



## **FOR IMMEDIATE RELEASE**

**April 6, 2016**

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## **~ Media Advisory ~**

### **PLANNING COMMISSION SEEKS APPLICANT FOR VACANCIES**

The City of Springfield is accepting applications for two positions on its seven-member Planning Commission. Commissioners are all volunteer at-large positions with no ward restrictions. The term of a Planning Commission appointment is four years. Applications are available in the City Manager's Office and the Development & Public Works Department in City Hall, 225 Fifth Street, during regular business hours. The deadline to apply is **5pm on Friday, April 29, 2016**. City Council interviews will be held **May 9, 2016** during the work session and appointment to the Planning Commission will take place **May 16, 2016** during the City Council regular session.

The next meeting will be held on Tuesday, **April 19, 2016**. Work sessions begin at 6:00 p.m. in the Jesse Maine Room adjoining the City Council Chambers and regular sessions begin at 7:00 p.m. in the City Council Chambers at City Hall.

For additional information, contact: **Springfield Planning Manager Greg Mott at 541.726.3774**

#### **Background:**

The Planning Commission is appointed by the City Council and has the authority to make a variety of decisions including zone changes, variances, and discretionary use requests; and hear appeals of staff decisions. The Commission also makes recommendations to the City Council about the City's future growth and development. The commission works with city staff in drafting amendments to the Metropolitan Area General Plan, local land-use refinement plans and development regulations. The Planning Commission also serves as the City's Committee for Citizen Involvement and reviews and approves the formation of Planning Advisory Committees and Citizen Involvement Programs.

The Planning Commission meets twice per month. At a minimum, this means about six hours of meetings monthly with 3-6 hours of preparation time for each meeting. Each commissioner is also expected to attend Council meetings on a rotating basis, and to participate on special committees as needed. The total monthly commitment may exceed 12 hours.

The City provides training for new Planning Commissioners as they learn their role and responsibilities as appointed officials. Commissioners may attend training sessions on meeting protocol, conflict of interest, legal issues and decision-making. The Planning Division serves as the primary staff to the Commission by providing reports, meeting packets, training opportunities, meeting minutes and information requested by the Commission.

Regular meetings are held in the evening on the first and third Tuesday of each month. Commissioners are required to attend these meetings and are expected to have reviewed the agenda material in preparation for performing their duties.





## Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?
  
2. What specific contribution do you hope to make?
  
3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)
  
4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?
  
5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at [www.ci.springfield.or.us/CMO/newsrel.htm](http://www.ci.springfield.or.us/CMO/newsrel.htm). Are you available to attend meetings on the dates listed for this committee?

Yes      No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For more information please call the City Manager's Office 541.726.3700  
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

## **Supplemental Questions for Planning Commission Application**

1. What is your personal interest in applying for the position?
2. What personal or professional experience has prepared you to be successful on the Planning Commission?
3. What do you see as Springfield's future and how can you, as a Planning Commissioner, help to realize that future?
4. Describe your experience in working as a member of a group; was the decision-making process consensus, consent, super majority, simple majority, other? Do you have a preference regarding decision-making rules?
5. Describe how you would balance the need for economic development with neighborhood preservation or environmental values if a proposed development was appealed to the Planning Commission on the basis of harming the neighborhood or environment?
6. Do you think the City's comprehensive planning objectives and development regulations are assisting or hindering the achievement of the Council's goals of facilitating economic prosperity while maintaining Springfield's livability?
7. The time commitment for a planning commissioner is about 10-15 hours per month which, includes public meetings on the first and third Tuesdays of each month and adequate time to review the reports and documents submitted for the agendas of these public meetings. Understanding this is a volunteer position, can you commit to this level of participation?