



CITY OF ST. HELENS PLANNING DEPARTMENT  
**M E M O R A N D U M**

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**TO:** Planning Commission  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Proactive Planning Commission framework version 3.0  
**DATE:** June 3, 2022

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Attached to this memo are the following:

1. Proposed “almost” final draft in its proposed final formatting.
2. Tracked changes/comments by staff of the third draft version from Commissioner Toschi and the non-quorum subcommittee.
3. Original third draft version from Commissioner Toschi and the non-quorum subcommittee.

Hoping for final comments and suggested edits in June so we can have the final version ready for adoption in July. At this point, staff will take over the final version unless the discussion in June results in more than anticipated changes, in which case we’ll need to determine the best course.

Thank you for helping to keep this...

1. Simple!
2. Succinct!! and
3. Easy to follow!!!



# CITY OF ST. HELENS, OREGON

## PLANNING COMMISSION PROACTIVE PROCEDURES

The Planning Commission and acting Historic Landmarks Commission hereby adopts the following proactive procedures. This is the original and there are no prior versions to be repealed.



- (1) Any Planning Commissioner can request that an agenda item include a proactive matter for Commission consideration (“Proactive Item”). In order to place a “Proactive Item” on the Planning Commission Agenda, the proposing Commissioner shall at least 20 business days before the week prior to the scheduled Planning Commission meeting, submit the “Proposed Item” for Staff review and, if desired, comment.
- (2) The proposed “Proactive Item” submitted to Staff must contain the following elements:
  - (a) The proposed Proactive Item shall identify in the presented materials how the item or matter for Commission study, planning, approval, action, proposed legislation, or other is within the Jurisdiction of the Planning Commission and shall identify specifically which provisions of the St. Helens Municipal Code (SHMC) Section 2.08.080 and/or Chapter 17.36 SHMC is/are applicable for the purposes of Jurisdiction;
  - (b) The proposed Proactive Item submission shall outline the reasons the Commissioner believes the Proactive Item is something the Planning Commission should undertake; and
  - (c) The proposed Proactive Item submission shall briefly outline the suggested process of study, investigation, public involvement, timeline and budget, as applicable, that the Commissioner suggests the Planning Commission undertake. This is for the purpose of Proactive Item consideration and not binding.
- (3) Having timely received a proposed Proactive Item submission from a Planning Commissioner, Staff shall review the proposed Proactive Item submission for compliance with paragraphs (1) and (2) above and place it on the Agenda for the next qualifying Planning Commission meeting. Staff may submit its comments at the usual time and manner preceding said meeting.
- (4) The Planning Commission may vote to take up the proposed Proactive Item submission. The discussion preceding a motion and vote shall include at least following:
  - (a) Determination of Jurisdiction per paragraph 2(a) above;
  - (b) Reasons per paragraph 2(b) above; and
  - (c) What level of Staff involvement and monetary expense will be necessary for the Proactive Item to advance and what actual staff resources and other resources are available based upon Staff workload and the City budget.

*Research and reporting on that research is an example of activity that can be conducted by Commissioners, the public, volunteers, and hired help that can minimize staff inclusion and helps preserve Staff's ability to conduct daily tasks and other necessary Staff priorities.*

- (5) The Planning Commission will track the Proactive Items on its Agenda calendar as it believes is appropriate. "Proactive Items" will be an agenda item for the Commission's regular scheduled meetings for this purpose.

\* \* \*

**APPROVED AND ADOPTED** this <<day of 2<sup>nd</sup> read>> day of <<month>>, 2022, by the following vote:

Ayes:

Nays:

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Dan Cary, Planning Commission Chair

**CITY OF ST. HELENS OREGON**

**PLANNING COMMISION PROACTIVE PROCEDURES**

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- 2) The proposed “Proactive Item” submitted to Staff must contain the following elements:
  - a. The proposed Proactive Item shall identify in the presented materials how the item or matter for Commission study, planning, approval, action, proposed legislation, or other is within the Jurisdiction of the Planning Commission and shall identify specifically which provisions of the St. Helens Municipal Code (SHMC) Section 2.08.080 and/or ~~Section-Chapter~~ 17.36 SHMC is/are applicable for the purposes of Jurisdiction;
  - b. The proposed Proactive Item submission shall outline the reasons the Commissioner believes the Proactive Item is something the Planning Commission should undertake; and
  - c. The proposed Proactive Item submission shall briefly outline the suggested process of study, investigation, public involvement, timeline and budget, as applicable, that the Commissioner suggests the Planning Commission ~~adopt~~ undertake. This is for the purpose of Proactive Item consideration and not binding.
- 3) Having timely received a proposed Proactive Item submission from a Planning Commissioner, Staff shall review the proposed Proactive Item submission for compliance with paragraphs (1) and (2) above, and place it on the Agenda for the next qualifying Planning Commission meeting. Staff may submit its comments at the usual time and manner preceding said ~~hearingmeeting~~;
- 4) The Planning Commission may take up the prospective Proactive Item submission, and shall make a determination of Jurisdiction per paragraph 2(a) above and reasons per paragraph 2(b) above; and the Planning Commission shall consider what level of Staff involvement will be necessary for the Proactive Item to advance and what actual staff resources and other resources are available based upon Staff workload and the City budget. (Research and reporting on that research is an example of activity that can be conducted by Commissioners, the public, volunteers, and hired help that can minimize staff inclusion and helps preserve Staff’s ability to conduct daily tasks and other necessary Staff priorities.)
- 5) The Planning Commission will track the Proactive Items on its Agenda calendar as it believes is appropriate. “Proactive Items” will be an agenda item for the Commission’s regular scheduled meetings for this purpose.

**Commented [JG1]:** This section reformatted/reworded. Same content is on suggested final version.

## **CITY OF ST. HELENS OREGON**

### **PLANNING COMMISSION PROACTIVE PROCEDURES**

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- 2) The proposed “Proactive Item” submitted to Staff must contain the following elements:
  - a. The proposed Proactive Item shall identify in the presented materials how the item or matter for Commission study, planning, approval, action, proposed legislation, or other is within the Jurisdiction of the Planning Commission and shall identify specifically which provisions of the St. Helens Municipal Code Section 2.08.080 and/or Section 17.36 is/are applicable for the purposes of Jurisdiction;
  - b. The proposed Proactive Item submission shall outline the reasons the Commissioner believes the Proactive Item is something the Planning Commission should undertake;
  - c. The proposed Proactive Item submission shall briefly outline the suggested process of study, investigation, public involvement, timeline and budget that the Commissioner suggests the Planning Commission adopt.
- 3) Having timely received a proposed Proactive Item submission from a Planning Commissioner, Staff shall review the proposed Proactive Item submission for compliance with paragraphs (1) and (2) above, and place it on the Agenda for the next qualifying Planning Commission meeting. Staff may submit its comments at the usual time and manner preceding said hearing;
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