

University Area Commission – Zoning Committee

REVISED 2017 ZONING SCHEDULE & GUIDELINES

MEETING DATE	APPLICATION DEADLINE	UAC MEETING
January 3, 2017	December 27, 2016	January 18, 2017
February 6, 2017	January 30, 2017	February 15, 2017
March 6, 2017	February 27, 2017	March 15, 2017
April 3, 2017	March 27, 2017	April 19, 2017
May 1, 2017	April 24, 2017	May 17, 2017
June 5, 2017	May 30, 2017	June 21, 2017
July 10, 2017	June 26, 2017	July 19, 2017
August 7, 2017	July 31, 2017	August 16, 2017
September 5, 2016 (Tues. <i>after</i> Labor Day)	August 28, 2017	September, 20, 2017
October 2, 2017	September 25, 2017	October 18, 2017
November 6, 2017	October 30, 2017	November 15, 2017
December 4, 2017	November 27, 2017	December 20, 2017

Application deadlines are one week prior to the Zoning Meeting. The Zoning Committee meets the first Monday of each month, *except when a holiday falls on the 1st Monday*. Before you submit:

- Contact Zoning Chair – Susan Keeny, (937) 479-0201, slmkeeney@hotmail.com
- Contact City of Columbus Zoning staff - Office: (614) 645-7433; Weekdays: 9:00AM to 4:00PM
- Contact the University Area Review Board (UARB) to determine if your project requires a Certificate of Appropriateness. Contact: Dan Ferdelman @ (614) 645-6096; email: dbferdelman@columbus.gov.
- Work with zoning clearance & city staff to determine all variances needed.
- Fill out application submit copy of Zoning Variance Application to Zoning Chair (<http://columbus.gov/Templates/Detail.aspx?id=67581>)
- *Along with the application* please include:
 - Site plan showing both existing property/building and proposed project.
 - Plans, building elevations, renderings & photos that best explain the scope of work
 - Clear Statement of Hardship explaining why variances are being requested
 - For Council Variances, please be able to explain why changes of use or changes to a CPD text are needed
 - For Graphic Variances, please provide new signage plans/designs/ photos/renderings to explain variances being requested.

The first step in the variance process is to schedule a meeting with the Zoning Committee. Every case that appears before the Zoning Committee is also presented before the full body of the University Area Commission (UAC), which is a recommending body to the City of Columbus. The UAC meets the *third Wednesday* of each month and votes on the requested variances. This vote is communicated to the City (Board of Zoning Adjustment, City Council, and Graphics Commission) which has the final determination on all requests for variance. At least seven (7) days prior to the zoning meeting submit application & materials, either electronically or as hard copies, to Susan Keeny, Zoning Chair. In addition to emailed copies, applicant is responsible for providing hard copies of presentation materials at all meetings. Contact zoning chair with further questions.

Zoning Committee meets In the Pride Center, 248 E. 11th Avenue @ 6:30 PM. University Area Commission meetings are held at the Northwood High Building, 2231 North High Street @ 6:30 PM.