

# MVA Zoning Process and Procedures

The following is intended to describe the Merion Village Association (MVA) process and procedures for the BZA, Council, or Graphics Variances as well as Demolitions within our boundaries. For additional information regarding the South Side Area Commission and its process, please refer the information located on the City's website here:

<https://www.columbus.gov/areacommissions/southside/>.

While the MVA is aware that each request is important, we also have a responsibility to balance new development and demolitions with the whole of the neighborhood. Please keep in mind all positions are volunteer and that some communications may have to occur outside of business hours. We welcome conversations early in the process and always encourage informal discussions prior to formal applications filed with the City.

## Formal Reviews of BZA, Council, or Graphics Variances

- Upon receipt of the application from the Commission the MVA Zoning Chair will coordinate with the applicant and the MVA board to schedule a presentation to the membership within 45 days. Applications must be received at least two weeks prior to a regularly scheduled meeting to be considered for the agenda. Should that month's agenda be full the review could be pushed to the next month or held at a special meeting
- Applications will be reviewed by the MVA Zoning Committee for completeness, request appropriateness, and continuity with the surrounding neighborhood. The Zoning Chair shall communicate with the applicant to review additional information and to discuss potential concerns regarding the request.
- Notification of the request will be provided by the Board to the membership via email no less than seven days prior to the meeting.
- As a courtesy, written notification of the request and meeting date will be provided by the Zoning Committee to residents and businesses within 125 feet of the subject property. Additional notifications can be distributed as deemed appropriate for the project.
- The Applicant shall attend the MVA meeting to present the project to the membership. Failure to appear will result in the request being tabled with notification sent to the Commission.
- Following the Applicant's presentation and open discussion the Membership shall vote to Approve or Disapprove the request. The Zoning Chair shall provide a completed Recommendation Form to the MVA Board and Commission for their records.

## Informal Reviews of BZA, Council, or Graphics Variances

- Informal reviews by the membership of proposed projects are welcomed and encouraged. Informal reviews shall be scheduled prior to 7 days before our regular meeting date by contacting the MVA Zoning Chair listed above or as otherwise scheduled. These reviews are intended to provide feedback on proposed projects and will not be considered as a final approval for a project or request.

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## Demolitions

- Upon receipt from the Commission, applications will be reviewed by the MVA Zoning Committee. The Committee chair shall communicate with the applicant to review additional information and to discuss potential concerns regarding the request. Reviews and responses will be handled based on the following:
  - Demolition requests for structurally unsafe structures will be reviewed by the Committee and a recommendation provided to the Board. The board shall review the information and provide an Approval/Disapproval of the demolition to the Commission within 10 days of the demolition request. For a structure to be considered unsafe an accompanying stamped engineering report shall be provided indicating the immediate structural concern.
  - Demolition requests for secondary structures that are structurally sound will be reviewed by the Committee and a recommendation provided to the Board. The board shall review the information provided and provide an Approval/Disapproval of the demolition to the Commission within 10 days of the demolition request.
  - Demolition requests for primary structures that are structurally sound will be reviewed by the Committee and a recommendation provided to the Board. Primary structure demolitions will be reviewed and discussed with the membership at the next scheduled monthly meeting. The discussion is to determine if there is a legal, cultural, or other rational important to the specific site. Based on the discussion the Board will provide an Approval/Disapproval of the demolition. Should this process extend past the 10-day window allotted by the Commission the Zoning Chair shall request an extension.
- Note demolitions requested in conjunction with a BZA or Council Variance will be reviewed and included on the membership vote for that project / request.