



CITY OF OREGON CITY CITY COMMISSION SPECIAL MEETING - INTERVIEWS FOR PLANNING COMMISSION AND HISTORIC REVIEW BOARD AGENDA

**Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Tuesday, December 13, 2022 at 6:00 PM**

Typically there are no public comments at work sessions, but written comments are accepted by:

- *Email recorderteam@orc.gov (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)*
- *Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045*

EXECUTIVE SESSION OF THE CITY COMMISSION:

The Executive Session will begin after the adjournment of the the Special Meeting for interviews.

1. *- Pursuant to ORS 192.660(2)(i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.*

SPECIAL INTERVIEW MEETING OF THE CITY COMMISSION

CONVENE SPECIAL INTERVIEW MEETING AND ROLL CALL

DISCUSSION ITEMS

1. Interviews for Planning Commission and Historic Review Board Applicants

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: City Recorder Jakob Wiley

Agenda Date: 12/13/2022

SUBJECT:

Interviews for Planning Commission and Historic Review Board Applicants

BACKGROUND:

With the passage of Ballot Measure 3-580, the City Commission appoints the members of the Planning Commission (PC) and the Historic Review Board (HRB). On November 16, 2022, the City Commission approved Resolution 22-35, which outlines the process to appoint members under the new charter amendment. The vote to appoint any applicants will occur January 4, 2023.

We have received applications from the following individuals:

- Planning Commission (2 vacancies)
 - Paul Espe
 - Brandon Dole
 - Petronella Donovan
 - Karla Laws
- Historic Review Board (2 vacancies)
 - Timothy Powell (to be interviewed 12/21/2022)
 - Robert Green

OPTIONS:

1. Conduct the interviews for PC and HRB applicants

RESOLUTION NO. 22-35**A RESOLUTION ADOPTING A PROCESS FOR THE APPOINTMENT OF PLANNING COMMISSION AND HISTORIC REVIEW BOARD MEMBERS**

WHEREAS, With the passage of Ballot Measure 3-580, the City Commission appoints members to the Planning Commission (PC) and the Historic Review Board (HRB) instead of the Mayor alone; and

WHEREAS, An appointment process needs to be established to ensure proper coordination, fairness, and efficiency in the appointment process for members of the PC and HRB.

NOW, THEREFORE, OREGON CITY RESOLVES AS FOLLOWS:

Section 1. The City Commission adopts the PC and HRB Appointment Procedure Policy attached as Exhibit A to this resolution.

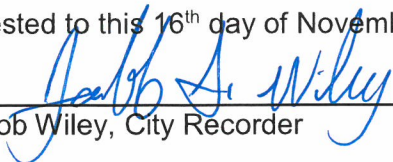
Section 2. The PC and HRB Appointment Procedure Policy shall be included as an addendum to the existing Rules of Procedure (adopted via Resolution 21-09) and incorporated in the next update.

Section 3. This resolution shall take effect immediately upon its adoption by the City Commission.

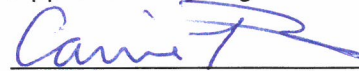
Approved and adopted at a regular meeting of the City Commission held on the 16th day of November 2022.


DENYSE C. MCGRIFF
Mayor

Attested to this 16th day of November 2022:


Jakob Wiley, City Recorder

Approved as to legal sufficiency:


Carrie T.
City Attorney

**Oregon City Planning Commission and Historic Review Board
Appointment Procedure Policy**

Section 1. – Deadline for Applications

The deadline to submit an application for appointment to the Planning Commission (PC) or Historic Review Board (HRB) shall be the third Friday in November each year for the terms starting in the beginning of the next year.

Section 2. – Interviews for Applicants

Interviews for the applicants shall be scheduled during a City Commission meeting (or meetings) held in December each year.

Section 3. – Selection of Appointees

The City Commission shall vote to appoint applicants to their respective positions during the first meeting of the City Commission each year.

Section 4. – Oath of Office

The oath of office ceremonies shall be held before the respective body (HRB or PC). The Mayor or chair of the PC or HRB shall officiate the oath of office for appointed HRB and PC members at the first meeting of the HRB or PC each year, as appropriate.

Section 5. – Filling Out-of-Cycle Vacancies

An out-of-cycle vacancy occurs when a vacancy is created for any reason on or before October 1 each year. In the event of an out-of-cycle vacancy in the PC or HRB, the City Recorder or designee shall determine an appropriate deadline to receive applications of between 30 and 40 business days after the vacancy is created and advertise the vacancy. The City Commission shall conduct interviews and appoint a new member to fill the vacancy as soon as practicable.

Section 6. – End of Year Vacancies

In the event a vacancy is created after October 1 of each year, Section 5 of this policy does not apply, and the vacancy shall be filled in the normal cycle along with the other terms that are ending at the end of the year.