

CHAPTER 113

ZONING COMMISSION

113.01 Members appointment or removal.
113.02 Officers.
113.03 Rules.
113.04 Meetings.
113.05 Quorum.

113.06 Powers
113.07 Records.
113.08 Planning functions.
113.09 Employment of
consultants.

113.01 MEMBERS APPOINTMENT OR REMOVAL.

Zoning Commission regular members and two (2) alternates shall be appointed or removed and vacancies filled as provided in Ohio R.C. 519.04.

113.02 OFFICERS.

The Zoning Commission shall annually elect a Chair and a Vice Chair from its members and appoint a Secretary who may be a member. The annual election of officers shall take place at the first regular meeting of a calendar year.

113.03 RULES.

The Zoning Commission shall adopt rules not in conflict with State law and this Zoning Resolution, for the conduct of its regular and special meetings, the transaction of its business and the exercise of its powers.

113.04 MEETINGS.

The Zoning Commission shall meet in regular session at least once during each calendar month, except that the Commission may, by motion, dispense with a regularly scheduled meeting. Special meetings shall be held at the call of the Chair, upon request of any two members, and at such other times as the Commission may determine. All Commission meetings to transact official business shall be open to the public.

113.05 QUORUM.

A majority of Zoning Commission members shall constitute a quorum for the transaction of business at any meeting. No Commission action shall be taken unless concurred in by a majority of members present at any meeting, except that action on proposed amendments to this Zoning Resolution shall require a majority vote of the entire Commission. An alternate member shall take the place of an absent regular member at any meeting of the Zoning Commission. The two alternate members shall be identified as first and second alternate indicating the order in which they shall fill vacancies occurring on the Zoning Commission. Alternate members of the Zoning Commission are expected to attend all meetings of the Commission even when they are not filling a vacancy. At such times, their status as an active or inactive alternate member shall be made clear to all attending the meeting. If a regular member fails to appear, or appears following the start of a meeting, then the alternate member shall fill the vacancy of the regular member immediately, but not before, the start of the meeting and all related continuance meetings. The start of the meeting begins at the call to order by the Chair. The Chair shall preside over all meetings. In the absence of the Chair, the Vice Chair shall preside. An alternate shall not preside over a meeting of the Zoning Commission.

113.06 POWERS.

The Zoning Commission shall exercise such powers as are conferred by R.C. Chapter 519. and by this Zoning Resolution, and shall:

- (a) Initiate proposed amendments to this Zoning Resolution.
- (b) Review all proposed amendments to this Zoning Resolution and make recommendations to the Board of Township Trustees as specified in O.R.C. Section 519.12 and this Zoning Resolution.

113.07 RECORDS.

The Zoning Commission shall keep minutes of its meetings, hearings and proceedings. Such minutes shall include a record of all actions, findings and determinations of the Commission and shall show the vote of each member upon each question, or if absent or failing to vote, indicating such fact. The minutes and records of the Commission shall be filed in the office of the Zoning Department and shall be public records open for public inspection. The Commission shall provide for the safekeeping of its minutes and records.

113.08 PLANNING FUNCTIONS.

The Commission shall make use of such information and counsel as may be available from appropriate public officials, departments, and agencies having information, maps, and data pertinent to Bainbridge Township zoning and such officials, departments, and agencies shall make them available for the use of the Zoning Commission.

113.09 EMPLOYMENT OF CONSULTANTS.
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Within the limits of monies appropriated for such purpose by the Board of Township Trustees, the Zoning Commission may employ or contract with such planning agencies, consultants, and counsel as it deems necessary. It shall authorize payment of such compensation as is fixed by the Trustees. Members of the Commission and its Secretary shall be allowed compensation or expenses incurred in the performance of their official duties, or both, within the limits of monies as approved and provided by the Board. No Trustee shall be eligible for employment by the Commission.