Planning Commission Applicant Information

The Planning Commission serves an important role in guiding the development of Wilsonville’s built and natural environments to improve the quality of life for all residents and support a robust economy.

**Application Deadline: 10 pm on Monday, Nov. 30.**

Primary Staff Contacts:

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Assignment Description

The Planning Commission is an appointed, seven-member panel that is responsible for making recommendations to the City Council on all legislative land-use and planning matters. Commissioners serve as vital volunteers, who bring vital community-led solutions and critical oversight to local government.

City Planning requires focus on the physical form, economic functions, and social impacts of the urban [environment](https://www.merriam-webster.com/dictionary/environment) – and on the location of different activities within it – to promote the public health, safety, and welfare of all community members. Planning involves technical analysis and solutions as well as citizen involvement so that City projects meet the needs and interests of the public.

The roles and responsibilities of the Planning Commission include evaluating new and existing policies and plans that guide and regulate future growth and development in Wilsonville in a way that furthers the community’s existing goals and commitments to sustainability, inclusivity, economic vitality, and livability. The Planning Commission ensures new policy recommendations are consistent with the City’s existing planning policies, and reviews and makes recommendations on all proposed amendments to the Comprehensive Plan, development policies and zoning code. As such, Commissioners are expected to gain in-depth knowledge of applicable City Code provisions.

* The City’s Comprehensive Plan is an official statement of the goals, policies, implementation measures, and physical plan for the development of the city.
* The City’s Development Code helps the community realize the vision, by regulating the design, uses, and development of land, including residential, commercial, industrial, public facilities, natural and open spaces.
* Master Plans cover one or more distinct areas in the city, providing detailed components for development in those areas (e.g. Villebois Village Master Plan and Wilsonville Town Center Plan). Thus, the Planning Commission’s recommendations, at times, include transportation and public transit improvements, including the layout and location of streets, sidewalks and bike lanes, improvements to housing conditions, and the establishment of regulations that might apply to specific zones or districts, including building design and landscape standards.

The Comprehensive Plan, City Code, and master plans are periodically reviewed to make sure that they comply with any modified Federal, State, Metro, and County standards and policies, and to make sure that they still meet the needs of the community. A legislative review process to amend the City’s governing land use documents or to adopt a new Plan is first undertaken by the [Planning Commission](https://www.ci.wilsonville.or.us/bc-pc), which then makes a recommendation to the [City Council](https://www.ci.wilsonville.or.us/node/98). Throughout this process, citizens are invited to participate.

Wilsonville’s Planning Commission also fulfills the role as the city’s official Committee for Citizen Involvement (CCI). The CCI frequently conducts work sessions and other informal public meetings (e.g. open houses, workshops, or focus groups) that are deliberately intended to encourage an exchange of ideas and opinions without the formality of public hearings. The CCI assists the City Council in gathering information, sponsoring public meetings, and/or evaluating proposals and special projects relating to land use and civic issues when requested by elected or appointed city officials or indicated by community need. The CCI is critical in encouraging public involvement in plans and policies being evaluated by the Commission.

Given the important role of the Planning Commission, the City seeks to appoint membership that accurately represents the diversity of Wilsonville’s population. Women, people with disabilities, sexual and gender minorities, young people, older adults, people of color and immigrants are encouraged to apply.

The Planning Commission may include no more than two non-resident members. To be considered, a non-resident must work, operate a business or own property within Wilsonville OR provide relevant expertise as a registered architect, landscape architect, professional engineer or member of the American Institute of Certified Planners. No more than two members of the Commission can be in the same type of business.

Members of the Planning Commission typically serve a term of four years; those appointed to replace a Commissioner who vacates a seat are appointed until the conclusion of the existing term. Commissioners may not serve more than two consecutive four-year terms.

Planning Commissioners are expected to attend all Planning Commission meetings and to devote time for study of relevant issues prior to each meeting. Commissioners receive staff support from the Planning Division, which provides in-depth reports and supporting material for Commissioners to review.

Qualifications

Planning Commissioners represent the citizenry and work directly with members of the community. Diversity within the Commission is critical to ensure that City policies, programs and services serve people of every race, ethnicity, gender, sexual orientation, religion and ability.

We seek a diverse group of individuals that, collectively, has the following skills and qualifications:

A history of working successfully within a consensus-building framework.

An ability to establish, maintain, and foster positive working relationships and work constructively with people having significantly differing perspectives.

Skills to address difficult or contentious issues in a constructive manner.

Sufficient engagement within Wilsonville to understand the special and valued attributes of our community, neighborhoods, people, and businesses.

A willingness to engage fully in long-term policy discussion and development, understanding that the outcomes may not occur or become apparent until years in the future.

The desire to seek out answers to questions first; an ability to listen, understand, and clarify to gain understanding of the issues and policies at hand. An ability to read English-language text and review information provided by staff in preparation of meetings.

Critical thinking, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems, considering the impacts of potential actions, and making sound recommendations.

Effective communication and community-building skills; an ability to represent ideas and recommendations clearly in public at both formal hearings and informal events.

Experience incorporating the perspectives of multiple communities, in the consideration of impacts and outcomes of a decision-making process.

Experience presenting to / working directly with people from diverse racial, ethnic, and socioeconomic backgrounds. Ability to respond to issues and concerns of the public and City Council.

Ability to speak a second language.

An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and under-represented communities.

Knowledge of (professional, educational, or volunteer experience in) urban planning, architecture, public policy or administration, geography, environmental sciences, or a closely related field of study.

Knowledge of comprehensive planning and/or the development process; prior experience serving on a board or commission in the City or elsewhere.

Knowledge of the legislative process and/or applicable Federal, State, and local laws, codes, and regulations.

Schedule

Evening: 6 pm – until meeting conclusion (typically 2-3 hours)

Day of the week: Wednesday

Date range: The 2nd Wednesday of each month

Volunteers needed: Total 7 person commission panel

Hours needed: Dependent on Meeting Agendas

Term: Through December 2022, to complete four-year term

Application enclosed.

An online application is available at [**ci.wilsonville.or.us/boardsapp**](https://www.ci.wilsonville.or.us/boardsapp)