

# **Columbus City Bulletin**



**Bulletin #35**  
**August 31, 2024**

# Proceedings of City Council

Saturday, August 31, 2024



## SIGNING OF LEGISLATION

(Note: There was no City Council meeting on *Monday, August 26, 2024*; 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 :**

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 President or 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 a provision of Article I, Title 39, is the 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 COMPLETE SPECIFICATIONS ON ANY OF THE FOLLOWING BID PROPOSALS PLEASE VISIT [HTTPS://COLUMBUSVENDORSERVICES.POWERAPPSPORTALS.COM/](https://columbusvendorservices.powerappsportals.com/).**

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 8/29/2024 11:00:00 AM

RFQ028289 - 2024 COMPOST SEMI TRACTOR

Scope: It is the intent of the City of Columbus, Division of Sewerage and Drainage, to obtain formal bids to establish a contract for the purchase and immediate delivery of one (1) diesel powered, tandem axle, semi-tractor truck chassis with a minimum G.V.W. rating of 60,000 pounds equipped with an air slide fifth wheel. The truck shall be suitable to pull a 55 cubic yard sludge transfer trailer. The truck will be used by the Southwesterly Compost Facility.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 8/30/2024 1:00:00 PM

RFQ028362 - Batch Scheduler Solution and Implementation

The City of Columbus, Department of Public Utilities (DPU), selected RCC Global, LLC (System Integrator) as their implementation partner to lead the implementation of Oracle Customer Cloud Service (CCS) and Oracle Field Service (OFS). DPU also selected System Integrator to assist with the evaluation, selection, and implementation oversight of the Customer Self-Service Portal, Electronic and Traditional Bill Presentment solution, and Batch Scheduler. DPU has requested that System Integrator provides all implementation services, including the services to implement the Batch Scheduler solution. The selected Proposer will contract with System Integrator (not DPU) as their Sub-consultant to provide the implementation services for the solution to DPU. The implementation of the Batch Scheduler solution will need to align to the implementation of CCS and OFS as DPU would like all solutions to Go-Live at the same time. Proposer will contract directly with DPU for licensing and on-going maintenance/support services. DPU prefers that the provider of the solution is also the implementor but will consider options where this is not the case. Responses to this RFP will only be accepted through Bonfire at <https://columbus.bonfirehub.com/projectDrafts/149091/publicFiles>.

BID OPENING DATE - 9/4/2024 3:00:00 PM

RFQ028406 - DPU Fire Hydrant Painting

1.1 Scope: The City of Columbus, Department of Public Utilities, is receiving bids until 9/4/24 at 3:00 PM Eastern Time for services for the Hydrant Painting project. Bids are to be submitted only through Bid Express at [www.bidexpress.com](http://www.bidexpress.com). Hard copies or emails will not be accepted. This bid establishes a service contract to paint fire hydrants, the work for which consists of getting jobs from a City supervisor; taking pictures; cleaning hydrants to remove dirt, moss, and rust; painting; and other such work as may be necessary to complete the contract, asset forth in this Invitation For Bid (IFB). All questions concerning this bid are to reference the project name and be sent to [DPUConstructionBids@columbus.gov](mailto:DPUConstructionBids@columbus.gov). No phone calls concerning questions about the bid will be accepted. The last day to submit questions will be specified in the IFB. Responses will be posted on Bid Express at [www.bidexpress.com](http://www.bidexpress.com) as an addendum. A pre-bid meeting will not be held. Notice of published addenda will be posted on the City's Vendor Services website and the addenda will be posted on Bid Express at [www.bidexpress.com](http://www.bidexpress.com).

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/5/2024 11:00:00 AM

RFQ028343 - Police Canine UTC

1.0 SCOPE AND CLASSIFICATION 1.1 Scope: This proposal is to provide the City of Columbus, Department of Public Safety, Division of Police with a Universal Term Contract for a qualified canine vendor / distributor with documented experience and history in acquiring / providing Law Enforcement agencies with dual purpose canines for training by the Ohio State Highway Patrol and the Columbus Division of Police. It is estimated that up to four (4) teams may be purchased annually under the terms and of this agreement. The proposed contract will be in effect through November 30, 2027. The canine vendor must have documented experience and history in providing law enforcement agencies with dual purpose canines. 1.2 Classification: Bidders will submit pricing for acquiring canines in sound health and which possess the temperament for the duties to be performed and pre-training of the canine in patrol, narcotics and bomb detection. 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 12, 2024. Responses will be posted on the RFQ on Vendor Services no later than Thursday, August 15, 2024 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 <https://columbusvendorservices.powerappsportals.com/> and view this bid number.

RFQ028390 - Small Engine/Grounds Equipment Parts UTC

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, 2027. 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 <https://columbusvendorservices.powerappsportals.com/> and view this bid number.

THE CITY BULLETIN  
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RFQ028455 - DPS - Refuse - Roll Off Dumpsters - 2024

1.1 Scope: It is the intent of the City of Columbus, Department of Public Service, Division of Refuse Collection, to obtain formal bids to establish a contract for the purchase of ten (10) 30 cubic yard roll off dumpsters with side roll tarp covers to be used at newly established neighborhood convenience centers located at Division of Refuse Collection facilities. 1.2 Classification: The contract resulting from this bid proposal will provide for the purchase and delivery of ten (10) 30 cubic yard roll off dumpsters with side roll tarp covers. All Offerors must document the manufacturer 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 4:00 pm Thursday August 22, 2024. Responses will be posted on the RFQ on Vendor Services no later than Thursday, August 29, 2024 at 4:00 pm.

RFQ028489 - DOSD-Surveillance Lab Gas-Free Battery Powered Generators

1.0 SCOPE AND CLASSIFICATION 1.1 Scope: It is the intent of the City of Columbus, Division/Department of Public Utilities to obtain formal bids to establish a contract for the purchase of Geneforce Gas-Free Battery Powered Generators to be used by the Surveillance Laboratory for the testing of Volatiles in wastewater. 1.2 Classification: The contract resulting from this bid proposal will provide for the purchase and delivery of Geneforce Gas-Free Battery Powered Generators. 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 Monday, August 26, 2024 at 11:00 am. Responses will be posted on the RFQ on Vendor Services no later than Thursday, August 29, 2024 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 <https://columbusvendorservices.powerappsportals.com/> and view this bid number.

BID OPENING DATE - 9/5/2024 2:00:00 PM

RFQ028569 - Ottawa Storage Building

The City of Columbus is accepting Bids for the Ottawa Storage Building for which consists of concrete slab, construction of 12'X16' building, site restoration 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). WHERE & WHEN TO SUBMIT BID Bids will be received by the City of Columbus, Department of Recreation & Parks, Design & Construction, until September 5, 2024 at 2:00 pm local time. The bid should be emailed to Keith May at [kamay@columbus.gov](mailto:kamay@columbus.gov) with the subject stating, "Ottawa Storage Building – Company Name". PRE-BID CONFERENCE There will be a pre-bid conference on August 28, 2024 at 11:30am. Meet in the parking lot at 3228 Indian Village Rd. Columbus, Ohio 43221.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/6/2024 11:00:00 AM

RFQ028536 - Gate Actuator Cylinders

1.0 SCOPE AND CLASSIFICATION 1.1 Scope: It is the intent of the City of Columbus, Division of Sewers & Drains, Department of Public Utilities to obtain formal bids to establish a contract for the purchase of Wet Well Gate Actuator Cylinder to be used the Southerly Waste Water Treatment Plant. 1.2 Classification: The contract resulting from this bid proposal will provide for the purchase and delivery of Three (3) Wet Well Gate Actuator Cylinders per Rodney Hunt drawing E-62595 and e-62596 (DRAWING ATTACHED) with 62" stroke, switched supplied and installed prior to shipment. Stainless steel construction with 17-4PHStainless steel rod. All Offerors must document the manufacturer 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 Monday August 26, 2024. Responses will be posted on the RFQ on Vendor Services no later than Thursday, August 29, 2024 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 - 9/6/2024 2:00:00 PM

RFQ028608 - O'Shaughnessy Canoe Fence Improvements 2024

The City of Columbus is accepting Bids for the O'Shaughnessy Canoe Fence Improvements 2024 for which consists of installation of 6' wood fence with 2 double 6' gates, digging post holes and concreting in place fence posts, topsoil, seed and straw 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). WHERE & WHEN TO SUBMIT BID Bids will be received by the City of Columbus, Department of Recreation & Parks, Design & Construction, until September 6, 2024 at 2:00 pm local time. The bid should be emailed to Keith May at [kamay@columbus.gov](mailto:kamay@columbus.gov) with the subject stating, "O'Shaughnessy Canoe Fence Improvements 2024 – Company Name".



THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/9/2024 12:00:00 PM

RFQ028588 - POLICE SUB 19 RENOVATION

Scope: The City of Columbus, Department of Finance and Management is receiving bids until 1:00 P.M. local time, September 23, 2024, for construction services for the POLICE SUB 19 RENOVATION project. Bids are to be submitted only at [www.bidexpress.com](http://www.bidexpress.com). Hard copies shall not be accepted. The project shall consist renovations of entire building interior, office, women's shower room, exterior and other miscellaneous items. 1.2 Classification: All bid documents (Invitation for Bid, technical specifications, plans, and future addenda) are available for review and download at [www.bidexpress.com](http://www.bidexpress.com). Firms wishing to submit a bid must meet the mandatory requirements stated in the IFB, including being pre-qualified by the City of Columbus Office of Construction Prequalification. A pre-bid meeting will be held at 2070 Sullivant Avenue, Columbus, Ohio 43223, at 9:00 A.M. on September 5, 2024. Attendance is MANDATORY. \*Bids will only be accepted from vendors at the pre-bid meeting.\* See the IFB for instructions as to how to submit questions. The last day to submit questions is September 17, 2024 at 1:00 P.M. Notice of published addenda will be posted on the Bid Express website at [www.bidexpress.com](http://www.bidexpress.com). Phone calls will not be accepted. 1.3 Bid Express: If you do not have an account with Bid Express and you would like to review projects information or submit a bid, you will need to sign up for an account. Go to [www.bidexpress.com](http://www.bidexpress.com) in order to sign up.

BID OPENING DATE - 9/9/2024 1:00:00 PM

RFQ028474 - blower heater exchange model #5-030-06-0376-00 5 parts

BID OPENING DATE - 9/10/2024 1:00:00 PM

RFQ028520 - CPh-Family Engagement Peer Mentoring/Parent Mentoring

The City of Columbus, Columbus Public Health's (CPH) Neighborhood Social Services section is seeking proposals to establish a contract to develop culturally sensitive community-based parent peer mentor programming that provides an integrated model of trauma focused behavioral, mental health, and parenting support to youth and families at risk for violence. The program is a year intervention within the home and/or community setting that offers services to target specific individual family needs. All bids must be submitted electronically: paper and /or email bids will not be accepted. Applications must be submitted electronically through the City of Columbus Bonfire hub at <https://columbus.bonfirehub.com/projects>. Follow the link to create a new vendor registration.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/10/2024 2:00:00 PM

RFQ028568 - Griggs Boathouse Exterior Stain 2024

The City of Columbus is accepting Bids for the Griggs Boathouse Exterior Stain 2024 for which consists of wood staining 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). WHERE & WHEN TO SUBMIT BID Bids will be received by the City of Columbus, Department of Recreation & Parks, Design & Construction, until September 10th, 2024 at 2:00 pm local time. The bid should be emailed to Aaron Azar at [aaazar@columbus.gov](mailto:aaazar@columbus.gov) with the subject stating, "Griggs Boathouse Exterior Stain 2024 Bid – Company Name". PRE-BID CONFERENCE The contracting agency will be holding a pre-bid conference. Attendance is strongly recommended. The pre-bid conference will be held at 3033 Thoburn Road, Columbus, OH 43221 on Sep 3rd, 2024, at 9:30 am.

BID OPENING DATE - 9/11/2024 10:00:00 AM

RFQ028466 - Vision Zero - Multilingual Outreach, Research and Education

1.1 Scope: The City of Columbus, Department of Public Service is receiving proposals until September 11, 2024 at 10:00 A.M. local time, for professional services for Vision Zero - Multilingual Outreach, Research and Education RFP. Proposals are being received electronically by the Department of Public Service, Office of Support Services via Bonfire at <https://columbus.bonfirehub.com/login>. The required services and deliverables covered under this Request for Proposal relate to Vision Zero Columbus Action Plan 2023-2028 (Action Plan). The Action Plan outlines both foundational activities and action plan strategies that are anticipated to advance our goal of zero traffic-related serious injuries and deaths on Columbus streets by 2035. The Action Plan includes specific action items focused on increasing awareness of Vision Zero principles and traffic-safety laws, such as the Vision Zero Ambassador Program, installation of Vision Zero safety messaging throughout the city and paid media strategies. All strategies are to be executed with cultural humility, equitably, and with focus on topics that contribute the most to serious injuries and fatal crashes. Content could be produced in English, Haitian Creole, French, Portuguese, Nepali, and Spanish. The scope of the project will include the development of a comprehensive marketing and communications plan and three major components: research, marketing, and community-engagement. The cultural shift necessary to achieve Vision Zero will require an equitable, multilingual approach that brings awareness of traffic violence prevention to our entire Columbus community. All questions concerning the RFP are to be sent to [capitalprojects@columbus.gov](mailto:capitalprojects@columbus.gov). The last day to submit questions will be specified in the RFP; phone calls will not be accepted. Responses will be posted on Bonfire at <https://columbus.bonfirehub.com/login> as an addendum. A pre-proposal meeting will not be held. Notice of published addenda will be posted on the City's Vendor Services web site and all addenda will be posted on Bonfire at <https://columbus.bonfirehub.com/login>. The selected Consultant shall attend a scope meeting anticipated to be held on/about two weeks after proposals are due. The projected scope date will be specified in the RFP. If the Project Manager is not available, the Consultant may designate an alternate to attend in their place. 1.2 Classification: All proposal documents (Request for Proposal, reference documents, addenda, etc.) will be available for review and download on Bonfire at <https://columbus.bonfirehub.com/login> after the RFP is advertised. Firms must meet the mandatory requirements stated in the RFP for a proposal to be considered for contract award. 1.3 Bonfire: If you do not have an account with Bonfire and you would like to review project information or submit a proposal, you will need to register for an account. Go to <https://columbus.bonfirehub.com/login> in order to sign up. 1.4 City of Columbus MBE/WBE Program: This project is subject to the requirements of the City's MBE/WBE Program. The MBE/WBE goal assigned to this project is 25.0%.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/12/2024 10:00:00 AM

RFQ028518 - Columbus and Central Ohio Shared Mobility Program

**\*\*PLEASE NOTE\*\*** This RFQ is being posted in conjunction with RQF028133. This RFQ just extends the proposal deadline date until September 12, 2024. Due to system outages, the deadline on RFQ028133 was not able to be edited prior to the original deadline. 1.1 Scope: The City of Columbus, Department of Public Service is receiving proposals until September 12, 2024 at 10:00 A.M. local time, for professional services for the Columbus and Central Ohio Shared Mobility Program RFP. Proposals are being received electronically by the Department of Public Service, Office of Support Services via Bonfire at <https://columbus.bonfirehub.com/login>. The intent of this contract to manage, operate and expand its shared micromobility system. This procurement process is anticipated to result in the selection of one or more vendors to operate shared mobility devices within the City and select adjacent jurisdictions. The Shared Mobility Program is expected to include bike share, e-scooters, and other types of devices catering to a variety of user groups. Proposals should include a review of operations or models for other existing systems, proposed financial models, partnerships between multiple companies, and other pertinent information that led to successful operations of a shared mobility system of a similar size and scope as this one. The City and partners are open to a wide variety of options for the future of bike share and other forms of shared micromobility in Columbus and other Central Ohio communities. All questions concerning the RFP are to be sent to [capitalprojects@columbus.gov](mailto:capitalprojects@columbus.gov). The last day to submit questions will be specified in the RFP; phone calls will not be accepted. Responses will be posted on Bonfire at <https://columbus.bonfirehub.com/login> as an addendum. A pre-proposal meeting will not be held. Notice of published addenda will be posted on the City's Vendor Services web site and all addenda will be posted on Bonfire at <https://columbus.bonfirehub.com/login>. The selected Consultant shall attend a scope meeting anticipated to be held on/about five weeks after proposals are due. The projected scope date will be specified in the RFP. If the Project Manager is not available, the Consultant may designate an alternate to attend in their place. 1.2 Classification: All proposal documents (Request for Proposal, reference documents, addenda, etc.) will be available for review and download on Bonfire at <https://columbus.bonfirehub.com/login> after the RFP is advertised. Firms must meet the mandatory requirements stated in the RFP for a proposal to be considered for contract award. 1.3 Bonfire: If you do not have an account with Bonfire and you would like to review project information or submit a proposal, you will need to register for an account. Go to <https://columbus.bonfirehub.com/login> in order to sign up. The following are the evaluation criteria that will be used for this RFP: • Project Manager (Maximum 10 points) • Project Team (Maximum 10 points) • Past Performance (Maximum 10 points) • Understanding of Project/Project Approach (Maximum 70 points) City certified MBE/WBE firms that submit a proposal may be eligible to receive an incentive credit of 5% of the total evaluation points used to score Requests for Proposals. To be eligible for the incentive credit, the firm must: • Be the prime consultant. • Be certified by the City's Office of Diversity and Inclusion as an MBE/WBE capable of providing the type of professional services sought by the City at the time of the proposal due date. • Be a member of the ethnic and gender groups determined by the City's 2019 Disparity Study to have a statistically significant disparity in the awarding of City professional services contracts. (The eligible groups for Professional Services RFP's are City certified African Americans, Hispanic Americans, and Females.) • Submit a completed Bid Discount / Proposal Incentive Request Form with the proposal.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/12/2024 11:00:00 AM

RFQ028293 - General Maintenance Service, Repairs and Renovations UTC

1.0 SCOPE AND CLASSIFICATION 1.1 Scope: The City of Columbus is seeking a Best Value Procurement (BVP) to enter into a Universal Term Contract (indefinite quantity) to purchase a contract for General Contracting for Maintenance, Service, Repairs and Renovations of the interiors and exteriors of various City of Columbus buildings under the purview of the City of Columbus Facilities management Division. The intent of this BVP is to secure general contracting services for various projects over and above the means (operating cost or time) of the Facilities Management inhouse maintenance staff. It is estimated that the City of Columbus will spend \$2,000,000.00 annually on this contract. The City will negotiate a contract with the selected vendor(s) for a term of three (3) years beginning January 31, 2025, through January 31, 2028, with one additional one (1) year extension option.. 1.2 Classification: Offerors are encouraged to submit proposals that demonstrate their competence, quality and feasibility, ability, and past performance, cost, and environmental impact as defined in this request. The City may contract with one or more Offerors chosen through this BVP process. 1.3 Specification Questions: Questions regarding this BVP must be submitted on the Bonfire portal by 11:00 am Monday, August 12, 2024. Responses will be posted on the Bonfire portal no later than Monday, August 19, 2024 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 Bonfire portal web site at: <https://columbus.bonfirehub.com/opportunities/147311>

RFQ028354 - 8 Cubic Yard Front Loader Containers and Components

1.1 Scope: It is the intent of the City of Columbus, Department of Public Service, Division of Refuse Collection, to obtain formal bids to establish a contract for the purchase of twelve (12) green 8 cubic yard front loader refuse containers with lids, replacement lids for existing units, and hinge rods with necessary mounting hardware. 1.2 Classification: The contract resulting from this bid proposal will provide for the purchase and delivery of green 8 cubic yard front loader refuse containers with lids, replacement lids, and hinge-rods with necessary mounting hardware. All Offerors must document the manufacturer 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 4:00 pm Thursday, August 29 2024. Responses will be posted on the RFQ on Vendor Services no later than Thursday September 5, 2024 at 4:00 pm.

BID OPENING DATE - 9/13/2024 1:00:00 PM

RFQ028422 - Bill Presenter

1.1 Scope: The City of Columbus, Department of Public Utilities, is receiving proposals until 8/30/24 at 1:00 PM Eastern Time for professional services for the Bill Presentment Solution project. Proposals are to be submitted only through Bonfire at <https://columbus.bonfirehub.com/login>. Hard copies or emails will not be accepted. All questions concerning this RFP are to reference the project number and the project name and be sent to [DPUCapitalRFP@columbus.gov](mailto:DPUCapitalRFP@columbus.gov). No phone calls concerning questions about the RFP will be accepted. The last day to submit questions will be specified in the RFP. Responses will be posted on Bonfire at <https://columbus.bonfirehub.com/login> as an addendum. A pre-proposal meeting will not be held. Notice of published addenda will be posted on the City's Vendor Services website and the addenda will be posted on Bonfire at <https://columbus.bonfirehub.com/login>.

BID NOTICES -PAGE# 9

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RFQ028444 - Short Circuit Coordination and Arc Flash Studies #2

1.2 Project Overview: The Department of Public Utilities (DPU), Division of Sewerage and Drainage (DOSD) has identified engineering services needed for short circuit, coordination, and arc flash studies. Throughout this document, these will be called “power studies”. This work includes: field collection of device and component ratings, settings, sizes, lengths, etc.; affixing arc flash hazard labels to equipment as required by OSHA. This project will reduce nuisance tripping of electrical equipment, update arc flash rating nameplates required by OSHA, and provide a safe working environment for wastewater treatment plant personnel. These studies and the resulting labels are required by OSHA and the National Fire Protection Association 70E (NFPA 70E). This project continues work performed by 650260-100008 Short Circuit Coordination, and Arc Flash Studies No. 1. That previous work created complete models and analysis for DOSD facilities. The selected consultant will be provided all of the existing SKM files. Under this new contract, these models will be expanded and modified to reflect additions and modifications to these facilities that occur during the term of this contract. This is one-year contract with three expected modifications. This project will be a task order project, with new tasks assigned as needs are identified to support other projects. The City reserves the right to cancel this RFP and reject any bid or proposal, in whole or in part, for good cause when it is in the best interests of the City. In the event of a contract, if the project is delayed for any reason by the City, the City may request to modify the contract to reduce the maximum final obligation of the contract to a minimal level until the project resumes. When the project is intended to resume, the contract will be modified to increase the maximum final obligation to the contract amount necessary to fulfill the remaining services needed. 1.3 References: 1.3.1 Appendix E, Short Circuit and Arc Flash Reports for JPWWTP 1.3.2 Appendix F, Short Circuit and Arc Flash Reports for SWWTP 1.4 Obtain RFP All RFP documents shall be downloaded from Bonfire at <https://columbus.bonfirehub.com/>. Hard copies will not be provided.

RFQ028495 - Work Specification Template Services

The City of Columbus Department of Development (hereinafter “City”) is seeking a consultant to provide templates of scope of work/work specifications for lead-safe renovations by a RRP (Renovation, Repair, & Painting) Contractor and lead abatement by a State of Ohio licensed Lead Abatement Contractor. The Contractor shall ensure that all lead-safe renovation and lead abatement work specifications meets all applicable codes, standards, and regulations administered by state and local agencies. The services will involve, but not limited to: assessing a typical property that is approved through the Critical Home repair program for repairs needed; reviewing the current Critical Home Repair/Lead Abatement scope of work/work specifications; research federal, state, and local codes, regulations, and guidelines to ensure current work specifications/scope of work meets program expectation; and creating scope of work templates/work specifications templates for each repair that may be completed under the Critical Home Repair programs. The City seeks to hire one (1) Contractor for this service and the Contract shall run from approximately October 1, 2024, through December 31, 2024.

BID OPENING DATE - 9/16/2024 12:00:00 PM

RFQ028356 - Planning Body (COHPA) for Ryan White Part A Grant Program

The solicitation seeks to identify and contract with an agency to meet federal regulations related to the required Planning Body. The Planning Body is known is the Central Ohio HIV Planning Alliance (COHPA) Executive Committee. Then, there is the larger, broader community coalition which is inclusive of all of COHPA. Services include facilitating meetings, assuring adherence to federally mandated tasks, and building membership. All bids must be submitted electronically; paper and/or email bids will not be accepted. Applications should be submitted electronically through City of Columbus Bonfire hub at <https://columbus.bonfirehub.com/projects>.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/17/2024 2:00:00 PM

RFQ028583 - Westgate Park Handball and Pickleball Improvements

The City of Columbus (hereinafter "City") is accepting bids for Westgate Park Handball and Pickleball Improvements the work for which consists of installation of four three-walled outdoor handball courts, four pickleball courts, fencing, concrete walkways, park furnishings, and other such work as may be necessary to complete the contract, in accordance with the drawings, technical specifications, plans and City of Columbus Construction and Material specifications set forth in this Invitation For Bid (IFB). WHERE & WHEN TO SUBMIT BID Bids will be received by the City of Columbus, Department of Recreation & Parks, at [www.bidexpress.com](http://www.bidexpress.com) until September 17, 2024 at 2:00 P.M. Eastern Time. DRAWINGS AND TECHNICAL SPECIFICATIONS Drawings and technical specifications are available at [www.bidexpress.com](http://www.bidexpress.com). Drawings and technical specifications are contract documents. NOTICE TO PROCEED/CONTRACT COMPLETION The City anticipates issuing a notice to proceed on or about November 2024. All work is to be complete by June 2025. QUESTIONS CONCERNING THE BID DOCUMENTS OR PROJECT Questions pertaining to the drawings, plans, specifications, IFB, and/or other contract documents must be submitted in writing to the Department of Recreation & Parks by email to [Mary Murray MLMurray@columbus.gov](mailto:MaryMurray@cumulus.gov) through September 10, 2024. No phone calls will be accepted.

BID OPENING DATE - 9/18/2024 10:00:00 AM

RFQ028543 - Bridge Rehabilitation – General Engineering 2024

1.1 Scope: The City of Columbus, Department of Public Service is receiving proposals until September 18, 2024 at 10:00 A.M. local time, for professional services for the Bridge Rehabilitation – General Engineering 2024 RFP. Proposals are being received electronically by the Department of Public Service, Office of Support Services via Bonfire at <https://columbus.bonfirehub.com/login>. The intent of this contract is to provide the Department of Public Service additional resources to perform various engineering and surveying tasks for bridge and retaining wall projects. The projects developed under this program are typically small to moderate size improvements. Non-standard plan formats may be used for the simplest projects where there is no apparent benefit from developing standard construction plans. The selected consultant shall be readily available to perform such tasks when requested by the City. The ability to complete projects in a short timeframe will be a critical point in the evaluation process. The consultant shall be expected to work on multiple projects concurrently and other such work as may be necessary to complete the contract, as set forth in the Request for Proposals (RFP). All questions concerning the RFP are to be sent to [capitalprojects@columbus.gov](mailto:capitalprojects@columbus.gov). The last day to submit questions will be specified in the RFP; phone calls will not be accepted. Responses will be posted on Bonfire at <https://columbus.bonfirehub.com/login> as an addendum. A pre-proposal meeting will not be held. Notice of published addenda will be posted on the City's Vendor Services web site and all addenda will be posted on Bonfire at <https://columbus.bonfirehub.com/login>. The selected Consultant shall attend a scope meeting anticipated to be held on/about two weeks after proposals are due. The projected scope date will be specified in the RFP. If the Project Manager is not available, the Consultant may designate an alternate to attend in their place. 1.2 Classification: All proposal documents (Request for Proposal, reference documents, addenda, etc.) will be available for review and download on Bonfire at <https://columbus.bonfirehub.com/login> after the RFP is advertised. Firms must meet the mandatory requirements stated in the RFP for a proposal to be considered for contract award. 1.3 Bonfire: If you do not have an account with Bonfire and you would like to review project information or submit a proposal, you will need to register for an account. Go to <https://columbus.bonfirehub.com/login> in order to sign up. 1.4 City of Columbus MBE/WBE Program: This project is subject to the requirements of the City's MBE/WBE Program. The MBE/WBE goal assigned to this project is 12.0%.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/19/2024 11:00:00 AM

RFQ028451 - Traffic Accessible Pedestrian Signals 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 Two-wire accessible pedestrian signals (APS) and associated equipment for use along roadways throughout the City of Columbus. The proposed contract will be in effect through November 30, 2026. 1.2 Classification: The successful bidder will provide and deliver two-wire accessible pedestrian signal push button station assemblies and associated 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.

RFQ028515 - DPS - (4) F250 Lighting and Snow Upfits

1.1 Scope: It is the intent of the City of Columbus, Department of Public Service/Division of Traffic Management to obtain formal bids to establish a contract for the installation of four (4) each of the following: new arrow boards, new light bars, new snow plows, and new sets of front and rear strobes onto four (4) City supplied pickup trucks. The installation cost will include all related components (wiring/control module/cab command controls/etc.). The trucks will need to be picked up from and delivered to the City of Columbus Fleet Management facility. Upon delivery back to the City, trucks shall have fully operational power operated: arrow boards, light bars, snow plows, and strobes. 1.2 Classification: The contract resulting from this bid proposal will provide pick-up and delivery of the F250 Crew Cabs from the City of Columbus for the installation of four (4) each of the following: new arrow boards, new light bars, new snow plows, and new sets of front and rear strobes, onto four (4) City supplied pickup trucks. The installation cost will include all related components (wiring/control module/cab command controls/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 Specification Questions: Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 am Monday, September 9, 2024. Responses will be posted on the RFQ on Vendor Services no later than Thursday, September 12, 2024. 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.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

RFQ028537 - Mainline Water Service & Repair Parts UTC

1.1 Scope: This proposal is to provide the City of Columbus with a Universal Term Contract to purchase Mainline Water Service and Repair Parts to be used for maintenance of water lines for various areas of the City of Columbus. The proposed contract will be in effect for a period of two (2) years from the date of execution by the City to and including July 31, 2026. 1.2 Classification: This bid proposal and the resulting contract will provide for the purchase of Mainline Water Service and Repair Parts as specified herein. The City will provide all installation requirements. The bidder shall submit its standard published catalog(s) and/or website which must identify the parts with a price list. The materials furnished under this contract document shall be the standard product of a responsible manufacturer and/or producer who has adequate facilities for the manufacture of the parts requested. Bidders are required to show experience in providing this type of materials 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 4:00 pm Thursday September 5, 2024. Responses will be posted on the RFQ on Vendor Services no later than Thursday September 12, 2024 at 4:00 pm. 1.4 Supplier Standard: Bidders must carry a sufficient inventory or have access to such inventory to furnish the City's requirement.

RFQ028539 - Emergency Vehicle Lights and Warning Equipment 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 Emergency Vehicle Lights and Warning Equipment to be used on City vehicles. The proposed contract will be in effect through November 30, 2026. 1.2 Classification: The successful bidder will provide and deliver Emergency Vehicle Lights and Warning Equipment, including emergency lights, sirens and auditory warning products. 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 Specification Questions: Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 am Monday, September 2, 2024. Responses will be posted on the RFQ on Vendor Services no later than Thursday, September 5, 2024 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 <https://columbusvendorservices.powerappsportals.com/> and view this bid number.

RFQ028574 - 2024 SMOC Track Loader

1.0 SCOPE AND CLASSIFICATION 1.1 Scope: It is the intent of the City of Columbus, Division of Sewerage and Drainage to obtain formal bids to establish a contract for the purchase of one (1) Track Loader. The loader will be used by the Sewer Maintenance Operations Center BMP Green Infrastructure team. 1.2 Classification: The contract resulting from this bid proposal will provide for the purchase and delivery of one (1) Track Loader and attachments. 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 September 9, 2024. Responses will be posted on the RFQ on Vendor Services no later than Thursday, September 12, 2024 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 <https://columbusvendorservices.powerappsportals.com/> and view this bid number.



THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/20/2024 1:00:00 PM

RFQ028424 - Customer Self-Service Portal

.1 Scope: The City of Columbus, Department of Public Utilities, is receiving proposals until 8/30/24 at 1:00 PM Eastern Time for professional services for the Customer Self-Service Portal Solution and Implementation project. Proposals are to be submitted only through Bonfire at <https://columbus.bonfirehub.com/login>. Hard copies or emails will not be accepted. All questions concerning this RFP are to reference the project number and the project name and be sent to [DPUCapitalRFP@columbus.gov](mailto:DPUCapitalRFP@columbus.gov). No phone calls concerning questions about the RFP will be accepted. The last day to submit questions will be specified in the RFP. Responses will be posted on Bonfire at <https://columbus.bonfirehub.com/login> as an addendum. A pre-proposal meeting will not be held. Notice of published addenda will be posted on the City's Vendor Services website and the addenda will be posted on Bonfire at <https://columbus.bonfirehub.com/login>.

BID OPENING DATE - 9/23/2024 3:00:00 PM

RFQ028506 - Employee Benefits and Wellness Consultant RFPv2

The City of Columbus is soliciting proposals for an employee benefits and wellness consultant. For details regarding the RFP please visit <https://columbus.bonfirehub.com/> The RFQ number is 028506.

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BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/24/2024 1:00:00 PM

RFQ028500 - 2024 FIBER EXPANSION REBID

1.1 Scope: The City of Columbus, Department of Technology is receiving bids until September 24, 2024, at 1:00 PM local time, for construction services for the 2024 Fiber Expansion Rebid project. Bids are to be submitted only at [www.bidexpress.com](http://www.bidexpress.com). This project involves encompassing fifty-one (51) construction scopes of work that will connect seventy-three (73) city facilities that are not currently connected to the city fiber network. The city will receive significantly improved network services at the sites that will be connected, and other such work as may be necessary to complete the contract, as set forth in this Invitation For Bid (IFB). A pre-bid walk through will be held Tuesday September 3 and Thursday September 5, 2024. See the IFB book for locations and schedule. All questions concerning this project are to be sent to [DOTprocurement@columbus.gov](mailto:DOTprocurement@columbus.gov). The last day to submit questions will be specified in the IFB; phone calls will not be accepted. Responses will be posted on Bid Express at [www.bidexpress.com](http://www.bidexpress.com) as an addendum. 1.2 Classification: All bid documents (Invitation for Bid, technical specifications, plans, and future addenda) will be available for review and download on Bid Express at [www.bidexpress.com](http://www.bidexpress.com) after the IFB is published. Firms must meet the mandatory requirements stated in the IFB for a bid to be considered for contract award. 1.3 Bid Express: If you do not have an account with Bid Express and you would like to review project information or submit a bid, you will need to register for an account. Go to [www.bidexpress.com](http://www.bidexpress.com) in order to sign up. 1.4 City of Columbus MBE/WBE Program: This project is subject to the requirements of the City's MBE/WBE Program. The MBE/WBE goal assigned to this project is 10.0%. The contract will be awarded to the lowest, responsive, responsible, and best bidder. City certified MBE/WBE firms that submit a proposal may be eligible to receive a bid discount of 5% of the bid amount up to a maximum discount of \$50,000.00. To be eligible for the bid discount, the firm must: • Be the prime contractor. • Be certified by the City's Office of Diversity and Inclusion as an MBE/WBE capable of providing the type of construction services sought by the City at the bid due date. • Be a member of the ethnic and gender groups determined by the City's 2019 Disparity Study to have a statistically significant disparity in the awarding of City construction contracts. (The eligible groups for Construction IFB's are all City certified MBE/WBE firms except Hispanic American Male firms.) • Submit a completed Bid Discount / Proposal Incentive Request Form with the proposal. Vendors must register on the Vendor Services portal before doing business with the City of Columbus and becoming Minority or Women Business Enterprise (MBE/WBE) certified. To get registered, please visit the following link: <https://new.columbus.gov/Business-Development/Bids-Solicitations/Vendor-Resources> After vendor registration, you will receive an email inviting you to complete the required Contract Compliance (EBO) Questionnaire. Vendors must be contract compliant in order to do business with the City of Columbus. To get compliant, please visit the following link: <https://new.columbus.gov/Business-Development/Bids-Solicitations/Vendor-Resources> To complete our online certification application, track the status of your application and receive a copy of your certification approval letter, visit: <https://columbus.diversitycompliance.com/> For more certification information or questions, contact us at: [DiversityCertifications@columbus.gov](mailto:DiversityCertifications@columbus.gov) For additional inquiries, contact the Office of Diversity and Inclusion at: [odi@columbus.gov](mailto:odi@columbus.gov)

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/24/2024 2:00:00 PM

RFQ028431 - Northeast Indoor Aquatic Center Design Services-Phase 1 RFP

The City of Columbus Schools (CCS) owns a 32.4± acre parcel that fronts Agler Road and is located between Sunbury Road and Cassidy Avenue. See Exhibit 1-Location Map in Appendix A. Currently, the City of Columbus's Department of Recreation and Parks Department (CRPD) is in negotiations with CCS for the transfer of approximately 11± acres to CRPD for the construction of an approximate 75,000 square foot indoor aquatic center and athletic field (Phase I) and an approximate 80,000 square foot Community Center with a Joint Recreation Wing to be shared with CCS (Phase II). This project's focus is on Phase I only, though the entire site will need to be considered for the overall development to accommodate parking, stormwater, utilities, etc. See Exhibits 2 & 3 in Appendix A for general phasing information on the project site and general requirements for Phase I design of the aquatic center and sports fields. CRPD anticipates a construction cost for this Phase I improvements to be approximately \$50-55M. Phase I for the Indoor Aquatic Center will be broken down into three separate phases that consist of: □ Phase IA – Planning, Site Master Planning, Programming & Schematic & Conceptual Design □ Phase IB – Design Phase Services □ Phase IC – Construction/Project Closeout Services The responses to this RFP will be evaluated considering how the respondent proposes their approach to all three phases listed above for this project. CRPD will modify the Design Professional's contract at each phase, when fees and contract terms will be negotiated. Respondents will find a detailed expectation below in Section 2, titled, Scope of Services. This project scope requires professional planning, design, architecture, and engineering, and project management services for the Northeast Indoor Aquatic Center (The Project). The Project involves public engagement, site planning, programming and staffing needs, preliminary, schematic, and detailed design, preparation of plans and specifications suitable for bidding a successful project for construction, and construction management and contract administration services. The Consultant will ensure general compliance with building and site design requirements. Design services shall be for a complete scope of work to be delivered under a single coordinated design release using a Construction Management at Risk (CMR) delivery method, including architectural, structural, civil, landscape architecture, MEP, IT, security, telecommunications, interiors, FFE, and any other such services as required to prepare a complete facility design. This scope of work will also include holding contracts for public engagement, material testing/special inspections, and commissioning of the building envelope and building MEP systems. Project Schedule: Announcement of RFP On or before August 9, 2024 Pre-Proposal Meeting August 28, 2024, 1-3pm Questions Due September 13, 2024 (EOB) Deadline for Submittal of RFP September 24, 2024, 2pm Selection/Fee Negotiations October/November, 2024 Expected NTP December 2024/January 2025 Project Completion (construction) Spring/Summer 2028. RFP Pre-Proposal Meeting: August 28, 2024, 1-3pm (EST). The meeting will be held at 1111 E Broad Street, Columbus, Ohio, Continental Room, Lower Level. Proposals shall be uploaded to the Bonfire website at <https://columbus.bonfirehub.com/portal/?tab=openOpportunities> . Questions: Direct questions via e-mail only to John Cox at [jwcox@columbus.gov](mailto:jwcox@columbus.gov). No contact is to be made with the City other than with the Project Manager through e-mail with respect to this proposal or its status.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/25/2024 3:00:00 PM

RFQ028432 - SWWTP Organics Receiving and Bioenergy Utilization Facility

1.1 Scope: The City of Columbus, Department of Public Utilities, is receiving bids until 9/25/24 at 3:00 PM Eastern Time for construction services for the CIP #650353-100007 SWWTP Organics Receiving and Bioenergy Utilization Facility project. Bids are to be submitted only through Bid Express at [www.bidexpress.com](http://www.bidexpress.com). Hard copies will not be accepted. This project involves two three-million gallon digesters, a new digester control building, relocation of the waste gas burner complex, replacing six 85-foot floating digester covers with fixed concrete covers, new waste gas burners and a vapor combustion unit, new northwest switching station and associated electrical gear, 6-megawatt CHP facility with gas conditioning, 60,000 gallons per day fats, oil, and grease (FOG) and organic waste receiving facility, relocation of the 108" plant bypass, and other such work as may be necessary to complete the contract, as set forth in the Invitation For Bid (IFB). All questions concerning this project are to reference the project number and the project name and be sent to [DPUCONSTRUCTIONBIDS@columbus.gov](mailto:DPUCONSTRUCTIONBIDS@columbus.gov). No phone calls concerning questions about the bid will be accepted. The last day to submit questions will be specified in the IFB. Responses will be posted on Bid Express at [www.bidexpress.com](http://www.bidexpress.com) as an addendum. A pre-bid meeting will be held at the Southerly Wastewater Treatment Plant (SWWTP) 6977 S. High St, Lockbourne, OH 43137 on August 19, 2024, at 1:30 P.M, at the SWWTP Administration (ADMIN) Building. Notice of published addenda will be posted on the City's Vendor Services website and the addenda will be posted on [www.bidexpress.com](http://www.bidexpress.com).

RFQ028607 - Fourth Water Plant Site Preparation

1.1 Scope: The City of Columbus, Department of Public Utilities, is receiving bids until September 25, 2024 at 3:00 PM Eastern Time for construction services for the CIP 690600-100002 Fourth Water Plant Site Preparation project. Bids are to be submitted only through Bid Express at [www.bidexpress.com](http://www.bidexpress.com). Hard copies or emails will not be accepted.

BID OPENING DATE - 9/26/2024 11:00:00 PM

RFQ028602 - Agilent 8890/5977C GCMS

1.1 Scope: It is the intent of the City of Columbus, Division of Water/Department of Public Utilities to obtain formal bids to establish a contract for the purchase of an Agilent 8890/5977C GCMS to be used in the Water Quality Laboratory for pesticide analysis in drinking and source water. 1.2 Classification: The contract resulting from this bid proposal will provide for the purchase and delivery of an Agilent 8890/5977GCMS system. 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 Monday, September 16, 2024. Responses will be posted on the RFQ on Vendor Services no later than Thursday, September 19, 2024 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.

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BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 9/27/2024 1:00:00 PM

RFQ028534 - Walnut Street Sanitary Sewer Extension 650033-100006

1. Project Information 1.1 Project Name: Walnut Street Sanitary Sewer Extension Capital Improvement Project No: 650033-100006 1.2 Project Overview: The Department of Public Utilities (DPU), Division of Sewerage and Drainage (DOSD) has identified CIP 650033-100006 to provide centralized sanitary sewer service to a previously undeveloped, un-sewered area. This project includes the planning, design and engineering services during construction of approximately 7,500 linear feet of sanitary sewer main along Walnut Street from Harlem Road to New Albany-Condit Road. The City reserves the right to cancel this RFP and reject any bid or proposal, in whole or in part, for good cause when it is in the best interests of the City. In the event of a contract, if the project is delayed for any reason by the City, the City may request to modify the contract to reduce the maximum final obligation of the contract to a minimal level until the project resumes. When the project is intended to resume, the contract will be modified to increase the maximum final obligation to the contract amount necessary to fulfill the remaining services needed. 1.3 References: See Appendix D for all area map and record information. 1.4 Obtain RFP All RFP documents shall be downloaded from Bonfire at <https://columbus.bonfirehub.com/projects/151060/publicFiles> and hard copies will not be provided.

RFQ028593 - Water and Sewer Line Protection Program

The Department of Public Utilities (DPU) is seeking proposals from qualified providers for an emergency water service and lateral sewer line repair program for all customers served. DPU provides service to approximately 300,000 metered customers, with a small number of these customers receiving either only water or only sewer service. The City of Columbus' publicly-owned water and sanitary sewer infrastructure is more than 100 years old in some areas. In addition, many privately-owned water service lines and sewer laterals are several decades old and at an increased risk of failure. Property owners are responsible for maintenance and repair of privately-owned service lines. The private portion of water service lines extends from the curb stop to the building inlet, and the private portion of sewer laterals extends from the home to the publicly-owned sewer main. The program will provide property owners located within our service area the opportunity to voluntarily purchase coverage for repair or replacement of privately-owned water service lines and sewer laterals. DPU intends to enter into a contract with the selected entity for a one-year term that is renewable annually at the City's option for up to an additional 4 years, commencing by approximately December 1, 2024. Responses to this RFP will only be accepted through Bonfire at <https://columbus.bonfirehub.com/login>.

BID OPENING DATE - 9/27/2024 3:00:00 PM

RFQ028481 - 2024 Occupational Health and Safety Clinic RFP v2

The City of Columbus (herein referred to as "City") is soliciting proposals for a comprehensive occupational safety and health medical services provider (herein referred to as "Offeror") for professional services including: • Treatment and case management of work-related injuries and illnesses to reduce the further incidence and severity of occupational injuries and diseases, and • Delivery of a variety of medical services to increase the safety and wellbeing of City employees in the work place. For RFP details and submission please go to <https://columbus.bonfirehub.com/> The RFQ number is 028481.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 10/1/2024 1:00:00 PM

RFQ028594 - Professional Engineering Services – Task Order Basis

\*\*\*Proposals and questions will only be accepted through the Bonfire Portal (use Google Chrome) at: <https://columbus.bonfirehub.com/projectDrafts/151833/details>. Communication outside of the Bonfire portal WILL NOT be accepted. Hard copies WILL NOT be accepted. Scope: The City of Columbus, Department of Finance and Management is receiving proposals until (time) local time (date) for professional engineering services on a task order basis. There is no MBE/WBE Goal for this project. There will be no Pre-Proposal meeting. The last day to submit questions is (time) local time (date). Phone calls will not be accepted. This ad will be posted on the Bonfire portal within 24 hours of the Vendor Services posting.

BID OPENING DATE - 10/3/2024 11:00:00 AM

RFQ028511 - Winter Wear and Raingear UTC

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 winter wear and raingear for City employees. The proposed contract will be in effect through December 31, 2028. 1.2 Classification: The successful bidder will provide and deliver winter wear and raingear for City of Columbus agencies and employees. 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 Specification Questions: Questions regarding this bid must be submitted on the Vendor Services portal by 11:00 am, Monday September 16, 2024. Responses will be posted on the RFQ on Vendor Services no later than Friday, September 20, 2024 at 1:00 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.

THE CITY BULLETIN  
BIDS WANTED - PURCHASING OFFICE AND OTHER DIVISIONS

BID OPENING DATE - 10/15/2024 3:00:00 PM

RFQ028550 - Public Safety Health and Physical Fitness Testing

The City of Columbus, Department of Human Resources, (herein referred to as "City") is soliciting proposals for a health and physical fitness testing services provider (herein referred to as "Offeror") for both the Division of Fire and Division of Police. The Division of Fire anticipates participation of approximately 1,650 professional fire personnel and the Division of Police anticipates participation of up to 1,900 professional police personnel. The successful bidder will be required to provide all personnel, facilities, equipment, and supplies necessary to perform these services within Franklin County, Ohio (preferably within the boundaries of the City of Columbus). The specifications to follow include separate requirements for Fire's program and Police's program. Both testing programs must be in compliance with the applicable articles of the collective bargaining agreements the City has with each union-- the IAFF Local 67 (Fire Union) and the FOP Capital City Lodge #9 (Police Union). These collective bargaining agreements can be accessed on the City of Columbus, Human Resources, Labor Relations webpage located at: <https://www.columbus.gov/Government/Departments/Human-Resources/Labor-Relations>. • For the Division of Fire, the applicable collective bargaining agreement article is Article 38 (including all Appendices and Charts). • For the Division of Police, the applicable collective bargaining agreement article is Article 18 (including all Appendices and Charts). This Project has an MBE/WBE participation goal of 10%. MBE/WBE prime offerors who have a documented disparity in the 2019 City of Columbus Disparity Study are eligible for the 5% proposal incentive credit. Only MBE's/WBE's businesses certified as an MBE/WBE business with the City of Columbus will count toward the goal.

# 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

**Legislation Number:** PN0001-2024

**Drafting Date:** 12/12/2023

**Version:** 1

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

**Matter Type:** Public Notice

**Notice/Advertisement Title:** 2024 Civilian Police Review Board: Investigation Review Committee Meetings

**Contact Name:** Stephanie Brock

**Contact Telephone Number:** 614-645-9633

**Contact Email Address:** [Civilianreviewboard@columbus.gov](mailto:Civilianreviewboard@columbus.gov) <<mailto:Civilianreviewboard@columbus.gov>>

**Civilian Police Review Board  
2024 Investigation Review Committee Meetings**

***NOTICE OF REGULAR MEETINGS***

***CIVILIAN POLICE REVIEW BOARD: Investigation Review Committee Meetings***

The Civilian Police Review Board, appointed and organized under the Charter of the City of Columbus, Section 235.02 is empowered promulgate rules and regulations, in accordance with C.C.C. Section 121.05 to carry out its duties as provided for in the Charter and in this chapter. In addition, said Commission exercises certain powers and duties as specified in Sections 235.03 of the Columbus City Charter.

Please take notice that meetings of the Civilian Police Review Board Investigation Review Committee Meetings will be held at the following dates and locations (unless otherwise posted):

**Review Board Investigation Review Committee #1 Meetings**

Thursday, January 4, 2024 @ 10:00a - Vineyard Columbus, 6000 Cooper Rd.  
Friday, February 2, 2024 @ 11:00a - Franklin University, 201 S. Grant Ave.  
Tuesday, February 20, 2024 @ 10:00a - Vineyard Columbus, 6000 Cooper Rd.  
Thursday, March 21, 2024 @ 10:00a - Vineyard Columbus, 6000 Cooper Rd.  
Thursday, May 2, 2024 @ 10:00a - Vineyard Columbus, 6000 Cooper Rd.  
Thursday, June 27, 2024 @ 11:30a - Vineyard Columbus, 6000 Cooper Rd.  
Thursday, July 25, 2024 @ 10:00a - Vineyard Columbus, 6000 Cooper Rd.  
Wednesday, September 4, 2024 @ 11:00 - Vineyard Columbus, 6000 Cooper Rd.

**Review Board Investigation Review Committee #2 Meetings**

Tuesday, February 6, 2024 @ 1:00p - 141 N. Front Street, Conference Room  
Tuesday, March 5, 2024 @ 1:00p - 141 N. Front Street, Conference Room  
Tuesday, April 2, 2024 @ 1:00p - Ford Dentist Office, 118 N. High St.  
Tuesday, May 7, 2024 @ 1:00p - TBD  
Tuesday, June 4, 2024 @ 1:00p - TBD  
Tuesday, July 2, 2024 @ 1:15p - 111 N. Front Street, Conference Room #203

**Review Board Investigation Review Committee #3 Meetings**

Tuesday, December 27, 2024 @ 6:00p - MLK Library, 1467 E. Long St.

Monday, January 29, 2024 @ 6:00p - MLK Library, 1467 E. Long St.  
Monday, February 26, 2024 @ 6:00p - MLK Library, 1467 E. Long St.  
Tuesday, March 18, 2024 @ 6:00p - MLK Library, 1467 E. Long St.  
Monday, April 15, 2024 @ 6:00p - MLK Library, 1467 E. Long St.  
Monday, May 20, 2024 @ 6:00p - Dr. Ford Dental Office, 118 N. High St.  
Monday, June 17, 2024 @ 6:00p - Dr. Ford Dental Office, 118 N. High St.  
Monday, July 22, 2024 @ 6:00p - Dr. Ford Dental Office, 118 N. High St.  
Tuesday, September 3, 2024 @ 6:00p - Dr. Ford Dental Office, 118 N. High St.

In the event no proper business exists the meeting may be cancelled without further notice. For further information you may contact the Board's Executive Assistant, Stephanie Brock. Telephone: (614-645-9601), or at Email: [Civilianreviewboard@columbus.gov](mailto:Civilianreviewboard@columbus.gov) <<mailto:Civilianreviewboard@columbus.gov>>

Brooke Burns, Chair  
Civilian Police Review Board

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**Legislation Number:** PN0006-2024

**Drafting Date:** 12/14/2023

**Version:** 1

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

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Land Review Commission 2024 Schedule  
**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 a staff member to confirm.

111 N. Front St., Hearing Room 204  
Columbus, OH 43215  
9:00am  
January 18  
February 15  
March 21  
April 18  
May 16  
June 20  
July 18  
August 15  
September 19  
October 17  
November 21  
December 19

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:** PN0017-2024

**Drafting Date:** 1/2/2024

**Version:** 1

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

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** The 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 Room 205, 111 N. Front Street, Columbus OH. Due to observed holidays, the January meeting will be held on January 22, 2024 and the February meeting will be held on February 26, 2024.

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**Legislation Number:** PN0020-2024

**Drafting Date:** 1/8/2024

**Version:** 1

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

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Downtown Commission 2024 Meeting Schedule Revised

**Contact Name:** Belkis Schoenhals

**Contact Telephone Number:** 614-645-6096

**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) \*  
4:00pm

Business Meeting\*\*  
(111 N. Front St., Rm #205)  
12:00pm

Regular Meeting\*\*  
(111 N. Front St. Rm. #204)  
8:30am

December 27, 2023^  
January 30, 2024  
February 28, 2024  
March 27, 2024  
April 30, 2024  
May 29, 2024  
June 26, 2024  
July 30, 2024  
August 28, 2024  
September 25, 2024  
October 29, 2024

January 9, 2024  
February 13, 2024  
March 12, 2024  
April 9, 2024  
May 14, 2024  
June 11, 2024  
July 9, 2024  
August 13, 2024  
September 10, 2024  
October 8, 2024  
November 12, 2024

January 23, 2024  
February 27, 2024  
March 26, 2024  
April 23, 2024  
May 22, 2024^  
June 25, 2024  
July 23, 2024  
August 27, 2024  
September 24, 2024  
October 22, 2024  
November 26, 2024

November 27, 2024^

December 10, 2024

December 19, 2024^

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

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

^Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, 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 the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

**Legislation Number:** PN0030-2024

**Drafting Date:** 1/22/2024

**Version:** 1

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

**Matter Type:** Public Notice

**Notice/Advertisement Title:** German Village Commission 2024 Meeting Schedule

**Contact Name:** Nicole Ursin

**Contact Email Address:** [GVC@columbus.gov](mailto: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^^ ( <a href="mailto:GVC@columbus.gov">GVC@columbus.gov</a> )* 4:00p.m.	Business Meeting Date** (111 N. Front St. Hearing Rm. 205) 12:00p.m.	Hearing Date** (111 N. Front St. Hearing earing HRm. 204) 4:00p.m.
December 7, 2023	December 20, 2023	January 3, 2024
January 11, 2024	January 24, 2024	February 7, 2024
February 8, 2024	February 21, 2024	March 6, 2024
March 7, 2024	March 20, 2024	April 3, 2024
April 4, 2024	April 17, 2024	May 1, 2024
May 9, 2024	May 22, 2024	June 5, 2024
June 6, 2024	June 18, 2024^	July 1, 2024^^
July 11, 2024	July 24, 2024	August 7, 2024
August 8, 2024	August 21, 2024	September 4, 2024
September 5, 2024	September 18, 2024	October 2, 2024
October 10, 2024	October 23, 2024	November 6, 2024
November 7, 2024	November 20, 2024	December 4, 2024
December 5, 2024	December 18, 2024	January 2, 2025^

\* 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) <<http://www.columbus.gov/planning>>

^Date change due to holiday.

^^Date change to accommodate traffic patterns on July 3rd for Red, White, and Boom.

NOTE: For application deadlines that fall within the same week as the regular meeting date, 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 the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

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**Legislation Number:** PN0045-2024

**Drafting Date:** 2/8/2024

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

**Version:** 1

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** City of Columbus Records Commission- Meeting Schedule 2024

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

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

**Contact Email Address:** [mlgoins-ransom@columbus.gov](mailto:mlgoins-ransom@columbus.gov)

The regular meetings of the City of Columbus Records Commission for the calendar year 2024 are scheduled as follows:

**February 12th**

**May 13th**

**September 16th**

Meetings will take place at: **City Hall, 90 West Broad Street, 2nd Floor, in the City Council Chambers. 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 Monique Goins-Ransom the City of Columbus Records Commission Coordinator at (614) 645-0845.

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**Legislation Number:** PN0104-2024

**Drafting Date:** 3/28/2024

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

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Agricultural District Designation  
**Contact Name:** Hunter Rayfield  
**Contact Telephone Number:** 614-645-7244  
**Contact Email Address:** BHRayfield@columbus.gov

The City Clerk's office has received an application for designation of an Agricultural District within the City of Columbus as outlined in O.R.C. Section 929.02. The property is located generally at 4270 Groves Road (parcel 010-118507). A hearing will be held regarding this application on April 12th at 1:00 p.m. at 111 N Front St. on the 8th floor in Room 823. Contact the Planning Division at 645-7244 for additional information.

**Legislation Number:** PN0119-2024

**Drafting Date:** 4/15/2024

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

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Agricultural District Designation  
**Contact Name:** Hunter Rayfield  
**Contact Telephone Number:** 614-645-7244  
**Contact Email Address:** BHRayfield@columbus.gov

The City Clerk's office has received an application for designation of an Agricultural District within the City of Columbus as outlined in O.R.C. Section 929.02. The application contains multiple properties that comprise a total of 378 acres, and are located generally at/near 4131 Brice Road (parcel ID 181-000127). A hearing will be held regarding this application on Wednesday, May 1st at 11:30 a.m. at 111 N Front St. on the 8th floor in Room 823. Contact the Planning Division at [planninginfo@columbus.gov](mailto:planninginfo@columbus.gov) for additional information

**Legislation Number:** PN0156-2024

**Drafting Date:** 5/21/2024

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

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Columbus Art Commission 2024 Hearing and Application Schedule  
**Contact Name:** Luis Teba  
**Contact Telephone Number:** 614.645.8062  
**Contact Email Address:** [lfteba@columbus.gov](mailto:lfteba@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\*\***

(lftba@columbus.gov)\*

December 21, 2023	January 27, 2024
January 24, 2024	February 21, 2024
February 22, 2024	March 20, 2024
March 21, 2024	April 17, 2024
April 18, 2024	May 15, 2024
	May 29, 2024***
May 22, 2024	June 26, 2024
June 20, 2024	July 17, 2024
July 24, 2024	August 21, 2024
August 22, 2024	September 18, 2024
September 19, 2024	October 16, 2024
October 23, 2024	November 20, 2024
November 21, 2024	December 18, 2024
December 19, 2024	January 15, 2025

Hearings are held in-person in room 204 at the Coleman Government Center, 111 N. High Street, Columbus, OH 43215 and the start time will be 4:00 PM. All application materials should be submitted electronically. Hard copy submissions are no longer accepted.

\* If you have questions call 614.645.8062 (o).

\*\*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)

\*\*\*Special Art Commission Meeting

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**Legislation Number:** PN0226-2024

**Drafting Date:** 7/15/2024

**Version:** 1

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

**Matter:** Public Notice

**Type:**

**Notice/Advertisement Title:** Columbus Tree Sub-Commission Member Vacancies (3)

**Contact Name:** Rosalie Hendon

**Contact Telephone Number:** 614-724-3003

**Contact Email Address:** [Forestry@columbus.gov](mailto:Forestry@columbus.gov) <<mailto:Forestry@columbus.gov>>

### **Columbus Recreation and Parks - Columbus Tree Sub-Commission Member Vacancies (3)**

The Columbus Tree Sub-Commission has a three (3) member vacancies. Forestry education or background is encouraged but not necessary.

Please send resume with a short explanation of how you would make a contribution as a tree commissioner to:

Recreation & Parks Department; Forestry  
Attn: Rosalie Hendon  
1533 Alum Industrial Dr. W.  
Columbus, OH 43209

Or by email to [Forestry@columbus.gov](mailto:Forestry@columbus.gov) <<mailto:Forestry@columbus.gov>>

Deadline for submissions is October 31, 2024.

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**Legislation Number:** PN0245-2024

**Drafting Date:** 8/13/2024

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

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** City Council Records Commission Meeting, September 16, 2024

**Contact Name:** Laura Goduni

**Contact Telephone Number:** 614-645-7380

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

**CITY OF COLUMBUS  
RECORDS COMMISSION  
MEETING NO. 3-24  
Monday, September 16, 2024  
10:00 A.M.  
CITY COUNCIL CHAMBERS**

**-AGENDA-**

**ROLL CALL**

**OLD BUSINESS**

There are *no* items noted under **OLD BUSINESS**

**NEW BUSINESS**

**Item #1 - The Department of Public Health-Records Management** submitted an RC-2 with **one (1) amendment** to their existing retention schedule. Copies of the full retention schedule are available upon request.

**Item #2 - The Department of Recreation and Parks - Permits and Rental Services Division** submitted a correction to the RC-1 form that was submitted at the 5/13/2024 Records Commission Meeting.

**Item #3 - The Department of Recreation and Parks-Fiscal Division** submitted an RC-2 with **one (1) addition** to their existing retention schedule. Copies of the full retention schedule are available upon request.

**Item #4 - The City Council - City Clerk's Office** submitted an RC-2 with **eleven (11) amendments**. Copies of the full retention schedule are available upon request.

**Item #5 - the Division of Police - Public Records Unit** submitted an RC-2 with **five (5) additions and one (1) amendment** to their existing retention schedule. Copies of the full retention schedule are available upon request.

**Item #6 - The Auditor's Office** submitted a **new retention schedule (RC-2)**. Copies of the full retention schedule are available upon request.

**ADJOURN MEETING**

**The next Records Commission will be held in the first quarter of 2025.**



**Legislation Number:** PN0250-2024

**Drafting Date:** 8/19/2024

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

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** West Scioto Area Commission 9/4 Zoning Committee Meeting to Begin at 6:30 PM

**Contact Name:** WSAC Zoning Chair, Rita Cabral

**Contact Email Address:** zoningchair.wsac@gmail.com

The September 4th meeting of the West Scioto Area Commission Zoning Committee will begin at 6:30 PM, rather than 7, due to the length of the agenda. The WSAC Zoning Committee will hear Z24-035/CV24-091 for 1470 North Hague Ave., as well as Z24-028/CV24-084 for 3775 Trabue Rd. The meeting will still be held at the Hilltop library branch, 511 S. Hague Ave. 43204. For more information, please visit westsciotoarea.com.

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**Legislation Number:** PN0251-2024

**Drafting Date:** 8/19/2024

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

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Public Utilities Notice: Department of Public Utilities - Industrial Wastewater Discharge Permits

**Contact Name:** Paul Kerr III

**Contact Telephone Number:** (614) 645-5876

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

The Administrator of the Division of Sewerage and Drainage announces intent to issue an Industrial Wastewater Discharge Permit to the following company(s) on or about Tuesday, September 17, 2024; Laserflex, Inc., 3649 Parkway Lane, Hilliard, OH 43206.

The Draft Permit(s) will be available for review between 7:30 A.M. and 4:00 P.M. August 26, 2024 through September 13, 2024, at the City of Columbus Industrial Wastewater Pretreatment Office, 1250 Fairwood Avenue, Suite 186, Columbus, Ohio 43206. Written comments will be accepted during this period at the above address or via email at

[Pretreatment@Columbus.gov](mailto:Pretreatment@Columbus.gov) <<mailto:Pretreatment@Columbus.gov>>. This Notice is made according to Columbus City Code Chapter 1145.44(C).

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**Legislation Number:** PN0252-2024

**Drafting Date:** 8/19/2024

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

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Tree Technical Manual Adoption

**Contact Name:** Rosalie Hendon

**Contact Telephone Number:** (614) 639-0673

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

**Columbus Recreation and Parks Department  
Tree Technical Manual Adoption**

The City of Columbus Urban Forestry Master Plan (UFMP) was approved by City Council in 2021 and is a strategic plan to prioritize, preserve, and grow our tree canopy over the next decades. One of the key actions in the UFMP is to update public tree protections in the City of Columbus.

Public trees are all trees growing on City-owned properties. In Columbus, approximately 30% of the overall tree canopy grows on public land and includes more than 126,000 street trees. Protecting these trees is important to the UFMP's canopy goals, particularly, stopping net tree canopy loss by 2030.

Columbus City Codes gives authority over all trees planted or to be planted on City-owned property to the Columbus Recreation and Parks Department. Columbus City Council passed amendments to City Codes Chapter 912, Trees and Shrubs, to modernize our public tree protections on December 11, 2023. Enforcement of the new code began on August 1, 2024.

One of the updates to Chapter 912 granted authority to the Director of Recreation and Parks to promulgate rules and regulations to implement the code. The Tree Technical Manual is hereby promulgated as these rules and regulations and will take effect September 3, 2024.

The Tree Technical Manual may be found online at <https://columbusrecparcs.com/nature/urban-forestry/tree-technical-manual/> and is also attached to this notice.

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**Legislation Number:** PN0256-2024

**Drafting Date:** 8/26/2024

**Version:** 1

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

**Matter Type:** Public Notice

### Civil Service Commission Public Notice

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

**Contact Name:** Wendy Brinnon

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

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

During its regular meeting held on Monday, July 29, 2024, a motion was passed to approve the following:

Request of the Civil Service Commission staff to abolish the specification for the classification Trades Helper (Electrical) and amend Rule XI accordingly (Job Code 3549).

Request of the Civil Service Commission staff to create the specification for the classification Parking Operations Coordinator, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly.

Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Assistant Director (Asset Management) (U) (Job Code 0055).

Request of the Civil Service Commission staff to create the specification for the classification Criminal Intelligence Manager, assign a probationary period of 365 days, designate the examination type as noncompetitive, and amend Rule XI accordingly.

Request of the Civil Service Commission staff to reallocate three positions, currently classified as Applications Manager (Job Code 0588), and two positions, currently classified as IT Systems Supervisor (Job Code 0568), to Technology

Solutions Manager (Job Code 0584) and to allow the affected employees to retain their current classification status and seniority.

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**Legislation Number:** PN0257-2024

**Drafting Date:** 8/27/2024

**Version:** 1

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

**Matter:** Public Notice

**Type:**

**Notice/Advertisement Title:** Property Maintenance Appeals Board

**Contact Name:** Jody Young

**Contact Telephone Number:** 614.645.7759

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

## AGENDA

### PROPERTY MAINTENANCE APPEALS BOARD

#### CITY OF COLUMBUS, OHIO

September 9, 2024

The Property Maintenance Appeals Board shall hear and decide appeals from any persons affected by any order, requirement, decision or determination made in the administration or enforcement of the Health, Sanitation and Safety Code, this Housing Code, and as specifically provided in any other provision of the Columbus City Codes. Separately, the Property Maintenance Appeals Board will review requests to permit a reasonable minimum variance from the applicable section of the Housing Code.

The City PROPERTY MAINTENANCE APPEALS BOARD will hold a public hearing on the following appeal and/or variance applications on **MONDAY, September 9, 2024 at 1:00 p.m.** at the **MICHAEL B. COLEMAN GOVERNMENT CENTER-HEARING ROOM** at 111 North Front Street, Columbus, OH 43215.

**SPECIAL NOTE TO APPELLANT: YOU OR YOUR REPRESENTATIVE MUST ATTEND THIS MEETING.** The Board may move forward and render a decision on an appeal, even if the appellant is not present.

**SIGN LANGUAGE INTERPRETER:** A Sign Language Interpreter, to "Sign" this meeting, will be made available for anyone with a need for this service, provided the Department of Building & Zoning Services is made aware of this need and given a reasonable notice of at least forty-eight (48) hours prior to the scheduled meeting time. To schedule an interpreter, please call 614-645-6373 or TDD 614-645-3293.

**ADA ACCOMMODATION:** 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 due to a disability as defined under the ADA, please call the City's ADA Coordinator at 614-645-7206 at least three (3) business days prior to the scheduled meeting to request an accommodation.

#### 1. **Application Number: PMA-556**

**Appellant(s):** Jonathan Kiner

**Property Location:** 3251 Brice Rd.

**Request:** Appeal

**Violation Notice:** 24475-08550

**Code Enforcement Officer:** Joseph Bricker

*\*\*\*Administratively tabled upon appellant request via email on 8/12/2024. This will be scheduled to be heard at the Property Maintenance Appeals Board Meeting on September 9, 2024.*

2. **Application Number: PMA-557**

**Appellant(s):** Tomecca M Gibbs  
**Property Location:** 713 Strawberry Hill Rd W  
**Request:** Appeal  
**Violation Notice:** 24440-04497  
**Code Enforcement Officer:** Chandra Montgomery

3. **Application Number: PMA-558**

**Appellant(s):** Jessica Thomas  
**Property Location:** 1440 Kohr Pl.  
**Request:** Appeal  
**Violation Notice:** 24440-03534 and 24475-05385  
**Code Enforcement Officer:** Sandra Budin

**NOTE: Appeal received after 15 days - posted and mailed on 6/4/24, appeal received via email on 7/25/2024 (36 days after 15-day expiration)**

4. **Discussion of the change in By-laws**

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**Legislation Number:** PN0258-2024

**Drafting Date:** 8/28/2024

**Version:** 1

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

**Matter:** Public Notice

**Type:**

Notice/Advertisement Title: Community Benefits Agreement Advisory Committee Meeting - September 6, 2024

Contact Name: Kevin McCain

Contact Telephone Number: 614-645-5829

Contact Email Address: kbmccain@columbus.gov

The Columbus Community Benefits Agreement Advisory Committee will meet on Friday, September 6, 2024 at 3:00pm. The meeting will take place in the Coleman Government Center Hearing Room, 111 N. Front Street, Room 204. This Committee will review plans for large construction, alteration, and renovation projects for City-owned buildings or structures to determine whether Community Benefits Agreement would improve the project and its purposes. Such an agreement might include stipulations regarding the labor force, the use of the structure, or the mitigation of the effects of construction on the community or environment.

The CBA Committee meets bimonthly on the first Friday of the month at 3:00pm starting in January. The proposed dates for 2024 are as follows:

- Friday - January 5, 2024
- Friday - March 1, 2024
- Friday - May 3, 2024
- Friday - July 12, 2024\*
- **Friday - September 6, 2024**
- Friday - November 1, 2024

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**Legislation Number:** PN0259-2024

**Drafting Date:** 8/28/2024

**Version:** 1

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

**Matter:** Public Notice

**Type:**

**Notice/Advertisement Title:** Communications08282024

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

THE FOLLOWING COMMUNICATIONS WERE RECEIVED BY THE CITY CLERK'S OFFICE AS OF WEDNESDAY  
AUGUST 28, 2024

TREX Type: D1 D2  
To: KA36 LLC  
300 E. Fifth Avenue & Patios  
Columbus, OH 43201  
From: Donatos Pizzeria LLC  
1815 Brice Rd  
Reynoldsburg, OH 43068  
Permit #: 22506630105

Transfer Type: C1 C2  
To: 2080 Operating LLC  
2080 Summit Row Blvd  
Columbus Powell, OH 43065  
From: Jad Sun 2 LLC  
DBA Powell Shell  
2080 Summit Row Blvd  
Columbus Powell, OH 43065  
Permit #: 9112188

New Type: C1 C2  
To: Santiago Supermarket LLC  
5431-35 Roberts Rd  
Columbus, OH 43026  
Permit #: 77343880005

Advertise Date: 8/31/2024  
Return Date: 9/10/2024

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**Legislation Number:** PN0260-2024

**Drafting Date:** 8/28/2024

**Version:** 1

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

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Parking Impact Study Rules and Regulations  
**Contact Name:** Justin Goodwin, Administrator, Division of Mobility & Parking Services  
**Contact Telephone Number:** (614) 724-1893  
**Contact Email Address:** JMGoodwin@columbus.gov

**SUBJECT:** Parking Impact Study Rules and Regulations      **EFFECTIVE DATE:** August 28, 2024

## **I. WHO WE ARE**

The Department of Public Service delivers essential services that positively impact City of Columbus residents' lives every day. The Department consists of five divisions: Design and Construction, Infrastructure Management, Mobility and Parking Services, Refuse Collection, and Traffic Management.

The Division of Mobility and Parking Services is committed to providing safe, equitable and predictable mobility and parking options for all residents, guests and visitors in the City of Columbus. We aim to increase mobility choices, manage congestion, and facilitate access to goods and services in a city experiencing enormous growth. Specifically, the Division of Mobility and Parking services works with Development applicants to:

- A. Identify parking impacts of proposed Development and changes of use; and
- B. Determine Mitigation needs to offset parking impacts.

## **II. PURPOSE**

In 2024, the City of Columbus initiated a series of zoning code reforms to align with the current and future needs of the community. This includes meeting broader housing, mobility and affordability objectives. In an effort to proactively manage on-street parking supply and curbside resources for existing and future users, Chapter 4310 of the Columbus City Code allows for the requirement of a Parking Impact Study.

A Parking Impact Study shall apply to all Developments and to the expansion or change in use of an existing Development when located within a parcel with a 2024 Zoning Code district designation for which there is no minimum vehicular parking requirement. Any Development for which there is a request for variance to the minimum parking requirements should reference the Department's Parking Variance Review Guidelines found in Chapter 3312 of the Columbus City Code.

Topics addressed include:

- A. The parking and mobility considerations involved in a site plan review.
- B. Circumstances for when a Parking Impact Study is required.
- C. Instructions and methodology for completing a Parking Impact Study.
- D. Instructions on how to determine if Mitigations are required.
- E. Details of programmatic Mitigations and parking management fees that may be required.

## **III. AUTHORITY**

Pursuant to the authority granted under Chapter 4310 of the Columbus City Code, 1959, as amended by Ordinance #2115-2024, the Director hereby adopts, establishes and publishes these rules and regulations to be effective at the earliest time allowed by law.

These rules and regulations supersede all previously promulgated rules and regulations for a Parking Impact Study. However, these rules and regulations do not supersede the Parking Variance Guidelines requirements found in Section VI(A.2.d.) under Applicability - When is a Parking Impact Study Required.

## **IV. DEFINITIONS**

The following words, terms and phrases, when used in these rules and regulations, shall have the meanings ascribed to them, except when the context clearly indicates a different meaning:

- A. *Administrator* means the administrator of the Division in the Department.
- B. *Block Face* represents one side of a street between two consecutive intersections.
- C. *Critical Curb Access Needs* is a use or building's curbside loading and access needs that must be met for the use or building to perform its core operational functions safely and successfully. Examples include: mail delivery, Commercial goods delivery, solid waste servicing areas, passenger pick-up and drop-off, and on-demand delivery spaces.
- D. *Commercial* is a property use for which a certificate of zoning clearance has been issued by the Department of Building and Zoning Services.
- E. *Department* means the City of Columbus Department of Public Service.

- F. Development* means the construction or alteration of buildings, structures, parking facilities or roadways within a parcel or parcels of land, or a parcel of land to be subdivided into multiple parcels of land.
- G. Development Application* refers to all proposals for Development, expansion, or change in use of an existing Development.
- H. Director* means the director of the Department, or designee, unless otherwise specified.
- I. Division* refers to the Division of Mobility and Parking Services, unless otherwise specified.
- J. Managed Parking Area* means a block or portion of a block located in the public right-of-way that has a time limit, payment, permit or special use requirement to utilize the curbside space.
- K. Mitigation* is the act of reducing impacts of Parking Spillover on adjacent streets and increasing mobility options. These acts are inclusive of programmatic efforts, associated site or public infrastructure improvements, or a management fee.
- L. Non-residential* means any Development that is not a Residential Development.
- M. Parking Impact Study* is a study that determines the impact a Development will have on a nearby public parking system and identifies any additional costs for the City of Columbus that are necessary to manage the parking impact of said proposed Development.
- N. Parking Occupancy* is the number of parked vehicles divided by the number of available parking spaces.
- O. Parking Spillover* is the assumed Vehicle Parking Demand that is not satisfied on-site and therefore, increases nearby public on-street Parking Occupancy by that unsatisfied amount.
- P. Public Parking Systems* is an assemblage of publicly owned or publicly managed facilities designated for the temporary placement of vehicles, as outlined in Columbus City Code Chapter 4310.
- Q. Residential* means any Development that consists of a dwelling unit as defined in Section 3303.04-Letter D of the Columbus City Code; apartments, condominiums, townhomes, a residential hotel, an extended stay hotel or any combination of these elements.
- R. Vehicle Parking Demand* is one vehicle per Residential unit and one vehicle per 50% of the standard parking minimum requirement set forth in Chapter 3312 of the Columbus City Code.

## V. STEP 1: SITE PLAN REVIEW

The Development applicant is required to complete the preliminary site compliance checklist as required by the Department of Building and Zoning Services. Upon receipt of the site plan, the Division will respond within ten (10) business days with indication whether or not a Parking Impact Study will be required, and the parameters of that study.

The site plan review shall include, at a minimum, determination of the appropriate curb management, mobility and Critical Curb Access Needs within the public right-of-way immediately adjacent to the Development site and/or within the immediate vicinity of the site. Such considerations may include, but are not limited to, the addition of or modifications to:

- A. Paid and/or time-limited parking
- B. Permit parking
- C. Loading and delivery zones, including uses such as rideshare pickup/drop off, valet, etc.
- D. ADA-compliant street parking
- E. Car-share parking
- F. Bicycle parking
- G. Bike share, mobility hubs, or other forms of shared mobility device parking
- H. Transit stops and associated infrastructure

All proposed curb management improvements or modifications will be reviewed for compliance with Division standards. This review may also identify new curb management improvements necessary to accommodate mobility, parking and Critical Curb Access Needs generated by the project. These improvements may be required in the site development plans as a condition of final site compliance or permit approval. This review will also consider planned improvements to the public right-of-way that may impact the use of the adjacent curb in the future.

The Division will coordinate any recommendations or requirements with Development review conducted by the Department's Division of Traffic Management and any other requirements of the Department. Applicants should consult the Division of Traffic Management's Development Traffic Studies rules and regulations for other review requirements that may be applicable to their project.

## VI. STEP 2: PARKING IMPACT STUDY

### A. Applicability - When is a Parking Impact Study Required?

1. According to Chapter 4310 of the Columbus City Code, determination of when a Parking Impact Study is required is based on consideration of the following factors, at a minimum:
  - a. Site proximity to nearby Public Parking Systems;
  - b. Size and land use of the proposed Development;
  - c. Amount of on-site parking and/or loading spaces in the proposed Development;
  - d. The zoning classification of the proposed Development; and
  - e. Any other factors deemed relevant in promoting the purpose of Code Chapter 4310.
2. Consistent with the previous considerations, the following criteria is used for these rules and regulations:
  - a. A Parking Impact Study is required for Development Applications when any of the following conditions are met:
    - i. A proposed Residential Development with more than ten (10) Residential units and which provides less than one (1) vehicular parking space per unit.
    - ii. A proposed Non-residential Development greater than twenty-five hundred (2,500) square feet in size and which provides less than fifty percent (50%) of the standard required parking minimums for the subject use as defined in Title 33 of the Columbus City Code.
  - b. A Parking Impact Study is not required for Development Applications when any of the following conditions are met:
    - i. The property site is located in a Managed Parking Area, and ALL blocks within seven hundred and fifty (750) feet of the property site have managed parking. Managed parking includes permit parking, metered parking, and/or time limited parking.
    - ii. A project utilizing a state of Ohio Low-Income Housing Tax Credit (LIHTC) program as determined by the Department of Development. In the case of mixed-use projects, as defined in Title 34 of the Columbus City Code, a Parking Impact Study may be required for the portion of the project not directly tied to the LIHTC program.
  - c. When a Development Application is proposing more than ten (10) Residential units, zero (0) parking spaces, and does not require a Parking Impact Study, the project will require the implementation of Mitigation strategies per the requirements found in Section VII(A.2.) under Mitigation Requirements.
  - d. For zoning districts that require minimum on-site parking as referenced in Title 33 of the Columbus City Code, Development Applications must follow the Department's Parking Variance Review Guidelines found in Chapter 3312 of the Columbus City Code.

### B. Waiver of Parking Impact Study

The Administrator has the authority to waive a Parking Impact Study if the preparation would result in unnecessary or duplicate analyses-when considering the following factors-including but not limited to:

1. Planned parking facility or parking management improvements.
2. Previous studies in the vicinity of the site (either privately or publicly funded) or the availability of data deemed sufficient to meet the objectives of the study.
3. Voluntary commitment of Mitigations by the applicant, which may include a parking management fee. The Administrator shall determine whether the proposed voluntary commitments are sufficient to support a waiver and shall document such determination.

### C. Parking Impact Study - Data Collection

The applicant may complete a Parking Impact Study on their own or through a contracted consultant service.

However, the Division will confirm the Parking Impact Study parameters based on to the applicant's submittal of the site plan. To complete the Parking Impact Study, the following conditions must be met:

1. Parking Occupancy must be counted on all on-street and publicly available off-street parking locations as determined by the Division on a project-by-project basis. Generally Parking Occupancy will be counted on all Block Faces within seven hundred fifty (750) feet of the project site.
2. Parking Occupancy counts shall be taken on a typical day so as best to determine parking demand under normal conditions. Counts are not to be taken during special events, poor weather conditions, holidays or any other condition that may have a significant impact on parking.
3. One (1) Parking Occupancy count is required at a single point in time, on one (1) weekday, Monday through



- Friday, during each of the following time three (3) periods:
- a. Between the hours of 5:00 AM and 7:00 AM;
  - b. Between the hours of 11:00 AM and 1:00 PM; and
  - c. Between the hours of 6:00 PM and 8:00 PM.
4. One (1) Parking Occupancy count is required at a single point in time, on a Saturday unless otherwise specified, during each of the following three (3) time periods:
    - a. Between the hours of 5:00 AM and 7:00 AM;
    - b. Between the hours of 11:00 AM and 1:00 PM; and
    - c. Between the hours of 6:00 PM and 8:00 PM.
  5. Photographs or video of each block/off-street parking area studied shall be provided, including time stamp, to validate counts.
  6. The presence of mobility options proposed within the plan and existing adjacent to the project site should be noted. Examples of mobility options include the presence of a COTA transit stop, shared mobility device station, and/or dedicated car share vehicle space.
  7. Data shall be provided to the Division using the provided templates and meeting data standards as outlined in Exhibits A, B and C.
  8. In the event that the study area is adjacent to or includes streets within a jurisdiction other than the City of Columbus, the Division will contact staff from that jurisdiction to gather input on parking conditions in the area.
    - a. For the purposes of this evaluation, the streets within another jurisdiction will not be considered as providing capacity for overflow demand not managed on site, though they may be required to be studied in order to understand existing parking demands in the area.

Applicants shall email the completed Parking Impact Study to [DPSDevelopmentparkingstudy@columbus.gov](mailto:DPSDevelopmentparkingstudy@columbus.gov) [<mailto:DPSDevelopmentparkingstudy@columbus.gov>](mailto:DPSDevelopmentparkingstudy@columbus.gov). Studies that the Division deem complete will be reviewed within ten (10) business days from submission. The Division will notify the applicant whether or not Mitigations are required, according to Section VII.

#### D. Determination of Impact

The results of a Parking Impact Study will determine if action is required to mitigate the proposed Development’s impact on nearby Public Parking Systems. Upon final review and acceptance of the completed Parking Impact Study, the Division will provide, in writing, a determination of the impact to the Development applicant. Determination of impact is based on consideration of the existing and projected supply of nearby public parking and the local market demand for parking or loading activity near the proposed Development.

Specifically, the following calculations apply:

**Legislation Number:** PN0261-2024

**Drafting Date:** 8/28/2024

**Version:** 1

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

**Matter** Public Notice

**Type:**

Notice/Advertisement Title: Development Commission Zoning Meeting Agenda - September 12, 2024

Contact Name: Tim Dietrich

Contact Telephone Number: (614) 645-6665

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

The Development Commission of the City of Columbus will hold a public hearing on the following zoning applications on **THURSDAY, SEPTEMBER 12, 2024**, beginning at **4:30 P.M.** at the **MICHAEL B. COLEMAN GOVERNMENT CENTER** at 111 North Front Street, Columbus, OH 43215 in the **2ND FLOOR HEARING ROOM**. You can also monitor the hearing through the City of Columbus YouTube channel at the following link: [<http://www.youtube.com/cityofcolumbus>](http://www.youtube.com/cityofcolumbus).

**SIGN LANGUAGE INTERPRETER:** A Sign Language Interpreter, to “Sign” this meeting, will be made available for anyone

with a need for this service, provided the Department of Building & Zoning Services is made aware of this need and given a reasonable notice of at least forty-eight (48) hours prior to the scheduled meeting time. To schedule an interpreter, please call 614-645-6373 or TDD 614-645-3293.

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 4:30 PM AGENDA:**

**1. APPLICATION:** [Z21-046 <https://portal.columbus.gov/permits/urlrouting.ashx?type=1000&Module=Zoning&capID1=21LAC&capID2=00000&capID3=00474&agencyCode=COLUMBUS&HideHeader=true>](https://portal.columbus.gov/permits/urlrouting.ashx?type=1000&Module=Zoning&capID1=21LAC&capID2=00000&capID3=00474&agencyCode=COLUMBUS&HideHeader=true)

**Location:** 1100 FRANK RD. (43223), being 2.25± acres located at the northwest corner of Frank Road and Brown Road (146-300769 & 10 others; Southwest Area Commission).

**Existing Zoning:** R, Rural District.

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

**Proposed Use:** Commercial development.

**Applicant(s):** 1429 Properties, LLC; c/o Jackson B. Reynolds III, Atty.; 37 West Broad Street, Suite 460; Columbus, OH 43215.

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

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

**2. APPLICATION:** [Z24-027 <https://portal.columbus.gov/permits/urlrouting.ashx?type=1000&Module=Zoning&capID1=24LAC&capID2=00000&capID3=00708&agencyCode=COLUMBUS&HideHeader=true>](https://portal.columbus.gov/permits/urlrouting.ashx?type=1000&Module=Zoning&capID1=24LAC&capID2=00000&capID3=00708&agencyCode=COLUMBUS&HideHeader=true)

**Location:** 5255 CROSSWIND DR. (43228), being 21.06± acres located on the southeast corner of Crosswind Drive and Krieger Street (570-154751; Westland Area Commission).

**Existing Zoning:** M, Manufacturing District.

**Request:** L-AR-1, Limited Apartment Residential District (H-35).

**Proposed Use:** Multi-unit residential development.

**Applicant(s):** Metro Development LLC, c/o Jeffrey L. Brown, Atty.; 37 West Broad Street, Suite 460; Columbus, OH 43215.

**Property Owner(s):** Capitol Square Ltd.; 34 South Third Street; Columbus, OH 43215.

**Planner:** Alyssa Saltzman; 614-645-9625; [ADSaltzman@columbus.gov](mailto:ADSaltzman@columbus.gov)

**3. APPLICATION:** [Z24-025 <https://portal.columbus.gov/permits/urlrouting.ashx?type=1000&Module=Zoning&capID1=24LAC&capID2=00000&capID3=00674&agencyCode=COLUMBUS&HideHeader=true>](https://portal.columbus.gov/permits/urlrouting.ashx?type=1000&Module=Zoning&capID1=24LAC&capID2=00000&capID3=00674&agencyCode=COLUMBUS&HideHeader=true)

**Location:** 5551 SHANNON RD. (43110), being 24.46± acres located on the south side of Shannon Road, 1,675± feet northeast of Winchester Pike (430-271216; Greater Southeast Area Commission).

**Existing Zoning:** R, Rural District.

**Request:** ARLD, Apartment Residential District (H-35).

**Proposed Use:** Multi-unit residential development.

**Applicant(s):** Vista Residential Partners, c/o David Hodge, Atty; 8000 Walton Parkway, Suite 260; New Albany, OH 43054.

**Property Owner(s):** Man Land CW LLC; 77 West 2nd Avenue; Columbus, OH 43201.

**Planner:** Alyssa Saltzman; 614-645-9625; [ADSaltzman@columbus.gov](mailto:ADSaltzman@columbus.gov)

**4. APPLICATION:** [Z24-006 <https://portal.columbus.gov/permits/urlrouting.ashx?type=1000&Module=Zoning&capID1=24LAC&capID2=00000&capID3=00096&agencyCode=COLUMBUS&HideHeader=true>](https://portal.columbus.gov/permits/urlrouting.ashx?type=1000&Module=Zoning&capID1=24LAC&capID2=00000&capID3=00096&agencyCode=COLUMBUS&HideHeader=true)

**Location:** 550 THOMAS LN. (43214), being 7.22± acres located at the northwest corner of Olentangy River Road and Thomas Lane (010-103227 & six others; No Group).

**Existing Zoning:** I, Institutional District & L-I, Limited Institutional District.

**Request:** CPD, Commercial Planned Development District (H-110).

**Proposed Use:** Commercial development and parking lot.

**Applicant(s):** OhioHealth Corporation; c/o Matthew E. Moberg, Atty.; Porter Wright; 41 South High Street, Suites 2800-3100; Columbus, OH 43215.

**Property Owner(s):** Riverside Methodist Hospital; 3353 Olentangy River Road; Columbus, OH 43214.

**Planner:** Eastman Johnson; 614-645-7979; [roejohnson@columbus.gov](mailto:roejohnson@columbus.gov)

**5. APPLICATION:** [Z23-012 <https://portal.columbus.gov/permits/urlrouting.ashx?type=1000&Module=Zoning&capID1=23LAC&capID2=00000&capID3=00173&agencyCode=COLUMBUS&HideHeader=true>](https://portal.columbus.gov/permits/urlrouting.ashx?type=1000&Module=Zoning&capID1=23LAC&capID2=00000&capID3=00173&agencyCode=COLUMBUS&HideHeader=true)

**Location:** 3451 TRABUE RD. (43204), being 11.5± acres located on the southwest corner of Trabue Road and McKinley Avenue (146-298090 and 8 others; West Scioto Area Commission).

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

**Request:** AR-1, Apartment Residential District (H-35).

**Proposed Use.** Multi-unit residential development.

**Applicant(s):** MJK Ventures Trabue LLC, et al; c/o David Hodge, Atty.; 8000 Walton Parkway, Suite 260; New Albany, OH 43054.

**Property Owner(s):** MJK Ventures Trabue LLC; 750 Communications Parkway, Suite 200; Columbus, OH 43214.

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

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**Legislation Number:** PN0262-2024

**Drafting Date:** 8/29/2024

**Version:** 1

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

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Public Utilities Notice: Department of Public Utilities - Industrial Wastewater Discharge Permits

**Contact Name:** Paul Kerr III

**Contact Telephone Number:** 614-645-576

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

The Administrator of the Division of Sewerage and Drainage announces intent to issue an Industrial Wastewater Discharge Permit to the following company(s) on or about Tuesday, September 24, 2024; Quantix SCS, LLC, 1230 Harmon Avenue, Columbus, Ohio 43223 .

The Draft Permit(s) will be available for review between 7:30 A.M. and 4:00 P.M. Tuesday, September 3, 2024 through Friday, September 20, 2024 , at the City of Columbus Industrial Wastewater Pretreatment Office, 1250 Fairwood Avenue, Suite 186, Columbus, Ohio 43206. Written comments will be accepted during this period at the above address or via email at [Pretreatment@Columbus.gov](mailto:Pretreatment@Columbus.gov) <<mailto:Pretreatment@Columbus.gov>>. This Notice is made according to Columbus City Code Chapter 1145.44(C).

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**Legislation Number:** PN0263-2024

**Drafting Date:** 8/29/2024

**Version:** 1

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

**Matter Type:** Public Notice

**Notice/Advertisement Title:**City Council Zoning Agenda for September 9, 2024

**Contact Name:** Tiffany Friend

**Contact Telephone Number:** 614.645.2814  
**Contact Email Address:** tdfriend@columbus.gov

**REGULAR MEETING NO.46 OF CITY COUNCIL (ZONING), SEPTEMBER 9, 2024 AT 6:30 P.M. IN COUNCIL CHAMBERS.**

**ROLL CALL**

**READING AND DISPOSAL OF THE JOURNAL**

**EMERGENCY, POSTPONED AND 2ND READING OF 30 DAY LEGISLATION**

**ZONING: DORANS, CHR. HARDIN, VICE CHR. ALL MEMBERS**

**REZONINGS/AMENDMENTS**

**2009-2024** To rezone 4480 DESANTIS CT. (43214), being 3.33± acres located at the southwest corner of DeSantis Court and West Henderson Road, From: L-C-4, Limited Commercial District, To: AR-O, Apartment Office District (Rezoning #Z24-014).

**2312-2024** To rezone 2125 MARBLE CLIFF OFFICE PARK (43215), being 1.17± acres located on the southeast corner of Marble Cliff Office Park and Dublin Road, From: L-M, Limited Manufacturing District, To: L-M, Limited Manufacturing District (Rezoning #Z24-019).

**2321-2024** To rezone 494 ST. CLAIR AVE. (43203), being 1.07± acres located on the east side of St. Clair Avenue, 60± feet south of Old Leonard Avenue, From: CPD, Commercial Planned Development District and R-2F, Residential District, To: AR-O, Apartment Office District (Rezoning #Z23-010).

**2362-2024** To rezone 951 FREBIS AVE. (43206), being 0.40± acres located on the south side of Frebis Avenue; 50± feet east of Oakwood Avenue, From: C-4, Commercial District, To: CPD, Commercial Planned Development District (Rezoning #Z24-017).

**2366-2024** To rezone 115 HUTCHINSON AVE. (43235), being 2.5± acres located on the south side of Hutchinson Avenue, 150± feet west of High Cross Boulevard, From: CPD, Commercial Planned Development District, To: L-AR-O, Limited Apartment Office District (Rezoning #Z24-015).

**2368-2024** To rezone 278 S. GLENWOOD AVE. (43223), being 0.10± acres located on the east side of Glenwood Avenue, and 380 ± feet north of Sullivant Avenue, From: M, Manufacturing District, To: CPD, Commercial Planned Development District (Rezoning #Z24-021).

**2398-2024** To rezone 2283 SUNBURY RD. (43219), being 10.8± acres located on the west side of Sunbury Road, 490± feet north of Hillstone Street, From: R, Rural District, To: CPD, Commercial Planned Development District (Rezoning #Z16-089).

**VARIANCES**

**1659-2024** To grant a Variance from the provisions of Sections 3332.035, R-3, residential district; 3332.05(A)(4), Area district lot width requirements; 3332.13, R-3 area district requirements; and 3332.21, Building lines, of the Columbus City Codes; for the property located at 1286 KEY WEST AVE. (43219), to allow two-unit dwelling development with reduced standards in the R-3, residential district (Council Variance #CV24-038).

**1698-2024** To grant a Variance from the provisions of Sections 3332.037, R-2F residential district; 3312.49, Required parking; 3332.05(A)(4), Area district lot width requirements; 3332.14, R-2F area district requirements; and 3332.26(F), Minimum side yard permitted, of the Columbus City Codes; for the property located at 236 AVONDALE AVE. (43223), to allow a three-unit dwelling with reduced development standards in the R-2F, residential district (Council Variance

#CV24-030).

**1731-2024** To grant a Variance from the provisions of Sections 3332.037, R-2F residential district; 3312.49(C), Required parking; 3332.05(A)(4), Area district lot width requirements; 3332.14, R-2F area district requirements; 3332.21, Building lines; 3332.25, Maximum side yards required; and 3332.26, Minimum side yard permitted, of the Columbus City Codes; for the property located at 295 N. 21ST ST. (43203), to allow a three-unit dwelling with reduced development standards in the R-2F, Residential District (Council Variance #CV24-022).

**2010-2024** To grant a Variance from the provisions of Sections 3312.27, Parking setback line; 3333.18, Building lines; and 3333.255, Perimeter yard, of the Columbus City Codes; for the property located at 4480 DESANTIS CT. (43214), to allow reduced development standards for an apartment complex in the AR-O, Apartment Office District (Council Variance #CV24-042).

**2310-2024** To grant a Variance from the provisions of Sections 3332.039, R-4, residential district; 3312.49, Required parking; 3332.05(A)(4), Area district lot width requirements; 3332.15, R-4 area district requirements; 3332.19, Fronting; 3332.25(B), Maximum side yards required; and 3332.27, Rear yard, of the Columbus City Codes; for the property located at 574 SIEBERT ST. (43206), to allow two single-unit dwellings on one lot with reduced development standards in the R-4, Residential District (Council Variance #CV24-069).

**2311-2024** To grant a Variance from the provisions of Sections 3332.031, R-1, residential district; and 3312.49, Required parking, of the Columbus City Codes; for the property located at 2365 INNIS RD. (43224), to allow a commercial parking lot with increased parking in the R-1, Residential District (Council Variance #CV24-072).

**2313-2024** To grant a Variance from the provisions of Sections 3332.039, R-4, residential district; 3312.49, Required parking; 3332.25, Maximum side yard required; and 3332.26(C), Minimum side yard permitted, of the Columbus City Codes; for the property located at 2958 E. 11TH AVE. (43219), to allow a shared living facility with reduced development standards in the R-4, Residential District (Council Variance #CV24-077).

**2314-2024** To grant a Variance from the provisions of Sections 3332.035, R-3 residential district; 3312.25, Maneuvering; 3312.29, Parking space; 3332.13, R-3 area district requirements; and 3332.27, Rear yard, of the Columbus City Codes; for the property located at 37 ORCHARD LN. (43214), to allow two single-unit dwellings on one lot with reduced development standards in the R-3, Residential District (Council Variance #CV24-060).

**2322-2024** To grant a Variance from the provisions of Sections 3333.04, Permitted uses in AR-O apartment office district; 3312.49(C), Required parking; and 3333.18, Building lines, of the Columbus City Codes; for the property located at 494 ST. CLAIR AVE. (43203), to allow reduced development standards for an apartment building in the AR-O, Apartment Office District (Council Variance #CV24-054).

**2367-2024** To grant a Variance from the provisions of Sections 3312.09, Aisle; 3312.13, Driveway; 3312.25, Maneuvering; 3312.21, Landscaping and screening; 3312.49, Required parking; and 3333.255, Perimeter yard, of the Columbus City Codes; for the property located at 115 HUTCHINSON AVE. (43235), to allow reduced development standards for a multi-unit residential development in the L-AR-O, Apartment Office District (Council Variance #CV24-043).

## ADJOURNMENT

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**Legislation Number:** PN0282-2023

**Drafting Date:** 9/26/2023

**Version:** 1

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

**Matter Type:** Public Notice

**Notice/Advertisement Title:** City of Columbus Records Commission- Meeting Schedule 2024

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

**Contact Telephone Number:** 614-645-0845  
**Contact Email Address:** mlgoins-ransom@columbus.gov

**CITY OF COLUMBUS RECORDS COMMISSION MEETING SCHEDULE 2024:**

The regular meetings of the City of Columbus Records Commission for the calendar year 2024 are scheduled as follows:

**Monday, February 12, 2024**

**Monday, May 20, 2024**

**Monday, September 16, 2024**

Meetings will take place at: **City Hall, 90 West Broad Street, 2nd Floor, in the City Council Chambers. 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 Monique Goins-Ransom the City of Columbus Records Commission Coordinator at (614) 645-0845.

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**Legislation Number:** PN0302-2023

**Drafting Date:** 10/24/2023

**Version:** 1

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

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Columbus Art Commission 2024 Hearing and Application Schedule

**Contact Name:** Luis Teba

**Contact Telephone Number:** 614.645.8062 (o)

**Contact Email Address:** lfteba@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\*\***

([lfteba@columbus.gov](mailto:lfteba@columbus.gov))\*

December 21, 2023 January 17, 2024

January 24, 2024 February 21, 2024

February 22, 2024 March 20, 2024

March 21, 2024 April 17, 2024

April 18, 2024 May 15, 2024

May 22, 2024 June 19, 2024

June 20, 2024 July 17, 2024

July 24, 2024 August 21, 2024  
 August 22, 2024 September 18, 2024  
 September 19, 2024 October 16, 2024  
 October 23, 2024 November 20, 2024  
 November 21, 2024 December 18, 2024  
 December 19, 2024 January 15, 2025

Hearings are held in-person in room 204 at the Coleman Government Center, 111 N. High Street, Columbus, OH 43215 and the start time will be **4:00 PM**. All application materials should be submitted electronically. Hard copy submissions are no longer accepted.

\* If you have questions call 614.645.8062 (o).

\*\*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)

**Legislation Number:** PN0303-2023

**Drafting Date:** 10/24/2023

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

**Version:** 1

**Matter Type:** Public Notice

**Notice/Advertisement Title:** University Impact District Review Board 2024 Meeting Schedule

**Contact Name:** Stephanie Kensler

**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](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ ( <a href="mailto:uidrb@columbus.gov">uidrb@columbus.gov</a> )*	Business Meeting** (111 N. Front St. Rm. #205) 12:00pm	Regular Meeting** (111 N. Front St. Rm. #204) 4:00pm
December 29, 2023	January 11, 2024	January 25, 2024
January 26, 2024	February 8, 2024	February 22, 2024
March 1, 2024	March 14, 2024	March 28, 2024
March 29, 2024	April 11, 2024	April 25, 2024
April 26, 2024	May 9, 2024	May 23, 2024
May 31, 2024	June 13, 2024	June 27, 2024
June 28, 2024	July 11, 2024	July 25, 2024
July 26, 2024	August 8, 2024	August 22, 2022
August 30, 2024	September 12, 2024	September 26, 2024
September 27, 2024	October 10, 2024	October 24, 2024
October 25, 2024^	November 7, 2024^	November 18, 2024^
November 22, 2024^	December 5, 2024^	December 18, 2024^

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

^Date and location change due to holiday

^^NOTE: For application deadlines that fall within the same week as the regular meeting date, 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 the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

**Legislation Number:** PN0310-2023

**Drafting Date:** 11/3/2023

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

**Version:** 1

**Matter** Public Notice

**Type:**

**Notice/Advertisement Title:** Rocky Fork-Blacklick Accord (RFBA) 2024 Meeting Schedule

**Contact Name:** Shallie Pittman Granger

**Contact Telephone Number:** 614.645.9617

**Contact Email Address:** [stpittman-granger@columbus.gov](mailto:stpittman-granger@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 email [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^^                      RFBA Hearing Dates\*\*  
([planninginfo@columbus.gov](mailto:planninginfo@columbus.gov))                      (New Albany Village Hall)+

December 22, 2023	January 18, 2024
January 19, 2024	February 15, 2024
February 23, 2024	March 21, 2024
March 22, 2024	April 18, 2024
April 19, 2024	May 16, 2024
May 24, 2024	June 20, 2024
June 21, 2024	July 18, 2024
July 19, 2024	August 15, 2024
August 23, 2024	September 19, 2024
September 20, 2024	October 17, 2024
October 25, 2024	November 21, 2024
November 22, 2024	December 19, 2024
December 20, 2024	January 16, 2025

+ Meeting Location & Time: 99 W. Main St. | New Albany, OH 43054 at 4:00 PM.

\* 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) <<https://new.columbus.gov/Business-Development/Economic-Development/Planning>>.



^ Date change due to holiday.

^^ NOTE: For application deadlines that fall within the same week as the regular meeting date, 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 make any applicable revisions and apply for the July Hearing.) The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

**Legislation Number:** PN0311-2023

**Drafting Date:** 11/6/2023

**Version:** 1

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

**Matter:** Public Notice

**Type:**

**Notice/Advertisement Title:** Downtown Commission 2024 Meeting Schedule

**Contact Name:** Belkis Schoenhals

**Contact Telephone Number:** 614-645-6096

**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) * 4:00pm	Business Meeting** (111 N. Front St., Rm #205) 12:00pm	Regular Meeting** (111 N. Front St. Rm. #204) 8:30am
December 27, 2023^	January 9, 2024	January 23, 2024
January 30, 2024	February 13, 2024	February 27, 2024
February 28, 2024	March 12, 2024	March 26, 2024
March 27, 2024	April 9, 2024	April 23, 2024
April 30, 2024	May 14, 2024	May 28, 2024
May 29, 2024	June 11, 2024	June 25, 2024
June 26, 2024	July 9, 2024	July 23, 2024
July 30, 2024	August 13, 2024	August 27, 2024
August 28, 2024	September 10, 2024	September 24, 2024
September 25, 2024	October 8, 2024	October 22, 2024
October 29, 2024	November 12, 2024	November 26, 2024
November 27, 2024^	December 10, 2024	December 19, 2024^

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

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

^Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, 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 the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

**Legislation Number:** PN0320-2023

**Drafting Date:** 11/15/2023

**Version:** 1

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

**Matter Type:** Public Notice

**Notice/Advertisement Title:** East Franklinton Review Board 2024 Meeting Schedule

**Contact Name:** Nolan Harshaw

**Contact Telephone Number:** 614.645.1995

**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 at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

<b>Application Deadline<sup>^^</sup></b> (efrb@columbus.gov)	<b>Business Meeting<sup>**</sup></b> (111 N. Front St., Rm #204)	<b>Regular Meeting<sup>**</sup></b> (111 N. Front St. Rm. #204)
	12:00pm	3:00pm
December 28, 2023	January 10, 2024	January 24, 2024
February 1, 2024	February 14, 2024	February 28, 2024
February 29, 2024	March 13, 2024	March 27, 2024
March 28, 2024	April 10, 2024	April 24, 2024
April 25, 2024	May 8, 2024	May 22, 2024
May 30, 2024	June 12, 2024	June 26, 2024
June 27, 2024	July 10, 2024	July 24, 2024
August 1, 2024	August 14, 2024	August 28, 2024
August 29, 2024	September 11, 2024	September 25, 2024
September 26, 2024	October 9, 2024	October 23, 2024
October 24, 2024 <sup>^</sup>	November 13, 2024 <sup>^</sup>	November 20, 2024 <sup>^</sup>
November 21, 2024 <sup>^</sup>	December 4, 2024 <sup>^</sup>	December 18, 2024 <sup>^</sup>
December 26, 2024	January 8, 2025	January 22, 2025

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

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

<sup>^</sup> Date change due to holiday.

<sup>^^</sup> NOTE: For application deadlines that fall within the same week as the regular meeting date, 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 the grace period to make any applicable revisions and apply for the July Hearing.) The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

**Legislation Number:** PN0321-2023

**Drafting Date:** 11/15/2023

**Version:** 1

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

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Historic Resource Commission 2024 Meeting Schedule

**Contact Name:** Jacquelyn Meisel

**Contact Telephone Number:**

**Contact Email Address:** [HRC@columbus.gov](mailto: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](mailto:zdjones@columbus.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ <a href="mailto:HRC@columbus.gov">HRC@columbus.gov</a> * 4:00p.m.	Business Meeting Date** (111 N. Front St. Hearing Rm. 204) 12:00p.m.	Hearing Date** (111 N. Front St. Hearing earing HRm. 204) 4:00p.m.
December 22, 2023	January 4, 2024	January 18, 2024
January 19, 2024	February 1, 2024	February 15, 2024
February 23, 2024	March 7, 2024	March 21, 2024
March 22, 2024	April 4, 2024	April 18, 2024
April 19, 2024	May 2, 2024	May 16, 2024
May 24, 2024	June 6, 2024	June 20, 2024
June 21, 2024	^June 27, 2024	July 18, 2024
July 19, 2024	August 1, 2024	August 15, 2024
August 23, 2024	September 5, 2024	September 19, 2024
September 20, 2024	October 3, 2024	October 17, 2024
October 25, 2024	November 7, 2024	November 21, 2024
November 22, 2024	December 5, 2024	December 19, 2024
December 20, 2024	January 2, 2025	January 16, 2025

\* 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)

^Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, 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 the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

**Legislation Number:** PN0322-2023

**Drafting Date:** 11/16/2023

**Version:** 1

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

**Matter Type:** Public Notice

**Notice/Advertisement Title:** German Village Commission 2024 Meeting Schedule

**Contact Name:** Nicole Ursin

**Contact Telephone Number:**

**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 at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ ( <a href="mailto:GVC@columbus.gov">GVC@columbus.gov</a> )* 4:00p.m.	Business Meeting Date** (111 N. Front St. Hearing Rm. 205) 12:00p.m.	Hearing Date** (111 N. Front St. Hearing earing HRm. 204) 4:00p.m.
December 7, 2023	December 20, 2023	January 3, 2024
January 11, 2024	January 24, 2024	February 7, 2024
February 8, 2024	February 21, 2024	March 6, 2024
March 7, 2024	March 20, 2024	April 3, 2024
April 4, 2024	April 17, 2024	May 1, 2024
May 9, 2024	May 22, 2024	June 5, 2024
June 6, 2024	June 18, 2024^	July 3, 2024
July 11, 2024	July 24, 2024	August 7, 2024
August 8, 2024	August 21, 2024	September 4, 2024
September 5, 2024	September 18, 2024	October 2, 2024
October 10, 2024	October 23, 2024	November 6, 2024
November 7, 2024	November 20, 2024	December 4, 2024
December 5, 2024	December 18, 2024	January 2, 2025^

\* 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) <<http://www.columbus.gov/planning>>

^Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, 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 the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

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**Legislation Number:** PN0324-2023

**Drafting Date:** 11/16/2023

**Version:** 1

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

**Matter:** Public Notice

**Type:**

**Notice/Advertisement Title:** Brewery District Commission 2024 Meeting Schedule

**Contact Name:** Sophie Vogel

**Contact Telephone Number:**

**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. Hearing Rm. 204) 12:00p.m.	Hearing Date** (111 N Front St. Hearing Rm 204) 4:00p.m.
December 8, 2023	December 21, 2023	January 4, 2024
January 5, 2024	January 18, 2024	February 1, 2024
February 9, 2024	February 22, 2024	March 7, 2024
March 8, 2024	March 21, 2024	April 4, 2024
April 5, 2024	April 18, 2024	May 2, 2024
May 10, 2024	May 23, 2024	June 6, 2024
June 7, 2024	June 20, 2024	July 2, 2024^
July 3, 2024	July 18, 2024	August 1, 2024
August 9, 2024	August 22, 2024	September 5, 2024
September 6, 2024	September 19, 2024	October 3, 2024
October 11, 2024	October 24, 2024	November 7, 2024
November 8, 2024	November 21, 2024	December 5, 2024
December 6, 2024	December 19, 2024	January 2, 2025

\* 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.

^Date change due to holiday

NOTE: For application deadlines that fall within the same week as the regular meeting date, 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 the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

**Legislation Number:** PN0326-2023

**Drafting Date:** 11/16/2023

**Version:** 1

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

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Italian Village Commission 2024 Meeting Schedule

**Contact Name:** Morgan Graff

**Contact Telephone Number:** 614-654-3507

**Contact Email Address:** 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.

<b>Application Deadline<sup>^^</sup></b> <b>(<a href="mailto:IVC@columbus.gov">IVC@columbus.gov</a>)*</b>	<b>Business Meeting Date**</b> <b>(111 N. Front St. Hearing Rm. 204)</b>	<b>Hearing Date**</b> <b>(111 N. Front St. Hearing Rm. 204)</b>
4:00p.m.	12:00p.m.	<b>4:00p.m.</b>
December 13, 2023	December 26, 2023	January 9, 2024
January 17, 2024	January 30, 2024	February 13, 2024
February 14, 2024	February 27, 2024	March 12, 2024
March 13, 2024	March 26, 2024	April 9, 2024
April 17, 2024	April 30, 2024	May 14, 2024
May 15, 2024	May 28, 2024	June 11, 2024
June 12, 2024	June 25, 2024	July 9, 2024
July 17, 2024	July 30, 2024	August 13, 2024
August 14, 2024	August 27, 2024	September 10, 2024
September 11, 2024	September 24, 2024	October 8, 2024
October 16, 2024	October 29, 2024	November 12, 2024
November 13, 2024	November 26, 2024	December 10, 2024
December 18, 2024	December 31, 2024	January 14, 2025

\* 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)

<sup>^</sup>Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, 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

the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

**Legislation Number:** PN0327-2023

**Drafting Date:** 11/16/2023

**Version:** 1

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

**Matter:** Public Notice

**Type:**

**Notice/Advertisement Title:** Victorian Village Commission 2024 Meeting Schedule

**Contact Name:** Kimberly Barnard-Sheehy

**Contact Telephone Number:**

**Contact Email Address:** 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 at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

Application Deadline^^ (VVC@columbus.gov)* 4:00p.m.	Business Meeting Date** (111 N. Front St., 2nd Fl. Rm. 204) 12:00p.m.	Hearing Date** (111 N. Front St., 2nd Fl. Rm.204) 4:00p.m.
December 14, 2023	December 27, 2023	January 10, 2024
January 18, 2024	January 31, 2024	February 14, 2024
February 15, 2024	February 28, 2024	March 13, 2024
March 14, 2024	March 27, 2024	April 10, 2024
April 11, 2024	April 24, 2024	May 8, 2024
May 16, 2024	May 29, 2024	June 12, 2024
June 13, 2024	June 26, 2024	July 10, 2024
July 18, 2024	July 31, 2024	August 14, 2024
August 15, 2024	August 28, 2024	September 11, 2024
September 12, 2024	September 25, 2024	October 9, 2024
October 17, 2024	October 30, 2024	November 13, 2024
November 14, 2024	November 27, 2024	December 11, 2024
December 12, 2024	December 25, 2024 - CANCELED	January 8, 2025

\* 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 changed to 4:00 p.m. in July 2021.

^^Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, 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 the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.

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**Legislation Number:** PN0352-2023

**Drafting Date:** 12/7/2023

**Version:** 1

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

**Matter Type:** Public Notice

**Notice/Advertisement Title:** 2024 Civilian Police Review Board Regular Meetings

**Contact Name:** Stephanie Brock

**Contact Telephone Number:** 614-645-9633

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

**Civilian Police Review Board  
2024 Board Meetings**

***NOTICE OF REGULAR MEETINGS***

***CIVILIAN POLICE REVIEW BOARD***

The Civilian Police Review Board, appointed and organized under the Charter of the City of Columbus, Section 235.02 is empowered promulgate rules and regulations, in accordance with C.C.C. Section 121.05 to carry out its duties as provided for in the Charter and in this chapter. In addition, said Commission exercises certain powers and duties as specified in Sections 235.03 of the Columbus City Charter.

Please take notice that meetings of the Civilian Police Review Board will be held at 2:00p.m. on the following dates and locations (unless otherwise posted):

***Tuesday, January 9, 2024 - 141 North Front Street, 43215***

***Tuesday, February 6, 2024 - 111 North Front Street, 43215***

***Tuesday, March 5, 2024 - 111 North Front Street, 43215***

***Tuesday, April 2, 2024 - 111 North Front Street, 43215***

***Tuesday, May 7, 2024 - 111 North Front Street, 43215***

***Tuesday, June 4, 2024 - 111 North Front Street, 43215***

***Tuesday, July 2, 2024 - 111 North Front Street, 43215***

***Tuesday, August 6, 2024 - 111 North Front Street, 43215***



**Tuesday, September 10, 2024 - 141 North Front Street, 43215**

**Tuesday, October 1, 2024 - 111 North Front Street, 43215**

**Tuesday, November 5, 2024 - 111 North Front Street, 43215**

**Tuesday, December 3, 2024 - 111 North Front Street, 43215**

In the event no proper business exists the meeting may be cancelled without further notice. For further information you may contact the Board's Executive Assistant, Stephanie Brock. Telephone: (614-645-9601), or at Email: [Civilianreviewboard@columbus.gov](mailto:Civilianreviewboard@columbus.gov)

Brooke Burns, Chair  
Civilian Police Review Board

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**Legislation Number:** PN0353-2023

**Drafting Date:** 12/11/2023

**Version:** 1

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

**Matter Type:** Public Notice

**Notice/Advertisement Title:** Big Darby Accord Advisory Panel 2024 Meeting Schedule

**Contact Name:** Mosé Lattimore

**Contact Telephone Number:** 614-645-7526

**Contact Email Address:** [planninginfo@columbus.gov](mailto:planninginfo@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^^  
[planninginfo@columbus.gov](mailto:planninginfo@columbus.gov)\*

Hearing Date\*\*  
(Franklin County Courthouse)+  
1:30PM

December 12, 2023  
January 16, 2024  
February 13, 2024  
March 12, 2024  
April 16, 2024  
May 14, 2024  
June 11, 2024  
July 16, 2024  
August 13, 2024  
September 10, 2024  
October 15, 2024

January 9, 2024  
February 13, 2024  
March 12, 2024  
April 9, 2024  
May 14, 2024  
June 11, 2024  
July 9, 2024  
August 13, 2024  
September 10, 2024  
October 8, 2024  
November 12, 2024

November 12, 2024  
December 17, 2024

December 10, 2024  
January 14, 2025

+ Meeting location: Judicial Services Building (Hall of Justice) 369 South High Street, 1st floor, Commissioners Hearing Room, Columbus, OH 43215

\* 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)

^Date change due to holiday.

NOTE: For application deadlines that fall within the same week as the regular meeting date, 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 the grace period to make any applicable revisions and apply for the July Hearing.)

The grace period does not apply to months with additional weeks whereby the application deadline naturally falls at least one (1) week after the regular meeting.



# TREE TECHNICAL MANUAL



THE CITY OF  
**COLUMBUS**  
ANDREW J. GINTHER, MAYOR

RECREATION AND PARKS  
DEPARTMENT

May 2024

**Tree Technical Manual**

May 2024

The City of Columbus

Recreation and Parks Department's Forestry Section

1533 Alum Creek Industrial Drive West

Columbus, Ohio 43209

614-645-6640

[Forestry@columbus.gov](mailto:Forestry@columbus.gov)

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## Definitions

The following definitions are provided as a resource for the reader. Where a conflict exists between the definitions provided in this manual and those found in the City Code or the Construction and Materials Specifications (“CMS”), the City Code and CMS prevail.

**American National Standards Institute (ANSI).** A private, non-profit organization that administers and coordinates the U.S. voluntary standards and conformity assessment system.

**Bracing.** Structural support for a tree via installing a long, threaded rod through branches or stems where they are weak and likely to split.

**Cabling.** Structural support for a tree via installing a cable in the upper crown of a tree.

**Caliper\*.** The diameter of a tree that is measured at six inches (15 cm) above ground level for trees up to four-inch Caliper and 12 inches above ground level for larger sizes. This measurement is commonly used in the nursery industry to measure tree planting stock.

**Certified Arborist\*.** An individual trained in the art and science of planting, caring for, and maintaining trees that has been certified by the International Society of Arboriculture (ISA).

**Condition.** When used in reference to a tree, condition describes a tree’s overall health, structure, and form. It is used as part of tree assessment and appraisal and defined in the Guide for Plant Appraisal, 10<sup>th</sup> edition. The ratings (Good, Fair, Poor, Critical, Dead) are the standard used in arboriculture across the country, based on professional assessment by Certified Arborists or other Natural Resource Professionals.

**Contractor\*\*.** The individual, firm, partnership, or corporation contracting with the City for performance of prescribed work, acting directly or through a duly authorized representative and qualified under the requirements of the contract documents.

**Cost Approach Method.** A method used by professional tree and plant appraisers to appraise larger trees using the Trunk Formula Technique. This technique extrapolates costs to purchase the largest commonly available nursery tree relative to the size of the appraised tree.

**Critical Root Zone (CRZ)\*.** The area of soil extending from the tree trunk in which roots required for future tree health and survival are located. This area is defined as a circle with a minimum radius of 1.5 feet for every 1 inch in Diameter at Standard Height (DSH).

**Department.** When used without clarification, the Recreation and Parks Department of the City of Columbus.

**Diameter at Standard Height (DSH)\*.** The diameter of a tree measured at 4.5 feet above the existing grade.

**Director\*.** The director of the Recreation and Parks Department of the City of Columbus, or any representative the director so designates.

**Embankment Dam.** A water impounding structure constructed from excavated natural materials.

**Emergency Maintenance.** Emergency Maintenance projects include, but are not limited to, repairs to a failed sewer line or removing a fallen tree from a power line, and can often occur



after business hours. Emergency Maintenance projects must occur within three days of an issue arising for health or safety reasons.

**Fee-in-Lieu.** A mitigation option establishing a per tree inch replacement rate for payment into the Tree Fund.

**Forestry.** Staff of the Forestry Section of the Recreation and Parks Department of the City of Columbus.

**Forestry Permit.** A permit issued by Forestry to a Contractor conducting work on or otherwise impacting a Public Tree.

**Guying.** A support system to stabilize newly planted trees, via anchor stakes driven into the ground.

**Hearing Officer.** An objective, independent person who is knowledgeable about the arboricultural industry and urban forestry who the Department contracts to serve on an as-needed basis for appeals of notices of violations and denials of variance requests.

**Invasive Trees.** Trees designated as invasive by the Ohio Department of Agriculture in Rule 901:5-30-01 Invasive Plant Species.

**Landfill cap.** Containment technology forming a barrier between disposed waste and the surface.

**Maintained Landscape.** An area that receives services to maintain and preserve the natural assets such as turf, trees, and other plant material. This includes but is not limited to tree lawns, tree wells, medians, street islands, and maintained areas of parks.

**Naturalized Area.** An area that receives minimal maintenance and is intended to primarily serve as habitat and space for natural regeneration. This includes but is not limited to forests, streambanks, pollinator habitats, and ravines.

**Natural Resource Professional.** A landscape architect, Certified Arborist, horticulturalist, or other professional credentialed by an entity recognized by the Department as providing professional certification or accreditation.

**Nuisance Tree\*.** A tree that may negatively impact other trees, people, or structures. This would include, but is not limited to, trees that are diseased, infested, structurally unsound, known Invasive Trees, or trees on the prohibited species list maintained by the Department.

**Occupant\*.** The person or persons who are from time to time in possession of any house or other structure located on Private Property, or who are exercising dominion or control over any house or other structure located on Private Property.

**Park\*.** All city parks, parklands, or waterways, as well as all other areas out granted or under lease, license, written or concession agreement.

**Plan Review.** Any process that a project undergoes to receive review and approval of plans from the City of Columbus, including the Columbus Building and Zoning Services Departments' One Stop Shop, City capital plan developments, and Department of Public Services' Right-of-Way permits procedures.

**Private Property\*.** All real estate within the City of Columbus except real estate that is owned, leased, controlled or occupied by the United States government, state of Ohio, County governments, city of Columbus or any department or agency thereof.

**Property Owner\*.** Presumed to be any one or more of the following:

- (1) The Property Owner or owners in fee simple of a parcel of real estate including the life tenant or tenants, if any; or
- (2) The record owner or owners as reflected by the current records in the Franklin or applicable County auditor's office; or
- (3) The purchaser or purchasers of such real estate under any contract for the conditional sale thereof.

**Public Tree\*.** Any tree growing on land owned by the City including lands defined as “public place”, “public street”, or “park.”

**Public Tree Impact.** Any work conducted on a Public Tree or within its Critical Root Zone.

**Public Tree Inventory.** A GIS-based database maintained by Forestry with data on individual Public Trees, including DSH, species, and Condition.

**Public Tree Plan.** Plan sheet(s) required for any plan with Public Trees located in the Work Limits. The Public Tree Plan sheets must be included in any relevant plans along with the date the sheets were generated. The Public Tree Plan shows all existing Public Trees within the Work Limits, noting proposed tree protection measures, recommendations for removal or preservation, and any new trees to be replanted.

**Right-of-Way\*.** A general term denoting land, property, or the interest therein, usually in the configuration of a strip, acquired for or devoted to transportation purposes. Right of way includes the roadway, shoulders or berm, ditch and slopes extending to the right-of-way limits under the control of the federal, state, or local authority.

**Routine Maintenance.** Routine Maintenance projects include work like ongoing repairs to failing water lines, pruning trees away from power lines, or repairs to sewer manholes and are typically known about at least 14 days in advance.

**Tree.** When used by itself, means any woody plant which generally includes those having a single main stem which grows to a mature height of over ten (10) feet. Trees include both deciduous and evergreen species.

**Surgery.** The repair of damaged trees, including activities such as the removal of broken, dead, or diseased branches and the installation of support systems.

**Tree Appraisal.** An objective, unbiased estimate of the value of a tree. (See Appendix D for example).

**Tree Canopy.** The layer of leaves, branches, and stems of trees that cover the ground when viewed from above.

**Tree Fund.** A City of Columbus trust fund, previously known as the Plant Material Fund, that receives deposits from the sale of wood or wood products from the maintenance or removal of trees, or funds generated from the reimbursement of damages for the injury or destruction of Public Trees.

**Tree Mitigation.** Replanting, payment into the Tree Fund, or a combination of both that is required when a Public Tree is removed.

**Tree Protection Zone (TPZ)\*.** The portion of the Critical Root Zone that must be protected during construction, as set forth in rules and regulations promulgated by the Director.

**Tree Tagging.** Placing an aluminum, numbered tag with an aluminum nail to a tree in order to label field-located trees on the Public Tree Plan.

**Tree Well.** An opening or cut-out area within a sidewalk where a tree may be planted.

**Trunk Formula Technique.** This technique extrapolates costs to purchase the largest commonly available nursery tree relative to the size of the appraised tree.

**Volunteer Tree.** A tree that grows on its own and was not intentionally planted.

**Work Limits\*\*.** The farthest limits of the Contractor's responsibility on a project, including all temporary and incidental construction, with the exception of work zone traffic control devices required for maintenance of traffic.

*\* Defined in Chapter 912 of Columbus City Code.*

*\*\* Defined in the City of Columbus Construction Manual and Specifications.*

# Section 1: Introduction

## 1.1 How to Use This Manual

This manual has been developed by the Department to aid other City departments, construction professionals and Property Owners in meeting the standards of care required for Public Trees.

**Columbus City Code Chapter 912: Trees and Shrubs** dictates and directs the standards of care for Public Trees. This manual has been promulgated as rules and regulations of the Director, as provided for by the authority conferred in Chapter 912.

Many other City Codes also require a standard of care in regards to Public Trees. These include:

- Columbus City Code Chapter 905.06 --Sidewalk, shared-use path and driveway entrance maintenance and repair
- Columbus City Code Chapter 4307.23 - Parks, school sites, playgrounds, and street trees
- Columbus City Code Chapter 3321.07 – Landscaping
- Columbus City Code Chapter 3372.707 - Landscaping and screening

All of these Code Sections are in place to ensure and promote preservation of the existing Tree Canopy cover within the City of Columbus.

This manual is designed to clarify tree preservation, installation, and maintenance requirements called for in the Columbus City Codes. These standards are based on best management practices (BMPs), which are widely accepted practices and standards used by industry professionals based on the best available research. The Department will periodically review and revise this manual as necessary, with opportunity for comment by other City departments.

### Timing of Effectiveness

The provisions of this manual will be in full force and effect for:

1. Projects occurring outside Plan Review (as defined in Section 3.3) that occur on or after August 1, 2024.
2. Projects undergoing Plan Review (as defined in Section 3.2) if:
  - The plan for a public project (CIP/3P/UIRF/DOW/DOP/DOSD) has not yet submitted the first plan submission for review by August 1, 2024.
  - A private project has not yet submitted a final site compliance plan, a stormwater management and sanitary sewer plan ("CC"), or a street construction plan ("E") OR has not yet had a preliminary site engineering meeting by August 1, 2024.
  - A project with previously signed plans has not been initiated by August 1, 2027 OR 12 months from final site compliance plan approval, whichever comes first.

Previous Tree Mitigation and protection requirements under the 2015 Executive Order will apply to public and private projects that have submitted for first review of final site compliance, CC (stormwater management and sanitary sewer) plan, or E (street construction) plan; or private projects that have held a preliminary site compliance meeting, or have previously signed plans by August 1, 2024.

## 1.2 Why Columbus Needs Trees

Public Trees are critical to Columbus residents' quality of life. Located along streets and in parks, these trees shade our sidewalks, filter our air and water, and store carbon. Trees in the urban environment, however, face a variety of environmental and physical stresses including pedestrian and vehicular traffic, soil compaction, road salt, air pollution, and drought.

The 2021 Columbus Urban Forestry Master Plan set **three goals for Columbus' urban forest**. First, as a long-term goal, Columbus is aiming for **a future Tree Canopy of 40%** by 2050. In the shorter term (by 2030), Columbus is striving to **stop net loss of Tree Canopy** while **prioritizing investments in equitable canopy**. All three goals are critical to achieving our vision for Columbus' urban forest. This manual, and the best practices contained within, plays an important role in advancing these goals.

## 1.3 Care of Columbus' Public Trees

All trees planted on the public right-of-way, in parks or on other City-owned property are under the jurisdiction of the Department as property of the City of Columbus and are protected by Columbus City Code Chapter 912. This manual does not apply to City-owned utility easements on Private Property.

**About City Street Tree Planting.** Forestry plants on average 3,000-4,000 street trees per year. These new street trees are planted to replace the trees removed because they are dead, dying, or hazardous—on average 1,500 trees per year. The new street trees fill vacant sites, in furtherance of Urban Forestry Master Plan goals.

## 1.4 How to Determine if a Tree is a Public Tree

A Public Tree is any tree located on property owned by the City of Columbus, which includes parks, right-of-way, and other City-owned land. If you are unsure whether a tree is a Public Tree, please contact Forestry through 311, at 614-645-6640 or at [Forestry@columbus.gov](mailto:Forestry@columbus.gov).

**Trees Growing On Property Lines.** The ownership of trees growing on the boundary line between Private Property and City of Columbus property is determined by the location of the majority of the trunk, to be determined as follows:

- Measure trunk diameter at 54 inches from the ground level, defined as Diameter at Standard Height (DSH)
- If the majority of the trunk is located on City property, the City of Columbus is responsible for the maintenance of the tree. Otherwise, the tree is the responsibility of the private landowner.

## 1.5 Questions

For questions on any of the processes or standards in this manual, contact Forestry via 311, at 614-645-6640 or [Forestry@columbus.gov](mailto:Forestry@columbus.gov).

## **1.6 Penalties and Violations**

Penalties for not obtaining a Forestry Permit, or for violations against any of the standards detailed in this manual, are subject to legal action by the City as provided for in City Codes Section 912.99.

## Section 2: Impact of Construction on Trees

Trees are critical city infrastructure and need to be protected from injury to ensure they reach maturity thereby providing the most services to the community. Construction near trees can impact a tree's health through damage to a tree's root structure, trunk, and crown. Typical negative impacts that may occur during construction include:

- mechanical injury to roots, trunk, or branches
- compaction of soil, which degrades functioning roots, inhibits new root growth, and restricts drainage
- changes in existing grade that can cut or suffocate roots
- raising or lowering the water table
- microclimate change, exposing sheltered trees to sun or wind
- sterile soil conditions, associated with stripping off topsoil.

Basic information on the impacts to roots, trunk and canopy are described below. This is provided to aid in understanding of the tree protection requirements found throughout this manual.

Urban environments are often constrained, especially in the Right-of-Way, and trees can come in conflict with other types of infrastructure. Recommended design strategies to consider to alleviate this conflict are described in Appendix F.

### 2.1 Root Damage & Tree Protection Zones

Tree roots are concentrated in the top 18 inches of soil and spread two to three times the width of the total Tree Canopy (Figure 1). Tree root damage is commonly associated with excavation and grade changes and can occur during improper excavation, opening wounds for disease and decay to begin. Fine roots are lost during topsoil removal, stressing trees. Additionally, structural support is lost by trenching too close to major roots, creating the possibility of total tree failure. Finally, bruising or crushing of roots by heavy equipment (creating soil compaction conditions) also occurs which can further stress a tree, even if not apparent above ground.



Figure 1. A proportionally accurate depiction of a root span, trunk, and canopy of a tree. Note that roots are shallow and span well beyond the dripline of the tree canopy. Image source: Wrocław University of Environmental and Life Sciences

Soil containing roots are one of the primary areas to protect during construction. Two concepts must be considered for tree protection in construction:

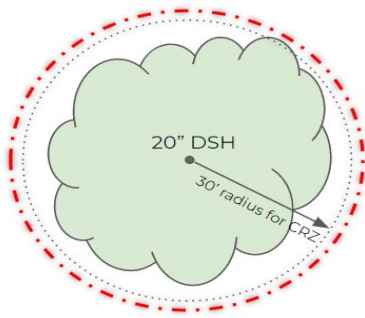
**2.1a Critical Root Zone (CRZ)** is the area of soil extending from the tree trunk in which roots required for future tree health and survival are located. This area can also be defined as a circle with a minimum radius of 1.5 feet for every 1 inch in trunk diameter at 4.5' (54") above ground,

known as Diameter at Standard Height (DSH). No activity, whether construction or maintenance, should impact a Public Tree’s CRZ without Forestry’s prior approval.

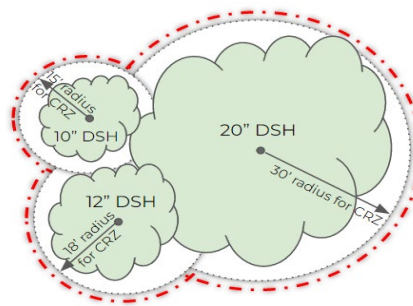
Tree Diameter (DSH)	Multiplier	Resulting <u>Radius</u> of CRZ from trunk
4 inches	1.5	6 feet
8 inches	1.5	12 feet
20 inches	1.5	30 feet
40 inches	1.5	60 feet

**2.1b Tree Protection Zone (TPZ)** is the portion of the Critical Root Zone that must be protected during construction. The TPZ can be the outline of a single tree’s Critical Root Zone (CRZ), or a combined set of CRZ areas, or in the case of street trees, the outline of a tree well or planter strip, as shown in the diagrams below. The TPZ must be protected during construction (described in more detail in Section 6). See Figure 2 for examples of TPZ and CRZ in different scenarios.

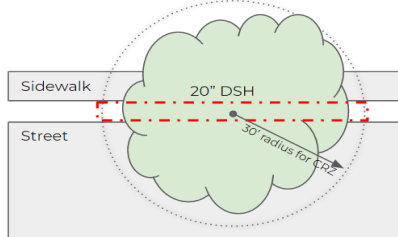
**Single Tree in Open Space Setting**  
TPZ and CRZ are the same.



**Multiple Trees in Open Space Setting**  
TPZ is a combination of all CRZs.



**Street Tree in Tree Lawn**  
TPZ is the exposed areas (soil and roots not under concrete) of the CRZ on public



..... CRZ  
 TPZ Fenced Area

Figure 2. Examples of Tree Protection Zones (TPZ) and Critical Root Zones (CRZ) in multiple scenarios.

## 2.2 Trunk Damage

Careless movement of construction equipment and storage of building materials often cause wounds to tree trunks and root collars. Wounds in a tree’s bark create entry points for disease.



A healthy tree is capable of sealing off small wounds and localizing injury. However, stressed trees are not able to easily seal the damaged area, especially if the wound is large. See examples of trunk damage in Figures 3 and 4, below.



Figure 3: Trunk damage from nearby construction activities. Image courtesy of Eli Morgan.



Figure 4: Beech tree in Beechwold Nature Preserve with trunk damage from nearby construction. Truck parked in CRZ is also compacting soil and roots.

### 2.3 Crown and Branch Damage

Damage to the crown, or the branches of a tree, can happen in a number of ways. Breaks and scrapes during site clearing and improper pruning that leaves branch stubs create entry points for disease and decay. Losing a substantial amount of leaves will stress the tree because it can no longer produce enough energy.

## Section 3: Forestry Permits

A permit is required from Forestry in order to impact a Public Tree. Impacting a Public Tree means conducting any work on a Public Tree or within its CRZ. This includes, but is not limited to, cutting above or below the ground, cutting of roots, planting, tree removal, stump grinding, spraying, fertilizing, bracing, cabling, pruning, or any kind of Surgery work on the tree, as well as any intrusion in the CRZ (see prohibited activities listed in Section 6.1a).

While all projects that impact a Public Tree require a Forestry Permit, the requirements to receive a permit varies depending on the type of proposed project:

- projects that go through City of Columbus Plan Review, or
- projects that occur outside of City Plan Review.

More information about the City of Columbus' One Stop Shop process can be found here: <https://www.columbus.gov/bzs/building-plan-review/Plan-Review/>

More information about the City of Columbus' Right-of-Way Permit process can be found here: <https://new.columbus.gov/Business-Development/Get-a-Permit/Get-a-Right-of-Way-Permit>

### 3.1 Forestry Staff Involvement

Forestry staff shall be involved in any project that has Public Trees within its Work Limits. Contact Forestry 614-645-6640 or at [Forestry@columbus.gov](mailto:Forestry@columbus.gov).

Forestry staff involvement includes:

- Invitation to pre-design and preconstruction meetings
- Notification of project start dates
- Opportunity to verify site conditions
- Inspection of tree installations and tree protection measures
- Final inspection walk-throughs and project close-out
- Monitoring one-year warranty periods of newly planted trees and preserved trees

**For all Public Tree plantings**, Forestry staff must approve the Public Tree Plan and proposed tree species, quantities, locations, and plant material. Note that if the plantings are not required as part of mitigation, no inspection fees are incurred. (See Section 7 for tree planting standards).

**For tree protection**, Forestry staff must approve proposed tree protection measures for Public Trees within Work Limits, either as a condition of the Public Tree Plan or the permit. Note that no inspection fees are incurred for tree protection (see Section 6 for tree protection standards).

**For Tree Mitigation (replacements or Fee-in-Lieu)**, Forestry staff must approve proposed mitigation for tree removals resulting in Fee-in-Lieu, replantings, or both (described in Section 5). Note that mitigation replantings require an additional fee to cover site inspections (see Section 5.5).

**Inspection Timelines.** Typical Forestry response times are inspections within two weeks for planned work, within 72 hours for modifications, and within 24 hours for emergency work.

## 3.2 Projects Undergoing Plan Review

Any projects processed through City of Columbus Plan Review that propose impacting Public Trees must receive a Forestry Permit after receiving approval via a signature from a Department plan reviewer on the entire plan set. This includes plans processed via the Columbus Building and Zoning Departments' One Stop Shop, City capital plans, and Department of Public Services' Right-of-Way permits. Tree Mitigation (detailed in Section 5) applies to any tree removals resulting from these projects.

For each project:

- Plans must include a Public Tree Plan (see Section 4) approved by Forestry before the Department will approve the plans.
- Project owners must apply for a Forestry Permit after plan approval.
- The project owner must pay all applicable mitigation fees (see Section 5.3), including the inspection fee (see Section 5.5) if mitigation replantings are proposed, before the Forestry Permit can be issued.
- Forestry staff should be involved (as described throughout Section 3.1) throughout the course of the project.

## 3.3 Projects Occurring Outside Plan Review

Projects that happen outside of the Plan Review process include Routine Maintenance by City departments and utilities, as well as Emergency Maintenance.

### 3.3a: Routine Maintenance by City Departments or Private Utilities

Routine Maintenance projects can include work like regular or ongoing repairs to failing water lines, pruning trees away from power lines, or repairs to sewer manholes.

To streamline workflow, City departments or private utilities may obtain an annual permit from Forestry, as advance permission to conduct necessary Routine Maintenance that impacts Public Trees. If a Routine Maintenance project is not known 14 days in advance, the permit holder must notify Forestry as soon as possible before the work is to take place. The Forestry Permit can contain provisions for both Routine and Emergency Maintenance projects.

If an annual Forestry Permit is valid and current, site-specific Public Tree Plans are not required for Routine Maintenance projects. In these cases, Forestry will serve as the required Natural Resource Professional and will conduct inspections on the Public Trees that will be impacted as a result of the proposed work.

As a condition of this permit, the permit holder agrees to contact Forestry a minimum of 14 days prior to the proposed date of work, including all necessary information on the location and need for the Public Tree Impact, so that Forestry staff can inspect the project site. Forestry staff will guide necessary tree protection and inspect to ensure tree protection is occurring according to set specifications.

Tree Mitigation (replacement or Fee-in-Lieu, detailed in Section 5) applies to any tree removals resulting from Routine Maintenance, on a schedule communicated by Forestry to the permit holder.

### **3.3b: Emergency Maintenance by City Departments or Private Utilities**

Emergency Maintenance projects include repairs such as to a failed sewer line or the removal of a fallen tree from a power line that can occur after business hours. For the purposes of this manual, Emergency Maintenance consists of projects that must occur within three days of an incident due to health or safety reasons.

To streamline workflow, City departments or private utilities may obtain an annual permit from Forestry, as advance permission to conduct necessary Emergency Maintenance that impacts Public Trees. The Forestry Permit can contain provisions for both Routine and Emergency Maintenance projects.

If an annual Forestry Permit is valid and current, site-specific Public Tree Plans are not required for Emergency Maintenance projects. In these cases, Forestry will serve as the required Natural Resource Professional and will conduct inspections on the Public Trees that were impacted as a result of the emergency work.

As a condition of this permit, the permit holder agrees to share tree-specific information with Forestry, including the date of work, location and nature of work, tree ID from City Public Tree Inventory, and size (DSH). This information shall be communicated quarterly to Forestry.

Tree Mitigation (replacement or Fee-in-Lieu, detailed in Section 5) applies to any tree removals resulting from Emergency Maintenance and should occur on a schedule communicated by Forestry to the permit holder.

### **3.3c: Maintenance by Property Owners on Private Property that Impacts Public Trees**

Private Property maintenance projects that could have a potential negative impact on a Public Tree, such as a repair to a water or sewer line, sidewalk, or driveway, must receive a no-cost permit in advance from Forestry.

If the repair must be done immediately because it is a health or safety emergency, the Property Owner may apply for the permit after the work is completed. In the case of Emergency Maintenance, Property Owners must apply for a Forestry Permit within 10 business days of the repair. Property Owners should notify Forestry as soon as an emergency impacts a Public Tree.

Mitigation will be required in accordance with Section 5.4g.

### **3.3d Property Owner Requesting to Conduct Work on a Public Tree**

Other activity by adjacent Property Owners that will require a permit include tree planting, removal, pruning, or any other work within the CRZ of a Public Tree.

The Property Owner must hire a Certified Arborist, who will in turn apply for the Forestry Permit. After an application is received from the Certified Arborist, a Forestry arborist will review the application and inspect the tree and/or site to determine approval or denial of the request. If approved, the Forestry Permit will detail the type and method of work along with a set of conditions and specifications that shall be adhered to.

To inquire about obtaining a permit, contact the City 311 Service Center at 614-645-3111, visit [311.columbus.gov](http://311.columbus.gov), or contact Forestry at 614-645-6640 or at [Forestry@columbus.gov](mailto:Forestry@columbus.gov).

### 3.4 Variances

The City recognizes that there may be individual projects involving special or unusual challenges such that strict adherence to the Manual will result in an undue hardship. An applicant may apply for a variance with regard to any requirement of this manual pursuant to the following terms.

#### 3.4a Standard for Granting a Variance

All applicants must make a good faith effort to comply with the Manual. The good faith effort requires, at a minimum, developing a Public Tree Plan that is in compliance with the Manual if the project undergoes Plan Review. If the project does not undergo Plan Review, a Public Tree Plan is not required. The Department recognizes that there are special circumstances related to individual site conditions that may make compliance with the Manual an undue hardship. If such conditions exist, the applicant may pursue a variance.

#### 3.4b Process to Request a Variance

To obtain a variance for a project undergoing Plan Review, the applicant must submit two site development plans: one that demonstrates full compliance, one that is the preferred alternative, and a narrative describing how and why full compliance is an undue hardship.

To obtain a variance for a project outside Plan Review, the applicant must only provide the narrative.

The application narrative should support determining that the full compliance alternative is impracticable. Such information can include but is not limited to technical challenges of meeting the requirements of the Manual and projected loss of revenue.

A request for a variance from this Manual must be submitted in writing to Forestry; applicants may submit via email to [Forestry@columbus.gov](mailto:Forestry@columbus.gov) and include their site development plans and request application narrative.

#### 3.4c Review Process for Variances

The request will be reviewed by Forestry staff and may involve a field visit to inspect the specific site. Forestry staff will recommend the application be approved or denied to the City Forester. The City Forester will act on the staff recommendation within 10 business days of receiving it and relay the decision to the applicant in writing. If the applicant is adversely affected by the decision, they may appeal as provided for in Section 3.6.

### 3.5 Notice of Violation for Private Nuisance Trees

The issuance of notices of violation for private Nuisance Trees will follow City Codes Section 912.09.

#### 3.5a Private Nuisance Trees

It shall be unlawful for any Property Owner to permit to stand on the owner's property any tree, shrub, or plant material that has been deemed a public nuisance without promptly abating the nuisance. A tree, shrub, or plant material may be deemed a public nuisance when the Director finds any one of the following conditions to exist:

- (A) any portion interferes or has the potential to interfere with any public street, park, or public place.
- (B) any portion restricts the flow of pedestrian or vehicular traffic or visibility of any public street, park, or public place.
- (C) any portion obstructs the view of any streetlight, traffic control device, traffic control signal, or public street intersection.
- (D) it is sufficiently damaged, diseased, disfigured, or constitutes a risk to the public or to other trees, shrubs, and plant material on public property.

### **3.5b Private Nuisance Tree Emergencies**

In the event that a private Nuisance Tree is causing an immediate health or safety emergency, such as a vision obstruction blocking a stop sign, Forestry may abate the issue within the public right-of-way. In many cases, this means pruning the obstructing branch back to the property line. Forestry then documents the work done by leaving a door hanger at the property. If an issue remains that can only be addressed by entering Private Property, the Director may refer the issue to the City of Columbus Code Enforcement Division of the Building & Zoning Services Department.

### **3.5c Notice of Violation**

If it is determined by the Director that a nuisance condition exists, then the Director may give notice of a violation to the owner or occupant of the Private Property. Such notice shall:

- (1) Be in writing.
- (2) Include a reference to the Section of Code that has been violated.
- (3) Inform the owner that the nuisance must be abated, the method of abatement/corrective action, and deadline to complete abatement activity allowing reasonable time for the performance of any act it requires.
- (4) Provide notice that Forestry will perform abatement activities if not conducted by the owner to the satisfaction of the Department or by the deadline.
- (5) Include a method to appeal.
- (6) Be served by any one of the following methods:
  - (a) Personal service; or
  - (b) Certified mail; or
  - (c) Residential service; or
  - (d) Publication; or
  - (e) Regular mail service to an address that is reasonably believed to be either a place of residence or a location at which the owner regularly receives mail; or
  - (f) Posting the notice of violation on or in the property, except that if a structure is vacant, then the notice shall be posted on the structure and one of the above methods of service shall also be used.

### **3.6 Appeals**

Notices of violation for Private Property Nuisance Trees and denials of variance requests may be appealed in writing to a Hearing Officer.

#### **3.6a Selection of a Hearing Officer**

The Department shall contract with an objective, independent person who is knowledgeable about the arboricultural industry and urban forestry to serve as the Hearing Officer on an as-needed basis for appeals of notices of violations and denials of variance requests pertinent to this Manual.

#### **3.6b Appeal of Notice of Violation**

A notice of violation for a private Nuisance Tree may be appealed to a Hearing Officer by the filing of a notice of appeal with the department within fifteen (15) days of service of the notice of violation.

#### **3.6c Appeal of Denial of Variance Request**

The denial of a variance request may be appealed to a Hearing Officer by the filing of a notice of appeal with the department within fifteen (15) days of service of the notice of denial.

#### **3.6d Hearing of Appeals**

Upon the filing of a timely notice of appeal, the Hearing Officer shall conduct a hearing on the appeal within forty-five (45) days unless a continuance is requested by either party and granted by the Hearing Officer. At such hearing, the burden shall be on the Director to prove by a preponderance of substantial, reliable, and probative evidence to support the denial of the variance or that the tree, shrub, or plant material identified in the notice of violation is a public nuisance. The Hearing Officer shall render its decision in writing, including findings of fact and conclusions of law, within five (5) days of the date of the hearing. The decision of the Hearing Officer may reverse, modify, or affirm the order and action of the Director.

#### **3.6e Appeals of Hearing Officer Decision**

Decisions of the Hearing Officer issued pursuant to this section may be appealed to the environmental division of the Franklin County Municipal Court pursuant to Ohio Revised Code Chapter 2506.

## Section 4: Public Tree Plan

The Public Tree Plan is a plan sheet(s) that is required for any plan with Public Trees located in the Work Limits. The Public Tree Plan sheets must be included in any relevant plans along with the date they were generated. The Public Tree Plan shows all existing Public Trees within the Work Limits, noting proposed tree protection measures, recommendations for removal or preservation, and any new trees to be replanted. All tree information should be collected by a Natural Resource Professional and recorded on the site plan and in a data table, including the mitigation fees to be paid (if applicable).

The Public Tree Plan will be used during a project's design phase and will ensure the accuracy of any Fees-in-Lieu or inspection fees that will be incurred. It will also be used to conduct on-site inspections throughout the project.

### 4.1 Natural Resource Professional Required

Tree information on a Public Tree Plan must be provided by a Natural Resource Professional. If a project owner proposes a professional outside of the professional categories in the definition who the project owner feels is qualified to collect this information, Forestry must approve.

In the case of small-scale projects that have six (6) or less Public Trees within Work Limits, Forestry staff will serve as the Natural Resource Professional.

### 4.2 Elements of the Public Tree Plan

A Public Tree Plan must include three elements: a general notes page, a site plan, and corresponding tree data tables. If no Public Trees are located in the project's Work Limits, a note must be added to the plan set indicating this.

#### 4.2a General Notes and Standard Drawings

All Public Tree Plans must include a standard page showing general notes, tree protection and tree planting details, and a legend for the site plan.

#### 4.2b Site Plan

The site plan information may be included on another plan sheet, such as a landscaping plan, if it is legible and complete. It is up to the project owner's discretion if the information may be shown on another plan sheet or if it should be placed on its own sheet.

#### About the City of Columbus Public Tree Inventory

The City of Columbus maintains a GIS-based inventory of all existing street trees. This inventory is publicly available and shall serve as a resource for location and species of street trees. The inventory data do not take the place of a natural resources professional surveying the trees in the field, but the inventory should be consulted and represented

The site plan must be drawn to scale and include the following:

- Natural Resource Professional contact information.
- Work Limits (boundaries of construction work, proposed grade changes if applicable and cross-sections).
- Location of existing and/or proposed utilities.
- All Public Trees growing within Work Limits, labeled with a Public Tree Inventory number OR a Tree Tag number. If the Public Tree is already geolocated in the Public Tree



Inventory, use the number assigned to the asset. If the trees are not yet geolocated in the Public Tree Inventory, Tree Tagging is required and the number from the tags should be listed on the plan. The tree tag number comes from field tagging work, which requires geolocation (mapping) and physically tagged trees in the field by the Natural Resource Professional.

- Outline of the Tree Protection Zone (location and detail, per Section 2.1).
- Trees proposed for removal are marked with an X.
- Location of proposed replacement trees (with an ID number), taking into account spacing requirements in Section 7.6.
- Data table (see below).

#### 4.2c Data Tables

Up to three (3) corresponding data tables provide further details on the trees, mitigation efforts, and preservation measures. All data must be collected by the Natural Resource Professional.

##### Table 1 - Existing Tree Data Table

Must include:

- Protected and removed trees
- Tree tag number if tree is not in Public Tree Inventory, corresponding to site plan OR Columbus Public Tree Inventory ID number if available (see inset)
- Botanical name
- Common name
- Diameter at Standard Height (DSH)
- Condition (good, fair, poor, dead )
- Critical Root Zone (CRZ)
- Action (Do not disturb, To be removed, etc.)
- Mitigation required (Y/N)
- Other notes (including reason for removal)
- Item 1: Total Removed Inches
- Item 2: Total Inches to be Mitigated

##### Table 2 - Proposed Tree Data Table

Must include:

- Key (corresponding to species label on site plan)
- Quantity
- Size
- Botanical name
- Common name
- Stock (B&B, container, bare root)
- Total inches by species
- Sheet number where tree is located on a site plan
- Total number of trees to be planted
- Item 2: Total Inches to be Mitigated
- Item 3: Total Inches Provided
- Tree Fund Payment (Item 2 - Item 3 \* \$260/inch)

##### Table 3 - Standard Pay Items

- CMS Item Number (see Appendix E for references to CMS Items)
- Item Description
- Unit
- Quantity
- Sheet Number

### **4.3 Suggested Steps to Create a Public Tree Plan**

To create a Public Tree Plan, the following steps are suggested for the Natural Resource Professional to follow:

1. Consult the Columbus Public Tree Inventory to determine if Public Trees are already inventoried (contact Forestry for data at [Forestry@columbus.gov](mailto:Forestry@columbus.gov)).
2. Inspect, inventory, and tag (if not inventoried) the Public Trees on site that are within Work Limits.
3. Recommend removal or preservation for each tree (on site plan and in table).
4. Recommend tree protection measures for each preserved tree, in accordance with this Manual (on site plan and in table).

## Section 5: Tree Mitigation

Because of the value of trees in Columbus, and in an effort to achieve City urban forestry goals, the City of Columbus takes removal of Public Trees seriously. For this reason, if a removal is approved, steps will be required to make up for the loss of that tree – a practice that is termed **Tree Mitigation**.

Mitigation can take the form of replanting, payment into the Tree Fund, or a combination of both.

The preference of the City is to replant on site. If it is not possible to replant on site due to site limitations, planting at other approved locations on public property, Fee-in-Lieu, or a combination of both are possible with the approval of Forestry.

Tree Mitigation required in Chapter 912 and detailed in this manual is intended to be a floor, not a ceiling. This manual does not preclude other City departments from imposing more stringent requirements than those detailed here.

In addition to the cost to replant trees for mitigation, there are additional fees associated with any replanting, set by Forestry to account for multiple inspections that must occur throughout the project (see Section 5.5).

Regardless of mitigation requirements, a permit is always required to impact a Public Tree.

### 5.1 Determination of Mitigation Requirements

The Public Tree Plan must include suggested mitigation. However, as part of the approval process, Forestry staff provide the final determination of the required mitigation. This will occur through the permitting process (see Section 3), with the goal of maintaining and growing Columbus' Tree Canopy (see Section 1).

There are some adjustments to mitigation rates for specific situations, including Invasive Trees, trees in Parks, large-scale projects and more. These are detailed in Section 5.4.

### 5.2 Tree Replacement Rate of Inch-for-Inch

If replacement mitigation is required, the rate of tree replacement will be inch for inch, meaning the number of replacement trees' Caliper inches shall collectively add up to the total DSH trunk inches of the tree(s) removed.

#### Examples of Tree Replacement Quantities:

1. A red maple street tree that will be removed has a DSH of 4 inches. The replacement tree will be four inches in diameter, so one four-inch tree is sufficient mitigation for the removed tree. Two two-inch Caliper trees would also be appropriate replacements.
2. A pin oak tree to be removed in a park has a DSH of 21 inches. The replacement trees will be two inches in diameter, so 11 trees must be planted to replace the original pin oak.
3. An invasive Callery pear growing in a tree pit that will be impacted by a construction project has a DSH of 12 inches. Because it is an Invasive Tree growing in a maintained landscape area, it will be mitigated for half of its inches. Three two-inch

Caliper trees will mitigate the removed tree. See Section 5.4c on Invasive Tree Mitigation.

4. An Invasive Tree-of-heaven growing in a city-owned forest has a DSH of 18 inches. Because it is in a naturalized area and is invasive, its removal does not require tree replacement. See Section 5.4c on Invasive Tree Mitigation.

Note the following additional replacement requirements:

- **Size Minimum.** Replacement trees are to be a minimum of two inches in Caliper or larger at the time of installation.
- **Species Selection.** All replacement trees shall be selected from the most recently approved Recommended Street Tree List (see Appendix B), or otherwise approved by Forestry. Species shall factor in planting site dimensions (see Section 7.6). Selection of species will also take into account efforts to improve tree species diversity based on other species in place in the surrounding area, following the 10-20-30 Rule. The 10-20-30 Rule is a guideline to reduce the risk of catastrophic tree loss due to pests or disease. The Rule recommends an urban tree population include no more than 10% of any one tree species, 20% of any one tree genus, or 30% of any tree family.
- **Location.** All tree(s) will be replaced within the Work Limits where they were removed. When not feasible due to functional limitations, a new site on public property may be proposed with Forestry approval. Proposed tree locations should be the closest available tree planting opportunities to the relative project site. The planting opportunities will be primarily in Right-of-Way sites.

### 5.3 Payment When Replacement Is Not Possible: Fee-in-Lieu

When it is not feasible to replace the Public Trees that have been approved for removal, the secondary mitigation option of a Fee-in-Lieu of planting will apply to the extent allowed by law. These funds will be deposited in the Tree Fund and used in accordance with the purposes of that fund. The following will be used to determine the Fee-in-Lieu amount:

A fee of **\$260 per removed inch** shall be assessed. This value will be reviewed periodically to assess changes in planting costs and average appraisal values. The Department reserves the right to appraise any Public Tree at a different value at its discretion, and may do so in cases when the condition, species, and unique characteristics of the Public Tree would result in a significantly different value than the established Fee-in-Lieu. In the case of appraisals, Forestry will use the Cost Approach - Trunk Formula Technique described in Appendix D.

#### Examples of Fees-in-Lieu:

1. A red maple street tree that will be removed has a DSH of 4 inches. Its Fee-in-Lieu would be four inches multiplied by \$260/inch for a total of \$1,040.
2. A pin oak tree to be removed in a park has a DSH of 21 inches. Its Fee-in-Lieu would be 21 inches multiplied by \$260/inch for a total of \$5,460.

3. An invasive Callery pear growing in a tree pit that will be impacted by a construction project has a DSH of 12 inches. Because it's an Invasive Tree growing in a maintained landscape area, it will be mitigated for half of its inches. Its Fee-in-Lieu would be six inches multiplied by \$260/inch for a total of \$1,560. See Section 5.4c on Invasive Tree Mitigation.
4. An Invasive Tree-of-heaven growing in a City-owned forest has a DSH of 18 inches. Because it is in a naturalized area and is invasive, its removal does not require a Fee-in-Lieu payment. See Section 5.4c on Invasive Tree Mitigation.

Required standards for tree removal can be found in Section 9: Tree Removal Standards.

## 5.4 Mitigation Rate Specifics

There are minimums, exceptions, or adjustments to be made to mitigation rates, whether replacement or Fee-in-Lieu, depending on a number of factors.

### 5.4a Minimum Size Thresholds

The size of tree that requires mitigation will vary, depending on whether it is in a maintained landscape area or naturalized area. Forestry will determine if a City-owned property is to be considered a naturalized area or maintained landscape for mitigation purposes.

- **Maintained Landscape Areas.** Trees with a 2" Caliper or above growing in mowed turf areas on City property shall be mitigated. Examples of landscaped areas include but are not limited to street trees in tree lawns or tree pits, street islands, and maintained areas of public parks.
- **Naturalized Areas.** Trees with 4" DSH or above growing in city-owned natural areas shall be mitigated. Examples of naturalized areas include but are not limited to forested areas, woodlots, and conservation parkland.

### 5.4b Large-Scale Project Mitigation: Wooded Areas over Two Acres

A 100% census inventory is required for all contiguous wooded areas that are two acres or less, referring to the forested area and not the entire parcel. All trees four inches DSH or larger must be surveyed according to 5.4a.

For contiguous wooded areas that exceed two acres in size, Forestry will first determine average tree diameter. For areas with larger-diameter trees averaging at least 15" DSH, the monetary value will be determined per-acre based on the saw timber value of the area. Saw timber value will be calculated using the species listed in the most recent Ohio Timber Price Report. For areas with smaller-diameter trees averaging 14" DSH or below, the USDA Forest Service's iTree Eco tool will be used to calculate the value of the ecological benefits of the existing trees per acre. This monetary value will be used as the Fee-in-Lieu payment. Should the project owner prefer replanting and it is deemed feasible by Forestry, Forestry will calculate the number of trees that should be replanted by dividing the monetary value by the average cost of a nursery tree.

### 5.4c Invasive Tree Species

Mitigation rates for Invasive Trees will be adjusted in the following ways:

- In maintained landscape areas, Invasive Trees shall be mitigated at a discount: replanting at 50% of the DSH inches; 50% of the fee-per-inch; or appraisal at a reduced value as determined by Forestry.
- In naturalized areas, Invasive Trees will not be required to be mitigated.

The rationale to mitigate trees in maintained landscapes at a discount is because: 1) Invasive Trees nonetheless provide benefits to residents, including carbon storage, shade, and air and water filtration; 2) These trees were deliberately planted in the past, before they were considered invasive, so residents should not lose out on tree replacements because the trees are now invasive; and 3) If these trees were not mitigated, then whole streets or park areas could be devoid of trees like Callery pear, with no consideration to replant.

### 5.4d Trees in Parks

Trees growing on City-owned property that is managed by the Department may require additional steps or deviation from these guidelines altogether to preserve the parkland and the benefits trees provide to the parkland. Impacts to trees are prohibited by City Code Section 919.09, unless the person has the right to do so—via approval by the Director. Therefore, additional consideration may be required for requested tree removals in Parks.

### 5.4e Dead, Dying, or Hazardous Trees

Any tree that is determined to be dead, dying, or hazardous by Forestry will not require any mitigation.

### 5.4f Volunteer Trees Causing Current or Potential Damage to Public Infrastructure

In the specific circumstances detailed below, Volunteer Trees will not be required to be mitigated. Regardless of mitigation requirements, a permit is still required to impact any Public Tree.

1. **Landfill Caps.** Plants with deep root systems may be detrimental to the function of a Landfill Cap system, and Ohio EPA Division of Materials and Waste Management discourages establishing trees on landfill caps.

Volunteer Trees growing on or within ten (10) feet of the landfill cap may be removed without incurring mitigation as part of the maintenance of the infrastructure.

2. **Bridges.** All bridge elements, including abutments, piers, wingwalls, girders, decks, and culverts (above or below ground) are included. Trees growing in the embankment above the culvert or in the berm area adjacent to bridge elements can cause deterioration of the structure. Preventative maintenance recommended by the Ohio Department of Transportation recommends removal of trees from bridge abutments. Volunteer Trees growing on or within ten (10) feet of the bridge element may be removed without incurring mitigation as part of the maintenance of the infrastructure.

3. **Dam embankments.** An embankment dam is a water impounding structure constructed from excavated natural materials. The Federal Emergency Management Agency states

that trees can interfere with safe operation of dams and can cause dam failure, due to their extensive root systems that can destabilize the dam through loosening embankment soils and providing paths for erosion.

Embankments, areas adjacent to spillway structures, vegetated channels, and other areas associated with a dam require continual maintenance of the vegetal cover. Volunteer Trees growing on embankments or within ten (10) feet of the embankment may be removed without incurring mitigation as part of the maintenance of the infrastructure.

4. **Clearance for Public Infrastructure Operation and Maintenance.** Volunteer Trees growing within ten (10) feet of traffic control signs, traffic signals, street signs may be pruned to allow access for City staff or City contractors to operate and maintain the infrastructure. Volunteer Trees growing within ten (10) feet of manholes, guardrail, roadside berms, roadside ditches, or the road surface of an alley may be pruned or removed without incurring mitigation to allow access for City staff or City contractors to operate and maintain the infrastructure.

#### **5.4g: Private Property Owners Impacting Public Trees for Immediate Repair of Utility Infrastructure**

If a Private Property Owner undertakes repair of utility infrastructure that causes impacts to an adjacent Public Tree, the owner must receive a permit from Forestry in accordance with Section 3.3c. If the repair is Emergency Maintenance to utility infrastructure impacting an owner-occupied, single-family residence, the Department will waive mitigation requirements.

#### **5.4h: Mitigation for Annual Permits**

For permit holders with annual permits, inspection fees will be charged for individual projects. However, the permit holder may conduct mitigation mass planting efforts across planting seasons in accordance with Sections 3.3a and 3.3b.

#### **5.4i: Mitigation Credits for Voluntary Tree Plantings**

Should a project owner plant Public Trees above and beyond any regulatory requirements, including mitigation, those tree plantings are considered voluntary. Those trees may be considered for mitigation credits, to count for mitigation on a project that occurs within 18 months of the planting date. In order to be considered for mitigation credits, Forestry must receive geolocations of each tree along with all information required in Section 4.2b Data Table and be in good condition at the end of the warranty period.

### **5.5 Inspection Fees for Mitigation Replantings**

When Tree Mitigation involves replacement tree plantings, Forestry staff must review plans, consult on species/quantity/location of new plantings, and perform up to five field inspections throughout the project's life cycle, as well as complete reporting and data management. This necessary work requires inspection fees, which are in addition to the Fee-in-Lieu mitigation explained in 5.3. The fee will be assessed on any replanting, whether it occurs at the removal site or on other City property.

Fees are established based on typical staff hours required and will be deposited into the Tree Fund. These fees will be updated periodically by Forestry to capture increased staff costs.

<b>Replanted Tree Quantities</b>	<b>Inspection Fee</b>
1-19	\$700
20-49	\$1,342
50-99	\$3,079
100-150	\$4,629
Each 50 trees above 150	\$671 per 50 trees



## Section 6: Tree Protection Standards

Tree protection during construction is critical to the longevity of the urban forest. For this reason, any Public Tree must be preserved and protected from any damage during construction. Trees can experience significant damage during construction, affecting roots, trunk and crown, and those impacts may not appear for years after construction ends.

### 6.1 Tree Protection Measures

Tree protection measures are required when Public Trees are to be preserved during a construction project. For projects undergoing Plan Review, tree protection measures must be proposed by the Natural Resource Professional and detailed within the Public Tree Plan. For projects outside Plan Review, Forestry will determine the necessary tree protection measures for the permit holder to be in compliance.

The following pages provide best practices and standards for protection. These can be separated into pre-construction, during construction, and post-construction.

#### 6.1a Protection Pre-Construction

Pre-construction, the Tree Protection Zone (TPZ) must be determined (see Section 2.1). This area must then be protected by fencing off the area with signage (see Appendix C) prohibiting access to the TPZ at all times. A Forestry inspector will ensure the fencing is compliant with the requirements.

**Fencing.** Fencing must be installed around trees along the established TPZ to exclude any construction equipment or materials (Fig.5 & 6). Fencing must be in place for the duration of the construction phase, though for short-term projects, where work within the TPZ will last 45 cumulative calendar days or less across the duration of the project, Forestry shall conduct an inspection and the project may receive relief from fencing requirements.

Projects with activities in the Public Tree's TPZ lasting for more than 45 calendar days must install fencing. In the event that a tree's CRZ extends onto Private Property, the project owner is not expected to install fencing on the portion on Private Property.

Fencing requirements:

- Fencing material must be sufficient to prevent intrusion of construction equipment or materials.
- Fencing must last the length of the project and be maintained throughout the project.
- Fencing shall be flush with the initial undisturbed grade.

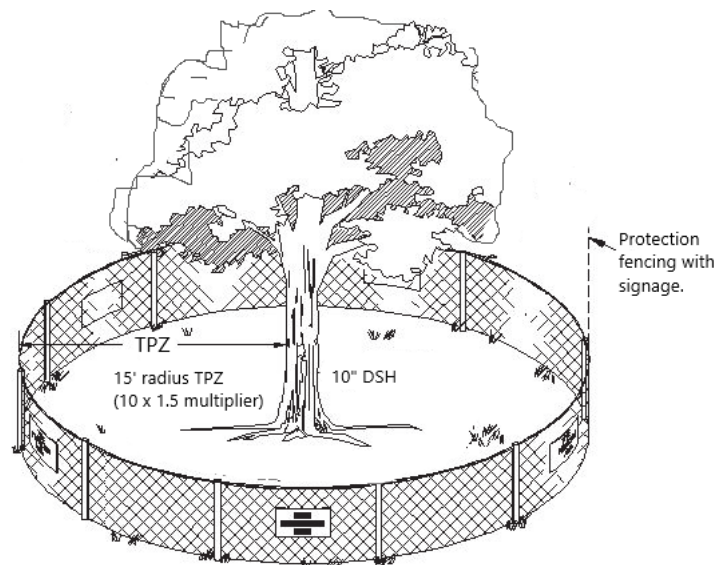


Figure 5. Tree protection fencing example.

- Fencing shall be a minimum of 40" high.
- Fencing material shall be a minimum of heavy duty snow fence with steel poles installed every 8 to 10 feet. Tension wire must be used at top and bottom of fencing.
- Other fence materials can include wire fence, silt fence, or chain link fence depending on the project and the Public Tree location.
- Fencing shall be solidly anchored to the ground.
- Consider providing a gate in the fencing if access to the TPZ will be needed for mowing.
- Maintain the fencing in place until the City authorizes removal.

Public Trees that are damaged due to improper or insufficient tree protection are covered by a warranty (Section 6.4) and subject to Tree Mitigation.

For street trees, the fencing should be installed along the edge of the tree lawn or right-of-way that is unpaved. Fencing installation should consider the door swing of parked vehicles. Ensure that sight lines and pedestrian access are not impeded by this fencing, as well as emergency access to fire hydrants, power poles, manholes, and other utility infrastructure.



Figure 6: Tree protection fencing for a street tree in a tree well. Source: DeepRoot.com

**Signage.** Tree Protection Signs (see examples in Appendix C) must be attached to the fencing every 50' or centered if less than 50'. Signage must be attached at regular intervals to the fencing and visible from all directions. DO NOT affix signs to trees themselves.

**No Activity in Protected Root Zone Area Without Forestry Permit.** No construction activity shall occur within the protected zone of any tree without a Forestry Permit. If construction activities are desired in those areas, Forestry shall be given at least 24-hour notice prior to the anticipated commencement of construction activities.

The following activities are prohibited within the Tree Protection Zone without a Forestry Permit:

- Dumping of construction waste
- Storage of materials, such as building supplies, soil, waste items, vehicles, or equipment
- Parking vehicles
- Trenching
- Changing soil grade or drainage patterns to the tree(s)
- Compacting soil with vehicle or equipment traffic
- Installing pavement of any kind
- Attaching anything to trees using nails, crews and/or spikes; or,
- Causing injury by fire or excessive heat.

- Any landscaping done in the CRZ subsequent to the removal of the fencing shall be accomplished by hand operated equipment or, when not feasible to be done by hand, shall be conducted with the smallest mechanized equipment necessary.

### 6.1b Protection During Construction

During the construction period, protection must be maintained for the ground surface, tree trunk and branches, and supplemental irrigation provided if any traffic or construction activities are to extend into the TPZ of any Public Tree in the Work Limits.

**Surface Protection.** If traffic and construction activities must encroach into the TPZ, it must be permitted by Forestry in advance as part of the Public Tree Plan or via a Forestry inspection for maintenance projects. Surface protection is only required in the TPZ if traffic or construction activities encroach into the TPZ, and it must only cover the area of the TPZ that is at risk of impact; for example, the vehicular path. The following actions must be taken to disperse the vehicular load and surface compaction to protect the roots. If wood chip mulch is required, it must be applied either manually (by hand), blown-in via a mulch blower, or with a small mini-skid steer weighing no more than 2000 lbs.

Surface protection measures include one or more of the following:

- Applying 6-12" of wood chip mulch
  - If the TPZ is located within a floodplain, mulch may be substituted with ground protection mats
- Laying ¾-inch plywood over 4 x 4 wood beams over a 6" layer of wood chip mulch
- Using steel plates
- Using ground protection mats. Rubber ground protection mats require 6" of mulch underneath. Pressure-dispersing mats and timber mats do not require a layer of mulch underneath.

**Trunk Protection.** To avoid any trunk damage, wood planks should be installed around the trunk of the tree, following these specifications:

- Install 2-inch-thick wood planks around the trunk of the tree with ¼" or greater closed-cell foam pads between the trunk and planks; see Figure 7.
- The height of the wood planks shall be 4 feet minimum, or match the height of the vehicle clearance, whichever is greater.
- Use textile straps (i.e. ratchet straps) to bind the planks in place.
- DO NOT drive fasteners into the tree.
- If the protective planks are to be in place for longer than 6 months, loosen and adjust the planks every 3 months to allow for growth.



Figure 7: Example of tree trunk protection during construction. Source: National Park Service

**Supplemental Irrigation.** Trees can become stressed nearby and within construction sites, especially during the growing months. Irrigating to provide adequate water to respond to that stress is critical to the health of the tree.

- If construction activities are conducted within the TPZ during the months of May through September for more than 45 cumulative calendar days, supplemental irrigation must be provided. This can be done through hand watering or another regular source of water.
- Trees shall be irrigated to provide at least 1 inch of water applied once a week directly to the root system using a slow delivery method that allows for adequate infiltration.
- The water delivery method shall be identified on the Public Tree Plan.
- All trees to be preserved through construction shall be monitored for signs of drought stress. Signs of drought stress include leaf curling or rolling, leaf drop, early fall color, dieback on leaders (esp. in conifers). If signs of drought stress persist or worsen after providing regular irrigation, promptly notify Forestry.

**Arranging for Clearance.** If existing tree branches limit access to needed equipment, these branches must be proactively managed to avoid unnecessary damage. This can be done through pruning or tie-up of branches, depending on the extent of clearance needed. Descriptions of pruning and tie-up methods follow.

- *Pruning.* If pruning branches, the crown raising method of pruning (see Section 8 for details on this method) shall be applied to achieve clearance. Typical vehicular clearance is 14.5 feet over vehicular trafficked areas. For pedestrian access, typical clearance is 8 feet over sidewalks. No more than 25% of the Tree Canopy may be pruned.
- *Tie-Up.* Where excessive pruning (more than 25% of Tree Canopy) would be necessary for construction clearance, temporary tie-up of lower limbs may be considered appropriate so long as the limbs are not structurally damaged. Limbs should not be tied up for more than 24 hours (see Figure 8).

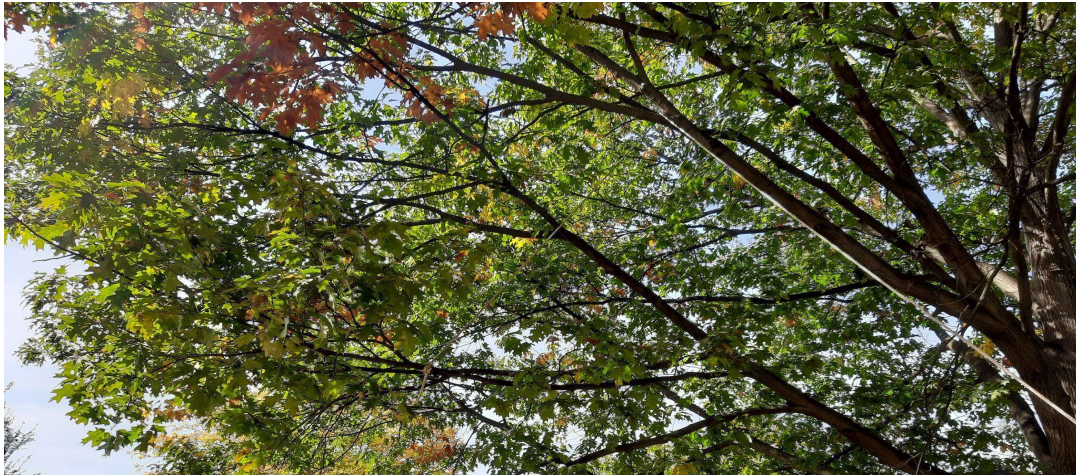


Figure 8: Temporary tie-up of lower limb of a Public Tree in a Columbus park.

**Tunnel Rather than Trench.** Trenching is not allowed in TPZ without a Forestry Permit as it cuts off a large portion of the protected tree’s roots, while tunneling (or boring) under the tree does virtually no damage (see Figure 9). Because most roots live in the top 18 inches of soil, a tunnel two feet underground often does little damage. However, placing the tunnel three to four feet deep is safer.

- All soil disturbance must occur at a minimum depth of two feet below grade and one to two feet away from the tree's center to avoid any taproot.
- The insertion point must be located outside the defined TPZ of each tree
- The diameter of the tunnel must not exceed seven (7) inches.

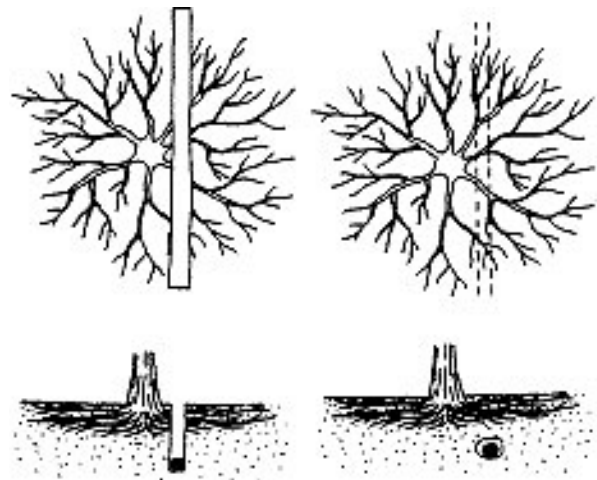


Figure 9: Trenching vs. Tunneling. Trenching near a tree (left) can kill almost half its roots. A tunnel or boring (right) in the same place will do virtually no damage to the tree. Source: Missouri Extension

### 6.1c Protection Post-Construction

All tree protection fencing and wood chip mulch shall be removed at the completion of the project. Any removal of chips must be done by hand.

Post-construction monitoring shall be conducted by Forestry during the one-year tree protection warranty period.

A Forestry arborist will conduct a site inspection of all trees retained through construction both at project completion during the final walk-through and at the end of the warranty period. Should any protected tree die or be deemed dying or hazardous due to the construction, mitigation will be required for the loss of the protected tree.

### 6.2 Reporting of Injury to Tree

The project owner shall report any damage or injury to protected Public Trees from construction during the project duration the same day it occurs to Forestry.

### **6.3 Warranty for Tree Preservation**

Trees protected during construction will be monitored by Forestry staff for impacts to health for one year. Project owners are responsible for mitigation if Forestry determines the tree is hazardous or dying at the end of the warranty period as a result of the construction. Forestry staff will document the construction damage in the event that a protected tree does not survive, and if a permit holder violated the conditions of the permit, mitigation will be required. If replanted mitigation trees have to be replaced at the end of the warranty period, they must survive an additional year warranty period.

## Section 7: Tree Planting Standards

### 7.1 Planting and Young Tree Establishment Standards

Tree planting and young tree establishment shall be performed and specified according to the ANSI A300 Standards Part 6, along with the planting details found in the following sections. These standards apply to planting of all Public Trees, whether or not they are required as Tree Mitigation. According to Chapter 912, any and all work to maintain, plant, or remove a tree shall be conducted by Certified Arborists or by people working under the supervision of a Certified Arborist.

### 7.2 Tree Size Classes

Forestry classifies tree species as large, medium, or small based on their height at maturity, as well as their mature width.

- **Large trees** grow to a height of 50' or taller.
- **Medium trees** grow to a height of 35-50'.
- **Small trees** grow to a height of less than 35'.

### 7.3 Species Selection

Project owners shall hire a qualified Natural Resource Professional to propose diverse tree species appropriate to the space. All species selection must be approved by Forestry. If tree species change during construction, those substitutions must also be approved by Forestry.

While native tree species are encouraged to be used where appropriate, due to the harsh site conditions along streets, including soil type, water availability, air pollution, and road salt, they are not appropriate for all sites. The Department prioritizes the use of native species in parks.

No tree with a mature height over 25' should be planted beneath overhead utilities. Refer to MIS-58: Minimum Tree Clearance for Downtown, Urban and Rural Areas.

### 7.4 Nursery Stock Standards

Trees to be installed must be healthy stock, grown in a nursery and reasonably free of die-back, disease, insects, eggs, bores, and larvae. If plant material is unavailable from local sources, the proposed source shall originate from states immediately adjacent to Ohio or further north. Plant material must be sourced from no further south than Zone 7a of the USDA Plant Hardiness Zone Map (PHZM). At the time of planting all plants shall have a root system, stem, and branch form that will not restrict normal growth, stability, and health for the expected life of the tree.

Additionally, trees must be protected from deterioration during delivery and storage. Adequately protect trees from drying out, exposure of roots to sun, wind or extremes of heat and cold temperatures. If planting is delayed more than 24 hours after delivery, set plants in a location protected from sun and wind. Provide adequate water to the root ball package during the shipping and storage period.

## 7.5 Timing of Planting

Spring plantings may occur from March 1 to May 31. Fall plantings may occur from September 15 through December 31. Forestry staff must approve planting times if they vary from those indicated, prior to planting.

## 7.6 Site Selection

Guidelines on spacing for Tree Planting sites follows:

- **Tree lawn widths:** Large trees require a 7’ minimum tree lawn width. Medium trees require 5’ tree lawn width. Small trees require 3’ minimum tree lawn width.
- **Overhead obstructions:** A tree’s mature height should be used to determine appropriate species when there are overhead obstructions such as power lines. No tree with a mature height over 25’ should be planted beneath overhead utilities. Refer to MIS-58: Minimum Tree Clearance for Downtown, Urban and Rural Areas.
- **Spacing.** Generally, large trees should be planted a minimum of 40’ apart, although spacing can vary depending on species. Medium trees should be planted a minimum of 30’ apart. Small trees should be planted a minimum of 20’ apart.
- Additional preferred spacing requirements follow:

Object	Minimum separation from tree trunk (feet)
Large class tree	40
Medium class tree	30
Small class tree	20
Raised objects in parks, such as curbs, parking stops, poles, benches, trash cans, and tables	10
Light poles	10 from edge of mature canopy
Power Poles	25
Street Intersections	30
Driveways	10
Alleys	10
Stop signs	50, unless approved by Forestry
Street signs	10



Fire hydrants	10
Utility taps	6

## 7.7 Utilities Protection

To protect existing utilities, paving and other facilities from damage caused by landscaping, contact Ohio Utility Protection Service (OUPS) at 811 before doing any work.

## 7.8 Installation Specifications

Planting specifications for the actual installation of a tree depends on the type of tree being planted: container, balled and burlapped, or bare root.

### 7.8a Installation specifications for nursery trees of all formats:

- If a tree is to be planted in a confined planter pit or sidewalk area, the planting hole shall be excavated to a minimum of 30-inches deep by the width of the exposed area. In all other areas, excavate the hole's width a minimum of two times the diameter of the root ball, and deep enough to allow the root ball of the container to rest on firm soil. Scarify the sides and the bottom of the pit. Do not place sand or gravel in the planting hole.
- The top of the intact root ball should be level with the surrounding grade.
- Remove all rope, tags and tree wrap from trunk and limbs.
- Use the same soil to fill the planting hole as was removed. Use no amendments. Amending the soil is an older practice that is no longer recommended because the tree can be more reluctant to root into the surrounding soil, which prevents or delays the establishment of the tree into its new planting location.
- Fill the planting hole by half, gently tap soil, and water to remove air pockets. Continue filling, tapping and watering until the soil is at grade.
- Use remaining soil to build a watering berm just outside the planting hole.
- For trees planted on a slope, the grade of the back of the planting hole (on the high side of the slope), must match the required planting grade, as shown in the image below. The lower end of the slope planting area must be built up to the root ball grade. See Figure 10 for a diagram of a tree planting on a slope.

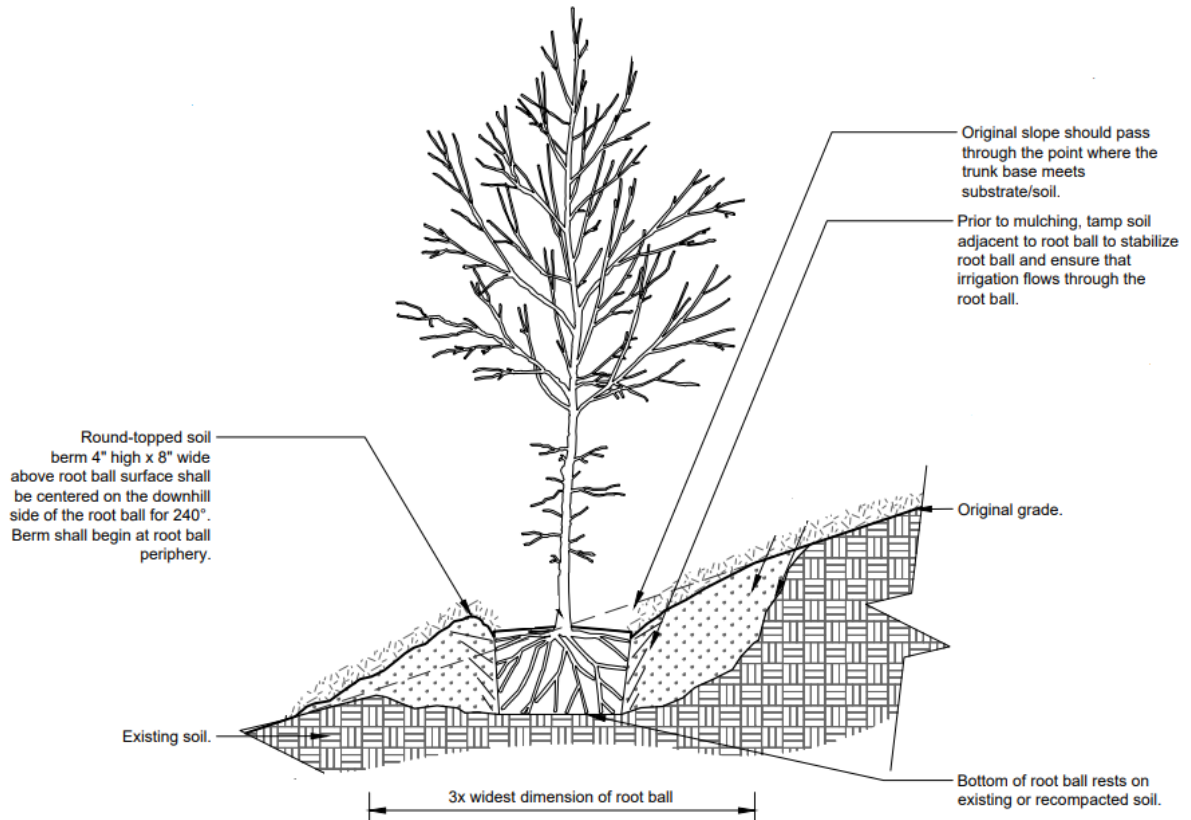


Figure 10: Diagram for Tree Planting on a slope. Source: ISA

### 7.8b Additional specifications for nursery trees in containers:

- Trees in containers often have roots that circle the container and must be addressed at the time of planting. Tree should be removed from the container and the rootball shaved (see below), before placing it in the planting hole.

*About Rootball Shaving.* The outer surfaces of ALL container trees (sides and bottom of the root ball) must be shaved or scarified to remove all circling, descending, and matted roots. This can be performed using saws, knives, sharp shovels, or other suitable equipment that is capable of making clean cuts on the roots. Shaving or cutting should remove a minimum of one inch of root mat or up to 2 inches as required to remove all root segments that are not growing reasonably radial to the trunk.

- Trees should be lifted by the container or by supporting the bare root ball. Trees should not be lifted by the trunk or limbs.
- Loosen the root ball from the container and place in the planting hole.
- If containerized trees are provided by the Forestry, return all empty containers to Forestry.

### 7.8c Additional specifications for nursery trees in ball & burlap (B&B):

- Plant during the dormant season, after leaf fall in the autumn and before bud break in the spring.

- Neither plastic twine, nor plastic or synthetic burlap, shall be used on any B&B stock. Jute twine and burlap shall be used.
- Trees to be held on site longer than 24 hours before planting should be held in the shade or with enough mulch to cover the root ball. The root ball should be sufficiently watered to prevent drying.
- Trees provided by Forestry should be planted within 24 hours of delivery or pick up.
- Check the root ball for soil added above the root flare by the nursery at time of digging. If present, remove added soil to the root flare.
- Trees should be moved by handles on the basket or by strapping placed around the root ball. Trees should not be lifted by the trunk or limbs.
- Find the root flare and ensure it is placed at ground level. In areas with poor drainage, the tree may be planted with the root flare 1-2" above grade. In no instance should the root flare be placed below grade.
- Do not loosen any of the burlap, twine or wire basket until after the tree is situated in the planting hole.
- Once the tree is in the planting hole, remove all surface level burlap and twine. Peel back wire basket away from top, leaving basket in place overall, but cut wires around top 6"-8" of sides, or top one-third of root ball, to ease future root growth. It is important to leave part of the wire basket to maintain the integrity of the root ball during transplanting.

#### **7.8d Additional specifications for nursery trees that are bare root:**

- Provide established and well-rooted field-grown plants. Harvest bare root plant while the plant is dormant and a minimum of 4 weeks prior to leaf out (bud break).
- The root spread of the harvested plants shall conform to American National Standards Institute (ANSI) Z60 Standards Part 1 for nursery grown bare root plants for each size and type of plant.
- Bare root stock shall be protected from drying out at all times. Roots must be covered and packed in moist straw, sawdust, or other suitable moisture-holding packing material.
- Keep the trees in a cool dark space for storage and delivery. If daytime outside temperatures exceed 70 degrees F, utilize a refrigerated storage area with temperature between 35 and 50 degrees.
- Planting holes can be slightly shallower than for container or ball and burlap trees, only requiring a diameter to match the spread of the roots to the correct depth. Dig hole to a depth so the located trunk flare, at the first order lateral root, matches finished grade. Spread all roots out radial to the trunk in the prepared hole making the hole wider where needed to accommodate long roots. Direct root tips away from the trunk. Prune any broken roots removing the least amount of tissue possible. Maintain the trunk vertical while backfilling soil around the roots. Lightly tamp the soil around the roots to eliminate voids and reduce settlement.

### 7.8e Additional specifications for planting in tree wells (cut-out areas within a sidewalk):

- New tree's root flare elevation must be between 3" to 5" below sidewalk grade to allow for reinstallation of tree grate.
- Once grates are re-installed, pea gravel must be applied to fill the remaining space from the top of soil to the top of the tree grate.

## 7.9 Finishing Installation

Once the tree has been installed and the planting hole has been filled, the tree should be immediately mulched, staked and watered thoroughly.

- **Mulch.** Immediately after planting, smooth out all grades between plants before mulching. Apply 2-3 inches of mulch, covering the entire planting bed area. Do not pile any mulch against the trunk of the tree; the trunk flare must be exposed. Place no mulch within 2" of the trunk. For trees planted in lawn areas the mulch must extend to a 2' radius around the tree covering the soil berm. Use only shredded hardwood mulch. The mulch shall be either un-dyed, brown or black as specified in the project material list. Substitutions will only be accepted with prior written permission from Forestry and will not be made on-site, at the time of installation.
- **Watering.** Water trees and plants within the first 24 hours of initial planting and not less than once per week until project completion. The tree must receive at least 10 gallons of water per 1" tree Caliper per week during the first growing season. During the warranty period, water as needed to keep each plant alive. Gator bags or other watering accessories may be used but must be removed during the winter months, and removed permanently after the warranty period. Use standard watering horticultural procedures to ensure vitality of the newly planted trees. To measure the volume of water provided, water flow meters and rain gauges may be used.
- **Staking.** Staking and guying should only be used in areas of high wind or when trees will not stand on their own. When guying is not required, staking alone may be used to reduce lawnmower damage. Trees should be guyed loosely enough to allow the trunk to sway from the base. All guying materials should be removed within one year.
  - Tree guying is to be flat woven polypropylene material, 3/4 inch wide, with 900 pound break strength.
  - Stakes shall be 2 inch by 2 inch hardwood stakes free of knots (or approved equal) or steel posts, and of lengths appropriate to the size plant required to adequately support the plant.
  - Underground staking like a deadman system (where required on the drawings) shall be 4 inch by 4 inch by 4 feet long wood (or approved equal). Wood shall NOT be treated for rot protection.
  - Submit manufacturer's product data for approval.
- **Mower Guards.** Mower guards are recommended but not required on trees planted in an area surrounded by lawn.

## 7.10 Post-Planting Care and Tree Establishment Warranty Period

It is the responsibility of the installing party to maintain and care for the new tree for a **one year warranty period**, beginning at the date of final acceptance of the project.

- Provide all water required to keep soil within and around the root balls at optimum moisture content for plant growth.
- Keep all tree planting areas free of weeds. Hand-remove all weeds; chemical herbicides are not permitted.
- Refresh mulch once during the warranty period to maintain complete coverage, but do not over mulch. At no time shall the overall mulch thickness be greater than 4 inches. Do not apply mulch against any trunks.
- Remove any staking and ties at the end of the warranty period.
- At the end of the warranty period, any trees that did not survive must be replaced by the installing party.
- For warranty periods that end when the trees are dormant in winter, the inspection to determine tree survival should occur in early fall (September) or in spring (May) to observe trees while they have leaves.

## Section 8: Tree Maintenance Standards

Any tree maintenance performed, whether tree pruning or tree health care, must be done in accordance with the standards detailed below. According to Chapter 912, any and all work to maintain, plant, or remove a tree shall be conducted by Certified Arborists or by people working under the supervision of a Certified Arborist. This is different from the Natural Resource Professional (Section 4.1) who simply collects information and recommends tree protection measures; in this section, the actual tree care must be done by or supervised by a Certified Arborist.

### 8.1 Pruning

Proper pruning of landscape trees improves their structural strength, maintains their health, enhances beauty, and increases their value.

#### 8.1a When to Prune

Pruning Public Trees must occur in accordance with ANSI A300 Standards (tree care practice industry standards) Part 6 Pruning Standard and ANSI Z133 Part 1 Safety Standard. Pruning becomes advisable under the following circumstances:

- **Defects.** Trees have crossing branches, weak branch unions, or other defects.
- **Deadwood.** Branches are dead, dying, decayed, or potentially hazardous.
- **Clearance.** Lower branches interfere with people or vehicles, or block visibility of signs.
- **Utilities.** Branches are growing into buildings or utility wires.
- **Storm Damage.** Limbs have been broken by storms.

#### 8.1b Pruning Around Utilities

All employees pruning trees in areas where there are utility lines present must be "Qualified Line Clearance Tree Trimmer Trainees" or "Qualified Line Clearance Tree Trimmers" as defined in ANSI Standard Z-133.1.

Project owner must:

- Locate and identify existing underground and overhead services and utilities within Work Limits, including contacting the Ohio Underground Protection Service (OUPS - Ohio 811).
- Provide adequate means of protection of all utilities and services.
- Perform all work in accordance with the requirements of the applicable utility company or agency involved.
- Immediately report and repair utilities damaged during site work operations.

#### 8.1c Defining Pruning Cuts

Pruning cuts are defined here, and shown in Figure 11 below.

- A **branch removal cut** (previously termed a "thinning cut") removes a branch at its point of origin on the trunk while retaining the branch collar and branch bark ridge.

- A **reduction cut** (previously called "cutting to a lateral") shortens a limb to a lateral branch large enough to resume growth of the pruned limb, typically at least one-third the diameter of the branch or stem being removed (review image below).
- **Heading** and **stub cuts** result in exposed areas of the tree that can't heal, and are thus prohibited.

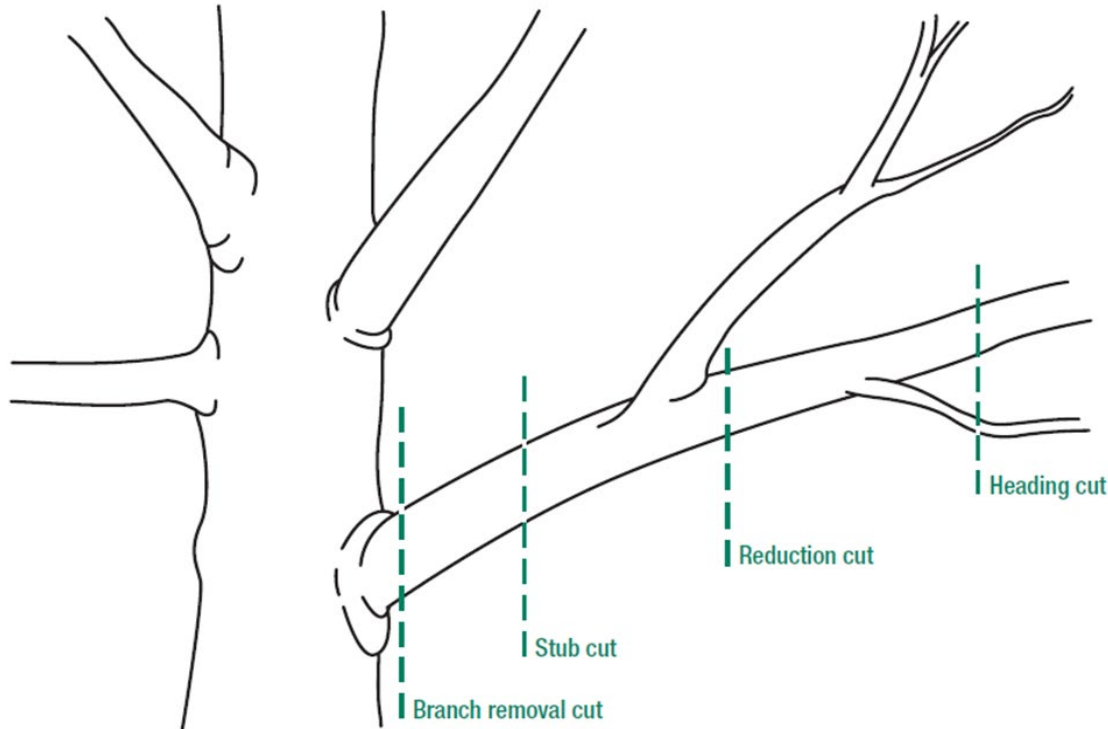


Figure 11: Depiction of location on branch of pruning cut types. Note that appropriate angles per ANSI A300 standards are still required.

### 8.1d Proper Pruning Technique

Proper pruning practices remove a branch while protecting the branch collar, which is essential for wounds to close (also called natural target pruning).

To promote quick closing of a pruning wound, always use the precut method when removing a branch over 1 inch. This pruning method protects the branch collar and prevents tearing the bark.

As shown in Figure 12, the first cut (A) ensures the limb does not tear down into the trunk bark when removed, the second cut (B) removes the majority of limb weight, and the last step (C/D) achieves the final finished cut that can most easily heal over the coming months.

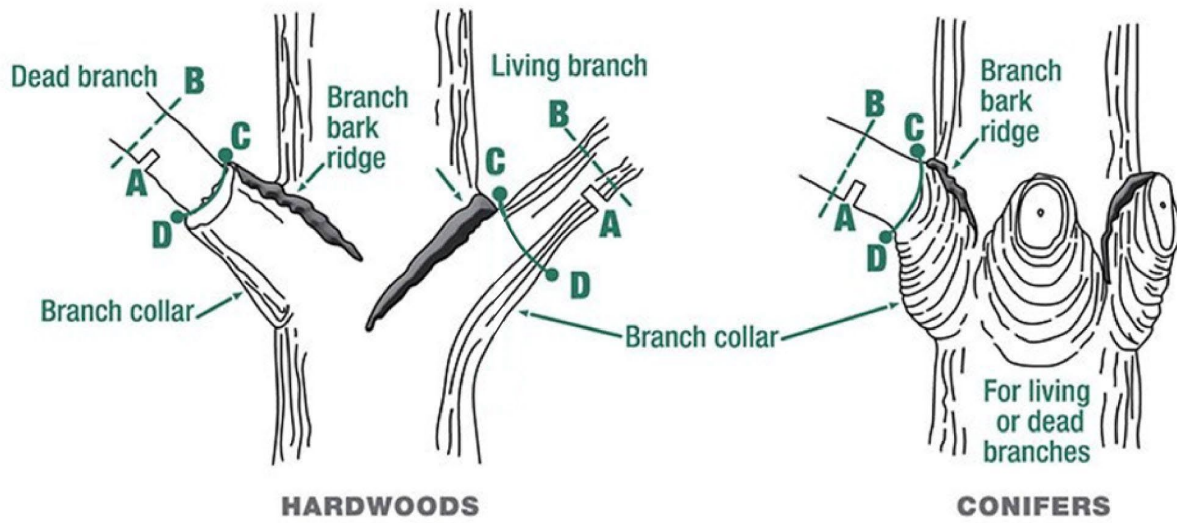




Figure 12: Precut method in tree pruning.

Do not leave a stub and do not cut flush against a trunk. Use sharp tools and keep wounds as small as possible, clean, and smooth.

### 8.1e Young Tree Pruning

Young trees should be pruned three to five years after initial installation. These few cuts at an early age can have significant impacts on the longevity and success of the tree over the coming decades. See Figure 13 for a diagram of young tree pruning. Follow the below steps to prune a young tree.

1. Identify competing leader(s). If there are competing leaders present, remove or prune back the less vigorous branch(es) to prevent potential structural weaknesses.
2. Prune any malformed branch.
3. Remove any crossing branch, which will affect the other branch's growth and create an undesirable form.
4. Remove no more than one-third of water sprouts (upright sucker growth in the crown of tree) in any one year.
5. If branch attachment is narrower than is common for the species, remove the branch while the tree is young.
6. Prune any broken or badly damaged branch.
7. Younger trees have lower branching at installation than what is tolerated on larger, older trees. As the tree grows, those lower branches are able to be removed and are termed temporary branches. Prune temporary branches back with reduction cuts or remove them completely over time. Removing these branches over the first few years provides clearance for signs, vehicles (min. 14 feet over roadway), and pedestrians (min. 8 feet over walkways).
8. If possible, twist and yank out suckers when young instead of cutting to decrease chance of resprouting.
9. Apply 2 to 3 inches of composted mulch at the tree base. Keep mulch 2 inches away from the trunk to prevent the chance of rot.

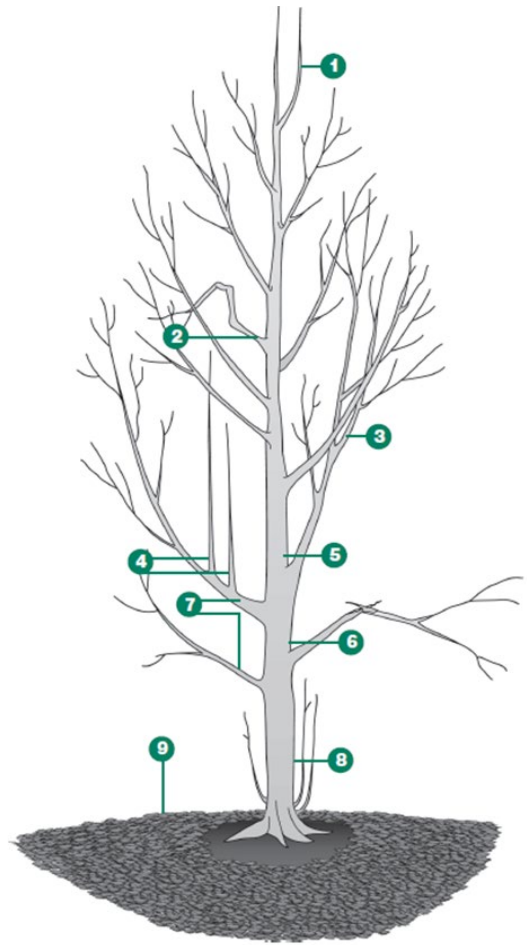


Figure 13: Diagram for young tree pruning.

### 8.1f Mature Tree Pruning

By the time a tree reaches maturity, providing it has had its maintenance needs met throughout its life, it should only need pruning for specific purposes such as:

- **Managing risk.** Removing dead or dying limbs 1 inch and larger in diameter or limiting branch end weight to aid in retaining tree structure.
- **Clearance.** Removing or reducing branches from infrastructure.
- **Restoration.** Pruning post-storm damage.

Protect and preserve the tree's natural form. Pruning a mature tree excessively or incorrectly can cause more harm than good. Every vigorous branch removed reduces photosynthesis and the manufacture of sugar. Any cuts allow decay organisms to enter the wound.

### **8.1g Pruning Prohibitions**

- Climbing irons or spikes may NOT be used on any tree that is scheduled for pruning.
- Trees shall be raised to no more than one third the height of the tree, according to the ANSI A300 BMP for tree pruning. Exceptions will be made to clear infrastructure. None of these actions shall render the tree unbalanced or harmed.

### **8.2 Plant Health Care**

Any plant health care such as treatment of a disease or pest, or application of fertilizer, must be approved by Forestry and applied by a Certified Arborist with a pesticide applicator's license.

## Section 9: Tree Removal Standards

Any tree removals and stump grindings performed must conform to the most current revision of the ANSI Standard A300(Part 1) and Standard Z-133.1: "Safety Requirements for Pruning, Trimming, Repairing, Maintaining, Removing Trees and for Cutting Brush." According to Chapter 912, any and all work to maintain, plant, or remove a Public Tree shall be conducted by Certified Arborists or by people working under the supervision of a Certified Arborist. (Tree removals are evaluated by the criteria in Appendix A).

### 9.1 Tree Removal

If a tree to be removed does not have roots or branches extending into the CRZ of a protected tree, no specific requirements for removal are required.

However, if a tree to be removed has roots or branches that extend into the CRZ of a protected tree, the following applies:

- Removal shall not be attempted by demolition or construction personnel, grading or other heavy equipment.
- A Certified Arborist or a tree care worker working under the direction of a Certified Arborist shall remove the tree carefully in a manner that causes no damage above or below ground to trees that remain.

Tree crowns shall be stripped before removal unless conditions permit felling; no trees or trunks shall be felled onto pavement. All trunks shall be removed flush with the ground, in preparation for stump grinding. Work shall also include removal of all basal sprouts, brush, and weeds within three feet of the stump, and the stump itself.

With Forestry approval, exceptions may be made in natural areas to leave a portion of the standing dead trunk if failure of the remaining trunk poses minimal risk to its surroundings.

Climbing irons or spikes may only be used on a tree that is scheduled for removal.

All limbs and trunks shall be removed and controlled as necessary to prevent damage or injury to people, utilities, buildings, property, pavement, and other trees. No wood, debris, etc. shall remain on site or in the public right-of-way, past the end of the work day. Assure minimum interference with streets, sidewalks, and adjacent facilities by prompt removal of debris.

### 9.2 Stump Removal

Requirements for stump grinding vary based on the proximity to other living trees.

#### 9.2a General Stump Grinding

Stump removal in general involves the grinding of stump and roots to a minimum depth of 18 inches. All above-ground root material must be removed and backfilled with City-approved topsoil to grade, the area tamped to settle the soil, and seeded with approved grass seed. The Contractor shall remove and legally dispose of all remaining sawdust and debris.

#### 9.2b Stump Grinding Adjacent to Living Trees

Stumps to be removed within 36" of a living adjacent tree should be ground only to a depth of 2", to avoid impacting the anchor roots of the adjacent tree.

# Appendices

## Appendix A: How a Removal Application is Evaluated

Arborists issuing an approval for removal use a set of data collected via a site inspection and evaluation rationale to determine whether a removal will be permitted.

**Data Considered.** Requests for Public Tree removals will be based on the following data:

- **Size.** The diameter of the tree trunk to be removed will be measured 4.5 feet above grade (Diameter at Standard Height, DSH) and expressed in inches.
- **Location.** The tree's location is evaluated by its ability to support the tree (vigor) and consideration of its placement within the surrounding landscape.
- **Condition.** The Condition of a tree is assessed using the following factors:
  - Health: vigor, foliage size and color, leaf density, presence of absence of pests, twig growth rate, amount of twig or branch dieback, and wound closure
  - Structure: indicators of decay (cavities, wounds, cankers, etc.), roots (exposed, uplifted, grade change, girdling, etc.), trunk (deviation from vertical, co-dominant, cracks, seams, miss bark, etc.), and crown (symmetry, multiple attachments, poor branch attachment, dieback, etc.)
  - Form: type (rounded, oval, columnar, pyramidal, vase, weeping, horizontal, irregular), shape, silhouette, atypical, aesthetic appeal
- **Species.** Tree species will be evaluated by considering the durability and prospective life span of the subject tree.

**Evaluation Rationale.** Because the ultimate goal is to preserve as many trees as possible, healthy Public Trees will typically not be approved for removal. However, at times, there will be unavoidable impacts that make preservation unrealistic. A Public Tree may be approved for removal if a Forestry representative determines that:

- Tree is dead, dying, or poses a threat to public safety.
- Tree contains a structural problem (split trunk, split branching unions, poor branch attachments, etc.) that could result in failure and result in damage to adjacent properties or to residents.
- Necessary work/utility/roadway improvements required around the tree will kill the tree or render the tree hazardous.
- Tree is infested with an epidemic insect or disease where recommended control is not applicable and removal is necessary to prevent transmission of the insect or disease to other trees.
- The preservation of the tree, when adjacent property is developed, is not cost effective.

The site inspection results will provide a tree assessment and determine if removal is approved with required mitigation.

If a tree is determined to be dead, dying, seriously diseased, or otherwise represents a hazard to public safety through the site inspection, its removal will be approved and not result in any required Tree Mitigation.

## Appendix B: Recommended Street Tree List - Adopted March 2024

This document is a guide for tree planting in Columbus. It includes recommended tree species and varieties (cultivars) for the public streets of Columbus. This list is not exclusive and other species, varieties or cultivars may be planted with the approval of Forestry. All tree plantings on public property require a Forestry Permit.

Site design and evaluation are critical. Trees should be selected based on their compatibility with sites, and with design objectives in mind. Maintenance expectations, public safety, aesthetics, and urban forest diversity are among the considerations weighed by the City. For public safety reasons, evergreens, weeping and multi-stem forms are generally not permitted as street trees and are omitted from this list. Trees may also be prohibited based on fruit characteristics, invasive potential, cold hardiness, and other factors.

The City promotes genetic biodiversity in its urban forest. Forestry staff generally follow the “10/20/30” benchmark for species/genus/family. This may also influence what is permitted and planted at times in the City. Parking lots may present special challenges to tree health. Species suitable for use in parking lots are denoted with an asterisk \*.

All sites must be reported to the Ohio Utilities Protection Service at 811 prior to planting. To apply for a permit to plant a tree on city property or in the public street right of way, contact Forestry at 614.645.3765 or call 311.

***This list was adopted in March 2024 and is valid until replaced.***

B.1 Small-Sized Trees (35' or less in height)						
Spacing: 20' between trees. Minimum tree lawn size: 3' wide, or pit of 3'x 4'.						
Scientific Name	Trade / Common Name	Cultivar Name(s)	Mature Size (HxW)	Notes	Native	Acceptable Under Electric Wires
<i>Acer buergerianum</i>	Trident Maple		25' x 20'	Oval	No	No
<i>Acer ginnala</i>	Flame Amur Maple Beethoven Amur Maple Mozart Amur Maple	'Flame' 'Betozam' 'Mozam'	20' x 20' 20' x 15' 20' x 15'	Single stem only	No	Yes
<i>Acer grandidentatum</i>	Rocky Mountain Glow Big Tooth (Canyon) Maple	'Schmidt'	25' x 20'		North America	No

	Yes	No	Special permission needed	25' x 20'		Paperbark Maple	<i>Acer griseum</i>
	Yes	No		20' x 24' 25' x 20' 20' x 15'	'GarAnn' 'Patell' 'JFS-KW2'	Hot Wings Tatarian Maple Pattern Perfect Tatarian Maple Rugged Charm Tatarian Maple	<i>Acer tataricum</i>
	Yes	Ohio		20' x 20'		Red Buckeye	<i>Aesculus pavia</i>
	Yes	North America	Single stem only	25' x 25'	'Cumulus'	Cumulus Serviceberry	<i>Amelanchier arborea</i>
	Yes	North America	Single stem only	20' x 15'	'Rogers'	Lustre Serviceberry	<i>Amelanchier arborea</i>
	No	Ohio	Single stem only	28' x 20'	'JFS-Arb'	Spring Flurry Serviceberry	<i>Amelanchier arborea</i>
	No	No	Narrow canopy	35' x 20' 35' x 15'	'Fastigata' 'Frans Fontaine'	Columnar European Hornbeam Frans Fontaine Hornbeam	<i>Carpinus betulus</i>
	Yes	Ohio	Wide canopy – requires minimum 8' tree lawn	25' x 30'	Various cultivars available	Eastern Redbud	<i>Cercis canadensis</i>
	Yes	Ohio	Single-stem only	20' x 20'		White Fringetree	<i>Chionanthus virginicus</i>
	Yes	No	Single stem only	20' x 15'	'Golden Glory'	Corneliancherry Dogwood	<i>Cornus mas</i>
	Yes	No	Hybrids also considered	20' x 20'	Various cultivars available	Kousa Chinese Dogwood	<i>Cornus kousa</i>
	Yes	North America	Wide – 8' minimum tree lawn	20' x 25'	'Winter King'	Winter King Hawthorn	<i>Crataegus viridis</i>
	Yes	North America	Upright / oval form	20' x 15'	'Wedding Bells'	Wedding Bells Silverbell	<i>Halesia carolina</i>
	No	No	Single stem only	25' x 15'		Seven-Son Flower Tree	<i>Heptacodium miconioides</i>
	No	No		30' x 20'		Amur Maackia	<i>Maackia amurensis</i>
	Yes	North America	Single stem only	20' x 20' 25' x 15'	'Henry Hicks' 'Jim Wilson'	Henry Hicks Sweetbay Magnolia Moonlow Sweetbay Magnolia	<i>Magnolia virginiana</i>

<i>Magnolia x</i>	Galaxy Hybrid Magnolia	'Galaxy'	30' x 15'		No	No
<i>Malus x</i>	Prairifire Crabapple	'Prairifire'	20' x 15'		No	Yes
<i>Malus x</i>	Adirondack Crabapple	'Adirondack'	18' x 8'	Columnar canopy	No	Yes
<i>Malus x</i>	Red Jewel Crabapple	'Jewelcole'	25' x 15'		No	No
<i>Malus x</i>	Golden Raindrops Crabapple	'Schmidcutleaf'	20' x 15'	Prone to Fireblight	No	Yes
<i>Malus x</i>	Royal Raindrops Crabapple	'JFS-KW5'	20' x 15'		No	Yes
<i>Parrotia persica</i>	Vanessa Persian Ironwood	'Vanessa'	28' x 15'		No	No
<i>Prunus x</i>	Okame Flowering Cherry	'Okame'	25' x 25'		No	Yes
<i>Prunus x</i>	Snow Goose Flowering Cherry	'Snow Goose'	25' x 20'		No	Yes
<i>Prunus x</i>	First Lady Flowering Cherry	'First Lady'	27' x 14'		No	No
<i>Prunus x</i>	First Blush Flowering Cherry	'JFS-KW14'	25' x 12'		No	No
<i>Prunus x</i>	Newport Plum	'Newport'	20' x 20'		No	Yes
<i>Prunus cerasifera</i>	Crimson Pointe Plum Krauter Vesuvius Plum	'Cripoizam' 'Krauter Vesuvius'	25' x 10' 20' x 15'		No	Yes
<i>Prunus sargentii</i>	Columnar Sargent Cherry Pink Flair Cherry	'Columnaris' 'JFS-KW58'	35' x 15' 25' x 15'		No	No
<i>Prunus serrulata</i>	Amanogawa Cherry Kwanzan Cherry	'Amanogawa' 'Kwanzan'	20' x 6' 25' x 20'		No	Yes
<i>Prunus subhirtella</i>	Autumn-Flowering Cherry	'Autumnalis Rosea'	30' x 25'		No	No
<i>Styrax japonicus</i>	Pink Chimes Snowbell Spring Showers Snowbell Snowcone Snowbell	'Pink Chimes' 'Spring Showers' 'JFS-D'	15' x 15' 20' x 15' 20' x 15'		No	Yes
<i>Syringa reticulata</i>	Ivory Silk Japanese Tree Lilac	'Ivory Silk'	20' x 20'		No	Yes
<i>Syringa pekinensis</i>	Beijing Gold Peking Lilac China Snow Peking Lilac Great Wall Peking lilac	'Zhang Zhiming', 'Morton' 'WFH2'	20' x 20' 20' x 20' 20' x 12'		No	Yes



	No	North America	Columnar	25' x 10'	'Skyward'	Lindsey's Skyward Bald Cypress		

<p><b>B.2 Medium-Sized Trees (35 – 50' in height)</b>                  Spacing: 30' between trees. Minimum tree lawn width of 5', or pit 5' x 5'.</p>								
Scientific Name	Trade / Common Name	Cultivar Name(s)	Mature Size (HxW)	Notes	Native	Acceptable Under Electric Wires		
<i>Acer campestre</i>	Metro Gold Hedge Maple Queen Elizabeth Hedge Maple	'Panacek' 'Evelyn'	35' x 20' 35' x 35'		No	No		
<i>Acer x freemanii</i>	Armstrong Freeman maple	'Armstrong II'	45' x 15'	Columnar	Ohio	No		
<i>Acer truncatum x platanoides</i>	Crimson Sunset Maple Norwegian Sunset Maple Pacific Sunset Maple Urban Sunset Maple	'JFS-KW202' 'Keithsform' 'Warrenred' 'JFS-KW187'	35' x 25' 35' x 25' 30' x 25' 35' x 20'		No	No		
<i>Acer miyabei</i>	Rugged Ridge Maple State Street Maple	'JFS-KW3AMI' 'Morton'	45' x 40' 40' x 30'		No	No		
<i>Aesculus x carnea</i>	Briotii Red Horsechestnut Ft. McNair Red Horsechestnut	'Briotii' 'Ft. McNair'	30' x 35' 32' x 30'		No	No		
<i>Betula populifolia</i>	Grey Birch		30' x 15'		Ohio	No		
<i>Carpinus betulus</i>	Emerald Avenue European Hornbeam	'JFS-KW1CB'	40' x 28'		No	No		
<i>Carpinus caroliniana</i>	Native Flame American Hornbeam	'JFS-KW6'	30' x 20'		Ohio	No		
<i>Carpinus caroliniana</i>	American Hornbeam		25' x 20'		Ohio	No		

	No	No		40' x 30'		Katsuratre	<i>Cercidiphyllum japonicum</i>
	No	Ohio		40' x 40'	'Perkins Pink'	American Yellowwood Perkins Pink Yellowwood	<i>Cladrastis kentuckea</i>
	No	No		45' x 35'		Turkish Filbert (Hazel)	<i>Corylus colurna</i>
	No	No		45' x 45'		Hardy Rubbertree	<i>Eucommia ulmoides</i>
	No	No		30' x 30'		Goldenraintree	<i>Koelreuteria paniculata</i>
	No	No		30' x 25'	'JFS-Schichtel'	MaackiaAmur Maackia	<i>Maackia amurensis</i>
	No	Ohio	Male, no fruit or thorns	35' x 35'	'White Shield'	White Shield Osage Orange	<i>Maclura pomifera</i>
	No	No	Wide & low canopy; tree lawn width of 10' minimum	30' x 25'	'Alexandrina'	Saucer magnolia	<i>Magnolia x soulangiana</i>
	No	Ohio	AKA Tupelo, requires slightly acidic, organic soils	35' x 18' 40' x 25' 40' x 25'	'JFS-Red' 'NSUHH' 'Wildfire'	Firestarter Black Gum Green Gable Black Gum Wildfire Black Gum	<i>Nyssa sylvatica</i>
	No	Ohio		35' x 25' 40' x 20'	'JFS-KW5'	American Hophornbeam (Ironwood) Autumn Treasure American Hophornbeam	<i>Ostrya virginiana</i>
	No	No	Columnar	45' x 15'	'Fastigiata'	Skyrocket English Oak	<i>Quercus robur</i>
	No	Ohio		40' x 30'		Sassatras	<i>Sassatras albidum</i>
	No	No		40' x 30' 50' x 45' 50' x 40'	'Frontier' 'Morton Glossy' 'Patriot'	Frontier Elm Triumph hybrid Elm Patriot hybrid Elm	<i>Ulmus x*</i>
	No	No	Columnar	45' x 15'	'Musashino'	Musashino Zelkova	<i>Zelkova serrata*</i>

\* Species tolerates parking lot conditions.

**B.3 Large-Sized Trees (50' or more in height)**  
Spacing: 40' between trees. Minimum tree lawn width of 7', or pit 8' x 8'.

Scientific Name	Trade / Common Name	Cultivar Name(s)	Mature Size (Height / Width)	Notes	Native	Acceptable Under Electric Wires
<i>Acer x freemanii</i>	Autumn Blaze Freeman Maple Sienna Glen Freeman Maple	'Jeffersred' 'Sienna'	55' x 40' 50' x 35'	All prone to surface rooting	Ohio	No
<i>Acer nigrum</i>	Black Maple	'Greencolumn'	50' x 20'	Columnar	Ohio	No
<i>Acer rubrum</i>	Autumn Flame Red maple Redpointe Red Maple Sun Valley Red Maple	'Autumn Flame' 'Frank Jr.' 'Sun Valley'	35' x 35' 45' x 30' 40' x 35'	All prone to surface rooting	Ohio	No
<i>Acer saccharum</i>	Sugar maple	'Endowment' 'Legacy' 'Commemoration' 'Green Mountain'	50' x 20' 50' x 35' 50' x 35' 50' x 40'	Columnar	Ohio	No
<i>Betula lenta</i>	Sweet or Black Birch		50' x 40'		Ohio	No
<i>Betula nigra</i>	River Birch Heritage River Birch Dura-Heat River Birch	'Cully' 'BNMTF'	50' x 40'	Not for alkaline soils; single stem only	Ohio	No
<i>Celtis occidentalis</i> *	Common Hackberry	'Prairie Pride' 'Magnifica'	45' x 45' 50' x 40'		Ohio	No
<i>Fagus grandifolia</i>	American Beech		50' x 40'	Not very urban tolerant	Ohio	No
<i>Fagus sylvatica</i>	European Beech Rivers Purple Beech	'Riversii'	50' x 40' 50' x 40'		No	No
<i>Ginkgo biloba</i> *	Autumn Gold Ginkgo Princeton Sentry Ginkgo	'Autumn Gold' 'Princeton Sentry'	45' x 35' 40' x 15'	Male cultivars only; 'Sentry' is columnar	No	No
<i>Gleditsia triacanthos var. inermis</i> *	Imperial Honeylocust Skyline Honeylocust Sunburst Honeylocust	'Impcole' 'Skycole' 'Suncole'	40' x 35' 45' x 35' 40' x 35'	Thornless varieties only	Ohio	No
<i>Gymnocladus dioicus</i>	Espresso Kentucky Coffeetree	'Espresso-JFS'	50' x 35'	Male cultivars preferred (seedless)	Ohio	No

			60' x 30'	55' x 25'	Ohio	No
<i>Liriodendron tulipifera</i>	Tulip Tree	Emerald City Tulip Tree	'JFS-OZ'			No
<i>Metasequoia glyptostroboides</i>	Dawn Redwood	Gold Rush Dawn Redwood	'Ogon' or 'Gold Rush'	70' x 50'	No	No
<i>Platanus x acerifolia</i> *	Bloodgood London Planetree	Exclamation Planetree	'Bloodgood'	50' x 40'	No	No
		Columbia Planetree	'Morton Circle'	55' x 35'		
			'Columbia'	50' x 40'		
<i>Quercus alba</i>	White Oak			60' x 60'	Ohio	No
<i>Quercus bicolor</i>	Swamp White Oak (Bicolor)			50' x 50'	Ohio	No
<i>Quercus imbricaria</i>	Shingle Oak			50' x 40'	Ohio	No
<i>Quercus lyrata</i>	Overcup Oak			50' x 50'	Ohio	No
<i>Quercus macrocarpa</i>	Bur Oak			60' x 50'	Ohio	No
<i>Quercus montana</i>	Chestnut Oak			50' x 40'	Ohio	No
<i>Quercus phellos</i>	Willow Oak			50' x 35'	North America	No
<i>Quercus rubra</i>	Northern Red Oak			75' x 75'	Ohio	No
<i>Quercus shumardii</i>	Shumard Oak			60' x 45'	Ohio	No
<i>Taxodium distichum</i> *	Bald Cypress	Shawnee Brave Bald Cypress	'Mickelson'	60' x 35'	North America	No
				55' x 20'		
<i>Tilia americana</i>	Boulevard American Linden	Redmond Linden (Basswood)	'Boulevard'	50' x 30'	Ohio	No
				35' x 25'		
<i>Tilia cordata</i>	Corinthian Littleleaf Linden	Greenspire Littleleaf Linden	'Corzam'	45' x 15'	No	No
				45' x 30'		
<i>Tilia tomentosa</i>	Green Mountain Silver Linden	Sterling Silver Linden	'PNI 6051'	45' x 35'	No	No
				45' x 35'		
<i>Ulmus americana</i> *	Jefferson American Elm	Valley Forge American Elm	'Jefferson'	70' x 50'	Ohio	No
				70' x 70'		

	No	No		50' x 40'	'Patriot'	Patriot hybrid Elm	
	No	No		45' x 30'	'Green Vase'	Green Vase Japanese Zelkova	
	* Species tolerates parking lot conditions.						

<b>B.4 Special Use Trees</b> Species for special use areas and trial plantings.							
Scientific Name	Trade / Common Name	Cultivar Name(s)	Mature Size (HxW)	Notes	Native	Acceptable Under Electric Wires	Minimum Tree Lawn Size
<i>Celtis occidentalis</i>	Prairie Sentinel Hackberry	'JFS-KSU1'	45' x 12'	Columnar	Ohio	No	Per City Forester Approval
<i>Eucommia ulmoides</i>	Emerald Pointe Hardy Rubber Tree	'Empozam'	40' x 15'	Columnar	No	No	Per City Forester Approval
<i>Liquidambar styraciflua</i>	Slender Silhouette Sweetgum	'Slender Silhouette'	60' x 8'	Few to no seed pods; very columnar	Ohio	No	Per City Forester Approval
<i>Quercus robur</i> x <i>Q. alba</i>	Skinny Genes hybrid Oak	'JFS-KW2QX'	45' x 10'	Columnar	No	No	Per City Forester Approval
<i>Quercus robur</i> x <i>Q. bicolor</i>	Streetspire hybrid Oak	'JFS-KW1QX'	45' x 14'	Columnar	No	No	Per City Forester Approval
<i>Quercus robur</i> x <i>Q. bicolor</i>	Regal Prince hybrid Oak	'Long'	45' x 8'	Very columnar	No	No	Per City Forester Approval
<i>Quercus robur</i> x <i>Q. bicolor</i>	Kindred Spirit hybrid Oak	'Nader'	30' x 6'	Very columnar	No	No	Per City Forester Approval
<i>Quercus robur</i> x <i>Q. alba</i>	Crimson Spire hybrid Oak	'Crimscmidt'	45' x 15'	Columnar	No	No	Per City Forester Approval

	<i>Quercus bicolor</i>	Beacon Swamp White Oak	'Bonnie and Mike'	40' x 15'	Columnnar	Ohio	No	Per City Forester Approval	

<b>B.5 Prohibited and Restricted Species</b> Species not generally permitted or recommended for street tree use; use in parks or open spaces may be acceptable.							
Scientific Name	Trade / Common Name	Cultivar Name(s)	Approximate Mature Size (HxW)	Notes	Native	Acceptable Under Electric Wires	
<i>Acer negundo</i>	Box Elder		Up to 50' x 40'	Weak structure, invasive tendencies, do not plant	Ohio	No	Do not plant
<i>Acer platanoides</i>	Norway Maple		Up to 60' x 40'	Do not plant	No; Invasive, do not plant	-	Do not plant
<i>Acer saccharinum</i>	Silver maple		Up to 80' x 50'	Weak structure, do not plant in ROW's or near structures and hard surfaces (aggressive roots)	Ohio	No	Requires extra large space, without active recreation, buildings or hard surfaces nearby
<i>Ailanthus altissima</i>	Tree of Heaven		Up to 75' x 50'	Weak structure, invasive	No; Invasive, do not plant	No	Do not plant
<i>Asimina triloba</i>	Paw Paw		Up to 20' x 20'	Do not plant on ROW's. For parks, colonizer for natural areas	Ohio	Yes	
<i>Carya illinoensis</i>	Northern Pecan		Up to 100'x 70' or more	Do not plant on ROW's or near buildings. Park use ok.	North America	No	
<i>Catalpa speciosa</i>	Northern Catalpa		Up to 60' x 40'	Do not plant on ROW's. Park use ok.	Ohio	No	
<i>Diospyros virginiana</i>	Persimmon		50' x 30'	Do not plant on ROW's. Colonizer for natural areas	Ohio	No	
<i>Fraxinus spp.</i>	Ash		Up to 80' x 50'	If EAB resistant hybrid is found. Do not plant without City Forester permission.	Most Ohio; some exotic	No	8'x8' is a minimum
<i>Ginkgo biloba</i>	Ginkgo (female)		Up to 50' x 35'	Do not plant females or varieties that are not seedless.	No	No	Do not plant

		No	Ohio	Do not plant on ROW's or near buildings. Park use ok.	Up tp 100' x 80', but normal is 70' x 60'		Black Walnut	<i>Juglans nigra</i>
		No	No	Invasive tendencies, do not plant	30' x 30'		Goldenraintree	<i>Koelreuteria paniculata</i>
		No	Ohio	Do not plant on ROW's or near hard surfaces, unless fruitless. 8' minimum tree lawn required	Up to 60'		Sweet Gum	<i>Liquidambar styraciflua</i>
		No	Ohio	Do not plant on ROW or near buildings (fruit)	Up to 40' x 40'		Osage Orange	<i>Maclura pomifera</i>
		Yes	Depends on variety	Do not plant on ROW's. For parks, requires City Forester permission only.	Up to 25' x 25'	Edible fruit bearing varieties	Apple	<i>Malus</i>
	Do not plant	No	No	Weak structure, invasive tendencies	Up to 30' x 45'		White Mulberry	<i>Morus alba</i>
	Do not plant	No	Ohio	Fruit issues, weak	45' x 40'		Red Mulberry	<i>Morus rubra</i>
		No	Ohio	Aggressive roots and weak structure	70' x 40'		Poplars (Cottonwood)	<i>Populus</i>
		No	No	Do not plant on ROW's. For parks, requires City Forester permission only	Up to 20' x 20'	Edible fruit bearing varieties	Pear	<i>Pyrus communis</i>
	Do not plant	-	No; Invasive, do not plant	Do not plant - illegal in Ohio.	Up to 45'	All cultivars	Callery Pear	<i>Pyrus Calleryana</i>
		Yes	No	Do not plant on ROW's. For parks, requires City Forester permission only	Up to 25' x 20'	Edible fruit bearing varieties	Peach	<i>Prunus persica</i>
	Do not plant	No	No	Do not plant on ROW's, messy fruit, and on invasive watch list.	Up to 45' x 50'		Sawtooth Oak	<i>Quercus acutissima</i>
		No	Some are, some are not	Aggressive roots, vision obstruction, special purpose trees	Up to 70' x 70'		Willow	<i>Salix sp</i>





## Appendix C: Tree Protection Signage Example

The following shows an example of tree protection signage, referenced in Section 6.1a.



## Appendix D: Tree Valuation Formula: Cost Approach - Trunk Formula Technique

The primary method of mitigation calculation is \$260/inch. However, Forestry has the ability to appraise trees instead of the Fee-in-Lieu. A Public Tree Plan preparer may request an appraisal, but it is up to the discretion of Forestry. If a Tree Appraisal is conducted, Forestry will use the Trunk Formula Technique.

The Trunk Formula Technique appraises larger trees in the landscape within the Cost Approach. Used by professional appraisers, this technique extrapolates costs to purchase the largest commonly available nursery tree relative to the size of the appraised tree. The form used by Forestry arborists is below, from the latest edition of the *Guide for Plant appraisal* released by the Council of Tree and Landscape Appraisers.

### Reproduction Method Trunk Formula Technique

Client name _____	Date _____	Case # _____
Phone _____	E-mail _____	
Address _____		
<b>Subject tree</b>		
Species _____		
1. Trunk diameter* (D) _____ @ _____		
2. Cross-sectional area (line 1) <sup>2</sup> × 0.7854		_____ in <sup>2</sup>
3. Condition rating		_____ %
Health _____		
Structure _____		
Form _____		
4. Functional limitations _____		_____ %
5. External limitations _____		_____ %
<b>Replacement tree</b>		
Species _____		
6. Trunk diameter* (D) _____ @ _____		
7. Cross-sectional area (line 6) <sup>2</sup> × 0.7854		_____ in <sup>2</sup>
8. Replacement tree cost Source: _____		\$ _____
<b>Calculations</b>		
9. Unit tree cost (line 8 / line 7 or RPAC)		\$ _____
10. Basic reproduction cost (line 2 × line 9)		\$ _____
11. Depreciated reproduction cost <sup>^</sup> (line 10 × line 3 × line 4 × line 5)		\$ _____
<b>Additional costs</b>		
Cleanup _____		\$ _____
Replacement tree installation _____		\$ _____
Aftercare _____		\$ _____
12. Total additional costs		\$ _____
13. Total reproduction cost (line 11 + line 12)		\$ _____
14. Rounded		\$ _____

\* Diameter and cross-sectional area may be replaced with plant area, volume, or height as appropriate.  
<sup>^</sup> Apply depreciation if it is appropriate for the assignment.

## **Appendix E: References to Construction & Materials Specifications**

The below items from the City of Columbus Construction & Materials Specifications are relevant to projects with Public Trees in the Work Limits.

<https://www.columbus.gov/utilities/contractors/Construction--Materials-Specifications/>

101.3 Definitions

107.11 Protection and Restoration of Property

107.12 Contractor's Use of the Project Right-of-Way or other City-owned Property

201 Clearing and Grubbing

655 Tree Protection

657 Tree Well Construction

661 Planting Trees, Shrubs, and Vines

666 Pruning Existing Trees

## Appendix F: Sidewalk Tools, Strategies, and Alternatives for Consideration

The below are intended to be a resource for project owners in the City. The items in this appendix are not required to be implemented.

### F.1 Sidewalk Design

#### Full Sidewalk

Full sidewalks extend from the back of the curb to the edge of the right-of-way. Tree pits should be installed whenever possible on full sidewalks (Figure G1).



Figure G1. Full Sidewalks.

Photo Credit: Eric Fischer

([https://commons.wikimedia.org/wiki/File:Fence\\_and\\_trees\\_\(37977120831\).jpg](https://commons.wikimedia.org/wiki/File:Fence_and_trees_(37977120831).jpg)),

#### Tree Well/Pit

An area within a full sidewalk where the pavement has been removed to accommodate tree planting. (Figure G2).



Figure G2. Tree Pit/Well.

Photo Credit: Wil540, CC BY-SA 4.0 <<https://creativecommons.org/licenses/by-sa/4.0>>

**Tree grates**

Tree grates, often constructed of metal, are installed to cover the tree well and allow pedestrian access through the space (Figure G3).



Figure G3. Tree grate.  
 Photo Credit: Eric Fischer  
 ([https://commons.wikimedia.org/wiki/File:Double\\_tree\\_grate\\_\(41077871680\).jpg](https://commons.wikimedia.org/wiki/File:Double_tree_grate_(41077871680).jpg))

**Contiguous Open Tree Beds**

Contiguous open tree beds are connected and have exposed soil and mulch that can help provide adequate soil volume and space for trees to grow (Figure G4). These planting beds can be curbed or at grade; curbed beds can provide some protection from snow and ice melting products and other elements that may damage trees.



Figure G4. Contiguous Open Tree & Landscape Bed  
 Photo: [sfbetterstreets.org](http://sfbetterstreets.org)

**Continuous Tree Lawns**

A strip of grass or vegetation between the sidewalk and street, which features trees (Figure G5). To support tree planting in Columbus, the tree lawn must be a minimum of 4-feet wide.



Figure G5. Continuous Tree Lawns.

Photo Credit: Nyttend, Public domain, via Wikimedia Commons

Full URL:

([https://commons.wikimedia.org/wiki/File:Republic\\_offices\\_in\\_Columbus,\\_trees\\_along\\_sidewalk.jpg](https://commons.wikimedia.org/wiki/File:Republic_offices_in_Columbus,_trees_along_sidewalk.jpg))

**Bump Outs**

A landscape bump-out/curb extension is a vegetated area that extends into the street, to provide a growing space for trees and plants (Figure G5). These spaces can be used to beautify a streetscape while providing greater stormwater retention and slowing traffic at the bump-out location. Bump outs should be marked in a way to alert drivers of vehicles and snow plows of its presence.



Figure G5. Bump out.

Photo Credit: Mds08011.

### **Meandering/Reroute Sidewalk**

A meandering sidewalk is strategically curved to provide more space between the tree and sidewalk (Figure G6).



Figure G6: Meandering sidewalk.  
Photo Credit: Payton Chung from DCA, USA  
([https://commons.wikimedia.org/wiki/File:Meander\\_\(2285176783\).jpg](https://commons.wikimedia.org/wiki/File:Meander_(2285176783).jpg))

### **Bridging**

Bridging sidewalks over roots facilitates root growth by raising the sidewalk with concrete piers or a base layer for support (Figure G7).



Figure G7. Sidewalk bridging over tree roots.  
Photo: Edward F. Gilman, Professor, Environmental Horticulture Department, IFAS, University of Florida

### **Permanent planter**



Decorative planters are containers of varying shapes and sizes that allow for trees and other vegetation to be planted on sites that cannot support trees in-ground (Figure G8). Planters must provide adequate soil volume for the root growth of a small tree species. Soil is the key buffering agent in insulating the trees' roots against winter temperatures, therefore the largest possible planter option should be considered. Tree species will experience a wider range of temperature extremes being in above ground planters. Therefore, species selected for planters should be one-to-two USDA zones hardier (for Columbus, that would be hardiness zones 4 or 5) to increase winter survival potential. Selected species should also be tolerant of drought and restricted or limited soil volume.



Figure G8. Permanent tree planter

Source: New York City DOT - Street Design Manual, <https://www.nycstreetdesign.info/furniture/planter>

## F.2 Soil Engineering & Alternative Materials

### Soil Cell Systems

Soil cells are engineered systems that help transfer the weight and force of a sidewalk while creating areas of uncompacted soils for tree root growth (Figure G9). The cell systems can be interlocked (depending on manufacturer) and expanded to meet the specific needs of the project. To install soil cells, existing soils are excavated to the desired depth, the area is then compacted, and the soil cell units are installed, filled with un-compacted soil, and topped with the desired hardscape or pavement material. Due to the amount of excavation needed in order to make room for this system, soil cells are best suited for new construction areas or for areas where existing trees will not be impacted. Soil cells provide the greatest amount of uncompacted soil volume. Examples of soil cell systems include Silva Cells and Stratavault Soil Cells.



Figure G9. Stratavault Soil Cells. Photo: CityGreen.com

### Pavement Suspension Systems

Pavement suspension systems were originally designed to suspend hardscape and pavement on soils that lacked the structural cohesion and qualities to support it. One adaptive and beneficial use for trees is in construction of new or expansion of roadways, walkways, and other pavement areas where trees currently exist. Instead of excavating areas to install beds of compaction-suitable material, pilings are driven in a systematic grid and topped with formwork where the desired pavement is installed. The pilings transfer the weight of the pavement down into the ground similar to piling foundations in building construction. The benefit of the system is that the pilings are driven into the ground with minimal disruption to existing tree root systems. An example of this system is the Cupolex system.



### Structural Soil

Structural soils are a specific, usually patented, soil mix that combines clay loam soil with various sized crushed stones (aggregates) and a hydrogel (binding agent), that can be compacted under pavement to give structural support. The aggregates allow for compaction of the structural soil, while creating gaps between the aggregate material for the clay loam soil and tree roots to grow. While it does not create the most optimum conditions for tree growth (when compared to soil cells), structural soils are best suited for compacted areas beneath hardscape improvements that are completely surrounded by large amounts of un-compacted soils and pervious areas. An example of a structural soil manufacturer/provider is the patented structural soil mix patented by Cornell University, termed CU-Structural Soil.

**Pervious concrete**

Mixture of cement, coarse aggregate, and water, using little or no fine aggregate to leave voids that allow water to pass through.

**Permeable interlocking concrete pavers**

Pavers with voids at the joints that create openings for water to pass through (Figures G11 and G12).

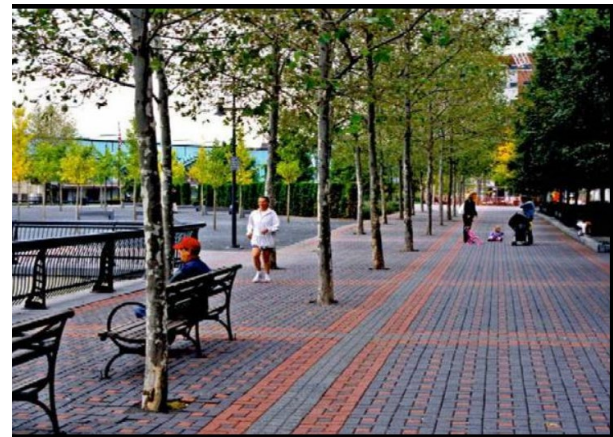
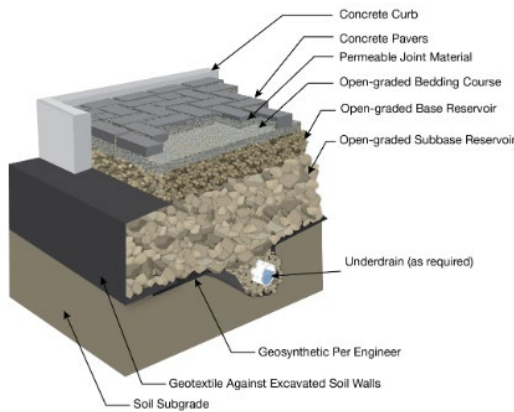


Figure G11. Permeable concrete paver detail  
Photo: Portland Cement Association

Figure G12. Permeable Pavers around trees, Hoboken, NJ  
Photo: Bruce Ferguson  
[https://wiki.sustainabletechnologies.ca/wiki/Permeable\\_pavements](https://wiki.sustainabletechnologies.ca/wiki/Permeable_pavements)

**Rubber/non-concrete sidewalks**

Recycled materials can be used to accommodate tree root growth, frost heave, and foot and vehicular traffic without damage (Figure G13). Santa Monica, CA uses pervious and flexible rubber pavement produced from recycled tires for an ADA compliant walking surface over tree roots that have previously caused sidewalk damage.



Figure G13. Rubber sidewalk near tree. Source: Rubberway (rubberway.com)

**F.3 Remedial Strategies to Address Existing Sidewalk Damage**

Although proper planning is the key to avoiding sidewalk conflicts, there are methods of remediation that can be used to mitigate existing issues.

**Bridging**

Raising the sidewalk with concrete piers or a base layer for support – see Section H.1.

**Ramping**

Adding asphalt, concrete, or an alternative material to smoothly join the lifted sidewalk with the original grade (Figure G14).



**Grinding**

Grinding down the edges of a sidewalk to lessen a lift.

### **Jacking up**

Pumping grout into a sidewalk's sub-base can create a smooth transition between edges.

### **Expanding tree pits**

Removing damaged sidewalk and increasing soil volume for the tree's roots to grow.

### **Tree Removal**

Removing a tree causing sidewalk damage should always be considered the last possible option and should be weighed against the current condition of the tree, the value/benefit it provides to the community, the cost of remediation, and the view/opinion of adjacent Property Owners. See Appendix A for more on evaluation criteria for tree removal.

## **F.4 Preventative Strategies to Avoid Sidewalk Damage**

Strategic sidewalk design along with the use of engineered soils and alternate materials should be coupled with simple planning approaches – most of which have little or no associated costs.

### **Choosing appropriate species**

Some species have more aggressive root systems than others. Choosing the appropriate species based on the site conditions and available space can help reduce hardscape conflicts.

### **Root barriers**

Root barriers can be used alongside hardscapes to deflect roots and direct them to grow deeper into the soil. They are made from plastic, fabric, or any impermeable durable material that can withstand burial in soil for an extended period of time; materials are sometimes infused with herbicides. Root barriers must be at least 18" deep, and the top must be above soil grade to be effective. In compacted soils, and soils with a high water table, roots may grow under the barrier and up the other side, but in well-drained soil, roots may remain at deeper depths longer.

### **Setback plantings**

Setback trees are planted beyond the public Right of Way (BROW) on Private Property. BROW plantings may be the best or only option depending on the sidewalk or site's condition. This approach requires coordination with Property Owners, as the City only performs work within the public ROW.

### **Incentives for Private Property**

Providing an option for residents to plant a tree on their property for a subsidized, low, or no cost may increase their level of participation.

## **F.5 Using an Air Spade**

Air spading is a method used in arboriculture to excavate soil around a tree without damaging its roots. The process uses compressed air to break up and remove soil, allowing arborists, landscapers, or other professionals to access the tree's root system without the risk of cutting or tearing the roots, as might happen with traditional digging tools. An air spade is a specialized tool that directs a high-velocity stream of air into the soil. It looks somewhat like a large, metal wand connected to a compressor.

#### **Examples of when and air spade may be used:**

- **Soil Excavation:** The air spade is used to blow soil away from the roots, breaking up compacted soil without harming the delicate root structures.
- **Root Inspection:** Air spading is often used when there's a need to inspect a tree's roots for disease, damage, or other issues. By removing the soil, arborists can get a clear view of the root system.
- **Root Pruning:** If damaged or diseased roots are found, they can be pruned without further excavation. The air spade allows for precise access.
- **Soil Aeration:** Compacted soil can be detrimental to tree health, limiting access to water, nutrients, and oxygen. Air spading can break up compacted soil, improving conditions for the tree.
- **Transplanting:** If a tree needs to be moved, air spading can be used to free the root system with minimal damage, making transplantation more successful.
- **Adding Soil Amendments:** After inspecting and possibly pruning the roots, soil amendments can be added to improve soil quality, and then the soil can be replaced.
- **Utility Work:** Sometimes, air spading is used in urban environments to access utilities that are near trees, allowing workers to reach pipes or cables without damaging nearby trees.

Air spading is considered a best practice in situations where root access is needed, as it minimizes stress and damage to the tree. The use of an air spade requires specialized equipment and professional expertise, and is typically done by trained arborists or other tree care professionals.

DEPARTMENT OF PUBLIC SERVICE  
CITY OF COLUMBUS, OHIO

**SUBJECT:** Parking Impact Study Rules and Regulations

**EFFECTIVE DATE:** August 28, 2024

**PAGES:** 1 of 12

**BY:** Division of Mobility and Parking Services

## I. WHO WE ARE

The Department of Public Service delivers essential services that positively impact City of Columbus residents' lives every day. The Department consists of five divisions: Design and Construction, Infrastructure Management, Mobility and Parking Services, Refuse Collection, and Traffic Management.

The Division of Mobility and Parking Services is committed to providing safe, equitable and predictable mobility and parking options for all residents, guests and visitors in the City of Columbus. We aim to increase mobility choices, manage congestion, and facilitate access to goods and services in a city experiencing enormous growth. Specifically, the Division of Mobility and Parking services works with Development applicants to:

- A. Identify parking impacts of proposed Development and changes of use; and
- B. Determine Mitigation needs to offset parking impacts.

## II. PURPOSE

In 2024, the City of Columbus initiated a series of zoning code reforms to align with the current and future needs of the community. This includes meeting broader housing, mobility and affordability objectives. In an effort to proactively manage on-street parking supply and curbside resources for existing and future users, Chapter 4310 of the Columbus City Code allows for the requirement of a Parking Impact Study.

A Parking Impact Study shall apply to all Developments and to the expansion or change in use of an existing Development when located within a parcel with a 2024 Zoning Code district designation for which there is no minimum vehicular parking requirement. Any Development for which there is a request for variance to the minimum parking requirements should reference the Department's Parking Variance Review Guidelines found in Chapter 3312 of the Columbus City Code.

Topics addressed include:

- A. The parking and mobility considerations involved in a site plan review.
- B. Circumstances for when a Parking Impact Study is required.
- C. Instructions and methodology for completing a Parking Impact Study.
- D. Instructions on how to determine if Mitigations are required.
- E. Details of programmatic Mitigations and parking management fees that may be required.

## III. AUTHORITY

Pursuant to the authority granted under Chapter 4310 of the Columbus City Code, 1959, as amended by Ordinance #2115-2024, the Director hereby adopts, establishes and publishes these rules and regulations to be effective at the earliest time allowed by law.

These rules and regulations supersede all previously promulgated rules and regulations for a Parking Impact Study. However, these rules and regulations do not supersede the Parking Variance Guidelines requirements found in Section VI(A.2.d.) under Applicability – When is a Parking Impact Study Required.

#### IV. DEFINITIONS

The following words, terms and phrases, when used in these rules and regulations, shall have the meanings ascribed to them, except when the context clearly indicates a different meaning:

- A. *Administrator* means the administrator of the Division in the Department.
- B. *Block Face* represents one side of a street between two consecutive intersections.
- C. *Critical Curb Access Needs* is a use or building's curbside loading and access needs that must be met for the use or building to perform its core operational functions safely and successfully. Examples include: mail delivery, Commercial goods delivery, solid waste servicing areas, passenger pick-up and drop-off, and on-demand delivery spaces.
- D. *Commercial* is a property use for which a certificate of zoning clearance has been issued by the Department of Building and Zoning Services.
- E. *Department* means the City of Columbus Department of Public Service.
- F. *Development* means the construction or alteration of buildings, structures, parking facilities or roadways within a parcel or parcels of land, or a parcel of land to be subdivided into multiple parcels of land.
- G. *Development Application* refers to all proposals for Development, expansion, or change in use of an existing Development.
- H. *Director* means the director of the Department, or designee, unless otherwise specified.
- I. *Division* refers to the Division of Mobility and Parking Services, unless otherwise specified.
- J. *Managed Parking Area* means a block or portion of a block located in the public right-of-way that has a time limit, payment, permit or special use requirement to utilize the curbside space.
- K. *Mitigation* is the act of reducing impacts of Parking Spillover on adjacent streets and increasing mobility options. These acts are inclusive of programmatic efforts, associated site or public infrastructure improvements, or a management fee.
- L. *Non-residential* means any Development that is not a Residential Development.
- M. *Parking Impact Study* is a study that determines the impact a Development will have on a nearby public parking system and identifies any additional costs for the City of Columbus that are necessary to manage the parking impact of said proposed Development.
- N. *Parking Occupancy* is the number of parked vehicles divided by the number of available parking spaces.
- O. *Parking Spillover* is the assumed Vehicle Parking Demand that is not satisfied on-site and therefore, increases nearby public on-street Parking Occupancy by that unsatisfied amount.
- P. *Public Parking Systems* is an assemblage of publicly owned or publicly managed facilities designated for the temporary placement of vehicles, as outlined in Columbus City Code Chapter 4310.
- Q. *Residential* means any Development that consists of a dwelling unit as defined on Section 3303.04-Letter D of the Columbus City Code; apartments, condominiums,



townhomes, a residential hotel, an extended stay hotel or any combination of these elements.

- R. *Vehicle Parking Demand* is one vehicle per Residential unit and one vehicle per 50% of the standard parking minimum requirement set forth in Chapter 3312 of the Columbus City Code.

## V. STEP 1: SITE PLAN REVIEW

The Development applicant is required to complete the preliminary site compliance checklist as required by the Department of Building and Zoning Services. Upon receipt of the site plan, the Division will respond within ten (10) business days with indication whether or not a Parking Impact Study will be required, and the parameters of that study.

The site plan review shall include, at a minimum, determination of the appropriate curb management, mobility and Critical Curb Access Needs within the public right-of-way immediately adjacent to the Development site and/or within the immediate vicinity of the site. Such considerations may include, but are not limited to, the addition of or modifications to:

- A. Paid and/or time-limited parking
- B. Permit parking
- C. Loading and delivery zones, including uses such as rideshare pickup/drop off, valet, etc.
- D. ADA-compliant street parking
- E. Car-share parking
- F. Bicycle parking
- G. Bike share, mobility hubs, or other forms of shared mobility device parking
- H. Transit stops and associated infrastructure

All proposed curb management improvements or modifications will be reviewed for compliance with Division standards. This review may also identify new curb management improvements necessary to accommodate mobility, parking and Critical Curb Access Needs generated by the project. These improvements may be required in the site development plans as a condition of final site compliance or permit approval. This review will also consider planned improvements to the public right-of-way that may impact the use of the adjacent curb in the future.

The Division will coordinate any recommendations or requirements with Development review conducted by the Department's Division of Traffic Management and any other requirements of the Department. Applicants should consult the Division of Traffic Management's Development Traffic Studies rules and regulations for other review requirements that may be applicable to their project.

## VI. STEP 2: PARKING IMPACT STUDY

- A. Applicability - When is a Parking Impact Study Required?
  - 1. According to Chapter 4310 of the Columbus City Code, determination of when a Parking Impact Study is required is based on consideration of the following factors, at a minimum:
    - a. Site proximity to nearby Public Parking Systems;
    - b. Size and land use of the proposed Development;

- c. Amount of on-site parking and/or loading spaces in the proposed Development;
  - d. The zoning classification of the proposed Development; and
  - e. Any other factors deemed relevant in promoting the purpose of Code Chapter 4310.
2. Consistent with the previous considerations, the following criteria is used for these rules and regulations:
- a. A Parking Impact Study is required for Development Applications when any of the following conditions are met:
    - i. A proposed Residential Development with more than ten (10) Residential units and which provides less than one (1) vehicular parking space per unit.
    - ii. A proposed Non-residential Development greater than twenty-five hundred (2,500) square feet in size and which provides less than fifty percent (50%) of the standard required parking minimums for the subject use as defined in Title 33 of the Columbus City Code.
  - b. A Parking Impact Study is not required for Development Applications when any of the following conditions are met:
    - i. The property site is located in a Managed Parking Area, and ALL blocks within seven hundred and fifty (750) feet of the property site have managed parking. Managed parking includes permit parking, metered parking, and/or time limited parking.
    - ii. A project utilizing a state of Ohio Low-Income Housing Tax Credit (LIHTC) program as determined by the Department of Development. In the case of mixed-use projects, as defined in Title 34 of the Columbus City Code, a Parking Impact Study may be required for the portion of the project not directly tied to the LIHTC program.
  - c. When a Development Application is proposing more than ten (10) Residential units, zero (0) parking spaces, and does not require a Parking Impact Study, the project will require the implementation of Mitigation strategies per the requirements found in Section VII(A.2.) under Mitigation Requirements.
  - d. For zoning districts that require minimum on-site parking as referenced in Title 33 of the Columbus City Code, Development Applications must follow the Department's Parking Variance Review Guidelines found in Chapter 3312 of the Columbus City Code.

#### B. Waiver of Parking Impact Study

The Administrator has the authority to waive a Parking Impact Study if the preparation would result in unnecessary or duplicate analyses—when considering the following factors—including but not limited to:

1. Planned parking facility or parking management improvements.
2. Previous studies in the vicinity of the site (either privately or publicly funded) or the availability of data deemed sufficient to meet the objectives of the study.
3. Voluntary commitment of Mitigations by the applicant, which may include a parking management fee. The Administrator shall determine whether the proposed voluntary

commitments are sufficient to support a waiver and shall document such determination.

### C. Parking Impact Study - Data Collection

The applicant may complete a Parking Impact Study on their own or through a contracted consultant service. However, the Division will confirm the Parking Impact Study parameters based on to the applicant's submittal of the site plan. To complete the Parking Impact Study, the following conditions must be met:

1. Parking Occupancy must be counted on all on-street and publicly available off-street parking locations as determined by the Division on a project-by-project basis. Generally Parking Occupancy will be counted on all Block Faces within seven hundred fifty (750) feet of the project site.
2. Parking Occupancy counts shall be taken on a typical day so as best to determine parking demand under normal conditions. Counts are not to be taken during special events, poor weather conditions, holidays or any other condition that may have a significant impact on parking.
3. One (1) Parking Occupancy count is required at a single point in time, on one (1) weekday, Monday through Friday, during each of the following time three (3) periods:
  - a. Between the hours of 5:00 AM and 7:00 AM;
  - b. Between the hours of 11:00 AM and 1:00 PM; and
  - c. Between the hours of 6:00 PM and 8:00 PM.
4. One (1) Parking Occupancy count is required at a single point in time, on a Saturday unless otherwise specified, during each of the following three (3) time periods:
  - a. Between the hours of 5:00 AM and 7:00 AM;
  - b. Between the hours of 11:00 AM and 1:00 PM; and
  - c. Between the hours of 6:00 PM and 8:00 PM.
5. Photographs or video of each block/off-street parking area studied shall be provided, including time stamp, to validate counts.
6. The presence of mobility options proposed within the plan and existing adjacent to the project site should be noted. Examples of mobility options include the presence of a COTA transit stop, shared mobility device station, and/or dedicated car share vehicle space.
7. Data shall be provided to the Division using the provided templates and meeting data standards as outlined in Exhibits A, B and C.
8. In the event that the study area is adjacent to or includes streets within a jurisdiction other than the City of Columbus, the Division will contact staff from that jurisdiction to gather input on parking conditions in the area.
  - a. For the purposes of this evaluation, the streets within another jurisdiction will not be considered as providing capacity for overflow demand not managed on site, though they may be required to be studied in order to understand existing parking demands in the area.

Applicants shall email the completed Parking Impact Study to [DPSDevelopmentparkingstudy@columbus.gov](mailto:DPSDevelopmentparkingstudy@columbus.gov). Studies that the Division deem complete

will be reviewed within ten (10) business days from submission. The Division will notify the applicant whether or not Mitigations are required, according to Section VII.

**D. Determination of Impact**

The results of a Parking Impact Study will determine if action is required to mitigate the proposed Development’s impact on nearby Public Parking Systems. Upon final review and acceptance of the completed Parking Impact Study, the Division will provide, in writing, a determination of the impact to the Development applicant. Determination of impact is based on consideration of the existing and projected supply of nearby public parking and the local market demand for parking or loading activity near the proposed Development.

Specifically, the following calculations apply:

$$\text{Aggregate On-Street Demand (\%)} = \frac{\text{Existing On-street Occupancy} + \text{Projected Spillover}}{\text{Existing On-Street Supply}}$$

1. The results of the Parking Impact Study will document the existing on-street occupancy plus the projected Parking Spillover from the proposed Development and determine the aggregate demand for public parking. The overall aggregate demand will determine if a Mitigation action is required, and if so, which Mitigation tier is applicable as noted in Section VII.
2. Parking Spillover is determined by assumed typical Vehicle Parking Demand, as follows:
  - a. Typical Vehicle Parking Demand for a Residential Development is assumed at a parking ratio of one (1) vehicle parking space per Residential unit.
  - b. Typical Vehicle Parking Demand for a Non-residential Development is assumed at a parking ratio of fifty percent (50%) of the standard minimum parking requirement for the subject use as defined in Title 33 of the Columbus City Code.
3. When on-site parking is proposed to be provided at a lower ratio than the typical Vehicle Parking Demand the difference of the actual parking provided and the typical Vehicle Parking Demand is used to calculate the projected Parking Spillover.
4. To determine the impact of projected Parking Spillover, use the following calculation:
  - a. Seventy-five percent (75%) of Parking Spillover is assumed to utilize the closest inventory of on-street public parking.
  - b. Twenty-five percent (25%) of Parking Spillover is assumed to utilize other non-public parking and/or other transportation options.

Below is an example of how the determination of impact is configured:

- Proposed number of Residential units: 80 units
- Proposed square footage of Commercial use: 0
- Proposed on-site parking: 40 proposed spaces (Vehicle Parking Demand is 1 parking space per unit; here there are 80 units, thus, only half of parking is being provided)

- Existing on-street parking supply: 250 existing total spaces
- Existing on-street occupancy per Parking Impact Study: 200 existing occupied spaces
- Projected Parking Spillover:  $(80 \text{ units} - 40 \text{ proposed spaces}) * 75\% = 30 \text{ needed spaces}$
- Aggregate on-street demand:  $(200 \text{ existing occupied spaces} + 30 \text{ needed spaces}) / 250 \text{ existing total spaces} = 92\%$

With an aggregate on-street demand of 92%, the project qualifies for Tier II Mitigation.

## VII. STEP 3: MITIGATIONS

### A. Mitigation Requirements

1. Mitigations are required for Development Applications when a Parking Impact Study determines the on-street parking demand increases to an aggregate of seventy (70) percent or higher.
  - a. Required Mitigations are tiered based on the level of impact as follows:
    - iii. Tier I = 70.0 - 79.9% aggregate on-street demand
    - iv. Tier II = 80.0 - 99.9% aggregate on-street demand
    - v. Tier III = 100%+ aggregate on-street demand
  - b. Tier I impacts require the implementation of a minimum of one (1) programmatic Mitigation.
  - c. Tier II impacts require the implementation of a minimum of two (2) programmatic Mitigations and the deposit of a parking management fee.
  - d. Tier III impacts require the implementation of a minimum of three (3) programmatic Mitigations and the deposit of a parking management fee.
2. For Residential Development Applications proposing zero (0) on-site parking spaces and a Parking Impact Study is not required (e.g. the Development is located within a Managed Parking Area), programmatic Mitigations are required.
  - a. Required Mitigations are tiered based on the number of Residential units as follows:
    - i. More than ten (10) units but less than fifty (50) units requires the implementation of a minimum of one (1) programmatic Mitigation.
    - ii. Fifty (50) or more units but less than one hundred (100) units requires the implementation of a minimum of two (2) programmatic Mitigations.
    - iii. One hundred (100) or more units requires the implementation of a minimum of three (3) programmatic Mitigations.
3. The results of a Parking Impact Study will not require additional on-site parking, if not otherwise proposed by the applicant.

### B. Programmatic Mitigations

Programmatic Mitigations are commitments by the Development applicant to invest in and sustain programs (and where applicable, associated site or public infrastructure improvements) to manage parking demand and/or promote the use of alternative transportation options by tenants or visitors of the proposed Development.

1. For any programmatic Mitigation, the Development applicant is required to provide documentation of a five (5) year commitment to sustaining the Mitigation strategy. Programmatic Mitigations include but are not limited to:

Category	Mitigation Examples
Active Transportation	Secure Bike Parking Bike and Scooter Share Micro Mobility Infrastructure
Transit	Transit Pass Compensation
Sustainable Transportation	Car Share High Occupancy Vehicles (ex. shuttles)
Parking Management	Shared Parking Agreement Loading Zones for Critical Access Needs
Other Transportation Demand Mitigation (TDM) Efforts	Rideshare credits Multi-modal Information & Education Employee/Resident Incentive Programs

2. The Administrator reserves the right to request additional documentation throughout the five (5) year commitment period, to verify the validity of such programs being implemented including but not limited to agreements/contracts, program marketing material, purchase orders and program contact information.

C. Parking Management Fee

1. A parking management fee is required to mitigate Tier II and Tier III on-street aggregate parking demand impacts.
2. The parking management fee represents the current expenses related to operating and administering a managed parking program including but not limited to:
  - a. Enforcement operations
  - b. Permitting operations
  - c. Permit issuance
  - d. Parking restriction signage
  - e. Staff administration
3. The parking management fee is assessed on a per Block Face basis within the Parking Impact Study area as determined in Section VI and is dependent on the scale of parking impacts created by a Development. The current per Block Face parking management fee is five thousand seven hundred and twenty-five dollars (\$5,725). This is a one-time fee.
4. In order to ensure that the parking management fee is fair and represents current cost levels, it shall be reviewed and adjusted periodically by the Director, with adjustments to the fee schedule effective on July 1 of each year.
5. The parking management fee shall be due prior to final site compliance plan approval. All funds shall be collected by the Division and deposited in the Mobility Enterprise Fund or other appropriate fund.

6. Parking management fee monies shall be used for the management of parking and mobility programs within the Parking Impact Study area for that Development that such fees were collected.
7. If an approved Development Application is abandoned and no construction activities are initiated within six (6) months of payment, the Administrator shall have the authority to provide a full refund of the parking management fee. Prior to any refund of the parking management fee, the applicant must submit written confirmation to the Department and the Department of Building and Zoning Services that the proposed Development project has been withdrawn and that any future proposed Development project will require a new site compliance plan submittal.

### VIII. APPEALS

- A. A Development applicant that wishes to appeal the requirement to mitigate parking impacts shall submit an appeal, on forms provided by the Department, containing the following information:
  - a. The name, address, and telephone number of the applicant and co-applicant(s) as necessary;
  - b. The reason for the requested appeal; and
- B. A written appeal must be sent to the Division within fifteen (15) calendar days from the issuance of Mitigation requirements.
- C. The Director shall convene a hearing on the matter within thirty (30) days of receipt of the notice of appeal.
- D. The Director's decision on an appeal shall be considered a final appealable order.
- E. Refer to Chapter 4310 of the Columbus City Code for further appeal details.

BY ORDER:



KELLY SCOCCO, DIRECTOR

Exhibit A: Parking Impact Study Template (On-Street)

Example Counts												
Street (name of street segment being counted)	Blockface	From	To	Parking Restrictions (if any)	Total Existing Spaces	Example Count	Available Spaces	Example Occupancy % (Count total / Existing Spaces)	Day of Week	Date	Time	Photo Taken?
FRONT ST	W	W BROAD ST	W GAY ST	Street sweeping Tuesdays	14	14	0	100%	Wednesday	1/2/2019	6:30 AM	Y
FRONT ST	W	W GAY ST	W LONG ST	Street sweeping Tuesdays	11	9	2	82%	Wednesday	1/2/2019	6:32 AM	Y
FRONT ST	E	W BROAD ST	W LYNN ST	Street sweeping / Loading	0	0	0	N/A	Wednesday	1/2/2019	6:34 AM	Y
FRONT ST	E	W LYNN ST	W GAY ST	No stopping 7am-9am, 4pm-6pm	2	1	1	50%	Wednesday	1/2/2019	6:36 AM	Y
<b>Example Total Count + Occupancy</b>					<b>27</b>	<b>24</b>	<b>3</b>	<b>89%</b>	<b>Wednesday</b>	<b>1/2/2019</b>	<b>6:33 AM</b>	

Morning Counts - Weekday (1)												
Street (name of street segment being counted)	Blockface	From	To	Parking Restrictions (if any)	Total Existing Spaces	Morning Count	Available Spaces	Morning (5-7am) Occupancy %	Day of Week	Date	Time	Photo Taken?
							0					
							0					
							0					
							0					
<b>Total Count + Occupancy</b>					<b>0</b>	<b>0</b>	<b>0</b>				<b>12:00 AM</b>	

Mid-Day Counts - Weekday (2)												
Street (name of street segment being counted)	Blockface	From	To	Parking Restrictions (if any)	Total Existing Spaces	Mid-day Count	Available Spaces	Mid-day (11am-1pm) Occupancy %	Day of Week	Date	Time	Photo Taken?
							0					
							0					
							0					
							0					
<b>Total Count + Occupancy</b>					<b>0</b>	<b>0</b>	<b>0</b>				<b>12:00 AM</b>	

Evening Counts - Weekday (3)												
Street (name of street segment being counted)	Blockface	From	To	Parking Restrictions (if any)	Total Existing Spaces	Evening Count	Available Spaces	Evening (6-8pm) Occupancy %	Day of Week	Date	Time	Photo Taken?
							0					
							0					
							0					
							0					
<b>Total Count + Occupancy</b>					<b>0</b>	<b>0</b>	<b>0</b>				<b>12:00 AM</b>	

**Additional Mobility Notes:**



Exhibit B: Parking Impact Study Template (Off-Street)

Example Counts								
Parking Lot Studied	Total Existing Spaces	Example Count	Available Spaces	Example Occupancy (Count total/ Existing Spaces)	Day of Week	Date	Time	Photo Taken?
Kroger	125	50	75	40%	Tuesday	43767	0.270833333	Y
E Pearl and N Pearl	200	180	20	90%	Tuesday	43767	0.270833333	Y
<b>Example Total Count + Occupancy</b>	<b>325</b>	<b>230</b>	<b>95</b>	<b>71%</b>				

Morning Counts - Weekday (1)								
Parking Lot Studied	Total Existing Spaces	Morning Count	Available Spaces	Morning (5-7am) Occupancy %	Day of Week	Date	Time	Photo Taken?
			0					
			0					
			0					
			0					
			0					
			0					
<b>Total Count + Occupancy</b>	<b>0</b>	<b>0</b>	<b>0</b>					

Mid-Day Counts - Weekday (2)								
Parking Lot Studied	Total Existing Spaces	Mid-day Count	Available Spaces	Mid-day (11am-1pm) Occupancy %	Day of Week	Date	Time	Photo Taken?
			0					
			0					
			0					
			0					
			0					
			0					
<b>Total Count + Occupancy</b>	<b>0</b>	<b>0</b>	<b>0</b>					

Mid-Day Counts - Weekday (3)								
Parking Lot Studied	Total Existing Spaces	Evening Count	Available Spaces	Evening (6-8pm) Occupancy %	Day of Week	Date	Time	Photo Taken?
			0					
			0					
			0					
			0					
			0					
			0					
<b>Total Count + Occupancy</b>	<b>0</b>	<b>0</b>	<b>0</b>					

Additional Mobility Notes:

Exhibit C: Parking Impact Study – Determination of Impact

This worksheet determines if action is required to mitigate the proposed development's impact on nearby Public Parking Systems. Determination of impact is based on consideration of the existing and projected supply of nearby public parking and the local market demand for parking or loading activity near the proposed development.

Proposed Residential Units or Proposed Square Footage	Proposed on-site parking	Parking Ratio

Determination of Impact								
Count	Day of Week	Date	Time of Day	Existing on-street supply	Existing on-street capacity	Current Occupancy %	Projected Spillover	Aggregate Demand
Morning Counts - Weekday (1)	0		12:00 AM	0	0		0	
Mid-Day Counts - Weekday (2)	0		12:00 AM	0	0		0	
Evening Counts - Weekday (3)	0		12:00 AM	0	0		0	
Morning Counts - Weekend (4)	0		12:00 AM	0	0		0	
Mid-Day Counts - Weekend (5)	0		12:00 AM	0	0		0	
Evening Counts - Weekend (6)	0		12:00 AM	0	0		0	