



AGENDA COVER MEMO

Memorandum Date: September 1, 2023

Order Date: September 19, 2023

TO: Board of County Commissioners

DEPARTMENT: Public Works / Land Management Division

PRESENTED BY: Taylor Carsley, Senior Planner

AGENDA ITEM TITLE: ORDER / In the Matter of Appointing Michelle Hanks as an At-Large Member to the Lane County Planning Commission

I. MOTION

Move to appoint Michelle Hanks to the Lane County Planning Commission to fill the vacancy created by the expiration of Charlcie Kaylor's term.

II. AGENDA ITEM SUMMARY

There is a need to appoint one at-large position to the Lane County Planning Commission (the Commission) due to the expiration of Charlcie Kaylor's term on September 30, 2023.

Per Lane Manual 3.080.020.C.7, the Board or a designated subcommittee is required to conduct oral interviews with applicants. On June 27, 2023, the Board appointed a subcommittee, consisting of Commissioner Heather Buch and Commissioner Ryan Ceniga, to conduct interviews for one vacant position on the Commission. Eight (8) candidates applied for the positions and seven (7) of the candidates were interviewed. The subcommittee conducted oral interviews via a virtual platform with the candidates on August 24, 2023. Michelle Hanks was selected as a finalist in the interview process and the Board subcommittee recommended appointing them to the Commission.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Lane County Planning Commission makes recommendations to the Board of County Commissioners on land use matters related to amendments to the Rural Comprehensive Plan. The Commission also recommends to the Board ordinances that are intended to implement the purposes, principles, and proposals expressed in the comprehensive plan. Finally, the Commission serves as the Citizen Involvement Program Committee for Lane County on matters relating to land use, and promotes public interest in and understanding of the comprehensive plan and of planning and zoning in general.

B. Policy Issues

Pursuant to the authority granted to the Board by ORS 215, Lane County Home Rule Charter, and Lane Code Chapter 2, the Planning Commission was established for Lane County. Per Lane Manual (LM) 3.080.020 Membership Term, the term of office on the Planning Commission shall be for four years, and unless the Board takes special action, no member shall be eligible for more than two consecutive full terms. Terms shall expire on September 30th. A member shall remain appointed until replaced or reappointed, consistent with the appointment procedures in LM 3.080.020.D. Any vacancy occurring on the Planning Commission shall be filled by the Board. LM 3.080.020.D and Administrative Procedures Manual (APM) Chapter 1 Section 10 Issue 6 set forth the appointment process for vacancies on the Planning Commission.

Pursuant to the Planning Commission Bylaws Article II Section 3: Membership, it is clear that a new member must be appointed by the Board.

C. Board Goals

No objectives of the Strategic Plan directly relate to the appointment of a member of the Lane County Planning Commission.

D. Financial and/or Resource Considerations

Per Lane Manual 3.080.020 MEMBERSHIP, members of the Commission serve without compensation other than reimbursement for duly authorized expenses. The appointment of a member to the Commission does not directly result in any financial or resource considerations.

E. Health Implications

There are no identified significant health implications related to the Board's action deciding whether or not to appoint a member(s) of the Planning Commission.

F. Analysis

Lane Manual requires that the Planning Commission consist of nine (9) members, each of whom must be a resident of Lane County and be appointed by the Board. The Board is asked to appoint one (1) new member to the Planning Commission due to the expiration of Charlcie Kaylor's term on September 30, 2023. The vacancy has been advertised since approximately June 26, 2023. The Board subcommittee has recommended appointment of Michelle Hanks to fill the vacant position.

Per Lane Manual, one voting member is required to reside in the coastal area. The single coastal member position is currently filled by Commissioner Bruce Hadley. Therefore, the vacant position is not required to be a coastal position. Additionally, at least three voting members shall reside outside cities and at least two shall reside inside cities. This requirement is already satisfied by existing membership. See the current Commission roster provided as **Attachment 3**.

Lane Manual 3.080.020(6)(d) 3.575(6)(d) states that: *“A reasonable attempt will be made to select the voting membership from different geographic areas of the County.”* Michelle Hanks resides in the West Lane District, inside the City of Eugene. Two other current Commission members, Bruce Hadley and Stephen Snider reside in the West Lane District. Out of the remaining members of the Commission, four reside in the East District, and two reside in the South Eugene District. Therefore, with approval of this appointment, Planning Commission membership will continue to represent different geographical areas of the County.

Lane Manual and ORS 215.030(5) require that no more than two members of the Planning Commission be engaged 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 engaged principally in the buying, selling, or developing of real estate for profit. Additionally, no more than two voting members of each Planning Commission shall be engaged in the same kind of occupation. As indicated in her application, Michelle Hanks is a CEO of a nonprofit organization and has not participated within the last five years in the buying, selling, or developing of real estate for profit as an individual or for a corporation. Furthermore, no other current Planning Commission member describes their occupation as a CEO of a nonprofit. Therefore, the limitations associated with real estate and occupation are not exceeded by this appointment.

Michelle Hanks has not served a prior, consecutive term on the Planning Commission.

G. Alternatives/Options

1. Appoint Michelle Hanks to fill the vacancy created by the expiration of Charlie Kaylor’s term on the Planning Commission; or
2. Do not appoint Michelle Hanks and direct the Planning Director to re-advertise the Planning Commission vacancy.

IV. RECOMMENDATION

Alternative 1, above.

V. TIMING/IMPLEMENTATION/FOLLOW-UP

Staff will follow up on the Board’s recommendation immediately. Implementation will consist of:

1. Sending a notification letter to the newly appointed Planning Commission member; or
2. Re-opening the application process and re-advertise the notification of vacancy if so directed.

VI. ATTACHMENTS

1. Board Order
2. Citizen Advisory Committee Appointment Form
3. Lane County Planning Commission Roster

4. Copy of Candidate's Application for Citizen Advisory Committee
5. Lane Manual 3.080.020

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-09-19-04

In the Matter of Appointing Michelle Hanks
as an At-Large Member to the Lane County
Planning Commission

WHEREAS, a vacancy will exist on the Lane County Planning Commission upon the expiration of Charlcie Kaylor's term on September 30, 2023; and

WHEREAS, the appointment of a new member to this position is necessary for the continued and efficient functioning of the Lane County Planning Commission; and

WHEREAS, this matter has been fully considered by the Lane County Board of Commissioners;

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS and RESOLVES** as follows:

That one vacancy on the Lane County Planning Commission be filled by the person and term specified below, effective the date of this order:

Name	Term
Michelle Hanks	10/01/2023 to 9/30/2027 1st Term

ADOPTED this 19th day of September, 2023.

Pat Farr, Chair
Lane County Board of Commissioners

CITIZEN ADVISORY COMMITTEE APPOINTMENTSDate 09/19/2023

- A. MOTION: IN THE MATTER OF APPOINTING MEMBER(S) TO THE
Lane County Planning Commission COMMITTEE/BOARD/COMMISSION
name of Advisory Committee
- VACANCIES 1

- B. Board subcommittee has reviewed attached applications.
name of Committee

RECOMMENDATIONSMichelle Hanks**TERM EXPIRATION**9/30/2024

- C. TOTAL MEMBERSHIP 1 NO. OF APPLICATIONS SUBMITTED 8

ADVERTISING PERIOD June TO August TERMS: 4 YEAR(s)MANDATED COMMITTEE x YES NOSTAFF LIAISON: Taylor Carsley PW/LMD PHONE: 6765
name dept./div.**COMMITTEE CHARGE:**

The Lane County Planning Commission (LCPC) serves as a volunteer advisory committee to the Board of County Commissioners (BCC) on land use matters.

D. BACKGROUND/ANALYSIS:

One vacancy will exist after September 30, 2023 due to the expiration of Charlcie Kaylor's term. The appointment of one at-large (non-coastal) members is necessary for the continued and efficient functioning of the LCPC. The Board subcommittee recommends one finalist to fill the open position.

NOTE: A list of the present membership of your committee MUST be attached as part of the agenda packet. Copies of applications are on file in the County Administrator's Office.

LANE COUNTY PLANNING COMMISSION

MEMBER	PROFESSION	TERM EXPIRES	CITY	Commissioner District & Geographical Reqmnt.
Charlcie Kaylor 2365 Pioneer Pike Eugene, Or 97401 541-686-0124 charlcie@efn.org	Retired	09/30/2023 (2 nd Term)	IN	Eugene
Stephen Dignam 82313 Bear Creek Rd Creswell, OR 97426 541-521-8393 Stevedignam11@yahoo.com	Retired	09/30/2024 (2 nd Term)	OUT	East
Christian Wihtol 32528 Dillard Rd. Eugene, OR 97405 541-554-4374 wihtolc@yahoo.com	Writer/Editor/Retired	09/30/2024 (1 st Term)	OUT	East
Bruce Hadley 4828 Oceana Drive Florence, OR 97439 bwh541@gmail.com	Retired	09/30/2025 (1 st Term)	OUT	West (Coastal)
Eliza Kashinsky 190 W 15 th Avenue Eugene, OR 97401 Eliza.kashinsky@gmail.com	Human Resources Analyst	09/30/2025 (1 st Term)	IN	South Eugene
Jonnie Peacock 747 E 32 nd Avenue, #219 Eugene, OR 97405 jonnie_peacock@icloud.com	Controller	09/30/2025 (1 st Term)	IN	South Eugene
Stephen Snider 3272 Crocker Road Eugene, OR 97404 Stephen.snider@gmail.com	Engineering Manager	09/30/2025 (1 st Term)	OUT	West
Jeffery Choate 93701 Marcola Rd. Marcola, OR 97454 jeff.choate@comcast.net	Safety/Training/Loss Prevention Manager	09/30/2026 (1 st Term)	OUT	East
Markus Lay 84925 Sarvis Berry Lane Eugene, OR 97405 layzranch@gmail.com	Firefighter/Paramedic	09/30/2024 (cont. of term)	OUT	East

Eliza Kashinsky, Chair
Jeffery Choate, Vice Chair



Lane County
PLANNING COMMISSION ADVISORY COMMITTEE
APPLICATION

Page 1 of 2

APPLICANT'S NAME AND CITY: Michelle Hanks, Veneta	DATE: 1/18/2023
NAME OF ADVISORY COMMITTEE: Planning Commision Advisory Committee	PLEASE CHECK ONE: ☒ New Applicant ☐ Application for Reappointment

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.)

Please see attached resume.

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?

My experience with housing and disaster services should provide transectional insight on plnning for growth and services that is sustainable through foreseeable climate needs.

3. List the community concerns related to this committee that you would like to see addressed if you are appointed.

Access to transportation throughout rural Lane County; Access to reliable communication infrastructure through out the county; strategic zoning that takes into account potential climate and population changes and needs. Ensuring that rural communities have a strong voice at the committee.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

Poverty and Homeless board subcommittee - Shelter Stakeholders Committee; Lane Government Advocacy Committee (Eugene Chamber); Live Health Lane (county advocacy group); Housing Collaborative

5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities. If selected, how would you contribute to this effort?

I identify as a white, middle-aged female. I recognize that each of us has implicit bias, and the way to ensure that we do not tokenize those different from us is to hold ourselves and each other accountable when those biases may arise in a professional manner. I work with marginalized populations on a daily basis and recognize that I cannot speak for others, but can listen and invite them to be included.

6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?

Poverty and Homeless Subcommittee - ShelterStakeholders

7. Are you presently, or have you within the last five years, engaged in the buying, selling or development of real estate for profit? ☐ Yes ☒ No

8. Are, or were you within the last five years, a member of any partnerships that engage in the buying, selling or development of real estate for profit? ☐ Yes ☒ No

9. Are you, or have you been within the last five years, an officer or employee of any corporation that buys, sells or develops real estate for profit? ☐ Yes ☒ No

10. How did you learn about this vacancy? ☐ Newspaper ☐ Word of mouth ☒ Other:

11. In which County Commissioner District do you reside? please check one:

☐ Unsure ☒ West Lane County ☐ Springfield ☐ South Eugene ☐ North Eugene ☐ East Lane County

**The Board of Commissioners has adopted the following policy on reappointments:*

a. Members of County advisory groups will serve a maximum of two consecutive terms when term lengths are three or more years in length.

b. The deadline for incumbent applications will be the same as the deadline for new applications.

** Unless waived by the Board.*

RECEIVED

JAN 23 2023

LANE COUNTY ADMINISTRATION



Lane County
PLANNING COMMISSION ADVISORY COMMITTEE
APPLICATION

Page 2 of 2

Please Print

Name: Michelle

Hankes

NOTE: Information in this box consisting of home addresses and phone numbers may be exempt from disclosure per ORS 192.502(3).

OPTIONAL INFORMATION

Lane County is required under state and federal guidelines to identify applicants by ethnicity, race, gender and age. Supplying this information will also assist Lane County in evaluating its Diversity Implementation Plan to achieve more diversity on its advisory committees. Providing this information will not adversely affect your opportunity to serve on this committee or board and this information is processed separately from the application. Completion of this section is entirely voluntary and remains confidential.

- | | | |
|--|---|---|
| ☐ Male | ☒ Female | ☐ Asian American |
| ☐ African American | ☒ European American | ☐ Native American |
| ☐ Hispanic/Chicano/Latino | ☐ Other: | ☒ Disability: *Type: hearing loss |

*This information is used to ensure there is reasonable accommodation and representation on advisory boards.

Is your age over 40? ☒ Yes ☐ No

Lane County does not discriminate against any person on the basis of race, color, national origin, gender, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities.

Signature of Applicant 

Date: 1/18/2023

Except as noted above, all information provided as part of this application is a public record subject to disclosure.

Please Return to: Lane County Administration
Public Service Building
125 East 8th Avenue
Eugene, OR 97401

NOTE: If you are not selected at this time, your application will be kept on file for 12 months from the date it was received and will be reconsidered as vacancies occur.

MICHELLE HANKES

michellehankes@gmail.com

EXPERIENCE

President and CEO

ShelterCare

Eugene, Oregon

November 2019-Present

- Lead a nonprofit with an \$11 million budget that provides housing and behavioral health services for individuals and families seeking to make a stable home in our community.
- Create partnerships with local landlords to find ways to get people into affordable homes and provide supportive services to keep them housed.
- Advocate for issues at the local, state, and federal levels associated with housing and behavioral health.
- Navigate a complex funding stream that includes local, state, and federal contracts, foundational grants, and individual donors, providing transparent reporting to all stakeholders.
- Cultivate an environment of collaboration throughout the agency at all levels for input, feedback, and accountability, by developing a strategic plan and quality improvement process.

Executive Director of Market Development

March of Dimes - Greater Tennessee Territory

Nashville, TN

March 2017-November 2019

- Created strategy and implementation of fundraising plans for the three markets that made up the Greater Tennessee Territory. The budget was approximately \$3 million.
- Represented the state as the media contact for communications, assuring brand integrity around the March of Dimes mission.
- Directed four senior development managers, each of whom oversaw local fund development staff.
- Managed and guided three boards of directors (one for each market) who established community strategies around volunteer recruitment, executive volunteer leadership, financial development, and community awareness of the March of Dimes mission.
- Focused on creating a major gifts program within Tennessee to directly fund research and programs that fight for the health of all mothers and babies.
- Partnered with other national and local organizations to promote healthy outcomes for women and children through programs, advocacy, and public education.

Executive Director

American Red Cross of East Tennessee

Knoxville, TN

July 2013-March 2017

- Assisted the organization's Advanced Public Affairs Team with national media responses to disasters such as wildfires in Tennessee, hurricanes in South Carolina, and floods in Texas.
- Managed all media relationships and marketing campaigns, including traditional and social media.
- Rebuilt the East Tennessee chapter's board of directors, increasing the number of board members from 3 to 23, which improved community awareness.
- Led the restructuring and revitalization of disaster programming.
- Established a media presence for the Red Cross in the Knoxville markets.
- Finished fiscal years under expense budget.

President and CEO

United Way of Blount County

Maryville, TN

January 2008-June 2013

- Increased fundraising campaigns from 2009 to 2012 by 7 percent through expansion of leadership giving, events, and small business donations.
- Managed staff and volunteers in developing marketing plans for both traditional and social media.
- Developed collaboration with the local college (Maryville College) and the county's community foundation to create a professional development curriculum for local nonprofit leaders to expand agency capacity.
- Led 3-year process to transition fund distribution to full community impact investment format.
- Established a county board bank to connect new administrative volunteers to local nonprofit agencies.
- Created and updated personnel policies and bylaws that were compliant with all United Way Worldwide Standard C membership requirements.

Chief Professional Officer

United Way of Oak Park, River Forest & Forest Park (now United Way of Metropolitan Chicago)

Oak Park, IL

April 2006-December 2007

- Increased 2006 to 2007 campaigns by 9 percent through increased leadership giving and professional giving and decreased overhead rate by 3 percent.
- Established first strategic plan of work for the organization.
- Conducted first community needs assessment for the area.

Executive Director

Iowa 4Cs Community Coordinated Child Care Resource & Referral

Iowa City, IA

June 2001-March 2006

- Wrote grants which brought \$1 million into the agency on an annual basis.
- Established first endowment for the agency.
- Created measurable outcomes for childcare provider training programs.

Program Development Manager

Girl Scouts of the Mississippi Valley (now Girl Scouts of Eastern Iowa and Western Illinois, Inc.)

Cedar Rapids, IA

June 1997-June 2001

- Established a science education curriculum for girls ages 6 to 18 using local universities and employers as mentors and workshop leaders.
- Created traveling event/workshop to teach girls business skills.
- Collaborated with five area camps (Boy Scouts, Girl Scouts, Campfire USA, Tanager Place, and YMCA) to create shared facility program.

Exhibit Manager

Iowa City Area Science Center

Iowa City, IA

August 1995-May 1997

- Designed tour curriculum in the areas of geology, environmental sciences, animal science, and entomology.
- Supervised all staff/volunteer training and scheduling.
- Coordinated school tours and visiting scientist lectures.

Assistant Camp Director

Lone Tree Area Girl Scout Council (now Girl Scouts of Northern Illinois)

St. Charles, IL

May 1993-August 1995

- Trained and scheduled all camp staff.
- Designed weekly curriculum for girls ages 6 to 14 in the areas of science, art, and media.

EDUCATION

- MS Education/Geology/Museum Studies, University of Iowa
- BA Political Science and History, Eureka College
- BA Music Performance and Theory, Eureka College

CERTIFICATIONS

- Certification in Nonprofit Management, Iowa State University Extension and Outreach
- Certification in Facilitating for Groups, Iowa State University Extension and Outreach
- Certification in Consultative Selling, Center for Community Leadership

Lane Manual

3.080.020 - Planning Commission.

Description: Pursuant to the authority granted to the Board of County Commissioners of Lane County by Oregon State Law, the Lane County Home Rule Charter, and by the Lane Code, a Planning Commission is established for Lane County.

A. Duties and Functions:

1. Recommend to the Board for adoption a comprehensive plan for Lane County, or any part or element thereof, and any amendment to such plan, or part or element thereof. The official comprehensive plan is effective only after its formal adoption by the Board;
2. Recommend to the Board ordinances intended to carry out the purposes, principles and proposals expressed in the comprehensive plan;
3. Perform the duties and functions imposed upon the prior Lane County Planning Commission and West Lane Planning Commission (abolished by Ordinance Nos. 3-70 and 12-97) by Lane County ordinances and orders, including but not limited to LC Chapters 9, 10, 11, 12, 13, 14, 15, and 16 and the citizen involvement component of the Statewide Planning Goals and the applicable comprehensive plans;
4. Advise and cooperate with other planning agencies within the state and upon request, or on its own initiative, furnish advice or reports to any city, County, officer or Department on any problem arising from County, regional or metropolitan planning;
5. Promote public interest in and understanding of the comprehensive plan and of planning and zoning in general;
6. Make recommendations and an annual report to the Board concerning the operation of the Planning Commission and of the status of planning and zoning within its jurisdiction;
7. Make recommendations to the Board with regard to orderly development within Lane County; and,
8. Perform such other duties as may be prescribed by County ordinance or order of the Board.

B. General Procedures.

1. The Planning Commission will adopt rules and procedures for the transaction of business and keep a record of its resolutions, transactions, findings, recommendations and determinations, and maintain them as public records;
2. The Planning Director or the Director's designee will be the Secretary of the Planning Commission and will provide staff services and recommendations on matters coming before the Planning Commission;
3. The Planning Commission will select from its voting membership a chair and vice-chair to serve for one (1) year. No member will be eligible for more than two (2) consecutive terms as chair or vice-chair;
4. Any discussion, except at a public hearing of the Planning Commission, between any voting member and an applicant or his or her representative, or any other person with a direct interest, concerning a specific case while such matter is scheduled or likely to come before the Planning Commission will be made known, and the substance thereof related by such member, at the beginning of the public hearing before the Planning Commission on such case, all of which will be entered into the record; and,

5. No member of the Planning Commission will participate in the discussion, hearing or decision of the Planning Commission upon any matter in which he or she is directly or indirectly interested in a personal or financial sense. In the event of such conflict of interest, a member will announce his or her disqualification at the earliest opportunity and such fact will be entered on the records of the Planning Commission.
 6. The Planning Commission will endeavor to complete its actions on all applications and requests coming before it under the Rural Comprehensive Plan and Lane Code at the earliest available date. After sixty (60) days from its first (1st) public hearing, the Board may consider any matter upon which the Planning Commission has not completed its actions.
- C. Referrals from the Board of Commissioners:
1. Purposes:
 - a. It is important for the Planning Commission to have an opportunity to respond to the Board concerning any substantial planning and land use regulatory measure being considered by the Board;
 - b. It is not necessary for the Planning Commissions to respond when the record is clear as to its position or when the proposed change has little substantive effect; and,
 - c. Board referrals to the planning commissions should be avoided which would serve little value and only result in time delays, unnecessary expenditures of public or private monies and public confusion;
 2. Policy: Referrals may be made by the Board to the Planning Commission on all matters pertaining to the adoption and amendment of the comprehensive plan when:
 - a. The change contemplated by the Board substantively differs from the Planning Commission's recommendation;
 - b. The Planning Commission's record is not clear as to its position with respect to the Board's contemplated change from the Planning Commission's recommendation;
 - c. Testimony has been received at the Board's hearing not available to the Planning Commission which the Board has reason to believe may be material to the Planning Commission's original recommendation;
 - d. Required legal hearing procedures have not been followed;
 - e. Better Planning Commission-Board communication and/or public understanding of the public hearing process would be served; and,
 - f. Any other reason deemed sufficient by the Board.

A referral under these circumstances is optional, not mandatory, and the Board may proceed to final action without making a referral if it is in the best interests of the County.

- D. Appointment Process for Planning Commission Vacancies.
1. Notification of vacancy and receipt of applications for Planning Commission membership will be as set forth in Lane County Administrative Procedures Manual;
 2. Upon expiration of the application acceptance period, the County Administrator's Office will retain a copy of each application and transmit the original applications to the Planning Director;

3. The Planning Director will prepare and transmit the following information to the Board or a subcommittee designated by the Board to conduct interviews:
 - a. Copies of a Planning Commission Appointment Report. The report will contain a listing of current members, including name, address, occupation and term of appointment, plus a list of eligible applicants, which will include address, occupation, eligibility and related information;
 - b. A proposed interview schedule and written questions to be addressed by the candidates; and,
 - c. Copies of each completed Application for Planning Commission Appointment, together with all attachments thereto received.
4. Only those citizens who have formally applied within the proper timeframe and meet required qualifications will be considered for appointment to the Planning Commission. However the Board may, by separate action, reopen the process by initiating a new advertisement;
5. After the Board or subcommittee has determined the date, time, location and candidates for Planning Commission appointment interviews, the Planning Director will prepare and transmit a packet to selected applicants the following items:
 - a. Introductory letter that will include the interviewing process and appointment schedule;
 - b. List of questions to be completed along with a return, stamped envelope;
 - c. A copy of the Lane Manual provisions regarding the Planning Commission; and,
 - d. Other pertinent materials deemed necessary, including any significant planning issues identified by the Board.
6. Copies of the completed questionnaires returned to the Planning Director will be transmitted to the Board or subcommittee;
7. The Board or subcommittee will conduct oral interviews with selected applicants at the scheduled meeting; and
8. Upon completion of Board or subcommittee selection(s), the Planning Director will prepare and transmit to the Board a Board Order making the appointment(s).

DEPARTMENT:	Department of Public Works.
MEETING SCHEDULE:	Evening meetings on the first (1 st) and third (3 rd) Tuesday of every month (occasionally extra meetings may be required).
TYPE OF COMMITTEE:	Mandated – Oregon State Law, Lane County Home Rule Charter, and Lane Code.
MEMBERSHIP:	<p>Advisory, nonvoting members may be designated by the Board to provide technical advice to the voting members.</p> <p>(1) A member will remain appointed until replaced or reappointed, consistent with appointment procedures in Lane Manual.</p> <p>(2) Any vacancy occurring on the Planning Commission will be filled by the Board.</p> <p>(3) A member may be removed by the Board during a term for cause after a public hearing.</p> <p>(4) Members will serve without compensation other than reimbursement for duly authorized expenses.</p> <p>(5) No more than two (2) voting members of each Planning Commission will be engaged principally in the buying, selling or</p>

	<p>developing of real estate for profit as individuals, or be members of any partnership or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members of each Planning Commission will be engaged in the same kind of occupation, business, trade or profession.</p> <p>(6) Geographic Membership Requirements.</p> <p>(a) The Lane County Planning Commission will consist of nine (9) voting members, each of whom will be a resident of Lane County and appointed by the Board;</p> <p>(b) At least three (3) voting members will reside outside cities and at least two (2) will reside within cities; and,</p> <p>(c) At least one (1) voting member must reside in the coastal area of Lane County. The coastal area of Lane County is described as that portion of Lane County west of approximately the range line between Range 9 West and Range 8 West or the east boundary of the Mapleton School District No. 32, whichever is the most easterly.</p> <p>(d) A reasonable attempt will be made to select the voting membership from different geographic areas of the County.</p>
MEMBERSHIP TERM:	The term of office on the Planning Commission will be for four (4) years, and unless the Board takes special action, no member will be eligible for more than two (2) consecutive full terms. Terms will expire on September 30. A member will remain appointed until replaced or reappointed, consistent with appointment procedures in Lane Manual.
LIAISON:	One (1) member of the Lane County Board of Commissioners will be appointed as a liaison to this committee.
EXPIRATION DATE:	None.
VACANCIES:	Any vacancy occurring on the Planning Commission will be filled by the Board. Lane Manual.
REPORTS:	<p>On January 1 of every year the Planning Commission will prepare an annual report of the year's activities and other matters, for submission to the County Board of Commissioners. It will include pertinent information on:</p> <ul style="list-style-type: none"> (1) Comprehensive plan revision; (2) Miscellaneous studies and reports and addition will contain; (3) Progress report on projects; (4) Areas that need future attention; (5) An analysis of how well the needs of the community are being met; (6) A suggested work program for the following year; (7) A report on citizen participation and suggestions for improvement; and, (8) Other information as deemed appropriate by the Secretary.
MINUTES/AGENDAS:	Posted to Committee webpage. Minutes are archived online for three (3) years. Older minutes must be requested from LMD staff.
BYLAWS:	Posted to Committee webpage.

(Order 97-10-21-1, 10.21.97; Order 17-06-06-06, 6.6.17)

3.085 - NON-MANDATED COMMITTEES

Committee	Department
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