

## CHAPTER 125: CITY COMMISSIONS

### SUBCHAPTER A – GENERAL

#### SECTION 125.010: APPOINTMENT

- A. Members of a Commission shall be appointed by the Chairman of the Board of Trustees subject to the approval of the majority of the Board of Trustees by motion.
- B. Every member of a Commission shall be a qualified voter under the laws and constitution of this state and the ordinances of the Village of Wardsville.
- C. Every member of a Commission shall be a citizen of the United States, and an inhabitant and resident of the Village for one year next preceding his or her appointment, and a resident during the time he or she serves.
- D. No person appointed to serve on a Commission shall be in arrears for any tax, lien, water or sewer charge, miscellaneous charge, forfeiture, or defalcation in office.

#### SECTION 125.020: CHAIRMAN AND TRUSTEE LIAISONS

A. The Chairman shall be a non-voting and ad-hoc member of every Commission except as otherwise noted below. One member of the Board of Trustees shall be a non-voting member of every commission except as otherwise noted below, who shall serve at the pleasure of the Chairman. The purpose of the Trustee Liaison is to provide a channel between the Commissions and the Board of Trustees for the exchange of information and direction.

B. Standing Committees Appointed. The Chairman shall, at the first meeting of the Board of Trustees after each annual election, name the *members* of such standing committees as he deems necessary, which shall consist of at least one member of the Board of Trustees and/or the Chairman. All Committees shall be appointed by the Chairman.

1. The Trustee Liaison shall be a voting member of the Commission. The Trustee serving as the designated member on the Commission shall serve for a term of one year, or until his or her successor is appointed.

#### SECTION 125.030: VACANCIES

Should, for any reason, a vacancy occur on a Commission, the Chairman shall appoint, with the approval of the Board of Trustees, a person to serve as a member of that Commission until the term of the former member expires.

## **SECTION 125.040: ATTENDANCE OF MEMBERS**

Commission members must attend all regularly scheduled meetings of the Commission except in case of a serious illness, an extenuating circumstance or a death in the family as defined in the personnel manual.

## **SECTION 125.045: REMOVAL OF MEMBERS**

The Board of Trustees may remove any citizen member for cause stated in writing and after a public hearing.

## **SECTION 125.060: VILLAGE COOPERATION**

The Commissions may request and shall receive the cooperation of Village staff to the extent of supplying the Commission with information for the furtherance of its duties. Under no circumstance shall a commission member or chairman, order, strongly recommend, or instruct any employee of the Village in reference to job duties or performance. Requests and suggestions shall be made only to the Chairman or Trustee Liaison and routed by them to the Board of Trustees for action.

## **SECTION 125.070: LACK OF QUORUM**

The Village must continue operating with or without certain commissions. In the event a quorum for a scheduled meeting does not exist, the Board of Trustees have the right to act on issues without the recommendation of a specific commission.

## **SECTION 125.080: MEETING DATES**

All Commissions shall meet as needed for the accomplishment of its duties and purposes.

## **SUBCHAPTER B: PLANNING AND ZONING COMMISSION**

### **SECTION 125.100: ESTABLISHED**

The Village of Wardsville does hereby establish a Planning and Zoning Commission which shall consist of no more than nine (9) persons and no less than five (5) members, one of whom shall be a member of the Board of Trustees selected by the Board of Trustees, and the remaining members shall be citizen appointed by the Chairman and approved by the Board of Trustees. All citizen members of the Planning and Zoning Commission shall hold no office or position in the Village administration. The term of each of the citizen members shall be four years, except that the terms of the citizen members first appointed shall be for varying periods so that succeeding terms will be staggered.

**SECTION 125.110: ORGANIZATION; RULES AND REGULATIONS; QUORUM**

The Planning and Zoning Commission shall elect annually from among its members its own chairman, vice chairman, and secretary, and from time to time provide such rules and regulations, not inconsistent with the ordinances of the Village, for its own organization and procedure as it may deem proper; provided, however, its chairman shall be elected from among the appointive members. Five members of the Commission shall constitute a quorum for the transaction of business.

**SECTION 125.120: REPORTS**

The Planning and Zoning Commission shall make a report to the Board of Trustees covering their investigations, transactions and recommendations, and such other and further reports relative thereto as it may deem proper or as required by the Board of Trustees.

**SECTION 125.140: POWERS AND DUTIES**

The Village Planning and Zoning Commission shall have the power and it shall be its duty to:

A. Prepare a comprehensive city plan for the future development of the Village, including recommendations relative to the location, length, width, and arrangement of the streets, alley, bridges, viaducts, parks, parkways, playgrounds, boulevards, or other public grounds or improvements, the platting of public property into lots, plots, streets, or alleys, the location of railroad lines, transportation, or other channels for communication of any kind, the grouping of public buildings, the design and placing of memorials, works of art, power and lighting plants, street lighting, standards, telegraph and telephone poles, street name signs, billboards or projecting signs, elimination of railroad grade crossings, and all other things pertaining to the welfare, housing appearance, or beauty of the Village or any portion thereof.

B. Make recommendations in connection with the execution and detailed interpretation of the Village plan, and make such changes and adjustments in the plan as may be deemed desirable from time to time.

C. Act as a zoning commission, in accordance with the provisions of present or future state zoning enabling acts.

D. Prepare and recommend to the Board of Trustees rules controlling the subdivision of land.

E. Make recommendations regarding the approval or disapproval of plats for land subdivision. Such plats shall be referred to the Planning and Zoning Commission

before the Board of Trustees takes any action. Failure of the Village Planning and Zoning Commission to act within sixty days shall be deemed an approval.

F. Recommend from time to time legislation which may be desirable to further the purposes of Village planning.

G. Assume any other powers or duties as are provided for by the charter of the Village.

## **SUBCHAPTER C: PUBLIC WORKS COMMISSION**

### **SECTION 125.400: ESTABLISHED**

A. The Village of Wardsville does hereby establish a Public Works Commission, which shall consist of no more than nine (9) members and no less than five (5) members, one of whom shall be a member of the Board of Trustees who shall act as the Trustee Liaison.

B. The remaining members shall be residents of the Village of Wardsville. The term of each of the members shall be three (3) years, except that the term of the members first appointed shall be varying.

C. With exception of the Trustee Liaison member, no member of the Public Works Commission shall hold any office or position in the Village administration.

D. The Public Works Commission's authority is limited to providing recommendations to the Board of Trustees. The Public Works Commission shall not require a quorum to conduct business within the limits of its authority.

### **SECTION 125.420: DUTIES OF THE PUBLIC WORKS COMMISSION**

A. Review proposed plats, designs, subdivisions and other development plans to ascertain their compliance with Village Code.

B. Review proposed plats, designs, subdivisions and other development plans to ascertain how they impact and interact with existing or future Village infrastructure.

C. To investigate storm water retention and detention.

D. To make recommendations on equipment needs and improvements.

### **SECTION 125.430: REPORTS**

The Commission shall prepare and submit a report to the Board of Trustees as requested. The report may include suggestions on policies and ways of better promoting public work.