

**ORDINANCE 2021-32  
INTRODUCED BY: GRUBE**

**4322**

**AN ORDINANCE  
PROVIDING FOR THE SUBMISSION TO THE  
ELECTORS OF THE VILLAGE OF CHAGRIN FALLS A  
PROPOSED AMENDMENT TO THE VILLAGE  
CHARTER TO CLARIFY THE DUTIES OF THE CHIEF  
ADMINISTRATIVE OFFICER AND TO PROVIDE FOR  
DESIGNATING ALTERNATE MEMBERS OF ANY  
BOARD OR COMMISSION TO SERVE FOR A  
PARTICULAR MEETING OR MATTER TO BE MADE BY  
THE CHIEF ADMINISTRATIVE OFFICER**

WHEREAS, the Mayor, in accordance with Article XI, Section 2 of the Charter of the Village of Chagrin Falls, appointed five (5) electors of the Village to serve as members of the Charter Review Commission; and

WHEREAS, Article XI, Section 2 of the Charter requires the Charter Review Commission to review the Charter and recommend any desirable Charter amendments to Council; and

WHEREAS, the Charter Review Commission, in a report dated May 10, 2021, submitted its recommendations to this Council; and

WHEREAS, Article VI, Section 2(g) of the Charter provides for duties for the Chief Administrative Officer; and

WHEREAS, the Charter Review Commission recommends amending Article VI, Section 2(g) to provide that the Chief Administrative Officer supervises and controls the Building Inspector and the Building Department and serves as the Administrator and Chief Enforcement Officer of the Planning and Zoning Code and to also provide that the Chief Administrative Officer designates the alternate members of boards and commissions previously appointed by the Mayor and approved by Council to serve for a particular meeting or matter; and

WHEREAS, this Council finds that such recommendations are appropriate to clarify the duties of the Chief Administrative Officer regarding the Building Department and enforcement of the Planning and Zoning Code, and to provide a designating authority for alternate members

**ORDINANCE 2021-32**  
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to boards or commissions to serve for a particular meeting or matter, after they have been appointed by the Mayor and confirmed by Council; and

WHEREAS, pursuant to Article XVIII, Section 9 of the Constitution of the State of Ohio and the Charter of the Village of Chagrin Falls, this Council has the right, by a two-thirds (2/3) majority affirmative vote, to submit to the Voters of the Village of Chagrin Falls proposed amendments to the Charter of the Village of Chagrin Falls; and

WHEREAS, this Council finds and determines that it is in the Village's best interest to submit to the electors of the Village of Chagrin Falls a proposed amendment to the Charter which would provide that the Chief Administrative Officer supervises and controls the Building Inspector and Building Department of the Village, serves as the Administrator and Chief Enforcement Officer of the Planning and Zoning Code and appoints alternate board or commission members to serve for a particular meeting or matter; and

WHEREAS, this Council chooses the date of November 2, 2021 for the election on the Charter amendment proposals hereinafter set forth, which election is not less than sixty (60) nor more than one hundred twenty (120) days from date of passage of this Ordinance.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF CHAGRIN FALLS, CUYAHOGA COUNTY, STATE OF OHIO THAT AT LEAST TWO-THIRDS (2/3) MEMBERS OF COUNCIL CONCURRING:**

Section 1. This Council hereby authorizes and directs the submission to the electors of the Village of Chagrin Falls, in an election to be held at the usual places of voting in said Village, on Tuesday, November 2, 2021, of the following proposals to amend the Charter of the Village as further provided below.

That existing Article VI, Section 2(g) of the Charter of the Village of Chagrin Falls be amended, to read and provide, in their entirety, as follows:

**ARTICLE VI**  
**CHIEF ADMINISTRATIVE OFFICER**

**SECTION VI-2. DUTIES.**

The Chief Administrative Officer shall be the head of the Department of Public Service and shall:

- g. Supervise and control the Building Inspector and the Building Department of the Municipality, serve as the Administrator and chief enforcement officer of the Planning and Zoning Code, of the Municipality, and designate the alternate member, appointed by the Mayor and approved as an alternate member by Council of any board or commission to serve for a particular meeting or matter.

Further, if these amendments are adopted, existing Subsection (g) of Article VI, Section 2, shall be repealed.

**ORDINANCE 2021-32**  
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The majority affirmative vote of the those voting on the issue shall be necessary to adopt this amendment.

Section 2. That the form of the ballot to be cast at the election for the proposed Charter amendments contained in Section 1 shall read and provide as follows:

<p>“PROPOSED CHARTER AMENDMENT</p> <p>A majority affirmative vote is necessary for passage</p> <hr/>
<p>Shall Article VI, Section 2(g), Duties, of the Charter of the Village of Chagrin Falls be amended to provide that the Chief Administrative Officer supervises and controls the Building Inspector and Building Department, serves as Administrator and Chief Enforcement Officer of the Planning and Zoning Code and designates alternate board or commission members appointed by the Mayor and approved by Council to serve for a particular meeting or matter?”</p>

Section 3. That if such amendments are approved by a majority of the electors voting thereon at such election, such amendment so approved shall become effective from and after January 1, 2022.

Section 4. That the Clerk of Council is hereby authorized and directed to cause copies of the proposed Charter Amendment to be published in such manner as may be authorized by law, and as required by Article XVIII, Section 9 of the Ohio Constitution.

Section 5. That the Clerk of Council be and hereby is, authorized and directed to forward certified copy of this Ordinance to the Board of Election of Cuyahoga County.

Section 6. That the Board of Elections of Cuyahoga County is hereby requested to cause appropriate notice of such election to be duly given in accordance with law.

Section 7. That there is hereby appropriated from the general fund of the Village, an amount sufficient to pay the cost of carrying out the directions of this Ordinance, including the cost of publishing notice of such election.

Section 8. That actions of this Council concerning and relating to the passage of this legislation were adopted in lawful meetings of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in compliance with all legal requirements, including Chapter 114 of the Codified Ordinances of the Village of Chagrin Falls.

**ORDINANCE 2021-32**  
**INTRODUCED BY: GRUBE**

Section 9. That in accordance with Section 113.01 of the Codified Ordinances of the Village of Chagrin Falls, public notice of this Ordinance shall be given by posting a copy thereof for not less than fifteen (15) days in the Village Hall.

Section 10. That this Ordinance shall take effect and be in force after the earliest period allowed by law.

PASSED: \_\_\_\_\_, 2021

\_\_\_\_\_  
Erinn Grube, Council President

Submitted to the Mayor for  
his approval on this

\_\_\_\_\_ day of \_\_\_\_\_, 2021

Approved by the Mayor

\_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor William Tomko

I hereby certify that Ordinance No. 2021-32 was duly enacted on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the Council of the Village of Chagrin Falls and posted in accordance with Section 113.01 of the Codified Ordinances of the Village of Chagrin Falls.

\_\_\_\_\_  
David Bloom, Clerk of Council