



New Albany Architectural Review Board
Monday, May 11, 2026 Meeting Minutes - Approved

I. Call to order

The New Albany Architectural Review Board held a regular meeting on Monday, May 11, 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	absent
Mr. Jim Brown	present
Ms. Traci Moore	present
Mr. Andrew Maletz	present
Mr. Francis Strahler	present
Mr. Adam Davie	absent
Council Member Andrea Wiltrout	present

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

Staff members present: Planning Manager Chris Christian, Planner Javon Henderson, Deputy Director of Public Service Steve Mayer, Planner Lauren Sauter, Planner II Sierra Saumenig, Deputy Clerk Christina Madriguera.

III. Action on minutes: April 13, 2026

Chair Hinson asked if there were any corrections to the minutes from the April 13, 2026 meeting. Hearing none, Board Member Brown moved for approval of the minutes. Board Member Maletz seconded the motion.

Upon roll call: Mr. Hinson yes, Mr. Brown yes, Ms. Moore yes, Mr. Hinson yes, Mr. Strahler yes. Having five yes votes the motion passed and the April 13, 2026 meeting 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.

Deputy Clerk Madriguera responded yes. Staff was requesting that ARB-28-2026 be heard first, followed by ARB-19-2026, and ARB-30-2026. Without objection Chair Hinson reordered the agenda.

Chair Hinson administered 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 if there was anyone present who wished to address the board for an item not on the agenda. Hearing none, he introduced the first case, ARB-28-2026 and asked to hear the staff report.

VI. Cases:

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

Board Member Maletz, the Architect for this application, recused himself from consideration of this application and he stepped down from the dais.

Planner Henderson delivered the staff report.

Chair Hinson asked whether the applicant had anything to add.

Applicant Clare Knecht said she was available to answer any questions the board might have.

Chair Hinson asked whether there was a change to the sidewalk, whether it had been moved closer to the street.

Ms. Knecht explained and indicated the location of the proposed sidewalk.

Board Member Brown confirmed with staff that the 13 conditions were imposed at the prior hearing, they are existing, and they still apply.

Chair Hinson stated that he had no further questions and that he thinks the simplicity is an improvement.

Board Member Strahler confirmed that there was no sidewalk on the other side, on MacDonald, and that this was consistent with that.

Ms. Knecht added that it was also an attempt to preserve as much permeable space as possible.

Hearing no further questions, Board Member Strahler moved to approve the certificate of appropriateness for ARB-28-2026 with the existing 13 conditions in the staff report. Board Member Brown seconded the motion.

Upon roll call: Mr. Strahler yes, Mr. Brown yes, Mr. Hinson yes, Ms. Moore yes. Having four yes votes the motion passed and ARB-28-2026 was granted subject to the conditions in the staff report.

Chair Hinson excused himself at 7:08 p.m., as previously arranged with staff.

Board Member Brown took over as Chair of the meeting.

Acting Chair Brown introduced the next case and asked to hear the staff report.

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

Planner Sauter delivered the staff report.

Board Member Strahler asked whether the wall was existing or whether it was being built for the monument sign. He confirmed the 13-foot width and the visibility.

Applicant and Deputy Director of Public Service Steve Mayer answered that the wall is existing. The sidewalk remains and the whole retaining wall is finished. It is perpendicular and only visible south bound.

Board Member Moore moved to approve the certificate of appropriateness for ARB-19-2026 with the condition in the staff report. Board Member Brown seconded the motion.

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

Board Member Moore confirmed the scope of the condition.

Board Member Strahler asked whether a separate motion was needed for the waiver.

Planning Manager Christian answered that the board has handled waivers in a single motion with the certificate of appropriateness and also as a separate motion.

Thereafter, Board Member Moore moved to approve a waiver to C.O. 1169.17(c) to allow a monument to be installed in the campus sub-district. Board Member Brown seconded the motion.

Upon roll call: Ms. Moore yes, Mr. Brown yes, Mr. Maletz yes, Mr. Strahler yes. Having four yes votes the motion passed and the waiver was granted.

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

Planner II Saumenig delivered the memo.

Acting Chair Brown noted that there are six existing light poles in the south side of the lot that are turned up and then five that are turned down. This application proposes a third version; he asked whether the ultimate goal was to have the lighting be consistent.

Applicant and Architect Scott Harper said yes, the goal is to change all of the lighting to the more decorative fixtures. The lights at the existing ministry center will be removed because the goal is to remove the ministry center. The applicants are trying to match the newer existing decorative lighting which is directed downward, but those are no longer available and the proposed fixture is the closest that could be found.

Acting Chair Brown remarked that the actual head itself of cap 21, is not close to what is there, and suggested they search for something closer.

Mr. Harper said they want to use the noted fixture if it is still available at the time of construction. He reiterated that this fixture is the closest they can find.

Board Member Maletz asked whether the intent to upgrade the aesthetic of the light.

Mr. Harper replied yes, and to have consistency.

Board Member Brown remarked that the intent appears to be the 39 but the 42 matches what is there.

Board Member Maletz confirmed that Mr. Harper was agreeable to an additional condition that preferred consistency moving forward, so long as the products are available, in the event that further improvements are made.

Hearing no further questions, Board Member Maletz moved to approve the certificate of appropriateness for ARB-30-2026 based on the findings in the memo with conditions one and two from the memo and an additional third condition. The conditions as follows:

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. And
3. The applicant will coordinate with staff to maintain consistency with existing fixtures' color, style, and sizing for future lights.

Board Member Strahler seconded the motion.

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

VII. Other business and Adjournment

Acting Chair Brown asked if there was any other business before the board and whether any of the members had further comment.

Hearing none, Board Member Strahler moved to adjourn the May 11, 2026 meeting of the New Albany Architectural Review Board. Board Member Maletz seconded the motion.

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

Submitted by Deputy Clerk Madriguera, Esq.

Appendix

ARB-28-2026

Staff Report

Record of Action

ARB-19-2026

Staff Report

Record of Action

ARB-30-2026

Staff Memo

Record of Action



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	✓

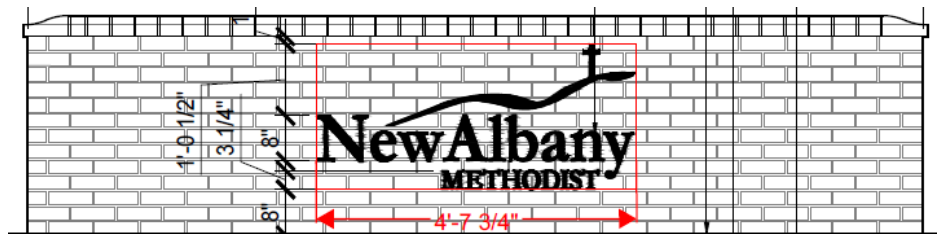


Image: Proposed monument sign.

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



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.



Community Development Department

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

Dear City of New Albany,

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 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.

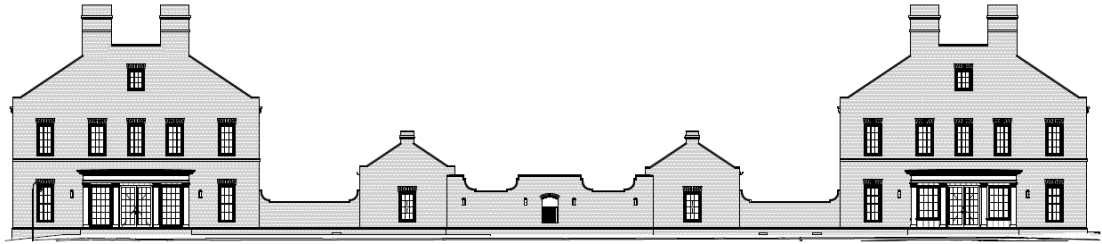
III. EVALUATION

A. Certificate of Appropriateness

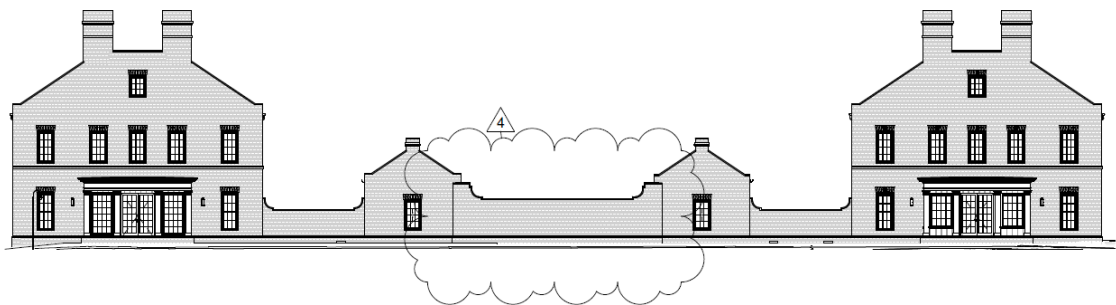
The ARB's review is pursuant to C.O. Section 1157.06. No environmental change shall be made to any property within the City of New Albany until a Certificate of Appropriateness has been properly applied for and issued by staff or the Board. Per Section **1157.09 Design Appropriateness**, the modifications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

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

Dear Clare Knecht,

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

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

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

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

Thank you.



Community Development Department

Decision and Record of Action

Wednesday, May 13, 2026

The New Albany Architectural Review Board took the following action on 05/11/2026 .

Certificate of Appropriateness

Location: 14 Richmond Square

Applicant: Clare Knecht,

Application: PLARB20260028

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

Motion: To approve

Commission Vote: Motion Approved with Conditions, 4-0

Result: Certificate of Appropriateness, PLARB20260028 was Approved with Conditions, by a vote of 4-0.

Recorded in the Official Journal this

Condition(s) of Approval:

1. Conditions from ARB-106-2023, excluding conditions 13, still apply to the overall site.

Staff Certification:

Javon Henderson
Planner



Community Development Department

Decision and Record of Action

Thursday, May 14, 2026

The New Albany Architectural Review Board took the following action on 05/11/2026.

Certificate of Appropriateness

Location: 85 E MAIN ST, 20 THIRD ST

Applicant: City of New Albany

Application: PLARB20260019 (ARB-19-2026)

Request: 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).

Motion: To approve

Commission Vote: Motion Approved with Conditions, 4-0

Result: Certificate of Appropriateness PLARB20260019 was Approved with Conditions by a vote of 4-0.

Recorded in the Official Journal this May 14, 2026.

Condition(s) of Approval:

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

Staff Certification:

Lauren Sauter
Planner



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 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

Tuesday, May 12, 2026

The New Albany took the following action on 05/11/2026.

Certificate of Appropriateness

Location: 6300 E Dublin Granville Road, Unit:B Church

Applicant: Scott Harper

Application: PLARB20260030

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

Motion: To approve with conditions

Commission Vote: Motion Approval with Conditions, 5-0

Result: Certificate of Appropriateness, PLARB20260030 was Approval with Conditions, by a vote of 5-0.

Recorded in the Official Journal this May 12, 2026

Condition(s) of Approval:

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.
3. The applicant will coordinate with staff to maintain consistency in any future lighting improvements associated with the existing and future parking lot improvements on the property.

Staff Certification:

Kylie Blackburn
Planner