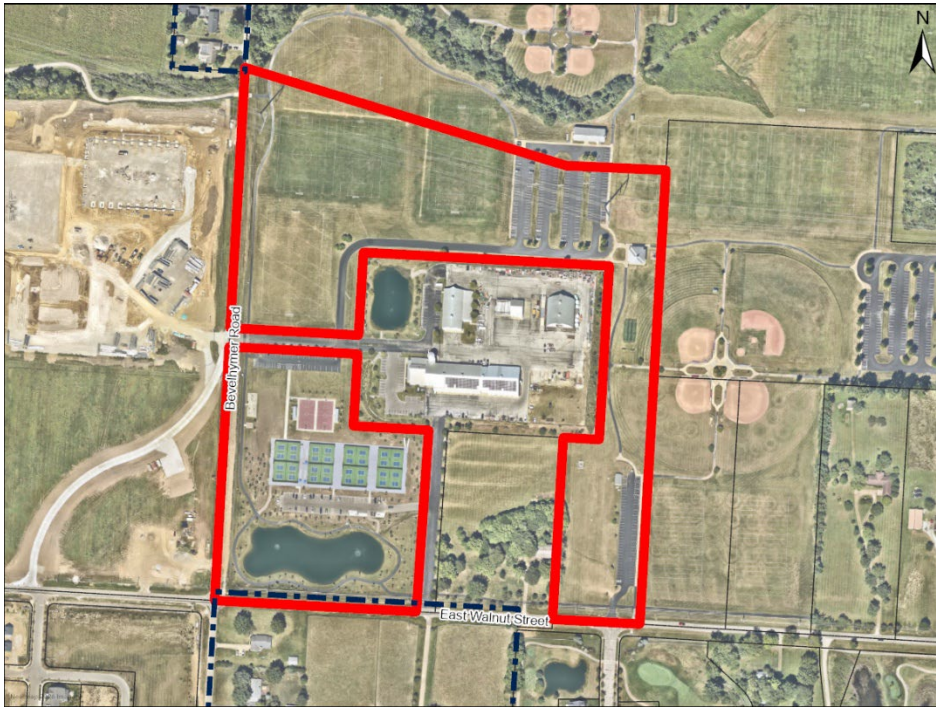
Should the Architectural Review Board find sufficient basis for approval, the following motion would be appropriate (conditions may be added).

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

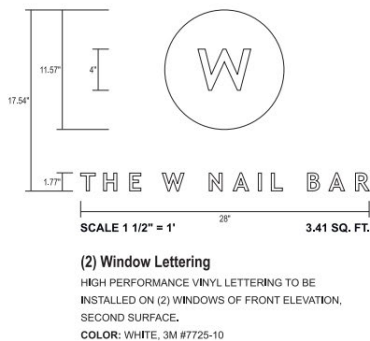
A. Certificate of Appropriateness

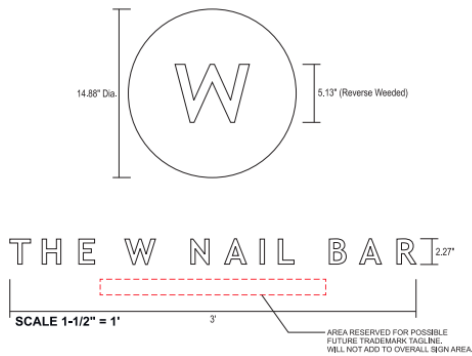
The ARB’s review is pursuant to C.O. Section 1157.06. No environmental change shall be made to any property within the Village of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board. Per Section **1157.07 Design Appropriateness**, the modifications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

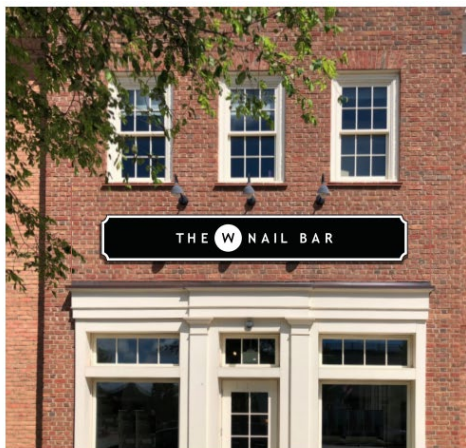




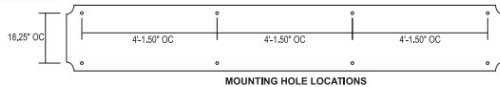
(1) Back Left Window Lettering
 HIGH PERFORMANCE VINYL LETTERING
 AND REVERSE WEEDED LOGO TO BE
 INSTALLED ON (1) WINDOW OF SIDE
 ELEVATION, SECOND SURFACE.
 COLOR: WHITE, 3M #7725-10

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.



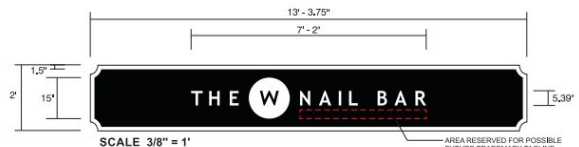
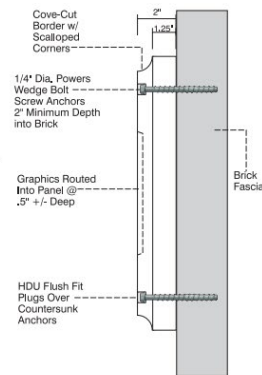
SCALE 1/4" = 1'



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



AREA RESERVED FOR POSSIBLE FUTURE TRADEMARK TAGLINE. WILL NOT ADD TO OVERALL SIGN 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 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.

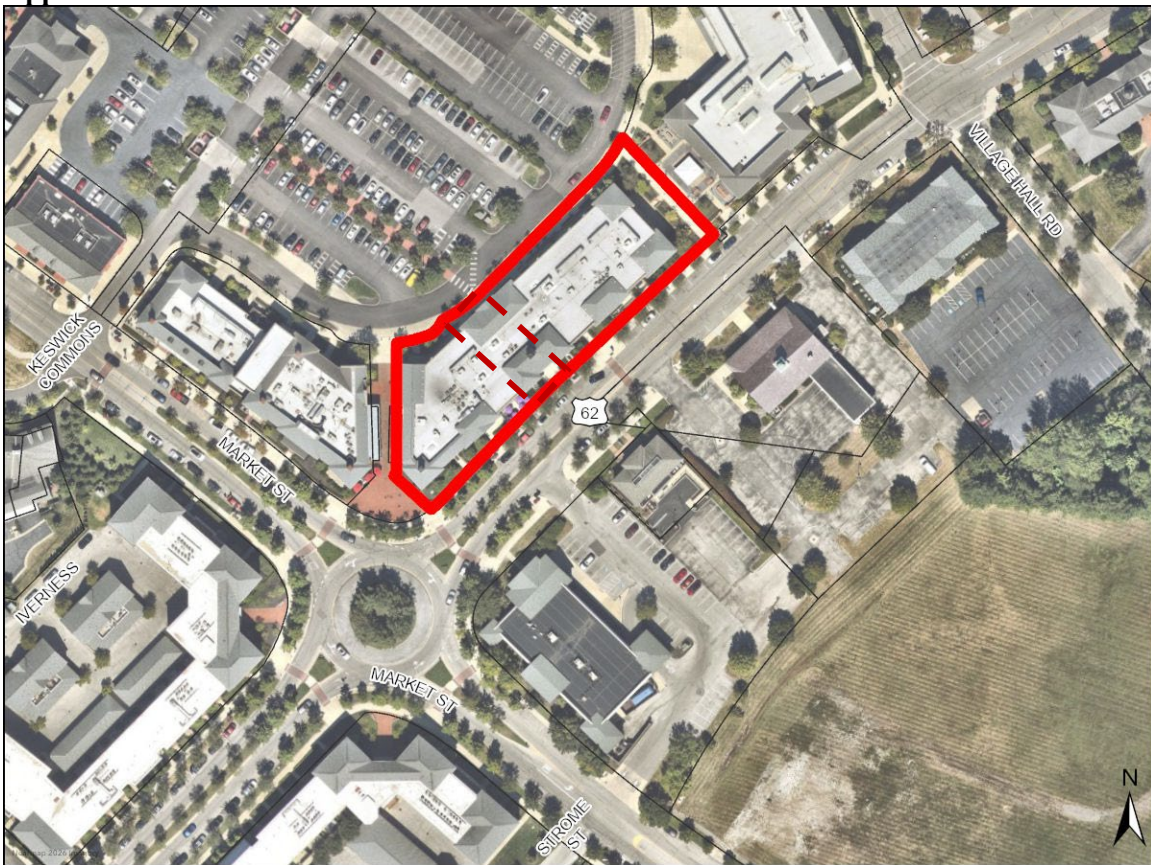
V. ACTION

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 Department

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

Dear Signcom, Inc.,

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

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

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

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

Thank you.



Community Development Department

Decision and Record of Action

Thursday, April 16, 2026

The New Albany Architectural Review Board took the following action on 04/13/2026 .

Certificate of Appropriateness

Location: 160 West Main Street

Applicant: Signcom, Inc.,

Application: PLARB20260013

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

Motion: To approve with conditions

Commission Vote: Motion Approval with Conditions, 7-0

Result: Certificate of Appropriateness, PLARB20260013 was Approval with Conditions, by a vote of 7-0.

Recorded in the Official Journal this April 16, 2026

Condition(s) of Approval:

1. Repair and restore the brick from the previous wall sign placement.

Staff Certification:

Kylie Blackburn
Planner



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

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 10th meeting and then approved with conditions at the July 8th 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

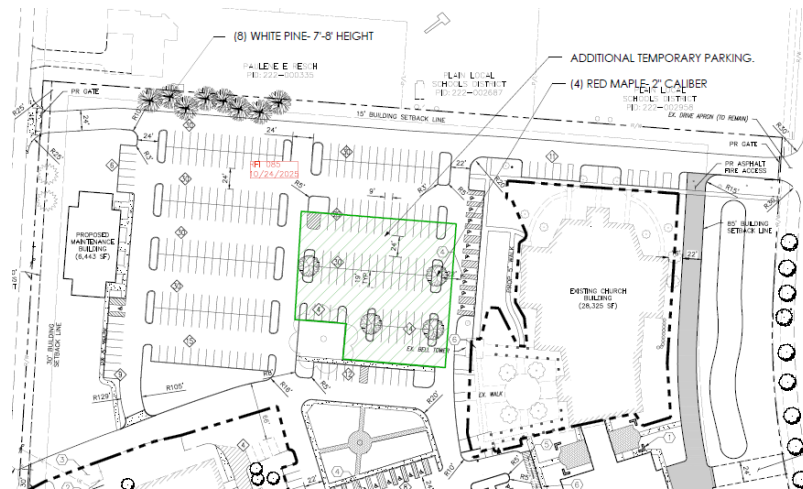
The ARB's review is pursuant to C.O. Section 1157.06. No environmental change shall be made to any property within the City of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board. Per Section **1157.07 Design Appropriateness**, the modifications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

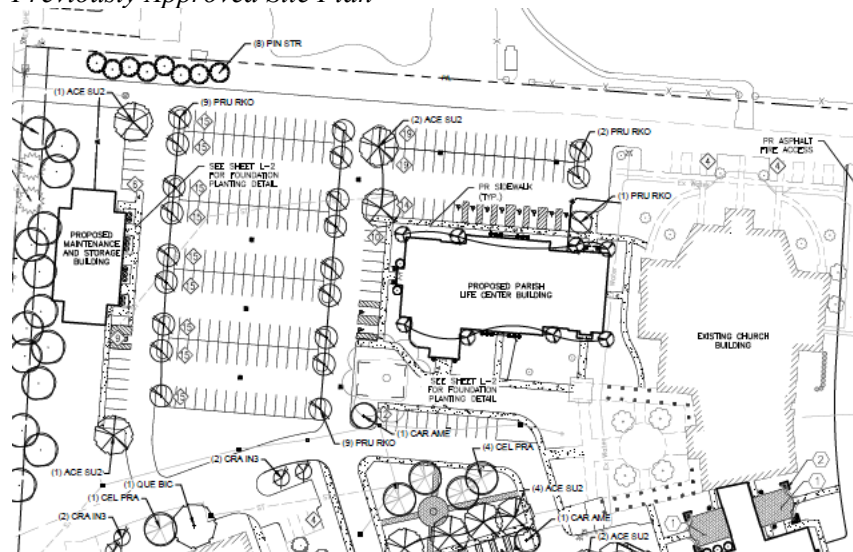
A. Temporary Parking Lot

- 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 9th, 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 Department

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

Dear Scott Harper,

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

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

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

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

Thank you.



Community Development Department

Decision and Record of Action

Thursday, April 16, 2026

The New Albany Architectural Review Board took the following action on 04/13/2026 .

Certificate of Appropriateness

Location: 6300 DUBLIN GRANVILLE RD

Applicant: Scott Harper,

Application: PLARB20260018

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

Motion: To approve with conditions

Commission Vote: Motion Approval with Conditions, 7-0

Result: Certificate of Appropriateness, PLARB20260018 was Approval with Conditions, by a vote of 7-0.


Recorded in the Official Journal this April 16, 2026

Condition(s) of Approval:

1. A lighting plan will come back to the board for approval.

Staff Certification:

Kylie Blackburn
Planner


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

**CHURCH OF THE RESURRECTION SIGN
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-21-2026

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

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

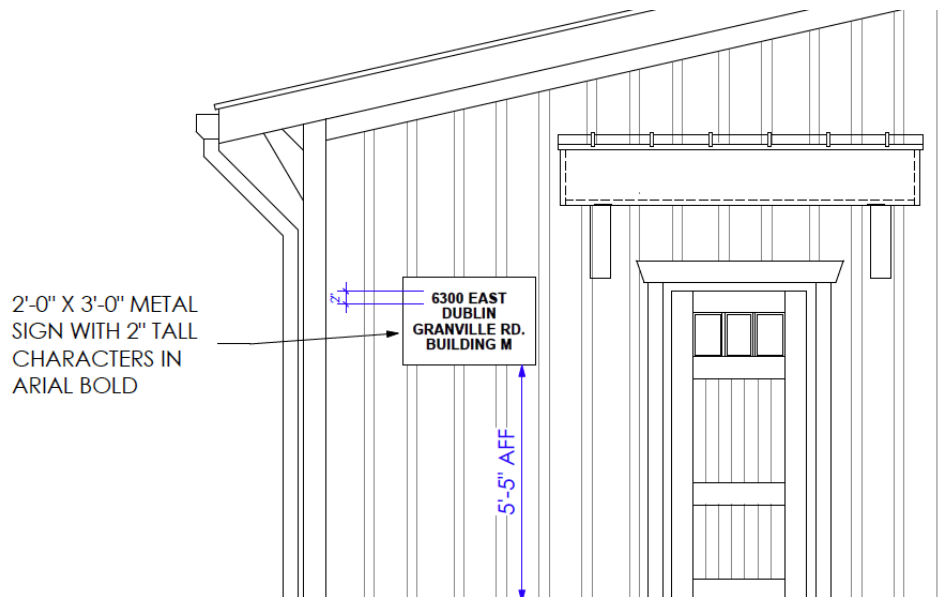
Certificate of Appropriateness:

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 Department

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

Dear Scott Harper,

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

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

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

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

Thank you.



Community Development Department

Decision and Record of Action

Thursday, April 16, 2026

The New Albany Architectural Review Board took the following action on 04/13/2026 .

Certificate of Appropriateness

Location: 6300 E DUBLIN GRANVILLE RD

Applicant: Scott Harper,

Application: PLARB20260021

Request: Certificate of Appropriateness to allow a new sign for the Church of the Resurrection at 6300 East Dublin Granville Rd (PID: 222-000373).

Motion: To approve

Commission Vote: Motion Approved, 7-0

Result: Certificate of Appropriateness, PLARB20260021 was Approved, by a vote of 7-0.

Recorded in the Official Journal this April 16, 2026

Condition(s) of Approval:

N/A

Staff Certification:

Kylie Blackburn
Planner



Architectural Review Board Staff Report
May 11, 2026 Meeting

**NEW ALBANY UNITED METHODIST CHURCH SIGNAGE
CERTIFICATE OF APPROPRIATENESS AND WAIVER**

LOCATION: 20 Third Street (PID: 222-000223), 85 E. Main Street (PID: 222-000004), and the entry drive at E. Main Street (PID: 222-005433)
APPLICANT: City of New Albany
REQUEST: Certificate of Appropriateness with waiver
ZONING: Urban Center Code: Campus Sub-District
STRATEGIC PLAN: Village Center
APPLICATION: ARB-19-2026

Review based on application materials received December 9, 2025.

Staff report prepared by Lauren Sauter, Planner

I. REQUEST AND BACKGROUND

The applicant requests a certificate of appropriateness and waiver to allow for the installation of one multi-tenant dual-post sign and one monument sign for the New Albany United Methodist Church at 20 Third Street and Northwest Eye Surgeons at 85 E. Main Street.

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

- (A) Waiver to C.O. 1169.17(c) to allow a monument sign to be installed in the Campus sub-district.

II. SITE DESCRIPTION & USE

The subject sites are located in the Campus sub-district of the Urban Center Code. The New Albany Methodist Church resides on approximately 4.83 acres of land, and the adjacent Northwest Eye Surgeons resides on approximately 0.68 acres of land. The buildings are served by a shared parking lot, which may be accessed from either Third Street or Main Street. The area is situated just north of Dublin-Granville Road, east of High Street, and southwest of State Route 161.

As part of the New Albany Strategic Plan's recommendation to expand the Village Center roadway network, the city has been engaging in a capital street improvement project to extend and improve Market Street and Main Street. These improvements have included the installation of a brick wall along the Methodist Church's parcel lines fronting Main Street and Third Street. Additionally, the entry drive from Main Street next to Northwest Eye Surgeons (85 E. Main Street) was relocated to the eastern side of the building, and it connects to the improved and expanded parking lot.

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. Per **C.O. Section 1157.09, Criteria for Evaluation of Application for Certification of Design**

Appropriateness, and C.O. Chapter 1169, City Sign Regulations, the modifications to the site should be evaluated on these criteria:

1. *The compliance of the application with the Design Guidelines and Requirements and requirements of the Codified Ordinances.*
 - Per section 1169.14 of the city’s sign code, developments in the Campus sub-district are permitted to have a maximum of three sign types. The applicant proposes two sign types: one dual-post sign and one monument sign.

Dual-post sign

- The proposed dual-post sign includes spaces for three businesses in the vicinity. Each of the spaces contain consistent and complementary fonts and colors.
- The sign is proposed to be located adjacent to an entry drive into the parking lot, which serves the New Albany Methodist Church and Northwest Eye Surgeons. Currently, an undeveloped lot is located across the entry drive from the Northwest Eye Surgeons (97 E. Main Street); the third space on the sign is a placeholder and is intended to identify a future tenant of this space. (C.O. 1169.03(a) allows face changes to existing signs to be reviewed and approved as part of a permit application without needing review and approval of a certificate of appropriateness by the Architectural Review Board.)



Image: Proposed dual-post sign.

- An existing wall sign and dual-post sign are located on and in front of the Northwest Eye Surgeons building that identify the tenant. The applicant has verified that the dual-post sign will be removed to prevent excessive signage. The proposed dual-post sign utilizes the same color, style, and character as the dual-post sign to be removed.
- The proposed dual-post sign is similar in style, color, size, and configuration as many existing dual-post signs in the Village Center. The style integrates well with the quality and character of its surrounding development.
- The relief and lighting have not been specified in the plans. Staff recommends a condition of approval that the dual-post sign have a minimum relief of one inch and not be illuminated, subject to staff approval (condition #1).
- C.O. 1169.17(b) permits dual-post signs in the Campus sub-district of the Village Center with the following requirements:

Quantity	Max. 1 per street entrance	1 dual-post sign	✓
Area	Max. 30 square feet per side	15.13 square feet	✓
Height	Total max. 7 feet	7 feet	✓
Width	Sign board max. 7.5 feet	3 feet	✓
Relief	Min. 1 inch	Unknown	
Illumination	External, internal	Unknown	
Colors	Max. 4 colors	3 colors	✓

Monument sign

- The proposed monument sign serves the New Albany Methodist Church. It is a stainless-steel logo with a bead blast finish and LED halo lighting. This sign functions together with the existing brick wall as a monument sign.
- The proposed monument sign is to be located perpendicular to Third Street at the entrance to the New Albany Methodist Church site.
- C.O. Section 1169.02 provides definitions for the various sign types. It defines wall signs as being mounted directly on the building face, whereas it defines monument signs as being incorporated as part of an architectural feature whose base rests entirely on the ground and is wholly independent of any building for support. As such, this proposed sign is considered a monument sign.
- C.O. 1169.17(c) does not permit monument signs in the Campus sub-district of the Village Center. The applicant is requesting a waiver to allow the monument sign. For other sub-districts and use categories, the city sign code has the following requirements:

Quantity	1 per street entrance	1 monument sign	✓
Area	Max. 30 square feet per side (or 15 for residential subdivisions)	Sign: ~9.3 square feet	✓
Height	Max. 5 or 6 feet	Sign: ~2 feet Wall: ~3 feet	✓
Width	Sign board max. 8 feet	Sign: 4 feet, 7.75 inches	✓
Illumination	External, internal, halo	Halo	✓
Colors	Max. 4 colors	1 color	✓

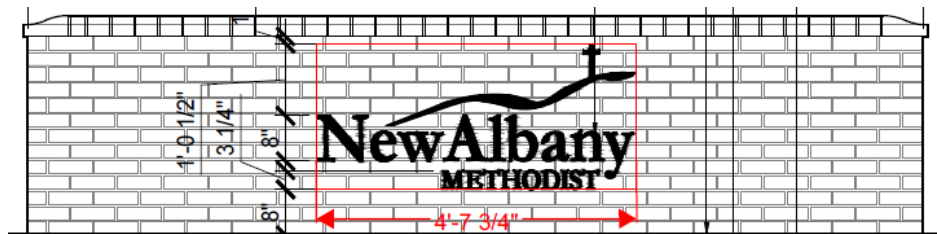


Image: Proposed monument sign.

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 dual-post sign is similar in style, color, size, and configuration as many existing dual-post signs in the Village Center. The style integrates well with the quality and character of its surrounding development. It serves both vehicles and pedestrians.
 - The monument sign is integrated into the existing architectural feature of the site.
 - The monument sign is proposed to be halo-lit.
3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
 - An existing dual-post sign is intended to be removed from the front of the Northwest Eye Surgeons building. Because the building already has a dual-post sign and a wall sign identifying the occupant, the proposed dual-post sign could cause the site to be “over-signed.” The proposed dual-post sign maintains the quality and character of the dual-post sign that is to be removed.

4. *All buildings, structures and sites shall be recognized as products of their own time.*
 - The buildings are products of their own times and should utilize appropriate signage to their scales and styles while considering their surroundings. The proposed signs are designed and scaled appropriately for the tenant spaces.
5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
 - The dual-post sign is similar in style, color, size, and configuration as many existing dual-post signs in the Village Center. The distinctive style integrates well with the quality and character of its surrounding development.
 - The monument sign is integrated into the existing architectural feature of 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.*
 - No additions or alterations are proposed that would impair existing structures upon removal.

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.*
4. *Not detrimentally affect the public health, safety or general welfare.*

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

(A) Waiver to C.O. 1169.17(c) to allow a monument sign to be installed in the Campus sub-district.

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

- C.O. Section 1169.02 provides definitions for the various sign types. It defines wall signs as being mounted directly on the building face, whereas it defines monument signs as being incorporated as part of an architectural feature whose base rests entirely on the ground and is wholly independent of any building for support. As such, this proposed sign is considered a monument sign.
- The purpose of the city sign code (C.O. Chapter 1169) is to ensure signs "fit harmoniously with structures and their surroundings" and to "prevent signs from becoming a distraction or obstruction

to the safe flow of pedestrian and vehicular traffic, to prevent signs from becoming a nuisance factor to adjacent properties or uses, to protect and encourage a healthful economic and business environment in the community, and thereby protect the general health, safety, and welfare of the community.”

- The intent of prohibiting monument signs within any sub-district of the Village Center is to eliminate the risk of oversized signs becoming a distraction or nuisance; they are generally more compatible with lower-density development and/or larger buildings rather than the pedestrian-oriented development that characterizes the Village Center.
- Although the technical application of city code requires the proposal to meet the standards of a monument sign, the design intent of the proposal is not to create a monument sign. The sign will be incorporated into the brick wall that already encompasses the street frontage; it will not be a typical, free-standing monument sign. Additionally, the size of the sign is appropriate for the pedestrian-oriented frontage, which is an appropriate design for the pattern of development.
- The base on which the proposed sign is to be mounted already exists on the site. The brick wall was installed by the city as part of a capital street improvement project for Market Street. It delineates the private site from the public right-of-way.
- The proposed sign will be installed on an existing structure rather than on a newly created base or monument. Wall signs are permitted in all but one sub-district of the Village Center; however, because the codified ordinances define wall signs as being located on the face of a building, strict adherence to the codified ordinances causes the sign to be designated a monument sign.
- Integration of the proposed sign with the existing architectural feature of the site allows it to fit harmoniously with the neighborhood setting and character.
- Granting the waiver would not detrimentally affect the public health, safety, or general welfare.
- Considering the context in which the sign is proposed, the waiver would be appropriate.

IV. SUMMARY

The applicant requests approval of a certificate of appropriateness with a waiver for the installation of one dual-post sign and one monument sign in the Village Center. The dual-post sign is proposed to identify three tenants at their shared point of ingress into the site, and the proposal meets all applicable zoning regulations and guidelines. The design of the dual-post sign is identical to numerous others in the city and the Village Center, and its features are consistent with the character and quality of the area.

Strict adherence to the codified ordinances requires the second proposed sign to be designated a monument sign, a sign type that requires a waiver to be approved by the Architectural Review Board for this Urban Center Code sub-district. The monument sign is proposed to serve in place of a former dual-post sign as identification of the New Albany Methodist Church in a manner consistent with the brick wall, a newly present architectural feature on the site. The scale of the sign is consistent with the pedestrian-oriented scale of the Village Center.

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-19-2026 with the following condition:

1. The dual-post sign shall have a minimum relief of one inch and shall not be illuminated, subject to staff approval.

Approximate Site Location:



Source: NearMap



Community Development Planning Application

Submission	<p>Submit planning applications and all required materials via email to planning@newalbanyohio.org</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>																								
Project Information	<p>Site Address <u>20 Third Street and 85 E Main Street</u></p> <p>Parcel Numbers <u>222-000223 and 222-000004</u></p> <p>Acres <u>N/A</u> # of lots created <u>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="10">Certificate of Appropriateness for a multi-tenant dual post sign and a monument sign. This includes a waiver to allow the monument sign type.</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	Certificate of Appropriateness for a multi-tenant dual post sign and a monument sign. This includes a waiver to allow the monument sign type.	<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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Phone Number		Phone Number																							
Email		Email																							
Signature	<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 _____ Date: _____</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

To: New Albany Architectural Review Board
From: Stephen Mayer, Deputy Director of Public Service
Re: Waiver Request
Date: March 4, 2026

Waiver request to C.O. 1167.17(c) to allow a monument sign within the Campus subdistrict where the code prohibits this sign type.

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 development with adjacent structures, the immediate neighborhood setting, or a broader vicinity to determine if the waiver is warranted;

Justification: Due to the city's capital street improvement project along this section of Third Street (I.e. Market Street), a brick retaining wall had to be installed. The brick retaining wall is necessary in order to add on-street parking on Market Street while maintaining the grade of the existing church parking lot. The wall also provides headlight screening. The brick wall extends into the site to frame the entry similar to what is typically done with horse fence termination points. The sign provides an appropriate design because it is located on an existing wall that is constructed, so it does not feel as though a freestanding monument sign is constructed. The sign is added to the existing development pattern and is not outward facing. It is perpendicular to the street.

(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;

Justification: The intent of the zoning regulation to not allow monument signs is to ensure signage within the village center is pedestrian scaled and fits harmoniously with structures and their surroundings. The design intent of the sign in question is not to create a monument sign at this location but strict interpretation of the code results in the sign falling under the definition of a monument sign. Due to this technical definition, the city is requesting a waiver. However, the sign is located on an existing brick retaining wall that delineates the private site from the public right-of-way. The sign meets the goals of the strategic plan because its design is incorporated on a wall that is a cohesive design element that encompasses the entire street frontage's. It is not a typical, free standing monument sign.

(c) Be necessary for reasons of fairness due to unusual building, structure, or site-specific conditions; and

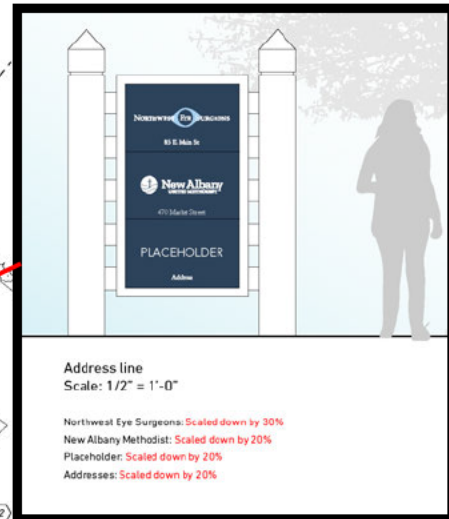
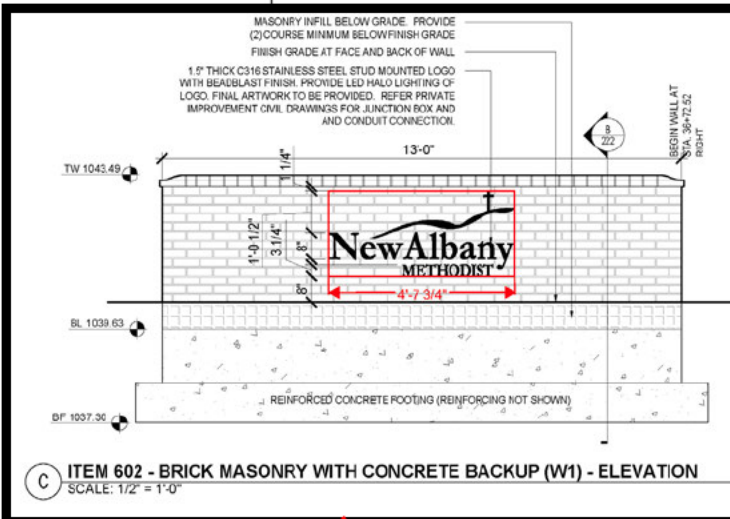
Justification: In 2020 the city council adopted the Engage New Albany strategic plan. This strategic plan takes a

holistic approach toward mobility and outlines the manner in which the city can best address the community's future traffic and mobility needs.

Traffic in the village center has been identified as a critical factor in its development since the village center plan was adopted in 2006. To address this, the plan recommends the continued expansions of the Village Center roadway network to ensure that traffic is appropriately managed and dispersed through the village center. The strategic plan's analysis and traffic modeling identifies the extension of Market Street as a key roadway improvement to reduce congestion in the village center by providing additional street capacity to disperse vehicles. The private property owner's partnership and willingness to modify its parking lot was vital to the success of the project. In 2024 the city, United Methodist Church, Northwest Eye Surgeons entered into a construction agreement to allow for the construction of the Market Street extension project as recommended by the Engage New Albany strategic plan.

(d) Not detrimentally affect the public health, safety or general welfare.

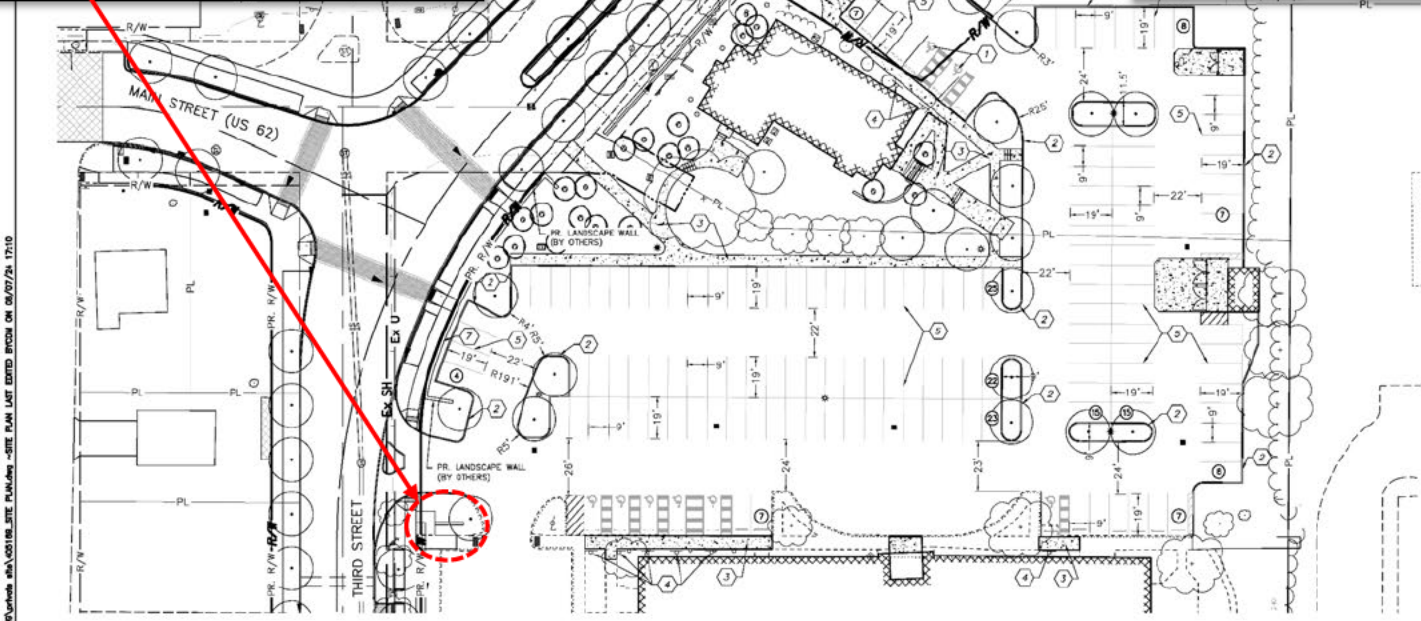
Justification: The monument sign will not detrimentally affect the public health, safety or general welfare. It is installed on an existing brick street wall that is setback into the site so there are no visual obstructions.



- CODED NOTES:**
- PROPOSED ADA PARKING. SEE SHEET 15 FOR DETAIL.
 - PROPOSED 14" CURB. SEE SHEET 15 FOR DETAIL.
 - PROPOSED SIDEWALK. SEE SHEET 15 FOR DETAIL.
 - PROPOSED ADA SIGN (TYP.). SEE SHEET 15 FOR DETAIL.
 - PROPOSED STRIPING.
 - PROPOSED BICYCLE PARKING.
 - COORDINATE WALL AND FOOTING CONSTRUCTION PRIOR TO CONSTRUCTING PAVEMENT AND CURB.

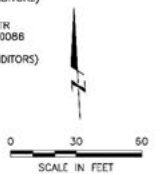
NOTES:
ALL CURB RADIUS ARE 4'-0" UNLESS OTHERWISE NOTED. RADIUS CALCULATED AT FACE OF CURB.

- LEGEND**
- PL PROPERTY LINE
 - R/W EX. RIGHT-OF-WAY
 - PR. R/W PR. RIGHT-OF-WAY
 - ROADWAY CENTERLINE
 - EDGE OF PAVEMENT/BACK OF CURB
 - EDGE OF DRIVEWAYS
 - MISC. EASEMENTS
 - EX. SIGN
 - PR. CONCRETE WALK/PAD
 - PARKING SPACE COUNT



PARCEL INDEX

1 NEW ALBANY UNITED METHODIST CHURCH PID: 222-000223 20 THIRD ST 5.14 AC. (AUDITORS)	8 THE NEW ALBANY COMPANY PID: 222-000035 THIRD ST 0.12 AC. (AUDITORS)	15 GEORGEVILLE ROAD PID: 222-004299 110 E MAIN ST 0.02 AC. (AUDITORS)
2 NWS REALTY PARTNERS III PID: 222-000004 89 E MAIN ST 0.70 AC. (AUDITORS)	9 THE NEW ALBANY COMPANY PID: 222-000063 MAIN ST 0.11 AC. (AUDITORS)	16 GEORGEVILLE ROAD PID: 222-004298 114 E MAIN ST 0.02 AC. (AUDITORS)
3 NEW ALBANY CO LLC PID: 222-000086 97 E MAIN ST 0.28 AC. (AUDITORS)	10 NEW ALBANY COMPANY LLC PID: 222-003924 MAIN ST 0.13 AC. (AUDITORS)	17 YFP PROPERTIES #1 LLC PID: 222-004297 118 E MAIN ST 0.02 AC. (AUDITORS)
4 NEW ALBANY CO LLC PID: 222-000030 111 E MAIN ST 0.30 AC. (AUDITORS)	11 THE NEW ALBANY COMPANY PID: 222-000063 MAIN ST 0.11 AC. (AUDITORS)	18 NEW ALBANY COMPANY LLC PID: 222-003922 MAIN ST 0.17 AC. (AUDITORS)
5 INFINITE CHURCH PID: 222-004868 175 EAST MAIN ST 1.35 AC. (AUDITORS)	12 NEW ALBANY COMPANY LLC PID: 222-003923 E MAIN ST 0.08 AC. (AUDITORS)	19 NEW ALBANY COMPANY LLC PID: 222-000105 56 E MAIN ST 0.34 AC. (AUDITORS)
6 WEINER FOUNDATION PID: 222-000057 150 E GRANVILLE RD 6.87 AC. (AUDITORS)	13 DDL HOLDINGS LLC PID: 222-004301 102 E MAIN ST 0.02 AC. (AUDITORS)	20 AMER AMAL TR PID: 222-000088 CHERRY AVE 1.91 AC. (AUDITORS)
7 THE NEW ALBANY COMPANY PID: 222-000012 17 THIRD ST 0.23 AC. (AUDITORS)	14 PREFERRED FINANCIAL PID: 222-004300 106 E MAIN ST 0.02 AC. (AUDITORS)	



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 UNITED METHODIST CHURCH
NORTHWEST EYE SURGEONS
CITY OF NEW ALBANY**

JOB NO.:	405.189
DESIGNED BY:	COM
DRAWN BY:	COM
CHECKED BY:	MLS
APPROVED BY:	MLS
DATE:	8/7/24

Proposed Sign Plan

SHEET NO.	9	OF	30
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12.16.2025
Business Sign Elevations

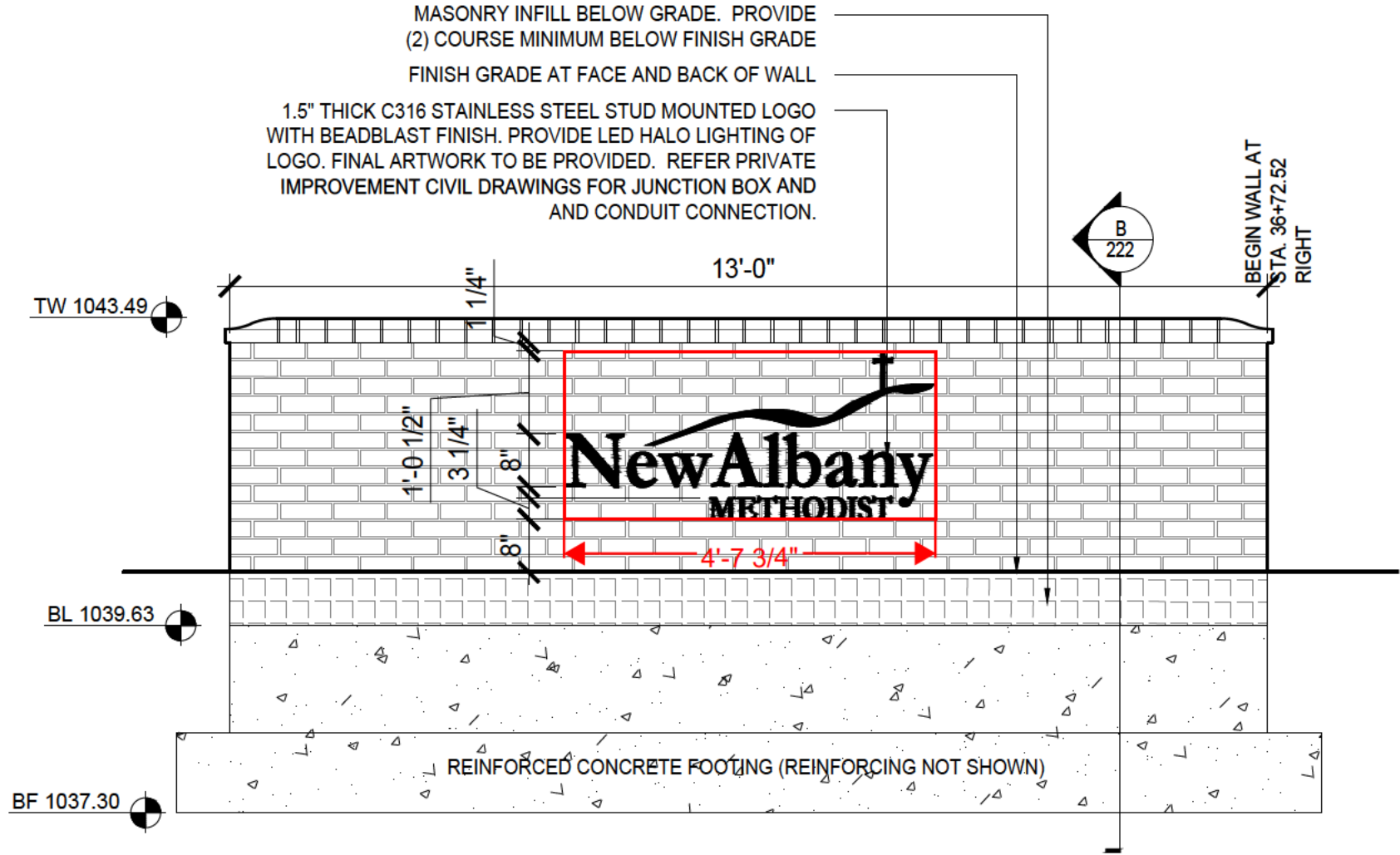


No address line
Scale: 1/2" = 1'-0"

Northwest Eye Surgeons: Scaled down by 30% (1" letter height - 25ft max viewing distance)
New Albany Methodist: Scaled down by 20%
Placeholder: Scaled down by 20%

Address line
Scale: 1/2" = 1'-0"

Northwest Eye Surgeons: Scaled down by 30%
New Albany Methodist: Scaled down by 20%
Placeholder: Scaled down by 20%
Addresses: Scaled down by 20%



C

ITEM 602 - BRICK MASONRY WITH CONCRETE BACKUP (W1) - ELEVATION

SCALE: 1/2" = 1'-0"



Architectural Review Board Staff Report
April 13, 2026 Meeting

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

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

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.

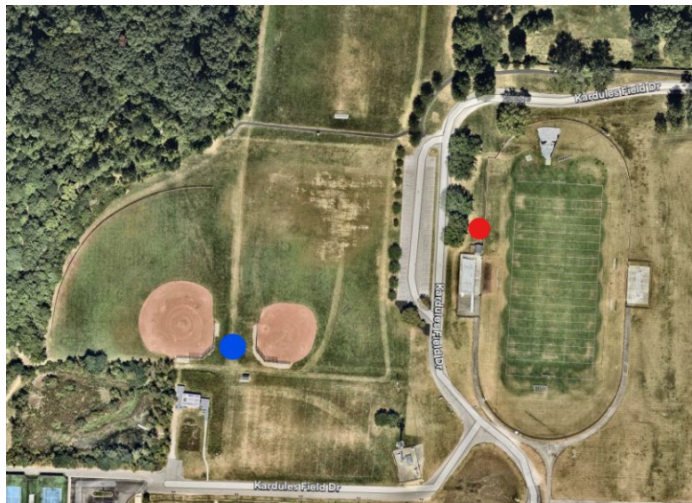


Image: proposed location of storage structure (blue circle) and press box (red circle).

- 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:

Standard	Minimum	Maximum	Proposed
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> <u>(waiver requested)</u>

4. Storage structure:

Standard	Minimum	Maximum	Proposed
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> <u>(waiver requested)</u>
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 CONNECTS US

**Architectural Review Board Staff Report
May 11, 2026 Meeting**

**CERTIFICATE OF APPROPRIATENESS MODIFICATION
RICHMOND SQUARE BRICK WALL**

LOCATION: Generally located north of Main Street, south of McDonald Lane, and west of Keswick Drive. (PID: 222-003934).
APPLICANT: Clare Knect
REQUEST: Certificate of Appropriateness Modification
ZONING: Urban Center District within the Core Residential Sub-District
STRATEGIC PLAN: Village Center
APPLICATION: ARB-28-2026

Review based on: Application materials received on April 17, 2026

Staff report prepared by Jay Henderson, Planner I

I. REQUEST AND BACKGROUND

This certificate of appropriateness application is for modification to the previously approved brick wall for the Richmond Square townhouses along Main Street. This development was approved with conditions on December 12, 2023, and received approval for modifications to the building's exterior elevations on June 10, 2024. The applicant is requesting modifications to the brick wall along Main Street. While the change may seem minor in nature, the redesign features a change to the conditions of approval from ARB-106-2023; Condition 13 stated: "Guardrails at the window wells and iron work on the center Main Street retaining wall shall be subject to staff approval if required." Therefore, the applicant is back before the ARB for approval.

The City Architect has reviewed the proposed modification and has no comments or revisions requested. The proposed modification was reviewed for compliance with applicable codes and has no conflicts with requirements or necessitates waivers. All other conditions approved for the original submittal (ARB-106-2023) still apply.

The development site is located within the Urban Center Code (UCC) zoning district; therefore, those requirements, the New Albany Design Guidelines and Requirements, city code regulations, and New Albany Country Club Section 21, Subarea 2 apply.

II. SITE DESCRIPTION & USE

The development site is generally located north of Main Street, south of McDonald Lane, and west of Keswick Drive. The site is approximately 0.75 acres in size, proposed to include 6 single-family townhomes, and is currently undergoing construction. Surrounding uses include residentially zoned and used properties.

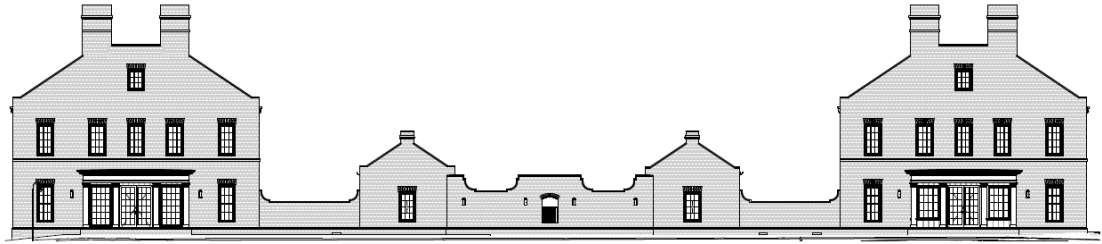
III. EVALUATION

A. Certificate of Appropriateness

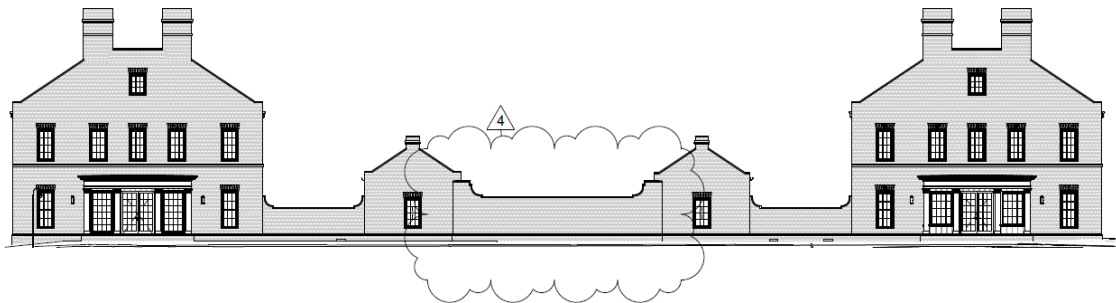
The ARB's review is pursuant to C.O. Section 1157.06. No environmental change shall be made to any property within the City of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board. Per Section **1157.09 Design Appropriateness**, the modifications 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 redesigning the brick wall along Main Street by eliminating the window well cutout, light fixtures along the brick wall, and altering the cap details.



Approved



Proposed

- The brick wall is now proposed to feature a blank façade with a consistent height along Main Street between the two units. The previous design of the brick retaining wall was approved with a condition that states, “Guardrails at the window wells and iron work on the center Main Street retaining wall shall be subject to staff approval if required.” Since the new design proposal does not include these specific details as part of the condition of approval from ARB-106-2023, the application has come back to ARB for approval of the changes.
 - The brick retaining wall is approximately 38 feet long and 7 feet in height at the lowest point.
 - The New Albany Design Guidelines and Requirements (DGR) Section 2 (III.B.1) requires townhouse buildings to be based on an American architectural precedent described in Section 1 of the DGRs.
 - The townhomes were previously approved by the ARB, each with a Georgian-style architecture.
 - All other original conditions of approval related to architecture still apply and are listed in the motion section of the staff report. There are no proposed changes.
2. *The visual and functional components of the building and its site, including but not limited to landscape design and plant materials, lighting, vehicular and pedestrian circulation, and signage.*
- The applicant has proposed to remove light fixtures, a window well cutout, and the proposed metal railing that were part of the previously approved brick wall.
3. *The distinguishing original qualities or character of a building, structure, site and/or its environment shall not be destroyed.*
- The site is currently under construction with two units nearing completion. The site consists of a total of 6 townhomes. The city architect has reviewed the submission and had no comments on the proposed design.

4. *All buildings, structures and sites shall be recognized as products of their own time.*
 - It appears that the applicant has designed the brick retaining wall in a way that is appropriate to the historic character of the site and surrounding area.
5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
 - The shape, proportion, and breakdown of architectural elements for the retaining wall are appropriate for the proposed architectural style and complement the townhomes on 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

B. Urban Center Code Compliance

The proposed changes do not alter the compliance with the Urban Center Code regulations and with the previously approved ARB application. The site is located in the Core Residential Sub-District. The building typology proposed is townhouse.

IV. SUMMARY

The ARB should evaluate the overall proposal based on the requirements in the Engage New Albany strategic plan, the Urban Center Code, and the Design Guidelines and Requirements. The brick retaining wall provides a visual separation for the alley from Main Street. Although the details along the wall have been minimized, the design intent is still met, and the character of the development remains consistent.

V. ACTION

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

Move to approve Certificate of Appropriateness application ARB-28-2026 with conditions (conditions may be added):

1. If a composite material is to be used for trim and/or screening elements, the use and type of material is subject to staff approval.
2. Windows must comply with the DGR requirements.
3. Above ground mechanical devices shall be located in the side or rear yard, behind all portions of the principal façade, and shall be fully screened from the street and neighboring properties, subject to staff approval.
4. A landscape plan must be submitted and meet all city landscape code requirements, subject to staff approval.
5. A lighting plan must be submitted and is subject to staff approval.
6. Bicycle parking spaces must be provided and located outside of the right-of-way, subject to staff approval.
7. The trash containers shall be stored internal to the building, inside the garage.
8. The existing utility boxes along Main Street must either be vaulted or relocated to behind the existing sidewalk, subject to the city engineer's approval.
9. The sidewalk shall be 6-foot wide along Keswick Drive.

10. The plans shall be updated to provide an 8-foot-wide tree lawn along Keswick Drive.
11. The front stoop depth and height shall be revised to meet code requirements.
12. The garage doors shall be revised to meet code requirements.
13. Two full windows shall be added to the all rear elevations on the first floor, subject to staff approval.

Approximate Site Location:



Source: NearMap



Community Development Planning Application

Submission	<p>Submit planning applications and all required materials via email to planning@newalbanyohio.org</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>			
Project Information	Site Address _____ Parcel Numbers _____ Acres _____ # of lots created _____			
	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 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	_____ _____ _____ _____ _____ _____ _____ _____		
Contacts	Applicant Information		Property Owner Information	
	Name		Name	
	Address		Address	
	City, State, Zip		City, State, Zip	
	Phone Number		Phone Number	
	Email		Email	
Signature	<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>			
	Signature of Owner		Date:	
Signature of Applicant		Date:		

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

Fees & Submittal Information

Appeal		250.00	_____
Certificate of Appropriateness			_____
ARB – single and two family residential		100.00	_____
ARB – All other residential or commercial		300.00	_____
ARB - Signage		75.00	_____
Conditional Use		600.00	_____
Development Plan – Preliminary PUD or Comprehensive			_____
Planning fee	First 10 acres	750.00	_____
	Each additional 5 acres or part thereof	50.00 / each	_____
Engineering fee	1-25 lots	155.00 / each	_____
	Minimum fee	1000.00	_____
Engineering fee	26 – 50 lots	3875.00	_____
	Each additional lot over 26	75.00 / each	_____
Engineering fee	Over 51 lots	5750.00	_____
	Each additional lot over 51	50.00 / each	_____
Development Plan – Final PUD			_____
Planning fee	First 10 acres	650.00	_____
	Each additional 5 acres or part thereof	50.00	_____
Engineering fee	1-25 lots		_____
	(minimum fee \$1,000.00)	155.00 / each	_____
Engineering fee	26 – 50 lots	3875.00	_____
	Each additional lot over 26	75.00 / each	_____
Engineering fee	Over 51 lots	5750.00	_____
	Each additional lot over 51	50.00 / each	_____
Development Plan – Non-PUD		300.00	_____
Development Plan / Text Amendment		600.00	_____
Plat – Road Preliminary			_____
Planning fee		350.00	_____
Engineering fee	no lots on either side of street	1.00 / LF	_____
	lots on one side of street	.50 / LF	_____
	Minimum fee	1,000.00	_____
Plat – Road Final			_____
Planning fee		350.00	_____
Engineering fee	no lots on either side of street	1.00 / LF	_____
	lots on one side of street	.50 / LF	_____
	Minimum fee	1,000.00	_____
Plat – Subdivision Preliminary			_____
Planning		650.00	_____
	Plus each lot	50.00 / each	_____
Engineering fee	1-25 lots		_____
	(minimum fee \$1,000.00)	155.00 / each	_____
Engineering fee	26 – 50 lots	3875.00	_____
	Each lot over 26	75.00 / each	_____
Engineering fee	Over 51 lots	5750.00	_____
	Each lot over 51	50.00 / each	_____

Fees & Submittal Requirements

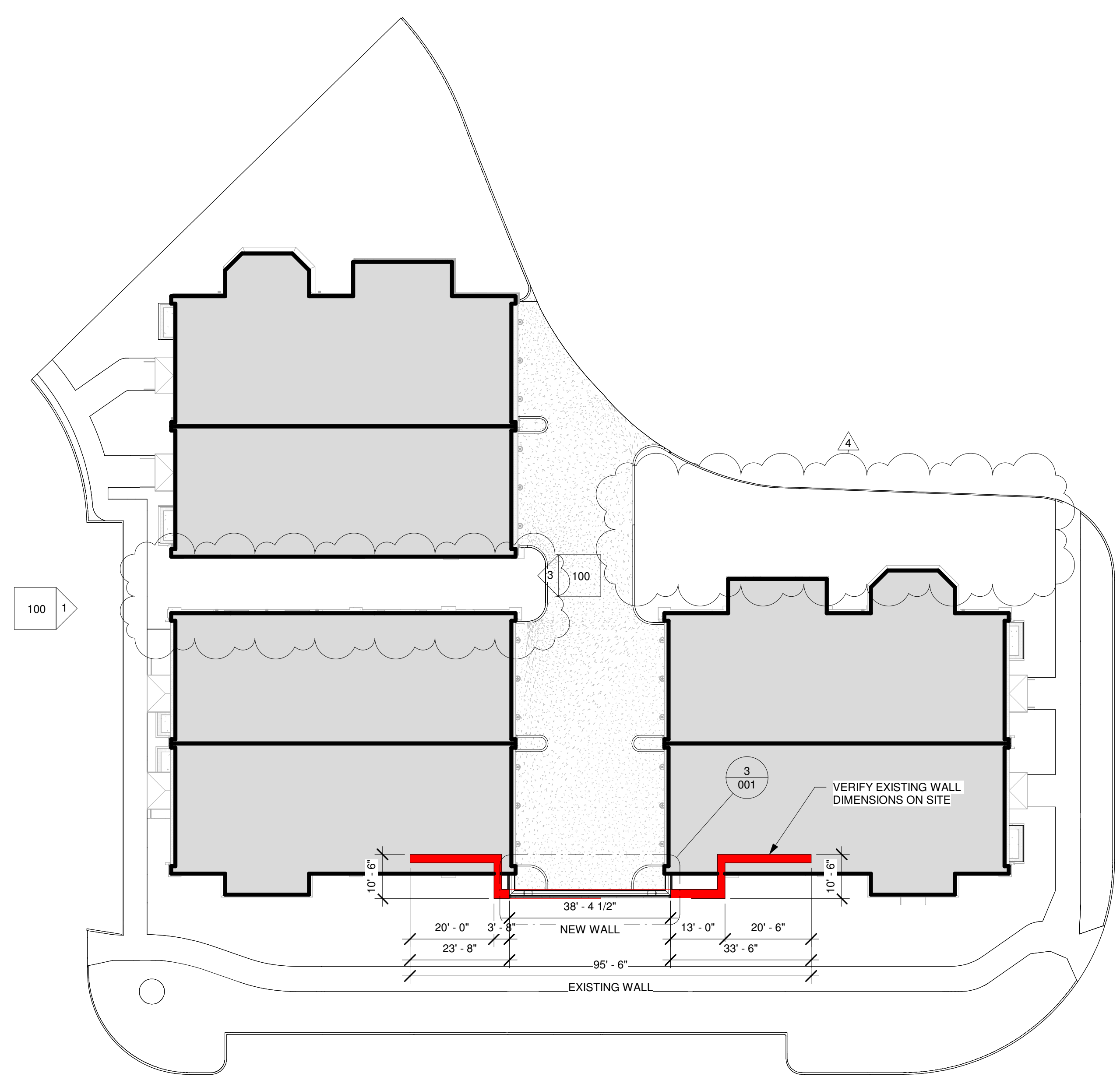
Plat – Subdivision Final			
Planning		650.00	_____
	Plus each lot	15.00 / each	_____
Engineering fee	1-25 lots (minimum fee \$1,000.00)	155.00 /each	_____
Engineering fee	26-50 lots	3875.00	_____
	Each lot over 26	75.00 / each	_____
Engineering fee	Over 51 lots	5750.00	_____
	Each lot over 51	50.00 / each	_____
Lot Changes		200.00	_____
Minor Commercial Subdivision		200.00	_____
Vacation (Street or Easement)		1200.00	_____
Variance			
	Non-single family, commercial, subdivision, multiple properties	600.00	_____
	Single Family residence	250.00	_____
	In conjunction with Certification of Appropriateness	100.00	_____
Extension Request		0.00	_____
Zoning			
	Rezoning - First 10 acres	700.00	_____
	Each additional 5 acres or part thereof	50.00 / each	_____
	Rezoning to Rocky Fork Blacklick Accord	250.00	_____
	Text Modification	600.00	_____
Easement Encroachment		800.00	_____

RICHMOND SQUARE
 RICHMOND SQUARE
 NEW ALBANY, OH 43054

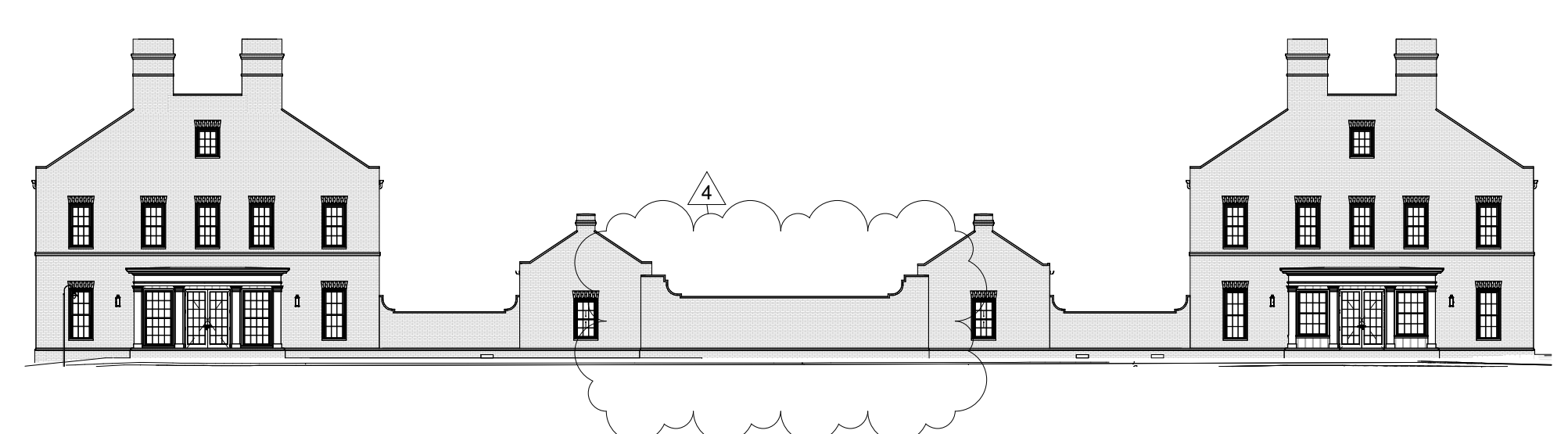
REVISIONS		
#	Description	Date
4	REVISION 4	Date 4

RETAINING WALL

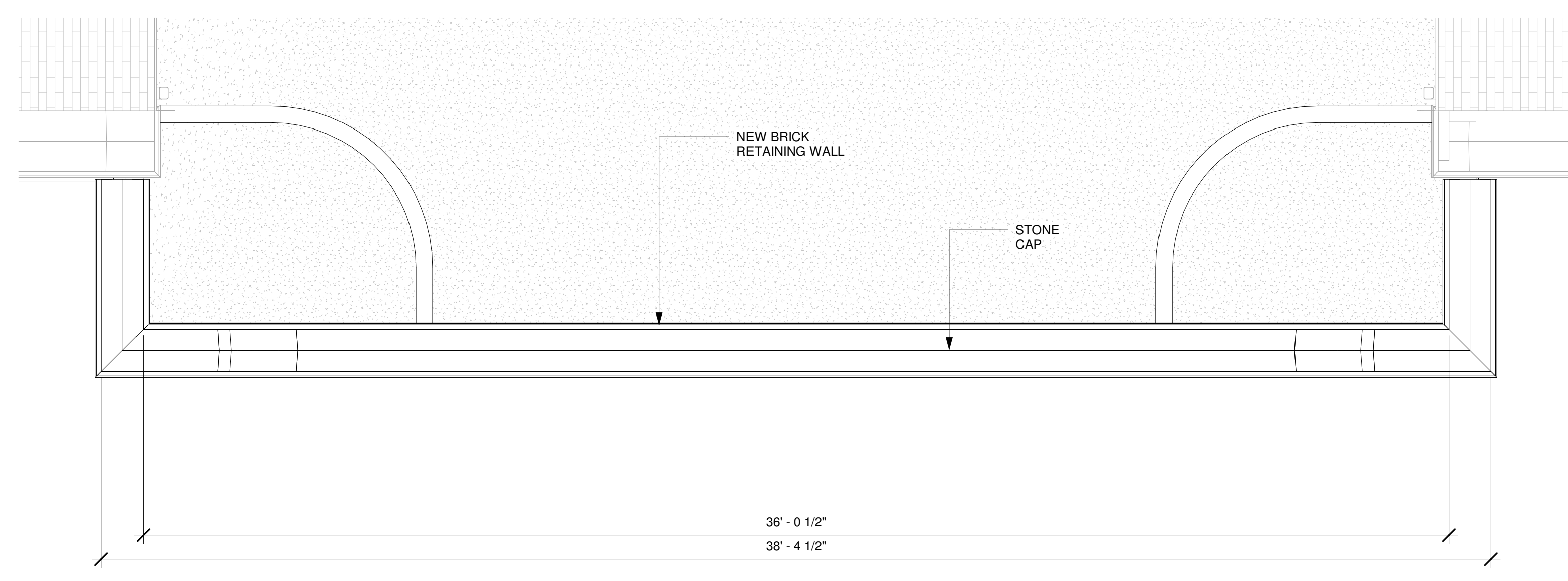
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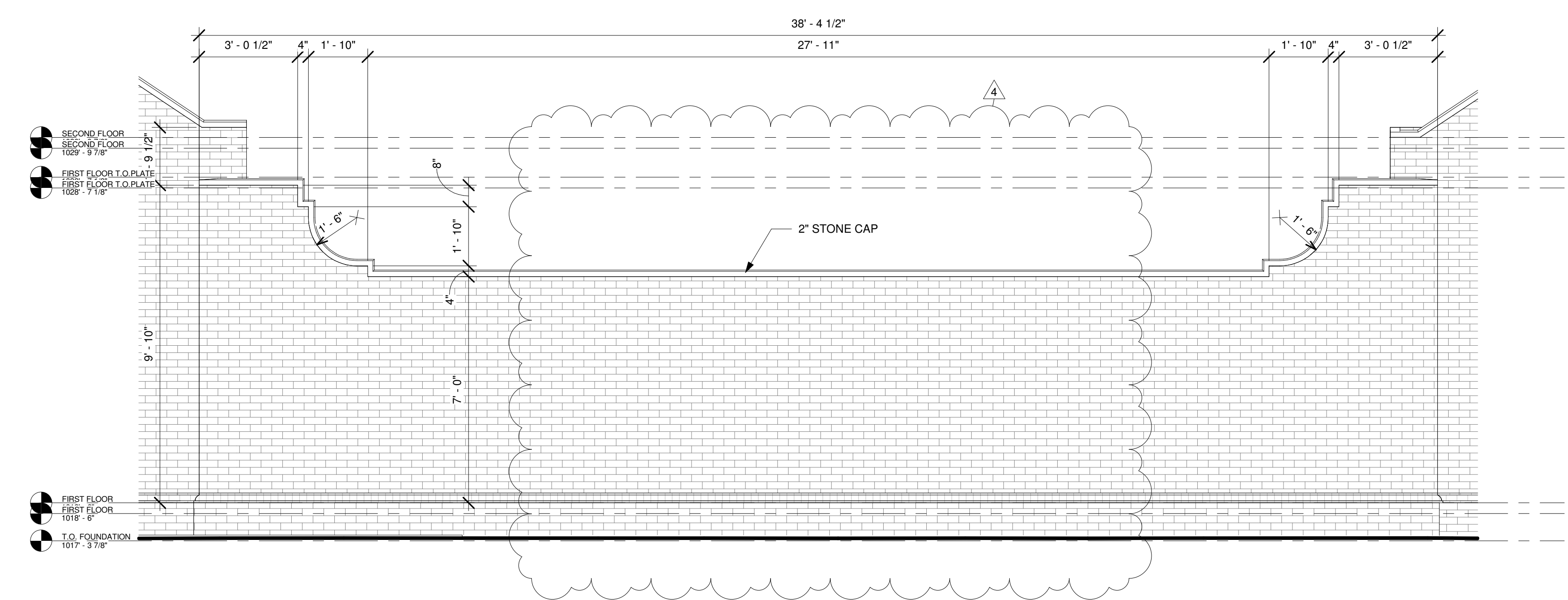
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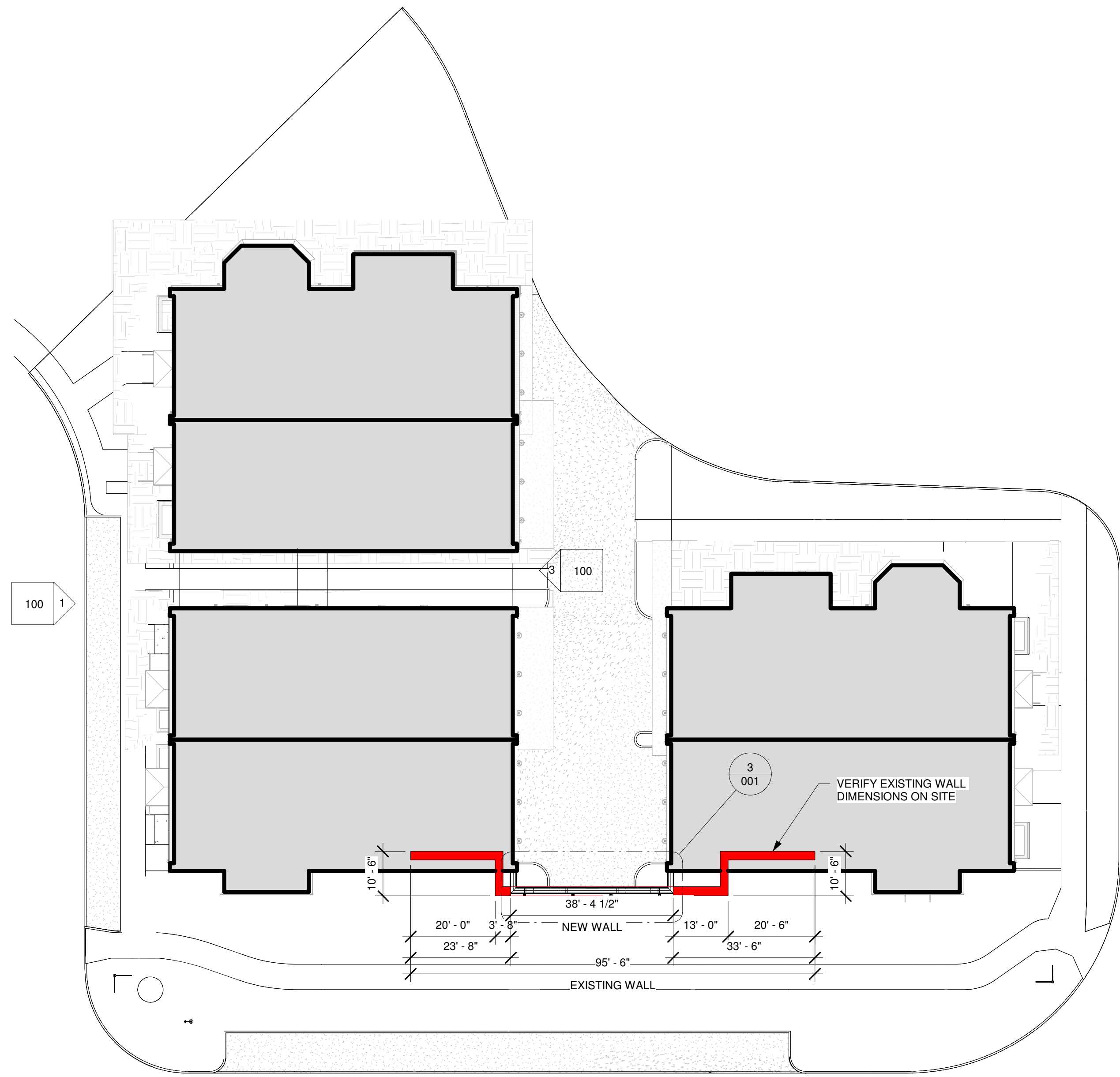
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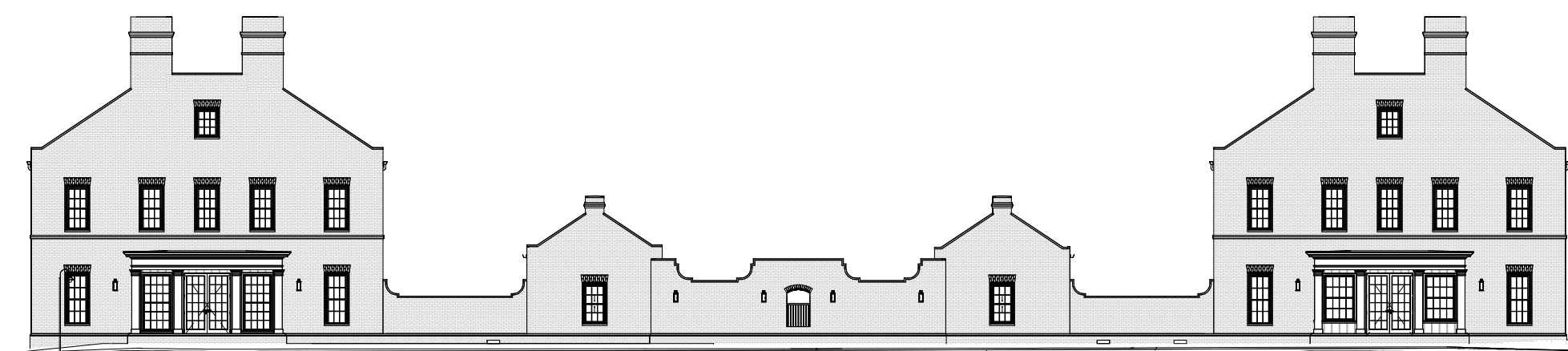
3 RETAINING WALL
 3/8" = 1'-0"



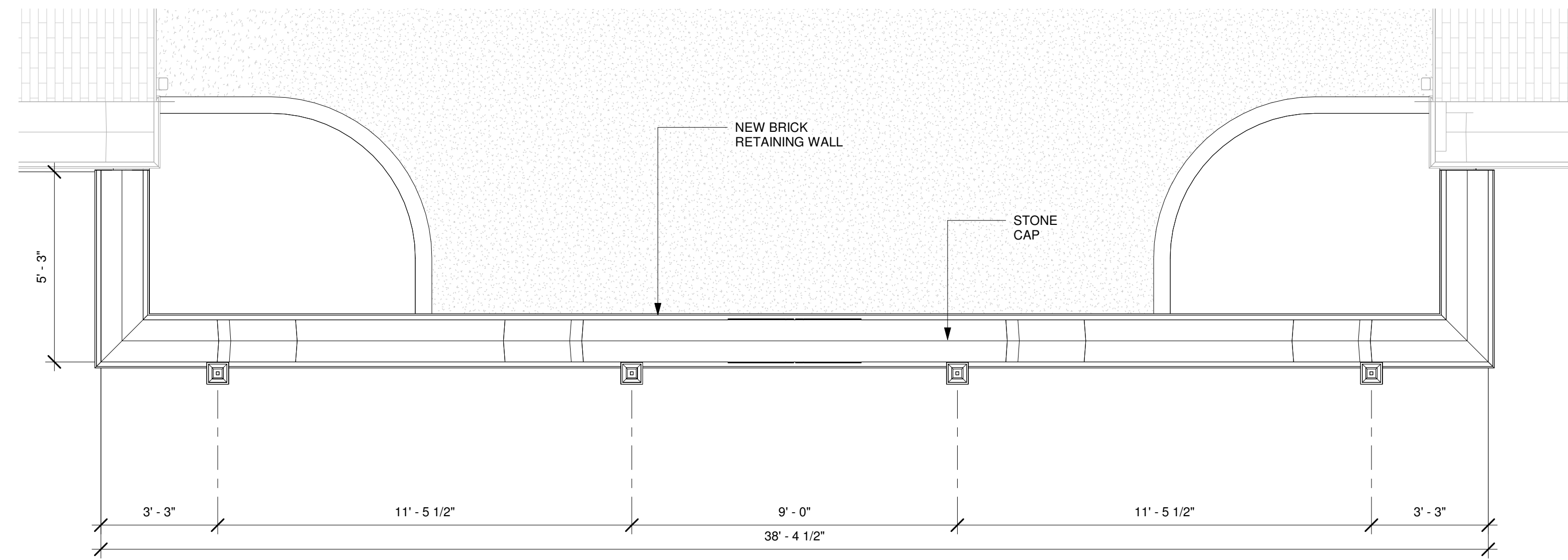
4 RETAINING WALL ELEVATION
 3/8" = 1'-0"



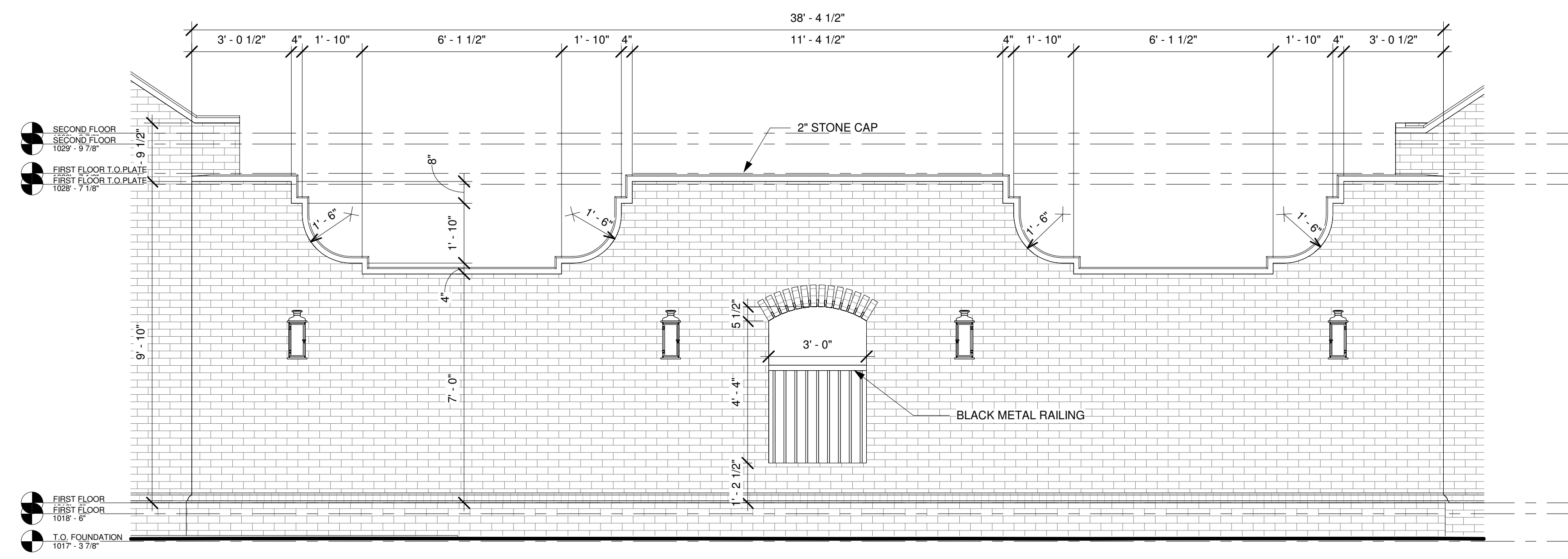
1 SITE PLAN
1" = 20'-0"



2 FRONT ELEVATION
1" = 20'-0"



3 RETAINING WALL
3/8" = 1'-0"



4 RETAINING WALL ELEVATION
3/8" = 1'-0"



To: Planning Commission
From: City Staff
Re: ARB-30-2026 – Church of the Resurrection Parking Lot Lighting
Date: May 11, 2026

Parking Lot Lighting Addition (Conditioned to come to the Board)

During the April 13th, 2026, Architectural Review Board meeting, the Board requested that the Church of the Resurrection return with a finalized lighting plan for the previously approved parking lot expansion (ARB-18-2026). The applicant has since submitted a lighting plan for the new section of the parking lot.

The applicant has indicated that the proposed lighting will match the existing fixtures used throughout the church campus. Specifically, the fixtures, as shown in the plans, will consist of 20-foot-tall, full cut-off light poles with a downcast design intended to minimize light spill beyond the property boundaries. The fixtures will also be finished in a custom “moss green” color to remain consistent with the existing site lighting. The proposed lighting is consistent with the city’s exterior lighting standards.

The proposal includes the installation of new light poles within the expanded parking area. Staff has reviewed the submitted lighting plan and does not have any concerns with the proposed design.

ACTION

Should the Architectural Review Board find that the application has sufficient basis for approval, the following motion is appropriate.

Move to approve application ARB-30-2026 with the following conditions:

1. There shall be zero or near-zero footcandles along all property lines, subject to staff approval.
2. If any additional lighting is added within the Church of the Resurrection campus, 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

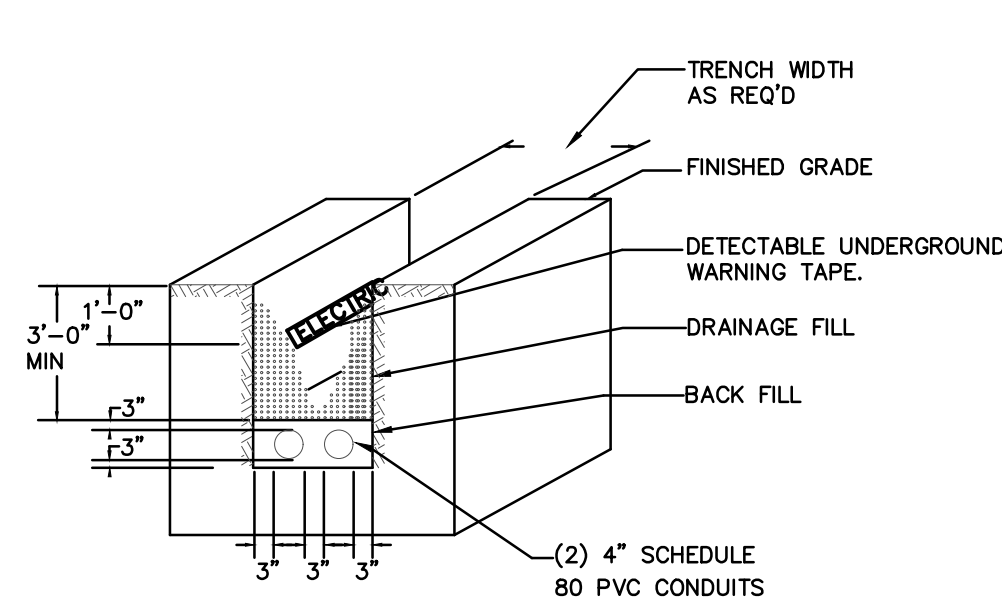


Community Development Planning Application

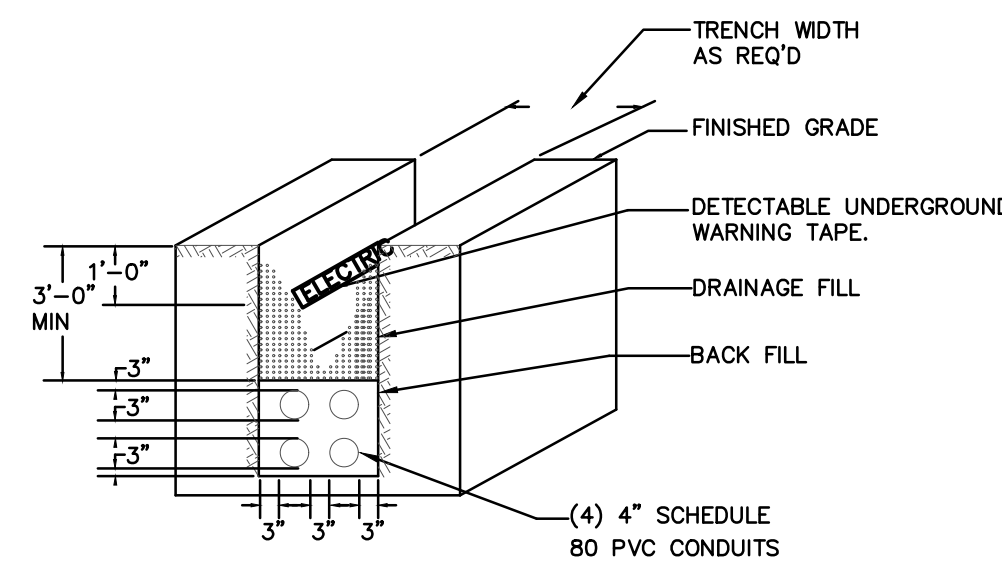
Submission	<p>Submit planning applications and all required materials via email to planning@newalbanyohio.org</p> <p>Paper copies are not required at this time however, 12 paper copies of the entire submission will be required ahead of a board hearing date. The planner assigned to your case will inform 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>																												
Project Information	Site Address <u>6300 Dublin Granville Rd</u> Parcel Numbers <u>222-000373</u> Acres _____ # of lots created _____																												
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Choose Application Type</th> <th style="text-align: left;">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 checked="" 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 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 checked="" type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Variance	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Vacation	<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		<table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td>Updates to the existing site lighting in the parking areas</td> </tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table>	Updates to the existing site lighting in the parking areas						
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Updates to the existing site lighting in the parking areas																													
Contacts	Applicant Information	Property Owner Information																											
	Name <u>Scott R. Harper</u>	Name <u>Church of The Resurrection</u>																											
	Address																												
	City, State, Zip																												
	Phone Number																												
Email																													
Signature	<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 Larson</i></u> Date: <u>5/1/26</u> Signature of Applicant _____ Date: <u>5/1/26</u></p>																												

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

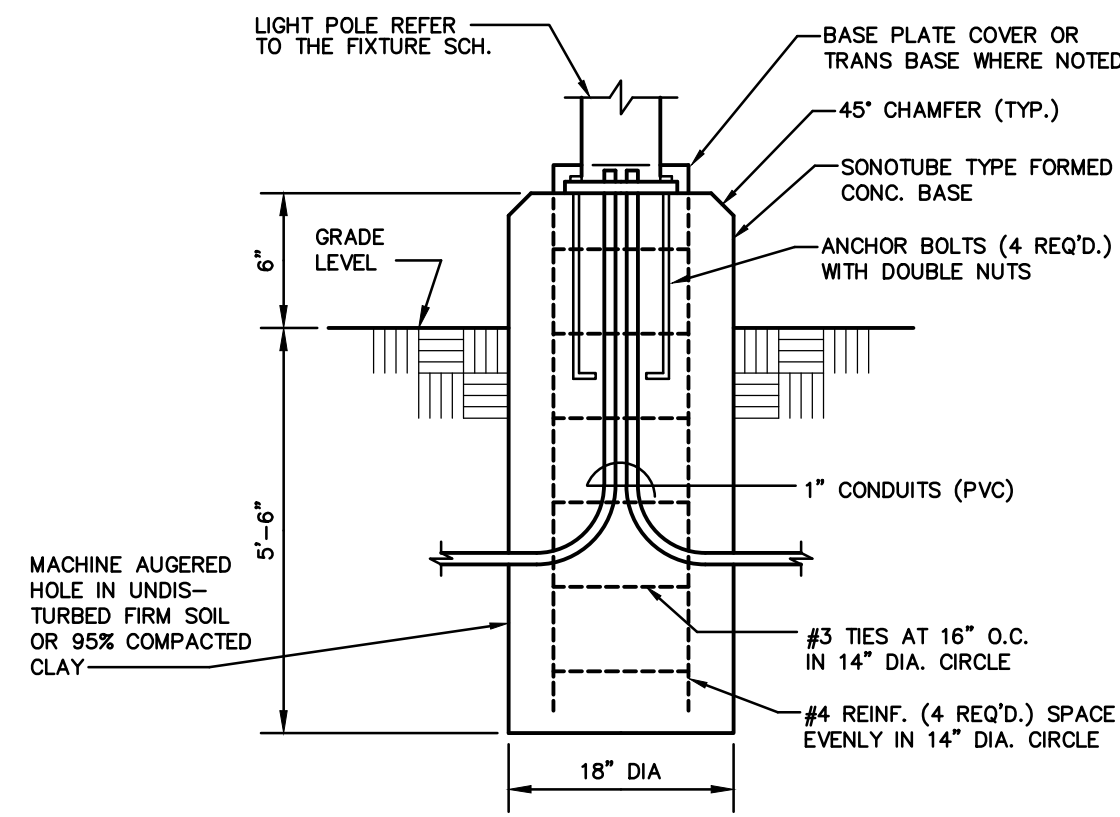
Mailing Address: 99 West Main Street • P.O. Box 188 • New Albany, Ohio 43054



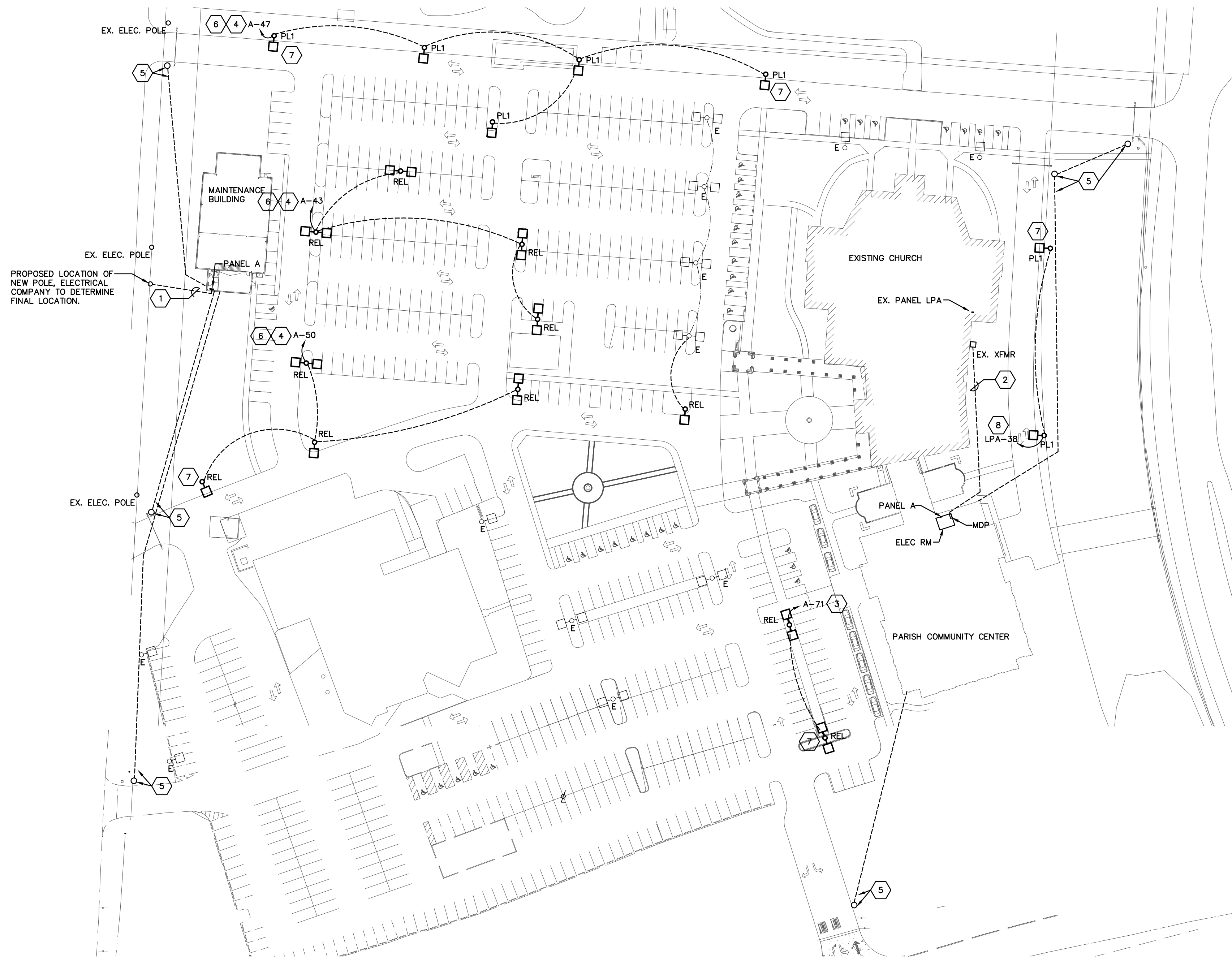
DUCT BANK DETAIL
SCALE: NONE



DUCT BANK DETAIL
SCALE: NONE



TYPICAL LIGHTING POLE BASE DETAIL
SCALE: NONE



ELECTRICAL SITE PLAN - PHASE 1
SCALE: 1"=60'-0"

GENERAL NOTES

- A. COORDINATE WITH ALL UTILITY COMPANIES PRIOR TO BIDDING. THE ELECTRICAL SITE PLAN IS DIAGRAMMATIC ONLY AND REPRESENTS GENERAL LOCATIONS OF EQUIPMENT AND UTILITY SPECIFICATIONS. THE SEPARATE UTILITY COMPANIES SHALL PROVIDE DETAILED SPECIFICATIONS AND EQUIPMENT SIZES UPON REQUEST.
- B. THE ELECTRICAL SITE PLAN DOES NOT SHOW ALL EXISTING UTILITIES, EXISTING UNDERGROUND EQUIPMENT, OR NEW UNDERGROUND SERVICES. THIS CONTRACTOR SHALL COORDINATE WITH ALL TRADES AND EXISTING CONDITIONS PRIOR TO THE START OF WORK. PRIOR TO EXCAVATING, LOCATE ALL UNDERGROUND SERVICES AND CLEARLY IDENTIFY LOCATIONS.
- C. COORDINATE WITH UTILITY COMPANY TO EXTEND THE PRIMARY CONDUCTORS FROM THE EXISTING PRIMARY UTILITY EQUIPMENT TO THE NEW POWER COMPANY TRANSFORMERS.
- D. WIRING TO ALL SITE LIGHTING SHOWN ON THIS SHEET SHALL BE MINIMUM (2) #8 AND (1) #8 GROUND IN 1" CONDUIT FOR ENTIRE LENGTH OF CIRCUIT.
- E. ALL MEP CONTRACTORS SHALL CAREFULLY COORDINATE THE FINAL LOCATION OF LOUVERS, EXHAUST TERMINATIONS, LIGHT FIXTURES, HEAT PUMP CONDENSING UNITS, GAS METERS, METER CENTERS, AND TELEPHONE/CABLE BOXES WITH THE ARCHITECT AND OWNER REPRESENTATIVE. SEE ARCHITECTURAL ELEVATIONS AND LANDSCAPE PLANS FOR ADDITIONAL INFORMATION.
- F. NEW LIGHTING POLE FIXTURES ARE TO BE CONTROLLED BY INTEGRAL PHOTOCELL AND INTEGRAL OCCUPANCY SENSORS. FIXTURES SHALL AUTOMATICALLY DIM DOWN BY AT LEAST 50% WHEN NO ACTIVITY IS DETECTED BY THE OCCUPANCY SENSOR WITHIN 15 MINUTES.
- G. DEVICES WITH SUBSCRIPT "E" ARE EXISTING TO REMAIN AND SHOWN FOR REFERENCE ONLY.
- H. FIXTURES WITH SUBSCRIPT "REL" ARE EXISTING RELOCATED POLE FIXTURES.

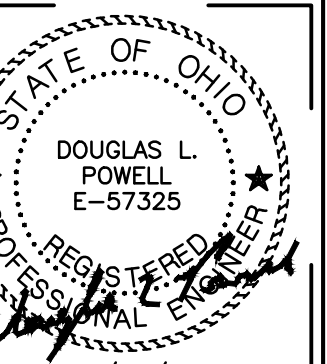
CODED NOTES

- 1. (2) TWO 4" SCHEDULE 80 PVC TO MAINTENANCE BUILDING. COORDINATE CONDUIT PATHWAY WITH CIVIL PRIOR TO TRENCHING. SEE DUCT BANK DETAIL ON THIS SHEET FOR MORE INFORMATION.
- 2. (4) FOUR 4" SCHEDULE 80 PVC TO PARISH COMMUNITY CENTER. COORDINATE CONDUIT PATHWAY WITH CIVIL PRIOR TO TRENCHING. SEE DUCT BANK DETAIL ON THIS SHEET FOR MORE INFORMATION.
- 3. CIRCUIT TO PARISH COMMUNITY CENTER PANEL A. RUN CIRCUIT THROUGH EXTERIOR TIMELOCK IN PARISH COMMUNITY CENTER. SEE PARISH COMMUNITY CENTER SHEET E202 FOR MORE DETAILS.
- 4. CIRCUIT TO MAINTENANCE BUILDING PANEL A.
- 5. CONDUIT STUB UP FOR FUTURE MOTORIZED GATES. (1) ONE 1" CONDUIT STUB UP FOR POWER, (1) ONE 1" CONDUIT FOR DATA. COORDINATE CONDUIT PATHWAY WITH ARCHITECT AND CIVIL ENGINEER PRIOR TO TRENCHING.
- 6. RUN EXTERIOR LIGHTING CIRCUIT THROUGH EXTERIOR TIMELOCK IN THE MAINTENANCE BUILDING FOR AUTOMATIC CONTROL. SEE MAINTENANCE BUILDING SHEET E100 FOR MORE DETAILS.
- 7. PROVIDE A GFCI OUTLET WITH AN IN-USE WEATHER PROOF COVER ON POLE. MOUNT CURVED RECEPTACLE OUTLET BOX ON HANDHOLE, SIMILAR TO HAPCO MODIFICATION NO. 185. POWER FROM POLE FIXTURE CIRCUIT.
- 8. RUN EXTERIOR LIGHTING CIRCUIT THROUGH EXISTING TIMELOCK IN THE EXISTING CHURCH FOR AUTOMATIC CONTROL.

LINE TYPE LEGEND

- LINE TYPE INDICATES NEW ELECTRICAL EQUIPMENT/DEVICES TO BE PROVIDED.
- - - LINE TYPE INDICATES BELOW GROUND ELECTRICAL WIRING

REV	DATE INT.	REVISIONS
1	8/18/25	BULLETIN 1
2	11/14/25	CONFORMED DOCUMENTS



ELECTRICAL SITE PLAN - PHASE 1
Church of The Resurrection- Parish Community Center
New Albany, Ohio

Harper Architectural Studio, LLC
4846 Breacher Rd.
Dublin, Ohio 43020
Ph: (614) 895-2050

SHEET DESIGNATION:
ES-100
DATE: 04/18/24 SHEET #:

ES-100-24252.DWG
PRATER
Engineering Associates, Inc.
6130 Wilcox Road (614) 766 4896
Dublin, Ohio 43016 praterengineering.com
DESIGNED BY: N. RUSSELL DRAWN BY: N. RUSSELL CHECKED BY: D. POWELL JOB NUM: 24252

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RSA-B-S Series Poles

ROUND STRAIGHT ALUMINUM

PL-1

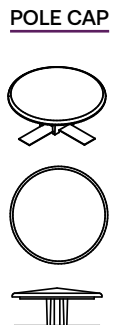
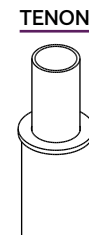
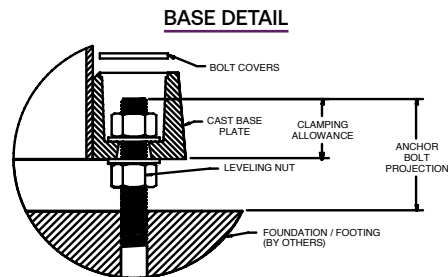
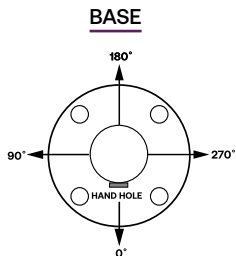
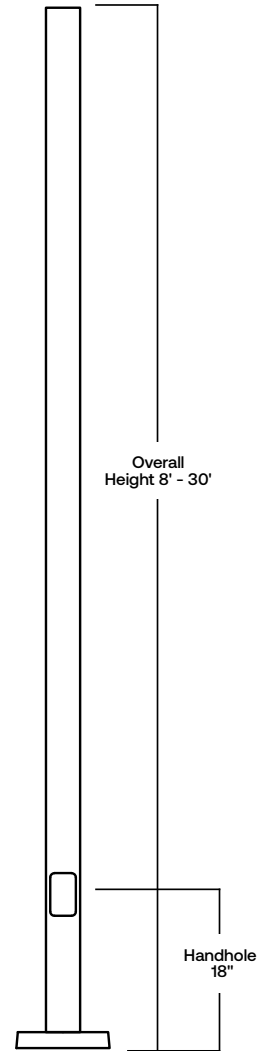
SPECIFICATIONS

CONSTRUCTION

- Shaft: One-piece straight aluminum with round cross section; Extruded shafts of 6061-T6 aluminum in 1/8", 3/16", or 1/4" thickness. Base plate of 356 cast aluminum
- Bolt covers: Four (4) individual bolt covers provided, painted to match pole and base finish
- Pole cap: Cap available for side mounted luminaires. Open top or tenons provided for post top mounted luminaires
- Hand hole: Rectangular 3x5 aluminum hand hole frame (2.28" x 4.38" opening); Mounting provisions for grounding lug located behind gasketed cover
- Anchor bolts: Four galvanized anchor bolts provided per pole with minimum yield of 55,000 psi (ASTM F1554). Galvanized hardware with two washers and two nuts per bolt for leveling
 - Anchor bolt part numbers: 3/4 x 30 x 3 — TAB-30-M38
- Durable thermoset polyester powder coat paint finish with nominal 3.0 mil thickness
- Powder paint finish coat available in multiple standard colors; Custom colors available; RAL number preferable

INSTALLATION

- Lighting installations for side and top mounting of luminaires with effective projected area (EPA) not exceeding maximum allowable loading of the specified pole in its installed geographic location



RSA-B-S Series Poles

ROUND STRAIGHT ALUMINUM

DATE: _____ LOCATION: _____
 TYPE: _____ PROJECT: _____
 CATALOG #: _____

ORDERING INFORMATION

RSA-B-S	20	40	Thickness	Mounting	Drill Pattern	Finish	Options
Series RSA-B-S Round Straight Aluminum Pole Beacon	Height Reference page 3 Ordering matrix	Shaft Reference page 3 Ordering matrix	Reference page 3 Ordering matrix A - .125" Wall B - .188" Wall C - .250" Wall	1 Single arm mount 2 Two fixtures at 180° 2L Two fixtures at 90° 3T Three fixtures at 90° 3Y Three fixtures at 120° 4 Four fixtures at 90° TA Tenon (2.375" OD) TB Tenon (2.875" OD) TN3 Tenon (3.00" x 3.00") TN4 Tenon (3.00" x 4.00") OT No drilling (includes pole cap)	B1 Cruiser, "AM" arm B3 2 bolt (2-1/2" spacing), Viper "A" arm S2 2 bolt (3-1/2" spacing), Viper "AD" arm UDP Universal Drill Pattern	BLT Black Matte Textured BLS Black Gloss Smooth DBT Dark Bronze Matte Textured DBS Dark Bronze Gloss Smooth GTT Graphite Matte Textured LGT Light Grey Matte Textured LGS Light Grey Gloss Smooth PSS Platinum Silver Smooth WHT White Matte Textured WHS White Gloss Smooth VGT Verde Green Textured Color Option CC Custom Color ¹	GFI² 20 Amp GFCI Receptacle and Cover EHH² Extra Handhole C05² .5" Coupling C07² .75" Coupling C20² 2" Coupling VM2³ 2nd Mode Vibration Dampener LAB Less Anchor Bolts UL UL Certified

Example: RSA-B-S-16-40-A-2L-B3-DBT-VM2

RAL6005 (Moss Green)

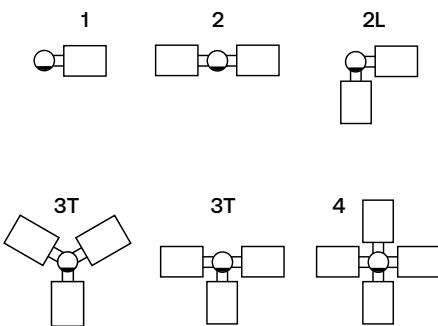
- 1 Custom colors available; RAL number preferable
- 2 Specify option location using logic found on page 3 (Option Orientation).
- 3 There will be a weld witness mark on the side of the pole with the Factory installed VM2

Accessories (Order Separately)

- VM2S08 Field-installed 2nd mode vibration dampener - 8 ft
- VM2S12 Field-installed 2nd mode vibration dampener - 12 ft
- VM2S16 Field-installed 2nd mode vibration dampener - 16 ft
- VM2S20 Field-installed 2nd mode vibration dampener - 20 ft
- VM2S25 Field-installed 2nd mode vibration dampener - 25 ft

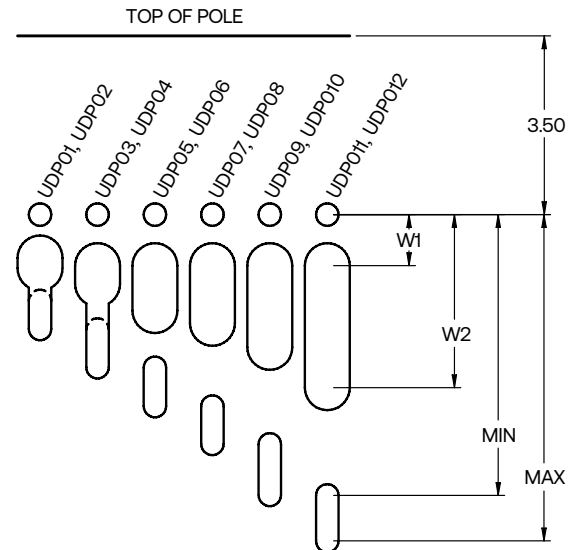
MOUNTING ORIENTATION

○ ← Denotes handhole location



DRILL PATTERNS

UNIVERSAL DRILL PATTERN (UDP)



Two Bolt Mounting with Center Wireway						
Mounting Hardware	Universal Mounting Patterns					
	3/8" or less	UDP01	UDP03	UDP05	UDP07	UDP09
7/8" to 1/2"	UDP02	UDP04	UDP06	UDP08	UDP10	UDP012
"Min" Attachment Dimension	1.69	2.25	3.00	3.76	4.50	5.50
"Max" Attachment Dimension	2.24	2.99	3.75	4.49	5.49	6.00
W1 (Wireway min)	0.85	1.00	1.00	1.00	1.00	1.00
W2 (Wireway max)	1.05	1.36	1.88	2.13	2.60	3.00

URBAN SERIES

URBAN MICRO STRIKE

PL1

FEATURES

- Decorative transitional style lighting fixture series is suitable for walkway lighting and wall mounting
- Two unique shade and style options



*3000K and warmer CCTs only

CONTROL TECHNOLOGY



SPECIFICATIONS

CONSTRUCTION

- The drivers shall be located in the top cast housing and shall be accessible without tools by hinging the lower shade assembly. The driver and all electrical components shall be on a tray
- The lower shade shall be made from a one-piece aluminum spinning
- The housing is designed for LED thermal management without the use of metallic screens, cages, or fans. The top casting shall be able to be pendent mounted in place with a stainless steel safety pin and then permanently held in place with four stainless steel bolts

ELECTRICAL

- Universal 120-277 VAC or 347-480 VAC input voltage, 50/60 Hz
- Ambient operating temperature -40°C to 40°C
- Drivers have greater than 90% power factor and less than 20% THD
- LED Drivers have output power over-voltage, over-current protection and short circuit protection with auto recovery

ELECTRICAL (CONTINUED)

- Field replaceable surge protection device provides 20kA protection meeting ANSI/IEEE C62.41.2 Category C High and Surge Location Category C3; Automatically takes fixture off-line for protection when device is compromised
- Button photocell available
- Ambient operating temperature -40°C to 40°C

CONTROLS

- Available with Energeni for optional set dimming, timed dimming with simple delay, or timed dimming based on time of night visit

FINISH

- IFS polyester powder-coat electrostatically applied and thermocured
- IFS finish consists of a five stage pretreatment regimen with a polymer primer sealer and top coated with a thermoset super TGIC polyester powder coat finish
- The finish meets the AAMA 605.2 performance specification which includes passing a 3000 hour salt spray test for corrosion resistance and resists cracking or loss of adhesion per ASTM D522 and resists surface impacts of up to 160 inch-pounds

CERTIFICATIONS

- NRTL Certified, UL8750, UL 1598 and CSA22.2#250. 13-14 for wet locations
- Meets IDA recommendations using 3K CCT configuration at 0 degrees of tilt

WARRANTY

- 5 year warranty

KEY DATA	
Lumen Range	3,000–22,000
Wattage Range	25–175
Efficacy Range (LPW)	109–137

URBAN SERIES

URBAN MICRO STRIKE

ORDERING GUIDE

Example: URB-CAP-21-80L-25-5K7-UNV-4W-NRNV-BLT

CATALOG # _____

Model	Lens Option	Engine-Watts	CCT/CRI ³	Voltage	Optics	Options
URB Urban	CAP-21 21" Capitol	80L-25 25W, LED array	3K7 3000K, 70 CRI	UNV 120-277V	2 Type II	PCU Button Photocell, Universal (120v-277V)
	MRDS-21 21" Miramar deep shade	80L-39 39W, LED array	4K7 4000K, 70 CRI	347 347V	3 Type III	
	MAR-21 21" Maritas	80L-50 50W, LED array	5K7 5000K, 70 CRI	480 480V	4F Type IV forward	
	CAP-26 26" Capitol	80L-70 70W, LED array	27K8 2700K, 80 CRI		4W Type IV wide	
	MRSS-26 26" Miramar shallow shade	80L-90 90W, LED array	3K8 3000K, 80 CRI		5QW Type V sq wide	BC⁵ Backlight Control
	MRDS-26 26" Miramar deep shade	80L-110 110W, LED array	4K8 4000K, 80 CRI			
	MAR-26 26" Maritas	160L-115 115W, LED array	5K8 5000K, 80 CRI			
		160L-135 135W, LED array				
		160L-155 155W, LED array				
		160L-175 175W, LED array				

Control Options	Mounting Style	Mounting Size	Style	Finish
GENI-XX Energeni ²	PM Pendant mount	3 3" OD Pole ⁴	NRNV No rings	BLT Black Matte Textured
	SM Side mount ¹	4 4" OD Pole ⁴	3RNV Three rings	BLS Black Gloss Smooth
	YM Yoke mount ⁴	5 5" OD Pole ⁴		DBT Dark Bronze Matte Textured
				DBS Dark Bronze Gloss Smooth
				GTT Graphite Matte Textured
				LGS Light Grey Gloss Smooth
				PSS Platinum Silver Smooth
				WHT White Matte Textured
				WHS White Gloss Smooth
				VGT Verde Green Textured
				Color Option
				CC Custom Color

RAL6005 (Moss Green)

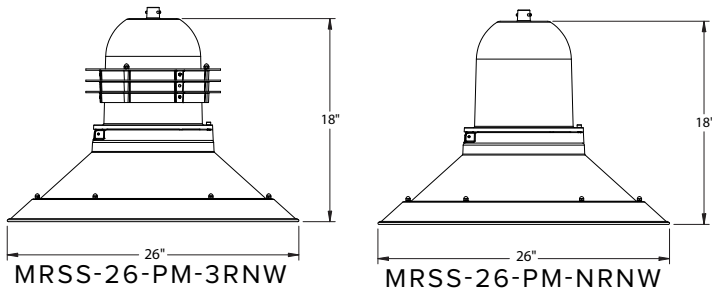
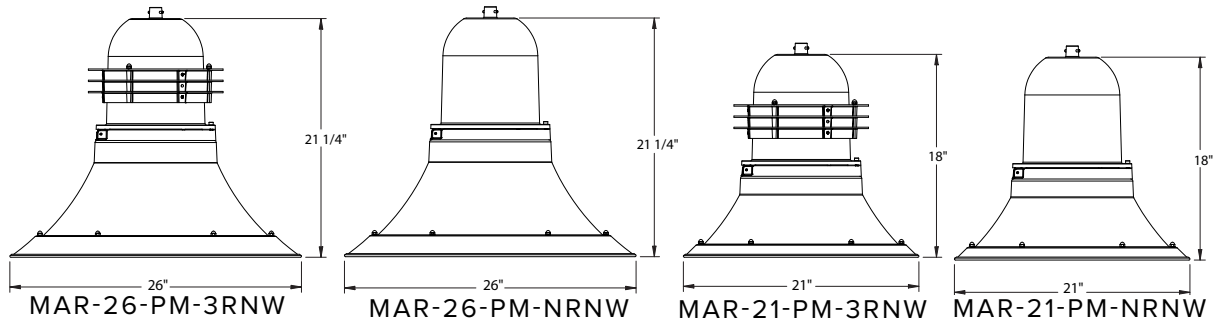
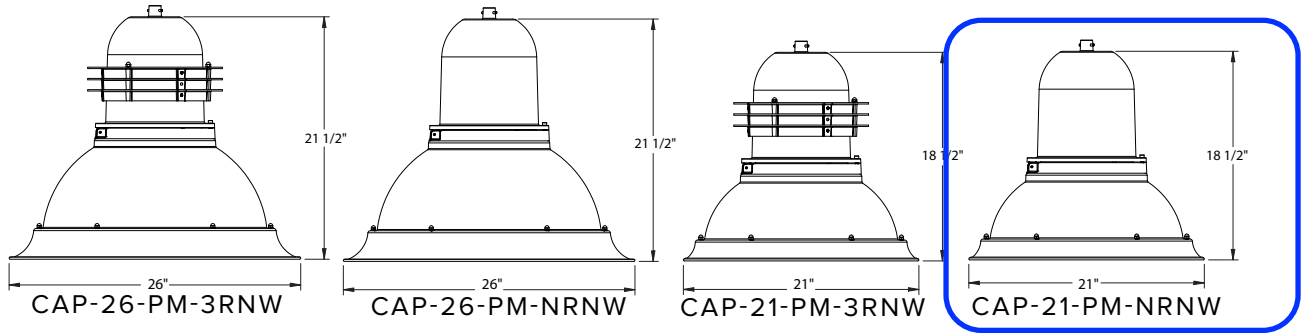
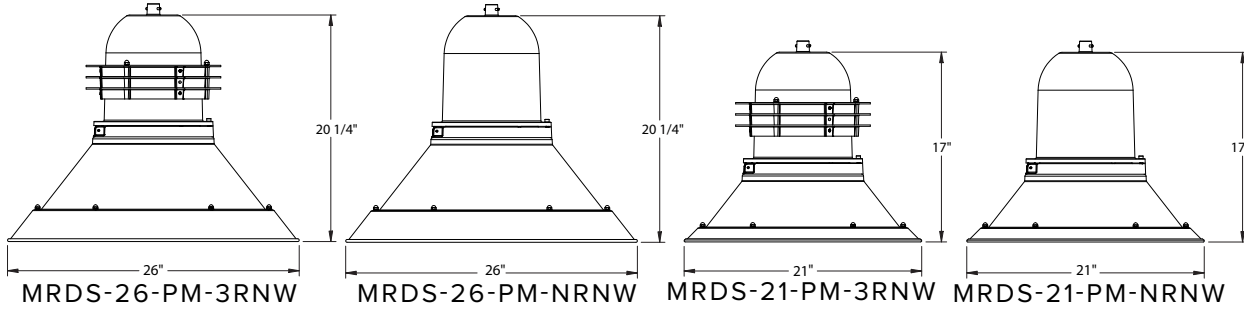
Notes:

- Side mount is designed to mount over 2" Schedule 40, (2.38 arm)
- When ordering Energeni, specify the routine setting code (Example GENI-04). See Energeni brochure and Energeni instructions for setting table and options. Not available with sensor options <https://www.currentlighting.com/outdoor-lighting/energeni/249071>
- This product is approved by the Florida Fish and Wildlife Conservation Commission. Separate spec available on our website. Turtle Friendly. https://cdn.currentlighting.com/site/specsheet/Urban_LED_spec_sheet_turtle-friendly.pdf
- Yoke mount mounting Style only
- BC is not available in 4F and Type 5 distributions

URBAN SERIES

URBAN MICRO STRIKE

PENDANT MOUNT

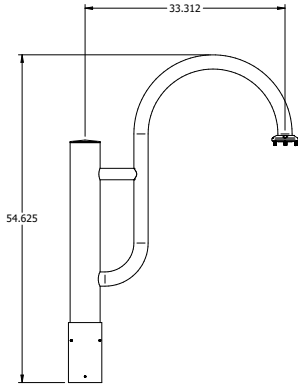


URBAN SERIES

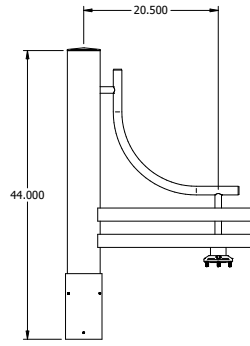
URBAN MICRO STRIKE

PENDANT MOUNT

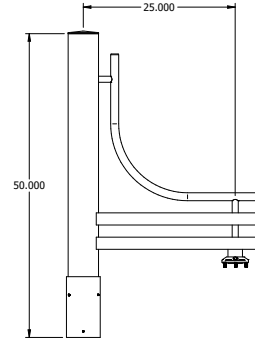
* Arms ordered separately, arms mount over an open top pole, they do not mount to a tenon.



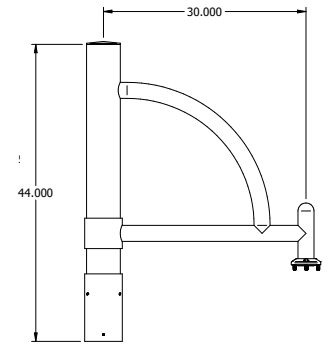
AA-41 RAILROAD STRAP



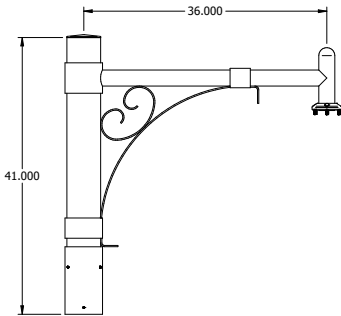
AA-10 SMALL PIERWALK



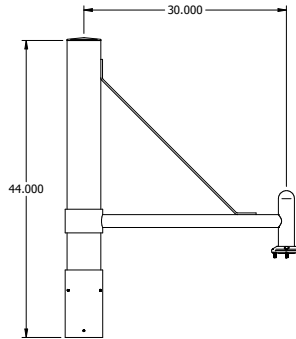
AA-38 LARGE PIERWALK



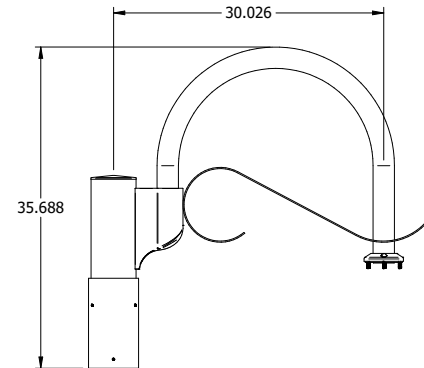
AA-49 RADIUS



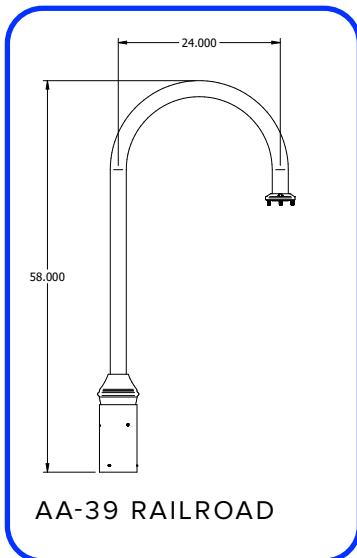
AA-27 STRATFORD



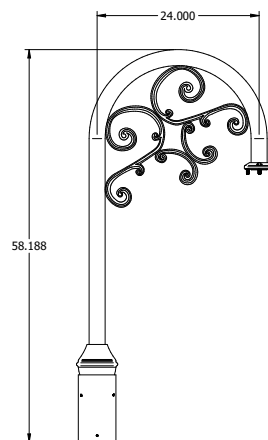
AA-44 STRUT



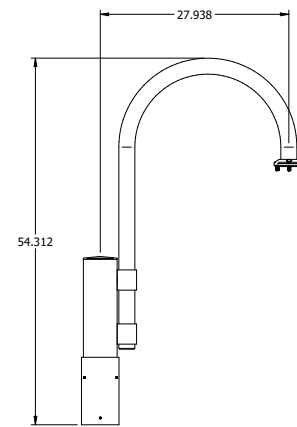
AA-45 TWIN EAGLES



AA-39 RAILROAD



AA-39S RAILROAD SCROLL



AA-42 RAILROAD SCS