

**City of Columbus  
Downtown Commission  
Staff Approval List**

**January 28, 2014**

Section 3359.13 of the Columbus City Codes authorizes the Downtown Commission to annually approve a list of actions which are eligible for staff consideration. Staff review serves to reduce project timeline and streamline Commission agendas. Items currently eligible for staff review/approval are as follows:

- Awnings, including graphics
- Change of use that falls within the Downtown Code permitted use category
- Graphics (not incorporating electronic displays or the use of LED lighting):
  - Wall sign, no part of which exceeds 24 feet above grade
  - Window sign, no part of which exceeds 24 feet above grade
  - Projecting signs, no part of which exceeds 15 feet above grade
  - Re-facing of an existing sign
- Lot splits
- Maintenance:
  - Repairs to exterior building elements not resulting in replacement of materials
  - In-kind replacement of exterior building elements, including windows and doors
  - Reroofing
- Minor Building Changes (generally single elements)
- Parking facilities:
  - Bicycle parking facilities
  - Landscaping and screening
  - Payment structures/facilities
  - Price/orientation signage
- Public Art, which has already received approval from the Historic Resources Commission and/or the Columbus Art Commission.
- Right-of-way Improvements:
  - Sidewalk dining
  - Right-of-way vacation requests
  - Sign encroachments
- Temporary Installations:
  - Banners
  - Tents
  - Trailers, food trucks and similar non-permanent mobile operations
- Site improvements
  - Landscaping
  - Mechanical systems placed on a roof or at the rear of a building
  - Recycling and trash containers and enclosures
  - Lighting not to exceed 24 feet above grade
  - Utility and flag poles
  - Small cell communication antenna/devices
  - Fencing, railings and fire escapes
  - ATM machines
- Zoning clearance

Staff consideration takes the place of commission action. In reviewing applications, staff will base decisions on the same criteria used by the Commission and outlined in CC 3359.05. Either staff or the applicant may request that an application, otherwise eligible for staff review, be referred to the commission. Staff denials may be appealed to the Commission provided the appeal is filed within 30 days of the denial. Items on this list are intended to be considered as discrete work rather than part of larger projects, which require commission consideration. Applicants are responsible for accurately describing intended work to ensure its eligibility for staff review. The staff will present a report to the Commission on a regular basis listing the COAs issued by staff. The Commission will review and accept the report into the record, by vote of its members.

Adopted by the Downtown Commission on January 28, 2014

  
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Commission Chairperson

Feb. 20, 2014  
Date

  
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Commission Staff

FEB. 20, 2014  
Date