

**Office of the City Manager**

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Memo

To: Members of Dublin City Council
From: Megan D. O'Callaghan, City Manager
Date: August 4, 2026
Initiated By: Jennifer M. Rauch, AICP, Director of Community Planning & Development
Bassem Bitar, AICP, Deputy Director of Planning
Sarah Tresouthick Holt, AICP, ASLA, Senior Planner
Mara Hunter, Management Analyst
Re: Zoning Code and Subdivision Regulations Audit – Final Report Adoption

Overview

Following the adoption of the City's Economic Development Strategy, Housing Study, Envision Dublin Community Plan, Neighborhood Design Guidelines and Sustainability Plan, the Community Planning & Development Department initiated a Code Audit to evaluate how Sections 152 and 153 of the City Code align with these guiding documents and to identify opportunities for future amendments. The audit has been completed with support from a consultant team, Clarion & Associates and McBride Dale Clarion (MDC).

The attached Final Code Audit Report is a roadmap that will guide future Code updates regarding prioritization, order, and approach. An annotated outline of a new code is shown on page III-1 to demonstrate the culmination of the suggestions made within the report. A draft of the report was presented at a Joint Work Session on June 15, 2026, with City Council, the Planning and Zoning Commission, and the consultants in attendance. The attached report (red-line and clean copies) includes revisions made based on the discussion. Option 2 for implementation was strongly identified at the Work Session as the preferred approach. The attached Code Audit Matrix serves as a reminder of how the resulting report aligns with adopted City policies.

Background

The City has recognized the need to overhaul Sections 152 and 153 of the Code to align with the guiding documents' current aspirations and goals. These aspirations and goals were consolidated into six themes, which were previously presented, discussed, and affirmed at the Work Session.

Final Report Updates*Revisions*

Two specific revisions were identified at the Work Session: add a reference to the Historic District in Section II, and add "financial resiliency" in the Introduction, page 3. Both have been incorporated, along with other non-substantive edits to improve readability. The red-lined version of the report indicates these changes.

Implementation Recommendations

When expressing a preference, Work Session attendees agreed that Option 2 was the best approach to address the actual Code updates. This option includes the initial creation of a Unified Development Ordinance (UDO) to combine the Zoning Code and Subdivision Code into a single comprehensive document, using the reorganization indicated in the Report and presented at the Work Session. Minor changes will be required during this first phase to remove repetitive or conflicting information. This will then permit a second phase of substantive changes that address the previously identified and accepted themes, using a more manageable, red-lined approach for tracking and review. As part of this effort, a Procedures Manual will be created to separate changeable submittal and processing information from the Code itself, enabling more nimble updates in the future. The same approach will be used for technical requirements that are also likely to change over time.

The effort is expected to take two years from contract issuance, reflecting the complexity and difficulty of the task. Public awareness, stakeholder input, and Technical Advisory Committee analysis will be robust, with an emphasis on implementing adopted policies, as confirmed during the Work session discussions. Staff have begun strategizing with Communications and Marketing about the public engagement opportunities and techniques for this effort.

Next Steps

Upon formal adoption of this document, staff will develop a Scope of Work and contract for the Code updates themselves, in accordance with the approach outlined in this Report. Prior to engaging Clarion/MCD for this initial Code Audit step, the staff invited firms to respond to a Request for Proposal. Following the submission of responses, Clarion/MCD was selected as the preferred team with the expectation that they would continue with the subsequent steps of the Code Update process. This ensures the greatest efficiency and coordination going forward, allowing work to start swiftly so we can maintain momentum on this important project.

Importantly, the separate Mixed Use Best Practice Analysis, also conducted by Clarion, will continue as a concurrent effort that will later inform Phase 2 of the Code Update project. This project will continue through Phase 1 of the Code Updates, thus informing the changes made in Phase 2. Updates on this separate project, along with discussion, will be provided at the September 1, 2026 Joint Work Session.

Request

Staff requests that City Council formally adopt the Final Code Audit Report and next steps as contained herein.