

MEMORANDUM

TO: Mayor and City Council

FROM: Eric Mongan, City Planner

SUBJECT: PLANNING COMMISSION APPOINTMENTS

DATE: January 5, 2022

Background

Council appointed a subcommittee to conduct interviews of candidates for the Planning Commission vacancies created by term expirations on 12/31/2021. The subcommittee was appointed at the December 13, 2021 City Council Meeting. Councilor Ervin (Chair) and Councilors Roberts and Fleck volunteered and were selected by Council to staff the interview subcommittee.

There are three vacancies on the Planning Commission. Staff advertised the vacancies via the Cottage Grove Sentinel and on the City's website.

Four applications were received and interviews were scheduled with Ashley Rigel (incumbent), Tim Burns (incumbent), Donn Rust, and David Christopher. (Applications attached.)

The interviews for the four applicants are scheduled for Tuesday, January 4, 2022. The subcommittee will announce their recommendations for appointment at the City Council Meeting on January 10, 2022.

Recommendation

That the City Council consider the recommendation of the interview subcommittee for the appointment of three Planning Commissioners to three year terms beginning January 10, 2022 and ending December 31, 2024.

Cost

None



Richard Meyers,
City Manager



Eric Mongan,
City Planner



Date Submitted by Applicant: 12-9-21

400 E. Main Street
Cottage Grove, Oregon

Planning Commission Application

Applicant:

Name: TIM BURNS
Residence Address: 78341 SNAVEN LN. COTTAGE GROVE, OR 97424
Mailing Address (if different): _____
Email Address: AGWILLIS@GMAIL.COM
Home Phone No.: 408-687-0635 Work Phone No.: _____

Thank you for your interest in serving on the Cottage Grove Planning Commission. State and local laws strictly regulate the composition of membership on the Planning Commission. Because of these requirements, specific questions regarding your qualifications must be asked. Please answer all questions. Any incomplete applications will not be considered for appointment.

Cottage Grove Municipal Code states:

2.24.020 Membership:

The commission shall consist of seven voting members appointed by the City Council and such nonvoting advisory members as may be designated by the City Council to provide technical advice to the voting members. Members shall not be officials of the city nor employees of the city. Up to two members may reside outside the city limits, but at least five shall reside within the city.

- A. The voting members of the commission living outside the city limits shall reside within a six-mile radius of the city limits or have/own a business or property within the city limits at the time of appointment and maintain that residence/business subject to further conditions as herein established*
- B. No more than two voting members of the commission may engage 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. No more than two members shall be engaged in the same kind of occupation, business, trade or profession.*

Questionnaire:

1. Do you work for the City of Cottage Grove? ☐ Yes ☒ No

2. Do you reside within the City of Cottage Grove? ☐ Yes ☒ No

If "no", do you reside within a six-mile radius of the city limits?

☒ Yes ☐ No

3. Do you have or own a business or real property within the city limits?

If "yes", please provide the address of business or real property location: NUMEROUS

4. Are you involved in the buying, selling or developing of real estate for profit as an individual, member of a partnership, or as an officer or employee of any cooperation that engages in the buying, selling or developing of real estate for profit? ☒ Yes ☐ No

5. Please list your current employer(s), business(es), corporation or partnership's name, and their address(es), contact name(s) and telephone number(s):

N/A

6. Please list any previous and current volunteer experience:

CURRENTLY ON THE CG PLANNING COMMISSION

7. What do you think the Planning Commission does?

REVIEWS & RECOMMEND THE WORK OF CITY STAFF.

8. Do you have any standing conflicts with regularly scheduled Planning Commission meetings? (Please note: Regular public meetings/hearings are held on the second and third Wednesday of each month at 7:30pm.)

☐ Yes ☒ No

I voluntarily submit this application for the City of Cottage Grove Planning Commission and verify that the information contained on this application is correct.


Signature

12-9-21
Date

Note: This application will remain in effect for six months from the date submitted. If you wish to be considered for appointment beyond that time, you must renew your application.



Date Submitted by Applicant: 11/22/2021

400 E. Main Street
Cottage Grove, Oregon

Planning Commission Application

Applicant:

Name: David M. Christopher
Residence Address: 1308 Ash Ave. Cottage Grove Ore. 97424
Mailing Address (if different): _____
Email Address: Davidmike.50@gmail.com
Home Phone No.: 541-731-3194 Work Phone No.: _____

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Questionnaire:

1. Do you work for the City of Cottage Grove? ☐ Yes ☒ No
2. Do you reside within the City of Cottage Grove? ☒ Yes ☐ No

If "no", do you reside within a six-mile radius of the city limits?

☐ Yes ☐ No

3. Do you have or own a business or real property within the city limits?

If "yes", please provide the address of business or real property location: 1308 Ash Ave

4. Are you involved in the buying, selling or developing of real estate for profit as an individual, member of a partnership, or as an officer or employee of any cooperation that engages in the buying, selling or developing of real estate for profit? ☐ Yes ☒ No

5. Please list your current employer(s), business(es), corporation or partnership's name, and their address(es), contact name(s) and telephone number(s):

Retired

6. Please list any previous and current volunteer experience:

Creswell Chamber (2008-2012)

Creswell Planning Commission (July 2003-Present)

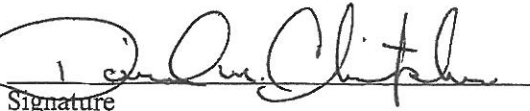
7. What do you think the Planning Commission does?

Helps guide growth and development in the City of Cottage Grove. Also advise and recommend planning decisions (IE: zoning & Urban Growth Boundary changes) to the city Council.

8. Do you have any standing conflicts with regularly scheduled Planning Commission meetings? (Please note: Regular public meetings/hearings are held on the second and third Wednesday of each month at 7:00 p.m.)

☐ Yes ☒ No

I voluntarily submit this application for the City of Cottage Grove Planning Commission and verify that the information contained on this application is correct.


Signature

Nov. 22, 2021
Date

Note: This application will remain in effect for six months from the date submitted. If you wish to be considered for appointment beyond that time, you must renew your application.



Date Submitted by Applicant: 12/07/21

400 E. Main Street
Cottage Grove, Oregon

Planning Commission Application

Applicant:

Name: Ashley Rigel
Residence Address: 808 W Douglas C.G
Mailing Address (if different): Same
Email Address: ashburr286@gmail.com
Home Phone No.: 541-515-5584 Work Phone No.: _____

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Questionnaire:

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2. Do you reside within the City of Cottage Grove? ☒ Yes ☐ No

If "no", do you reside within a six-mile radius of the city limits?

☐ Yes ☐ No

3. Do you have or own a business or real property within the city limits? NO

If "yes", please provide the address of business or real property location: _____

4. Are you involved in the buying, selling or developing of real estate for profit as an individual, member of a partnership, or as an officer or employee of any cooperation that engages in the buying, selling or developing of real estate for profit? ☐ Yes ☒ No

5. Please list your current employer(s), business(es), corporation or partnership's name, and their address(es), contact name(s) and telephone number(s):

Oregon Family Orthodontics
4122 Quest Drive Eugene, OR 97402
+
5895 Main Str Springfield, OR 97478

6. Please list any previous and current volunteer experience:

Planning Commission, South Lane Childrens Clinic
C G Highschool, LCC Dental Clinic
Latham Elementary, Code audit committee,

7. What do you think the Planning Commission does?

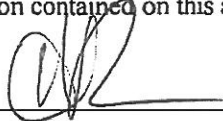
Review applications, make sure
applicants are meeting criteria

8. Do you have any standing conflicts with regularly scheduled Planning Commission meetings? (Please note: Regular public meetings/hearings are held on the second and third Wednesday of each month at 7:30pm.)

☐ Yes ☒ No

I voluntarily submit this application for the City of Cottage Grove Planning Commission and verify that the information contained on this application is correct.

Signature



Date

11-30-21

Note: This application will remain in effect for six months from the date submitted. If you wish to be considered for appointment beyond that time, you must renew your application.



NOV 22 15:20

Date Submitted by Applicant: 11/20/21400 E. Main Street
Cottage Grove, Oregon

Planning Commission Application

Applicant:

Name: Donna Rust
Residence Address: 117 N H STREET
Mailing Address (if different): N/A
Email Address: donnarust@gmail.com
Home Phone No.: 903-530-3847 Work Phone No.: N/A

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2. Do you reside within the City of Cottage Grove? ☒ Yes ☐ No

If "no", do you reside within a six-mile radius of the city limits?

☐ Yes ☐ No

3. Do you have or own a business or real property within the city limits?

If "yes", please provide the address of business or real property location: 117 N H STREET

4. Are you involved in the buying, selling or developing of real estate for profit as an individual, member of a partnership, or as an officer or employee of any cooperation that engages in the buying, selling or developing of real estate for profit? ☐ Yes ☒ No

5. Please list your current employer(s), business(es), corporation or partnership's name, and their address(es), contact name(s) and telephone number(s):

Retired

6. Please list any previous and current volunteer experience:

(1) Cottage Grove, OR - Budget Committee (2) Smith Co, TX - Constables office (3) Tyler, TX - Traffic Safety Board (4) Tyler, TX - Library Board (5) Tyler, TX - Airport Board (6) Tyler, TX - Business Development Board (7) East Texas Sheriffs Association Board (8) East Texas Constables Association Board

7. What do you think the Planning Commission does?

It is the hearings body for Land use decisions. I think most importantly the board designs and executes suitable policies for economic development and land use.

8. Do you have any standing conflicts with regularly scheduled Planning Commission meetings? (Please note: Regular public meetings/hearings are held on the second and third Wednesday of each month at 7:30pm.)

☐ Yes ☒ No

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Signature

11/20/21
Date

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