

**CITY OF NORTH RIDGEVILLE  
PLANNING COMMISSION  
BYLAWS**

**ARTICLE I – AUTHORITY**

The authority, duties and responsibilities of the Planning Commission (“Commission”) shall be as stated in Article VIII, and specifically Sections 8.6 and 8.8 of the Charter of the City of North Ridgeville.

**ARTICLE II – OFFICERS AND DUTIES**

**Section 1 – Election of Officers**

The Commission shall annually elect from among its Members a Chairperson and a Vice Chairperson. Officers may succeed themselves in office, if so elected annually. The Commission shall appoint a Secretary, who need not be a Member. All meetings shall be conducted by the Chairperson, in his absence the Vice Chairperson, or in the absence of both a temporary Chairperson who shall be elected by a majority vote of the Members present. The Commission shall also annually appoint a Member as Liaison to the Board of Zoning and Building Appeals and another Member as Alternate Liaison to the Board of Zoning and Building Appeals.

**Section 2 – Duties of Officers**

- (a) The Chairperson shall preside at all meetings of the Commission; shall approve all expenditures, agenda and correspondence; and shall exercise such other duties and authority as are commonly exercised by a Chief Executive Officer.
- (b) The Vice-Chairperson shall, in the absence of the Chairperson, preside at meetings and exercise all duties and authority of the Chairperson as set forth in Section 2(a) above.
- (c) The Secretary shall, under the Chairperson’s direction, notify the members and public of all meetings as required by law, Charter, ordinance or regulation; post a copy of agendas at least ten (10) days before each meeting; prepare meeting agendas for delivery, pickup or mailing to members on the Tuesday before the meeting; keep an accurate permanent record of all meeting minutes; provide copies of the minutes of all meetings to members prior to the next regular meeting; and maintain accurate and complete files of the Commission’s applications. All files of the Planning Commission will be retained per the current retention schedule for Planning Commission.
- (d) The Liaison to the Board of Zoning and Building Appeals or Alternate shall attend meetings of that Board; exercise all powers of a full member of that Board and report to the Commission on the activities of that Board, emphasizing opportunities for cooperation and coordination between the Board and Commission.

**ARTICLE III – MEETINGS AND NOTICE**

**Section 1 – Regular Meetings**

Regular meetings of the Commission shall be held on the second Tuesday of each month at 7:00 p.m., and shall adjourn by 10:00 p.m., unless extended by a majority vote of the Members present.

## **Section 2 – Special Meetings**

Special meetings of the Commission shall be held whenever called by the Chairperson or in the Chairperson's absence by the Vice Chairperson, or by two (2) or more members, provided any application to be considered was submitted at least twenty-five (25) days prior to the meeting date. Not less than 24 hours written notice shall be given to all members and the media. Posting shall be ten (10) days prior to the meeting date. Matters considered at a Special Meeting shall be only those described in the notice of the meeting and more than one subject matter may be described in the notice.

## **Section 3 – Public Meetings and Posting**

All meetings of the Commission shall be open to the public. The Secretary shall provide notice to adjoining property owners as required in Chapter 1210. The Secretary shall also, at least ten (10) days prior to each meeting, post a copy of a notice of the time and date of a meeting, applicant, owner, location and request of each application to be considered at that meeting as required by law, Charter, ordinance or regulation. No application or referral shall be acted on by the Commission without prior posting.

## **Section 4 – Waiver of Notice**

Any requirement for notice to Members established by these bylaws may be waived in writing by any member of the Commission, only for themselves. Attendance at the meeting by a member shall be considered a waiver of the notice requirement of that meeting.

## **Section 5 – Quorum**

Three (3) Members shall constitute a quorum at any meeting of the Commission.

## **ARTICLE IV – ATTENDANCE**

Each Member who has knowledge of the fact that they will not be able to attend a scheduled meeting of the Commission shall notify the Secretary prior to 12:00 p.m. on the date of the meeting. The Secretary shall notify the Chairperson in the event that the projected absences will produce a lack of a quorum.

Members may be excused from a meeting by notifying the Secretary or Chairperson of the reason for such absence and the Chairperson shall announce the absence during Roll Call. In the event that any Member has three (3) consecutive unexcused absences from regularly scheduled meetings, the Secretary shall notify the Member's appointing authority.

## **ARTICLE V – PROCEDURES**

### **Section 1 – Filing**

Any application to be considered by the Commission must be filed with the Building Department not less than twenty-five (25) calendar days prior to the meeting at which it is to be considered. Applications shall be signed by officer(s) authorized to act for an owner, corporation or by person(s) or groups which are owners or bonafide interest holders of property in North Ridgeville and must state the address of each signatory. Only complete applications including all

required documents will be scheduled at the next available regular meeting. Substantial changes or revisions submitted after the deadline may result in the application being continued to the following regular meeting.

### **Section 2 – Administrative Review**

All applications including those plans and maps submitted to the Commission shall be referred to the Mayor, Safety-Service Director, Chief Building Official, City Engineer, Planning and Economic Development Director, Law Director, Fire Chief and Police Chief (known collectively hereafter as Administrative Officers). Comments and recommendations by Administrative Officers, if any, shall be forwarded to the Secretary not later than ten (10) calendar days after receipt. Administrative Officers who have not acted within the allotted time shall be deemed to have concurred with plans as submitted.

### **Section 3 – Order of Business**

During the conduct of a Commission meeting, the normal order of business shall be:

- (a) Call to Order
- (b) Roll Call
- (c) Approval of Minutes
- (d) Correspondence
- (e) Old Business
- (f) New Business
- (g) Adjournment

The Chairperson may adjust the Order of Business and may also rearrange the sequence of applications docketed before the Commission, as deemed necessary or appropriate, in the sole discretion of the Chairperson, to enhance the Commission's efficiency, time-management and in order to expedite the Commission's review.

### **Section 4 – Consideration of Agenda Items**

The following procedure will normally be observed; however, it may be rearranged by the Chairperson for individual items if necessary for the expeditious conduct of business:

- (a) Staff presents report and makes recommendation.
- (b) Applicant makes presentation.
- (c) Planning Commission may ask questions regarding the staff report and applicant presentation.
- (d) Public comments.
- (e) Planning Commission deliberation and official vote.

### **Section 5 – Participation**

Any person, including Members, shall request permission from the Chairperson before speaking during Commission proceedings. When the public is invited to speak, each speaker shall state their name and address and each speaker is limited to five (5) minutes, unless the Commission votes to extend that time by an additional two (2) minutes.

### **Section 6 – Groups**

Persons acting as a group with a common interest or purpose shall select a chairperson or spokesman who shall be empowered to receive communications for the group from the Secretary. Such appointment shall not preclude individuals of the group from also appearing before the Commission if they so desire.

### **Section 7 – Recess**

The Chairperson, at their discretion, may call a recess.

### **Section 8 – Executive Session**

The Commission may go into executive session only upon compliance with state and local law.

## **ARTICLE VI – ACTIONS OF COMMISSION**

### **Section 1 – Formal Motions**

The Commission shall act on all applications within sixty (60) days of the date they first appear on the Commission’s agenda. After Commission deliberation, the Chairperson shall call for a motion, which shall be made in the affirmative and specifically outline the conditions of approval, if any. Actions or statements of the Commission shall be official and binding only if included in a motion and adopted by a majority vote of the Members taken at a public meeting. Members dissenting from any action or statement of the Commission are entitled to submit a minority report which shall be recorded in the minutes.

### **Section 2 – Votes and Abstentions**

Except as otherwise provided in these bylaws, a favorable vote of at least three (3) Members is required to approve any application. Any abstention shall be a non-vote and shall not be counted either for or against the matter before the Commission. When a motion receives a tie vote or the lack of a second, the motion is lost and the effect is the same as a denial of the motion. When there is a lost motion, the applicant may resubmit the same application to Planning Commission at a later date.

### **Section 3 – Mandatory Referral**

Actions taken by the Commission on subjects referred to it by the Council or the Mayor shall be made per Section 8.8 of the City Charter and communicated thereafter to Council members and Mayor in writing by the Secretary.

## **ARTICLE VII - PROCEEDINGS**

All matters of parliamentary procedure shall be governed by Robert’s Rules of Order, most current edition, unless specifically otherwise provided by these bylaws.

## **ARTICLE VIII – POLICY**

All matters of policy affecting the Commission shall be decided by an affirmative vote of at least three (3) Members at a regular meeting or special meeting called for that purpose.

**ARTICLE IX – AMENDMENTS**

Bylaws of the Commission may be amended by an affirmative vote of at least four (4) Members voting at any regular meeting, provided that a written notice, including verbatim wording of the proposed changes, shall be given and served on each member by the Secretary, at least five (5) days in advance, either at a prior public meeting or at the Member’s usual place of residence.

**ARTICLE X – WAIVER OF RULE**

Any rule established herein, except those that are required by the North Ridgeville Codified Ordinances or by the Charter of the City of North Ridgeville, may be waived by the affirmative roll call vote of at least four (4) Members in attendance at that meeting.

YES 4      NO 0

Date: 9-27-2022

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Secretary

- Revised April 28, 1992
- Revised November 24, 1992
- Revised December 8, 1992
- Revised March 23, 1993
- Revised January 9, 1996
- Revised October 22, 1996
- Revised December 12, 2000
- Revised August 10, 2004
- Revised February 12, 2008
- Revised March 11, 2008
- Repealed October 15, 2008; Revision adopted March 11, 2008
- Revised May 13, 2014
- Revised June 9, 2015
- Revised February 13, 2018
- Revised September 27, 2022