



FOR IMMEDIATE RELEASE
February 12, 2018

Contact:

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Planning Commission Seeks Applicants

The City of Springfield is accepting applications for one position on its seven-member Planning Commission.

Applications are available in the City Manager's Office and the Development and Public Works Department in City Hall, 225 Fifth Street, during regular business hours and at <http://www.springfield-or.gov/bcc.htm>. The deadline to apply is **5 p.m., Friday, March 2, 2018**.

City Council interviews will be held **March 26, 2018** during the work session and appointment to the Planning Commission will take place **April 2, 2018** during the City Council regular session.

About the Planning Commission

All Commission seats are volunteer, at-large positions with no ward restrictions. Up to two members of the Commission may reside between the City limits and the City's urban growth boundary, and up to two members may be engaged principally in buying, selling or developing real estate for profit as individuals, or members of any partnership, or as officers or employees of any corporation that is engaged principally in buying, selling or developing real estate for profit. In addition, no more than two voting members may be engaged in the same kind of business, trade, profession or occupation. None of the six serving members reside outside the city limits or share the same kind of business, trade, profession or occupation; however there are two members considered to be engaged in the sales or development of real estate therefore that state-mandate shall preclude appointment of anyone in this profession.

All Planning Commission positions serve a four-year term unless an appointment is made to fill the remainder of a vacated position. All Commissioners are eligible to serve two consecutive terms at the discretion of the City Council. The Planning Commission is appointed by the City Council and is vested with the authority to make final decisions on a variety of land use matters including zone changes, variances, and discretionary use requests. The Commission also conducts public hearings for all discretionary staff decisions contested under the City's appeal process. The Commission also serves as

an advisory body to the City Council on legislative matters such as comprehensive plan amendments; transportation and infrastructure planning; refinement plans and special area studies; and amendments to the City's Development Code. In most of these matters, the Planning Commission works with City staff in drafting the analysis, findings and conclusions needed to advance amendments of the Metropolitan Area General Plan, local refinement plans and development regulations to the City Council for final action.

The Planning Commission serves as the City's Committee for Citizen Involvement, a program intended to support and enhance the opportunities for residents to understand and become involved with the development and implementation of policies that direct and regulate the use, re-use and development of all land within the City and the City's urban growth boundary. This responsibility is a requirement of state law and typically includes a public review and approval of the formation of planning advisory committees and strategies used to provide opportunities for citizen participation in planning studies and plan and code revision's.

The Planning Commission reserves the first and third Tuesday evenings of each month for public hearings and work sessions as the need arises. This translates to about 4-6 hours of meetings monthly and approximately an equivalent time spent in preparation for each meeting. Each commissioner is also expected to attend City Council meetings on a rotating basis, and to participate on special committees or other Council appointments as needed. The total monthly commitment may exceed 12 hours.

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

Regular meetings of the Planning Commission typically begin at 6 or 6:30 p.m. with work session items; public hearings are scheduled for 7 p.m. Work sessions are normally conducted in the Jesse Maine Room adjoining the City Council Chambers and regular sessions are held in the City Council Chambers at City Hall. Commissioners are required to attend these meetings and are responsible for reviewing the agenda material in preparation for performing their duties. Commissioners may be excused from attendance when their presence is required elsewhere; however, two consecutive unexcused absences may result in the vacation of the position. The next Planning Commission meeting is 7 p.m., February 21.

For more information contact: Planning Manager Greg Mott, 541.726.3774 or gmott@springfield-or.gov



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. 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 positive turns do you think the future holds for Springfield 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 consistent with 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?