

**MINUTES
PLANNING COMMISSION
DECEMBER 2, 2021
CITY OF LAKEWOOD
AUDITORIUM
7:00 P.M.
MEETING – RECORDED
<https://www.lakewoodoh.gov/videos-2/>**

The meeting was called to order at 7:00 p.m.

1. Roll Call

Members Present

Nathan Kelly
Kyle Krewson, Chair
Sean McDermott, Vice Chair
Nicholas LaPointe

Others Present

Katelyn Milius, Senior Planner
Mark Papke, City Engineer
Jennifer Swallow, Executive Assistant Law Director

A motion was made by Mr. Krewson, seconded by Mr. Kelly to **EXCUSE** the absence of Amanda Cramer. All the members voting yea, the motion passed.

2. Approve the Minutes of the October 7, 2021 meeting

A motion was made by Mr. Krewson, seconded by Mr. Kelly to **APPROVE** the October 7, 2021 meeting minutes. Mr. Kelly, Mr. Krewson, Mr. McDermott voting yea and Mr. LaPointe abstaining, the motion passed.

Approve the Minutes of the November 4, 2021 meeting.

A motion was made by Mr. Krewson, seconded by Mr. McDermott to **APPROVE** the November 4, 2021 meeting minutes. Mr. Krewson, Mr. LaPointe, Mr. McDermott voting yea and Mr. Kelly abstaining, the motion passed.

3. Opening Remarks

Administrative staff ("staff") read the opening remarks into record.

OLD BUSINESS

PARKING PLAN

**4. Docket No. 10-26-21
2015 Lark St.
Apartment Building**

Steven Kordalski, Kordalski Architects, applicant requests parking plan review and approval. Pursuant to Section 1143.05 – Schedule of Uses and Space Requirements. This property is located in an R2, Single - and Two-Family district. (Page 2)

After discussion between the applicant and staff, it was decided the item would be tabled.

A motion was made by Mr. Krewson, seconded by Mr. LaPointe to **TABLE** the request. All the members voting yea, the motion passed.

**NEW BUSINESS
CONDITIONAL USE**

- 5. Docket No. 12-28-21
12061 Lake Ave.
Lakewood Counseling, LLC**

Ray Biello, applicant, requests approval of a conditional use permit renewal to operate a counseling and accounting business, replacing an existing office use. Pursuant to section 1161.03(o) – re-use of an existing non-conforming structure. The property is in an MH – Multi-Family, High Density district. (Page 8)

Ray Biello, applicant was present to explain the request. Staff provided an overview of the previously conditional use permits associated with the property; staff supported the proposal. Public comment was closed as not one addressed the item. Further discussion disclosed that there would be no more than four employees at the location; dependent upon the time of year; the number of clients varied - maybe three per hour.

A motion was made by Mr. Kelly, seconded by Mr. Krewson to **APPROVE** the application as proposed. All of the members voting yea, the motion passed.

CONDITIONAL USE

- 6. Docket No. 12-29-21
13995 Lake Ave.
Feel Beautiful with Kayla**

Kayla Geraci, Feel Beautiful with Kayla LLC, applicant requests approval of a conditional use permit to operate a beauty salon business in a residential building. Pursuant to Chapter 1145 and Section 1161.03 (f) – Type B Home Occupation. The property is in an R1M – Single-Family, Medium Density district. (Page 10)

James Geraci, representative was present to explain the request. Staff provided an overview of the proposal; any conditional use in a Type B Home Occupation would require renewal after 36 months, the City had no concerns, and an e-mail was received that supported the request. Public comment was closed as not one addressed the item. It was determined there would be no on-street parking; all parking would be on the private property.

A motion was made by Mr. LaPointe, seconded by Mr. McDermott to **APPROVE** the application as proposed. All of the members voting yea, the motion passed.

CONDITIONAL USE

- 7. Docket No.12-30-21
17012 Madison Ave.
Beartooth Tattoo Co.**

Eric Kaplan, Beartooth Tattoo Co., applicant requests approval of a conditional use permit to operate a tattoo business. Pursuant to section 1129.02 - principal and conditional permitted uses and section 1161.03(z) - body art establishments. The property is in a C1 – Commercial, Office district. (Page 13)

Eric Kaplan, Beartooth Tattoo Co., applicant was present to explain the request. Staff provided a summary of the proposal, and administration had no concerns. The buffer zones would be amended to reflect buffer distances from the buffered school building footprint (rather than property lines); the members asked to see the existing ones along with the revised when the changes are completed. Public comment was closed as not one addressed the item. There was no further comments from the members.

A motion was made by Mr. Krewson, seconded by Mr. LaPointe to **APPROVE** the request as proposed. All the members voting yea, the motion passed.

CONDITIONAL USE

8. Docket No. 12-31-21
15000 15012 Detroit Ave.
Dave's Hot Chicken

Nicholas Silea, Dave's Hot Chicken, applicant requests the review and approval for a conditional use permit to operate outdoor dining, pursuant to section 1161.03(t) – outdoor dining facility. Property is in a C2 – Commercial, Retail district. (Page 25)

Nicholas Silea, Dave's Hot Chicken, applicant was present to explain the request. He stated the business address was 15012, not 15000. Staff would verify the address. Staff provided a brief synopsis of the proposal that allowed 24 seats on the patio through the year 2022 and recommended conditions if approval of the proposal was granted. The City was looking to modify some of the conditions for outdoor dining. Public comment was closed as not one addressed the item. The members asked about the counter service with disposable containers, litter issues, restaurant staff checked every thirty minutes, gate egress access to the sidewalk in the event of an emergency.

A motion was made by Mr. Krewson, seconded by Mr. McDermott to **APPROVE** the application with the following conditions:

- The gate swings inward only toward the building if permitted by the Ohio Building Code and Fire Code.
- The maximum per 1161 ~~(not to exceed 24 seats as shown)~~ are permitted permanently. The number of seats will be 24 temporarily through 2022.

All the members voting yea, the motion passed.

COMMUNICATION

9. Docket No. 12-32-21
Warren Road Beautification Phase 3

LakewoodAlive will present a communication regarding a proposed application to the Cuyahoga County Supplemental Grant Program for Warren Road Beautification Phase 3 project. (Page 30)

Staff provided a brief introduction of the project. Ian Andrews, Executive Director of LakewoodAlive; Rob Donaldson, outgoing Chair of the Design Committee; Amy Haney, new Chair of the Design were present explain the evolution of the Warren Road Beautification project. In December 2021, a CDBG Application will be submitted, and The City of Lakewood will be the Applicant of Record. The members commended all parties for the work, asked about lighting on the southeast facing wall of the Winterhurst building, asked who was responsible for maintenance of the plantings, stated the Serpentine sign should be removed, asked about salt tolerant plantings, suggested the addition of signage to guide people to the downtown district. Public comment was taken.

A motion was made by Mr. Krewson, seconded by Mr. McDermott to **RECEIVE AND FILE** the communication. All of the members voting yea, the motion passed.

COMMUNICATION

10. Docket No. 12-33-21
Revisions to the Planning Commission Rules & Regulations

Staff will present a communication regarding proposed revisions to the Planning Commission's Rules and Regulations. (Page 31)

Staff presented the proposed revisions to the current Planning Commission Rules and Regulations and asked for additional recommended changes.

A motion was made by Mr. Kelly, seconded by Mr. LaPointe to **APPROVE** the revisions with amendments as discussed. All the members voting yea, the motion passed.

11. ADJOURN

A motion was made by Mr. Krewson, seconded by Mr. Kelly to **ADJOURN** the meeting at 8:08 p.m. All the members voting yea, the motion passed.

After the meeting was adjourned, the members thanked Mr. Kelly for his participation as a member of the Planning Commission.

Katelyn Milius
Signature *as amended on behalf
of chair*

1/6/2022
Date



Oath

(You need not give an oath if you object. If you object to giving an oath, please notify the hearing officer or secretary before signing below.)

I, the undersigned, hereby solemnly swear that the testimony I give at this proceeding will be the truth, the whole truth and nothing but the truth:

PRINT NAME:

SIGN NAME:

- 1. Ray Biello
- 2. James Geraci
- 3. Eve Keaton
- 4. Nikolas Gilea
- 5. Timy Haney
- 6. [Signature]
- 7. Fu Andrews
- 8. Rob Dabrowski
- 9. _____
- 10. _____
- 11. _____

- [Signature]
- [Signature]
- [Signature]
- [Signature]
- [Signature]
- [Signature]
- [Signature]
- [Signature]
- _____
- _____
- _____

Prepared by: The City of Lakewood Law Department, 12650 Detroit Ave., Lakewood, Ohio 44107

FOR CITY USE ONLY

Lakewood Administrative Procedure: ABR/BBS Citizens Advisory Civil Svc. Dangerous Dog Income Tax Appeals Loan Approval Nuisance Abatement Appeals Parking Planning Zoning Appeals Other:

Date of Proceeding: Thursday, December 2, 2021



Planning Commission
December 2, 2021



Agenda

1. Parking, Plan Review, 2015 Lark – *Request to Table*
2. Conditional Use Renewal, 12061 Lake Avenue
3. Type B Home Occupation, 13995 Lake Avenue
4. Conditional Use Body Art, 17012 Madison Avenue
5. Outdoor Dining, 15000 Detroit Avenue
6. Communication Warren Road Phase 3
7. Communication of Revisions to the PC Rules and Regulations





Docket No. 10-26-21

2015 Lark Street

PARKING PLAN REVIEW



Docket No. 12-28-21

12061 Lake Avenue

LAKEWOOD COUNSELING, LLC



Request

The renewal of a Conditional Use approval to allow offices replacing an existing office use, pursuant to section 1161.03(o) – re-use of an existing non-conforming structure. The property is in an MH – Multi-Family, High Density district.

12061 Lake Avenue
Renewal of Conditional Use

Previous Planning Commission Approval 2002

- Boarding house into office space.
- Conditional Use does not transfer ownership 1161.02 (j).



FILE COPY

12650 DETROIT AVENUE • 44107 • 216/521-7580 • FAX 216/529-5936

April 3, 2002

PLANNING COMMISSION

Andrew Passen
Thaddeus O'Brien
O'Brien, Passen & Associates, Inc.
1468 West 9th Street
Cleveland OH 44113

RE: **Docket 4-6-02**
12061 Lake Avenue

Dear Messrs. Passen & O'Brien:

The Lakewood Planning Commission, at its meeting of **April 2, 2002** considered a request from Andrew Passen and Thaddeus O'Brien, d.b.a., O'Brien, Passen & Associates, Inc., 1468 West 9th Street, Cleveland 44113, applicants, for a Conditional Use pursuant to Section 1161.03(o) – Re-Use of an Existing Non-Conforming Structure. The applicant is requesting to convert a licensed boarding house into office space in a MH, Multiple-Family, high density, Residential District.

The Planning Commission decided to **APPROVE** a Conditional Use to convert a licensed boarding house into office space.

Sincerely,


Barbara J. Kelly, Secretary



7 off-street parking spaces



Mr. Tire

Days Inn

Optimal Wellness



Request

The renewal of a Conditional Use approval to allow offices replacing an existing office use, pursuant to section 1161.03(o) – re-use of an existing non-conforming structure. The property is in an MH – Multi-Family, High Density district.

12061 Lake Avenue
Renewal of Conditional Use



Docket No. 12-29-21

13995 Lake Avenue

FEEL BEAUTIFUL WITH KAYLA



Request

The review and approval of a conditional use permit to operate a beauty salon business in a residential building. Pursuant to Chapter 1145 and Section 1161.03 (f) – Type B Home Occupation. The property is in an R1M – Single-Family, Medium Density district.

13995 Lake Avenue
Conditional Use Type B Home Occupation

(f) Home Occupation, Type B. In a residential or commercial district, a Type B Home Occupation may be permitted as a conditional use provided that:

(1) The Type B Home Occupation may be permitted in a one- or two-family dwelling; the Home Occupation shall not interfere with the residential use of the non-applicant;

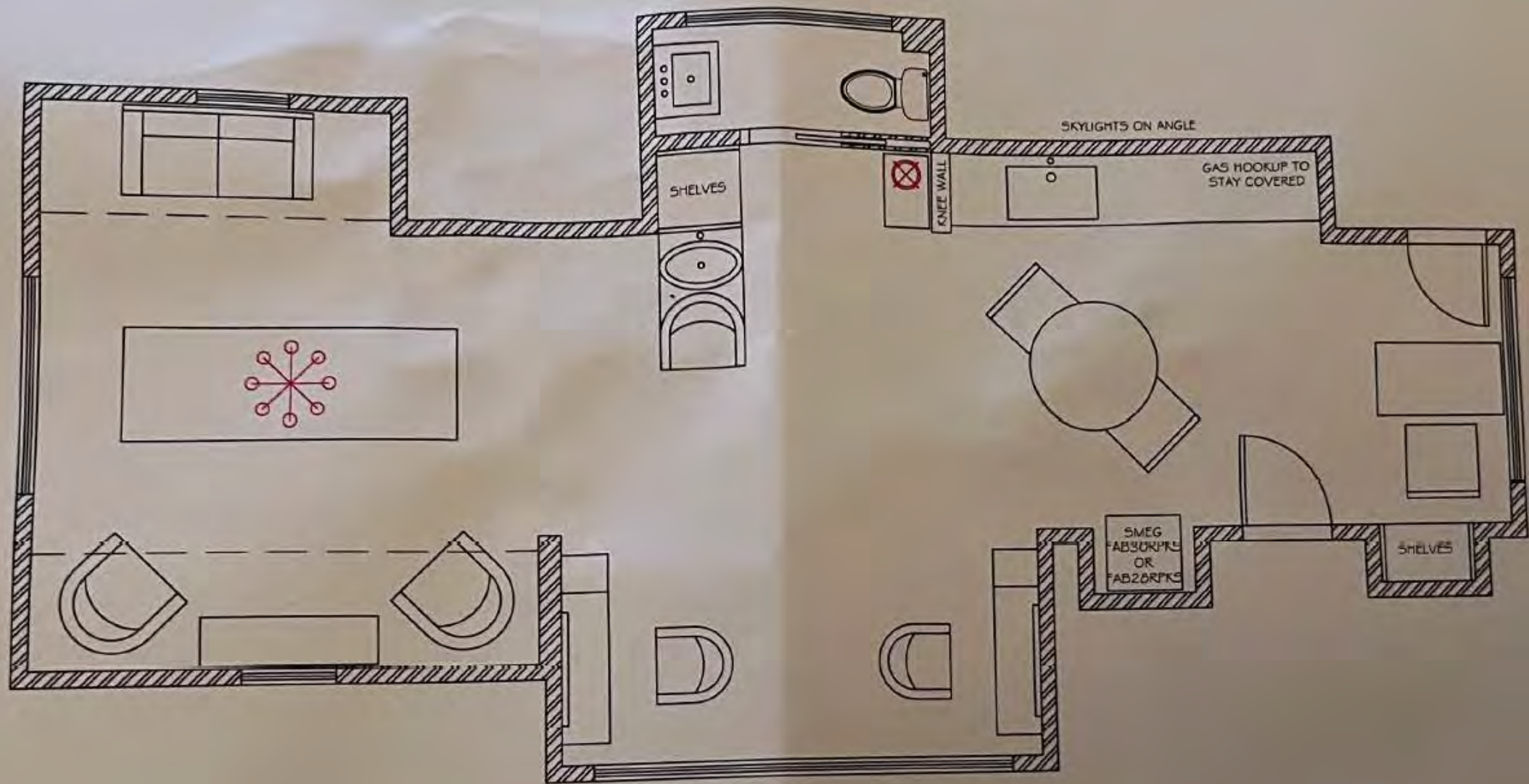
(2) The non-resident employee and customers may come to the home between the hours of 8:00 a.m. and 9:00 p.m. Monday through Saturday, and 12:00 noon and 6:00 p.m. Sunday; customers may come to the home by pre-arrangement only;

(3) Off-street parking to meet the standards specified in Schedule [1143.05](#) shall be provided;

(4) The Type B Home Occupation shall not generate substantially more pedestrian or vehicular traffic than that generated by a residential use; and

(5) A Conditional Use Permit issued pursuant to this Section [1161.03](#)(f) shall expire thirty-six (36) months after the date of issuance.





Request

The review and approval of a conditional use permit to operate a beauty salon business in a residential building. Pursuant to Chapter 1145 and Section 1161.03 (f) – Type B Home Occupation. The property is in an R1M – Single-Family, Medium Density district.

13995 Lake Avenue
Conditional Use Type B Home Occupation



Docket No. 12-30-21
17012 Madison Ave.

BEARTOOTH TATTOO CO.



Request

The review and approval of a conditional use permit to operate a tattoo business. Pursuant to section 1129.02 - principal and conditional permitted uses and section 1161.03(z) - body art establishments. The property is in a C1 - Commercial, Office district.

17012 Madison Ave.
Conditional Use Body Art

1161.03(z)

- Single-use instruments
- Owner or manager no less than 3 years of experience
- Liability insurance of at least \$1M
- No electronic signage
- Hours 8AM-9PM
- Waste handled through qualified contractor







MULLINS

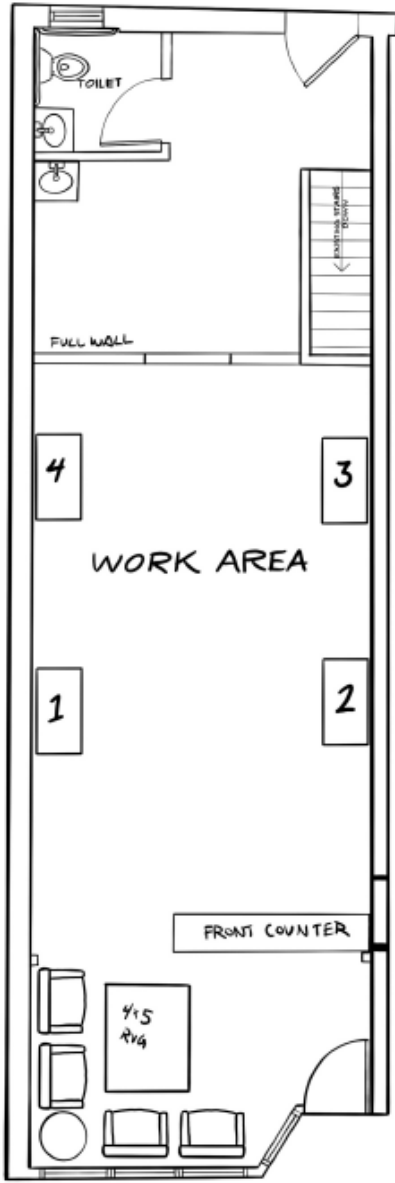
the good goat gallery

fine art

home goods

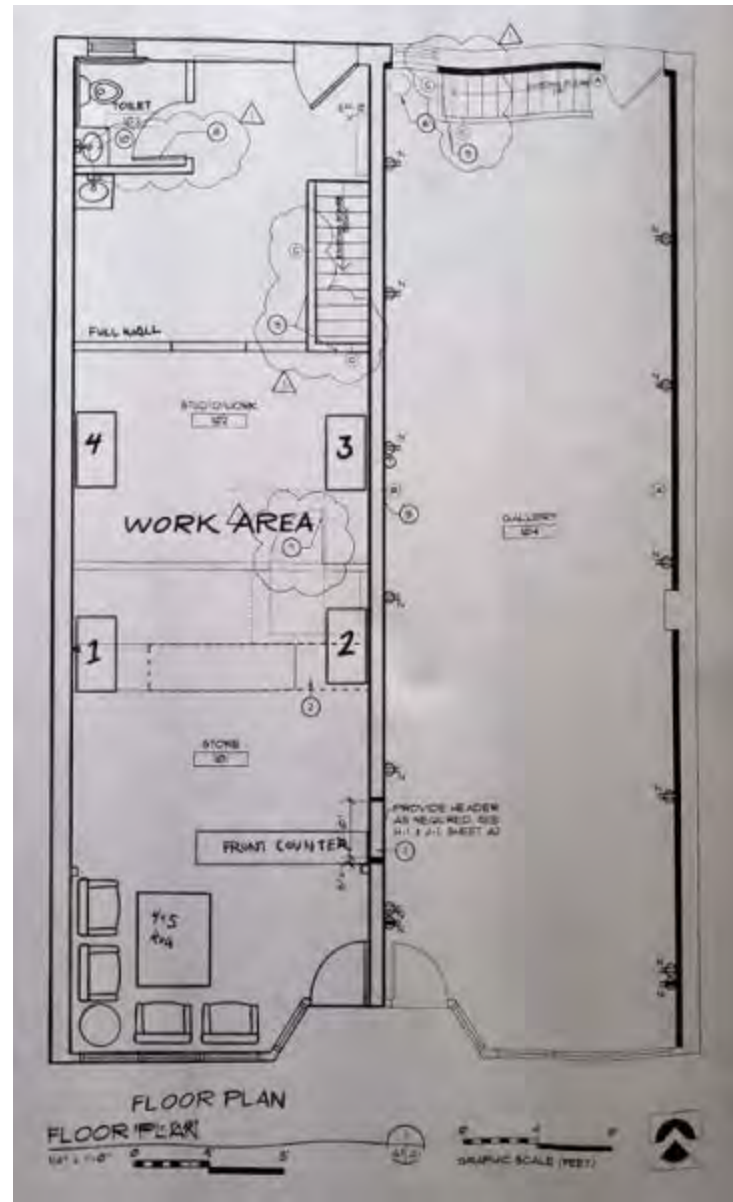
fun stuff

BUD LIGHT



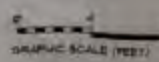
FLOOR PLAN

1/4" = 1'-0"



FLOOR PLAN
FLOOR PLAN

1/4" = 1'-0"



Request

The review and approval of a conditional use permit to operate a tattoo business. Pursuant to section 1129.02 - principal and conditional permitted uses and section 1161.03(z) - body art establishments. The property is in a C1 - Commercial, Office district.

17012 Madison Ave.
Conditional Use Body Art



Docket No. 12-31-21
15000 Detroit Avenue

DAVE'S HOT CHICKEN



DAVE'S HOT CHICKEN



An aerial photograph of a city street scene, showing several large buildings with flat roofs, parking lots with cars, and a street with a red-paved curb. The image is slightly faded to serve as a background for the text.

Request

The review and approval for a conditional use permit to operate outdoor dining, pursuant to section 1161.03(t) – outdoor dining facility. Property is in a C2 – Commercial, Retail district.

15000 Detroit Avenue
Conditional Use Outdoor Dining



Request

The review and approval for a conditional use permit to operate outdoor dining, pursuant to section 1161.03(t) – outdoor dining facility. Property is in a C2 – Commercial, Retail district.

Recommended Conditions: Approved for maximum under 1161.03 (up to 24 seats), 24 temporary (through the end of 2022).

15000 Detroit Avenue
Conditional Use Outdoor Dining



Docket No. 12-32-21

WARREN ROAD BEAUTIFICATION PHASE 3



Docket No. 12-33-21

REVISIONS TO THE PLANNING COMMISSION RULES & REGULATIONS

Updates to PC Rules and Regulations

- Quorum changed from 4 to 3 members due to 5 members total (reduced from 7 members).
- Meeting time changed to 6:30 PM.
- Cleaned up language to match current operation:
 - Order of business updated.
 - Due date changed to the Wednesday 15 days before.
 - Reference to Secretary journal removed.

RULES AND REGULATIONS OF THE
LAKEWOOD PLANNING COMMISSION

(Effective ~~November 1, 2012~~December 2, 2021)

Acting pursuant to the authority granted to it by Article XII of the Second Amended Charter of the City of Lakewood the Planning Commission acting as such hereby adopts the following Rules and Regulations:

ARTICLE I: Officers

Section A – Officers

The officers of the Commission shall be a Chairman, Vice Chairman and Secretary. The Planning Director shall be ex-officio Secretary of the Commission.

Section B – Election

The Chairman and Vice Chairman of the Commission shall be elected at its regular January meeting by a majority vote of the members and they shall hold office for one (1) year or until their successors are elected.

Section C – Vacancy

In the event that an office becomes vacant, a member who is elected by a majority vote of the Commission shall fill such vacancy for the unexpired term.

Section D – Duties of Officers

(1) CHAIRMAN

The Chairman shall preside at the meeting of the Commission and shall appoint all committee and be an ex-officio member of such committees. He/She shall coordinate the work of the Commission, and shall exercise such other duties as are commonly exercised by the chief executive officer.

(2) VICE CHAIRMAN

The Vice Chairman, in the absence or inability of the Chairman to act, shall perform the duties of the Chairman and possess the same powers and authority as the Chairman.

(3) SECRETARY

The Secretary shall serve as the chief staff executive for the Commission. He/She shall attend all the meetings of the Commission and of all of its committees and keep the minutes thereof. He/She shall give or cause to be given any notice required by the City Charter or the ordinances of the City pertaining to the Planning Commission. The Secretary shall perform all other duties incident to the office and such other duties as may be assigned to him/her by the Commission.

ARTICLE II: Meetings

Section A – Regular Meetings

Regular meetings of the Commission shall be held on the first Thursday of each month at ~~7:00~~3:30 p.m. In the event that a meeting is cancelled, it shall be held the following day (Thursday). Written notice of regular meetings, along with the minutes of the previous meeting shall be mailed to each member at least three (3) days prior to such meeting.

Section B – Quorum

~~Four (4)~~Three (3) members shall constitute a quorum for the transaction of business.

Section C – Special Meeting

Special meetings of the Commission shall be held whenever called by the Chairman or Vice Chairman in the absence of the Chairman. If three (3) members of the Commission shall so request in writing, the Chairman shall call a special meeting. Matters considered at a special meeting shall be limited to those described in the notice of the meeting.

Notice of a special meeting shall be given in writing stating the purpose of the meeting at least one (1) day prior to the meeting.

Section D – Order of Business

- (1) Roll Call
- (2) Reading and correction of minutes of previous meeting
- (3) Old Business
- (4) ~~Communications and Petitions~~New Business
- (5) Reports of Committees
- ~~(6) Consideration of Motions~~
- ~~(6)~~ ~~New Business~~Communication and Petitions
- ~~(7)~~ Adjournment

Section E – Committee Reports

The respective committee shall report upon all matters referred to committees no later than the second regular meeting following the meeting the subject matter was received.

Section F – Proposed Plans

All plans of subdivision, replat or zoning changes submitted to the Commission for consideration shall:

- (1) Be drawn using appropriate scale of 10, 20, 30, 40, 50 or 60 to show necessary details.
- (2) Show all structures on the abutting properties and any structures on the land being considered.
- (3) The plan shall show the area, boundary lines and dimensions and give the legal description of land being considered.

Section G – Executive Session

The Commission may go into executive session on the roll-call vote of a majority of the members present for any purpose permitted by Ohio law.

ARTICLE III: Docket

Section A – Matters to be Included on the Docket

Any appeal or application to the Lakewood Planning Commission must be brought to the attention of the Secretary of the Commission before noon on the [Tuesday](#) [Wednesday](#) 15 days prior to the next regular meeting of the Commission shall be placed upon the docket for that meeting.

The Secretary to the Board may add items to the agenda that do not require notification as described in Article IV, Section E until one day before a meeting. Such items shall be designated as "Add-On" on the official docket. A majority of the Planning Commission must approve "Add-On" items before they are heard at a meeting of the Planning Commission.

Applications to the Zoning Ordinances of the City that have been denied by the Commission may be resubmitted within ten (10) days, of the denial. If the Commission determines by vote that valid grounds have been submitted to hold a rehearing, then a rehearing shall be granted. If the request is not made within ten (10) days from the date of ruling, no application on the same appeal may be made to the Commission for a period of six (6) months from the date the original

application was denied. Filing an application for a rehearing shall not be deemed to extend the time permitted by law for the filing of an appeal to the Courts.

Section B – Copies of the Docket

The Secretary shall deliver a copy of the docket to each member of the Commission, members of Council of the City of Lakewood, the Director of Law and the Mayor of the City of Lakewood on or before the seventh (7th) day prior to the regular meeting of the Commission. The Commission or the Chairman may cause the distribution of the docket to any other person, firm or corporation.

Section C – Contents of a Docket Item

Each item listed on the docket shall included:

- (1.) The name of the applicant requesting a ruling.
- (2.) The location of the property involved.
- (3.) The character of the request or appeal.
- (4.) The reason for submission to the Board.
- (5.) A short statement of the facts.
- (6.) A plot plan, where required, drawn to scale, of property involved showing location, size of structure, property lines and building lines.

ARTICLE IV: Notices

Section A – Notices of Regular Meeting

The delivery of the docket as provided in Article II Section B shall constitute a notice to members of the regular meeting of the Commission provided for in Article II, Section A.

Section B – Notices of Special Meetings

Written notice of any special meeting called pursuant to Article II, Section C shall be given by the Secretary to each member of the Commission provided for in Article II, Section C.

Section C – Waiver of Notices

Any requirement for notices to members established by these Rules may be waived in writing by any member of the Commission and his/her attendance at any meeting shall be considered a waiver of any notice requirement of such meeting.

Section D – Content of Notice of Special Meeting

If any special meeting is called to consider an appeal from the denial of an application for a ruling, limiting or restricting any work under any permit issued or requesting an interpretation of the Zoning Ordinance, the notices of said special meeting to members shall contain, relating to such items, all facts required in Article III, Section C of these rules.

Section E – Public Notice

If any docket for a regular or special meeting includes a question relating to the use of the premises or the location of the use thereon, notice thereof, shall be given by first class mail with postage prepaid to the owners and the tenant occupant(s) of all property any part of which abuts upon any part of the parcel of land described in the docket item or is situated to any extent across a dedicated highway from such parcel, which notice shall be mailed by the Secretary at least seven (7) days before the date of such meeting.

In the case of an apartment building or a multiple use building, in lieu of notice by mail to each tenant in a building, notice shall be posted conspicuously in a general public use area of the building.

Notice shall also be given to occupants of the subject property. Such notices shall contain a summary of the pertinent docket items which summary shall include items one (1), two (2) and three (3) of the items listed in Article III, Section C of these Rules.

ARTICLE V: Conduct of Meetings

Section A – Order of Consideration

Unless otherwise directed by motion of the Commission, the Chairman shall call for considerations of the docket items at they appear on the agenda.

Section B – Procedure for Disposition of an Item

Upon the call of the Chairman for the disposition of an item, unless otherwise directed by a motion of the Commission, the following procedure shall be followed:

- (1.) A statement by the Secretary supplementing the docket item delivered to the members of the Commission indicating the reason, or reasons, why the item has been brought to the attention of the Commission for its review.

- (2.) A statement of the applicant seeking the relief from the order of interpretation appealed from which statement may be supplemented by any written or graphic material deemed by the Chairman to be pertinent to the item in issue.
- (3.) Any statement by the applicant in rebuttal of the statement made by any interested parties.
- (4.) Any statement in rebuttal by the Secretary.
- (5.) The Chairman shall thereupon call for disposition of the item.

Section C – Participation by Members of the Commission

At any time during the presentation, any member of the Commission may ask questions of the person appearing before the Commission providing he/she first receives permission to ask such questions from the Chairman.

Section D – Comments and Questions by Others than the Members of the Commission

All persons, during the consideration of any item, shall direct their comments only to the members of the Commission and any questions they may desire to ask shall be stated to the Commission and the Chairman, after determining the question pertinent, shall restate the question and request the answer.

Section E – Duties of the Chairman

It shall be the duty of the Chairman to conduct all proceedings before the Commission and his ruling in connection therewith shall be final unless appealed by any member of the Commission and such appeal supported by at least a majority of the Commission.

ARTICLE VI: Quorum and Voting

Section A – Quorum

The presence of a majority or more of the members of the Commission shall be necessary to constitute a quorum for a meeting of the Commission except that a majority of the members of the Commission present at a meeting duly called whether or not a quorum is present may adjourn such meeting to a time certain. If any meeting is adjourned, notice of said adjourned meeting shall be given by the Secretary to those members of the Commission who did not attend the meeting at which the adjournment was made.

Section B – Roll Call Vote

Except for procedural matters all voting shall be by roll call; when the vote is not unanimous.

ARTICLE VII: Amendments to Rules and Regulations

These Rules and Regulations may be amended or new Rules and Regulations may be adopted by the Board at a meeting held for such purpose by the affirmative vote of a majority of the Board.

ARTICLE VIII: Public Hearings

Notice of public hearing is to be given by first-class mail as required by the Zoning Code and the City Charter. All matters pertaining to a public hearing shall be submitted to the Secretary to the Board as described in Article III Section A.

ARTICLE IX: Actions of the Planning Commission

Section A

No action or statement of any member of the Commission or any committee thereof shall be the action or statement of the Commission unless adopted by a majority vote of those attending the meeting at which the action was taken or the statement was made. An affirmative vote of no less than ~~four (4)~~three (3) members of the Commission is required in order to recommend to Council an amendment to the Zoning Code.

Section B

~~All acts, findings and decisions of the Commission shall be recorded by the Secretary in a journal for that purpose.~~

Section BC

Action taken by the Commission on subjects referred to it by the Council of the City of Lakewood shall be communicated to the Council in writing.

Section DC

All matters of policy affecting the Commission shall be decided at regular meetings or at special meetings called for that purpose.

ARTICLE X: Proceedings

The current edition of Robert's Rules of Order shall govern the form of proceedings of the Commission.

ARTICLE XI: Amendments to the Rules

Amendments to the Rules

Regulations of the Commission may be amended or modified at any regular or special meeting of the Commission by the affirmative vote of two-thirds (2/3) of the members present, provided that written notice of the proposed amendments or modifications has been given to each member of the Commission not less than five (5) days prior to the meeting.

Waiver

Any rules herein established may be waived by the affirmative roll call vote of at least ~~four (4)~~three (3) members of the Commission.

#####



Planning Commission
December 2, 2021

