



CITY OF ASTORIA

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MEMORANDUM

DATE: JULY 6, 2026

TO: MAYOR AND CITY COUNCIL

FROM: SCOTT SPENCE, CITY MANAGER

SUBJECT: DISCUSSION ON POTENTIAL AMENDMENTS TO THE ASTORIA CITY CHARTER

DISCUSSION / ANALYSIS:

During the November 24, 2025, City Council Work Session, the Astoria City Council discussed amending portions of the City Charter. At the Work Session, discussion focused on identifying areas of the Charter that may benefit from a review. Areas of the Charter identified for possible revision included the following:

- Clearer language for Council's appointed officers
- Size of the City Council.
- Clearer language related to the Council appointment process.
- Role of the Mayor within City Council.
- How appointments to volunteer boards and commissions are made.
- Clearer language on the appointment of Council members in the event a quorum of Council is unable to meet to make an appointment.
- General modernization of language that ensures the Charter reflects current governance practices and removes outdated provisions.

Council agreed to revisit this topic at a future Work Session. City Charter amendments were discussed again at the April 27, 2026, City Council Work Session agenda setting process. At that meeting, Council narrowed the potential amendments and requested that staff work with the City Attorney to develop potential language that would amend the sections of the City Charter based on three distinct parts:

- Amend the Boards and Committees Appointment Process
- Update language in the Charter around quorum limits and the roles of Council's appointed officers.
- Expand the Size of Council

At a June 2, 2026, City Council meeting, proposed amendments to the Astoria City Charter were discussed. Public comments were also received. After continued deliberation, a majority of Council agreed to move forward with the proposed Charter Amendments. It was agreed that the amendments would be reviewed at the first meeting in July.

Next Steps.

If the City Council agrees with the proposed amendments to the Astoria City Charter, the following steps

would need to occur for a ballot title to be placed before voters:

- Pass a Resolution(s), attached, with the language amending the City Charter prepared by the City Attorney Office.
- The City Attorney will file the ballot title with the Clatsop County Elections Office. Filing deadline: August 14, 2026.
- City will publish a receipt of ballot title and public notice on the City's website.
- A 7 day window exists for voters to petition for ballot title to be reviewed by Circuit Court.
- In the absence of a petition, file with the County elections officials form SEL 802 containing the final ballot title.
- Clatsop County elections official will assign a measure number that will go on the November 3, 2026, General Election

RECOMMENDATION:

City staff are recommending that City Council receive public comment on proposed Astoria City Charter amendments, and provide direction on those amendments that should be placed on a general election ballot for voter consideration. The following motions may be considered:

Motion 1:

I move that the Astoria City Council approve the attached Resolution that would amend the City Charter, expanding the total members of City Council to Seven and Establish Residency Requirements.

Motion 2:

I move that the Astoria City Council approve the attached Resolution that would amend the City Charter requiring the Consent of Council for all appointments or removals to City Boards and Commissions.

Motion 3:

I move that the Astoria City Council approve the attached Resolution that would amend the City Charter providing new language for filling vacancies on Council, and revising requirements of appointed City officials based on League of Oregon Model Charter Language.

BY: SCOTT SPENCE

ATTACHMENTS:

[Resolution - Charter Amendment - Increase size of Council and Establish Residency Requirements - 2026.pdf](#)

[Resolution - Charter Amendment - Mayor Appoints or Removes Committee Members with Consent of Council - 2026.pdf](#)

[Resolution - Charter Amendment - New Language for Filling Vacancies on Council and Revising Requirements for Appointed City Officials Based on League of Oregon Model Charter Language - 2026.pdf](#)

[Proposed City Charter Amendment Language - Legislative Format - July 6 Meeting.pdf](#)

[2026-2027-Local-Elections-Calendar-Referral.pdf](#)

[Model_Charter_for_Oregon_Cities_-_Ninth_Edition_-_2025.pdf](#)

[Astoria City Charter.pdf](#)