

2016 Planning Commission Calendar

Planning Commission Meeting

Holiday week - Due to Council Office by noon

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
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28	29					

March						
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27	28	29	30	31		

April						
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May						
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29	30	31				

June						
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26	27	28	29	30		

July						
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31						

August						
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28	29	30	31			

September						
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October						
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23	24	25	26	27	28	29
30	31					

November						
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27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Federal Holidays 2016

Jan 1	New Year's Day	May 30	Memorial Day	Oct 10	Columbus Day	Dec 25	Christmas Day
Jan 18	Martin Luther King Day	Jul 4	Independence Day	Nov 11	Veterans Day	Dec 26	Christmas Day (obs.)
Feb 15	Presidents' Day	Sep 5	Labor Day	Nov 24	Thanksgiving Day		

City of Gahanna, Division of Planning and Zoning
Estimated Timeline for Planning Commission Application Process

Application Type	Estimated Submission Needed	Plan Reviews Required*	Advertisement Required	Public Hearings (PHD) and Workshops	CPO
PWSF - Personal Wireless	7 weeks prior to PHD	Preliminary PZA and Staff Review	4 weeks prior to PHD - 2 ads in paper	2 - 3 weeks	yes
FDP -Final Development Plan	6 weeks prior to PHD	Preliminary PZA and Staff Review	1 week prior to PHD - 1 ad in paper	2 - 3 weeks	yes
PP - Preliminary Plat	6 weeks prior to PHD	Preliminary PZA and Staff Review	3 weeks prior to PHD - 2 ads in paper	2 - 3 weeks	yes
ZC - Zoning Change	6 weeks prior to PHD	Preliminary PZA and Staff Review	3 weeks prior to PHD - 2 ads in paper	2 - 3 weeks	yes
CU - Conditional Use	4 weeks prior to PHD	Preliminary PZA and Staff Review	2 weeks prior to PHD - 1 ad in paper	2 - 3 weeks	yes
V - Variance	4 weeks prior to PHD	Preliminary PZA and Staff Review	2 weeks prior to PHD - 1 ad in paper	2 - 3 weeks	yes
HO - Home Occupation	4 weeks prior to PHD	Preliminary PZA and Staff Review	2 weeks prior to PHD - 1 ad in paper	2 - 3 weeks	no
DR - Design Review	3 weeks prior to PHD	Preliminary PZA and Staff Review	No advertisement required	1 - 3 weeks	no
FPU - Flood Plain Use	3 weeks prior to PHD	Preliminary PZA and Staff Review	No advertisement required	1 - 3 weeks	no
FP - Final Plat	3 weeks prior to PHD	Preliminary PZA and Staff Review	No advertisement required	1 - 3 weeks	no

Important Information:

* Refer to the Plan Review Procedures in the application. Any need to add/change information, documents or drawings to the original application may result in an extension of the timeline. Public Hearing Dates will be determined by the Council office upon submission of documents by Zoning and Development Administration. Applicant will be notified by email the Friday before the scheduled PHD.

Planning Commission Public Hearings are scheduled for the 2nd and 4th Wednesdays of each month at 7:00 pm in Council Chambers.

Hearings are changed to the 1st and 3rd Wednesdays for the months of November and December to accommodate holidays.

Planning Commission Workshops are scheduled for the 1st and 3rd Wednesdays as needed, at 6:30 pm in the Council Committee room.

Applications requiring Advertisement should allow for an initial Public Hearing, followed by a PC Workshop if necessary 1 week later, followed by a second PH.

CPO - Contiguous Property Owners

PZA - Planning and Zoning Administrator

PHD - Public Hearing Date

Planning Commission

Information for All Applicants

1. All required information must be submitted with the application. No application will be forwarded to Planning Commission until all information is received in the Planning & Zoning Office. The Public Hearing Date will be provided by the Council Office once the completed application is provided.
2. It is the responsibility of the applicant to have a court reporter present, at the applicant's expense, if they wish to have a verbatim transcript of the meeting. Council office must be advised 7 days in advance if a court reporter is going to be present at any meetings. Please call 614-342-4090 to make this request.
3. Reduced drawings suitable to an 11x17 inch size must be submitted. If an application is amended at any time during the process, 2 electronic and hard copies must be replaced by the applicant in order for review process to continue.
4. Agendas will be emailed (or mailed upon request) to the applicant on the Friday prior to the Planning Commission meeting. If the agenda is to go to someone in addition to the applicant, their contact email address must be provided on the application and noted as an additional contact.
5. If a list of Contiguous Property owners needs to be submitted with an application, it must be compiled in a list on a separate sheet of paper. This must include mailing name and address of each property owner. Listing them only on one of the plan sheets is not acceptable. As well, preprinted mailing labels must be provided. Zoning Change and Final Plat applications must have two copies of mailing labels.
6. For Design Review applications, a materials list, unless otherwise instructed by the Planning & Zoning Administrator, must be submitted with the application. If materials are changed during any part of the process, then a new materials list must be submitted in hard copy and electronic format.
7. For Multi-tenant ground sign & Master Sign Plan applications, location must be noted on a site plan. Also notate location on site plan for a freestanding sign or on building elevation for a wall sign. Color renderings must be submitted. All documents must be provided in electronic and hard copy format.
8. Please review "Submission Requirements" on any application before submitting to the Planning & Zoning Division. Incomplete applications will cause a delay in the process.
9. Copies of specific sections of the zoning code are available in the Zoning Office at no charge. The Zoning Code is available on line @ www.municode.com.
10. Planning Commission members may visit the property prior to the hearing to review the application.