



**FOR IMMEDIATE RELEASE**

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## **~ MEDIA ADVISORY ~**

### **Planning Commission Seeks Applicants for Vacancy**

The City of Springfield is accepting applications for three positions on its seven-member Planning Commission. All Commission seats are volunteer, at-large positions with no ward restrictions. In addition, up to two members of the Commission may reside between the city limits and the city's urban growth boundary; one of the vacancies may be filled by a resident of this area.

All Planning Commission positions serve a four-year term; however, on occasion some appointments have a shorter duration due to resignations that occur before a full term is completed. One of the vacant positions currently being recruited has a remaining term of 3 ½ years. The Planning Commission is appointed by the City Council and has the authority to make final decisions on a variety of land use subjects including zone changes, variances, and discretionary use requests; and to hear appeals of staff decisions on land development applications. 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. In most of these matters, the Planning 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. This responsibility is defined in state law as "assisting the governing body with the development of a program that promotes and enhances citizen involvement in land use planning, assisting in the implementation of the citizen involvement program, and evaluating the process being used for citizen involvement." This typically takes the form of reviewing and approving the formation of planning advisory committees and strategies used to provide opportunities for citizen participation in planning studies and plan and code revisions.

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 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 6:00 or 6:30 p.m. with work session items; public hearings are scheduled for 7:00 p.m. commencement. 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, **December 2, 2014**. 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. The Springfield Planning Commission will be on winter break December 3, 2014 returning January 19, 2015.

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, January 2, 2015**.

City Council interviews will be held **January 12, 2015** during the work session and appointment to the Planning Commission will take place **January 20, 2015** during the City Council regular session.

**What:** Applications being accepted for Springfield Planning Commission

**Who:** Springfield residents

**When:** Applications will be accepted until January 2, 2015 at 5:00 PM.

**Where:** Applications are available in the City Manager's Office and Development and Public Works Department in City Hall, 225 Fifth Street in Downtown Springfield

**Additional information:** Contact Greg Mott, Planning Manager, at 541.726.3774