



FOR IMMEDIATE RELEASE

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~ Media Advisory ~

PLANNING COMMISSION SEEKS APPLICANT 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. 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, August 15, 2014**. City Council interviews will be held **September 8, 2014** during the work session and appointment to the Planning Commission will take place **September 15, 2014** during the City Council regular session.

The next meeting will be held on Tuesday, **September 2, 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 2, 2014.

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.



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?

6. How did you hear about the above vacancy?

- Newspaper ad Newspaper article Radio/TV Mail notice Word of mouth
- Board / commission / committee member Internet

Applicants signature

Date

Please note:

When possible, council will not appoint someone currently serving on another governing body.

When possible, council will appoint someone to serve on one city board, commission, or committee.



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



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?