

RULES OF PROCEDURE
OF THE
COTTAGE GROVE PLANNING COMMISSION

ARTICLE 1. NAME

This Commission shall be known as the City of Cottage Grove Planning Commission.

ARTICLE 2. PURPOSE OF THE COMMISSION

Section A. The purpose of this Commission is to act as an advisory body to the City Council and to make known to that body its decision on items within the Commission's authority and to refer findings and recommendations for requests which require the Council's final action.

ARTICLE 3. MEMBERSHIP

Section A. The Commission shall consist of seven voting members appointed by the City Council, and such nonvoting advisory members as may be designated by the City Council to provide technical advice to the voting members.

Section B. Up to two (2) members may reside outside city limits, but at least five (5) shall reside within the city.

Section C. The voting members of the Commission living outside the city limits shall reside within a six mile radius of city limits or have/own a business or property within city limits at the time of appointment and maintain that residence/business subject to further conditions as herein established.

Section D. The term of office on the Commission shall be as follows:

1. First term two years;
2. Second term three years; and,
3. Additional terms four years.
4. Completeing an unfinished term if over one year counts as first term.

No member shall be eligible for more than one full term unless appointment has been reapplied for as a new applicant and approved by City Council.

Section E. Any member may be removed from office by the City Council during his/her term for:

1. Any reason set forth in ORS 236.010 after a public hearing to evaluate those reasons;
2. For failure to attend any three regular meetings of the Commission in a six month period, with or without an excused absence; or,
3. For failure to attend four regular meetings of the Commission in a 12 month period, with or without an excused absence.
4. For missing six meetings and work sessions within a twelve month period, with or without an excused absence.

Excused absence defined: An excused absence shall be granted only for the following reasons:

1. Illness;
2. Medical emergency in immediate family;
3. One or two consecutive meetings for vacation;
4. Work related requirements and emergencies;
5. For a reason which the Commission may deem to be sufficient by the votes of not less than two-thirds of the other six Commissioners.

Seven day prior notification is recommended when not available for meetings.

Section F. No more than two voting members of the Commission shall have the same occupation or work for the same organization provided, however, that persons engaged in different kinds of business shall not be prevented by this section from serving, and further provided that being a housewife or retired person shall not be considered an occupation within the meaning of this provision.

ARTICLE 4. OFFICERS

Section A. The officers of this Commission shall consist of a Chair, Vice-Chair and Secretary.

Section B. The Chair and Vice-Chair shall be elected from the voting membership of the Commission at its last regular meeting in December of each year. The term of office shall be for one year. No member shall serve more than two (2) consecutive terms without a unanimous affirmative vote of the Commission. In case of vacancy occurring in any office, the Commission shall fill the same by an election at its next regular meeting. Such appointment shall be for the unexpired term of the predecessor.

Section C. The Public Works Department Administrative Secretary or other person designated by the City Manager shall serve as the Planning Commission Secretary.

ARTICLE 5. OFFICER'S DUTIES

Section A. The Chair shall preside at all meetings of the Commission; to enforce observance of the rules of procedure; to decide questions of order; offer for consideration all motions regularly made; apportion duties of the

members, appoint all necessary subcommittees; perform such other duties as the office may require.

Section B. The Vice-Chair shall have all the powers and shall perform all of the duties of the Chair in the absence of the Chair or the Chair's disability or inability to act, or refusal to act.

Section C. The Planning Commission Secretary shall keep a fair and correct record of all the Commission's meetings and shall give notice of all meetings to the Commission. The Secretary shall be responsible for maintaining files on all minutes and other documents relating to the meetings of the Commission, and for maintaining files on all official papers, contracts and other documents related to the conduct of business between the Commission and other bodies, public or private.

Section D. In the absence of the Chair and Vice-Chair, the Commission shall elect a temporary Chair for the particular meeting in question.

ARTICLE 6. MEETING SCHEDULE

Section A. A regular meeting of the Commission shall be held on the third Wednesday of each month at 7:30 p.m. in the City Hall, Cottage Grove, Oregon, or at such other place as the Commission may from time to time establish. Special meetings may be called by the Chair provided advance notice is provided at the regular meeting or in writing by the Commission Secretary.

Section B. A work session and/or an educational meeting of the Commission shall be held on the second Wednesday of each month at 7:00 p.m. in City Hall or at such other place and time as the Commission may establish.

Section C. The place and hour of any meeting may be changed by affirmative action of the Commission, and the hour of any meeting may be changed by the Secretary if adequate notice can be given to the public and interested parties.

Section D. All meetings shall adjourn not later than 11:00 p.m. unless the Commission, by majority vote, decides to extend the business beyond that time.

Section E. Other meetings as may be called by City Council and/or the Commission.

ARTICLE 7. QUORUM AND VOTING

Section A. The majority of the members of the Commission shall constitute a quorum for the transaction of business, and a majority of the quorum may act for the Commission; except a majority of the Commission shall be required for final action on the adoption or amendment of the Comprehensive Plan, Zoning Ordinance or Rules of Procedure.

Section B. Voting by members on all matters before the Commission, except election of officers, shall be by open ballot.

Section C. Members, including the presiding officers, shall be required to vote on all matters before the Commission unless:

1. A member or a member of the person's household has a direct or indirect personal or financial interest in said manner. When such apparent conflict of interest arises, the affected member shall disqualify himself or herself from discussion or voting on the matter, and shall not be considered as being present for the purpose of determining whether a majority vote has been cast.

ARTICLE 8. AGENDA AND HEARING PROCEDURES

Section A. Except as otherwise provided to the contrary by these rules of procedure, Robert's Rules of Order shall apply to the procedures of all Commission meetings. The Planning Commission, however, has an obligation to be as clear and simple as possible in its public hearing procedures.

Section B. The City Planning Staff shall prepare an agenda for each meeting of the Commission. The presiding officer may modify the agenda with the consent of a majority of the Commission members present.

Section C. Planning staff reports made available to the Commission prior to the meeting shall also be made available to the applicants and to any interested parties, and so noted on any required public hearing mailing notice.

Section D. The order of the agenda shall be as follows:

1. Call to Order
2. Roll Call
3. Report from Staff
4. Approval of Minutes
5. Items of Old Business
6. Items of New Business
7. Information Report from Staff
8. Audience Participation
9. Commission Comments
10. Adjournment

Section E. Any interested party may appear in person at the public hearing or be represented by a person of his or her choosing. Any person speaking at a public hearing shall first identify himself or herself by name and address, state his or her interest in the property, and if appearing in a representative capacity, identify whom he or she represents.

Section F. Procedure for all matters considered by the Commission shall be as follows:

1. The Chair shall announce the rules of conduct for the public hearing.
2. The Chair will announce each item of business prior to the formal public hearing on that item and may establish, when necessary, additional rules limiting the length of testimony or repetitive testimony.
3. The Chair shall request any members of the Commission to publicly declare any ex parte contacts or potential conflicts of interest regarding the request before the Commission.

4. The City Planner, or a member of the City staff, will present relevant information regarding the item of business. This presentation will include ordinance criteria and material necessary to establish appropriate considerations prior to the hearing along with the Staff's study and recommendation.
5. The Commission will first hear testimony from the proponents, or those speaking in favor of the item and the Commission may ask questions of the speaker at this time.
6. The Commission will then hear from the opponents, or those speaking against the item and the Commission may ask questions of the speaker at that time.
7. The Commission may ask or answer additional questions of clarification from the public.
8. The City staff, if necessary, will present a summary of points.
9. The prime speaker for the proponents will then have the opportunity for rebuttal to items brought up during the course of the hearing.
10. The public hearing shall be closed prior to discussion among the Commission and no additional testimony or information from the audience shall be accepted without the chair reopening the public hearing.

ARTICLE 9. SPECIAL REPORTS

Section A. Special records shall be maintained by the Secretary for the following matters:

1. Reports by the planning staff and Planning Commission;
2. All policy statements of the Commission;
3. Planning Commission interpretations of the ordinance requirements; and,
4. Staff interpretations of the ordinance requirements.

Section B. On January 1st of each year the Planning Commission Secretary shall prepare, for Commission approval, an annual report of the year's activities and other matters for submission to the City Council. The report shall include pertinent information on:

1. Comprehensive plan revisions;
2. Subdivision and zoning activity;
3. Progress reports on Commission projects;
4. Miscellaneous studies and reports prepared by the Commission and staff;
5. Areas that need future attention; and,
6. Suggested work program for the following year.

ARTICLE 10. ADOPTION OR AMENDMENT OF THE RULES OF PROCEDURE

Section A. The adoption or amendment of these Rules of Procedure shall require the affirmative vote of at least four members present at a regular meeting, prior to which the proposed rules or amendments have been distributed to all members of the Commission at least five days in advance of said meeting.

ADOPTED BY MEMBERS PRESENT AT THE REGULAR PLANNING COMMISSION MEETING OF
January 20, 1993.

Robert Scarpin
Chair - Planning Commission

Cindy Townsend
Secretary of Planning Commission

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