



City Council
Saturday January 9, 2016

Special Meeting: 9:00 AM

Place: Council Chambers
7232 E. Main St, Reynoldburg, OH 43068

President: DOUG JOSEPH

Ward Members: Ward I - Scott A. Barrett
Ward II – Brett Luzader
Ward III – Marshall Spalding
Ward IV - Mel Clemens

At Large Members: Barth R. Cotner
Chris Long
Dan Skinner, Esq.

COMMITTEES:

Community Development: Chmn Skinner, Spalding, Cicak, Luzader
Safety: Chmn Long, Cicak, Luzader, Spalding
Service: Chmn Clemens, Luzader, Spalding, Cicak
Finance: Chmn Cotner, Long, Clemens, Skinner

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Agenda is subject to amendment by Committee/Council at the time of the meeting.

All meetings of the Council shall be held in accordance with the general laws of Ohio pertaining to requirements for open meetings of public bodies.

If you wish to speak before City Council concerning a specific topic on the agenda, or about a specific topic not on the agenda, please complete a “Speaker Form” and give to the Clerk of Council. Forms are located in the wooden box on one of the bench seats in the atrium. Copies of the Rules of Discussion are available next to the wooden box.

April Beggerow
Clerk of Council

REYNOLDSBURG City Council
Special Meeting
Council Chambers, 7323 East Main Street
*January 9, 2016 *** 9:00 AM*

1. Call to Order
2. Roll Call
3. New Council Training
 1. Clerk of Council Presentation
 2. Planning Administrator's Presentation

ADJOURNMENT

THE BASICS

OF THE COUNCIL OFFICE

COUNCIL RULES & THE CHARTER

Test Your Knowledge!

Q. How many meetings must Council hold each month?

A. **SECTION 3.07 COUNCIL MEETINGS**

(a) The Council shall determine, by a majority vote of its members, the frequency, dates and times of regular meetings in order to properly conduct its business, but it shall hold **at least two regular meetings in each month**; provided the Council may designate, by motion adopted by a majority vote of its members, one month in each year during which fewer or no regular meetings are to be held. All meetings shall be held within the City.

COUNCIL RULES & THE CHARTER

Q. Where can Council meetings be held?

A. **Article II, Section 3 of the Council Rules of Procedure state:** Time and Place of Meetings. All regular meetings of Council shall be called to order promptly at 7:30 p.m. All Special meetings shall be at time and place as described on Form 2849, NOTICE. SPECIAL MEETING OF COUNCIL. Meetings of Council will normally be held in **the room designated as Council Chambers in the Municipal Building in the City of Reynoldsburg**, however, Council may by affirmative vote of a majority of members designate any other location necessary to the orderly conduct of Council affairs, however such meeting place must be within the City of Reynoldsburg.

COUNCIL RULES & THE CHARTER

Q. What happens if notice of a special meeting is not given, or is defectively made?

A. Section 3.07 (b) of the Charter states: In the event any notice of a meeting of the Council is not given or is defectively made, the Council may, at any subsequent regular or special meeting, ratify any and all actions taken at such special meeting held without or pursuant to defective notice.

COUNCIL RULES & THE CHARTER

Q. Can a Council meeting be adjourned or recessed to another time w/o giving required notice?

A. Section 3.07 (c) of the Charter states: Any regular or special meeting of the Council may be adjourned or recessed to another time, date or place without giving the notice required in division (b) of this section.

COUNCIL RULES & THE CHARTER

Q. Can the President of Council vote at any time?

A. Yes! Section 3.04 (b) of the Charter states: The President of Council shall be the presiding officer of the Council but shall vote on any matter before the Council **only in the event of a tie vote** among the members of the Council.

** This applies in Committee Meetings as well**

Q. Can the President Pro Tem, as presiding officer still vote?

A. Yes again! Section 3.05 (b) of the Charter states: ...while so serving **shall retain his or her power to vote** on all matters before the Council.

COUNCIL RULES & THE CHARTER

Q. As Acting Mayor, can the President of Council veto Ordinances or Resolutions?

A. Yes! Section 3.04 (b) of the Charter states: ...While serving as the Acting Mayor, the President of Council shall have the power to veto ordinances and resolutions as provided in this Charter for the Mayor.

Q. What about President Pro Tempore as acting Mayor?

A. The President Pro Tempore may vote, but cannot approve or veto legislation except for emergency legislation. (Charter Section 3.05(c))

COUNCIL RULES & THE CHARTER

Q. What happens if there is a vacancy in the office of the President of Council?

A. Section 3.04 (c) of the Charter will tell you that in the event of a vacancy in the office of President of Council, the Council shall appoint, by a majority vote of its members, a qualified person to fill the vacancy in the office of President of Council for the remainder of the unexpired term.

COUNCIL RULES AND THE CHARTER

- What happens when both the President of Council and the President Pro Tempore are absent?



COUNCIL RULES AND THE CHARTER

- Just Kidding!!
- Article III, Section 2 (C) of the Council Rules state:
In the absence of both the President of Council and President Pro Tempore of the Council, the Council shall appoint from its members a temporary chairperson.

COUNCIL RULES & THE CHARTER

- Q. What is the minimum number of members a Committee can have?
- A. Article V, Section 3 of the Council Rules state that Standing, and special committees shall consist of not less than three (3) members of Council, recommended by the President of Council, and approved by a majority vote of Council, at its organizational meetings.

COUNCIL RULES & THE CHARTER

Q. Pertaining to Committees- who votes?
What if there is no quorum?

A. Article V, Section 6 states: members of Council shall have a vote only when regularly assigned to such committee. If there is no quorum, the same section states: Council committees may meet as a Committee of the Whole to consider the Agenda of any Committee, if a quorum of an individual committee is not present at the meeting, provided that four members of Council are present.

COUNCIL RULES & THE CHARTER

Q. What items are excepted from the Mandatory Referral rule?

A. Ordinances accepting Deeds of Easement and Right of Way and those Awarding contracts (See Council Rules Article V, Section 7 and Charter section 8.04 (b)).

COUNCIL RULES & THE CHARTER

Suspending the Rules:

The mandatory referral rule can be suspended by an affirmative 2/3 vote.

The legislation may then pass without having 3 readings, but will not take effect until 30 days after its passage.

Council Rules Article V, Section 7.

COUNCIL RULES & THE CHARTER

- EMERGENCY LEGISLATION: When legislation is introduced with a request to pass as an emergency, the item does NOT require 2/3 affirmative vote to leave Committee.
- It DOES require the 2/3 affirmative vote at the next Regular Council Meeting to pass as an emergency.

Note: If a piece of legislation is proposed to pass as an emergency, but fails to meet the required votes (2/3 majority), but it does receive a majority vote (4 votes), the item will become effective- but will not go into effect as an emergency. (Charter Section 4.05)

CODIFIED ORDINANCES

- Reynoldsburg City Code is located online for easy access at:
www.amlegal.com/codes/client/reynoldsburg_oh/
- The Council Office has available a hard copy of the City's Code of Ordinances in it's most current updated format.
- Ordinances that affect the Code are separated and sent to American Legal Publishing.

CODIFIED ORDINANCES

- The process by which we initiate a “Code Supplement” is located in the Charter Section 4.13.
- By a majority vote of the members of Council, the Council may cause the ordinances and resolutions of the City to be revised, codified, recodified, rearranged, or published in book form, and such action shall become effective immediately upon approval thereof by a majority vote of the members of Council, and may contain new matter therein. The Clerk of Council shall cause a notice of such proposed action by the Council to be published one time in a newspaper of circulation in the City at least seven days prior to Council's action, and no further publication shall be necessary. A current service supplementing the City's codified ordinances and resolutions shall be maintained in the manner prescribed by the Council.

THE LEGISLATIVE PROCESS

- Ordinance: a piece of legislation enacted by a municipal authority.
- Resolution: a piece of legislation used primarily and exclusively for recognition- shall be adopted upon a favorable vote at the first reading.
- Motions are used to conduct the business of Council: procedural matters, elections among Council members, appointments etc...
- Any member of Council may introduce any ordinance or resolution at a regular or special meeting. (Council Rules Article VII, Section 2)

THE LEGISLATIVE PROCESS

- How Legislation is prepared:
- Department Head prepares a “Legislative file”
- Approvals- Mayor, City Attorney, Auditor...
- Item is ready for the agenda.

THE AGENDA

- The Committee Agendas:
 - Departments must submit to the Clerk's office their Legislative file (which is currently online) by 5p.m. on the second Wednesday preceding the Committee meeting***
 - Council Rules Article V, Section 4 states: that the Committee Chairperson, with the assistance of the Clerk, prepares an agenda for each committee meeting by 5 p.m. on the Wednesday immediately preceding the committee meeting.***

THE AGENDA

- The Council Agenda:
 - Prepared by the Clerk under the guidance of the President of Council with the assistance of the President Pro Tempore (Council Rules Article VI, Section 2).
 - Items for the agenda need to be to the Clerk no later than 12:00 p.m. on the Thursday before a regular meeting.
 - Delivered usually on the Friday before a meeting and not less than 24 Hours before a special meeting.
 - Changes to a published agenda shall not be made, other than by a majority vote of Council on a motion to amend (and no second is required).

YOUR PACKETS

- Council Packets are available online the same time the agenda is published and located here:

Reynoldsburgcityoh.iqm2.com

- If there are any meeting night add-ons, there will be a place added to the online packet for that item so that it is accessible OR it will be emailed upon receipt.

THE LEGISLATIVE PROCESS

Reconsidering your vote

If you have voted on an item, and have changed your mind, you may make a “Motion to Reconsider”.

The Motion to Reconsider must come from the prevailing side and must be done at the same meeting or the next meeting of Council following the meeting at which the action to be reconsidered occurred.

SOME HELPFUL RESOURCES

Ohio Ethics Training webinars:

www.ethics.ohio.gov/education/webinars.shtml

Ohio HB 9 Training (Public Records)

ohioauditor.gov/trainings/default.html

THAT WASN'T AWFUL WAS IT?!

Questions?



City of Reynoldsburg Planning & Zoning Division

January 9, 2015



What is City Planning?

Planning is the process by which we attempt to shape the future land use and physical environment of the City of Reynoldsburg.

1. Origins of Planning
2. First Reynoldsburg Comprehensive Plan – 1965
3. Recent Planning Efforts

What is Zoning?

Zoning is a system of land use regulation that divides lots into uniform districts and regulates the type and location of uses and buildings.

1. Origins of Zoning
2. First Reynoldsburg Zoning Ordinance – 1955
3. Land Use Plan/Comprehensive Plan
4. Zoning Districts/Use Tables
5. Other types of land use regulations.
 1. Nuisance Abatement
 2. Building Code
 3. Property Maintenance Code

The Zoning Map

1. Where is it Located?
2. How is it used?
3. Other Resources.

Boards/Commissions

1. Planning Commission
2. Board of Zoning & Building Appeals
3. Design Review Board

District Amendment (Rezoning)

1. When is a district amendment appropriate?
2. Who reviews and approves them?
 1. Charter Requirements: Section 4.11

Variances

1. What is a variance?
2. Who reviews and approves them?
3. Standards for Review: Section 1147.05

Special Exception Use Permit

1. What is a SEUP?
2. Who reviews and approves them?
3. Standards for Review: Section 1145.09

Site Plan Review/Approval

1. What is site plan review?
2. When is it required?
 1. Major Site Plans – Planning Commission*
 2. Minor Site Plans

Certificate of Appropriateness

1. What is it? - DRB
2. When is it required?
 1. Commercial/Industrial
 2. Historic District

Additional Approvals

Other permits issued by Planning Administrator:

1. Zoning Certificate
2. Temporary Zoning Certificate
3. Zoning Sign Permit

Building Division

Staff Employed by the Building Division:

1. CBO
2. Vivian Gluzinski – Building Inspector
3. Shelley Taylor – Administrative Assistant
4. Andrew Garmjittagoon, Mark Thompson– Code Compliance Officers
5. Plan Reviews – Residential, Commercial

Boards/Commissions

1. Parks & Recreation Commission
2. Treasury Investment Board
3. Civil Service Commission
4. Nuisance Abatement Board
5. Others?

Other Resources

1. Development Department Website
2. Maps/GIS
3. MORPC