



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

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**APOLLO COFFEE  
CERTIFICATE OF APPROPRIATENESS**

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LOCATION: 45 N High Street (PID: 222-000018)  
APPLICANT: Jacob Rovito  
REQUEST: Certificate of Appropriateness  
ZONING: Urban Center District within the Historic Center Sub-District  
STRATEGIC PLAN: Village Center  
APPLICATION: ARB-48-2026

Review based on application materials received June 16 and June 26, 2026.

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*Staff report prepared by Kylie Blackburn, Planner I.*

**I. REQUEST AND BACKGROUND**

The applicant requests approval of a certificate of appropriateness for an exterior ADA ramp for Apollo Coffee at 45 N High Street. The proposed ramp will be located along the N High Street frontage of the building, leading into the main entrance.

The Architectural Review Board has reviewed and approved exterior modifications to the building in the past. In June 2018, the ARB approved numerous exterior modifications for this site, including a new rear deck, window changes, and signage. In September 2018, the ARB approved another version of the rear deck that exists on site today. The applicant will be coming back to the ARB for new signage at another meeting.

C.O. 1157.06 states that 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. C.O. 1157.07 states that exterior building changes that modify or reconstruct any exterior features of an existing structure, that are not considered minor changes, must be reviewed and approved by the ARB prior to the work being completed. The proposed changes are considered Major Environmental Changes and therefore must be reviewed and approved by the ARB.

**II. SITE DESCRIPTION & USE**

The site is 0.25+/- acres and zoned Urban Center District within the Historic Center Sub-district. According to the Franklin County Auditor, the building was originally constructed in 1920 and renovated in 1978. Previous tenants of this property include On-Target Design, Whit's Ice Cream, and Griffin's Floral. The lot is located on the west side of High Street and is the last building before the school campus. It will be across from the newly constructed Founders Way once road construction is complete.

**III. EVALUATION**

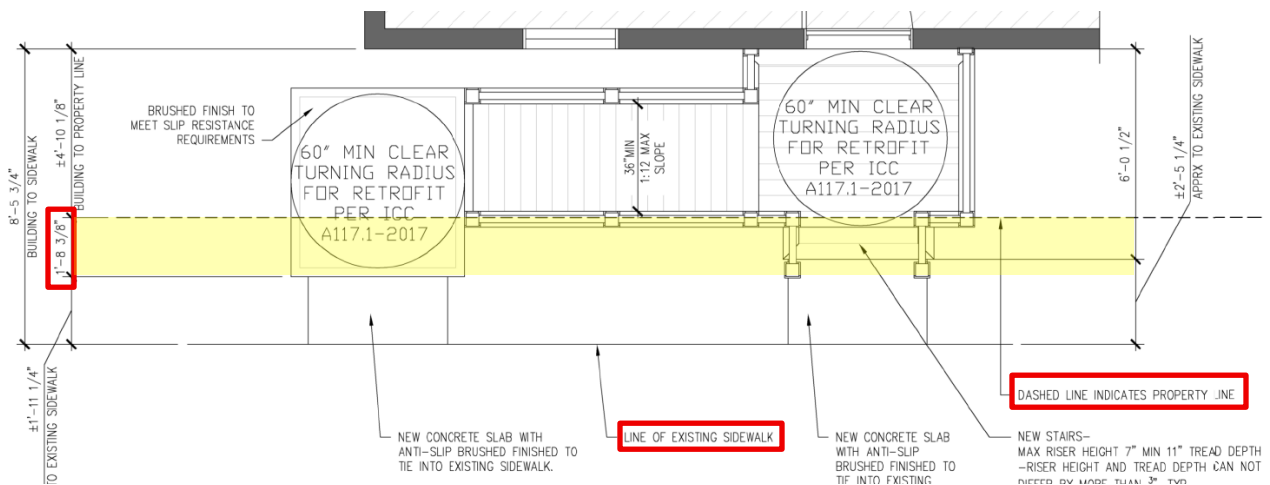
The ARB's review is pursuant to C.O. Section 1157.06 (Architectural Review Overlay District). No environmental change shall be made to any property within the city of New Albany until a Certificate of

Appropriateness has been properly applied for and issued by staff or the Board. Per Section 1157.09 Design Appropriateness, the building and site should be evaluated on these criteria:

### Certificate of Appropriateness

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

- Section 3 of the New Albany Design Guidelines and Requirements provides the requirements for commercial buildings inside the Village Center.
- The applicant proposes the following exterior change to the building and site:
  - A new ADA ramp.
- The Urban Center Code 3.7 and 3.13 state that stoops and side stoops are allowed within the Historic Center areas of the Urban Center. Given the definition of stoop and side stoop, staff concluded that the ramp falls into these categories and has evaluated the proposed ramp against these regulations.
  - UCC 3.14.2 states that side stoops and steps may encroach entirely into the right-of-way, and 3.8.2 states that stoops and steps may encroach up to 2 feet into the right-of-way.
  - As seen in the image below the ramp steps and platform will only be about 1 foot and 8 inches into the right of way which is allowed under the UCC.



- The site's property line does not line up with the edge of the sidewalk, making it impossible for them to not encroach into the right-of-way to allow access to their site. The site currently is encroaching into the right-of-way with the walkways in place now.
- The image below outlines the existing right-of-way line along North High Street. The site of this application is to the left and as it can be seen the right-of-way line is starting before the line of the sidewalk compared to the case of 21 and 31 N High St. Further showing the reasoning behind why the site will need the encroach within the right of way to provide access to the building on site.



4. *All buildings, structures and sites shall be recognized as products of their own time.*
  - The proposed improvements are of new construction and appear to be appropriate.
5. *Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be created with sensitivity.*
  - It appears that the applicant has made the proposed modification while being sensitive to the original design of the building. The proposed ramp will maintain the same colors as on the existing building to help the ramp blend in.
6. *The surface cleaning of masonry structures shall be undertaken with methods designed to minimize damage to historic building materials.*
  - Not applicable.
7. *Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.*
  - It does not appear that the essential form and integrity of the original structure would be destroyed if any of the improvements were removed from the building.

#### **IV. SUMMARY**

The Architectural Review Board should evaluate the overall proposal based on the requirements in the Design Guidelines and Requirements and the Urban Center Code. All the proposed exterior ADA ramp appears to be consistent with the previously approved design through the use of similar building materials and color choices. The ramp will provide the proposed business with required ADA accessibility and help bring unique local restaurant options to the Village Center, which is called for in the New Albany Strategic Plan. The proposed modification will allow this historic building to be reused as a new restaurant in the Village Center, while still maintaining the original form and mass.

#### **V. ACTION**

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

#### **Move to approve application ARB-48-2026 with conditions (conditions of approval may be added).**

1. Signage shall be subject to review and approval by the Architectural Review Board, once details have been finalized.
2. The applicant shall enter into a hold harmless agreement with the city for the parts of the ramp that are within the right-of-way.
3. The applicant will obtain a right-of-way permit from the Public Service Department before construction can begin.

**Approximate Site Location:**



Source: NearMap



## Community Development Planning Application

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



## ADA ENTRY RAMP DESIGN

# Apollo Coffee Club

45 N. High Street New Albany, OH 43054



## Project Narrative – ADA Ramp Addition

### Accessible Entry Improvements – Apollo Coffee Club

As part of ongoing accessibility improvements to the existing building, this project includes the addition of a new ADA-compliant exterior ramp at the primary customer entrance to the Apollo Coffee Club in New Albany, Ohio. The existing main entry currently lacks an accessible route, and this intervention is intended to provide equitable access for all patrons while maintaining the character and materiality of the building.

The proposed ramp is located adjacent to the primary entrance and provides a continuous accessible route from the building entry to the public sidewalk. The ramp has been designed to meet current ADA accessibility standards and applicable commercial building code requirements for exterior accessible routes. A deck landing outside of the entry door as well as a level brushed concrete landing at the base of the ramp provides the required maneuvering and turning space for wheelchair users prior to connecting to the public walk.

Material selections were intentionally chosen to complement the existing building and site improvements. Brown composite decking is proposed for the ramp and elevated landing surfaces to coordinate with the existing rear deck, creating a cohesive architectural language across the property. White guard and handrail systems are proposed to provide safety, durability, and visual continuity while maintaining a clean and approachable aesthetic appropriate for the coffee shop environment.

The intent of this addition is to improve accessibility, code compliance, and ease of entry while integrating thoughtfully with the existing architecture and customer experience.

This ADA ramp is required to comply with the current building code. Because this is a retrofit on an existing building, the design has been minimized as much as possible while still meeting the current ADA accessibility requirements. The size and configuration shown represent the smallest practical solution that complies with the applicable accessibility guidelines and tight site constraints.

The proposed accessible ramp has been designed in accordance with the applicable accessibility requirements for commercial occupancies, including the Americans with Disabilities Act (ADA), accessibility provisions of the Ohio Building Code, and referenced ICC/ANSI accessibility standards. The ramp design incorporates the following compliant elements:

Maximum ramp slope of 1:12 (8.33%) for accessible exterior ramps.

Minimum clear width of 36 inches between handrails.

Level landings at ramp transitions and directional changes, including a 60-inch minimum turning/landing area at the start and base to accommodate wheelchair maneuvering and turning radius requirements.

Maximum cross slope of 1:48 at landings and accessible walking surfaces to maintain stability and drainage.

Handrails provided at both sides of the ramp where required for commercial accessible routes, mounted within ADA-compliant height ranges.

Slip-resistant, stable walking surfaces suitable for exterior use and public accessibility.

### Code References

2010 ADA Standards for Accessible Design – Section 405: Ramps; Section 405.7: Landings; Section 405.8: Handrails.

2024 Ohio Building Code (OBC), Chapter 11 – Accessibility (adopting ICC A117.1 accessibility standards).

ICC/ANSI A117.1 – Accessible and Usable Buildings and Facilities (accessible route and ramp provisions).

## PROPOSED ADA RAMP

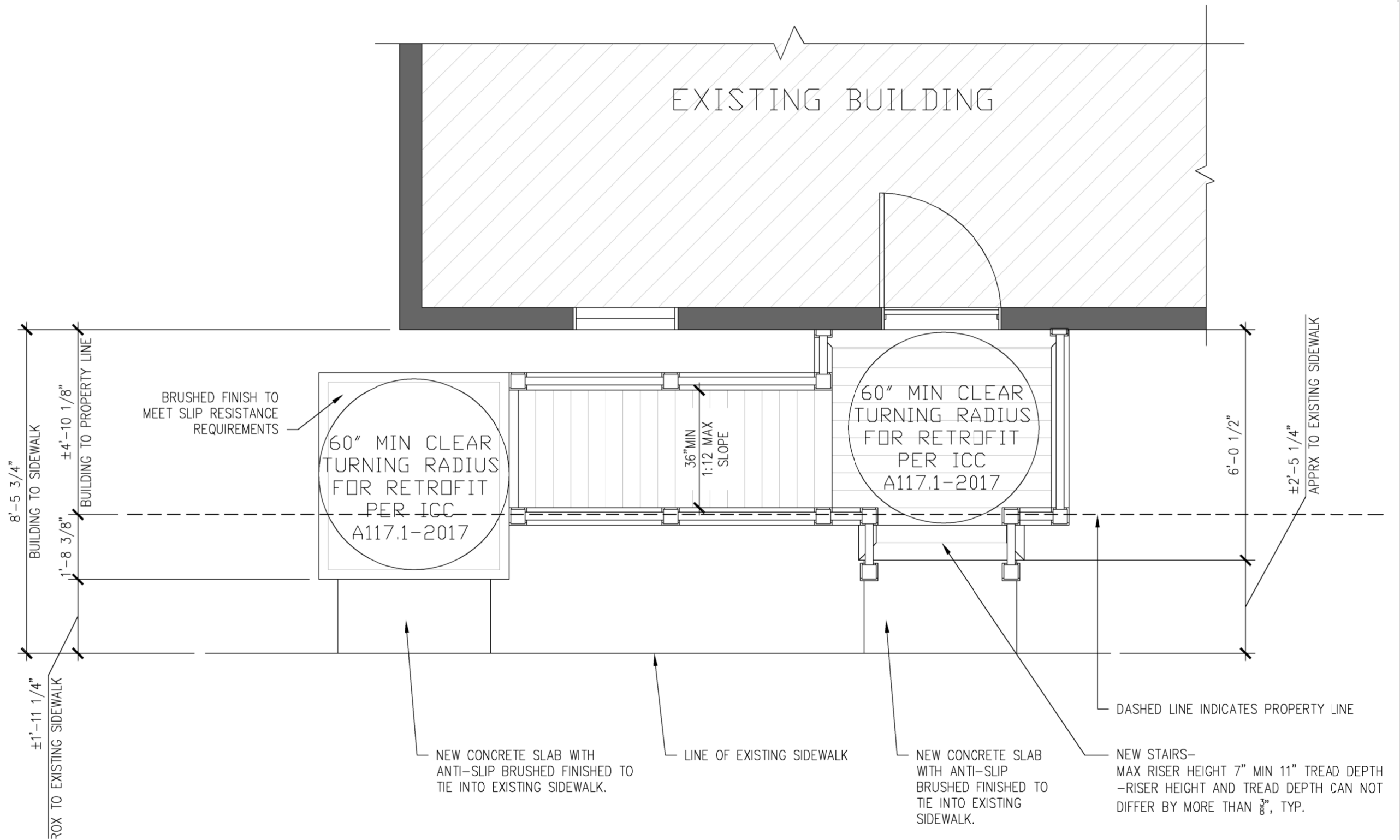
### EXISTING CONDITION



### NEW PROPOSED ADA RAMP



# ARCHITECTURAL DRAWING



## MATERIALS



### TREX DECKING RAMP & LANDING

Trex composite decking provides a durable, slip-resistant surface with the look of real wood and minimal maintenance.

- Weather-resistant
- Fade, stain & scratch resistant
- Low maintenance
- Long-lasting performance



### CONCRETE PAD AT BASE OF RAMP

Poured concrete pad at the base of the ramp will provide a level transition to the existing sidewalk and is brushed for slip resistance.

- Durable & long-lasting
- Brushed finish for slip resistance
- Low maintenance



### WHITE VINYL RAILING

White vinyl railing system provides a clean, classic look with exceptional durability and low maintenance.

- Weather & UV resistant
- Won't rot, rust, or peel
- Easy to clean
- Timeless appearance



## ARCHITECTURAL PRECEDENT & NEIGHBORHOOD CONTEXT

### NEIGHBORHOOD PRECEDENTS

Existing buildings in the surrounding area that demonstrate similar architectural scale, style, and materiality.

#### 21 North High St., New Albany, OH



#### 41 North High St., New Albany, OH

