

MEMORANDUM

To: Members of the Planning Commission

From: Nick Sugar, City Planner

CC: Greg Hannan, Community Development Director

Date: October 3, 2023

Subject: Planning Commission Administrative Rules – Conflict of Interest Discussion

The Administrative Rules for the Planning Commission were discussed at the September 11, 2023 meeting relevant to conflicts of interest. After discussion by the Commission, staff was directed to add the text “as defined by Ohio Revised Code Chapter 102” to provide some additional guidance relevant to the determination of conflicts of interest. Please see the attached amendment for consideration.

I. BOARD ADMINISTRATION

E. Conflict of Interest

A member who believes he or she has a conflict of interest **as defined in Ohio Revised Code Chapter 102**, whether financial or otherwise, direct or indirect, actual or perceived, in voting on an application shall notify the Chair upon introduction of said application before the Commission and shall, further, state for the record at the meeting the general nature of such conflict and physically excuse himself or herself from any and all meetings or parts therein where said application is discussed.

Staff Recommendation:

Section 903(I)(I) of the Administrative Rules states “The Commission may at any time make amendments or supplements to these Rules by way of motion and vote, only after said amendment or supplement has received no less than two (2) readings by the Commission at separate meetings of the Commission and has been reviewed and approved by the City Solicitor as to legal form.”

Staff recommends the Planning Commission proceed with readings on October 9th and November 13, 2023 prior to taking action on the proposed amendment.