

2026 Commission Members

John Evans (2026)
Timothy Kaskewsky (2027)
Mark Hollern (2028)
Jamie Gentry, Chairman (2026)
Tim Hawk (2028)
Rebekah Weiss (Council Rep. Ex Officio)
Greta Kearns (Mayor Ex Officio)

CITY OF GRANDVIEW HEIGHTS
DEPARTMENT OF BUILDING AND ZONING
1260 MCKINLEY AVENUE
COLUMBUS, OH 43222
(614) 481-6220

APPLICATION FOR PLANNING COMMISSION AGENDA

PLEASE SUBMIT 10 HARD COPIES OF SUBMITTAL, PLUS ONE ELECTRONIC
COPY TO building@grandviewheights.gov

Planning Commission Case No. _____ Meeting Date: _____

Applicant: _____

Address: _____

Telephone No. _____ Work/Cell No. _____

Owner of Subject Property: _____

Address of Subject Property: _____

Parcel Number of Subject Property: _____

Zoning District: Circle One RS-1 RS-2 RD RA RPU C-1 C-2 C-3 M-1
GCMXD Other: _____

Type of Request: ☐ Major Site Plan Review ☐ Variance ☐ Conditional Use
☐ Lot Split/Lot Consolidation ☐ Rezoning ☐ Other
☐ Lot Adjustment ☐ Short Term Rental

Applicant's Signature: _____ Date: _____

Received by: _____ Date: _____

PERMISSION TO APPLY FOR PERMIT IS HEREBY GRANTED TO:

Name: _____ Phone: _____

Address: _____

Type of Request: _____

Address of Subject Property: _____

Comments: _____

Date Approved: _____ By: _____

**The City of Grandview Heights will NEVER ask you to
wire funds for permits.**

Planning Commission Chairman



LETTER OF AGENCY

To Whom It May Concern:

Please be advised that (person or entity filing the application)

_____ has my permission to represent my interests
with regard to the application for my property at (location of subject property)

_____.

Further, (person or entity filing the application)

_____ has my permission to act on my
behalf at the City of Grandview Heights' Planning Commission meeting on (meeting date)

_____ regarding a (nature of request)

_____ for my property.

Signed: _____ Date: _____

(Print Name)

City of Grandview Heights 2026 Planning Commission Schedule & Submission Matrix

Applicant & City Action Required	Applicant Action Required	City Action Required	Applicant Action Required	City Action Required	
Pre-application Meeting with City Staff *	Application Deadline * By 4pm	Agenda Published on City Web-Site	Mail Notices	Packets to PC, City Staff	Meeting Date 7:00pm
December 23, 2025	December 30, 2025	January 6, 2026	January 6, 2026	January 14, 2026	January 21, 2026
January 20, 2026	January 27, 2026	February 3, 2026	February 3, 2026	February 11, 2026	February 18, 2026
February 17, 2026	February 24, 2026	March 3, 2026	March 3, 2026	March 11, 2026	March 18, 2026
March 17, 2026	March 24, 2026	March 31, 2026	March 31, 2026	April 8, 2026	April 15, 2026
April 21, 2026	April 28, 2026	May 5, 2026	May 5, 2026	May 13, 2026	May 20, 2026
May 19, 2026	May 26, 2026	June 2, 2026	June 2, 2026	June 10, 2026	June 17, 2026
June 16, 2026	June 23, 2026	June 30, 2026	June 30, 2026	July 8, 2026	July 15, 2026
July 21, 2026	July 28, 2026	August 4, 2026	August 4, 2026	August 12, 2026	August 19, 2026
August 18, 2026	August 25, 2026	September 1, 2026	September 1, 2026	September 9, 2026	September 16, 2026
September 22, 2026	September 29, 2026	October 6, 2026	October 6, 2026	October 14, 2026	October 21, 2026
October 20, 2026	October 27, 2026	November 3, 2026	November 3, 2026	November 11, 2026	November 18, 2026
November 17, 2026	November 24, 2026	December 1, 2026	December 1, 2026	December 9, 2026	December 16, 2026

Minimum notice is 15 days to property owners. The applicant is required to use Lot Owner Notice Diagram (Page 7 of application) and notify surrounding properties prior to the meeting of the Planning Commission.

*Applicants shall meet with staff one week prior to any application submittal. At application deadline if the application is deemed inadequate applicant will be notified and moved to the next month's meeting.

Planning Commission typically meets the third Wednesday (non-holiday) of each month at 7:00pm at 1525 W Goodale Boulevard, Unless otherwise published.

Applicants must be in attendance at the meeting of the Planning Commission.

Please contact Megan Lonergan at 614-481-6220 with questions about applications.

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SUBMITTAL REQUIREMENTS FOR PLANNING COMMISSION AGENDA

1. Written Application. To be placed on the agenda of the next scheduled meeting of the Planning Commission, ten (10) of a provided application and required documentation shall be filed with the Director of Building and Zoning not less than twenty-one (21) days prior to the date of said meeting.
2. A survey showing boundary information, existing and proposed development, existing and proposed easements, rights-of-way and utilities, including storm water drainage.
3. The Site Plan shall indicate buildings, service areas, parking, signage, fencing, landscaping and all required setbacks.
4. All parking and loading areas shall be shown, including typical dimensions of parking stalls, aisles and loading spaces.
5. All major circulation routes, including arterials, adjacent curb cuts, collector and local streets, driveway and curb cuts, and including major aisle ways and service routes shall be indicated. Major pedestrian circulation routes shall also be indicated, including dimensions of path and pedestrian crossings, etc., plus any attempts at separating vehicular and pedestrian/recreation movement.
6. Handling of all waste and refuse materials shall be indicated.
7. Proposed landscaping shall be shown.
8. All signage and graphics may be required to be shown, per Chapter 1167, Signs.
9. All exterior lighting shall be shown, including parking lot, pedestrian and building accent lighting. Lighting intensity and installation height shall be indicated.
10. Exterior building design and surface treatments shall be indicated, including building material and color. Material and color samples may be requested.
11. Number of employees on most active shift shall be provided.
12. Description of property and intended use. The submittal shall include the following:
 - a. Legal description of the property
 - b. Proposed use of the property
 - c. Statement of the necessity or desirability of the proposed use to the neighborhood or community
 - d. Statement of the relationship of the proposed use to adjacent property and land use
 - e. Such other information regarding the property, proposed use or surrounding area as may be required by the Planning Commission

13. An applicant requesting any action by the Planning Commission shall submit to the Director of Building and Zoning ten (10) copies of the application, required documentation for the type of action requested, the prescribed fee and any other information as determined appropriate by the Planning Commission, not less than twenty-one (21) days prior to the next regularly scheduled meeting of the Planning Commission. The application and required documentation shall be reviewed by administrative staff and forwarded to the Planning Commission by the Director of Building and Zoning not less than seven (7) days prior to the date of its next scheduled meeting.

Failure by the applicant to provide complete information to the Director of Building and Zoning by the prescribed submittal deadline, may, at the Planning Commission's or the Director of Building and Zoning's discretion, result in removal from the agenda or tabling of the request.

FILING FEES

All applications for the Planning Commission agenda shall be accompanied by the appropriate fee. The fee schedule is as follows:

1.	Single Family	\$25.00
2.	Two Family to less than 25 dwelling units	\$50.00
3.	All others with 25 or more dwelling units	\$100.00
4.	All non-residential applications	\$100.00

**CITY OF GRANDVIEW HEIGHTS
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1260 MCKINLEY AVENUE
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NOTICE TO PARTIES OF INTEREST

1. Upon the filing of the application or notice of appeal the Secretary shall give notice thereof by one publication in a newspaper of general circulation in the city at least seven (7) days before the date of the hearing and shall also give ten (10) days notice of the hearing to the parties of interest. Publication of the Commission's agenda in the Tri-Village News, either as a paid advertisement or as a news item, shall constitute the required notice as to each item appearing on such agenda.
2. In addition to the publication required in Section 1 above, notice of the filing of an application for any action by the Planning Commission shall be given to the owners of all lots in front of and behind the applicant's lot; extending laterally a minimum of two lots in both directions, as generally indicated by the diagram, irrespective of streets or alleys.
3. The notice form required by this section shall be sent by certified mail - return receipt requested by the applicant at his own expense and such receipt or receipts shall be filed with the Secretary as proof of notice.
4. A written acknowledgement of the receipt of notice form, or consent to the relief sought, signed by any of such owners shall take the place of the prescribed notice of such owners.
5. The Commission may by affirmative vote of four (4) members dispense with the requirements of publications and notice in cases of minor variances, which, in the opinion of the concurring four members of the Commission, will have no adverse effect upon neighboring properties.

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NOTICE

Date: _____

To: _____

Please be advised that

(Name)

has applied to the City of Grandview Heights Planning Commission for a

(Type of Request, i.e. Site Plan Review, Variance, Lot Split, Conditional Use, etc.)

for the property located

at _____

in the City of Grandview Heights, Ohio to allow (state request sought) _____

The Grandview Heights Planning Commission will hear this application at 7:00 p.m. in City Council Chambers, 1525 W Goodale Boulevard, on

_____ (Month) _____ (Day) _____ (Year)

Your acceptance of this notice does not indicate in any way your acceptance or opposition to the request of the applicant. You are welcome to express your desires at the Planning Commission meeting as scheduled above.

(Signature of party filing the application)

Notice to adjacent property owners of the subject application:

There will be a City of Grandview Heights Planning Commission meeting on January 21, 2026, at 7:00p.m. The meeting will be held at City Council Chambers, 1525 W Goodale Blvd. With in-person meetings, the public is able to provide comments at the meeting. To provide input, you may submit comments via online form at: <https://bit.ly/3tAZXx0> with "public comment" in the subject of comments line. The commenter's name, address, and subject of comments will be read into the public record and the full comments attached to the meeting notes.

Notice to adjacent property owners of the subject application:

There will be a City of Grandview Heights Planning Commission meeting on February 18, 2026 at 7:00p.m. The meeting will be held at City Council Chambers, 1525 W Goodale Blvd. With in-person meetings, the public is able to provide comments at the meeting. To provide input, you may submit comments via online form at: <https://bit.ly/3tAZXx0> with "public comment" in the subject of comments line. The commenter's name, address, and subject of comments will be read into the public record and the full comments attached to the meeting notes.

Notice to adjacent property owners of the subject application:

There will be a City of Grandview Heights Planning Commission meeting on March 18, 2026, at 7:00p.m. The meeting will be held at City Council Chambers, 1525 W Goodale Blvd. With in-person meetings, the public is able to provide comments at the meeting. To provide input, you may submit comments via online form at: <https://bit.ly/3tAZXx0> with “public comment” in the subject of comments line. The commenter’s name, address, and subject of comments will be read into the public record and the full comments attached to the meeting notes.

Notice to adjacent property owners of the subject application:

There will be a City of Grandview Heights Planning Commission meeting on April 15, 2026, at 7:00p.m. The meeting will be held at City Council Chambers, 1525 W Goodale Blvd. With in-person meetings, the public is able to provide comments at the meeting. To provide input, you may submit comments via online form at: <https://bit.ly/3tAZXx0> with "public comment" in the subject of comments line. The commenter's name, address, and subject of comments will be read into the public record and the full comments attached to the meeting notes.

Notice to adjacent property owners of the subject application:

There will be a City of Grandview Heights Planning Commission meeting on May 20, 2026, at 7:00p.m. The meeting will be held at City Council Chambers, 1525 W Goodale Blvd. With in-person meetings, the public is able to provide comments at the meeting. To provide input, you may submit comments via online form at: <https://bit.ly/3tAZXx0> with “public comment” in the subject of comments line. The commenter’s name, address, and subject of comments will be read into the public record and the full comments attached to the meeting notes.

Notice to adjacent property owners of the subject application:

There will be a City of Grandview Heights Planning Commission meeting on June 17, 2026, at 7:00p.m. The meeting will be held at City Council Chambers, 1525 W Goodale Blvd. With in-person meetings, the public is able to provide comments at the meeting. To provide input, you may submit comments via online form at: <https://bit.ly/3tAZXx0> with “public comment” in the subject of comments line. The commenter’s name, address, and subject of comments will be read into the public record and the full comments attached to the meeting notes.

Notice to adjacent property owners of the subject application:

There will be a City of Grandview Heights Planning Commission meeting on July 15, 2026, at 7:00p.m. The meeting will be held at City Council Chambers, 1525 W Goodale Blvd. With in-person meetings, the public is able to provide comments at the meeting. To provide input, you may submit comments via online form at: <https://bit.ly/3tAZXx0> with “public comment” in the subject of comments line. The commenter’s name, address, and subject of comments will be read into the public record and the full comments attached to the meeting notes.

Notice to adjacent property owners of the subject application:

There will be a City of Grandview Heights Planning Commission meeting on August 19, 2026, at 7:00p.m. The meeting will be held at City Council Chambers, 1525 W Goodale Blvd. With in-person meetings, the public is able to provide comments at the meeting. To provide input, you may submit comments via online form at: <https://bit.ly/3tAZXx0> with “public comment” in the subject of comments line. The commenter’s name, address, and subject of comments will be read into the public record and the full comments attached to the meeting notes.

Notice to adjacent property owners of the subject application:

There will be a City of Grandview Heights Planning Commission meeting on September 16, 2026, at 7:00p.m. The meeting will be held at City Council Chambers, 1525 W Goodale Blvd. With in-person meetings, the public is able to provide comments at the meeting. To provide input, you may submit comments via online form at: <https://bit.ly/3tAZXx0> with "public comment" in the subject of comments line. The commenter's name, address, and subject of comments will be read into the public record and the full comments attached to the meeting notes.

Notice to adjacent property owners of the subject application:

There will be a City of Grandview Heights Planning Commission meeting on October 21, 2026, at 7:00p.m. The meeting will be held at City Council Chambers, 1525 W Goodale Blvd. With in-person meetings, the public is able to provide comments at the meeting. To provide input, you may submit comments via online form at: <https://bit.ly/3tAZXx0> with “public comment” in the subject of comments line. The commenter’s name, address, and subject of comments will be read into the public record and the full comments attached to the meeting notes.

Notice to adjacent property owners of the subject application:

There will be a City of Grandview Heights Planning Commission meeting on November 18, 2026, at 7:00p.m. The meeting will be held at City Council Chambers, 1525 W Goodale Blvd. With in-person meetings, the public is able to provide comments at the meeting. To provide input, you may submit comments via online form at: <https://bit.ly/3tAZXx0> with "public comment" in the subject of comments line. The commenter's name, address, and subject of comments will be read into the public record and the full comments attached to the meeting notes.

Notice to adjacent property owners of the subject application:

There will be a City of Grandview Heights Planning Commission meeting on December 16, 2026, at 7:00p.m. The meeting will be held at City Council Chambers, 1525 W Goodale Blvd. With in-person meetings, the public is able to provide comments at the meeting. To provide input, you may submit comments via online form at: <https://bit.ly/3tAZXx0> with "public comment" in the subject of comments line. The commenter's name, address, and subject of comments will be read into the public record and the full comments attached to the meeting notes.

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1260 MCKINLEY AVENUE
COLUMBUS, OH 43222
(614) 481-6220**

The following property owners shall be notified of the variance requested by:
_____for the property located at:

_____,
Columbus, Ohio 43212.

ADDRESS	NAME	DATE NOTIFIED	HOW NOTIFIED (In person or certified mail)	SIGNATURE REQUIRED (Adjacent property owner signature is required for in person notifications(s))

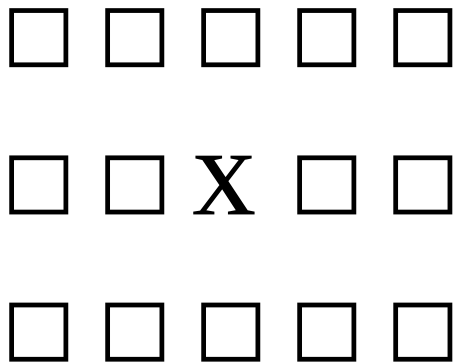
NOTE: This form must be completed and returned to the Director of Building and Zoning at the time the Planning Commission hears the application.

The following property owners shall be notified of the variance requested by:
 _____ for the property located at:
 _____,
 Columbus, Ohio 43212.

ADDRESS	NAME	DATE NOTIFIED	HOW NOTIFIED (In person or certified mail)	SIGNATURE REQUIRED (Adjacent property owner signature is required for in person notifications(s))

NOTE: This form must be completed and returned to the Director of Building and Zoning at the time the Planning Commission hears the application.

LOT OWNER NOTICE DIAGRAM
[As per Section 6(b)]



X IS THE LOT FOR WHICH THE REQUEST IS BEING MADE.

RULES, PROCEDURES AND DUTIES OF THE GRANDVIEW HEIGHTS
CITY PLANNING COMMISSION

CITATION CODE

C = City Charter

RC = Ohio Revised Code

GHCO = Grandview Heights Codified
Ordinances

A. CREATION OF CITY PLANNING COMMISSION

The City Planning Commission ("CPC") consists of seven members: five electors of the City, with the Mayor and a Council representative acting as non-voting ex officio members. The Council President shall designate the member of Council to serve, at his/her pleasure, during such member's term on Council. The Mayor shall appoint the electors of the City with the concurrence of Council. No compensation shall be paid for service on the CPC (C 32).

The Charter grants Council the authority to prescribe the duties, powers and limitations of the CPC (C 33). Council has never used this authority since the original Charter was passed in 1931. Since Council has been silent, the CPC is governed by State law (C 33).

B. MEETINGS

1. Location. Meetings of the CPC shall be held at the Municipal Building or at such other place within the City as may, from time to time, be designated by the Chair of the CPC.

2. Quorum Required. A quorum of three (3) CPC members must be present for any meeting to proceed.

3. Regular Meetings. The CPC shall hold its regular meeting on the third Wednesday of each month, provided that an agenda item has been filed with the CPC, through the Director of Building and Zoning, not less than 15 days before such regular meeting date. Meetings shall begin at 7:00 p.m. unless otherwise designated by the Chair of the CPC.

4. Special Meetings. Special meetings of the CPC may be called and scheduled by the Chair of the CPC or by the Mayor upon 24 hours notice given to CPC members or by an affirmative vote of a majority of the members present at any lawfully convened meeting of the CPC, taken at least 24 hours in advance of such subsequent meeting.

5. Notice of Meetings

a. Regular Meetings. The Director of Building and Zoning shall post in a conspicuous place in the Municipal Building the agenda for the regular meeting of the CPC at least five days prior to the starting time of such meeting. The Director of Building and Zoning shall also notify every news media that has filed with the Clerk of Council for Council information of the regular meeting agenda at least five days prior to the starting time of such meeting.

b. Special Meetings. Notice of any special meeting shall be given in the same manner as notice for regular meetings as soon as it is reasonably possible.

6. Open Meetings

All meetings of the CPC shall be open to the public, except executive sessions of the CPC which may be held pursuant to State law.

C. OFFICERS OF THE CPC

1. Chair and Vice-Chair. At its first regular meeting of each calendar year, the CPC shall elect a Chair to preside over meetings and exercise all powers and duties of such office pursuant to these rules. A Vice-Chair shall also be elected and shall preside in the absence of the Chair and exercise and discharge the powers and duties of the Chair.

2. Secretary. The City Administration will designate a Secretary to the CPC to record and prepare minutes of regular and special meetings.

D. VOTING

1. A simple majority vote of the five voting members shall carry any action by the CPC. All voting on substantive matters shall be by oral roll call by the Chair. Voting on procedural matters may be by viva voice vote (e.g. "all in favor signify by saying aye, those opposed, like sign"). If not unanimous, voting shall then be by oral roll call by the Chair.

E. ZONING POWER

The CPC certified to Council in 1963 a plan for zoning in the City pursuant to guidelines established by State law (RC 713.06). Council passed Ordinance 8-63 on April 1, 1963 adopting such plan. Council has amended this zoning plan many times since then.

Such plan provides for the districting or zoning of the City according to the uses of buildings and other structures and of premises. Council, in the interest of the promotion of the public health, safety, convenience, comfort, prosperity and general welfare, has regulated and restricted the location of buildings and other structures and of premises to be used for trade, industry, residence or other specified uses, and for such purposes has divided the City into districts of such number, shape and area as are best suited to carry out these interests (RC 713.07).

These regulations may do any of the following:

A. Designate the kinds or classes of trades, industries, residences or other purposes for which buildings or other structures or premises may be permitted to be erected, altered or used subject to special regulations (RC 713.07).

B. Restrict the height of buildings and structures (RC 713.08).

C. Restrict the bulk and location of buildings and structures, percentage of lot occupancy and set back building lines (RC 713.09).

Pursuant to State law, Council may amend or change the number, shape, area, or regulations of or within any zoning district, but no such amendment or change shall become effective unless the ordinance proposing it is first submitted to the CPC for approval, disapproval or suggestions and the CPC is allowed a reasonable time, not less than thirty (30) days, for consideration and report. If the report of the CPC does not recommend such ordinance for passage, the ordinance shall not take effect unless passed by not less than three fourths of the members of Council (six votes). If the report of the CPC recommends passage of such ordinance, the ordinance shall take effect if passed by at least a majority of the members serving on Council (four votes) (RC 713.10). If no

report is received from the CPC within 60 days, it may be assumed that the CPC has approved the amendment.

Council must hold a public hearing on such ordinance before its final vote. Council must give at least thirty (30) days notice of the time and place thereof in a newspaper of general circulation in the City (Tri-Village News or Grandview This Week) if the proposed ordinance affects more than ten (10) parcels as listed on the tax duplicate (RC 713.12).

If the proposed ordinance affects ten (10) or fewer parcels as listed on the tax duplicate, written notice of the hearing shall be mailed by the Clerk of Council, by first class mail, at least twenty (20) days before the date of the public hearing to the owners of property within and contiguous to and directly across the street from such parcel or parcels, to the addresses of such owners appearing on the county auditor's current tax list or the treasurer's mailing list.

During such thirty (30) days, the text or copy of the text of such ordinance, measure or regulation, together with the maps or plans, or copies thereof, forming part of or referred to in such ordinance, measure or regulation and the maps, plans and reports submitted by the CPC shall be on file, for public examination, in the office of the Clerk of Council or in such other office as designated by Council (RC 713.12).

F. CPC MAY REQUEST CHANGE IN ZONING MAP FOR LOCATION OF BUILDINGS AND STRUCTURES.

The CPC may at any time request Council to change the zoning map (for location of buildings and structures) by forwarding the minutes of any discussions held on the proposed zoning map change, along with a formal written request for the change (with a summary of the reasons) signed by the Chair. Such information shall be delivered to Council within 15 days of the CPC's decision to recommend a change in the zoning map.

Due to State law requirements, any ordinance proposed as a result of the CPC's request for a zoning map change must be submitted back to the CPC for their review. The CPC is allowed a reasonable time, not less than thirty (30) days, for consideration and report.

G. COMPREHENSIVE PLAN AND AUTHORITY OVER PUBLIC PROPERTY

The CPC adopted a Comprehensive Plan of the City on July 28, 1971 pursuant to guidelines established by State law (RC 713.02). The Plan includes the CPC's recommendations for the general location, character and extent of streets, alleys, ways, viaducts, bridges, waterways, waterfronts, subways, boulevards, parkways, parks, playgrounds, aviation fields and other public grounds, ways, and open spaces; the general location of public buildings and other public property; the general location and extent of public utilities and terminals, whether publicly or privately owned or operated, for water, light, sanitation, transportation, communication, power and other purposes; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of such public ways, grounds, open spaces, buildings, property, utilities or terminals. This plan is located in the office of the Director of Administration. The CPC has the authority to make changes in the Plan when it deems it is advisable (RC 713.02).

With a view to the systematic planning of the City, the CPC may make recommendations to public officials concerning the general location, character and extent of any such public ways, grounds, open spaces, buildings, property, utilities or terminals (RC 713.02).

Because the CPC has adopted such a plan, no public project shall be constructed or authorized to be constructed in the City unless the location, character and extent thereof is approved by the CPC. In case of disapproval, the CPC shall communicate its reasons therefore to Council and the Mayor. Council, by a vote of not less than two-thirds of its members (five votes) and the Mayor,

together may overrule such disapproval. If such public project is one which does not fall within the province of the City, the submission to the CPC shall be by the state, school, county, district, or township official, board, commission or body having such jurisdiction, and the CPC's disapproval may be overruled by such official, board, commission or body by a vote of not less than two-thirds of its membership. The narrowing, ornamentation, vacation or change in the use of streets and other public ways, grounds and places shall be subject to similar approval, and disapproval may be similarly overruled (RC 713.02).

H. ACCEPTANCE OF FUNDS, GRANTS AND SERVICES

The CPC may accept, receive and expend funds, grants and services from the federal government, state or political subdivision of this state, or from civic sources, and contract with respect thereto, and provide such information and reports as may be necessary to secure such financial aid (RC 713.02).

I. NEW SUBDIVISIONS

In seeking to subdivide any tract or parcel of land within the City, the owner or his authorized agent shall prepare and submit to the CPC a preliminary subdivision plan. No plat of a subdivision of land shall be recorded until it has been approved by the CPC and such approval endorsed in writing on the plat. The approval of the CPC, or the refusal to approve, shall be endorsed on the plat within 30 days after the submission of the plat for approval or within such further time as the applying party may agree to. Otherwise, such plat is deemed approved, and the certificate of the CPC as to the date of the submission of the plat for approval and the failure to take action thereon within such time, shall be issued on demand and shall be sufficient in lieu of the written endorsement. The CPC shall not require a person submitting a plat to alter the plat or any part of it as a condition for approval, as long as the plat is in accordance with the general rules governing plats and subdivisions of land in effect at the time the plat was submitted. The ground for refusal or approval of any plat submitted, including citation of or reference to the rule violated by the plat, shall be stated upon the record of the CPC.

If the CPC disapproves the plat, it shall transmit its reasons therefore to Council, which may then approve the plat only by a five-sevenths vote of its membership (GHCO 1111.04).

Within 60 days of Council's refusal, the person submitting any plat which the CPC and Council refuse to approve may file a petition in the Franklin County Common Pleas Court in which he shall be named plaintiff (RC 711.09).

The CPC may not adopt any rules requiring actual construction of streets or other improvements or facilities or assurance of such construction as a condition precedent to approval of a plat of a subdivision unless such requirements have first been adopted by Council after a public hearing (RC 711.09).

The final plat in ink on Mylar material and six black line or blue line prints thereof, together with copies of deed restrictions and two copies of certified plans showing the improvements that are to be constructed within the subdivision and a bond assuring construction of such improvements in accordance with plans previously approved, shall be submitted to the CPC (GHCO 1111.01).

The CPC may permit a variation in the scale or size of the final plat (GHCO 1111.02).

Council may amend the subdivision regulations but must first submit such amendments to the CPC for study and a report (GHCO 1119.01).

J. GRANTING A VARIANCE

The powers of the CPC are:

1. To vary the yard and fence regulations in commercial and industrial zoning districts where there is an unusual or an exceptional physical condition of the lot, which condition when related to the yard or fence regulations of the Zoning Ordinance would prevent reasonable or sensible arrangement of buildings or fencing on the lot. No such variance shall be granted unless the CPC does the following:

a. Adopts a formal written finding that the application of the provisions of the Zoning Ordinance to the land, building or structure would result in a “practical difficulty” that would deprive the owner of the reasonable use of the land, building or structure, stating therein the facts upon which such finding is based. When deciding whether a “practical difficulty” exists the CPC must consider the size of the deviation that is sought and weigh its probable effect on the neighborhood against the harm which will be suffered by the applicant if the variance is refused. A “practical difficulty” does not exist when it is self-inflicted.

b. Adopts a formal written finding that the granting of the variance will be in harmony with the general purposes and intent of the Zoning Ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare (GHCO 1157.06(b)).

2. To vary the parking regulations in commercial and industrial districts where an applicant demonstrates conclusively that the specific use of a building would make unnecessary the parking spaces required by the Zoning Ordinance, but providing that such reductions not be more than fifty percent (50%) of the usual requirement (GHCO 1157.06(b)).

Procedure for a Variance Request

Upon denial of a building permit by the Director of Building and Zoning, the applicant shall file with said Director an application for variance not less than fifteen (15) days prior to the next regularly scheduled meeting of the CPC (GHCO 1157.06(d)(4)(A)).

Review by Administrative Staff – The Director of Building and Zoning shall review the application and submit a report to the CPC before the date of the public hearing and the reasons thereof. Included in this report should be information on the Code sections impacted, other surrounding variances and negative or positive impact if applicable.

Notice of the hearing before the CPC shall be forwarded for publication in one or more newspapers of general circulation within the City at least seven (7) days prior to the date of the hearing. The notice shall include the place, date and time of the hearing and the agenda. Failure of the newspaper to accurately or timely publish a properly submitted notice does not invalidate the granting or denial of a variance.

The applicant is responsible for Notice to Parties of Interest in all variance requests. Requirements for Notice to Parties of Interest are available from the Director of Building and Zoning. Questions as to Notice to Parties of Interest shall be directed to the Director of Building and Zoning.

Actions by the CPC – The CPC shall hold a public hearing and act on an appeal in accordance with the provisions of Section 1139.04 of the Codified Ordinances of the City.

A variance granted by the CPC shall expire automatically two years from the date of approval if, for any reason, construction has not commenced on the improvement for which the variance was granted (GHCO) 1157.06(d)(5)(A)).

Building Permit – A Building Permit may be obtained only for the development in accordance with the approved plot plan.

Any questions as to variance procedures, submittal requirements and procedures shall be directed to the Director of Building and Zoning.

K. VARIANCES AND EXEMPTIONS TO FLOOD PLAIN ORDINANCE

This section is left blank pending future legislation to the flood plain ordinance giving the CPC authority to grant variances to the flood plain ordinance in commercial and industrial districts.

L. DEMOLITION OF COMMERCIAL STRUCTURES

The powers of the CPC are:

To review all requests for demolition permits within C-1, C-2, C-3, M-1 and GCMXD zoning districts consistent with the procedure as defined in Ordinance 1157.05 (DEMOLITION COMMERCIAL STRUCTURES). No demolition permit shall be granted without prior approval of the CPC.

1. Due to the existence of historical structures, the demolition of structures located within C-1 and C-2 zoning districts along Grandview Avenue between First Avenue on the south and the corporation line on the north, as well as along the entire length of First Avenue, shall require the review of the CPC. The CPC shall approve or conditionally approve an application for demolition.

2. The Director of Building and Zoning shall have a maximum of thirty-five (35) days in which to consult with the CPC and approve or conditionally approve an application for a demolition permit (GHCO 1157.05(a)).

M. APPLICATION FOR A MAJOR SITE PLAN REVIEW

An application for a site plan review shall be filed by the applicant, with the authorization of the property owner, on a form provided by the Director of Building and Zoning. Nothing shall prevent the concurrent submittal of an application for a site plan review with the submittal of an application for a zoning map amendment. Approval of a site plan, submitted concurrently with an application for zoning map amendment, may not become effective until the zoning map amendment application has been approved by Council (GHCO1157.06(d)(1)).

N. MAJOR SITE PLAN REVIEW

The powers of the CPC are:

To review all proposed major site plans for development in C-1, C-2, C-3, M-1 and GCMXD zoning districts. This review is to ensure that all development will be consistent with the regulations, standards, design guidelines, exterior appearance and environment of such buildings and structures as set forth within the City's Comprehensive Plan. All documents for major site plan review are to be prepared as defined in Ordinance 1157.06 (SITE PLAN REVIEW) and to

meet the development standards of Ordinance No. 1157.01 – 1157.04 (DEVELOPMENT REQUIREMENTS APPLICABLE TO NON-RESIDENTIAL DISTRICTS), No. 1157.05 (DEMOLITION COMMERCIAL STRUCTURES) if applicable, No. 1157.07 (DEVELOPMENT STANDARDS AND DESIGN GUIDELINES) and 1157.08 (FENCE REGULATIONS). No building permit or zoning certificate shall be issued without prior major site plan approval of the CPC.

The CPC shall review the site plan and other submittal requirements and act upon the request in accordance with Section 1157.06 (4), (5), (6) and (7) of the Codified Ordinances of the City.

O. AUTHORIZATION OF A CONDITIONAL USE

Specifically listed conditional uses are provided within zoning district regulations in recognition that such uses, although often desirable, will more intensely affect the surrounding area in which they are located than the permitted uses of such zoning districts. The intent of this section is to set forth the development standards and criteria to be used by the CPC for locating and developing a conditional use in accordance with the nature of surrounding area, conditions of development and with regard to appropriate plans.

The CPC shall have the authority to review, approve or deny a conditional use in all zoning districts of the City (GHCO 1141.03(e)).

The CPC shall hold a public hearing and act upon the request in accordance with Section 1141.04 of the Codified Ordinances of the City.

A conditional use permit shall become effective upon approval by the CPC. Such conditional use permit shall authorize only one particular use and such permit shall automatically expire if, for any reason, the conditional use shall not begin within two years after the permit is issued, or if such use shall cease for more than six months after the permit is issued. A conditional use permit shall be personal to the applicant and shall not run with the land, and shall expire upon a transfer of ownership or change of tenants.

A building permit may be obtained only for the development in accordance with the approved site plan (GHCO 1141.04(e)).

P. RESIDENTIAL PLANNED UNIT DISTRICT

The CPC shall review the conformity of the proposed development with the standards of the official City plan and recognized principles of civic design, land use planning and landscape architecture. The minimum yard and maximum height requirements of the district in which the development is located shall not apply except the minimum yards shall be provided around the boundaries of the area being developed.

The CPC may impose conditions regarding the layout, circulation and performance of the proposed development. A plat of the development shall be recorded regardless of whether a subdivision is proposed and such plat shall show building lines, common land, streets, easements and other applicable features required by the Subdivision Regulations. The number of dwelling units permitted shall be determined by dividing the net development area by the minimum lot areas per family required by the district or districts in which the area is located.

Net development area shall be determined by subtracting the area set aside for churches, schools or other nonresidential uses from the gross development area and deducting twenty percent (20%) of the remainder for streets, regardless of the amount of land actually required for streets. The area of land set aside for common open space or recreational use shall be included in determining the number of dwelling units permitted.

The CPC may hold one or more public hearings on a final development plan. The recommendation of the CPC shall be forwarded to Council, which shall approve or disapprove the action of the CPC with or without modification and after public hearing (GHCO 1157.05).

1. Any applicant requesting approval of a Residential Planned Unit development as defined herein shall submit to the Director of Building and Zoning eight (8) copies of the application, including the items specified in Sections 1105, 1107, 1109, 1155 and 1157 of the City of Grandview Heights Codified Ordinances, the prescribed fee, and any other information as determined appropriate by the CPC, not less than fifteen (15) days prior to the next regularly scheduled meeting of the CPC. The application and supporting information shall be forwarded to the Planning Commission by the Director of Building and Zoning not less than seven (7) days prior to the date of its next scheduled meeting (GHCO 1157.06(4)(A)).

Q. PLANNED COMMERCIAL DISTRICT

Before land is used or a building erected or used in a Planned Commercial District, a preliminary plan and a final plan shall be approved by the CPC for all contiguous property within this district in any one location. The CPC shall have thirty (30) days to consider and approve or reject a preliminary plan, with or without modifications, although this period may be extended by agreement of the parties concerned. Rejection of a preliminary or final plan by the CPC may be appealed to Council. Upon such appeal, the CPC shall transfer its reasons for disapproval to Council which may then approve the plan only by a five-sevenths vote of its membership. Final plans will be approved when in accordance with approved preliminary plans. From time to time the proponents may make minor changes in the approved final plan so long as such changes have been approved by the Director of Building and Zoning or upon his denial, with the approval of the CPC (GHCO 1157.08).

R. LOT SPLITS AND LOT CONSOLIDATIONS

A proposed division of a parcel of land along an existing public street, not involving the opening, widening or extension of any street or road, and involving no more than five (5) lots after the original tract has been completely subdivided, may be submitted to the CPC under the provisions of section 711.05 or 711.10 of the Revised Code for approval without plat.

If the CPC, acting through a properly designated representative thereof, is satisfied that such proposed division is not contrary to applicable platting, subdividing or zoning regulations it shall within seven (7) working days after submission approve such proposed division and, on presentation of a conveyance of said parcel, shall stamp the same "Approved by the Grandview Heights City Planning Commission; no plat required" and have it signed by its clerk, secretary or other official as may be designated by it. Such planning authority may require the submission of a sketch and such other information as is pertinent to its determination hereunder.

The CPC shall have the authority to review, approve or deny lot splits and lot consolidations in all zoning districts of the City (GHCO 1141.03(h)).