



FOR IMMEDIATE RELEASE

May 27, 2014

Contact: Niel Laudati 541.726.3780

Cell 541.221.3686

## ~ MEDIA ADVISORY ~

### **REMINDER: PLANNING COMMISSION SEEKS APPLICANTS FOR VACANCY**

The City of Springfield is accepting applications for a position 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.

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 on legislative matters such as comprehensive plan amendments; transportation and infrastructure planning; refinement plans and special area studies; and changes to the City's Development Code.

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, reviews, and approves the formation of planning advisory committees and citizen involvement plans.

The Planning Commission meets twice per month. This translates to about six hours of meetings monthly with 3-6 hours of preparation time for each meeting. Each commissioner is also expected to attend City 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 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 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 responsible for reviewing the agenda material in

preparation for performing their duties. The next meeting will be held on Tuesday, **June 3, 2014**. 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. The Springfield Planning Commission will be on summer break July 16, 2014 returning September 1, 2014.

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 **5 p.m., Friday, June 16, 2014**.

City Council interviews will be held **June 23, 2014** during the work session and appointment to the Planning Commission will take place **July 7, 2014** during the City Council regular session.

**Additional information:** Contact Greg Mott, Planning Manager, at 541.726.3774 or online at <http://www.springfield-or.gov/bcc.htm>