



AGENDA COVER MEMO

Memorandum Date: October 4, 2024

Order Date: October 22, 2024

TO: Board of County Commissioners

DEPARTMENT: Public Works/Land Management Division

PRESENTED BY: Rachel Serslev, Senior Planner

AGENDA ITEM TITLE: ORDER / In the Matter of Appointing Kim Arscott as an At-Large Member to the Lane County Planning Commission.

I. MOTION

Move to appoint Kim Arscott to continue an unexpired term of an at-large member of the Lane County Planning Commission.

II. AGENDA ITEM SUMMARY

There is a need to appoint one (1) new member to the Planning Commission due to the resignation of Michelle Hanks.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Lane County Planning Commission makes recommendations to the Board of County Commissioners regarding adoption of a comprehensive plan for Lane County, or any part or element thereof, and any amendment to such plan, or part of element thereof. The Planning Commission also recommends to the Board ordinances that are intended to implement the purposes, principles, and proposals expressed in the comprehensive plan. The Planning Commission serves as the Citizen Involvement Program Committee for Lane County on matters relating to land use and promotes public interest in and understanding of the comprehensive plan and of planning and zoning in general.

For new appointments, per Lane Manual 3.070.010B.9, the Board or a designated subcommittee is required to conduct oral interviews with applicants. On July 30, 2024, the Board appointed a subcommittee, consisting of Commissioner Heather Buch and Commissioner Ryan Ceniga, to conduct interviews for two vacant

positions on the Commission that were filled on September 17, 2024. The same subcommittee was designated to fill this vacancy. Six candidates applied for the position. The subcommittee conducted oral interviews via a virtual platform with the candidates on September 26, 2024. Kim Arscott was selected as a finalist in the interview process and the Board subcommittee recommended appointing them to the Commission.

B. Policy Issues

Pursuant to the authority granted to the Board by ORS 215, Lane County Home Rule Charter, and Lane Code Chapter 2, the Planning Commission was established for Lane County. Per Lane Manual (LM) 3.080.020D - "Membership Term", the term of office on the Planning Commission shall be for four years, and unless the Board takes special action, no member shall be eligible for more than two consecutive full terms. Terms shall expire on September 30. A member shall remain appointed until replaced or reappointed, consistent with the appointment procedures in LM 3.080.020D. Any vacancy occurring on the Planning Commission shall be filled by the Board. LM 3.080.020D and Administrative Procedures Manual (APM) Chapter 1 Section 10 Issue 6 set forth the appointment process for vacancies on the Planning Commission.

Additionally, members can be appointed to complete the unexpired term for a member who fails to complete their term. Said member is then allowed to serve two additional four-year terms if the unexpired term is two years or less, per the LCPC bylaws, Section 3 c.

C. Board Goals

The Strategic Plan only relates to Planning Commission membership to the extent that the Commission provides review of the adoption or co-adoption of comprehensive plan(s) and land use regulations or amendments thereof that support implementation of Strategic Plan objectives. However, no objectives of the Strategic Plan directly relate to the appointment of a member of the Lane County Planning Commission.

D. Financial and/or Resource Considerations

Per Lane Manual 3.080.020D, members of the Commission serve without compensation other than reimbursement for duly authorized expenses. The appointment of a member to the Planning Commission does not directly result in any financial or resource considerations.

E. Health Implications

There are no identified health implications related to the Board's action deciding whether or not to appoint a member(s) of the Planning Commission. The Planning Commission and members thereof make recommendations concerning the adoption of land use and transportation plans and regulation. Health implications can only be

considered insofar as they are incorporated into the Lane County land use code, building code, or sanitation regulations. The Board's decision to appoint a member of the Planning Commission does not itself have direct bearing on the adoption or implementation of land use code, building code, or sanitation regulations.

F. Analysis

Lane Manual requires that the Commission consist of nine members, each of whom must be a resident of Lane County and appointed by the Board. The Board is asked to appoint a new commissioner due the resignation of Michelle Hanks on August 6, 2024.

Per Lane Manual, one voting member is required to reside in the coastal area. The single coastal member position is currently filled by Bruce Hadley and was not filled by Michelle Hanks. Therefore, the vacancy is for a non-coastal position.

The vacancy was advertised from August to mid-September of 2024. The Board subcommittee has recommended appointment of Kim Arscott to fill the vacant position.

Per Lane Manual, at least three voting members shall reside outside cities and at least two shall reside inside cities. The resignation of Michelle Hanks did not affect this geographic requirement and it was not necessary for the appointed candidate to reside inside or outside of a city.

Lane Manual 3.080.020D states that: "A reasonable attempt will be made to select the voting membership from different geographic areas of the County." Kim Arscott resides inside city limits, in the East Board of County Commissioners District. Two other current Commissioners reside in cities, but in the South and North Eugene District. The remaining six Commissioners reside outside of cities, in the East (four Commissioners) and West (two Commissioners) District. Therefore, with approval of this appointment, Planning Commission membership will continue to represent different areas of the County.

Lane Manual and ORS 215.030(5) require that no more than two members of the Planning Commission be engaged in the buying, selling, or developing of real estate for profit as individuals, or be members of any partnership or officers or employees of any corporation engaged principally in the buying, selling, or developing of real estate for profit. Additionally, no more than two voting members of each Planning Commission shall be engaged in the same kind of occupation. As indicated in their applications, Kim Arscott is a residential realtor and thus, presently participates in the buying, selling, or developing of real estate for profit as an individual. However, no other current Planning Commissioner describes their occupation as the same as Ms. Arscott, nor engages in the buying, selling, or developing of real estate. Therefore, the limitations associated with real estate and occupation are not exceeded by this appointment.

Kim Arscott has not served a prior, consecutive term on the Planning Commission. The position being filled is the continuation of a term vacated by Michelle Hanks. The term is set to expire on September 30, 2027. Therefore, per LCPC bylaws, Section 3 c, Ms. Arscott will be continuing an unexpired term that is greater than two years and will only be eligible for one additional four-year term, if reappointment is desired, or unless special action is taken by the Board.

G. Alternatives/Options

1. Appoint Kim Arscott to continue an unexpired term on the Planning Commission; or
2. Do not appoint Kim Arscott to continue an unexpired term on the Planning Commission

IV. RECOMMENDATION

Staff recommends **Option 1**, above.

V. TIMING/IMPLEMENTATION/FOLLOW-UP

Staff will follow up on the Board's recommendation immediately. Implementation will consist of:

1. Sending a notification letter to the newly appointed Planning Commission member; or
2. Re-opening the application process if so directed.

If the Board so directs, the department staff liaison to the Commission will re-open the application process and re-advertise the notification of the vacancy.

VI. ATTACHMENTS

1. Board Order
2. Citizen Advisory Committee Appointment Form
3. Lane County Planning Commission Roster
4. Applications for Citizen Advisory Committee
5. LCPC Bylaws

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 24-10-22-04

In the Matter of Appointing Kim Arscott as an
At-Large Member to the Lane County
Planning Commission.

WHEREAS, Lane County Planning Commissioner Michelle Hanks submitted their resignation from the Commission, effective August 6, 2024; and

WHEREAS, the appointment of one (1) new member is necessary for the continued and efficient functioning of the Lane County Planning Commission; and

WHEREAS, the appointment process and criteria for Planning Commission vacancies established by Lane Manual 3.080.020(D) are met; and

WHEREAS, this matter has been fully considered by the Lane County Board of Commissioners.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

That one (1) vacancy on the Lane County Planning Commission be filled by the person and term specified below, effective the date of this order:

Name	Term	
Kim Arscott	10/01/2023 to 9/30/2027	Cont. of Term

ADOPTED this 22nd day of October, 2024.

Laurie Trieger, Chair
Lane County Board of Commissioners

CITIZEN ADVISORY COMMITTEE APPOINTMENTSDate 10/6/2024

- A. MOTION: IN THE MATTER OF APPOINTING MEMBER(S) TO THE
Planning Commission COMMITTEE/BOARD/COMMISSION
name of Advisory Committee

VACANCIES 1

-
- B. Board of County Commissioners has reviewed attached applications.
name of Committee

RECOMMENDATIONS

Kim Arscott

TERM EXPIRATION

09/30/2027

- C. TOTAL MEMBERSHIP 9 NO. OF APPLICATIONS SUBMITTED 6

ADVERTISING PERIOD August 2024 TO Sept. 2024 TERMS: 4 YEAR(s)MANDATED COMMITTEE x YES NOSTAFF LIAISON: Rachel Serslev
namePW/LMD
dept./div.PHONE: 6903COMMITTEE CHARGE:

The Lane County Planning Commission (LCPC) serves as a volunteer advisory committee to the Board of County Commissioners (BCC) on land use matters.

D. BACKGROUND/ANALYSIS:

Due to the resignation of Michelle Hankes on August 6, 2024, the appointment of a new member, Kim Arscott, is necessary for the continued functioning of the LCPC.

NOTE: A list of the present membership of your committee MUST be attached as part of the agenda packet. Copies of applications are on file in the County Administrator's Office.

LANE COUNTY PLANNING COMMISSION

ATTACHMENT 3

9/2024 (last update)

MEMBER	PROFESSION	TERM EXPIRES	CITY	Commissioner District & Geographical Reqmnt.
Michelle Hanks	CEO of Nonprofit	09/30/2027 (1st Term)	OUT	West
Jack Tibbetts	Farmer	09/30/2028 (1 st Term)	OUT	East
Christian Wihtol	Writer/Editor/Retired	09/30/2028 (2 nd Term)	OUT	East
Bruce Hadley	Retired	09/30/2025 (1 st Term)	OUT	West (Coastal)
Megan Dompe	Executive Director/ Business Owner	09/30/2025 (Cont. of Term)	IN	North Eugene
Jonnie Peacock	Controller	09/30/2025 (1 st Term)	IN	South Eugene
Stephen Snider	Engineering Manager	09/30/2025 (1 st Term)	OUT	West
Jeffery Choate	Safety/Training/Loss Prevention Manager	09/30/2026 (1 st Term)	OUT	East
Markus Lay	Firefighter/Paramedic	09/30/2028 (1 st Term)	OUT	East

Jeffery Choate, Chair
Stephen Snider, Vice Chair



Lane County
PLANNING COMMISSION ADVISORY COMMITTEE
APPLICATION

Page 1 of 2

APPLICANT'S NAME AND CITY: Kim Arscott, Eugene	DATE: 08/04/2024
NAME OF ADVISORY COMMITTEE: LANE COUNTY PLANNING COMMISSION	PLEASE CHECK ONE: ☒ New Applicant ☐ Application for Reappointment

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.)

See Attached

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?

See Attached

3. List the community concerns related to this committee that you would like to see addressed if you are appointed.

Housing, work force housing, Multi purpose building supporting businesses and housing, creating sanctioned sleep sites to help our homeless and handicap residents to help where they want help.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

See Attached

5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort?

DEI is a priority to me and our community.

6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?

only for the Eugene Chamber of Commerce at this point

7. Are you presently, or have you within the last five years, engaged in the buying, selling or development of real estate for profit? ☐ Yes ☐ No **I am a residential realtor.**

8. Are, or were you within the last five years, a member of any partnerships that engage in the buying, selling or development of real estate for profit? ☐ Yes ☒ No

9. Are you, or have you been within the last five years, an officer or employee of any corporation that buys, sells or develops real estate for profit? ☐ Yes ☒ No

10. How did you learn about this vacancy? ☐ Newspaper ☒ Word of mouth ☐ Other:

11. In which County Commissioner District do you reside? please check one:

☐ Unsure ☐ West Lane County ☐ Springfield ☒ South Eugene ☐ North Eugene ☐ East Lane County

**The Board of Commissioners has adopted the following policy on reappointments:*

a. Members of County advisory groups will serve a maximum of two consecutive terms when term lengths are three or more years in length.

b. The deadline for incumbent applications will be the same as the deadline for new applications.

** Unless waived by the Board.*



Lane County
PLANNING COMMISSION ADVISORY COMMITTEE
APPLICATION

Page 2 of 2

Please Print

Name: Arscott Kim
 (Last) (First)
 Address: [REDACTED] [REDACTED] [REDACTED]
 (Street) (City) (Zip)

Home Phone: [REDACTED] How Long Have You Lived in Lane County? 26 Years Months

Occupation: Realtor Place of Employment: Arscott Real Estate Professional
@Hybrid Real Estate

Business Address: [REDACTED] Business Phone: [REDACTED]

E-Mail Address: [REDACTED] Fax:

NOTE: Information in this box consisting of home addresses and phone numbers may be exempt from disclosure per ORS 192.502(3).

OPTIONAL INFORMATION

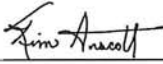
Lane County is required under state and federal guidelines to identify applicants by ethnicity, race, gender and age. Supplying this information will also assist Lane County in evaluating its Diversity Implementation Plan to achieve more diversity on its advisory committees. Providing this information will not adversely affect your opportunity to serve on this committee or board and this information is processed separately from the application. Completion of this section is entirely voluntary and remains confidential.

- | | | |
|--|--|---|
| ☐ Male | ☐ Female | ☐ Asian American |
| ☐ African American | ☐ European American | ☐ Native American |
| ☐ Hispanic/Chicano/Latino | ☐ Other: | ☐ Disability: *Type: |

*This information is used to ensure there is reasonable accommodation and representation on advisory boards.

Is your age over 40? ☒ Yes ☐ No

Lane County does not discriminate against any person on the basis of race, color, national origin, gender, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities.

Signature of Applicant 

Date: 08/04/2024

Except as noted above, all information provided as part of this application is a public record subject to disclosure.

Please Return to: Lane County Administration
 Public Service Building
 125 East 8th Avenue
 Eugene, OR 97401

NOTE: If you are not selected at this time, your application will be kept on file for 12 months from the date it was received and will be reconsidered as vacancies occur.

Give a brief description of the experience or training that qualifies you for membership on this advisory committee:

As a dedicated member of the Eugene community since 1998, I bring extensive experience and a deep commitment to local development and governance. My involvement includes serving in multiple capacities with the Chamber of Commerce and leading as the 2024 President of Eugene Realtors. I also ran for the EWEB Commissioner position for 2025, demonstrating my readiness to engage in public service. Additionally, my role on the Business Issues Committee for Oregon Realtors and service on various boards have equipped me with valuable insights into community needs, business development, and collaborative decision-making. These experiences collectively prepare me to contribute effectively to the Planning Commission, ensuring thoughtful and informed planning for Eugene's future.

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?

I am eager to join the Planning Commission because I am deeply invested in ensuring that Eugene's growth is managed thoughtfully and sustainably. I have witnessed both the opportunities and challenges our town faces. I believe it is crucial to balance future development with the preservation of the unique, quaint character that makes Eugene special.

My goal is to contribute a well-rounded perspective that integrates community values with practical planning solutions. I hope to apply my experience from my professional roll as a realtor and my current and past leadership rolls address key issues such as housing, infrastructure, and economic development. By working collaboratively with other committee members and stakeholders, I aim to help shape a comprehensive, forward-thinking plan that fosters growth while maintaining the charm and livability of our town.

3. List the community concerns related to this committee that you would like to see addressed if you are appointed.

Housing, work force housing, Multi purpose building supporting businesses and housing, creating sanctioned sleep sites to help our homeless and handicap residents to help where they want help.

4. Briefly describe your present or past involvement in relevant community groups:

Eugene Realtors 2024 President, Oregon Realtors board and committee member since 2019, Eugene Realtors Board member since 2017

I ran for EWEB commission for 2025 (my first time running for this type of election)

Current Co-Chair for Eugene Greeters, a branch of the Chamber of Commerce and recent board member of LGAC for the Chamber of Commerce

IOOF (International Order of Odd Fellows) Eugene

7. Are you presently, or have you within the last five years, engaged in the buying, selling or development of real estate for profit? I am a realtor specializing in residential real estate, helping buyers and sellers invest in our community.

LANE COUNTY PLANNING COMMISSION**BYLAWS****Approved** June 6, 2017**Order** 17-06-06-06**ARTICLE I: ESTABLISHMENT**

Pursuant to the authority granted to the Board of County Commissioners of Lane County (the Board) by ORS Chapter 215, the Lane County Home Rule Charter, and by Lane Code, Chapter 2, the Board has established the Lane County Planning Commission (the Commission). Pursuant to ORS 197.160(b) and Oregon Administrative Rule 660-015-0000(1), the Commission is also designated as the Lane County Goal 1 citizen involvement advisory committee on land use matters.

ARTICLE II: PURPOSE, FUNCTIONS, MEMBERSHIP, AND REPORTINGSection 1: Purpose

The Commission shall make recommendations to the Board regarding comprehensive planning, zoning, subdivisions, and other ordinances applicable to the land in Lane County. The Commission has jurisdiction over only the portion of Lane County located outside city limits unless modified by the Board. The Commission shall also perform the functions of the Lane County land use Goal 1 citizen involvement advisory committee.

Section 2: Function

- a. Recommend to the Board for adoption, a comprehensive plan for Lane County, or any part or element thereof, and any amendment to such plan, or part or element thereof. The official comprehensive plan is effective only after its formal adoption by the Board.
- b. Recommend to the Board ordinances intended to carry out the purpose, principles, and proposals expressed in the comprehensive plan.
- c. Perform the duties and functions imposed upon the by Lane County ordinances and orders, including but not limited to Lane Code Chapters 9, 10, 11, 12, 13, 14, 15, 16.
- d. Advise and cooperate with other planning agencies within the State and upon request, or in its own initiative, furnish advice or reports to any city, county, officer, or department on any problem comprehended in county, city urban growth boundary, regional, or metropolitan planning.
- e. Provide for citizen involvement pursuant to ORS 197.160 and Statewide Planning Goal 1 in all aspects of comprehensive planning.

- f. Promote public interest in and understanding of the comprehensive plan and of planning and zoning in general.
- g. Make recommendations and an annual report to the Board concerning the operation of the Commission and of the status of planning and zoning within its jurisdiction.
- h. Make recommendations to the Board with regard to the orderly development of Lane County.
- i. Perform such other duties as may be prescribed by County ordinance or order of the Board.
- j. Submit to the Board at the beginning of each fiscal year a recommended Long Range Work Program for the Planning Staff for the fiscal year.

Section 3: Membership

- a. The Commission consists of nine voting members appointed by the Board, each of whom must be a resident of Lane County. Advisory, nonvoting members may be designated by the Board to provide technical advice to the voting members.
- b. A voting member remains on the Commission until replaced or reappointed consistent with appointment procedures in Lane Manual 3.510(5). The Board will fill vacancies for any unexpired term.
- c. The term of office on the Commission is four years and members are not permitted to serve more than two consecutive four year terms. A member appointed to complete the unexpired term of a member who fails to complete the member's term may serve two additional four year terms if the unexpired term is two years or less. If the unexpired term is more than two years the member may only serve one additional four year term. The Board may take special action to extend a member's term of service. Terms expire on September 30.
- d. At least three voting members must reside outside of incorporated cities and at least two must reside within incorporated cities.
- e. At least one voting member must reside in the coastal area of Lane County. The coastal area of Lane County is the portion of Lane County west of the range line between Range 9 West and Range 8 West or the east boundary of Mapleton School District No. 32 whichever is most easterly.
- f. A reasonable attempt shall be made to select the voting membership from different geographic areas of the County.
- g. No more than two voting members are permitted to be engaged principally in the buying, selling, or developing of real estate for profit as individuals, or be partners or partnership members of a limited liability company or officers or employees of a corporation that is engaged principally in buying, selling, or developing real estate for profit.
- h. No more than two voting members may be engaged in the same occupation, business, trade, or profession.
- i. Voting members shall recuse themselves from participating in any Commission proceeding or action when required by Article VIII.
- j. Voting members may abstain from voting if voting would create the appearance of impropriety or partiality.

Section 4: Reporting

As of January 1 of every year the Commission shall prepare an annual report that describes the previous year's activities and other matters, for submission to the Board. It must include pertinent information on:

- a. comprehensive plan revisions considered by the Commission;
- b. miscellaneous studies and reports considered by the Commission;
- c. progress report on projects;
- d. areas that need future attention by the Commission;
- e. citizen participation and suggestions for improvement; and
- f. other information deemed appropriate by the Commission.

The Commission will include all annual reports in a special file entitled "Annual Reports" and make them available to the public at all times.

Section 5: Staffing

The Land Management Division Planning Program will provide staff support for the Commission including providing information and assistance requested by the Commission as staff resources allow.

ARTICLE III: COMMISSION MEETINGSSection 1: Regular Meetings

- a. The Commission shall establish the time and place for holding regular meetings; special meetings may be held as necessary.
- b. The first regular meeting after September 30 each year shall be designated as the annual meeting.

Section 2: Special Meetings

- a. Special meetings of the Commission may be called by the Chairperson or by the vice-Chairperson in the absence of the Chairperson, or a majority of the Commission.
- b. The person(s) calling such meetings shall fix the time and place for holding such meetings.
- c. When there are major land use planning issues which are unique to an area or region of the county, the Commission may hold a regular or special meeting concerning such issues in that area or region.

Section 3: Notice of Meetings

- a. The Secretary shall give notice of all meetings to all members at least three days prior to such meetings.

- b. The Secretary shall give notice of all Commission meetings to interested persons and the news media which have requested notice and to the general public at least 24 hours before each meeting.
- c. Notice of all meetings must include the time and place of the meeting and a list of principal subjects anticipated to be considered at the meeting.

Section 4: Conduct of Meeting

- a. A quorum consists of 5 voting members.
- b. The act of a majority of the members in the quorum constitutes the act of the Commission. However, a recommendation to amend the comprehensive plan must be approved by the affirmative vote of a majority of the voting members of the Commission.
- c. All meetings shall be conducted in accordance with the most current addition of "Robert's Rules of Order, Newly Revised." Quasi-judicial hearings shall also be conducted in accordance with ORS 197.763 and the applicable provisions of Lane Code Chapter 14.
- d. The Chairperson, or the Vice-Chairperson in the absence of the Chairperson, shall conduct the meetings.
- e. Meetings shall not extend beyond three hours unless a majority of members in attendance agree to extend the meeting beyond three hours.

ARTICLE IV: OFFICER AND DUTIES

Section 1: Officers

- a. The officers of the Commission are the Chairperson, Vice-Chairperson, and Secretary. The Chairperson and Vice-Chairperson must be elected by the voting members at the annual meeting for a one year term. The Planning Director or the Planning Director's designee will serve as the Secretary of the Commission. The Secretary is a nonvoting member of the Commission.
- b. The Vice-Chairperson shall assume the Chairperson position if the Chairperson position becomes vacant.
- c. In the event the Vice-Chairperson is not able to complete a full term, the Commission shall elect a replacement to complete the term.
- d. The Chairperson or Vice-Chairperson are limited to two consecutive terms.

Section 2: Duties

- a. The Chairperson shall chair all Commission meetings, represent the Commission before the Board, appoint members of all subcommittees, and perform such other functions as are customary for chairpersons or as directed by the Commission.
- b. The Vice-Chairperson shall perform the functions of the Chairperson in the Chairperson's absence.
- c. The Secretary shall prepare the minutes, distribute agenda material, and provide required notices of all Commission and subcommittee meetings,

ARTICLE V: SUBCOMMITTEES

Section 1: Subcommittees

- a. The Commission may establish subcommittees, as needed. Subcommittee members shall be appointed by the Chairperson.
- b. Members of subcommittees shall serve until the work of the subcommittee is completed or their successors have been appointed.
- c. Members of subcommittees may be, but not need be, members of the Commission, except that at least one member of each subcommittee shall be a voting Commission member.
- d. The Planning Director or the Planning Director's designee shall serve as non-voting members of all subcommittees.
- e. The Commission, by majority vote, may dissolve subcommittees or remove subcommittee members with or without cause.

Section 2: Subcommittee Officer

Each subcommittee shall have a Chairperson appointed by the Commission Chairperson.

Section 3: Subcommittee meetings

Meetings of each subcommittee may be called by the Chairperson or a majority of the subcommittee members. Notice of subcommittee meetings shall be given by the Commission Secretary to all subcommittee members at least two days prior to such meeting and to interested persons and the news media which have requested notice, and to the general public at least 24 hours before the meeting. The notice shall list the time and place of the meeting and a list of the principal subjects anticipated to be considered at the meeting. A majority of the members of each subcommittee shall constitute a quorum, and an act of the majority of the quorum present at the subcommittee meeting shall constitute the act of such subcommittee.

ARTICLE VI: ATTENDANCE AND REMOVAL OF MEMBERS

Section 1: Attendance

- a. Each member shall notify the Chairperson or Secretary of the member's absence in advance of any meeting the member will not attend.
- b. If the other members of the Commission determine by a majority vote that a member's lack of attendance adversely affects the Commission's ability to make timely decisions, the member shall be asked to resign.
- c. If a member fails to resign as requested under Section 1: b. above, the Commission shall recommend to the Board that the member be replaced.

Section 2: Removal

A member may be removed by the Board for nonattendance or other cause after a public hearing.

ARTICLE VII: AMENDMENTS TO BYLAWSSection 1:

These bylaws may be amended or repealed, or new bylaws may be adopted by a majority vote of the Commission present at any regular or special meeting called for that purpose, at which a quorum is present. Written notice of proposed amendments and the nature thereof shall be given to the members of the Commission at least seven days prior to the date of the meeting at which the amendments are to be considered.

Section 2:

Amendments to these bylaws, after approval by the Commissions, will become effective upon ratification by the Board on the date specified in the Board order adopting amendments to the bylaws.

ARTICLE VIII: CONFLICT OF INTEREST

With respect to any matter before the Commission, if a Commission member is presented with an actual or potential conflict of interest as those terms are defined by ORS 244.020 (2015), the Commission member must abstain from taking part in any discussion of or deliberation on the matter. Further, the Commissioner must notify the Planning Director of the actual or potential conflict of interest, and the Planning Director will in turn notify the Board of Commissioners as the appointing authority under ORS 244.120 (2015). Nothing in this Article is intended to deprive a Commission member of the right to act as a citizen and present testimony or evidence as a citizen to the Commission.

ARTICLE IX: EX PARTE CONTACTS AND DISCLOSURESection 1: Ex Parte Contacts

Commission members shall avoid ex parte contacts related to quasi-judicial matters coming before the Commission. A Commission member is not disqualified from participating in quasi-judicial proceedings and actions on matters in which the member has had an ex parte contact provided the member discloses such contact as provided in Section 2: below.

Section 2: Disclosure Commission members shall disclose any ex parte contacts at the beginning of the first meeting after the contact on a quasi-judicial land use matter (i.e. a decision applicable

to an individual applicant or parcel) or a legislative land use matter (i.e. a decision that affects a class of parties or parcels).

Section 3: Form of Disclosure

The attached DECLARATION OF EX PARTE CONTACT form may be used as the method for declaring ex parte contacts described above in Section 1.