



CITY OF MANZANITA

655 Manzanita Ave - Manzanita, Oregon 97130

P.O. Box 129, Manzanita, OR 97130-0129

Phone (503) 812-2514 | TTY Dial 711

ci.manzanita.or.us

Planning Commission Application

Name: _____ Phone: _____

Address: _____ Email: _____

City/State/Zip: _____

Occupation: _____

There is one position open on the Planning Commission. This position will be 4-year appointment and will end December 2029.

Do you live, own property, or a business within the City or Urban Growth Boundary? If yes, please describe your relationship to the City of Manzanita.

Please explain what skills or qualifications you bring that you believe will benefit the City as a member of the Planning Commission. Be brief but be as specific as possible.

Please describe your understanding of the Comprehensive Plan, the City’s Zoning Ordinance and/or Land Use Planning.

As a Planning Commissioner you will be asked to make decisions on Land Use Applications using the City’s Zoning Ordinance. Your ability to interpret the Zoning Ordinance and criteria will be essential to your success in this position. Please describe how you would evaluate a land use application where you may personally disagree with what is being proposed.

Do you have any expected or anticipated conflicts of interest that may require you to recuse yourself from a planning application? If yes, please describe.

Planning Commission Meetings are held on the second Monday of each month at 4 pm. In cases where Monday falls on a holiday, the Planning Commission will meet the following day on Tuesday. There are also potential trainings and special meetings that may be required. Can you comply with this time commitment?

☐ Yes ☐ No

Meetings are currently held in person with the availability to attend via Zoom. Are you able to participate in person? Please describe your availability to attend meetings either via Zoom or in person below.

Is there anything else you would like to share with the selection committee about your experience and interest in the position?

You are also welcome and encouraged to submit a CV or Resume as part of your application.

THE DEADLINE FOR SUBMISSIONS IS November 5, 2025, AT 4:00 PM

Please return this form
by email to cityhall@ci.manzanita.or.us

If you have any questions, please call 503-812-2514 or email us at cityhall@ci.manzanita.or.us

CHAPTER 9 – Ethics, Decorum, Outside Statements

Amended May 8, 2024

- I. Ethics.** All members of the Council and all members of any committee appointed pursuant to Rule 8 shall review and observe the requirements of state ethics law, all members of the Council and/or any committee member appointed pursuant Rule 8 shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
 - C. Expressing an opinion outside of Council meetings or committee meetings contrary to the official position of the Council or the committee without saying so.
 - D. Conducting themselves in a manner that may bring discredit upon the government of the city.

- II. Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the Council.
 - B. Members of the Council or Committee shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
 - C. Members of the city staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.
 - D. No flags, posters, placards, or signs may be carried or placed within the Council Chambers or Committee location of which the City Council or Committee is officially meeting. This restriction shall not apply to arm bands, emblems, badges, or other articles worn on personal clothing or individuals, provided that such devices do not interfere with the vision or hearing of other persons at the meeting or pose a safety hazard.

- III. Statements to the Media and Other Organizations**
 - A. Representing City. If a member of the Council or Committee, including the Mayor, appears as a representative of the city before another governmental agency, media or organization to give a statement on an issue, the member may only state the official position of the city, as approved by majority of Council.
 - B. Personal Opinions. If a member of Council or Committee, including the Mayor, appears in their personal capacity before another governmental agency, media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

- C. Social Media. If a member of the Council or Committee, including the Mayor, creates a social media post, participates in a social media post, or distributes by any electronic means comment or information regarding Manzanita City government, the member may only state the official position of the City, as approved by a majority of the Council unless the member provides a clear statement they are expressing their own opinion and not that of the City.
- D. Electronic Mail – All members of the Council or Committee shall observe the following guidelines when using an electronic method for correspondence in their elected roles:
 - 1. All Council email correspondence is subject to the Oregon Public Records and Meetings laws and is subject to disclosure (pursuant to ORS 192)
 - 2. Email may be used for correspondence, to schedule meetings, send informative messages, or request information from other members of the Council, the City Manager, or City Department Directors.
 - 3. Email may not be used to discuss policy issues with a quorum of the Council at one time or a quorum of a standing advisory body in any manner which would be in violation of the Oregon Public Meetings Law (pursuant to ORS 192).

IV. Resolution Number 20-22 Condemning Racism and Encouraging a Commitment to Fair and Equal Treatment for all. Resolution number 20-22 Condemning Racism and Encouraging a Commitment to Fair and Equal Treatment for All is incorporated into this Rule 9 as if fully set forth herein. Conduct in contravention of said resolution may be grounds for sanctions against a member of Council or Committee.