

**GERMAN VILLAGE COMMISSION
BY-LAWS**

**Article I
Establishment**

1. The German Village Commission was established by Ordinance No. 976-60 adopted by the Council of the City of Columbus, Ohio, on July 25, 1960, as a special zoning commission for the German village Area.
2. This Commission operates under the authority of Title 33 of the Columbus City Codes, 1959.

**Article II
Purpose**

1. This Commission was created to promote the educational, cultural, and economic well-being of the community through the preservation and maintenance of the German Village historic area as a landmark and tangible reminder of early architecture in the City and to prevent the deterioration of the neighborhood.
2. Such purposes shall be accomplished through: regulation of construction, alteration, maintenance and demolition within the German Village Area to preserve its architectural features and characteristics; recommendations as to land use within the area to restore and maintain its basic residential character together with other uses appropriate to the area's unique nature; and legislation designed to promote these purposes.

**Article III
Membership**

1. The German Village Commission shall consist of seven (7) members appointed by the Mayor of the City of Columbus with the concurrence of Council. All members shall serve without compensation.
2. The term of membership shall be three (3) years (except for lesser initial terms which shall be as provided in #3 herein) or until a successor has been appointed and approved.
3. Initial appointments shall be as follows: two (2) members each for a one (1) year term; two (2) members each for a two (2) year term; and three (3) members each for a full three (3) year term, all to provide future continuity of experienced service.
4. Any vacancy caused by death, resignation, disqualification or other means shall be filled for the unexpired term by Mayoral appointment with Council's concurrence. The Secretary shall notify the Mayor of any vacancy. The Commission may nominate a candidate for the Mayor's consideration.
5. It is recommended that membership be composed of at least; one (1) member of the administrative staff of the Mayor; one (1) member of Council; one (1) architect; two (2) persons from a list of four (4) persons recommended by the German Village Society.

6. Absence without just cause from four (4) consecutive meetings shall be deemed to create a vacancy in that membership term and shall be reported to the Mayor together with the Commission's recommendation, if any.

Article IV Organization

1. As soon as convenient after the members have been appointed and approved, and annually thereafter at the regular June meeting, the Commission shall meet and organize by the election of a Chairman and a Vice Chairman.
2. The Secretary shall be provided by the Department of Development of the City of Columbus and shall not be a member of the Commission.

Article V Duties

1. The German Village Commission shall study the problems and determine the needs of the City in furthering the purpose of restoring and preserving the German Village Area as bounded and described by City Council.
2. The Commission shall determine what legislation, if any, is necessary to preserve, restore, and develop the German Village Area and recommend the same to Council.
3. The Commission shall consider all applications, plans and specifications for construction, alteration, maintenance and demolition within the German Village Area and determine the appropriateness thereof.
4. The Commission shall consider, prepare, adopt, maintain, and update, as necessary, standards by which to measure the appropriateness of applications.
5. The Commission may meet with applicants for rezonings, special permits or variances regarding property wholly or partly within the German Village Area to discuss the proposal, its relationship to the area and possible modifications, and may make recommendations to administrative and legislative decision making bodies thereon.
6. The Commission shall provide for regular and special meetings to accomplish the purposes of Articles II and V hereof.

Article VI Meetings

1. All meetings shall be conducted in public session and published in the City Bulletin at least one (1) 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 German 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.

2. Regular meetings of the Commission shall be held on the first Tuesday of each month at 4:00 P.M. at the German Village Meeting Haus at 588 South Third Street, or as determined by the Commission no later than the previous meeting. A tentative schedule of meeting dates will be prepared at the January meeting. Meetings will not be held on a holiday, the day before a holiday, the day after a holiday, or an election day.
3. German 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 German 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 City Historic Preservation Office Staff and published at least one (1) week in advance of the Business Meeting.
4. Special meetings may be called by or at the request of the Chairman or a majority of the members of the Commission. Written notice of the time and place of any such special meeting shall be given by the Secretary to each Commission member and to the City Clerk at least one (1) week prior thereto.
5. Four (4) members shall constitute a quorum. The affirmative vote of no less than four (4) members shall be required for approval. A recommendation of the Commission may be made by a majority of those present. Upon presentation to at least a quorum of the Commission, the failure of a question to receive the required affirmative vote shall constitute denial of the application or recommendation against the requested action by the Commission.

*[ARTICLE VI, MEETINGS–REVISED AND
RENUMBERED AS OF 6/01/04]*

**Article VII
Officers**

1. The elective officers of this Commission shall be Chairman and Vice Chairman. The Secretary shall be appointed by the Director of the Department of Development.
2. The duties of the officers shall be such as are implied by their respective titles or as defined by these By-laws.
3. The Chairman shall preside at all meetings of the Commission, shall appoint any Committee necessary or desirable for the conduct of Commission affairs and be an ex-officio member thereof, and shall have vote on all issues.
4. The Vice Chairman shall assume the duties of the Chairman in the absence of that officer.
5. The Secretary shall receive all applications filed with the Commission on a form approved by the Commission, shall prepare and distribute the agenda, shall keep and distribute a record of all proceedings, shall conduct all correspondence, shall give all necessary notices and at the direction of the Commission shall issue Certificates of Appropriateness. Any routine actions taken regarding items of maintenance or the notification that no further action by the Commission is required shall be recorded and brought to the attention of the Commission at its next meeting.

Article VIII
Notice

1. Any notice required to be given to the public shall be published once in the City Bulletin and listed at the German Village Society office.

Article IX
Parliamentary Authority

1. Nothing in these By-laws shall conflict with or be construed to conflict with the Columbus City Codes or the Charter of the City of Columbus.
2. The order of business at each meeting of the Commission shall follow as nearly as practicable the agenda prepared prior to the meeting and the current edition of *Robert's Rules of Order, Newly Revised*.
3. Except as the same may 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.

Article X
Amendment of By-Laws

1. These By-laws may be amended only by an affirmative vote of five (5) or more members at a regularly scheduled meeting provided that such amendment was introduced no less than thirty (30) days prior to such vote and notice of the pendency of such proposal was given at least (10) days prior to such vote by publication in the City Bulletin and by letter to each member of the Commission.
2. Any amendment proposed for adoption shall contain the entire by-law as amended and shall repeal the existing by-law. Any amendment adopted by the Commission shall be certified to and filed with the City Clerk and the Planning Administrator of the City of Columbus immediately by the Secretary and shall take effect ten (10) days after promulgated by publication in the City Bulletin.
3. The date of adoption shall be noted on any amendment which shall also be signed by the Chairperson and the Secretary and attached to these By-laws.

Article XI
Effective Date

1. These By-laws shall take effect the tenth day after promulgation by publication in the City Bulletin. The Secretary is directed to certify and file a true and exact copy hereof with the City Clerk and with the Planning Administrator of the City of Columbus immediately upon adoption.

ADOPTED BY THE GERMAN VILLAGE COMMISSION
June 2, 1981

Richard A. Warthen
Chairman, German Village Commission

Attested by:

Martha C. Trout
Secretary, German Village Commission