

City of Columbus
Mayor Michael B. Coleman

Guide to Area and Neighborhood Planning

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Letter from the Director

This Guide to Area and Neighborhood Planning establishes the basis for undertaking neighborhood-based planning in the City of Columbus. Its purpose is to explain the role and function of planning, the process and methodologies undertaken by the Planning Division when engaging neighborhoods, and presenting a set of best practices to guide policy development.

It is hoped that by compiling this information in a handy and useful format that our community leadership, neighborhood stakeholders, and the public will enthusiastically embrace the neighborhood planning process as our Planning Division engages individual communities to chart their development future.

Sincerely,

A handwritten signature in black ink, appearing to read "Boyce Safford III". The signature is written in a cursive style.

*Boyce Safford III
Director of the Development Department*



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Introduction

Welcome

The *Guide to Area and Neighborhood Planning* is a comprehensive presentation on the process of neighborhood-based planning in the city of Columbus. This handbook presents an overview of the Planning Division and its work, presents the policy foundation upon which neighborhood planning is undertaken, presents an overview of the methodologies, techniques and standards to be used by the Planning Division, and concludes with best practices that are to be integrated into neighborhood plans.

Creating Quality 21st Century Neighborhoods

The overall development goal for Columbus is quality neighborhoods. The ingredients for creating quality neighborhoods are defined by the city’s planning principles, policies, and standards. This is best expressed in the city’s 21st Century Growth Team as “sustainable growth which includes both job growth and healthy neighborhood development. Healthy neighborhood development will assure that new neighborhoods will better support themselves and contribute to the community as a whole.”

The focus of the city of Columbus and the goal of this document are to support, facilitate, and ensure quality neighborhoods for the residents of Columbus. This is a city that is defined by its neighborhoods and their sustainability has long been a city goal. To better define this policy foundation the following principles are provided.

Quality Neighborhoods . . .

- ▲ Provide a full range of housing opportunities, including a variety of housing types, densities, ownership and rental choices, and affordability.
- ▲ Are served by a well connected street, pedestrian and bicycle network.
- ▲ Have mature street trees and provide access to natural areas for recreation and enjoyment.
- ▲ Are supported by a range of retail and service businesses and employment opportunities, preferably within walking distance.
- ▲ Are served by accessible parks and recreational facilities.
- ▲ Are served by public schools, libraries, health care, and other community facilities.





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Overview

An Introduction to the Planning Division

The Planning Division assists the people of Columbus in achieving a quality urban environment. The division undertakes projects and programs to strengthen neighborhoods. Its staff prepares and maintains neighborhood and citywide plans and monitors their use to achieve compliance. In addition, the division recommends changes to zoning and other city codes to implement plans and to maintain pace with changing development patterns and trends. The Planning Division subscribes to the code of professional ethics adopted by the American Institute of Certified Planners. The division is comprised of the following sections.

Administration

The Administration Office manages the day-to-day operations of the division, as well as major projects, and coordinates the work of all staff. The office provides planning support to the Development Director's Office and Mayor's Office, and coordinates communication with City Council. The administration also serves as a primary contact for other agencies, jurisdictions and stakeholders regarding planning issues. Administration also provides staff support to the Columbus Arts Commission.

Long Range Planning

Long Range Planning works on a variety of development issues, such as the preparation and implementation of area plans for portions of the city experiencing territorial growth, working on new development policy and standards such as the Traditional Neighborhood Development (TND) zoning article, and the management and analysis of data related to growth issues. Long Range Planning staff works with a variety of interests including community leaders, other city departments, public agencies, neighboring jurisdictions, and the private sector. The section provides staff support to the Darby Accord Panel and the Rocky Fork Blacklick Accord Panel.

Neighborhood Planning

Neighborhood Planning works in partnership with Columbus residents to enhance and sustain neighborhoods. Staff responds to neighborhood development issues and opportunities with planning assistance tailored to the demands of each situation. Typically planning assistance involves a teamwork approach with the neighborhood and includes preparation of area plans and studies; development of action plans, strategies and programs; preparation of corridor plans and studies; and provision of support and general assistance to community organizations. The section also assists with code development, such as the *Urban Commercial Overlay*.

Urban Design

Urban Design provides design solutions and alternatives for downtown, neighborhood, and citywide issues concerning streetscape, public spaces and infrastructure. Urban Design deals with the quality of the built environment, its form, space between buildings, and the relationship of pieces to the whole. Urban Design staff uses an approach emphasizing design principles and aesthetics to address development issues and to formulate basic standards promoting quality of development. The section also provides staff support to the University Area Review Board.



Planning as Process

The act of planning is as much about the process of planning as it is the final product – the plan. The process is critical to ensuring that a plan is delivered, particularly one that is based on participation and consensus. Any group of individuals can put a plan together rather quickly, but without a process to gather input, consider options, and build consensus around a final vision, the resulting plan will lack support and will have very limited success in terms of implementation.

Planning Process Overview

The planning process follows a standard model of data gathering and analysis, alternative concept analysis, consensus through community participation, plan preparation, and plan implementation. The model is sufficiently flexible to respond to unique characteristics and issues facing a planning area. It delivers a final document that meets certain benchmarks to allow it to be adopted as official city policy.

The “Client” and the “Audience”

Answering these questions is important to understanding the structure and direction of the planning process. For the Planning Division, the ultimate “client” is City Council, because it is Council that adopts the plan as official city policy. However, the Administration will not forward a plan to Council that lacks neighborhood support. The “audience” is the larger community, comprised of the residents and stakeholders of a neighborhood, other interested civic organizations, city government, and the development and design communities. These other entities will play a role in plan development and implementation – their consensus and support is critical to success. Therefore the plan must be able to communicate to these audiences in ways that they will understand and embrace. Again, this is critical to successful implementation.

What Does a Plan Do?

A plan presents a consensus-based vision of the built and natural environments for an area or neighborhood for the next 10 years. This vision is defined by land use and density patterns, land use interrelationships, urban design, and supporting facilities and systems (transportation, other infrastructure, and community facilities). A plan takes into account a variety of factors in achieving a vision – historical development, urban form, land use, environmental features, zoning, transportation and infrastructure systems, economics, housing, and community facilities. It presents policies, guidelines, standards, and recommendations that define and implement the vision. A plan establishes official city policy and provides guidance to public and private property owners, organizations, citizens, and other stakeholders regarding the vision of the plan. It is used in rezoning, Council and BZA variances, and annexation reviews.

What Doesn’t a Plan Do?

A plan does not resolve disputes between property owners. It does not solve issues unrelated to the built and natural environment, such as health care, code enforcement, street lighting, and public safety. A plan does not “force” public and private entities to do something that they would not otherwise do. And a plan isn’t zoning, though it provides the policy basis for zoning and related development decisions.

Planning Services

The Planning Division provides a variety of planning services geared toward the issues and expectations to be addressed in a given planning area. The Division conducts an evaluation under “Getting Organized” (see Methodology) to determine which service is appropriate to a given situation. This then defines the process and final products. The following is a summary of the services offered by the Division.

Area and Neighborhood Plans

Area plans – and the subsets of neighborhood and corridor plans - are the traditional service provided by the Planning Division. A plan for the physical development (or redevelopment) of an area, neighborhood or district is prepared. The community is engaged through a participatory process that results in a shorter consensus-based planning document. City Council adopts the plan as official city policy. The 2008 department priority is ensuring that all planning areas in the city are covered by a plan, before any existing plan is updated.

Planning and Design Charrettes

A charrette is an interactive and intensive planning event in which participants identify recommendations to address a location’s physical and design issues. Charrettes focus on physical planning, urban design, and related issues. A charrette is site specific (i.e., neighborhood business district, key intersection or node, or a single, large development site). The Planning Division organizes and facilitates the charrette. Participants include a wide range of stakeholders willing to work together using drawings, illustrations, maps, plans, etc. to jointly identify solutions in response to a common issue (i.e. creating a gateway, redeveloping a site, etc.).

Plan Revisions and Amendments

It is important that adopted plans be periodically reviewed and updated to ensure their relevancy. Planning Division staff consults with city leadership and stakeholders to determine the necessity, timing and scope of plan updates.

Using the Web

The city website (Columbus.gov) will be used by the Planning Division to post documents during a planning process and following adoption by City Council of the final document.

On the project page, the user will find the following information:

- ▲ **Description:** A summary of the adopted plan or planning process is provided as background information.
- ▲ **Documents:** All current and adopted documents related to the planning project are posted here as PDF files that can be downloaded.
- ▲ **Contents:** A Table of Contents for an adopted plan, with links, is posted.
- ▲ **Reference:** Reference documents applicable to a given planning project are posted here for downloading.
- ▲ **Contact:** Contact information for the planning staff member that manages the project is posted.

If a person can’t access the web site, they can always contact the Planning Office at 645-8036.



The word “charrette” originated in France during the days of the Ecole’ des Beaux Arts in late 1700’s or early 1800’s Paris. Architecture students worked up until the last minute before placing their drawings on a cart that was taken to a jury. The word “charrette” literally means little cart. Later, the word was adopted globally by architecture schools and still later it was applied to other intense community design processes with time constraints.



Policy Foundation

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Policy Foundation

Columbus Covenant 2000, Mayor Michael B. Coleman

Vision

To be the best city in the nation in which to live, work, and raise a family.

Mission

To provide leadership that will inspire: high standards of excellence in the delivery of city services; a spirit of cooperation, pride and responsibility to achieve strong, safe and healthy neighborhoods; and, a shared economic prosperity and enhanced quality of life. We undertake this mission believing and knowing that we can make a difference for future generations.

Principles of Progress

- ▲ Prepare our city for the next generation
- ▲ Promote a diverse and vibrant economy that offers everyone an opportunity to share in our prosperity
- ▲ Deliver measurable, quality public services and results to our residents
- ▲ Advance our neighborhoods
- ▲ Challenge ourselves to realize our city's promise and potential

Goals

- ▲ **Customer Service.** Provide quality and efficient service delivery to customers using “best practices”
- ▲ **Neighborhoods.** Engage and promote strong, distinct, and vibrant neighborhoods
- ▲ **Safety.** Enhance the delivery of safety services
- ▲ **Economic Development and Technology.** Provide an atmosphere that promotes job creation and economic growth in existing and emerging industries
- ▲ **Education.** Encourage and promote participation in learning opportunities
- ▲ **Downtown Development.** Develop a vibrant and thriving downtown that is recognized as an asset for the region
- ▲ **Peak Performance.** Invest in all city employees and develop systems that support a high-performing city government

Columbus Comprehensive Plan (1993)

Columbus 2010 Goals

One of the first tasks of the Columbus Comprehensive Plan was to formulate a set of goals to guide the planning process. A seven member sub-committee of the Community Advisory Committee led this effort by drafting a set of working goals. These goals were reviewed by the five committees, and their suggestions incorporated into the finalized goal statements. The goals were approved by the Columbus Comprehensive Plan Steering Committee on November 28, 1990, amended March 27, 1991, and adopted by City Council on April 8, 1991.

Vitality and Diversity of Neighborhoods

Columbus is fortunate to have a rich diversity of neighborhoods. These neighborhoods should be maintained, enhanced, and protected. Standards and guidelines should be established to control development and foster those unique characteristics that provide neighborhood identity. These guidelines should ensure an optimum level of community facilities and permit an appropriate mixture of land uses within each neighborhood. Efforts must also be made to provide Columbus residents of all income levels a choice of neighborhoods in which to live. Neighborhoods should be encouraged to provide a variety of housing options. All neighborhoods should be accessible to individuals with disabilities. Public safety services should be strategically located to ensure effective emergency response times. A wide range of revitalization incentives should be made available to all neighborhoods and designed to generate the support of the local community rather than cause displacement through gentrification. The strength of any city is in its neighborhoods, and great care should be taken to ensure the long term vitality of all Columbus neighborhoods.

- ▲ Support individuality and encourage diversity within and among neighborhood communities.
- ▲ Provide revitalization opportunities for neighborhoods regardless of geographic location.
- ▲ Maintain and develop guidelines which establish accepted standards in the community and its individual neighborhoods.
- ▲ Provide for sufficient distribution of public safety facilities to ensure timely emergency response to all Columbus neighborhoods.

Growth: How Much and Where

It is essential Columbus continue to attract an equitable share of the region's growth. Growth, however, can occur in several ways. Revitalization of older neighborhoods, infill development within the central city, and new development on the city's fringe are all forms of growth. Unplanned urban sprawl results in ever increasing costs of services and infrastructure provision. Columbus must strive to ensure growth occurs where a proposed use is compatible with the site and its surroundings. Residential, commercial, and industrial growth should all be fostered. By directing development to areas already served by infrastructure and city services, Columbus can enjoy cost effective and well-managed growth.

- ▲ Support the continued prosperity of the City of Columbus by attracting an equitable, manageable and cost effective share of the region's growth in population, housing units and business expansion.
- ▲ Direct growth to those areas physically suited for the intended land uses, provided that adequate infrastructure is available or is programmed to accommodate such uses.
- ▲ Where possible, direct redevelopment to those areas adequately served by infrastructure and services.
- ▲ Ensure a continued variety and availability of appropriate compatible residential, commercial and industrial settings.

Transportation

The environmental and economic costs of operating individual vehicles are increasing. It will become necessary to expand the current transportation options to provide an integrated, safe, and efficient system for the movement of people and goods. Cost-effective infrastructure alternatives must be explored. Opportunities to expand and coordinate this system with transportation links throughout the nation and around the world should be encouraged.

- ▲ Provide Columbus with a balanced, coordinated transportation system which enables individuals and goods to move safely, efficiently and affordably.
- ▲ Prepare for participation in regional and national transportation linkages.

Recreation

The quality of life of any city is largely dependent upon its parks and recreation system. Columbus has an extensive system of parks and recreation facilities. Acquisition of these facilities must keep pace with development. Columbus should seek creative ways to provide and maintain parks and recreation facilities that are accessible to all residents. Natural areas of the city should be reserved for passive or active recreational use. This would include areas preserved for their scenic beauty as well as for more active uses, such as ball fields and playgrounds. It will be important to anticipate the recreational needs of an aging population as seniors become more active during the next twenty years.

- ✦ Reserve and protect the natural areas of Columbus for appropriate recreational uses.
- ✦ Increase and maintain recreational sites and facilities.

Natural Resources and Environmental Quality

Compatibility of uses as well as individuality should be stressed, along with compatibility between the natural and built environments. Additionally, a balance of green space should be encouraged in both existing and newly developed areas. Environmental issues are increasingly important on the local, state, and national levels. Provisions for improving environmental quality should be made. The presence of numerous natural resources such as rivers, woodlands, wetlands, wildlife, groundwater and air quality must be identified, protected and enhanced. The price of ignoring environmental issues is immeasurable, but the benefits of an environmentally sound development plan are great.

- ✦ Maintain and improve the environmental quality of Columbus.
- ✦ Protect, expand and enhance the natural features of Columbus.
- ✦ Promote the greening of Columbus.

Historic Preservation

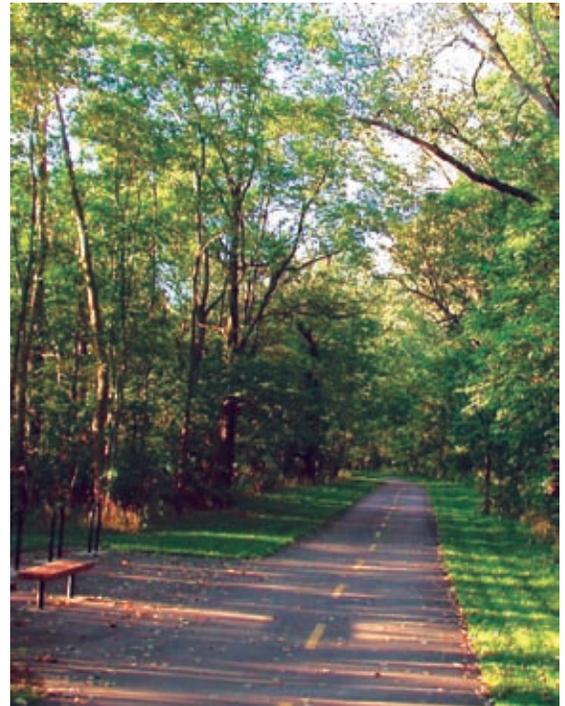
The identification and preservation of notable landmarks as well as areas of historic, architectural, archaeological or aesthetic value are key components in retaining Columbus' identity. The unique character of many Columbus neighborhoods is defined by the historic texture of their buildings. Rehabilitation of historic structures and their creative reuse can provide the Columbus community a variety of living, working, and recreational environments. They also provide opportunities for economic development and reinvestment or growth.

- ✦ Preserve the cultural and physical history of Columbus.

Aesthetics

The visual appeal of a community provides the unique character that sets it apart from other places and, therefore, should be given emphasis. Compatibility of uses as well as individuality should be stressed, along with compatibility between the natural and built environments. An attractive city reaps economic as well as social benefits from its appearance. Visitors will return, new businesses will be attracted, and residents will take pride in a city that strives for visual excellence.

- ✦ Encourage development and redevelopment that is aesthetically compatible with the built and natural environment.



21st Century Growth Team

The overall goal for development in Columbus is quality. This goal is expressed through the city's 21st Century Growth Team as "sustainable growth which includes both job growth and healthy neighborhood development. Job growth in our inward and outward growth areas will help sustain the economy, promote homeownership, and finance essential neighborhood services. Healthy neighborhood development will assure that new neighborhoods will better support themselves and contribute to the community as a whole".



The following principles support this goal:

- ▲ New development will be directed toward existing communities and/or utilize existing or programmed infrastructure
- ▲ New development will be cost-effective
- ▲ Open space and critical environmental areas will be preserved
- ▲ Neighborhoods will have a vibrant mix of uses (residential, retail, office)
- ▲ Neighborhoods will have an increased range of housing options
- ▲ People will be able to get around by walking, car, transit, and bicycle
- ▲ Neighborhoods will be designed and developed so they are walkable and encourage personal interaction
- ▲ New development will respect community character and historic features

Development Department 2008 Strategic Priorities

The following strategic priorities that relate to the mission, role and responsibilities of the Planning Division were included in the 2008 budget. These priorities relate to the Division's 2008 work program.

- ▲ Continue to implement key recommendations of the 21st Century Growth Policy initiative (including its four components: Pay-As-We-Grow, joint facilities, job growth, and regional growth and intergovernmental cooperation).
- ▲ Continue with staffing of the Darby Accord Panel and provide support to the Town Center planning process, adoption and implementation for the Darby Overlay, and finalization of recommended funding mechanisms.
- ▲ Undertake and complete five area/neighborhood plans.
- ▲ Facilitate the implementation of recommended actions from four adopted area/neighborhood plans.
- ▲ Undertake and complete up to four design charrettes concurrent with ongoing area and neighborhood planning that solve physical planning, urban design, and economic issues.
- ▲ Provide assistance to Recreation and Parks, as well as Whittier stakeholders, in completing various initiatives related to the redevelopment of the Whittier peninsula into a regional recreation and education complex.
- ▲ Provide support to the Mayor's Office with the staffing and management of the Columbus 2012 Bicentennial Commission, 13 focus groups, neighborhood regional meetings, and the conclusion of the process and delivery of the *Blueprint for the Bicentennial*.
- ▲ Continue staffing of the Public Art Commission, including development of the commission's focus and charge, and undertaking the management of public art as required in city code.



Planning Division Principles

The following principles inform the work undertaken by the Planning Division.

Consensus-Driven Planning

Consensus is a fundamental goal of planning. It is imperative that the vision that results from a planning process – the Plan – reflects the consensus of participants, stakeholders, and the general public. Consensus is reached through the partnership between a citizen working group and professional staff – working together to consider public input with the citizens representing the broader community interest.

Planning will be based on a consensus-driven process in which all stakeholders, community organizations, landowners, developers, builders, elected and appointed officials, and the public play a role in shaping the policies that drive the plan. Planning merges the community's intentions and values with the technical analysis conducted by planners.

The result of participation with stakeholders and other interested parties is the development of a consensus-based plan and policies that concisely articulate the general direction of the community.

Iterative Process

Planning is a process that can be frustrating at times for participants because of its iterative nature – a sometimes circulatory process whereby issues are identified and analyzed, solutions considered, new issues identified, and those solutions considered – until a complete vision has been reached. The challenge is to manage such a process in an efficient manner that maintains participation, completes the effort, and delivers a vision that is supported and achievable. To do that requires a process of defined tasks and a schedule that is adhered to by all participants.

Balancing City-wide Policies with Neighborhood Priorities

One of the key challenges in undertaking neighborhood-level planning is the balance of community priorities and visions with citywide policies and goals. This balance is critical because the resulting plan is adopted as official city policy applicable to a specific planning area. As a result, it must find a balance of the two perspectives. This ensures that it has the broadest possible audience of support and that the plan can be successfully implemented.

Bold yet Balanced by Practicalities

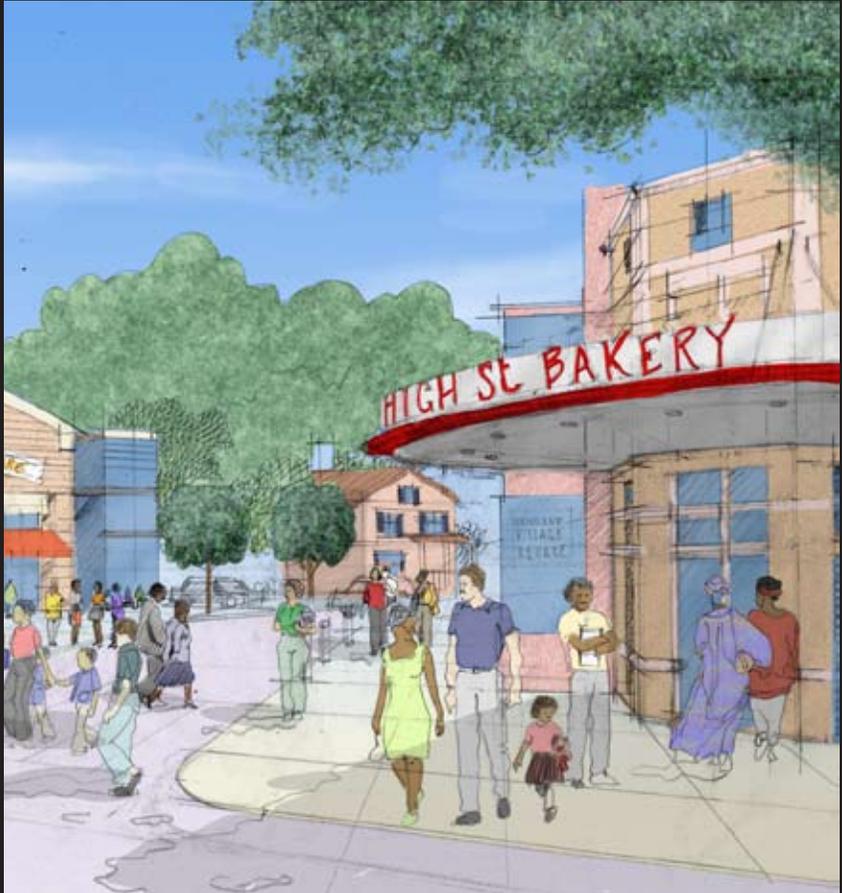
By its very nature, planning is a process that tries to think big, to take the global view and reach consensus on a vision resulting in concrete changes over the long term. But in crafting that vision, the process and decision-making must also consider the practical realities of completing the vision. Is the vision achievable? Is it supportable by numerous stakeholders? Are there sufficient resources to fulfill the intent of the vision? Positive answers to these questions help to ensure that the vision is achievable.

Implementation Focus

Planning to be successful must focus on developing a sound policy basis for the recommendations with a focus on implementation. Policies are presented by subject area. Implementation will be based on recommendations that identify achievable results consistent with the vision, while identifying responsible parties, timeframes, and estimated costs. Implementation should be measurable wherever possible to ensure that it can be monitored and to identify concrete actions for change.

Policies, Standards, and Strategies

Part of the legacy of a plan is to guide implementation through new city policies, recommended standards, and strategies to achieve change as envisioned in the plan. A strong level of detail is required to ensure that all involved fully understand the intent of the plan's goals and the ways in which those goals are achieved – via policies, standards, and strategies.



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Methodology

Getting Organized

Before a planning process is undertaken, the Planning staff, community, and other participants must be identified and organized to ensure that the planning process is efficient and completed within time and resource constraints.

Framing the Project

The Planning Division staff meets to organize staff resources for undertaking a planning process, specifically:

- ▲ **Key Questions to be Answered.** The planning issues facing a neighborhood and the questions to be asked in response to those issues are critical to understanding the neighborhood's planning needs.
- ▲ **Key Stakeholders.** The key stakeholders in the planning process are identified, beginning with the area commission or major civic association. This helps to frame the extent of the planning process. The more stakeholders engaged in the process, the more extensive a process may be needed.
- ▲ **Planning Area Boundaries.** The physical boundaries are important to defining the extent and magnitude of the process. The larger a planning area, the more significant a process and the resources may be needed.

Drafting the Work Program

The Work Program serves as a scope of services for the Planning Division to define the framework of the planning process. It is included within the Planning Services Agreement discussed in the next section. The defining elements include the following:

- ▲ **General Scope of the Project.** This defines the broad scope to be addressed by the project. A planning horizon should be established, typically 10 years.
- ▲ **Timeframe.** The timeframe of the project is established.
- ▲ **Participants.** The key participants in the process are identified, such as the Area Commission, Working Committee, and other key stakeholder organizations or entities.
- ▲ **Phases and Tasks.** A work plan is established, organized by phases and supporting tasks. Those responsible for each task are identified, such as the Planning Division, Area Commission, and Working Committee.
- ▲ **Deliverables.** Products that are delivered by the Planning Division are identified, such as display boards for public meetings, draft and final plan documents, development review checklist, and executive summary in brochure form.

Negotiating and Executing the Planning Services Agreement

A Planning Services Agreement between the Planning Division and the Area Commission or Major Civic Association is necessary before undertaking most planning projects (area plan, neighborhood plan, corridor plan, etc.). The purpose of the agreement is to establish an understanding of the roles and responsibilities of the division and the participating neighborhood organization, thereby agreeing upon clear rules and expectations for the project. The Work Program is incorporated into the agreement. As the project unfolds, its progress will be weighed against the agreement and modifications made to ensure the time, resources, and expectations are fulfilled. Projects that fail to meet this performance measures may be put on hold.

Project Kick-Off

A project kick-off meeting should be scheduled to officially start the formal planning process (see General Planning Process). This meeting would be facilitated by the Planning Division and would serve as an orientation session for the Working Committee and interested members of the Area Commission/Civic /Neighborhood Association. At the kick-off meeting, the staff would present an orientation to area/ neighborhood planning, review the project work program and timeframe, and discuss the next steps in the process. Contact information would be verified, as well as protocols for distributing information. The meeting schedule would also be reviewed (location, day and time, and future dates).

Participant Roles and Responsibilities: Consensus Building

The participants in a planning process each have crucial roles and responsibilities that taken together provide for a successful planning process. Ultimately the involvement of all of these individuals is critical to reach consensus on the plan at a conceptual stage, as well as in final form. Without this involvement consensus may not be reached and support for implementation of the plan may be non-existent. The following is a summary:

Area Commission or Major Civic Association

The Area Commission or Major Civic Association is the lead entity representing the interests of the community. This entity executes the Planning Services Agreement with the Planning Division. Its role includes the following responsibilities:

- ▲ Ensuring that an acceptable, efficient, and successful planning process is defined in the Planning Services Agreement – from a neighborhood perspective.
- ▲ Appointing a representative body of individuals to the Working Committee (discussed further below).
- ▲ Assisting with the promotion of all public events, workshops, and meetings.
- ▲ Reviewing periodic, draft, and final documents related to the plan; providing input and comments to the Planning Division in an efficient timeframe and manner.
- ▲ Recommending adoption of the final plan prior to the adoption process.
- ▲ Speaking in support of the plan before the Development Commission and City Council.

Working Committee

The Working Committee represents the broad interests of the community/neighborhood that is the focus of the planning process. It is appointed by the Area Commission or Major Civic Association. The Planning Division will also recommend individuals or organizations to be represented. The Working Committee should reflect the demographic characteristics of the planning area and include representatives from all major stakeholder groups.

Planning Staff

The Planning Staff manages the planning process, ensuring that all phases and tasks are completed on time and within available resources. A Project Manager will be appointed by the division. Staff is not responsible to advocate for or represent a particular point of view, other than to apply accepted planning principles. Among the specific responsibilities of the staff are the following:

- ▲ Preparing and negotiating the Planning Services Agreement.
- ▲ Organizing and managing all meetings of the Working Committee, including the preparation of meeting notices, agendas, and background materials; preparing meeting follow-up materials, including meeting notes and subsequent mailings.

- ✦ Designing and implementing public participation meetings and techniques, including promotion/marketing materials, meeting materials, and follow-up materials; facilitating public meetings and ensuring a fair, balanced opportunity for public input and participation.
- ✦ Facilitating consensus among all participants, but specifically the Working Committee.
- ✦ Data collection and analysis.
- ✦ Drafting and revising the plan.
- ✦ Final graphic presentation.
- ✦ Presenting the plan to the Working Committee, Area Commission or Major Civic Association, Development Commission, and City Council – with the assistance of the community.



Stakeholders

The participation of stakeholders is critical to a successful planning process, because consensus must be reached to ensure an implementable plan. To accomplish that means gaining the input and support of a wide range of individuals and organizations outside of the Working Committee.

- ✦ Engaging stakeholders starts at the beginning of the process during the issue identification task, then follows through subsequent public meetings and workshops to gather input. The input is considered by the Working Committee and Planning Staff as concepts are crystallized into plan recommendations. Final input comes from the review of draft and final documents.
- ✦ Stakeholders can represent a wide range of interests – residents, landowners, businesses, developers, institutions, community organizations, environmental organizations, and other special interest groups.

General Public

The importance of public involvement in a planning process cannot be understated. Without the varied and broad input of the general public a plan may not fully address their concerns and the recommendations may not be fully supported by the community.

At the same time, engaging the public is very challenging given peoples’ busy lives. A key to gaining participation lies in the design of public events and their promotion and marketing. Public events must be designed to efficiently gather public input in a safe and well-managed environment that encourages constructive participation. It is important to gather the most amount of input within a finite timeframe. Having fun and including thought provoking subjects is also important.

General Planning Process

Once a Planning Services Agreement is executed, the planning process is initiated by the Planning Division. This section outlines the general phases that occur during a typical planning process. These phases (and the more defined tasks) may be modified in response to the needs of a particular planning area. That specificity is reflected in the Planning Services Agreement.

Once a project has been framed, the planning process should take about 12 months. This timeframe may be slightly modified based on the unique circumstances of a planning area. However, experience shows that the most productive and well crafted plans are produced in focused, deliberate timeframes that hold peoples’ attention. If the process begins to exceed this timeframe in an unreasonable way, the Planning Division will evaluate whether the process can be successfully completed and may suggest tabling the process until a later time.

General Planning Process

TASK NAME	DESCRIPTION OF TASK	POTENTIAL PRODUCT
Phase 1: Background/Preliminary Research Phase (Two Months)		
Initial tasks/Getting Organized	<ul style="list-style-type: none"> ▲ Assign Project Manager ▲ Review Work Program and Planning Services Agreement (PSA) templates ▲ Consider and finalize planning area boundary ▲ Develop draft PSA based on work program and other relevant information ▲ Meet with management staff (Section Managers, Assistant Administrator, Administrator) to discuss project and gain approval of PSA ▲ Set up file folders in Planning Division folder system 	
Background Research	<ul style="list-style-type: none"> ▲ Review all relevant plans for area ▲ Conduct background research and analysis ▲ Tour area ▲ Document with photos ▲ Create existing conditions maps for each plan element ▲ Review Best Practices 	<ul style="list-style-type: none"> ▲ Prepare Existing Conditions Memo ▲ Prepare Constraints and Opportunities Map ▲ Provide all existing conditions map to Graphic Designer ▲ Photos of area, arranged by plan element and named to note what the photo illustrates ▲ Write up important notes, including urban design analysis – potential corridors for overlays, identification of potential development opportunities, other
Department/Division/Other Jurisdiction Meetings	<ul style="list-style-type: none"> ▲ Hold workshop with other city departments and divisions to learn about existing efforts and identify potential priorities. Include Building Services, Neighborhood Liaison, Recreation and Parks, Transportation, other. ▲ Share relevant existing conditions information and note any preliminary thoughts on potential issues/opportunities (brain storming). ▲ Meet with other jurisdictions if necessary 	<ul style="list-style-type: none"> ▲ Memo summarizing relevant input from other Departments/Divisions and/or other jurisdictions
Outreach to Community Stakeholders	<ul style="list-style-type: none"> ▲ Meet with area commission/civic association chair to discuss process, timeline, PSA (utilize Neighborhood Planning brochure) ▲ Execute PSA ▲ Interview 10 key community leaders (area commission/civic association leadership, business leaders, etc.) using Stakeholder Interview Questionnaire ▲ Form Working Committee Decide meeting dates and time for Working Committee and public meetings ▲ Reserve meeting space ▲ Schedule meetings on Division calendar ▲ Create webpage 	<ul style="list-style-type: none"> ▲ Memo summarizing interviews of key stakeholders ▲ Executed Planning Services Agreement ▲ Formation of Working Committee ▲ Working Committee list and mailing list ▲ Meeting dates/times/locations for Working Committee and public meetings ▲ Post plan-related information on website





General Planning Process (continued)

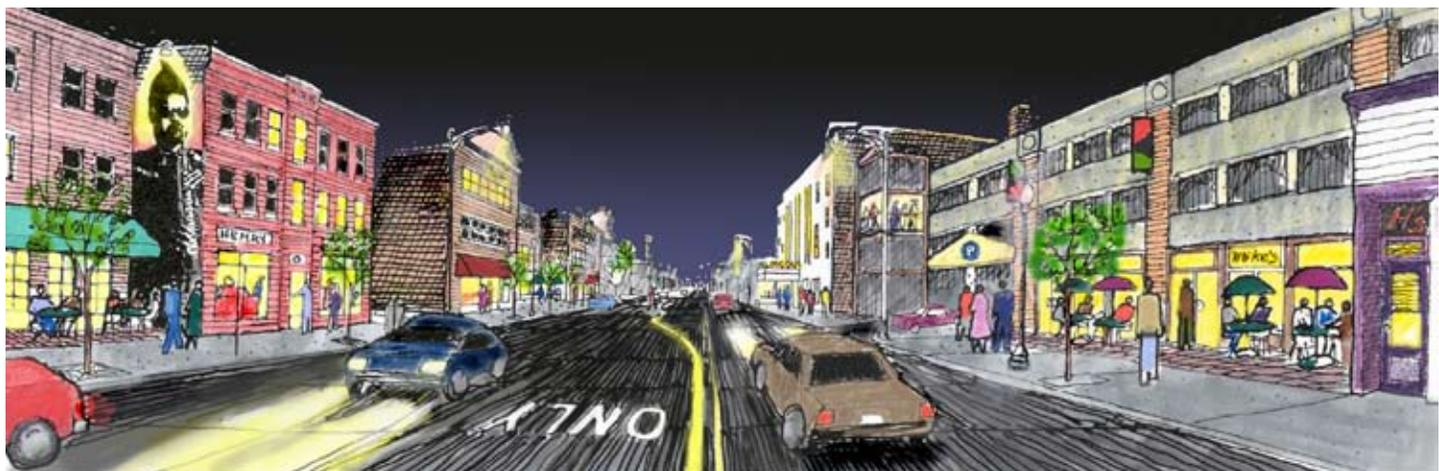
TASK NAME	DESCRIPTION OF TASK	POTENTIAL PRODUCT
Phase 2: Presentation of Existing Conditions (One Month)		
Staff Workshop 1	<ul style="list-style-type: none"> ▲ Develop and present overview of existing conditions findings, including maps and photos ▲ Suggest primary planning issues and discuss, including potential development opportunity sites, potential corridors for overlays, etc 	<ul style="list-style-type: none"> ▲ Preliminary understanding of planning area and issues ▲ Preliminary thoughts on development opportunities, transportation priorities, etc. ▲ Update web – posting all existing conditions, stakeholder interview, meeting notes, etc.
Area Commission/ Civic Association Meeting 1	<ul style="list-style-type: none"> ▲ Meet with area commission/civic association to provide project orientation ▲ Utilize Neighborhood Planning brochure, Neighborhood Planning PowerPoint, Best Practices to accomplish above ▲ Explain and clarify relationship between Working Committee and Public Meetings 	
Working Committee Meeting 1	<ul style="list-style-type: none"> ▲ Instruct Working Committee on role and responsibilities ▲ Overview existing conditions and input received from key stakeholder interviews, gather additional comments, explain process for Public Meeting 1 ▲ Overview Best Practices as orientation tool 	<ul style="list-style-type: none"> ▲ Post meeting notes
Public Workshop 1	<ul style="list-style-type: none"> ▲ PowerPoint on neighborhood planning ▲ Introduce Working Committee ▲ Overview existing conditions and planning issues ▲ Undertake issues identification exercise ▲ Utilize maps and dots to identify development opportunities and transportation/mobility priorities 	<ul style="list-style-type: none"> ▲ Results of issues identification exercise ▲ Map and list of development opportunities and priority transportation/mobility priorities ▲ Update web
Phase 3: Visioning (Three Months)		
Staff Workshop 2	<ul style="list-style-type: none"> ▲ Present summary of Constraints and Opportunities Map, issues identification, development opportunities, and transportation/mobility priorities ▲ Meet with Transportation Division staff to identify potential solutions to transportation/mobility priorities identified by public ▲ Discuss preliminary thoughts on key plan recommendations/overall plan concepts based on information gathered to date ▲ Assign Urban Design staff priority development opportunities for preliminary work on development concepts (photos, mapping, data gathering) 	<ul style="list-style-type: none"> ▲ Preliminary understanding of planning area and issues ▲ Potential solutions to transportation/mobility issues ▲ Update web
Working Committee Meeting 2	<ul style="list-style-type: none"> ▲ Review results of issues identification and list of development opportunities and transportation/ mobility priorities ▲ Inform committee that based on information gathered to date staff is beginning to formulate general plan concepts ▲ Visual Preference Survey (or similar technique) will provide information necessary to develop concepts and draft development guidelines ▲ Administer Visual Preference Survey 	<ul style="list-style-type: none"> ▲ Post meeting notes
Public Workshop 2	<ul style="list-style-type: none"> ▲ Review results of Public Workshop 1 ▲ Review identified development opportunities and transportation/mobility priorities ▲ Administer Visual Preference Survey 	<ul style="list-style-type: none"> ▲ Results of Visual Preference Survey ▲ Develop concept plan for land use, urban design, etc.

General Planning Process (continued)

TASK NAME	DESCRIPTION OF TASK	POTENTIAL PRODUCT
Phase 4: Plan Development (Three Months)		
Staff Workshop 3	<ul style="list-style-type: none"> ▲ Review results of Visual Preference Survey ▲ Discuss land use, urban design plans and priority transportation/mobility related recommendations ▲ Prepare concepts for development opportunities ▲ Utilize Best Practices as a guide in the development of plan concepts and all future plan text 	<ul style="list-style-type: none"> ▲ Draft land use concepts ▲ Priority transportation/mobility related recommendations ▲ Draft concepts for development opportunities ▲ Update web
Area Commission/ Civic Association Update 2	<ul style="list-style-type: none"> ▲ Provide update to area commission/civic association on work completed to date 	
Preliminary Draft of Plan	<ul style="list-style-type: none"> ▲ Project Manager prepares preliminary draft of plan and distributes to Section Supervisor, Assistant Administrator, and Administrator for review and edits ▲ Share highlights with key departments/divisions to gain their written input 	<ul style="list-style-type: none"> ▲ Preliminary draft of plan
Working Committee Meeting 3	<ul style="list-style-type: none"> ▲ Preliminary draft distributed two weeks before meeting for Working Committee review and input ▲ Project Manager presents summary and facilitates discussion of major comments ▲ Utilize Public Input Form 	<ul style="list-style-type: none"> ▲ Chart summarizing input on preliminary draft from Working Committee ▲ Update web
Public Workshop 3	<ul style="list-style-type: none"> ▲ Provide summary of Visual Preference Survey ▲ Presentation on recommended land use and urban design plans, recommended transportation/mobility priorities, and development concepts for development opportunities ▲ Utilize break out sessions and Public Input Form to allow for input/expression of concerns 	<ul style="list-style-type: none"> ▲ Chart summarizing input on preliminary draft from community ▲ Update web
Revise Draft Plan	<ul style="list-style-type: none"> ▲ Project Manager makes necessary revisions based on community input ▲ Gain input of other staff if significant changes are suggested ▲ Schedule briefing with Development Director and Council Development Committee Chair 	<ul style="list-style-type: none"> ▲ Draft plan that incorporates community input ▲ Post document on webpage and at public library
Phase 5: Plan Finalization and Approval (Two Months)		
Working Committee Meeting 4	<ul style="list-style-type: none"> ▲ Present revised draft plan to Working Committee 	<ul style="list-style-type: none"> ▲ Working Committee recommendation on draft plan
Public Workshop 4	<ul style="list-style-type: none"> ▲ Present entire draft plan to community that incorporates previous input ▲ Utilize public input form to allow for input by identified deadline 	<ul style="list-style-type: none"> ▲ Chart summarizing any additional input from community and subsequent staff recommended changes

General Planning Process (continued)

TASK NAME	DESCRIPTION OF TASK	POTENTIAL PRODUCT
Phase 6: Plan Adoption and Delivery (Three Months)		
Area Commission/ Civic Association Meeting	<ul style="list-style-type: none"> Present complete draft plan along with summary of input received and subsequent edits recommended by staff 	<ul style="list-style-type: none"> Recommendation of approval from area commission/ civic association
Final Draft Document	<ul style="list-style-type: none"> Complete final edits based on recommended input from area commission/civic association Submit to Graphics Designer 	<ul style="list-style-type: none"> Complete final draft for Development Commission review
Development Commission	<ul style="list-style-type: none"> Schedule briefing with Development Director and Council Development Committee Chair Prepare mailing for Development Commission (hardcopies of draft plan, submit agenda item to Assistant Administrator to publish in City Bulletin) Prepare PowerPoint for Development Commission Arrange for speakers from area commission/civic association to speak in favor of plan at Development Commission Notify community of Development Commission meeting 	<ul style="list-style-type: none"> Development Commission recommendation
City Council	<ul style="list-style-type: none"> Schedule briefings with City Council members Prepare legislation, legislative fact sheet, talking points for Director and submit, along with draft plan document to Assistant Administrator Deliver hardcopies of draft plan to Council Members, Director, Deputy Director, others Arrange for speakers from area commission/civic association to speak in favor of plan at 2nd Reading (adoption) of plan at City Council Notify community of City Council meeting 	<ul style="list-style-type: none"> Adoption of Area Plan
Document and Brochure Publication	<ul style="list-style-type: none"> Prepare and submit adopted plan document for publishing Develop summary brochure Prepare cover memo and circulate adopted plan to city departments/divisions, area commission, major civic associations, etc. After plan is printed and distributed, clean out electronic and hardcopy files. Complete records retention paperwork and put appropriate files in box in basement with destroy date label. 	<ul style="list-style-type: none"> Post PDF on web Distribute plan to community and others when printed Develop summary brochure and distribute when printed as first implementation effort Hardcopy files saved in basement and cleaned out electronic files saved in folder system.



General Plan Outline

The area or neighborhood plan follows the general outline presented below. This outline may be slightly modified in response to the needs of a particular planning area. The level of specificity is reflected in the Planning Services Agreement.

General Plan Outline

ELEMENT	SECTIONS	REQUIRED?	COMMENTS
Front Section	Outside Cover	Yes	
	Inside Cover	Yes	
	Letter from Director	Yes	
	Acknowledgements	As needed	
	Table of Contents	Yes	
	Planning Area Location Map	Yes	
Executive Summary	What is a plan and how is it used?	Yes	
	Plan format	Yes	
	History	Yes	
	Plan partners (As relevant)	Yes	
	Key Recommendations	Yes	
	Planning Process Summary	Yes	
	Key Issues	Yes	
Existing Conditions (Maps and brief narrative)	Natural Resources	As needed	May be covered in land use
	Population/Demographics	Yes	Basic profile
	Community Facilities	Yes	
	▲ Fire Facilities	As needed	May just require mapping
	▲ Police Facilities	As needed	May just require mapping
	▲ Schools	As needed	May just require mapping
	▲ Street lighting	As needed	May just require mapping
	▲ Libraries	As needed	May just require mapping
	▲ Post Offices	As needed	May just require mapping
	▲ Parks/Trails and Greenways	Yes	May just require mapping
	▲ Recreation Facilities	Yes	May just require mapping
	Infrastructure	As needed	If development issue
	▲ Water	As needed	If development issue
	▲ Sanitary Sewer	As needed	If development issue
	▲ Storm Sewer	As needed	If development issue
	Transportation	Yes	
	▲ Thoroughfare Plan	Yes	
	▲ Public Transportation	Yes	
	▲ Pedestrian Facilities	Yes	
	▲ Bicycle Facilities	Yes	
Urban Design	Yes		
▲ Districts	Yes		
▲ Corridors	Yes		
▲ Centers/Nodes	Yes		
▲ Gateways	Yes		



General Plan Outline (continued)

ELEMENT	SECTIONS	REQUIRED?	COMMENTS
Existing Conditions (Maps and brief narrative)	Urban Design	Yes	
	▲ Edges	Yes	
	▲ Landmarks	Yes	
	Land Use	Yes	
	▲ Existing Land Use	Yes	
▲ Existing Zoning	Yes		
	Economic Development	As needed	If significant presence
Plan Recommendations	Community Facilities – with sub sections	As needed	
	Transportation	Yes	
	▲ Issues and Goals	Yes	
	▲ Plan	Yes	Map, text , & recommendations
	Land Use	Yes	
	▲ Issues and Goals	Yes	
	▲ Proposed Land Use	Yes	
	▲ Opportunity Sites	Yes	
	▲ Commercial Standards	Yes	
	▲ Residential Standards	Yes	
▲ Industrial/Manufacturing Standards	Yes		
	Economic Development	Yes	If significant presence
▲ Issues and Goals	Yes		
▲ Plan	Yes	Map, text , and recommendations	
Implementation	Education and Revision Sections	Yes	
	Development Review Checklist	Yes	
Resources	Appendix	As needed	
	Bibliography	As needed	
	Glossary	As needed	
	Subject Index	As needed	

Plan Implementation

The most effective way to implement the provisions of a plan is through the consistent and unified advocacy of the area commission or civic association working in concert with the city of Columbus and other stakeholders, including community development corporations, business and civic associations, development related agencies, churches, social service agencies, and others. The most typical mechanism for plan implementation is the review of development proposals for consistency with the plan. Additionally, the plan can be used proactively to seek investment in the area, advocate for neighborhood issues, pursue grant funding and guide capital improvements.

Organization, Education and Outreach

Organizational, educational and outreach mechanisms can play a key role in area plan implementation. Potential mechanisms include:

- ▲ The formation of an area plan implementation subcommittee of the given area commission that would consist of area commissioners and other stakeholders. If a neighborhood is not represented by an area commission, a civic association could form the subcommittee. The subcommittee would meet on a quarterly basis in order to foster the implementation of priority projects and goals from the area plan.

- ▲ Subcommittee could provide an annual report to the area commission and community on progress and concerns regarding the plan's implementation.
- ▲ The community should utilize a website and email to supplement their existing information distribution system.
- ▲ Copies of the plan and/or its executive summary (and web availability) should be distributed by the community to key stakeholders and community agencies, including community development corporations, developers, civic associations, schools, libraries, and social service agencies.

Development Review Checklist

A development review checklist is a summary of the development standards and recommendations found in an area plan. Recommendations regarding the use of development review checklists include:

- ▲ Applicants for a zoning and/or variance are encouraged to review a development review checklist and incorporate its provisions in their proposals.
- ▲ The checklist should be used by the community to evaluate development proposals in their respective areas. A civic association could provide the area commission with its comments using the checklist.
- ▲ Stakeholder groups or agencies also should use the checklist as an organizing element for their review and comment to the given area commission on development proposals.
- ▲ Area commissions should submit one approved checklist evaluation to the city as part of their recommendation in response to any development proposal.
- ▲ City staff should consider the checklist submitted by an area commission in the development of a staff position or response to development proposals.
- ▲ City departments should use the checklist as community facilities and infrastructure investments are proposed.
- ▲ Updated or modified project proposals should receive updated checklist evaluation by appropriate parties.

Users of the checklist are strongly encouraged to review additional background information for each item on the checklist by referencing the relevant plan element. The "Conditions to Approval" column is intended to note specific conditions that the proposal must incorporate in order to meet that standard. The "Mitigating Circumstances" column should be used to note specific reasons why the proposal is not expected to meet that standard. Please note that nothing in the checklist is intended to speak to the development proposal's conformance with other city code requirements and policies.

Action-Oriented Recommendations

Area plans also include recommendations that are action oriented. These recommendations are not utilized for the review of development applications, but are pro-active in nature and require action on the part of a given area commission or civic association in cooperation with the city of Columbus and other stakeholders. The implementation element of all area plans will include a chart that lists these action-oriented recommendations, referencing the plan element in which they are recommended.

It is recommended that upon adoption of an area plan, the area commission or civic association utilize the chart to prioritize the recommendations. Part of the prioritization process should include discussion with the city of Columbus and any other potentially responsible parties to determine their feasibility. This information can then be used to inform the prioritization process. After priorities are established and agreed upon, the top recommendations should be addressed as part of the aforementioned quarterly meeting of the plan implementation subcommittee.



All action-oriented plan recommendations are maintained in a database by the Columbus Planning Division and made available to city departments. Said database will have the capacity to be queried by plan and the year it was adopted, plan element, if recommendation is funded or not, if recommendation is a rezoning recommendation, and if the recommendation would result in a capital improvement.

Products

The following products will be prepared by the Planning Division as deliverables in each planning process.

The Plan

The plan is a full or partial color document delivered in hardcopy and electronic form (PDF). Copies are distributed within city government and a limited number of hardcopies are delivered to the area/neighborhood for distribution. Typically most distribution occurs via the city website to reduce costs.

Executive Summary

An Executive Summary is prepared as a communication piece for the general public. Depending on the availability of funds, the summary will be designed as a single sheet, two-sided and full-color brochure when possible. The summary can also be delivered in electronic form and distributed via the Internet. A Powerpoint presentation may also be prepared to be used in community meetings.

Development Review Checklist

The Development Review Checklist is a summary of the development standards and recommendations presented in a plan.

Accountability and Resource Management

The Planning Division is fully committed to the success of each planning project. As part of our accountability, ensuring that a project remains on time is critical. While the division cannot account for the actions of participants, it will enforce a time commitment and will table a project if it appears the project cannot be completed within the timeframe agreed upon.

Monitoring the Planning Services Agreement

The Planning Services Agreement (PSA) identifies resource needs for a project and those commitments must be adhered to, as noted above. The Planning Division will monitor consistency with the PSA as the planning process unfolds and use flexibility in ensuring such consistency. However, if it appears that the process is moving in a direction that is non-productive or a plan will not reach completion, the Division will raise the issue with the Area Commission or Major Civic Association and a determination will be made whether the process will continue.

Planning Clinic

Within the Planning Division, a clinic will be scheduled among all staff in which an issue, preliminary concepts, or other concern related to a project can be presented and discussed. This enables all staff to provide feedback to the Project Manager that can be used to respond to the subject at hand. That same feedback can be shared with a Working Committee to gain consensus on a solution to a problem.

Draft Document Review and Approval

It is critical that documents (text, maps, graphics) are reviewed and approved internally prior to their public release. The purpose is to ensure quality and consistency among all division documents, as well as consistency with division standards. Once these documents are released to the Working Committee, the members are expected to review them in detail and share comments with Project Manager. Those comments will be reviewed internally by the division and modifications will be made, as appropriate.



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Techniques

Gathering Public Input

Stakeholder Interviews

In order to get an initial understanding of the planning issues facing a community, the Planning Division will interview stakeholders who serve as community leaders or are representatives of key stakeholder groups. These individuals will provide the staff with a good understanding of the issues facing a community. The Division will prepare a memorandum summarizing those issues for further discussion by the Working Committee.

Key Steps:

- ▲ Area Commission or Major Civic Association identifies up to 10 individuals for interviews.
- ▲ Stakeholders are interviewed by the Planning Division to identify the issues facing the planning area.
- ▲ A memorandum summarizing the findings is prepared.
- ▲ Staff presents the findings to the Working Committee for discussion and to identify policy issues/direction.

Issues Identification

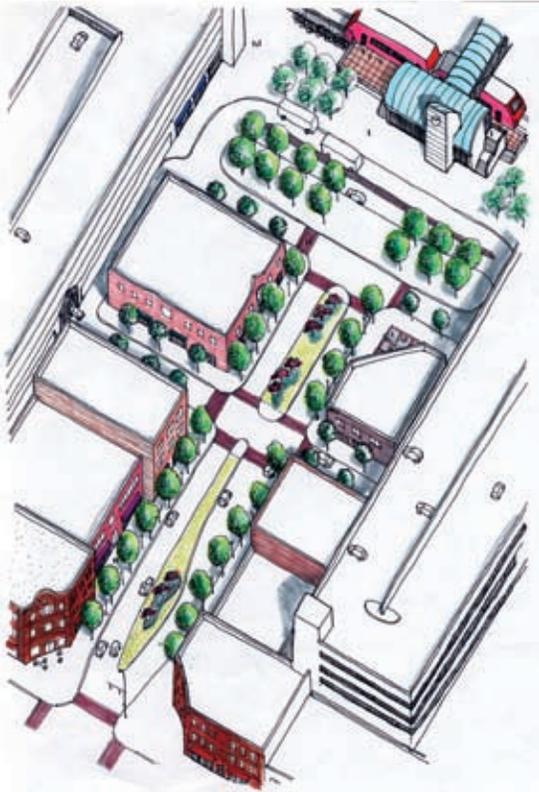
To gain wider public input, the Planning Division will undertake an Issues Identification Exercise at the first public workshop. Participants will be asked to generate “positive and negative” issues that they feel should be addressed during the planning process. In small groups, participants will organize their issues to identify themes. The Division will enter this information into a database for sorting and reporting back to the Working Committee.

Key Steps:

- ▲ Participants break into groups and are given post-its to write five “positive or negative” issues.
- ▲ Each participant places their post-its on a table or wall, and begins to organize them by linking common issues. This identifies the top five issues for the group.
- ▲ The Planning Division enters all issues, including group number and ranking if there is one, into a database for future sorting.

Existing Conditions Maps

The purpose of the Existing Conditions Mapping Exercise is to gather a large variety of ideas from the public regarding assets, liabilities, and possibilities for their area. It is a variation of the SWOT approach but with a geographic component. The results will inform the planning process. These exercises should be used at the beginning of the planning process, especially when a large group of participants is expected.



Key Steps:

- ▲ Two exercises are used: one involves gathering ideas and comments on a form and the other is a mapping exercise to record comments on map(s) of the planning area. The subjects could be: places that are unsafe for walking; walking destinations; appropriate and inappropriate places; and other similar topics.
- ▲ The comments generated on forms are entered into a database and categorized by plan element. The categorization is used to identify major issues and priorities (this same list can be used to write goal and objective statements).
- ▲ The map comments are combined onto a summary map to inform future discussions.
- ▲ The Working Committee and staff review all the noted material in a discussion facilitated by the Division.

Focus Groups

Focus Groups are an excellent technique for gathering comments from an invited audience and gaining insight on a specific issue or area of interest. For instance, if a neighborhood has a concern about the lack of retail businesses, the Planning Division can arrange for a group of retail developers, commercial brokers, and/or business owners to meet and discuss the issue. These meetings are conducted to ensure a frank discussion, but the results are summarized and shared with the Working Committee and neighborhood during the planning process.

Key Steps:

- ▲ The Planning Division organizes the focus group (issue focus, invitees, questions, record of comments, summary memorandum).
- ▲ The summary memorandum will identify policy issues and possible direction resulting from the focus group findings.
- ▲ The Working Committee and staff discuss the results and identify policy issues/direction.

Visual Preference Survey

A Visual Preference Survey is an exercise in which images are rated by the Working Committee (or the public) in order to understand and document neighborhood aesthetic, development pattern, and other preferences. Typical subjects for images are development patterns by land use and density, road configurations, design, and community facilities.

The presentation is made using Powerpoint and a survey form is used by participants to record their ranking of each individual image. The scores are then tabulated and the images reorganized based on scoring (either within categories or in total). The Planning Division and Working Committee interpret the results and use that information to inform the plan and its recommendations.

Key Steps:

- ▲ The Planning Division assembles images for the survey and executes the exercise at a Working Committee meeting (this can also be executed at a public meeting).
- ▲ The Division assembles the scores and presents a summary, with images reorganized based on scoring.
- ▲ The Working Committee and staff discuss the results and identify policy issues/direction

Existing Conditions Analysis and Forecasting

The Planning Division will collect and analyze a wide variety of information pertinent to physical planning, as well as the unique conditions and issues in a planning area.

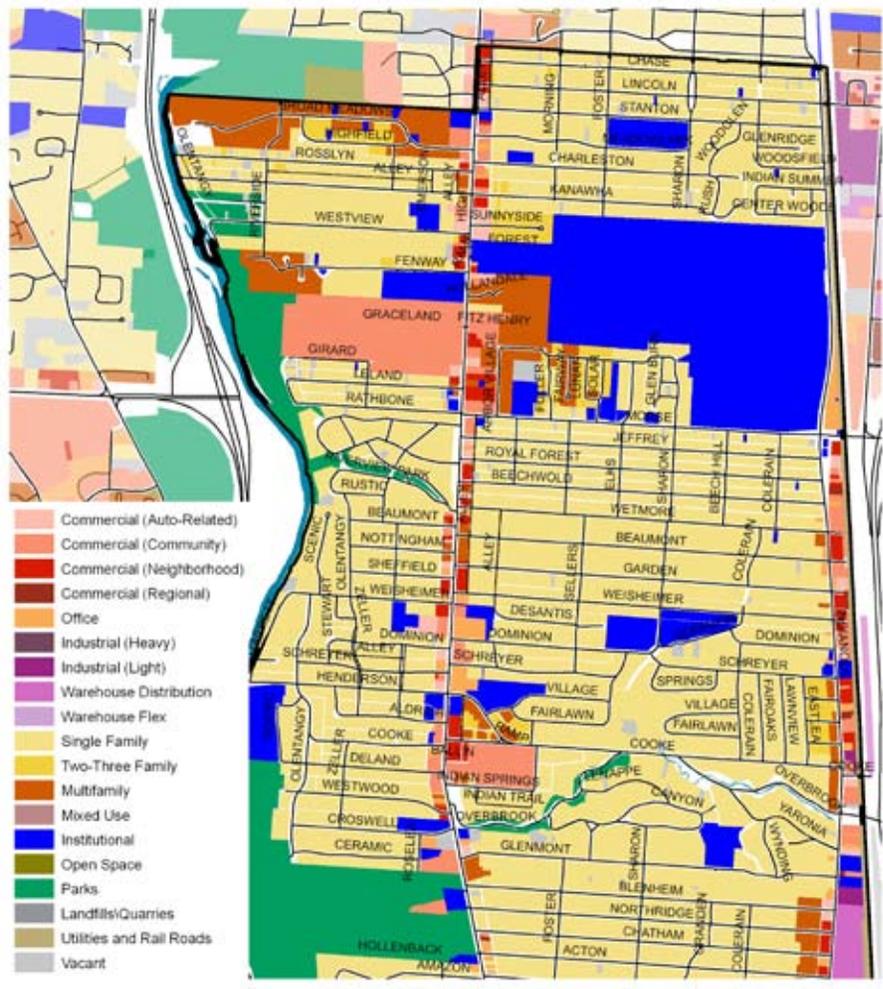
Data are collected from existing sources or gathered first hand through windshield and field surveys. The inventory and analysis is summarized in an Existing Conditions memo with maps, graphs and tables for consideration by the Working Committee and public. Issues that arise from the analysis helps to inform these discussions (see Issues Identification). This information will also be summarized in the plan.

Part of the analysis undertaken under Existing Conditions will identify trends affecting a planning area. Trends help to identify issues facing a neighborhood, such as declining housing conditions.

Trends also can serve as a basis for preparing forecasts (projecting future conditions). Preparing such forecasts of population, housing, and employment, along with less empirical forecasts of future conditions, provide a benchmark from which to weigh alternatives. In other words, forecasts do not foretell the future, they are professional estimates.

Key Steps:

- Collect the best available data from existing sources, such as previous reports and planning documents, Franklin County Auditor’s web site, and city GIS databases, and Community Research Partners database.
- Conduct field inventories where appropriate, such as to assess property conditions, update existing land use data, identify urban form components, etc.
- Prepare forecasts of population growth, housing, employment, etc. based on historic trends.
- Collect and summarize data in text, maps, and tables/charts; identify planning issues resulting from the analysis.
- Present a summary to the Working Committee for review and comment.



Clintonville Land Use North

City of Columbus
Department of Development
Planning Division



Interactive Techniques

Planning Workshop

A Planning Workshop is different than a meeting. It is a “roll the sleeves up” working environment in which information is presented, questions asked, and all participants debate and discuss the topic at hand. This is the preferred way to run most meetings in a Planning Division process. This less formal environment is more conducive to discussion than a formal presentation with a question-and-answer period. Discussion is critical to gaining consensus in the development of a plan. Issues and their resolution must be discussed, alternatives are considered, and final recommendations agreed upon.

Key Steps:

- ▲ Planning staff identifies the topics for the planning workshop. The Working Committee will be consulted.
- ▲ Planning staff prepare workshop materials. Working Committee assists in identifying and recruiting participants.
- ▲ The workshop is facilitated by Planning staff as a single group or in small groups (Working Committee members may serve as volunteer facilitators). Comments are recorded and summarized by staff.
- ▲ The Working Committee and staff discuss the results and identify policy issues/direction.

Charrette

A charrette is an intense workshop with an urban design focus. This is an evening event in which a Working Committee, other stakeholders, and the Planning Division (perhaps with other city staff support) conduct a workshop focusing on a specific urban design issue. Examples could be the conceptual design of a “downtown” or “town center” for a neighborhood or area, concepts for redevelopment of a site, gateway designs, or other similar projects. Participants are heavily involved, breaking into small groups or working individually on maps, photographs, or other materials. Drawing skills are not necessary. The results are summarized into a set of recommendations that represent the group’s consensus.

Key Steps:

- ▲ Planning staff identifies the topics for the charrette in consultation with the Working Committee.
- ▲ Planning staff prepare materials for the charrette. The Working Committee assists with recruiting participants.
- ▲ The charrette is facilitated by Planning staff in small groups. Comments are recorded, mapping exercises are utilized, and all input is summarized by staff.
- ▲ The Working Committee and staff discuss the results and identify policy issues/direction.

Engaging the Community

Attracting people to attend a planning meeting can be challenging, given the schedules that people tend to have, as well as the perceived esoteric nature of a “planning meeting”. In order to improve participation, the following techniques are recommended. No single technique will guarantee attendance. It will be obvious that Area Commission and Major Civic Association assistance is critical to success. One rule of thumb in getting peoples’ attention is to publicize an event three different ways (e.g. public notice, invitation, word of mouth).

Meeting Arrangements

The Working Committee or another local group or set of volunteers can assist the Planning Division with arranging meeting locations and logistics. This can include securing locations for committee and public meetings, and providing refreshments for public events.

Target Audience

Identifying the target audience is important to deciding which techniques to use in attracting participants to an event. Is the audience all stakeholders in a planning area or is it a subset, such as residents or business owners? The Working Committee and staff should work together to make these decisions.

Invitations

Invitations can be prepared and distributed to the target audience. These can be prepared on city letterhead, under the name of the Area Commission or Major Civic Association, or jointly. The joint identity on the invitation may be the most successful in terms of getting peoples’ attention. Invitations should be emailed or hand distributed by the community by the Working Committee.

Newspapers: Advertisements and Articles

Newspaper advertisements announcing a public meeting have limited value. They may draw attention to an event but they may not deliver people. The city has no funds for purchasing advertising space. Newspaper articles preceding an event are far more effective than paid advertisements. The community should work with city staff to gain support for a local article.

Newsletters

Neighborhoods with newsletters are another effective means of publicizing an event.

Word of Mouth

The most effective way of reaching people is by word of mouth; neighbor telling neighbor about an event or public meeting. The most organized approaches involve a hierarchy of block and street captains who organize a door-to-door publicity campaign by talking to each neighbor. This approach has the highest degree of success in terms of delivering people to an event. The Planning Division can provide guidance to an Area Commission or Major Civic Association that may wish to undertake this approach.





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Best Practices

Introduction

The Best Practices is a compendium of planning-related policies, guidelines, and standards excerpted from City Council-adopted area and neighborhood plans, 21st Century Growth Team recommendations, Mayor Michael B. Coleman's Green Memo, and other related city and professional sources. These policy benchmarks will be used by the Planning Division in drafting area and neighborhood plans, working with communities, stakeholders and the general public. As such these benchmarks become a starting point for preparing policies that are unique to each area and neighborhood plan – provided that a consistent focus is maintained throughout all planning documents.

Biking

Definition

Biking is a form of transportation, as well as a form of recreation. Development patterns should provide for bike connections via off-street trail networks, on-street lanes, and connections to such facilities, as well as support facilities.

Benefits

- ▲ Biking provides a viable transportation alternative to automobiles for commuters.
- ▲ Biking provides a means of recreation.
- ▲ Biking is an important component of a healthy lifestyle.

Policies and Best Practices

Development Standards

- ▲ All significant use and development areas should be connected with a minimum eight-foot wide asphalt multipurpose trail.

General

- ▲ Developments should provide viable physical connections to bike networks and trail systems.
- ▲ Neighborhoods should have connections to trail systems for walkers and bikers that are distinct from roadways, such as through the sidewalk network.

Biking as a Mode of Transportation

- ▲ Arterials and collectors should provide space for bike lanes according to adopted bike plans.
- ▲ Major employers, institutions (schools, museums, and houses of worship), public facilities, and major commercial development should provide connections to the bike and sidewalk network and bike storage facilities, including racks.
- ▲ Supporting facilities for biking are provided with major developments and activity centers, such as bike racks, bike lockers and watering facilities.

Biking as a Recreation Activity

- ▲ Major public parks and stream corridors are recommended to provide bike trails per adopted plans.

Resources

- ▲ *Columbus Bicentennial Bikeway Master Plan*, City of Columbus, 2008
- ▲ *Regional Bicycle Transportation Facilities Plan*, Mid-Ohio Regional Planning Commission, 2007
- ▲ *Bikeability Checklist*, Mid-Ohio Regional Planning Commission





Buffering and Screening

Definition

Buffering and screening are critical components of the built environment that separate land use and development conflicts, while also softening the harshness of the built environment.

Benefits

- ✦ Buffering and screening separates conflicts between incompatible land uses, such as between commercial and residential uses.
- ✦ Buffering and screening separates accessory uses or structures that impact adjacent uses, such as trash dumpsters, roof-top or ground-mounted mechanical units.
- ✦ Buffering and screening can address visual issues, such as screening a parking lot or loading zone.



Before

Policies & Best Practices

Screening - General

- ✦ Screening between a site and all adjacent residential uses should include one of the following treatments:
 - ✦ A six-foot high board-on-board fence along the property line. Deciduous trees should be planted, evenly spaced, at a ratio of one tree per 20 lineal feet on the inside of the fence. In urban locations, this screen could be replaced with a six-foot high wall constructed of materials complimentary to the principal building.
 - ✦ A continuous 30-inch evergreen hedge planted along the property line. Deciduous trees should be planted, evenly spaced, at a ratio of one tree per 20 lineal feet adjacent the hedge.
 - ✦ A landscaped mound or berm at least five feet wide, with no more than a 3:1 slope, placed within a landscape easement (no-build zone).
- ✦ Use of screening materials that are different from or inferior to the principal materials of the building and landscape are not recommended.
- ✦ Landscaped buffers and screening are recommended between non-compatible land uses, such as residential and commercial and/or industrial uses, as well as other sensitive land use transitions. See *Compatibility Table* pages 42-43.



After

Parking Lots

- ✦ See *Parking* pages 48-49.

Accessory Uses and Structures

- ✦ Loading docks, trash collection/dumpster bins, outdoor display and similar facilities and functions should be incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are fully contained and out of view from adjacent properties and public streets.



- ✦ Where such accessory uses and structures are not constructed as part of a building, it is recommended that they be screened to their full height by a solid masonry wall (not cement block) or wooden fence of a color or material that is complimentary to the principal building.
- ✦ Service and loading zones should be located to the rear, side or in an internal location where visibility from public rights-of-way and views from neighboring buildings and properties will be minimized.
- ✦ No overhead bay doors or loading docks should be oriented toward a property line.
- ✦ No areas for outdoor display, trash collection or compaction, loading or other such uses are should be located within 20 feet of any public or private street, public sidewalk or access easement, internal pedestrian way or residentially-zoned or occupied land.
- ✦ No delivery, loading, trash removal, or similar operations should be permitted between the hours of 10:00 p.m. and 7:00 a.m., except in special circumstances and where steps are taken to reduce noise impacts.

Mechanical Units

- ✦ Roof top mounted mechanical units should be screened to their full height by a parapet or other structure that is complimentary to the building in terms of color and materials.
- ✦ Ground-mounted mechanical units should be screened to their full height on all sides by evergreen plant material.

Resources

- ✦ Planning and Urban Design Standards, APA, 2006

Commercial and Office Design Guidelines

Definition

The design and placement of commercial and office buildings is an important consideration in the development process. Whether an infill site or a greenfield site, such private investment should benefit the public in terms of its geographic location, the quality of its design and materials, and its positive impact on the city’s economic base. In addition to providing jobs and services, such new investment should serve as anchors for traditional and emerging high density, mixed-use neighborhood centers and commercial corridors.

Benefits

- ✦ Commercial and office development provides jobs, with office development providing some of the highest net income tax revenue for the city.
- ✦ Retail development provides goods and services, and plays a critical role in stabilizing and enhancing adjacent residential neighborhoods.
- ✦ New investment provides an opportunity to improve the built environment through high quality architectural design and materials.

Policies and Best Practices

Density

- ✦ Buildings in neighborhood centers, commercial corridors, and/or job centers should have a floor area ratio (FAR) that meets the minimum threshold to support transit.
- ✦ Retail structures should have a minimum FAR of 0.5.
- ✦ Office structures should have a minimum FAR of 1.0.



Building Design and Materials

- ▲ Buildings should incorporate contextual architectural design that considers the surrounding building, design and material patterns, such as reflecting local conditions and history.
- ▲ All sides of a building should be coherently designed and treated. A consistent level of detailing and finish should be provided for all sides of a building (“four-sided” architecture).
- ▲ Buildings should utilize natural building materials, particularly on front facades and facades visible from a public right-of-way or residential structure.
- ▲ Building design should incorporate patterns and materials that provide visual interest. This should be accomplished through the use of changes in color, materials or relief, such as the inclusion of beltlines, pilasters, recesses, pop outs. Flat, plain building walls should be discouraged.
- ▲ Building designs should incorporate a base tying the building into the ground, a midsection, and a top that terminates the building.
- ▲ Building surfaces over 20 feet high or 50 feet in length should be relieved with a change of wall plane or by other means that provide strong shadow and visual interest.
- ▲ Buildings should be appropriately scaled relative to existing or proposed street widths.
- ▲ Front elevations should be divided into increments to mimic traditional storefronts, consist of 50% or more glass windows at the street level and utilize a variety of treatments and human scale details.

Building and Site Orientation

- ▲ The commercial overlay standards should be applied to the appropriate commercial corridor, whether or not the overlay has been adopted.

Buildings should be placed consistent with the appropriate commercial overlay, with the front elevation oriented to address the street and entryways facing the street frontage and clearly demarcated.

- ▲ Parking should be hidden to the greatest extent possible (located to the rear or side of a building).

Large Format Retail Development

(any retail development 50,000 GSF or larger in size)

- ▲ All facades of a building that are visible from adjoining properties and/or public streets should contribute to the positive features of the building and encourage community integration by featuring characteristics complimentary to a front facade.
- ▲ Predominant exterior building materials should be of high quality. These include brick, wood, limestone, other native stone, and tinted/textured concrete masonry units appropriate to the building location. Smooth-faced concrete block, tilt-up concrete panels, or pre-fabricated steel panels are not recommended as exterior building materials except on rear and side elevations that do not face a residential use, residential zoning district, or public street or right-of-way. In cases where these materials are used they should be painted to be complimentary to the primary elevations.

- ✦ The use of high intensity colors, metallic colors, black or fluorescent colors are not recommended. Building trim should feature brighter colors than facade colors, but neon tubing is not recommended.
- ✦ Facades greater than 100 feet in length should incorporate recesses and projections a minimum of three feet in depth and a minimum of 20 contiguous feet within each 100 feet of facade length. Windows, awnings, entry areas, and arcades should total at least 60 percent of the facade length facing a public street.
- ✦ Building facades should include a repeating pattern that includes no less than three of the following elements: color change, texture change, material module change, or expression of architectural or structural bay through a change in plane no less than 12 inches in width, such as an offset, reveal, or projecting rib. At least one of these elements should repeat horizontally. All elements should repeat at intervals of no more than 30 feet, either horizontally or vertically.
- ✦ All sides of a principal building that face an abutting public street should feature at least one customer entrance. Where a principal building directly faces more than two abutting public streets, this requirement should apply only to two sides of the building, including the side of the building facing the primary street, and another side of the building facing a secondary street.
- ✦ Each principal building or tenant space should have a clearly defined, highly visible customer entrance with a minimum of three of the following features: canopies, porticos, overhangs, recesses/projections, arcades, raised cornice parapets over the door, peaked roof forms, arches, outdoor patios, display windows, architectural details such as tile work and moldings which are integrated into the building structure and design, integral planters or wing walls that incorporate landscaped areas and/or places for sitting.
- ✦ Roof lines should provide variations to reduce the massive scale of these structures and to add visual interest. Roof lines should have a change in height every 100 linear feet in the building length. Parapets, mansard roofs, gable roofs, hip roofs, or dormers should be used to conceal flat roofs and rooftop mechanical equipment from public view. Alternating lengths and designs may be appropriate. Standing seam metal roofs are encouraged where appropriate.
- ✦ Smaller retail spaces that are part of a larger principal retail building should be transparent between the height of three feet and eight feet above the walkway grade for no less than 60 percent of the horizontal length of the building façade. Windows should be recessed and should include visually prominent sills, shutters, or other such forms of framing. Smaller retail spaces should have separate outside entrances.
- ✦ Public gathering spaces should be provided with at least two amenities such as a patio/seating area, pedestrian plaza with benches, outdoor play area, kiosk area, water feature, clock tower, steeple, or other such deliberately shaped area and/or a focal feature or amenity that adequately enhances such public gathering spaces. Any such areas should have direct connectivity to the public sidewalk network and such features should not be constructed of materials that are inferior to the principal materials of the building and/or landscape.





Historic Buildings and Neighborhoods

- ▲ Historic structures should be preserved and incorporated into new development.
- ▲ In historic neighborhood commercial districts, the height, scale, massing, window size, roof line, and other design details of commercial buildings should be compatible with existing pre-1940 buildings.

Pedestrian Access

- ▲ Public sidewalks are provided along all public streets, per code, and private sidewalks are provided on one side of all private streets.
- ▲ Sidewalks should be provided along the full length of the building along any facade featuring a customer entrance and along any facade abutting public parking areas. Such sidewalks should be located at least six feet from the facade of the building to provide planting beds for foundation landscaping. Within the *Urban Commercial Overlay*, this requirement should be fulfilled by the public sidewalk.
- ▲ A continuous internal private pedestrian walkway system should be provided from the perimeter public sidewalk to the principal customer entrance(s) including bus stops. The internal pedestrian walkways should be distinguished from driving surfaces through the use of special pavers, bricks, scored concrete, or striping to enhance pedestrian safety and the attractiveness of the walkways.
- ▲ Expanded opportunities for local access should be provided and should address the circulation needs of pedestrians within and among office and business park developments:
 - ▲ Design safe pedestrian routes between developments, preferably separated from vehicle traffic.
 - ▲ Design pedestrian routes to provide interest to the walker and promote their use (interest can be created by paving materials, landscaping, public art, and uses such as retail, restaurant, and plazas for public events such as concerts).
 - ▲ Identify pedestrian crossings of streets or parking lots through the use of special paving.
 - ▲ Provide project recreational and/or urban plazas that link visually and/or physically to the pedestrian network or network of public spaces.
 - ▲

Landscaping

- ▲ On-site landscaping should be provided in clusters that breakup the building façade of larger buildings, based upon the following plant material for each 50 linear feet of building face: one deciduous tree, one evergreen tree, two ornamental trees, and ten shrubs in bark mulch beds.

Resources

- ▲ *Report and Preliminary Recommendations, Retail Discussion Group*, City of Columbus, 2006
- ▲ *Regenerating Older Suburbs*, ULI, 2007
- ▲ *Developing Retail Entertainment Destinations*, ULI, 2001
- ▲ *Planning and Urban Design Standards*, APA, 2006

Industrial Design Guidelines

Definition

Design guidelines for industrial development, including light industrial uses and logistics, should ensure that high quality development occurs that facilitates business activities, while limiting impacts on adjacent land uses.

Benefits

- ✦ High quality design guidelines help to protect private investment.
- ✦ Adjacent land uses are insulated from the adverse impacts that can result from industrial activities.

Policies and Best Practices

- ✦ Industrial uses should have a minimum FAR of 0.50.
- ✦ Buildings should exhibit a “corporate” architectural character of high quality materials, design, and color. Where feasible, natural materials should be used on front facades that are compatible with the remaining elevation treatments in terms of color.
- ✦ Buildings should be oriented so that loading, storage, and other external activities and building features that generate noise, etc., are not facing public rights-of-way or residential or institutional uses. Screening of loading and outdoor storage and activities should comply with applicable City code.
- ✦ Parking should be hidden to the greatest extent possible (located to the rear or side of a building).
- ✦ No overhead bay doors or loading docks should be oriented toward a property line.
- ✦ Landscaping should be used to soften industrial buildings along front elevations or elevations that face public streets.
- ✦ Where feasible, safe bike and pedestrian access should be provided to encourage workers to use these modes of transportation.

Resources

- ✦ *Planning and Urban Design Standards*, APA, 2006

Infill Development

Definition

Infill development is the process by which urban sites are redeveloped (if already containing development) or developed if vacant. The issues related to infill development focus on the compatibility of such development with the context within which it is located. Context is defined by the architectural character, materials, colors, density, and use pattern of adjacent and nearby buildings. Often there is a historical context.





Benefits

- ✦ Compatible infill development is a seamless addition to the urban landscape that compliments existing development with the potential of enhancing the setting.
- ✦ Incompatible infill development can be jarring to the urban landscape, creating visual and functional conflicts that have the potential of negatively impacting the long term economic viability of adjacent uses.
- ✦ Compatible development reinforces the historic development character and pattern that is unique to Columbus.

Policies and Best Practices

General

- ✦ Natural ventilation, sunlight, and views should be maximized.
- ✦ Convenient, safe, well marked, and attractive pedestrian connections should be provided from the public street to building entrances.
- ✦ New construction should be integrated with the existing fabric and scale of development in surrounding neighborhoods.
- ✦ Taller or denser development is not necessarily inconsistent with older, lower density neighborhoods but must be designed with sensitivity to existing development. For example, new development should not cast shadows or create wind tunnels that will significantly impact existing development and should not restrict vehicular or pedestrian movements from existing development.
- ✦ Infill projects that propose densities higher than surrounding densities should utilize an extraordinary high level of design and materials to provide compatibility with nearby architecture and design (appropriate setbacks, roof pitch and shape, building materials, windows and doors, height, width, massing, porches, etc.), as well as design solutions to mitigate impacts (stepping down structures, screening, etc.).

Visual Compatibility

- ✦ A building should be visually compatible with buildings, public ways, and places to which it is visually related in its directional character - whether vertical, horizontal or multi-directional.
- ✦ Designs should be sensitive to the scale, form, rhythm, proportions, and materials proximate to commercial areas and residential neighborhoods that have a well established, distinctive character.

Architectural Style

- ✦ The architectural style of new buildings should not be literal duplications of historic styles.
- ✦ Instead, new designs should be contemporary interpretations of traditional buildings, especially styles found throughout the city. These interpretations should be similar in scale and overall character to historical precedents, but should differ in terms of detailing.
- ✦ Architectural features should be provided that establish and define a building's appeal and enhance the neighborhood character.



Mass and Scale

- ▲ New buildings should be consistent in mass and scale to the buildings to which they are visually linked.
- ▲ Larger buildings should be divided into smaller modules or bays to match nearby patterns.
- ▲ Floor-to-floor heights should appear to be similar to those in nearby traditional buildings, especially first floor windows.

Base, Body and Cap

- ▲ Buildings should have a clearly visible base, body and cap, by example:
 - ▲ The base should occupy the lowest portion of the elevation and be eight percent of the average wall height.
 - ▲ The body should occupy the middle portion and be about 60 percent of the average wall height.
 - ▲ The cap should occupy the top portion of the elevation and contain the remaining eight percent.

Solid-to-Void Ratios

- ▲ Solid-to-void ratios on facades visible from a public street should be similar to that seen on comparable buildings.
- ▲ Upper floors can be distinguished by decreasing the solid-to-void ratio.
- ▲ Vertical piers or other vertical visual elements should be used when appropriate to break the plane of long facades.
- ▲ Street level facades are recommended to be as transparent as possible to create an attractive pedestrian environment (see also *Urban Commercial Overlay*).

Walls and Elevations

- ▲ Architectural interest should be provided to discourage the appearance of blank walls for development.
- ▲ The positive aspects of nearby existing buildings should be acknowledged by incorporating compatible features in new developments.

Roof Lines

- ▲ The roof shape of a building should be comparable with the buildings to which it is visually linked.

Materials

- ▲ The exterior materials of buildings and structures should be compatible with the predominant materials, textures, and colors of the facades of the buildings to which it is visually linked.
- ▲ Materials should include brick, masonry, stone, stucco, and terracotta as appropriate to the location.
- ▲ Other materials can be appropriate provided they are visually compatible with more traditional materials.





Infill Housing - Generally

- ✦ New construction should be designed to respect the pedestrian orientation of neighborhoods and enhance the pedestrian environment.
- ✦ Innovative designs should be provided for a variety of housing types to meet the needs of the population.
- ✦ The primary facade of new housing should be parallel to and face the public street, rather than be located at an unconventional angle. Front doors should open to the frontage street and a walkway or stoop should be provided linking the front door to the sidewalk or to the associated driveway.
- ✦ Existing alley access should be maintained.
- ✦ Historically significant structures should not be demolished and should be incorporated into new development.

Infill Housing - Single- and Two-Family

- ✦ New housing should be compatible with adjacent nearby housing, measured in terms of similarity in height and width to adjacent houses, incorporate similar building materials, porches should repeat nearby proportions, and roof pitch, height, and shape should be compatible, similar setbacks, and windows and door size, width, and spacing should be compatible with nearby houses.
- ✦ The garage should be located behind the house if the site is served by an alley. Otherwise, garage door openings facing a frontage should not exceed 40 percent of the width of the house façade (including the garage).
- ✦ Any proposed addition should be placed to rear of the structure and should be distinguishable from the original structure.
- ✦ Houses should not back onto streets, parks, and/or natural features.

Infill Housing - Multi-Family

- ✦ Multi-family buildings should be compatible with the neighborhood in which they are to be located relative to density, height, setback, design, materials, landscaping, and parking. Design elements common to the neighborhood should be incorporated into such buildings.
- ✦ Multi-family and mixed use buildings at major intersections along arterials should utilize architectural design and materials to create an iconic structure(s) provided that a degree of compatibility and sensitivity to adjacent and nearby development is provided in the design and materials.
- ✦ Scale transitions should be provided between higher-density development and lower density neighborhoods.

Resources

- ✦ *Infill Development Strategies*, Real Estate Research Corporation, 1982
- ✦ *Planning and Urban Design Standards*, APA, 2006



Land Use Compatibility and Density

Definition

Land use compatibility speaks to the extent to which new land uses are compatible with – and thereby minimize impacts – to existing land uses. This is a fundamental issue in rezonings and cases where new development is proposed in locations that have not otherwise witnessed such development. The intent is to minimize (or eliminate) the impacts to adjacent uses while moving forward with the proposed project.

A mix of low, medium and higher housing densities in every neighborhood conserves land and fiscal resources by maximizing use of infrastructure, contributes to a vibrant, walkable community, and enhances the potential for people and families of a variety of ages and income levels to live in the same neighborhood.

The accompanying table provides the classification system in place that will be used in preparing area and neighborhood plans.

Benefits

- ▲ Compatible land uses protect investments by private individuals and companies from the adverse impacts of incompatible uses.
- ▲ Compatible land uses reduce or eliminate negative impacts to adjacent land uses.
- ▲ Compatible land uses reduce or eliminate negative impacts on the public road system including sidewalks and bike paths/routes, parkland, and other public facilities.

Policies and Best Practices

Development Standards

- ▲ Each neighborhood in the city should contain a mix of housing densities and types.

General Policies

- ▲ When a proposed use is identical to pre-existing land uses or totally compatible it is assumed to be fully compatible. Development should be designed consistent with good planning practice.
- ▲ When a proposed use is basically compatible with pre-existing adjacent uses, it is assumed to be generally compatible but may require minor modifications. Traffic from higher intensity uses should be directed away from lower intensity uses. Building elements and scale should be consistent with surrounding development.
- ▲ When a proposed use may have potential conflicts with existing adjacent uses, such conflicts may need to be remedied or minimized through project redesign. Traffic and other external effects should be directed away from lower-intensity uses. Landscaping, buffering, and screening should be employed to minimize negative effects.
- ▲ When a proposed use has significant conflicts with the pre-existing adjacent use, the major effects should be strongly mitigated to prevent impact on adjacent uses.
- ▲ When a proposed use is incompatible with adjacent land uses, the project should not be supported unless extraordinary measures can be taken to offset the impacts.
- ▲ Please see the compatibility table for further guidance.

Resources

- ▲ *Near East Area Plan*, City of Columbus, 2005
- ▲ *Urban Land Use Planning*, 1985
- ▲ *Planning and Urban Design Standards*, APA, 2006

Land Use Classification and Locational Guidelines

CATEGORY	TYPICAL USES	TYPICAL DENSITY/ INTENSITY	LOCATIONAL GUIDELINES
Residential	Single Family (attached/ detached)	1-2 du/ac	Lower density single-family uses are preferred in existing and growth area residential neighborhoods, except where otherwise noted on this table.
		2-4 du/ac	
		4-6 du/ac	
		6-8 du/ac	Higher density single-family uses serve as a transition between more intense commercial development and less intense, lower density residential areas.
		8 < du/ac	
	Two- & Three- Family	4-8 du/ac	Two- and three-family uses may be interspersed in existing neighborhoods and growth areas, but concentrated at intersections and nodes.
		8-12 du/ac	
		12 < du/ac	
	Multi-Family	12 > du/ac	Lower density multi-family uses serve as a transition between more intense commercial development and less intense, lower density residential areas.
		12-16 du/ac	
16-20 du/ac		Higher density multi-family uses should be located in areas with comparable density, integrated into mixed-use development, focused within or adjacent to existing commercial districts or shopping centers, or located adjacent to transit.	
20-40 du/ac			
40 < du/ac			
Commercial	Commercial (Auto- Related)	12,500 sf/ac	Auto-related commercial uses should be located in clusters along arterials at key intersections and at interstate highway intersections.
	Commercial (Neighborhood)	20,000 sf/ac	Neighborhood commercial uses should be located at key intersections and nodes along minor arterials and collectors that intersect with arterials, as appropriate.
	Commercial (Community)	12,500 sf/ac	Community commercial uses should be located along arterials at key intersections and at interstate highway intersections.
	Commercial (Regional)	10,000 sf/ac	Regional commercial uses should be located at interstate highway intersections.
Mixed Use	Neighborhood (e.g., NCR Strips)	20,000 sf/ac; 20 < du/ac	Neighborhood mixed uses should be located at key intersections and nodes along minor arterials and collectors that intersect with arterials, as appropriate.
	Community	12,500 sf/ac; 20-30 du/ac	Community mixed uses should be located along arterials at key intersections and at interstate highway intersections.
	Regional	10,000 sf/ac; 30 < du/ac	Regional mixed uses should be located at interstate highway intersections.
Industrial	Industrial (Light)	12,500 sf/ac	Light industrial uses should be located in older industrial areas, within industrial parks, and in limited locations on major arterials but not within close proximity of residential uses.
	Industrial (Heavy)	20,000 sf/ac	Heavy industrial uses should be located in older industrial areas and within industrial parks with rail and highway access.
Industrial	Warehouse and Distribution	10,000 sf/ac	Warehouse and distribution uses should be located in older industrial areas and at locations with rail and highway access.
	Warehouse Flex	10,000 sf/ac	Warehouse flex uses should be located in older industrial areas, within industrial parks, and in limited locations on major arterials but not within close proximity of residential uses.

Land Use Classification and Locational Guidelines (continued)

CATEGORY	TYPICAL USES	TYPICAL DENSITY/ INTENSITY	LOCATIONAL GUIDELINES
Institutional	Institutional	No minimum	Institutional uses should be located on major arterials, in nodes of commercial activity, and within neighborhoods but only along arterials or collectors provided sites are sufficiently large to accommodate on-site parking.
Office	Office	15,000 sf/ac	Office uses should be located at major intersections, sites with freeway visibility, in mixed use buildings, or as a transition between residential and non-residential development
Parks/Open Space	Parks	na	Parks should be integrated into residential neighborhoods and/or located adjacent to preserved open spaces.
	Open Space	na	Open space should be conserved lands that are not suitable for development, such as the floodway, wetlands, major wood stands, steep slopes and ravines, and species habitat.
Agriculture	Agriculture	na	None
Other	Government Property	na	None
	Landfills and Quarries	na	Landfills and quarries should be properly sited to avoid impacts to adjacent uses.
	Utilities and Railroads	na	Utilities and railroads should be located in existing locations.
Vacant	Undeveloped, unused land	na	None

Lighting

Definition

The use of appropriate lighting adds an element of safety, security, and visual appeal, and encourages pedestrian activity over extended hours of the day.

Benefits

- ✦ Adequate visibility and safety at night.
- ✦ Reduced spillover lighting and impact on adjacent uses.
- ✦ Reduction in light pollution.

Policies and Best Practices

Development Standards

- ✦ Light standards (poles) should not exceed 28 feet in height except for standards located within 100 feet of a residentially used or zoned property, where such standards should not exceed 14 feet in height.
- ✦ Lights should have fully shielded, recessed lamps directed downward to prevent glare and shine above the horizontal plane.
- ✦ For aesthetic compatibility, light standards should be of the same or similar type and color.
- ✦ Lighting should not exceed 0.1 foot-candle along the property line of a residentially used or zoned property.
- ✦ Residential streetlights are recommended to be post-top style decorative fixtures that do not exceed 14 feet in height.

On-Site Lighting

- ✦ Lighting should be appropriate to its location and utilized to enhance safety and highlight distinguishing characteristics of building.
- ✦ Proposed lighting should provide enough lighting to preserve safety, but without glare, hot spots, or spill light through residential windows.





- ✦ If area is historic, lighting should highlight special architectural or landscape features and/or prominent buildings and gateways.
- ✦ Wall mounted lights shall be directed downward. Soffit mounted light fixtures should be recessed in the soffit or otherwise fully shielded from view from any property line.
- ✦ Ground mounted or other upward directional lighting should be permissible only where some form of shield or light baffling is provided to create a soft, uniform light quality and minimize light spillage beyond trees, landscaping, walls or signs being illuminated.
- ✦ All light sources should be shielded or flush with fixtures.

Parking Lot Lighting

- ✦ Where utilized, freestanding light pole fixtures should be integrated into landscape buffer areas. Light fixture locations should not conflict with required landscape materials.
- ✦ Lighting fixtures, including poles and base, should be compatible with the architectural character and color of the proposed development.

Resources

- ✦ *Planning and Urban Design Standards, APA, 2006*

Mixed Uses

Definition

Mixed uses are comprised of complementary land uses within a single building, such as retail on the first floor and residential on upper floors or within close proximity of each other in a single development. Often the more intense uses are located at the center of the development or at the intersection of major arterials.

Benefits

- ✦ Mixed uses contribute to a walkable environment, add economic vitality by diversifying retail and commercial services, reduce traffic congestion, create a sense of place, and facilitate higher density (including affordable) housing.
- ✦ Mixed use development allows people to make one trip to accomplish numerous transactions.
- ✦ Less parking is necessary if the appropriate mix of complimentary uses is provided.

Policies and Best Practices

Development Standards

- ✦ Residential density = minimum of 12 dwelling units per acre
- ✦ Commercial density = minimum FAR of 0.5 or 20,000 square feet per acre
- ✦ Office density = minimum FAR of 0.5 or 20,000 square feet per acre
- ✦ Shared parking should be designed for each mixed use project.
- ✦ Central public space or plaza with significant architectural features and/or public art can create an identity for the project.

General Policies

- ✦ Mixed uses may occur vertically in a structure (i.e. first floor retail, second floor office, third and higher floors residential) or horizontally in a development (in these cases, the uses must be integrated and not segregated).
- ✦ Mixed use development includes a variety of building types and sizes, as well as unique architectural features such as towers, public plazas, fountains, public art, and other amenities.
- ✦ The placement of active uses, such as retailers, restaurants, services, cultural facilities and amenities, and various services, should occur on the ground floor of buildings in areas where the greatest levels of pedestrian activity are sought.
- ✦ Mixed uses can be introduced into existing neighborhoods at key intersections to create a destination, sense of place, and a community gathering place (these nodes would include neighborhood-scale retail and other services, and optimally provides and/or retains space for locally-owned business).
- ✦ Mixed uses should be a common building type in urban districts, and urban corridors.
- ✦ Mixed use development nodes should be located at the intersection of existing or planned arterial streets.
- ✦ Mixed use development nodes should be served by transit or planned to be served by transit, as well as provide walking and bike access (including bike facilities).
- ✦ Mixed use developments should be integrated into existing neighborhoods through pedestrian-friendly site design and building orientation, and the provision of multiple pedestrian access points.

Pedestrian-Oriented Design (see also Pedestrian Access on page 36)

- ✦ Pedestrian-friendly centers should be designed into mixed use developments.
- ✦ Pedestrian-orientation should be respected by creating entries directly to the street and active uses at street level.
- ✦ Buildings should be designed or redesigned to include pedestrian-friendly entrances, outdoor dining areas, plazas, transparent windows, public art, and a variety of other elements to encourage pedestrian activity and interest at the ground floor level.
- ✦ Buildings should be oriented to commercial local streets, or to internal project drives that are designed to function like a public street, in order to create a pedestrian-oriented shopping experience, including provision of on-street parking.
- ✦ Pathways should be provided that offer direct connections from the public street to building entrances.
- ✦ The exterior facades of large structures should be broken up into distinct building masses distinguished by offsetting planes, rooflines and overhangs or other means.
- ✦ Where feasible, small buildings should be used in key locations to create a human scale environment in large centers; provide separate individual main entrances directly leading to the outside from individual stores.

Resources

- ✦ *Regenerating Older Suburbs*, ULI, 2007
- ✦ *Planning and Urban Design Standards*, APA, 2006





Natural Resources

Definition

Natural resources should be conserved or preserved wherever feasible, while at the minimum mitigating the adverse impacts that result from development. Natural resources can be positive components of development and add value where integrated into development projects. Natural resources also ensure that the long term viability of this city is sustainable.

Benefits

- ▲ Water quality can be improved by protecting stream corridors, wetlands and forested areas to reduce the rate and impact of flooding and improving the natural filtering of sediment and pollutants.
- ▲ Air quality can be improved by preserving natural vegetation, especially mature trees.
- ▲ Open areas for active and passive recreation can be provided by preserving natural resources such as forests, meadows, stream corridors, and wetlands.
- ▲ Species habitat can be protected by mitigating the impacts of development and ensuring sufficient, interconnected habitat to maintain wildlife populations, even in urban areas.

Policies and Best Practices

General

- ▲ Natural areas should be preserved as integral components of development or as part of public or private park and recreation systems.
- ▲ Existing lakes, ponds, streams, wetlands, and other environmentally sensitive areas, including on-site habitat for threatened or endangered species should be conserved.
- ▲ Development should be appropriately sited, avoiding slopes greater than 15 percent, poorly drained soils, floodplains, stream corridors, wetlands, springs, wet woodlands, and other environmentally sensitive areas.
- ▲ Development adjacent to natural features should be designed in a sensitive manner to highlight and complement the natural environment in areas designated for development.
- ▲ A clustered development pattern, single-story structures or single-story roof elements, or roofs sloped toward the open space system or natural features should be used to ensure that the visibility of new developments from natural features and open space areas are minimized.
- ▲ Development adjacent to natural features should be screened as appropriate so that development does not appear visually intrusive, or interfere with the experience within the open space system. The provision of enhanced landscaping adjacent to natural features could be used to soften the appearance of or buffer development from the natural features.
- ▲ Building and landscape materials should be used that blend with and do not create visual or other conflicts with the natural environment in instances where new buildings abut natural areas.
- ▲ Windows should be placed adjacent to open space to overlook the natural features.
- ▲ The redevelopment of brownfield sites should be prioritized where economically feasible as opposed to developing greenfield sites.

- Special consideration should be provided to the sensitive environmental design of roadways that traverse natural open space systems to ensure an integrated aesthetic design that respects open space resources. This could include the use of alternative materials such as “quiet pavement” in noise sensitive locations, and bridge or roadway designs that respect the natural environment.
- The natural environment should be protected during development activity, with impacts mitigated and natural features incorporated into development in sensitive and creative ways.

Topography

- Changes to natural contours adjacent to preserved natural features should be minimized to avoid changes in stormwater flow and rate, to avoid damage to vegetation, and to reduce impacts to habitat.
- Grading should be minimized to maintain the natural topography, while contouring any landform alterations to blend into the natural terrain.

Aquatic Resources

- Stream corridors should be protected by maintaining a natural buffer of at least the entire floodway or 150 feet from the edge of the stream channel, whichever is greater.
- Stream channels, especially those within the regulatory floodplain, should not be altered as part of development.
- Alternative methods to manage stormwater should be considered (i.e. bioswales, vegetated swales, native landscaping, naturalized detention and retention basins, other).
- The amount of impervious surfaces should be minimized in order to reduce stormwater flow and rates, and to facilitate stormwater infiltration. Excess parking space in off-street parking lots should be constructed using a “green” pavement material.



Floodplain

- In general, the 100-year regulatory floodplain should not be altered. In cases where fill is permitted, the capacity of the floodplain should be enhanced above stream as required by the city’s Stormwater Drainage Manual.

Woodlands

- Trees greater than 12 inches in caliper should be protected during and after construction.
- Root zones (measured as the tree crown) should be protected from grading changes and construction activity, such as the temporary storage of fill dirt or construction material, and the operation of construction vehicles.
- Woodlands should be preserved at a minimum size of one acre to ensure long term viability.
- Elevations should not be changed adjacent to protected woodlands because such changes will modify surface stormwater flows, possibly impacting such preserved woodlands.

Ravines

- Ravines should be preserved in their natural state, providing a minimum amount of development that doesn’t adversely impact a ravine.



Existing Natural Resources

— Streams/Tributaries Potential Wetlands (Source: OCAP)* 18 to 25% Slopes
 Flood Zone (Source: ODNR) 12 to 18% Slopes Tree Cover
(Source: Columbus Planning)**

*Ohio Capability Analysis Program
 ** Tree cover data was developed by the Columbus Planning Division based on 2002 aerial photo for Franklin County.

Habitat

- ▲ Habitat that supports wildlife should be preserved in a natural state.
- ▲ Wherever feasible, preserved habitats should be linked to create wildlife corridors through public and private open space.

Resources

- ▲ *Stormwater Drainage Manual*, City of Columbus, Department of Public Utilities, 2006
- ▲ *Darby Accord Watershed Management Plan*, City of Columbus, Department of Development, 2006
- ▲ *Regenerating Older Suburbs*, ULI, 2007
- ▲ *Planning and Urban Design Standards*, APA, 2006
- ▲ *Site Planning for Urban Stream Protection*, Center for Watershed Protection, 1995

Parking

Definition

Parking is a necessary component of an auto-dependent society, but it must not overly dominate the built environment. Parking needs must be balanced with the goal of reducing development's impact on the natural environment, as well as the goal of creating walkable and bikeable neighborhoods and encouraging the use of transit.

Benefits

- ▲ The provision of parking is necessary for the conduct of business activity and to support residential, institutional, civic and other uses.
- ▲ The amount of space dedicated to parking should be kept to the absolute minimum to maximize development, to provide landscaping and pedestrian amenities, and to preserve open space.
- ▲ Parking once for multiple destinations saves energy and encourages walking, which is part of a healthy lifestyle.

Policies and Best Practices

Development Standards

- ▲ Parking reductions may be appropriate for higher density, mixed use projects within or adjacent to a commercial district and/or transit stop.
- ▲ Shared parking arrangements have been considered between users with differing peak hours such as churches and office if structured parking, first floor is retail, office, or residential use.

Parking Lot and Structure Design

- ▲ Site area devoted to parking should be minimized.
- ▲ On-street parking should be provided along street frontages to support adjacent development and to buffer pedestrians from traffic flow.
- ▲ The use of pervious surfaces is encouraged to minimize stormwater runoff and increase infiltration. Pervious pavement is ideal for low traffic areas including overflow parking areas, emergency vehicle lanes, and pedestrian areas.

Parking Location, Screening and Landscaping

- ▲ Surface parking should be located to the rear or side of street-oriented buildings, with preference for the rear of buildings.
- ▲ All parking lots visible from roadways should be screened with a minimum three-foot-high continuous wall, decorative fence or hedge that reaches a minimum 75% opacity within five years in urban locations. Walls reflect building architecture and material. In suburban locations, landscaping and earthen mounds are preferred in place of walls and fences.

- Parking lots should be planted with shade trees (2 1/2" minimum caliper) at a minimum of one tree per ten parking spaces.
- At least half the trees should be located within the interior of the parking lot. A minimum soil area of 162 square feet should be provided for each tree to ensure long term viability.
- Clear and attractive pedestrian/pathways and signs should be designed that link parking and destinations. An internal sidewalk network meeting ADA requirements should be provided for pedestrian connections to buildings set back from a sidewalk.
- Other than in the UCO, CCO or other urban locations, parking lots that abut arterials should be set back a minimum of 25 feet from the right-of-way. The setback is recommended to be fully landscaped in addition to the required screening, provided such landscaping does not interfere with safe ingress and egress to parking lots and sight triangles at intersections.
- Blank walls facing onto parking lots should be avoided by promoting treatments that use colors, materials, landscape, selective openings or other means of creating interest. For example, the building should protrude, recess, or change in color, height or texture to reduce blank facades.
- Pedestrian pathways should be located in areas where vehicular access is limited.
- Large areas of uninterrupted parking should be avoided, especially adjacent to community public viewsheds.
- Multiple small parking lots should be constructed in lieu of one large lot.
- Existing expansive parking lots should be retrofitted with street trees, landscape, pedestrian paths, and new building placement.
- Surface parking lots should be designed to allow for potential redevelopment to more intensive uses. For example, through redevelopment, well-placed parking lot aisles could become internal project streets that provide access to future parking structures and mixed land uses.

Parking Garages

- Safe, functional, and aesthetically pleasing parking structures should be designed.
- Structured parking is recommended for higher density projects.
- Structures should be of a height and mass that are compatible with the surrounding area.
- Building materials, detailing and landscape should be used that complement the surrounding neighborhood.
- Well-defined, dedicated pedestrian entrances should be provided.
- Appropriate screening mechanisms should be used to screen views of parked vehicles from pedestrian areas.
- Where feasible, parking structures should be wrapped on their exterior with other uses to conceal the parking structure and create an active streetscape.
- Space should be set aside on the first floor of garages for retail fronting commercial corridors.
- Vehicle access to parking garages should be to secondary streets, service drives, and alleys, and pedestrian connections should be separated.
- The use of attendants, gates, natural lighting, or surveillance equipment should be used in parking structures to promote safety and security.



Resources

- *Urban Commercial Overlay* (Columbus City Code 3372)
- *Planning and Urban Design Standards*, APA, 2006
- *Parking for Industrial and Office Parks*, National Association of Industrial and Office Parks, 1986



Recreation and Parks

Definition

Recreation facilities, parks and open space are an attraction to homebuyers and workers of all ages, improve the health of residents, add to the aesthetics of the area, enhance property values, and contribute to general quality of life.

Benefits

- ✦ The purpose of recreation facilities and parks is “to create and maintain an enjoyable, safe, aesthetically pleasing and healthful environment for residents and visitors; to divert negative, expensive behaviors by providing positive economical and convenient leisure opportunities; to promote the preservation and wise use of natural resources; and to enhance the local economy through parks, recreation programs, festivals, tournaments, tourist attractions and special events.” (Source: City of Columbus, Department of Recreation and Parks Mission Statement)
- ✦ At a personal level, residents benefit from recreational facilities and parkland through healthy exercise.

Policies and Best Practices

Development Standards

- ✦ The published standard for overall park acreage in Columbus is 5.5 acres per 1,000 residents, the city is currently exceeding this standard by providing 10 acres per 1,000 residents.
- ✦ All residents are within a one-half-mile radius of a neighborhood park or community park.

Accessibility

- ✦ Neighborhood parks should be located within one-half mile of all residential land uses, which encourages walking and biking.
- ✦ Parks and open space should be connected to neighborhoods with pedestrian and bicycle paths, including Metro Park facilities.
- ✦ Parks and trails should be publicly accessible.

Design

- ✦ Future residential development should propose a hierarchy of park types and sizes depending upon the size and density of the development.
- ✦ Parks and open space should be designed to protect and augment natural features such as streams, ponds, wetlands, and wooded tracts.
- ✦ Whenever possible, parks should be located contiguous to other open space in order to create larger park facilities and networks.
- ✦ No more than 25% of open space required by code should be comprised of ponds, lakes, or storm water retention/detention basins.
- ✦ Overhead utility lines/easements and above ground structures should not count toward required open space.
- ✦ Where feasible, consideration should be given to the joint use of schools and recreational facilities.



Resources

- ✦ *Recreation and Parks Master Plan*, City of Columbus, Department of Recreation and Parks, 2002
- ✦ *Planning and Urban Design Standards*, APA, 2006

Residential Design Guidelines

Definition

Residential design guidelines are a tool to protect the long-term quality and value of the community. The provision of affordable housing throughout all areas of the city ensures the availability of housing near jobs and thereby reduces the reliance on the auto to get to jobs, encourages diversity, and encourages equitable access to services. *See also Infill Development Guidelines.*

Benefits

- ✦ Quality residential design contributes to a sustainable neighborhood.
- ✦ Well-designed infill housing helps to revitalize neighborhoods and increase property values.
- ✦ A variety of housing styles focusing on human scale details enhance the pedestrian friendly character of neighborhoods

Policies and Best Practices

General

- ✦ New residential developments should offer a range of housing types, sizes and price points.
- ✦ New residential developments should have features that contribute to a healthy lifestyle, encourage social interaction, and sustain property values.
- ✦ Any proposed addition should be placed to rear of the structure and should be distinguishable from the original structure.

Green Development

- ✦ Houses should utilize Leadership in Energy and Environmental Design (green building) technologies.

Site Considerations

- ✦ Houses should not back onto streets, parks, and/or natural features.
- ✦ Subdivisions should be designed to respect the existing lot pattern established within neighborhoods to maintain community character.
- ✦ Residential developments should apply imaginative design solutions that create a sense of place and identity, and a sense of connection to and context with the surrounding community.
- ✦ Traditional suburban curvilinear block and street design should be avoided. Cul-de-sacs are strongly discouraged.
- ✦ Streets that form a "T" intersection should be visually terminated with a building centered on the terminus, a public park, or other feature that provides visual interest and a sense of place.
- ✦ Developments should create a positive sense of identity at their entries through landscaping, decorative fencing, and complimentary signage. A common identification monument should be used at all entry points. Entry features should be placed in a reserve with ownership and maintenance the responsibility of a homeowners association or condominium association.
- ✦ Housing for low- to moderate-income persons, seniors and the disabled should be located in pedestrian-oriented, ADA compliant environments with access to transit.



- ✦ Residential developments should provide a mix of housing types, densities, and housing values. Concentrations of housing types are appropriate, but such concentrations should be connected via roads and sidewalks, and densities should provide a transition. Exterior materials within developments should be complimentary and not uniform.
- ✦ Walled and gated communities are strongly discouraged.

Multi-Family Buildings

- ✦ Multi-family buildings should be distributed throughout a project site, particularly at intersections and nodes (two-family buildings can be also located within blocks of single-family homes).
- ✦ Multi-family developments with 20 units+ should have more than one building type and/or façade option.

Front Porches

- ✦ Houses should include front porches that are at least eight feet deep.

Garages

- ✦ Garages should be located behind the house or, if facing a street frontage, do not exceed 40 percent of the width of the house façade (including the garage) and recessed at least three feet from the front elevations of the house.
- ✦ When front facing, residential garages should be positioned to de-emphasize their visual presence on the street.

Resources

- ✦ *Regenerating Older Suburbs*, ULI, 2007

Signage

Definition

Signage is a major component of the visual landscape. Signs advertise businesses, communicate traffic information, direct people, and can set the tone for a neighborhood or development district. Signs add significantly to the character, interest, and visual clarity of an area. Poorly designed, inappropriate signs, however, can have a very negative impact on an area.

Benefits

- ✦ Signage is critical for business development in that it is a form of identification, as well as advertisement. But to communicate effectively, signage must not be cluttered.
- ✦ A simple, clean design for signage will improve its effectiveness while not creating distractions for walkers and motorists.
- ✦ Well designed signage adds to the aesthetic character of the built environment and can be an enhancement to commercial business districts.

Policies and Best Practices

Sign Orientation

- ▲ Signage should be oriented to the location in which it is sited and designed to be effectively read by the motoring and/or walking public.
- ▲ The development and location of permanent identification signs in prominent gateway locations is recommended provided that such signage includes landscaping or other types of additional amenities to highlight these gateways.
- ▲ Signs are recommended to be placed and sized on buildings such that they are in keeping with the scale and size of the building facades and general streetscape so as not to obscure or interfere with architectural lines and details.
- ▲ Sign design relates to the general theme of the surrounding district and incorporated into the building architecture.
- ▲ In commercial areas, signage is recommended to complement building and other streetscape elements, is designed of appropriate size, style, and materials, and is located to properly fit into the business district.



Signs to be Discouraged

- ▲ Roof signs, larger overhanging signs, LED and other such electronic or digital signs, or excessively large signs that interfere with visual character should not be supported.
- ▲ Freeway, pole signs, billboards and “sign benches” should not be supported.

Traffic Control

- ▲ Traffic control signs are recommended to be mounted in clusters on existing utility poles whenever feasible.

Sign Design

- ▲ Large commercial developments should utilize integrated signage, with an emphasis on wall signs and central identification signage rather than multiple freestanding signs along the street frontage, thereby reducing sign clutter, ensuring all signage communicates effectively, and reducing potential impacts on surrounding residential properties.
- ▲ Signage in large commercial projects should utilize building signs and on-site monument ground signs that are coordinated with the building architecture in terms of material and color.

Resources

- ▲ *Planning and Urban Design Standards*, APA, 2006



Site Design and Landscaping

Definition

The appropriate arrangement, orientation, and relationship between land uses on a given site are of primary importance in creating a high quality development.

Benefits

- ✦ Landscaping and street trees are an important part of the visual and psychological image of an area, provide relief from climate, visual break from pavement, softening of the streetscape, and add economic value to private property.
- ✦ Well designed sites should provide a seamless transition between the public realm (the street) and the built environment.
- ✦ Preservation of existing natural features such as streams, wetlands and significant topography, is a result of well designed site.
- ✦ Integrated development improves access and increases opportunities for biking and walking.

Policies and Best Practices

Public Spaces

- ✦ Developments over 5 acres in size should provide a minimum of 50 square feet of plaza space for each one acre of gross land area. Such plazas should be in addition to any such spaces provided by individual tenants or businesses for the use of their customers.

Building Orientation

- ✦ Buildings should be located parallel to the street on which they front. Buildings should not be angled. The primary façade should be located on the major street abutting the building and the secondary façades should be located adjacent to secondary streets, service drives, and alleys.
- ✦ Buildings on corner lots should be oriented to the corner and to the street fronts, and should make a strong tie to the building lines of each street.
- ✦ Building facades facing public streets should incorporate an entrance door. Buildings located at a corner should orient the main entrance to the corner instead of to one of the two abutting streets.
- ✦ Secondary entrances can be located on side and rear elevations to meet fire code and to service adjacent parking.

Mixed Use Development

- ✦ Mixed use development should include a public park or plaza fronted by a mix of residential, commercial, and other buildings.
- ✦ Mixed use development should be oriented toward streams or other natural features and has strong visual and design connections to such features.

View Corridors

- ▲ Significant view corridors should be maintained when considering building placement.

Street Edge

- ▲ In order to develop and maintain a strong street edge, buildings for stand-alone projects or individual pad developments associated with a larger commercial center should be located at the front of the site at the minimum setback line.

Connectivity

- ▲ Interconnected walkways and parking drives between buildings on a site and those of adjacent development should be used to provide for the safe and efficient movement of pedestrians, bicycles and vehicles within a site and between a site and adjacent development.
- ▲ An interconnected series of streets, sidewalks, and paths should be provided within a given site with connections to adjacent and future development (also see Transportation Network).

Landscaping - Generally

- ▲ All areas of a development should be landscaped extensively in context to its surroundings with a mix of deciduous, ornamental and evergreen plant material.
- ▲ Landscaped areas should be considered as design amenities for a site and the structures, not as an after thought.
- ▲ Trees should be planted along the perimeter of all properties except in urban locations at a ratio of one tree per 20 linear feet. These trees may be evenly spaced or grouped.

Landscape Design Considerations

- ▲ Landscape materials and design should enhance structures, create and define public and private spaces, and provide shade, aesthetic appeal, and environmental benefits.
- ▲ Landscaping should be used to provide unique identities within neighborhoods.
- ▲ Landscape materials and design should complement and build upon the existing character of the location.
- ▲ Paved areas should be shaded, especially parking lots.
- ▲ Public, semi-public/private, and private spaces should be demarcated clearly through the use of landscape, walls, fences, gates, pavement treatment, signs, and other methods to denote boundaries and/or buffers.
- ▲ Landscaped walkways should be used to direct people to proper entrances and away from private areas.
- ▲ Barriers to views or light should be reduced by selecting appropriate tree types, pruning thick hedges, and large overhanging tree canopies.
- ▲ Landscaping should be used to support storm water management goals for filtration, percolation and erosion control, including rain gardens.
- ▲ Landscape adjacent to natural features should be used to soften the visual appearance of a development and provide a natural transition between the development and open space areas.





Landscape of Residential Development Perimeters

- ▲ Where residential developments abut a public right-of-way, a landscape buffer should be provided in a landscape easement that contains the following landscaping materials, at a minimum, for each 100 linear feet, or portion thereof, of arterial street frontage: eight evergreen trees, two shade trees and one ornamental tree.

Street Trees and Streetscape

- ▲ Street trees are recommended on all public and private streets, as approved by the City of Columbus Forester.
- ▲ Street trees should be planted evenly spaced along all public streets within the right-of-way at a ratio of one tree per 30 feet of street frontage.
- ▲ Tree-lined residential and commercial streets should be either established or maintained. Neighborhoods and commercial corridors in the city that contain tree-lined streets present a streetscape that creates a distinctive character.
- ▲ Landscaping on private property bordering the pedestrian network should be designed with new elements, such as a new plant form or material, at a scale and intervals appropriate to the site. This is not intended to discourage a uniform street tree or landscape theme, but to add interest to the streetscape and enhance the pedestrian experience.

Landscape Materials

- ▲ All trees (including street trees) should meet the following minimum size at the time of planting: shade trees 2 ½ inches caliper; ornamental trees 1 ½ inches caliper; and evergreen trees 5 feet in height. Tree caliper is measured six inches from the ground.
- ▲ All trees and landscaping should be well maintained. Dead items should be replaced within six months or the next planting season, whichever occurs first. The size of the new material should equal the size of the original material when it was installed.

Security

- ▲ Crime Prevention Through Environmental Design (CPTED) measures should be incorporated, as necessary, to reduce incidences of fear and crime, and design safer environments.
- ▲ Development should be designed to encourage visible space that will serve as a means to discourage and to deter crime through the location of physical features, activities and people to maximize visibility.
- ▲ Landscaping and screening along property and parking lot perimeters should provide for visual openings into the site between three and eight feet above the sidewalk. This can be accomplished by staggering plantings and using walls and fences with openings.
- ▲ Clear boundaries between public, semipublic/private, and private spaces should be defined.



- ▲ On-site lighting for security purposes should illuminate buildings and surfaces only, such as sidewalks and parking lots. Lighting should not be designed to illuminate the entire site, including adjacent property and rights-of-way, and the sky above the site.
- ▲ Lighting should be shielded and light spillage should not occur beyond the property line. Publicly accessible plazas should be illuminated during hours of darkness.

Signature Buildings

- ▲ Buildings with exceptional architecture and highest commercial value should be placed at primary intersections and/or terminate vistas of 600 feet or more within neighborhood centers, commercial corridors, and/or job centers.
- ▲ Developments should focus exceptional architectural quality on buildings anchoring intersections and other high visibility locations.

Wireless Facilities

- ▲ The visual impact of wireless facilities should be minimized.
- ▲ Wireless facilities should be concealed in existing structures when possible, otherwise use camouflage and screening techniques to hide or blend them into the surrounding area.
- ▲ Facilities should be designed to be aesthetically pleasing and respectful of the neighborhood context.
- ▲ Mechanical equipment and devices associated with wireless facilities should be placed in underground vaults or unobtrusive structures.

Resources

- ▲ *Planning and Urban Design Standards*, APA, 2006

Transportation Network

Definition

A full developed transportation network is the desired goal – providing complete streets, context sensitive street design, traffic calming, transit opportunities, and facilities that provide for safe walking and biking.

Benefits

- ▲ A fully developed transportation network provides a complete range of mobility options – walking, biking, automotive, truck, transit, rail, and air.
- ▲ An interconnected street system distributes auto traffic and thereby prevents and relieves congestion, assures that police, fire, and emergency services can adequately access neighborhoods, assures access to recreational resources, and supports commercial activity.
- ▲ An interconnected system also helps create a fine-grained land use and, if well designed, can complement the natural environment and assure that auto traffic does not create hazards for area residents.
- ▲ Context sensitive streets preserve scenic, aesthetic, historic, and environmental resources while maintaining safety and mobility.
- ▲ New streets that utilize context sensitive design and traffic calming concurrently provide auto and pedestrian mobility, contribute to a sense of place and economic activity.
- ▲ New development should occur in such a way that it supports people's ability to walk, bike, use transit and thereby contribute to a healthy lifestyle, help create a sense of place, have positive environmental benefits, and be cost effective.

Policies and Best Practices

Street Connectivity

- ▲ New streets in growth areas should be developed concurrently with development in accordance with the *Columbus Thoroughfare Plan*.
- ▲ New streets should connect to and logically extend external street systems at multiple locations.
- ▲ New street systems should provide a minimum of 250 feet between curb cuts on separate lots or to public streets as measured from pavement edge to pavement edge, should utilize short block lengths (400 to 500 feet in length), and should be stubbed to allow future linkages and connect to existing stubbed streets.
- ▲ New streets should reflect existing or proposed land uses (appropriate street widths, intersection design, and other characteristics) in commercial and residential areas.
- ▲ Existing street and alley grids should be maintained.

Context Sensitive Streets

- ▲ Proposed new streets should be context-sensitive (street widths, intersections, and other characteristics are sensitive to the proposed land uses and adjacent buildings).
- ▲ Developments should maintain any existing brick streets, existing street widths and intersection/turn radii, and minimize the number of curb cuts.
- ▲ Crosswalks should be provided at all signalized intersections and delineated with an alternative pavement material, such as brick or textured/colored pavement, as appropriate.

Neighborhood Streets

- ▲ Traffic calming devices should be proposed for new streets adjacent to schools, parks, libraries, and other community facilities.
- ▲ Streets should be designed or retrofitted to improve walkability, strengthen connectivity, and enhance community identity.
- ▲ Street systems should be designed or retrofitted to achieve high levels of connectivity within the neighborhood street network that link individual subdivisions/projects to each other and the community.
- ▲ Closed loop subdivisions and extensive cul-de-sac systems should be avoided, except where the street layout is dictated by the topography or the need to avoid sensitive environmental resources.



- ▲ Open ended cul-de-sacs should be designed to accommodate visibility and pedestrian connectivity, when development of cul-de-sacs is necessary.
- ▲ New streets should be designed to consider traffic calming where necessary, to reduce neighborhood speeding.
- ▲ Community gateways should be considered to demonstrate neighborhood pride and delineate boundaries.
- ▲ A hierarchy of walkways should be provided that delineate neighborhood pathways and link to regional trails.
- ▲ The use of walls, gates and other barriers should be discouraged that separate residential neighborhoods from the surrounding community and commercial areas.

Walking

- ✦ Neighborhoods should have an interconnected sidewalk system on both sides of public and private streets, and with connections to existing and future residential, commercial, civic and cultural areas, and to other paths and trails.
- ✦ All significant use areas should be connected with a minimum eight-foot wide asphalt multipurpose trail.
- ✦ Pedestrian connections should be made to the emerging regional trail system.
- ✦ The provision of high quality pedestrian and bikeway connections should be provided to transit stops, commercial centers, and local schools.
- ✦ Neighborhoods should have an identifiable center that serves as a place to walk and bicycle to, and from which to catch a bus.
- ✦ Accessibility should be provided per ADA guidelines and design standards.

Streetscape

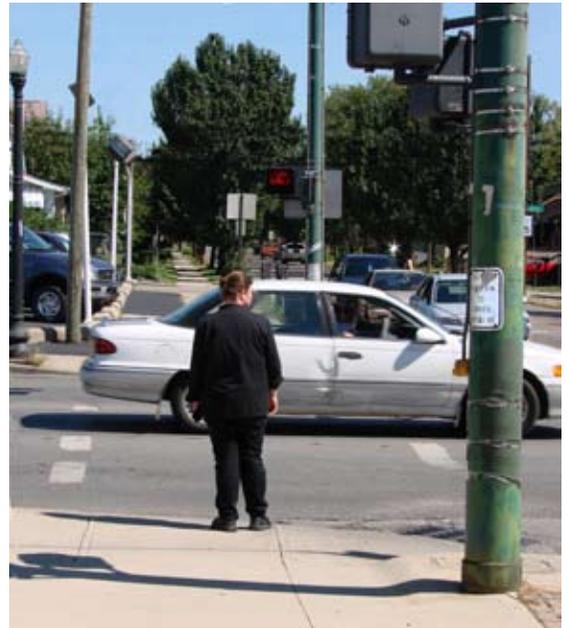
- ✦ The public streetscape should be enhanced for greater walkability and neighborhood aesthetics.
- ✦ Existing main streets should be preserved and enhanced.
- ✦ Build-to lines or maximum permitted setbacks should be used on designated streets to encourage walking.
- ✦ Buildings should be designed or redesigned to include architecturally interesting elements, pedestrian-friendly entrances, outdoor dining areas, transparent windows, or other means that emphasize human-scaled design features at the ground floor level. This includes ground floor retail.
- ✦ Pedestrian facilities and amenities in the public right-of-way should be implemented, including wider sidewalks, street trees, pedestrian-scaled lighting and signs, landscape, and street furniture.
- ✦ The primary entrances of buildings should be designed or redesigned to open onto the public street.

Transit

- ✦ Bus stops should be provided in all neighborhoods.
- ✦ Development should provide pedestrian access to transit stops.
- ✦ Average net residential densities that support transit are at least 12 dwelling units per acre.
- ✦ Neighborhoods should have an identifiable center that serves as a place to walk and bicycle to, and from which to catch a bus.

Resources

- ✦ *Thoroughfare Plan*, City of Columbus, 1993 as amended
- ✦ *Bikeway Master Plan*, City of Columbus, 2008
- ✦ *Regenerating Older Suburbs*, ULI, 2007
- ✦ *Planning and Urban Design Standards*, APA, 2006
- ✦ *Public Service Design Standards*, City of Columbus





Urban Form

Definition

Urban form speaks to the major (cognitive) components that comprise an area (districts, corridors, nodes and centers, edges and gateways, and landmarks). The extent to which these components are well defined is a basis for whether they communicate a consistent message or image of a given area or neighborhood. By example:

- ✦ Is a district well defined in terms of its architectural treatment, such as German Village or newer residential developments?
- ✦ Is a major corridor well defined by decorative treatments or other consistent physical character, such as the rebuilt streetscape on High Street in Clintonville or Hard Road in the northwest area?
- ✦ Does the area have a defined gateway, such as the King-Lincoln arch?
- ✦ Are community-identified landmarks protected and celebrated, as was the Ohio Theatre?

Benefits

- ✦ A positively well defined urban form (and its various components) communicates a positive image(s) about a community, thereby reinforcing its desirability as a place to live, visit or conduct business.
- ✦ A poorly defined urban form, or an urban form that communicates negative images about a community will serve as a disincentive to people to choose to live, visit, or conduct business in that community.

Policies and Best Practices

Districts

A large city such as Columbus is viewed both in larger and smaller geographic components, from large region (Central Ohio, metropolitan Columbus) to increasingly smaller parts. Within the city, the 26 relatively large areas for planning purposes have been delineated. People typically identify smaller geographic areas that are more relevant to their personal use of geography. Districts are smaller areas of the city; when well defined they communicate an image of an area.

- ✦ Districts should be defined based upon historic development patterns, geographic boundaries, or political boundaries that are readily accepted by the community.
- ✦ Districts should be defined by a common architecture, land use, density, or other similarly repeating characteristic or pattern. Such identified characteristics are conserved to promote a positive image of the district.
- ✦ Plans should incorporate design guidelines that reinforce an existing physical image for a district or communicate a new image supported by the community.

Places – Centers – Nodes

Neighborhoods, in particular, should have centers that serve as the focus of community activity. At best, centers combine mutually beneficial (symbiotic) uses (a school, park or square, church, library, commerce, restaurants, higher density housing, etc.) hopefully walkable within the larger community. Nodes are typically smaller than centers and could be only a few buildings of related uses. These smaller places can add interest and texture to the urban form.

- ✦ Centers and nodes should be accessible, particularly from a standpoint of walkability.
- ✦ Centers and nodes should offer a beneficial mix of uses.
- ✦ Parking should be subservient to people in centers and nodes, yet at the same time utilitarian and findable.
- ✦ Centers and nodes to be successful are recommended to be safe and secure.
- ✦ Centers and nodes should be located along public transportation routes.



Corridors

There are different types of corridors – all of which are linear in form and motion-oriented. At the most conventional sense, corridors reflect roads – freeways, arterials, collectors. These roads can be the major commercial and transit thread within a community. There are other types of corridors: greenway, river and bikeway (Olentangy), scenic byway (Noe-Bixby), historic (Bryden Road, National Road), and industrial (railroad, McKinley Avenue). The 315 Technological Corridor is an example of a special corridor – linked as much by a common concept as by physical proximity. Corridors are the ways in which residents and visitors travel through the city or a neighborhood or business district; likewise they should convey a positive image.

- ✦ Corridors should be defined by well maintained infrastructure, enhanced landscaping, and banner systems as appropriate.
- ✦ Plans should incorporate conceptual designs for corridor enhancements.

Gateways

Gateways, in many ways, are the complement of districts, centers and nodes, and accompany corridors as they enter or leave these geographic areas. Literally, gateways can be clearly intentional (archways, stanchions at subdivision entrance) or symbolic and subtle. Gateways define entry points to an area, conveying a subliminal “welcoming” message to visitors and residents alike.

- ✦ Gateways should be defined by well maintained infrastructure, enhanced landscaping, and appropriate signage.
- ✦ Gateways should convey a positive image about the city and the associated neighborhoods or business districts.
- ✦ Plans should incorporate conceptual designs for gateway treatments, including decorative signage, landscaping, and public art.



Edges

Edges are what separate and distinguish one area, neighborhood, municipality, etc. from another. Political boundaries may be a well defined edge, but sometimes they are difficult to identify. Natural features (rivers, ravines) and built features (freeways, railroad tracks) are both used to establish edges.

- ✦ Edges should be identifiable.
- ✦ Edges should be enhanced and improved by using positive attributes, such as enhancements to the built or natural environment.
- ✦ Landscaping, infrastructure, buildings, art and other elements of the built form should be used to accentuate edges.
- ✦ Plans should recommend enhancements that establish or reinforce edges.

Landmarks

Landmarks are unique buildings or places that convey a positive image of the city, a corridor, or district; they may or may not be historic in nature.

- ✦ Landmark buildings and places are recommended to be conserved.
- ✦ Landmarks are recommended to be protected wherever possible from the adverse impacts of adjacent development. Such new construction should complement adjacent landmarks by taking visual and design cues, and should not visually compete with adjacent landmarks.
- ✦ Landmarks are recommended to be celebrated through signage, decorative landscaping, and other physical enhancements that draw attention and educate the public regarding the role of the landmark in the city.
- ✦ Plans should identify key landmarks for preservation and recommend design guidelines that minimize impacts from surrounding development.

Resources

- ✦ *Images of the City*, Kevin Lynch, 1960
- ✦ *Planning and Urban Design Standards*, APA, 2006



Examples of Urban Form Components

CATEGORY	LOCATION	COMMENTS
Districts	King-Lincoln District	Historic and cultural district
	German Village	Historic and architectural district
Centers	Capitol Square	Metropolitan district
	Whetstone Library and Park	Neighborhood center
Nodes	Wexner Center for the Arts	University node
	Broadway and High	Neighborhood node
Corridors	315 Technology	Linked by concept
	High Street. – Short North	Urban Commercial Corridor
Edge	I-71	Downtown and Near East
	Scioto River	Scioto Southland and SW
	Glen Echo Ravine	University and Clintonville
Gateways	South Campus	Gateway
	I-670 Cap	Gateway
Landmarks	Statehouse	Metropolitan landmark
	Lincoln Theater	Neighborhood landmark
	Newport	Neighborhood landmark
	Lane Avenue Bridge	Infrastructure as Landmark
	Michael's Goody Boy	Sign as Landmark
	Easton Townhouses	Trees as Landmark
	HRC	Landmark designator





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Glossary

The following are common terms used in the field of planning.

A

Auto-Oriented Design: A form of development that depends on access by auto traffic and is designed with the assumption of the use of cars to travel to and from various sites.

B

Best Management Practices (BMPs): Proven and preferred techniques that minimize and control the impacts of development and other land-use activities on the natural environment, such as the reduction of stormwater runoff or solid waste.

Buffer: A type of landscaping treatment or an area designated to protect natural resources. In a landscaped buffer, varied plant materials, including understory trees and evergreens and earthen mounds, buffer land uses from each other or from other impacting uses (i.e., from a roadway, parking lot, etc.).

Built Environment: The sum of the parts of a community's physical surroundings formed and shaped by human activity, including buildings, structures, landscaping, earth mounds, roads, signs, trails, and utilities.

C

Community Character: The sum of the features that define the built and natural environments within a community and that help to create its character. These features may include historic buildings in the downtown and other areas; natural stream corridors; woodlands and other open spaces; residential neighborhoods of varying types; building densities and orientations (auto or pedestrian); visible infrastructure; and the scale, quality, and quantity of signage and graphics.

Connectivity: An environmental characteristic in which an interconnected street and pedestrian network is developed and maintained. It assists in distributing vehicle traffic and reducing congestion on primary roads, helps travelers to efficiently reach their destinations, and may enhance commerce by focusing traffic at commercial locations. In addition, it makes commercial destinations accessible by vehicle, foot, and bicycle. Connectivity techniques include limiting block length and/or providing a maximum spacing between road intersections; and providing a

pedestrian passageway either by sidewalks, multi-use trails, or passageways that do not "wall" people into a certain development sites. Additional mechanisms for maximizing connectivity include a requirement that stub streets be provided to connect to future development and the limitation of the use of cul-de-sac streets.

Context Sensitive Design: Design responding to surrounding land uses and providing for motor vehicles, pedestrians, and bicyclists. For example, through an interdisciplinary approach, context sensitive design involves stakeholders in the development of a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic, spiritual, and environmental resources -while still maintaining or enhancing safety and mobility.

Corridor: A path used by people as they traverse the community. Corridors include roads, sidewalks, bikeways, fixed transit rights of way, multi-purpose trails, and streams.

D

Density: A measurement of the amount of development located on a tract of land or within an area. For residential development, density is measured by the number of dwelling units per acre. For non-residential development, density is measured by the gross square foot area of building(s) per acre, which can be expressed in the form of a number (i.e., 10,000 square feet per acre) or by a floor area ratio (i.e., 0.25). See also "Floor Area Ratio (FAR)".

District: An urban area sharing common design elements and characteristics, setting it apart from other areas. Districts are typically grouped into general classifications, such as commercial, industrial, residential, open space, and greenway.

E

Economic Base: The sum of the variety of businesses and employers located within a community. A broad base of businesses and employers is critical to minimize adverse impacts on a community resulting from economic downturns and the potential loss of businesses therein. Common economic goals are job creation (ensuring that residents have a variety of employment opportunities), a well-trained workforce, and sufficient housing to ensure that workers can live within the community.

F

Floodplain: The land adjacent to a stream, river, or lake (constituting both the floodway and the floodway fringe) subject to flooding by storms whose average frequency, severity, and flooding effects can be measured. For example, a 100-year storm will occur, on average, once every 100 years and will be associated with a certain amount of rainfall and flooding demarcating the extent of the 100-year floodplain. A particular floodplain may change over time as development and the related movement of soils occurs, or as precipitation patterns change. See also “Greenway”.

Floor Area Ratio (FAR): The ratio of the total floor area of buildings on all floors (building area) in a certain location to the size of the total land there (site area). A FAR is typically a fraction (such as 0.25) but could be equal or greater than one (in the case of a building that covers an entire lot, or very tall buildings). See also “Density”.

G

Gateway: A major entry point to a community establishing an image or impression of the community.

Greenway: A natural area or a pedestrian and/or bicycle path within a natural corridor, often adjacent to a stream. Frequently, greenways augment a pedestrian network connecting neighborhoods and parks throughout a city. A greenway system may also be designed to limit inappropriate development in natural areas (thus protecting wildlife and plant life) and to protect floodplains (thus limiting potential damage caused by flooding). See also “Floodplain”.

I

Infill: The development of vacant or underdeveloped land (that is, land not developed to the intensity allowed by the existing zoning requirements) in areas that are otherwise substantially developed.

L

Landmark: A distinguishing natural or built feature which provides orientation and/or recognition, helping to give a particular location distinction from others.

M

Mixed Use: A building or area including a mix of land uses either vertically (for example, first floor – retail, second floor – office, third floor – residential) or horizontally (individual, adjacent spaces dedicated to retail, office, and residential uses).

O

Open space: Land preserved apart from development as a relief from the deleterious effects of urbanization. It is often intended to be used for passive recreational purposes, but may also include unimproved land, pedestrian plazas, or active recreational areas.

Overlay Zoning: A type of zoning district that modifies another, underlying zoning district. Thus, a property subject to an overlay zoning district also has an underlying, basic zoning designation. An overlay zoning district usually applies to only a few regulatory aspects of the total zoning of the property. A Columbus example of this type of zoning is the Community Commercial Overlay. See also “Rezoning” and “Zoning”.

P

Pedestrian-Oriented Development: A model of urban form and land development patterns conducive to pedestrian access and circulation rather than or in addition to automobile or transit service. Therein, buildings connect to the sidewalk system and provide facilities for bicycles. This type of development is typically higher in density than that found in suburban environments to ensure that there is sufficient adjacency of development to encourage walking. (Most people will not walk further than takes 10 minutes, which can be a distance of only 1/4 to 1/2 mile.) See also “Traditional Neighborhood Development (TND)” and “Traffic calming”.

Q

Quality of Life: The sum of attributes and amenities that combine to make an area a relatively good or bad place to live. Examples include healthy built and natural environments; the availability of political, educational, and social support systems; good relations among constituent groups; and economic opportunities for individuals and businesses.

R

Real Property (real estate): Land and any natural resources and permanent structures there on. Some examples of real property are houses, office buildings, vacant land and farms, gas stations, shopping centers, apartment buildings, factories, and restaurants.

S

Strip Development: The usually uncontrolled tendency of land next to major roadways to develop commercially, on an individual, lot-by-lot basis, with few other interspersed land uses -- rather than at major intersections or in well-planned commercial or mixed-use developments. Strip development may include small businesses (such as automobile shops, convenience stores, and fast-food restaurants) one after another for blocks, rows of individual shopping centers, or combinations of the two. Usually strip development is associated with direct automobile access and easy commercial visibility from the street. It can result in visual clutter, traffic congestion, and sprawl; and may create traffic conditions which lead to increases in delays, accident rates, air pollution, etc.

Suburban: Pertaining to low- to medium-density development patterns that surround the older, more urban areas of a metropolitan area ("below the level of the city").

Sustainability: An aspect of development and land use that minimizes the use of resources, conserves ecosystems, and creates healthy built environments and landscapes for present and future generations.

T

Traditional Neighborhood Development (TND):

New urban development designed to replicate the positive aspects of older residential areas developed prior to the predominance of the automobile in urban transportation. Positive aspects include ease of pedestrian movement and efficient provision of public transit service, economical design and engineering of utility services, and close proximity of neighborhood-scale retail and service outlets. See also "Pedestrian-oriented development" and "Traffic calming".

Traffic Calming: A common component of traditional neighborhood design, this set of techniques uses physical design features, such as medians with street trees, landscaping "bump outs" jutting into areas previously used for traffic movement, and textured pavement treatments to slow and/or discourage automobile traffic passing through neighborhoods; thus making them safer, more pedestrian-friendly, and improving the quality of life of residents and visitors alike. See also "Pedestrian-oriented development" and "Traditional Neighborhood Design (TND)".

W

Wetland: An area that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Some wetlands are not easily recognized, often because they are dry or frozen during parts of the year. Wetlands generally include swamps, marshes, bogs, and similar areas.

Z

Zoning: A map-based system for guiding land-use development by dividing a city into land-use zones. An associated zoning code specifies the types of acceptable land uses, setbacks, lot sizes, and other restrictions for each zoning classification and affects what an individual may legally do to develop and use parcels therein. Zoning is the primary method by which jurisdictions control the manner in which areas develop. Land can be zoned for residential, commercial, industrial, institutional, agricultural, and a variety of other uses. Each major land-use category is typically divided into a number of more specific land-use zones (for example, low-, medium-, and high-density residential development).





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Case Study: 2996-2990 N. High Street

This mixed use building (11,000 square feet in total area) in Clintonville was built under the Urban Commercial Overlay. It contains a Cup O' Joe's and office and personal service businesses in this two-story building, which is located at the corner with parking to the side and rear. An outdoor patio addresses the High and Tulane frontages.



Case Study: COTA Transit Center (Near East)

The transit center built by COTA at 1119 E. Main Street incorporates a day care center in this 9,924 square foot structure.



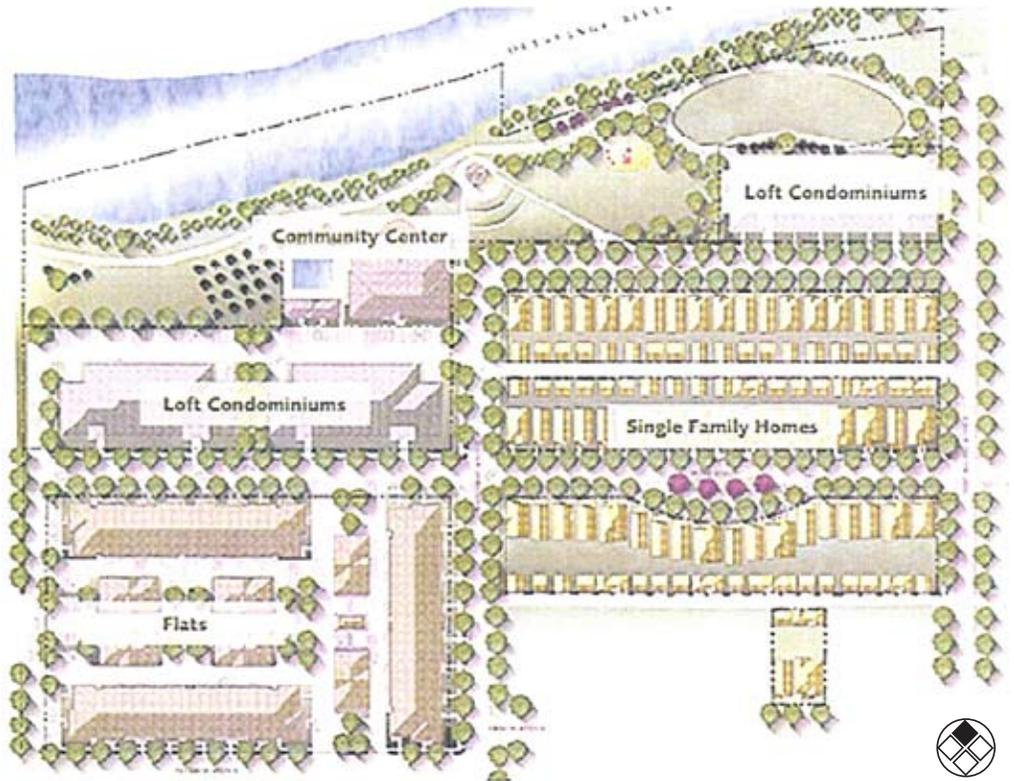
Case Study: Giant Eagle Get Go

The Giant Eagle Grocery Store located at 2801 N. High Street in Clintonville added a convenience store and gasoline pumps in 2007. This addition was built consistent with the Urban Commercial Overlay, as demonstrated by the photos and site plan below. The convenience store fronts High Street with a pedestrian entrance and the pumps are located to the rear of the structure.



Case Study: Harrison Park (Harrison West)

The Harrison Park project is a residential development that turned a brownfield site into a new urban neighborhood located in Harrison West. It contains a variety of housing units – single-family detached, single-floor flats in multi-story buildings, and loft condominiums. A community center and pool are located along the Olentangy River, as is an extension of the city’s bike path.



Case Study: OSU Campus Gateway Garage

The 1,200-space parking garage constructed to support the OSU Campus Gateway project was screened on its north and south elevations with rental housing. Its design also links the structure directly into the retail development, providing clear pedestrian access that is demarcated with special design features.



Apartments wrap the north and south façade of the Gateway garage, effectively screening it from view.



Dramatic signage, architectural details and lighting serve to demarcate the pedestrian entrance to the garage.

Case Study: Placemaking in a Retail Center

Creating a “place” in a retail development requires an imaginative site plan that establishes a hierarchy of building types to create a walkable, pedestrian scaled built environment

Multi-story residential fronting on a civic space.

Big box single-tenant building (general merchandiser) with attached mid-size box space with interconnected sidewalk.

Mid-size box single-tenant retail buildings fronted by multi-story mixed use buildings.

Two- and three-story mixed use buildings fronting the main entry boulevard.

Grocery store.

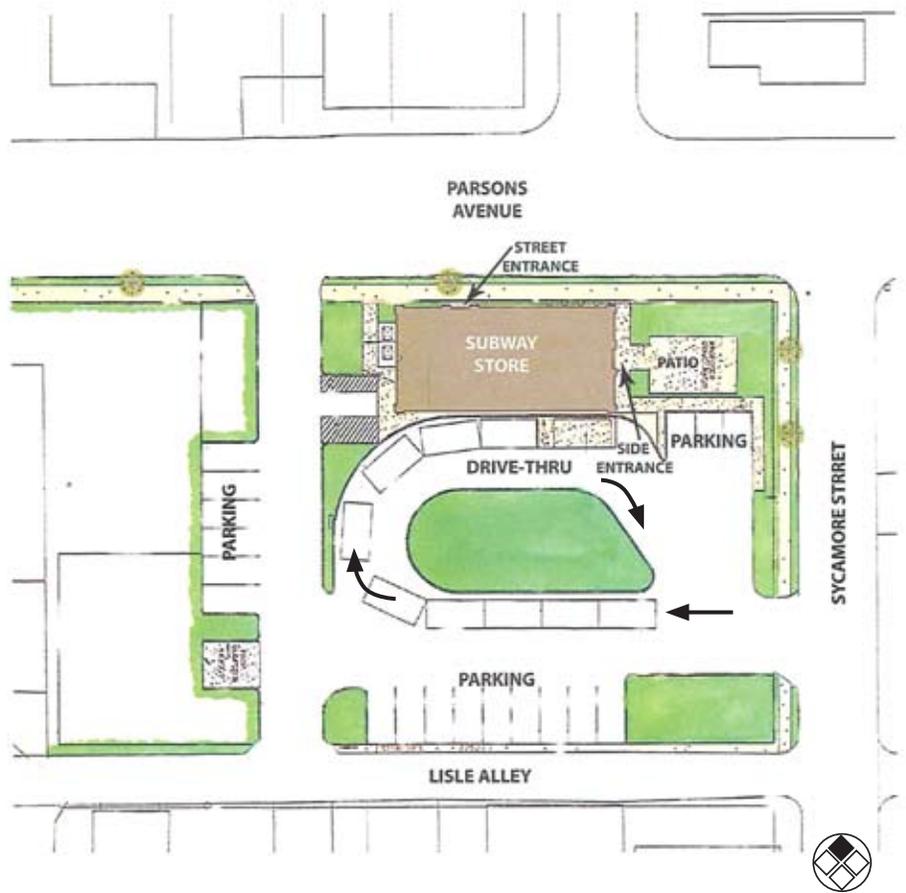
Street spine leads deep into the site, creating a sense of place and arrival for the development.

Multi-story mixed use buildings serve as gateway to big box entry.



Case Study: Subway (Parsons Avenue)

The Subway Restaurant located at 756 Parsons Avenue is another good example of a fast food restaurant meeting the standards of the Urban Commercial Overlay. The building addresses the street, providing a pedestrian entrance and glass windows along the sidewalk. Parking is located to the north and east of the building. An outdoor patio is also provided.



Case Study: Taco Bell (Old North Columbus)

This Taco Bell restaurant located at 2553 N. High Street in the University District (Old North Columbus) was constructed under the Urban Commercial Overlay (UCO). The site plan shows the building located at the corner of N. High and Hudson, with the parking lot entrance on Hudson, and the drive-thru window and stacking lane on the west side of the building. An outdoor dining area and landscaping is located at the corner.



Case Study: Target (Graceland Shopping Center)

The Target constructed in 2006, as well as the reconstruction of Graceland Shopping Center together demonstrate several benchmarks related to Large Format Retail Development, as noted below.



A variety of materials can be used to define building exteriors, such as a mix of brick and stone veneer.



The exterior materials on facades can be articulated using small setbacks to help break up a structure's bulk.



Building entrances can be enhanced with canopies that emphasize the entry, while protecting consumers from the elements.



Building facades can be broken into smaller planes through façade articulation, windows, columns, and other similar treatments.



Providing racks for bikes will promote bicycling to retail centers.



Providing outdoor public spaces creates a more human built environment within a retail complex.



Pedestrian connections should be made from within a retail development to the public sidewalk system.



Sidewalks should be provided along the full length of any building featuring a customer entrance.

Case Study: Victorian Gate (Short North)

Victorian Gate is a 160-unit residential development (40 du/ac) with first floor retail and office uses located on High Street in the Short North. This is one of the first new infill buildings constructed in the city to contain first floor retail space.



Case Study: Walgreen's (Clintonville)

The Walgreen's located at 4890 N. High Street in Clintonville is an excellent example of a free-standing corporate drug store that meets the standards of the Urban Commercial Overlay at the intersection of two major arterials. The building addresses the corner and provides visual interest along both the High and Morse frontages. Parking is located to the south, with pedestrian access at the southwest corner of the building. The drive-thru is located to the rear of the structure along Pearl Alley.





Density Studies

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30-40 Units Per Acre	84
40-50 Units Per Acre	85
50 And Above Units Per Acre	86

Residential Density Study: 0-10 Units Per Acre



Name: **Fox Chase** Location: **Gahanna** Total Units: **54**



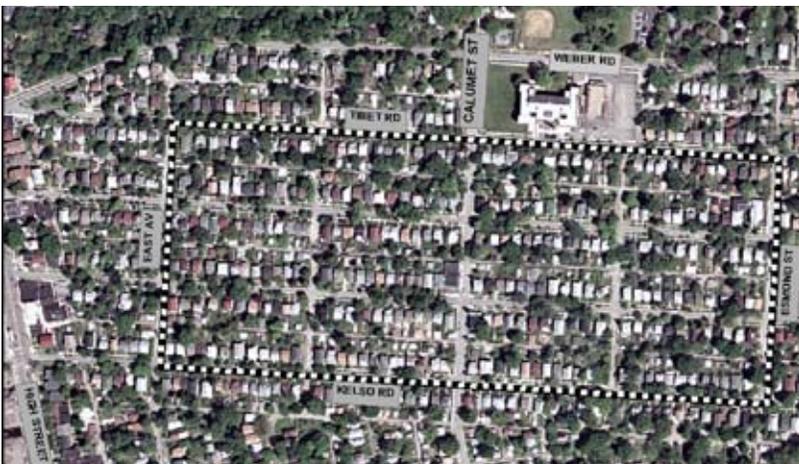
Acreage: **54** Density: **1 unit/acre**



Name: **North Clintonville** Location: **Clintonville** Total Units: **2250**



Acreage: **450** Density: **5 units/acre**



Name: **Crestview** Location: **Clintonville** Total Units: **344**



Acreage: **43** Density: **8 units/acre**

Residential Density Study: 10-20 Units Per Acre



Name: **Harrison Park** Location: **Victorian Village** Total Units: **21**



Acreage: **1.9** Density: **14 units/acre**



Name: **West Weber** Location: **Clintonville** Total Units: **323**



Acreage: **19** Density: **17 units/acre**



Name: **Grandview Townhomes** Location: **Grandview Heights** Total Units: **4**



Acreage: **.22** Density: **18 units/acre**

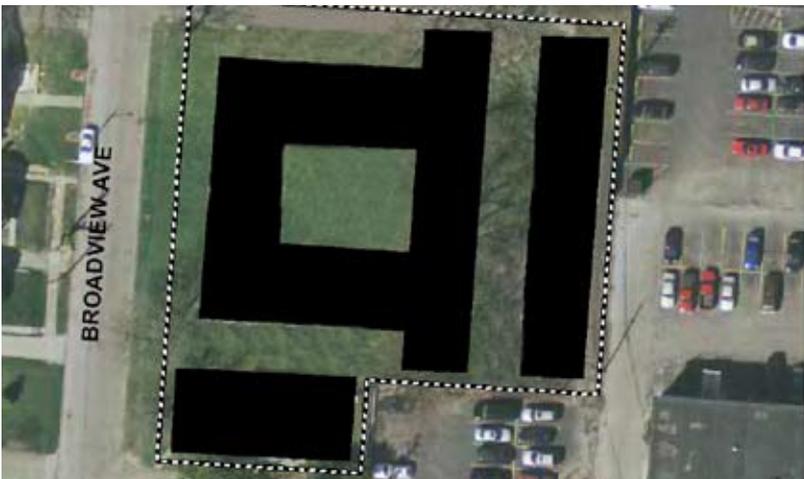
Residential Density Study: 20-30 Units Per Acre



Name: **Chambers Court** Location: **Fifth by Northwest** Total Units: **24**



Acreage: **1.1** Density: **22 units/acre**



Name: **Broadview Mews** Location: **Fifth by Northwest** Total Units: **20**



Acreage: **0.8** Density: **25 units/acre**



Name: **Harrison Park Condos** Location: **Victorian Village** Total Units: **34**



Acreage: **1.27** Density: **27 units/acre**

Residential Density Study: 30-40 Units Per Acre



Name: **Brewer's Gate** Location: **Brewery District** Total Units: **35**



Acreage: **1.09** Density: **32 units/acre**



Name: **Victorian Gate** Location: **Short North** Total Units: **118**



Acreage: **3.5** Density: **34 units/acre**

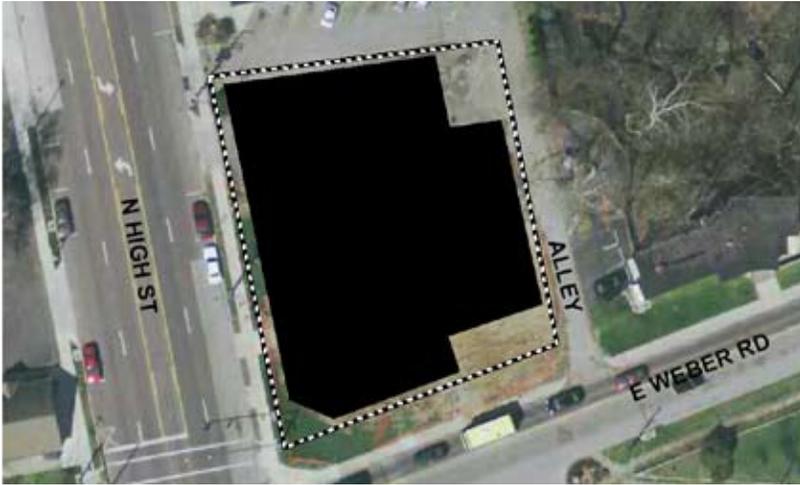


Name: **One Dawson Place** Location: **City of Bexley** Total Units: **7**



Acreage: **.18** Density: **38 units/acre**

Residential Density Study: 40-50 Units Per Acre



Name: **Terraces of Walhalla** Location: **Clintonville** Total Units: **21.5**



Acreage: **0.5** Density: **43 units/acre**



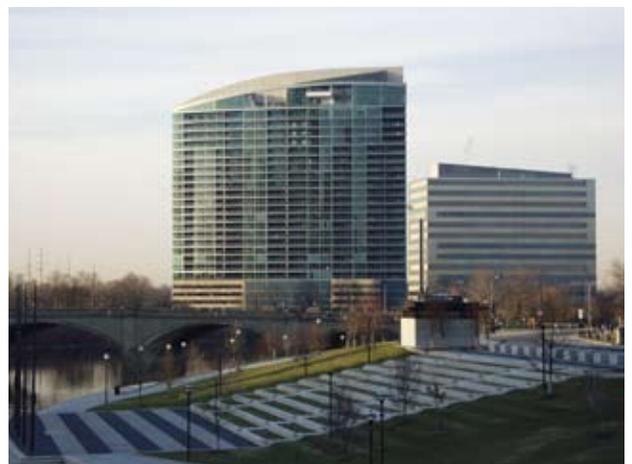
Name: **Meridian** Location: **Fifth by Northwest** Total Units: **480**



Acreage: **10.2** Density: **47 units/acre**



Name: **Miranova** Location: **Downtown** Total Units: **113**



Acreage: **2.3** Density: **48 units/acre**

Residential Density Study: 50-Plus Units Per Acre



Name: **The Heights** Location: **Fifth by Northwest** Total Units: **19**



Acreage: **0.31** Density: **59 units/acre**



Name: **Arena Crossing** Location: **Downtown** Total Units: **252**



Acreage: **2.3** Density: **109 units/acre**



Name: **Carlyle's Watch** Location: **Downtown Columbus** Total Units: **56**



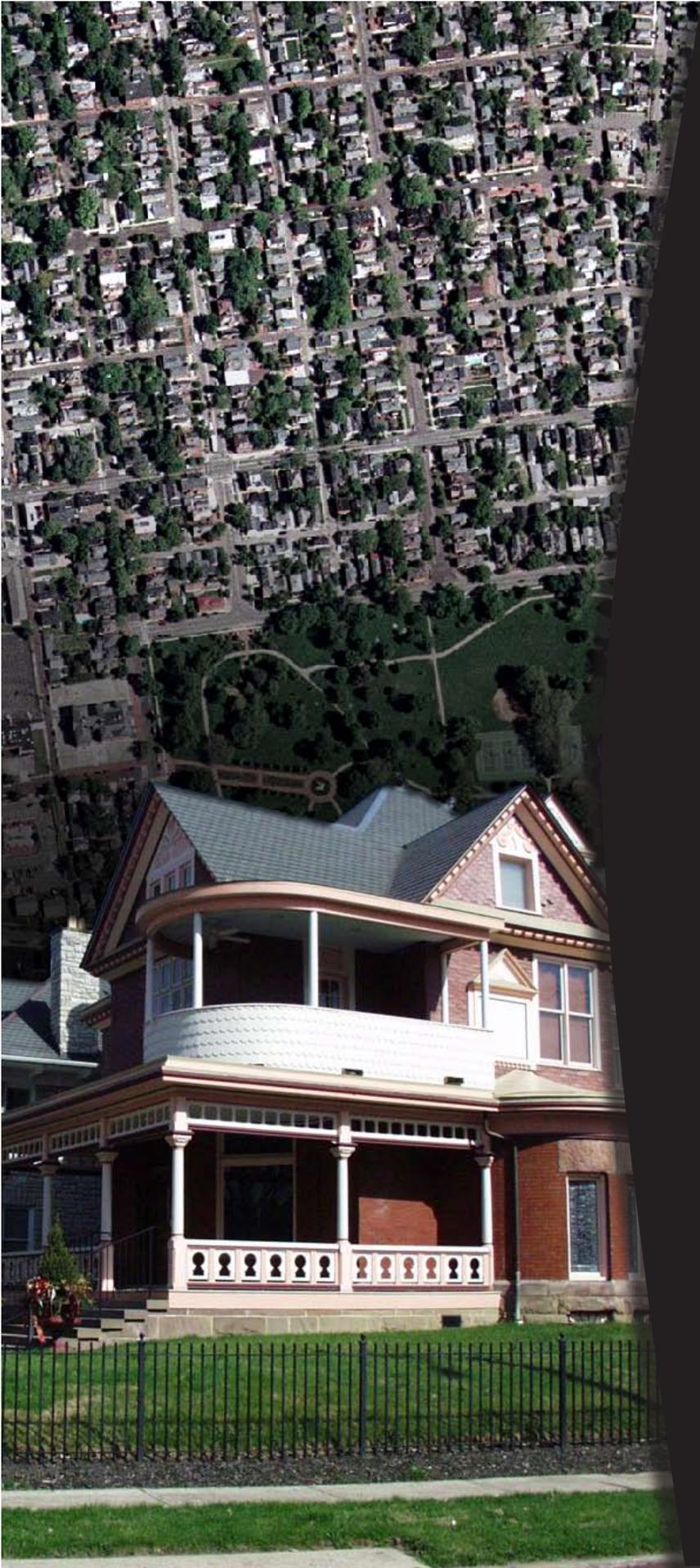
Acreage: **0.251** Density: **223 units/acre**

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