

## **PORTAGE COUNTY REGIONAL PLANNING COMMISSION**

### **BY-LAWS**

**EFFECTIVE:** January 30, 1984

<b>REVISED:</b>	December 12, 1985	December 10, 2003	January 10, 2024
	January 9, 1986	February 13, 2008	
	February 8, 1990	August 13, 2008	
	August 13, 1992	October 13, 2010	
	September 14, 1995	March 9, 2011	
	October 8, 1997	May 9, 2012	
	August 12, 1998	June 11, 2014	
	November 12, 1998	October 8, 2014	
	February 10, 1999	August 12, 2015	
	June 14, 2000	March 11, 2020	
	March 12, 2003	February 10, 2021	

**Section I**     NAME

The name of this organization shall be hereafter referred to as the Portage County Regional Planning Commission, the Regional Planning Commission or the Commission.

**Section II**    REGION

The region for which the Regional Planning Commission shall be responsible for through its creation and maintenance is all of the unincorporated area of Portage County and all cooperating municipalities therein having a Planning Commission, plus any additional area necessary for the comprehensive planning activities of the Regional Planning Commission.

**Section III**   MEMBERSHIP

A. Becoming a Member

1. A Township, Village or City may become a member of the Portage County Regional Planning Commission by sending a letter to the Secretary of the Commission, accompanied by a copy of the ordinance or resolution from the legislative body and the Planning Commissions of municipalities agreeing to cooperate and participate in the maintenance of the Portage County Regional Planning Commission as specified the By-Laws of the Regional Planning Commission and as agreed to by a majority of the members of the Regional Planning Commission.
2. Authorities, Special Districts, School Districts and other units of government may participate in the Regional Planning Commission and become a member upon approval of the majority of the Regional Planning Commission members. They must first submit a written request to the Commission for membership approval, which shall be acted upon by the Commission, or be requested by the Commission to become a member. The aforementioned entities who are approved to participate as members must send a copy of a Resolution from their governing body agreeing to cooperate and participate in the maintenance of the Regional Planning Commission as agreed upon by a majority of the members of the Commission.

3. A member must pay its proportional share as specified in the By-laws toward the maintenance and operation of the Commission, and appoint a representative and alternate to the Commission.

B. Representation

1. One representative for each political subdivision (Township, City, Village) participating in the maintenance and operation of the Regional Planning Commission except for the Board of Portage County Commissioners, who shall have three representatives with one alternate each. Additionally, the Portage County Board of Commissioners shall appoint one representative from each of the following departments or agencies:

- a. Portage County Water Resources Department
- b. Portage County Engineer
- c. Portage County Soil and Water Conservation District

Each representative shall be appointed by the legislative authority of said political subdivision.

2. One representative for each School District, Special District, Authority or other unit of local government participating in the maintenance and operation of the Commission. Each representative shall be appointed by the governing body of the unit of government. This includes:

- a. PARTA
- b. Portage Park District

3. One representative of ex-officio members (non-voting) to serve in an advisory capacity to the Regional Planning Commission:

- a. Portage County Health Commissioner
- b. Kent State University
- c. Hiram College
- d. Habitat for Humanity
- e. Homebuilders of Portage and Summit Counties
- f. Northeast Ohio Medical University (NEOMED)
- g. University Hospital Portage Medical Center

Other Ex-Officio members may be appointed by the Regional Planning Commission as deemed necessary by a majority of the Commission.

C. Appointments

Appointments shall be for two years. All terms begin on March 1st. There will be a staggering of terms so that every year approximately one-half of the Commission membership will be subject to appointment.

D. Member in Good Standing

To remain a member in good standing, a member shall be current in their dues, appoint their representative and alternate, the representative must attend the RPC meetings consistent with the requirements of these By-laws.

E. Alternates

A member of the Regional Planning Commission or one of its committees may utilize an alternate for any Commission meeting or committee meeting. Said alternate shall be a resident of Portage County and shall be designated through the official member's written authorization to the Secretary of the Regional Planning Commission, the Chairman, or the Committee Chairperson presiding at the meeting.

F. Vacancies

Any vacancy shall be filled for the un-expired term in the same manner in which the said member was originally designated or chosen. If a member misses three (3) consecutive meetings in one year (without having an alternate present) and without being excused by the Chairperson, he/she may at the option of the Executive Committee, be considered to have resigned, and shall not be counted in the numerical requirements for a quorum, unless or until a successor has been appointed by the participating member unity of local government. If any member is so dismissed for nonattendance the Chairman shall instruct the Secretary to so notify the participating unit of government of his/her dismissal and request the reappointment of a new member.

G. Special Membership

Honorary, life, or any other nonvoting membership status may be bestowed upon an individual after written nomination of three (3) Commission members and approval of the Regional Planning Commission.

H. Conduct of Members of the Planning Commission

1. Members of the Planning Commission shall take the time necessary to prepare themselves for meetings and hearings so they can make informed decisions.
2. Any Planning Commission Member who has had or continues to have any personal or financial interest, whatsoever in any issue to be voted upon by the Commission shall state that a conflict of interest exists and shall disqualify him/herself from participating in any Commission activity regarding that issue, including discussions and voting in any regular or special meeting, public hearing or work session.
3. The interests of that Planning Commission member may be represented before the Planning Commission by a specifically designated representative or legal agent at the public hearing, work session, regular or special meeting and testimony entered into the public record.
4. Participation of Planning Commission Member under cloud of conflict of interest is cause for removal.

**Section IV** POWERS AND DUTIES OF THE REGIONAL PLANNING COMMISSION

The Regional Planning Commission shall have all the powers and duties now or hereafter granted or prescribed for Regional Planning Commissions by the Ohio Revised Code Section 713.21 seq. and any revisions thereof.

**Section V** COMMUNITY PLANNING SERVICES

A. Membership Privileges

Any Township, Village, City or County participating in the Regional Planning Commission shall be entitled to the following

without additional contribution or payment. Other units of government shall be entitled to all services listed below except 3 and 4 without additional contribution or payment. All units of government shall be members in good standing to be entitled to these services:

1. Representation and participation at all meetings of the Regional Planning Commission whether the subject to be discussed or decided affects the region as a whole or is a matter of local interest.
2. Representation on the committees authorized to study special problems wherein the area involved includes the territory of such member.
3. Consultation by local planning/government officials or representatives, and community members with staff members of the Regional Planning Commission on minor or special planning problems according to the following schedule of hours. In order to effectively allocate resources of the Commission, requests for consultation and advice from the RPC staff on matters requiring more than 8 hours shall be submitted in writing. Projects requiring a significant amount of time and resources of the Commission may require scheduling into the annual work program as determined by the Director. To the maximum extent possible, members should provide staff with advance notice of their request, needs, and deadlines. If a project is expected to exceed a member's TA hours, the member shall either provide authorization to exceed the member's hours with the request or enter into an agreement as specified in Section B, Agreement for Community Planning Services.

RPC MEMBER SCHEDULE OF  
TECHNICAL ASSISTANCE HOURS

POPULATION			STAFF TA HOURS
100	-	1000	25
1001	-	2500	30
2501	-	4000	35
4001	-	5500	40
5501	-	7000	45
7001	-	8500	50
8501	-	10,000	55
10,001	-	11,500	60

11,501 -	13,000	65
13,001 -	15,000	70
15,001 +		75

4. TA hours are carried over a maximum of one (1) year for a total of two (2) years. In the event TA hours are not utilized after the second year, they are deleted and replaced with the new TA hours that are being assigned. TA hours are utilized first hour in is the first hour used.
5. A review regarding any plan of a subdivision of a limited area, as determined by the director, filed with the municipality or unincorporated area in which the subdivision is proposed.
6. The periodic attendance by a staff member of the Regional Planning Commission, as determined by the Director, at meetings of the local planning or zoning commissions or legislative bodies to render advice and assistance on specific local planning matters.
7. The use of the library of the Regional Planning Commission.
8. Copies of all regional reports and publications produced by the Regional Planning Commission for general circulation.

**B. Agreement for Community Planning Services**

The Director is hereby authorized to undertake for the Planning or Zoning Commission of any political subdivision, which is a member of the Regional Planning Commission, in addition to the services mentioned in paragraph A of this section, the study, planning and mapping of, or reporting upon, public improvements or the use of development of land within the boundaries of said political subdivision the cost thereof to be paid by the political subdivision in accordance with these By-Laws, or in accordance with any special written agreement authorized or approved by the Regional Planning Commission.

Political subdivisions which are not members of the Regional Planning Commission are also eligible for planning services, the cost thereof to be paid in accordance with a special written

agreement authorized or approved by the Regional Planning Commission.

C. Fees

All charges for services rendered pursuant to paragraph B of this section shall be determined on the basis of cost of staff time, materials, travel and overhead at a rate established by the Regional Planning Commission, as based on the most recent indirect cost plan prepared by an approved accounting firm. Services provided to entities who do not pay dues, which contribute to the operations of the commission, shall also pay an additional surcharge of 50% of the total hourly billing rate.

D. Procedure For Agreements

Planning service agreements between local governments and the Regional Planning Commission shall be consummated upon completion of the following items:

1. Resolution of Planning Commission or Zoning Commission of member political subdivisions, Board of County Commissioners or other unit of government requesting the Regional Planning Commission to proceed with specified planning services.
2. Resolution by the legislative or governing body of such political subdivision approving such request for services and appropriating the necessary funds to cover the cost of the work to be performed by the Regional Planning Commission during the current year, to be followed by the supplemental appropriations in succeeding years as required to complete the specified services.
3. Resolution by the Regional Planning Commission authorizing the Director to proceed with such work as requested above.

E. Community Planning Reports

1. All community reports shall be approved and adopted by the Regional Planning Commission prior to issuance by staff.
2. Copies of all county wide or regional written reports, documents or plans in connection with planning services shall be available



to the Commission members at the time they are issued, and delivered to the appropriate libraries for their files.

## **Section VI OFFICERS OF THE REGIONAL PLANNING COMMISSION**

### **A. Positions**

The Regional Planning Commission shall have as its Executive Officers, a Chairman, Vice-Chairman and Secretary.

#### **1. Chairman and Vice-Chairman**

The Chairman and Vice-Chairman shall each be members of the Regional Planning Commission and shall be elected by the membership at the regular March meeting each year. Each shall hold office until their successor is elected.

- a. Either the Chairman or Vice Chairman needs to be an elected official. Both the Chairman and Vice Chairman cannot be a non-publicly elected appointee to the Regional Planning Commission Board.

#### **2. Secretary**

The Director of the Regional Planning Commission shall serve as Secretary throughout his/her employment with the Commission.

### **B. Nominations**

On or before January 15th in each year the Chairman shall appoint a nominating committee of three (3) members of the Commission, which committee shall prepare a list of nominations selected from among the members of the Regional Planning Commission for the offices of the Chairman and Vice-Chairman. Such list shall be mailed to each member of the Regional Planning Commission at least ten (10) days prior to the first regular meeting of the Regional Planning Commission. In addition, nominations may be made from the floor by motion only, moved and seconded at such meeting.

In the event the Chairman and Vice Chairman and Vice Chairman are not re-elected in the same year, at the December Regional

Planning Commission Board Meeting the Executive Committee will recommend to appoint an acting Chairman for the months of January and February or until the elections for the position have been voted upon.

C. Duties of the Chairman

The Chairman shall preside at all meetings of the Regional Planning Commission and except to the extent as hereinafter otherwise provided, sign all written contracts and obligations of the Regional Planning Commission. The Chairman shall be, ex-officio, a member of all standing committees and shall perform all the duties incident to the office, and such other and further duties as may from time to time be required or requested by the Regional Planning Commission.

D. Duties of the Vice-Chairman

The Vice-Chairman shall perform all the duties of the Chairman in case of his or her absence or disability and such other and further duties as may from time to time be required or requested by the Regional Planning Commission. In case the Chairman or Vice-Chairman is absent or unable to perform their duties, the Regional Planning Commission may appoint a Chairman Pro Tempore.

E. Duties of the Secretary

The Secretary shall keep or supervise the keeping of minutes of all meetings of the Commission in books provided for that purpose and shall perform such other and further duties as may be required or requested by the Commission.

F. Other Officers

The Commission may appoint or elect such other officers as it shall deem necessary who shall have authority and shall perform such duties as from time to time shall be assigned by the Commission.

G. Vacancy

If any executive office shall become vacant by reason of death, resignation, disqualification, or any other cause, the Commission

may elect a successor to hold office for the un-expired term in respect to which such vacancy occurred or was created.

## **Section VII COMMITTEES OF THE COMMISSION**

### **A. Committees**

#### **1. Executive Committee**

There shall be an Executive Committee of the Regional Planning Commission consisting of the Chairman, Vice-Chairman, and not less than one (1) member of the Commission who shall be appointed by the Chairman and whose appointment shall be confirmed by the Commission.

The Executive Committee shall have the following duties:

##### **a. To act on behalf of the Regional Planning Commission:**

1. Where an urgent action on Regional Planning Commission matters are required prior to regular Regional Planning Commission meetings, such action subject to review by the full Regional Planning Commission at the next regular meeting and if necessary, confirmation by the Commission;

2. In the absence of a quorum of the Regional Planning Commission.

b. To approve bills or other regular financial matters which exceed \$2,000 or for items over \$500 which were not approved in the current appropriated budget.

c. To serve as a liaison between staff and the full Regional Planning Commission. In any matter involving staff grievances or personnel problems, Regional Planning Commission personnel policy procedures shall be followed.

d. To assist staff in public relations and public education regarding functions of the Regional Planning Commission and on behalf and support of the Planning Profession and its' role and responsibility in our communities and in our society.

- e. Review and report monthly to the Commission on staff work activities, study and make recommendations for additions to and changes in the annual work program and other functions of the Commission.
- f. Prepare an annual preliminary budget for recommendation to the Commission in July of each year for the following fiscal year for consideration and adoption and prepare an annual final budget for the following fiscal year to be presented to the Commission for consideration and adoption in December of each year.
- g. Study and make recommendations to the Commission on proposed major and special expenditures, effects of employee salary adjustments, revenue sources, and other activities concerning the finances of the commission in which this committee is directed to investigate.
- h. Review and report annually to the Commission and at such other times as it is directed by the Commission, on staff positions, staff working conditions, and office facilities and equipment. Make recommendations on employee salary adjustments, and staff recruitment necessary to adequately carry out the work program and other functions of the Commission.

Each member of the Executive committee shall serve until the next annual meeting and election of officers and until his/her successor is chosen. If a vacancy occurs on such committee by resignation, disqualification or otherwise, it shall be filled with appointment of the Chairman, subject to confirmation by the Commission, for the un-expired term.

#### B. Records Commission

Local Records Commission are mandated and governed by ORC. There is a requirement that                      Records Commission's meet at least once every year. All Records Commission meetings are open public meetings subject to the provisions of Section 121.22 ORC, Ohio Public Meetings Law. Detailed Commission minutes should be kept. The Portage County Regional Planning Commission Executive Committee shall act as the agency Records Commission.

- a. The Chairman of the Executive Committee shall serve as the Chairman of the Records Commission. Remaining Executive Committee members will also be members of the Records Commission.
- b. The Regional Planning Commission will designate one (1) staff person to be its records officer. This records officer shall be responsible for all aspects of records retention and disposition and serve as liaison with the Records Commission.
- c. All rules and regulations pertaining to the Local Government Records Handbook/Records Program will be followed for the preservation of historical records and record retention/disposition inventory period.

C. Special Committees

The Chairman, with the approval of the Commission may appoint special committees, as needed. Each committee shall study and report to the Commission on the project, improvement or general topic assigned to it. All reports shall be in writing and presented to the Commission for authorization of issuance, approval of contents or recommendation for further study before being acted upon.

D. Composition

The Chairperson of each committee, permanent or special, shall be a member of the Commission, and be appointed by the Chairman with the approval of the Commission. The committee size and membership will then be decided upon by the Chairperson with the approval of the Commission. Committee members need not be members of the Regional Planning Commission.

E. Appointments

Committee appointments shall be made at the March meeting of each year. All committee appointments are for two years except for special committees or if the committee member resigns, is disqualified or for any other special reason as determined by the Chairman, which would be cause for removal from a Committee.

## **Section VIII MEETINGS OF THE COMMISSION AND ITS COMMITTEES**

### **A. Commission Meetings**

#### **1. Regular Meetings**

The Regional Planning Commission shall hold regular monthly scheduled meetings, on dates designated by the Chairman, in March for the upcoming calendar year.

#### **2. Special Meetings**

Special meetings may be called by the Chairman or any three (3) members of the Regional Planning Commission.

### **B. Committee Meetings**

#### **1. Standing and Special Committees**

Committees shall meet upon call by the Chairperson or as otherwise provided by these By-Laws or decision of the Committee Chairperson.

#### **2. Executive Committee**

Executive Committee shall meet upon the call of Chairman, or in his/her absence the Vice-Chairman. Any Executive Committee member absent for three (3) consecutive Executive Committee meetings shall be subject to removal as a member of the executive committee except for proven justifiable reason(s). The Executive Committee may excuse such absence on the part of said member.

### **C. Quorum**

At any meeting of the Regional Planning Commission, a quorum shall consist of a majority of the membership. At any committee, a quorum shall consist of a majority of the members present.

### **D. Notice**

The Secretary of the Commission shall mail or deliver written notice of each regular or special meeting to the Commission or

appropriate members not more than ten (10) days nor less than five (5) days prior to such meeting. A proposed agenda shall be included in said mailing.

## **Section IX PERSONNEL**

### **A. General**

The Commission may authorize the employment of a director, legal counsel and such professional and administrative personnel and others as may be necessary.

### **B. Director**

The Director shall be appointed by the Commission for such term or at its pleasure as it by resolution shall approve.

The Director shall have charge of and manage the active business operations of the Regional Planning Commission; shall superintend and control the work to be done by its employees and sign all reports and recommendations of the Regional Planning Commission; and shall keep active accounts of all property in the Commissions' possession and shall do and perform all other duties as may from time to time be requested by the Commission or Executive Officers.

### **C. Other Employees**

Employees other than the Director shall be hired by the Director.

### **D. Job Classifications**

The Commission shall adopt a job classification system and schedule for Regional Planning employees, which shall establish the number of jobs for each classification and appropriate wage or salary rates for each classification upon its adoption and may be amended by the Commission from time to time.

### **E. Increases and Reclassifications**

The Director may increase the wage of any person within any classification or reclassify any employee and pay in appropriate range within such new classification and report such action at the

next regular meeting of the Regional Planning Commission provided sufficient funds were appropriated for wages by the Board, otherwise such action will require prior authorization by the Commission.

## **Section X**    FINANCIAL PROVISIONS

### **A. Apportionment of Costs**

Each cooperating unit of government shall contribute to the Regional Planning Commission in each calendar year no less than the following per capita amounts as listed on Exhibit "A" and prepared and distributed each December for the upcoming year's dues. Dues will be broken down for each governmental entity (Township, Village or City; Portage County; Other Units of Government) and all member dues shall be listed on Exhibit "A". Subsequent years of Exhibit "A" shall be kept on file to track rate changes to the membership dues.

Exhibit "A" shall be amended based upon the population number to use for the per capita calculation shall be the estimates of population for the previous year as prepared and published by the Regional Planning Commission except for the year following the publication of population figures by the Federal Bureau of the Census (for the decennial census), said figures shall be used as the basis for that years contribution. In no case shall a unit of government's dues be decreased according to the most recent census or RPC estimates. If the population decreases, then the dues shall remain the same as the previous year.

### **B. Annual Dues Adjustment to CPI**

Dues payable for the year 2001 and subsequent years, shall be adjusted on an annual basis according to the U.S. Department of Labor, Bureau of Labor Statistics, using the regions year to date Consumer Price Index (CPI), as of the first of November of each year.

### **C. Dues shall be due and payable in January of each year unless an agreeable alternative is established in writing with the Regional Planning Commission.**



D. Other Funding

The Regional Planning Commission may accept, receive and expend funds, grants from the Federal Government or its agencies, from departments, agencies of state or local government or from civic sources, or contract with respect thereto.

E. Appropriations-December Certificate

The Regional Planning Commission shall, at the December meeting in each year, make appropriations for its expenses for the next year, which appropriations may be modified or supplemented from time to time during the year, but shall at no time exceed the total amount received or due from the county, from cooperating municipalities and townships, or from public agencies, from the Federal Government or from other sources.

F. Major Expenditures and Disbursements

1. Major Expenditures and Disbursements

All expenditures, disbursements, or commitments or contracts for expenditures or disbursements, when in excess of two thousand dollars (\$2,000) shall be authorized jointly by the Chairman (or in his/her absence by the Vice-Chairman) and the Director.

2. Minor Expenditures and Disbursements

Expenditures disbursements, or commitments or contracts for expenditures or disbursements in the amount of two thousand dollars or less shall be authorized by the Director or the Chairman, or in his/her absence by the Vice-Chairman, provided that no one of them shall approve his own account.

G. Financial Obligations of RPC Members

The financial obligations of the members to pay their proportional share of the operating expenses shall continue until such time as the majority of the members vote to dissolve the RPC.

## H. Disposition of Assets of the Commission

### 1. Real Estate:

#### a. Default - General

If the Regional Planning Commission defaults on the terms of the agreement with the Portage County Commissioners or any other entity holding title to real property which the RPC is paying debt service on, the owner of the property may:

1. Sell the property to pay off the remaining debt. After all sales costs have been subtracted from the sale, any remaining equity accrued will be given to the RPC; or
2. The owner may keep the property for their use, subject to USDA approval. An appraisal will be conducted and any equity accrued from the time the RPC began managing the property shall be paid to the RPC.

#### b. Default Without RPC Dissolution

In the event of default without dissolution of the RPC, any remaining equity shall be distributed back to the RPC as an organization in a manner described above.

#### c. Default With RPC Dissolution

In the event a majority of the RPC members have voted to dissolve the RPC, any equity accrued after all selling costs have been paid, shall be used to first pay any remaining debts of the RPC, then if there are funds remaining, they shall be redistributed back to the membership in a manner proportional to the amount of the dues contribution by each of the members. (i.e. percentage of total dues paid by each member)

### 2. Disposition of Real Estate Owned by RPC

In the event that the RPC has title to property and it is dissolved by a vote of majority of the RPC members, the property shall be appraised, and sold. The proceeds from the sale after all selling costs have been paid shall be used to pay off any remaining RPC

debts and obligations. If there are any funds remaining, they shall be redistributed to the membership in a manner proportional to the amount of the dues contribution by each member. (Percentage of the total dues paid by each member.)

### 3. Disposition of Other Assets

In the event the RPC is dissolved by a vote of the majority of the members of the RPC, the value of the assets of the RPC shall be determined and appraised where necessary. Disposition of the assets may be in one or combination of methods as follows:

- a. Debts of the RPC shall take priority in determining the distribution of assets. Cash available shall be used to pay debts, and then if necessary the assets shall be sold in compliance with any state or federal applicable laws, for any further debt payment.
- b. After all debts/obligations are satisfied, any remaining cash on hand after the sale of assets shall be redistributed to the membership in a manner proportional to the amount of dues contribution by each of the members. (percentage of total dues paid by each member.)
- c. After all debts and obligations are satisfied, the RPC may choose to donate any assets to other governmental units or nonprofit organizations. Such decision shall be made in compliance with state and federal laws and shall be decided by a majority of the members before the dissolution effective date.

#### I. Rate of Mileage Reimbursement

Employees and Commission members conducting business for the Regional Planning Commission shall be reimbursed for mileage at a rate consistent with the Federal Internal Revenue Service standard mileage rate in effect on January 1<sup>st</sup> of each year.

## **Section XI** AMENDMENT PROCEDURES

These rules and regulations may be amended in accordance with the following procedures:

- A. A resolution approving the form of such proposed amendment, adopted by the Commission for consideration at the next meeting of the Commission or set forth in a petition signed by at least three (3) members and delivered to the Secretary at least fifteen (15) days in advance of the next regular meeting of the Commission, shall be mailed by the Secretary to all members of the Commission not more than ten (10) days nor less than five (5) days prior to the next meeting of the Commission.
- B. Such proposed amendment shall be presented at the next regular meeting of the Commission and be considered as moved and seconded for adoption. Such amendment shall be deemed recommended for adoption upon receiving the affirmative vote of a majority of the members of the Commission.
- C. Upon adoption of such amendment, it shall be forwarded to the member communities designated representatives.

## **Section XII INCLUSION OF STATUTES AND SEVERANCE CLAUSE**

- A. All applicable statutes and subsequent revisions of the State of Ohio are included in these By-Laws and made a part hereof.
- B. The invalidity of any section or provision of the Resolution of Cooperation or By-Laws shall not invalidate any other section or portion thereof.

## **Section XIII WITHDRAWAL**

Any member may withdraw their cooperation by a Resolution, Ordinance or other appropriate authorizing action to do so and delivering a certified copy thereof approved by the members board or planning commission of said political subdivision to the Secretary of the Regional Planning Commission by January 1<sup>st</sup> to withdraw by December 31<sup>st</sup> of that year, which is one fiscal year.

Such notice of withdrawal shall not relieve the withdrawing party of its obligation to contribute its proportional share of the costs of the Commission for the 12 months prior to the actual withdrawal date.

## **Section XIV DISSOLUTION PROCEDURE**

In the event that dissolution of the Portage County Regional Planning Commission becomes necessary, the procedure to dissolve shall be as follows:

- A. The Executive Committee shall prepare a letter and substantiating Documentation of evidence as to why the Portage County Regional Planning Commission should be dissolved, and the date that such dissolution should become effective.
- B. Such letter and documentation shall be mailed to all RPC members, and the Planning Commissions of member municipalities, the Boards of Township Trustees of member Townships, and the Board of Portage County Commissioners.

Such letter, documentation and evidence shall be mailed 90 days In advance of the proposed dissolution date to the above parties.

- C. Confirmation of agreement or disagreement shall be obtained in writing from a  $\frac{3}{4}$  majority of all the Regional Planning Commission members, not just those who attend the RPC meetings.
- D. A special meeting of the Regional Planning Commission shall be held to discuss the outcome of the written vote by all the members at least 30 days prior to the proposed dissolution date.
  - 1. If a viable alternative(s) to dissolution are proposed, dissolution shall be stayed in order to investigate the feasibility of the alternative(s) proposed. A time frame shall be established for such investigation and at its conclusion, the feasibility of the alternative(s) mailed to all the parties named in subsection B for consideration.
  - 2. If a  $\frac{3}{4}$  majority of the voting membership agree that the Alternative(s) put forth are feasible and meet the needs and Objectives of the Commission, dissolution shall not occur. The Planning Commission members shall then be responsible for insuring the continued operation of the Portage County Regional Planning Commission in a manner that allows for organizational effectiveness in the provision of comprehensive planning services for Portage County.

3. If a majority of the membership do not agree the alternative(s) is feasible, then the Portage County Regional Planning Commission shall be considered dissolved on the agreed upon effective date.
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- E. If dissolution proceeds, all debts of the Commission shall be paid as is possible, and all staff of the Commission shall be paid first For their time and expenses if any is owed them, and at least 2 weeks notice provided to them of the effective date of the dissolution. After staff of the Commission have been provided for, all other debts of the Commission shall be paid to the maximum extent possible, including selling of assets as described in Section X. (H.)

## Exhibit A

### 2015 Annual Member Dues

0.72 Community	1¢ Increase
0.92 PCC	1¢ Increase
CPI rate 1.3%	11/12/2014

Entity	2012 Estimated Population	2013 Estimated Population	TOTAL DUE 2015	2014 Dues
<b>Townships</b>				
Atwater Twp	2,712	2,700	\$ 1,944.00	\$ 1,948.24
Brimfield Twp	10,312	10,342	\$ 7,446.24	\$ 7,377.61
Charlestown Twp	1,772	1,751	xxxxx	xxxxx
Deerfield Twp	2,793	2,779	xxxxx	xxxxx
Edinburg Twp	2,570	2,578	xxxxx	xxxxx
Franklin Twp	5,482	5,479	\$ 3,944.88	\$ 3,929.14
Freedom Twp	2,843	2,797	\$ 2,013.84	\$ 2,021.37
Hiram Twp	2,396	2,404	\$ 1,730.88	\$ 1,713.23
Mantua Twp	4,771	4,768	\$ 3,432.96	\$ 3,420.78
Nelson Twp	3,108	3,088	\$ 2,223.36	\$ 2,234.37
Palmyra Twp	2,900	2,910	\$ 2,095.20	\$ 2,075.33
Paris Twp	1,729	1,728	\$ 1,244.16	\$ 1,238.95
Randolph Twp	5,249	5,234	\$ 3,768.48	\$ 3,765.84
Ravenna Twp	9,095	9,028	\$ 6,500.16	\$ 6,548.33
Rootstown Twp	8,162	8,162	xxxxx	xxxxx
Shalersville Twp	5,626	5,624	\$ 4,049.28	\$ 4,029.96
Suffield Twp	6,272	6,285	\$ 4,525.20	\$ 4,486.49
Windham	1,842	1,826	\$ 1,314.72	\$ 1,326.28
<b>Villages</b>				
Brady Lake	460	462	xxxxxxxx	xxxxxxxx
Garrettsville	2,312	2,315	\$ 1,666.80	\$ 1,656.43
Hiram	1,439	1,306	\$ 940.32	\$ 998.97
Mantua	1,033	1,036	\$ 745.92	\$ 741.95
Mogadore	1,002	1,007	xxxxxxxx	xxxxxxxx
Sugar Bush Knolls	176	176	\$ 126.72	\$ 125.67
Windham	2,191	2,190	xxxxxxxx	xxxxxxxx
<b>Cities</b>				
Aurora	15,479	15,577	xxxxxxxx	xxxxxxxx
Kent	29,807	32,345	xxxxxxxx	xxxxxxxx
Ravenna	11,570	11,556	\$ 8,320.32	\$ 8,334.69
Streetsboro	16,098	16,130	\$ 11,613.60	\$ 11,395.50
Tallmadge (Brimfield)	278	279	xxxxxxxx	xxxxxxxx
Po Co Commission	161,479	163,862	\$ 150,753.04	\$ 147,077.84
<b>Other Gov't Units</b>				
Park District	0.0034	163,862	\$ 557.13	\$ 549.52
PARTA	0.0034	163,862.00	\$ 557.13	\$ 549.52
<b>GRAND TOTAL</b>			<b>\$ 221,514.34</b>	<b>\$ 217,546.01</b>

Prepared 6/21/14  
for 2015 RPC Budget

Source: US Census Bureau, Population Division  
CPI Index is 1.7%  
Revised chart June 23, 2014  
for July 2015 RPC Budget projection

CPI Index is 1.3% effective 11/12/14  
Revised chart Nov 12, 2014  
\$1,611.62 less than July estimate