

**CITY OF GAHANNA CHARTER REVIEW COMMISSION**  
**CHARTER AMENDMENT SUBMITTED PROPOSAL LISTING — UPDATED APRIL 3, 2026**

CRC No.	Tentative Ballot Grouping	Submitter	Role / Affiliation	Charter Section(s)	Article / Title	Brief Description	Drafting Question / Potential Cascading Effects
CRC 001	Q1	Raymond Mularski	Commissioner	§3.01	Article III – Mayor: Nonpartisan Primary	Add ≤2-candidate carve-out to mayoral primary requirement. If two or fewer candidates file, no primary shall be held; both advance automatically to the municipal election. Modeled on ORC §3513.02 (adapted for nonpartisan elections).	§3.02: Qualifying elector lookback date ('prior to the date of primary election') conflicts with the proposed language; we will need to specify an alternate trigger date, given the possibility of no primary election, to determine the two years immediately prior to establish residency eligibility. §4.10: Make sure to update the January 2 anchor in §3.01 if the §4.10 organizational date shifts.
CRC002	Q4	Carrin Wester	Vice Chair / Commissioner	§3.02, §4.03, §10.02	Articles III, IV, X – Residency Requirement Consistency	Standardize residency/elector qualifications across Mayor (§3.02), Council (§4.03), and City Attorney (§10.02). Current §10.02 language is the least restrictive and inconsistent with the other two sections.	§10.02: Any change to qualifying date language should be internally consistent across all three elected office sections. (15 months vs 2 years) - Should there be alignment with the length of residency changes passed by voters in 2021 of 15 months for Council, should that be the same for Mayor and City Attorney?
CRC003	Q5	Carrin Wester	Vice Chair / Commissioner	§10.02	Article X – City Attorney: Political Party / Intergovernmental Cooperation	Review whether the City Attorney's allowance to hold party office or serve as a political party delegate, and the specific reference to 'intergovernmental cooperation,' are appropriate outliers relative to other elected officials.	
CRC 004	Q1	Administration	City of Gahanna Administration	§3.04	Article III – Mayor: Strategic Plan Embedding	Add strategic planning requirement to §3.04 (Executive and Administrative Powers). Mayor to prepare and submit a strategic plan to Council with public comment opportunity; issue annual progress report; update plan as needed. Modeled on Bexley Charter §8 (amended Nov. 6, 2001).	§4.05(a): Strategic plan adoption by Council could create tension with Council's power of appropriations; the relationship between the plan and appropriations must be explicit. Potential change to incorporate: "The Mayor shall cause to be prepared and submitted to Council a strategic plan, subject to appropriation by Council for that purpose..." or something along those lines.
CRC 005	Q2	Administration	City of Gahanna Administration	§4.13	Article IV – Council: Public Notice Modernization	Remove the requirement to post notice in a conspicuous place in the Municipal Building.	§11.05: Should Zoning public hearing notice be updated as well, currently requires "Council shall hold a public hearing on each resolution or ordinance enacting, amending, or repealing zoning regulations, and shall give thirty (30) days public notice of the time and place thereof at the Municipal Building, in a location accessible to the public." Q: Drafting, should there be a reference to posting on Gahanna.gov, or should charter language be allowed to defer to best government practices for notice methods?
CRC 006	Q6	Administration	City of Gahanna Administration	§5.01, §5.02, §§5.04–5.11	Article V – Administrative Departments Restructuring	Revise §5.01 to better define city administrative functions. Revise §5.02 to clarify department creation process and director qualifications, building on 2021 amendment. Remove §§5.04–5.11 (enumerated department list) to eliminate conflicts with org charts and §§5.01–5.02.	
CRC 007	Q7	Administration	City of Gahanna Administration	Article XIII	Article XIII – BZBA Repeal	Repeal Article XIII (Board of Zoning and Building Appeals) in its entirety. Referred BZBA authority to hear appeals to the "interpretations, decisions, and orders of City officials pertaining to zoning, building, and landscaping in the City..." to Planning Commission BZBA caseload: 4 (2019), 1 (2020), 0 (2021–2022), 2 (2023), 3 (2024), 2 (2025).	§11.03: Giving the power to Planning Commission for the appeals authority that currently feeds the BZBA. §23.03(c): References '§11.05 and 12.05' in transitional provisions — §12.05 was repealed in 2001; this dangling citation should be cleaned up regardless of BZBA outcome. (New Housekeeping Proposal?)
CRC 008	Q3	Merisa Bowers	Councilwoman, At-large	§4.04	Article IV – Council: President and Vice President Term	Proposes amendment to allow a two-year term for Council President and Vice President, effective beginning in 2028. Cites continuity of administrative and HR functions assigned to Council President as supervisor of the Clerk of Council. Alternatives offered: (a) add mid-term removal and vacancy language; or (b) strike term length from Charter entirely and delegate to Council Rules. Peer comparisons: Upper Arlington, Columbus, and Westerville elect council leadership to two-year terms; Reynoldsburg voters directly elect Council President to four-year term.	§3.06 (Acting Mayor): If a mid-term removal mechanism is added, charter must address who serves as Acting Mayor in the gap between removal and election of a successor President. §4.05(b): Legislation must be signed by the President of Council — a vacancy in that office during a term creates an unsigned legislation problem; draft must address.

CRC 009	Q2	Merisa Bowers	Councilwoman, At-large	§4.10	Article IV – Council: Regular Meetings	Proposes two changes: (1) shift organizational meeting date from January 2 (or 3 if Sunday) to 'on or before January 7' for scheduling flexibility; (2) replace overflow-capacity relocation standard with simpler authority to relocate by motion at a preceding regular meeting, with an emergency relocation provision if the noticed location becomes unavailable. Revised text adds explicit compliance clause referencing Ohio Open Meetings and Sunshine statutes. Also flags, without a formal proposal, the two-meetings-per-calendar-month requirement and its tension with summer recess practices in peer communities.	§11.01/§13.01: Planning Commission and Civil Service Commission appointments keyed to January 2 — those bodies would organize before Council under an amended §4.10. Would need clean-up.
CRC 010	Q3	Merisa Bowers	Councilwoman, At-large	§4.11	Article IV – Council: Special Meetings	Proposes adding the City Attorney to the list of officials who may request the Clerk to call a special meeting. Cites recent adoption of Council Rule 5.03 granting the City Attorney this authority and the common need to call executive sessions to discuss pending or imminent litigation — which requires a regular or special meeting agenda. Also updates notice language from serving notice 'upon' individuals to providing notice 'by normal method of communication,' and adds City Attorney as required notice recipient.	
CRC 011	Q2	Merisa Bowers	Councilwoman, At-large	§4.12	Article IV – Council: Legislative Procedure (Quorum Clause)	Proposes removing the clause 'but a lesser number may adjourn from time to time' from the quorum provision. Identifies the language as a Robert's Rules of Order carry-over that is unnecessary and potentially confusing in a seven-member council context. Bowers notes this may not be worth advancing if it requires a separate ballot item.	
CRC 012	Q2	Merisa Bowers	Councilwoman, At-large	§4.13	Article IV – Council: Public Notice (Outcome-Based Approach)	Rather than prescribing a specific platform (as the Administration's Proposal #5 did), Bowers recommends outcome-based language ensuring multi-modal communication and allowing flexibility for both those implementing the section and those it is intended to benefit. Notes current practice: legislation physically posted in City Hall, circulated via legislative journal, housed on Legistar, and posted on Council's webpage.	See CRC005 — cascade notes apply; proposals to be reconciled into single §4.13 provision
CRC 013	REF	Sarah Pollyea, Esq.	Planning Commission / Property Appeals Board	Article IV (new section)	Article IV – Council: Authorization of Real Property Transactions	Require Council authorization by ordinance before the City may purchase, sell, transfer, lease, or otherwise dispose of real property. No conveyance or acquisition shall occur without duly enacted legislation. Upon authorization, Mayor executes all necessary instruments on behalf of the City. Framed as codifying existing practice rather than creating new restriction.	More appropriate for ordinance and/or Council Rules?
CRC 014	REF	Sarah Pollyea, Esq.	Planning Commission / Property Appeals Board	Article IV (new section)	Article IV – Council: Oversight of Development Agreements	Require Council authorization by ordinance before any development agreement involving City-owned real property, public infrastructure commitments, or City financial incentives becomes binding. Mayor retains authority to negotiate; Council approval required prior to execution. Mayor executes following authorization.	More appropriate for ordinance and/or Council Rules?
CRC 015	REF	Sarah Pollyea, Esq.	Planning Commission / Property Appeals Board	Article IV (new section) / Article XI	Articles IV, XI – Transparency in Zoning Decisions	Require Council to state on the record the basis for its decision when approving or denying any rezoning, zoning amendment, or other major land use decision. Statement may include planning considerations such as consistency with the land use plan, strategic plan, compatibility with surrounding uses, economic development considerations, or other relevant planning factors.	More appropriate for ordinance and/or Council Rules?
CRC 016	REF	Sarah Pollyea, Esq.	Planning Commission / Property Appeals Board	Article IV (new section)	Article IV – Council: Authorization of Major Contracts	Require Council authorization by ordinance before the City executes any contract or agreement obligating expenditure above a threshold amount to be established by ordinance. Applies regardless of budget appropriation or competitive bidding exemption status. Anti-splitting provision: contracts shall not be divided or structured to avoid the approval threshold. Exempts routine administrative purchases made pursuant to purchasing ordinances within appropriated departmental budgets.	More appropriate for ordinance and/or Council Rules?
CRC 017	Q8	Sarah Pollyea, Esq.	Planning Commission / Property Appeals Board	§11.02	Article XI – Planning Commission: Percentage Based Attendance Requirement	Replace fixed-number absence threshold (currently 6 missed meetings triggers removal) with a percentage-based standard: members must attend not less than 75% of all regular and special meetings within any calendar year or rolling 12-month period. Failure to meet the 75% threshold may constitute grounds for removal.	
CRC 018	Q8	Sarah Pollyea, Esq.	Planning Commission / Property Appeals Board	§11.02	Article XI – Planning Commission: Elimination of Automatic Consecutive-Absence Removal	Remove the automatic removal trigger for consecutive absences (currently 4 consecutive absences triggers removal regardless of cause). Attendance to be evaluated solely under the overall percentage-based standard proposed in Proposal 19.	

CRC 019	Q8	Sarah Pollyea, Esq.	Planning Commission / Property Appeals Board	§11.02	Article XI – Planning Commission: Clarification of Excused Absences	Add definition and process for excused absences. Current charter references 'absences, whether excused or not' without defining what constitutes an excused absence. Proposed language: absences may be designated excused or unexcused in accordance with the Planning Commission's own rules of operation; relevant factors include illness, family emergency, work obligations, or other extenuating circumstances.	§11.02: 75% threshold produces different effective absence allowances as meeting frequency changes year to year — charter could alter the calculation methodology or delegate explicitly to Planning Commission rules of operation.
CRC 020	Q8	Sarah Pollyea, Esq.	Planning Commission / Property Appeals Board	§11.01, §11.02	Article XI – Planning Commission: Clarification of Removal Authority and Just Cause	Clarify the 'just cause' removal standard in §11.01 and the decision-making authority for removals. Proposed language defines 'just cause' to include: failure to perform duties; violation of applicable law or ethics requirements; conduct substantially interfering with the Commission's effective operation. Requires notice and opportunity to respond prior to removal. Affirms removal is determined by the appointing authority consistent with §11.01 appointment provisions.	§11.02: Removal of automatic trigger must be drafted in tandem with Proposal 19 (percentage standard) — neither stands alone. §4.07: Council's own §4.07 retains an automatic consecutive-absence removal trigger — if §11.02 is softened, consider whether §4.07's parallel provision warrants the same review.
CRC 021	Q2	Michael Schnetzer	Councilmember	§4.07, §4.12	Article IV – Council: Voting Abstention / Due Process Consistency	Amend §4.12 abstention provision to align consequences for improper abstention with the due process framework established in §4.07. Current §4.12 treats an improper abstention (one not grounded in a stated conflict of interest) as automatic, self-executing removal from office — bypassing the notice, public hearing, and five-vote threshold required by §4.07.	§4.07: Proposed fix routes the consequence for a non-complying member through §4.07 removal proceedings rather than treating removal as instantaneous.
CRC 022	Q9	Michael Schnetzer	Councilmember	Article XXII	Article XXII – Charter Review Commission: Convening Frequency and Scope	Proposes amending Article XXII to reduce systemic risk of compounding charter errors created by the automatic every-five-years convening requirement. <b>Options presented:</b> (a) eliminate the automatic convening requirement entirely in favor of ad hoc authority triggered by identified need; (b) extend the interval (e.g., every ten years); or (c) retain automatic convening but require Council to specify targeted scope — articles, sections, or topics — within the enabling legislation	§22.04: If there is a charter amendment proposed via §21.01 (Council action or citizen initiative) and passed, independent of any commission cycle, does §22.04 this still apply in that the last Charter Review Commission is responsible for certifying the election results?

**CITY OF GAHANNA CHARTER REVIEW COMMISSION**  
**CHARTER AMENDMENT INFORMATIONAL LISTING - UPDATED APRIL 3, 2026**

No.	Submitter	Role / Affiliation	Charter Section(s)	Article / Title	Brief Description
1	Merisa Bowers	Councilwoman, At-large	§4.02	Article IV – Council: Composition and Term (Informational)	No amendment proposed. Directs commission attention to the Charter-defined start and end dates of elected terms as relevant context when reconsidering organizational and first meeting dates under §4.10.
2	Merisa Bowers	Councilwoman, At-large	§4.03	Article IV – Council: Qualifications (Informational)	No amendment proposed. Expresses support for standardization of the residency / continuous qualified elector language across elected offices, noting the 15-month standard in §4.03 was proposed and adopted in 2021.

# CITY OF GAHANNA CHARTER REVIEW COMMISSION

POTENTIAL BALLOT GROUPING — UPDATED APRIL 3, 2026

## BALLOT QUESTION 1 — ARTICLE III: MAYOR

CRC No.	Submitter	Section(s)	Short Title	Charter Level?	Proposed Scoring Criteria	Single-Subject Basis
CRC 001	Mularski	§3.01	Article III – Mayor: Nonpartisan Primary	YES	Housekeeping	Within-article §3.01 amendment aligned to ORC §3513.02.
CRC 004	Administration	§3.04	Article III – Mayor: Strategic Plan Embedding	YES	Structural	Within-article §3.04; mayoral executive obligation.

## BALLOT QUESTION 2 — ARTICLE IV: COUNCIL PROCEDURES AND DUE PROCESS

CRC No.	Submitter	Section(s)	Short Title	Charter Level?	Proposed Scoring Criteria	Single-Subject Basis
CRC 005 / 012	Admin / Bowers	§4.13	Article IV – Council: Public Notice Modernization	YES	Housekeeping	Within-article §4.13. CRC005 and CRC012 reconciled into single provision — confirm single draft in Phase 4.
CRC 009	Bowers	§4.10	Article IV – Council: Regular Meetings	YES	Housekeeping	Within-article §4.10; Council meeting procedure.
CRC 011	Bowers	§4.12	Article IV – Council: Legislative Procedure (Quorum Clause)	YES	Housekeeping	Within-article §4.12; editorial cleanup of Robert's Rules carry-over.
CRC 021	Schnetzer	§4.07 / §4.12	Article IV – Council: Voting Abstention / Due Process Consistency	YES	Housekeeping	Within-article; resolves direct internal conflict between §4.12 automatic removal and §4.07 due process framework.

## BALLOT QUESTION 3 — ARTICLE IV: COUNCIL GOVERNANCE STRUCTURE

CRC No.	Submitter	Section(s)	Short Title	Charter Level?	Proposed Scoring Criteria	Single-Subject Basis
CRC 008	Bowers	§4.04	Article IV – Council: President and Vice President Term	YES	Structural	Within-article §4.04; Council leadership term structure.
CRC 010	Bowers	§4.11	Article IV – Council: Special Meetings	YES	Structural	Within-article §4.11; Council convening authority. Tamarasan to confirm whether City Attorney separation of powers dimension requires standalone question.

BALLOT QUESTION 4 — MAYOR AND COUNCIL RESIDENCY (Arts. III & IV)						
CRC No.	Submitter	Section(s)	Short Title	Charter Level?	Proposed Scoring Criteria	Single-Subject Basis
CRC002	Wester	§3.02 / §4.03	Articles III, IV, X – Residency Requirement Consistency	YES	Housekeeping	§3.02 (Art. III) and §4.03 (Art. IV) address the same qualification type — continuous qualified elector — across two offices elected on the same nonpartisan ballot under the same election framework. Three-article span but tight thematic single-subject argument.

BALLOT QUESTION 5 — CITY ATTORNEY QUALIFICATIONS AND CONDUCT (Art. X)						
CRC No.	Submitter	Section(s)	Short Title	Charter Level?	Proposed Scoring Criteria	Single-Subject Basis
CRC002	Wester	§10.02	Articles III, IV, X – Residency Requirement Consistency	YES	Housekeeping	Single-article Art. X, single office. Both §10.02 amendments (residency and conduct standards) address City Attorney qualification standards. Clean single-subject case.
CRC003	Wester	§10.02	Article X – City Attorney: Political Party / Intergovernmental Cooperation	YES	Structural	Same as above

BALLOT QUESTION 6 — ARTICLE V: ADMINISTRATIVE DEPARTMENTS						
CRC No.	Submitter	Section(s)	Short Title	Charter Level?	Proposed Scoring Criteria	Single-Subject Basis
CRC 006	Administration	§5.01 / §5.02 / §§5.04–5.11	Article V – Administrative Departments Restructuring	YES	Housekeeping	Single-article Art. V. Resolves 2021 internal conflict between mayoral reorganization authority (§5.02) and enumerated department list (§§5.04–5.11).

BALLOT QUESTION 7 — ARTICLE XIII: BZBA REPEAL						
CRC No.	Submitter	Section(s)	Short Title	Charter Level?	Proposed Scoring Criteria	Single-Subject Basis
CRC 007	Administration	Article XIII	Article XIII – BZBA Repeal	YES	Structural	Single-article Art. XIII.

BALLOT QUESTION 8 — ARTICLE XI: PLANNING COMMISSION GOVERNANCE						
CRC No.	Submitter	Section(s)	Short Title	Charter Level?	Proposed Scoring Criteria	Single-Subject Basis
CRC 017	Pollyea	§11.02	Article XI – Planning Commission: Percentage-Based Attendance Requirement	YES	Structural	All four proposals address §§11.01–11.02 of the same charter body (Planning Commission) under the same article.
CRC 018	Pollyea	§11.02	Article XI – Planning Commission: Elimination of Automatic Consecutive-Absence Removal	YES	Structural	Same basis as CRC017.
CRC 019	Pollyea	§11.02	Article XI – Planning Commission: Clarification of Excused Absences	YES	Structural	Same basis as CRC017.
CRC 020	Pollyea	§11.01 / §11.02	Article XI – Planning Commission: Clarification of Removal Authority and Just Cause	YES	Structural	Same basis as CRC017.

BALLOT QUESTION 9 — ARTICLE XXII: CHARTER REVIEW PROCESS						
CRC No.	Submitter	Section(s)	Short Title	Charter Level?	Proposed Scoring Criteria	Single-Subject Basis
CRC 022	Schnetzer	Article XXII	Article XXII – Charter Review Commission: Convening Frequency and Scope	YES	Structural	Single-article Art. XXII; standalone question by design.

REFER TO ORDINANCE / COUNCIL RULES — NOT CHARTER LEVEL						
CRC No.	Submitter	Section(s)	Short Title	Charter Level?	Proposed Scoring Criteria	Single-Subject Basis
CRC 013	Pollyea	Art. IV (new)	Article IV – Council: Authorization of Real Property Transactions	NOT CLEAR — REFER	n/a	Charter establishes structure of authority; specific transaction authorization mechanisms belong in ordinance where thresholds can evolve without a public vote.
CRC 014	Pollyea	Art. IV (new)	Article IV – Council: Oversight of Development Agreements	NOT CLEAR — REFER	n/a	Financial thresholds and procedural details must adapt over time; belong in ordinance.
CRC 015	Pollyea	Art. IV / XI (new)	Articles IV, XI – Transparency in Zoning Decisions	NOT CLEAR — REFER	n/a	Operational practice, not structural governance. Existing public record and §11.04 mandatory referral process already serve this purpose.
CRC 016	Pollyea	Art. IV (new)	Article IV – Council: Authorization of Major Contracts	NOT CLEAR — REFER	n/a	Dollar thresholds are paradigmatic ordinance content; Council appropriation authority provides the structural framework.