

TO: PLANNING COMMISSION

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

SUBJECT: PLANNING COMMISSION MEMBERSHIP REQUIREMENTS

SUMMARY

Continued discussion of the membership requirements of the Commission.

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.

At the January 13, 2026 meeting the Commission discussed the [requirements for Planning Commission membership](#). They continued the discussion to the next meeting in order to allow Commissioners to send their recommendation for additional requirements to staff. The follow suggestions have been provided to staff in order for the Commission to consider them:

- At least one environmental professional with a background in environmental science or engineering, natural resources, land management, ecology, or related fields.
- At least one Transportation Planning or Engineering professional.