

AN ORDINANCE ESTABLISHING THE COMMUNITY DEVELOPMENT DEPARTMENT
PURSUANT TO AVON LAKE CITY CHARTER SECTION 36 AND DECLARING AN
EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That pursuant to the provisions of Section 36 of the Charter of the City of Avon Lake, the Community Development Department is hereby enacted as part of Title Six of the Administrative Code, Codified Ordinance of Avon Lake, to read as follows:

Community Development Department

- ___ .01 Purpose
- ___ .02 Community Development Director
- ___ .03 Budget and Operations Plan
- ___ .04 Monthly Operations Statements
- ___ .05 Personnel

___ .01 PURPOSE.

The purpose of the Community Development Department is to ensure that development and re-development of the City adheres to the City’s planning and is in compliance with the City’s zoning laws. The Department contains the Planning, Zoning, and Economic Development functions of the City. The Department oversees and administers the Review Procedures as identified in Chapter 1214, including the operations of Planning Commission and Zoning Board of Appeals.

___ .02 COMMUNITY DEVELOPMENT DIRECTOR.

The Community Development Director shall be the chief administrative officer of the Community Development Department and, as such, shall be under the direct supervision and control of the Mayor. The Director shall be appointed by the Mayor and his or her appointment shall be confirmed by Council. He or she shall serve at the pleasure of the Mayor and Council for a term not exceeding the duration of the elective term of the Mayor and Council which appoint him or her. Council, with the advice of the Mayor, shall fix the rate and basis of compensation of the Director.

___ .03 BUDGET AND OPERATIONS PLAN.

The Community Development Director shall prepare and submit to the Mayor an annual budget for the operation of the Community Development Department and an

annual plan of proposed operations for the ensuing and future years. The Mayor shall make such changes in the proposed budget and plan as he or she sees fit and submit them to Council at such time as Council is preparing its budget for the year. The annual operations plan shall also include recommendations the Director wishes to make for personnel.

____.04 MONTHLY OPERATIONS STATEMENTS.

The Community Development Department shall submit to the Mayor and Council detailed monthly statements showing expenditures, receipts, and other pertinent financial information. He or she shall also keep and make available to Mayor and Council all records and reports relative to administrative actions.

____.05 PERSONNEL.

The Community Development Director shall prepare and submit to the Mayor the number of personnel required for the Community Development Department as approved each year by Council. He or she shall also include recommendations as to wage and salary rates and job classifications. The Mayor shall cause to be employed, through the Director, the necessary personnel for the program within the restrictions of budgetary limitations.

Section No. 2: That this Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any committee that resulted in those formal actions were in meetings open to the public in compliance with law.

Section No. 4: That this Ordinance is hereby declared to be an emergency, the emergency being the necessity to have an updated codification of the legislation of the City to administer the affairs of the City and enforce the laws, thus for the public welfare. Therefore this Ordinance shall be in full force and take effect immediately upon its passage and approval by the Mayor.

1st reading: 11/14/2022

2nd reading: 11/28/2022

3rd reading:

PASSED: 12/12/2022

/s/ Martin E. O'Donnell
President of Council

POSTED: 12/16/2022

APPROVED: 12/13/2022

ATTEST: /s/Valerie E. Rosmarin
Clerk of Council

/s/ Gregory J. Zilka
Mayor