

# **Glendale Planning and Historic Preservation Commission**

## **RULES OF PROCEDURE**

The following rules of procedure, as attested by the Chairman of said Commission, are hereby adopted by the Glendale Planning and Historic Preservation Commission

### **(A) COMMISSION MEETINGS**

- (1) The Glendale Planning and Historic Preservation Commission, hereafter referred to as the GPHPC, shall convene as needed to address business pertinent to the GPHPC purpose and function. Meetings shall be scheduled on the same day as the monthly Council meeting with the agenda posted no less than 24 hours in advance. Normally this is the first Monday of each month, excepting schedule changes for holidays. Special meetings may be held as posted and require no less than 24 hours notice to the public.
- (2) At each GPHPC meeting, the Chairman shall determine the subsequent meeting date and said subsequent meeting date shall be agreed upon by a majority of the members present.
- (3) A majority of the members of the GPHPC shall convene at least one time per quarter of a calendar year.
- (4) The GPHPC shall only conduct its official business with a quorum of its members present. A quorum is four members.
- (5) In proceeding on an application for a certificate of appropriateness, the Commission shall:
  - (a) First, conduct a hearing at which the applicant(s) or the applicant's representative may describe the project, submit documentation and otherwise support the application
    - (1) At the chair's discretion supporters and opponents of the application may be heard.
  - (b) The Commission shall then proceed immediately to deliberate the matters contained in the application and either approve the application as-submitted, approve it with conditions, defer it, or deny it. The Commission may table an application with the understanding that unless the application is again taken from the table and acted upon before the time limits specified in the ordinance, it is approved.
  - (c) During the course of the proceeding, upon motion by any Commissioner, the hearing on any application may be reopened for further testimony, and then returned to deliberation.

- (d) Each applicant or the applicant's representative must attend the scheduled hearing or the application may be denied by the Commission or deferred until the next meeting.
- (e) Upon an application being heard in full to the Commission's satisfaction, the Chair shall declare the hearing closed.

**(B) COMMISSION ORGANIZATION AND CERTAIN RESPONSIBILITIES**

- (1) The Commission, upon its first meeting of each year, shall nominate and elect a Chairman, Vice Chairman and Secretary.
- (2) The Chairman shall preside over each meeting and adhere to *Robert's Rules of Order*. In the absence of the Chairman, the Vice Chairman shall preside. The presiding official of each meeting will insure compliance of Glendale Codified Ordinances 1993.51 and 1993.52.
- (3) The Secretary shall prepare explicit and official minutes of each official meeting and shall provide said minutes to the Village Administrator within 14 working days after each meeting. The minutes will be submitted to the Commission for approval at the next regularly scheduled meeting.
- (4) The Village Administrator shall serve as an assistant of the GPHPC and take direction from the GPHPC Chairman.
- (5) The Village Administrator shall convey to each member of the GPHPC a copy of the prior meeting's minutes five days before the next official meeting and additionally maintain a permanent file of the official minutes of each meeting.
- (6) All documentation, correspondence and Official minutes of the GPHPC shall be readily available to the general public during working hours in the Village Office and copies of said material at duplication costs.

**(C) NOTIFICATIONS AND REPORTING**

- (1) The Village Administrator shall, in writing, notify each applicant of appropriateness and or designation of any GPHPC finding(s) and or decision and a copy of said notification shall be maintained in the working file. Said notification shall be made within 7 working days of each meeting and the context of the notification shall be derived from the official minutes.
- (2) The Village Administrator shall provide a written annual report upon the conclusion of each year for the Ohio Historic Preservation Office and the National Park Service; said report a requirement of Certified Local Government Status. Said report tallies all requests for Certificates of Appropriateness, noting which were approved and which declined, whether any new historic designations were made and whether any intrusions were built. The Village Administrator shall provide the GPHPC Chairman with a copy of this report and maintain a copy in the permanent files.

#### **(D) APPOINTMENT OF MEMBERS**

- (1) Vacancies within the GPHPC Commission shall be addressed as specified in the G. C. 0 32.45 (a), (b) and (c) and shall meet the requirements of the G. C. 0. 1993.51. Appointees, starting in March 2000, will serve four-year terms.

#### **(E) CONSULTATION AND CONTINUING EDUCATION**

- (1) At the Chairman's discretion and where deemed appropriate the GPHPC shall seek expertise in areas of National nomination and other actions which are normally evaluated by a professional in a specific discipline when said discipline is not represented on the GPHPC. Said expenses, should they occur, shall be considered for appropriation by the General Fund Zoning budget of the Village of Glendale upon requisition.
- (2) The GPHPC shall conduct or encourage its members to attend educational sessions at least one time per year and/or shall conduct in-depth consultation with the Ohio Historic Preservation Office, herein called OHPO, and shall encourage the OHPO to provide said GPHPC with orientation material(s) and training each year.

#### **(F) APPLICATION PACKET SPECIFICATION AND PROCEDURE**

- (1) The Village Administrator shall receive all applications subject to review of the GPHPC and shall notify each member of the GPHPC 5days prior to a scheduled official meeting and afford each member access to said application documents within the Village Office.
- (2) The Village Administrator is hereby charged with the responsibility to convey application requirements to each person or organization that seeks GPHPC appropriateness approval.
- (3) Each application for historic appropriateness shall have with it:
  - (a) A full description of the owner,
  - (b) The structure or lot location and/or address
  - (c) A site plan indicating existing and proposed building locations,
  - (d) Detailed construction drawings indicating existing and proposed structure design(s),
  - (e) A full list of exterior building materials of the proposed structure and a similar list of corresponding exterior materials of any existing structure.
  - (f) Photographs, material brochures and/or additional items as specified on the most current application form.

(4) Applications received by the Administrator will be scheduled for the next regular meeting, providing one week is afforded for preview by members of the GPHPC. Applications received by the Administrator within less than 7 days of the next regular meeting may be placed on the agenda, the Chairman of the Commission to determine. If the Chairman adds a new agenda item, Commission members will be notified in a timely manner prior to the upcoming Commission meeting, by either the Chairman or the Village Administrator.

(5) These rules may be amended or suspended by a majority vote of the Commission.

Certification

Glendale Planning and Historic Preservation Commission

### **RULES OF ORDER**

The attached Rules of Order were adopted by the Glendale Planning and Historic Preservation Commission during an official meeting. Said rules are subject to review and amendment during each Commission meeting and are current up to and including the attested date.

ATTEST:

Chairman:

DATE: