

AN ORDINANCE AMENDING CODIFIED ORDINANCE CHAPTER 272: AVON LAKE HISTORICAL PRESERVATION COMMISSION.

WHEREAS, Council has recommended amending Codified Ordinance Chapter 272;
and

WHEREAS, Council, coming now to consider said recommendation, approves it in full.

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

Section No. 1: That Codified Ordinance Chapter 272 is hereby amended as follows:

CHAPTER 272: AVON LAKE HISTORICAL PRESERVATION COMMISSION

§ 272.01 ESTABLISHMENT AND PURPOSE.

The Avon Lake Historical Preservation Commission is hereby established to safeguard the architectural integrity of historic sites, buildings, structures, works of art, and other objects having a special historical, community, or aesthetic interest or value in the interest of the health, prosperity, safety, and welfare of the residents of the City of Avon Lake.

§ 272.02 MEMBERSHIP; TERM; **QUALIFICATIONS; AND COMPENSATION AND REMOVAL.**

(a) Membership. The Avon Lake Historical Preservation Commission shall consist of seven members, comprised of the following:

(1) Three ~~voting~~ members, **who for the previous two years have been registered, qualified electors of the city**, shall be appointed by Council;

(2) Two ~~voting~~ members, **who for the previous two years have been registered, qualified electors of the city**, shall be appointed by the Mayor;

(3) One **ex officio**, non-voting member shall be appointed by the Avon Lake Planning Commission to serve as its liaison to the Avon Lake Historical Preservation Commission;
and

(4) One **ex officio**, non-voting member appointed from the members of the Council to serve as its liaison to the Avon Lake Historical Preservation Commission.

(b) ~~Qualifications.~~

~~—(1) Appointed members of the Avon Lake Historical Preservation Commission shall be residents and qualified electors of the city who shall represent the diverse, geographic makeup of the community.~~

~~—(2) Whenever possible, voting members shall have demonstrated a special interest, experience, or knowledge of history, architecture, architectural history, archaeology, interior design (with a specialization in historic preservation), planning, or a related discipline.~~

(c) ~~Terms of office.~~ Each **The five appointed resident** members of the Avon Lake Historical Preservation Commission shall serve ~~two~~ **three** years with staggered terms, ~~half a~~ **third** of which shall be appointed each year. Each member is eligible for reappointment without limitation on the number of consecutive appointments.

(1) Vacancies on the Avon Lake Historical Preservation Commission shall be filled for the remainder of the unexpired term in the same manner that the position was originally filled.

(2) The Chairperson will notify the Clerk of Council when a vacancy exists.

(3) Any vacancy shall be filled within 60 days, unless extenuating circumstances require a longer period.

~~(b)~~ (c) Qualifications.

~~—(1) Appointed members of the Avon Lake Historical Preservation Commission shall be residents and qualified electors of the city who shall represent the diverse, geographic makeup of the community.~~

Whenever possible, ~~voting~~ members shall have demonstrated a special interest, experience, or knowledge of history, architecture, architectural history, archaeology, interior design (with a specialization in historic preservation), planning, or a related discipline.

(d) Compensation. Members of the Avon Lake Historical Preservation Commission shall serve without compensation. With the prior approval of Council **the assigned Department Director, according to the city procurement policies**, any expense incurred by the Commission, or the members, thereof in the performance of their duties shall be paid from the city treasury.

(e) Removal. Any Avon Lake Historical Preservation Commission member who misses three consecutive meetings, or more than 50% of the regular meetings on an annual basis, may be removed from the Commission by a majority vote of the other Commissioners.

§ 272.03 POWERS AND DUTIES.

The Avon Lake Historical Preservation Commission's duties and authority shall include, but not be limited to, the following:

(a) **To** approve or deny an application for a certificate of appropriateness regarding any change, demolition, construction, preservation, restoration, reconstruction, and rehabilitation of any structure or property within its jurisdiction. Such approval shall be required in addition to all other permits applicable to the property;

(b) **To** make recommendations to the Public Service Committee and Planning Commission regarding amendments to this chapter and with respect to other legislation affecting historic districts or landmarks;

(c) **To** establish the procedures for evaluating applications for certificates of appropriateness. Such information shall be written and published and made available to the public within three months after the members have been appointed and may be revised ~~from time to time~~ **as needed**;

(d) **To** conduct or cause to be conducted a continuing survey of cultural resources in the community, according to the guidelines established by the Ohio Historic Preservation Office;

(e) **To** act in an advisory role to other officials and departments of local government regarding the protection of local cultural resources;

(f) **To** act as a liaison on behalf of the local government to individuals and organizations concerned with historic preservation;

(g) **To** conduct or encourage members to attend educational sessions at least once a year or an in-depth consultation with the Ohio Historic Preservation Office pertaining to the work and functions of the ALHPC Avon Lake Historical Preservation Commission or on specific historic preservation issues;

(h) **To** educate property owners/applicants on the benefits and possible limitations of their property being declared historic;

(i) **To** maintain a system for the survey and inventory of historic properties; and

(j) **To** review applications for designation as a historic landmark or historic district according to the procedures and criteria in this chapter.

§ 272.04 MEETINGS AND ORGANIZATION.

(a) Meetings. The Avon Lake Historical Preservation Commission shall meet at least six times per year, which shall be held at regular intervals, advertised in advance, and held in a public place.

(b) Quorum. A majority of the membership of the Avon Lake Historical Preservation Commission shall constitute a quorum for the transaction of business. A majority of a quorum shall be required to approve any action.

(c) Election of Chairperson and Secretary. At the first meeting in January, the Avon Lake Historical Preservation Commission shall elect a Chairperson and recording Secretary by a majority vote of the members.

(d) Avon Lake Historical Preservation Commission Chairperson. Duties shall consist of preparing the agenda for each meeting; determining the time, place, and frequency of meetings; and ensuring that all meetings comply with the requirements of Ohio's Open Meeting Laws, R.C. §§ 121.22 et seq.

(e) Avon Lake Historical Preservation Commission Recording Secretary. Duties shall consist of:

(1) Taking and maintaining complete files containing all applications granted or denied and written minutes of all meetings, which shall be available for public inspection; and

(2) Preparing a written annual report of the Avon Lake Historical Preservation Commission's activities, cases, decisions, special projects and the like to be submitted to the Community Development Director, Planning Commission and Council.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

1st reading: 11/24/2025
2nd reading:
3rd reading:

PASSED: 12/08/2025

/s/ Jennifer G. Fenderbosch
Council President

POSTED: 12/12/2025

APPROVED: 12/09/2025

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

/s/ Mark A. Spaetzel
Mayor