



# City of Damascus

19920 SE Highway 212  
Damascus, OR 97089

[www.ci.damascus.or.us](http://www.ci.damascus.or.us)

Phone: 503-658-8545  
Fax: 503-658-5786

## APPLICATION For Planning Commissioner

Please complete this application and return it to the Community Development Department.

The City of Damascus Planning Commission is responsible for overseeing the City's Comprehensive Plan, conducting public hearings and offering recommendations to City Council on a wide-range of local land use issues

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

Damascus Municipal Code states:

- A. *Any individual or group is encouraged to submit names for consideration to the city.*
- B. *Appointments must comply with any ordinances, bylaws, charter provisions, or state or federal laws concerning the board or commission. In the event of any inconsistency between this chapter and a chapter relating to a specific board or commission, the specific chapter shall control.*
- C. *In order to become more familiar with the applicants' qualifications, the council may interview all applicants for a vacancy.*
- D. *Reappointments to a board, committee, or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee, or commission and his or her stated willingness to continue. No person may serve more than two successive terms on any board or commission unless there is an interval of at least one term prior to the reappointment; provided, that the council may waive this limitation if it is in the public interest to do so.*
- E. *Consideration should be given to residents outside the city when the board, committee, or commission or function serves residents outside city boundaries.*
- F. *No individual should be considered for appointment to a position on any board, committee, or commission where a conflict of interest may result. Board, committee, or commission members shall not participate in any proceeding or action in which any of the following has a direct or substantial financial interest: the spouse, brother, sister, child, parent, father-in-law, mother-in-law of the member; any business in which the member is serving or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting of the board or commission where the action is being taken.*
- G. *Board, committee, or commission vacancies are filled by appointment of the mayor with the consent of council. Except for appointments to the budget committee which shall be for a three-year term, appointments are made for terms not to exceed four years and will expire the last day of March unless mandated otherwise by state statute. All board and committee members or commissioners shall serve without compensation.*

**APPLICATION  
For Planning Commissioner**

**Applicant**

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone (Hm) \_\_\_\_\_ (Wk) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Occupation: \_\_\_\_\_

Are you currently a resident of the City of Damascus? \_\_\_\_\_

In what year did you become a City resident? \_\_\_\_\_

1. The Planning Commission will be meeting on average two times per month. Would you be available to not only attend and participate in those meetings but also have the time for any required or optional training, reading of necessary materials and preparing for those meetings?

(Mark X for Yes or NO)       Yes     No

2. Why are you interested in serving on the Damascus Planning Commission?

3. Describe any previous experience or appointments that you have had participating on Damascus committees or in other jurisdictions.

4. Do you own a business or real property within the city limits?  
(Mark X for Yes or NO)       Yes    No  
If "Yes" do such activities constitute your principal occupation? (As measured by the time you devote to such activities and the income you earn from them.) Please detail the percentage of both time and income.

5. Please list and describe all occupations, businesses, trades or professions in which you are currently engaged including your current employer(s), business(es), corporation or partnerships. Please list business name, address, a contact name and telephone number.

6. How do you perceive the role of a Planning Commissioner and what do you consider is an appropriate relationship between Planning Commission, Council, staff and the community?

7. Describe where you see the City of Damascus in ten (10) years.

8. What education, special training, skills or experience will you bring serving on the Planning Commission?