

**Agenda Economic Development Reform Panel
May 21, 2021, 1-2:30 p.m.**

- I. Call to Order: Chair Ann Marie Tracey
Panelist in attendance: Tim Burke, Guy Guckenberger, Alicia Bond-Lewis, Dan Schimberg, KZ Smith, Bernadette Watson and Verna Williams

- II. Approval of 5.7.21 minutes
Verna Williams motioned to approve
Bernadette Watson second the motion

- III. Planning, Zoning and Land Use Panel Discussion
City Planning Director: Katherine Keough-Jurs
DCED Director Markiea Carter
Solicitor's Office Chief Counsel Marion Haynes
 - a. Presentation (attached) re: roles and responsibilities of the Department of City Planning; the differences between the zoning code and building code; and, roles of zoning administrator, urban conservator, zoning hearing examiner; and appointed/elected bodies: Historic Conversation Board, Zoning Board of Appeals, Board of Building Appeals, City Planning Commission and the difference between Planning Commission's legislative actions and quasi-judicial actions
 - b. Discussion
 - i. Recommendations to Planning Commission are presented as staff reports. [Example here](#) and are based on applicant information, coordinated site process, staff research, maps, and input as collected through notice, response, and community engagement.
 - ii. When an entity intends to purchase or develop a parcel, the first point of contact with the City intention is typically through the City's online portal- here <https://opencounter.cincinnati-oh.gov/> and then through a coordinated Site review process – <https://www.cincinnati-oh.gov/buildings/business-development-services/coordinated-site-review/>
 - iii. Both City Planning Staff and Planning Commission Members receive ethics training through local chapters of the American Planning Association: <https://www.planning.org/>
 - iv. Types of contact disclosures required or in place:
 1. Coordinated Site Staff feedback is captured in a staff letter to the applicant
 2. Community council and/emailed response from the community is captured in the staff report
 3. Attempts to influence Quasi-judicial boards is prohibited, a link to the CMC are provided at every Commission meeting https://library.municode.com/oh/cincinnati/codes/code_of_dinances?nodeId=RUREINBOCO_CIPLCORU_S5MEPR

4. Contact between City Council and Staff of DCED & Planning has been curbed by the Office of Constituent Affairs.

IV. Planning and Other Business

- a. Friday June 4, 2021, the meeting time is now changed to 2pm
 - Kelly Carr will update the public notice
- b. Friday July 2, 2021 1pm will remain on the calendar for Public Comment
 - Kelly Car will create the registration page and update public notice
- c. Ann Marie – email, best practices on documents (attached)
- d. Additional materials in the resource library will be determined by the chair.

Meeting adjourned 2:41pm

The Next Meeting is Thursday, May 27, 2021, 1-2:30 p.m.