

MEMORANDUM

TO: Mayor and City Council
FROM: Eric Mongan, City Planner
SUBJECT: PLANNING COMMISSION APPOINTMENT
DATE: January 3, 2024

Background

Council appointed a subcommittee to conduct interviews of candidates for the Planning Commission vacancies created by term expirations on 12/31/2023. The subcommittee was appointed at the December 11, 2023 City Council Meeting. Councilor Fleck (Chair) and Councilor Ervin and Mayor Solesbee 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.

One application has been received from incumbent Commissioner Garland Burback (Application attached).

The subcommittee will announce their recommendation for appointment at the City Council Meeting on January 8, 2024.

Staff will re-advertise for the remaining vacancy and once received interviews will be held for the perspective applicant(s).

Recommendation

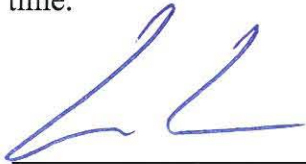
That the City Council consider the recommendation of the interview subcommittee for the appointment of one Planning Commissioner to a three year term beginning January 8, 2024 and ending December 31, 2026.

Cost

Advertising in the Cottage Grove Sentinel and staff time.



Faye Stewart, City Manager – Pro Tem



Eric Mongan, City Planner



Date Submitted by Applicant: 12-1-23

400 E. Main Street
Cottage Grove, Oregon

Planning Commission Application

Applicant:

Name: GARLAND BURTSACK
Residence Address: 461-8-1st
Mailing Address (if different): PO BOX 1498 COTTAGE GROVE, OR 97424
Email Address: SARBAGGOOD42@YAHOO.COM
Home Phone No.: 541-337-3702 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: 461-8-1st
459-8-1st
2055 GETTY CR.

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):

COTTAGE GROVE GARAGE SER. INC.

6. Please list any previous and current volunteer experience:

SO. HANE SCHOOL BOARD
CA PLANNING COMMISSION
CA CITY COUNCIL

7. What do you think the Planning Commission does?

through local and state law provide for
orderly growth in this community.

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

12-1-23
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.