CITY OF REYNOLDSBURG

AGENDA

PLANNING COMMISSION
THURSDAY, FEBRUARY 1, 2018 6:30 PM

PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDSBURG, OH 43068

A. CALL TO ORDER
   1. ROLL CALL
   2. APPROVAL OF MINUTES
      1. Planning Commission – Regular Meeting – January 4, 2018
   3. APPROVAL OF AGENDA
   4. SWEARING IN OF SPEAKERS

B. PUBLIC COMMENT

C. UNFINISHED BUSINESS

D. NEW BUSINESS

E. OTHER BUSINESS
   1. Rules of the Planning Commission

F. ADJOURNMENT

CITY OF REYNOLDSBURG

MINUTES

PLANNING COMMISSION
THURSDAY, JANUARY 4, 2018 6:30 PM

PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDSBURG, OH 43068

A. CALL TO ORDER

PRESENT: Cullinan, Zollars, Bowman, Hicks, Bizjak
ABSENT:

2. APPROVAL OF MINUTES

1. Planning Commission – Regular Meeting – December 7, 2017

Minutes stand approved.

3. APPROVAL OF AGENDA

Agenda stands approved.

4. SWEARING IN OF SPEAKERS

No speakers.

B. PUBLIC COMMENT

None.

C. OTHER BUSINESS

1. Motion to Elect Chairman for 2018

Mr. Snowden: Per the Charter, the Commission needs to elect its own Chairman. At this time, I'm going to open up the floor for nominations for the position of Chairman for 2018.

Mr. Hicks: I'd like to nominate Mr. Zollars as Chairman of the Planning Commission.

Mr. Snowden: Mr. Zollars, are you willing to serve?

Mr. Zollars: Yes, I am willing to serve.

Mr. Snowden: Mr. Zollars has been nominated.

Mr. Bowman: Seconded.

Mr. Snowden: Gentlemen, any additional nominations for the position of Chairman? Ok, seeing no other nominations I'm going to close the floor for nominations for the position of Chairman. Mr. Zollars was nominated for the position of Chairman and we can vote by acclamation. Any additional discussion at this time? All in favor of electing Mr. Zollars

Chairman for the period of one-year to serve until the end of 2018 please signify by saying Aye.

All: Aye

Mr. Snowden: Any opposed? Very well, your Chairman is Mr. Zollars.

Mr. Zollars: Thank you gentlemen.

Mr. Snowden: Mr. Zollars, just for expediency, and because I have a report I'm going to make under Item 4, let me just burn down these items here then I'll turn things over to you to close this portion of the meeting.

RESULT:	**APPROVED [4 TO 0]**
MOVER:	Steven Hicks, Commissioner
SECONDER:	Eliot Bowman, Commissioner
AYES:	Cullinan, Bowman, Hicks, Bizjak
ABSTAIN:	Zollars

2. Motion to Elect Vice Chairman for 2018

Mr. Snowden: Gentlemen, we need to elect a Vice-Chairman for the year 2018. Mr. Zollars has already been nominated and elected for Chairman. He cannot serve. I will now open up the floor for nominations for position of Vice-Chairman for 2018.

Mr. Zollars: I will nominate Mr. Cullinan.

Mr. Hicks: Seconded.

Mr. Snowden: Mr. Cullinan, are you willing to serve as Vice-Chairman?

Mr. Cullinan: Yes I am.

Mr. Snowden: Any other nomination for Vice-Chairman? I will now close the floor. Our candidate is Mr. Cullinan and we can vote by acclamation. Is there any other discussion before we move on to take a vote on the one candidate? All in favor of electing Mr. Cullinan as your Vice-Chairman for 2018 please signify by saying Aye.

All: Aye.

Mr. Snowden: Any opposed? Mr. Cullinan, congratulations. You're our Vice-Chairman.

RESULT:	**APPROVED [4 TO 0]**
MOVER:	Pat Zollars, Chairman
SECONDER:	Steven Hicks, Commissioner
AYES:	Zollars, Bowman, Hicks, Bizjak
ABSTAIN:	Cullinan

3. Motion to Elect Secretary for 2018

Mr. Snowden: I will now open up the floor for Secretary. This has normally been the position of Staff here. I don't see a reason to change that at this time, but I'm open to other suggestions if you have them and I'll open up the floor for nominations. Any nominations for position of Secretary?

Mr. Hicks: I'd like to nominate Mr. Snowden as Secretary for the Planning Commission.

Mr. Bizjak: Seconded.

Mr. Snowden: Any other nominations? I will close the floor. Any additional discussion at this time? All in favor of electing me as your Secretary for 2018 please signify by saying Aye.

All: Aye.

Mr. Snowden: Any opposed? Thank you very much. It's truly an honor.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Steven Hicks, Commissioner
SECONDER:	Joseph Bizjak, Commissioner
AYES:	Cullinan, Zollars, Bowman, Hicks, Bizjak

4. Motion to Elect a Representative to Design Review Board for 2018

Mr. Snowden: Per Chapter 1103 of the Planning and Zoning Code of the City. The Planning Commission is in charge of electing a representative to the Design Review Board. You may be aware that we are going to review legislation that's going to combine the roll of the Design Review Board with the existing Planning Commission. You may also be aware that Mr. Zollars, Mr. Bowman, and Mr. Hicks all have unexpired terms that they are serving on the Design Review Board. Earlier today I received the following letter.

This is addressed to Mr. Tyler Cullinan.

"Thank you very much for accepting the appointment to the Reynoldsburg Design Review Board. You will be serving a three-year term from January 1, 2018 to December 31, 2020 or until the Design Review Board has been phased out. Your acceptance of this position and the service you will be providing your community is invaluable. Should you have any questions regarding this appointment, please feel free to call me. Sincerely, Mayor McCloud."

That is based on the Mayor's power under 1103 to appoint a design professional, such as a certified engineer to the Design Review Board, which is Mr. Cullinan. With that in mind, you now have four out of the five commissioners are also Design Review Board members. My suggestion to you, and I've talked about this at length with our City Attorney, as well as our Administration, who are completely in support of the Planning Commission serving concurrently on the Design Review Board for the next couple months while the ordinance formally combined the two works its way through, my suggestion to you would be elect Mr. Bizjak as your representative and then that really streamlines a lot of procedures for staff in the couple months while we wait for the formal merger to take place. I ran that by Mr. Hood, who is totally on board with that. In fact, from a policy standpoint, he thought it would be very effective, as did Mayor McCloud. Mr. Sampson will still formally be on the Design Review Board, although he has so many responsibilities, and he will appear on the sheets for the next few months, he has so many responsibilities with the City there's really no reason for him to be attending the Design Review Board if we have quorum of the other five folks to make decisions out of the seven. Any questions about what I just said or anyone have any concerns?

Mr. Zollars: I have none. I think that's a good idea.

Mr. Hicks: If you could give us a little bit more information on the ordinance that has to go through as far as a schedule on that. Does that have to go through Council? Is that anything that Planning Commission will consider or pass any type of recommendation?

Mr. Snowden: Absolutely. You are going to do that tonight under Item E1 on page 2 of your agenda. You are going to be considering making a recommendation on that tonight. What will happen at that point is, we'll go back to City Council, probably for passage. I would think by the 22nd or maybe the 1st week in February. We're looking right around last couple weeks of February. First couple weeks of March where it will take effect. It's really only going to effect this meeting and next month's meeting, but I can't just not have Design Review Board meeting for 2 months. That's not fair to our applicants. Second, Mayor McCloud and I discussed and we felt scrambling around to put a bunch of people on DRB for a couple weeks either to replace the vacancies or to replace you folks that have volunteered to be on Planning Commission that's not productive and the meetings are already on the same night. We'll just transition it to that as soon as we wrap up here. I said 7:00, but really its 7:00 or whenever we get to it because we're all going to be here. The only thing and like I said, Mr. Hood was completely supportive of what we were doing from a legal standpoint. Does that answer your question?

Mr. Hicks: Yes. Mr. Bizjak, are you willing to serve on the Design Review Board?

Mr. Bizjak: I certainly am.

Mr. Snowden: I'll take that as a nomination. Do we have a second on that?

Mr. Bowman: Seconded.

Mr. Snowden: Any other nominations? At this time I'll go ahead and close the floor for nominations for Representative to the Design Review Board for the Planning Commission. Any further discussion at this time? All in favor of electing Mr. Bizjak as your Representative to the Design Review Board for 2018 please signify by saying Aye.

All: Aye.

Mr. Snowden: I see four yeses. Any opposed? What's going to happen tonight and next month in February is that Design Review Board will take place immediately afterwards. There will still be two separate meetings. We'll still need to go through at Design Review Board, elect a Chairman, and elect a Vice-Chairman. My suggestion is elect the same people, just for simplicity sake and that was also Mr. Hood's recommendation. In the next couple weeks there still will be a separate meeting. As soon as the ordinance takes effect Design Review Board will be no more and the items that were previously on Design Review Board will appear automatically on your Planning Commission agenda. I'm going to turn things over to Mr. Zollars to formally take control of the meeting and I'm going to make a presentation on Item# 5.

Mr. Zollars: Mr. Snowden, thank you. We have a good team here. I'm glad that we're going to move this thing forward. Mr. Snowden, if you would go into Item# 5 and you can have the floor.

RESULT:	**APPROVED [4 TO 0]**
MOVER:	Steven Hicks, Commissioner
SECONDER:	Eliot Bowman, Commissioner
AYES:	Cullinan, Zollars, Bowman, Hicks
ABSTAIN:	Bizjak

5. Rules of the Planning Commission

Mr. Snowden: Under C5 I'm proposing the following rule changes. The first is to delete a section of our rules that is redundant to what's in the code. The code for both BZBA and Planning Commission says that three individuals must make a decision. I know there have been discussions about this before and we don't need to have that also in our rules. Secondly, I'm proposing that the meeting time go back to being 6:30 from now on per the rules. The reason for this is two things. One is it helps me from forgetting the time of the meeting for both bodies with BZBA and Planning Commission being at the same time. Secondly, we seem to have less of an issue with the 6:30 meetings in terms of folks getting here from work and traffic and so forth. With your permission, I'd be happy to entertain future discussions about another time, a day time meeting, etc. I'm open to all that, but for the time being let's just have them both be at the same time. Simplicity is the name of the game. Lastly, I'm proposing that we go back to an agenda for Planning Commission, that is, follows the format listed in the rules that is the same as the DRB agenda. Call To Order, Public Comment, Unfinished Business, New Business, and Other Business. That will be the agenda for items from now on. There was a time when Planning Commission tried to have a generic catch-all Commission Business section that caused a lot of confusion for our Clerk's Office with our software and the Commissioners who pushed for that, who are no longer with us, did not realize what a headache that was going to cause on the administrative side. The agenda will be just as you see it tonight other than Other Business will be last. Any questions about that?

Mr. Hicks: As we're all getting started here, some of us have been on different boards or whatever, but we're going to be working as a team, legislation, actions, stuff like that coming before us, are they typically going to have any changes are going to be strike-thru's in the text and then any, those would only be deletions and then any additions are all the underline text?

Mr. Snowden: Yes sir, except that in the rules document you see there are some headings that are underlined, so don't let that confuse you. The underline headings are already there. In the future I might try to do that a different color. That always creates a kind of a problem. I never use underlines, but I've inherited some documents, some codes, and things that already have underline in them.

Mr. Hicks: I've seen a lot of other documents where it's a red line.

Mr. Snowden: I can look at that in the future, but the answer to your question is there will be strike-thru and an underline for new information.

Mr. Hicks: Typically, who is drafting the ordinances and everything coming through? Is that typically coming from staff or a combination of Attorney Hood?

Mr. Snowden: Typically, for code changes I have drafted them. They are reviewed by all of our administration, the Mayor and my superior, who by the way will be starting on the 29th our new Development Director, and they are reviewed by Mr. Hood as to their legal form. In reality, I usually get with those individuals before they're even entered into the system. If it's a code change, it's me. If it is an application, which will appear as an ordinance, for a district change, the application has been provided by the applicant. I have drafted the ordinance in the system because I use a standard format. If there's a typo in the heading, that's me, but what they're asking for is something totally off the wall that's them on their application. We are going to be reviewing in the coming weeks the whole process for how legislation and applications move through the Commission. I don't want to get into the weeds on that, but we're going to be looking at that. The Commission can also make motions. The Commission can all review something. The Commissioners working through staff, I would recommend, but I don't recommend working on your own, but it is possible for the Commission as a body to draft legislation, propose changes, make recommendations, and send those to City Council unilaterally. I'm going to be massaging some of those processes because our process is a very confused process. Our process right now for code amendments, both district changes, and amendments to the text, basically assumes, hey, my zoning code is perfect and the only thing that's ever going to happen is people are going to change the map. That's not the case. Our zoning code has needed a lot of help. We're going to be working through that process, but generally speaking, the way things work right now is an ordinance, all those things happen, ordinance goes to City Council and is referred back down to the Commission. What's going to happen in the future is that step of going to City Council and then being referred back down to the Commission is going to go away. You're going to apply, it's going to come straight to the Commission and then the recommendations are going to go up.

Mr. Hicks: In an effort of being expedient when we have public meetings, so we don't waste a lot of time as we go through these documents we're going to be permitted with sunshine laws to contact staff directly if we have questions or interpretations about what's going to be becoming before us, so we come with most of our questions already answered. We can just come here, make some public comments and then vote and get stuff done.

Mr. Snowden: I try to be as transparent as possible, but if you really hate something that I'm doing I'd really appreciate it if you let me know ahead of time, so that we don't get in here and go totally off the wall. If staff makes a minor error in typing or something, let me know ahead of time. I can fix it on the spot a lot of times. A lot of times I just don't catch it because of the volume. Now, I'm hoping the volume of what we're changing is going to go down, but absolutely Mr. Hicks. The only thing that you would not want to do would be to respond to all five of the Commissioners and tell those Commissioners what decision, what you're going to vote on, etc. You can actually respond to staff with anything you want. That is my responsibility.

Mr. Hicks: Now that you've got your Chair and Vice-Chair in place and teams built what unfinished business are we going to have to deal with?

Mr. Snowden: There is no unfinished business at this time. There's going to be a variety of new items that might have been held waiting for our new body to kind of get in place here. So, you're going to start to see a flow of suggested code changes and other...

Mr. Hicks: So, with the exception of Mr. Cullinan, we're not playing catch-up to him? We're all on the same page?

Mr. Snowden: We're all on the same page as of tonight. The rules document was the one thing that I was kind of waiting for the new Commission because there were previous Commissioners that just had other views about the rules and how they worked. How the rules work is that you don't need to anything. You've reviewed it. At the next meeting that will appear under Other Business and you'll be able to take a vote. Because the rules document says you have to allow 30 days between reviews. That's just so you wouldn't pass a rules change tonight and then start operating under the new rules later that evening. That doesn't make a lot of sense. All you need to do is say yep, we've looked at it and once everybody is satisfied we can move on to E1, which is under New Business, but there's no back log of applications. There's no other details that staff needs, but I appreciate you asking me.

RESULT:	**HELD**	**Next: 2/1/2018 6:30 PM**

D. UNFINISHED BUSINESS

E. NEW BUSINESS

1. ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: Enacting New Sections in Chapter 1101 Planning Commission; Repealing Chapter 1103 Design Review Board, and Enacting a New Chapter 1103 Design Review; Amending Section 1131.02 Definitions of Chapter 1131 Definitions; Repealing Section 1139.04 Power of Council on Appeals and Section 1139.05 Application Procedures of Chapter 1139 Board of Zoning Appeals; Enacting a New Section 1139.04 Application Procedures and a New Section 1139.05 Power of Council on Appeals of Chapter 1139 Board of Zoning and Building Appeals; Amending Section 1143.05 Standards for Site Plan Review of Chapter 1143 Zoning Certificate; Site Plan; Plot-Grade-Utility Plan; Amending Section 1161.04 Commercial Districts, Section 1161.05 Industrial Districts, and Section 1161.07 Annexed Lands of Chapter 1161 Zoning Districts; Amending Section 1179.04 Parking and Loading Design Standards of Chapter 1179 Parking and Loading; Amending Section 1181.02 Zoning Sign Permit Required of Chapter 1181 Signs and Graphics, Amending Section 1182.03 Exterior Lighting Regulations of Chapter 1182 Exterior Lighting; and Amending Section 1193.13 Application and Review Requirements of Chapter 1193 Historic Overlay District.

Mr. Snowden: Gentlemen, Mr. Hicks just asked a question about whether we would review the ordinance amending the code to merge the Design Review Board's responsibilities into the Planning Commission and the answer is we're doing it right here. What I am proposing is to delete the section that creates the Design Review Board. Planning Commission and BZBA are created by the Charter. They can only be changed by the voters. Design Review Board is created by Council. Council can abolish the Design Review Board. That's what I'm proposing here. Secondly, all references to the Design Review Board have to be taken out of the code. That's why this is probably the longest ordinance in the history of Reynoldsburg. Lastly, I'm revising the design review procedure to be very clear that design review deals with the building architecture. When the Planning Commission in the future reviews a certificate of appropriateness they will be reviewing the building architecture. The major site plan reviewed by the Commission or a minor site plan reviewed by staff will include all, the Commission or staff will be reviewing the design of the rest of the site and other materials not involving the building. In addition, I've also created giving staff a little bit of power in Chapter 1103 to review items such as paint color changes and other things like that, that take up a lot of the Commissions time to review, but they're really for something, for the most part, staff can review and if folks don't like what staff is saying we can kick that up to the Commission. The power of City Council on appeal exists with the Design Review Board and it will be retained by the Planning Commission. If any site plans or certificates of appropriateness are denied by Planning Commission the applicants will have the right to appeal to City Council. That's a lot longer than it needs to be, but it really has to do with wordsmithing out the Design Review Board and replacing the Planning Commission throughout the code. The action of the Commission would be to send the item back to City Council with a recommendation for approval.

RESULT:	**REFERRED TO COUNCIL [UNANIMOUS]**	**Next: 1/22/2018 7:34 PM**
MOVER:	Joseph Bizjak, Commissioner	
SECONDER:	Steven Hicks, Commissioner	
AYES:	Cullinan, Zollars, Bowman, Hicks, Bizjak	

F. ADJOURNMENT

Mr. Hicks: The Master Development Plan for the City is something that is a major project that's going to be undertaken this year and I wasn't sure if there was any update of what the involvement of the Planning Commission will be through that process as far as we could expect to see some drafts or something that provides some input recommendations to Council. I wasn't sure if staff would be able to provide us with when we could expect to see something on that or what our involvement is intended to be from Council.

Mr. Snowden: Thank you Mr. Hicks for your question. The answer is, I don't have a timeline right now because the timeline is currently being drafted, but last week our City Administration met with a consultant to have the kick-off meeting and we're starting to put together our steering committee. We are looking at a representative from the Planning Commission and since there wasn't a Chairman, based on a decision that was made by the Mayor, we reached out to Mr. Zollars who agreed to serve. We are open to others. We may need others. They are putting together a steering committee and the steering committee is really going to be there to kind of to work its way through the nuts and bolts and approve things from the consultant. The Commissioners could attend the workshops and be involved in the workshops and meetings that are going to go forward as part of the process. They will receive draft versions of the plan. I don't know when, but when I do know I'll let you know. They're going to receive a finalized draft at which point there will probably be a couple weeks or couple months go by where we go through some of that and then ultimately send it to City Council for approval. In addition to formally approving the final document you're going to see drafts. I just don't know when right now because I don't have the timeline made up, but as soon as I do I'll send it out. We're also going to have a project website, so keep an eye out for the website and I'll send out the link via email as soon as I get it from our consultant.

Mr. Zollars: Adjourned at 6:56 pm.

Eric Snowden

Chairman

Planning and Zoning Administrator

Planning Commission

Eric Snowden
7232 E. Main Street
Reynoldsburg OH 43068
614-322-6829 Phone

MOTION REQUEST

DATE:	**February 1, 2018**
TO:	**Planning Commission**
RE:	**Rules of the Planning Commission**

Approval:

Brad McCloud	Skipped Jed Hood	Stephen Cicak

See attached documentation.

Rules of the Reynoldsburg Planning Commission

The Reynoldsburg Planning Commission, in order to carry out the general powers conferred upon it by the Ohio Revised Code and the City of Reynoldsburg's Charter and Codified Ordinances, does hereby adopt the following rules to govern its proceedings:

ARTICLE I AUTHORIZATION

Section 1.1 - The authorization for the establishment of Reynoldsburg Planning Commission is set forth in Article VII, Section 7.01 of the City Charter.

ARTICLE II MEMBERSHIP

Section 2.1 - The entire membership shall be the same as that provided for in Article VII, Section 7.01 of the City Charter.

ARTICLE III OFFICERS AND THEIR DUTIES

Section 3.1 Officers – The officers of the Planning Commission shall consist of a Chairman, a Vice-Chairman, and a Secretary.

Section 3.2 Chairman – The Chairman, shall preside at all meetings of the Commission. He shall call special meetings of the Commission when required. The Chairman may appoint committees or sub-committees comprised of Commissioners and others whenever he feels that such committees can further the work of the Commission. The Chairman shall act as spokesman for the Commission, and shall have such other duties as are normally conferred on such officers by parliamentary procedure. Unless otherwise restricted by the Planning & Zoning Code or Charter, the chairman shall have a vote on all matters before the Commission. The Chairman shall sign all documents of the Commission and see that all actions are properly carried out.

Section 3.3 Vice-Chairman – The Vice Chairman shall serve as Chairman during the temporary absence or disability of the Chairman, and shall upon those occasions be vested with the full authority attendant to the position of the Chairman.

Section 3.3 Secretary – The Secretary shall be elected by the Commission from within or without the membership. A Secretary elected from without the membership of the Commission shall not have a vote. The Secretary shall keep the minutes of all meetings of the Commission in an appropriate location. The Secretary shall also give or serve all notices required by law or by the rules of the Commission and prepare the agenda for all meetings of the Commission. He shall be custodian of Commission records and shall inform the Commission of correspondence relating to business of the Commission. The Secretary shall attend to such correspondence as required by the Chairman and handle funds allocated to the Commission in accordance with its directives, the law, and City regulations.

ARTICLE IV ELECTION OF OFFICERS

Section 4.1 - At an annual organization meeting, which shall be the first regular meeting in January, the Commission shall elect a Chairman, Vice-Chairman, and Secretary. Nominations shall be made from the floor, and the candidate receiving a majority vote of the voting membership shall be declared elected and shall take office at the close of the meeting. The officers shall be elected for a period of one (1) year, shall be eligible for re-election, and shall serve until their successors take office. Vacancies in office shall be filled immediately by regular election procedure.

ARTICLE V MEETINGS

Section 5.1 - Regular meetings shall be held at ~~6:00~~6:30 P.M., on the first (1st) Thursday of each month.

Section 5.2 - Special meetings may be called by the Chairman or Vice-Chairman at the request of three (3) voting members to act on those matters necessary and germane to the duties of the Commission, in accordance with the Ohio Revised Code.

Section 5.3 Quorum – A quorum shall be necessary at any regular or special meeting in order for the Commission to take official action or carry on its business. A quorum shall consist of a majority of Commission members. Each member of the Planning Commission who has knowledge of the fact that he will not be able to attend a scheduled meeting shall notify the Planning & Zoning Administrator or Secretary at the Municipal Building at the earliest possible opportunity and, in any event, prior to 5:00 p.m. on the date of the meeting. The Planning & Zoning Administrator or Secretary shall notify the Chairman in the event that the projected absences will produce a lack of quorum.

~~Section 5.4 - Action of the Commission on any application properly brought before it shall be effective only when the matter being considered by the Commission receives at least three (3) votes on the prevailing side. Questions on procedure shall be decided by a voice vote in the usual manner.~~

Section 5.~~5~~4 Parliamentary Process – Unless otherwise specified herein, Robert's "Rules of Order", as filed in the Clerk of Council's Office, shall govern the proceedings at the meetings of the Commission.

Section 5.~~6~~5 Designation of Voting Order – Votes of the Commission will be by verbal vote and the order of voting will rotate in sequential alphabetical order. The Chairman shall always vote last.

Section 5.~~7~~6 Reconsideration – Reconsideration of any decision of the Commission may be had when the interested party for such reconsideration makes a satisfactory showing to the chairman that without fault on the part of such party, essential facts were not brought to the attention of the Commission.

Section 5.~~8~~7 Conflicts of Interest – Any member of the Commission who feels that he has a conflict of interest on any matter that is on the Commission's agenda shall voluntarily excuse himself and refrain from discussing and voting on said items as a Planning Commissioner.

ARTICLE VI AGENDAS & ADMINISTRATIVE PROCEDURES

Section 6.1 Open Meetings and Records – All proceedings and records of the Commission shall be open to the public in accordance with the City Charter, Codified Ordinances and the Ohio Revised

Code. All maps, plats, and other matters required by law to be filed with the Commission shall be filed in the office of the Planning & Zoning Administrator or Clerk of Council as required by the Planning & Zoning Code.

Section 6.2 – Referral - Matters referred to the Commission by the City Council shall be placed on the calendar for consideration and action at the first meeting of the Commission after such reference.

Section 6.3 – Deadline for Application – The deadline for filing applications for placement on the agenda shall be thirty (30) days prior to any given meeting of the Commission unless otherwise stated by the Planning & Zoning Code. Requests for continuance of matters scheduled for a particular agenda shall be filed with the Planning & Zoning Administrator or Secretary by noon on the Thursday prior to the Thursday of the meeting so the printed agenda will reflect the required continuance.

Section 6.4 – Agenda - The Secretary, under the guidance of the Chairman, and with the assistance of the Vice-Chairman, shall prepare the agenda for the regular and special meetings. Agendas for regular meetings shall be prepared at least seven (7) days in advance of each regular meeting. Commission members shall be provided an agenda, a copy of each application and all related exhibits and materials, and a report from Staff at least seven (7) days in advance of each regular meeting.

ARTICLE VII ORDER OF BUSINESS

Section 7.1 Agenda Order – The order of business at the regular meetings of the Commission shall be as follows:

A. Call to Order
   1. Roll Call
   2. Approval of Minutes
   3. Approval of Agenda
   4. Public Comment
B. Unfinished Business
C. New Business
D. Other Business
E. Adjournment

~~B. Commission Business~~
~~C. Adjournment~~

Section 7.2 Presentation Order – The following procedure will normally be observed; however, it may be rearranged by the Chairman for individual items if necessary for the expeditious conduct of business:

A. Staff presents report and makes recommendation.
B. Applicants make presentation.
C. Any opponents make presentations.
D. Applicant makes rebuttal presentation of any points not previously covered.

E. Commissioners ask any remaining questions they may have for the proponents, opponents, or staff, and then take a vote.

ARTICLE VIII AMENDING THE RULES OF THE COMMISSION

Section 8.1 Changes to these rules may be proposed and discussed at any regular meeting. At the next regular meeting, the proposed amendments will be eligible for adoption. The adopted rules will supersede any and all other rules and will take effect immediately.

____

CHAIRMAN

____

VICE-CHAIRMAN

____

ADOPTED (Date)