



FOR IMMEDIATE RELEASE

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~ MEDIA ADVISORY ~

**PLANNING COMMISSION SEEKS
APPLICANTS FOR VACANCIES**

The City of Springfield is accepting applications for two positions on its seven-member Planning Commission. The 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 hears appeals of staff decisions. Applications are available in the City Manager's Office in City Hall, 225 Fifth Street, during regular business hours. The deadline to apply is **5 p.m., Friday, September 17, 2010**

City Council Interviews will be held **September 27, 2010** during the Work Session and Appointment to the Planning Commission will take place **October 4, 2010** during the City Council Regular Session. 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. The next meetings will be held on Tuesday, **September 7, 2010 and September 21, 2010**. Work sessions begin at 6:00 p.m. in the Jesse Maine Room adjoining the Council Chambers and Regular sessions begin at 7:00 p.m. in the Council Chambers at City Hall.

Additional Information: Contact Greg Mott, Planning Manager at 541.726.3774

Background:

Commissioners are all volunteer at-large positions with no ward restrictions. The term of a Planning Commission appointment is four years.

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 Commission also makes recommendations to the City Council on legislative matters such as comprehensive land use, transportation and infrastructure planning; refinement plans and special area studies; and changes to the City's Development Code.

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 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 to help them learn their role and responsibilities as appointed officials. Commissioners may attend training sessions on meeting protocol, conflict of interest, legal issues and quasi-judicial 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.