

TITLE 2. ADMINISTRATION AND PERSONNEL

CHAPTER 2.38

HOUSING AND NEIGHBORHOOD VITALITY ADVISORY COMMISSION

SECTIONS

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2.38.010 ESTABLISHED

There is hereby created the Housing and Neighborhood Vitality Advisory Commission, referred to as "the Commission" in this Chapter.

2.38.020 MEMBERSHIP, TERMS, FILLING OF VACANCIES, ORGANIZATION

1. The Commission shall consist of five (5) members, who shall hold office for three (3) years on staggered terms. Members are appointed in accordance with the Rules of the Stayton City Council.
2. All members shall reside inside the Stayton city limits, except one may reside outside the city limits but within the Stayton urban growth boundary.
3. If any Commission member is absent from three (3) or more consecutive regular meetings without prior notice, the Commission chair shall declare the position vacant and notify the Mayor to appoint someone to fill the unexpired portion of the term.
4. At the first meeting of each calendar year, the Commission shall elect its own chair and vice-chair, who shall be voting members of the Commission and who shall hold office at the pleasure of the Commission.
5. Commission members shall receive no compensation, but shall be reimbursed for duly authorized expenses.

2.36.030 RULES AND REGULATIONS

1. Three members of the commission, including the chair, shall constitute a quorum, but a lesser number may adjourn the meeting to a later date.
2. The Commission may make and alter rules and regulations for its governing procedure consistent with the laws of this state, the City Charter, and this Code.
3. The Commission shall meet at least quarterly.

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4. Special meetings may be called at any time by the chair of the Commission or by any three (3) members by giving notice to each member of the Commission and to the media at least twenty-four (24) hours before the time specified for the proposed meeting.
5. An informed public, aware of the deliberations and decisions of the City of Stayton, is beneficial to the community; therefore, the Commission shall comply with Oregon Open Meetings Law (ORS 192.610 to 192.690). All parliamentary questions which arise, not otherwise provided by rules adopted by the City, shall be governed by *Robert's Rules of Order*.
6. The City Council shall assign to the Commission a location in which to hold its meetings, transact its business, and keep its records. A secretary shall be appointed by the City Administrator and shall keep an accurate record of all Commission proceedings.
7. All recommendations made to the City Council or Planning Commission by the Commission shall be in writing.

2.36.040 DUTIES AND RESPONSIBILITIES

The Commission shall have the following responsibilities related to the City's housing and neighborhood vitality program and other programs as directed by the City Council:

1. In cooperation with other City boards and commissions, formulate and recommend policy to the Planning Commission and City Council on housing affordability and neighborhood vitality issues.
2. Recommend policies to the Planning Commission and City Council to provide for and conserve very low, low and moderate income housing in the City.
3. Review and make recommendations regarding City applications for Federal, State or other funding sources related to the purpose of the Commission.
4. Monitor and evaluate planning, programming, and implementation of housing and neighborhood revitalization activities.
5. The Planning Commission, City Council, and administrative officers shall procure the recommendations of the Commission where so required by state laws or city ordinances.