



MEETING MINUTES

Planning Commission

Tuesday, May 25, 2021

The meeting was called to order at 1:00 p.m.

Chair Oyster asked for a moment of silence and the Pledge of Allegiance. Roll was taken, and the following members were present: Mr. David Frea, Chair Julie Oyster, Mr. Mike Linder, Mr. Jim Rauck and Mr. Larry Titus. Other staff members present: Kim Shields, Community Development Manager; Dash Logan, Development Planner; Hannah White, Development Assistant; Jennifer Readler, Frost Brown Todd; and Todd Hurley, Information Systems Director.

Annual Training Items:

SplashTop Desktop Training – Led by Todd Hurley

Planning Commission, Staff and Ms. Readler were instructed on the basic functionality of the SplashTop desktop application. The app allows users to see and utilize the content shown on the Council Chambers screen during presentations. SplashTop offers an annotation feature that would enable the user to demonstrate illustrations directly on the presentation content without permanently altering the information being presented. Planning Commission, Staff and Ms. Readler were shown how to navigate these capabilities to better illustrate discussions that may arise in future meetings.

Mr. Hurley noted that meetings will continue to be streamed live and available for viewing online as before, and the Commission discussed the potential to keep a virtual participation component while holding in-person meetings.

Frost Brown Todd Legal Topics – Led by Jennifer Readler

Planning Commission and Staff were led through a legal topics training to educate and remind involved parties of legal parameters. Parameters included:

- General Considerations
 - Preparations, demeanor, meetings and due process
- Making a Good Record
 - Maintaining formalities, ensuring that comments and concerns are grounded in Code, and the

roles of the Chairperson and members of Planning Commission

-Voting and Motions

Permitted motions, passage of a motion, and majority vote

-Conflicts of Interest

Abstention due to conflict of interest and prohibited acts under the Ohio Ethics Commission.

-Public Records

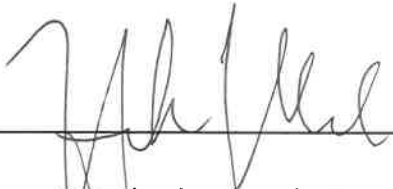
Definition of "record" and "public record"

-Communications

Maintenance of neutral and responsible communication in and outside of Planning Commission meetings

Planning Commission asked questions and discussed items for clarification including the types of suggestions to applicants that were legally allowed, as well as the correct method of communication in the event that a citizen had specific questions about a proposed application.

There being no additional discussion, Chair Oyster adjourned the meeting at 1:50 p.m.



Hannah White, Development Assistant



Julie Oyster, Chair