

Planning Commission. Four Year Term. Meets Monthly. The Planning Commission shall consist of five members: one member of Council who shall be selected by Council, under Section 4.02 of the Charter, and four electors of the Municipality, **not holding other Municipal office**, to be appointed by Council. The terms of the citizen members shall be four years.

- The Planning Commission shall have the following powers and duties:
 - Interpret the provisions of the Planning and Zoning Code in such a way as to carry out the intent and purpose of the Comprehensive Plan.
 - Hear, initiate, review, and make recommendations related to amendments to the Code.
 - Hear, initiate, review, and make recommendations related to amendments to the Zoning Map.
 - Review and make recommendations and decisions related to planned unit developments.
 - Review and make decisions on major subdivision preliminary plats.
 - Review and make recommendations on major subdivision final plats.
 - Hear, review, and make decisions on requests to vary from the subdivision design and improvement standards.
 - Hear, review and make decisions on an appeal of the decision of the Code Enforcement Officer on a minor subdivision.
 - Review and make a decision on site plan review applications.
 - Make recommendations to the Code Enforcement Officer on applications for administrative waivers upon referral by the Code Enforcement Officer.
 - Review and make decisions on alternative equivalence compliance applications as part of the site plan review process.

Board of Zoning Appeals. Five Year Term. Meets as Needed. There shall be a Board of Zoning Appeals consisting of five members who shall be electors of the Municipality and **hold no compensated position therein**, appointed by Council.

- Powers and Duties; Appeal.
 - Any person directly affected by a decision, notice, or order issued by the code official under the International Property Maintenance Code (IPMC), shall have the right to appeal, pursuant to section 111 of the IPMC, to the Board of zoning Appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice, or order was served.
 - An application for appeal shall be based on a claim that the true intent of the IPMC or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of the IPMC do not fully apply, or the requirements of the IPMC are adequately satisfied by other means. An aggrieved party may not appeal and IPMC requirement.
 - The Board of Zoning Appeals may modify, reverse, or affirm the decision of the Code Official.
 - The BZA shall hear, review and make decisions on appeals where it is alleged by the appellant that there is error in any order, requirement decision, grant, or refusal

by the Planning Commission in the interpretation or enforcement of the provisions of this code related to a major site plan review or conditional use permit;

- Hear and decide on any questions related to interpretation of the code text or the zoning map and zoning district boundaries.
- Interpret the provisions of this code in such a way as to carry out the intent and purpose of the Comprehensive Plan.
- Hear, review and make decisions on applications to vary the terms of this code, unless otherwise specified, and excepting requests to vary subdivision design and improvement standards, when such variances from the provisions or requirements of this code will not be contrary to the public interest so that the spirit of the code shall be observed and substantial justice done.
- Hear, review and make decisions on appeals where it is alleged by the appellant that there is error in any order, requirement decision, grant, or refusal made by the Code Enforcement Officer or other development applications where it is the established role of the BZA to hear such appeals.
- Review and make a decision on a request for the reconstruction of a nonconforming building compliance with Chapter 1207: Nonconformities.
- At the first meeting of each year, the BZA shall elect a chairperson, a vice-chairperson, and a secretary, who shall serve for one year. These officers shall be elected from among the members of the BZA.
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Park and Recreation Board. Five Year Term. Meets Monthly. There shall be a Park and Recreation Board consisting of five members who shall be electors of the Municipality and **hold no compensated position therein**, appointed by Council.

- The Park and Recreation Board shall have the following powers and duties:
 - To study the recreational needs of the municipality, to develop a plan and, with the approval of council, to implement such plan to serve the best interests of the community.
 - To equip, operate, supervise and maintain the public playgrounds, playfields, gymnasiums, swimming pools, indoor and outdoor recreation centers and facilities owned and/or controlled by the municipality or by the board of education, which facilities may be designated by such board of education, if the board of education joins with the Municipality in a recreation program as provided in Ohio R.C. 755.16.
 - To conduct any form of recreation or cultural activity for the benefit of the residents of the municipality.
 - With the approval of council, to employ a director of recreation, play leaders, supervisors and such other employees as it may deem appropriate.
 - Subject to the approval of the manager, to request any other municipal department to assist the park and recreation board in performing its duties. Such department shall comply with a proper request of the board, and any question as to the validity of a board request shall be decided by the manager.
 - With the approval of council, to establish reasonable charges for amusement, entertainment, refreshments and transportation of the public.

- To establish rules and regulations for the operation, maintenance and use of the parks and recreation areas and centers of the municipality. Such rules and regulations shall be enforced by the board and the police department.
- To make purchases with the approval of the manager.
- To make an annual report to council showing its operation and expenditures and to make such other reports as may be requested by council or the manager.
- All such other powers as do not conflict with this section and as are provided by the laws of the state.
- The chairperson of the Park and Recreation Board shall, on or before May 1 of each year, submit to the Manager a budget approved by the Board for the ensuing year, which budget shall be submitted to Council for review and inclusion in the Municipal budget. The School Board may contribute such funds to the Park and Recreation Board as it deems appropriate, and the Park and Recreation Board may solicit and receive gifts for use in meeting the recreational needs of the community.

Personnel Board. Five Year Term. Meets as Needed. There shall be a Personnel Board consisting of five members who shall be appointed by Council for five year terms. Members shall be electors of the City, **holding no compensated position therein.**

- The Council shall, by ordinance, establish procedures for appeals to the Personnel Board by employees in the classified service of the Municipality from action by the Manager resulting in their demotion, suspension or dismissal from the Municipality's service.
- The Personnel Board shall provide for promotion to all positions in the classified service based on a competitive examination and records of merit, efficiency, character, conduct and seniority. Promotional examinations shall be restricted to employees of the Municipality, provided that promotional examinations may be opened to qualified candidates from outside the Municipal service upon recommendation of the Manager.

- **Local Board of Tax Review. Two Year Term. Meets as Needed.** The Local Board of Tax Review shall consist of three members. The three members of the Local Board of Tax Review may be domiciled in the Municipality, but the appointing authority may consider membership from individuals who are not domiciled within the municipality. Two members shall be appointed by Council, and may not be employees, elected officials, or contractors with the Municipality at any time during their term or in the five years immediately preceding the date of appointment. One member shall be appointed by the City Manager. This member may be an employee of the Municipality, but **may not be the Director of Finance or equivalent officer, or the Tax Administrator or other similar official or an employee directly involved in municipal tax matters, or any direct subordinate thereof.**

- Whenever a Tax Administrator issues an assessment, the Tax Administrator shall notify the taxpayer in writing at the same time of the taxpayer's right to appeal the assessment, the manner in which the taxpayer may appeal the assessment, and the address to which the appeal should be directed, and to whom the appeal should be directed.

- Any person who has been issued an assessment may appeal the assessment to the board by filing a request with the board. The request shall be in writing, shall specify the reason or reasons why the assessment should be deemed incorrect or unlawful, and shall be filed within 60 days after the taxpayer receives the assessment.
- The Local Board of Tax Review shall schedule a hearing to be held within 60 days after receiving an appeal of an assessment under division (c) of this section, unless the taxpayer requests additional time to prepare or waives a hearing. If the taxpayer does not waive the hearing, the taxpayer may appear before the board and/or may be represented by an attorney at law, certified public accountant, or other representative. The board may allow a hearing to be continued as jointly agreed to by the parties. In such a case, the hearing must be completed within 120 days after the first day of the hearing unless the parties agree otherwise.
- The board may affirm, reverse, or modify the Tax Administrator's assessment or any part of that assessment. The board shall issue a final determination on the appeal within 90 days after the board's final hearing on the appeal, and send a copy of its final determination by ordinary mail to all of the parties to the appeal within 15 days after issuing the final determination. The taxpayer or the Tax Administrator may appeal the board's final determination as provided in Ohio R. C. 5717.011.
- The Local Board of Tax Review created pursuant to this section shall adopt rules governing its procedures, including a schedule of related costs, and shall keep a record of its transactions. The rules governing the Local Board of Tax Review procedures shall be in writing, and may be amended as needed by the Local Board of Tax Review. Such records are not public records available for inspection under Section 149.43 of the Ohio Revised Code. For this reason, any documentation, copies of returns or reports, final determinations, or working papers for each case must be maintained in a secure location under the control of the Tax Administrator. No member of the Local Board of Tax Review may remove such documentation, copies of returns or reports, final determinations, or working papers from the hearing. Hearings requested by a taxpayer before a Local Board of Tax Review created pursuant to this section are not meetings of a public body subject to Ohio R. C. 121.22. For this reason, such hearings shall not be open to the public, and only those parties to the case may be present during the hearing.

Audit Committee. Three Year Term. Meets Quarterly. The primary functions of the Audit Committee are to review financial information, review the system of internal controls, and provide independent recommendations to City Council. The Committee shall have one representative sit on the City Finance Committee in a non-voting, advisory capacity.

- The Audit Committee shall consist of five members. Vacancies on the Committee are appointed by the Committee Members and confirmed by City Council.
- Each appointed member shall be a qualified elector of the City, or own a business or be employed in the City, at the time of appointment and throughout incumbency. Audit Committee members shall **not be officials or employees of the City, nor be related by blood or marriage to any official or employee of the City.** A majority of members shall have expertise in accounting, business finance, and/or law.

Charter Review Commission. Every 10 years the Council shall appoint, by a majority vote of its members, a Charter Review Commission consisting of not less than five electors of the Municipality. Such Commission shall review the Charter of the Municipality and, within the time designated by the Council at the time the members are appointed, or within any extension thereof granted by the Council, recommend to Council such alterations, revisions and amendments, if any, to this Charter, as in its judgment are desirable. After consideration of the recommendations of the Charter Review Commission, the Council may submit any or all of such proposed alterations, revisions or amendments to this Charter to the electors of the Municipality in the manner provided by Article XVIII of the Constitution of Ohio. The terms of the members of the Commission shall terminate at the end of the period designated at the time of their appointment, or any extension thereof by the Council.

The Charter Review Commission, once appointed by Council, will hold one or two meetings per month to allow sufficient time to present to City Council and put any proposed amendments on the November 2021 ballot. Members must be able to meet during the day, Monday through Friday.