

## ***OREGON CITY PLANNING COMMISSION BYLAWS***

### **Article I. Name**

The name of this commission is the Planning Commission (PC).

### **Article II. Purpose, Authority, and Duties**

- A. The purpose of the Planning Commission is to serve as an advisory body to, and a resource for, the City Commission in land use matters and to make certain Quasi-judicial decisions for the City.
- B. The Planning Commission is authorized by ORS Chapter 227 and Oregon City Municipal Code Chapter 2.24.
- C. The Planning Commission's duties include articulating the community's values and commitment to socially and environmentally responsible uses of its resources as reflected in the Oregon City Comprehensive Plan and ancillary documents.

### **Article III. Membership**

- A. The Mayor, with the consent of the City Commission, shall appoint each Planning Commission member, and those members shall serve at the pleasure of the City Commission. Terms are for a period of four years. Planning Commission members shall serve no more than two, full consecutive years.
- B. The Planning Commission consists of seven members. No more than two members may be non-residents, and no more than two members shall be engaged in the same kind of occupation, business, trade, or profession. No member may be a City of Oregon City officer, agent, or employee.
- C. Vacancies are filled in the same manner as the original appointments.
- D. Upon failure of any member to attend three consecutive meetings, the Planning Commission may recommend termination of that appointment to the City Commission, and the City Commission may remove the incumbent from the Planning Commission and declare the position vacant to be filled in the manner of regular appointment.
- E. All members shall serve without compensation.

### **Article IV. Officers and Staffing**

- A. Officers. The officers consist of a chairperson and a vice-chairperson who shall be selected by the membership and who shall serve at the pleasure of the membership for one year. Nominations and election of new officers shall be taken from the floor at the Planning Commission's first meeting of the year. Officers may be re-elected. In the event that an officer is unable to complete the specified term, a special election shall be held for the completion of the term.

- B. Chairperson. The chairperson shall have general supervisory and directional powers over the Planning Commission. The chairperson shall preside at all Planning Commission meetings and review Planning Commission agendas with the staff liaison. The chairperson shall also be an ex-officio member of all subcommittees and shall be the designated spokesperson for the Planning Commission unless this responsibility is delegated in writing.
- C. Vice-Chairperson. The vice-chairperson, in absence of the chairperson, shall have general supervisory and directional powers over the Planning Commission. The vice-chairperson shall preside at all Planning Commission meetings and review Planning Commission agendas with the staff liaison, and generally conduct all business delegated to the chairperson, in his or her absence.
- D. Staff. The City of Oregon City will provide staff support to the Planning Commission for meeting notification, word processing, minutes preparation, copying and information gathering to the extent the City budget permits.

**Article V. Organizational Procedures**

- A. The Planning Commission shall hold meetings as necessary at a time and place designated by staff consistent with Oregon Public Meetings Law.
- B. Fifty-one percent of the voting membership of the Planning Commission shall constitute a quorum. The concurrence of a majority of the Planning Commission members present shall be required to decide any matter. If a quorum is not attained fifteen minutes following the scheduled time of call to order, the meeting shall be cancelled.
- C. All members who are present at a Planning Commission meeting, including the chairperson and vice-chairperson, are allotted one vote each on all motions.
- D. These Bylaws may be repealed or amended, or new bylaws may be adopted by a majority vote of the Planning Commission on its own initiative. The repealed, amended, or new bylaws shall not violate City ordinances. If any provision of these bylaws conflict with City ordinances, state law, or constitutional provisions, those other provisions will take precedence over the Planning Commission bylaws.
- E. The parliamentary authority for this Planning Commission is Robert's Rules of Order Revised except where superseded by these Bylaws or local, state, or federal law.
- F. Planning Commissioners are required to file annual statements of economic interest as required by ORS 244.050 with the Oregon Government Standards and Practices Commission.
- G. Individuals being considered for appointment to the Planning Commission must be willing to dedicate to, at a minimum, two meetings per month. A scheduled Planning Commission meeting may be set aside upon agreement of a majority of the Planning Commissioners and upon compliance with applicable land use laws and procedures.

**Article VI. Duties of Officers**

- A. The chairperson or vice-chairperson, in addition to the duties in Article IV, shall preserve order and decorum at Planning Commission meetings.

1. The chairperson may assess the audience at the beginning of the meeting, and, with the consent of the Planning Commission, announce reasonable time limits.
  2. The chairperson shall summarize the issues to be addressed and the criteria to be applied prior to the public hearing testimony.
- B. The chairperson shall ask for response and opinion from the members of the Planning Commission.
  - C. The chairperson may mentor the vice-chairperson.
  - D. The chairperson may appoint Planning Commission members to specific projects or committees.
  - E. The chairperson or vice-chairperson shall confer with the Community Development Director on a regular basis outside scheduled meetings concerning the direction each expects of the Planning Commission.
  - F. In conjunction with the Planning Manager, the chairperson shall orient new members.

**Article VII. Duties of the Commission**

- A. Planning Commission members are encouraged to address all those who come before the Planning Commission by the last name only, and common title (Mr., Mrs., Ms., etc.), not by first name.
- B. If a member is unable to attend a meeting, it is that member's responsibility to inform the Planning Division staff and/or the Planning Commission chairperson of that fact prior to the meeting to be missed.
- C. Prior to Planning Commission meetings, members are encouraged to read all information packets and visit sites that are subjects of land use action.

**Article VIII. Goals and Objectives**

- A. The Planning Commission shall review the City Commission goals annually for establishment of Planning Commission goals that enhance and augment those of the City Commission.
- B. The Planning Commission shall establish goals, at a minimum, annually.

Adopted this 24<sup>th</sup> day of January, 2000

Gary Hewitt, Chairperson  
Oregon City Planning Commission