

## V. Committees

A. There shall be ~~three (3)~~ four (4) standing committees to assist with the regular work of the Commission:

Planning & Development, Zoning & Variance, [Historic Buildings Committee](#) and Election. In the event a matter overlaps the area of two or more committees the Chairperson of the Commission shall have the authority to assign such issues to a specific committee, or charge two or more of the committees to work as a special committee for the issue.

1. [Planning & Development Committee](#): The Planning & Development Committee will review community focused development and planning issues, including proposed business development, civic and social development arising from the community and/or its various civic organizations, City plans impacting Clintonville, and shall, upon the Commission's request, prepare comprehensive social, physical, commercial and economic planning recommendations for the Commission. The committee will explore what Federal, State, and local funds may be available to implement plans in the Clintonville area. The committee will provide arenas for interested parties and the general population to participate and discuss all such issues affecting Clintonville. The committee will work pro- actively with other community- based organizations to forward the development and promotion of Clintonville in a manner consistent with the Commission's mission statement.

2. [Zoning & Variance Committee](#): The Zoning & Variance Committee shall regularly receive, review and make recommendations on all applications for rezoning, variances, graphics and other zoning adjustment appeals and special permits located wholly or partially in the Clintonville area. The committee will consist of no fewer than seven and no more than nine members.

a. In the event that a recommendation on a zoning matter must be reported to a City government body before the full Commission can properly meet and take action upon it, the Zoning & Variance Committee may proceed to make the recommendation on the Commission's behalf, if prior to making such recommendation, the Zoning & Variance Committee obtains approval of the Commission Chairperson. The Commission may refer a zoning matter back to the Zoning & Variance Committee for the adjustment of final details, and this final adjustment shall be considered to be an action of the Commission.

b. In the event the Commission receives from the City a demolition request for an accessory use building in a residential district from a private home owner, the chairperson of the Zoning & Variance Committee, the Commission Chairperson and the District Commissioner for the district in which the demolition request is received, may review the demolition request without a full meeting of the Commission. The three shall review the proposed demolition; if all agree, the demolition is deemed to be approved. If one disagrees, the matter shall be held over until the next regular Commission meeting. The Commission Vice- Chairperson shall be called upon if the Zoning & Variance Committee chairperson or the Commission Chairperson is also the District Commissioner for the district in which the demolition request is received. In the event that a non- accessory building demolition permit, including but not limited to a house, office building or school, is received it will be heard by the Zoning & Variance Committee at its next regular meeting and its recommendations given to the Commission for action at the next Commission meeting.

3. [Historic Buildings Committee](#): [The Historic Buildings Committee will pursue a process to catalogue buildings in Clintonville, with an emphasis on all buildings along High Street and Indianola Avenue. The purpose of having an up-to-date database for historic buildings in the CAC districts is to](#)

provide a basic understanding of which properties are deemed architecturally or historically significant. Focused attention along the major thoroughfares will aid the CAC in its decision-making process related to proposed development in the community, by knowing which individual or groups of buildings are significant in those areas.

The Committee will research avenues of funding to assist owners in maintaining and preserving historically/architecturally significant buildings.

The Committee will develop opportunities to educate citizens on Clintonville's unique sense of place and will collaborate on historic preservation efforts with community groups.

**4. Election Committee:** The Election Committee shall conduct elections for District Commissioners. The Election Committee shall have all necessary authority to conduct Commission elections, including certification of candidate and voter qualifications, establishment of and staffing of polling places, counting of ballots, and adjudication of disputes and challenges. The committee will consist of five Clintonville area residents appointed by the Commission.

a. No committee member may be any of the following:

i. a Commissioner;

ii. a candidate for election to the Commission; or

iii. a member of the immediate family or household of a candidate for the Commission.

b. The Commission shall designate one Commissioner to serve as liaison between the Committee and the Commission. Such liaison may be the Commission Chairperson, but shall not be a candidate for election to the Commission during that year.

c. The Election Committee shall propose, for consideration by the Commission at its regular February meeting, election rules that describe the procedures by which elections will be conducted. The committee shall conduct the Commission elections pursuant to Article VIII and the adopted election rules, and shall meet as often as necessary.

B. The Commission Chairperson, following the July annual meeting, shall appoint a chairperson for each of the standing committees established in accordance with these Bylaws. The chairpersons of the Planning and Development Committee, ~~and the Historic Buildings Committee and the Zoning and the Variance Committee~~ shall recommend to the Commission members of those committees who may be Commissioners or non- Commissioners. The chairperson of the Election Committee shall recommend to the Commission members of that committee who shall all be non- Commissioners. The Commission shall approve the membership of the standing committees at the August regular meeting of the Commission. Appointments to the standing committees shall be for the period of one year until the next August regular meeting.

C. Ex Officio Committee Members: The Chairperson of the Commission shall be an ex officio member of all committees except the Election Committee. A Commissioner who is not a regular member of the Zoning & Variance Committee shall be an ex- officio member of the Zoning & Variance Committee during that committee's review of an application for rezoning, a special permit, a variance, or other zoning adjustment appeal for property located in the Commissioner's district. Ex officio members of