



MEMORANDUM

TO: Planning Commission
FROM: Nicole Peterson, Lane Council of Governments
DATE: October 15, 2013
RE: Planning Commission Recruitment and Terms of Office

ISSUE:

- Planning Commission Recruitment and Terms of Office

BACKGROUND

There are currently three (3) vacancies on the Planning Commission; one is a term expiration and two (2) seats are vacant due to resignations. The City has received (1) application.

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		Term of Office
		Limits	UGB	
Vacant (Chair)				1/11-10/14
Sandi	Dunn	No	No	1/11-10/14
Jeff	Haag	No	No	1/11-10/13
Patricia	Phelan	Yes	Yes	10/12-10/16
Jason	Thiesfeld	Yes	Yes	10/12-10/16
James	Hukill	Yes	Yes	1/11-10/14
Vacant				10/12-10/16
Jack	Sumner (alt.)	Yes	Yes	10/12-10/16
Robert	Solberg (alt.)	Yes	Yes	8/13-10/16

- 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

ACTION REQUESTED

Provide recommendation on Planning Commission appointments

ATTACHMENTS

1. Planning Commission vacancy announcements
2. Completed Application



CITY OF JUNCTION CITY

680 Greenwood

PO Box 250

Junction City OR 97448

Phone: 541-998-2153

Fax: 541-998-3140

POSTED: AUGUST 12, 2013

NOTICE OF JUNCTION CITY PLANNING COMMISSION VACANCIES

NOTICE is hereby given that the City of Junction City is accepting applications for two regular member Planning Commission positions. The first position term is through October 2014 and the other through October 2017.

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. Please submit applications to City Recorder Kitty Vodrup at the above address. **1st Deadline for submission: October 11, 2013 at 5:00 p.m.** The positions are open until filled. Contact: 541-998-2153 or at kvodrup@ci.junction-city.or.us.



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COPY

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.

Name: JACK SUMNER

Mailing Address: 1061 Quince Dr. W

City, State, Zip: Junction City OR

Daytime Phone: Evening Phone:

E-mail Address:

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): U.S. Army (Retired)

Signature

9/10/2013
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:

