

Zoning Sections

■ Zoning

- Zoning Clearance (Residential/Commercial)
- Council Activities
 - Rezoning / Council Variance Applications
- BZA / Graphics
 - Board of Zoning Adjustment / Graphics Variances
 - Special Permits

■ Role of the Area Commission

- Consider applications from a neighborhood standpoint
- Provide recommendations for applications
 - Explain your recommendation
 - Try to avoid “conditional” approvals



Relief from Zoning Code Requirements

Board of Zoning Adjustment (BZA)

Considers requests for variances to development standards.

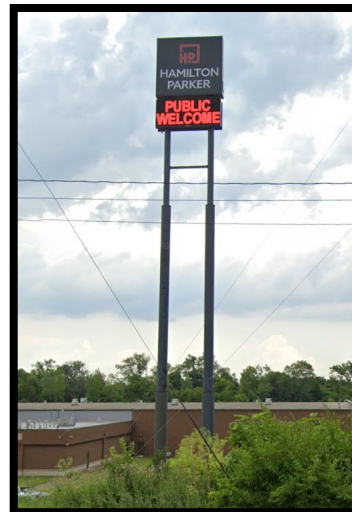
- Size and height
- Setbacks
- Side and rear yards
- Parking requirements
- Considers requests for Special Permits for certain uses spelled out in the Zoning Code.
 - Junk Yard
 - Crematory
 - Medical Marijuana Dispensary
 - Impound Lot
 - Animal Shelter
 - Others
- Considers appeals to violations.



Relief from Zoning Code Requirements

Graphics Commission

- Comparable authority to the BZA, but limited to the Graphics Code.
 - Signs
 - Banners
 - Graphics on windows and walls
 - Graphics plans
 - Others



BZA/GC Variance Process

- Application submittal.
- **Identical application emailed to Area Commission, and posted on the Citizens Access Portal.**
- Staff site visit.
- Staff review (results posted to Citizens Access Portal).
- BZA or Graphics Commission agenda finalized and notices sent.
- Staff Report posted to Citizens Access Portal.
- BZA or Graphics Commission meeting
 - Decision is final for City, but may be appealed to Common Pleas Court.
- (No Development Commission or City Council involvement.)
- Once approved, the variance is reflected on the Zoning Map and results are posted to Citizens Access Portal.

Concurrent with Staff
Review Process:

- **Applicant reaches out to Area Commission**
- **Area Commission Meeting(s) □ recommendation is provided in a reasonable time frame on the requested variances.**

Review Process

City agencies that review all variance applications are:

- Planning Division
- Division of Traffic Management
- Division of Power
- Sewers and Drains
- Recreation and Parks
- Refuse
- Fire
- Police
- Historic / Architectural Review
- Others

*Note, our office *coordinates* the process. It is the input of the various City review agencies that is used to determine the City Department's recommendation.

Area Commission Review and Recommendation

- Review the application sent from the Department of Building and Zoning Services. Direct questions to assigned planner listed on the application.
- Based upon your by-laws, hold a zoning committee or full Area Commission hearing on the zoning district and/or variance(s) requested in the application.
 - These are public meetings which should be open to the applicant and the general public.
 - A record of votes and attendees should be kept
- Area Commissions are encouraged to notify nearby property owners of the application. (Address labels are included in packet sent from Building and Zoning Services.)

Area Commission Review and Recommendation

- Once a recommendation is voted upon by the Area Commission, complete the **Standardized Recommendation form**.
 - Complete all sections to ensure your recommendation is recorded and considered.
- Return the **Standardized Recommendation form** to the assigned planner or Zoning Office by e-mail as early as possible.
- When the zoning public hearing is held on the application, it is best to have a representative from the Area Commission in attendance to answer any questions and make any comments regarding the recommendation.

FOR USE BY: AREA COMMISSION / COMMUNITY GROUP / HISTORIC ARCHITECTURAL REVIEW
(PLEASE PRINT)

Case Number:

Address:

Group Name:

Meeting Date:

Specify Case Type:

- BZA Variance / Special Permit
 Council Variance
 Rezoning
 Graphics Variance / Plan / Special Permit

Recommendation:

(Check only one and list basis
for recommendation below)

- Approval
 Disapproval

NOTES:

Vote:

Signature of Authorized Representative:

SIGNATURE

RECOMMENDING GROUP TITLE

DAYTIME PHONE NUMBER

Please e-mail this form to the assigned planner within 48 hours of your meeting day; or FAX to Zoning at 614-645-2463; or MAIL to: Assigned Planner, City of Columbus, Department of Building & Zoning Services, 111 N. Front St, Columbus, OH 43215.