

# **Columbus City Bulletin**



**Bulletin #35  
August 29, 2020**

# Proceedings of City Council

Saturday, August 29, 2020



## SIGNING OF LEGISLATION

(Note: There was no City Council meeting on *Monday, August 24, 2020*; subsequently, there is no passed or defeated legislation included in this edition.)

### **The City Bulletin Official Publication of the City of Columbus**

Published weekly under authority of the City Charter and direction of the City Clerk. The Office of Publication is the City Clerk's Office, 90 W. Broad Street, Columbus, Ohio 43215, 614-645-7380. The City Bulletin contains the official report of the proceedings of Council. The Bulletin also contains all ordinances and resolutions acted upon by council, civil service notices and announcements of examinations, advertisements for bids and requests for professional services, public notices; and details pertaining to official actions of all city departments. If noted within ordinance text, supplemental and support documents are available upon request to the City Clerk's Office.

# City RFPs, RFQs, and Bids

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

CITY OF COLUMBUS FORMAL BID OPPORTUNITIES ARE UPDATED DAILY AT:  
<http://vendors.columbus.gov/sites/public>

Each proposal shall contain the full name and address of every person, firm or corporation interested in the same, and if corporation, the name and address of the President and Secretary.

EQUAL OPPORTUNITY CLAUSE: Each responsive bidder shall submit, with its bid, a contract compliance certification number or a completed application for certification. Compliance with the provisions of Article I, Title 39, is a condition of the contract. Failure to comply with this Article may result in cancellation of the contract.

WITHHOLDING OF INCOME TAX: All bidders are advised that in order for a contract to bind the City, each contract must contain the provisions found in Section 361.34 C.C.C. with regard to income taxes due or payable to the City of Columbus for wages, salaries and commissions paid to the contractor's employees as well as requiring those contractors to ensure that subcontractors withhold in a like manner.

LOCAL CREDIT: In determining the lowest bid for a contract the local bidder credit will not be applied

FOR COPIES OF ANY OF THE FOLLOWING BID PROPOSALS CALL THE LISTED DIVISION

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BID OPENING DATE - 9/1/2020 1:00:00PM

RFQ016370 - 2401 Copier Maintenance - Pros Ricoh MP 7503SP

BID OPENING DATE - 9/2/2020 3:00:00PM

RFQ016093 - Facilities & Equip. Upgrade for WSST

The City of Columbus is accepting bids for Jackson Pike Wastewater Treatment Plant, Facilities and Equipment Upgrade For Whittier Street Storm Tanks, CIP # 650258-100001, Contract J221, the work for which consists of facilities and equipment upgrade and rehabilitation and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, and City of Columbus Construction and Material Specifications as set forth in the Invitation For Bid (IFB).

WHERE & WHEN TO SUBMIT BID

Bids will only be received electronically by the City of Columbus, Department of Public Utilities via

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Bid Express ([www.bidexpress.com](http://www.bidexpress.com)). Bids are due September 2, 2020 at 3:00 P.M. local time. Bids will be opened electronically and responding bids will immediately be posted to Bid Express as "Apparent Bids."

**DRAWINGS AND TECHNICAL SPECIFICATIONS**

Drawings and technical specifications are available as separate documents at [www.bidexpress.com](http://www.bidexpress.com). Drawings and technical specifications are contract documents.

**PRE-BID CONFERENCE**

The contracting agency will not be holding a pre-bid conference.

**QUESTIONS**

Questions pertaining to the drawings and specifications must be submitted in writing only to the Hatch Associates Consultants Inc., ATTN: Hasan Alkhayri, via email at [hasan.alkhayri@hatch.com](mailto:hasan.alkhayri@hatch.com) prior to August 12, 2020 at 10am local time. Any questions regarding the bidding process may be sent electronically to [DPUConstructionBids@columbus.gov](mailto:DPUConstructionBids@columbus.gov).

RFQ016283 - Harrington Ct. Area Water Line Improvements

The City of Columbus (hereinafter "City") is accepting bids for Harrington Ct Area Water Line Improvements, CIP 690236-100091, the work for which consists of approximately 8,400 linear feet of 6-inch, 8-inch, and 12-inch water mains, and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, special provisions, and City of Columbus Construction and Material Specifications as set forth in this Invitation For Bid (IFB). Bids will only be received electronically by the City of Columbus, Department of Public Utilities via Bid Express ([www.bidexpress.com](http://www.bidexpress.com)). Bids are due Wednesday, September 2, 2020 at 3:00 P.M. local time. Bids will be opened electronically and responding bids will immediately be posted to Bid Express as "Apparent Bids."

**DRAWINGS AND TECHNICAL SPECIFICATIONS**

Drawings and technical specifications are available as separate documents at [www.bidexpress.com](http://www.bidexpress.com). Drawings and technical specifications are contract documents.

**PRE-BID CONFERENCE**

There will be no pre-bid conference for this project. Submit questions as directed below.

**QUESTIONS**

Questions pertaining to the drawings and specifications must be submitted in writing only to the City of Columbus, Division of Water, ATTN: Evan DiSanto, PE, LEED AP, via fax at 614-645-6165, or email at [emdisanto@columbus.gov](mailto:emdisanto@columbus.gov) prior to Wednesday, August 26, 2020 at 3:00 P.M. local time. Any questions regarding the bidding process may be sent electronically to [DPUConstructionBids@columbus.gov](mailto:DPUConstructionBids@columbus.gov).

BID OPENING DATE - 9/3/2020 11:00:00AM

RFQ016083 - Bucket Trucks UTC

**1.0 SCOPE AND CLASSIFICATION**

1.1 Scope: The City of Columbus is seeking Request for Proposals in response to a Best Value Procurement (BVP) to enter into a Universal Term Contract (indefinite quantity) to purchase various sizes of Bucket Trucks to be used by multiple City agencies. The City will negotiate a contract with the selected vendor(s) for a term of two (2) years beginning the date of execution through September 30, 2022 with one additional one year extension option.

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1.2 Classification: The contract resulting from the BVP will provide for the purchase and delivery of Bucket Trucks to be used by various City agencies.

1.3 Specification Questions: Questions regarding this BVP must be submitted on the Bonfire portal by 11:00 am Monday, August 3, 2020. Responses will be posted on the RFQ on Vendor Services no later than Monday, August 10, 2020 at 4:00 pm.

1.4 For additional information concerning this BVP, including procedures on how to submit a proposal, you must go to the City of Columbus Bonfire web site at <https://columbus.bonfirehub.com/opportunities/29529> and view this bid number detailed instructions. Bid proposal specifications are available through the following link: <https://columbus.bonfirehub.com/opportunities/29529>

RFQ016219 - FLEET UPFIT BID POLICE

1.0 Background: The City of Columbus, Division of Fleet estimates (23) twenty three vehicles in need of parts and upfitting services for 2020. The following upfitting service packages are needed for 2020:

- (2) Two Command Staff vehicles
- (1) Mounted Unit pickup truck
- (1) Bike Patrol pickup truck
- (2) Two Crime Scene Search Unit vehicles
- (15) Lights and siren install
- (1) Dive Team Van
- (1) Dive Team Truck
- (67) MagTeK

1.1 Scope: It is the intent of the City of Columbus to obtain formal bids to establish a onetime contract for the purchase of parts and upfitting services for 2020 or current model year vehicles for use by the Division of Police. These vehicles will be provided by the City of Columbus.

1.3 Specification Questions: Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 am Friday, August 14, 2020. Responses will be posted on the RFQ on Vendor Services no later than Tuesday, August 18, 2020 at 4:00 pm.

1.4 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

RFQ016245 - DPS - Infrastructure - Upfit on (2) Ford F-350

1.0 SCOPE AND CLASSIFICATION

1.1 Scope: It is the intent of the City of Columbus, Division of Infrastructure Management to obtain formal bids to establish a contract for parts and installation up-fits for two (2) City supplied vehicles, two (2) F350 Super Cab's. The trucks will need to be picked up and delivered from the City of Columbus Fleet facility.

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1.2 Classification: The contract resulting from this bid proposal will provide pick up and deliver of the F350 pickup trucks up-fitted as described in the following specifications of this bid. The installation cost will include all related components (wiring/control module/cab command controls/hydraulics end etc.). Bidders are required to show experience in providing these types of equipment and warranty service as detailed in these specifications.

1.2.1 Bidder Experience: Offeror must submit an outline of its experience and work history in these types of equipment and warranty service for the past five years.

1.2.2 Bidder References: Offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.

1.3 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

RFQ016250 - Munitions UTC

1.1 Scope: This proposal is to provide the City of Columbus with a Universal Term Contract (blanket type) to purchase Munitions to be used by the Division of Police. The proposed contract will be in effect through October 31, 2022.

1.2 Classification: The successful bidder will provide and deliver the identified Munitions. Bidders are required to show experience in providing this type of material and/or services as detailed in these specifications.

1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in these types of materials and/or warranty service for the past five years.

1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.

1.3 Specification Questions: Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 am Monday, August 24, 2020. Responses will be posted on the RFQ on Vendor Services no later than Thursday, August 27, 2020 at 11:00 am.

1.4 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

BID OPENING DATE - 9/3/2020 12:00:00PM

RFQ016385 - O'Shaughnessy Reservoir Asphalt Repairs

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The City of Columbus is accepting Bids for the O'Shaughnessy Reservoir Asphalt Repair Project, the work for which consists of the removal and replacement per specification of approximately 250 SY of asphalt and other such work as may be necessary to complete the contract, in accordance with the scope of services set forth in this Invitation For Bid (IFB).

Bids will be received by the City of Columbus, Department of Recreation & Parks until 9/3/2020 at 12:00pm local time. The bid should be emailed to David Stearns at [dastearns@columbus.gov](mailto:dastearns@columbus.gov).

Questions regarding the IFB should be submitted to David Stearns, City of Columbus via email [dastearns@columbus.gov](mailto:dastearns@columbus.gov) prior to 9/1/2020 at 3:00pm local time.

BID OPENING DATE - 9/3/2020 9:00:00PM

RFQ016378 - DOW-DM-MAILBOX AND POST

BID OPENING DATE - 9/4/2020 12:00:00PM

RFQ016278 - Aquatics Center UV System

**INTRODUCTION**

The City of Columbus is accepting Bids for the purchase and installation of a medium pressure UV disinfection system at the Columbus Aquatics Center Wading Pool (1160 Hunter Ave., Columbus, OH 43201), the work for which consists of procurement and installation of one Medium pressure UV secondary disinfection system.

This IFB contains the following sections:

- Advertisement for Bids - This section provides a brief overview of the project and Bidding process. Return this section with your Bid.
- Scope of Services – This section describes the work to be performed and requirements for performing the work.

All materials submitted in response to this advertisement will become part of the awarded contract; will become the property of the city; will not be returned; and will be considered public records subject to disclosure as contemplated by Ohio Revised Code Section 149.43. All materials received will be open to the public once the sealed Bids are publicly opened and/or read.

**WHERE & WHEN TO SUBMIT BID**

Bids will be received by the City of Columbus, Recreation & Parks Department, Design and Construction until 9/4/2020 at 12:00 pm local time. The bid should be emailed to Keith May at [kamay@columbus.gov](mailto:kamay@columbus.gov).



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**PRE-BID CONFERENCE**

The City will be holding a pre-bid conference on 8/24/2020 beginning at 10:00 am local time. Attendance is mandatory for bidding. It will be held at 1160 Hunter Ave., Columbus, OH 43201

**NOTICE TO PROCEED/CONTRACT COMPLETION**

The City anticipates issuing a notice to proceed on or about 9/25/2020. All work shall be substantially complete by 11/27/2020.

BID OPENING DATE - 9/8/2020 12:00:00PM

RFQ016366 - DEV-Land Redevelopment Board to Code

The City of Columbus Department of Development is seeking to establish multiple contracts to provide Board to Code and Miscellaneous Maintenance Services for properties held in the Land Reutilization Program (City Land Bank). The Contractor shall provide all labor, material, and equipment necessary and comply with all applicable codes, standards, regulations, and worker safety rules that are administered by federal, state, and local agencies.

BID OPENING DATE - 9/9/2020 3:00:00PM

RFQ016194 - Fairwood Facility Methane Detector Replacement

The City of Columbus is accepting bids for FAIRWOOD FACILITY: METHANE DETECTOR REPLACEMENT, CIP NO. 650260-106002, CONTRACT NO. SCP 04FW, the work for which consists of the removal of existing methane detectors and installation of a proposed methane detection system, security gates, all associated appurtenances, and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, and City of Columbus Construction and Material Specifications as set forth in this Invitation For Bid (IFB).

**WHERE & WHEN TO SUBMIT BID**

Bids will only be received electronically by the City of Columbus, Department of Public Utilities via Bid Express ([www.bidexpress.com](http://www.bidexpress.com)). Bids are due September 9, 2020 at 3:00 P.M. local time. Bids will be opened electronically and responding bids will immediately be posted to Bid Express as "Apparent Bids."

**DRAWINGS AND TECHNICAL SPECIFICATIONS**

Drawings and technical specifications are available as separate documents at [www.bidexpress.com](http://www.bidexpress.com). Drawings and technical specifications are contract documents.

**QUESTIONS**

Questions pertaining to the drawings and specifications must be submitted in writing only to the Design Professional, T&M Associates, ATTN: Katherine Schaad, P.E., via fax at 614.389.7082, or email at [kschaad@tandmassociates.com](mailto:kschaad@tandmassociates.com) prior to September 2, 2020 by 5:00 PM local time. Any questions regarding the bidding process may be sent electronically to [DPUConstructionBids@columbus.gov](mailto:DPUConstructionBids@columbus.gov).

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RFQ016198 - Roof Redirection - Clintonville 1 Blenheim / Glencoe, Area 2

The City of Columbus is accepting bids for Roof Redirection – Clintonville 1 Blenheim / Glencoe Area 2, CIP 650871-110177 the work for which consists of replacing or redirecting downspout drain tiles from up to 493 houses and other such work as may be necessary to complete the contract, in accordance with the plans and specifications set forth in the Invitation For Bid.

**WHERE & WHEN TO SUBMIT BID**

Bids will only be received electronically by the City of Columbus, Department of Public Utilities via Bid Express ([www.bidexpress.com](http://www.bidexpress.com)). Bids are due September 9, 2020, at 3:00 P.M. local time.

**SPECIFICATIONS**

Drawings and supplemental specifications are available as separate documents at [www.bidexpress.com](http://www.bidexpress.com). Drawings and supplemental specifications are contract documents.

**QUESTIONS**

Questions pertaining to the drawings and specifications must be submitted in writing only to the City of Columbus ATTN: Fang Cheng, PhD, P.E via email at [facheng@columbus.gov](mailto:facheng@columbus.gov) prior to 5:00 PM on September 2, 2020 local time.

RFQ016371 - Spaghetti Warehouse Water Services

The City of Columbus is accepting bids for Spaghetti Warehouse Water Service, WSP 0873, the work for which consists of installing a new water service and connecting it to the existing meter and other such work as may be necessary to complete the contract, in accordance with the drawings technical specifications, and City of Columbus Construction and Material Specifications as set forth in this Invitation For Bid (IFB).

**WHERE & WHEN TO SUBMIT BID**

Bids will only be received electronically by the City of Columbus, Department of Public Utilities via Bid Express ([www.bidexpress.com](http://www.bidexpress.com)). Bids are due September 9th, 2020 at 3:00 P.M. local time. Bids will be opened electronically and responding bids will immediately be posted to Bid Express as “Apparent Bids.”

**DRAWINGS AND TECHNICAL SPECIFICATIONS**

Drawings and technical specifications are available as separate documents at [www.bidexpress.com](http://www.bidexpress.com). Drawings and technical specifications are contract documents.

**QUESTIONS**

Questions pertaining to the drawings and specifications must be submitted in writing only to the City of Columbus – Division of Water, ATTN: Robert Arnold, via email at [rjarnold@columbus.gov](mailto:rjarnold@columbus.gov) prior to September 2nd, 2020 at 5pm local time. Any questions regarding the bidding process may be sent electronically to [PUConstructionBids@columbus.gov](mailto:PUConstructionBids@columbus.gov).

BID OPENING DATE - 9/10/2020 11:00:00AM

RFQ016262 - Thermoplastic Glass Beads UTC

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1.0 SCOPE AND CLASSIFICATION

1.1 Scope: This proposal is to provide the City of Columbus with a Universal Term Contract to purchase moisture proof reflective glass spheres with thermoplastic pavement marking. These materials will be used by City personnel for various roadway projects throughout the City. The proposed contract will be in effect through October 31, 2023.

1.2 Classification: The successful bidder will provide and deliver moisture proof reflective glass spheres, "State of Ohio Type C". Bidders are required to show experience in providing this type of material and/or services as detailed in these specifications.

1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in these types of materials and/or warranty service for the past five years.

1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.

1.3 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

RFQ016290 - Laboratory, Specialty and Industrial Gases UTC

1.1 Scope: This proposal is to provide the City of Columbus with a Universal Term Contract (blanket type) for the purchase of specialty and industrial gases to be used for laboratory, welding and medical use. The proposed contract will be in effect through November 30, 2022.

1.2 Classification: The successful bidder will provide and deliver laboratory, specialty and industrial gases to various agencies. Bidders are required to show experience in providing this type of material and/or services as detailed in these specifications. Bidders are also asked to submit a standard published price list or catalogs covering items not specifically noted.

1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in these types of materials and/or warranty service for the past five years.

1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.

1.3 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number RFQ016290.

RFQ016365 - Fleet - Automotive Glass

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1.0 SCOPE AND CLASSIFICATION

1.1 Scope: This proposal is to provide the City of Columbus with a Universal Term Contract (blanket type) to purchase Automotive Glass to be used as replacements by the Division of Fleet Management to repair City vehicles. The proposed contract will be in effect through October 31, 2022.

1.2 Classification: The successful bidder will provide and deliver Automotive Glass. Bidders are asked to quote discounts off price list/catalog pricing. Bidders are required to show experience in providing this type of material as detailed in these specifications.

1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in these types of materials and/or warranty service for the past five years.

1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.

1.3 Specification Questions: Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 am Monday, August 31, 2020. Responses will be posted on the RFQ on Vendor Services no later than Thursday, September 3, 2020 at 11:00 am.

1.4 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

BID OPENING DATE - 9/10/2020 2:00:00PM

RFQ016328 - CRPD Aquatics Study 2020 RFP

The Columbus Recreation and Parks Department is working to develop a sustainable aquatics system that serves the residents of Columbus. This study will help Recreation and Parks Department leadership make key decisions about the future of the aquatics program. As funding becomes available findings from this study will provide a framework of pool facilities that will best meet the needs of the city as a whole in the future.

The Columbus Recreation and Parks Department is seeking proposals from qualified Architectural/Engineering firms to prepare a study that includes two phases from analysis of existing facilities through potential expansion in underserved markets.

Proposals will be received by the City until 2:00 PM on September 10, 2020. Proposals received after this date and time may be rejected by the City.

The team shall submit three (5) bound hard copies of their proposal and one (1) electronic PDF submission of the entire proposal via email.

Hard Copies via mail or hand delivery:

Columbus Recreation and Parks Department  
1111 East Broad Street, Suite 101---Kathy Spatz  
Columbus, OH 43205

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e-mail: [kaspatz@columbus.gov](mailto:kaspatz@columbus.gov)

Direct questions via e-mail only to: Kathy Spatz at [kaspatz@columbus.gov](mailto:kaspatz@columbus.gov).

BID OPENING DATE - 9/11/2020 12:00:00PM

RFQ016372 - Aquatic Center Showers & Restrooms

The City of Columbus is accepting Bids for the procurement and installation of 36 shower partitions and 8 wash basins and 8 touchless faucet's at the Columbus Aquatics Center, 1160 Hunter Ave., Columbus, OH 43201, the work for which consists of procurement and installation of 36 HDPE shower partitions, in accordance with the scope of services set forth in this Invitation For Bid (IFB).

Bids will be received by the City of Columbus, Recreation & Parks Department, Design and Construction until 9/11/2020 at 12:00 pm local time. The bid should be emailed to Keith May at [kamay@columbus.gov](mailto:kamay@columbus.gov).

The City will be holding a pre-bid conference on 8/31/2020 beginning at 10:00 am local time. Attendance is mandatory for bidding. It will be held at 1160 Hunter Ave., Columbus, OH 43201

The City anticipates issuing a notice to proceed on or about 10/02/2020. All work shall be substantially complete by 12/04/2020.

Questions regarding the IFB should be submitted to Keith May, City of Columbus, Construction Inspection, via email [kamay@columbus.gov](mailto:kamay@columbus.gov) prior to 8/07/2020 at 12:00 pm local time.

BID OPENING DATE - 9/15/2020 5:00:00PM

RFQ016187 - Consultant - Mayor's 2021 Small Business Conference

The City of Columbus, Ohio Office of Diversity and Inclusion is soliciting proposals through the request for proposals (RFP) process to obtain Professional Consulting Services to assist in the planning, marketing and execution of The Mayor's 2021 Small Business Conference & Opportunity Exchange. Find more information and submit proposals at <https://columbus.bonfirehub.com/projects/view/30176>.

BID OPENING DATE - 9/17/2020 1:01:00AM

RFQ016266 - Small Engine & Grounds Equip UTC

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1.0 SCOPE AND CLASSIFICATION

1.1 Scope: This proposal is to provide the City of Columbus with a Universal Term Contract (blanket type) to purchase Small Engine and Grounds Equipment Parts to be used as OEM repair parts for City of Columbus owned equipment. The proposed contract will be in effect through November 30, 2023

1.2 Classification: The successful bidder will provide and deliver OEM Grounds equipment and Small engine parts with the manufacturers listed on the proposal document. Bidders are asked to quote discounts off price list/catalog pricing. Bidders are required to show experience in providing this type of material and/or services as detailed in these specifications.

1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in these types of materials and/or warranty service for the past five years.

1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.

1.3 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

BID OPENING DATE - 9/17/2020 11:00:00AM

RFQ016210 - Traffic Signal TS-2 Control Equip UTC

1.0 SCOPE AND CLASSIFICATION

1.1 Scope: This proposal is to provide the City of Columbus with a Universal Term Contract to purchase traffic signal TS-2 control cabinet equipment to be installed at traffic signals throughout the City of Columbus. The proposed contract will be in effect through November 30, 2023.

1.2 Classification: The successful bidder will provide and deliver traffic signal NEMA TS-2 equipment. Bidders are required to show experience in providing this type of material and/or services as detailed in these specifications.

1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in these types of materials and/or warranty service for the past five years.

1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.

1.3 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

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RFQ016377 - DPS - Infrastructure - (2) Front End Wheel Loaders

1.0 SCOPE AND CLASSIFICATION

1.1 Scope: It is the intent of the City of Columbus, Division of Infrastructure to obtain formal bids to establish a contract for the purchase of two (2) Diesel Powered, Articulating Front End Wheel Loaders. The equipment will be used by the Street Maintenance Section.

1.2 Classification: The contract resulting from this bid proposal will provide for the purchase and delivery of two (2) Diesel Powered, Articulating Front End Wheel Loaders. All Offerors must document the manufacture certified reseller partnership. Bidders are required to show experience in providing this type of equipment and warranty service as detailed in these specifications.

1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in these types of equipment and warranty service for the past five years.

1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.

1.3 Specification Questions: Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 am Wednesday, September 2, 2020. Responses will be posted on the RFQ on Vendor Services no later than Friday, September 4, 2020 at 3:00 pm.

1.4 For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this bid number.

BID OPENING DATE - 9/23/2020 3:00:00PM

RFQ016364 - Miscellaneous Improvs. Basin Clarifier Rehab. 690278-100005

The City of Columbus is accepting bids for DRWP MISCELLANEOUS IMPROVEMENTS – BASIN CLARIFIER REHAB, CIP 690278-100005, CONTRACT 2199, the work for which consists of replacement of process treatment equipment, rehabilitation of existing basins and structures, providing new HVAC, electrical and controls equipment, performing site work, and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, and City of Columbus Construction and Material Specifications as set forth in this Invitation For Bid (IFB).

WHERE & WHEN TO SUBMIT BID Bids will only be received electronically by the City of Columbus, Department of Public Utilities via Bid Express ([www.bidexpress.com](http://www.bidexpress.com)). Bids are due September 23, 2020 at 3:00 P.M. local time. Bids will be opened electronically and responding bids will immediately be posted to Bid Express as "Apparent Bids."

**DRAWINGS AND TECHNICAL SPECIFICATIONS**

Drawings and technical specifications are available as separate documents at [www.bidexpress.com](http://www.bidexpress.com). Drawings and technical specifications are contract documents.

**PRE-BID CONFERENCE**

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

The contracting agency will be holding a pre-bid conference from 1:00 PM – 3:00 PM on September 2, 2020 via conference call. Attendance is strongly recommended. This conference will be audio only (no visuals will be presented on screen).

**QUESTIONS**

Questions pertaining to the drawings and specifications must be submitted in writing only to the Design Professional, Ribway Engineering Group, Inc., ATTN: Andrew Eribo, P.E., via fax at 614 221 9089, or email at [aeribo@ribwaygroup.com](mailto:aeribo@ribwaygroup.com) prior to 3:00 pm local time on September 16, 2020. Any questions regarding the BIDDING PROCESS may be sent electronically to [DPUConstructionBids@columbus.gov](mailto:DPUConstructionBids@columbus.gov).

BID OPENING DATE - 10/1/2020 11:00:00AM

RFQ016252 - Paint, Finishes and Tools UTC

**1.0 SCOPE AND CLASSIFICATION**

1.1 Scope: This proposal is to provide the City of Columbus with a Universal Term Contract to purchase paint, finishes, coatings and tools to be used for maintenance and repairs of interior and exterior surfaces throughout the City of Columbus. The proposed contract will be in effect through October 31, 2022.

1.2 Classification: The successful bidder will provide and deliver prepackaged paint, coatings, finishes, and tools. Bidders are asked to quote a firm, fixed price list and/or catalog pricing. Bidders are required to show experience in providing this type of material as detailed in these specifications.

1.2.1 Bidder Experience: The offeror must submit an outline of its experience and work history in these types of materials for the past five years.

1.2.2 Bidder References: The offeror shall have documented proven successful contracts from at least four customers that the offeror supports that are similar in scope, complexity, and cost to the requirements of this specification.

1.3 Specification Questions: Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 AM Thursday, September 17, 2020. Responses will be posted on the RFQ on Vendor Services portal no later than Thursday, September 24, 2020, 11:00 AM.

1.4 City of Columbus reserves the right to award multiple contracts from this request.

1.5 For additional information concerning this request, RFQ016252 including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <http://vendors.columbus.gov/sites/public> and view this Case ID number, RFQ016252.

BID OPENING DATE - 10/14/2020 3:00:00PM

RFQ016126 - Lower Olentangy Tunnel



THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

The City of Columbus is accepting bids for Lower Olentangy Tunnel, CIP 650724-100000. The project consists of the construction of approximately 17,000 linear feet of 12-foot minimum diameter sewer via tunnel boring machine through soft-ground, mixed-face conditions and a short section of shale. The project also includes 335 linear feet of 12-foot diameter sewer via sequential excavation through karstic limestone, and approximately 1,075 linear feet of 90-inch combined sewer to be constructed via curved microtunnel through soft-ground. Construction also includes five (5) shafts, three (3) diversion structures, four (4) relief structures, and three (3) jack and bores. The project will include ancillary utility, odor control, instrumentation, electrical work, maintenance and operating instructions; training; start-up; testing; commissioning; and other such work as may be necessary to complete the contract as shown on the detailed drawings and as specified in the contract specifications.

**WHERE & WHEN TO SUBMIT BID**

Bids will only be received electronically by the City of Columbus, Department of Public Utilities via Bid Express ([www.bidexpress.com](http://www.bidexpress.com)). Bids are due October 14, 2020 at 3:00 P.M. local time. Bids will be opened electronically and responding bids will immediately be posted to Bid Express as "Apparent Bids."

**DRAWINGS AND TECHNICAL SPECIFICATIONS**

Drawings and technical specifications are available as separate documents at [www.bidexpress.com](http://www.bidexpress.com). Drawings and technical specifications are contract documents.

**QUESTIONS**

Questions pertaining to the drawings and specifications must be submitted in writing only to DLZ Corporation, ATTN: Jeff Murphy, via email at [jmurphy@dlz.com](mailto:jmurphy@dlz.com) at least fourteen (14) days prior to the date fixed for the opening. Any questions regarding the bidding process may be sent electronically to [DPUConstructionBids@columbus.gov](mailto:DPUConstructionBids@columbus.gov), copying [jmurphy@dlz.com](mailto:jmurphy@dlz.com).

# Public Notices

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The link to the **Columbus City Health Code** pdf shall constitute publication in the City Bulletin of changes to the Columbus City Health Department's Health Code. To go to the Columbus City Health Code, click [here](#) (pdf).

The Columbus City Code's "**Title 7 -- Health Code**" is separate from the Columbus City Health Code. Changes to "Title 7 -- Health Code" are published in the City Bulletin. To go to the Columbus City Code's "Title 7 -- Health Code," click [here](#) (html).

**City of Columbus**  
**City Bulletin Report**

Office of City Clerk  
90 West Broad Street  
Columbus OH 43215-9015  
columbuscitycouncil.org

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**Legislation Number:** PN0002-2020

**Drafting Date:** 12/20/2019

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Land Review Commission 2020 Schedule -- UPDATED

**Contact Name:** Mark Lundine

**Contact Telephone Number:** 614-645-1693

**Contact Email Address:** malundine@columbus.gov

The following scheduled Land Review Commission meetings are subject to cancellation. Please contact staff member to confirm.

111 N. Front St., **Hearing Room #204**

Columbus, OH 43215

9:00am

February 20, 2020

March 19, 2020

April 16, 2020

May 21, 2020

June 18, 2020

July 16, 2020

August 20, 2020

September 17, 2020

October 15, 2020

November 19, 2020

December 17, 2020

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

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**Legislation Number:** PN0004-2020

**Drafting Date:** 12/23/2019

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Community Relations Meeting Schedule 2020

**Contact Name:** Pedro Mejia

**Contact Telephone Number:** 614-645-8141

**Contact Email Address:** [pdmejia@columbus.gov](mailto:pdmejia@columbus.gov)

The Columbus Community Relations Commission will be meeting at the following times in 2020:

Thursday, January 23, 2020, 9:00 a.m. - 10:00 a.m.  
Thursday, March 26, 2020, 9:00 a.m. - 10:00 a.m.  
Thursday, May 14, 2020, 9:00 a.m. - 10:00 a.m.  
Thursday, July 23, 2020, 9:00 a.m. - 10:00 a.m.  
Thursday, September 24, 2020, 9:00 a.m. - 10:00 a.m.  
Thursday, November 19, 2019 9:00 a.m. - 10:00 a.m. Full meeting followed by retreat.

All meetings will be held at the Jerry Hammond Center, 1111 East Broad Street, Columbus, Ohio 43205. Please check in at the security desk at the Broad Street entrance for room location. Bring a photo identification for security purposes. Any changes to meeting times, dates or location will be published in the city bulletin.

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**Legislation Number:** PN0007-2020

**Drafting Date:** 12/30/2019

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:**  
Columbus Recreation and Parks  
2020 Commission Meetings

**Contact Name:** Stephanie Brock  
**Contact Telephone Number:** 614-645-5932  
**Contact Email Address:** sybrock@columbus.gov

**Columbus Recreation and Parks  
2020 Commission Meetings**

***NOTICE OF REGULAR MEETINGS***

***COLUMBUS RECREATION AND PARKS COMMISSION***

The Recreation and Parks Commission, appointed and organized under the Charter of the City of Columbus, Section 112-1 is empowered to equip, operate, direct and maintain all the existing recreational and park facilities. In addition, said Commission exercises certain powers and duties as specified in Sections 112-1 and 112-2 of the Columbus City Charter.

Please take notice that meetings of the Recreation and Parks Commission will be held at 8:30a.m. on the following dates and locations (unless otherwise posted):

***Wednesday, January 8, 2020 - 1111 East Broad Street, 43205***  
***Wednesday, February 12, 2020 - 1111 East Broad Street, 43205***  
***Wednesday, March 11, 2020 - Barnett Community Center***

***April 2020 - No Meeting***

***Wednesday, May 13, 2020 - Video web meeting via the following link: <<https://us02web.zoom.us/j/83761244339>>***  
***Meeting ID: 837 6124 4339***

***Phone Number +1-929-205-6099, Conference Code 83761244339#***

***Wednesday, June 10, 2020 - Video web meeting via the following link: <<https://us02web.zoom.us/j/89850871893>>***  
***Meeting ID: 898 5087 1893***

**Phone Number +1-312-626-6799, Conference Code 89850871893#**

**Wednesday, July 8, 2020 - 1111 East Broad Street, 43205**

**August Recess - No Meeting**

**Wednesday, September 9, 2020 - 1111 East Broad Street, 43205**

**Wednesday, October 14, 2020 - 1111 East Broad Street, 43205**

**Thursday, November 12, 2016 - 1111 East Broad Street, 43205**

**Wednesday, December 9, 2016 - M1111 East Broad Street, 43205**

In the event no proper business exists the meeting may be cancelled without further notice. For further information you may contact the Columbus Recreation and Parks Department, 1111 East Broad Street, Suite 200, Columbus, Ohio 43205 (Telephone: 614-645-3319).

Paul R. Rakosky, Director  
Columbus Recreation and Parks Department

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**Legislation Number:** PN0010-2020

**Drafting Date:** 12/31/2019

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Notice/Advertisement Title:**

Columbus Recreation and Parks  
2020 Tree Sub-Commission Meetings

**Contact Name:** Aniko Williams

**Contact Telephone Number:** 614-645-5238

**Contact Email Address:** ARWilliams@columbus.gov

**Columbus Recreation and Parks  
2020 Tree Sub-Commission Meetings**

***NOTICE OF BI-MONTHLY MEETINGS***

***COLUMBUS RECREATION AND PARKS TREE SUBCOMMISSION***

Please take notice that meetings of the Recreation and Parks Tree Sub Commission will be held at 12:00p.m. on the following dates and locations (unless otherwise posted):

***Wednesday, January 8, 2020 - 1533 Alum Industrial Dr. West, Training Room***

***Wednesday, March 4, 2020 - 1533 Alum Industrial Dr. West, Training Room***

***Wednesday, May 6, 2020 - CANCELLED***

***Wednesday, July 1, 2020 - 1533 Alum Industrial Dr. West, Training Room***

*Wednesday, September 2, 2020 - 1533 Alum Industrial Dr. West, Training Room*

*Wednesday, November 4, 2020 - 1533 Alum Industrial Dr. West, Training Room*

In the event no proper business exists the meeting may be cancelled without further notice. For further information you may contact the Columbus Recreation and Parks Department, 1533 Alum Industrial Dr. West, Columbus, Ohio 43209 (Telephone: 614-645-5238).

Troy Euton, Assistant Director  
Columbus Recreation and Parks Department

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**Legislation Number:** PN0015-2015

**Drafting Date:** 1/27/2015

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Published Columbus City Health Code

**Contact Name:** Roger Cloern

**Contact Telephone Number:** 654-6444

**Contact Email Address:** rogerc@columbus.gov

"The Columbus City Health Code is updated and maintained by the Columbus Health Department.

To view the most current City Health Code, please visit:

[www.publichealth.columbus.gov](http://www.publichealth.columbus.gov)

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**Legislation Number:** PN0018-2020

**Drafting Date:** 1/10/2020

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Commission on Black Girls 2020 Meeting Schedule

**Contact Name:** Carl Williams

**Contact Telephone Number:** (614) 645-0854

**Contact Email Address:** cgwilliams@columbus.gov

2020 The Commission on Black Girls (COBG) meeting schedule:

The Commission on Black Girls was created by Columbus City Council Member Priscilla Tyson to study and assess the quality of life of Black Girls in Central Ohio. The Commission will develop and implement recommendations to ensure opportunities, successful futures, and the achievement of a high quality of life for Black Girls in Columbus. Focusing on girls ages 11-22, the Commission will first participate in fact-finding and education to learn more about the current quality of life for Black girls in Columbus.

2020 The Commission on Black Girls (COBG) meetings will be held on the City Hall Campus unless otherwise noted. The meetings will held from 3:30 - 6:30 p.m. unless otherwise noted. The meetings are as follows:

**January 9, 2020**    **Draft report reviewed by Commission members**

**January 16, 2020**                    **Draft report reviewed by Commission members**

**February 20, 2020**

**March 19, 2020**

**April 16, 2020**

**May 21, 2020**

**June 18, 2019**

**July 16, 2020**

**August 20, 2020**

**September 17, 2020**

**October 15, 2020**

**November 19, 2020**

**December 17, 2020**

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**Legislation Number:**    PN0025-2020

**Drafting Date:**    1/23/2020

**Version:**    1

**Current Status:**    Clerk's Office for Bulletin

**Matter**            Public Notice

**Type:**

**Notice/Advertisement Title:**Civil Service Commission Public Notice

**Contact Name:** Wendy Brinnon

**Contact Telephone Number:** (614) 645-7531

**Contact Email Address:** wcbriannon@columbus.gov

OFFICIAL NOTICE  
CIVIL SERVICE COMMISSION  
COMPETITIVE EXAMINATION ANNOUNCEMENTS  
APPLY ONLINE 24 HOURS A DAY, 7 DAYS A WEEK OR APPLY IN PERSON 9:00 A.M. TO 4:00 P.M. MONDAY THROUGH FRIDAY.

The Civil Service Commission continuously administers competitive examinations. Information regarding examinations, for which the Civil Service Commission is currently accepting applications, is located on our website at [www.columbus.gov/civilservice](http://www.columbus.gov/civilservice) and is also posted at the Commission offices located at 77 North Front Street, 3rd Floor, Columbus, Ohio, as well as on the 1st Floor in the City Self-Serve Job Center. Please note that all visitors are required to produce a picture ID, authenticating their identity, in order to visit the applications area on the third floor. Applicants interested in City jobs or job announcement alerts should check our website or visit the Commission offices.

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**Legislation Number:** PN0055-2020

**Drafting Date:** 2/25/2020

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Greater South East Area Commission Meetings Changing From Bimonthly to Monthly

**Contact Name:** Lynne LaCour

**Contact Telephone Number:** 614-724-0100

**Contact Email Address:** [ldlacour@columbus.gov](mailto:ldlacour@columbus.gov)

The Remaining Meeting Dates for 2020:

March 24

April 28

May 26

June 23

July 28

August 25

September 22

October 27

November 24

December 15

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**Legislation Number:** PN0167-2020

**Drafting Date:** 7/1/2020

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Notice/Advertisement Title:** The Columbus South Side Area Commission By-laws Revision

**Contact Name:** Beth Fairman Kinney

**Contact Telephone Number:** 614-645-5220

**Contact Email Address:** [bfkinney@columbus.gov](mailto:bfkinney@columbus.gov)

Attachment



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**Legislation Number:** PN0181-2020

**Drafting Date:** 7/20/2020

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** University Area Commission Updated By-Laws

**Contact Name:** Katherine Cull

**Contact Telephone:** 614-724-1900

**Contact Email Address:** khcull@columbus.gov

By-Laws are attached

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**Legislation Number:** PN0195-2020

**Drafting Date:** 8/17/2020

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** North Linden Area Commission By-Law Change

**Contact Name:** DeLena Scales

**Contact Telephone Number:** 614-645-0699

**Contact Email Address:** DPScales@columbus.gov

See Attached

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**Legislation Number:** PN0197-2020

**Drafting Date:** 8/19/2020

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Greater South East Area Commission's By-Law Change

**Contact Name:** Lynne LaCour

**Contact Telephone Number:** 614-724-0100

**Contact Email Address:** ldlacour@columbus.gov

Notice Is Attached

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**Legislation Number:** PN0198-2020

**Drafting Date:** 8/23/2020

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** South West Area Commission New By-Laws and Meeting Minutes  
**Contact Name:** Beth Fairman Kinney  
**Contact Telephone Number:** 614-645-5220  
**Contact Email Address:** bfinney@columbus.gov

Please see attachments.

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**Legislation Number:** PN0199-2020

**Drafting Date:** 8/25/2020

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Communications082620  
**Contact Name:** Aparna Donthi  
**Contact Telephone Number:** 645-3377  
**Contact Email Address:** ardonthi@columbus.gov

THE CITY CLERK'S OFFICE RECEIVED THE FOLLOWING COMMUNICATIONS AS OF WEDNESDAY, AUGUST 26, 2020:

TREX Type: D1, D2, D3

To: Gourmet Fresh LLC

777 N. Fourth St.

Columbus, OH 43215

From: The Estate at New Albany LLC

5216 Forest Drive

New Albany, OH 43054

Permit # 2533209

Advertise Date: 8/29/20

Return Date: 9/8/20

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**Legislation Number:** PN0200-2020

**Drafting Date:** 8/26/2020

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Development Commission Zoning Meeting Agenda - September 10, 2020  
**Contact Name:** Shannon Pine  
**Contact Telephone Number:** (614) 645-2208  
**Contact Email Address:** [spine@columbus.gov](mailto:spine@columbus.gov) <<mailto:spine@columbus.gov>>

**AGENDA**

**DEVELOPMENT COMMISSION**

**ZONING MEETING**

**CITY OF COLUMBUS, OHIO**

**September 10, 2020**

The Development Commission of the City of Columbus will hold a public hearing on the following zoning applications on **Thursday, September 10, 2020**, beginning at **6:00 P.M.** by WebEx virtual meeting (due to COVID-19).

Further information may be obtained by visiting the City of Columbus Zoning Office website at <http://www.columbus.gov/bzs/zoning/Development-Commission> or by calling the Department of Building and Zoning Services, Council Activities Section at 614-645-4522.

**THE FOLLOWING APPLICATIONS WILL BE HEARD ON THE 6 P.M. AGENDA:**

**1. APPLICATION: Z20-019**

**Location:** 1199 FRANKLIN AVE. (43205), being 0.64± acres located at the southwest corner of Franklin Avenue and Sherman Avenue (010-001240 & 010-023240; Near East Area Commission).

**Existing Zoning:** R-3, Residential District.

**Request:** CPD, Commercial Planned Development District (H-35).

**Proposed Use:** Commercial development.

**Applicant(s):** 1199 Franklin Investments, LLC, et al; c/o Dave Perry, Agent; 411 East Town Street, 1st Floor; Columbus, OH 43201, and Donald Plank, Atty.; 411 East Town Street, 2nd Floor; Columbus, OH 43215.

**Property Owner(s):** The Applicants.

**Planner:** Tim Dietrich; 614-645-6665; [tedietrich@columbus.gov](mailto:tedietrich@columbus.gov)

**2. APPLICATION: Z19-007**

**Location:** 6465 N. HAMILTON RD. (43081), being 1.27± acres located on the west side of North Hamilton Road, 215± feet south of Warner Road (010-292038; Rocky Fork-Blacklick Accord Panel).

**Existing Zoning:** CPD, Commercial Planned Development District.

**Request:** CPD, Commercial Planned Development District (H-35).

**Proposed Use:** Car wash.

**Applicant(s):** TH Midwest, Inc.; c/o Christopher Rinehart; Rinehart Legal Services, Ltd.; P.O.Box 16308; Columbus, OH 43216.

**Property Owner(s):** Cardinal Title Holding Co.; c/o Christopher Rinehart; Rinehart Legal Services, Ltd.; P.O. Box 16308; Columbus, OH 43216.

**Planner:** Kelsey Priebe; 614-645-1341; [krpriebe@columbus.gov](mailto:krpriebe@columbus.gov)

**3. APPLICATION: Z19-094**

**Location:** 3670 TRABUE RD. (43204), being 0.67± acres located at the northeast corner of Trabue Road and Mapleway Drive (560-212118; West Scioto Area Commission).

**Existing Zoning:** L-C-5, Limited Commercial District.

**Request:** C-4, Commercial District.

**Proposed Use:** Car sales facility.

**Applicant(s):** Jeffrey L. Glavan, AIA; 92 Hanford Street; Columbus, OH 43206.

**Property Owner(s):** MYFLORI LLC; 1264 South High Street; Columbus, OH 43206.

**Planner:** Hayley Feightner; 614-645-3526; [hfeightner@columbus.gov](mailto:hfeightner@columbus.gov)

**Drafting Date:** 8/27/2020

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Civilian Review Board Work Group Meeting

**Contact Name:** Matthew Smydo

**Contact Telephone Number:** 614-645-1689

**Contact Email Address:** MJSmydo@columbus.gov

The Civilian Review Board Work Group met previously on August 20, 2020 and discussed the potential powers and duties, and composition of a board that could be appropriate for Columbus. At the next meeting, Work Group members will hear a presentation on the duties and responsibilities of an independent inspector general, and discuss how a department of the inspector general could be developed in Columbus.

The third meeting of the Civilian Review Board Work Group will be held virtually on Tuesday, September 1, 2020, from 4 to 6 p.m.

The public and members of the press may access the meeting live on Facebook Live and the City's YouTube channel, though the Work Group will not receive public comment.

The meeting agenda and any additional meeting materials will be made available at [www.columbus.gov/civilianreviewboardworkgroup](http://www.columbus.gov/civilianreviewboardworkgroup) <<http://www.columbus.gov/civilianreviewboardworkgroup>>. The agenda and materials discussed at the August 20 meeting are also available on this site.

**Date:** September 1, 2020

**Time:** 4:00 - 6:00 pm

**Location:** Virtually via Facebook Live and the City's Youtube channel

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**Legislation Number:** PN0202-2020

**Drafting Date:** 8/27/2020

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Second Public Utilities Committee & Environment Committee Hearing on Utility Aggregation

**Contact Name:** Kevin McCain

**Contact Telephone Number:** 614-645-5829

**Contact Email Address:** KBMcCain@Columbus.gov

Councilmembers Rob Dorans, Chair of the Public Utilities Committee and Councilmember Emmanuel Remy, Chair of the Environment Committee will convene the second joint public hearing on utility aggregation to discuss best practices and gather input from Columbus residents.

The City will share updates on the process to implement an electric community choice aggregation program, and provide context for how it fits into the City's overall efforts to address climate change, reduce emissions, and provide clean, renewable energy.

AEP Energy, the City's selected preferred energy supplier, will discuss their options related to providing 100% clean, renewable energy for Columbus citizens. Additionally they will share how they intend to provide quality, reliable service and first-rate customer service.

All interested persons are invited to attend the public hearings via WebEx

**Date:** Wednesday - September 2nd, 2020

Time: 5:30PM

Location:

Attend via WebEx:

<https://urldefense.proofpoint.com/v2/url?

u=https-3A\_inks.gd\_1\_eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpb19saW5rX2lkIjoxMDIsInVyaSI6ImJwMjpbGjIjYsImJ1bGxl  
dGluX2lkIjoiMjAyMDA4MjYyYmJYxNDM4MzEiLCJ1cmwiOiJodHRwczovL2NvY211ZXRPbmdzLndIYmV4LmNvbS9jb2NtZ  
WV0aW5ncy9vbnN0YWdlL2cucGhwP01USUQ9ZTU3N2FIZjNlMzliYjM3YTQ3YTl5ZWQwOTAyZTkxY2RkbnV0bV9tZW  
pdW09ZW1haWwmdXRtX3NvdXJjZT1nb3ZkZWxpdmVyeSJ9.1qBhsbOMY8dPmObCtFD8vP2VdwBVnkCqyIsEssfmq6M  
s\_579555745\_br\_82833062130-2DI&d=DwMFAA&c=

-w6k6JNa8GMRbEaiNwI08C5s5vDvjuBeGIGXluELksM&r=SUAu0h2DRjK7zAc-5XxBqK1yHrtdOM7QVcmXQ78nDe0&m=  
B548UrHXkKQ75UP1pJhhQanXx2lTZ\_LdkATjbuAbYNA&s=UNuDKsVZoPvUfA7R1hPN25yDxVU9ELzKVo730Qld41Y&e  
=>

Password: 12345

OR

By Phone: 1-650-479-3207

Access Code: 160 955 9095

Watch Live on Facebook at

[www.facebook.com/ColsCouncil/](http://www.facebook.com/ColsCouncil/)

Any resident seeking to submit written testimony should forward it to the office of Councilmember Dorans. Written testimony must be received by 4PM on the day of the hearing and emailed to Kevin McCain at [kbmccain@columbus.gov](mailto:kbmccain@columbus.gov).

Residents who want to provide testimony via WebEx during the virtual hearing must email Kevin McCain at [kbmccain@columbus.gov](mailto:kbmccain@columbus.gov) by noon on the day of the hearing to request a WebEx speaker link. Each speaker's remarks are limited to three minutes or less.

This hearing is available live stream on the CTV website and broadcast on Spectrum, Channel 1024; WOW, Channel 3 and AT&T U-verse, Channel 99. The video will also be posted on the City of Columbus YouTube channel following the event.

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**Legislation Number:** PN0203-2020

**Drafting Date:** 8/27/2020

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Reimagining Public Safety: Building Bridges of Hope by Addressing Gun Violence in Our Neighborhoods

**Contact Name:** Erin M. Gibbons

**Contact Telephone Number:** 614-645-5627

**Contact Email Address:** [emgibbons@columbus.gov](mailto:emgibbons@columbus.gov)

Reimagining Public Safety: Building Bridges of Hope by Addressing Gun Violence in Our Neighborhoods

Thursday, September 3rd, 2020

4 p.m. - 5:30 p.m.

Facebook Live

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**Legislation Number:** PN0204-2020

**Drafting Date:** 8/27/2020

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Vote Safe Columbus Community Meeting

**Contact Name:** Erin M. Gibbons

**Contact Telephone Number:** 614-645-5627

**Contact Email Address:** emgibbons@columbus.gov

Vote Safe Columbus Community Meeting

Wednesday, September 9th

6 p.m. - 7:30 p.m.

Facebook Live

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**Legislation Number:** PN0205-2020

**Drafting Date:** 8/27/2020

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Renewal of Public Health Emergency

**Contact Name:** Anita Clark, Assistant Health Commissioner, Administration

**Contact Telephone Number:** 614-645-6793

**Contact Email Address:** anitac@columbus.gov

See attached Renewal of Public Health Emergency Declaration

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**Legislation Number:** PN0264-2019

**Drafting Date:** 8/19/2019

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Mideast Area Commission Meeting Schedule

**Contact Name:** Lynne LaCour

**Contact Telephone Number:** 614-724-0100

**Contact Email Address:** ldlacour@columbus.gov

Mideast Area Commission  
Meeting Schedule

2019

September 17th \* Christ United Methodist Church

1480 Zettler Rd. 6:30-8 pm

Topics:

- Commission Election Selection
- Commission Budget

October 15th \*Driving Park Library,1422 E. Livingston Ave. 6-8 pm

Topic:

Technology - Commissioner /Community Communications

- Website - Facebook - Google Docs

November 19th \* Christ United Methodist Church

1480 Zettler Rd. 6:30-8 pm

Topics:

- Welcome New Commissioners
- Mission & Vision Statement Development

December 17th Christ United Methodist Church

1480 Zettler Rd. 6:30-8 pm

Topic: State of the Commission

2020

Location: Christ United Methodist Church, 1480 Zettler Rd. 6:30- 8:00 pm

- January 21st
- February 18th
- March 17th
- April 21st
- May 19th
- June - Recess
- July 21st
- August 18th
- September 15th
- October 20th
- November 17th
- December 15th State of the Commission

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**Legislation Number:** PN0332-2019

**Drafting Date:** 10/21/2019

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** City of Columbus Records Commission- Meeting Schedule 2020

**Contact Name:** Monique L. Goins-Ransom, Records Commission Coordinator

**Contact Telephone Number:** 614-645-0845

**Contact Email Address:** mlgoins-ransom@columbus.gov

**Revised**

**CITY BULLETIN NOTICE**

## MEETING SCHEDULE

### CITY OF COLUMBUS RECORDS COMMISSION:

The regular meetings of the City of Columbus Records Commission for the calendar year 2020 are scheduled as follows:

**Monday, February 24, 2020**

**Monday, June 29, 2020**

**Monday, September 28, 2020**

Meetings will take place at: City Hall, 90 West Broad Street, 2nd Floor, in the City Council Conference Room 225. They will begin promptly at 10:00 am.

Every effort will be made to adhere to the above schedule, but the City of Columbus Records Commission reserves the right to change the date, time or location of any meeting; or to hold additional meetings. To confirm the meeting date, time and locations or to obtain agenda information, contact the Office of the City of Columbus Records Commission Coordinator at (614) 645-0845.

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**Legislation Number:** PN0351-2019

**Drafting Date:** 11/7/2019

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Rocky Fork-Blacklick Accord 2020 Meeting Schedule

**Contact Name:** Marc Rostan

**Contact Telephone Number:** (614) 645-8791

**Contact Email Address:** mjrostan@columbus.gov

**Meeting Accommodations:** It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

**Application Deadline**  
(111 N. Front St.,  
@BZS Counter,  
1st Floor)

**Hearing Dates**  
New Albany Village Hall  
99 W. Main St.  
New Albany, OH 43054 +  
6:00pm

December 19, 2019  
January 23, 2020  
February 20, 2020  
March 19, 2020  
April 23, 2020  
May 21, 2020  
June 18, 2020  
July 23, 2020

January 16, 2020  
February 20, 2020  
March 19, 2020  
April 16, 2020  
May 21, 2020  
June 18, 2020  
July 16, 2020  
August 20, 2020



August 20, 2020                      September 17, 2020  
September 17, 2020                  October 15, 2020  
October 22, 2020                      November 19, 2020  
November 19, 2020                    December 17, 2020

**+ IMPORTANT NOTICE:** Due to the COVID-19 pandemic, until further notice, meetings will be held in a digital format with members attending via WebEx. Visit [www.columbus.gov/planning](http://www.columbus.gov/planning) for more information.

Applications should be submitted by **4:00pm** on deadline day to:

**NOTE:**

You may also check the Commission webpage for information.

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**Legislation Number:**      PN0352-2019

**Drafting Date:**      11/7/2019

**Current Status:**      Clerk's Office for Bulletin

**Version:**      1

**Matter Type:**      Public Notice

**Notice/Advertisement Title:** Big Darby Accord Advisory Panel 2020 Schedule REVISED

**Contact Name:** Marc Rostan

**Contact Telephone Number:** (614) 645-8791

**Contact Email Address:** [mjrostan@columbus.gov](mailto:mjrostan@columbus.gov)

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline (111 N. Front St. @ BZS Counter 1st fl.)	Hearing Date Franklin County Courthouse 373 S. High St., 25th Fl. - Room B+ 1:30PM
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December 17, 2019	January 14, 2020
January 14, 2020	February 11, 2020
February 11, 2020	March 10, 2020
March 17, 2020	April 14, 2020
April 14, 2020	May 12, 2020
May 12, 2020	June 9, 2020
June 16, 2020	July 14, 2020
July 14, 2020	August 11, 2020
August 11, 2020	September 8, 2020
September 15, 2020	October 13, 2020
October 13, 2020	November 10, 2020
November 10, 2020	December 8, 2020

**+ IMPORTANT NOTICE:** Due to the COVID-19 pandemic, until further notice, meetings will be held in a digital format

with members attending via WebEx. Visit [www.columbus.gov/planning](http://www.columbus.gov/planning) for more information.

Applications should be dropped off by **4:00pm** on deadline day.

**NOTE:**

You may also check the Commission webpage for information.

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**Legislation Number:** PN0353-2019

**Drafting Date:** 11/7/2019

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Columbus Art Commission 2019 Meeting Schedule **REVISED**

**Contact Name:** Lori Baudro

**Contact Telephone Number:** (614) 645-6986

**Contact Email Address:** lsbaudro@columbus.gov

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline	Hearing Dates
111 N. Front St., 1st Fl. (@BZS Counter)	111 N. Front St., <b>Rm 204 +</b> <b>3:30pm</b>

January 3, 2020	January 15, 2020
February 7, 2020	February 19, 2020
March 6, 2020	March 18, 2020
April 3, 2020	April 15, 2020
May 1, 2020	May 20, 2020
June 5, 2020	June 17, 2020
July 3, 2020	July 15, 2020

**NO AUGUST MEETING**

September 4, 2020	September 16, 2020
October 2, 2020	October 21, 2020
November 9, 2020	November 18, 2020*
December 6, 2020	December 16, 2020

**+ IMPORTANT NOTICE:** Due to the COVID-19 pandemic, until further notice, meetings will be held in a digital format with members attending via WebEx. Visit [www.columbus.gov/planning](http://www.columbus.gov/planning) for more information.

**\*Meeting in Room 205 for this meeting**

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**Legislation Number:** PN0369-2019

**Drafting Date:** 11/22/2019

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Downtown Commission 2020 Meeting Schedule REVISED

**Contact Name:**

**Contact Telephone Number:** 614-724-4437

**Contact Email Address:** dc@columbus.gov

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail zdjones@columbus.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ (dc@columbus.gov)*	Business Meeting** (111 N. Front St., Rm. #313)+ 12:00 pm	Regular Meeting** (111 N. Front St. Rm. #204)+ 8:30 am
May 12, 2020	May 19, 2020	May 26, 2020
June 9, 2020	June 16, 2020	June 23, 2020
July 1, 2020***	July 14, 2020***	July 28, 2020***
July 29, 2020	August 11, 2020	August 25, 2020
August 26, 2020	September 8, 2020	September 22, 2020
September 30, 2020	October 13, 2020	October 27, 2020
October 28, 2020	November 10, 2020	November 18, 2020^ (Wednesday)
November 25, 2020	December 8, 2020	December 16, 2020^ (Wednesday)

+ IMPORTANT NOTICE: Due to the COVID-19 pandemic, until further notice, meetings will be held in a digital format with members attending via WebEx. Visit [www.columbus.gov/planning](http://www.columbus.gov/planning) for more information.

\*If you are unable to email, call 614-724-4437 to request alternative delivery options.

\*\*Meetings subject to cancellation. Please contact staff to confirm dates and Room location for Business Meetings

\*\*\*Beginning in June 2020, Application deadlines are now four weeks prior to the Hearing Date, and Business Meetings are now two weeks prior to the Hearing Date

^Date change due to holiday

^^A grace period of One (1) week is available for applications heard at the *previous* month's Hearing. (i.e. An application heard at the June Hearing may be granted a grace period to apply to the July Hearing.)

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**Legislation Number:** PN0370-2019

**Drafting Date:** 11/22/2019

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** East Franklinton Review Board 2020 Meeting Schedule REVISED

**Contact Name:**

**Contact Telephone Number:** 614-724-4437

**Contact Email Address:** efrb@columbus.gov

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ (efrb@columbus.gov)*	Business Meeting** (111 N. Front St., Rm #312)+ 12:00pm	Regular Meeting** (111 N. Front St. Rm. #204)+ 3:00pm
May 13, 2020	May 20, 2020	May 27, 2020
June 10, 2020	June 17, 2020	June 24, 2020
June 25, 2020***	July 8, 2020***	July 22, 2020***
July 30, 2020	August 12, 2020	August 26, 2020
August 27, 2020	September 9, 2020	September 23, 2020
October 1, 2020	October 14, 2020	October 28, 2020
October 29, 2020	November 11, 2020	November 23, 2020^
November 27, 2020^	December 9, 2020	December 23, 2020

+ IMPORTANT NOTICE: Due to the COVID-19 pandemic, until further notice, meetings will be held in a digital format with members attending via WebEx. Visit [www.columbus.gov/planning](http://www.columbus.gov/planning) for more information.

^Date change due to holiday. November 23 is on a Monday.

^^A grace period of One (1) week is available for applications heard at the *previous* month's Hearing. (i.e. An application heard at the June Hearing may be granted a grace period to apply to the July Hearing.)

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation. Please contact staff to confirm.

\*\*\*Beginning in June 2020, Application deadlines are now four weeks prior to the Hearing Date, and Business Meetings are now two weeks prior to the Hearing Date

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**Legislation Number:** PN0371-2019

Drafting Date: 11/22/2019

Current Status: Clerk's Office for Bulletin

Version: 1

Matter Public Notice

Type:

Notice/Advertisement Title: University Impact District Review Board 2020 Meeting Schedule REVISED

Contact Name:

Contact Telephone Number: 614-724-4437

Contact Email Address: uidrb@columbus.gov

Meeting Accommodations: It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail zdjones@columbus.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ (uidrb@columbus.gov)*	Business Meeting** (111 N. Front St., Rm #313)+ 12:00pm	Regular Meeting** (111 N. Front St. Rm. #204)+ 4:00pm
May 14, 2020	May 21, 2020	May 28, 2020
June 11, 2020	June 18, 2020	June 25, 2020
June 26, 2020***	July 9, 2020***	July 23, 2020***
July 31, 2020	August 13, 2020	August 27, 2020
August 28, 2020	September 10, 2020	September 24, 2020
September 25, 2020	October 8, 2020	October 22, 2020
October 23, 2020	November 5, 2020	November 19, 2020^
November 20, 2020	December 3, 2020	December 17, 2020^

+ IMPORTANT NOTICE: Due to the COVID-19 pandemic, until further notice, meetings will be held in a digital format with members attending via WebEx. Visit [www.columbus.gov/planning](http://www.columbus.gov/planning) for more information.

\* If you are unable to email, call 614-724-4437 to request alternative delivery options.

\*\*Meetings subject to cancellation. Please contact staff to confirm dates and Room location for Business Meetings

\*\*\*Beginning in June 2020, Application deadlines are now four weeks prior to the Hearing Date, and Business Meetings are now two weeks prior to the Hearing Date

^Date and location change due to holiday - Room #205

^^A grace period of One (1) week is available for applications heard at the *previous* month's Hearing. (i.e. An application heard at the June Hearing may be granted a grace period to apply to the July Hearing.)

Drafting Date: 11/22/2019

Current Status: Clerk's Office for Bulletin

Version: 1

Matter Public Notice

Type:

Notice/Advertisement Title: Brewery District Commission 2020 Meeting Schedule **REVISED**

Contact Name:

Contact Telephone Number: 614-724-4437

Contact Email Address: BDC@columbus.gov

It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ (BDC@columbus.gov)* 4:00p.m.	Business Meeting Date** (111 N Front St., Rm 313)+ 12:00p.m.	Hearing Date** (111 N Front St. Hearing Rm 204)+ <b>4:00p.m.</b>
April 23, 2020	April 30, 2020	May 7, 2020
May 21, 2020	May 28, 2020	June 4, 2020
June 5, 2020***	June 18, 2020***	July 2, 2020
July 10, 2020	July 23, 2020	August 6, 2020
August 7, 2020	August 20, 2020	September 3, 2020
September 4, 2020	September 17, 2020	October 1, 2020
October 9, 2020	October 22, 2020	November 5, 2020
November 6, 2020	November 19, 2020	December 3, 2020
December 11, 2020	December 17, 2020^	January 7, 2021

+ IMPORTANT NOTICE: Due to the COVID-19 pandemic, until further notice, meetings will be held in a digital format with members attending via WebEx. Visit [www.columbus.gov/planning](http://www.columbus.gov/planning) for more information.

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\* Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning). The Hearing time will change to 4:00 p.m. beginning in July 2020.

\*\*\*Beginning in June 2020, Application deadlines are now four weeks prior to the Hearing Date, and Business Meetings are now two weeks prior to the Hearing Date

^Date change due to holiday

^^A grace period of One (1) week is available for applications heard at the *previous* month's Hearing. (i.e. An

application heard at the June Hearing may be granted a grace period to apply to the July Hearing.)

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**Legislation Number:** PN0373-2019

**Drafting Date:** 11/22/2019

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Notice/Advertisement Title:** German Village Commission 2020 Meeting Schedule REVISED  
**Contact Name:**  
**Contact Telephone Number:** 614-724-4437  
**Contact Email Address:** GVC@columbus.gov

It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

**Application Deadline<sup>^^</sup>**  
(GVC@columbus.gov)\*  
Rm.204)+

**Business Meeting Date<sup>\*\*</sup>**  
(111 N. Front St., 3rd Fl. Rm. 313)+

**Hearing Date<sup>\*\*</sup>**  
(111 N. Front St., 2nd Fl.

12:00pm

**4:00pm**

April 21, 2020  
May 19, 2020  
June 10, 2020\*\*\*  
July 8, 2020  
August 5, 2020  
September 9, 2020  
October 7, 2020  
November 4, 2020  
December 9, 2020

April 28, 2020  
May 26, 2020  
June 23, 2020\*\*\*  
July 21, 2020  
August 18, 2020  
September 22, 2020  
October 20, 2020  
November 17, 2020  
December 22, 2020

May 5, 2020  
June 2, 2020  
July 7, 2020  
August 4, 2020  
September 1, 2020  
October 6, 2020  
November 3, 2020  
December 1, 2020  
January 5, 2021

+ IMPORTANT NOTICE: Due to the COVID-19 pandemic, until further notice, meetings will be held in a digital format with members attending via WebEx. Visit [www.columbus.gov/planning](http://www.columbus.gov/planning) for more information.

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning)

\*\*\*Beginning in June 2020, Application deadlines are now four weeks prior to the Hearing Date, and Business

Meetings are now two weeks prior to the Hearing Date

^Date change due to holiday.

^^A grace period of One (1) week is available for applications heard at the *previous* month's Hearing. (i.e. An application heard at the June Hearing may be granted a grace period to apply to the July Hearing.)

Legislation Number: PN0374-2019

Drafting Date: 11/22/2019

Current Status: Clerk's Office for Bulletin

Version: 1

Matter Type: Public Notice

Notice/Advertisement Title: Historic Resource Commission 2020 Meeting Schedule REVISED

Contact Name:

Contact Telephone Number: 614-724-4437

Contact Email Address: HRC@columbus.gov

It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail zdjones@columbus.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ (HRC@columbus.gov)*	Business Meeting Date** (111 N. Front St., Rm 313)+ 204)+	Hearing Date** (111 N. Front St. Hearing earing HRm.
4:00p.m.	12:00p.m.	<b>4:00p.m.</b>
May 7, 2020	May 14, 2020	May 21, 2020
June 4, 2020	June 11, 2020	June 18, 2020
June 19, 2020***	July 2, 2020***	July 16, 2020
July 24, 2020	August 6, 2020	August 20, 2020
August 21, 2020	September 3, 2020	September 17, 2020
September 18, 2020	October 1, 2020	October 15, 2020
October 23, 2020	November 5, 2020	November 19, 2020
November 20, 2020	December 3, 2020	December 17, 2020

+ IMPORTANT NOTICE: Due to the COVID-19 pandemic, until further notice, meetings will be held in a digital format with members attending via WebEx. Visit [www.columbus.gov/planning](http://www.columbus.gov/planning) for more information.

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting



dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning)

**\*\*\*Beginning in June 2020, Application deadlines are now four weeks prior to the Hearing Date, and Business Meetings are now two weeks prior to the Hearing Date**

^Date change due to holiday.

^^A grace period of One (1) week is available for applications heard at the *previous* month's Hearing. (i.e. An application heard at the June Hearing may be granted a grace period to apply to the July Hearing.)

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**Legislation Number:** PN0375-2019

**Drafting Date:** 11/22/2019

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Italian Village Commission 2020 Meeting Schedule REVISED

**Contact Name:**

**Contact Telephone Number:** 614-724-4437

**Contact Email Address:** [IVC@columbus.gov](mailto:IVC@columbus.gov)

It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

**Application Deadline^^**  
([IVC@columbus.gov](mailto:IVC@columbus.gov))\*  
4:00p.m.

**Business Meeting Date\*\***  
(111 N. Front St. Rm 313) +  
12:00p.m.

**Hearing Date\*\***  
(111 N. Front St. Hearing Rm. 204)+  
**4:00p.m.**

April 28, 2020

May 5, 2020

May 12, 2020

May 26, 2020

June 2, 2020

June 9, 2020

June 17, 2020\*\*\*

June 30, 2020\*\*\*

July 14, 2020

July 15, 2020

July 28, 2020

August 11, 2020

August 12, 2020

August 25, 2020

September 8, 2020

September 16, 2020

September 29, 2020

October 13, 2020

October 14, 2020

October 27, 2020

November 10, 2020

November 11, 2020

November 24, 2020

December 8, 2020

+ **IMPORTANT NOTICE:** Due to the COVID-19 pandemic, until further notice, meetings will be held in a digital format with members attending via WebEx. Visit [www.columbus.gov/planning](http://www.columbus.gov/planning) for more information.

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning)

\*\*\*Beginning in June 2020, Application deadlines are now four weeks prior to the Hearing Date, and Business Meetings are now two weeks prior to the Hearing Date

^Date change due to holiday.

^^A grace period of One (1) week is available for applications heard at the *previous* month's Hearing. (i.e. An application heard at the June Hearing may be granted a grace period to apply to the July Hearing.)

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**Legislation Number:** PN0376-2019

**Drafting Date:** 11/22/2019

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Victorian Village Commission 2020 Meeting Schedule REVISED

**Contact Name:**

**Contact Telephone Number:** 614-724-4437

**Contact Email Address:** [VVC@columbus.gov](mailto:VVC@columbus.gov)

It is the policy of the City of Columbus that all City-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator at (614) 645-8871 or e-mail [zdjones@columbus.gov](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^  
([VVC@columbus.gov](mailto:VVC@columbus.gov))\*  
4:00p.m.

Business Meeting Date\*\*  
(111 N. Front St., Rm. #313)  
12:00p.m.

Hearing Date\*\*  
(111 N. Front St., Hearing Rm 204)  
**4:00p.m.**

April 29, 2020  
May 27, 2020  
June 11, 2020\*\*\*  
July 16, 2020  
August 13, 2020  
September 17, 2020  
October 15, 2020  
November 12, 2020

May 6, 2020  
June 3, 2020  
June 24, 2020\*\*\*  
July 29, 2020  
August 26, 2020  
September 30, 2020  
October 28, 2020  
November 25, 2020

May 13, 2020  
June 10, 2020  
July 8, 2020  
August 12, 2020  
September 9, 2020  
October 14, 2020  
November 18, 2020^  
December 9, 2020

+ **IMPORTANT NOTICE:** Due to the COVID-19 pandemic, until further notice, meetings will be held in a digital format with members attending via WebEx. Visit [www.columbus.gov/planning](http://www.columbus.gov/planning) for more information.

\* If you are unable to email, call 614-724-4437 to request alternative delivery options

\*\*Meetings subject to cancellation and locations subject to change. Please contact staff to confirm. Meeting dates, times and locations are also available at [www.columbus.gov/planning](http://www.columbus.gov/planning). The Hearing time will change to 4:00 p.m. beginning in July 2020.

\*\*\*Beginning in June 2020, Application deadlines are now four weeks prior to the Hearing Date, and Business Meetings are now two weeks prior to the Hearing Date

^Date change due to holiday.

^^A grace period of One (1) week is available for applications heard at the *previous* month's Hearing. (i.e. An application heard at the June Hearing may be granted a grace period to apply to the July Hearing.)

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**Legislation Number:** PN0390-2019

**Drafting Date:** 12/10/2019

**Version:** 1

**Current Status:** Clerk's Office for Bulletin

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Far East Area Commission 2020 Meeting Schedule

**Contact Name:** Lynne LaCour

**Contact Telephone Number:** 614-724-0100

**Contact Email Address:** [ldlacour@columbus.gov](mailto:ldlacour@columbus.gov)

Meeting Dates for 2020

Tuesday Jan 7, 2020 6:45-8:30 pm

Tuesday Feb 4, 2020 6:45-8:30 pm

Tuesday March 3, 2020 6:45-8:30 pm

Tuesday April 7, 2020 6:45-8:30 pm

Tuesday May 5, 2020 6:45-8:30 pm

Tuesday June 2, 2020 6:45-8:30 pm

Tuesday July 7, 2020 6:45-8:30 pm

Tuesday August 4, 2020 6:45-8:30 pm

Tuesday September 1, 2020 6:45-8:30 pm

Tuesday October 6, 2020 6:45-8:30 pm

Tuesday November 3, 2020 6:45-8:30 pm

Tuesday December 1, 2020 6:45-8:30 pm

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**Legislation Number:** PN0393-2019

**Drafting Date:** 12/16/2019

**Current Status:** Clerk's Office for Bulletin

**Version:** 1

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Board of Industrial Relations

**Contact Name:** William Gaines

**Contact Telephone Number:** 614-645-5436

**Contact Email Address:** wgaines@columbus.gov

The Board of Industrial Relations holds regular meetings on the 3rd Monday of each month at 1:30pm in Hearing Room #134, 77 N. Front Street, Columbus, OH. Due to observed holidays, the January meeting will be held on January 27, 2020 at 1:30pm. The February meeting will be held February 24, 2020 at 1:30pm.



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# By-Laws

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Columbus South Side Area Commission

Revised May 21, 2020

Approved June 23, 2020

Columbus South Side Area Commission

(Aka: Commission or CSSAC)

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# **By-Laws of The Columbus South Side Area Commission**

## **INTRODUCTION**

**THESE BY-LAWS** establish the procedures under which The Columbus South Side Area Commission shall execute those duties and functions set forth in and with authority granted under Chapters 3109 and 3111 of the Columbus City Code (hereinafter abbreviated as “C.C.”) and Sections 60, 61 and 121 of the Columbus City Charter.

### **Purpose**

The purpose of this Commission is to afford additional voluntary citizen participation in decision-making in an advisory capacity to the City Administration and City Council as provided in C.C. Section 3109.01; and to facilitate communication, understanding, and cooperation among citizens, neighborhood groups, city officials and staff, and other stakeholders by performing those functions and duties set forth in C.C. Section 3109.14. The Commission shall not endorse any candidate for public office.

### **Article I. Name**

The name of this organization shall be The Columbus South Side Area Commission, hereinafter referred to as the “Commission” or “CSSAC”.

### **Article II. Commission Area**

The area served by the Commission (the “Commission Area”) shall be all incorporated areas of the City of Columbus, excluding those areas already made part of an Area Commission as set forth in C.C. Chapter 3111, and any area as hereafter adopted by the Commission and approved by the Columbus City Council (“Council”), as follows:

Beginning at the intersection of the centerlines of Lathrop Street and East Livingston Avenue; thence easterly along the centerline of East Livingston Avenue to its point of intersection with the centerline of Studer Avenue; thence southerly along the centerline of Studer Avenue to its point of intersection with the centerline of first alley running parallel to and lying south of Livingston Avenue, otherwise known as Denton Alley; thence westerly along centerline of Denton Alley to its point of intersection with the centerline of first unnamed alley running parallel to and lying east of Linwood Avenue; thence southerly along the centerline of the first unnamed alley running parallel to and lying east of Linwood Avenue to its point of intersection with the centerline of second unnamed alley running parallel to and lying north of E. Whittier Street; thence easterly along the centerline of second unnamed alley running parallel to and lying north of E. Whittier Street to its point of intersection with centerline of Studer Avenue; thence southerly along the centerline of Studer Avenue to its point of intersection with the centerline of Whittier Street; thence easterly along the centerline of Whittier Street to its point of intersection with Rhoads Avenue and continuing thereon along the extended centerline of Whittier Street to Memory Lane; thence easterly along the centerline of Memory Lane to its point of intersection with Alum Creek Drive and continuing thereon along the extended centerline of Memory Lane to the

West bank of Alum Creek; thence southerly along the West bank of Alum Creek to its point of intersection with the centerline of State Route 104; thence westerly along the centerline of State Route 104 to its point of intersection with the centerline of Refugee Road; thence westerly along centerline of Refugee Road to its point of intersection with the centerline of Lockbourne Road; thence southerly along the centerline of Lockbourne Road to its point of intersection with the centerline of State Route 104; thence westerly along the centerline of State Route 104 to the East bank of the Scioto River; thence northerly along the East bank of the Scioto River to its point of intersection with the centerline of Greenlawn Avenue; thence easterly along the centerline of Greenlawn Avenue to its point of intersection with the centerline of South High Street; thence northerly along the centerline of South High Street to its point of intersection with the centerline of Thurman Avenue; thence easterly along the centerline of Thurman Avenue to its point of intersection with the centerline of South Pearl Street; thence southerly along the centerline of South Pearl Street to its point of intersection with the centerline of Nursery Lane; thence easterly along the centerline of Nursery Lane to its point of intersection with the centerline of Blackberry Alley; thence northerly along the centerline of Blackberry Alley to its point of intersection with the centerline of Whittier Street; thence westerly along the centerline of Whittier Street to its point of intersection with the centerline of Jaeger Street; thence northerly along the centerline of Jaeger to its point of intersection with Kossuth Street; thence easterly along the centerline of Kossuth Street to its point of intersection with the centerline of South Grant Avenue; thence northerly along the centerline of South Grant Avenue to its point of intersection with the centerline of East Sycamore Street; thence easterly along the centerline of East Sycamore Street to its point of intersection with the centerline of Brust Street; thence northerly along the centerline of Brust Street to its point of intersection with the centerline of East Beck Street; thence easterly along the centerline of East Beck Street to its point of intersection with the centerline of Lathrop Street; thence northerly along the centerline of Lathrop Street to its point of intersection with the centerline with East Livingston Avenue, the point of beginning.



## Article III Membership

**Section 1. Members.** There shall be sixteen (16) members of the Commission who shall be known as “Commissioners.” Fourteen (14) of the Commissions are elected by general election as provided in Article VIII. One (1) Youth Commissioner is appointed by the Chair and elected by majority vote of the Commission and One (1) Commissioner who shall be nominated by the Parsons Area Merchants Association and approved by majority vote of the commission. All members shall have equal standing as a Commission member. Unless otherwise provided herein, each Commissioner shall reside, have employment, or ownership in real property in the Commission Area; District Commissioners shall reside within their District Area; be duly appointed by the Mayor with the concurrence of Council; and serve without compensation. Commissioners shall have resided, have employment, or ownership in real property in the Commission within the Commission Area at least six (6) months prior to their nomination and election and shall maintain their residency in the Commission Area at all times they is serving as a Commissioner. Unless otherwise adopted and approved in accordance with Article XI herein, Commissioners shall be elected and appointed as follows:

- Nine (9) members; one (1) from each of the nine (9) Districts as set forth in Addendum A, attached hereto and incorporated herein by reference, or any amendment thereto, to represent such District;
- One (1) member elected at-large who is a resident of the Commission Area, either as a tenant or homeowner, to represent residents, who will be designated as “At-Large Resident ”;
- One (1) member elected at-large who is a business owner who resides in, or who’s business resides within the Commission Area, to represent businesses or organizations which provide or promote tangible services or substantial economic benefit to the Commission Area, who will be designated as “At-Large Business”;
- One (1) member elected at-large who is a worker or employee within the Commission Area, to represent labor/workers, who will be designated as “At-Large Labor”;
- One (1) member elected at-large who is a resident of the Commission Area, to represent individuals or entities organized for religious, social or other public interest purposes, who will be designated as “At-Large Religious & Social Services”;
- One (1) member elected at-large who is a resident of the Commission Area, to represent individuals or entities organized for educational purposes, who will be designated as “At-Large Education”; and
- One (1) member who shall be nominated by the Parsons Area Merchants Association, who will be designated as a recognized Neighborhood Community Revitalization District.
- One (1) member who shall be appointed by the Chair and elected by the Commission who is a resident of the Commission Area and under the age of 18 at the time of appointment, to represent the area’s youth, and who will be designated as “At-Large Youth”.

Newly-created commission seats may be nominated and appointed by the Commission as if filling a vacancy as outlined in Section 7 of this article for terms to coincide with the Election Schedule in Addendum D.

**Section 2. Terms.** All terms shall be for a period of three (3) years. All terms shall expire on the last day of the month of December in different years. The term of elected members, or members nominated by the Commission to fill a vacancy, shall commence no sooner than thirty (30) days after notice of nomination has been received by the Mayor's Office and be for no more than the time left in the term of said vacancy.

**Section 3. Representation.** No Commissioner shall represent the Commission in its official actions before any other public body or official, except as specifically authorized by the Commission. Any unauthorized representation shall be deemed as a resignation from the Commission and notice of such resignation shall be communicated to the Mayor, unless two-thirds of those members present and voting determine that extenuating circumstances justify that such Commissioner remain in office. The foregoing shall not be construed as a restriction upon the right of the individual members to represent their own views before public or private bodies, whether in agreement or disagreement with the official action of the Commission.

**Section 4. Disqualification.** Members shall maintain their residence, employment, or ownership in real property in the Commission area (or portion thereof) from which they were elected and appointed. Failure of a member to maintain their residence, employment or ownership in real property in the Commission area (or portion thereof) from which they were elected and appointed, shall be deemed as a resignation from the Commission and notice of such will be communicated to the Mayor, unless two-thirds of those members present and voting determine that extenuating circumstances justify that such Commissioner remain in office.

**Section 5. Attendance.** Members shall, so far as possible, be regular in attendance. A member's absence from three (3) consecutive regular meetings or from a total of four (4) regular meetings in any one calendar year shall be deemed as a resignation from the Commission and notice of such resignation shall be communicated to the Mayor, unless two-thirds of those members present and voting determine that extenuating circumstances justify that such Commissioner remain in office. The Secretary shall deliver written notice by hand delivery, electronic mail or U.S. Mail to such Commissioner after their second consecutive absence or third absence in a calendar year setting forth the provisions of this Section. Excused absence will still count towards the amount of absences permitted by rule. Extenuating Circumstances will be taken into consideration (such as Death in the Family, etc.).

**A. Tardiness.** Those Commissioners who are tardy less than ½ hour from Roll Call will still be counted as attending. Any Commissioner arrival later than ½ hour from Roll Call will be considered as an absence.

**Section 6. Rules, Laws and By-Laws.** The Commission and the Commissioners shall adhere to all relevant and applicable local, state, and federal laws and these By-Laws. Failure to adhere to such laws and these By-Laws shall be deemed as a resignation from the Commission and notice of such resignation shall be communicated to the Mayor, unless two-thirds of those members present and voting determine that extenuating circumstances justify that such Commissioner remain in office. A Commissioner's failure to serve a full term without due cause shall be documented by the Secretary and such Commissioner shall thereafter be disqualified from seeking another office on the Commission for a period of three (3) years.

**Section 7. Vacancies.** The Commission shall nominate, by letter to the Mayor pursuant to C.C. Section 3109.11, one (1) candidate to fill any vacancy caused by death, resignation or disqualification for the remainder of the unexpired term within 60 days of vacancy. Unless the unexpired term is due to expire within sixty (60) days of said vacancy.

**Section 8. Ethics.** As a duly sworn-in Commissioner of the Columbus Southside Area Commission, all Commissioners are covered and must abide by the City of Columbus ethics policy. Commissioners and committee members must interact in a truthful, respectful, and professional manner with other commissioners and the public at large. Attendees at meetings of the commission or committees are expected to adhere to these same provisions.

## Article IV. Officers

**Section 1. Officers.** The Officers of the Commission shall be the Chair, Vice Chair, Secretary and Treasurer. It is desirable, but not required, that all Officers must have served no less than one year on the Commission to be eligible.

**Section 2. Election of Officers.** Nominations for officers will occur at the January meeting and will be open to all commissioners on the commission. Election of officers will then be held at the beginning of the January meeting, immediately after all new commissioners are seated. A Chair Pro Tempore will be chosen at the November meeting in the event that the current chair will not be a part of the commission in the January meeting to preside over the election of Officers. Commission officers shall serve without compensation for a term of one year.

**Section 3. Chair** The Chair shall preside at all meetings of the Commission; in consultation with the Commissioners, represent the Commission before public bodies and at public hearings; appoint Standing and Special Committees of the Commission; serve as an ex-officio member of all committees; coordinate the actions of officers and committee chairpersons; and perform other duties associated with the office as necessary and appropriate or as may be assigned by the Commission. The Chair, in consultation with the Commissioners, shall prepare the agenda for the regular meetings of the Commission and the Executive Committee. The Chair, in consultation with the Commissioners, shall direct, delegate and appoint the chairperson of standing committees. Persons elected as Chair are required to have served no less than one year on the Commission to be eligible.

**Section 4. Vice-Chair.** The Vice-Chair shall assist the Chair: perform the duties of the Chair in their absence; and perform such other duties as may be assigned by the Commission. The Vice-Chair shall be the liaison between the Commission and any volunteers or staff hired or assigned to the Commission.

**Section 5. Secretary:** The Secretary shall maintain an accurate and objective record of Commission meetings and meetings of the Executive Committee and provide for the reporting of minutes; maintain records of all votes of the Commission and the Executive Committee; call the roll at all Commission meetings and Meetings of the Executive Committee; coordinate the preparation and distribution of the Commission's agenda in aid of the Chair; maintain all records of the Commission and any other such records as the Commission may direct; and perform related duties as may be demanded by the Secretary's office. The voting records and minutes of all public Commission meetings shall be open to public examination and forwarded to the City as provided in C.C. Section 3109.07. In the absence of both the Chair and the Vice-Chair, the Secretary shall call the meeting to order and preside until the immediate election of a Chair Pro Tempore. The Secretary shall provide written notice of a Commissioner's absences, provide written notice to the Mayor of any nomination or vacancy; and shall send written notice to the Board of Zoning Adjustment or other appropriate entity of zoning-related actions of the Commission. For the recording of all minutes a Scribe may be used that is not a Commissioner.

**Section 6. Treasurer.** The Treasurer shall be the Fiduciary Agent for the commission and shall have the care and custody of all monies belonging to the Commission and shall be solely responsible for such monies; shall cause to be deposited in a regular business bank all funds received from the City or

any other funds; be one of two or more Officers who shall sign checks on behalf of the Commission and in no event shall a check or other disbursement of monies be signed or authorized in advance of a real and tangible need; shall render at regular intervals and at the Commission's Annual Meeting a written account of the finances of the Commission which reports shall be physically affixed to the minutes of the Commission of such meeting; and, shall exercise all duties incident to the office of Fiduciary Agent, including compliance with all fiscal requirements within the Memorandum of Agreement with the City.

**Section 7. Officer Vacancy.** The Vice- Chair shall fill a vacancy in the office of Chair. A vacancy in any other position shall be filled in the same manner as the original officer election process provided in Section 2 of this Article.

## Article V. Meetings

**Section 1. Regular Meetings.** Regular meetings of the Commission shall be held at 6:30 p.m. on the fourth (4<sup>th</sup>) Tuesday of each month unless otherwise directed by a majority vote of the Commission. All Commission meetings shall be held in the Commission Area in a regular meeting place which shall be an appropriate large room convenient for members and the public. The commission meeting will typically last no longer than one hundred fifty (150) minutes or 2½ hours. The Commission shall provide to its constituents and the City Administration seven (7) days advanced notice of any change in the meeting time or place handled one or more of the following ways - by publication in a newspaper of general circulation in the Commission Area, by door-to-door notice, or through electronic media (which may include email, social media such as Facebook, and website pages). All Commission meetings are open to the general public and shall comply with the open meeting requirements set forth in C.C. Chapter 121, and the provisions of the Ohio Open Meetings Act, Ohio Revised Code Section 121.22, as applicable.

The Commission may meet via digital forum while the City of Columbus is under a public health or other emergency order, or as deemed necessary to protect the public health and welfare. In such cases, proper public notice shall be given and accommodations made to ensure proceedings are open to the public. All Commission business and votes taken under such conditions shall carry the full weight of votes conducted during in-person meetings.

**Section 2. Annual Meeting.** The Annual Meeting shall be the Commission's regularly scheduled meeting in the month of January at which time the Commission shall elect Commissioner Officers

**Section 3. Recess.** The Commission shall not hold a regular meeting during the month of August unless two-thirds of those members present and voting determine that extenuating circumstances justify that the Commission meet during the month of August.

**Section 4. Special Meetings.** Special Meetings may be called by the Executive Committee, the Chair or by a majority of the Commissioners in a regular or special meeting. The special meeting's purpose, date, time and location shall be stated in the meeting notice. No business will be considered at a special meeting unless it was included in the meeting notice and a quorum is present.

In the case of a special meeting, the Commission shall provide to its constituents and the City Administration three (3) days advance written notice of the proposed special meeting handled one or more of the following ways - by publication in a newspaper of general circulation in the Commission Area, by door-to-door notice, or through electronic media (which may include email, social media such as Facebook, and website pages).

**Section 5. Notice of Meetings.** All meetings shall be open to the public and notice shall be handled one or more of the following ways - published at least seven (7) days in advance in a newspaper of general circulation in the Commission Area, by door-to-door notice or through electronic media (including email and website pages) and, as applicable, in the City Bulletin.

**Section 6. Quorum:** Nine (9) members of the total membership of the Commission shall constitute a quorum for the conduct of business at all Commission meetings. Nothing herein shall prevent the adjournment of any such meeting to a later specified date, regardless of the presence of a quorum.

**Section 7. Voting.** Unless otherwise provided herein, and provided a quorum is present, a majority vote of Commissioners or Standing Committee members present at the meeting shall be required to approve or disapprove any action thereof. Unless otherwise provided herein, a tie vote shall result in disapproval. Any issue shall be stated in the positive form when presented for a vote. Commissioners will vote in the best interest of the South Side based on their understanding of the topic brought before the commission, while taking into consideration the outcome of the vote taken by the City recognized neighborhood association(s) (CRNA). All Commissioners should strongly consider whether or not there is a personal conflict of interest when voting on any legislation, and, if so, should abstain from voting on that legislation.

All (non-Committee) voting processes must be done during a Commission meeting and in a public forum. Voting results of the Commission and its committees are public records. Voting via email is not permitted. All Commission business and votes taken during a digital meeting as provided for in Section 1 of this Article shall carry the full weight of votes conducted during in-person meetings.

**Section 8. Order of Business.** The Order of Business for Commission meetings shall be as follows, with time limits provided for each agenda item:

- Roll call
- Pledge of Allegiance
- Approval of Minutes
- Reading of Correspondence
- City Liaison Report
- Standing Committee Reports
- Special Committee Reports
- Reports of Officers
- District Reports
- Informational & Public Presentations
- Old Business
- New Business
- Public Comments and Announcements
- Adjournment

**Section 9. Presentations.** The Chair shall recognize all members of the public who wish to address the Commission concerning issues under discussion. The Chair may uniformly limit debate to an equal amount of time for each side of an issue; and when appropriate, the issue will be referred by the Chair to the proper Committee for action and report at the next Commission meeting. Debate and comment time will be conducted as follows, unless the Chair deems time limits should be adjusted based on evening's agenda:

1. Informational Presentations will be limited to ten (10) minutes for each presentation with an additional five (5) minutes for questions from the commissioners. Requests for informational presentations must be submitted to the Chair within fourteen (14) days of the meeting that they wish to present. A limit of three (3) informational presentations will be permitted at any given meeting.
2. Zoning Variance Presentations will be limited to a total of ten (10) minutes for each presentation with an additional ten (10) minutes for questions from the commissioners. Zoning presentations should only be placed on the meeting agenda by the Zoning Chairperson. A civic association representative may have up to five (5) minutes to speak on behalf of the civic association.
3. Public Comments on zoning presentations will be limited to three (3) people in favor and three people opposed, and each will be permitted three (3) minutes of speaking time. In the event that there is a large number of individuals wishing to speak, speaker slips will be made available prior to the meeting and will be chosen on a first turned in basis.
4. Public Announcements will be limited to two (2) minutes per person who wishes to share general information on a public topic. This will be limited to the amount of time available at the end of the meeting.

**Section 10. Dissenting or Concurring Reports:** Dissenting or concurring reports may be filed with the Secretary by any Commissioner and shall be attached to the majority report.



## Article VI. Committees

**Section 1. Commission Members.** The Chair shall seek Commissioner volunteers (or appoint Commission members if needed) to any Standing Committee or Special Committee giving due consideration to individual preferences and subject to approval by a majority vote of the Commission. The Chair shall be an ex-officio member of all committees, Standing and Special. All commissioners shall serve on at least one committee.

**Section 2. Committee Chairperson.** The Chair shall seek Commissioner volunteers (or appoint Commission members if needed) as Committee Chair. It is desirable, but not required, that all Committee Chairs must have served no less than one year on the Commission. Each Chairperson is responsible for seeking Non-Commission Members, to be appointed by majority vote of the Commission, to serve on their committees. Committee members shall be limited such that no more than 3 members (Commission and Non-Commission) having residence within one Commission District serve on a single committee to avoid over- or under-representation.

**Section 3. Committee Member Terms.** The appointed term of committee members shall expire at the next Annual Meeting in January. The Commission Chair, subject to Commission approval, may remove committee members at any time.

**Section 4. Non-Commission Members.** Non-Commission member appointees shall reside, work or own property within the Commission Area and shall have full voting privileges in all proceedings of the committee to which they are appointed.

**Section 5. Standing Committees:** The Standing Committees and their responsibilities shall be:

- A. The Executive Committee.** Officers and Committee Chairpersons shall serve as the Executive Committee to prepare the agenda for Commission meetings in aid of the Chair, determine the date and time of any special meeting, and plan the direction and scope of Commission activities. The Executive Committee shall meet at least once a month (within the week prior to the monthly Commission meeting) at a regularly established time, date and location, or more often if necessary, to conduct necessary and appropriate business.
- B. The Zoning, Building and Code Enforcement.** The Zoning, Building and Housing Committee shall regularly receive for review from the development regulation division, prior to adoption by governmental bodies, copies of applications and notices of all public hearings related to re-zonings, special permits, variances, demolitions, and zoning appeals regarding property located wholly or partially within the Commission Area in accordance with C.C. Section 3109.14, and provide comments and recommendations thereto, and approve or disapprove thereof, based on comparison to the Comprehensive Plan and any pertinent area plans. The Committee shall fully review all applications for any proposed plans, variances or special permits, including demolition permits, request additional information and make on-site investigations as necessary or appropriate. Committee members shall be fully informed about the City zoning code and variance application process. The Zoning, Building and Code Enforcement Committee shall meet on the second (2<sup>nd</sup>)

Saturday of the month at 10:00 a.m. at the, at the site of the pending zoning application, or at the discretion of the Committee Chair,

At a regularly established time, date and location, or more often if necessary, to conduct necessary and appropriate business. The Committee shall report such business at the next regular meeting of the Commission and provide an annual committee report at the Commission's Annual Meeting.

Any and all developers, planners, lawyers, public advocates or representatives, or any other such person, making an application or request to the City for any zoning, building or housing related issue will be required to address the Commission. Applications and requests will only be placed on the agenda of the Commission once the CRNA(s) within whose jurisdiction such application or request resides has been notified of such application or request in accordance with its respective by-laws, rules or regulations, and has been provided an opportunity to approve or disapprove thereof, in accordance with the CSSAC Zoning Policy, attached hereto as Addendum B.

Demolition permit applications will be distributed to the Zoning Committee Chair by the City. It is understood by the Commissioners on zoning matters, that they shall follow the current city code. Once a demolition permit is issued, the Zoning Chair shall notify the Zoning Committee, the Area Commissioner and CRNA President(s) of the affected area. The Chairperson shall give ten (10) business days for objection(s). If no objections are made, the Chairperson shall recommend the demolition. If there are objections, a discussion shall be held at the next scheduled Commission meeting. Emergency demolitions are issued by the City if it is determined the building is an immediate safety issue for the residents of the area. In the event of an emergency demolition, the Zoning Committee Chair will notify the appropriate CRNA(s) of the City's intentions. See policies for demolitions and zoning in Addendum B.

**C. The Public Services and Planning Committee.** The Public Services and Planning Committee shall review the adequacy and operation of all public services, including but not limited to utilities, safety, infrastructure, health, parks, and emergency response, provided by the City and other public agencies to the Commission Area, and recommend priorities and improvements thereto. The Committee shall make themselves aware of all relevant city codes that apply to the Commission Area and all decisions of the Committee shall be made in accordance therewith. The Public Services and Planning Committee shall receive and review existing and proposed area plans; and recommend guidelines for the comprehensive social, economic, commercial, and physical developments of the Commission Area. The Committee shall examine local legislation substantially affecting the area to implement plans in the Commission Area and shall develop means for citizen participation in any planning which affects the Commission Area. The Public Services and Planning Committee shall meet at least once a month, or at the discretion of the Committee Chair, at a regularly established time, date and location, or more often if necessary, to conduct necessary and appropriate business. The Committee shall report such business at the next regular meeting of the Commission and provide an annual Committee report at the Commission's Annual Meeting.

**D. The Public Relations Committee.** The Public Relations Committee shall conduct all public relations activities, including but not limited to establishing media contacts, advertising the existence of the Commission, coordinating news and press releases, newsletters, and correspondence, and any other duties as requested by the Commission. The Committee shall aid in the development of community identity and shall promote the active cooperation and participation of all segments of the Commission Area, including residents, organizations, associations, businesses, and institutions.

The Public Relations Committee shall meet at least once a month, or at the discretion of the Committee Chair, at a regularly established time, date and location, or more often if necessary, to conduct necessary and appropriate business. The Committee shall report such business at the next regular meeting of the Commission and provide an annual committee report at the Commission's Annual Meeting.

**E. The Education Committee.** The Education Committee shall review existing pertinent area plans and make recommendations for comprehensive Education development of the Commission area. The Committee shall examine local legislation, school plans and issues affecting the Commission area, supervise any interns assigned to the Commission, and develop means for citizen participation in education decisions, which affect the Commission area. It shall also regularly receive, review, and make recommendations at the Commission meetings on all education issues pertaining to the Commission area. This Committee shall review the adequacy and operation of all public, private, and charter schools in the Commission area. Committee members shall make themselves aware of school board policies; local, state & federal laws governing education that may or may not apply to the Commission area. It shall also establish and maintain an education contacts list; and shall promote the active cooperation and participation of all segments of the Commission area including residents, organizations, associations, businesses and agencies. The Education Committee shall meet at least once a month, or at the discretion of the Committee Chair, at a regularly established time, date and location, or more often if necessary, to conduct necessary and appropriate business.

The Committee shall report such business at the next regular meeting of the Commission and provide an annual committee report at the Commission's Annual Meeting.

**F. Other Committees.**

**Section 6. Special Committees.** The Commission or the Chair may establish a Special Committee for a specific purpose by a majority vote of the Commission at any meeting. The size, duration, scope, and duties of any Special Committee shall be specified in the motion to create the Special Committee.

Special Committees may be terminated by conditions set forth in the initiating action, or by a subsequent majority vote of the Commission.

**Section 7. Notice.** All committee meetings shall be open to the public, and notice shall be handled in one or more of the following ways - published at least seven (7) days in advance in a newspaper of general circulation in the Commission Area, by door-to-door notice or through electronic media (which may include email, social media such as Facebook, and website pages) and delivered in conjunction with the notice of the monthly Commission meeting. Committee findings and reports shall be submitted for consideration at the next regular meeting of the Commission.

## Article VII. Elections

**Section 1. Election Procedure.** All District Commissioners, the At-Large Resident, At-Large Business, At-Large Labor, At-Large Religious & Social Services, and At-Large Education Commissioners shall be elected by general election from the Commission Area. All Commissioners shall be registered to vote with the Franklin County Board of Elections, with the exception of the At-Large Youth Commissioner who is exempt from the voter registration requirement due to age. Commissioners shall be elected to serve as a delegate to the Commission to represent a specific geographic area as defined in these By-Laws or the Commission's Election Rules and shall represent all interests within the Commission Area and the interests within the Commissioner's respective area of representation. The Elections Committee shall present final election results to the Commission at its next meeting following the general election in the same year.

The Commission shall accept such results by a simple majority vote of the Commissioners present and voting. The Secretary shall submit approved election results to the Mayor for appointment and concurrence of Council.

**Section 2. Elections Committee.** The Elections Committee shall consist of one (1) appointed commissioner to serve as chairperson (who is not up for reelection) along with at least one (1) Commissioner and up to three (3) area residents appointed by the Chairperson with the approval of the Commission at the regular meeting in July of each year (due to August Recess). Candidates for election, and individuals substantially connected with a candidate for election shall not be an election official, a member of the Elections Committee or polling staff in the year or years in which the candidate's name appears on the ballot. Vetting of qualifications for election is the responsibility of the committee as set forward in the election committee procedures and election packet.

**Section 3. Elections Committee Responsibilities.** The Elections Committee shall accept any reasonably necessary volunteer assistance with the election process; provide for printing and distributing necessary forms, including, but not limited to petitions, ballots, and tallies; receive petitions and signed copies of the Commissioner Job Description Synopsis; locate polling places; certify persons who have qualified as candidates; conduct the election; hear and decide complaints concerning the election or campaign; and certify the winning candidates to the Commission pursuant to C.C. Section 3109.08 and all other activities incidental thereto. The Elections Committee shall properly notice and post a list of seats opening for District and At-large Commissioner at least 30 days prior to the start of the elections process. This list shall also be posted publicly via electronic means.

**Section 4. Election Process.** Elections shall be by secret ballot and determined by plurality vote if three or more candidates vie for a single position; otherwise, a majority of votes cast shall elect. Any natural person eighteen (18) years of age or older who resides or owns real property in the Commission area (or portion thereof) may be an eligible elector. Electors must show proof of residency by providing a State Issued Identification Card or a utilities bill with the address of the individual wishing to vote that is located within the district. Electors need not be registered with the Franklin County Board of Elections, but must be certified by the Elections Committee as an eligible elector. The Elections Committee shall conduct each election on the first Saturday in November or as otherwise hereafter determined by a majority vote of the Commission.

**Section 5. Election Rules.** The Elections Committee shall recommend and the Commission shall approve by two-thirds majority vote of a quorum the Election Rules for governing the Commission elections and shall thereafter be attached hereto as an addendum. Such rules shall include but not be limited to the following provisions: polling places, hours, and dates; ballot qualifications; candidate qualifications; petition qualifications; voter qualifications; campaign procedures; polling procedures; and tallying election results. Such rules shall be consistent with these By-Laws and all other relevant and applicable local, state, and federal laws.

Such rules shall not be changed during the ninety (90) days before an election nor the thirty (30) days after an election. The Commission may amend the Election Rules without action by the Elections Committee in the same manner as an amendment of these By-Laws. Election Rules and any amendments shall be submitted to the City ninety (90) days prior to the election.

## **Article VIII. Public Records**

The Commission shall adhere to all public record requirements in the Ohio Revised Code and Columbus City Code. The Commission shall maintain and make available for prompt inspection any public records in their possession. Storage of all records for the Columbus South Side Area Commission will be maintained at the South Side Pride Center located at 280 Reeb Avenue, Columbus, Ohio 43207 or at its subsequent re-location. Additional copies of minutes and By-Laws can be received by requesting copies be sent via email or regular mail by contacting the Recording Secretary by email with a copy to the Chairperson and Vice Chairperson.

## **Article IX. Parliamentary Procedures**

All requests for letters of support or opposition on zoning issues must be presented to the CRNA(s) that the request is located in prior to being placed on the Columbus South Side Area Commission agenda. Any demolition requests after being shared with the CRNAs will be on the next commission agenda. Emergency demolition requests will be shared with CRNA(s) and will be on the next commission agenda as informational only.

Any issue deemed to need immediate action will be taken into consideration by the Commission at a special meeting prior to the upcoming monthly meeting. The Commission will still follow all procedures, as stated above but emergency situations cannot call for any electronic media voting.

## **Article X. Parliamentary Authority**

Latest Edition of Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and not inconsistent with these By-Laws and any special rules of order the Commission may adopt.

## **Article XI. Amendment of By-Laws**

Section 1. Procedure. These By-Laws may be amended as permitted in C.C. Section 3109.14 at any regular meeting of the Commission by an affirmative vote of two-thirds of the Commissioners provided that the amendment was properly submitted in writing at the previous regular Commission meeting. The Recording Secretary shall file any approved amendment immediately after its adoption with the City Clerk for publication in the City Bulletin. Such amendment shall take effect ten (10) days after such publication per C.C. Section 121.05. Section 2. Review. In May of every even numbered year, the Commission By-Laws shall be reviewed by a Special Committee appointed by a majority vote of the Commission to determine whether revisions or amendments should be made thereto.

These By-Laws are adopted this 23rd day of June, 2020.

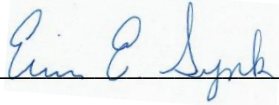
**THE COLUMBUS SOUTH SIDE AREA COMMISSION**

Signature: James E. Griffin

Name: James Griffin

Columbus South Side Area Commission Chair

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Signature: 

Name: Erin E. Synk

Columbus South Side Area Commission Vice-Chair

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Signature: 

Name: Tom Less

By-Laws Review Committee Representative

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Adopted this 23rd day of June, 2020.

This adopted version of the Columbus South Side Area Commission By-Laws negates all previously distributed copies of this document.

To avoid future misinterpretations, version conflicts, etc. these By-Laws shall have a filename that includes their year of amendment. In addition, only the Chair and the By-Laws Review Committee will have access to the original .doc file for amendment purposes. All distributed copies will be in a 'clean' (non red-line/strikeout) .pdf format or paper printed copy, so it shall be easier for anybody to be able to view and/or open them.



# **Addendum A**

## **By-Laws of the Columbus South Side Area Commission**

In accordance with **Article V** of the By-Laws and the Election Rules, one (1) Commissioner shall be elected from each of the nine (9) Districts set forth below to represent such District or geographic area identified therein. The District Commissioners shall be elected by a majority vote of the persons who reside or own real property in such District, and each District Commissioner shall maintain their residency in the District from which he or she was elected. Failure to maintain such residency shall constitute resignation from the Commission pursuant to **Article IV** of the By-Laws.

### **District 1**

#### **Boundary Description:**

Starting at the Northeast corner of E. Whittier Street and Jaeger Street; Proceeding North on Jaeger Street (east of the street centerline) to Kossuth Street; Proceeding East on Kossuth Street to S. Grant Avenue; Proceeding North on S. Grant Avenue to E. Sycamore Street; Proceeding East on E. Sycamore Street to Brust Street; Proceeding North on Brust Street to E. Beck Street; Proceeding East on E. Beck Street to Lathrop Street; Proceeding North on Lathrop Street to E. Livingston Avenue; Proceeding East on E. Livingston Avenue (south of the street centerline) to Parsons Avenue; Proceeding South on Parsons Avenue (west of the street centerline) to E. Whittier Street; Proceeding West on E. Whittier Street (north of the street centerline) to Jaeger Street.

**Association in district: Schumacher Place Civic Association**

### **District 2**

#### **Boundary Description:**

Starting at the Northeast corner of E. Whittier Street and Parsons Avenue; Proceeding North on Parsons (east of the street centerline) to E. Livingston Avenue; Proceeding East on E. Livingston Avenue (south of the street centerline) to Studer Avenue; Proceeding South on Studer Avenue (west of the street centerline) to first alley west of Studer Avenue, otherwise known as Denton Alley; Proceeding West on alley running parallel to and lying south of Livingston Avenue otherwise known as Denton Alley (north of the street centerline) to its point of intersection with the; centerline of first unnamed alley running parallel to and lying east of Linwood Avenue; Proceeding South on the first unnamed alley running parallel to and east of Linwood to its point of intersection with the centerline of second unnamed alley running parallel to and lying north of E. Whittier Street; Proceeding East on the second unnamed alley running parallel to and lying north of E. Whittier Street (south of the alley centerline) to its point of intersection with the centerline of Studer Avenue; Proceeding South on

Studer Avenue (west of the street centerline) to its point of intersection with the centerline of E. Whittier Street. Proceeding west on E. Whittier Street (north of the street centerline) to the east centerline of Parsons

**Association in district: Southern Orchards Civic Association**

### **District 3**

#### **Boundary Description:**

Starting at the Northeast corner of State Route 104 and the Scioto River; Proceeding North along the Scioto River (east of river centerline) to Greenlawn Avenue; Proceeding East on Greenlawn Avenue (south of the street centerline) to South High Street; Proceeding North on South High Street to Thurman Avenue (east of the street centerline); Proceeding East on Thurman Avenue to South Pearl Street (south of the street centerline); Proceeding South on South Pearl Street to Nursery Lane (west of the street centerline); Proceeding East of Nursery Lane to Blackberry Alley (south of the street centerline); Proceeding North on Blackberry Alley to Whittier Street (east of the street centerline); Proceeding East on E. Whittier Street (south of the street centerline) to Parsons Avenue; Proceeding South on Parsons Avenue (west of the street centerline) to the unnamed alley between Morrill Avenue and Hinman Avenue; Proceeding West on the unnamed alley between Morrill Avenue and Hinman Avenue (north of the street centerline) to 4<sup>th</sup> Street; Continuing East across the properties located between 4<sup>th</sup> Street and 3<sup>rd</sup> Street to High Street; Proceeding South on High Street (west of the street centerline) to State Route 104.

**Association in district: Merion Village Association**

### **District 4**

#### **Boundary Description:**

Starting at the Northeast corner of Frebis Avenue and Parsons Avenue; Proceeding North on Parsons Avenue (east of the street centerline) to E. Whittier Street; Proceeding East on E. Whittier Street (south of the street centerline) to Lockbourne Road; Proceeding South on Lockbourne Road (west of the street centerline) to Frebis Avenue; Proceeding West on Frebis Avenue (north of the street centerline) to Parsons Avenue.

**Association(s) in district: Edgewood Civic Association, Ganthers Place Civic Association, Southside CAN, and Thurman Square Civic Association**

### **District 5**

#### **Boundary Description:**

Starting at the Northeast corner of Moler Road and Lockbourne Road; Proceeding North on Lockbourne Road (east of the street centerline) to E. Whittier Street; Proceeding East on E. Whittier

Street (south of the street centerline) to its point of intersection with Rhoads Avenue; Continuing East along the extended centerline of Whittier Street to Memory Lane; Proceeding East along the centerline of Memory Lane to its point of intersection with Alum Creek Drive; Proceeding East along the extended centerline of Memory Lane (south of street centerline) to the West bank of Alum Creek; Proceeding South along the West bank of Alum Creek (west of the creek) to the extended imaginary line of the parking lot that intersects Alum Creek Drive; Proceeding Southwest along the extended imaginary line of the parking lot and continuing on the parking lot to Alum Creek Drive; Proceeding West on Winslow Drive (north of the street centerline) from its' point of intersection with the parking lot and Alum Creek Drive and across an imaginary line which crosses a field and railroad tracks and reconnects with Universal Road; Continuing West along Universal Road (north of the street centerline) to Fairwood Avenue; Proceeding North on Fairwood Avenue (east of the street centerline) to Moler Road; Proceeding West on Moler Road (north of the street centerline) to Lockbourne Road.

**Association in district: Deshler Park Civic Association**

## **District 6**

### **Boundary Description:**

Starting at the Northeast corner of Woodrow Avenue and Parsons Avenue; Proceeding North on Parsons Avenue (east of the street centerline) to Frebis Avenue; Proceeding East on Frebis Avenue (south of the street centerline) to the unnamed alley between S. Champion Avenue and Oakwood Avenue; Proceeding South on the unnamed alley between S. Champion Avenue and Oakwood Avenue (east of the alley centerline) to the extended imaginary centerline of the unnamed alley south of Woodrow Avenue; Proceeding West on the extended imaginary centerline of the unnamed alley south of Woodrow Avenue (north of the alley centerline) to Parsons Avenue.

**Association in district: Vassor Village Civic Association**

## **District 7**

### **Boundary Description:**

Starting at the Northeast corner of Parsons Avenue and Marion Road; Proceeding North on Parsons Avenue (east of the street centerline) to the unnamed alley south of Woodrow Avenue; Proceeding East on the unnamed alley south of Woodrow Avenue (south of the alley centerline) to the unnamed alley between S. Champion Avenue and Oakwood Avenue; Proceeding North on the unnamed alley between S. Champion Avenue and Oakwood Avenue to Frebis Avenue; Proceeding East on Frebis Avenue (south of the street centerline) to Lockbourne Road; Proceeding South on Lockbourne Road (west of the street centerline) to Moler Road; Proceeding East on Moler Road (south of the street centerline) to Fairwood Avenue; Proceeding South on Fairwood Avenue (west of the street centerline) to Universal Road; Proceeding East on Universal Road across an imaginary line which crosses railroad tracks and a field and reconnects with Winslow Drive into Alum Creek Drive and crosses parking lot to Alum Creek; Proceeding South on Alum Creek to State Route 104; Proceeding

West on State Route 104 (north of the street centerline) to Refugee Road; Continuing West on Refugee Road (north of the street centerline) to Lockbourne Road; Proceeding North on Lockbourne Road (east of the street centerline) to Marion Road; Proceeding West on Marion Road (north of the street centerline) to Parsons Avenue.

**Association in district: Innis Gardens Village Civic Association**

## **District 8**

### **Boundary Description:**

Starting at the Northeast corner of High Street and Woodrow Avenue; Proceeding 6 parcels North on High Street (east of the street centerline); Proceeding East from the 6th parcel north of High Street cutting across properties to 3rd Street; Continuing East across the properties located between 3rd Street and 4th Street to the unnamed alley between Morrill Avenue and Hinman Avenue; Proceeding East from the unnamed alley between Morrill Avenue and Hinman Avenue (south of the street centerline) to Parsons Avenue; Proceeding South on Parsons Avenue (west of the street centerline) to Woodrow Avenue including all parcels with Woodrow Avenue addresses; Proceeding West on Woodrow Avenue including all parcels with Woodrow Avenue addresses to High Street.

**Association in district: Hungarian Village Society**

## **District 9**

### **Boundary Description:**

Starting at the Northeast corner of High Street and State Route 104; Proceeding North on High Street (east of the street centerline) to Woodrow Avenue excluding all parcels with Woodrow Avenue addresses; Proceeding East on Woodrow Avenue excluding all parcels with Woodrow Avenue addresses; Proceeding South on Parsons Avenue (west of the street centerline) to Marion Rd; Proceeding East on Marion Road (south of the street centerline) to Lockbourne Rd; Proceeding South on Lockbourne Road (west of the centerline) to State Route 104; Proceeding West on State Route 104 (north of the street centerline) to High Street.

**Association in district: Reeb-Hosack/Steelton Village Association, Stambaugh-Elwood Association**

**Parsons Area Merchants Association (PAMA) is located in all Districts of the CSSAC**

## **Addendum B**

### **Columbus South Side Area Commission Zoning Policy**

The following are the steps to follow in order to complete the process for variances within the Columbus South Side Area Commission (CSSAC) boundaries.

Council Variances or BZA Applications:

1. File application for demolition or variance with the City Buildings Department.
2. Contact the CSSAC Zoning Chair, by email at (zoning chair email) to alert them that an application has been filed.
3. Receipt of application from the City is necessary for the process to continue. No requests for variance will be considered until the application has been received by the CSSAC Zoning Chair from the city buildings department.
4. Once the application has been received, an email or phone call will be sent to the applicant and area civic association representative informing them of the application and explanation of the request. Zoning Chair will forward application to each of the committee members and presidents of affected civic associations. Further, if the application is located on a border of an adjacent area commission, the Zoning Chair shall notify said area commission. The civic association will have 45 days to return a recommendation to CSSAC.
5. If the Zoning Chair determines a project is of significant magnitude to warrant additional notice and discussion, the Zoning Chair may issue appropriate 7-day public notice of a special, informational meeting to discuss the application, which the applicant is required to attend. The affected civic associations may request a public meeting via the Zoning Chair, which will be approved at the sole discretion of the Zoning Chair. Special meetings shall be conducted at a public location and open to the general public.
6. Following special meetings as outlined in step 5 or in the event special meetings are not warranted, the applicant must attend the next scheduled civic association meeting to present the reasons for the request. Applicants are required to appear before the civic association no more than one time per application.
7. Upon considering the request, the civic association will issue a recommendation and send notice via email to the CSSAC Zoning Chair (zoning chair email) within 3 business days containing the completed City of Columbus approved zoning form including the outcome of

the vote and additional reasons or concerns of the Civic Association regarding the application. In the event a civic association fails to respond within 45 days or request additional time, the Commission will proceed as if the civic association has no objections to the request.

8. The CSSAC Zoning Chair will schedule the application for the next regularly scheduled Zoning Site Hearing. Site hearings are held the second Saturday of the month at 10 am. At that time the Zoning Committee will meet and determine a recommendation of the request to be presented at the upcoming CSSAC meeting, with consideration of the civic association's recommendation.
9. The applicant must attend the next regularly scheduled CSSAC meeting, which is scheduled the fourth Tuesday of each month. Location of the meeting is the . The meeting starts at 6:30 pm. Failure to attend the meeting will delay the application or result in a non-approval vote by the CSSAC. CSSAC offers the opportunity for members of the public to offer testimony regarding all zoning applications. The Commission will accept three speakers in favor and three opposed in addition to the representative of civic associations affected by the request. The civic association representative may have up to 5 minutes to speak. All comments will be limited to three minutes. The applicant will receive up to 10 minutes to present the project and respond to questions from commissioners and those raised by speakers.
10. Final decision will be made at the meeting unless the CSSAC asks for additional information regarding the request. The Commission will then table the request and bring it up for consideration at the next regularly scheduled commission meeting.
11. Following the Commission vote, all forms will be signed and sent to the appropriate City official for final submission of CSSAC recommendation on the request within three business days. Applicant shall provide Zoning Chair with completed forms excepting the fields of vote, comments, and signature.

Demolition Permits are handled as follows:

1. Submit application and payment to City Buildings Department.
2. Once received, the Zoning Chair will notify all Zoning Committee members and appropriate civic association presidents of said demolition request.
3. Any party has 10 business days to request additional information or to ask for a site hearing in the matter.
4. After the 10 days the Zoning Chair will visit the site to confirm the site address and give signature to party applying for the permit.
5. The Zoning Chair shall visually inspect the site 30 days later to ensure said demolition is complete.

All Zoning Committee members shall be sworn members and shall follow all South Side Area Commission Bylaws and Columbus City Code.

Although your request may be of an urgent nature to you, the CSSAC has put this process into place to protect the development and demolition of buildings in the area. Please understand that all

commissioners are volunteers and want to work with you to get things accomplished, while maintaining the integrity of the South Side of Columbus. It is important that you plan for this process in your timeline. The CSSAC highly recommends applicants engage the appropriate civic association early in the process, possibly before a formal application is submitted to the City, to ensure the process runs smoothly and as quickly as possible.

# **Addendum C**

## **Columbus South Side Area Commission**

### **Commissioner Job Description**

The following is a synopsis of the things that will be asked of you are appointed to the Columbus South Side Area Commission. Please be advised additional responsibilities may come into act during your appointment.

1. District Commissioners shall reside within their specified District boundaries, At-Large Commissioners shall reside, have employment, or ownership in real property in the Commission Area, within the South Side boundaries.
2. Serving their term for a period of three (3) years.
3. Reading/Reviewing the Bylaws for content (and possible amendments since the previously adopted copy).
4. Monthly attendance, so far as possible, at regular Commission meetings – which are held the 4th Tuesdays of each month (usually excluding August recess, unless a meeting is deemed necessary); along with any other regular or special meetings deemed an official Commission meeting. In addition, those appointed as an Officer to the Executive Committee will meet the Saturday prior to the Commission meeting. Absences from three (3) Consecutive meetings or from a total of four (4) regular meetings in any one calendar year shall be deemed as a resignation, as stated in the Columbus South Side Area Commission Bylaws.
5. Serve on at least one (1) committee per year, which includes attending that committee's meetings.
6. It is desirable, but not required, that Commissioners attend their own Civic Meetings to gather and relay information between organizations (i.e. District Reports).
7. A newly appointed Commissioner may be asked to Chair a committee (depending on their area of expertise) in addition to their regular responsibilities; otherwise Committee Chairs will be chosen from those who have served no less than one (1) year on the Commission.



# Addendum D

## Columbus South Side Area Commission

### Commission Seat Election Schedule

The following is a list of the future election years for each commission seat. Election groups are as follows:

- Election Group 1: Districts 1, 6, and 9; At-Large Business (BUS); At-Large PAMA (PAMA); At-Large Youth (YOU)
- Election Group 2: Districts 2, 4, and 7; At-Large Education (EDU); At-Large Religious-Social Services (RSS)
- Election Group 3: Districts 3, 5, 8; At-Large Resident (RES); At-Large Labor (LAB)

Year	Election Group	Year	Election Group
2020	1: 1, 6, 9, BUS, PAMA, YOU	2031	3: 3, 5, 8, RES, LAB
2021	2: 2, 4, 7, EDU, RSS	2032	1: 1, 6, 9, BUS, PAMA, YOU
2022	3: 3, 5, 8, RES, LAB	2033	2: 2, 4, 7, EDU, RSS
2023	1: 1, 6, 9, BUS, PAMA, YOU	2034	3: 3, 5, 8, RES, LAB
2024	2: 2, 4, 7, EDU, RSS	2035	1: 1, 6, 9, BUS, PAMA, YOU
2025	3: 3, 5, 8, RES, LAB	2036	2: 2, 4, 7, EDU, RSS
2026	1: 1, 6, 9, BUS, PAMA, YOU	2037	3: 3, 5, 8, RES, LAB
2027	2: 2, 4, 7, EDU, RSS	2038	1: 1, 6, 9, BUS, PAMA, YOU
2028	3: 3, 5, 8, RES, LAB	2039	2: 2, 4, 7, EDU, RSS
2029	1: 1, 6, 9, BUS, PAMA, YOU	2040	3: 3, 5, 8, RES, LAB
2030	2: 2, 4, 7, EDU, RSS	2041	1: 1, 6, 9, BUS, PAMA, YOU

# UNIVERSITY AREA COMMISSION

## BY LAWS

*As adopted on July 15, 2020*

### **PREAMBLE**

WE, residents of the City of Columbus in the University Area, in order to: study problems and needs of the area, recommend solutions and bring these needs to the attention of proper government agencies; determine the need for, and recommend legislation affecting the area; provide communication within the area and between the area and city government; solicit cooperation of all segments of the community; afford additional voluntary citizen participation in decision-making in an advisory capacity to the city administration and city council; and, develop techniques for creating and promoting a community dialogue so that the different values and interests of residents can be articulated and understood; and, therefore, we do establish and ordain these By Laws.

### **Article I. GENERAL PROVISIONS**

- Section 1. The name of this organization shall be the University Area Commission, herein referred to as "Commission".
- Section 2. The boundaries of the University Area shall be: starting at the Glen Echo Ravine and the Olentangy River, proceeding east along Glen Echo Ravine to the Penn Central Railroad, south on the Penn Central Railroad tracks to Fifth Avenue, west on Fifth Avenue to the Olentangy River, and north along Olentangy River to the Glen Echo ravine.
- Section 3. These by-laws establish the procedure under which the University Area Commission shall execute those duties and functions set forth in and with authority granted under chapters 121, 3109, 3111 of the Columbus City Codes (herein abbreviated as C.C.) and the Columbus City Charter sections 60 and 61.
- Section 4. The Commission, and all its bodies thereof, shall be governed by Robert's Rules of Order Newly Revised, except as inconsistent with these By Laws and except that:
- a. The motion "to reconsider and enter on the minutes" shall never be in order;
  - b. The President may vote on a motion as any other member;
  - c. A roll-call vote on a motion may be ordered by one-fourth of the Commissioners present
  - d. The division of a motion may be ordered by any one Commissioner;
  - e. A motion to reconsider may be made by any Commissioner;

- f. A quorum shall be eleven commissioners for all meetings with the exception of the annual meeting. The quorum at the start of the annual meeting shall be 60% of the Commissioners with terms that are not expiring at the start of the annual meeting. Once a quorum is established, business can be conducted unless the number of commissioners present drops below nine, at which time the meeting is declared adjourned.

Section 5. No Commission member shall represent the Commission in its official actions before any other public body or official, except as specifically authorized by the Commission. This shall not be construed as a restriction upon the right of the individual members to represent their own views before public or private bodies, whether in agreement or disagreement with the official action of the Commission, provided they do not represent themselves as speaking for the Commission.

Section 6. No monies shall be expended or encumbered save pursuant to the Annual Budget.

- a. Within fifteen (15) days of receipt of the draft annual agreement with the City of Columbus, the Treasurer shall propose the annual budget to the executive committee. At the next regular meeting, the executive committee shall recommend to the Commission approval of the proposed annual budget. The annual budget shall be adopted when approved by a majority of the Commission.
- b. Any monies received shall be deposited immediately by the Treasurer.
- c. All purchases must follow the guidelines allowed in current Columbus City Code for commissioners.
- d. For purchases for Commission activities that are not itemized in the approved annual budget that are twenty-five dollars (\$25) or less, any commissioner may request reimbursement by providing the Treasurer with a written, dated request which explains the purchase and also provide a paper copy of the receipt. Permission to grant reimbursement may be given by the Treasurer.
- e. For purchases for Commission activities that are not itemized in the approved annual budget that are more than twenty-five dollars (\$25), any Commission member may request reimbursement from the President and the Treasurer by providing the Treasurer a written, dated request which explains the purchase and also provide a paper copy of the receipt. Permission to grant reimbursement may be given by agreement of the President and the Treasurer which then shall report the expenditure at the next regular meeting.
- f. Any commissioner may request a full Commission vote on any expense reimbursement not itemized in the approved annual budget.

Section 7. Any election required in these By Laws shall be conducted by written ballot, which shall be tallied immediately, and the Recording Secretary shall read each commissioner's name and how they voted aloud into the meetings minutes. A voice vote may be held if an election is uncontested.

Section 8. Ballots for internal elections shall be held until such time as the minutes are approved for the meeting in which the election occurred. Upon approval of the minutes, the Commission has 30 days to destroy the ballots.

Section 9. The Commission shall also facilitate communication, understanding and cooperation among citizens, neighborhood groups, city officials and staff, and other stakeholders by performing those functions and duties set out in C.C. 3109.13.

## **Article II. MEMBERS**

Section 1. There shall be twenty (20) members of the Commission.

- a. Three members to be known as "District Commissioners" shall be elected from each of four districts.
- b. One member to be known as "Organization Commissioner" shall be appointed by each of the following Organizations:
  1. The Ohio State University;
  2. The Undergraduate Student Government of the Ohio State University;
  3. The Council of Graduate Students of the Ohio State University.
  4. The University Community Association;
  5. The University District Organization Inc; and
- c. One member, to be known as a "Group Commissioner", shall be appointed by the Commission upon nomination by each of the following area groups:
  1. Social, religious and charitable groups;
  2. Business groups; and
  3. Residential rental property owner groups.

A group is defined as a number of individuals who are considered as one or acting as one with membership and/or a common mission related primarily to a Group Commissioner category.

Section 2. Members shall serve the following terms of office:

- a. A term of office for a commissioner shall be three years, with the positions in each of the district commissioner seats rotating, so that each year, a seat in each district shall be open for election. The three-year terms are to expire as provided in these by-laws.

Section 3. Members shall take office at the beginning of the Annual Meeting following the Board of Elections official report as set forth in Article IV, Section 2.

- a. By September 1 of each year, the Corresponding Secretary shall notify in writing all represented organizations that the term of their member shall end at the start of the annual meeting; and that it should submit in writing a representative to the Commission for the new term as set forth in Article II, Sections 1(b) and 1(C). This must be done by October 1 so that the Commission may certify the new members before the next annual meeting.
  1. Organizations in 1(b) shall be notified to appoint a commissioner.
  2. Organizations in 1(c) shall be notified to nominate a commissioner.

Section 4. Vacancies shall be filled as follows:

- a. If a vacancy occurs in a district seat on the Commission because of resignation, death, disqualification, or other means, the Corresponding Secretary shall give public notice of the vacancy at least thirty (30) days before the date on which the Commission will vote to recommend a candidate to fill the vacancy. After providing an opportunity for persons interested in filling the vacancy to indicate their interest to the Commission, the Commission shall vote according to article I section 7 to select a candidate to fill the vacancy until the next Annual Meeting.
  1. Notice of a vacancy shall be given in the agenda, given to each unsuccessful candidate, including write-in candidates, from that district in the last election and shall be made to the public.
  2. At the next Annual Election, a member shall also be elected to complete the unexpired term in accord with Article VI of these By Laws.
- b. If a vacancy occurs in an organization seat as defined in 1(b), the Corresponding Secretary shall give notice to the organization to appoint someone to serve the remainder of that term.
- c. If a vacancy occurs in an organization seat as defined in 1(b), the Corresponding Secretary shall give notice to the organization to appoint someone to serve the remainder of that term.
- d. The Corresponding Secretary shall send written notice of the candidate endorsed by the Commission to the Office of the Mayor and the Department of Development, pursuant to C.C. 3109.08.

Section 5. District commissioners shall retain their residence within the district from which they were elected. Failure to maintain their residence shall constitute resignation from the Commission. Upon petition by that Commissioner, the Commission may grant waiver to this By Law by a two-thirds vote. Notice of this waiver must be given in the meeting. If a waiver is granted, the commissioner shall retain that seat only until the next Commission election.

Section 6. Three unapproved absences from regular Commission meetings between annual meetings shall constitute resignation from the Commission. In addition to regular monthly meetings, Commissioners may not have more than three unapproved absences from each committee on which each commissioner serves between annual meetings. The First Vice President shall notify in writing or electronic correspondence a commissioner who has been absent from two such meetings within fifteen days of the second absence. Absent commissioners may petition the President for approval of an absence from Commission and may petition the appropriate committee chair for approval of an absence from an assigned committee meeting. This petition for approval of an absence as excusable shall be in writing or electronic form and submitted to the President thirty (30) calendar days prior to the absence or within thirty (30) calendar days after the absence.

Section 7. The members of the Commission shall be approved and appointed by the Mayor of Columbus in accordance with Chapter 3109.07 of the City Code. The Corresponding Secretary shall notify the Mayor and the Department of Development of all appointments, elections, and vacancies within thirty (30) days of such action.

- a. Should the Mayor neither approve nor disapprove within thirty days (30) of notification then the action shall be deemed approved.
- b. A copy of each such notice shall be sent to the City Council (care of the City Clerk) and to the proper official of the Department of Development.
- c. New members of the Commission will attend a four (4) hour orientation training as provided by the City of Columbus or by the Commission. Failure of new members of the Commission to meet this requirement six (6) months from their date of appointment shall constitute resignation from the Commission.

### **Article III. OFFICERS**

Section 1. The officers of the Commission shall be a President, a First and a Second Vice President, a Treasurer, and a Recording and a Corresponding Secretary.

- a. The officers shall be elected by the Commission at the meeting following the annual meeting and shall take office upon election.
- b. All officers shall serve a term of one year, or until their successors are elected and qualified.

Section 2. The President shall:

- a. Chair all meetings of the Commission;
- b. Coordinate the actions of all officers and representatives of the Commission;
- c. Chair all public hearings called by the Commission;

- d. Select, supervise, direct or delegate any volunteers or staff hired by or assigned to the Commission; and represent or appoint a Commissioner to represent the University Area Commission at City Council meetings and other meetings affecting the University Area.

Section 3. The Two Vice Presidents:

- a. The First Vice President shall:
  1. Assist the President;
  2. Preside at meetings in the absence of the President.
  3. Have responsibility for managing all committees; and
  4. Assist the President in establishing and distributing the monthly agenda.
- b. The Second Vice President shall:
  1. Assist the President and the First Vice President, as requested and assigned;
  2. Support and direct use of the UAC computer; and
  3. Manage and direct digital and physical storage of Commission records.
  4. During commission meetings shall keep track of order of speakers for the President by acknowledging a person wanting to speak who is raising their hand and monitor time limits for speaking according to these by laws.

Section 4. The Two Secretaries:

- a. The Recording Secretary shall:
  1. Keep and permanently file all resolutions considered by the Commission, as well as a record of all actions taken; and
  2. Call the roll at each meeting of the Commission and record times of arrival and departure of commissioners after roll has been taken or before the adjournment of the meeting.
- b. The Corresponding Secretary shall:
  1. Shall correspond at the direction of the Commission.
  2. Keep on file all correspondences of the Commission;
  3. Provide copies of any Commission documents at a reasonable charge to any person requesting them;
  4. Forward weekly meeting schedules to OSU facilities for HVAC consideration.
  5. Notify the Mayor and the Department of Development of all appointments, elections, and vacancies within thirty (30) days of such action.

Section 5. The Treasurer shall:

- a. Receive all monies and approve all payments for the Commission in accordance with Article I, Section 6;
- b. Prepare and present an Annual Budget for the Commission in accordance with Article I, Section 6;
- c. Report on the financial condition of the Commission at each regular meeting;
- d. Submit a written report of the finances of the Commission at the Annual Meeting;
- e. Participate in the preparation of budget of expenditure of any grant moneys; and
- f. Manage the distribution and administration of grant moneys.
- g. And shall exercise all duties incident to the office of Treasurer, including compliance with all fiscal requirements within the memorandum of agreement with the city.

Section 6. A vacancy in the office of President shall be filled by the First Vice President. A vacancy in any other position shall be filled in the same manner as the original selection as set forth in Article III, Section 1.

Section 7. Additional officers or representatives may be created by the Commission. Representatives shall be elected by the Commission.

#### **Article IV. MEETINGS**

Section 1. The Commission shall hold a regular monthly meeting on the third Wednesday of each month.

- a. A regular meeting may be cancelled or rescheduled by two-thirds vote of the Commission at the regularly scheduled prior meeting of the Commission.
- b. A commissioner may speak twice on any unique debatable motion or presentation per meeting. Each time, the commissioner may speak for up to three (3) minutes. A commissioner cannot save time for their second round or transfer their remaining time to someone else. A commissioner cannot let someone else speak on his or her time.

Section 2. The regular meeting in January shall be the Annual Meeting at which new Commissioners take office, and annual reports from the committees are received.

- a. An officer nomination committee shall be appointed by the President, representing a cross section of the Commission, to develop and gather a slate of officers for the coming year.
- b. Any current commissioner may be a voting member of the officer nomination committee. Membership on this committee shall not exclude a commissioner from consideration for an office.



- c. The proposed slate of officers must be included with the meeting following the annual meeting notice.
- d. First item of business for the meeting following the annual meeting will be election of Commission Officers with additional or write-in nominations accepted from any member of the Commission.
- e. The election of officers shall be conducted by written ballot, which shall be tallied immediately by two commissioners not running for an officer position. The two commissioners will be chosen by random chance at the start of the meeting. One of the vote counters will read aloud each commissioner's name and how they voted into the official record kept by the Recording Secretary. Official tally of votes will include name of Commissioner and the number of votes they received. A voice vote may be held if there are no contested offices.

Section 3. At least a five-day notice of all meetings shall be given, such notice to include the agenda. All meetings of the Commission shall be open to the public. All Commission meetings shall comply with the Ohio open meeting law and the open meeting requirements pursuant to C.C. 121.01.

Section 4. The Commission shall consider no business unless introduced by a commissioner or a committee of the Commission. No person shall speak during a Commission meeting except when recognized by the presiding officer. This can be subject to approval of the Commission by a majority vote.

- a. Allowance shall be made for public comment on any issue to be voted on by the Commission or a committee of the Commission. Each speaker shall be limited to three (3) minutes. This limit may be extended by vote of the members present upon a motion of any commissioner to do so. Time shall be allowed following each presentation for commissioners to discuss and ask questions of the speaker. At their discretion, the presiding officer may limit the number of speakers to three (3) on each side of an issue. Such limitation shall be announced at the beginning of public comments on that issue.

Section 5. Special meetings may be called by the President; or the President upon receiving a petition signed by one-third of the Commissioners in office.

- a. Any such petition shall specify the date, time and place of the special meeting and shall include all business to be conducted at the meeting.
- b. No business shall be conducted at a special meeting, unless explicitly included in the notice of such meeting.

Section 6. A Public Hearing may be directed to be held by either: a majority vote of the Commission, or a committee (with the approval of the President).

- a. With the permission of a majority vote of the Commission, a public hearing may be held in conjunction with a Commission meeting.
- b. A record shall be made of each public hearing by the Recording Secretary or other provided recording officer from the directing committee.
- c. If a committee has called a public hearing, it shall provide the presiding and recording officer.
- d. At least a fifteen (15) day public notice shall be given for all public hearings.

Section 7. The Commission shall not consider zoning cases received by the Zoning Committee Chair less than 14 calendar days before a regular monthly Commission meeting. Cases received less than 14 calendar days before a regular monthly meeting will be considered at the following month's meeting.

- a. Commissioners shall be notified of upcoming Zoning cases and of the scheduled committee meeting no less than 12 calendar days before a regular monthly Commission meeting.
- b. The Commission shall notify all property owners within 125 feet of each zoning case. All such owners shall be listed on the attachment provided by the applicant.
- c. The Committee bringing the zoning recommendation forward must state that all appropriate procedures have been followed before a vote of the Commission is allowed. These procedures include proper notification of Commissioners, adherence to deadlines for case evaluation, and all other such procedures contained within these By-Laws and defined by the City of Columbus.
- d. The following time limits will be adhered to for all zoning cases heard before the commission:
  1. Zoning Committee presents the facts of the case: 5 min (max)
  2. Applicant presentation: 7 min (max)
  3. Zoning committee report: 5 min (max)
  4. Public comment (max 3 people each pro/con): 2 min each (max)
    - Only those who complete speaker slips prior to the case being heard will be considered for speaking based on the order the slips were received
  5. Commission discussion: Commissioner who wishes may speak once per round for 1 min (max) for 2 rounds
    - A Commissioner cannot save time for their second round or transfer their remaining time to someone else
  6. Applicant response: 3 min (max)
  7. Commission vote

8. A motion to extend the max time limits can be made at the beginning of the case stating which portion(s) should be extended and by how long. The motion must pass by two-thirds (2/3) majority with no debate on this motion.
9. The zoning committee chairperson or designee will provide a copy of this section to each zoning applicant prior to his or her appearance at a commission meeting.

## **Article V. COMMITTEES**

Section 1. The President shall appoint Commissioners to the standing committees subject to approval by the Commission. The President shall consider requests for assignments from all commissioners but is not bound by those requests. The standing committees are as follows: Community Relations; Zoning; Governance; Planning & Development; and Executive.

- a. The initial appointments shall be made at the meeting following the annual meeting.
- b. The President shall be ex officio a member of all committees and may elect to be a voting member of any committee at the meeting following the annual meeting.
- c. The President shall designate a member of each Committee to convene each Committee.
- d. Each committee shall select a chair, and may select other officers and adopt internal rules.
- e. All Committees shall meet on a monthly basis and report at each Commission meeting with a written report.
- f. All Committees are required to establish an agenda for yearly activities by the April meeting as well as write a summary of completed activities for the next Annual Meeting.
- g. The terms of office of all members of all committees shall end the beginning of the annual meeting.
- h. A vacancy in a committee shall be filled in the manner of the original selection.
- i. Each commissioner will be required to sign up for one (1) committee, but due to potential imbalance of committee membership, at the President's direction, a commissioner can be reassigned to another committee.

Section 2. The Executive Committee shall meet quarterly and:

- a. Consist of the President, both Vice Presidents, both Secretaries, immediate past President (if still a commissioner), and the Treasurer;
- b. Develop the annual budget; and,
- c. Evaluate and plan the direction and scope of Commission activities.

Section 3. The Planning & Development Committee shall:

- a. Conduct research, analysis, and make proposal recommendations on planning and development issues and any city plans that affect the area;
- b. Encourage, support, conduct research, and make recommendations on historic preservation issues within the area;
- c. Research, monitor, and make recommendations on any federal, state, or local funds and grant moneys that are available to implement plans in the area; and,
- d. Conduct research, analysis and make recommendations on quality of life issues relative to City Code and regulations.

Section 4. The Community Relations Committee shall:

- a. Promote the activities and existence of the Commission to the community and other groups throughout the city;
- b. Assist the board of elections with promotion of elections upon request;
- c. Distribute a monthly Commission activity fact sheet on Commission activity;
- d. Oversee maintenance and development of the Commission website.
- e. Develop and maintain a list of persons, departments or groups for the Commission to contact related to Commission business. This information will be posted to the Commission website.

Section 5. The Zoning Committee shall:

- a. Regularly receive, review with each applicant, and make recommendations to the Commission on all applications for rezoning, variances, graphics and other zoning adjustment appeals, and special permits located wholly or partially in the area; and,
- b. Shall review, monitor, and vote on all requests for demolitions. The decision of this committee on all such requests is final and must be reported to the Commission at the next regularly scheduled meeting.

Section 6. The Governance Committee shall:

- a. Implement these by laws and elections rules as required;
- b. Research the effectiveness and applicability of these by laws and make recommendations to the Commission for amendments to the by laws;
- c. Conduct the orientation of new commissioners;
- d. Coordinate the internal activities of the Commission.

Section 7. An ad hoc committee may be established or dissolved by a majority vote of the Commission. Its size, powers and duties shall be specified by the creating resolution. Unless otherwise specified, the term of a special committee shall be one year.

Section 8. All reports to the Commission shall be delivered by the person chairing the committee (unless the committee directs otherwise). If a minority of a committee wishes to make a report, it may do so after the committee reports and as an addition to the report.

Section 9. In the event a matter overlaps the area of two or more committees, the President of the Commission shall have the authority to assign such issues to a specific standing committee, or charge two or more of the committees to work as a special combined committee for the issue.

## **Article VI. ELECTIONS**

Section 1. Elections shall be held on a Saturday between the last Saturday in October and the second Saturday in November. The final date will be set based on method established under Article VI Section 10 of these by laws. Elections shall be determined by plurality vote.

Section 2. Any person eighteen years of age or older and is a resident in the University Area, shall be an elector. Electors need not be registered with the Franklin County Board of Elections.

Section 3. All nominations shall be by petition as provided in the Election Rules. All candidates must be qualified to vote for themselves, and be a resident of the district as set forth in the Election Rules.

Section 4. All candidates and electors must provide identification and proof of residence in their district in which they intend to run or vote. Such identification may include, but is not limited to a valid driver's license, state-issued id, or a university id. Other identification may be accepted at the discretion of the majority vote of the Board of Elections, whose determination shall be final. Affidavits and other sworn statements, by themselves, shall never be sufficient.

Section 5. A statement of the identification provided by electors in instances in which the sufficiency is uncertain shall be written by the poll worker on the envelope in which the ballot is placed. The Board shall determine the sufficiency of each identification before the envelope is opened. If it is the decision of the Board that the identification is not sufficient, the envelope shall be retained unopened.

Section 6. Electors shall provide identification before they are permitted to vote. Successful candidates shall provide identification at the meeting of the Commission in which the election results are reported and approved. Should it be determined by vote of the Commission that the candidate has not established verification of residency, the candidate receiving the next highest number of votes in that district shall be declared the winner.

Section 7. At any time prior to the first day of elections, any commissioner may dispute the residency of any candidate by so informing the board of elections. In such case, the Board shall contact the candidate to verify residency.

Section 8. There shall be a Board of Elections, consisting of five persons appointed by the President at the June meeting prior to the next election with the approval of the Commission, none of whom shall be connected in any way with a candidate for the Commission. The Board shall perform all duties set forth in the Election Rules.

Section 9. The Board of Elections shall adopt Election Rules for governing the elections.

- a. Such rules shall be adopted by a majority vote of the Board.
- b. Such rules shall be in conformity with these By Laws.
- c. Such rules shall not be changed within the thirty (30) days after an election or within forty-five (45) days before an election.
- d. Any adoption or amendment of the Election Rules shall be presented to the Commission at the beginning of two regularly scheduled meetings. Should the Commission not disapprove of them by the end of that second meeting, they shall take effect.
- e. The Commission may amend the Election Rules without action by the Board of Elections in the same manner as amending by laws as set forth in Article VII.

Section 10. The Board of elections shall establish the date of elections for the year within the restrictions set by Article VI Section 1 as part of the Boards report provided to the Commission at the start of the Annual meeting. Upon acceptance of the Boards report the Board will be discharged from its responsibilities.

## **Article VII. AMENDMENT**

Section 1. As permitted per C.C. 3109.13, these by-laws may be amended in part or in whole at any regularly scheduled meeting of the Commission by an affirmative vote of a two-thirds (2/3) majority of all Commission members provided that the amendments were submitted in writing at the previous regularly scheduled meeting. The Corresponding Secretary shall file any approved amendments immediately after its adoption with the city clerk for publication in the City Bulletin. Such amendments shall take effect ten (10) days after such publication per C.C. 121.05.

REVISED BYLAWS  
of  
THE NORTH LINDEN AREAS COMMISSION

Amended July 16, 2020

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**ARTICLE I. NAME & BOUNDARIES**

All members shall be appointed by the Mayor with the concurrence of City Council.

**Section 1.** There is hereby created in the city of Columbus a Commission area to be known as the North Linden Area Commission, hereafter in this document referred to as the Commission.

**Section 2.** This area shall be bounded and described as follows: Beginning at the intersection of the centerline of the railroad right-of-way west of Joyce Ave. and Hudson St. and proceeding in a westerly direction along the center line of Hudson St. to the first north-south railroad right-of-way immediately east of Indianola Ave.; thence proceeding in a northerly direction along the centerline of the railroad right-of-way to Cooke Rd.; thence proceeding in an easterly direction along the centerline of Cooke Rd. to Karl Rd.; thence proceeding in a northerly direction along the centerline of Karl Rd. to Ferris Rd.; thence proceeding in an easterly direction along the centerline of Ferris Rd. to the north-south railroad right-of-way west of Joyce Ave.; thence proceeding in a southerly direction along the centerline of the railroad right-of-way to the point of beginning.

**ARTICLE II. PURPOSE**

*JAT* **Section 1.** These Bylaws shall establish the proceedings by which the North Linden Area Commission shall execute its duties and functions under the grant of authority set forth in Chapter 3109 of the Columbus City Code.

*ARC*  
*08/15/2020* **Section 2.** This Commission is established to afford citizen participation in the decision-making process functioning in an advisory capacity and to facilitate communication, understanding and cooperation between neighborhood groups, city officials and developers.

**ARTICLE III. MEMBERSHIP**

**Section 1.** There shall be maximum of 9 members of the Commission. All members shall be appointed by the mayor with concurrence of City Council.

- a) Seven (7) persons living in the Commission area shall be selected as resident members by the selection procedure outlined in Art. III, Sect. d.
- b) Two (2) members, who need not be area residents but who have shown a demonstrated interest in the area, shall be nominated by the selected members of the Commission.

c) For selected members running for consecutive selected terms, the signatures of 25 residents within the area are not required.

d) Except as otherwise specified, all members have equal rights.

c) All members shall serve without compensation

**Section 2.** Selection, Terms, Vacancies

a) Initially, terms shall be determined by lot with five (5) selected, two (2) nominated members and the Mayor's appointee serving for a term of three (3) years, four (4) selected and three (3) nominated serving for a term of two (2) years.

b) Thereafter, all terms shall be for a period of three (3) years, staggered with four (4) of the commissioners' terms expiring on a given year and three (3) commissioners' terms expiring on a different year.

c) Each term shall end on December 31 of the year the term expires.

d) After the selection of initial Commissioners, selection of subsequent commission members shall be by residents of North Linden by petition and election.

i. Candidates must submit a resume, short biography, essay, and petition with signatures of at least 25 North Linden residents.

ii. Availability of petitions will be announced at the regular June and July meetings and published in available media.

iii. Petitions are due by the second Thursday in August.

iv. Candidates must be 18 years of age or older and be a North Linden Resident

v. Signers of petitions must be 18 years of age or older and be residents of North Linden.

vi. Petitions must contain 25 or more valid signatures for a candidate to be considered for selection.

vii. An election shall take place annually in the month of September.

a. All valid candidates, (Article III, Sect. 2d, i-vi), shall be placed on the ballot.

b. Election shall be by secret ballot. All North Linden residents and Commissioners attending the September meeting may cast a ballot.

viii. No election shall be scheduled if the number of candidates is less than or equal to the number of selected Commissioners with expiring terms.

JSK  
08/15/2020 FFB



e) Any vacancies caused by death, resignation, disqualification, or by other means shall be filled for the unexpired term by appointment of the Mayor with the concurrence of Council. The area commission may recommend appointees to the Mayor to fill vacancies. Candidates for appointment must submit a resume, cover letter, essay and qualifying petition (ARTICLE III, Sect. 2d, i, iv-vi)

f) A commissioner who is elected or appointed to a seat may not be elected or appointed to a different seat until the term of the seat held by the commissioner has expired.

### **Section 3. Expectations and Responsibilities of Commissioners**

a) No member shall represent the Commission in its official actions except as specifically authorized by a majority vote at a regular or special meeting. This shall not be construed as a restriction upon the rights of individual members to represent their own views before public or private bodies, whether in agreement or disagreement with the official actions of the Commission.

b) Statements made by Commissioners outside of official meetings, including on social media, do not represent the Commission unless the Commissioner has been directly authorized by position or vote to represent and speak on behalf of the Commission.

c) When presenting personal views before public or private bodies or on social media, Commissioners should clarify that they are not representing or speaking on behalf of the Commission.

**Section 4.** If a member of the Commission selected by the selection procedures moves out of the described Commission area, such member must relinquish his or her resident status *in writing* and be replaced per Section 2e. Resignation will be officially announced at the next public meeting.

### **Section 5. Attendance**

a) Commissioners are required to attend all meetings of the Commission

b) Commissioners who communicate an absence to the Chair prior to a public meeting will be deemed excused. Except for emergency, Commissioners are not permitted to have more than three (3) consecutive excused absences.

c) Commissioners who fail to communicate absence to the Chair prior to a public meeting will be deemed un-excused. Two (2) consecutive unexcused absences from regular monthly meetings (Art. V, Sect.1) or from four (4) regular monthly meetings in a 12 month period are in violation of Sect. 5a.

d) A Commissioner in violation of part (b) or (c) of this section will be officially removed by the Commission at the next regular meeting.

*JST 110*  
*ALB*  
ARTICLE IV. OFFICERS

**Section 1.** The Officers of the Commission shall be Chair, Vice-chair, Zoning Chair, and Treasurer.

*08/15/2020*

**Section 2.** Officers shall be elected by a majority of the Commission members present at the October monthly meeting.

**Section 3.** Each Officer shall be elected for a term of one (1) year, beginning January 1.

**Section 4.** The duties of the officers shall be:

- a) The Chair shall preside at meetings of the Commission and prepare the agenda for Commission meetings, in consultation with the other Commission members.
- b) The Vice-Chair shall perform the duties of the Chair in the Chair's absence and shall perform such special duties that may arise from time to time at the request of the Chair.
- c) The Treasurer shall receive and submit all Commissioners' requests with receipts for reimbursement; and shall receive and disburse all funds of the Commission.

**Section 5.** The Vice-Chair shall fill a vacancy in the Chair position. A vacancy in every other position shall be filled by election by a majority of the Commission members present at the subsequent monthly meeting. A vacancy filled for six (6) months or more shall be considered full term.

**Section 6.** Election of officers shall be by roll call.

*JH*  
*A/B*  
*08/15/2020*  
**ARTICLE V. MEETINGS**

**Section 1. Regular Meetings**

- a) Regular meetings shall be on the third Thursday of each month at a stated time to be determined by two-thirds vote of the Commission and shall be open to the public. Regular meetings shall commence no later than 15 minutes after the stated time.
- b) The first regular meeting in January shall be the Annual Meeting at which time the new Commissioners shall take office, officers shall be elected by roll call (Article IV, Section 6) and annual reports from committees will be received.
- c) A regular meeting may be cancelled, or the meeting date changed, by a two-thirds vote of the Commission.

**Section 2. Special Meetings**

- a) Special meetings may be called by the Chair or by a majority of members present in a regular or special meeting or by the Chair at the written request of at least five (5) members.
- b) Written notice of any special meeting shall be given to each Commission member and the public at least seven (7) days in advance, except in an emergency. This written notice shall specify the date, time, and place of the meeting and describe all business to be conducted at the meeting.

c) No business shall be conducted at a special meeting unless it was included in the notice of the special meeting.

d) Special meetings shall be open to the public.

### **Section 3. Quorums**

A quorum shall be defined as greater than 50% of the Commission members. A majority of the Commission members present and voting shall be required to approve a motion, except as otherwise provided.

**Section 4.** The business of the Commission shall contain the following unless otherwise directed by a majority of members present:

Call to Order

Roll Call

Approval of previous minutes

Recognition of Public Officials

City Reports

Scheduled speakers

Reports of standing committees (Old and New Business)

Reports of special committees (Old and New Business)

Reports from Neighborhood Organizations

For the Good of the Order - Announcements and Comments

Adjournment

**Section 5.** The Chair may recognize members of the public who wish to address the Commission and have turned in speaker slips concerning issues under discussion and on the agenda

a) If a member of the public wishes to be included on the Agenda, the person must contact the Chair. In turn, the Chair will inform the Commission.

b) The member of the public must state their name and the issue to be presented.

c) A uniform time limit for such presentations may be set by the Chair.

**Section 6.** Issues brought before the Commission that are not under discussion, nor on the Agenda may be discussed or tabled by a vote of a show of hands so that proper authorities can be consulted.

**Section 7.** When guests are invited to speak to the Commission the time will generally be limited to fifteen (15) minutes or at the discretion of the Chair.

**Section 8.** Dissenting or non-concurring Committee member's reports may be filed by Commission or committee members and shall be attached to the Standing and Special Committees' reports.

**Section 9.** Commission meetings shall be limited to not more than three (3) hours unless deemed appropriate and approved by a majority of the Commission members present.

**Section 10.** Except as otherwise specified, meetings of the Commission shall be conducted in an orderly and reasonable manner using the latest current revision of Robert's Rules of Order as a guide.

*JSL*  
08/15/2020 *ESB*

- a) Voting shall take place by a show of hands
- b) At the request of any Commissioner, a roll call vote may be granted.

*JDH*  
*AGB*

**ARTICLE VI. COMMITTEES**

**Section 1.** Appointment of Commission members to both standing and special committees shall be made by the Chair in consultation with Commission members and shall be subject to the approval of a majority of the Commission members.

**Section 2.** Each standing committee may appoint persons who are not Commissioners as committee members, subject to the approval by the Commission. All committee members have voting privileges within that committee. Non-commissioners may or may not outnumber Commissioners on any standing committee.

**Section 3.** Each committee shall select a member to Chair the committee, and may select other Officers and adopt internal rules necessary to carry out their assigned task. The selected Chair of any committee shall be a Commissioner.

- a) The selected Chair of any committee may be requested to step down as the Chair of that committee by the Commission Chair. The selected Chair of any committee may be voted out as the Chair of that committee by a two-thirds majority vote of the Commission.
- b) Voting by the entire Commission, for the purpose of removing a selected Chair of a committee shall be conducted at a Special Meeting of the Commission.
- c) At any time before voting by the entire Commission, for the purpose of removing a selected Chair, the selected chair may resign the chair.
- d) Leaving the committee is the decision of the individual. If the individual remains on the committee, the individual shall not publicly represent the committee or the Commission in a position of authority with regard to that committee or any of that committee's functions. The individual is an internal member only on that committee.

**Section 4.** A special committee may be established or dissolved by a majority vote of the Commission. Its size, powers and duties shall be specified by the creating resolution.

**Section 5.** All committee meetings must be publicized by sending the date, location, time and agenda to the Department of Neighborhoods at least 7 days in advance for submission to the city bulletin.

**Section 6.** The Chair of the Commission shall be an ex-officio member of all committees.

**Section 7.** The standing committees and their responsibilities are:

- a) **Executive Committee**

1. Consists of Chair, Vice-Chair, Zoning Chair, and Treasurer;
2. Prepare the agenda of regular meetings; plan the direction and scope of Commission activities;
3. Review finances and policies.

**b) Planning & Development Committee**

1. Review & recommend long-range plans for the North Linden Area;
2. Investigate funding for implementation of such plans;
3. Develop methods for involving the citizens in such planning;
4. Maintain planning files.

**c) Zoning Committee**

Receive, review and make recommendations concerning applications for rezoning, zoning variances, demolitions and special permits for property located in the area.

**d) Community Engagement Committee**

1. Review social and recreation services in the area and take appropriate action to improve or maintain them;
2. Monitor consumer - business relations in the area;
3. Initiate, coordinate or assist at community-wide events;
4. Work to develop a community identity;
5. Work to improve the quality of life for all our residents;
6. Publicize the North Linden Area Commission as a community resource.

**e) Health & Safety Committee**

1. Coordinate and/or initiate efforts to reduce crime in the community. Work with other groups as desired;
2. Initiate and/or help with efforts to maintain a clean community;
3. Initiate and/or assist with efforts to control conditions which interfere with the health of residents.

**4. Sub-committee – Code Enforcement**

- a. Report known code violations in the North Linden Area Commission area to the appropriate Code Enforcement officer of the City of Columbus;
- b. Become knowledgeable about code enforcement problems in the community and make constructive suggestions about remedying them; and
- c. The Committee may undertake programs to educate the community about code enforcement issues.

**f) Job Creation and Workforce Development**

1. Providing opportunities for entrepreneurship;
2. Partnering with businesses to offer employment.

Handwritten signatures and initials at the bottom right of the page, including a large signature and the initials 'JHB'.

3. Sub-Committee – Education

- a. Linking business owners and educators;
- b. Promoting training for employees.

**g) Transportation Committee**

Initiate and/or assist with efforts to alleviate vehicular traffic problems in the community

*K. H. W.*

**ARTICLE VII. CODE OF CONDUCT**

*H. B.*  
*08/15/20*

Commissioners have an obligation to limit comments from litigious content that jeopardizes the NLAC. If comments are deemed harmful, by the NLAC, to any member of the Public and/or the NLAC, then the offending Commissioner must issue a public statement for the record at the subsequent NLAC meeting. This statement must include reference to the offense and indicate that her/his opinions and comments were personal and had no bearing on the NLAC.

**ARTICLE VIII. AMENDMENTS**

**Section 1.** A proposed amendment to these Bylaws shall be submitted in writing by any Commission member at any regular meeting.

a) The proposed amendment shall first be read at the regular meeting when submitted and again at the next two (2) regular meetings following. The proposed amendment shall be voted on after the reading at the third regular meeting.

b) With a unanimous vote of the Commission members present at the first reading, the proposed amendment may be voted on at the next regular meeting.

c) Adoption of the proposed amendment shall be by a two-thirds majority vote of the entire Commission.

**Section 2.** In accordance with Chapter 3109 of the Columbus City Code, the approved amendment shall be filed immediately with the Department of Neighborhoods after its adoption. Such amendment shall take effect thirty (30) days after publication in the City Bulletin.

*[Signature]*

JOHN S. LATARAK ~~TOB~~ 08/09/2020  
Chair, North Linden Area Commission.

*[Signature]*

Holly L. Borghese 8-9-2020

GREATER SOUTH EAST AREA COMMISSION



**GSEAC**

COLUMBUS, OH

**GREATER SOUTH EAST  
AREA COMMISSION  
BY-LAWS**

Amended 5-26-2020

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## **Greater South East Area Commission Bylaws**

These Bylaws establish the procedure under which the Greater South East Area Commission shall execute those duties and functions set forth in and with authority granted under Chapter 3109 and 3111 of the Columbus City Codes (herein abbreviated as C.C.)

### **Article I – Name**

The name of this organization shall be the Greater South East Area Commission, herein referred to as the “Commission”.

### **Article II – Area**

#### On the north:

Interstate 70 from S. Hamilton Road (State Rt. 317) to Big Walnut Creek; Big Walnut Creek from Interstate 70 to the Norfolk Southern railroad corridor; the Norfolk Southern railroad corridor from Big Walnut Creek to the west corporate limit of the Village of Brice; the west, south, and east corporate limits of the Village of Brice from the Norfolk Southern railroad corridor on the west side of the village to the Norfolk Southern railroad corridor on the east side of the village; the Norfolk Southern railroad corridor from the east corporate limit of the Village of Brice to Refugee Road; and Refugee Road from the Norfolk Southern railroad corridor to the west corporate limit of the City of Pickerington.

#### On the east:

The west corporate limit of the City of Pickerington to Wright Road; and the Fairfield County/Franklin County line from Wright Road to the north corporate limit of the City of Canal Winchester.

#### On the south:

The north and west corporate limits of the City of Canal Winchester from the Fairfield County/Franklin County line to Columbus-Lancaster Road (U.S. Rt. 33); Columbus-Lancaster Road (U.S. Rt. 33) from the west corporate limit of the City of Canal Winchester to the east corporate limit of the City of Groveport just south of Blacklick Creek; the east corporate limit of the City of Groveport from Columbus-limit of the City of Groveport; and the north corporate limit of the City of Groveport from the east corporate limit of the City of Groveport to I-270.

On the west:

I-270 at the intersection of Columbus-Lancaster Road (U.S. Rt. 33) to S. Hamilton Road (State Rt. 317). Where I-270 crosses S. Hamilton Road (State Rt. 317), the western boundary continues north along S. Hamilton Road (State Rt. 317) to I-70. *Ava Johnson*

Acres: 9,390 acres or 14.7 square miles

Estimated number of housing units: 16,522 (14,720 (89.1%) occupied; 1,802 (10.9% vacant)

### **Article III – Purpose**

1. The purpose of this Commission shall be to afford additional voluntary citizen participation in decision making in an advisory capacity to the City Administration and City Council and to facilitate communication, understanding, and cooperation between neighborhood groups, city officials, and developers. The Commission shall:
  - a. In the interests of local planning for local needs, identify and study problems and requirements of the Commission Area in order to:
    - i. Create plans and policies which will serve as guidelines for future developments of the Area.
    - ii. Bring the problems and needs of the Area to the attention of appropriate Government agencies or residents and local officials.
    - iii. Recommend solutions or legislation
  - b. Aid and promote communication within the Commission Area and between it and the rest of the City by means of:
    - i. Regular and special meetings of the Commission which are open to the public, the area,
    - ii. Public forums and surveys to provide an opportunity for area residents, businesses and organizations, institutions and governments to comment,
    - iii. Initiating proposals and supporting those introduced by individual citizens or area organizations which will enhance the quality of life enjoyed by area residents and preserve the unique residential and commercial mix of the Area, and
    - iv. Promoting and encouraging business functions, methods of operation, architectural appearance, and locations are consistent with the character and requirement of the area.
  - c. Initiate, review and recommend criteria and programs for the preservation, development, and enhancement of the Commission Area,

including but not limited to parks, recreation areas, sidewalks, streets and traffic by means of:

- i. Reviewing the proposed Capital Improvements Budget and proposing new items and changes relating to the area,
  - ii. Making recommendations for restoration and preservation of the historical elements within the Area, and
  - iii. Receiving and reviewing for recommendation prior to the adoption by governmental bodies, any new or revised comprehensive plan affecting the Area.
- d. Recommend priorities for and review government services and operation of the various government departments in the Commission Area by means of:
- i. Requesting and receiving from departments or agencies periodic reports concerning governmental services in the Area,
  - ii. Meeting with administrative heads of any department or agencies or any of their subordinates to obtain additional information deemed necessary for the Commission to fulfill its functions,
  - iii. Requesting and receiving from departments or agencies, prior to implementation, full reports on any proposed changes,
  - iv. Reviewing and evaluating pending legislation substantially affecting the area prior to its consideration by Council, and
  - v. Review and comment on zoning issues and demolition presented to the Commission.
- e. Recommend persons from Commission Area for nominations to membership on City boards and Commission which make decisions or recommendations affecting the Commission Area.
- i. The Commission shall not endorse any candidate for public office.

## **Article IV – Membership**

1. Appointment. All Commissioners shall be appointed by the Mayor of the City of Columbus in accordance with C.C. 3109. The Secretary shall notify the Mayor of all nominations, elections, and vacancies within ten days of such action.
  - a. Should the Mayor neither approve nor disapprove the action within thirty (30) days of notifications, the actions shall be deemed approved until notice from the Mayor as specified in C.C. 3109.
  - b. A copy of each notice shall be sent to the City Council in care of the City Clerk.

2. Members The Commission shall consist of 13 members (13) members. Each member shall either reside, work or own property in the Commission area. Each member shall serve without compensation. The Commission will solicit residents or businesses from all areas of the Commission.. *Ava Johnson*
  - a. Ten (10) Elected Commissioners shall be elected from the Greater South East Area. The ten (10) Commissioners shall be selected in accordance with the selection Rules adopted by the Greater South East Area Commission. Each selected commissioner must be a resident in the city of Columbus. No more than two commissioners shall be elected from one subdivision. This will be enforced once a Commissioner's term is completed. The subdivision will be based on information from the Franklin County Auditor's website. *Ava Johnson*
  - b. Three (3) At-Large Commissioners shall either be employed, own real property or operate a business within the area and shall be nominated by the Commission. The three (3) individuals nominated by the Commission may be from, but not limited to, the following: one (1) official from Greater South East City Schools, one (1) representative of the Greater South East clergy, and one (1) from a Greater South East Area Business Association.
  - c. No more than one person from any household shall serve on the commission. Examples include husband, wife, parent and child, siblings, etc. The information must be disclosed at the time of applying to run for a commission seat. If found after the election profile is submitted, the Commission has the right to disqualify the applicant. Members of the same household may serve on Commission committees. *Ava Johnson*
  - d. The Commission must maintain a majority of the members to be residents of the Greater South East area boundaries.
3. Terms. The term of membership of elected officials shall be three years. All terms shall expire during the annual meeting in the year that the term expires; At large members shall serve three years and will need to be reappointed each term. -
4. Upon initial appointment, terms shall be staggered as determined by lot, one-third of the initial members shall serve for one (1) year; one third, for two years; and the remaining one-third, for (3) years or until their successors are appointed. Upon expiration of each member's term and thereafter, each member shall serve a total of three years so as to maintain continuity of experienced representation.

5. No Commission member shall represent the Commission in its official actions before any other public body or official, except as specifically authorized in writing by the Commission. This shall not be construed as a restriction upon the right of the individual Members to represent their own views before public or private bodies, whether in agreement or disagreement with the official action of the Commission.
6. Disqualification. Members shall maintain their residence, property or business in the Commission Area from which they were elected or appointed. Failure of a member to maintain his or her residence, property or business in the Greater South East Commission Area, shall be deemed a resignation and the Secretary shall notify the Mayor, city Clerk and the Director of Development.
7. Attendance. The year starts with the annual meeting, which is the 4th Tuesday in April. Members shall, so far as possible, be regular in attendance. Attendance shall also include participation by means of communication or media equipment if all persons participating can hear each other and participate. A member's absence from four (4) regular meetings in any one (1) year shall be deemed a resignation from the Commission, unless a petition has been received by the Chairperson of the Commission. The Commission must act upon the petition when it is received at either the next regularly scheduled meeting or the following regularly scheduled meetings. The petition must be made in writing and received by the Chairperson at least eight (8) days prior to the next regular meeting following the third absence. The petition is to request that some or all of the absences be excused due to extenuating circumstances. The nature of the extenuating circumstances shall be explained. If the Commission accepts, by majority vote, all or a portion of the absences may be excused. If a petition is not received, it shall be deemed a resignation from the Commission and notice of such will be communicated to the City of Columbus. After the second missed meeting, the secretary will remind the member of the attendance policy. After the third missed meeting, the secretary will remind the member about the need to submit a petition to the Chairperson if the member would like to maintain their position. Members shall, as soon as possible, inform either the Chairperson or the Secretary, prior to the meeting, when they know they will be absent.
8. The Commission shall nominate one or more candidates to fill any vacancy caused by death, disqualification, or other means for the remainder of the unexpired term by letter to the Mayor pursuant C.C. 3109. A replacement shall be nominated by the remaining members within thirty (30) days of the declared vacancy to fill the position until the next selections or annual nomination.

## Article V- Officers

1. The officers of the Commission shall be: Chairperson, Vice-Chairperson, Secretary and Treasurer. At the first meeting of the Commission, officers shall be elected by majority vote of the Commission members. Thereafter, election of officers shall be at the annual meeting. Officers shall serve (1) year, or until a successor is elected. There is no limit to the number of terms that someone can serve in the same office. Each officer shall have the right to vote on any question. All officers shall be Commission members.
2. The Chairperson shall preside at all meetings of the Commission; in consultation with other Commission members, appoint standing and special committees of the Commission; serve as an ex-officio member of all committees; coordinate the action of officer and committee chairperson; or perform other duties associated with the office as required.
3. The Vice-chairperson shall assist the Chairperson; perform all the duties of the Chairperson; in his or her absence, or at the request of the Chairperson; and perform other such duties as may be assigned by the Commission.
4. The Secretary shall call and record roll; remind a member of his or her absences per Article IV, section 6; record and maintain accurate voting records and meeting summaries which shall be open to public examination; maintain such other records as the Commission may direct; notify the Mayor of any vacancy; perform related duties as may be assigned by the Commission; and in the absence of both the Chairperson and the Vice- Chairperson, call the meeting to order and preside until the immediate election of Chairperson pro tempore. The Secretary shall also maintain Public Records such as (emails, memos, meeting notes, and minutes, etc.) that the Commissions creates as they go about Commission business.. The records shall be available to the public at request;
5. The Commission shall also abide by the City of Columbus's Record Retention schedule which describes the dates and process for destroying documents.
6. The Treasurer shall receive all funds and disburse all funds with the Commission's approval. The Commission shall provide for a reconciliation of the financial records of the accounts prior to each annual meeting. The treasurer shall have the right to open the account, make deposit and write checks.
7. A vacancy in the office of the Chairperson shall be filled by the Vice-chairperson. A vacancy in any other position shall be filled in the same manner as the original selection.

## Article VI-Meetings

1. Regular meetings of the Commission shall be held every month on the fourth Tuesday at 6:30 pm, unless otherwise directed by the majority vote of the Commission in sufficient time to notify constituents and the City Administration of such change. Each meeting shall be held in the Commission Area unless suitable facilities are not available in which they may seek suitable facilities contiguous to the Commission Area in an appropriate large room convenient for members and the public chosen by the Commission as its regular meeting place unless otherwise specified at least fifteen (15) days prior to the meeting. Notice of the meeting with an agenda shall be published in the City Bulletin prior to changing meeting time or location.
2. The annual meeting shall be the first regular meeting in April at which time new members will be seated and new officers elected
3. Special meetings may be called by the Executive Committee, the Chairperson, or by a majority of the members in a regular or special meeting. The meeting's purpose, date, time and location shall be stated when the meeting is called. No business will be considered at the special meeting unless it was stated when the meeting was called. Except in cases of emergency, three (3) days notice shall be given for a special meeting. The Commission shall maintain a list of persons who have requested to be contacted prior to a Special meeting being called. When possible, at least seven (7) days in advance in a newspaper of general circulation in the Commission Area and on the web site.
4. Quorum: A majority of the Commission members shall constitute a quorum for conducting business.
5. Voting: A majority of the Commission members present and voting shall be required to approve any action. A tie vote is disapproval. The Chairperson shall state each issue in a positive form such as "The question before the Commission is: Shall the application; Request approval for \_\_\_\_\_ be approved?"
6. Each commissioner should determine for herself or himself when they have a conflict of interest that warrants their recusal from participating and voting on a particular matter before their commission.
7. Should a 'conflict/recusal' issue arise in an open Commission meeting, the meeting should include full discussion, notating any motion, voting and reporting in the Minutes.

8. The Order of Business can be determined by the Chair. A suggested format is:
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Zoning
  - d. Invited Guests
  - e. Routine Business
  - f. New Business
    - i. Reports
    - ii. Announcements
  - g. Old Business
  - h. Adjournment
9. The Chairperson shall recognize members of the public who wish to address the Commission concerning issues under discussion. The Chairperson shall uniformly limit debate to an equal amount of time for each side of the issue. When appropriate, further action on the issue may be deferred to the next Commission meeting.
10. Dissenting or non-concurring reports may be filed with the Secretary by any Commission member and shall be attached to the majority report.
11. Individual citizens or Commissioners may be asked to research a specific topic and report findings to the Commission.

## **Article VII-Committees**

1. The Chairperson shall appoint Commission members to standing committees giving due consideration to their individual preferences and subject to approval by a majority vote of the Commission members.
2. The Chairperson shall appoint non-members to Commission committees from recommendations by Commission members appointed to that particular committee subject to approval by a majority vote of the Commission members. Non-members appointed shall have full voting privileges in all proceedings of the committee to which they are appointed. The number of non-members on any committee shall not exceed the number of Commission members appointed.
3. Committee members shall serve at the pleasure of the Chairperson and their appointments shall expire at the next annual meeting.



4. The Chairperson shall be an ex-officio member of all committees, except the Nominating Committee.
5. After appointments are approved, the members of each committee shall select a Committee Chairperson from among the Commission members appointed to the committee.
6. Committees will be formed as needed.
7. Notice of all committee meetings and copies of all committee correspondence shall be filed with the Secretary and the Chairperson of the Commission. Committee findings which propose action or resolution shall be submitted at a regular meeting of the Commission for consideration.

## **Article VIII- Elections**

1. The Elections Board shall consist of a minimum of three (3) Commission Area residents appointed by the Chairperson with the approval of the Commission at the last regular meeting in the current calendar year. No individual running election night activities can be connected in any way with any candidate appearing on the ballot for the Commission.
2. The Board shall appoint any necessary officers; provide for printing and distributing necessary for such as, but not limited to: petitions, ballots and tallies; receive petitions; certify persons who have qualified as candidates; locate polling places; conduct the election; tally the votes; hear and decide complaints concerning the election or campaign; and certify the winning candidates to the Commission pursuant to C.C. 3109 and the Selection Procedure, including all activities incidental thereto.
3. Candidates for selection shall not be members of the Election Board or polling staffs in year or years in which their names appear on the ballot.
4. Elections shall be by anonymous ballot and determined by plurality of vote if three (3) or more candidates vie for a single position, otherwise a majority of votes cast shall elect. Any person eighteen (18) years of age or older who is a resident of the Commission Area may be an elector. Electors need not be registered with the Franklin County Board of Elections or Fairfield County Board of Elections. The initial election shall be conducted by a Task Force. Thereafter, each election shall be conducted by the Elections Board the second Monday in January. Members shall take office at the annual meeting provided the appointment has been approved and voted on by the Mayor and City Council.

5. The Election Board shall adopt Election Rules for governing the elections by majority vote of its members provided such rules shall conform to these Bylaws and Selection Procedure. Such rules shall not be changed during the ninety (90) days before an election nor thirty (30) days after an election. The adoption of amendment of such Rules shall be presented to the Commission at the beginning of a regular meeting. Should the Commission not disapprove of them prior to adjournment, such Rules take effect. The Commission may amend the Election Rules without action by the Elections Board in the same manner as an amendment of these Bylaws.

## **Article IX-Parliamentary Authority**

Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and not inconsistent with these Bylaws and any special rules of order the Commission may adopt.

## **Article X- Amendment of Bylaws**

These Bylaws may be amended at any regular meeting of the Commission by an affirmative vote of two-thirds (2/3) of the Commission Members provided that the amendment was submitted in writing at the previous regular meeting. The Secretary shall file any approved amendment immediately after its adoption with the City Clerk for publication in the City Bulletin. Such amendment shall take effect ten (10) days after such publication per C.C. 121.05.

## RENEWAL OF PUBLIC HEALTH EMERGENCY DECLARATION

In response to the developing community health crisis surrounding COVID-19/Coronavirus and pursuant to Chapter 775 of the Columbus City Health Code, Chapter 3709 of the Ohio Revised Code, and the contract between Columbus Public Health and the City of Worthington, Resolution No. 20-08, a declaration of Public Health Emergency (PHE), to include the cities of Columbus and Worthington, was passed and issued by the Columbus Board of Health on March 13, 2020.

That declaration automatically terminated on April 12, 2020.

On March 17, 2020, pursuant to Chapter 775 of the Columbus City Health Code and Chapter 3709 of the Ohio Revised Code, Resolution No. 20-09, authorizing the Health Commissioner to declare a public health emergency without convening the Board of Health, was passed by the Columbus Board of Health.

Previous renewals of the original Board of Health PHE declaration issued on March 13, 2020 have expired.

The most recent renewal issued 7/29/20 will expire at 11:59pm on Thursday August 27, 2020.

Due to the ongoing community health emergency related to COVID-19/Coronavirus in the cities of Columbus and Worthington and consistent with the States of Emergency declared by the Governor of Ohio and the Mayor of Columbus and Orders issued by the Ohio Department of Health, and pursuant to the authority granted in Columbus Board of Health Resolution No. 20-09, Chapter 775 of the Columbus Health Code Chapter, and Chapter 3709 of the Ohio Revised Code,

### **I HEREBY ORDER:**

*Renewal of the Public Health Emergency declaration for the cities of Columbus and Worthington issued by the Columbus Board of Health on March 13, 2020. Unless amended or rescinded, this renewal shall be in effect from 12:00am on Friday August 28, 2020 until 11:59pm on Saturday September 26, 2020.*

This renewal of the Public Health Emergency declaration shall super cede and take precedence over any prior renewal.



Mysheika W. Roberts, MD, MPH  
Health Commissioner

8-27-2020  
Date



Southwest Area Commission Bylaws  
Revised

These Bylaws establish the procedure under which the Southwest Area Commission shall execute those duties and functions set forth in and with authority granted under Chapters 3109 and 3111 of the Columbus City Codes (herein abbreviated as C.C.).

Article I. Name

The name of this organization shall be the Southwest Area Commission, herein referred to as the "Commission".

Article II. Area

The boundaries of the Commission are to the north, Mound Street, Mt. Calvary and Greenlawn Avenues, to the east by the Scioto River, to the south by Interstate 270 and to the west by CSX Railroad tracks, or as detailed in C.C. 3111. The boundaries include the East side of Harmon Avenue from Greenlawn to Mound Street as well as the north side of Greenlawn Avenue to the Scioto River. The Commission serves the incorporated areas of the City of Columbus and strives to maintain an effective working relationship with the jurisdictions that fall within the Commission's boundaries which include: Franklin County, Franklin Township, Urbancrest and Jackson Township.

Article III. Purpose

1. The purpose of this Commission shall be to afford additional voluntary citizen participation in decision making in an advisory capacity to the City Administration and City Council and to facilitate communication, understanding, and cooperation between neighborhood groups, city officials, and developers. The Commission shall:

A. In the interests of local planning for local needs, identify and study problems and requirements of the Commission Area in order to:

1. Create plans and policies, which will serve as guidelines for future development of the Area;
2. Bring the problems and needs of the Area to the attention of appropriate government agencies or residents;
3. Recommend solutions or legislation.

and

B. Air and promote communication within the Commission Area and between it and the rest of the City by means of:

1. Regular and special meetings of the Commission which are open to the public.
2. Public hearings on problems, issues or proposals affecting the area.
3. Public forums and surveys to provide an opportunity for Area residents, businesses and organizations to state their problems and concerns.
4. Soliciting active cooperation of all segments of the Area and City, including organizations, institutions, and government.
5. Initiating proposals and supporting those introduced by individual citizens or area organizations, which will enhance the quality of life enjoyed by area residents and preserve the unique residential and commercial mix of the Area; and
6. Promoting and encouraging businesses whose functions, methods of operation, architectural appearance, and locations are consistent with the character and requirement of the Area.

SCY  
JB

C. Initiate, review, and recommend criteria and programs for the preservation, development and enhancement of the Commission Area, including, but not limited to, parks, recreation areas, sidewalks, street, and traffic, by means of:

1. Reviewing the proposed Capital Improvements Budget and proposing new items and changes relating to the Area.
2. Making recommendations for restoration and preservation of the historical elements within the Area; and
3. Receiving and reviewing for recommendation, prior to the adoption by governmental bodies, any new or revised comprehensive plan affecting the Area.

D. Recommend priorities for and review government services and operation of the various government departments in the Commission Area by means of:

1. Requesting and receiving from departments or agencies periodic reports concerning governmental services or practices in the Area.
2. Meeting with administrative heads of any department or agency, or any of their subordinates, to obtain additional information deemed necessary for the Commission to fulfill its functions.
3. Requesting and receiving from departments or agencies, prior to implementation, full reports on any proposed changes in service or practice in the Area and recommending approval or disapproval of the proposed changes.
4. Reviewing and evaluating pending legislation substantially affecting the Area prior to its consideration by Council; and
5. Review and comment on zoning issues and demolitions presented to the Commission.

E. Recommend persons from the Commission Area for nomination to membership on City boards and commissions, which make decisions or recommendations affecting the Commission Area.

2. The Commission shall not endorse any candidate for public office.

#### Article IV. Membership

1. Appointment. All Commissioners shall be appointed by the Mayor of the City of Columbus in accordance with C.C. 3109. The Secretary shall notify the Department of Neighborhood Services of all nominations, elections, and vacancies within ten days of such action. The Department of Neighborhood Services will notify the Mayor's office and complete any publication requirements.

A. Should the Mayor neither approve nor disapprove the action within thirty (30) days of notifications, the action shall be deemed approval until notice from the Mayor as specified in C.C.3109.

B. A copy of each notice shall be sent to the City Council in care of the City Clerk.

2. Members. The Commission shall consist of up to thirteen (13) members. Each member shall either reside, work or own property in the Commission Area and serve without compensation.

A. Nine (9) Elected Commissioners shall be selected from the Southwest Area. The nine (9) Commissioners shall be selected in accordance with the selection rules adopted by the Southwest Area Commission. Each elected Commissioner must be a resident in the City of Columbus.

B. Four (4) At-Large Commissioners, should either be employed, own real property or operate a business within the Area, shall be nominated by the Commission. The four (4) individuals nominated by the Commission may be from, but not limited to, the following: one (1) official from South-Western City Schools; one (1) from the fields of human services; one (1) representative of the Southwest Area clergy; and one (1) from the Southwest Area Business Association.

C. The Commission must maintain a majority of the members to be residents of the Southwest Area boundaries.

3. Terms. The term of membership of elected officials shall be three (3) years. All terms shall expire during the annual meeting in the year that the term expires; however, a member may continue to serve beyond term expiration until a successor is appointed. Terms shall be staggered so as to maintain continuity of experienced representation. As determined by lot, one-third of the initial membership shall serve for one (1) year; one third, for two (2) years; and the remaining one-third, for three (3) years or until their successors are appointed. Term of at-large commissioners shall be for three (3) years.

4. No Commission member shall represent the Commission in its official actions before any other public body or official, except as specifically authorized in writing by the Commission. This shall not be construed as a restriction upon the right of the individual members to represent their own views before public or private bodies, whether in agreement or disagreement with the official action of the Commission.

5. Disqualification. Members shall maintain their residence, property or business in the Commission Area from which they were elected or appointed. Failure of a member to maintain his or her residence, property, or business in the Southwest Commission Area, shall be deemed a resignation and the Secretary shall notify the Mayor, City Clerk, and the Department of Neighborhoods.

6. Attendance. The year starts with the annual meeting. Members shall, so far as possible, be regular in attendance. A member's absence from four (4) regular meetings in any one (1) year, shall be deemed a resignation from the Commission, unless a petition has been received by the Chairperson of the Commission. The Commission must act upon the petition after it is received at either the next regularly scheduled meeting or the following regularly scheduled meeting. The petition must be made in writing and received by the Chairperson at least eight (8) days prior to the next regular meeting following the fourth absence. The petition is to request that some or all of the absences be excused due to extenuating circumstances. The nature of the extenuating circumstances shall be explained. If the Commission accepts, by majority vote, all or portion of the absences may be excused. If a petition is not received, it shall be deemed a resignation from the Commission and notice of such will be communicated to the City of Columbus. After the third missed meeting, the secretary will remind the member of the attendance policy. After the fourth missed meeting, the secretary will remind the member about the need to submit a petition to the Chairperson if the member would like to maintain their position. Members shall, so far as possible, inform either the Chairperson or the Secretary, prior to the meeting, when they know they will be absent.

7. The Commission shall nominate one or more candidates to fill any vacancy caused by death, disqualification, or other means for the remainder of the unexpired term by letter to the Mayor pursuant to C.C. 3109 and the Department of Neighborhoods. When there is a vacancy, public notice will be made on the web site and/or emailed to the community member email list.

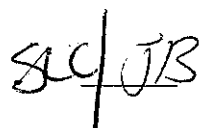
#### Article V. Officers

1. The officers of the Commission shall be: Chairperson, Vice-Chairperson, Secretary and Fiscal Officer. At the first meeting of the Commission, officers shall be elected by majority vote of the members. Thereafter, election of officers shall be at the annual meeting. Officers shall serve one (1) year, or until a successor is elected. Each officer shall have the right to vote on any question. The Chairperson may serve no more than six (6) consecutive years but may be elected again after a gap of at least three (3) consecutive years. A Chairperson's six (6) year term may be extended by a majority vote of the Commission. This provision will be effective at the first annual meeting following the approval of this bylaw provision and the number of years the Chairperson has served will start being counted at the first annual meeting following the approval of this bylaw provision. An individual serving six (6) consecutive years as the Chairperson is not eligible to serve as any other officer of the Commission for three (3) consecutive years after their term as Chairperson expires. This individual is eligible to continue to serve as an area commissioner.

2. The Chairperson shall preside at all meetings of the Commission; in consultation with other Commission members, appoint standing and special committees of the Commission; serve as an ex-officio member of all committees; coordinate the actions of officers and committee chairperson; and perform other duties associated with the office as required.

3. The Vice-Chairperson shall assist the Chairperson; perform all the duties of the Chairperson in his or her absence; and perform other such duties as may be assigned by the Commission.

4. The Secretary shall call and record roll; remind a member of his or her absences per Article IV, section 6; record and maintain accurate voting records and meeting summaries which shall be open to public examination; maintain such other records as the Commission may direct; notify the Mayor of any vacancy; perform related duties as may be assigned by the



Commission; and in the absence of both the Chairperson and the Vice-Chairperson, call the meeting to order and preside until the immediate election of a chairperson pro tempore.

5. The Fiscal Officer shall receive all funds and disburse all funds with the Commission's approval.

6. A vacancy in the office of the Chairperson shall be filled by the Vice-Chairperson. A vacancy in any other position shall be filled in the same manner as the original selection.

#### Article VI. Meeting

1. Regular meetings will be held monthly except for December on the third Tuesday of the month at 6:30pm. Meetings will occur in this manner unless otherwise directed by the majority vote of the Commission in sufficient time to notify constituents and the City Administration of such change. Each meeting shall be held in the Commission Area unless suitable facilities are not available in which they may seek suitable facilities contiguous to the Commission Area in an appropriate, large room convenient for members and the public chosen by the Commission as its regular meeting place, unless otherwise specified at least fifteen (15) days prior to the meeting. Notice of the meeting with an agenda shall be published in the City Bulletin prior to changing meeting time or location.

2. The annual meeting shall be the first regular meeting following the elections at which time new members will be seated and new officers elected.

3. Special meetings may be called by Executive Committee, the Chairperson, or by majority of the members in a regular or special meeting. The meeting's purpose, date, time, and location shall be stated when the meeting is called. No business will be considered at a special meeting unless it was stated when the meeting was called. Except in cases of emergency, three (3) days' notice shall be given for a special meeting.

4. All meetings shall be open to the public, and notice shall be published, when possible, at least seven (7) days in advance in a newspaper of general circulation in the Commission Area and on the web site and/or community member email list.

5. Quorum: A majority of the total membership shall constitute a quorum for conducting business.

6. Voting: A majority of the Commission members present, and voting shall be required to approve any action. A tie vote is disapproval. The Chairperson shall state each issue in a positive form such as "The question before the Commission is: Shall the application (request approval) for \_\_\_\_\_ be approved?"

7. The Order of Business can be determined by the Chair. A suggested format is:

1. Pledge of Allegiance
2. Roll Call
3. Zoning
4. Invited Guests
5. Routine Business
6. New Business
  - A. Reports
  - B. Announcements
7. Old Business
8. Adjournment

8. The Chairperson shall recognize members of the public who wish to address the Commission concerning issues under discussion. The Chairperson shall uniformly limit debate to an equal amount of time for each side of the issue. Time limits may be set by the Commission. When appropriate, further action on the issue may be deferred to the next Commission meeting.

SC/  
JB

9. Dissenting or non-concurring reports may be filed with the Secretary by any Commission member and shall be attached to the majority report.
10. Individual citizens or Commissioners may be asked to research a specific topic and report findings to the Commission.
11. Meeting minutes shall be promptly prepared, shared with members of the Commission and voted on at the next regular meeting. Once approved the minutes shall be provided to the Department of Neighborhoods within thirty (30) days. Minutes shall be maintained and available to the public. They will be posted on the Commissions website and shared with the Columbus Metropolitan Library.

#### Article VII. Committees

1. The Chairperson shall appoint Commission members to standing committees giving due consideration to their individual preferences and subject to approval by a majority vote of the Commission members.
2. The Chairperson shall appoint non-members to Commission committees from recommendations by Commission members appointed to that particular committee subject to approval by a majority vote of the Commission members. Non-member appointees shall have full voting privileges in all proceedings of the committee to which they are appointed. The number of non-members on any committee shall not exceed the number of Commission members appointed.
3. Committee members shall serve at the pleasure of the Chairperson and their appointments shall expire at the next annual meeting.
4. The Chairperson shall be an ex-officio member of all committees, except the Nominating Committee.
5. After appointments are approved, the members of each committee shall select a Committee Chairperson from among the Commission members appointed to the committee.
6. Committees will be formed as needed.
7. Notice of all committee meetings and copies of all committee correspondence shall be filed with the Secretary and the Chairperson of the Commission. Committee findings which propose action or resolution shall be submitted at a regular meeting of the Commission for consideration.

#### Article VIII. Elections.

1. The Elections Board shall consist of a minimum of three (3) Commission Area residents appointed by the Chairperson with the approval of the Commission by the last regular meeting in April of each year. No individual running election night activities can be connected in any way with any candidate appearing on the ballot for the Commission. If no Elections Board is appointed, then all Commission members will make up the Elections Board.
2. The Board shall appoint any necessary officers; provide for printing and distributing necessary forms such as, but not limited to, petitions, ballots and tallies; receive petitions; certify persons who have qualified as candidates, locate polling places, conduct the election; tally the votes; hear and decide complaints concerning the election or campaign; and certify the winning candidates to the Commission pursuant to C.C. 3109 and the Selection Procedure, including all activities incidental thereto.
3. Candidates for selection shall not be polling staffs in year or years in which their names appear on the ballot.



4. Elections shall be by secret ballot and determined by plurality of vote if three (3) or more candidates vie for a single position, otherwise a majority of votes cast shall elect. Any person eighteen (18) years of age or older who is a resident of the Commission Area and the City of Columbus may be an elector. Electors need not be registered with the Franklin County Board of Elections. The initial election shall be conducted by a Task Force. Thereafter, each election shall be conducted by the Elections Board on the observance of "National Night Out" which is generally held on the first Tuesday in August. If "National Night Out" is delayed or does not take place by November 1<sup>st</sup> of each year, then the Elections Board will hold elections on the evening of the regular November meeting at the site of the regular meeting. Members shall take office at the next annual meeting.

5. The Election Board shall adopt Election Rules for governing the elections by majority vote of its members provided such rules shall conform with these Bylaws and Selection Procedure. Such rules shall not be changed during the ninety (90) days before an election nor thirty (30) days after an election. The adoption of amendment of such Rules shall be presented to the Commission at the beginning of a regular meeting. Should the Commission not disapprove of them prior to adjournment, such Rules take effect. The Commission may amend the Election Rules without action by the Elections Board in the same manner as an amendment of these Bylaws. If no election rules are presented before the time requirements listed previously the standing election rules will still apply with updated dates consistent with the prior election rules.

6. If the number of candidates is the same as, or less than, the number of available seats no election will be held.

#### Article IX. Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and not inconsistent with these Bylaws and any special rules of order the Commission may adopt.

#### Article X Public Records

1. The Commission shall identify a person responsible for maintaining all public records of the Commission.
2. All public records shall be retained for the applicable period of time specified by the records retention schedule for the Department of Neighborhoods. Public records include, but are not limited to, official meeting minutes, agendas, election materials, zoning application packets, tape or video recordings of meetings and other correspondence.
3. The Commission's records shall be organized and maintained in a manner that records shall be promptly prepared and made available for inspection to any person.


#### Article XI Code of Conduct

1. Area Commissioners shall conduct themselves in a professional and civil manner. Harassment, intimidation, or discrimination, as defined in Columbus City Code 2331, in any form will not be tolerated.
2. Area Commissioners shall treat other area commissioners developers, and member of the public with respect and consideration regardless of the other's opinion, income, homeowner status, renter status, political affiliation, race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status.
3. Area Commissioners, their family members, or business associates shall not benefit financially as a result of their duties as an area commissioner or present the appearance of impropriety as a result of said duties. Area Commissioners shall fully disclose to their area commission, at the earliest opportunity, information that may result in perceived or actual conflict of interest. Area commissioners shall recuse themselves from all participation in any matters involving a conflict of interest on behalf of said commissioner.
4. Failure of the Commission to abide by these adopted bylaws may result in the withholding of funding, the postponement of meetings and operations, or the exclusion of recommendations and actions to other bodies.

Article XII. Amendments of Bylaws

These Bylaws may be amended at any regular meeting of the Commission by an affirmative vote of two-thirds (2/3) of the Commission Members provided that the amendment was submitted in writing at the previous regular meeting. The Secretary shall file any approved amendment immediately after its adoption with the City Clerk for publication in the City Bulletin. Such amendment shall take effect ten (10) days after such publication per C.C. 121.05.

Amended Bylaws as adopted this 21 day of July 2020.



Southwest Area Commission Chair



Southwest Area Commission Secretary



Southwest Area Commission  
Meeting Place: Hope Central Church  
1553 Brown Rd., Columbus, Ohio 43223

Southwest Area Commission (SWAC)  
Prepared for approval by Stefanie Lynn Coe

Chair: Stefanie Coe  
Vice-Chair: FeLisa Jenkins  
Secretary: Erin Cunningham  
Fiscal Officer: Maurice Jenkins

Meeting Location: Hope Central Church  
1553 Brown Rd., Columbus, Ohio 43223

Minutes for: July 21, 2020

6:40 p.m. Meeting called to order.

Pledge of Allegiance

**Commissioners:**

Present: Stefanie Coe, Maurice Jenkins, George Wagner, Kristin Hayes, Barbara Parsons, Don Parsons, and Patty Spencer.

Absent: Peggy Fossett, Michelle Delzell, Erin Cunningham, Liz Reed & FeLisa Jenkins

**Zoning:**

1. Z20-051 & CV20-055. Dave Perry appeared regarding these applications. He presented the information he shared with P. Spencer, S. Coe, K. Hayes, M. Jenkins, and a neighbor (Sharon Culp) during a site visit on July 11<sup>th</sup>. Bank of America plans to build a branch on these four parcels. Three parcels are being annexed into Columbus while the southern parcel is already in the City. He presented information regarding their specific requests. S. Coe moved to support the applications; M. Jenkins seconded the motion Vote 7-0 in support.

**Regular Reports:**

Officer Shay – She presented information on changes within the division of police.

David Hooie – He shared information that the Department of Neighborhoods will sponsor virtual trainings in August to discuss initiatives from the Mayor’s Office regarding law enforcement as well as Vision Zero. Details will be shared soon.

Nancy Pryor Sully – She presented information on recent City Council hearings as well as upcoming hearings. She encouraged everyone to complete the census and make sure they are registered to vote.

Kristin Hayes – She indicated that she and S. Coe had picked up litter for a few minutes on July 11<sup>th</sup> near the Little Caesars on Harrisburg Pike. S. Coe confirmed that Pastor Jacob wanted to encourage church members to help so K. Hayes and the Pastor will connect.

### **Routine Business:**

P. Spencer moved to approve the June 2020 minutes, M. Jenkins seconded the motion, vote: 7-0 in support. Motion Approved.

S. Coe moved to spend \$79.13 at Staples for a thumb drive and digital recorder to record meetings minutes. P. Spencer seconded the motion. Vote 7-0. Motion Approved.

S. Coe moved to spend \$221.35 with Best Buy for a microphone and cord to use at meetings. M. Jenkins seconded the motion. Vote 7-0. Motion Approved.

S. Coe moved to reimburse Kristin Hayes for \$4.30 for the purchase of trash bags. B. Parsons seconded the motion. Vote: 7-0. Motion Approved.

### **Unfinished Business:**

S. Coe moved to approve the draft bylaws submitted by M. Delzell in July 2019. M. Jenkins seconded the motion. Vote: 0-7 Motion Fails.

S. Coe moved to approve the draft bylaws she submitted in September 2019. G. Wagner seconded the motion. Vote: 0-7 Motion Fails.

S. Coe moved to approve the draft bylaws she submitted in June 2020. M. Jenkins seconded the motion. Vote 7-0 Motion Approved.

S. Coe moved to approve the submitted Election Rules, these will be updated annually to include the specific date based on the calendar and our bylaws. These will be the standing rules until they are changed as outlines in the bylaws. P. Spencer seconded the motion. Vote: 7-0 Motion Approved.

### **Chair's Announcements:**

S. Coe provided information on the attempts and success to keep the posted speed limit on Brown Road between Dyer Road and Frank Road.

S. Coe provided details on the recent news stories about a Solar Farm on the SWACO property on Jackson Pike.

S. Coe shared that the City approved money to explore digital billboards at Berliner Park.

B. Parsons submitted her bio to be included on the 2020 ballot, P. Spencer and S. Coe already submitted their requests.

S. Coe moved to appoint K. Hayes to the open elected seat previously filled by David Kerr. She also moved to appoint Pastor Jacob Barker to the now open at large seat. M. Jenkins seconded the vote. Vote: 7-0 Motion Approved.

S. Coe provided information the City's announcement of a Charter Amendment.

S. Coe provided follow up on information on property tax questions and annexation issues raised in the past.

**New Business:**

D. Parsons indicated that he is concerned about odors and air pollution he alleges are being emitted from the New Franklin County Forensic Science Center.

Next meeting will be had on August 18, 2020 at 6:30pm

S. Coe moved to adjourn; G. Wagner seconded. Vote: 7-0 Motion Approved