

Proposed Amendment to the Bylaws of the Clintonville Area Commission

V. A. 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.

c. The Zoning and Variance Committee shall propose, for consideration by the Commission at its September meeting, rules that describe the procedures by which the will be conducted.

1). The rules shall include:

a) A public process by which the Committee Chairperson shall recommend new members to the Commission Chairperson.

b) A requirement that Committee members attend city training related to the Committee's work.

c) The procedures by which the Committee will receive, respond to, and hear applications for demolition permits and variances.

2) The Commission may accept, reject, or modify the proposed rules. The rules of the Committee shall remain in effect until changed by the Commission.

* * *

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, the Historic Buildings Committee, Technology and Community Relations and the Zoning and 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.

1. At their September meetings, each standing committee shall recommend to the Commission a member to serve as Vice-Chairperson. The Commission may accept the recommendation or choose a different committee member. The Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson's absence or incapacity and shall also prepare the draft and final minutes of the committee's proceedings.

2. The Commission may declare a vacancy when any member of a committee, including the Chairperson or Vice-Chairperson resigns or can no longer serve.

a. A simple majority of members present at a regular Commission meeting is sufficient to accept a resignation and declare a vacancy.

b. If a committee member, including the Chairperson or Vice-Chairperson, can no longer serve and a resignation is not submitted, a vacancy exists only if at least three quarters of members present vote to declare a vacancy.

c. Commission members may fill the vacancy at the meeting immediately after the meeting at which the vacancy is declared.

d. The Commission Chairperson may appoint interim members to fill any committee vacancy, including the

Chairperson and Vice-Chairperson. The interim members will continue to serve until the Commission fills the vacancy.