



Boards & Committees

City of Sweet Home

Overview

- Typically seven active boards, committees, and commissions
 - Currently also have the Charter Review Committee
- Advisory vs. more-than-advisory
 - Advisory – typically make recommendations and referrals to City Council
 - More-than-advisory – able to make final decisions in some matters
 - Planning Commission is currently the only more-than-advisory body
- Committees offer the public the opportunity to influence policy direction as citizen-participants
- City Council can make referrals to the appropriate committees for review and recommendations

Planning Commission

- Established in 1975 by Ordinance No. 652
- Governed by Chapter 2.20 of City Code
- No more than two members may reside outside of City limits, within school district boundaries
- No more than two members may engage in real estate as a profession; no more than two may be in the same profession
- Seven members with four-year terms
- Shall meet at least monthly unless there is no business
 - Scheduled to meet the first and third Thursday of each month at 6:30 PM

Planning Commission

- Responsible for decisions relating to land use, public facilities, transportation, housing, and other related topics
- Decisions must be made based on the Comprehensive Plan and City Code – cannot deny applications just because they don't "like" them or because they will be unpopular
- Reviews and takes action on all proposed subdivisions
- Decisions can be appealed to the City Council, who send the appeal to the State Land Use Board of Appeals (LUBA)

Park & Tree Committee

- Established in 2017 by Ordinance No. 1263
- Governed by Chapter 2.10 of City Code
- No more than two members may reside outside of City limits, within school district boundaries
- Seven members with four-year terms
- Shall meet at least four times a year
 - Scheduled to meet the third Wednesday of each month at 8:30 PM

Park & Tree Committee

- Conducts inventory of street trees
- Develops and recommends a master list of trees suitable for planting within the City
- Recommends ordinances and policies to care for and replace trees
- Advises the Planning Commission regarding plantings and tree requirements
- Represents the City to the public regarding care of trees and parks
- Recommends recreation programming
- Recommends capital projects to support parks

Library Board

- Established in 1989 by Ordinance No. 983
- Governed by Chapter 2.12 of City Code
- Required by ORS 367.465 (unless stated otherwise by Charter, ordinance or resolution establishing the library)
- No residency requirements
- Five members with four-year terms
- Shall meet at least monthly
 - Scheduled to meet the second Thursday of each month at 4:30 PM

Library Board

- May assist with selection of Library Services Director
- Recommends rules and policies for the library to City Council
- Approves annual budget
- Recommends accepts and use of real or personal property or funds donated to the library
- Recommends sites for library buildings and facilities
- Approves annual report to the State Library
- Recommends long-term plans for sustained library service

Public & Traffic Safety Committee

- Re-established in 2023 by Ordinance No. 1314
- Governed by Chapter 2.10 of City Code
- No more than two members may reside outside of City limits, within school district boundaries
- Seven members with four-year terms
- Shall meet at least four times a year
 - Scheduled to meet the third Wednesday of each month at 4:00 PM

Public & Traffic Safety Committee

- Coordinates with Oregon Transportation Safety Committee
- Reviews all requests to establish or alter traffic controls and parking controls; recommends changes to City Council
- Reviews all public safety matters referred by City Council

Community Health Committee

- Established in 2024 by Ordinance No. 1324
 - Previously an ad hoc established in 2016 to secure services for physical therapy, memory care, urgent care, and senior living
- Governed by Chapter 2.10 of City Code
- No residency requirements
- Seven members with four-year terms
- Must meet at least two times a year
 - Scheduled to meet the fourth Wednesday of each month at 4:00 PM

Community Health Committee

- Conducts an inventory of community health resources
- Recommends ordinances and policies related to improving community health resources
- Provides financial and planning support for Sweet Home Community Health Fair
- Provides funding, volunteers, and/or support for Council action related to improving community health resources
- Reviews all community health matters referred by Council

Budget Committee

- Required by ORS 294.414
- Consists of the City Council and an equal number of qualified electors (must live within City limits)
- Three-year terms
- Typically meets 1-3 times in the spring
- Reviews and approves the annual budget message and budget document
- Must provide at least one public comment opportunity

Board of Appeals

- Established in 2008 by Ordinance No. 1204; updated in 2022 by Ordinance No. 1301 to conform to State requirements
- Three members, no term limits
- Provides a mechanism to appeal any decision made by the Building Official
- Members must be qualified by experience and training to make judgments related to building construction

Current Vacancies

- Planning Commission: 1
- Budget Committee: 2

Questions to Consider

- Residency requirements (currently only do not apply to Library Board, Community Health Committee)
- Meeting frequency
- Role of Council liaisons and relationship to committees
- Modifying the roles and responsibilities of committees
- Improving the referral process
- More use of “ad hoc” committees



DISCUSSION