



# JUNCTION CITY PLANNING COMMISSION AGENDA ITEM SUMMARY

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## Planning Commission Vacancy

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Meeting Date: February 18, 2015  
Department: Planning  
[www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)

Agenda Item Number: 5a  
Staff Contact: Jordan Cogburn  
Contact Telephone Number: 541.998.4763

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### ISSUE STATEMENT

Provide recommendation to City Council on filling one (1) Planning Commission Regular Seat vacancy.

### BACKGROUND

The Junction City Planning Commission currently has one Regular Seat vacancy (shown in bold in the table below). The current Planning Commission vacancy was created when Commissioner Solberg resigned his position on November 18th, 2014. The City has received applications from three (3) eligible candidates.

The table below lists current Planning Commission members, their terms of office and where they reside; inside or outside City Limits or the Urban Growth Boundary. All applicants reside in the 97448 zip code.

**Current Planning Commission & Alternate**

First Name	Last Name	City Limits	UGB	Term of Office
Jason	Thiesfeld (Chair)	Yes	Yes	10/12-10/16
Jack	Sumner (Vice-Chair)	Yes	Yes	10/14-10/18
Sandi	Dunn	No	No	10/14-10/18
Jeff	Haag	No	No	11/13-10/17
James	Hukill	Yes	Yes	10/14-10/18
Kenneth	Wells	Yes	Yes	10/12-10/16
<b>Vacant</b>	<b>(due to resignation of Comm. Solberg)</b>			<b>10/12-10/16</b>
Stuart	Holderby (Alternate)	Yes	Yes	8/13-10/16
Kevin	Cross (Alternate)	Yes	Yes	10/12-10/16

- At least three (3) members must reside within the City Limits
- Two (2) members may reside anywhere inside the UGB (that includes City Limits)
- Two (2) members may reside anywhere inside the 97448 Zip Code

On November 18<sup>th</sup>, 2014 Commissioner Solberg resigned his position on the Planning Commission with term expiration in October of 2016. This vacancy was posted on December 1<sup>st</sup>, 2014 with an application deadline of January 30<sup>th</sup>, 2015. To date, the City has received five (5) applications for the Planning

Commission regular seat to fill the term created by Robert Solberg’s resignation. However, only three of the applicants are eligible for consideration due to residence requirements and the current Planning Commission roster.

The table below lists the eligible Planning Commission Regular Seat vacancy applicants in the order they were received. The table also lists where they reside; inside or outside City Limits or the Urban Growth Boundary. All three eligible applicants reside within the Junction City limits.

<b>First Name</b>	<b>Last Name</b>	<b>City Limits</b>	<b>UGB</b>
Thomas	Albright	Yes	Yes
Kevin	Cross	Yes	Yes
Stuart	Holderby	Yes	Yes

**PLANNING COMMISSION OPTIONS**

1. Make recommendation to the City Council
2. Table the item
3. Other options proposed by the Planning Commissioners.

**PLANNING STAFF RECOMMENDATION**

Staff recommends that the Planning Commission give a recommendation to the City Council.

**SUGGESTED MOTIONS**

“I move to recommend to the City Council that (name) be appointed to the Junction City Planning Commission.”

**ATTACHMENTS**

1. Planning Commission vacancy announcement
2. Completed Applications in order received

**FOR MORE INFORMATION**

Staff Contact: Jordan Cogburn  
 Telephone: 541-998-4763  
 Staff E-Mail: [jcogburn@ci.junction-city.or.us](mailto:jcogburn@ci.junction-city.or.us)



## **CITY OF JUNCTION CITY**

**680 Greenwood**

**PO Box 250**

**Junction City OR 97448**

**Phone: 541-998-2153**

**Fax: 541-998-3140**

**POSTED: DECEMBER 1, 2014**

### **NOTICE OF JUNCTION CITY**

### **PLANNING COMMISSION VACANCIES**

**NOTICE** is hereby given that the City of Junction City is accepting applications for 2 Planning Commission positions (1 regular member and 1 alternate), with terms through October 2016. The Planning Commission is made up of seven regular members and two alternates. All nine positions are citizen volunteers, appointed by the Mayor and Council. The Planning Commission meets monthly on the third Tuesday at 6:30 p.m. You must live in the 97448 zip code to apply.

The Planning Commission is charged with making recommendations to the Council on updates to the Junction City Comprehensive Plan, functional plans, and refinement plans for the City, which are adopted by the Council as the official guides to public and private uses of land. The Commission prepares and makes recommendations to the Council on City legislation that will implement the purposes of the Comp Plan and keep zoning, subdivision, and sign code ordinances current. The Commission may also hold hearings on minor partitions, major partitions, and subdivisions.

Applications may be obtained at City Hall, 680 Greenwood Street, Junction City, from 8 a.m. to 5 p.m. or downloaded from the City's website at [www.junctioncityoregon.gov](http://www.junctioncityoregon.gov). Please submit applications to City Recorder Kitty Vodrup at the above address. 1<sup>st</sup> Deadline for submission: January 30, 2015 at 5:00 p.m. **Positions are open until filled.** Contact: 541-998-2153 or at [kvodrup@ci.junction-city.or.us](mailto:kvodrup@ci.junction-city.or.us).



# Junction City Planning Commission Application

**Planning Commission Responsibilities:** The Planning Commission is charged with Junction City's land use planning process. The Commission reviews and makes decisions on specific land use applications such as subdivisions, conditional use permits, and variances. It also recommends amendments to the Comprehensive Plan and land use ordinances to maintain their effectiveness. (See reverse for more information.)

**Time Commitment:** Appointments will be for a four-year term, or in the case of a mid-term vacancy, for the remainder of that term. The Planning Commission meets regularly on the third Tuesday of the month at 6:30 p.m. in the Council Chambers. Special meetings are scheduled as needed.

**Qualifications:** Applications will be considered from people who reside inside the area defined by the 97448 zip code.

**Application Procedures:** To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-998-2153 or at [kvodrup@ci.junction-city.or.us](mailto:kvodrup@ci.junction-city.or.us).

Name: Thomas (Tom) Albright

Mailing Address: 276 SW Laurel St.

City, State, Zip: Junction City, OR 97448

Daytime Phone: [REDACTED] Evening Phone: [REDACTED]

E-mail Address: [REDACTED]

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: \_\_\_\_\_

Occupation (current or former if retired): Teller, Pacific Continental Bank

How long have you lived in the 97448 zip code area? 5 years

[REDACTED] \_\_\_\_\_

Signature

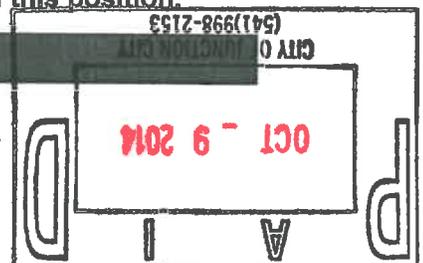
Date

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.

For Office Use Only

Date Received: \_\_\_\_\_

Appointed: \_\_\_\_\_







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Name: Kevin F. Cross

Mailing Address: 648 Juniper St.

City, State, Zip: Junction City, OR, 97448

Daytime Phone: [REDACTED] Evening Phone: [REDACTED]

E-mail Address: [REDACTED]

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: \_\_\_\_\_

Occupation (current or former if retired): Realtor / concrete construction

How long have you lived in the 97448 zip code area? 22 years

[REDACTED]  
Signature

1/12/15  
Date

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.

For Office Use Only

Date Received: \_\_\_\_\_

Appointed: \_\_\_\_\_



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**Application Procedures:** To apply for the Planning Commission, complete the information below and submit to City Hall in Junction City. Questions? Call City Recorder Kitty Vodrup at 541-998-2153 or at

Name: Stuart S. Holderby

Mailing Address: 999 W 7th Pl

City, State, Zip: Junction city OREGON 97448

Daytime Phone: [REDACTED] Evening Phone: [REDACTED]

E-mail Address: [REDACTED]

If your street address is different than your mailing address, please list your street address so we know where you reside.

Street Address: \_\_\_\_\_

Occupation (current or former if retired): Building Inspector

How long have you lived in the 97448 zip code area? 8 years

Stuart S. Holderby  
Signature

12/3/14  
Date

Please attach a separate letter briefly describing your primary interests in being on the Planning Commission and any experience you think would be helpful in this position.

For Office Use Only

Date Received: \_\_\_\_\_

Appointed: \_\_\_\_\_

