

MEMORANDUM

TO: Mayor and City Council  
FROM: Faye Stewart, Public Works & Development Director  
SUBJECT: PLANNING COMMISSION APPOINTMENTS  
DATE: January 4, 2023

Background

Council appointed a subcommittee to conduct interviews of candidates for the Planning Commission vacancies created by term expirations on 12/31/2022. The subcommittee was appointed at the November 14, 2022 City Council Meeting. Councilor Roberts (Chair) and Councilors Ervin and Fleck volunteered and were selected by Council to staff the interview subcommittee.

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

Three applications were received and interviews were scheduled with Stephen Thoemmes, Jeff Gowing, and Tom Monroe. (Applications attached.)

The subcommittee will announce their recommendations for appointment at the City Council Meeting on January 9, 2023.


Recommendation

That the City Council consider the recommendation of the interview subcommittee for the appointment of two Planning Commissioners to three year terms beginning January 9, 2023 and ending December 31, 2025.

Cost

None

  
Richard Meyers, City Manager

  
Faye Stewart, Public Works &  
Development Director



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):

NONE

6. Please list any previous and current volunteer experience:

(5 mo) PLANNING COMMISSION, Cottage Grove City Council (2 Terms)  
Mayor of Cottage Grove (2 Terms)  
V.P. Bohemia Foundation  
S. L. Fire BOARD OF DIRECTORS

7. What do you think the Planning Commission does?

follows guide lines AND City AND State Laws  
for building AND construction project AND  
send Recommendations on each project 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 7:30pm.)

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

Dec 05, 2022  
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.

NOV 14 2022

Date Submitted by Applicant:

City of Cottage Grove  
City Manager's Office  
400 E. Main Street  
Cottage Grove, Oregon



## Planning Commission Application

**Applicant:**

Name: Jeff Bowling  
 Residence Address: 248 N 8th Street Cottage Grove OR 97424  
 Mailing Address (if different): \_\_\_\_\_  
 Email Address: jb1heavy@yahoo.com  
 Home Phone No.: 541-510-5992 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 or 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:

248 N 8th Street  
Residence

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):

Weyhacuser

6. Please list any previous and current volunteer experience:

City Council 2009-2016  
Mayor 2017-2022

7. What do you think the Planning Commission does?

discuss & approve land use within  
the city limits

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 11-14-22

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: 12-9-22

400 E. Main Street  
Cottage Grove, Oregon

## Planning Commission Application

**Applicant:**

Name: Stephen Thompson  
Residence Address: 1242 W. Main St, OR 97424  
Mailing Address (if different): \_\_\_\_\_  
Email Address: alpinelake1@gmail.com  
Home Phone No.: 541-942-6185 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.*

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- 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? yes

If "yes", please provide the address of business or real property location: Residence  
1242 W. Main St



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:

Within Cottage Grove, Humane Society of Cottage Grove  
Kingman AZ, Mutt Matchers no-kill shelter  
Fire Chief, Chloride Volunteer Fire Dept AZ

7. What do you think the Planning Commission does?

working with the City Council and the public  
regarding proposed and existing projects involving  
land use and developments.

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.

Stephan  
Signature

12-9-22  
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.