



Zoning and Variance Committee Committee Rules

(Approved by the Commission on April 6, 2023)

Organizational Matters

1. Mission of the Zoning & Variance Committee: We will give applicants the chance to be promptly heard, community members the chance to meaningfully voice their opinion, and Commissioners the information they need to make their final recommendation.
2. These Rules will be interpreted to best accomplish the Committee's mission.
3. Committee membership expires according to the bylaws of the Commission. Any person who wishes to be on the following year's Committee must follow the procedures determined by the Commission. The Chair shall promptly distribute via email to the Committee, and via the Zoning Email List to the public, any information the Chair receives from the Commission about the application procedure.
4. At least ten days before the meeting at which the Commission votes on proposed Committee members, the Committee Chair will consult with the Chair and Vice Chair of the Commission about the list of applicants.
5. At least one week before the meeting at which the Commission votes on proposed new Committee members, the Committee Chair will send all Commissioners a list of all proposed members with biographical information and an explanation of why the Chair is requesting each person to serve on the committee. At the same time, the Chair will send the Commissioners all information received from applicants that the Chair is not recommending. The Chair need not send information that has already been distributed to the Commissioners via all-commissioner email.
6. If needed to fulfill the Committee's mission, the Chair can waive any of these rules with the consent of the Chair of the Commission.
7. The Committee Chair will maintain an email list of all people requesting notice of zoning matters called the "Zoning Email List."
8. Unless the chair announces otherwise, the Committee meets on the Wednesday eight days before the CAC's regularly scheduled meeting time. Absent extraordinary

cause, the Chair will announce any change in the Committee meeting's time or place at least one week before the meeting.

9. For extraordinary cause, the Chair may call a special meeting. The Chair will give as prompt a notice as possible but will, at a minimum, send email notice to the Zoning Email List, Committee members, all Commissioners, the designated City Liaison, and to any person charged with communications for the Commission.
10. All Committee members will attend a City zoning training at their earliest opportunity after appointment and then at least every three years thereafter.
11. Subject to the CAC's bylaws and these rules, meetings will be conducted according to Robert's Rules of Order.

Public Notice Procedures

12. In order to be set for hearing, the chair must receive an application from the City by ten days before a regularly scheduled Committee meeting.
13. When the Chair receives an application for a variance, the Chair will, within three business days:
 - a. Email it to the Commission Chair and the commissioner for the district where
 - b. the property is; and
 - c. Send an email to the applicant and applicant's representative informing them of their meeting date and time. If the application is for a zoning change, the notice to the applicant and applicants representative will include any appropriate CAC screening form.
14. The applicant will return the completed screening form to the Chair at least two days before the Committee meeting. The applicant may instead bring ten hard copies to the Committee meeting, and copy of which shall immediately be made available to the public attending the meeting. Failure to return the screening form will not preclude the Committee from hearing the application, but Committee members may consider the failure to return the form when deciding whether to recommend approval.
15. When the Chair receives an application for the waiver of the waiting period for a demolition permit, the Chair will follow all procedures for variance applications except the Chair is not required to mail notices to neighbors of the property. The Chair can also place the waiver on the agenda of the meeting up to twenty-four hours before the meeting provided that email notice is sent to the Zoning Email List, Committee members, all Commissioners, the designated City Liaison, the designated member of the Clintonville Historical Society, and to any person charged with communications for the Commission.

16. If the Committee Chair, Commission Chair, or District Commissioner determines that the application will bring unusual public interest, the Chair will publicize the application within three business days of that determination. Notice of the application will be sent to the Zoning Email List, Committee members, Commissioners, and to the chair of the Technology Committee or other committee charged with communications for the Commission.
17. At least a week before the Committee's meeting, the Chair will mail notices to the people listed in the application. The notices will include the address of the proposed variance and a good faith effort to describe the specific requests. The notices will also include contact information for the Chair and the District Commissioner, as well as the time and place of the Committee's meeting.
18. At least one week before the Committee's meeting, the Chair will distribute an agenda that, when possible, includes hyperlinks to the applications, any relevant material, and the relevant City Code sections. The agenda will be distributed to the Zoning Email List, Committee members, all Commissioners, the designated City Liaison, and to any person charged with communications for the Commission.
19. All Committee members are strongly encouraged to personally view each property subject to a variance application.

Meeting Procedure and Decisions

20. Variance applications and demolition waiting-period-waiver requests will be heard as follows:
 - a. The applicant will give a presentation. All people presenting on behalf of the applicant shall provide their name and their relationship to the applicant.
 - b. The District Commissioner may give a report.
 - c. Committee members may ask questions to the applicant or make comments.
 - d. Members of the public may comment or ask questions. Speakers are asked to provide their names and addresses. At the Chair's discretion, members of the public can ask questions directly to the applicant.
 - e. The Chair has discretion to allow additional questions or comments.
 - f. The Chair has discretion to limit the length of comment of any meeting participant.
 - g. The Chair has discretion to limit public comment so that the meeting can be conducted in a timely manner.
 - h. When voting, Committee members may make a brief explanation of their vote, which will be summarized in the minutes.

- i. No motion to table an application will be entertained over the objection of the applicant or applicant's representative if they are present at the meeting.
 - j. Within five days of a Committee meeting, the Vice Chair will transmit draft minutes to all Committee members, all Commissioners, and the applicants. The Vice Chair will send final minutes to the Commission's Communications Person within five days of the Committee's approval.
21. The Chair will make a presentation at the Commission meeting explaining the Committee's decision, including any reasons given by dissenting Committee members.