

BYLAWS OF THE TRUMBULL COUNTY PLANNING COMMISSION

ADOPTED – APRIL 8, 1966

AMENDED – MAY 8, 2001; FEBRUARY 16, 2018; JULY 14, 2020

COUNTY COMMISSIONERS:
FRANK S. FUDA, PRESIDENT
MAURO CANTALAMESSA
DANIEL E. POLIVKA

TRUMBULL COUNTY PLANNING COMMISSION MEMBERSHIP

The Trumbull County Planning Commission shall consist of eleven (11) members, three (3) of whom will be the Trumbull County Board of County Commissioners and eight (8) citizens of the County, appointed by the Board of County Commissioners. One (1) of the appointees shall be a resident of a limited home rule township in the county, selected at the discretion of the Board of County Commissioners, from persons recommended by the limited home rule township. One (1) appointee shall be a resident of the municipal corporation with the largest population contained within the portion of the municipal corporation located in the county, selected at the discretion of the Board of County Commissioners from persons recommended by that municipal corporation. The remaining six (6) appointees shall be residents of the county, selected at the discretion of the Board of County Commissioners. The terms for the eight (8) citizen members shall be for three years. This is in accordance with Section 713.22 (B)(2) of the *Ohio Revised Code*.

Current Planning Commission membership includes:

Board of County Commissioners

Mauro Cantalamessa
 Frank S. Fuda
 Daniel E. Polivka

Member Name	Term Begins	Term Ends	Represents
David G. Barran	1/1/2019	12/31/2021	Warren
James Davies	1/1/2020	12/31/2022	Hartford
Robert Marino, Jr.	1/1/2018	12/31/2020	Niles
Melissa Miller	1/1/2018	12/31/2020	Kinsman
Robert Moody	1/1/2018	12/31/2020	Warren
Richard Musick	1/1/2019	12/31/2021	Bazetta
Phillip M. Pegg	1/1/2020	12/31/2022	Vienna
Darlene St. George	1/1/2019	12/31/2021	Howland

ARTICLE I – Meetings

1. Regular meetings of the Planning Commission shall be held every second Tuesday of each month at 9:00 a.m. in the Planning Commission Conference Room or at such place as designated by the Chairperson. Unless otherwise specified, Roberts Rules of Order will prevail.
2. The annual meeting for the election of officers shall be held at the last regular meeting in January of each year.
3. Special meetings of the Planning Commission may be held at the call of the Chairperson or at the request in writing of any five (5) members of the Planning Commission. If the Chairperson shall fail to comply with such request, said members shall call such meeting, all signing the notice.
4. Annual meetings or special meetings may be held at such time and place as may be prescribed by the Chairperson. If no other place is fixed, the meeting shall be held in the Planning Commission Conference Room.
5. Notices of annual, regular, or special meetings shall be issued by the Planning Commission at least 48 hours prior to the meeting. Notices shall be mailed or emailed to each member at such address as furnished to the Planning Commission by the member and shall set forth in outline form matters to come before the Planning Commission at the meeting.
6. A quorum of the Planning Commission shall consist of six (6) members, a majority of the eleven (11) member Planning Commission, for the transaction of any business.
7. The affirmative vote of the majority of the membership present shall be required for the exercise of the functions of the Planning Commission.
8. The Planning Commission shall keep records and minutes of all its resolutions, transactions, findings, and decisions; and if the vote is not unanimous, the vote of each member present shall be recorded with each order or resolution; and the minutes, records, resolutions, findings, transactions, and decisions shall be a public record.
9. An Agenda for all meetings shall be prepared by the Planning Commission and mailed or emailed to the members at least 48 hours prior to a meeting. Items not listed on the Agenda shall be considered only with the majority vote of all members present at the meetings.

ARTICLE II – Duties of Officers

1. Chairperson
 - (a) Preside at all meetings of the Planning Commission.
 - (b) When authorized by the Planning Commission, shall execute in its name all contracts and other obligations.
 - (c) Shall appoint all committees.

(d) Shall have such other duties as are usually exercised by the Chairperson of a Planning Commission.

2. Vice Chairperson

(a) Shall perform the duties of the Chairperson during the absence or disability of the Chairperson.

(b) A pro tem Chairperson shall be elected to chair meetings in the event of the incapacitation of the Chairperson and Vice Chairperson.

3. Director

(a) Shall attend all regular and special meetings and hearings and committees and keep a record of same and be responsible for the transcription of same properly in the minute book of the Planning Commission, unless otherwise directed.

(b) Shall have charge of the personnel of the Planning Commission and of all books, papers, and records thereof; shall attend to the correspondence of the Planning Commission; shall administer the planning staff; and shall carry out all the duties attendant to the planning function.

(c) Shall execute in the name of the Planning Commission contracts and other obligations if deemed an emergency with the intent to present to the Planning Commission members for formal approval at the next regular meeting.

ARTICLE III – Committees

1. There shall be a Plats and Zoning Committee consisting of four (4) members who shall meet the first Tuesday of each month at 9 a.m. in the Planning Commission Conference Room or at such time as designated by the Committee Chairperson. Unless otherwise specified, Roberts Rules of Order will prevail. The committee members are to be appointed by the Chairperson of the Planning Commission.

2. There shall be an Executive Committee consisting of the Chairperson, Vice Chairperson, and a County Commissioner. The Planning Commission Chairperson shall chair the Executive Committee and designate a time and place of meetings as needed.

3. There shall be a Personnel Committee consisting of the President of the Board of County Commissioners and two (2) citizen members of the Planning Commission. The County Commissioner shall chair the Personnel Committee and designate a time and place of meetings as needed.

4. Other committees may be formed as necessary per a majority vote at the Planning Commission monthly meetings. The members and Chairperson of the Committee shall be appointed by the Chairperson of the Planning Commission. The other current committees formed include:

Revolving Loan Fund Committee
Housing Review Committee

5. The members of the committees shall serve for one (1) year or until their successors are appointed. Any vacancy in a committee shall be filled by the Chairperson of the Planning Commission.

6. All reports of the committees shall be made at meetings and incorporated into the minutes. Committee recommendations shall be presented at the next monthly Planning Commission meeting for resolution per majority vote.

ARTICLE IV – Elections, Appointments, and Attendance

1. The Chairperson shall be elected or re-elected by the members of the Planning Commission at each annual meeting (in January of each year) and shall hold office until their successor is regularly elected.

2. The same procedure as used for the Chairperson shall be used for the election of the Vice Chairperson.

3. Any vacancy in the office of the Chairperson shall be filled by the Vice Chairperson of the Commission. Any vacancy of the Vice Chairperson shall be filled by the members of the Planning Commission at the next regular meeting or at a special meeting called for such purpose.

4. Citizen members are required to attend at least eight (8) regular Planning Commission meetings per year. If this obligation is not met, Planning Commission membership shall be revoked at such time as the member is absent for the fifth time in any year starting in January and ending in December. The Chairperson shall notify the member in writing of the revocation of Planning Commission membership. The Chairperson shall also notify the Board of County Commissioners to fill the vacancy as soon as practicable after membership is revoked.

5. In the event of membership being revoked due to poor attendance within a ten (10) day period, the dismissed member may submit a written request for reinstatement to the Board of County Commissioners. If required attendance at regular Planning Commission meetings was not met due to extraordinary circumstances, the Board of County Commissioners may reinstate the member.

6. The Director shall be appointed by the Planning Commission and shall hold office at the pleasure of the Planning Commission.

7. The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can include race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, or other ideologies.

A public institution is intended to serve all people. The Trumbull County Planning Commission and staff believe that having members and staff of diverse backgrounds contributes to a balanced and effective organization – one that is well positioned to address the changing needs of our County.

The Board of Trumbull County Commissioners, the appointing authority for the Trumbull County Planning Commission authorized by *Ohio Revised Code 713.22*, commits to appointing members to the Planning Commission that proportionately represent the demographic composition of Trumbull County. Good faith efforts and outreach will be conducted in order to identify individuals of diverse backgrounds who reside in the Trumbull County and wish to serve as a member of the Trumbull County Planning Commission. The Trumbull County Planning Commission also commits to requiring that the Chair and Vice-Chairperson of the membership attend Racial Equity and Inclusion Training at least one time during their tenure.

ARTICLE V – Order of Business

1. Approval of Agenda
2. Approval of the minutes of the previous meeting
3. Approval of Expenditures
4. Communications
5. Director’s Report
6. Reports of Committees
7. Public Comments (Must state their name and limited to three (3) minutes of speech unless otherwise approved by the Planning Commission)
8. Resolutions for Adoption
9. Other Business/Updates
10. Adjournment

ARTICLE VI – The Docket

1. All matters upon which the Planning Commission is authorized or required to act, brought before the Planning Commission by any person, official, organization, or agency shall be presented in writing and shall include all information necessary for a clear understanding and intelligent action by the Planning Commission. Such information, when requested by the Planning Commission, shall include maps, surveys, drawings, plans, charts, or other descriptive data and shall be filed with the Planning Commission at least fourteen (14) days prior to a meeting of the Plats and Zoning Committee and shall be numbered and shall remain upon the docket until finally disposed of or withdrawn by the applicant, presenter, or sponsor.

2. All plats that require dedication of streets or portions of streets or require variances from the Subdivision Regulations for Trumbull County shall be brought before the Plats and Zoning Committee, and then the Planning Commission, for approval after being checked by the Planning staff for compliance with Subdivision Regulations and with the Zoning Resolution of the township in which the proposed subdivision is located. Small plats that meet Subdivision Regulations and Zoning Resolutions may be administratively approved by the Director or designated staff member, but shall be listed on the Director’s Report. All plats which are to be discussed at a Planning Commission meeting shall be filed with the Planning Commission according to the Subdivision Regulations.

3. All matters docketed more than ten (10) days preceding a regular meeting shall be automatically set for hearing on the succeeding regular meeting day. All matters docketed less than ten (10) days

preceding the regular meeting day shall be heard on the second regular meeting day or at some special meeting called for such purpose. Emergency plats and zone changes may be submitted to the Planning Commission for consideration by the unanimous vote of those present for suspension of the rules.

ARTICLE VII – Hearings

1. The final disposition of any matter before the Planning Commission shall be in the form of a resolution, duly adopted, approving or denying the application, or specifically setting forth the variation or modification, if any, and conditions which may be imposed by the Planning Commission on the matter.
2. The applicant of any matter brought before the Planning Commission may appear in his own behalf at any hearing. In the absence of any personal appearance by the applicant, presenter, or any other authorized agent at a hearing, the Planning Commission will proceed to dispose of the matter before it.
3. Hearings shall be open to the public, but the Planning Commission may go into executive session in discussing matters before it for permissible reasons allowed by *Ohio Revised Code*, Section 121.22(G) and/or under the guidance of legal counsel. The affirmative vote of a majority of the membership present shall be necessary to pass a motion in an executive session.
4. Any matter acted upon, dismissed, or denied by the Planning Commission cannot be considered again except, (1) on a motion by a member of the Planning Commission who voted with the majority at the time said matter was acted upon to reconsider the vote or, (2) on a motion by the applicant. Such motion shall be made within sixty (60) days from the date the order was entered.
5. If the Planning Commission, on the motion of any member authorized to make such motion, reconsiders the vote or reviews any decision that it has made and reverses or modifies such decision, any such reconsideration, review, reversal, or modification shall not prejudice the rights of any person who has in good faith acted thereon before the order was reversed or modified.
6. The Planning Commission shall not grant a motion by an applicant for a new hearing on any matter acted upon unless new facts, new plans, or new conditions or circumstances materially changing the aspect of the case are presented in support of a motion by the applicant, presenter, sponsor, or agent.

ARTICLE VIII – Expenses, Supplies, Payroll, and Work Environment

1. All payrolls, expenses, and requisitions for supplies needed for the operation of the office of the Planning Commission shall be made by the Director and approved by the Planning Commission and shall be submitted to the Board of County Commissioners in order that the order or orders may be approved by them and the necessary payments made.

2. Planning Commission staff will follow the work rules as outlined in the Trumbull County Planning Commission Standard Operating Procedure Manual which specifies applicable sections of the Trumbull County Policies and Procedures Manual.

ARTICLE IX – Amendments

1. The foregoing rules of procedure, or any part thereof, may be amended at any meeting of the Planning Commission after not less than three (3) days' notice has been given to all members of the Planning Commission and a copy of the proposed amendment sent with the notice provided; however, it shall require the concurring vote of not less than six (6) members to make any amendment or change in these rules of procedure.