

RULES AND PROCEDURES OF THE ROCKAWAY BEACH PLANNING COMMISSION

Article I. NAME

This commission shall be known as the Rockaway Beach Planning Commission, hereinafter referred to as the Commission.

Article II. MEMBERSHIP

Section 1. The commission shall consist of seven members appointed by the City Council, with terms as included in RB City Ordinance (§ 31.01) https://codelibrary.amlegal.com/codes/rockawaybeach/latest/rockaway_or/0-0-0-429, the ordinance that created the Planning Commission and Oregon State Statute (ORS 227.030). [ORS 227.030 - Membership \(public.law\)](#)

Section 2. Members shall attend all meetings faithfully except in such cases of illness or where a request to be absent has been approved by the President.

Section 3. Members may be removed from the Commission under the following rules:

- a) Members may request that they be removed for personal or other reasons. Such requests shall be made to the Mayor and City Council.
- b) A member may be removed by the City Council, after holding a hearing for misconduct or non-performance of duty.
- c) A member who is absent from three (3) consecutive regular meetings without an excuse as approved by the Commission and fails to notify the Planning Commission President during said period, is presumed to be in non-performance of duty.
- d) All membership powers and duties will be consistent with Oregon Planning Commission law according to ORS 227.090 [ORS 227.090 - Powers and duties of commission \(public.law\)](#) and RB City Ordinance (§ 31.0(f)) https://codelibrary.amlegal.com/codes/rockawaybeach/latest/rockaway_or/0-0-0-429

Section 4. The President may appoint committees subject to approval of a majority of the members of the Commission.

Article III. OFFICERS

Section 1. The officers of this Commission shall be according to RB City Ordinance (§ 31.01(b)). https://codelibrary.amlegal.com/codes/rockawaybeach/latest/rockaway_or/0-0-0-429

ARTICLE IV. OFFICER'S DUTIES

Section 1. It shall be the duty of the President to preside at all meetings of the Commission; to enforce observance of the rules of procedure; to decide all questions of order; offer for consideration all motions regularly made; apportion duties of the members of the Commission and advisory members; to call all special meetings with approval of the majority of the Planning Commission to appoint all necessary committees and advisory committees, with approval of the Commission; and perform such other duties as the office may require.

Section 2. In the absence of the President, the Vice-President shall perform the duties of the President.

Section 3. The Commission shall elect a Secretary, who need not be a member of the Commission. The Secretary shall keep an accurate record of all Commission proceedings.

ARTICLE V. MEETINGS

Section 1. This Commission shall hold its regular meeting on the third Thursday of each month at 6:00 P.M at the Rockaway Beach City Hall. The third Thursday shall also be for the conduct of public hearings, if all other public notice requirements are met. The Commission may hold a workshop/study session on an alternative date on an as-needed basis.

Section 2. The place, hour and date of any meeting may be changed by affirmative act of the Commission if adequate notice can be given to the public and all interested parties, in accordance with Public Meeting Law (ORS 192.630). [ORS 192.630 - Meetings of governing body to be open to public](#)

Section 3. All meetings shall also be adjourned no later than 9:00 P.M., unless extended past that hour by quorum.

Section 4. The President may call a designated recess of the meeting. This may be done whenever it appears that a meeting will be unusually long or that a recess would be beneficial for other reasons.

Section 5. Robert's Rules of Order will be used for conduct of the meetings.

Section 6. Quorum, Expenses & Disbursements and Compensation shall all be according to RB City Ordinance (§ 31.01). https://codelibrary.amlegal.com/codes/rockawaybeach/latest/rockaway_or/0-0-0-429

ARTICLE VI. PUBLIC HEARINGS

Section 1. All public hearings before the Commission shall be conducted by the President, except as provided by Article VI., Section 2. In the absence of the President and Vice President the remaining members will select a temporary chair for that meeting.

Section 2. Public hearings shall be held in accordance local quasi-judicial land use hearings. (ORS 197.763). [ORS 197.763 - Conduct of local quasi-judicial land use hearings \(public.law\)](#)

Section 3. Individuals wishing to speak must first be recognized by the President, identify themselves by name and address, and if appearing in a representative capacity, identify the person being represented. All individuals wishing to speak shall address the subject criteria and note which criteria they are addressing.

ARTICLE VII. COMMISSION PUBLIC HEARING IMPARTIALITY

Section 1. Conflict of Interest and/or Personal Bias. Members shall be required to vote on all matters that require a decision unless a member has direct personal or pecuniary interest in said matter. Matters on conflict of interest and personal bias shall be considered according to Section 11.060 of the Zoning Ordinance. [TABLE OF CONTENTS \(corb.us\)](#)

ARTICLE VIII. CONDUCT OF BUSINESS

Section 1 Meeting: Order of Business

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Citizen Concerns / Correspondence & Comments
- E. Public Hearings (if scheduled)
- F. Old Business
- G. New Business
- H. Workshops
- I. Planning Commission Concerns
- J. Staff Comments/Concerns
- K. Adjournment

ARTICLE IX. AMENDMENTS

Section 1. The Rules and Procedures may be amended by a two-thirds vote of the Planning Commissioners voting, a quorum being present.

ARTICLE X. SPECIAL RECORDS

Section 1. Planning Commission Interpretations. When the Planning Commission is required or requested to make an interpretation of any ordinance, either text or map, such interpretations shall be reduced to writing and placed in a special file entitled "Ordinance Text and Map Interpretations" and shall be made available upon request from files kept at City Hall. In the case of map interpretations, the official zoning maps shall be changed to reflect such interpretations.

Section 2. Annual Workshop An annual workshop shall be established and held at the first meeting held after July 1st to discuss and determine the goals for the Planning Commission for the upcoming year and to review the Planning Commission Rules and Procedures.

Adopted by the Planning Commission this 19th day of June 2022.
