

ARTICLE I

COMPOSITION, OFFICERS AND DUTIES

1. The membership, powers and duties of the Rural Zoning Commission are in Chapter 303 of the Ohio Revised Code. The Commission shall organize by naming a Chairman and Vice-Chairman and such other officers as it may deem necessary.

2. A new chairman shall assume office annually at the regular meeting in October and shall hold office for a period of one year.

The office of Chairman shall be held by the member of the Commission whose term of appointment will expire October of the subsequent year.

The office of Vice-Chairman shall be held by the member whose term of appointment will expire in October two years subsequent.

The outgoing Vice-Chairman shall automatically accede to the office of the Chairman and shall be replaced in office by the member whose term of appointment will expire in October three years subsequent.

In the event that a member cannot fulfill a term in office or in a case where a member may not wish to accept office, the choice shall pass to the member whose term of appointment next will expire. A member unable to fulfill a term in office or relinquishing a term in office shall not again be eligible to hold office under the current appointment unless the Commission by majority vote of the Commission in session at the time shall waive this stipulation because of unusual or extenuating circumstances and provided further that such a waiver shall not otherwise dispute or alter the established procedure of acceding to office and prohibit members from serving their rightful term.

The Commission likewise by majority vote of the members in session at the time may because of unusual or extenuating circumstances, extend the term in office of a member provided again, however, that such extension shall not prohibit members from serving their rightful term in office.

A member appointed to fill the remaining unexpired term of another member of less than eighteen (18) months duration shall not be eligible during a partial term to hold the office of Vice-Chairman and Chairman.

The Secretary/Executive Director of the Regional Planning Commission shall serve as the Secretary of the Rural Zoning Commission and Executive Director of both departments if so ordered by the Board of County Commissioners. The Secretary of the Rural Zoning Commission shall otherwise be appointed by a majority vote of the full Rural Zoning Commission.

3. The Chairman, or if absent, the Vice-Chairman, shall preside at all meetings of the Commission. The Chairman, subject to these rules, shall decide all points of procedure unless otherwise directed by a majority of the Commission in session at the time; shall supervise the secretary; and shall perform any other duties required by law, resolution, or these rules.

4. The Secretary of the Commission, subject to the direction of the Commission and the Chairman shall conduct all correspondence of the Commission, shall keep all records, shall send out all notices required by law, resolution, these rules, or as requested by the Commission, and shall perform or assign all duties required by law, resolution, these rules or the Commission.

5. All requisitions or warrants against appropriation items shall be signed by the Secretary of the Commission or in the secretary's absence by the Zoning Administrator or the chairman of the Commission.

ARTICLE II

MEETINGS OF THE COMMISSION

1. Regular meetings of the Rural Zoning Commission shall be held on the third Thursday of each month at 1:00 P.M. or on such other day or days as shall be determined by the Commission. The regular meeting on the third Thursday in October of each year shall constitute the annual organization meeting of the Commission. All meetings of the Commission shall be open to the public, and notice thereof shall be given and hearings held in accordance with Section 303.12 of the Ohio Revised Code and with the Ohio "Open Meeting Law." A schedule of regular meetings shall be posted in the office of the Zoning Commission.
2. Special meetings may be called by the Secretary or chairman, or as the Commission may determine, or at the request of two (2) members. Special meeting notices, including a summary of the purposed of said meeting, shall be posted in the manner provided above.
3. At least twenty four (24) hours notice of the time set for special meeting shall be given each member. Any news media requesting notification of special meetings shall be given 24 hours advance notice and immediate notice of any emergency meetings.
4. At least forty-eight (48) hours notice of the time set for such special meetings shall be given, by first-class mail, to each party or person affected in matters scheduled for consideration by the Commission, provided that where public hearings are to be held, notice shall be given as required in article VI hereof.
5. Any person may request advance notification of all meetings of the Commission at which any specific type of public business is to be discussed by depositing a sum of \$24.00 per year with their request, with the Secretary of the commission to cover postage, supplies, and administrative expenses or by providing the Secretary with self-addressed stamped envelopes for this purpose. In the case of special or emergency meetings, the Secretary shall make a reasonable effort to notify persons requesting notice by telephone.
6. Any person or any representative of the news media shall declare their desire for notification of meetings by December 31 of each year or notification for the following year will be discontinued.
7. In the event that there is no application for a zoning amendment or other important business to be considered at any regular meeting, other than the regular organization meeting, the Secretary or the Chairman may dispense with such meeting by notifying each member of the Commission and each other party who may have been given notice of such meeting not less than forty-eight (48) hours prior to the time set for the meeting.
8. A quorum of the Commission shall consist of not less than three (3) members. Such quorum may exercise the powers of the Commission and the action of a majority of the full Commission is the action of the Commission. All actions of the Commission shall have concurrence of at least three (3) members, and the failure of any proposed amendment or supplement to receive an affirmative vote of at least three (3) members shall be considered as a recommendation against such amendment or supplement and the recommendation shall be so recorded and reported to the County Commissioners.
9. The secretary shall keep minutes of the Commission's proceedings showing the vote of each member upon each question, or, if absent or failing to vote indicating such fact.
10. The chairman or Acting Chairman presiding over a regular or special meeting of the Commission shall have the same privilege of originating and seconding motions, voting on all matters, and participating in

discussions and procedures, as allowed to all other members of the Commission, without relinquishing the chair.

11. The conduct and procedure of all meetings of the Commission shall follow the rules as set forth by Robert's Manual of Rules' of Order for Deliberative Assemblies, unless otherwise specifically set forth in these regulations.

ARTICLE III

ORDER OF BUSINESS

The order of business at regular meetings shall be as follows:

- (1) Roll Call
- (2) Approval of Minutes of Previous Meetings
- (3) Zone Amendments
- (4) Final Development Plans
- (5) Other Development Review
- (6) Unfinished Business
- (7) New Business
- (8) Communications and Miscellaneous Business

ARTICLE IV

PUBLIC STAFF REVIEW CONFERENCES FOR ZONE AMENDMENTS

1. A public staff review conference to be held in a public meeting place shall be scheduled and conducted by staff of the Zoning Commission or Regional Planning Commission as assigned by the Secretary of the Zoning Commission and Regional Planning Commission. Such conference may be held in the township affected by the zoning amendment if possible based on schedule requirements and availability of a public meeting place. If the zoning amendment involves land that is divided by township lines, which causes the amendment to be in more than one township, then one conference may be held for all townships at the same time. In each case one (1) member of the Commission shall be designated to attend the conference for the purpose of enabling commission awareness of issues and concerns identified in affected townships. The Commission's representative shall present a summary of this conference at the public hearing of the Zoning Commission. The purpose of the staff review conference is to: help minimize development planning costs; facilitate effective and timely public information and input through study, discussion, communication, comments and findings from interested parties; assist staff in preparing an advisory report regarding compliance of zoning proposals and development plan concepts with regulations and adopted community plans and revisions necessary to assure such compliance.

2. Notice of staff review conferences shall be mailed by the secretary to the applicant, township trustees, adjoining property owners and other affected parties at least five (5) days prior to the conference.

3. Within 30 days of any staff review conference, the secretary shall forward a written advisory staff report to the Regional Planning Commission, recommending approval, approval with conditions, or disapproval. The advisory staff report shall specify:

(A) A summary of comments and concerns,

(B) the standards and criteria used in evaluating the application,

(C) the reasons for recommendation; and

(D) the actions or modifications, if any, that may be necessary to obtain approval in accordance with regulations and adopted community plans.

ARTICLE V

APPLICATIONS FOR ZONE AMENDMENTS

1. The applicant for any text or map amendment or supplement to the Zoning Resolution shall submit an application to the Rural Zoning Commission. Prior to the secretary scheduling a public hearing the applicant shall submit a non refundable payment in accordance with the fee schedule adopted by the Board of County Commissioners to cover the preponderance of cost of holding the public hearing thereon, including personnel costs, and including advertising and legal notices as required by law or otherwise in connection with said amendment or supplement. Such application shall be in writing and signed by the applicant (property owner or lessee). Such application shall be accompanied by the required fee and submitted in concise form containing all pertinent information requested on forms furnished by the Rural Zoning Commission and shall be reviewed by staff at a public staff review conference in accordance with Article IV hereof before such application is considered filed or scheduled for public hearing. Applicants may appear in their own behalf or may be represented by an agent or attorney at the hearing. Applicants may appear in their own behalf or may be represented by an agent or attorney at the hearing. The case number shall be composed of four standardized elements separated by hyphens as follows: 1) an abbreviated designation of the type of case, 2) a four-character jurisdictional abbreviation, 3) a two-digit year designation, and 4) a sequential filing number beginning with unity within each jurisdiction at the start of each calendar year. where applicable a sequential version number expressed as a decimal of the filing number may be assigned.

2. An application for a change of zoning classification which has been disapproved by the Board of County Commissioners, or if approved by said County Commissioners, and subsequently defeated through referendum by residents of the political subdivision concerned, shall not again be filed for the purpose of changing the zoning classification of all or any part of the same property within a period of twelve (12) months from the date of the Commissioners action or date of such referendum election, unless such application for change shall be for a more restrictive classification or more restrictive development plan than last applied for.

ARTICLE VI

HEARING FOR ZONE AMENDMENT APPLICATIONS

1. Hearings of the Rural Zoning Commission shall be held and notices thereof given in accordance with Section 303.12 of the Ohio Revised Code. The public notice shall clearly state the nature of the change involved and all other information required by law.
2. The time and place of each hearing shall be established by the Secretary with the approval of the Commission, and in accordance with Section 303.12 of the Ohio Revised Code.
3. Public hearings shall be held in the County Administration Building or other public meeting facility designated by the Commission.
4. In any case where the Commission may deem it necessary or desirable to continue a hearing, such meeting may be recessed or continued. In such case, public announcement shall be made as to the date and time of the continuance, and no further notice need be given thereof.

ARTICLE VII

RECORDS OF ZONE AMENDMENTS

1. The Secretary shall keep minutes of commission meetings, which shall include the names of the Commission members in attendance, the name of the applicant and of other persons appearing before the commission, the case number and description of the premises involved, a description of the application, names of Commission members making and supporting all motions, and the vote of all members thereon.
2. The secretary shall keep a file for each case which shall include all forms submitted or mailed, correspondence and diagrams pertaining to the case, minutes of Regional Planning Commission and Rural Zoning Commission meetings, summary of staff review conference, copy of certifications, notice and Board of County Commissioner's Resolution.
3. Such records shall be kept in the office of the Rural Zoning Commission or other public facilities designed by the Hamilton County Records Commission and shall be accessible to the public during normal business hours.

ARTICLE VIII

AMENDMENTS TO RULES AND REGULATIONS

These rules and regulations may be amended or modified by a majority vote of the members of the Commission, provided that such amendment be presented in writing at a regular meeting and action taken thereon at a subsequent regular meeting.