

**PROCESS FOR FILING A COMPLAINT FOR CONFLICT OF INTEREST
REGARDING A MEMBER OF THE ADA COUNTY
PLANNING AND ZONING COMMISSION**

Idaho law prohibits a member of the Ada County Planning and Zoning Commission from participating in that official capacity in the processing of any land use application pending before that Commission if that member has an actual or potential conflict of interest in that application. Idaho Code 67-6506 defines a "conflict of interest" as follows:

CONFLICT OF INTEREST PROHIBITED. ...A member or employee of a governing board, commission, or joint commission shall not participate in any proceeding or action when the member or employee or his employer, business partner, business associate, or any person related to him by affinity or consanguinity within the second degree has an economic interest in the procedure or action. Any actual or potential interest in any proceeding shall be disclosed at or before any meeting at which the action is being heard or considered. For purposes of this section the term "participation" means engaging in activities which constitute deliberations pursuant to the open meeting act. No member of a governing board or a planning and zoning commission with a conflict of interest shall participate in any aspect of the decision-making process concerning a matter involving the conflict of interest. A knowing violation of this section shall be a misdemeanor.

If any person has reason to believe that a member of the Ada County Planning and Zoning Commission has an actual or potential conflict of interest in any land use application pending before that body, you are encouraged to use this form to bring the matter to the attention of the Board of County Commissioners. When this form is completed and submitted in accordance with procedures established by the Board of County Commissioners that Board will cause an investigation of the matter to be conducted. After that investigation, the Board will make a final decision and you will be notified of that decision.

If you wish to do so, please complete the attached form entitled: COMPLAINT FORM FOR CONFLICT OF INTEREST REGARDING A MEMBER OF THE ADA COUNTY PLANNING AND ZONING COMMISSION. The completed form must be signed and dated by you.

You may lodge your complaint verbally:

At the hearing:

You may state your complaint in verbal testimony. Please let the Chairperson know that you would like to testify and your verbal complaint will be made a part of the record.

Or, you may file a written complaint:

Director of Development Services:

You may mail or deliver your completed and signed complaint form to the Director of Development Services (Planning & Zoning Department) at the Ada County Courthouse, 200 W. Front St., Second Floor.

**COMPLAINT FORM FOR CONFLICT OF INTEREST
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YOUR NAME: _____

ADDRESS: _____

TELEPHONE # – Home: _____ **Daytime:** _____

Email: _____

Name of Planning & Zoning Commissioner you are complaining about:

Identifying information about the application:

Project No*: _____

Name of land owner or developer*: _____

Subdivision name, (if applicable)*: _____

Please describe in detail why you believe the above-named Planning and Zoning Commissioner has a conflict of interest in the described proceeding or application. Be sure to include what information you are relying on. You may include supporting documents.

_____ **Please sign your name** _____ **Date**

*This information is required to allow county officials to identify the application/project and to pursue the investigation and can typically be found on the transmittal, legal notice and the agenda.