



New Albany Planning Commission

Monday, August 17, 2026 Meeting Minutes - Approved

I. Call to order

The New Albany Planning Commission held a regular meeting on Monday, August 17, 2026 in the New Albany Village Hall. Chair Kirby called the meeting to order at 7:00 p.m. and asked to hear the roll.

II. Roll call

Those answering the roll:

Mr. Neil Kirby	present
Mr. David Wallace	present
Ms. Sarah Briggs	present
Mr. Bruce Larsen	present
Dr. Taru Saigal	present
Council Member Andrea Wilttrout	present

Having all voting members present, the commission had a quorum to transact business.

Staff members present: Law Director Albrecht, Planner I Kylie Blackburn, Planning Manager Chris Christian, Planner II Sierra Saumenig, Deputy Clerk Madriguera.

III. Action on minutes: July 20, 2026

Chair Kirby asked whether there were any corrections to the minutes from July 20, 2026.

Hearing none, Commission Member Wallace moved to approve the July 20, 2026 meeting minutes as submitted. Chair Kirby seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Wallace yes, Mr. Kirby yes, Mr. Larsen yes, Dr. Saigal yes, Ms. Briggs yes. Having five yes votes the motion passed and the minutes were approved as submitted.

IV. Additions or corrections to the agenda

Chair Kirby asked whether there were any additions or corrections to the agenda.

Planner II Saumenig answered that staff had two additions. First, Law Director Albrecht would be addressing the commission prior to consideration of cases. Second, that prospective applicants were present and wished to have an informal review of an application.

Chair Kirby noted the additions to the agenda. Thereafter he administered the oath to all present who wished to address the commission and reminded everyone that now is a good time to silence all cell phones.

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

Chair Kirby asked if there were any visitors present who wished to address the commission for an item not on the agenda.

Hearing none, Chair Kirby recognized Law Director Albrecht.

Law Director Albrecht advised the commission that an appeal of the commission's denial of FDP-32-2026 had been filed with the New Albany City Council. The matter has been set for a hearing on September 1, 2026, and that the council may grant, deny, or remand the case to the commission for further proceedings. He also said that in the spirit of continuous improvement he is planning on presenting a refresher to the commission regarding standards of review and open meeting requirements.

Commission Member Wallace asked what standard of review council would use on appeal.

Law Director Albrecht explained that the ordinances are silent, the ordinance establishes the right to appeal to council and requires council respond. He further explained that moving forward staff reports will include the standards of review in the first instance, and noted that the staff report for FDP-32-2026 did not include the standard of review for a final development plan.

Commission Member Briggs asked whether this is the first time a denial has been appealed to the city council.

Law Director Albrecht responded that staff could not recall a prior case. He further explained that for that reason, the way this case is handled will be precedential.

Council Member Wiltout added that the city council is very grateful for the commission's service and further that the city council realizes that commission members are volunteering their time.

Commission Member Wallace remarked that the commission is not elected.

Law Director Albrecht concluded that staff will try to find a shorter agenda in which to incorporate the training.

Chair Kirby introduced the first and only case on the agenda and asked to hear the staff report.

VI. Cases:

CU-53-2026 Woodhaven Conditional Use

Request for conditional use of a single model home to be located on Lot 1 of the Woodhaven subdivision (PID: 222-005292).

Applicant: Bob Webb c/o Kirk Denyes

Planner I Blackburn delivered the staff report.

Chair Kirby confirmed that there were no comments from engineering and then asked the applicant whether he had anything to add.

Applicant Kirk Denyes of Bobb Webb Homes said he was available to answer any questions.

Dr. Saigal clarified the wording of the condition. She noted that it read "at least two years," and asked whether it should read "up to two years." She asked how many lots have been sold.

Planner I Blackburn responded that the language could be changed at the commission's discretion.

Mr. Denyes responded that 26 have been sold or are under construction.

Dr. Saigal asked how many parking spaces are there and wanted to confirm that the entrance of Walnut Street would not be interrupted.

Mr. Denyes said there are spaces along the street, and people can park in the driveways.

Planner I Blackburn confirmed that it would not interrupt the entrance of Walnut Street.

Hearing no further questions, Chair Kirby moved to admit the staff reports and related documents into the record for CU-53-2026. Commission Member Briggs seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none, he asked to hear the roll.

Upon roll call: Mr. Kirby yes, Ms. Briggs yes, Mr. Larsen yes, Dr. Saigal yes, Mr. Wallace yes. Having five yes votes the motion passed and the staff reports and related documents were admitted to the record.

Chair Kirby moved for approval of CU-53-2026 based on the findings in the staff report with the condition in the staff report as modified below, subject to staff approval.

1. The model home is permitted to operate up to two years or until the last lot in the subdivision is sold and can be renewed by the commission.

Dr. Saigal seconded the motion.

Chair Kirby asked whether there was any discussion on the motion. Hearing none he asked to hear the roll.

Upon roll call: Mr. Kirby yes, Dr. Saigal yes, Ms. Briggs yes, Mr. Larsen yes, Mr. Wallace yes. Having five yes votes, the motion passed and the conditional use was granted.

The commission wished the applicant good luck.

VII. Other business

Informal Review of New Albany Links Short Course

Applicant Justin Watson of New Albany Links spoke in support of the informal application. This is a new land use of the former driving range. He displayed images of the driving range as it was approved in 2009, and then the state of the driving range in August 2023. He explained that the tees were moved by the prior owner and screening was removed and that this resulted in golf balls landing on neighboring property. The application being developed here was for a short course consisting of 9 holes, 75 – 125 yards. It is a great community asset for juniors and those beginning the game. He stated that they are seeking feedback from the commission on this use.

Chair Kirby remarked that he assumed that the tees closest to the neighbors would be directed away from the neighboring properties; their opinion of this is highly persuasive.

Mr. Watson answered yes and he stated that he had already engaged with the neighbors to the north and south and would continue to keep the neighbors engaged in the process.

Council Member Wiltout asked whether there will be netting or fencing around the course.

Mr. Watson answered no and explained that they would not be needed because of the short distances to the hole.

Chair Kirby asked the applicant whether he would be willing to accept a condition that the tee boxes face away from the neighbors that they are closest to, he explained that this must be convincing to the neighbors on all side.

Mr. Watson agreed and stated that their plan is to have complete agreement prior to the hearing.

Commission Member Wallace recalled that installation of netting and vegetation was required by the commission for use as a driving range and he asked whether those were installed.

Mr. Watson answered no, not to his knowledge. The property is essentially the same as it was in 2023.

Commission Member Larsen remarked that screening on the south side of the lot is particularly important.

Commission Member Briggs confirmed that the final rendering shown is a local example of a short course – Little Bear – but that this applicant was not involved with Little Bear. She asked why there were not more trees along the south side property line, and indicated the area.

Mr. Watson explained there is mounding there – generally four to six feet. He further stated that there is currently a net that they are proposing to be replaced with trees and if more trees are needed they will plant them.

Commission Member Briggs remarked that that is a key detail.

Commission Member Wallace recalled the prior applicants and the driving range, the key spots are the church and the parking. He encouraged the applicant to please bear in mind those points and the fact that you need to convince the commission and the neighbors. He also remarked that this is a neat concept and unique in this area.

Chair Kirby there have been times when applicants have gotten permission to put trees on the neighbors' property.

Commission Member Briggs stated that it was her understanding that at one time the Links was owned by a conglomerate of other properties and asked, out of curiosity, whether that was still the case.

Mr. Watson responded that they also own Glenn Ross in Delaware.

Dr. Saigal asked who bears the cost of loss in the event of damage to the neighboring properties.

Mr. Watson responded that he was not a lawyer, but perhaps those would be negligence proceedings.

Law Director Albrecht responded that it was probably not the golf club but it may be the golfer.

Introduction of Attorney Ian Bigalk

Law Director Albrecht introduced Ian Bigalk, an attorney with Fischel, Downey, Albrecht & Riepenhoff. Mr. Bigalk will be handling commission meetings on occasions when Law Director Albrecht was unable to attend.

The commission welcomed Mr. Bigalk.

VIII. Poll members for comment

Chair Kirby polled the members for comment.

IX. Adjournment

Hearing no comment from the members and having completed the agenda, Chair Kirby adjourned the August 17, 2026 meeting of the New Albany Planning Commission without objection at 7:30 p.m.

Appendix

CU-53-2026

Staff Report

Record of Action to be added

**NEW
ALBANY**
COMMUNITY CONNECTS US
Planning Commission Staff Report
August 17, 2026 Meeting

**WOODHAVEN SUBDIVISION
LOT 1 MODEL HOME CONDITIONAL USE**

LOCATION:	8610 Steeple Wood Drive Lot 1 (PID: 222-005292)
APPLICANT:	Bobb Webb Group c/o Kirk Denyes
REQUEST:	Conditional Use
ZONING:	Woodhaven I-PUD Zoning District
STRATEGIC PLAN:	Residential District
APPLICATION:	CU-53-2026

Review based on: Application materials received July 20, 2026.

Staff report completed by Kylie Blackburn, Planner.

I. REQUEST

The applicant requests a conditional use approval for a residential model home to be located on Lot 1 within the Woodhaven subdivision. The model is for the single-family residence home type, which is permitted to be developed in the subdivision. The applicant requests the conditional use to be approved until the last lot within the community has been sold or for at least two years.

The Planning Commission reviewed the zoning change and preliminary development plan for the property on June 7, 2021 (ZC-15-2021), and the zoning change was adopted by City Council on July 7, 2021 (O-22-2021). The Planning Commission approved the final development plan for the subdivision on September 20, 2021 (FDP-83-201).

II. LOCATION

The Woodhaven subdivision is located at the southwest corner of Bevelhymer Road and Walnut Street. The site is located immediately east of the Upper Clarenton subdivision, generally south the Rocky Fork Metro Park and Bevelhymer Park. All of the public streets have been installed in the subdivision and there are several homes actively under construction.

III. EVALUATION

General Standards for Conditional Uses (C.O. 1115.03)

The Planning Commission shall not approve a conditional use unless it shall in each specific case, make specific findings of fact directly based on the particular evidence presented to it, that support conclusions that such use at the proposed location shall meet all of the following requirements:

- (a) *The proposed use will be harmonious with and in accordance with the general objectives, or with any specific objective or purpose of the Zoning Ordinance.*
- (b) *The proposed use will be harmonious with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.*
- (c) *The use will not be hazardous to existing or future neighboring uses.*

- (d) *The area will be adequately served by essential public facilities and services such as highways, streets, police, and fire protection, drainage structures, refuse disposal, water and sewers, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.*
- (e) *The proposed use will not be detrimental to the economic welfare of the community.*
- (f) *The proposed use will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.*
- (g) *Vehicular approaches to the property shall be so designated as not to create interference with traffic on surrounding public streets or roads.*

Residential model homes. Per Code, these are newly constructed homes or temporary structures placed in a newly constructed subdivision and used by a homebuilder or developer to display home styles and lot availability in a subdivision to promote the sale of new housing units. The model home may be staffed and furnished. (C.O. 1165.11)

The criteria and the applicability of this application are detailed below (Section 1165.11(a)):

1. *Appropriate location within the community.*
The proposed model home is located on lot 1 in the subdivision, addressed off of Steeple Wood Drive. The model home is located at the subdivision entrance when entering from Walnut Street. The proposed location appears to be appropriate as it is easily accessible and identifiable when entering the subdivision. Additionally, the home is accessible by sidewalks and leisure trail adjacent to the site.
2. *It is integrated in the existing community with customary exterior residential lighting.*
The home will continue to utilize coach lighting fixtures consistent with the style and architectural features present on the other homes planned within the subdivision.
3. *The use is approved with limited duration.*
The applicant states that they would like to utilize the model home for at least 2 years or until the last lot in the subdivision has been sold. Historically, the Planning Commission has approved conditional uses for other model homes within the community for 1-3 years, depending on the size of the subdivision. Staff recommends the model home approval be permitted for two (2) years or until the last lot is sold, and that any extension in time is subject to review and approval by the Planning Commission (condition #1).
4. *One sign is permitted.*
The applicant proposes to install one ground sign which is evaluated in the staff report below.
5. *Shall not be used as a general real estate brokerage office.*
The applicant states that the model home will not be used as a general real estate brokerage office.

The Planning Commission is also to consider the following (1165.11 (b)):

1. *Hours of operation*
The model home will operate Friday through Tuesday from noon to 5 pm generally consistent with other model homes that have been approved by the Planning Commission.
2. *Number of employees and maximum number of employees at the site at one time.*
The applicant states that there will be one employee for the proposed model homes in the subdivision.

3. *Provisions for parking for employees and customers*

The applicant states that staff and customers will park on the street, which is permitted in the subdivision.

4. *Size, lighting, content and location of signage*

C.O. 1169.10(e) of the city sign code permits one (1) sign not to exceed 6 square feet in size and no taller than 4 feet. Model home signs are not permitted to be illuminated and must be setback 10 feet from the adjacent street right-of-way. The applicant proposes to install a model home sign with the following dimensions.

- a) Size: 6 sq. ft. [meets code].
- b) Height: 4 feet [meets code].
- c) Location: 10 feet from the street right-of-way [meets code].
- d) Lighting: none proposed [meets code].

5. *Landscaping and screening*

The applicant has/will install landscaping in landscape beds in front and side of the home. In addition, as seen on the landscaping plan, evergreen and deciduous trees will be planted on three sides of the home, with the Walnut Street frontage having existing trees. All the landscaping is complementary and generally consistent with other residential homes in New Albany and the Woodhaven subdivision. According to the approved building permit plan and submitted landscaping plan, street trees are to be installed within the street yard in front of and on the side of the home.

IV. SUMMARY

The proposed model home will function like previous model homes within the subdivision, and there have been no complaints about the previous model homes. The operational aspects of the model home are consistent with successfully operating model homes in other New Albany neighborhoods.

V. ACTION

Should the Planning Commission find that the application has sufficient basis for approval, the following motion would be appropriate:

Move to approve application CU-53-2026 with the following conditions, subject to staff approval:

- 1) The model home is permitted to operate for at least two years or until the last lot in the subdivision is sold.

Approximate Site Location:



Source: NearMap



Community Development Department

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

Dear Kirk Denyes, Bob Webb Woodhaven LLC,

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, August 18, 2026

The New Albany Planning Commission took the following action on 08/17/2026 .

Conditional Use

Location: 8610 Steeple Wood Dr, Unit:1

Applicant: Kirk Denyes, Bob Webb Woodhaven LLC,

Application: PLCU20260053

Request: Request for conditional use of a single model home to be located on Lot 1 of the Woodhaven subdivision (PID: 222-005292).

Motion: To Approve with Conditions

Commission Vote: Motion Approval with Conditions, 5-0

Result: Conditional Use, PLCU20260053 was Approval with Conditions, by a vote of 5-0.

Recorded in the Official Journal this August 18, 2026

Condition(s) of Approval:

1. The model home is permitted to operate up to two years or until the last lot in the subdivision is sold, and can be renewed if the applicant comes back to the Planning Commission.

Staff Certification:

Kylie Blackburn
Planner