



PLANNING COMMISSION BOARD POSITION

The City of Clayton is seeking interested residents to serve voluntarily on the Clayton Planning Commission (PC). The members of the PC are appointed to five-year staggered terms by the City Council. The PC is established by Clayton City Charter chapter 7.02 and governed by Section 1127.04 of the Clayton Codified Ordinances.

What is the Planning Commission? The PC is a group of volunteer Clayton citizens who serve as:

- (1) the advisory body for planning proposals ie policy-making, legislation
- (2) the advisory body for subdivisions and commercial development proposals, and
- (3) the advisory body for commercial architecture review.

What Are the Responsibilities of Plan Commission Members?

- PC members need to be prepared for the business to be discussed at the meetings. Several days in advance, members should review each proposal considering the comprehensive plan and zoning ordinance several days in advance. Members may request information from City staff through the Board Secretary.
- Members should be prepared to act at the PC meetings. They should avoid spending time on the technicalities and procedural distractions that they miss the big issues. They should not vote on a request until they are satisfied that the proposal and its probable impact on the community are understood.
- Effective PC members serve the public interest and are fair and unbiased. They conduct public business during public meetings, disclose any personal interests, and avoid abusing the power of public office.
- Members attend meetings regularly, communicate openly, review staff reports, listen, give citizens a meaningful opportunity to participate, and seek solutions.

Qualifications? The interested person shall be a Clayton resident.

Ideal Candidate? Will attend meetings consistently, stay informed on subjects of interest to the board, publicly present views and recommendations representing the board as a whole, not as an individual, indicate in public that the committee's actions are recommendations and that final action can only be taken by the City Council, represent the overall public good, and the community as a whole, work to establish a good relationship with other committee members, make new members feel welcome and oriented and be able to comprehend, interpret, and apply the applicable code as written without individual bias.

Interested? Please complete a 'Citizen Committee' application by **Wednesday, November 28, 2018 at 4pm** to Jennifer Barclay, Board Secretary at jbarclay@clayton.oh.us.



Please submit application by mail or fax to:
6996 Taywood Rd. Englewood, OH 45322
Ph. (937) 836-3500 · Fax (937) 836-6773

APPLICATION FOR CITIZEN COMMITTEE

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

ARE YOU A CLAYTON RESIDENT: yes no

CITIZEN COMMITTEE	<input type="checkbox"/> Parks Advisory Commission	<input type="checkbox"/> Planning Commission
INTERESTED IN SERVING ON:	<input type="checkbox"/> Board of Zoning Appeals	<input type="checkbox"/> Other _____

BACKGROUND/RELEVANT EXPERIENCE: (You may submit a resume or letter of interest)

STATEMENT OF INTEREST:

REFERENCES: (Please submit a minimum of three)

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

SIGNATURE: _____ DATE: _____