



## **CITY OF SHADY COVE PLANNING COMMISSION**

### **JOB DESCRIPTION AND QUALIFICATIONS**

**QUALIFICATIONS:** Applicants must . . .

1. Be a resident of the City of Shady Cove for 12 months prior to application.
2. Be a registered voter inside the City of Shady Cove district
3. Have a willingness and dedication to commit both time and personal energy to the Planning Commission.
4. Have an interest in comprehensive community planning, zoning and subdivision of land, and the protection of the environment.
5. Have a desire to assist in implementing the City of Shady Cove's Goals and land use policies including the Comprehensive Plan, Subdivision Ordinances, Zoning Ordinances, Floodplain Ordinances, and Riparian Ordinances for the purpose of protecting the health, safety and welfare of the residents of the City of Shady Cove.
6. Have a willingness to encourage and accept input from citizens, organizations, and those directly affected by land use related actions made by the Commission.
7. Have the ability to maintain an objective approach to community development issues in order to promote the highest "quality of life" possible for the residents of Shady Cove.

### **RESPONSIBILITIES:**

1. The general purpose of the Planning Commission is to advise the City Council on all Planning related matters within the community.
2. Specific duties include the preparation, administration, implementation, and the updating of Shady Cove's Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, Floodplain Ordinance, Riparian Ordinance, and other land use policies.

3. The Planning Commission is required to review all land use applications within the authority given them in the Shady Cove Municipal Code and make decisions or recommendations on those applications as it applies.
4. Attend and participate in regularly scheduled meetings, special meetings, study sessions, Council meetings, or appointed study committees. A Commissioner who misses three consecutive meetings or more than 25% of the meetings held throughout the year may be removed from office by a vote of the City Council.
5. Work closely with City Staff, City Council, and other city committees and commissions.
6. Dedicate a significant amount of time outside of regular meetings to conduct research, review materials, make contacts, or anything else needed to make informed decisions and to keep the City's planning materials and documents current.
7. Annually elect a chairperson and vice-chairperson to the Commission.

**PLANNING COMMISSION REPORTS TO:**

1. City Council

**PERFORMANCE AND EVALUATION:**

1. Self-evaluation by the Commission.
2. Regular attendance and participation.

**DUTIES OF CHAIR (and Vice Chair):**

1. To preside at all meetings of the Commission and to preserve order and enforce required Commission procedures.
2. To submit such recommendations and information that would be considered proper concerning the business and procedure of the Commission.
3. To act as spokesperson for the Commission.
4. To encourage active discussion of all items brought before the Commission.
5. To guide the Commission and ensure they stay on task, carrying out the will of the City Council.

6. To meet with the Planning Secretary prior to the meetings to prepare the agenda and ensure all materials needed for the meeting are ready.
7. To dedicate a significant amount of time outside of regular meetings to conduct research, review materials, make contacts, or anything else needed for the purpose of bringing information to the Commission.
8. To keep the City Administrator informed on all major issues.

**DUTIES OF THE PLANNING SECRETARY TO THE COMMISSION:**

1. To advise the Commission regarding all matters relating to the planning, zoning, subdivision of land or land development within the City.
2. To attend regularly scheduled and special meetings of the Commission.
3. Responsible for general supervision over the administration of the business and affairs of the Planning Commission, subject to the direction of the commission.
4. The Planning Secretary shall keep all records of the Commission.
5. Responsible for the preparation of the agenda.
6. To serve as an advisor to the Commission on all matters subject to Commission consideration.

**DUTIES OF THE CITY ADMINISTRATOR TO THE COMMISSION:**

1. To oversee the operations of the Planning Commission
2. To assist the Planning Commission Chair, the City Planner, and the Planning Secretary when needed
3. To attend all meetings of the Planning Commission when necessary

**DUTIES OF THE CITY PLANNER TO THE COMMISSION:**

1. To process all planning applications according to the Shady Cove Municipal Code.
  2. To provide the Commission with a written report on the status of all applications received since the last regularly scheduled meeting.
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## **CITY OF SHADY COVE A COMMISSION MEMBER'S CODE**

As a commission member, I believe that the primary purposes of a commission are to achieve effective and wise guidance of the City through group thinking and action, to raise the standards of the commission membership and to improve the level of services to the community which supports it.

I realize that I represent all of the people of Shady Cove and that I have a duty to the community, the Commission, and to the City Council.

Respecting the dignity and worth of the individual, I shall base my relations with people on their qualities as individuals without distinction as to race or creed or gender or color or economic or social status.

I uphold the principles of my organization, recognizing and assuming my responsibility to establish and administer the best possible program and policies for my commission. I shall learn its programs and objectives, give to it a fair share of my time and personal abilities, and keep a community wide perspective knowing that, for sound community service, my commission's work must be coordinated with the total community.

I promise to be loyal to my own organization and a cooperative partner with other agencies. My attitude shall be one of open-mindedness and objectivity. In carrying out my assignments, I shall be professional in realizing it is not possible to lay down absolute rules for all situations. I shall be willing to think things through with other commission members, weighing alternatives and exercising good judgment in choosing among them.

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