



CITY OF FAIRVIEW PARK

20777 Lorain Road
Fairview Park, Ohio 44126-2018
- Established in 1910 -

Eileen Ann Patton, Mayor

**CHARTER REVIEW COMMISSION MINUTES
MEETING #6
DECEMBER 11, 2018
6:30 PM
FAIRVIEW PARK CITY HALL
DUNSON COMMUNITY ROOM**

Members Present: Mr. Nicholas Alexander, Mr. John Betts, Mr. Matthew J. Cavanagh, Esq., Mr. Pat Cooney, Esq. (Vice Chairperson), Mr. John Mandula, Ms. Lauren Markus (Chairperson), Ms. Erika Roitblat-Bowers, and Ms. Michelle Sayer

Staff Present: Ms. Monica Rossiter

The Charter Review Commission meeting began at 6:30 PM.

Roll call was taken. Mr. J. Patrick Lang was excused from the meeting.

Chairperson Markus asked the Commission if they had any revisions to the minutes from Meeting #5 held on November 19, 2018. Hearing no revisions, the Commission approved the minutes.

Public comment was opened. No members of the audience were present and public comment was closed.

The Commission discussed the meeting format moving forward in relation to input from the City Administration, Boards and Commissions, and City Council. It was determined that the Commission will compile questions and request written responses, and then if further input is needed an individual may be asked to attend a Commission meeting.

Discussion of Article VI, "The Civil Service Commission", was opened. First reviewing Section 1, "Membership", the Commission noted that Civil Service Commission members have staggered terms and discussed applicability of staggered terms in relation to City Council terms. The Commission asked whether or not members are compensated, to which it was explained by City staff that only the Secretary is compensated. No changes were proposed for Article VI.

Discussion of Article VII, "Boards and Commissions" was opened. Board of Zoning Appeals Chairperson Maryann Vanschoor submitted written comments pertaining to Article VII, the first asking the Commission to consider whether or not allowing for alternate members would be beneficial to the Board and the City. The Commission discussed this matter, and took into account Chairperson Vanschoor's comment that she is aware of very few times where an alternate member was close to being needed in order to fulfill a quorum. Through their discussion, the Commission agreed that they believe the current number of members is sufficient.

Chairperson Vanschoor's next written comment referenced a possible need for clarification in respect to the role of the Board of Zoning Appeals in the evaluation of materials during the decision-making process. The Commission suggested soliciting input from Building Commissioner Walter Maynard to gain a better understanding of this matter, and agreed to compile written questions for Building Commissioner Maynard.

The Commission moved to Section 2, "Planning and Design Commission". The Commission discussed the makeup of the Planning and Design Commission, including the requirement for one (1) registered architect and one (1) landscape architect to serve as members; residency requirements; and proportion of Mayoral to City Council appointments. The Commission asked whether or not it is typical for Mayors and City Councilpersons to serve on this type of commission, to which City staff replied that it varies by municipality. The Commission asked for confirmation that the landscape architect and registered architect are not required to be residents of this City, to which City staff confirmed that they are not required to be residents. The Commission noted that most Planning & Design Commission members do not have alternate members, but that the current Charter requires the Mayor to appoint an alternate landscape architect or registered architect if either expert is temporarily absent or disqualified. In reference to Section 2(c), "Funds", the Commission asked what the term "planning provisions" entails. City staff suggested that "planning provisions" cover compensation for the landscape architect and registered architect, and may also account for any meeting materials. City staff stated that they will confirm this answer.

The Commission had no comments or questions related to Section 3, "Parks and Recreation Commission".

The Commission moved to Section 4, "The Board of Control". It was asked why an exact number of Board members is not specified in this section, to which City staff stated that they would provide follow-up on this question at the next meeting. City staff provided an overview of the roles and responsibilities of the Board of Control, and stated that additional information would be provided at the next meeting to address the Commission's questions.

Discussion ended and Vice Chairperson Cooney States that Article VII, "Finances", as well as open items, will be discussed during the next meeting on Tuesday, January 8, 2019.

Public comment was opened. No members of the audience were present and public comment was closed.

The meeting was adjourned at 7:48 PM.