

MEMORANDUM

TO: PLANNING COMMISSION
FROM: ASSISTANT CITY MANAGER KRISTIN GRASSETH
RE: SELECTION OF PLANNING COMMISSION PRESIDENT AND VICE-PRESIDENT
DATE: JUNE 9, 2020

BACKGROUND INFORMATION

City Manager Cynthia Alamillo received the resignation letter of Commissioner Colleen Everroad on February 24th effective immediately. This created a vacancy for the remainder of her four-year term which expires 12/31/2023. This vacancy was announced at the Council meeting March 4, 2020 and notices were posted at the Post Office on March 5, 2020. The City accepted applications for this vacancy until 4:00 pm Tuesday, March 31, 2020. The Mayor appointed Jenna Edginton and the City Council confirmed her appointment at the April 2020 Regular City Council meeting.

With the welcoming of a new commissioner, it is an appropriate time to read over Ordinance 66 and nominate a President, Vice President (vice chair) and secretary following section 4 and 5 of the Ordinance. Ordinance 66 is the ordinance establishing a Planning Commission and prescribing its powers and duties.

Section 4. The Commission, at its first meeting, shall elect a President and Vice-President, who shall be voting members and who shall hold office during the pleasure of the Commission.

Section 5. The Commission may elect a Secretary who need not be a member of the Commission. The Secretary shall keep an accurate record of all Commission proceedings. The Commission shall on the first day of October of each year make and file a report of all its transactions with the City Council.

At the June Planning Commission there would be an agenda item to confirm the nominations for vice president and secretary.

Manzanita Ordinances

AN ORDINANCE ESTABLISHING A CITY PLANNING COMMISSION AND PRESCRIBING ITS POWERS AND DUTIES; REPEALING ORDINANCE NO. 65 AND ALL OTHER ORDINANCES IN CONFLICT THEREWITH: AND DECLARING AN EMERGENCY

ORDINANCE NO. 66

Section 1. There is created a City Planning Commission (hereinafter referred to as the Commission) for the City of Manzanita, Oregon.

Section 2. The Commission shall consist of seven members to be appointed by the Mayor. Not more than two members may be City Officers, who if appointed by the Mayor, shall serve as ex-officio non-voting members. Commission members shall receive no compensation, but shall be reimbursed for duly authorized expenses. [Section 2 amended by Ordinance No. 92-1, passed June 3, 1992].

Section 3. Members shall hold office for four years. Any vacancy shall be filled by the Mayor for the unexpired portion of the term. If any appointed member of the Commission shall be absent from three consecutive meetings without an excuse as approved by the Commission, and so recorded in the minutes, the secretary shall certify the fact to the Mayor and the Mayor shall declare the position vacant. [Section amended by Ordinance No. 92-1, passed June 3, 1992].

Section 4. The Commission, at its first meeting, shall elect a President and Vice-President, who shall be voting members and who shall hold office during the pleasure of the Commission.

Section 5. The Commission may elect a Secretary who need not be a member of the Commission. The Secretary shall keep an accurate record of all Commission proceedings. The Commission shall on the first day of October of each year make and file a report of all its transactions with the City Council.

Section 6. Four members of the Commission shall constitute a quorum. The Commission may make and alter any regulations for its government and procedure consistent with laws of this state and with the City Charter and Ordinances. It shall meet at least once every month, at such times and places as may be fixed by the Commission. Special meetings may be called at any time by the President or by four members by written notice served upon each member of the Commission at least 24 hours before the time specified for the purposed meeting. The City Council shall assign to the Commission an office or headquarters in the City Hall, if possible, in which to hold its meetings, transact its business and keep its records. [Section 6 amended by Ordinance No. 92-1, passed June 6, 1992].

Section 7. The Commission may employ consulting advice on municipal problems and pay for their services, and for such other expenses as the Commission may lawfully incur, only as authorized by the City Council, out of funds at the disposal of the Commission.

Section 8. The Commission shall have all the powers which are now or hereafter granted to it by Ordinances of this City or by general laws of the State of Oregon. The Commission shall

control the subdivision of land and may make recommendations to the City Council, to public officials and to individuals regarding land uses; location of thoroughfares, public buildings, parks and other public facilities; and regarding any other matter relating to the planning and development of the City and the surrounding area. The Commission may make studies, hold hearings and prepare reports and recommendations on its own initiative or at the request of the City Council.

Section 9. All recommendations made to the City Council by the Commission shall be in writing.

Section 10. The Commission shall have no authority to make expenditures on behalf of the City, or to obligate the City for the payment of any sums of money, except as herein provided, and then only after the City Council shall have first authorized the expenditures by appropriate resolution, which resolution shall provide the administrative method by which the funds shall be drawn and expended.

Section 11. It is hereby adjudged and declared that existing conditions are such that this Ordinance is necessary for the immediate preservation of the public peace, health and safety, and an emergency is hereby declared to exist, and this Ordinance shall take effect and be in full force and effect from and after its passage.