



Re: *Eugene Planning Commission*

Dear Newest Member of the City of Eugene Planning Commission:

Welcome! As a member of Eugene's Planning Commission, you have volunteered to participate in the City's sometimes daunting, but always fascinating, land use system. You will make recommendations to the City Council on land use and planning issues that affect the community. You will also be asked to decide whether land use applications meet the approval criteria contained in the City's land use code.

We have included a few documents in your Planning Commissioner Resource Notebook under the heading, "Legal Information," to help you navigate state land use law and the City's land use requirements. Please spend some time perusing this information and feel free to contact Planning staff or me if you have any questions.

The Legal Information section of your Resource Notebook includes Oregon Public Ethics Law: A Guide for Public Officials, and excerpts from a handbook for public officials created by the League of Oregon Cities. The Guide for Public Officials and Chapters 9 and 14 of the League Handbook will help you to understand the rules and procedures related to public meetings generally, as well as a few other specific legal requirements that apply to you now that you are a public official. Chapter 12 of the League Handbook will be particularly pertinent to your work. It provides a concise summary of the differences between legislative and quasi-judicial land use matters, a quick overview of the Oregon land use system, and a discussion of a few other issues (like takings), that often come up in the land use context.

Last, but certainly not least, I have included a few relevant excerpts from the Eugene Code that explain the procedures that apply when you are reviewing certain land use applications. These are called quasi-judicial procedures (because you are acting like a judge) and are governed by EC 9.7065-9.7095. Much of your work will involve the review of quasi-judicial decisions made by the City of Eugene Hearings Official. Those appeals are governed by EC 9.7650, which is included for your review and reference.

I hope you find this material informative, but not too overwhelming. If this is your first time serving as a planning commissioner there is a lot to absorb. Please spend some time perusing this information and feel free to contact Planning staff or me if you have any questions. Thank you for your service, and I look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Lauren Sommers". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Lauren Sommers  
Assistant City Attorney