Staff Approval List

A. Section 3323.13 of the Columbus City Codes authorizes certain specified development projects to be reviewed and approved by city staff for issuance of a Certificate of Approval in place of the Review Board. Projects subject to staff review in place of the Review Board are as follows:
   1. Replacement of existing graphics, such as sign faces, without enlarging or changing the graphic.
   2. The replacement of exterior elements to existing non-residential structures, including but not limited to siding and windows, provided that the building elevations are not altered to accommodate the replacement elements nor that the gross floor area of the structure is not increased.
   3. Changes of use that do not alter existing buildings or structures, or require changes to parking or other site components. All other changes of use are to be considered by the Review Board.

B. Section 3323.13 of the Columbus City Codes authorizes the Review Board to annually approve a list of actions which are eligible for staff consideration. Staff review serves to reduce project timelines and streamline Review Board agendas. Items proposed for staff review/approval are as follows:
   1. Awnings, not including awnings with graphics
   2. Parking facilities:
      a. Minor landscaping improvements
      b. Payment structures/facilities
      c. Price/orientation signage
   3. Temporary Installations:
      a. Banners
      b. Grand opening display, not to exceed time or graphic area permitted by C.C. 3375.20
      c. Going out of business display, not to exceed time or graphic area permitted by C.C. 3375.21
      d. Tents
   4. Site Improvements:
      a. Minor landscaping improvements
      b. Mechanical systems placed on a roof or at the rear of a building
      c. Recycling and trash containers and enclosures
      d. Lighting, excluding illuminated graphics (less than 24 feet above grade)
      e. Utility and Flag poles
      f. Small cell communication antenna/devices
      g. ATM machines
   5. Right-of-way Improvements:
      a. Outdoor dining
      b. Temporary encroachments
      c. Bicycle parking facilities
   6. Safety Violations:
      a. Handrails
      b. Steps and walkways
      c. Repair when waiting presents a hazard or would be impractical
   7. Zoning Clearance:
      a. Grading, excavating or filling of land

Staff consideration takes the place of board action. In reviewing applications, staff will base decisions on the same criteria used by the East Franklinton Review Board (EFRB) and outlined in CC 3323.09. Either staff or the applicant may request that an application, otherwise eligible for staff review, be referred to the EFRB. Staff denials may be appealed to the Board 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 board consideration. Applicants are responsible for accurately describing intended work to ensure its eligibility for staff review. The staff will present a report to the EFRB on a regular basis listing the COAs issued by staff. The Board will review and accept the report into the record, by vote of its members.

Adopted by the East Franklinton Review Board on February 17, 2015:

EFRB Chairperson	4 MARCH 2015 Date
EFRB Staff	6 March 2015 Date