City of Columbus Rezoning Process

A = Applicant (e.g. owner, buyer, representing attorney)
CC = City Council
CD = City Departments (e.g. Public Service, Recreation & Parks, Public Safety)
CG = Community Groups (e.g. Area Commission, Civic Association, Architectural Review)
DC = Development Commission
P = Public
Z = Zoning Staff
ZC = Zoning Chair of City Council
1. Rezoning Application submitted to Building & Zoning Services by Applicant.

2. Zoning staff notifies Community Group
   - Public may participate in the Community Group’s process. Contact your respective Community Group to learn their individual zoning process

3. Zoning staff visits site, notes condition of site and surroundings, takes pictures, and prepares application for review by City Departments.

Timeframe:
2 weeks
4. City Departments and Zoning staff review application.

5. City Departments and Zoning staff complete review. Comments and issues are listed in letter to Applicant.

6. Applicant responds to review. Submits any necessary revisions to City Departments, Zoning staff, and Community Group.
7) Community Group submits recommendations to Zoning staff.

8) The Development Commission Agenda is posted in the City Bulletin and on the City website by zoning staff. Notices are sent to property owners within 125’ of site two weeks before the Commission meets.

http://www.columbuscitycouncil.org/citybulletins.aspx

Zoning staff prepares the Staff Report, sends the report to the Development Commission and Applicant. The report is posted on the City website:


Communication:

CG → Z

Z → DC

P

Timeframe:

- approximately 8 weeks from task 1
- minimum 2 weeks before DC hearing
- minimum 9 weeks between tasks 1-9
**Tasks**

10. Development Commission Public Hearing. The Public, Zoning Staff, Community Group, City Departments, and Applicant can provide input at this meeting.

11. Zoning staff sends results of the Development Commission meeting to the applicant with any additional requirements for ordinance preparation.

12. Applicant submits additional items needed for ordinance preparation.

**Communication**

- Z (Zoning Staff)
- DC (Development Commission)
- P (Public)
- CG (Community Group)
- A (Applicant)
- CD (City Departments)

**Timeframe**

- **minimum 9 weeks between tasks 1-9**
- 2 business days after DC hearing
- 1 week or more
<table>
<thead>
<tr>
<th>Tasks</th>
<th>Communication</th>
<th>Timeframe</th>
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</thead>
<tbody>
<tr>
<td>13</td>
<td>Z → CC</td>
<td>approximately 6 weeks</td>
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<tr>
<td></td>
<td>Zoning staff prepares and submits ordinance to the Legistar system.</td>
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<tr>
<td>14</td>
<td>Z ↔ ZC</td>
<td>2 weeks before City Council meeting</td>
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<tr>
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<td>The Monday 2 weeks before City Council meeting: The Zoning Chair receives a Matter Summary of proposed rezoning items. Zoning Chair approves and creates the zoning agenda.</td>
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<tr>
<td>15</td>
<td>CC</td>
<td>10 days before City Council meeting</td>
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<td>Proposed rezonings are published in the City Bulletin by City Council 10 days before being heard at the City Council meeting.</td>
<td><a href="http://www.columbuscitycouncil.org/citybulletins.aspx">http://www.columbuscitycouncil.org/citybulletins.aspx</a></td>
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Tasks

16
City Council mails notices to property owners within 125’ of the proposed rezoning 10 days before City Council meeting.

Communication

CC → P

17
12p.m. Friday before City Council meeting: Deadline for submission of any needed amendments for proposed rezonings.

Timeframe

10 days before City Council meeting

18
Zoning meeting is held at 6:30p.m. on Monday. City Council votes on proposed rezonings. Applicant, Zoning staff, City Department, Community Group, and Public may provide input at this meeting by submitting Speaker Slips.

Monday 6:30pm Zoning Meeting
Approved rezonings are reflected on the official zoning map of the City of Columbus.

- [http://gis.columbus.gov/oss/]