

CITY OF SUNBURY
RULES OF PLANNING AND ZONING COMMISSION 2026

		Page
I.	Membership, Powers, Authorities, and Duties -----	1
II.	Scheduling Meetings and Public Hearings; Notice-----	2
III.	Election of Officers -----	2
IV.	Officers Powers and Duties -----	2
V.	Quorum and Voting-----	3
VI.	Advance Notification of Member Absence-----	3
VII.	Order of Business-----	3
VIII.	Robert’s Rules of Parliamentary Procedure-----	3

I. MEMBERSHIP, POWERS, AUTHORITIES AND DUTIES

- A. The Planning and Zoning Commission (hereinafter, “PZC”) is created under the authorities and powers granted by the Ohio Constitution, the Ohio Revised Code, the City of Sunbury Charter (hereinafter, “Sunbury Charter”) and the City of Sunbury Zoning Ordinance (hereinafter, “Zoning Ordinance”).
- B. The PZC shall consist of six voting members who are electors of the Municipality. The Mayor shall be an automatic and permanent member of the Commission. In addition to the Mayor, the Council shall appoint one of its members to be a member of the Planning and Zoning Commission who shall serve at the pleasure of Council and shall be subject to such term on the Planning and Zoning Commission as specified by the Council but not exceeding the remainder of that Council member’s term on the Council. The Council shall appoint the other four members of the Planning and Zoning Commission to serve overlapping three-year terms, provided that these citizen members shall not hold any other office or employment with the Municipality. Upon adoption of this Charter, the Council shall initially appoint some members to shorter terms in order to accomplish the intended staggered terms or it may carry over existing members and terms of the Planning and Zoning Commission for such purpose.
- C. Any school district with territory that overlaps the territory of the Municipality may appoint a representative of such school district to the Planning and Zoning Commission who shall be permitted to participate in the meetings of such Commission without having a vote on any matter before such Commission.
- D. The PZC shall have the power and duty to hear applications for land use, zoning classifications, or districts and, as merited, to submit written recommendations for legislative action or to render final determinations for administrative action; to initiate, review, and recommend legislation, rules, and regulations on all matters of municipal planning, land use, and zoning classification; and to exercise such other powers, duties and functions as provided by the Council.
- E. The PZC has authority to and may make, alter, amend, and adopt rules from time to time as may be necessary for the safe, effective and efficient conducting of its meetings and public hearings.
- F. The PZC shall have no other powers, authorities or duties other than as prescribed under the Sunbury Charter, the Zoning Ordinance, as provided by law, or as provided by Sunbury Council.
- G. These Rules are created under an express grant of authority to the PZC by Sunbury Council. These Rules, and any amendments hereto, are not legislation and do not replace, amend or in any manner modify the Sunbury Charter or the Zoning Ordinance. Inconsistencies between these Rules, as may be amended, and the Sunbury Charter and/or the Zoning Ordinance shall and must be construed in favor of the Sunbury Charter and/or the Zoning Ordinance.

II. SCHEDULING MEETINGS AND PUBLIC HEARINGS; NOTICE

Meetings and public hearings of the PZC shall be held in the Sunbury Council Chambers or other alternate location at a date and time set by Council and/or the PZC within the timelines established within the Zoning Ordinance. Notice shall be given of the date, time and location of all PZC meetings and public hearings in the manner as provided within the Zoning Ordinance. Meeting agendas (may be in “draft” form) and available documentation shall be posted on the Municipal website the Friday before the PZC meeting by 6:00 pm, however, failure to make such posting shall not affect PZC actions otherwise validly taken.

Any meeting or public hearing of the PZC may be adjourned, continued, or recessed to another time, date, or location in compliance with the Zoning Ordinance and applicable law. By agreement of the PZC and the Applicant a decision on an application or appeal may be extended beyond the date applicable in The Zoning Ordinance.

III. ELECTION OF OFFICERS

At the first meeting of the PZC each calendar year, or at such other date selected by the PZC and/or Council, the PZC shall select its officers who shall serve in such positions until the election of new officers at the first meeting of the next calendar year. PZC officers shall consist of a Chairperson and a Vice-Chairperson. The officer selection process shall require an affirmative vote of at least four members of the PZC by election upon such terms as may be determined by the PZC.

IV. OFFICERS POWER AND DUTIES

The Chairperson shall conduct all meetings and public hearings and shall preserve decorum and decide all questions of order. If any member transgresses these Rules, the Chairperson shall, or any member may, call him or her to order and in the latter instance the Chairperson shall render a decision as to the point of order. The Chairperson shall call for all votes and seconds and shall declare the vote after the clerk has announced the number of votes on each side. The Chairperson shall have the authority to vote on each matter as does each member of the PZC.

The Vice-Chairperson shall assume the powers and duties of Chairperson at any meeting where the Chairperson is not present.

V. QUORUM AND VOTING

A quorum of the PZC membership shall be four members. The PZC may only conduct business and vote if a quorum of its membership is present and in attendance at a Meeting or Public hearing. All votes shall be made by roll call vote in an open meeting or hearing and the Chairperson shall call for all votes and seconds and shall declare the vote after the clerk has announced the number of votes on each side. Each member shall have the authority to cast one vote on each matter, which votes shall consist of only, “aye,” “nay,” or “abstain.” A vote shall only pass upon affirmative vote of at least four of the PZC members or as otherwise specifically authorized in the Sunbury Charter and/or Zoning Ordinance (*see Article VII. B. for specific procedure for approval of meeting minutes*). The Chairperson shall have the authority to vote on each matter in the same manner as each other member.

VI. ADVANCE NOTIFICATION OF MEMBER ABSENCE

Email or phone notice shall be provided to the clerk, alternate clerk, or Chairperson at least 48 hours in advance of a meeting or as soon as possible should it be of an emergency situation. This will enable appropriate meeting cancellation notifications to be issued should a quorum not be present.

VII. ORDER OF BUSINESS

- A. Roll Call, to determine presence of quorum.
- B. Approval of the preceding meeting's minutes. A formal reading of the meeting minutes is and shall be waived unless any member requests the minutes be read, at which instance the Chairperson shall read the minutes aloud in their entirety or that portion requested to be read if less than the entirety. The Chairperson shall then call for any corrections of the minutes which may be offered by any member then present regardless of whether the member was present at the meeting in which the minutes were taken. Accepted corrections shall be noted and recorded in the meeting minutes. The Chairperson shall call for a motion and second to approve the minutes (as corrected, when applicable) and shall declare the vote after the clerk has announced the number of votes on each side. For purposes of votes on meeting minutes only, any vote of “abstain” or a nonvote of any member shall be recorded as an abstention but shall be counted as an affirmative vote of approval of the meeting minutes.
- C. Other Agenda items (Agenda may be amended during meeting upon motion, duly seconded, and affirmative vote of at least four members).

VIII. ROBERTS RULES OF PARLIAMENTARY PROCEDURE

Roberts Rules of Parliamentary Procedure will generally govern all meetings, procedures, such as motions, decorum, emergencies, etc.