



Community Development Planning Division  
501 SW Madison Avenue  
PO Box 1083, Corvallis, OR 97339  
Telephone 541.766.6908

2016

Planning Commission

Application

Packet

**Deadline: Return by 5:00 p.m., Friday, November 4, 2016.**

Applications received after the deadline will not be accepted, regardless of the postmark.

# Planning Commission

The Planning Commission advises the City Council on land use planning policy and reviews various development proposals for compliance with the Comprehensive Plan and applicable land use regulations. The Commission consists of nine members appointed by the City Council. A standard Planning Commission term is three years; however, those filling seats vacated prior to the end a term will serve the remainder of that term before being eligible to re-apply for a full three year term. Members of the Planning Commission receive no compensation and attend an average of two regular Planning Commission evening meetings each month and an average of an additional special meeting or two (liaison to other commissions, task forces for long range planning projects, etc.) each month, as needed. The majority of the additional special meetings are during the evening, but some are during the day. Review of materials for meetings averages 1-2 hours per meeting, although in some complex cases can be up to 3 hours.

The following information is from the Corvallis Municipal Code.

## **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 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)*



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Interview Date: TBD (most likely in late November or early December)

Please answer the three questions that are attached on a separate page.

Please return to the Planning Division by 5 p.m. Friday, November 4, 2016. Applications received after the deadline will not be accepted, regardless of the postmark.

Name: \_\_\_\_\_ Date: \_\_\_\_\_
Address (home) \_\_\_\_\_ Phone (h) \_\_\_\_\_
Address (work) \_\_\_\_\_ Phone (w) \_\_\_\_\_
E-mail (work) \_\_\_\_\_ E-mail (home) \_\_\_\_\_
Occupation/Profession: \_\_\_\_\_

Please list each source of income that is 10% or more of your total household income:

\_\_\_\_\_

Please identify your community/civic activities, including business or professional organizations:

\_\_\_\_\_
\_\_\_\_\_

Please list all financial interests in real property located in Benton County:

\_\_\_\_\_
\_\_\_\_\_

Please indicate your interests, qualifications and/or philosophical attitudes toward the responsibilities of a Planning Commissioner:

\_\_\_\_\_
\_\_\_\_\_

Please indicate any familiarity you might have with land use planning, Corvallis land use regulations, and/or the Oregon Statewide Planning Program.

\_\_\_\_\_
\_\_\_\_\_

Certification: I certify the foregoing information to be true and exact to the best of my knowledge.

Candidate's Signature

Date

How did you hear about this recruitment? Newspaper \_\_\_ City Website \_\_\_ Other \_\_\_\_\_

This application provides general biographical information to assist the City Council in making their appointments to the Planning Commission. If you wish to elaborate on any of the above items, please attach additional pages.

\*Pursuant to State law (ORS 244.050), persons appointed to the PC/HRC are required to file an annual verified statement of economic interest and a quarterly public official disclosure form with the Oregon Government Ethics Commission.

## Planning Commission Application Questions

### Questions

**Please answer the following questions on a separate page and return with your application.**

1. Why would you like to serve as a Planning Commissioner in Corvallis?
2. What are some fundamentals of the Oregon land use system?
3. Briefly, tell us about a land use decision that interested you and share your observations about the process and the decision. (Please don't use a land action that is pending or on appeal).