



**CITY OF CLEVELAND**

Mayor Justin M. Bibb

**CITY PLANNING COMMISSION**

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# **Rules of the City Planning Commission**



Adopted: February 6, 2026



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## Article I: Members

- A. Membership Composition: In accordance with Section 76 of the Charter of the City of Cleveland (“Section 76”), the City Planning Commission (“Planning Commission”) shall be composed of seven members; six members shall be appointed by the Mayor and one shall be a member of the City Council chosen by each council to serve during the term of such Council. Two alternate members shall be appointed by the Mayor and may serve in place of a non-Council member of the City Planning Commission. Mayoral appointees must be approved by City Council.
- B. Terms: Planning Commission members serve for six-year terms, staggered at two-year intervals, based on Section 76. Vacancies in the Commission shall be filled for the remainder of the unexpired terms.
- C. Attendance: Regular, reliable attendance at Planning Commission meetings is expected of all members. In-person attendance is required unless extenuating circumstances necessitating virtual attendance are approved in advance by the Chair. Members may be excused for up to one absence per quarter for a maximum of four absences per year.



## Article II: Officers

- A. The officers of the Planning Commission shall be a Chair, Vice-Chair, and Secretary.
- a. Chair: The Chair, appointed annually by the Mayor in accordance with Section 76, shall preside at all meetings of the Planning Commission. The Chair shall be an ex-officio member of all committees and shall perform all duties incident to this office, including:
    - i. Swearing in all witnesses appearing before the Planning Commission to testify regarding matters of legislation, design review and public art, utilizing the oath appended in Appendix A.
    - ii. Facilitating public comment for zoning cases and other agenda items, and questions and discussion from commission members.
  - b. Vice Chair: The Vice Chair, elected annually by the members of the Planning Commission, shall act as Chair in the absence of the Chair. In the absence of the Chair and Vice Chair, the members of the Planning Commission shall elect a Chair Pro Tempore.
  - c. Secretary: The Planning Director shall be the ex-officio non-voting Secretary of the Planning Commission. The Planning Director shall provide input on the cases before the Planning Commission, conduct the official correspondence, maintain an accurate record of the proceedings of the Planning Commission and all its committees, and issue such reports as the Planning Commission may order. The Planning Director shall perform such other duties as the Planning Commission from time to time may assign. The Planning Director may assign such of these duties as the Director deems necessary to other members of the staff.



## Article III: Planning Director

- A. Appointment: In accordance with Section 76-1 of the Charter of the City of Cleveland (Section 76-1), the Planning Commission shall nominate, and the Mayor shall appoint, at the Mayor's discretion, a Planning Director. The Director shall manage the professional and technical staff of the Planning Commission, which shall constitute the "Planning Department" and shall serve as Secretary of the Planning Commission. In accordance with Section 76-1, the Director shall serve until removed by the Mayor with the concurrence of a majority of the Planning Commission.
- B. Duties: In addition to the duties specified by Section 76-1 and by Article II of these Rules, the Planning Director shall:
- a. Manage the Planning Department and perform all duties required as a departmental Director by the Mayor and the City Council. Said duties shall include but not be limited to the following:
    - i. Preparing for the Planning Commission's review and approval of an Annual Work Program describing anticipated activities and projects to be undertaken by the Planning Department in a given budget year.
    - ii. Preparing the Planning Commission's Annual General Fund Budget and grant applications for funding from other governmental and non-governmental sources.
    - iii. Managing the Planning Commission's several budgets and making such reports as, from time to time, may be required by City Council and any grant providers.
    - iv. If applicable, keeping a record of all fees collected by the Planning Department for the issuance of permits and the sale of maps and publications.
    - v. Managing departmental personnel including a description of the organization of the Planning Department and the responsibilities of the section heads and other staff members, maintaining the Planning Department's personnel policies and procedures, conducting regular employee performance reviews, and executing all disciplinary procedures.



- vi. Reporting weekly to the Mayor by attending the weekly Cabinet meeting; by submitting reports describing the activities of the Planning Department as requested by the Mayor's Office, the Planning Commission, the Landmarks Commission, the Board of Zoning Appeals and the Board of Building Standards and Appeals; and by making such other reports as the Mayor may request.
  - vii. Representing the Planning Commission to the City Council by attending weekly City Council meetings, representing the Commission before Committees of Council, and any additional special meetings.
- b. Serve as Secretary of the Planning Commission. The duties of Secretary shall include but not be limited to the following and may be assigned to a staff administrator:
- i. Keeping a record of all plans, drawings, specifications, material samples and other documents presented to the Planning Commission for its review and approval.
  - ii. Keeping a record of all motions adopted by the Planning Commission and all demolition permits, building permits, and supplemental conditions signed by the Director or the Director's designee on behalf of the Planning Commission.
  - iii. Monitoring compliance by project sponsors with the terms and stipulations contained in all motions, demolition permits, building permits, and supplemental conditions signed by the Director or the Director's designee on behalf of the Commission and notifying the Department of Building and Housing regarding any violation of these terms and stipulations.
  - iv. Keeping a record of all enacted legislation applying for, accepting and expanding funds; all enacted legislation, Consultant Review Committee, and Board of Control Resolutions authorizing the Planning Commission to enter into contract for goods and services; and all grant agreements and contracts signed by the Director on behalf of the Planning Commission.
  - v. Keeping a record of and signing on behalf of the Planning Commission all referred ordinances and resolutions and all legislative reports made by the Planning Commission and returning the referred legislation and the legislative



reports to the Council within the thirty (30) day period specified in Section 76-3 of the Charter ("Section 76-3").

- vi. Notifying the Clerk of Council as provided by Section 76-3 and by the Rules of City Council when action upon mandatory legislative referrals is to be delayed beyond thirty (30) days of the date of referral and obtaining an extension of time for Planning Commission action.
  
- c. Acting on behalf of the Planning Commission to expedite the orderly conduct of City business by administratively approving legislation concerning the following:
  - i. The vacation of a street or alley, provided that a Resolution of Intent to Vacate has been approved by the Planning Commission and City Council;
  - ii. A utility easement under or over a public right-of-way provided, however, that any above-grade utility improvement installed over a public right-of-way has been reviewed and approved separately by the Planning Commission;
  - iii. An encroachment into a public right-of-way, provided, however, that the design of said encroachment has been reviewed and approved separately by the Planning Commission;
  - iv. A public improvement approved by the Planning Commission as part of the annually adopted Capital Improvement Budget, provided, however, that the design of said improvement has been reviewed and approved separately by the Planning Commission;
  - v. The development of a project being undertaken pursuant to a Community Development Plan or Urban Renewal Plan previously approved by the Planning Commission and adopted by City Council, provided, however, that the design of said project has been reviewed and approved separately by the Planning Commission;
  - vi. The lease or acquisition by the City of property for a public project provided, however, that the Planning Commission has previously reviewed and approved the location and purpose of said project and further provided that the design of



- said project has been reviewed and approved separately by the Planning Commission;
- vii. The appropriation of a property pursuant to a Community Development Plan, provided however, that a Resolution of Intent to appropriate has been approved by the Planning Commission and City Council;
  - viii. The disposition of Land Bank or Urban Renewal parcels provided, however, that the proposed disposition is consistent with the Citywide Plan and all applicable zoning and further provided that the Planning Commission has previously reviewed and approved the design of any project to be developed on the parcel and the price or lease terms proposed for the disposition of the property;
  - ix. The lease of City-owned land or buildings to public entities or private organizations or individuals, provided, however, that such leases involve no exterior physical change to these properties and the proposed reuse is consistent with the Citywide Plan and applicable zoning;
  - x. Necessary governmental functions in the repair and reconstruction of sewers, water mains and equipment, streets and alleys, street lighting, traffic signals, electric power lines and equipment, and similar capital stock; and buildings, provided that there are no exterior design changes;
  - xi. Necessary governmental functions in the maintenance and operation of the Cleveland Hopkins International Airport, Burke Lakefront Airport, the Cleveland Convention Center, the Cleveland Municipal Stadium, the West Side Market, the Cleveland Public Power System, the Cleveland Water System, and the Cleveland Sewer System, provided however, that the contemplated maintenance activities do not involve permanent visible changes to the exterior or significant interior spaces of these buildings and facilities; and
  - xii. Such other matters as the Planning Commission may, by specific resolution, authorize the Director to sign on its behalf.
- d. Acting on behalf of the Planning Commission to expedite design review decisions with administrative approvals pursuant to CCO 341.05(c) and 341.05(g), provided that the application is not for demolition or moving buildings (other than minor accessory



structures), or for construction of new commercial or institutional buildings, or new residential development of six units or more, and that the application is recommended for approval by the Local Design Review Advisory Committee and Planning Commission. If the application is determined by the Director to have no significant impact on the design or appearance of the property, it is not required to go to the Local Design Review Advisory Committee prior to administrative approval.

- e. Acting on behalf of the Planning Commission to expedite the conduct of City business by approving administratively the design of projects subject to architectural review because they are in the footprint of the Cleveland-Hopkins Airport. Such administrative approvals shall be subject to all applicable ordinances and to the rules and procedures applied by the Planning Commission to govern the actions of the Design Review Committee and the Business Revitalization Advisory Committees
- f. Preparing, in cooperation with the staff of the Department of Finance and the Mayor's Office of Capital Projects, the City's Capital Improvement Budget and Capital Improvement Plan in accordance with Section 76-2 of the Charter.



## Article IV: Committees

- A. Purpose: At its discretion, the Planning Commission may choose to establish one or more committees to guide the functions of the Commission, including: making and adopting a general plan for the development and improvement of the City; making plans and proposals for specific improvements and projects which it deems desirable for the City; making such investigations, maps and studies relating to the planning of the community as it may deem desirable; and recommending to the appropriate public authorities or private agencies programs for the development and improvement of the community, for the enactment of legislation pertaining thereto, for the building of public structures and improvements, and for the financing thereof.
- B. Unless otherwise provided by the Charter or Codified Ordinances of the City of Cleveland, the Chair shall appoint the members and officers of all committees, subject to the approval of the Planning Commission.
- C. The following Standing Committees are hereby established:
  - a. Local Design Review Advisory Committees:
    - i. Purpose: Established pursuant to Section 76-4 of the Charter of the City of Cleveland and Chapter 341 of the Codified Ordinances (CCO), design review requirements and districts are established to ensure appropriate design of buildings and properties in furtherance of the following objectives:
      - 1. To protect property values and to preserve and enhance the character of existing neighborhoods and development;
      - 2. To promote economic activity and increase municipal revenues;
      - 3. To enhance the visual image of Cleveland and its neighborhoods and downtown;
      - 4. To preserve the community's architectural assets; and
      - 5. To protect the environment and facilitate healthy living
    - ii. Duties: In accordance with Sections 341.04 and 341.05 of the Codified Ordinances, the Committee shall advise the Planning Commission on the design of public projects within the City of Cleveland and on public and private projects within the defined Design Review Districts. Each Local Design Review Advisory



Committee shall review applications received pursuant to Chapter 341 for properties located within the boundaries of its area of jurisdiction.

iii. Jurisdiction: The City of Cleveland has six (6) established Design Review Regions, each with identified Design Review Districts, as listed below and mapped in Appendix B:

1. Downtown/Flats Design Review Region generally covers the Downtown and Flats area from West 25th Street on the west to the Innerbelt on the south and east, including all high-traffic corridors. It also covers the Lake Erie shoreline from Bratenahl on the east to Edgewater Park on the west. Additionally, the Hopkins Airport area south of I-480 is included in this Region.
2. Near West Design Review Region generally covers the area of the City between the Cuyahoga River and West 85th Street excluding the west side of the Flats and the Lake Erie waterfront, and includes the following Design Review Districts:
  - a. Clark-Metro
  - b. Old Brooklyn
3. Far West Design Review Region generally covers the area of the City west of West 85th Street excluding Hopkins Airport, and includes the following Design Review Districts:
  - a. Kamm's Corner
  - b. Bellaire-Puritas
  - c. West 117<sup>th</sup> Street
  - d. Rockport
  - e. Variety
4. Northeast Design Review Region generally covers the area east of the Innerbelt and north of the Midtown, Euclid Corridor and University Circle areas excluding the Lakefront west of Bratenahl, and includes the following Design Review Districts:
  - a. East St. Clair
  - b. St. Clair



- c. Lakefront
      - d. Glenville
      - e. Superior Avenue
      - f. East 140<sup>th</sup> / Lakeshore Blvd.
      - g. East 185<sup>th</sup> Street
      - h. Waterloo
      - i. Euclid-Green
  - 5. Central East Design Review Region generally includes the area east of the Innerbelt freeway, north of Buckeye Ave and south of Superior Ave, and includes the following Design Review Districts:
    - a. Midtown
    - b. University Circle
    - c. Opportunity Corridor
    - d. Buckeye Road (north)
    - e. Cedar Avenue
  - 6. Southeast Design Review Region generally covers the area east of I-77 and south of Buckeye Road, and includes the following Design Review Districts:
    - a. Larchmere Blvd.
    - b. Buckeye Road (south)
    - c. Burten, Bell, Carr
    - d. Mount Pleasant
    - e. Broadway
    - f. Union Miles
    - g. Lee-Harvard
- iv. Membership:
- 1. Composition: Each Advisory Committee shall be composed of not less than five (5) and not more than eleven (11) members, except that the Planning Commission may increase membership of a particular committee if necessary to incorporate relevant perspectives and areas of expertise. A maximum of three (3) alternate members may be appointed to each committee. The alternate members may vote in place of



members not in attendance at a particular meeting, as determined by the Committee's chairperson. The majority of members of the Design Review Committee shall be architects or other 'recognized design professionals.' The term 'recognized design professional' shall refer to individuals with documented expertise in such fields as landscape architecture, urban design, graphic design, art history, or historic preservation. The remaining members shall be recognized community leaders with a demonstrated interest in the design and development of Cleveland.

2. **Nomination and Appointment:** In accordance with CCO Section 341.06, the Planning Commission shall appoint the members of each Local Design Review Advisory Committee. In making these appointments, the Planning Commission shall solicit nominations from Community Development Corporations operating within each committee's geographic area of jurisdiction and the Council member(s) representing each such area.
  3. **Term:** Each Advisory Committee member shall be appointed for an initial term of one (1) year and thereafter for a term of two (2) years. After expiration of the initial one (1) year term, an individual's membership shall continue until the City Planning Commission takes action to replace the member with a new appointment or until the member resigns. The City Planning Commission shall replace members whose attendance is poor or who fail to act in accordance with the regulations of this chapter.
- b. **Form-Based Code Technical Review Committee:** In accordance with CCO Section 3005.1, the Technical Review Committee is chaired by the Planning Director or designee and is created to review and approve zoning for certain projects, as delegated by the Planning Commission under the provisions of the Form-Based Code. The Technical Review Committee must consist of representatives from departments/divisions including Planning, Building and Housing, Community Development, Economic Development, Law, Public Safety, Public Utilities, Mayor's Office of Capital Projects, Sustainability, and Urban Forestry.



- c. Long-range Citywide Plan Committee: The Committee shall be appointed by the Planning Commission and shall include Planning Commission members, leadership from relevant City departments, and resident representatives to steer the development and implementation of the City's long-range comprehensive plan.
  
- D. The Chair of the Planning Commission shall appoint such Special Committees as the Commission may from time to time authorize. The responsibilities and size of these Committees shall be determined by the Planning Commission at the time of their establishment.
  
- E. Rules of Committees: The Standing and Special Committees of the Planning Commission shall be governed by the rules of the Commission and Roberts Rules of Order.



## Article V: Meetings

- A. Public Meetings: All meetings of the Planning Commission and its Committees shall be public, and minutes shall be kept that will be available to the public. This provision does not apply to social gatherings where public business is not discussed by a majority of such commission or a committee.
- B. Regular Meetings: The regular meetings of the Planning Commission shall be held on the first and third Friday of each month in Room 514 of City Hall at 9:15am unless otherwise determined by the Planning Commission. Pursuant to CCO Section 101.021, regular meetings are also available for members and participants to join virtually and view electronically via live-stream.
- C. Special Meetings: Special meetings of the Planning Commission may be called by the Chair, or upon the written request of three or more members of the Commission. The Planning Director shall provide written notice to each member of the Planning Commission, served by e-mail communication in advance of the meeting, unless such notice is waived in writing by the members of the Commission. Any such notice shall state the subjects to be considered at the meeting.
- D. Executive Sessions: The Planning Commission may hold an executive session only at a regular or special meeting under the provisions of Ohio Revised Code Section 121.22 (G) following a roll call vote supported by the majority of quorum present. The executive session may only be held to consider the following matters:
  - a. Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official;
  - b. To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code;
  - c. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action;
  - d. Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;



- e. Matters required to be kept confidential by federal law or regulations or state statutes;
  - f. Details relative to the security arrangements and emergency response protocols for a public body or a public office;
  - g. To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance provided that both of the following conditions apply:
    - i. The information is directly related to a request for economic development assistance that is to be provided or administered; and
    - ii. A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.
- E. Quorum: A majority of the appointed members of the Planning Commission, or a Committee, shall constitute a quorum for the transaction of business. No vote of the Planning Commission shall be valid unless a quorum is present at the time of the vote. No member shall be entitled to vote unless he or she is virtually or physically present at the meeting at the time of the vote.
- F. Agenda: A Draft Agenda of the time, place, manner by which the meeting or hearing will be held and subjects to be considered at a regular or special meeting of the Planning Commission or its committee shall be prepared and distributed to Commission members at least 48 hours prior to a meeting. The Planning Director, in consultation with the Chair, shall prepare a Final Agenda at least 24 hours prior to a meeting. Said Final Agenda shall be distributed to the Planning Commission members and made available to the public at least 12 hours prior to the meeting, in compliance with Charter Section 101.021(d). No other subjects shall be voted upon at a regular or special Planning Commission meeting unless, by unanimous vote of those present, the Commission decides to consider other subjects.
- G. Order of Business: The business of the Planning Commission shall be considered in the following order, unless otherwise determined by the Commission:



- a. Preamble and Meeting Procedures
  - b. Call to Order
  - c. Roll Call
  - d. Approval of Minutes
  - e. Public Hearing(s)
  - f. Design Review Reports
  - g. Public Art
  - h. Mandatory Legislative Referrals
  - i. Administrative Approvals of Legislative Referrals
  - j. Special Presentations
  - k. Director's Report
  - l. Adjournment
- H. Public Comment: The Planning Commission accepts public comments on any agenda item until noon the Wednesday prior to a Friday meeting. Members of the public may submit comments via mail, email, or phone call. All public comments received are distributed to Commission members in advance of the meeting. Public comment is also permitted during the meeting at the discretion of the Chair. Any individual providing public comment is permitted two minutes to speak to the agenda item in which they have an interest.
- I. Presiding Officer: The Chair of the Planning Commission shall preside over Commission meetings. In the absence of the Chair, the Vice Chair will preside, and in the event of their absence, the Planning Commission shall elect a Chair Pro Tempore. The Chair shall preserve order and decorum, confine speakers to the subject under discussion, decide all points of order, and ensure that all matters are sufficiently explained and debated before they are submitted to a vote. The Chair may not put forward a motion, nor may they second a motion. The Chair shall apply the Rules of the Planning Commission and Roberts Rules of Order when making rulings.
- J. Voting: No Planning Commission member shall vote on any question in which they are financially interested or in which he has been directly involved in their private occupation or public service other than the Commission. Abstention from voting by a Planning Commission member who is present shall not affect the existence of a quorum while a recusal does affect the existence of a quorum . If a Planning Commission member abstains or is recused from voting, he shall state the reason. Recusal or abstention shall be disclosed before staff presentation or deliberation on the applicable item. The minutes of the Planning Commission



meeting shall record the reasons so stated. A Commission member may abstain for any reason, but must recuse when required by law or ethics guidance. See Appendix C for a more detailed reference guide on recusals and abstentions for commissioners and staff.

a. Recusal Procedure:

- i. The member shall state the basis for recusal on the record.
- ii. The member shall leave the room or virtual meeting for the duration of the item.
- iii. The member shall not communicate with other members or staff regarding the matter while recused.

b. Abstention Procedure:

- i. The member may state the reason for abstention on the record.
- ii. The member may observe deliberation but shall not vote.

c. Chair Responsibilities:

- i. The Chair shall confirm recusals and abstentions on the record.
- ii. The Chair shall verify and announce quorum status following any recusal.

d. Staff Responsibilities:

- i. Staff shall recalculate quorum for each affected item.
- ii. Minutes shall clearly document recusals and abstentions and their effect.

K. Additional Rules: Except as herein otherwise provided, the proceedings of the Planning Commission shall be governed by the City Charter, the Codified Ordinances of the City of Cleveland, and the Rules of the Planning Commission, and it shall be the duty of the presiding officer to adhere to and enforce such rules. If the presiding officer is unable to make a ruling on any procedural matter, he may defer to the Director of Law for a ruling. Upon the motion of any member present, a majority of the Planning Commission members may vote to appeal to the Director of Law for a ruling.

L. Motion: The form of all motions shall be "I move that" followed by the substance of the motion. Another member shall second the motion. Any motion may be withdrawn by the maker before it has been amended or voted upon. When a motion is made, it shall be stated by the presiding officer before any debate shall be in order. Members may move to table an item, which ends discussion and sets it aside with no specific return time and requires a motion to take it from the table for consideration. Members may also move to postpone an item to a definite time,



although per CCO 341.05(f), the applicant must agree to the postponement. See Appendix D for a procedural handout for postponement practices.

- M. Reconsideration: After making the decision on any question, any member who voted with the majority may move for a reconsideration of any action at the same or the next succeeding meeting. A motion to reconsider shall require a majority vote of all the members elected to the Planning Commission. After a motion for reconsideration has been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the members present.
  
- N. Review of Legislation: In accordance with 76-3 of the Charter of the City of Cleveland, the Planning Commission shall review all ordinances or resolutions of Council or acts or orders of any administrative officer of agency of the City of Cleveland, which affect the Citywide Plan or the Downtown Plan (known collectively as the "City Plan") or concern the plan, design, character, extent, location or use of any public improvement or public property or change thereof, or concern zoning or other regulation affecting or controlling the use or development of land or otherwise come within the functions of the Planning Commission as set forth in Section 76-1 of the Charter. The City Council shall refer to the Planning Commission all such pending ordinances and resolutions for its review and recommendation. The Planning Commission shall review referred ordinances within 30 days from the date of referral unless a longer time is allowed by the Clerk of the Council. Ordinances and resolutions not acted upon within the 30 days (or longer if an extension of the review period is granted by the Council Clerk) shall be deemed to have been approved by the Planning Commission.
  
- O. Action on Referred Legislation: All ordinances and resolutions reviewed by the Planning Commission shall be returned to City Council with one of the following reports: "Approve," "Approve Subject to the Stated Amendment," or "Disapprove Unless Amended," or "Disapprove." A motion to "Approve Subject to Stated Amendment," or to "Disapprove Unless Amended" shall state the intent and the specific language of the amendment. A motion to "Disapprove" shall specify the reason for the disapproval. In accordance with Chapter 76-3 of the Charter of the City of Cleveland, any ordinance, resolution or order returned to Council by the Commission as "Disapproved" or "Disapproved Unless Amended" shall require a two-thirds vote of all members of Council for adoption. If there is no affirmative vote to either "Approve," "Approve Subject to the Stated Amendment," "Disapprove Unless Amended," or "Disapprove," a motion shall be made to "Postpone" the legislation for later consideration.



- P. Adjournment: The Chair, at their discretion, may adjourn the meeting for the purpose of obtaining the assistance of legal counsel or other expert testimony or advice that is needed to clarify a point under discussion or review.
  
- Q. Minutes: The Planning Director or assigned staff shall prepare and retain official records for all meetings of the Planning Commission and its Committees and shall retain tape recordings of all meetings and such other documentation as may be required by the City's Records Commission. Minutes for each regular or special Planning Commission meeting shall be ratified by the Commission at its next regular meeting.



## Article VI: Required Actions

- A. Public Hearings: The Planning Commission shall conduct a public hearing for all ordinances which propose to amend the Zoning Map or the Zoning Code of the City of Cleveland, and for all Community Development Plans prepared pursuant to Chapter 313 of the Codified Ordinances. A public notice shall be given by the Planning Commission as required by the Codified Ordinances and any persons or organizations desiring to be heard will be afforded an opportunity to be heard on the proposed ordinance or plan. A public hearing may be adjourned from time to time without further notice. The Planning Commission shall preserve a record of all proceedings.
  
- B. Legislative Administrative Approvals: All legislation that is approved administratively by the Director on behalf of the Planning Commission shall be listed under "Legislative Administrative Approvals" on the agenda of the earliest regular Commission meeting following the issuance by the Director of such approvals. The Planning Commission shall indicate its concurrence with the Director's actions by affirming the "Legislative Administrative Approvals."



## Article VII: Amendments and Resolutions

- A. Amendments: These rules may be amended by a majority vote of the members of the Planning Commission present at any regular or special meeting, provided notice of the proposed change shall have been provided to the members of the Commission by the Planning Director at least five (5) days prior to such meeting.
  
- B. Resolutions: The Planning Commission may, from time to time, adopt resolutions instructing the Planning Director to act on behalf of the Commission, or adopt a policy or procedure which will guide future actions of the Commission or the Department. The Planning Director shall keep a record of any such resolution adopted by the Planning Commission, shall append all such resolutions to the official copy of the Rules of the City Planning Commission, and shall furnish all such resolutions to the Commission members for their use.



## Article VIII: Repealer

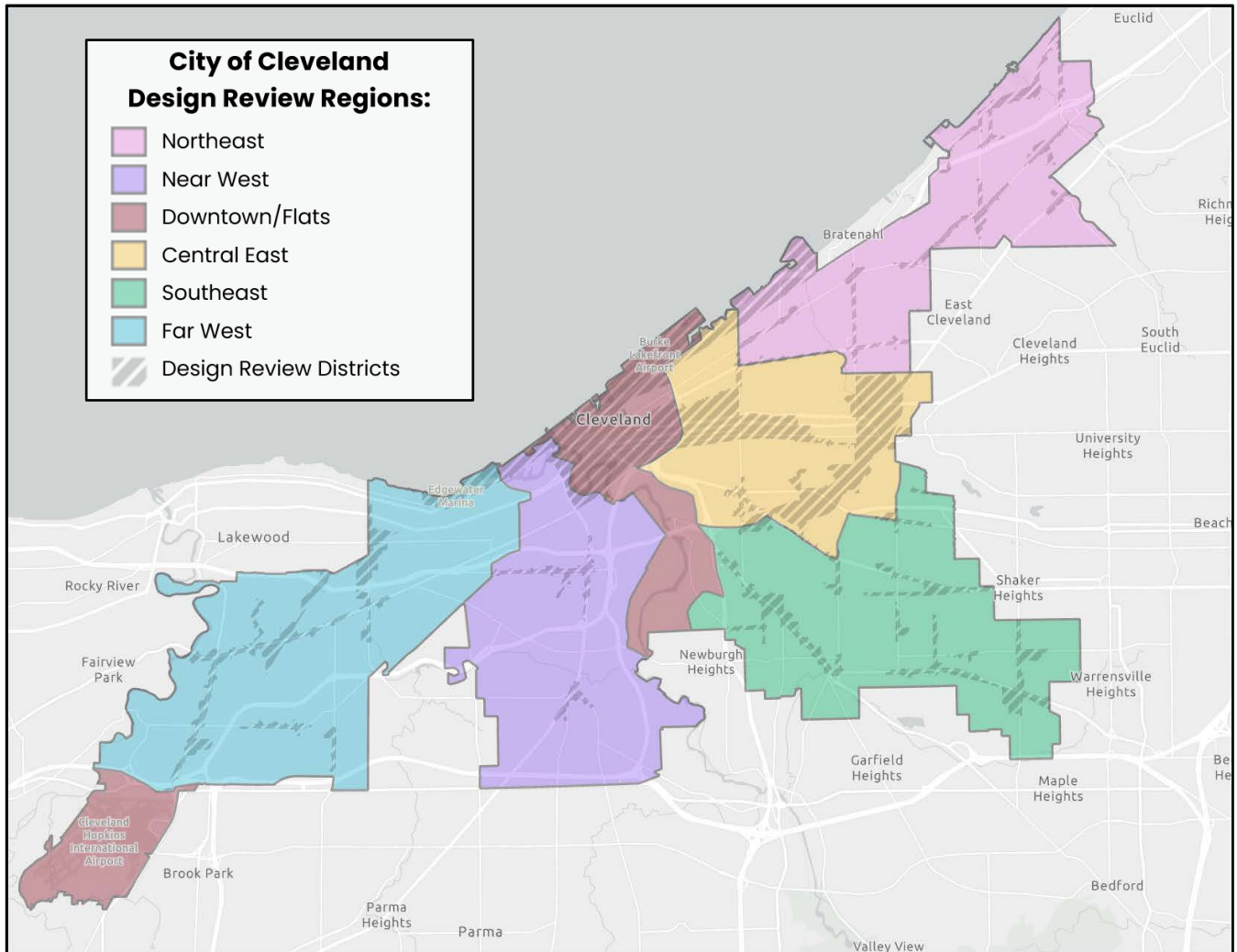
- A. This document shall supersede all rules and statements heretofore adopted, or in effect by practice.
- B. Adopted by the City Planning Commission October 4, 1963, and effective as of that date.
- C. Amendments have been adopted by the City Planning Commission on:
  - a. March 4, 1966
  - b. October 6, 1967
  - c. June 4, 1971
  - d. July 18, 1975
  - e. September 16, 1977
  - f. February 16, 1979
  - g. July 20, 1984
- D. Revisions have been adopted by the City Planning Commission on:
  - a. February 7, 1992
  - b. February 6, 2026



## Appendix A: Oath for Meeting Witnesses

Do you, \_\_\_\_\_, solemnly swear, or affirm to tell the truth, the whole truth, and nothing but the truth, so help you God or under penalty of perjury?

## Appendix B: Design Review Region Map





## Appendix C: Recusal vs Abstention Reference Guide

	<b>RECUSAL</b>	<b>ABSTENTION</b>
<b>Purpose</b>	To address an actual or apparent <b>conflict of interest</b>	To permit a voluntary <b>non-vote</b> where no conflict exists
<b>When Applicable</b>	<b>Required</b> when mandated by law or ethic rules	<b>Optional</b> at the member's discretion
<b>Common Triggers</b>	<ul style="list-style-type: none"> <li>* Financial or property interest</li> <li>* Business or professional relationship</li> <li>* Family or close personal relationship</li> <li>* Prior involvement in the matter</li> <li>* Prohibited under Ohio ethics law</li> </ul>	<ul style="list-style-type: none"> <li>* Insufficient information</li> <li>* Missed part of presentation</li> <li>* Personal concern not constituting a conflict</li> </ul>
<b>Disclosure Required</b>	<b>Yes</b> - reason stated on the record	<b>Recommended</b> - brief explanation
<b>Participation in Discussion</b>	<b>Not permitted</b>	<b>Permitted</b> , unless otherwise directed
<b>Questions of Staff/Applicant</b>	<b>Not permitted</b>	<b>Permitted</b>
<b>Vote</b>	<b>Not permitted</b>	<b>Not permitted</b>
<b>Presence During Item</b>	<b>Must leave</b> meeting room or virtual meeting	<b>May remain</b>
<b>Counted Toward Quorum</b>	<b>No</b>	<b>Yes</b>
<b>Effect if Quorum Lost</b>	Item <b>must be deferred</b>	No effect
<b>Minutes Must Reflect</b>	Name, reason, departure, and quorum impact	Name and abstention



## Appendix D: Postponement Practices

### Postponement Practices - CCO § 341.05(f)

