

BY-LAWS - PLANNING COMMISSION CITY OF PAINESVILLE

**Article I. Name of Commission**

The name of this organization shall be the City of Painesville Planning Commission.

**Article II. Authorization**

The authorization for the establishment of this Planning Commission is set forth in the Charter of the City of Painesville, Ohio, including all amendments in effect January 1, 1974, specifically as set forth in Article XI, Section 6.

**Article III. Membership**

<sup>1</sup>The membership of the Planning Commission shall be, as stated in the Charter of the City of Painesville, Article XI, Section 6. Each member shall be entitled to one vote.

**Article IV. Officers**

Section 1. The officers of the Planning Commission shall consist of a Chairman and Vice-Chairman.

Section 2. The Chairman shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such officers.

Section 3. The Vice-Chairman shall act for the Chairman in his absence.

Section 4. The City Manager's designee<sup>2</sup> shall provide secretarial service to the Commission. Such services shall include keeping of the minutes and records of the Commission; preparation of the Agenda of regular and special meetings under the direction of the Community Development Director; providing notice of all meetings to Commission members; arranging proper and legal notice of hearings; attending to correspondence of the Commission and such other duties as are normally carried out by a Secretary.

**Article V. Election of Officers**

Section 1. An organization meeting shall be held every two years, said meetings being the first meeting of the Commission held subsequent to the reorganization of City Council.

Section 2. Nominations for Chairman and Vice-Chairman shall be made from the floor at the organization meeting and an election shall follow immediately thereafter.

Section 3. A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected, and shall serve for two years or until his successor shall take office.

Section 4. Vacancies in office shall be filled immediately by regular election procedure.

## **Article VI. Meetings**

Section 1. Meetings will be held on the second Thursday of each month at 7:30 P.M. at City Hall, <sup>1</sup> unless the Chairman cancels the regularly scheduled meeting, for the reason that there will be no items of discussion on the Commission's Agenda. In the event of conflict with holidays or other events, a majority at any meeting may change the date of said meeting.

Section 2. A quorum shall consist of three (3) members of the Commission. The number of votes necessary to transact business shall be three (3). Voting shall be by roll call. A record of the roll call vote shall be kept as a part of the minutes.

Section 3. Special meetings may be called by the Chairman. It shall be the duty of the Chairman to call a special meeting when requested to do so by a majority of members of the Commission. The Secretary shall notify all member of the Commission in writing not less than three (3) days in advance of such special meeting, <sup>1</sup> and shall post a statement of the time, place and purpose of such special meeting, in an area accessible to the public during the usual business hours in the City.

Section 4. All meetings or portions of meeting at which official action is taken shall be open to the public.

Section 5. Unless otherwise specified, Robert's Rules of Order Newly Revised 9<sup>th</sup> Edition shall govern the proceedings at the meetings of the Commission.

## **Article VII. Order of Business**

Section 1. The order of business at regular meetings shall be:

- A. Call to Order
- B. Approval of minutes of previous meeting and action thereon.
- C. Old Business.
- D. New Business/Public Hearing Items
- E. Administrative Report
- F. Adjournment

Section 2. A motion from the floor must be made and passed in order to dispense with any item on the Agenda.

## **Article VIII. Public Hearings**

In carrying out their official duties, the Planning Commission from time-to-time must conduct public hearings as required by law. In fulfilling this obligation, the following procedures will apply:

Section 1. The Chairman of the Commission shall preside at the hearing and shall open same as close to the prescribed time as possible.

Section 2. The Chairman or his designee will review the subject at hand, explain its content and purpose and conclude with a resume of the questions before the Commission. Other members of the Commission may speak at this time or ask questions relative to the subject.

Section 3. Public Comment. The floor is then opened to the public with the proponents of the measure given the first opportunity to speak and then the opponents. Each

individual speaking will give their name and address and if the gathering is large, at the discretion of the Chairman, will be limited to five (5) minutes each. At the conclusion of these presentations, Commissioners as well as the general public shall have an opportunity to ask questions of both the proponents and opponents. After all who wish to be heard have done so, rebuttals will be invited, limited to two (2) minutes each. A Public Hearing may be adjourned and continued if there is a lack of time for all sides to be heard of if the public debate is such that it will contribute materially to an improvement of a proposal. Public notice need not be issued for adjourned hearings.

Section 4. At the close of the meeting, the minutes shall be transcribed, and a copy sent to all members of the Commission for their perusal. After it received the public expression of opinion with respect to any City plan or proposal, the Commission may make modifications in the proposal if it wishes without further public hearing.

**Article IX. Lot Splits**

The Director of Community Development is delegated the responsibility of verifying the lot split requirements of Section 1111.10, Minor Subdivisions (Lot Splits) of Chapter 1111 of the Painesville Code relating to Subdivision Requirements.

Under the Direction of the Community Development Director, the Secretary of the Planning Commission shall provide the required approval stamp.

**Article X. Amendments**

These by-laws may be amended by a majority vote of the entire membership of the Planning Commission.

Adopted this date,

**July 14, 2016**

\* Amended 4/8/74

<sup>1</sup> amended 3/9/76

<sup>2</sup> amended 7/14/2016

Attested:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman