

Chapter 1.35
PLANNING COMMISSION

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1.35.01 Planning Commission Establishment
For the purposes hereinafter stated, there is hereby established a City of North Plains Planning Commission.

1.35.02 Membership
The Planning Commission of the City shall consist of seven voting members and shall be appointed by the City Council. Commission members shall receive no compensation, but shall be reimbursed for duly authorized expenses. All members of the Planning Commission shall be residents of, owners of property in, or business owners in the City of North Plains. In addition, the Mayor shall appoint on a revolving basis one City Council member to serve as an ex-officio non-voting member of the Planning Commission to communicate City Council policy on matters before the Planning Commission and to be a liaison between City Council and Planning Commission. A member may be removed by the City Council, after hearing, for misconduct or non-performance of duty. Any vacancy shall be filled by the City Council for the unexpired term.

No more than two voting members shall be engaged principally in the buying, selling, or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that is engaged principally in the buying, selling, or developing of real estate for profit. In addition, no more than two voting members shall be engaged in the same kind of business or trade, or profession.

1.35.03 Term
Each position on the City Planning Commission shall be for a term of four years, two positions expiring each year except that one position shall expire every fourth year. Any vacancy in a position shall be filled by appointment by the City Council for the

unexpired portion of the term. The person appointed to each position and the expiration of the position shall be as established by Resolution of the City Council.

1.35.04 Chairperson and Vice-Chairperson

At the last meeting of the Commission of the calendar year during the month of December, the voting members of the Commission shall elect a Chairperson and Vice-Chairperson of the Commission to serve for the following year.

1.35.05 Meetings

A majority of the voting members of the Commission shall constitute a quorum. The Commission may make and alter rules and regulations for its government and procedure consistent with the laws of the State of Oregon and with the City Charter and Ordinances. It shall meet at least once a month at times and places to be designated by the Commission. Special meetings may be called at any time by the Chairperson of the Commission or by three voting members of the Commission by written notice served upon each member at least three hours before the time specified for the proposed meeting.

1.35.06 Conduct of Meetings

The Chairperson of the Commission shall be responsible for conducting the Commission meetings. If the Chair is absent, or unable to chair the meeting, the Vice-Chairperson shall conduct the meeting. If the Chairperson and Vice-Chairperson are unable to conduct the meeting, the Commissioner present with the longest tenure on the Commission shall conduct the meeting.

1.35.07 Powers-Recommendation

The Commission shall have all the powers which are now or hereafter granted to it by the Municipal Code of the City or by general laws of the State of Oregon. The Commission shall control the subdivision of land and may make recommendation to the City Council, to public officials, and to individuals regarding land use; location of public thoroughfares, public buildings, parks, and other facilities, and regarding any other matter related 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.

1.35.08 Limitations on Planning Commission Members

Planning Commission members shall not:

- A. Communicate, directly or indirectly, with any party or his representatives in connection with any issue involved except upon notice and opportunity for all parties to participate;

- B. Take notice of any communications, reports, staff memoranda, or other materials prepared in connection with the particular case unless all parties are afforded an opportunity to contest the material so noted; nor
- C. Inspect the site with any party or his representatives unless all parties are given an opportunity to be present.

1.35.09

Written Recommendation

All recommendations and suggestions made to the City Council by the Commission shall be in writing.

1.35.10

Expenditures

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 such expenditures by appropriate Resolution which Resolution shall provide the administrative method by which such funds shall be drawn and expended.