

Oregon City Natural Resources Committee Proposed Revisions to Bylaws

EXHIBIT A to RESOLUTION NO. 04-29

Article I: Name

This committee shall be known as the Natural Resources Committee (NRC).

Article II: Authority

The Natural Resources Committee is established by Ordinance by the City Commission of Oregon City. Oregon City Municipal Code Chapter 2.56 outlines the duties and responsibilities of the NRC.

Article III: ~~Duties~~Mission Statement / Preamble

~~The duties of the Natural Resources Committee are to~~

- ~~1. Review the quality and condition of the ecological, geological, aesthetic, and other natural resources of Oregon City and adjacent areas;~~
- ~~2. Assist the city in developing and implementing policies and plans to protect, restore, and enhance the natural resources and the environmental quality of the city and adjacent areas; and~~
- ~~3. Encourage conservation of natural resources and preservation and enhancement of ecosystems, open spaces and natural corridors.~~

~~To carry out these duties, the Committee, through city staff, may recommend actions to the City Commission, the Planning Commission, the Parks and Recreation Advisory Committee. In concert with the City, the committee shall advise, evaluate, and advance an agenda that empowers citizen, business and governmental stakeholders to become natural resource stewards who~~ best achieve a beneficial balance among balance that benefits both people and natural systems now and in the future.

Article IV: ~~Scope of Activities~~Responsibilities

~~The scope of activities of this committee shall be to assist staff in :~~

1. Promote community involvement in conservation of natural resources within the City and its Urban Growth Boundary (UGB) in partnership with the City, neighborhood associations, and community organizations.

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent
at: 0.5"

Formatted: Indent: Left: 0.5"

2. Review and initiate updates to the City's comprehensive plan, codes and policy as they relate to statewide Planning Goals that are integral to our mission.

3. Review and recommend land use applications and City activities that have the potential to impact natural resources in the City and its Urban Growth Boundary.

4. Conduct orderly meetings that result in good communication to city staff, policy makers, city departments and community to achieve our mission.

— Coordinate with the Parks and Recreation Advisory Committee (PRAC) and Planning and City Commissions on at least an annual basis that results in good communication and mutually beneficial results. ~~1. Promoting community involvement for the conservation of natural resources within the City's UGB in partnership with the city, neighborhood associations, and community organizations.~~

— ~~2. Coordinating natural resource activities with other jurisdictions and institutions, including, but not limited to, Clackamas County, Clackamas County Soil and Water Conservation District, Metro regional government, Clackamas Community College, the Oregon City School District, Oregon State University Extension Service, and Clackamas River Basin Council, South Fork Water Board, and the Greater Oregon City Watershed Council.~~

— ~~3. Drafting recommendations for acquisition, enhancement, and protection of open space and natural resource areas through purchase, donation, conservation easement, and other actions.~~

— ~~4. Reviewing updates to the Comprehensive Plan as they relate to Statewide Planning Goal 5, Natural Resources, Goal 6, Air, Water, and Land Quality, and Goal 7, Natural Hazards;~~

— ~~5. Reviewing and commenting on Metro programs and activities to achieve fish and wildlife habitat protection to meet Statewide Planning Goal 5;~~

— ~~6. Recommending standards for surface water management, eco-friendly development, wildlife habitat, tree groves, and ecologically distinctive natural areas;~~

— ~~7. Preparing inventories of open spaces, wetlands, habitat areas, and other significant natural resources;~~

— ~~8. Reviewing Oregon City wetlands standards in conjunction with other agency standards for protection and mitigation; and~~

— ~~9. Commenting on land use applications that have the potential to significantly impact natural resources and related projects and policies coming before the City Commission or Planning Commission.~~

Comment [pw1]: Staff recommends that this state "Review and comment on timely updates..." Remove the word "Initiate". Updates may occur with City Commission direction given appropriate staff resources and funding.

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.5"

Comment [pw2]: Staff recommends that this read instead "receive notice of, and comment on...", not "review and recommend". Review and decision making authority for land use applications is set by city code. See OCMC [17.50.030 Summary of the city's decision-making processes](#).

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.5"

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.5"

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~10. Recommending state-of-the-art technologies and management practices to protect natural features, riparian corridors, wildlife habitats, distinctive natural areas, ecological systems, and surface and ground water, including protection of the shorelines of Willamette and Clackamas rivers and their tributaries that originate in or pass through Oregon City.~~

~~11. Recommending methods to protect the night sky through reduction of light pollution.~~

~~12. Coordinating with the Parks and Recreation Advisory Committee (PRAC). The chairs of the NRC and the PRAC shall meet together from time to time to coordinate the work of the two committees. A joint meeting of the two bodies should be scheduled at least once per year.~~

~~13. Carrying out the heritage tree program as defined in Oregon City Code.~~

~~14. Assessing and commenting on other natural resource related topics as appropriate.~~

~~5.~~

Article V: Officers and Staffing

Officers: The Officers shall consist of a Chair, a Vice-Chair and a Secretary, who shall be selected by the membership and serve at the pleasure of the membership for one-year terms. Nominations and elections of new officers shall be taken from the floor at the Committee's first meeting of each calendar year. Officers may be re-elected. In the event that an Officer is unable to complete the specified term, a special election shall be held for the completion of the term.

1. Chair: The Chair shall have general supervisory and directional powers over the Committee. The Chair shall preside at Committee meetings and ~~review~~ review-develop agendas with the staff liaison. The Chair shall be the designated spokesperson for the Committee unless this responsibility is delegated to another party. The Chair shall be an ex-officio member of all subcommittees.
2. Vice-Chair: In the absence of the Chair, the Vice-Chair shall have general supervisory and directional powers over the Committee, preside at Committee meetings, ~~review~~ review-develop Committee agendas with the staff liaison, and generally conduct all business delegated to the Chair.
3. Secretary: The Secretary shall ~~take~~ review transcribed minutes for each of the regular meetings and worksessions. The Secretary shall provide staff with the signed minutes for staff's retention of the public record. Additionally, the Secretary shall provide staff with an electronic version of the minutes for posting on the City's web site.

Staff: The City of Oregon City will provide staff support to the Committee for meeting notification, word processing, copying and information gathering to the extent the City budget permits.

Article VI: Organizational Procedures

1. All meetings will be conducted in accordance with Robert's Rules of Order.
2. ~~1-~~A majority of the Committee members must be present either in person, via telephone, or internet at a meeting in order to form a quorum and act on motions, or otherwise take a position on issues. Meetings can be held without a quorum, but issues can only be discussed, not acted upon, and no motions can be made or acted upon.
3. ~~2-~~Committee discussion will occur ahead of any vote following Roberts Rules of Order. The main function of the chair in this process is to serve the group by managing the process of building consensus. During this process, the Chair's job is to articulate the themes of agreement as well as address differences and conflicts.
4. When a vote is called for and a quorum is present, a majority affirmative vote of those present at the meeting is required, except that a two-thirds majority vote is required for changes or amendments to the Bylaws, as outlined in item 7. ~~Unless a vote is called for, Committee decisions will be made by consensus of those present at scheduled meetings. The main function of the Chair in this process is to serve the group by managing the process of consensus decision making. In this process of determining the "sense of the group," the Chair's job is to recognize themes of agreement as well as to name differences and conflicts, then work with the group to channel that content through to a decision and implementation. If a vote is called for and a quorum is present, a majority affirmative vote of those present at the meeting is required, except that a two-thirds majority vote is required for changes or amendments to the Bylaws, as outlined below.~~
5. ~~3-~~Minutes will be approved by majority vote of the members present at a scheduled meeting where a quorum is present.
6. ~~4-~~At the first meeting of each calendar year ~~Before the end of each calendar year, there will be a review and assessment of the Committee's activities and actions of the preceding year. Also, goals will be established for the present year, the committee will review and assess outcomes and activities during the year. At that time, the committee will prioritize their goals and responsibilities for the following year. These goals and responsibilities will be submitted to the Oregon City Commissioners and the Oregon City Parks and Recreation Committee for their consideration and use during annual planning retreats.~~

Comment [pw3]: Staff recommends a reference to a specific edition or just reference the most recent publishing.

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.5"

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Comment [pw4]: Staff has some concerns about this change. Use of phones or internet connections such as Skype should be a backup option. It is technically feasible but administratively burdensome for planning and media technical staff. All members should make every effort to be physically present at the meetings.

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0.5"

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~7. 5.~~ The following process shall be followed in order to make changes or amendments to the Committee Bylaws. Changes or amendments will be proposed and discussed at a scheduled NRC meeting. Voting will take place at the next scheduled NRC meeting. A two-thirds vote of an NRC quorum present at the meeting is necessary for approval of the proposed changes or amendments. The proposed changes or amendments will be forwarded to the City Commission for approval.

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.25" + Indent
at: 0.5"

Article VII: Subcommittees

NRC subcommittees will be established as needed. The purpose of the subcommittees is to delegate work to several members on the NRC, who will be responsible for special projects and concerns as related to natural resources. Subcommittees may also involve non-NRC members, where appropriate. The subcommittees shall report to the NRC for direction. Subcommittees will be Standing Subcommittees or Ad Hoc Subcommittees, as appropriate.

~~As its first subcommittee, the NRC shall establish a Standing Subcommittee to be called the "Tree Subcommittee." (See Appendix A for the Tree Subcommittee Scope of Activities.)~~

When other Standing Subcommittees are formed, subcommittee names and scope of activities shall be determined by a majority vote of NRC members present at a scheduled meeting where a quorum is present and shall be reported in the appropriate meeting Minutes.

Ad Hoc Subcommittees can be established by consensus of the members present at a scheduled meeting.

Article VIII: Code of Conduct

It is the intent of the NRC to be a committee in good standing with the community. As such, the members of the NRC shall:

1. Work for the common good of the City within the City Commission framework.
2. Give respect and dignity to all committee members, staff, and citizens, regardless of personal opinion or bias.
3. Learn from the past and focus on the present and future in making wise decisions.
4. Take no action on the Committee's behalf without following proper procedures. Appropriate actions shall comply with the City's Comprehensive Plan and implementing ordinances, the City Code, and with the NRC Bylaws.

5. Any NRC member who feels that there is a potential conflict of interest between his/her professional or personal activities and the issue under discussion will recuse herself/himself from any vote that may be taken on the issue.

Appendix A: Tree Subcommittee Scope of Activities

1. Study, investigate, develop, and submit a written tree plan for the care, preservation, pruning, planting, replanting, removal, or disposition of trees in parks, and in public areas, which includes the public right of way. The tree plan will be reviewed by the NRC and approved by the City Commission.
2. Review and recommend regulations for tree pruning and maintenance by utility companies operating in Oregon City.
3. Review the City's adopted street tree list on a regular basis and recommend changes as necessary.
4. Promote the planting, proper maintenance, and conservation of trees throughout Oregon City.
5. Develop standards for identifying and designating heritage trees on public and private land within Oregon City:
 - a. The Tree Subcommittee shall prepare a list of criteria to be used for determining when a tree qualifies for designation as a heritage tree. Criteria may include age, size, species, notability, or historical association.
 - b. The Tree Subcommittee shall review a heritage tree nomination by a citizen or the subcommittee itself.
 - c. The Tree Subcommittee shall make a recommendation on heritage tree designation to the City Commission, who shall approve said recommendation by resolution.
 - d. The Tree Subcommittee shall plan for appropriately placed plaques for designated heritage trees, and shall make recommendations for tree maintenance.
 - e. A list of heritage trees shall be available at City Hall for inspection by the public upon request.
6. Develop an Oregon City Tree Ordinance that shall apply to trees on both public and private property.
7. The City of Oregon City may accept gifts, which are specifically designated for the purpose of planting or maintaining trees within the city. A separate fund shall be established and maintained for revenues and expenditures created by activities specified here. The Tree Subcommittee, working through the NRC, shall have authority to seek grants and alternative funding for tree projects (e.g., Tree City USA designation.)

Comment [pw5]: There are still some Tree Subcommittee tasks in Appendix A that remain to be done, such as numbers 1 and 6. These are both potentially contentious issues. Task 6 will require extensive public involvement and input from other departments. Does the NRC wish to take on this responsibility or receive direction from the city commission?