



AGENDA COVER MEMO

Memorandum Date: August 30, 2024

Order Date: September 17, 2024

TO: Board of County Commissioners

DEPARTMENT: Public Works/Land Management Division

PRESENTED BY: Rachel Serslev, Senior Planner

AGENDA ITEM TITLE: ORDER / In the Matter of Re-Appointing Christian Wihtol and Markus Lay to the Lane County Planning Commission; and Appointing Megan Dompe and Jack Tibbetts as At-Large Members to the Lane County Planning Commission.

I. MOTION

Move to re-appoint Christian Wihtol for a 2nd term and Markus Lay for a 1st full term to the Lane County Planning Commission, and to appoint Megan Dompe to continue an un-expired term and Jack Tibbetts for a 1st term, as At-large members to the Lane County Planning Commission.

II. AGENDA ITEM SUMMARY

There is a need to re-appoint Mr. Wihtol and Mr. Lay to the Lane County Planning Commission due to the expiration of their first term and continuation of an unexpired term. There is also a need to appoint two (2) new members to the Planning Commission due to the expiration of Stephen Dignam's second term and due to the resignation of Eliza Kashinsky.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Lane County Planning Commission makes recommendations to the Board of County Commissioners regarding adoption of a comprehensive plan for Lane County, or any part or element thereof, and any amendment to such plan, or part of element thereof. The Planning Commission also recommends to the Board ordinances that are intended to implement the purposes, principles, and proposals expressed in the comprehensive plan. The Planning 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.

For new appointments, per Lane Manual 3.510(5)(g), the Board or a designated subcommittee is required to conduct oral interviews with applicants. On July 30, 2024, the Board appointed a subcommittee, consisting of Commissioner Heather Buch and Commissioner Ryan Ceniga, to conduct interviews for the two vacant positions on the Commission. Six candidates applied for the positions and five candidates were interviewed due to one of the candidates withdrawing their application before the interview. The subcommittee conducted oral interviews via a virtual platform with the candidates on August 12, 2024. Megan Dompe and Jack Tibbetts were selected as a finalist in the interview process and the Board subcommittee recommended appointing them to the Commission.

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) 3.575 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 30. A member shall remain appointed until replaced or reappointed, consistent with the appointment procedures in LM 3.575(4). Any vacancy occurring on the Planning Commission shall be filled by the Board. LM 3.575(4) and Administrative Procedures Manual (APM) Chapter 1 Section 10 Issue 6 set forth the appointment process for vacancies on the Planning Commission.

Additionally, members can be appointed to complete the unexpired term for a member who fails to complete their term. Said member is then allowed to serve two additional four-year terms if the unexpired term is two years or less, per the LCPC bylaws, Section 3 c.

C. Board Goals

The Strategic Plan only relates to Planning Commission membership to the extent that the Commission provides review of the adoption or co-adoption of comprehensive plan(s) and land use regulations or amendments thereof that support implementation of Strategic Plan objectives. However, 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 3.575(4), members of the Commission serve without compensation other than reimbursement for duly authorized expenses. The appointment of a member to the Planning Commission does not directly result in any financial or resource considerations.

E. Health Implications

There are no identified health implications related to the Board's action deciding whether or not to appoint a member(s) of the Planning Commission. The Planning Commission and members thereof make recommendations concerning the adoption of land use and transportation plans and regulation. Health implications can only be considered insofar as they are incorporated into the Lane County land use code, building code, or sanitation regulations. The Board's decision to appoint a member of the Planning Commission does not itself have direct bearing on the adoption or implementation of land use code, building code, or sanitation regulations.

F. Analysis

Lane Manual requires that the Commission consist of nine members, each of whom must be a resident of Lane County and appointed by the Board. The Board is asked to re-appoint Christian Wihtol and Markus Lay due to the expiration of their 1st term and continuation of an unexpired term. The Board is also asked to appoint two new commissioners due the term expiration of Stephen Dignam and due to the resignation of Eliza Kashinsky.

Per Lane Manual, one voting member is required to reside in the coastal area. The single coastal member position is currently filled by Bruce Hadley. Therefore, the vacancies are for non-coastal positions.

Reappointments:

Lane Manual 3.575(6)(d) requires that *"a reasonable attempt will be made to select the voting membership from different geographic areas of the County."* Christian Wihtol resides just outside of Eugene to the south in the East Lane County District and Markus Lay resides south-west of Eugene, also in the East Lane County District. Only two other members reside in the East District, one of which's term is set to expire in September and is currently being recruited for. By comparison, three other members reside in West Lane County and two members reside in South Eugene. Therefore, the re-appointments will continue to support membership from different geographic areas of the County.

Additionally, at least three voting members shall reside outside cities and at least two must reside inside cities. Currently, two other members reside in a city (considering new appointments discussed below) and four other members reside outside cities. By reappointing Mr. Wihtol and Mr. Lay, who reside outside of a cities, this requirement will continue to be met.

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 his application, Mr. Wihtol is retired and has participated within the last five years in the buying, selling, or developing of real estate for profit as an individual, membership in a partnership, or officer or employee of any corporation. According to Mr. Lay's application, he is a firefighter/paramedic and has not participated within the last five years in the buying, selling, or developing of real estate for profit as an individual, membership in a partnership, or officer or employee of any corporation. Based on this information and the current membership of the Commission, Mr. Wihtol is the only member involved in any real estate activity and no members of the Commission are engaged in the same kind of occupation.

The current Planning Commission roster has been provided as **Attachment 3**.

Christian Wihtol was appointed for a 1st term on February 2, 2021 with Board Order 21-02-02-03.

Markus Lay's term was a partial one that commenced on April 4, 2023, as approved with Board Order No. 23-04-04-09. Pursuant to the LCPC Bylaws Section 3 c.:

The term of office on the Commission is four years and members are not permitted to serve more than two consecutive four year terms. A member appointed to complete the unexpired term of a member who fails to complete the member's term may serve two additional four year terms if the unexpired term is two years or less. If the unexpired term is more than two years the member may only serve one additional four year term. The Board may take special action to extend a member's term of service. Terms expire on September 30.

The unexpired term completed by Mr. Lay was less than two years. Therefore, he is permitted to serve two full terms in addition to his first partial term.

New Appointments:

Lane Manual requires that the Planning Commission consist of nine members, each of whom must be a resident of Lane County and be appointed by the Board. The Board is asked to appoint two (2) new members to the Planning Commission due to the term expiration of Stephen Dignam on September 30, 2024 and the resignation of Eliza Kashinsky, with her participation ending on September 30, 2024. The vacancies were advertised from late-May to mid-August of 2024. The Board subcommittee has recommended appointment of Megan Dompe and Jack Tibbitts to fill the vacant positions.

Per Lane Manual, at least three voting members shall reside outside cities and at least two shall reside inside cities. With the resignation of Eliza Kashinsky, it is necessary to for one of the appointed members to reside within a city. Megan Dompe resides within a city and will fill the continuation of Eliza Kashinsky's term. Otherwise, the current Commission roster already meets the requirement for three members to reside

outside of cities.

Lane Manual 3.575(6)(d) states that: “A reasonable attempt will be made to select the voting membership from different geographic areas of the County.” Megan Dompe resides inside city limits, in the North Eugene Board of County Commissioners District. One other current Commissioner resides in a city, but in the South Eugene District. Jack Tibbits resides outside of city limits, in the East Lane Board of County Commissioners District. Three other current Commissioners reside in that same district. The remaining three Commissioners reside in the West District. Therefore, with approval of this appointment, Planning Commission membership will continue to represent different 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 their applications, Megan Dompe is an executive director and business owner and Jack Tibbetts is a farmer, and neither have 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 the same as Ms. Dompe or Mr. Tibbetts. Therefore, the limitations associated with real estate and occupation are not exceeded by this appointment.

Neither Megan Dompe nor Jack Tibbetts have served a prior, consecutive term on the Planning Commission.

G. Alternatives/Options

1. Re-appoint Christian Wihtol for a 2nd term and re-appoint Markus Lay for a 1st full term, and appoint Megan Dompe to continue an un-expired term and Jack Tibbetts for a 1st term on the Planning Commission; or
2. Do not re-appoint the Commissioners for a 2nd term/1st full term and/or do not appoint Megan Dompe and/or Jack Tibbetts for terms as new Planning Commissioners, and direct the Planning Director to advertise the Planning Commission vacancies.

IV. RECOMMENDATION

Staff recommends **Option 1**, above.

V. TIMING/IMPLEMENTATION/FOLLOW-UP

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

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

If the Board so directs, the department staff liaison to the Commission will re-open the application process and re-advertise the notification of the vacancies.

VI. ATTACHMENTS

1. Board Order
2. Citizen Advisory Committee Appointment Form
3. Lane County Planning Commission Roster
4. Applications for Citizen Advisory Committee
5. LCPC Bylaws

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 24-09-17- 04

In the Matter of Re-Appointing Christian Wihtol and Markus Lay to the Lane County Planning Commission; and Appointing Megan Dompe and Jack Tibbetts as At-Large Members to the Lane County Planning Commission.

WHEREAS, three (3) Planning Commission members' terms are expiring on September 30, 2024, and one (1) member has submitted their resignation for September 30, 2024. Two (2) of these members are eligible for re-appointment and two (2) positions must be filled by new members; and

WHEREAS, the appointment and re-appointment of members 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** as follows:

That four (4) vacancies on the Lane County Planning Commission be filled by the person and terms specified below, effective the date of this order:

Name	Term	
Christian Wihtol	10/01/2024 to 9/30/2028	2nd Term
Markus Lay	10/01/2024 to 9/30/2028	1st Term
Megan Dompe	10/1/2024 to 9/30/2025	Cont. of Term
Jack Tibbetts	10/01/2024 to 9/30/2028	1st Term

ADOPTED this 17th day of September, 2024.

Laurie Trieger, Chair
Lane County Board of Commissioners

CITIZEN ADVISORY COMMITTEE APPOINTMENTSDate 8/2/2024

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

VACANCIES 4

-
- B. Board of County Commissioners has reviewed attached applications.
name of Committee

RECOMMENDATIONS

Christian Wihtol and Markus Lay

TERM EXPIRATION

09/30/2028Megan Dompe09/30/2025Jack Tibbetts09/30/2028

- C. TOTAL MEMBERSHIP 9 NO. OF APPLICATIONS SUBMITTED 8

ADVERTISING PERIOD May 2024 TO August 2024 TERMS: 4 YEAR(s)MANDATED COMMITTEE x YES NOSTAFF LIAISON: Rachel Serslev
namePW/LMD
dept./div.PHONE: 6903COMMITTEE 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:

The re-appointment of Christian Wihtol (originally appointed with Board Order 21-02-02-03) and Markus Lay (originally appointed with Board Order 23-04-04-09), and the appointment of new members Megan Dompe and Jack Tibbetts are necessary for the continued functioning of the LCPC.

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

ATTACHMENT3

5/2024 (last update)

MEMBER	PROFESSION	TERM EXPIRES	CITY	Commissioner District & Geographical Reqmnt.
Michelle Hanks	CEO of Nonprofit	09/30/2027 (1 st Term)	OUT	West
Stephen Dignam	Retired	09/30/2024 (2 nd Term)	OUT	East
Christian Wihtol	Writer/Editor/Retired	09/30/2024 (1 st Term)	OUT	East
Bruce Hadley	Retired	09/30/2025 (1 st Term)	OUT	West (Coastal)
Eliza Kashinsky	Human Resources Analyst	09/30/2025 (1 st Term – Early Resignation in 2024)	IN	South Eugene
Jonnie Peacock	Controller	09/30/2025 (1 st Term)	IN	South Eugene
Stephen Snider	Engineering Manager	09/30/2025 (1 st Term)	OUT	West
Jeffery Choate	Safety/Training/Loss Prevention Manager	09/30/2026 (1 st Term)	OUT	East
Markus Lay	Firefighter/Paramedic	09/30/2024 (cont. of term)	OUT	East
Jeffery Choate, Chair				
Stephen Snider, Vice Chair				



Lane County Page 1 of 2 **PLANNING COMMISSION ADVISORY COMMITTEE**
APPLICATION

APPLICANT'S NAME AND CITY: Markus Lay, Eugene	DATE: 07/25/2024
NAME OF ADVISORY COMMITTEE: LCPC	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.) I have served on the commission for the past 2 years, filling the remainder of an exited term.
2. Why do you want to become a member of this committee, and what specific contributions do you hope to make? I wish to continue serving on the board
3. List the community concerns related to this committee that you would like to see addressed if you are appointed. I have no specific concerns,
4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.) Current commission member.
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 will continue to serve as I have for the past 2 years.
6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?
LCPC
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: KLCC
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.



Planning Committee/T

Page 2 of 2 PLANNING COMMISSION ADVISORY COMMITTEE

OPTIONAL INFORMATION

Please Print

Name: Lay _____ Markus _____ (Last) (First)

Address: _____

_____ (Street) (City) (Zip)

Home Phone: _____ How Long Have You Lived in Lane County? 50 Years

____ Months Occupation: Firefighter _____ Place of Employment: _____ Business

Address: _____ Business Phone: _____

E-Mail Address: _____ Fax: _____

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:

*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 Markus J Lay Date: 7-25-2024

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.



Lane County
PLANNING COMMISSION ADVISORY COMMITTEE
APPLICATION

ATTACHMENT #4 Page 1 of 2

APPLICANT'S NAME AND CITY: <i>Christian Wichtel Eugene</i>	DATE: <i>March 23 '24</i>
NAME OF ADVISORY COMMITTEE: <i>L.C. PLANNING COMMISSION</i>	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.)

see accompanying notes

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

see accompanying notes

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

-1-

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

-1-

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?

-2-

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

-1-

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 *aw*

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: *staff*

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.*



Lane County
PLANNING COMMISSION ADVISORY COMMITTEE
APPLICATION

ATTACHMENT **Page 2 of 2**

Please Print

Name: WHTOL Christian
(Last) (First)

Address: 32528 Dillard Rd Eugene OR 97405
(Street) (City) (Zip)

Home Phone: 541-554-4770 How Long Have You Lived in Lane County? 34 Years Months

Occupation: Retired Place of Employment: _____

Business Address: _____ Business Phone: _____

E-Mail Address: whtolc@ya-hoo.com Fax: _____

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: |

*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 Christian Date: March 23 '24

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.

Text for Christian Wihtol application for re-appointment to Lane County Planning Commission.

1. Currently completing four-year term on Planning Commission. Previously, 28 years of experience as a journalist for The Register-Guard covering real estate, land use, planning, economic development, transportation and other related issues.
2. To help the commission carefully evaluate applications and proposed new or revised planning and land-use rules; to help ensure that relevant laws and regulations are adhered to; and to help ensure the public is heard and the planning staff is given helpful feedback.
3. To help ensure public is given ample notice about pending issues and to ensure the public and applicants are treated fairly and in accordance with laws and regulations.
4. Completing four-year term on Planning Commission. Member of Lane County Board of Property Tax Appeals for a number of years. Board member and currently vice-chairperson of Emerald Empire Federal Credit Union in Springfield, for many years.
5. I would be vigilant regarding any potential discrimination.
6. Lane County Planning Commission. Also on Lane County Board of Property Tax Appeals, although I skipped serving this year because I had to focus on rectifying extensive damage done to our house by the ice storm!
7. Yes. In 2020 I sold a rental house in Cottage Grove that I had owned for about 20 years.
8. No.
9. No.
10. I am on the board.
11. East Lane.

Thank you for your consideration.

Christian Wihtol

March 23, 2024



Lane County
PLANNING COMMISSION ADVISORY COMMITTEE
APPLICATION

ATTACHMENT 4
Page 1 of 2

APPLICANT'S NAME AND CITY: Megan Elizabeth Dompe/ Eugene (97401)	DATE: July 10th, 2024
NAME OF ADVISORY COMMITTEE: Lane County Planning Commission	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.)
2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?
3. List the community concerns related to this committee that you would like to see addressed if you are appointed.

See supplemented material for all written responses

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)
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?
6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?
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: **Lane County Website**
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.*



Lane County
PLANNING COMMISSION ADVISORY COMMITTEE
APPLICATION

ATTACHMENT Page 2 of 2

Please Print

Name: Dompe Megan
(Last) (First)
Address: [REDACTED] [REDACTED] [REDACTED]
(Street) (City) (Zip)

Home Phone: [REDACTED] How Long Have You Lived in Lane County? 34 Years Months
combined

Occupation: Executive Director / Business Owner Place of Employment: [REDACTED]

Business Address: [REDACTED] Business Phone: [REDACTED]

E-Mail Address: [REDACTED] Fax: NONE

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: |

*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 *Megan Dompe*

Date: 7/10/2024

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.

Additional Supplement of Application for Lane County Planning Commission

Megan Dompe

Resident of North Eugene / Executive Director of Coburg Main Street

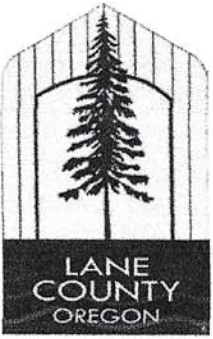
1. While I reside in North Eugene/Gilham area, I am currently the Executive Director of Coburg Main Street. A 501c3 Non profit partnered with Travel Oregon, Willamette Valley Visitors Association, Travel Lane County, Oregon Parks, Oregon Main Street, and Main Street America. Coburg Main Street is uniquely contracted by City of Coburg to be a liaison in economic development, community engagement, historic preservation, and agricultural/rural tourism. We are approaching our efforts in these matters from a stewardship and regenerative practice perspective. I feel that the knowledge I have gained in North Lane County would be a benefit to all of Lane County. I also own a community/corporate event, graphic design, marketing, and brand consulting firm. I am open to utilizing all of my skillsets for the benefit of this committee if the board seems it could be useful to efforts, even though there may not be an obvious and direct application to the work done by the committee.
2. At its core, the work I do in Coburg is a delicate balance of preservation and manageable growth. Much of the work I do now, both in economic development and regenerative asset management, is a long process and ultimately many of our efforts made now are made for future generations. I know that succession planning is always going to be an important facet when it comes to planning and I am happy to contribute in that space. I have the unique position of being a citizen of Eugene, but I serve a rural agricultural community outside of Eugene/Springfield. I will approach my role on this committee as a member who will take responsibility and serve every corner of the county.
3. Some of my areas of interest and concern are:
 1. Keeping our farmland preserved and protected knowing the difficulties our local farms face as it pertains to rising costs and keeping their own prices competitive.
 2. Making sure that light industrial zones will be equipped with the resources they need to recruit companies bringing the maximum job opportunities to Lane County (such as water and other local infrastructure).
 3. Protecting our recreational outdoor spaces through suggesting proper succession planning and creating plans for greater capacity of maintaining our current outdoor recreation spaces.
 4. A need to galvanize community outreach and marketing. Encourage the cultivation of stewardship within citizens in order to increase capacity in action and not just in voice.
4. Most of the groups that I am involved with are state wide or regional (as I listed in the first section). At the local level I am involved with Travel Lane County, Coburg Community Foundation, and Lane Council of Governments - Senior Services.
 1. Travel Lane County - I am currently working with our rural representative at Travel Lane County, Connor Nolan, on potentially adding some of our community agricultural assets to the Southern Willamette Valley Food Trails (Our area's section of the Oregon Food Trails). This is a unique program that encourages and promotes farms, restaurants, and businesses who buy local agriculture. This in turn creates a space within tourism to attract

- a demographic of visitor that have an interest in sustainable/regenerative farming practices and land stewardship.
2. Coburg Community Foundation - An organization that provides scholarships to local youth and focuses on community outreach. The majority of their board are (or would be) 4th or 5th generation dairy farmers in Coburg. This last May we co-hosted a 5k run to bring awareness on the history of dairy farming and agriculture in Coburg. Subsequently we also raised \$3500 to go towards community programming, further community education, and their foundations scholarship program,.
 3. Lane Council of Governments - Senior Services. I work with LCOG Senior Services as a community support for their Senior Meals program in Coburg. Facilitating the funding and purchasing of goods they needed to operate dine in meals for “Cafe 60” in Coburg post pandemic, aid in promoting their program in Coburg, and manage the facility used by LCOG for senior meals to ensure ease of use by program.
5. By applying the principles of equity and inclusion set forth by many of our state and regional DMO’s. More specifically, I have been able to get a a great education thought my work with Travel Oregon. At the Governors Convention on Tourism last March, I was able to attend several breakout sessions about DEI. The topics discussed in those breakout sessions (as well as many of the keynotes) was welcoming diverse voices to your community, solutions to lack of ADA friendly historic properties, funding solutions for ada compliancy, growing relationships with with diverse community stakeholders, empowering neurodivergent voices, and implementing projects with diversity inclusion in mind.

On a personal and principled values perspective, in acknowledging and promoting that not everyone comes from the same background, face the same challenges, or will approach our efforts with the same point of view. All perspectives and points of view are unique, but all are valuable. As we have implemented to our own Board of Directors at Coburg Main Street, our many voices might be different, but in valuing all of those different perspectives and taking in all voices in mind, we can actually elevate the work we do. Many voices advocating for the county through their own personal experiences is what makes the work we do greater than the sum of our parts.

6. I am not currently on any specific committees or Advisory Boards at this moment, but I have been in the past. I am currently going through the process of developing subcommittees for Coburg Main Street within the community outreach space in Coburg. The Coburg Main Street Art Committee has been formed and recently helped the City of Coburg develop a Mural policy and shortly after were able to get their first mural project approved by the city. It is committee development within the community that we have found he best way to make change and our projects green lit. So as far as committees and advisory boards, I have been spending that time developing those committees within my own organization rather than serving on them. I am hoping this appointment it will be my first step in changing that.

Additional work experience can be found at www.coburgmainstreet.com and dompedesign.com
 For additional references, a resume, or any other information please reach out to Megan Dompe at [REDACTED]
 (email preferred method of communication)



Lane County
PLANNING COMMISSION ADVISORY COMMITTEE
APPLICATION

ATTACHMENT 4
Page 1 of 2

APPLICANT'S NAME AND CITY: Harrison "Jack" Tibbetts, Cottage Grove	DATE: 1/11/2023
NAME OF ADVISORY COMMITTEE: Planning Commission 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.)

Resume attached.

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

See attached.

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

See attached.

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

See attached.

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?

See attached.

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

See attached.

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: *social media.*

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

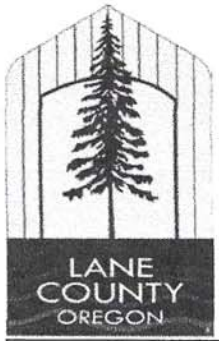
☐ Unsure ☐ West Lane County ☐ Springfield ☐ South Eugene ☐ North Eugene ☒ East Lane County

**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.*



Lane County
PLANNING COMMISSION ADVISORY COMMITTEE
APPLICATION

Please Print

Name: Tibbets Harrison "Jack" Tibbets
(Last) (First)
Address: [Redacted] [Redacted] [Redacted]
(Street) (City) (Zip)

Home Phone: [Redacted] How Long Have You Lived in Lane County? 1 Years 2 Months

Occupation: Farmer Place of Employment: [Redacted]

Business Address: [Redacted] Business Phone: [Redacted]

E-Mail Address: [Redacted] Fax: Na

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: |

*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 [Signature] Date: 1/11/2023

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.

Planning Commission Advisory Committee

Questions 1 through 6:

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.)

I have spent seven years in public service in various roles and capacities. I have served two years on a Board of Public Utilities dealing with water, sewer, waste, biosolids application, and land use. I have also served for two years as a Director on the Board of Directors of a community choice energy utility, Sonoma Clean Power, contributing towards the management of renewable energy procurement, various renewable energy initiatives, and rate-setting. I have also served two years on the Renewal Enterprise District – a governing body charged with funding the development of transit-oriented, high-density development of affordable Housing. Finally, I served as a member of a city council for five years, including one year as the Vice-mayor during the Tubbs Fire. During this time, I was directly engaged in policymaking to expedite the reconstruction of over 6,000 structures lost to the Tubbs Fire through various policy mechanisms. Most notably, land use and the development of our Resilient City Ordinance. This ordinance was an overhaul of our entire land use code and zoning ordinances to allow for the expedited reconstruction of destroyed homes and businesses.

In my private life, I worked as the Executive Director for St. Vincent de Paul of Sonoma County where I was responsible for the development of permanent housing, the establishment of RV parks for the houseless, locating of emergency shelters, and the construction of a tiny home community, with wraparound services. Like my experience in the public sector, understanding how to navigate land use is at the core of everything I do.

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

My wife and I recently relocated to Saginaw to be closer to our Oregon-based family and to raise our children in agriculture. Here, my wife and I farm and operate Saginaw Vineyard, and we also run a small Angus cattle operation West of Cottage Grove. If appointed, I would like to protect the land that makes Lane County such a uniquely beautiful place. This includes upholding urban growth boundaries, supporting the establishment of conservation easements for open space and agriculture, and continuing to ensure farmers and ranchers have the support from government they need to continue farm and ranch operations successfully. Additionally, I would like to find an outlet for my past life in public service. I would like to contribute to my new community by offering my understanding of, and experience with, development of permanent housing/affordable housing (with a focus on housing for the houseless and the housing insecure), as well as offer my understanding of land use to aid East Lane County in the reconstruction after the Christmas Fire, because it directly pertains to my past policymaking experience with the Tubbs and Glass Fires in my previous community.

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

- Protection of urban growth boundaries and prevention of suburban creep into rural farm and timberland. Utilize land use policy to support farm and ranch production.
- Promote integration of people across income strata and increase diversity in neighborhoods through inclusionary housing and similar land use policies.
- Support continuing efforts to rehome families and rebuild expeditiously after fires and other disasters through streamlined land use policies.
- Support and promote policies that increase utilization of by-right development of permanent supportive housing to help the County house the houseless and tap into state funding sources, such as Project Turnkey.

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

In recent years, my wife and I have been so busy running our farm and vineyard that we have not had the time to contribute to local community groups as much as we would like. We have, however, used Saginaw Vineyard as a tool to support local community groups by providing space for them to meet, host events, provide meals for the less fortunate in our area, organize people to aid our neighbors, and contribute proceeds of our sales to community causes, such as the recent Weyerhaeuser Strike. This application to serve on the Planning Commission Advisory Committee is my first attempt to get involved and serve the community.

5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person based on 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 am always committed to creating an inclusive environment for any member of the public. Oftentimes, when it comes to communities of color, low-income families, or any other minority group, government must not think opening a door at city hall is enough. Elected and appointed officials must also seek people out, in their home, in their place of business, and in their neighborhood. Government cannot expect people to find the time to attend government meetings. Most groups, particularly low-income groups, do not have the time. Government must be attentive to them and seek them out to bring their voice to government decisions. This can be done in a variety of different ways, but I believe the best way is to always engage with people and listen to them. Discuss the issues of the Board/Council/Commission/Committee. Ask how it affects them. Deliver their opinion to the Board/Council/Commission/Committee. If they have direct, relevant life experience and can speak to the issue, invite them to public comment, or present to the governing body.

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

I am not currently serving on any boards or commissions.

Harrison “Jack” Tibbetts



Profile

Exceptional leadership abilities with extensive executive-level management experience in both the public and private sector.

Professional Summary

Mission-driven Leadership – Experienced executive with the proven ability to take projects, public policies, message campaigns, and organizational objectives from concept to execution through careful and strategic analysis of the political and social landscape, collaborative partnerships, and strong communication.

Professional Collaboration – Demonstrates exceptional abilities to work with staff, colleagues, and the Board of Directors. Always focuses on helping others achieve their professional goals. Seeks to promote others to help maintain high levels of morale throughout the organization.

Public Speaking – Well-developed and tested public speaking abilities, as demonstrated by numerous presentations to various boards, organizations, community groups, companies, students, and the news media. Regularly presents information during press conferences, guest columns, and presentations during challenging community events and crises. Proven ability to clearly articulate complex issues to audiences that promote the mission and goal of the organization.

Service-oriented – Maintains a relentless focus on service to others. Strongly motivated by serving the greater good.

Harrison J. Tibbetts



Professional Experience

Owner/Operator Saginaw Vineyard LLC

- Sustainable farming of various grape varieties.
- Vineyard management.
- Biodynamic herd management of Angus beef cattle, Boer Goats, chickens, and other livestock.
- Biodynamic land management, including balanced animal husbandry, rotational grazing, crop rotation and diversification, for the purpose of increasing soil nutrient content and soil fertility.
- Herd health management.
- Farm equipment maintenance and repair.

City Councilman/Vice-Mayor City of Santa Rosa, Santa Rosa, CA.

- Execute decisions on behalf of the City of Santa Rosa and its residents, based on extensive conversations with stakeholders, issue-based research, community meetings, and all available data.
- Manage relationships throughout the community and be available to address their needs in a service-oriented manner.
- Effectively communicate important public information during press conferences, conversations with the press, television interviews, and town hall meetings.
- Support city staff and provide input during the policy-making process and during times of crisis.
- Defend the interests of the city, its employees, and residents.

Executive Director The Society of St. Vincent de Paul, Sonoma County, CA.

- Develop strategic initiatives that expand poverty-ending services to people experiencing homelessness and lower-income households in Sonoma, Lake, and Mendocino Counties.
- Successfully manage partnerships with other community organizations to maximize service and reduce service overlap and redundancy.
- Provide strong and supportive leadership to staff that focuses on helping them achieve their professional goals.
- Manage the organization's \$4 million dollar budget and ensure ongoing fiscal solvency.
- Report monthly to the Board of Directors and the Executive Committee on the organization's new and emerging programs and initiatives, as well as its fiscal health.
- Oversee the organization's business activities and develop new initiatives to expand the organization's mission.
- Cultivate new donors and strengthen existing donor relationships.
- Provide neighborhood groups with important information relative to the placement of new homeless shelters and programs.
- Appear before service organizations, community groups, and government entities to discuss the organization's programs.

Harrison J. Tibbetts



Additional Professional Experience

- Director, Board of Directors, Sonoma Clean Power, Sonoma County, CA.
- Member of the Board, Board of Public Utilities, Santa Rosa, CA.
- Chairman, Board of Directors, Renewal Enterprise District, Sonoma County, CA.
- Program Coordinator, Sonoma County Economic Development Board, 141 Stony Cir., Santa Rosa, CA.
- Board of Directors, Sonoma County Library Foundation.
- Board of Directors, Pediatric Dental Initiative and Surgery Center, Sonoma County, CA.
- Intern, World Forum on the Future of Sport Shooting Activities (WFSA) at the United Nations' Arms Trade Treaty, United Nations Headquarters, 405 E 42nd St. New York, NY.
- Intern, the Office of Congressman Mike Thompson, 231 Cannon Office Building, Washington D.C.
- Intern, Townsend Raimundo Besler & Usher, 1717 I St. Sacramento, CA.
- Open Water Lifeguard, Santa Barbara County, 236 Camino Del Remedio, Santa Barbara, CA.
- Welder & Shop Technician, Carlsen and Associates, 1439 Grove St., Healdsburg, CA.
- Pilot
- Boat Captain
- Certified Open Water Diver (PADI)

Education

Bachelors of Arts in Political Science, University of California Berkeley.

Awards

2017 North Bay Leadership Award

Press Democrat's 2018 Top 30 Under 30

Professional Reference

Tom Mason

Former Oregon State Rep, Attorney,
Lobbyist, Author.
(503) 998-0555
tlmorusa@aol.com

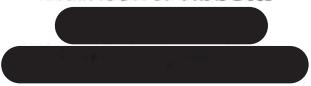
Rob Muelwrath

Dairyman/Producer
(707) 974-8009
rob@muelwrathpublicaffairs.com

Patricia Amedeo

Former Natural Resources Assistant to
Governor Atiyeh & Government
Relations Specialist
(503) 778-0046
pamedeo@aol.com

Harrison J. Tibbetts



LANE COUNTY PLANNING COMMISSION

BYLAWS

Approved June 6, 2017

Order 17-06-06-06

ARTICLE I: ESTABLISHMENT

Pursuant to the authority granted to the Board of County Commissioners of Lane County (the Board) by ORS Chapter 215, the Lane County Home Rule Charter, and by Lane Code, Chapter 2, the Board has established the Lane County Planning Commission (the Commission). Pursuant to ORS 197.160(b) and Oregon Administrative Rule 660-015-0000(1), the Commission is also designated as the Lane County Goal 1 citizen involvement advisory committee on land use matters.

ARTICLE II: PURPOSE, FUNCTIONS, MEMBERSHIP, AND REPORTING

Section 1: Purpose

The Commission shall make recommendations to the Board regarding comprehensive planning, zoning, subdivisions, and other ordinances applicable to the land in Lane County. The Commission has jurisdiction over only the portion of Lane County located outside city limits unless modified by the Board. The Commission shall also perform the functions of the Lane County land use Goal 1 citizen involvement advisory committee.

Section 2: Function

- a. 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.
- b. Recommend to the Board ordinances intended to carry out the purpose, principles, and proposals expressed in the comprehensive plan.
- c. Perform the duties and functions imposed upon the by Lane County ordinances and orders, including but not limited to Lane Code Chapters 9, 10, 11, 12, 13, 14, 15, 16.
- d. Advise and cooperate with other planning agencies within the State and upon request, or in its own initiative, furnish advice or reports to any city, county, officer, or department on any problem comprehended in county, city urban growth boundary, regional, or metropolitan planning.
- e. Provide for citizen involvement pursuant to ORS 197.160 and Statewide Planning Goal 1 in all aspects of comprehensive planning.

- f. Promote public interest in and understanding of the comprehensive plan and of planning and zoning in general.
- g. Make recommendations and an annual report to the Board concerning the operation of the Commission and of the status of planning and zoning within its jurisdiction.
- h. Make recommendations to the Board with regard to the orderly development of Lane County.
- i. Perform such other duties as may be prescribed by County ordinance or order of the Board.
- j. Submit to the Board at the beginning of each fiscal year a recommended Long Range Work Program for the Planning Staff for the fiscal year.

Section 3: Membership

- a. The Commission consists of nine voting members appointed by the Board, each of whom must be a resident of Lane County. Advisory, nonvoting members may be designated by the Board to provide technical advice to the voting members.
- b. A voting member remains on the Commission until replaced or reappointed consistent with appointment procedures in Lane Manual 3.510(5). The Board will fill vacancies for any unexpired term.
- c. The term of office on the Commission is four years and members are not permitted to serve more than two consecutive four year terms. A member appointed to complete the unexpired term of a member who fails to complete the member's term may serve two additional four year terms if the unexpired term is two years or less. If the unexpired term is more than two years the member may only serve one additional four year term. The Board may take special action to extend a member's term of service. Terms expire on September 30.
- d. At least three voting members must reside outside of incorporated cities and at least two must reside within incorporated cities.
- e. At least one voting member must reside in the coastal area of Lane County. The coastal area of Lane County is the portion of Lane County west of the range line between Range 9 West and Range 8 West or the east boundary of Mapleton School District No. 32 whichever is most easterly.
- f. A reasonable attempt shall be made to select the voting membership from different geographic areas of the County.
- g. No more than two voting members are permitted to be engaged principally in the buying, selling, or developing of real estate for profit as individuals, or be partners or partnership members of a limited liability company or officers or employees of a corporation that is engaged principally in buying, selling, or developing real estate for profit.
- h. No more than two voting members may be engaged in the same occupation, business, trade, or profession.
- i. Voting members shall recuse themselves from participating in any Commission proceeding or action when required by Article VIII.
- j. Voting members may abstain from voting if voting would create the appearance of impropriety or partiality.

Section 4: Reporting

As of January 1 of every year the Commission shall prepare an annual report that describes the previous year's activities and other matters, for submission to the Board. It must include pertinent information on:

- a. comprehensive plan revisions considered by the Commission;
- b. miscellaneous studies and reports considered by the Commission;
- c. progress report on projects;
- d. areas that need future attention by the Commission;
- e. citizen participation and suggestions for improvement; and
- f. other information deemed appropriate by the Commission.

The Commission will include all annual reports in a special file entitled "Annual Reports" and make them available to the public at all times.

Section 5: Staffing

The Land Management Division Planning Program will provide staff support for the Commission including providing information and assistance requested by the Commission as staff resources allow.

ARTICLE III: COMMISSION MEETINGS

Section 1: Regular Meetings

- a. The Commission shall establish the time and place for holding regular meetings; special meetings may be held as necessary.
- b. The first regular meeting after September 30 each year shall be designated as the annual meeting.

Section 2: Special Meetings

- a. Special meetings of the Commission may be called by the Chairperson or by the vice-Chairperson in the absence of the Chairperson, or a majority of the Commission.
- b. The person(s) calling such meetings shall fix the time and place for holding such meetings.
- c. When there are major land use planning issues which are unique to an area or region of the county, the Commission may hold a regular or special meeting concerning such issues in that area or region.

Section 3: Notice of Meetings

- a. The Secretary shall give notice of all meetings to all members at least three days prior to such meetings.

- b. The Secretary shall give notice of all Commission meetings to interested persons and the news media which have requested notice and to the general public at least 24 hours before each meeting.
- c. Notice of all meetings must include the time and place of the meeting and a list of principal subjects anticipated to be considered at the meeting.

Section 4: Conduct of Meeting

- a. A quorum consists of 5 voting members.
- b. The act of a majority of the members in the quorum constitutes the act of the Commission. However, a recommendation to amend the comprehensive plan must be approved by the affirmative vote of a majority of the voting members of the Commission.
- c. All meetings shall be conducted in accordance with the most current addition of "Robert's Rules of Order, Newly Revised." Quasi-judicial hearings shall also be conducted in accordance with ORS 197.763 and the applicable provisions of Lane Code Chapter 14.
- d. The Chairperson, or the Vice-Chairperson in the absence of the Chairperson, shall conduct the meetings.
- e. Meetings shall not extend beyond three hours unless a majority of members in attendance agree to extend the meeting beyond three hours.

ARTICLE IV: OFFICER AND DUTIES

Section 1: Officers

- a. The officers of the Commission are the Chairperson, Vice-Chairperson, and Secretary. The Chairperson and Vice-Chairperson must be elected by the voting members at the annual meeting for a one year term. The Planning Director or the Planning Director's designee will serve as the Secretary of the Commission. The Secretary is a nonvoting member of the Commission.
- b. The Vice-Chairperson shall assume the Chairperson position if the Chairperson position becomes vacant.
- c. In the event the Vice-Chairperson is not able to complete a full term, the Commission shall elect a replacement to complete the term.
- d. The Chairperson or Vice-Chairperson are limited to two consecutive terms.

Section 2: Duties

- a. The Chairperson shall chair all Commission meetings, represent the Commission before the Board, appoint members of all subcommittees, and perform such other functions as are customary for chairpersons or as directed by the Commission.
- b. The Vice-Chairperson shall perform the functions of the Chairperson in the Chairperson's absence.
- c. The Secretary shall prepare the minutes, distribute agenda material, and provide required notices of all Commission and subcommittee meetings,

ARTICLE V: SUBCOMMITTEES

Section 1: Subcommittees

- a. The Commission may establish subcommittees, as needed. Subcommittee members shall be appointed by the Chairperson.
- b. Members of subcommittees shall serve until the work of the subcommittee is completed or their successors have been appointed.
- c. Members of subcommittees may be, but not need be, members of the Commission, except that at least one member of each subcommittee shall be a voting Commission member.
- d. The Planning Director or the Planning Director's designee shall serve as non-voting members of all subcommittees.
- e. The Commission, by majority vote, may dissolve subcommittees or remove subcommittee members with or without cause.

Section 2: Subcommittee Officer

Each subcommittee shall have a Chairperson appointed by the Commission Chairperson.

Section 3: Subcommittee meetings

Meetings of each subcommittee may be called by the Chairperson or a majority of the subcommittee members. Notice of subcommittee meetings shall be given by the Commission Secretary to all subcommittee members at least two days prior to such meeting and to interested persons and the news media which have requested notice, and to the general public at least 24 hours before the meeting. The notice shall list the time and place of the meeting and a list of the principal subjects anticipated to be considered at the meeting. A majority of the members of each subcommittee shall constitute a quorum, and an act of the majority of the quorum present at the subcommittee meeting shall constitute the act of such subcommittee.

ARTICLE VI: ATTENDANCE AND REMOVAL OF MEMBERS

Section 1: Attendance

- a. Each member shall notify the Chairperson or Secretary of the member's absence in advance of any meeting the member will not attend.
- b. If the other members of the Commission determine by a majority vote that a member's lack of attendance adversely affects the Commission's ability to make timely decisions, the member shall be asked to resign.
- c. If a member fails to resign as requested under Section 1: b. above, the Commission shall recommend to the Board that the member be replaced.

Section 2: Removal

A member may be removed by the Board for nonattendance or other cause after a public hearing.

ARTICLE VII: AMENDMENTS TO BYLAWS

Section 1:

These bylaws may be amended or repealed, or new bylaws may be adopted by a majority vote of the Commission present at any regular or special meeting called for that purpose, at which a quorum is present. Written notice of proposed amendments and the nature thereof shall be given to the members of the Commission at least seven days prior to the date of the meeting at which the amendments are to be considered.

Section 2:

Amendments to these bylaws, after approval by the Commissions, will become effective upon ratification by the Board on the date specified in the Board order adopting amendments to the bylaws.

ARTICLE VIII: CONFLICT OF INTEREST

With respect to any matter before the Commission, if a Commission member is presented with an actual or potential conflict of interest as those terms are defined by ORS 244.020 (2015), the Commission member must abstain from taking part in any discussion of or deliberation on the matter. Further, the Commissioner must notify the Planning Director of the actual or potential conflict of interest, and the Planning Director will in turn notify the Board of Commissioners as the appointing authority under ORS 244.120 (2015). Nothing in this Article is intended to deprive a Commission member of the right to act as a citizen and present testimony or evidence as a citizen to the Commission.

ARTICLE IX: EX PARTE CONTACTS AND DISCLOSURE

Section 1: Ex Parte Contacts

Commission members shall avoid ex parte contacts related to quasi-judicial matters coming before the Commission. A Commission member is not disqualified from participating in quasi-judicial proceedings and actions on matters in which the member has had an ex parte contact provided the member discloses such contact as provided in Section 2: below.

Section 2: Disclosure Commission members shall disclose any ex parte contacts at the beginning of the first meeting after the contact on a quasi-judicial land use matter (i.e. a decision applicable

to an individual applicant or parcel) or a legislative land use matter (i.e. a decision that affects a class of parties or parcels).

Section 3: Form of Disclosure

The attached DECLARATION OF EX PARTE CONTACT form may be used as the method for declaring ex parte contacts described above in Section 1.