



**OPERATING POLICIES AND PROCEDURES OF THE
MEDINA COUNTY DEPARTMENT OF
PLANNING SERVICES**

prepared for

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and

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**Amended August 18, 2003
Amended February 21, 2005
Amended January 4, 2006
Amended February 7, 2007
Approved January 9, 2008
Amendments approved by the County Commissioners
October 14, 2009
Reviewed and Approved by Planning Commission
January 5, 2011**

PREAMBLE

By virtue of Resolution No. 01-279 adopted April 9, 2001, by the Board of County Commissioners of Medina County, Ohio (the “Board of County Commissioners”), the Medina County Planning Commission (the “County Planning Commission”,) has been established to carry out duties and responsibilities granted to a County Planning Commission pursuant to Section 713.22 and 713.23 of the Revised Code; and

By virtue of Resolution No. 01-279 adopted April 9, 2001, by the Board of County Commissioners, the Medina County Department of Planning Services (the “Department,”) has been established, both to assist the County Planning Commission in carrying out its duties and responsibilities, and to assist the Board of County Commissioners in carrying out duties and responsibilities granted to a Board of County Commissioners pursuant to Chapter 307 of the Revised Code with respect to various community service projects and other projects deemed necessary by the Board of County Commissioners; and

By virtue of a Resolution adopted April 9, 2001, by the County Planning Commission, the establishment of the Department by the Board of County Commissioners is endorsed and supported by the County Planning Commission; and

In order to carry out said duties and responsibilities, it is hereby determined to be necessary and desirable that these Operating Policies and Procedures of the Medina County Department of Planning Services (these “Policies and Procedures”) be amended and adopted by the Board of County Commissioners on August 18, 2003:

ARTICLE 1: MISSION, DUTIES, AND ROLE OF THE DEPARTMENT OF PLANNING SERVICES

Section A1- Mission Statement

The mission of the Medina County Department of Planning Services is to assist Medina County and its communities, agencies and citizens in planning and achieving sound, orderly development and related community and regional goals.

Section A2 – Narrative in Support of Mission Statement

The Department of Planning Services shall provide administrative, technical and professional assistance to the County Planning Commission to allow it to carry out its duties and responsibilities granted under the laws of the State of Ohio, particularly Section 713.22 and 713.23 of the Revised Code including, but not limited to, planning support, regulatory support, interagency support, and community services support, under the control of the Medina County Commissioners, and pursuant to Medina County employees rules and regulations; and assist the Board of County Commissioners in carrying out other statutory duties and responsibilities as time permits.

Planning Support: Providing administrative, professional, and technical support for planning efforts and projects throughout the county;

Regulatory Support: Providing administrative, professional, and technical support for regulatory measures adopted to implement Commission plans;

Interagency Support: Providing of information, coordination, and expertise to all levels of County government, and to township and municipal governments and other public or private bodies by contract or other agreement; and

Community Services Support: Administrative, professional, and technical support for various community service projects.

Section B - Duties

The duties of the Department shall be as follows:

County Subdivision Regulations: a) To administer the County Subdivision Regulations, and b) To recommend amendments to the County Subdivision Regulations.

Zoning Review: To review and recommend township-initiated zoning text and map amendments, and zoning text and map amendments from incorporated areas where a Memorandum of Understanding exists, and to provide assistance on zoning text and map amendments that further the goals and objectives of each community; *(Amended February 21, 2005, February 7, 2007)*

Goals: To set annual goals and initiatives for the Department to better implement its support services for both the Board of County Commissioners and Medina County Planning Commission.

Budget: To prepare an annual budget pursuant to County rules and regulations for submission to the Board of County Commissioners.

Research: To collect and analyze data.

Grants: As directed by the Board of County Commissioners, to advise the Board of County Commissioners of beneficial grants and other extra-County funding opportunities to support or augment the regular duties that are part of the Department's annual goals and initiatives, or which contribute to countywide comprehensive planning.

Technical and Clerical Support: As directed by a majority vote of the County Planning Commission, the Director and staff shall provide clerical and technical support to assist the County Planning Commission in fulfilling its county planning and regulatory responsibilities.

Reports: At all regular County Planning Commission meetings, a report shall be made of all action taken and meetings held since the last regular meeting of the county Planning Commission.

Report of Progress on Planning: At each regular meeting of the County Planning Commission, the Director shall present a report or reports on planning in progress or under consideration. If possible, drafts of the proposed report or reports shall be mailed to the members of the County Planning Commission in advance of the meeting to consider such report.

ARTICLE II: ROLE OF THE MEDINA COUNTY PLANNING COMMISSION

The statutory authority of the Medina County Planning Commission is not intended to be impacted by its agreement herein documented to have its staffing needs provided and controlled directly by the Medina County Board of Commissioners.

The Planning Commission shall make timely recommendations to the Board of County Commissioners concerning the departmental budget.

Members of the Planning Commission will be notified and offered the opportunity to participate in the interviews conducted by the Board of County Commissioners for the selection of the Director of the Department of Planning Services.

ARTICLE III: FISCAL ACTIVITY

Section A - Budget

The Director shall prepare and submit to the Board of County Commissioners an annual Department budget of anticipated expenditures, including those necessary to support the County Planning Commission as set forth herein.

Section B - Disbursements

All disbursements of the Department on behalf of the County Planning Commission shall be by requisition and purchase order, or other procedure as approved by the Board of County Commissioners, signed by the Director, or a designee of the Director.

Section C - Authorization

All new and outstanding expenditures, commitments, contracts and other agreements for expenditures or disbursements shall be authorized by the Board of County Commissioners and the Planning Commission, where applicable.

Section D - Contractual Obligations

When the Planning Commission and the Board of County Commissioners have by previous motion authorized a Department project activity by contract or other agreement, the Director may approve and authorize payment for labor, services, and materials, including necessary travel costs, etc., to fulfill the intent of the contract or other agreement.

Section E - Other Expenditures

The Director may recommend to the Board of County Commissioners other expenditures deemed necessary by the Director to enhance the efficient and effective operations of the Department and/or the County Planning Commission. Such expenditures shall demonstrate the application of sound planning practices and reflect County plans, where applicable.

ARTICLE IV: STAFFING

Section A1 - Director

The chief administrative officer of the Department shall be the Director. The Director shall be appointed by the Board of County Commissioners and shall report to the Board of County Commissioners through the County Administrator.

Section A2 - Duties

The Director shall have the following duties:

To recommend to the Board of County Commissioners the staffing requirements necessary to efficiently and effectively handle the daily business and operations of the Department;

To assist the County Planning Commission in carrying out its statutory functions;

To manage the daily business and operations of the Department;

To supervise and direct the work responsibilities of the Department and employees;

To sign and administer Department contracts and other agreements as authorized by the Board of County Commissioners, and the Planning Commission, where applicable;

To furnish the Board of County Commissioners and the Planning Commission with monthly reports of Department expenditures and account balances;

To maintain an account of all Department property passing through his or her hands;

To manage the Department payroll within the compensation appropriation levels;

To administer County grant program funds for the Department of Planning Services and personnel as authorized by the Board of County Commissioners;

To serve as Secretary to the County Planning Commission, pursuant to the ByLaws of the County Planning Commission, as now existing or hereinafter amended;

To sign all decisions, resolutions, reports, and recommendations of the County Planning Commission, pursuant to the By-Laws of the County Planning Commission, as now existing or hereinafter amended;

To act as technical consultant to the County Planning Commission on planning issues;

To represent the County Planning Commission through communications with County Departments, elected and appointed officials, and other public, quasi-governmental agencies, cities, villages, and the private sector;

To recommend to the County Planning Commission, at least on an annual basis, any revision to the County Planning Commission's By-laws; and,

To perform other duties as directed by the Board of County Commissioners within the expertise of the Director.

Section A3 - Evaluations

Evaluations of the Director shall be conducted annually by the County Administrator. This shall
Proposed Amendments to Article V 10/14/2009

be done in compliance with the “Medina County Personnel Policy Manual”, as then in effect at the time of each evaluation, and based upon mutually agreed upon, annual objectives and measurable performance indicators for the Director, and in his or her capacity as supervisor of the Department.

Section A4 - Appeal Process

Should the Director disagree with his or her evaluation, he or she may appeal as follows:

The Director shall, in writing, indicate to the President of the Board of County Commissioners that he or she is in disagreement, and decline to sign the evaluation.

The Director shall, in writing, request a hearing. An Ad Hoc Committee, designated by the Board of County Commissioners and which shall include the Chairman of the County Planning Commission or his or her designee, shall conduct the appeal hearing. (Amended 2/07/07)

The Appeals Body (Ad Hoc Committee) shall reach consensus and report in writing its findings to the Board of County Commissioners and attach them to the Director’s evaluation. Such findings shall be considered in addition to the evaluation when changes are made by the Board of County Commissioners as in Section A5.

Section A5 - Compensation Changes

The Board of County Commissioners, in Executive Session, may authorize changes in the compensation of the Director based on the evaluation criteria. The Board of County Commissioners shall have the final decision on any and all compensation changes, pending funding availability as appropriated by the Board of County Commissioners. The Director shall have the right to negotiate his or her salary on his or her own behalf.

Section A6 - Outside Employment

The Director shall be permitted to hold outside employment under the following conditions:

All outside employment shall have the prior authorization of the Board of County Commissioners if an appearance of, or a potential conflict of interest may arise, because such employment is with an entity involved with the sale, transfer or development of real estate.

Such employment shall be at a time other than regular working hours. However, if this outside work must be done during regular working hours, prior authorization from the Board of County Commissioners must be obtained and then leave, without pay or compensatory time through overtime, used.

Section A7 - Classification

The Director shall be in the unclassified service pursuant to O.R.C. 124.11 (A).

Section A8 - Full Time Status

The Director shall be a full time employee and entitled to all rights and benefits as set forth in the Medina County Personnel Manual now existing and thereafter amended by the Board of County Commissioners.

Section A9 - Termination of Director

In the event that the Board of County Commissioners determines that the employment of the Director should be terminated, the issue of termination shall be addressed at a meeting of the County Planning Commission. The Board of County Commissioners will consult with members of the County Planning Commission about the proposed termination, however the final decision to terminate will reside within the Board of Medina County Commissioners.

Section B - Other Employees

Section B1 - Staff

The Board of County Commissioners shall hire staff necessary to carry out the operations of the Department and the County Planning Commission.

Section B2 - Job Classifications: Appointment: Evaluations

The Board of County Commissioners shall adopt a table of organization of job classifications for Department employees (attached). Department employees shall be appointed by the Board of County Commissioners upon receiving a recommendation from the Director. Department employees shall report to the Director. Evaluations shall be conducted annually by the Director, in compliance with the Medina County Personnel Policy Manual..

Section B3 - Compensation Changes: Reclassifications

Based upon the results of the evaluation, the Director shall recommend to the Board of County Commissioners changes in the compensation of any employee. The Director may also recommend to the Board of County Commissioners the reclassification of any employee, due to a change in the scope of responsibility of an employee. The Board of County Commissioners shall have the final decision on any and all compensation changes and reclassifications of employees.

Section B4 - Outside Employment

Employees of the County Planning Commission shall be permitted to hold outside employment under the following conditions:

All outside employment shall have the prior authorization of the Planning Director and the Board of County Commissioners if an appearance of, or a potential conflict of interest may arise, because such employment is with an entity involved with the sale, transfer or development of real estate.

Such employment shall be at a time other than regular working hours. However, if this outside work must be done during regular working hours, prior authorization from the Planning Director and Board of County Commissioners must be obtained and then leave, without pay or compensatory time through overtime, use.

ARTICLE V: PLANNING AND COMMUNITY SERVICES

Section A - Authorization

The Department shall be authorized to represent the Board of County Commissioners in review and consideration of accepting and expending any funds, grants, or services offered by Federal, State, or local governments or by private entities. In addition, the Department shall be authorized to represent the Board of County Commissioners in administering contracts and other agreements with respect to such resources, and shall be authorized to represent the Board of County Commissioners in providing any and all information required in order to obtain and administer such funds, grants, or services.

Section B - Township and Municipal Governments:

Any municipality may participate in discussions regarding planning and zoning of local interest at all meetings of the County Planning Commission. In addition, any municipality will be entitled to the following services and assistance from the Department of Planning Services' Staff:

A review and report regarding any preliminary plan for a subdivision of a limited area, as determined by the Director, filed with the municipality in which a subdivision is proposed.

Consultation by local planning officers with staff members of the Department of Planning Services on minor planning and zoning problems.

The occasional attendance by staff members of the Department of Planning Services, as determined by the Director, at meetings of the Municipal Planning Commission or legislative body, to render advice and assistance on specific local planning and zoning matters.

The use of library and research materials of the Department of Planning Services.

Zoning text and map amendment reviews for incorporated areas with an existing Memorandum of Understanding.

OPERATING POLICIES AND PROCEDURES OF THE MEDINA COUNTY DEPARTMENT OF PLANNING SERVICES – 2009

Technical support – GIS based mapping. Provide previously created maps at a cost not to exceed for each individual map:

- a. 8.5” x 11” \$1.00
- b. 11” x 17” 2.00
- c. 18” x 24” 3.00
- d. 2’ x 3’ 6.00
- e. 3’ x 4’ 12.00
- f. Map on c/d 5.00

Technical mapping design services can be purchased at a rate of \$50.00/hour.

(Amendments for Technical Support adopted by Commissioners April 22, 2002, February 21, 2005.)

In some cases, maps can be saved in an electronic format and emailed to the recipient.

There will be no cost for emailing previous-created maps.

(Amendments for map costs adopted by County Commissioners October 14, 2009.)

Any township may participate in discussions regarding planning and zoning of local interest at all meetings of the County Planning Commission. In addition to mandated *subdivision ,zoning text and map reviews*, any township will be entitled to the following assistance and services from the Department of Planning Services Staff:

A review and report regarding any plan for a subdivision.

Consultation with local zoning or planning officers by staff members of the Department of Planning Services.

The occasional attendance by staff members of the Department of Planning Services, as determined by the Director, at meetings of the Township Zoning Commission or legislative body to render advice and assistance on specific local matters.

The use of the library and research materials of the Department of Planning Services.

Technical support – GIS based mapping. Provide ~~up to 10~~ previously created maps at a cost not to exceed for each individual map:

- a. 8.5” x 11” \$1.00
- b. 11” x 17” 2.00
- c. 18” x 24” 3.00
- d. 2’ x 3’ 6.00
- e. 3’ x 4’ 12.00
- f. Map on c/d 5.00

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some cases, maps can be saved in an electronic format and emailed to the recipient.

There will be no cost for emailing previously-created maps.

(Amendments for map costs adopted by County Commissioners October 14, 2009.)

Section C - Authorization to Contract

The Director, with approval of the Board of County Commissioners, may undertake extra planning services not mentioned in Section B. These extra planning activities may be entered into only under the following conditions:

1. Extra planning activities shall not interfere with normal planning services.
2. Extra planning activities must be authorized by resolution by the Planning Commission.
3. Extra planning activities must be for items that the Planning Commission does not have to approve under normal procedures, unless otherwise expressly authorized by resolution of the Planning Commission. (*Amendment adopted by Commissioners April 22, 2002.*)

Service agreements for extra planning services between Board of County Commissioners and other agencies shall be consummated upon:

1. Letter and/or resolution from agency requesting to proceed with specified planning service.
2. Authorization requesting agency to proceed with said services and appropriation of necessary funds to cover the cost of the work to be performed during the current year.
3. Approval of the request by the Planning Commission.
4. Resolution by the Board of County Commissioners authorizing the Director to proceed with said work.

Section D - Charges

All charges for services rendered on extra service agreements shall be determined on the basis of cost of staff time, material and travel, plus overhead.

ARTICLE VI: AMENDMENTS

Section A - Procedure

Any member of the Board of County Commissioners, the County Planning Commission, or the Director may submit a proposed amendment to these Operating Policies and Procedures by submitting to the Clerk of the Board of County Commissioners. The proposed amendment shall be supported in writing by at least two members of the Board of County Commissioners, two members of the County Planning Commission, or the Director.

Section B - Notification

The Clerk of the Board of County Commissioners shall, thereafter, but not less than five days prior to the date of regular meetings of the Board of County Commissioners, forward to each member of the Board of County Commissioners a copy of a proposed amendment, together with

a notice that such proposed amendment will be the subject of action at regular meetings of the Board of County Commissioners. For those proposed amendments affecting the County Planning Commission, the Clerk of the Board of County Commissioners shall forward notification as herein specified to each member of the County Planning Commission, who shall be entitled to comment upon said amendments to the Board of County Commissioners.

Section C - Action

The Director shall, thereafter, present a proposed amendment at regular meetings of the Board of County Commissioners, at which meetings such proposed amendment shall be considered for adoption by the Board of County Commissioners.

Section D - Endorsement and Support: Adoption: Effective Date

Upon receiving a resolution of endorsement by six (6) members of the County Planning Commission of a proposed amendment to these operating policies and procedures, the affirmative vote of two (2) members of the Board of County Commissioners shall be sufficient to adopt such proposed amendment to these operating policies and procedures. A proposed amendment shall be deemed effective as of the date of adoption by the Board of County Commissioners.

Section E - Annual Review

There shall be an annual review by a majority of the County Planning Commission of this policy at the annual County Planning Commission reorganization meeting.