

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.

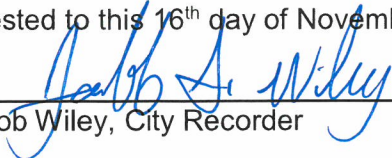
**Section 2.** The PC and HRB Appointment Procedure Policy shall be included as an addendum to the existing Rules of Procedure (adopted via Resolution 21-09) and incorporated in the next update.

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

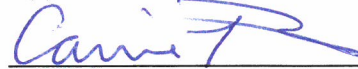
Approved and adopted at a regular meeting of the City Commission held on the 16th day of November 2022.

  
DENYSE C. MCGRIFF  
Mayor

Attested to this 16<sup>th</sup> day of November 2022:

  
Jakob Wiley, City Recorder

Approved as to legal sufficiency:

  
Carrie  
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.