



AGENDA
POWELL DEVELOPMENT COMMITTEE
47 HALL STREET, POWELL, OH 43065
COUNCIL CHAMBERS
WEDNESDAY, MAY 6, 2026
6:30 PM

**NOTE: MEETING DATE CHANGE DUE TO MAY 5
PRIMARY ELECTION**

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF MINUTES**
 - a. Approval of the minutes from the Development Committee meeting held on April 7, 2026.
[development-committee_minutes_summary 04.07.2026.pdf](#)
- 3. TODAY'S BUSINESS**
 - a. Zoning Code Review Process
[Code Rewrite_Review Process_050626.pdf](#)
[Draft_Permitting Toolkit_Homeowners.pdf](#)
- 4. OTHER BUSINESS**
- 5. ADJOURNMENT**



**DEVELOPMENT COMMITTEE
MEETING MINUTES
APRIL 7, 2026**

1. CALL TO ORDER/ROLL CALL

Councilmember Kurt Ramsey called the Development Committee meeting to order at 6:30 p.m. Committee members present included Ross Irvine, Citizen Representative and Councilmember Kurt Ramsey. Committee members absent included Shaun Simpson, Citizen Representative; Carlos Crawford, Council Representative; and Chairman Tyler Herrmann, Council Representative. Staff present included Samantha Borchers, Finance Director; Aaron Stanford, City Engineer; Sean Hughes, Economic Development Administrator; Jeffrey Tyler, Assistant City Manager; and Andrew D. White, City Manager.

2. APPROVAL OF MINUTES

- a. Approval of the minutes from the Development Committee meeting held on March 3, 2026.

MOTION: Ross Irvine moved to approve the minutes from the Development Committee meeting held on March 3, 2026. Councilmember Kurt Ramsey seconded. Motion passed.

VOTE: Y-2 N-0 AB-0

3. TODAY'S BUSINESS

- a. Bennett Farm Path Update

City Engineer Aaron Stanford presented on the first phase of Bennett Farm. He discussed that late last year; they go the design contract approved for the engineering for the Bennett Park shared use path. He reminded the Committee that in Mayor of 2025, City Council adopted the Shared Use Path plan and quickly thereafter, Council approved project funding for the design and construction of this project. The Bennett Farm path was born out of that Shared Use Path Master Plan, which studied not only the limits of the path network within the City of Powell, but also included a half mile buffer outside of it. The Master Plan looked at the path network and gaps, but it also looked at things that attracted bicycle and pedestrian uses. This included parks, schools, residential and retail density. The Master Plan also took a look from a safety standpoint and looked at crashes that involved bicyclist throughout the network. This Master Plan also had robust public input process with in-person meetings and surveys. The study provided a list of project recommendations, and discussed limitations, estimated costs and funding sources. It also provided a priority ranking of projects to help guide staff. The Bennett Farm path was listed as a high priority project as it will be a connection to Arbor Ridge Park and the downtown.

City Engineer Aaron Stanford discussed that the CEC, Civil Environmental Consultants, is the selected design consultant and they provided the City with a preliminary alignment. This path is expected to be about 2200 feet. He discussed the grading considerations along the western edge of the property, and they had to look at the slope and drainage ways. The preliminary alignment was overlaid over the MKSK Bennett Farm Master Plan. This helped to show the future vision of everything else that will be programmed in the future and also helped to coordinate so they would not be doing anything that might cause a conflict with the future vision. He highlighted the private property that the path will go through where staff will need an easement from the property owner. Staff have been working with these property owners and met recently on site with them. He reported the property owner was excited for the path and that they staked the alignment along her property with her. The property owner did request that they work with the alignment across the driveway. He said walking the property with her was beneficial as they located a culvert that was half buried and causing some issues. Staff are now able to better address that concern and better accommodate that with the path project.

City Engineer Aaron Stanford also discussed intersection improvements, which will include new ramp crossing and a marked crosswalk. He also discussed the 500-600 approximate feet of property that has some drainage way that comes across the property from the north to the south. There is an existing 36-inch conduit that they are aiming for crossing in that area. He discussed the approximate distance from the main road and the path and in most areas, it is 25-30 feet and also looking at removing invasive species along the road area to open the area up. The consultant is working to finish up the design work, and he is hoping by end of April or mid-May that they will be close to a final design. They will also be looking at drainage ways and possibly have a prefabricated pedestrian or a shared use path bridge in these areas. He noted that the expected width for the majority of the path is 10-11 feet. This was a recommendation that came out of the Shared Use Path Master Plan and in this situation, they have the ability as they are not confined by property rights, right of ways and utilities.

City Manager Andrew White discussed the recent opportunity for him to walk the property with the City Engineer and Public Service Director. He said it was an informative experience, and he would encourage looking to set up a time for the Committee to have that experience.

Ross Irvine questioned if there is a crosswalk plan or traffic control enhancements for the crossing of Bartholomew. City Engineer Aaron Stanford discussed that this is not something that they are not putting in at this point but that they are mindful of all of those things. He expects this area to be a popular area for bike riding, and they may want to look at additional signage to give those people better directions of how to get into the area and appropriate places to cross or not to cross. He noted that at a stop-controlled intersection, they will have signage and pavement markings. They will continue to monitor any safety issues. Ross Irvine asked if there were concerns about the intersection at Bartholomew and Liberty getting too busy and if it could be signalized over time. City Engineer Aaron Stanford replied that it could be something that becomes signalized over time but right now that is not something that is in the immediate plans. Ross Irvine also asked if there was any utility consideration and if they would be going around all the utility poles. City Engineer Aaron Stanford replied that this is another blessing, having all that room that they have and having the property that is willing to work with the City on alignment. He noted there is one pole that they will have to remove but it is basically the electric service pole to the whole site that will no longer be needed.

Councilmember Kurt Ramsey discussed the 10-11-foot-wide paths and the discussion about being approximately 20-30 feet away from the roadway. City Engineer Aaron Stanford noted an area that

is probably closer to 15-18 feet. Councilmember Kurt Ramsey also requested additional information on the alternate route for alignment. City Engineer Aaron Stanford explained that the alternative is with the bridge and that they are uncertain at this point which way they will choose or if they will choose two options. It will be dictated by the City preference with the slope and the grading.

b. Downtown Parking Strategy Update

Assistant City Manager Jeffrey Tyler explained that this particular strategy has been brought back and forth to the Committee over the year. He discussed being tasked with trying to develop short term solutions for parking that they hope to have in place by June 1st. Economic Development Administrator Sean Hughes refreshed the Committee on some work that the Planning Department did about a year ago and that they are working on some of the code suggestions and reviewing the zoning code. He discussed the study that took a look at the current parking condition downtown and look at how many spaces exist and what does the code require. He explained that all downtown properties were inventoried for existing parking and the code required parking was calculated based on all existing building uses, excluding single-family housing. The results of the analysis reviewed the following breakdown for the downtown area:

- 1,788 total existing spaces (1,547 private & 241 public)
- 1,968 code required spaces (180 space difference)
- 148 proposed public spaces (130 with Scioto Street Extension and 18 at 50 W. Olentangy)
- Adventure Park also adds another 162 spaces adjacent to downtown.

Economic Development Administrator Sean Hughes reported that 86% of the parking spaces is private and when adding those additional spaces that they are putting into the network there is only a 32-space difference between what code requires and what they currently have. He discussed that all communities have a parking problem in their downtown. One community that is a state standard in terms of downtown revitalization is Wooster, who took their parking and turned it into a public utility. He explained this is taking all of the parking, public or private and turning it into a parking network. This includes doing agreements with those parking lot owners and for new projects having that parking as public parking to begin with.

He discussed using the existing software to take a look not just at the current condition of parking but also how the parking is actually being utilized downtown now. He found that there were about 900,000 people that came into the downtown in 2025. The busiest week of the year was August 4-August 10. They had 22,700 visits during that time period. He discussed using a common metric with parking studies and dividing that number of people by 1.5 cars, which gave an estimated 15,134 cars for that given week. He then narrowed this down by busiest day, which was Friday, August 8, 2025. On this date they had 5,100 visits that day with an estimated 3,400 cars. The busiest hours were 7:00 p.m. to 8:00 p.m., which had 2,400 visits during that hour. He calculated that if during that period they had 1,600 cars downtown there would still be about 188 parking spaces, not including anything on the west side of the railroad tracks, available on the east side of the railroad tracks that were not being used. He noted that most of those are currently private parking spaces.

Economic Development Administrator discussed how the current public lots are being utilized in that same day. For the date of August 8, 2025, there were 161 cars parked in the City Hall parking lot throughout the day. There are currently 113 spaces available there. He discussed that there is a lot of turnovers in that and it can be stacked a lot with employees parking in the lot during the business hours, then people coming in for the dinner hours. He noted a lot of employees downtown

also use the 44 N. Liberty lot. He discussed the first agreement for public-private parking lot, which is the 110 S. Liberty, and there were only 10 cars parked for the entire day on August 8 in this location. He felt this could be attributed to a marketing, public awareness and signage issues. Similarly, only about 6 cars parked at the 50 W. Olentangy site are being considered for a public and private partnership of 16 spaces. On-Street North Depot St. parked 92 cars on August 8. He noted the system does not allow for running an analysis on Adventure Park parking lot right now due to the public pool. He also noted if all property owners would allow their spots to be publicly used all day, every day, they would always have an excess of parking spaces with the current mix of businesses. Having the additional 130 spaces that they are currently working on in the northeast quadrant will add to that 188 excess of parking spaces.

Assistant City Manager Jeffrey Tyler reviewed where the public private parking lots are that are currently being worked on and hope to have the beginnings of execution done by June 1st. Staff have also begun to investigate that there is a varying degree of parking signs that show all of the public parking spaces, however those signs are really not contextual with the historic downtown. Staff started looking at what other communities are using, such as Worthington, Hilliard, Dublin and Grove City. Staff visited Worthington to look at their signage and are currently in the process of replacing all of the public parking signs with something that is more identifiable. These signs will be lit at night, and this will also include the Adventure Park and City Hall parking lot. They are also going to use these signs at Murphy Park. He also discussed using pedestrian wayfinding message boards. These will be cabinets that will be on the same or similar posts that they will be using for the parking lot signs. They will be able to change out information within those particular message boards, and these could be temporary until they get to a more final wayfinding plan. He discussed using AI tools to help monitor success rates.

City Manager Andrew White discussed that one of the biggest impacts is the classification of space, whether that be public or private. He discussed that they have a de facto policy that is informal that shared use parking is the best mode that they could go to. He discussed Council consideration on a formal policy initiative by way of codification legislation that facilitates staff's ability to negotiate with private property owners to have a conversation. He also discussed the concept of a parking structure and that the cost for a structure is very expensive. He said if there is a means to avoid that cost by way of some alternatives like shared agreements, he would like to have the consideration for the policy. He estimated that a 300 space structure would cost up to \$16M.

Ross Irvine agreed with the City Manager and said that a structure would probably need to have a bond anyway and shared parking is a great approach. He commended staff on this presentation as that since he has been on the Committee they have talked about parking and the need for more parking spaces. He noted that every time this was discussed they brought in short-term solutions, which is appreciated because it shows that staff is actually trying to make progress in the short term.

Councilmember Kurt Ramsey questioned if there was any future plans to have someone look at periodic, doing a data point in a smaller area and getting a consistent path through the whole entire year to see trends that they have not seen before. He also recommended having some of the lowest numbers to show how it is on a slow or bad day. Economic Development Administrator Sean Hughes said this is definitely something that they can do on an ongoing basis and provide updates to the Development Committee. He noted that with the software they do require 50 visitors with active devices to be in one area to capture data.

4. **OTHER BUSINESS**



Powell

— OHIO —

Zoning Code Rewrite – Review Process

May 6, 2026

Review Process: Introduction

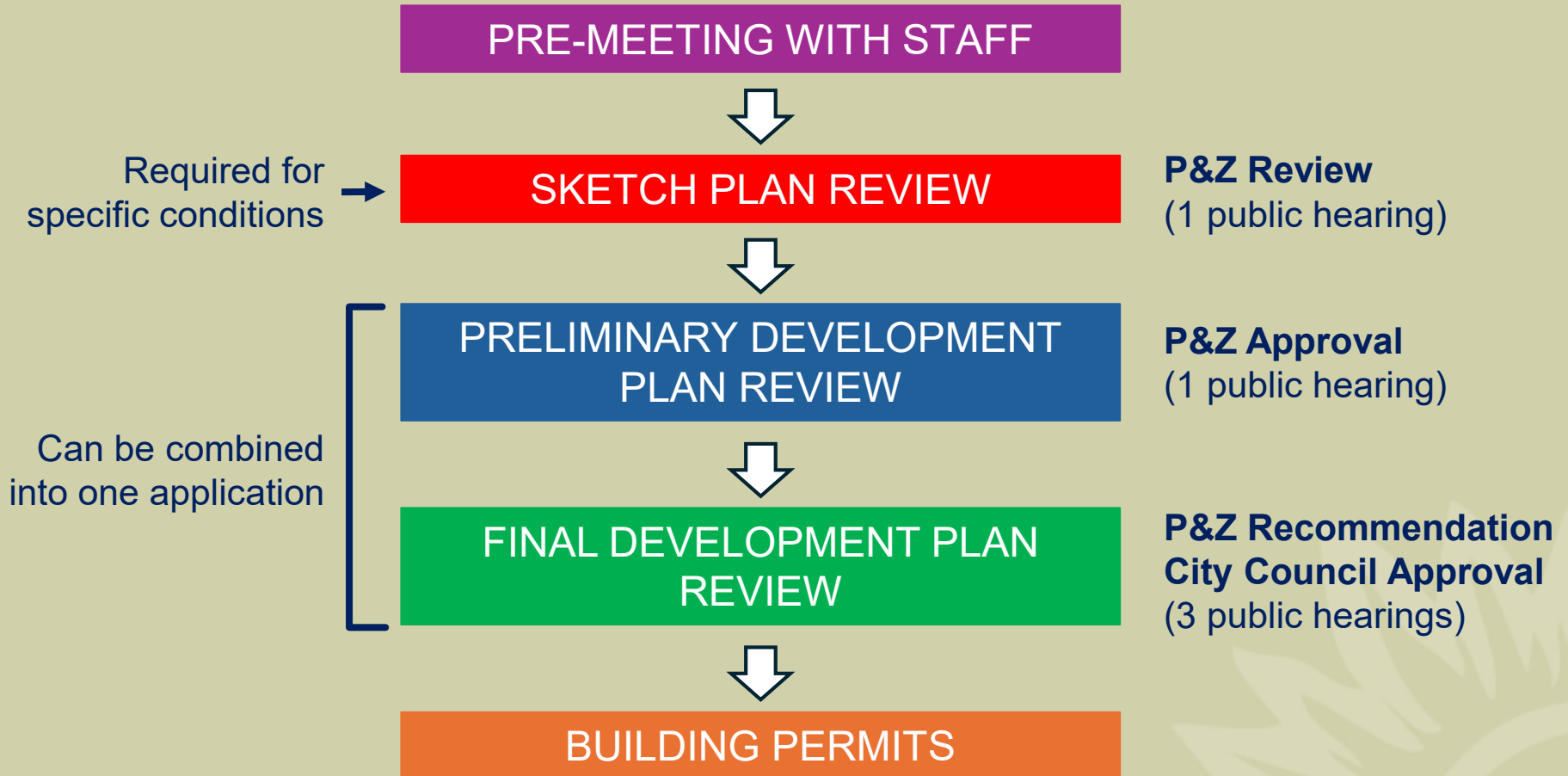
- Review process describes the required steps for zoning approvals based on a proposed project.
- Outlines both administrative approvals (staff) and public hearing approvals (City Council, P&Z, and BZA).
- Typically includes the following code sections:
 - Application Types – description of the purpose, intent, required submission documents, and notification requirements for each review step.
 - Review Criteria – list of specific criteria to evaluate applications for compliance with the zoning code and identification of which staff member or board / commission has the final decision authority.
- Powell has seven (7) zoning districts, six (6) are considered planned districts.
 - Planned districts allow zoning for a property to have tailored or customized regulations based on the proposed project.
 - Typically, planned districts have more public hearing reviews and approvals than a standard zoning district.
 - Downtown has additional review (Certificate of Appropriateness) for historic sites.

Review Process: Recommendations

- **The following recommendations were identified in the zoning code assessment for consideration:**
 - Have a **uniform procedure** for each development process (p. 27) including:
 - Applicability, initiation and completeness, decision making, appeals, and scope of approval.
 - Establish **governing bodies** and their specific **roles** in the development process (p. 29).
 - Increase **staff-level approvals** for development applications (p. 29).
 - Provide **regulatory relief tools** to increase flexibility and expedite the development process (p. 30).
 - Alternative compliance, minor modifications, special exemptions, etc.
 - **Clearly define** the site planning process (p. 31).

Existing Development Process

This graphic outlines the required review steps for developing under the existing code. **4-5 public hearings required depending on the project.**



Proposed Development Process

This graphic outlines the required review steps for developing under the proposed code. **1-4 public hearings required depending on the project.**



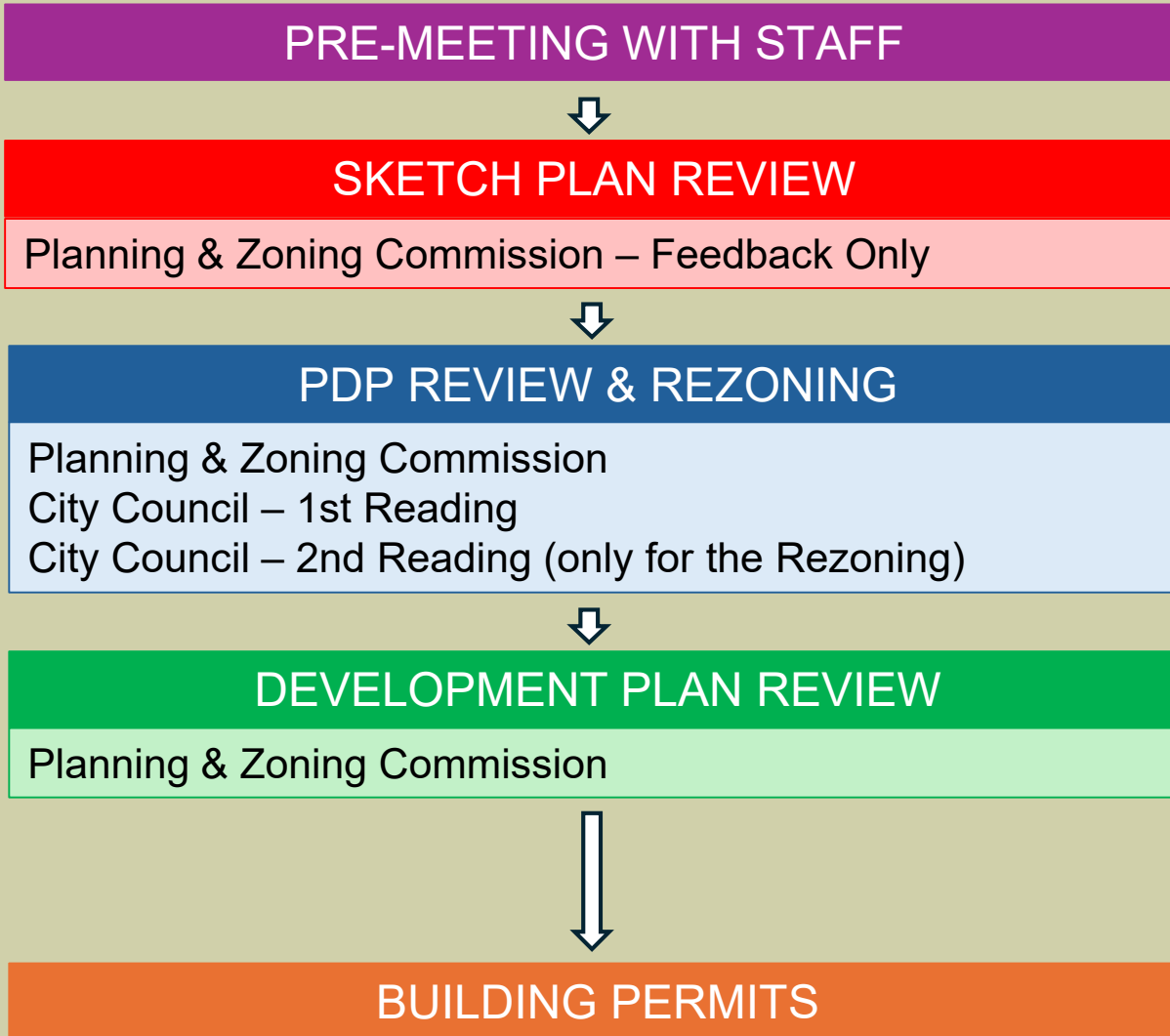
Example: Liberty Reserve – Existing Process



Project Description –
Proposal for a development plan and deviations at 4026 Home Rd, for a residential subdivision of 42 twin-single units in 21 buildings on an 8.6-acre site.

7
public hearings

Example: Liberty Reserve – Proposed Process



Project Description –
Proposal for a development plan and deviations at 4026 Home Rd, for a residential subdivision of 42 twin-single units in 21 buildings on an 8.6-acre site.

4-5
public hearings

Example: 80 East Olentangy – Existing Process

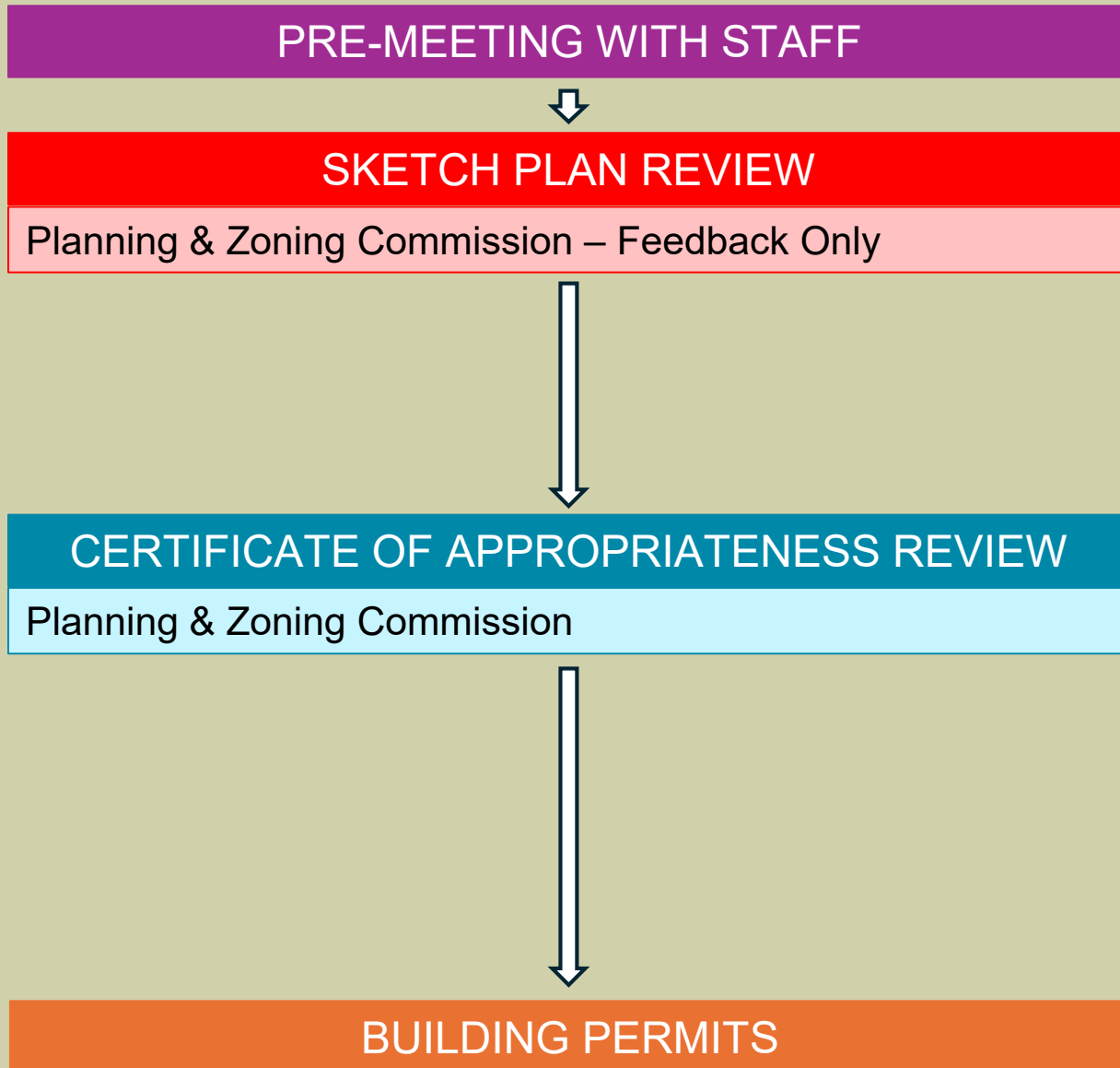


Project Description –
Proposal to renovate and expand an existing structure with a new 1,817-square-foot addition for a private social club on a 0.464-acre site, located at 80 E. Olentangy Street.

Specific to all properties in Downtown Powell

6
public hearings

Example: 80 East Olentangy – Proposed Process

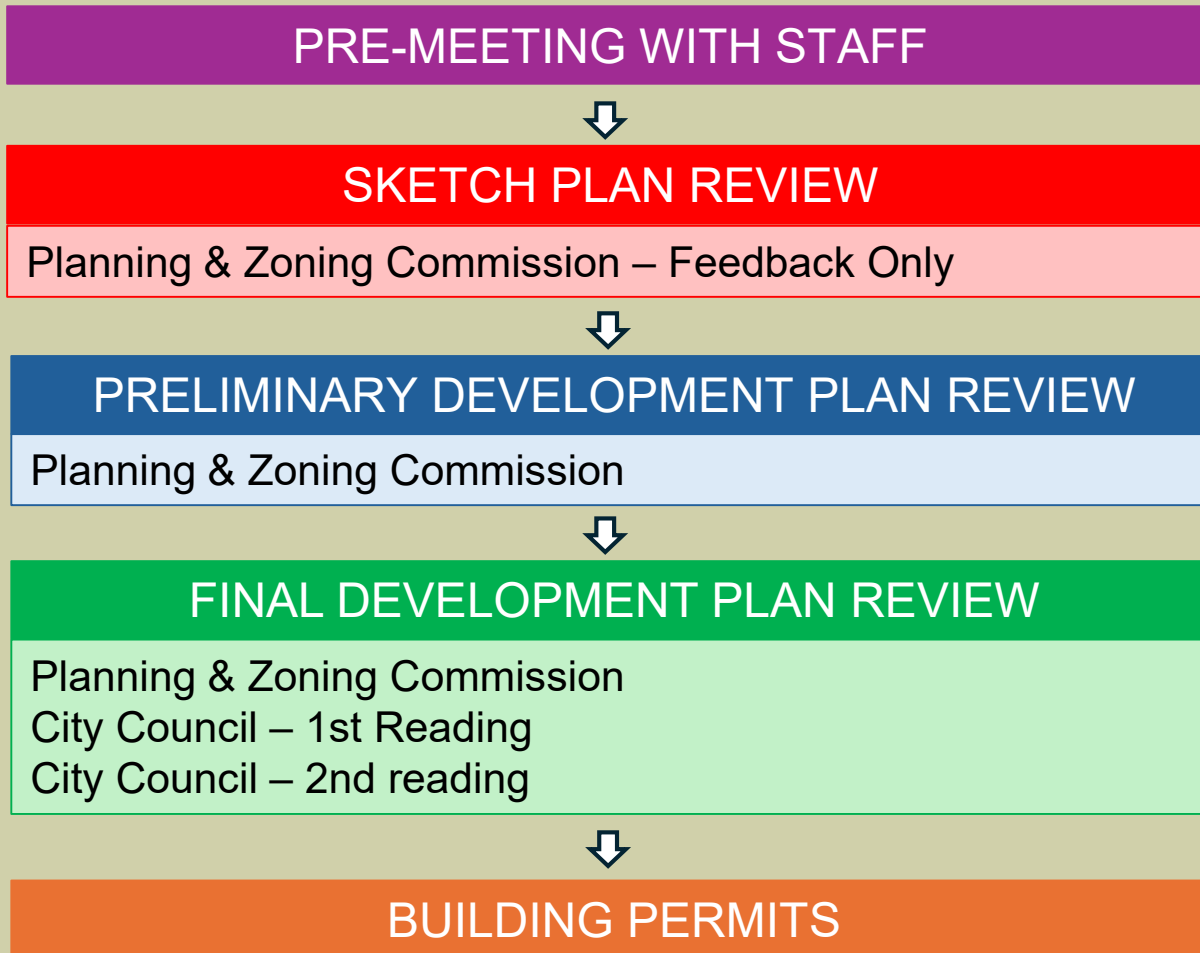


Project Description – Proposal to renovate and expand an existing structure with a new 1,817-square-foot addition for a private social club on a 0.464-acre site, located at 80 E. Olentangy Street.

Specific to contributing (historic) properties in Downtown Powell

1-2
public hearings

Example: Ivybrook Academy – Existing Process



Project Description –
Proposal for a commercial development including a 6,920-square-foot daycare and future 5,750-square-foot retail space on 2.25-acres.

5
public hearings

Example: Ivybrook Academy – Proposed Process



Project Description –
Proposal for a commercial development including a 6,920-square-foot daycare and future 5,750-square-foot retail space on 2.25-acres.

3-4
public hearings

Review Process: Proposed Updates Summary

- **Reduce the number of separate board and commission reviews throughout the process.**
 - This was done in 2025 through the removal of the Historic Downtown Advisory Commission (HDAC) with P&Z taking over all development review.
- **Define Sketch Plan review as an optional step for feedback before submitting a more detailed development plan.**
- **Provide clarity on preliminary and final development plan reviews.**
 - Preliminary requires City Council approval to ensure alignment with community goals, policies, and long-term plans early in the process.
 - Planning & Zoning Commission is the approval authority on final development plans which focuses on compliance with the zoning code.
- **Simplify review process for historic properties in downtown (Certificate of Appropriateness) to streamline the process.**
 - P&Z reviews all development, regardless of historic designation or location.

Thoughts or Questions?

PERMITTING TOOLKIT:

HOMEOWNERS & CONTRACTORS

DRAFT



Powell
— OHIO —

Table of Contents

- Toolkit Overview 3
 - Introduction 3
 - Where do I file for permits? 3
 - Permit Fees 3
- Permit Processing 4
 - What requires a permit? 4
- Permit Processing Cont. 5
 - Work without a Permit..... 5
 - Contractor Registration 5
 - Inspections 6
- Building: General Requirements..... 7
- Building: Specific Details..... 8
 - New Homes / Additions / Remodels or Renovation / Decks / Accessory Structures..... 8
- Engineering: General Requirements 9
- Engineering: Specific Details 10
 - Driveway / Walkway Permit..... 10
 - Right-of-Way Permit..... 10
- Zoning: General Requirements 11
 - Historic District 12
 - Certificate of Appropriateness 12
- Zoning: Specific Details 13
 - General Zoning Permit..... 13
 - Fence Permit..... 13
 - Home Occupation Permit..... 13
- Resources / FAQ 15
 - Professional Services..... 15
 - Code Links 15
 - FAQ..... 16

Toolkit Overview

Introduction

This guide is intended to help homeowners and contractors with the permitting process for residential (1-, 2-, and 3-family unit) projects. New buildings, additions, renovations, accessory structures, pools, fences, driveways, and other similar projects require a permit before work can begin. This ensures that your project is safe and up-to-date with all city, state, and federal codes. **Please help keep Powell safe by getting permits for every home project.**

QR CODE

All permits are available through the City's online portal, OpenGov [\[LINK\]](#). If you have a question on whether a permit is needed or on a specific permit itself, please contact staff at 614-885-5380.

Where do I file for permits?

All building, zoning, and engineering permits are available online through the City's portal, OpenGov. This allows you to submit permits, pay fees, track review status, schedule inspections, and contact staff through your account.

For homeowners, if you've used OpenGov in another community then your same login will work for Powell. If you're new to OpenGov, select the "Sign-up" button in the upper right corner of the public portal to register your account.

For contractors, if you've used OpenGov in another community then your same login will work for Powell. Enter your account info using our link to begin submitting permits. If you're new to OpenGov, select the "Sign-up" button in the upper right corner of the public portal to register your account.

Permit Fees

Fees for all permits and applications are adopted on an annual basis as part of the City's fee schedule. These fees are automatically assessed for your permit based on the project details provided when you apply. For the full list of fees, please refer to the appropriate department's page in the fee schedule.

KEY NOTE: BBS FEES

The Ohio Board of Building Standards (BBS) collects an additional fee on all Building Department permits or services. These are collected to fund the Board's administration and enforcement of the state building code. Residential projects are charged an additional 1% of the City's fees for all building, electrical, fuel gas piping, and HVAC / mechanical permits.

Permit Processing

What requires a permit?

Many projects require the review and approval of permits. The chart below provides a few typical projects and if a permit is required before work can begin. Multiple departments may review your permit depending on the type of work to ensure compliance with all applicable regulations. For questions on your project, please contact staff at 614-885-5380. **All permits, regardless of the project, require inspections when the work is complete.**

Type of Work	Permit Required?	Permit Type
Addition	Yes	Residential Building Permit
Deck (attached)	Yes	Residential Building Permit
Deck (freestanding)	Yes	Over 200 sq.ft. - Residential Building Permit Under 200 sq.ft. - General Zoning Permit
Demolition	Yes	Residential Building Permit
Driveway (new & replace)	Yes	Driveway / Walkway Permit
Electrical Work Only	Yes	Electrical Permit
Fence (new & replace)	Yes	Fence Permit
Finish Basement or Attic	Yes	Residential Building Permit
Garage (detached)	Yes	Residential Building Permit
Gazebo / Pergola	Yes	Over 200 sq.ft. - Residential Building Permit Under 200 sq.ft. - General Zoning Permit
Generator	Yes	General Zoning Permit
Home Business	Yes	Home Occupation Permit
New House	Yes	Residential Building Permit
Painting (interior or exterior)	No	*See Zoning: General Requirements if painting exterior in Downtown Powell
Patio (new & replace)	Yes	General Zoning Permit
Plumbing Work	Yes (through DPHD)	See Delaware Public Health District
Porch or Exterior Stairs	Yes	Residential Building Permit
Remodel Kitchen or Bath	Yes	Residential Building Permit
Replace or Modify AC or Furnace	Yes	Mechanical / HVAC Permit
Replace or Modify Electric Panel	Yes	Electrical Permit
Replace Flooring (carpet, tile, etc.)	No	-
Retaining Wall	Yes (over 4 ft. tall)	Residential Building Permit
Roof Replacement	Yes	Residential Building Permit
Shed / Storage Structure	Yes	Over 200 sq.ft. - Residential Building Permit Under 200 sq.ft. - General Zoning Permit
Sidewalk / Walkway	Yes	Driveway / Walkway Permit
Solar Energy System	Yes	Residential Building Permit
Swimming Pool or Hot Tub / Spa	Yes	Residential Building Permit

Permit Processing Cont.

Work without a Permit

Failure to obtain a permit before beginning work on a residential project is considered a code violation. **The property owner is held responsible for this violation if a permit was not filed.** Any residential project applying for a building or zoning permit after work has begun will have their permit fees doubled. This is to ensure that work is safe and up-to-date with all city, state, and federal codes.

Contractor Registration

The City of Powell requires all general, electrical, mechanical, plumbing, fire protection, and other trade service contractors to register before filing for permits. **Homeowners doing their own work are not required to register, but are still required to file permits.** Registration expires on December 31st of each year and can be renewed on an annual basis. Once you are registered with the City, your information will be saved to make renewing easy. The following information is required when you register each year:

- Certificate of Liability Insurance (naming the City of Powell as a holder)
- Copy of Workers Compensation Certificate
- Copy of State License (as applicable)
- Registration Fee: \$75.00

If you have any questions on contractor registration, please contact the Building Department at 614-885-5380.



Inspections

All permits in the City of Powell require inspection to ensure the work is completed per the approved plans. Inspections may be required at the end or throughout the project depending on the scope of work. When you file a permit, you are responsible for requesting inspections when the work is complete. You may schedule inspections online through your OpenGov account or by phone at 614-802-1200. Inspection requests received before noon may be scheduled for the next day. Please provide the following information if requesting an inspection by phone:

QR CODE

- Permit number
- Permit address
- Requested inspection(s)
- On-site contact's name and phone number

Inspectors will need access to the property or area for the inspection along with all **approved construction documents** for reference. Please ensure the area to be inspected is accessible and all animals are put away. Documents may be provided in:

- A full-size printed copy.
- An electronic copy available on a tablet or laptop. A smart-phone is not an acceptable electronic copy.



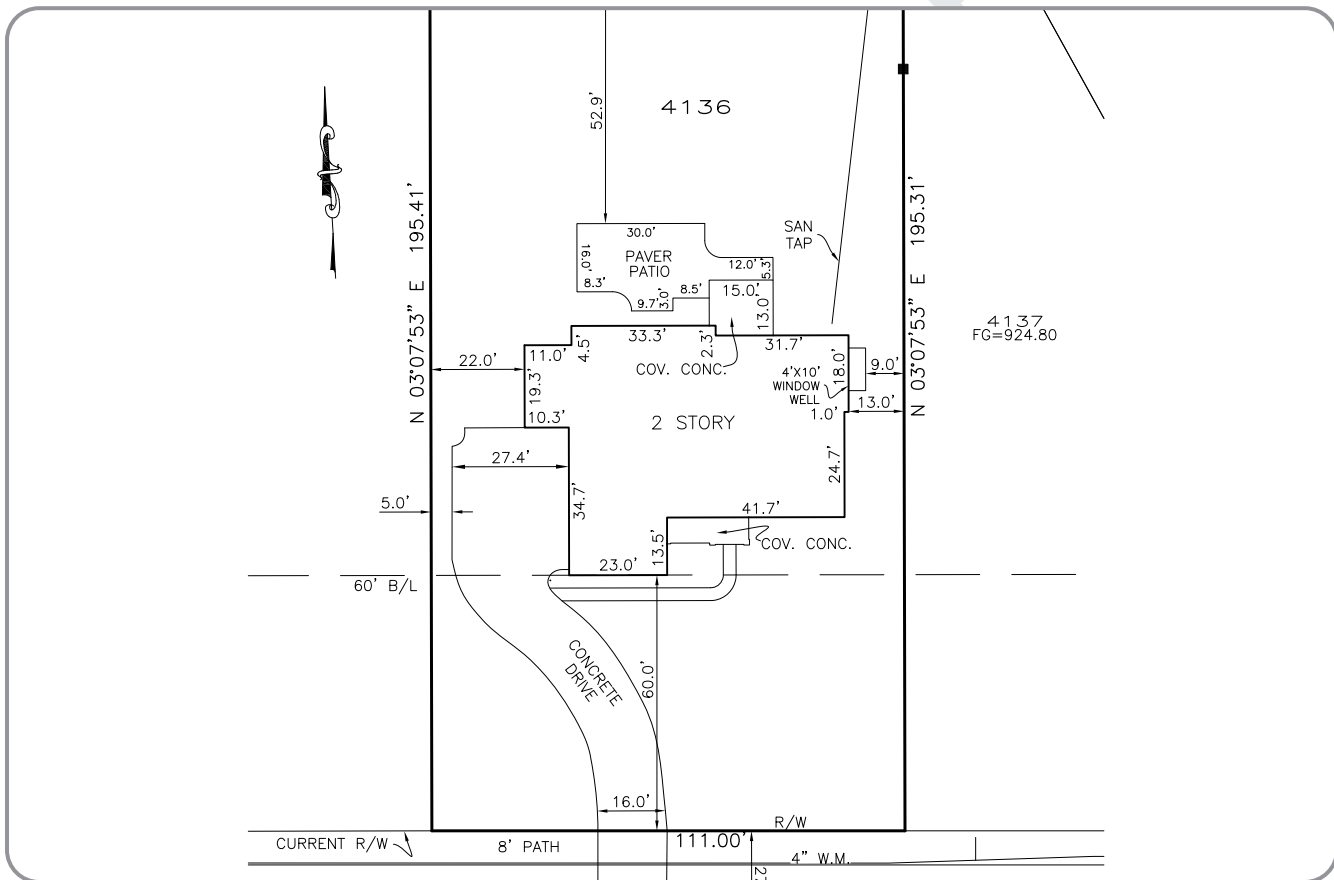
Building: General Requirements

Application Details

Depending on your project, you will need to file for at least one of the City's permit applications. A description of each permit is provided on the City's online portal, OpenGov. The application will walk you through all the information needed for staff to review your project including any necessary attachments such as construction drawings, site plan, etc. **The City no longer accepts paper applications.**

Site Plan

A site plan or plot plan of your property is required for all permit applications unless the work is inside the home. You may find a copy of your plot plan with your mortgage documents, through the Delaware County Recorder's Office, or by contacting the City for a copy. The plan must show the property lines, all existing and proposed structures, the measurements of any proposed structures, and the distance to the property lines and existing structures from your proposed project. An example site plan is provided below.



Drawings and Documents

All supporting construction drawings and documents shall be legible and have all required details to describe the proposed project, location, materials, and intended use.

Building: Specific Details

The list of permit details is intended to help outline the information needed for a permit application. This is not an exhaustive list and you may be asked for more information after you submit your application. Depending on your project, some information may not be required. If you have questions on required documents or details, please contact the Building Department at 614-885-5380.

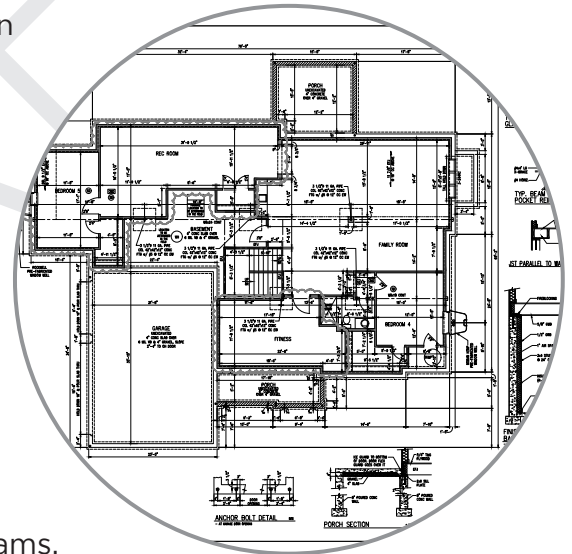
New Homes / Additions / Remodels or Renovation / Decks / Accessory Structures

Exterior Elevations: North, east, south, and west views of the home or structure. Show all existing and proposed details with measurements.

Footer / Foundation Plan: Show the size, depth, reinforcement methods, and measurements for all details.

Floor Plans: Show the following information based on your project

- Show new and demolished walls including measurements.
- Show window and door opening locations, sizes, and supporting details.
- Show stair details, locations, distances, and measurements.
- Show all header sizes, spans, and locations.
- Show all beam and floor joist sizes, spans, locations, and spacing.
- Show all specifications for engineered lumber, beams, headers, joists, trusses, etc.



Trade Work: Trade permits are only required for standalone projects (i.e., HVAC replacement, new light fixtures, etc.), show the following information based on your project

- Show all details and locations for new HVAC or mechanical equipment.
- Show all details and locations for new plumbing fixtures or equipment. Submit to the [Delaware Public Health District \(DPHD\)](#).
- Show all details and locations for new electrical fixtures or equipment.

Cross-Sections: Show all foundation, wall, floor, stair, and roof components including measurements.

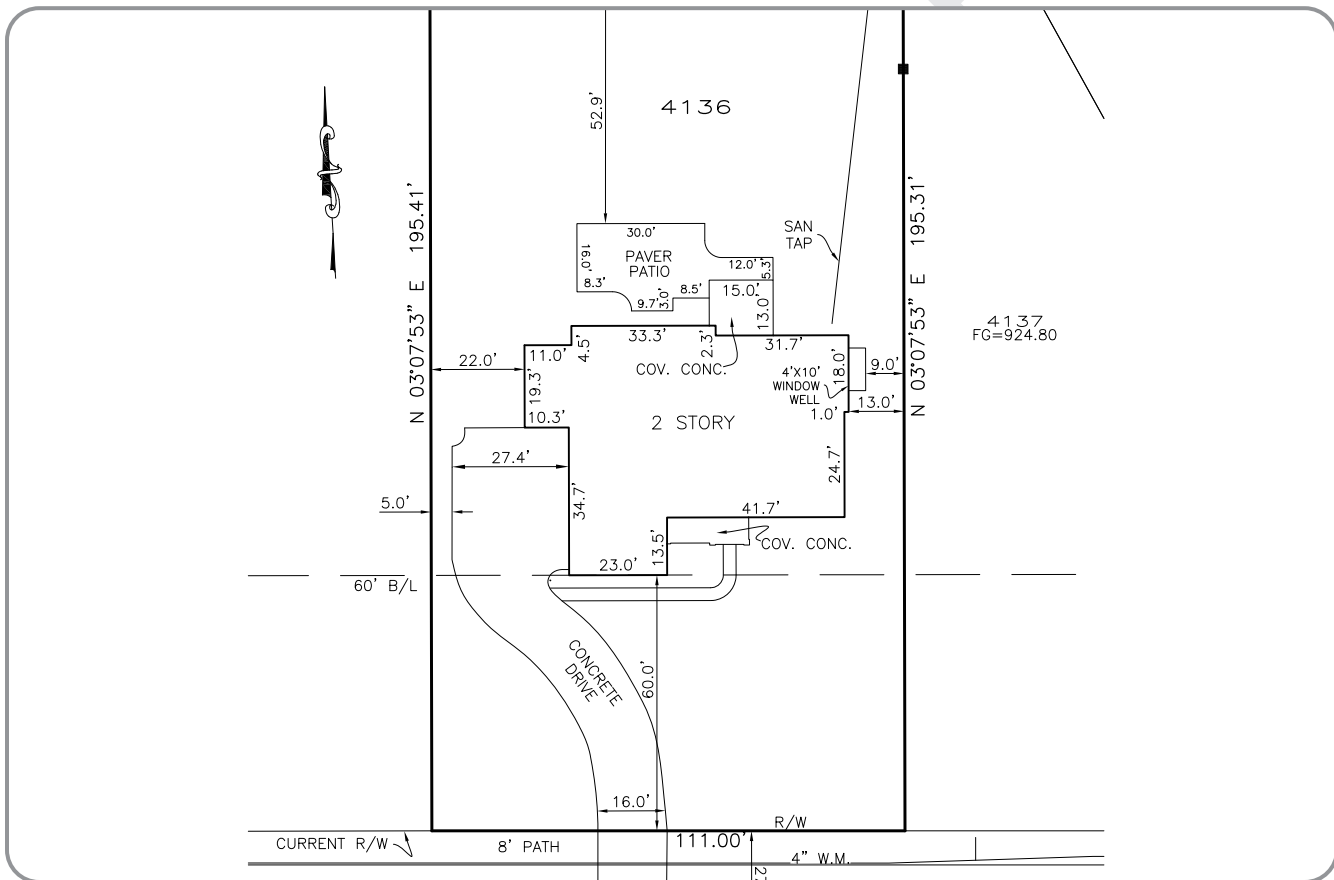
Engineering: General Requirements

Application Details

Depending on your project, you will need to file for at least one of the City's permit applications. A description of each permit is provided on the City's online portal, OpenGov. The application will walk you through all the information needed for staff to review your project including any necessary attachments such as construction drawings, site plan, etc. **The City no longer accepts paper applications.**

Site Plan

A site plan or plot plan of your property is required for all permit applications. You may find a copy of your plot plan with your mortgage documents, through the Delaware County Recorder's Office, or by contacting the City for a copy. The plan must show the property lines, all existing and proposed structures, the measurements of any proposed structures, and the distance to the property lines and existing structures from your proposed project. An example site plan is provided below.



Drawings and Documents

All supporting construction drawings and documents shall be legible and have all required details to describe the proposed project, location, materials, and intended use.

Engineering: Specific Details

Driveway / Walkway Permit

Required for any new or replacement driveway / walkway.

- Show all existing and proposed hardscapes (driveway, sidewalk, etc.) with measurements.
- Show all distances from existing structures and property lines.
- Show all proposed material specifications including type, size, depth, and reinforcement methods.



Right-of-Way Permit

Required for any site (road, sidewalk, excavation, etc.) or utility (gas, water, sewer, electric, etc.) work performed in the public rights-of-way.

- Show the scope of work (i.e., repair, replacement, or new installation) details and anticipated start / completion dates.
- Show the impacted area and how the area will be returned to the original condition (i.e., fill, grass seed, etc.).
- Show how traffic will be maintained or redirected during working hours. This includes pedestrian and vehicular access for surrounding properties.

KEY NOTE: EASEMENTS

An easement is a legal right by a public or private organization to use a portion of your property for a specific purpose. These can be used for shared-use paths or sidewalks, utilities (water, sewer, gas, electric, etc.), drainage, or scenic / tree preservation. Most easements can be found on your individual property plot plan or through the Delaware County Auditor's GIS site on the neighborhood subdivision plat.

It is the property owner's responsibility to know the easements on their property. Any structure located in an easement can be removed by the organization for maintenance or repairs. It's encouraged to review these prior to filing a permit. **The City is only responsible for easements granted to Powell.**

KEY NOTE: FEMA FLOODPLAIN

Floodplains or flood hazard areas are designated, natural waterway areas identified by the Federal Emergency Management Association (FEMA). Any project proposed in a floodplain is required to comply with FEMA's development regulations. A separate floodplain permit is not required; however, you will need to provide all appropriate documentation when you file with the City.

It's encouraged to review FEMA flood maps, regulations, and the development permit prior to filing permits. Please visit FEMA's website for more information.

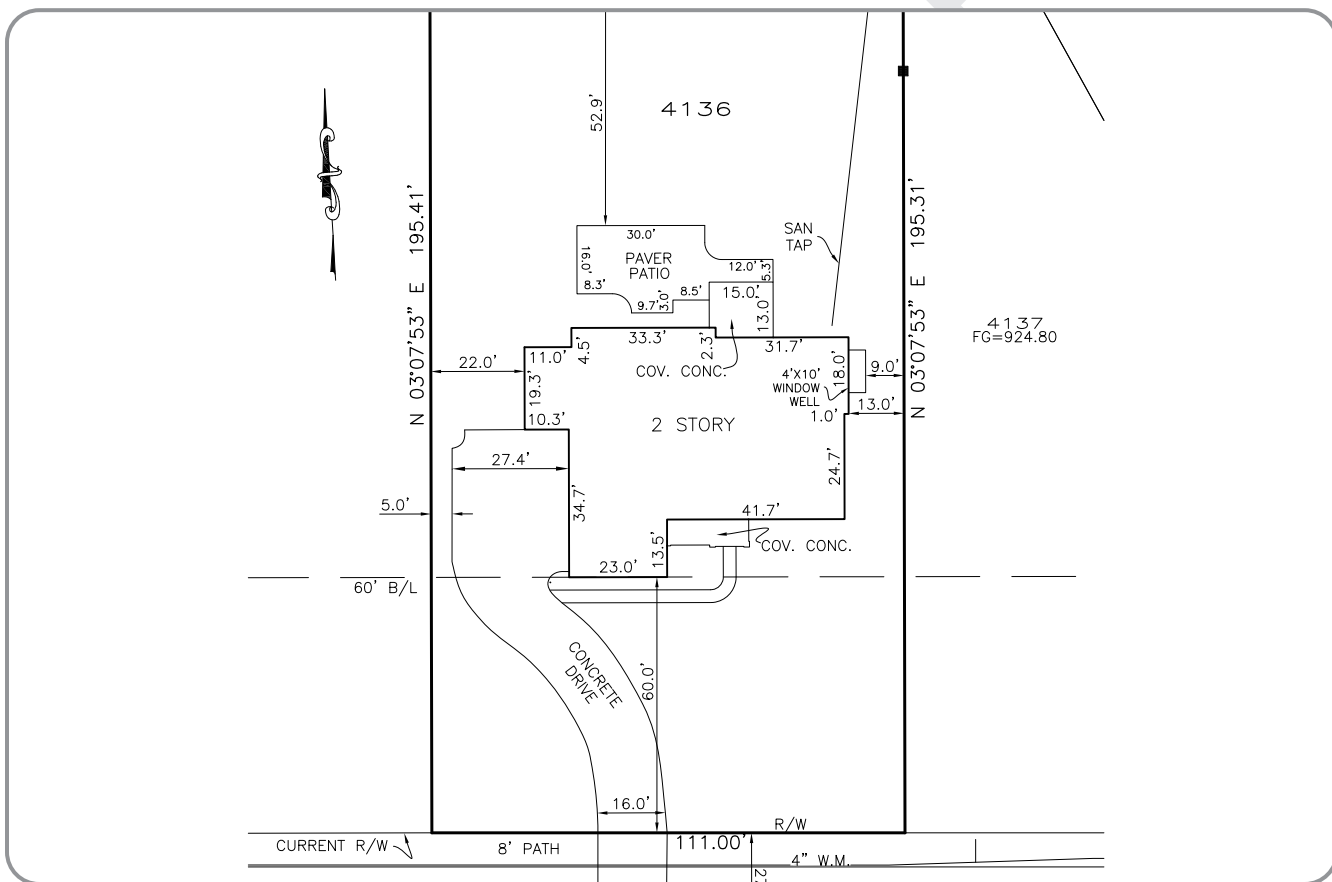
Zoning: General Requirements

Application Details

Depending on your project, you will need to file for at least one of the City's permit applications. A description of each permit is provided on the City's online portal, OpenGov. The application will walk you through all the information needed for staff to review your project including any necessary attachments such as construction drawings, site plan, etc. **The City no longer accepts paper applications.**

Site Plan

A site plan or plot plan of your property is required for all permit applications. You may find a copy of your plot plan with your mortgage documents, through the Delaware County Recorder's Office, or by contacting the City for a copy. The plan must show the property lines, all existing and proposed structures, the measurements of any proposed structures, and the distance to the property lines and existing structures from your proposed project. An example site plan is provided below.



Drawings and Documents

All supporting construction drawings and documents shall be legible and have all required details to describe the proposed project, location, materials, and intended use.

Historic District

The City of Powell established a local historic district to protect the distinct character of many downtown properties. Outlined in the map below, the district contains additional regulations and guidelines for structures that contribute to the historic character.

Certificate of Appropriateness

The Certificate of Appropriateness is a required review by the Planning and Zoning Commission for reviewing exterior changes to contributing (historically significant) properties in the historic district, see **Section 11XX**. This is intended to ensure that the design of historic buildings is preserved and that any exterior modifications comply with the Downtown Design Guidelines.

Site Plan: Show the proposed project including property lines, adjacent property owners, required setbacks, and other similar information.

Building Elevations: Show initial context for existing and proposed building design including height, materials, architectural elements, and other similar information.

Statements: Provide the following statements related to your project

- Explanation of how the proposed project complies with the review criteria identified in **Section 11XX** of the Powell Codified Ordinances (PCO).
- Other statements on the proposed project that will help with the review.



Zoning: Specific Details

General Zoning Permit

Required for sheds / storage structures, patios, freestanding decks, generators, or other structures not needing a building permit.

- Show all existing and proposed structure locations including distances from the home and property lines.
- Show all proposed material details including type and color (if applicable).
- Show all structure details including size, depth, and distances for foundations, posts / walls, and roofs.
- Show the overall height of proposed structures as measured from grade (ground where the structure will be installed).



Fence Permit

Required for any new or replacement fence installation.

- Show all existing and proposed fence locations including distances from existing structures and property lines.
- Show all fence details including height, material, fence type, and gates or openings.

KEY NOTE: HOA CC&Rs

If you are located in a homeowner's association (HOA), your neighborhood may have additional codes, covenants, and deed restrictions (CC&R). It's encouraged to review these prior to filing a permit as they may have additional regulations or standards for what's permitted in your neighborhood. **The City is not responsible for administering or enforcing association CC&R's.**

Home Occupation Permit

Required for any home business which will be operated by the homeowner.

- Provide the area (square feet) of the home intended for the home occupation.
- Provide a detailed description of the intended use or business including hours of operation.

This page is intentionally left blank.

DRAFT

Resources / FAQ

Professional Services

Some of the drawings, documents, or materials may require assistance from an architect, engineer, or other design professional. Contractor's may provide these details as part of their work, however all information outlined is necessary to ensure your project is safe and compliant with all applicable codes. **Staff can provide guidance on the information needed for a permit but cannot make recommendations on who you should hire.** In Ohio, residential contractors are not required to be licensed so there is no database available to search for specific professionals. However, the City can verify if a contractor or design firm you are considering is registered with Powell prior to beginning a project.

Code Links

Building Codes: All current state codes are available on the City's website or directly through the links provided.

codes.iccsafe.org/codes/united-states/ohio

Engineering Code: All current city codes are available on the City's website or directly through the links provided.

library.municode.com/oh/powell/codes/code_of_ordinances?nodeId=PTNINESTUTPUSECO

Zoning Code: All current city codes are available on the City's website or directly through the links provided.

library.municode.com/oh/powell/codes/code_of_ordinances?nodeId=PTELEVENPLZOCO



KEY NOTE: INTERACTIVE MAP

The City maintains an interactive map that displays city, county, and other regional or state data. Information such as zoning districts, floodplain areas, property lines, subdivision boundaries, and approximate utility locations are all available for reference.

[View the map to learn more about the City of Powell.](#)

FAQ

DRAFT