

VILLAGE OF YELLOW SPRINGS
PLANNING COMMISSION
REGULAR MEETING

Council Chambers: 6pm

Tuesday, July 14, 2026

The Village of Yellow Springs Planning Commission will meet in regular session on Tuesday, July 14, 2026 @ 6PM.
The meeting will be broadcast live via Channel 5 Community Access cable station, which is simultaneously shown on the Village's "Community Access Yellow Springs" YouTube station.
For any questions, contact the Council Clerk at clerk@yso.com
or at 937-767-9126.

CALL TO ORDER

ROLL CALL

REVIEW OF AGENDA

REVIEW OF MINUTES

1. [Minutes of May 12, 2026 Regular Meeting](#)

COMMUNICATIONS

The Clerk will receive and file:

COUNCIL AND COMMITTEE REPORTS (6:05)

Active Transportation Committee
Council
Village Staff Report/Information

CITIZEN COMMENTS

PUBLIC HEARINGS

OLD BUSINESS (6:15)

[Status Update and Timeline for Smoke Shop Text Amendments](#) (5 min.)

NEW BUSINESS (6:20)

[Yellow Springs Housing & Zoning SWOT Analysis 2026](#) (10 min.)
[Bylaws for Planning Commission](#) (15 min.)
Training Opportunities for Planning Commission Members (5 min.)

AGENDA PLANNING (6:50)

ADJOURNMENT

Planning Commission Regular Meeting Minutes

In Council Chambers @ 6:00pm

Tuesday, May 12, 2026

CALL TO ORDER

The meeting was called to order at 6:01 P.M.

ROLL CALL

Planning Commission members present were Susan Stiles, Chair, Stephen Green, Gary Zaremsky, Gavin DeVore Leonard and Scott Osterholm. Also present was Elyse Giardullo, sitting in for Aaron Arellano, Planning and Economic Development Assistant, who was out ill.

REVIEW OF AGENDA

There were no changes made.

REVIEW OF MINUTES

1. Minutes of April 14, 2026 Regular Meeting

Osterholm MOVED TO APPROVE the Minutes of the April 14, 2026 Regular Planning Commission meeting. Zaremsky SECONDED, and the MOTION PASSED 5-0 ON A VOICE VOTE.

COMMUNICATIONS

Albert Cawood re: Objection to Conditional Use

Theresa Dunphy re: Parking Concern

Stiles acknowledged communications.

COUNCIL AND COMMITTEE REPORTS

Active Transportation Committee. No Report.

Council. DeVore Leonard presented Council information as follows:

April 20: Council discussed Village Goals. The idea of considering zoning code amendments related to housing goals was raised, with Council determining that they need to clarify their goals and identify what sections of code might be identified.

Council reviewed Board and Commission goals, and updated Village Goals.

Council will work to prioritize the goals list at a subsequent meeting.

May 4: Council considered previously developed plans for parking expansion in the downtown area. This matter will be reconsidered during the 2027 budget process.

The Work Session scheduled for 5pm on May 18th concerns Power Contracts and PJM Capacity charges. A representative from American Municipal Power will be presenting.

On May 18th, Council will discuss the idea of returning responsibility for sidewalk maintenance to property owners.

PC briefly discussed where they might be involved in the goals process.

CITIZEN COMMENTS

Ralita Hilderbrand commented on Council's goals process, opining that Council is narrowing their priority list.

PUBLIC HEARINGS

Conditional Use Request: R-C; High Density Residential District. Kim Limkau, property owner, has submitted a Conditional Use application to operate an Accessory Dwelling Unit (ADU) at 144 South Walnut Street. Chapter 1262.08(e)(1) Conditional Use Requirements. Greene County Parcel #F19000100100007300.

After affirming compliance with noticing requirements, Giardullo introduced the hearing as follows:

The owner plans to demolish the existing non-conforming barn that currently extends two inches over the south lot line. The lower portion of the structure will accommodate two single garage bays. The owner is requesting approval of a conditional use to construct an accessory dwelling unit over the garage area.

The owner plans to demolish the existing non-conforming barn that currently extends two inches over the south lot line. The request is being made to build a structure that will accommodate two vehicles. Due to the unusual lot configuration, the owner will have two single-garage bays. The owner plans to construct a living unit above the garage area that includes one bedroom, one bathroom, a kitchen, a living room, and a laundry closet.

Giardullo noted that on April 15th the Board of Zoning Appeals approved two variances to allow for this new garage structure to be built. These include a variance to reduce the required minimum total side yard setback and another variance to allow the proposed structure to exceed the maximum allowed accessory structure size of 800 square feet.

Stiles received confirmation that the entrance to the garage will be directly off the alley, with the entirety of the reduced setback on the opposite side.

Kim Lemkau addressed PC, noting that the current structure cannot accommodate vehicles, and that the structure she intends to build will share characteristics with the home. She stated that the TGL she has in her home is sufficient, and that she has no intention of renting the ADU as a TGL, preferring to offer it as a long-term rental.

Lemkau addressed a concern stated by a neighbor, commenting that she does not think there will be additional noise, and pointing out that the new construction will permit at least two more off-street parking places. She added that most residents on the block have rental units, expressing that she was not sure why the addition of a single long-term rental unit would impact the neighborhood in any significant way.

Addressing a question from Osterholm, Lemkau stated that she would use the garage, and that the remaining off-street spaces would be used by renters.

Stiles OPENED THE PUBLIC HEARING.

Stiles SWORE IN ALL PERSONS INTENDING TO SPEAK.

Romey Cawood spoke on behalf of her father, Hap Cawood, a neighbor to the property in question. She asserted that the existing TGL located in the home could be transferred to the ADU. She then iterated her father's concerns based upon that belief, characterizing it as a commercial enterprise. She stated that her father, based upon the aforementioned belief, therefore objects to approval of the ADU.

Ralita Hilderbrand spoke regarding the need for long-term rental and fewer TGLs. She asked whether a deed restriction could be placed on the property.

Zaremsky stressed that the hearing only addresses request for an ADU. He added that any use of the ADU as a TGL would require another conditional use hearing and approval. He added that only one TGL is permitted per property, and that the conditional use for a TGL runs with the property owner, not with the property.

Zaremsky added that the area is not zoned commercial.

Stiles CLOSED THE PUBLIC HEARING.

Green MOVED TO APPROVE THE REQUEST AS SUBMITTED WITH THE FOLLOWING CONDITIONS:

1. Use of the ADU as a TGL shall require separate conditional use approval by the Planning Commission.
2. An official parking plan identifying all available off-street parking spaces shall be submitted.

Zaremsky SECONDED, and the MOTION PASSED 5-0 ON A ROLL CALL VOTE.

OLD BUSINESS

PC Goal Setting Update. DeVore Leonard introduced the topic, explaining that having Village goals delineated should help commissions determine how they may fit into those endeavors.

PC members voiced their interest in various goal areas and added the issue of Kieth's Alley.

- Kieth's Alley (Susan, Scott, Gary, Stephen)
- Food trucks (Stephen, Scott)
- Interest in participation on a Housing body — Committee, Commission, etc. (Susan, Gary)
- Updating zoning to match housing goals (Scott, Susan)
- Glass Farm (Scott, Susan)
- TGLs (Gary)
- Exploring policy tools to encourage property utilization and reduce vacancies (Susan)

NEW BUSINESS

There was no New Business.

AGENDA PLANNING

There are no applications pending.

The Clerk stated that she will check in with the new Planning and Zoning Director to see whether she will be ready to meet with PC in June, or whether that meeting may be cancelled.

ADJOURNMENT

At 6:52pm, Stiles MOVED and Green SECONDED a MOTION TO ADJOURN. The MOTION PASSED 5-0 ON A VOICE VOTE.

Susan Stiles, Chair

Attest: Judy Kintner, Clerk



The Village of **YELLOW SPRINGS**

MEMORANDUM

TO: Village of Yellow Springs Planning Commission

FROM: Nía Holt, Planning & Zoning Director

DATE: July 6, 2026

RE: Vape & Smoke Shop Text Amendment: Introduction

Background

Tobacco, nicotine, vape, CBD, hemp-derived, and cannabis-related products are already widely available throughout the Village. Currently, several businesses sell, manufacture, or specialize in these products. The growth of these businesses has prompted the Village Council to evaluate whether its zoning regulations adequately address their location, concentration, and operation.

On June 1, 2026, Village Council adopted a temporary six-month moratorium on the establishment and expansion of vape and smoke shops. The purpose of the moratorium is to provide staff with adequate time to review the Village's zoning regulations and develop recommendations for potential amendments before additional businesses are established. The moratorium does not affect existing businesses, which may continue operating in accordance with applicable state and local regulations. Staff anticipate bringing proposed zoning text amendments to the Commission later this year for discussion, public hearing, and recommendation to Village Council.

Staff Review

During the moratorium period, staff will:

- Review and update definitions related to tobacco, vape, CBD, hemp-derived, and cannabis-related businesses.
- Evaluate permitted locations and zoning district standards.
- Assess potential separation and buffer requirements.
- Review operational standards and licensing considerations.
- Compare regulations and best practices from other Ohio communities.
- Conduct public engagement with business owners, residents, and other interested stakeholders.
- Review recent and anticipated changes to Ohio law to ensure any proposed amendments remain consistent with state regulations.

Proposed Timeline

Timeframe	Milestone
July 2026	Introduction to Planning Commission and begin regulatory research.
August 2026	Public Engagement Activity #1 – Stakeholder meeting with affected businesses and interested parties.
September 15, 2026	Planning Commission Work Session to review research findings, stakeholder input, and preliminary amendment concepts.
October 13, 2026	Planning Commission Public Hearing and recommendation on proposed zoning text amendments.
November 2, 2026	Village Council First Reading of proposed zoning text amendments.
November 16, 2026	Village Council Second Reading and potential adoption of zoning text amendments prior to expiration of the moratorium.



Yellow Springs Housing & Zoning SWOT Analysis 2026

 (937) 767-7202

 info@yso.com

 www.yellowsprings.gov



Introduction

This SWOT analysis was conducted in response to a recommendation in the Housing Chapter of the 2020 Comprehensive Land Use Plan. It evaluates how the Village's planning policies, zoning regulations, and development patterns support housing diversity, affordability, accessibility, aging in place, and future housing needs.

Key Question

How well does current Village planning and zoning framework support the development of fair and affordable, energy-efficient, and accessible housing?





What is a SWOT Analysis?

A SWOT Analysis is a strategic planning tool used to evaluate internal and external factors:

Internal Factors	External Factors
Strength	Opportunities
Weaknesses	Threats

The SWOT analysis helps identify:

- **Strengths** – What is working well
- **Weaknesses** – Where barriers exist
- **Opportunities** for improvement
- **Threats** – Risks that may affect future outcomes

Analysis is intended to inform future policy and potential zoning reform.





SWOT MATRIX

<u>STRENGTHS</u>	<u>WEAKNESSES</u>
▪ Land Use Plan supports desired housing types ▪ Multiple housing types already permitted ▪ ADUs, duplexes, tiny houses, multi-family, mixed-use housing allowed ▪ Infill and redevelopment encouraged ▪ Village managed infrastructure. ▪ PUD flexibility ▪ Nearly 500 dwelling units in development pipeline	▪ Single-family development remain dominant housing type ▪ Conditional use approval required for several housing types (e.g. ADU and pocket neighborhood) ▪ Density caps may limit affordable housing feasibility ▪ Minimum two (2) space per dwelling parking requirement increases cost and decreases buildable area. ▪ Limited accessibility and sustainability incentives
<u>OPPORTUNITIES</u>	<u>THREATS</u>
▪ Permit ADUs by right ▪ Expand missing middle housing types ▪ Reduce (or eliminate) parking requirements for residential development ▪ Affordable housing, accessibility and green building incentives	▪ Rising housing prices ▪ Increasing construction and land costs ▪ Limited developable land in Village ▪ Aging housing stock ▪ Potential community resistance to increased density ▪ Growing senior housing demand ▪ Climate and energy resilience challenges



Existing Community Context

Related Plans & Studies

- Adopted 2020 Comprehensive Land Use Plan
- 2018 and 2026 Housing Needs Assessments Completed

Infrastructure

- Village-managed streets, parks, electric, water, stormwater, sanitary systems.
- Capacity to support additional residential growth various across community.



Development Activity

Nearly 500 housing units are currently in the development pipeline.





YS Planning & Zoning Strengths

Planning Policy Strengths

- Comprehensive Land Use Plan identifies housing diversity and affordability needs.
- Housing diversification is already an adopted community goal.

Zoning Code Strengths

- Various housing types and mixed used development already permitted.
- Flexibility with PUD developments.

Other Strengths

- Village managed infrastructure.
- Residential units are currently in the development pipeline.

Takeaway: Many desired housing types can already be constructed under existing zoning regulations.





YS Planning & Zoning Weakness



Development Challenges

- Conditional use review adds uncertainty and cost.
- Parking requirements increase land consumption and development expenses.
- Density limits may reduce affordable housing feasibility.
- Some housing types face additional regulatory restrictions.

Housing Gaps

- Limited incentives for accessibility and aging in place.
- Limited incentives for sustainable development.

Takeaway: Most desired housing types are allowed but may not always be easy or economical to develop.



Opportunities for Improvement

Targeted Code Adjustments

- Allow ADUs by right when objective standards are met.
- Streamline approvals for duplexes and multifamily housing.
- Reduce parking requirements in targeted areas.
- Increase flexibility for cottage courts and pocket neighborhoods.
- Expand residential opportunities within commercial districts.

Formal Policy/Process for Incentive-Based Approaches

- Affordable housing density bonuses.
- Fee reductions.
- Expedited review.
- Universal design and/or green building incentives.

Takeaway: Many improvements can be achieved without fundamentally changing community character.





Emerging Threats to YS Housing

Community Affordability

- Rising home prices
- Rising construction costs
- Rising land values

Demographic Changes

- Increasing senior population
- Greater demand for accessible housing

Development Constraints & Sustainability

- Limited land supply
- Aging housing stock
- Potential resistance to increased density
- Future energy and climate resilience needs



Takeaway: Housing affordability may continue to worsen if housing supply and diversity do not keep pace with demand.





Final SWOT Analysis Takeaways

Overall Assessment

Yellow Springs has a strong planning policy foundation and generally supportive zoning regulatory framework.

What Is Working

- Desired housing types are largely permitted.
- Infrastructure managed by Village.
- The Comprehensive Land Use Plan provides clear direction.

Primary Challenge

The issue is less about permitted uses and more about improving development feasibility and affordability.

Strategic Priority

Align zoning implementation with adopted housing goals by making small adjustments to existing zoning regulations.





Recommendations & Next Steps

Recommendations

<u>Short Term Actions</u>	<u>Long Term Actions</u>
▪ Review conditional-use requirements. ▪ Adopt by-right ADU provisions. ▪ Evaluate parking requirements. ▪ Consider affordable housing incentives in targeted areas.	▪ Expand missing-middle housing opportunities. ▪ Promote aging-in-place housing. ▪ Incorporate sustainability incentives. ▪ Leverage PUD flexibility for mixed-income development.

Conclusion

Yellow Springs does not need a fundamental overhaul of its zoning code. The Village already permits many of the housing types needed to meet future community goals.

Targeted regulatory adjustments and development incentives can improve affordability, housing choice, accessibility, and long-term community resilience while preserving the character that residents value.



Questions?

Contact Info:

Nía Holt, Planning & Zoning Director



(937) 767-1702



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Village of Yellow Springs | 100 Dayton Street, Yellow Springs, Ohio 45387

Village of Yellow Springs
PLANNING COMMISSION
BY-LAWS & RULES OF PROCEDURE

ARTICLE I
NAME OF COMMISSION

SECTION 1.01

The name of the Commission shall be the **Village of Yellow Springs Planning Commission**.

ARTICLE II
AUTHORIZATION AND ENFORCEABILITY

SECTION 2.01 AUTHORIZATION

The authorization for the establishment of the Yellow Springs Planning Commission is set forth in Section 713.02 of the Ohio Revised Code and Section 64 of the Charter of Yellow Springs, Ohio.

SECTION 2.02 ENFORCEABILITY

No provision of these Rules of Procedure that conflicts with or restricts rights provided by the Constitution of the United States, the Constitution of the State of Ohio, the Yellow Springs Charter, the Codified Ordinances of Yellow Springs, or the common law shall have any force or effect. Recommendations to the Village Council related to zoning amendments or capital improvements shall be weighed against the current Comprehensive Land Use Plan and Council Goals.

SECTION 2.03 PARLIAMENTARY AUTHORITY

Robert's Rules of Order, current edition (RRO), shall serve as the parliamentary authority in all matters not addressed in these Rules of Procedure or by the Village Charter. RRO shall serve as guidance without binding authority. Rules of Procedure set forth in these By-Laws, Yellow Springs Codified Ordinances, and/or the Village Charter shall control.

ARTICLE III
ORGANIZATION AND OFFICERS

SECTION 3.01 COMMISSION

The Yellow Springs Planning Commission shall consist of five (5) members and up to two (2) alternate members. One (1) member shall be a member of the Village Council, appointed by the Village Council every two (2) years. The remaining four (4) members shall be appointed by the Village Council to staggered five-year terms so that not more than one (1) member is regularly appointed each year. No more than one (1) of the four (4) appointed members may reside outside the Village limits. All other members shall reside within the Village limits. Alternate members shall be appointed by the Village Council and shall serve in accordance with the terms and procedures established by Council.

SECTION 3.02 CHAIR

The Chair shall be elected annually by the Commission and shall serve a one-year term unless earlier resignation or re-election by majority vote. Only currently appointed members are eligible. No nomination requires a second.

The Chair shall preside at all meetings, decide procedural questions pursuant to Robert's Rules of Order and Section 2.03 herein, and perform all duties required by law. The Chair shall sign all matters requiring Commission action.

SECTION 3.03 VICE-CHAIR AND CHAIR PRO-TEM

The Vice-Chair shall be elected immediately after the Chair and shall serve a one-year term. The Vice-Chair shall act in the absence or disability of the Chair. In the absence of both the Chair and Vice-Chair, a quorum of the Commission shall appoint a Chair Pro-Tem for that meeting to exercise the powers of the Chair until such meeting adjourns.

SECTION 3.04 STAFF AND DUTIES

The Planning Commission is advised by the Planning & Zoning Department. The Department, Clerk, and/or Solicitor shall administer applications, maintain records, prepare minutes, issue legal notices, notify adjacent property owners, and prepare staff reports and application packets.

SECTION 3.06 ORIENTATION AND TRAINING

The Village of Yellow Springs strongly encourages each Commission member and any alternate(s) to participate in orientation and continuing education opportunities to promote informed and effective service on the Planning Commission.

(A) New Commission members are encouraged to complete at least one (1) hour of orientation training within six (6) months of appointment with the Clerk and Planning & Zoning Staff.

(B) Commission members are encouraged to complete a minimum of fifteen (15) hours of continuing education during each five (5) year term of office.

1. Acceptable training topics include, but are not limited to, land use planning, housing best practices, site plan review, zoning, ethics, open meetings and public records laws, parliamentary procedure, and Planning Commission duties and responsibilities.
2. Participation in orientation and continuing education may be considered by the Council when evaluating reappointments to the Commission.

SECTION 3.07 REMOVAL OF MEMBERS

Members may be removed by majority vote of Village Council pursuant to Section 17 of the Village Charter. Grounds include, but are not limited to, neglect of duty, malfeasance, conflict of interest, or refusal to enforce the law including Village Ordinances.

SECTION 3.08 ETHICS

Members are subject to the Ohio Ethics Law (ORC 102.01, *et. seq.*) and shall adhere to the American Planning Association's *Ethical Principles in Planning*.

ARTICLE IV MEETINGS

SECTION 4.01 REGULAR MEETINGS

Regular meetings shall be held at the Yellow Springs Government Offices at times established annually. The first regular meeting of the calendar year shall include the election of officers and Community Reinvestment Area Housing Council delegate, approval of the annual calendar, review of these rules, and receipt of departmental reports. Meetings may be rescheduled or canceled with at least two (2) business days' notice.

SECTION 4.02 SPECIAL MEETINGS

Special meetings may be called by the Chair or Planning & Zoning Staff with at least forty-eight (48) hours' written notice in compliance with ORC 121.22. Only noticed items may be considered.

SECTION 4.03 WORK SESSIONS

Work Sessions are noticed public meetings for informational purposes only. No deliberation or substantive votes shall occur. No public hearings shall occur at Work Sessions.

SECTION 4.04 AGENDA

Planning & Zoning Staff or the Clerk shall prepare agendas. The Chair may meet with staff before the meeting to hold an agenda consultation meeting. Items not on the agenda may be considered only by majority approval of the Commission upon proper motion and second with an affirmative vote.

SECTION 4.05 MINUTES

The Clerk or Solicitor shall maintain official minutes as public records. The minutes shall show clearly each decision made by action of the Commission.

SECTION 4.06 CONTINUANCES AND WITHDRAWALS

The Commission may continue matters to a date certain. Withdrawals do not entitle applicants to refunds. Any request for withdrawal or continuance of a duly advertised application must be considered at the advertised meeting. Planning Commission shall have the authority to continue a public hearing to later date.

SECTION 4.07 CALENDAR

The Commission shall establish annual filing deadlines for agenda items. All matters to come before the Commission shall be filed with the Department of Planning & Zoning in accordance with the established Planning Commission calendar.

SECTION 4.08 CONDUCT OF MEETINGS

(A) **Quorum:** Three (3) members of the Commission shall constitute a quorum.

(B) **Order of Business:**

1. Call to Order and Roll Call
2. Excuse Absent Members
3. Additions or Corrections to the Agenda

4. Approval of Agenda
5. Approval of Minutes
6. Communications & Reports
7. Citizen Comments
8. Oath
9. Public Hearing/Reviews
10. Close Public Hearing
11. Commission Discussion and Motion
12. Agenda Planning
13. Adjournment

(C) **Public Hearings:** A duly noticed official hearing shall be held for the limited purpose of providing the public an equitable opportunity to comment on matters before the Commission. All testimony shall be given under oath, records shall be retained in accordance with Records Commission policy, and the Commission shall deliberate and vote only after the evidentiary and public comment portions of the hearing are closed. All Commission meetings shall be open to the public pursuant to Ohio Revised Code 121.22.

(D) **Oath:** The Chair shall require all persons intending to provide testimony before the Commission to take an oath at the outset of their testimony. Each oath shall apply for the duration of the meeting and include the individual's name and full address for the record.

(E) **Time Limits:** The applicant shall be afforded the time necessary to present the case. Speakers, other than Staff and the applicant, shall be limited to two (2) minutes per speaker as the standard time for testimony. However, the Chair, in consultation with the Solicitor, may modify this time limit under circumstances such as a large number of individuals wishing to testify or other considerations affecting the efficient conduct of the hearing. At all times, the Chair retains the authority to ensure the orderly administration of the Commission's business, including limiting or otherwise modifying public comment, recessing the meeting, or taking any other appropriate action.

(F) **Public Conduct:** Testimony shall proceed without interruption, and no questioning or argument shall occur between audience members. Disorderly or disruptive conduct between audience members that unduly interferes with the Commission's orderly administration of its business is strictly prohibited. The Commission shall not accept evidence during the public hearing; all evidence must be submitted to Staff at least two (2) business days prior to the hearing to allow adequate review. The Commission is not bound by strict rules of evidence but may exclude testimony or evidence that is irrelevant, immaterial, incompetent, or repetitious.

SECTION 4.09 ACTIONS

(A) **Decisions:** Any action on regular business shall require the approval of a majority of the quorum of the Commission. All motions shall be sufficiently detailed for the record and shall include adequate findings of fact and conclusions of law, and may affirm, overturn, or modify the Staff recommendation in whole or in part and apply conditions.

(B) **Discussion:** The Commission may discuss the agenda item either before or after considering motions related to the subject; however, once the public hearing on the item is closed, Commission members shall not direct questions to any person, other than Staff or the applicant. Members of the audience shall not direct questions or comments to the Commission, the applicant, Staff, or other audience members, except as permitted by the Chair.

(C) **Voting:** Each member shall vote on any question unless excused due to a personal or private interest in the matter. An abstention shall be recorded as a vote in favor of the prevailing side. The responsibility of recusal or announcement of a conflict of interest rests with the affected Commission member.

(D) **Conflicts of Interest:** Members shall not participate in or vote on any matter in which that member has a conflict of interest pursuant to law.

(E) **Absences:** Commission members are expected to attend all regular meetings and will be considered absent if not present within ten (10) minutes of roll call. If a member accumulates five (5) absences within a twelve (12) month period, the Clerk or appropriate staff shall report the absences to the Village Manager for Village Council review, and a member with three (3) unexcused absences in the same period may be subject to removal by the Village Council. Members must notify the Commission at least three (3) business days prior to a meeting if unable to attend, or the absence may be deemed unexcused.

ARTICLE V

MATTERS PENDING BEFORE THE COMMISSION

SECTION 5.01 CONTENT

Every matter brought before the Planning Commission by any person, official, organization, or agency, on which the Commission is authorized or required to act, shall be submitted in writing and include all required information. Such information may include maps, surveys, drawings, plans, charts, or other descriptive data.

SECTION 5.02 OFFICIAL DETERMINATION

(A) **Form of Decision:** The Commission's final decision shall be duly entered and signed by the Chair in the form of the official minutes.

(B) **Notice of Decision:** Planning & Zoning Staff shall notify all interested parties and provide the applicant with an exact copy of the Commission's written order granting or denying the application. The Chair shall announce the Commission's decision immediately following the final vote.

(C) **Conditions of Approval:** Any condition imposed by the Planning Commission on a development or platting approval must be stated in the Commission's order and in the zoning certificate issued by the Planning & Zoning Department. The certificate remains valid only while all such conditions are met.

**ARTICLE VI
AMENDMENT, CHANGE, OR SUSPENSION**

SECTION 6.01 AMENDMENT OR CHANGE

These Rules may be amended by a concurring vote of four (4) members, provided that copies of the proposed amendment have been included in the notice of such meeting.

SECTION 6.02 SUSPENSION

These Rules may be suspended by a concurring vote of three (3) members.

**ARTICLE VII
EFFECTIVE DATE**

SECTION 7.01 EFFECTIVE DATE

These Rules of Procedure were adopted and became effective on _____.

ATTESTATION: We hereby certify these By-Laws and Rules of Procedure as true, correct, and legally adopted by the Planning Commission of the Village of Yellow Springs, Greene County, State of Ohio on the _____ day of _____ 20____ with a _____ yea to _____ nay

X _____
Chair Date

X _____
Solicitor Date

Sworn to before me and subscribed in my presence this _____ day of _____ 20_____.

Notary Public _____

My Commission expires _____, 20_____.