



**CITY OF CORVALLIS  
COUNCIL WORK SESSION**

**AGENDA**

**May 30, 2006**

**5:30 pm**

**Madison Avenue Meeting Room  
500 SW Madison Avenue**

**COUNCIL ACTION**

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**I. ROLL CALL**

**II. NEW BUSINESS**

**A. Planning Commission Applicant Interviews**

5:30 pm	Light Dinner and Discussion
6:00 pm	Brandon Trelstad
6:30 pm	Tony Howell

**XI. ADJOURNMENT**

For the hearing impaired, a sign language interpreter can be provided with 48 hours' notice prior to the meeting. Please call 766-6901 or TTD/TDD telephone 766-6477 to arrange for such service.

**A LARGE PRINT AGENDA CAN BE AVAILABLE BY CALLING 766-6901**

*A Community that Honors Diversity*

**\* \* \* MEMORANDUM \* \* \***

**May 24, 2006**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KATHY LOUIE, ASSISTANT TO CITY MANAGER/CITY RECORDER**

**SUBJECT: PLANNING COMMISSION APPLICANT INTERVIEWS**



We received two applications by the May 22 deadline to fill three vacancies on the Planning Commission beginning in July. The agenda and applications are attached for your May 30 interviews. Details concerning the unfilled position are outlined in the attached memorandum from Community Development Director Gibb.

A light dinner will be available at 5:15 pm. The work session begins at 5:30 pm so that you can review the interview questions and discuss expectations/qualities you desire in the Planning Commissioners or who will ask the questions prior to the interviews at 6 pm. The interview questions are sent to you separately from the packet materials as it should be treated confidential. Confirmation on using the same voting process as last year for the vacancies would also be appropriate and appreciated.

Selection of the Planning Commissioners will be by ballot at the June 5 noon Council meeting. The ballot is not secret and your votes will be published in the minutes of the meeting. In order to vote, you must have heard the responses from the two applicants. If you cannot attend the meeting and you do want to vote, please let me know and I will make sure a copy of the tapes is available to you prior to voting.

Feel free to call me at 766-6901 if you have questions.

**Attachments**

c: City Manager Nelson  
Community Development Director Gibb

# MEMORANDUM

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**DATE:** May 24, 2006  
**TO:** Mayor and City Council  
**FROM:** Ken Gibb, Community Development Director *Ken Gibb*  
**RE:** INFORMATION ON SUBSEQUENT RECRUITMENT FOR PLANNING COMMISSION VACANCY

**I. ISSUE:**

There will be three vacancies on the Planning Commission for regular, three-year terms. After a recruitment process, only two applications were received, so a re-announcement is required.

**II. BACKGROUND:**

Planning Commission terms for positions #3, #4 and #6, expire on June 30, 2006. The positions are currently filled by Commissioners Bill York, Tony Howell, and Brandon Trelstad, respectively. Commissioner York is completing his second term, Commissioner Howell is completing his first term, and Commissioner Trelstad is completing an unexpired vacancy from July 1, 2005, to June 30, 2006.

During the first recruitment, Mr. Howell and Mr. Trelstad re-applied for their positions. Mr. York did not re-apply, leaving one position yet to fill.

**III. PROPOSED SCHEDULE FOR REMAINING POSITION:**

The recruitment schedule for the remaining Planning Commission term is proposed as follows:

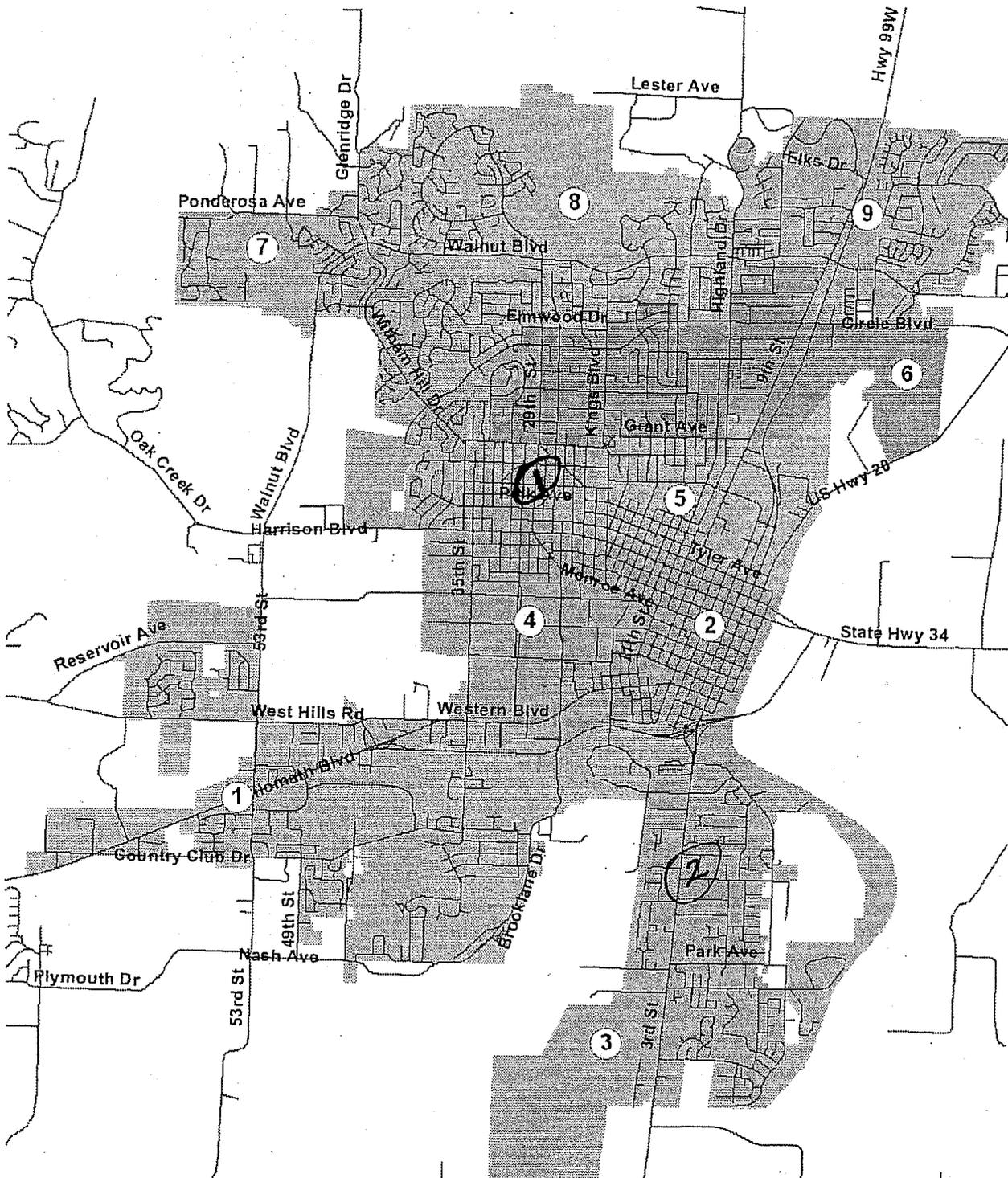
Advertisement	Wednesday, May 31 & Sunday, June 4
Receive applications	May 31 through June 26
Schedule interviews	Week of June 26
Council interviews	July 5 @ 5:30 p.m.
Appointments	July 17

**IV. ACTION REQUESTED:**

None. Information only.

## Planning Commissioner Applicants Occupation and Residence Location Guide

Map Location Number	Commissioner's Name	Commissioner's Occupation	Commissioner's Residential Address	Ward or UGB
1	Brandon Trelstad	campus sustainability coordinator	2815 NW Polk Avenue	5
2	Tony Howell	clinical social worker	2030 SE DeBord Street	3



**Section 1.16.070 Vacancy.**

Any vacancy which may occur on any board or commission shall be filled for the unexpired term by the appointing authority. Such a vacancy shall be deemed to exist upon the incumbent's death, incompetence, conviction of a felony, resignation, failure to maintain the qualifications of office, or failure to attend four consecutive meetings or participate in board or commission activities for 60 days without the consent of the chair of the board or commission. All vacancies shall be filled within 60 days of the vacancy. If said vacancy is not filled within 60 days by the appointing authority, Council shall appoint by a majority vote someone to fill the vacancy.

(Ord. 81-99 § 7, 1981)

**Section 1.16.090 Residency.**

Except as otherwise provided by ordinance, all members of a board or commission shall meet one of the following qualifications at their appointment and shall retain such status during their term of office: At least two-thirds of any board or commission shall be composed of persons who reside in the territorial limits of the City. The appointing authority may also appoint persons who are employed or self-employed full time in the City or who reside in the Urban Growth Boundary.

(Ord. 81-99 § 9, 1981)

**Section 1.16.100 Term.**

Members of the board or commission shall serve for a term of three years except for the initial appointment as hereinafter provided. All members shall retain their positions at the expiration of their terms until a replacement is named or for 60 days, whichever comes first.

(Ord. 81-99 § 10, 1981)

**Section 1.16.235 Planning Commission.**

1) Hereby is created a City Planning Commission for the City of Corvallis, Oregon. The Planning Commission is created pursuant to ORS 227.020.

2) The City Planning Commission shall consist of nine members to be appointed by Council. No more than two voting members of the Commission may be engaged principally in the buying, selling, or developing of real estate for profit as individuals or be members of any partnership or officers or employees of any corporation that engages principally in the buying, selling, or developing of real estate for profit. In the interest of ensuring a balanced, community-wide perspective on the Planning Commission, no more than two members shall be engaged in the same kind of occupation, business, trade, or profession.

3) Upon expiration of a term or vacancy, a public announcement of the opening will be announced in a newspaper of general circulation in the City. The notice shall contain the qualifications for appointment in subsection 2) and a list of the occupations of existing commissioners. After receiving applications Council may conduct interviews. If more than one application is submitted, Council shall hold a ballot vote conducted by the City Recorder. Any person receiving a majority vote shall be appointed to the Planning Commission. If no person receives a majority vote, the two receiving the most votes shall be voted upon again. The one then receiving the majority vote shall be appointed to the Planning Commission.

4) Five members of the City Planning Commission shall constitute a quorum. If a quorum cannot be obtained because five (5) or more members have a conflict of interest, the quorum requirement shall be reduced to three (3) for that issue only.

5) A member of the Planning Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or his or

Corvallis Municipal Code

her spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which she or he is then serving or has served within the previous two (2) years, or any business with which she or he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken. Examples of conflict of interest include:

- a) The member owns property within the area entitled to receive notice of the public hearing;
- b) The member has a direct private interest in the proposal; and
- c) For any other valid reason, the member has determined that participation in the hearing and decision cannot be in an impartial manner.

6) The Commission shall have the authority which is now or may hereafter be assigned to it by Charter, ordinances, or resolutions of the City and ORS 227.090, and other State laws.

The Planning Commission shall function primarily as a comprehensive planning body proposing policy and legislation to Council related to the coordination of the growth and development of the community. The functions of the Planning Commission shall include, but not be limited to, the following:

a) Review the Comprehensive Plan and make recommendations to Council concerning Plan amendments which it has determined are necessary based on further study or changed concepts, circumstances, or conditions.

b) Formulate and recommend legislation to implement the Comprehensive Plan.

c) Review and recommend detailed plans including functional plans which relate to public facilities and services, and subarea plans which relate to specific areas of the community to implement the Comprehensive Plan.

d) Assist in the formulation of the Capital Investment Plan [Capital Improvement Program] and submit periodic reports and recommendations relating to the integration and conformance of the plan with the Comprehensive Plan.

e) Review and make recommendations concerning any proposed annexation.

f) Conduct hearings, prepare findings of fact, and take such actions concerning specific land development proposals as required by the Land Development Code.

g) Advance cooperative and harmonious relationships with other planning commissions, public and semi-public agencies and officials, and civic and private organizations to encourage the coordination of public and private planning and development activities affecting the City and its environs.

h) Study and propose, in general, such measures regarding land development as may be advisable for promotion of the public interest, health, safety, comfort, convenience, and welfare.

(Ord. 98-45 § 3, 11/11/1998; Ord. 82-6 §§ 2, 3, 1982; Ord. 81-99 § 60, 1981)

City Council Interviews  
Planning Commission Vacancies  
Term: July 1, 2006 - June 30, 2009

Questions

**Please answer the following questions and return with your application.**

1. Why would you like to be on the Planning Commission and what do you think is the role of the Planning Commission?

I have a personal interest in planning and believe smart planning today can help avoid future expenditure of money, time and natural resources. The role of the Planning Commission includes making decisions based on the Land Development Code and Comprehensive Plan, and making recommendations to City Council regarding Comprehensive Plan amendments and other legislative matters.

2. Explain your understanding of the Oregon land use system and our Comprehensive Plan and Land Development Code.

The Oregon Statewide Planning Goals articulate the State's policies regarding land use. Corvallis' Comprehensive Plan must be consistent with and address the Statewide Goals. The State also requires our local code to implement our local Comp. Plan.

3. Briefly, tell us about a land use decision that interested you and share your observations about the process and the decision.

Seventh Street Station was recently of interest. What was notable about this situation is the amount of organization in the neighborhood. Neighbors cited Code and Comp. Plan text, noted significant changes between the earlier Conceptual Plan and the proposed Detailed Development Plan. The Planning Commission seemed to agree with most of the neighbors' points. Issues of size, scale and general compatibility concerned me personally, as did solar access. It seemed the proposal would have weakened the existing historic neighborhood's character rather than strengthen it.

## Planning Commission Application 2006

Tony Howell

### Questions

1. *Why would you like to be on the Planning Commission and what do you think is the role of the Planning Commission?*

I have enjoyed my first term on the Planning Commission and would be very excited to be able to serve my community for another three years. All members of the current Commission are conscientious, well prepared, and committed to doing their best to implement our land use policies and standards. It has been a pleasure to serve with them, and to continue to work with our professional and knowledgeable planning staff. Having worked hard on the 2000 LDC update, I am looking forward to being involved in its implementation.

The roles of the Planning Commission are to: 1) serve as a quasi-judicial hearing body and make land use decisions based on the policies in the Comp Plan and the standards in the Land Development Code; 2) make recommendations to the City Council on legislative changes to the Comp Plan or LDC; 3) advise the Council on other land use matters; and 4) instill confidence in our land use system by conducting business in a manner that is fair, impartial, and respectful, so as to positively represent the Council, City government, and Corvallis citizens.

2. *Explain your understanding of the Oregon land use system and our Comprehensive Plan and Land Development Code.*

The Oregon land use system is based on local implementation of statewide goals. The 19 Statewide Planning Goals set a framework for local plans and guidelines for addressing specific issues. Our local Comprehensive Plan addresses the statewide goals and sets land use policies that are also intended to reflect local values and that are designed to help achieve the aspirations in our Vision 2020 document. The Land Development Code implements the Comp Plan policies by translating them into clear and objective standards, and is the primary document guiding most land use decisions. It is only when applicants ask to vary from these standards that the Planning Commission will look to the Comp Plan policies for guidance in weighing the benefits of the requested variance.

3. *Briefly, tell us about a land use decision that interested you and share your observations about the process and the decision.*

It has been quite awhile since I sat in the citizen section during a Planning Commission hearing. What I recall more than the actual cases or decisions was the process the Commission employed to consider issues that had been raised as they came to their decision. Before I was appointed to the Commission, I was impressed with their courtesy to those who testified, never trying to make a point at the cost of a citizen who may be testifying for the first time. At deliberations, the chair would guide the Commission through the list of issues raised in testimony, and each would receive some discussion. Finally, Commissioners would all provide their reasons, based on policies and Code standards, for their decision. Whether or not participants agreed with the decision, the Commission communicated clearly that they understood the issues raised, gave them thoughtful consideration, and based their decision on appropriate standards. This type of process goes far toward maintaining citizens' faith in government and the land use system.