

**ITALIAN VILLAGE COMMISSION  
BY-LAWS**

**ARTICLE I  
Establishment**

1. The Italian Village Commission was established by Ordinance and adopted by the Council of the City of Columbus, Ohio, as a special architectural review Commission for the Italian Village Area.
2. This Commission operates under the authority of Chapter 3327 of the Columbus City Codes, 1959.

**ARTICLE II  
Purpose**

The purpose of the Italian Village Commission shall be as follows:

1. To study the problems and determine the needs of the City in furthering the purpose of restoring and preserving the area of the city known as the Italian Village.
2. To determine what legislation, if any, is necessary to preserve, restore and develop the Italian Village area and to recommend such legislation to Council.
3. To provide for regular and special meetings to accomplish the purposes defined above and further defined in Chapter 3116 of the Columbus City Codes, 1959.

**ARTICLE III  
Membership**

1. The Italian Village Commission shall consist of seven (7) [AMENDED 12/17/02] members appointed by the Mayor of the City of Columbus with the concurrence of Council. All members shall serve without compensation.
2. Council shall recommend one of its members to serve on the Commission. At least one member of the Commission shall be an architect, and at least one member shall be a representative of the business community. A minimum of five (5) members of the Commission shall be constituted from individuals who live, own property or work in the Italian Village Area.
3. All members shall be appointed for terms of three years, staggered so that each year (June 30), the terms of three members expire.
4. Recommendations for all members of the Commission shall be made by the Italian Village Society and forwarded to the Mayor of the City of Columbus.
5. Vacancies caused by any means shall be filled for the unexpired term in the same manner as the original appointment.
6. Absence without just cause (prior approval of the Chairman) from three (3) consecutive regular

meetings shall create a vacancy in that membership term.

7. With cause defined and substantiated, members may be recalled by the Mayor upon recommendation of: Council; the Italian Village Commission; the Italian Village Society.

#### **ARTICLE IV Organization**

1. Officers shall be elected annually by majority vote of the Commission and should include but not limited to Chairman, Secretary and Recorder. Officers may be recalled for cause by a two-thirds vote of the Commission.

#### **ARTICLE V Duties**

1. The Italian Village Commission shall address its purpose as outlined in ARTICLE II of these by-laws.
2. Relative to exterior projects, the Commission shall consider all applications, plans, specifications for construction, alteration and demolition within the Italian Village area and determine the appropriateness thereof.
3. The Commission shall consider, prepare, adopt, maintain and update, as necessary, standards by which to determine the appropriateness of applications.
4. The Commission shall meet with applicants for rezoning, special permits, variances regarding any property within the Italian Village area and to consider other issues which come under the purview of the Commission. Appropriateness is determined and recommendations are made by the Commission.
5. The Commission shall provide for regular and special meetings to accomplish their purposes and perform their duties.

#### **ARTICLE VI Meetings**

1. Italian Village Commission meetings shall be held at 6:15 p.m., the third Tuesday of each month at a public place unless otherwise announced by the Chairman or Commission delegate at the Italian Village Society meeting and/or published in the Italian Village Newsletter at least one week in advance.
2. [AMENDED 5/18/04] Business Meetings: Italian Village Commission Business Meetings shall be held one week prior to the regular monthly commission meeting and conducted in accordance with the Open Meetings Act (R.C. 121.22). The Italian Village Commission Business Meetings shall be held at 109 North Front Street at 12:00 noon on the Tuesday before the regular commission meeting unless otherwise announced by the Chairman or Commission delegate at the Italian Village Society meeting and published at least one week in advance of the Business Meeting.

3. The Chairman or any Four (4) members, within the Chairman's knowledge, may call special meetings.
4. All Commission meetings shall be open to the public and announced at the Italian Village Society meeting and/or in the Italian Village Newsletter [AMENDED 5/18/04] and published in the City Bulletin at least one week in advance, except that emergency meetings may be called without such notice as defined for special meetings. Any person, upon request, may obtain reasonable advance notification of all Italian Village Commission regular and business meetings. To provide such advance notification, meeting agendas may be mailed or e-mailed to all subscribers on the City Historic Preservation Office mailing list or mailed upon receipt of self-addressed, stamped envelopes provided by the general public. Minutes shall be taken at all regular, special and emergency meetings and shall be available to the public.
5. Four (4) [AMENDED 12/17/02] members shall constitute a quorum; affirmative action on any issue requires a simple majority of those present. Ability of the Commission to operate (determined by quorum) may be modified with cause as defined by the Chairman.

***[ARTICLE VI, MEETINGS – REVISED AND  
RENUMBERED AS OF 5/18/04]***

**ARTICLE VII  
Procedures**

1. The Chairman shall cause an agenda to be developed and available to all members five days in advance of each meeting. The agenda shall include each application for a Certificate of Appropriateness listing the applicant's name, address of the property in question and the nature of the change desired. Other agenda items dealing with demolitions, zoning changes, or other issues which come under the purview of the Commission shall also be listed. Additional items may be added to the agenda at the Chairman's discretion at any time. Applications for Certificates of Appropriateness shall be considered first in order of application at all regular Commission meetings. Other agenda items may be considered in any order, at the Chairman's determination, at Special and Emergency Meetings and at regular meetings after all Applications for Certificates have been considered.
2. The Chairman may limit discussion on any issue unless a majority of the members present object.
3. Applicants for Certificates may withdraw their application at any time. Issues may be tabled until the next regular meeting by a majority of the members present.

**ARTICLE VIII  
Parliamentary Authority**

1. Except as may be in conflict with the Columbus City Codes, the Charter of the City of Columbus or these By-Laws, the current edition of *Robert's Rules of Order, Newly Revised*, shall govern all proceedings of this Commission and applied as appropriate by the Chairman.

**ARTICLE IX**  
**Amendments to By-Laws**

1. Amendments to Commission By-Laws must be approved by the Italian Village Commission and ratified by a two-thirds vote. Any proposed amendment (s) must be made available in writing to all members of the commission one month prior to such vote.

**ARTICLE X**  
**Effective Date**

1. These By-Laws take effect immediately upon adoption by the Italian Village Commission by majority vote.

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**ADOPTED BY THE ITALIAN VILLAGE COMMISSION**

**August 18, 1981**

**Charles Massey, Jr., Chairperson, Italian Village Commission**