

Rules of Procedure
City of North Olmsted
Landmarks Commission

Article I – Offices

1.01 The principal office of the Commission in the City of North Olmsted, County of Cuyahoga shall be located in the building known as Old Town Hall, with an address of: Landmarks Commission, C/o North Olmsted City Hall, 5200 Dover Center Road, North Olmsted, Ohio, 44070, or such other place as is deemed necessary or appropriate by the Commission.

Article II – Meetings

2.01 Place of Meetings: All meetings of the Members shall be held at the principal Office of the Commission, or at such other places as shall be designated in the notices or waivers of notice of such meetings.

2.02 Meetings: Meetings of the Commission shall be held on the second Monday of each month, or on other such dates as are deemed necessary by the Commission. Meetings will be held at 7:00 p.m., in the location designated for said use.

2.03 Special meetings: Special meetings of the Commission, unless otherwise prescribed by Ordinance, may be called by the Chairperson, or other such person as is in a position to make such determination, for any purpose or purposes.

2.04 Annual Meeting: The annual meeting of the Commission shall be that meeting scheduled for January.

2.05 Notice of Meetings: Written or printed notice stating the place, day and time of the meeting, and in cases of special meeting, the purpose or purposes for which the

meeting is called, shall be delivered to members of the Commission not more than seven (7) days before the date of the meeting. Members of the Commission shall receive with their notice of meeting a copy of the minutes for the previous meeting for their review. In addition, members shall also receive the proposed agenda for the upcoming meeting. Notice of said meetings shall be made by regular United States mail, postage pre-paid.

2.06 Quorum: At any meeting of the Commission where votes are taken, rules are adopted or where a majority is required for discussion, a quorum of the members shall consist of no less than five (5) members of the Commission.

2.07 Voting: Each member of the Commission who is entitled to vote in accordance with the terms and provisions of the enabling legislation, shall be entitled to one vote to be registered in person.

2.08 Order of Meeting: The order of business at all meetings of the members, shall be as follows:

- Roll Call
- Review and Correction of Minutes
- Reception of Visitors
- New Business
- Communications
- Committee Reports
- Old Business
- Adjournment

Article III: Offices and Officers

3.01 The Commission shall have a Board which shall consist of a Chairman, Vice-Chairman, and Secretary. The positions of Chairman, Vice-Chairman and Secretary shall be determined by majority vote of the members of the Commission at the annual meeting. The Clerk of Commissions shall transcribe the Minutes of the meetings and serve as conduit for communications.

Article IV: Committee Membership and Procedure

4.01 The Commission shall have the following Standing Committees and may have such additional, *ad hoc*, Committees as may be designated by the Chair, subject to the approval by a majority of the Commissioners:

- A. Education
- B. Survey, Registration and Plaques
- C. Archives
- D. Annual Report - Budget

4.02 The Commission shall receive nominations for and elect three (3) members to each Committee on an annual basis or so often as needed to maintain a full Committee. The Standing Committees may meet monthly or more often, if necessary, to prepare recommendations and reports to the Commission.

4.03 The Committees shall assist the Commission to discharge its duties pursuant to Sections 165.04, 165.05, and such other duties as assigned by the Commission not inconsistent with Chapter 165, by providing recommendations and reports to the Commission, including but not limited to:

- A. Education Committee (§165.04(b))
- B. Designations and Plaques Committee (§165.05)
- C. Archives Committee (§165.04(d))
- D. Annual Report and Budget Committee (§165.04(a))

4.04 Committees shall report in writing to the Commission not less than once per year (at annual meeting) to outline the status of Committee business.

Article V: Hearing Procedures

5.01 The Commission shall adhere to the procedures and standards dictated by Chapter 165 and may allow the applicant to be represented by building or other professionals.

5.02 The Commissioners may address questions to City officials in advance of the hearing and solicit written replies on matters of procedure or interpretation of the Code. City officials may be heard by the Commission and correspondence may be offered.

5.03 Any communication from the Commission shall be issued by the Clerk of Commissions upon review and confirmation of the Chairman or Secretary, in the absence of the Chairman.

5.04 Applicants will present their request(s) to the Commission in person or explain their position in writing. Should an applicant designate a building contractor, architect or attorney at law to present or explain a project to the Commission, the authority of such designee shall be addressed in writing. Supporting material(s), including checklist listed below, shall be delivered to the Commission not less than seven (7) days prior to the scheduled hearing.

- A. Citation to pertinent code sections, including Chapter 165
- B. Samples of building materials and/or colors
- C. Site plans or drawings with full and accurate dimensions showing the existing and proposed structures and landscape features
- D. Copies of informal notification to or petition from neighboring property owners. (Cf. "I told my neighbor what I was doing and he said it would be fine.")

E. The Applicant shall clearly and concisely describe the proposed project, by a preponderance of the evidence, and be granted every reasonable opportunity to be heard.

5.05 An Applicant may request to withdraw from agenda upon prior written request communicated to Office of Commissions. Such request must be in writing, explain the cause or circumstance, and be forwarded for review by the Chairman before 12:00 noon on day of meeting.

Article VI: Amendment of Rules of Procedure

6.01 These Rules of Procedure may be altered, amended, or repealed and new Rules of Procedure may be adopted, at any meeting of the Commission at which a quorum is present, by the affirmative vote of the majority, provided notice of the proposed alteration, amendment, or repeal is contained in the notice of the meeting.

6.02 For the construction of these Rules of Procedure, whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these Rules of Procedure shall be invalid or inoperative, then, so far as is reasonable and possible:

- The remainder of these Rules of Procedure shall be considered valid and operative; and
- Effect shall be given to the intent manifested by the portion held invalid or inoperative.

6.03 The headings of these Rules of Procedure are for the sole purposes of organization, convenience and clarity. In interpreting these Rules of Procedure, they shall be subordinated in importance to the other written materials.

6.04 These Rules of Procedure are governed by, and subject to, the Enabling Legislation which created this Body, as found in the Charter of the City of North Olmsted, Article VII, Section 6, or such other legislation or body that confers power upon this Commission.

Certificate of Adoption

We, the undersigned, certify that the foregoing Rules of Procedure have been duly adopted on this the ____ day of _____, 20____, by action of the members of this Commission, pursuant to the laws of this State.

Signed: _____

Signed: _____