1103.02 REVIEW AUTHORITY NAMES, REFERENCES, AND DELEGATION.

1103.02 REVIEW AUTHORITY NAMES, REFERENCES, AND DELEGATION.

Document type	section
Identifier	1103.02
Citation	§ 1103.02
Ordinances detected	S, 116-84, 26-22, INANCE, OF
Original source	American Legal Publishing
Content hash	`4fcc5bbcb27d4c3365c1bde40f1701d4fb0c8e2fa1b0a06aff88573813f38f2b`

Skip to main content
Search
Sitemap
Login
Select Language
Resources
Skip to code content (skip section selection)
2025-04 (current)
Sheffield Lake Overview
Codified Ordinances of Sheffield Lake, OH

CODIFIED ORDINANCES OF THE CITY OF SHEFFIELD LAKE, OHIO

CERTIFICATION
ROSTER OF OFFICIALS
ADOPTING ORDINANCE NO. 116-84
COMPARATIVE SECTION TABLE
TABLES OF SPECIAL ORDINANCES OF SHEFFIELD LAKE
CHARTER
PART ONE - ADMINISTRATIVE CODE
PART THREE - TRAFFIC CODE
PART FIVE - GENERAL OFFENSES CODE
PART SEVEN - BUSINESS REGULATION CODE
PART NINE - STREETS, UTILITIES AND PUBLIC SERVICES CODE
PART ELEVEN - PLANNING AND ZONING CODE
CHAPTER 1101 Gemeral Provisions
CHAPTER 1103 Administration and Decision-Making Bodies
1103.01 PURPOSE.
1103.02 REVIEW AUTHORITY NAMES, REFERENCES, AND DELEGATION.
1103.03 CITY COUNCIL.
1103.04 REVIEW BOARDS.
1103.05 ADMINISTRATIVE STAFF.
CHAPTER 1105 Review Procedures
CHAPTER 1107 Zoning Districts and Principal Use Regulations
CHAPTER 1109 Planned Residential Developments (PRD)
CHAPTER 1111 Accessory and Temporary Use Regulations
CHAPTER 1113 General Development Standards
CHAPTER 1115 Landscaping and Screening Standards
CHAPTER 1117 Parking and Access Standards
CHAPTER 1119 Signs
CHAPTER 1121 Subdivision Design Standards
CHAPTER 1123 Wind Energy Systems
CHAPTER 1125 Wireless Telecommunications
CHAPTER 1127 Nonconformities
CHAPTER 1129 Enforcement and Penalties
CHAPTER 1131 Definitions
PART THIRTEEN - BUILDING CODE
PART FIFTEEN - FIRE PREVENTION CODE

OH
Sheffield Lake
Codified Ordinances of Sheffield Lake, OH

1103.02 REVIEW AUTHORITY NAMES, REFERENCES, AND DELEGATION.
CHAPTER 1103 Administration and Decision-Making Bodies

CHAPTER 1103

Administration and Decision-Making Bodies

1103.01 Purpose.
1103.02 Review authority names, references and delegation.
1103.03 City Council.

1103.04 Review boards.
1103.05 Administrative staff.

1103.01 PURPOSE.

The purpose of this chapter is to set forth the powers and duties of the City of Sheffield Lake City Council, Municipal Planning Commission, Board of Zoning and Building Appeals, Zoning Inspector, and Director of Public Service with respect to the administration and enforcement of the provisions of this code.

(Ord. 26-22. Passed 4-26-22.)

1103.02 REVIEW AUTHORITY NAMES, REFERENCES, AND DELEGATION.

(a) Review Authority Names and References. For the purposes of this code, the formal names of the administration and decision-making authorities identified above may also be referred to abbreviated names as identified below:

(1) The City of Sheffield Lake City Council may be hereafter referred to as "City Council" or "Council."

(2) The City of Sheffield Lake Municipal Planning Commission may be hereafter referred to as the "Planning Commission."

(3) The City of Sheffield Lake Board of Zoning and Building Appeals may be hereafter referred to as the "BZBA."

(4) The City of Sheffield Lake Zoning Inspector may be hereafter referred to as the "Zoning Inspector."

(5) The City of Sheffield Lake Director of Public Service may be hereafter referred to as the "Director of Public Service" or "Service Director."

(b) Delegation of Authority. Whenever a provision appears requiring the head of a department or another officer or employee of the City to perform an act or duty, that provision shall be construed as authorizing the department head or officer to delegate the responsibility to subordinates, unless the terms of the provision specify otherwise.

(Ord. 26-22. Passed 4-26-22.)

1103.03 CITY COUNCIL.

In addition to any other authority granted to the City Council by charter, ordinance, or State law, the City Council shall have the following powers and duties, as it relates to this code:

(a) Initiate, hear, review, and make decisions related to amendments to the text of this code or the zoning map;

(b) Hear, review, and make decisions related to Planned Residential Developments;

(c) Review and accept, where appropriate, any proposed dedication of streets, utilities, and other public improvements required by this code;

(d) Establish fees for development review procedures, certificates, and permits outlined in this code; and

(e) Perform any other duties related to the administration and enforcement of this code as authorized by the charter, this code, and the ORC.

(Ord. 26-22. Passed 4-26-22.)

1103.04 REVIEW BOARDS.

For the purposes of this code, there shall be review boards established for the administration and enforcement of this code including the Planning Commission and the BZBA.

(a) General Rules and Regulations for All Review Boards. The following shall apply to the Planning Commission and BZBA:

(1) The composition of each board shall be as established in the City of Sheffield Lake Charter.

(2) Members shall be appointed, and may be removed, pursuant to the City of Sheffield Lake Charter.

(3) There is hereby established the position of Clerk of the Planning Commission and Clerk of the BZBA. Such positions shall be appointed by the Mayor and confirmed by City Council.

(4) The Planning Commission or BZBA may, by a majority vote of its entire membership, adopt bylaws or rules for the governance of said board, provided they are consistent with State law and with any ordinances of the City.

(5) All meetings of the boards shall be open to the public, except for executive sessions consistent with State Law.

(6) The departments, divisions and agencies of the City shall cooperate with and assist the boards in implementing the purposes for which they are formed.

(7) Review boards may subpoena witnesses with the following limitations:

A. The review board issuing the subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to the subpoena.

B. The subpoena must allow the person to whom it is issued a reasonable time to comply.

C. The subpoena must be pertinent to the subject matter area that is being heard or investigated by the body issuing the subpoena.

D. The subject matter area to which such subpoena relates must be one that the body issuing the subpoena is authorized to hear or investigate.

E. Prior to issuance, the subpoena must be approved as to form by the Sheffield Lake Law Director.

F. In any prosecution brought for the refusal to obey a subpoena, it shall be a defense that the subpoena was issued in violation of this section, that the subpoena subjects the person to undue expense or burden, or that the testimony to be compelled or books, documents, records or other evidence to be produced is protected from release or disclosure by common law privilege or by any federal, state or local law.

(8) Review boards may require the production of records in accordance with State Law.

(9) Nothing in this code shall give a review board the power to act for City Council as provided in Ohio R.C. 713.07 through 713.12.

(10) Alternates.

A. City Council may appoint up to two (2) alternate members to each review board for a term of two (2) years each.

B. An alternate member shall take the place of an absent regular member at any meeting of the applicable review board.

C. An alternate member shall meet the same appointment criteria as a regular member.

D. When attending a meeting on behalf of an absent member, the alternate member may vote on any matter the absent member is authorized and eligible to vote for and provided the member attended all pertinent public meetings or hearings.

E. When a vacancy occurs, alternate members do not automatically become full members of the applicable review board. Alternate members have to be appointed to replace a full member upon a vacancy.

(11) Meetings.

A. Each board shall hold such meetings as it may require for conducting its business. Prior to the end of each year, the members shall, by motion, determine the dates of its regular meetings for the succeeding year.

B. The Chairperson of each board may cancel a meeting if there is no pending business to

be conducted and where no notice of a public hearing has been published, after consulting with the Zoning Inspector.

C. Special meetings may be called by the chairperson or by two (2) members of the individual board upon written request to the Zoning Inspector, or by a vote of the applicable board at its regular meeting.

D. At either the first meeting or the last regular meeting of each year, each board shall elect a Chairperson who shall serve for one-year terms. The boards may also elect a Vice-Chairperson. These officers shall be elected from among the members of the applicable boards. During the temporary absence of the Chairperson, the Vice-Chairperson, where elected, shall fulfill the duties of the Chairperson.

(12) Quorums and Decisions.

A. Any combination of three (3) or more regular or alternate members of the Planning Commission or BZBA shall constitute a quorum.

B. A motion made on a decision shall carry when at least three (3) members of the review board concur.

C. Non-decision items, such as continuance or approval of minutes, shall only require a majority of the quorum of the individual board to concur.

D. A member of a board shall not be qualified to vote if that member did not attend the public hearing of the applicable case subject to a decision unless he or she has read or listened to the transcript of the public hearing.

(b) Roles, Powers, and Special Provisions of the Planning Commission.

(1) Rules and Powers of the Planning Commission. The Planning Commission shall have the following roles and powers:

A. Initiate, hear, review, and make recommendations to City Council for a comprehensive plan and other plans for the future physical development and improvement of the City, based upon utility, convenience and beauty, physical needs, density and the social welfare and physical well-being of the people;

B. Initiate, hear, review, and make recommendations to City Council related to amendments to the text of this code or the zoning map;

C. Hear, review, and make recommendations or decisions related to Planned Residential Developments;

D. Hear, review, and make decisions on conditional uses in the respective zoning district;

E. Review and make decisions on the preliminary subdivision plats and final subdivision plats for major subdivisions;

F. Review any proposed construction, alteration, opening, widening, narrowing, relocation, vacation or change in publicly owned property which is not in conformity with plans adopted by the City;

G. Consider, investigate, and report upon any special matter or question coming within the scope of its work as requested by City Council, or the administration; and

H. Perform any other duties related to the administration and enforcement of this code as authorized by the charter, this code, by ordinance of City Council, and/or the ORC.

(2) Special Provisions for Planning Commission Hearings Related to Conditional Use Review. As established in this code, a conditional use shall be reviewed through an adjudication hearing that allows the Planning Commission to have the additional powers as part of the review of any conditional use application:

A. The Planning Commission shall make findings and conclusions which support its

decisions. The findings and conclusions shall set forth and demonstrate the manner in which the decision carries out and helps to administer and enforce the provisions of this code including the application of any review criteria for the subject application.

B. The Planning Commission may subpoena witnesses and require the production of records.

C. The privilege of cross-examination of witnesses shall be accorded all interested parties or their counsel in accordance with the rules of the Planning Commission.

(c) Roles, Powers, and Special Provisions of the Zoning Board of Appeals (BZBA).

(1) Roles and Powers of the BZBA. The BZBA shall have the following roles and powers to:

A. Hear, review, and decide on appeals of any administrative decision or variances of this code as provided for in the charter;

B. Resolve any disputes with respect to the precise location of a zoning district boundary, using, where applicable, the standards and criteria of Section 1107.02(d): Interpretation of Zoning District Boundaries;

C. To permit the completion, restoration, reconstruction, expansion or extension of a nonconforming use where the enforcement of the regulations pertaining to nonconforming lots or buildings will result in unnecessary hardship; and

D. Perform any other duties related to the administration and enforcement of this code as authorized by the charter, this code, or the ORC.

(2) Special Provisions for BZBA Hearings.

A. In making its decisions, the BZBA shall include reasonings that demonstrate the manner in which the decision carries out and helps administer and enforce the provisions of this code, including the application of any review criteria for the subject application.

B. The BZBA may subpoena witnesses and require the production of records.

C. The privilege of cross-examination of witnesses shall be accorded all interested parties or their counsel in accordance with the rules of the BZBA.

(Ord. 26-22. Passed 4-26-22.)

Disclaimer: This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality. American Legal Publishing provides these documents for informational purposes only. These documents should not be relied upon as the definitive authority for local legislation. Additionally, the formatting and pagination of the posted documents varies from the formatting and pagination of the official copy. The official printed copy of a Code of Ordinances should be consulted prior to any action being taken.

For further information regarding the official version of any of this Code of Ordinances or other documents posted on this site, please contact the Municipality directly or contact American Legal Publishing toll-free at 800-445-5588.

Hosted by: American Legal Publishing

Back to Code Library
Previous Doc
Next Doc
0 items available

Detected legislative history

- Ordinances of Sheffield Lake, OH
- ORDINANCES OF THE CITY OF SHEFFIELD LAKE, OHIO
- ORDINANCE NO. 116-84
- ORDINANCES OF SHEFFIELD LAKE
- Ord. 26-22
- ordinates, unless the terms of the provision specify otherwise
- ordinance, or State law, the City Council shall have the following powers and duties, as it relates to this code:
- ordinances of the City
- ords or other evidence to be produced is protected from release or disclosure by common law privilege or by any federal, state or local law
- ords in accordance with State Law
- adopted by the City;
- ordinance of City Council, and/or the ORC
- ords
- orded all interested parties or their counsel in accordance with the rules of the Planning Commission
- orded all interested parties or their counsel in accordance with the rules of the BZBA
- Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality
- Ordinances should be consulted prior to any action being taken
- Ordinances or other documents posted on this site, please contact the Municipality directly or contact American Legal Publishing toll-free at 800-445-5588

Imported automatically by MunicipalWiki. The original publisher remains the authoritative source pending legal normalization and verification.

Revision #1
Created 2026-07-18 21:29:16 UTC by MunicipalWiki Indexer
Updated 2026-07-18 21:29:16 UTC by MunicipalWiki Indexer