FOR IMMEDIATE RELEASE
July 1, 2016
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~ Media Advisory ~

PLANNING COMMISSION SEEKS APPLICANT FOR VACANCIES

The City of Springfield is accepting applications for one 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. 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, September 23, 2016.** City Council interviews will be held **October 10, 2016** during the work session and appointment to the Planning Commission will take place **October 17, 2016** during the City Council regular session.

The next meeting will be held on Tuesday, **July 18, 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 4-6 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.

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

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

- **When possible, council will not appoint people currently serving on another governing body to the Planning Commission or Budget Committee.**
- **When appointing people to any of the other city boards, commissions or committees, the Council shall take into account whether that person is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another city board, commission or committee.**
- **When possible, the Council will appoint people to serve on one City board, commission or committee only.**

Board / Commission / Committee applying for:

_____

(A separate application must be completed for each board / commission / committee)

Name: _____
First Middle Initial Last

Home address: _____
Street City Zip

Mailing address: _____
Street City Zip

Day Phone: _____ Evening phone: _____

Email Address: _____

Preferred Form of Contact: _

Do you live within the Springfield city limits? ☐ Yes ☐ No ⇨ If yes, how long?_____
If no, do you live inside Springfield's Urban Growth Boundary? ☐ Yes ☐ No

Ward number (City residents only): _____

Are you a Springfield property owner? ☐ Yes ☐ No
Are you a Springfield business owner? ☐ Yes ☐ No
Are you a registered voter? ☐ Yes ☐ No

Occupation:_____ Place of employment/School:_____

_____

Business address:_____

Education:_____

Are you currently serving on any other board, committee, or commission? If so, please list them here:

_____

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice

☐ Word of mouth ☐ Board/Commission/Committee member ☐ Internet

(Over, please)

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

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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

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Supplemental Questions for Planning Commission Application

1. What is your personal interest in applying for the position?

2. What do you see in Springfield's future and how can you, as a Planning Commissioner, help to realize that future?

3. Describe your experience in working as a member of a group that makes decisions?

4. Describe how you would balance the need for economic development with neighborhood preservation or environmental values?

5. When a proposed development conflicts with an adopted plan or the Development Code, how would you, as a Planning Commissioner, resolve the conflicts?

6. Do you have any specific ideas for changes that should be made in any of our adopted planning or development review documents or in how we review development proposals in Springfield?

7. Can you commit the time necessary to be an effective Planning Commissioner? This means about two meetings monthly with several hours of preparation time for each meeting, plus occasional joint meetings?