



Mr. Miller covered ethical considerations.

- Planning commissioners should strive to provide input and guidance that will positively affect the entire municipality and excuse themselves from any action where a conflict of interest could be perceived.
- Planning commissioners should be unbiased in regard to requests and proposals and consider the overall impacts to the community as a whole.
- Refrain from making decisions based solely on personal judgment and/or opinion.

Chad Burks commented, when considering an item; if Commissioners are limited to professional reports and the staff report, without the flexibility to also consider personal experience or knowledge of an area; then it seems to him, there really is no point of having a discussion.

Mr. Miller covered conflict of interest; real vs perceived.

- Having a conflict of interest does not mean you did something wrong.
- Members may not use their position on the Planning Commission for personal benefit. The interests of the Planning Commission must be the first priority in all decisions and actions.
- Conflict of interest may be actual or perceived, including direct or indirect interest in any property or matter that is the subject matter of or is affected by a decision of the Commission. Commission members may consult with and be advised by the City Attorney on the determination of a conflict of interest.

Commissioner Graham stated. Conflict basically comes down to whether someone stands to benefit from the recommendation made by the Commissioner. Brian answered, that is correct.

Mr. Miller covered ex-parte communication.

- **Definition**
  - Ex parte communications are contacts, whether oral or written, including telephone calls or letters, direct or indirect, which occur outside the public meeting forum between interested individuals and individual members of the Planning Commission in which such member discusses the merits of any matter which may or will be subject to such Commissioner's vote. Such contacts include, without limitation, meetings with project proponents or opponents, residents, property owners, citizens or other interested parties separate from Planning Commission meetings.

Commissioner Snow stated, he is frequently contacted by attorneys representing an applicant and by individuals as applicants and/or individuals for or against a particular application. What is the proper response to those types of phone calls.

Mr. Miller stated it is best to encourage the caller to attend the meeting and to voice any concerns in a public forum.

Ms. Weitman asked for clarification as to what sort of contact information for Board Members should the City provide on our website, and stated the answer should probably come from the City Manager's Office.

Commissioner Graham stated he can not see any reason to provide personal contact information for individual board members on the City website. Mr. Graham stated, in addition, he would like to see the City move toward providing a city email address for each board member.

Mr. Miller asked if any other members had questions they would like to address. Hearing none, Mr. Miller concluded his presentation.

*No citizens were present for the Planning Commission Meeting.*

**Agenda Item No. 5 being:** CITIZENS - None

**Agenda Item No. 6 being:** ADJOURNMENT

Chairman Sherrard requested a motion to adjourn at 7:14 p.m.

**Motion:** Gary Lunow motioned for adjournment. Brandon Laib seconded the motion. Roll was called.

**Ayes:** Graham, Lunow, Burks, Snow, Jarema, Joiner, Laib, Richey, Sherrard

**Nays:**

**Abstained:**

**Absent:** None

RECORDED FROM NOTES & TRANSCRIBED BY \_\_\_\_\_  
Nora Kerbo, Administrative Assistant