

TO: PLANNING COMMISSION

**FROM: LISA ANDERSON-OGILVIE, AICP
DEPUTY COMMUNITY DEVELOPMENT DIRECTOR AND
PLANNING ADMINISTRATOR**

SUBJECT: PLANNING COMMISSION MEMBERSHIP REQUIREMENTS

SUMMARY

The Planning Commission is being asked to discuss the membership requirements of the Commission and provide recommendations for changes, if any.

RECOMMENDATION

Information Only.

FACTS AND FINDINGS

The City Council has undertaken a review of Boards and Commissions as part of their Salem Governance Assessment which began in 2024. The [intent of the review](#) is to improve efficiency and effectiveness, streamline and simplify structure and processes, consider the needs of today's Salem, and improve community representation on committees, boards, commissions. The initial recommendations are to require annual reports to City Council; standardize bylaws and updates to the application process; establish a framework for review of the Board or Commissions purpose and responsibilities; and establish a framework for when a Council liaison would be appointed. See the Council staff report [here](#) and [here](#).

Many Boards and Commissions have membership requirements, such as having a specific type of degree, being a business owner or resident or a specific area, working in a specific field, etc. Due to these requirements, it can be difficult to fill certain positions on some Boards and Commissions. Therefore, City staff are reviewing these membership requirements and will ultimately make a recommendation to the City Council if any changes should be made.

The Planning Commission membership requirements can be found in SRC Chapter 6 (**Attachment 1**). They are as follows:

- The Commission shall consist of nine members to be appointed by the Council, not more than one of whom shall be a nonresident of the City. If the Council appoints a nonresident member, that member shall reside within the Salem/Keizer Urban Growth Boundary.
- Not more than two members of a City Planning Commission may be city officers, who shall serve as ex officio non-voting members. (*Ex officio members have not been appointed in decades*).

- No more than two members shall be engaged principally in the buying, selling, or developing of real estate for profit as an individual or be a member of any corporation that is engaged principally in the buying, selling, or developing of real estate for profit.
- No more than two members shall be engaged in the same kind of business, trade, or profession.
- In making appointments to the Commission, the Council shall encourage, but not require, geographic distribution of members throughout the City.

Attachments:

- A. SRC chapter 6 – Planning Commission

CHAPTER 6. SALEM PLANNING COMMISSION¹**Sec. 6.010. Salem Planning Commission; composition; term of office; vacancies in office; removal from office.**

- (a) The Salem Planning Commission is hereby created.
- (b) The Commission shall consist of nine members to be appointed by the Council, not more than one of whom shall be a nonresident of the City. If the Council appoints a nonresident member, that member shall reside within the Salem/Keizer Urban Growth Boundary. Not more than two members of a City Planning Commission may be city officers, who shall serve as ex officio non-voting members. No more than two members shall be engaged principally in the buying, selling, or developing of real estate for profit as an individual or be a member of any corporation that is engaged principally in the buying, selling, or developing of real estate for profit. No more than two members shall be engaged in the same kind of business, trade, or profession. In making appointments to the Commission, the Council shall encourage, but not require, geographic distribution of members throughout the City.
- (c) The term of office for a member shall be four years, or until a successor is appointed and qualified. Terms shall be staggered so that the term of office of not more than three members will expire in the same calendar year. No member shall serve more than two consecutive terms.
- (d) Any vacancy in office shall be filled by appointment made by the Council for the unexpired portion of the term. Members shall qualify by taking an oath to uphold the Constitution of the United States and the State, the laws of the State, the City Charter and the ordinances of the City, and to faithfully and impartially perform the duties of office to the best of their ability.
- (e) A member may be removed by the Council, after hearing, for misconduct or nonperformance of duty. Any member who misses more than four consecutive regular meetings without having been given a leave of absence by the Council shall be removed by the Council without a hearing, and another member shall be appointed to complete the unexpired term of such member.
- (f) Members shall receive no compensation for their service on the Commission, but shall be reimbursed for duly authorized expenses.

Sec. 6.020. Organization.

- (a) At the first regular meeting of each calendar year, the Commission shall elect from its members a president and a vice-president. The president shall preside at meetings of the Commission, and shall have the right to vote. The vice-president shall, in case of absence or disability of the president, perform the duties of presiding officer. Officers shall serve for terms of one year or until their successors are regularly elected and take office.
 - (b) Five members shall constitute a quorum. The concurring vote of a majority of members present shall be required for approval or disapproval of any motion or other action of the Commission.
 - (c) The Commission shall meet at least once each month.
 - (d) The Commission shall adopt, and may alter, rules of procedure for the governance of its meetings consistent with the laws of the State and with the City Charter and ordinances of the City of Salem.
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Sec. 6.030. Annual report to Council.

The Commission shall, not later than October 1 of each calendar year, file a report with Council, providing a comprehensive review of its activities during the preceding fiscal year.

Sec. 6.040. Powers and duties.

It shall be the duty of the Commission, and it shall have the power, except as otherwise provided by law:

- (a) To recommend and make suggestions to the Council and to all other public authorities concerning the laying out, widening, extending, parking, and location of streets, sidewalks, and boulevards, the relief of traffic congestion, the betterment of housing and sanitation conditions and the establishment of zones or districts limiting the use of premises and the use, height, area and bulk of buildings and structures related to land development;
- (b) To recommend to the Council the establishment and alteration from time to time of building setback lines on private property adjacent to any alley, street, or other public way;
- (c) To recommend to the Council and all other public authorities plans for the regulations of the future growth development and beautification of the municipality in respect to its public and private buildings and works, streets, parks, grounds, vacant lots, and plans consistent with the future growth and development of the City, in order to secure to the City and its inhabitants sanitation, proper services of all public utilities, harbor, shipping, and transportation facilities;
- (d) To do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter;
- (e) To recommend to the Council and all other public authorities plans for promotion, development, and regulation of the industrial and economic needs of the community in respect to private and public enterprises engaged in industrial advantages and opportunities of the municipality and the availability of real estate within the City for industrial settlement, and on the encouragement of industrial settlement within the City;
- (f) To study the needs of existing local industries with a view to strengthening and developing the local industries and stabilizing employment conditions;
- (g) To serve as the committee for citizen involvement as described in statewide planning goal 1, responsible for assisting the Council with the development of a program that promotes and enhances citizen involvement in land-use planning, assisting in the implementation of the citizen involvement program, and evaluating the process being used for citizen involvement;
- (h) To exercise any and all powers, functions, and authority delegated to or conferred upon the Commission by the laws of Oregon, the City Charter, this chapter, and any other ordinances of the City; and
- (i) To, in general, study and propose such measures as may be advisable for the promotion of the public interest, health, morals, safety, comfort, convenience, and welfare of the City and the area for six miles adjacent thereto, except where by law such powers and duties devolve upon some other public body as to the area outside of the City.