

# The City Of Clayton

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## CITY BOARDS & COMMISSIONS

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*Become a Volunteer!*



# INTRODUCTION

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**T**hank you for your interest in serving on a City committee. Citizen committees are an important part of our governing process. Volunteer committee members offer the City diverse talents, important perspectives, and a focus on community issues and concerns. The City provides opportunities for citizens to serve the community through a variety of boards and commissions. Committees are formed to research and review City programs, projects, and issues, and to advise and recommend action to the City Council. Our elected officials (City Council) are the governing body ultimately responsible to the community; however, the advisory role of citizen committees is vital to Clayton's success.

**CITIZEN COMMITTEES** – Standing committees with citizen membership. An example of a Citizen Committee is the Park Board. Citizen members of committees are appointed for terms of several years, and the assigned topics or areas of responsibility are broad in nature.

## PURPOSE

Citizen Committees are created by the City Council to advise and assist in specialized areas. Each group is empowered to make recommendations to the City Council. They also make decisions, but they do not pass legislation or make any final determinations regarding City policies or administrative actions. Citizen Committees benefit the City of Clayton by focusing community attention on specific issues, encouraging citizen participation, providing viewpoints from City neighborhoods, planning and implementing Citywide programs, helping to ensure responsive City government, involving qualified persons in the government, and providing in-depth analysis of timely issues. Volunteer members benefit from their service by becoming more familiar with City government, becoming informed on community issues, enhancing their abilities and interests, developing leadership skills, meeting other concerned citizens, making a difference in the community, representing the views of our residents, getting acquainted with City staff members, and contributing toward the future of our community.

# SERVING



## ELIGIBILITY

Any qualified elector of the City, which means you are a resident of the City, is eligible to serve on a City board or commission. All members of City boards and commissions serve without compensation in a volunteer capacity. For other specific eligibility requirements, please refer to the City Charter or originating ordinance or resolution for a particular board or commission.

## PROCEDURE FOR APPOINTMENT

When a vacancy occurs on a committee, a notice may be published in the local newspapers or on the City's website at [clayton.oh.us](http://clayton.oh.us) and on social media to inform residents of the vacancy and the procedure to apply. Announcements may also be made on the live telecast of the City Council Meetings, which air on the local government access channel. If possible, the notice and announcement of vacancy will be given a minimum of 45-days prior to the seat being vacated. City staff and the Chair/President or Vice-Chair/President of the Board which has the vacancy may interview applicants for committee positions, depending on the number of applicants. Appointments are made by a vote of the City Council and City Council approves all appointments. Interested volunteers may contact the Clerk of Council at (937) 836-3500 for more information regarding a specific committee. A committee volunteer application is available at [clayton.oh.us](http://clayton.oh.us). You may also attach a one-page resume or letter of interest to your application.

Selection criteria may include the following:

- Is the applicant eligible for appointment? (Generally, this means the applicant is a resident of the City.)
- Does the candidate understand of the time involved in serving?
- Has the candidate expressed an interest in serving and a willingness to act in the best interests of the community?
- Will the candidate be an active, committed participant?
- Does the candidate bring expertise in the areas under the committee's purview?
- Does the applicant contribute to the representation of a cross section of the community on this committee?

All applications will remain on file for a period of one year, unless the applicant requests to withdraw from consideration. Once a motion is made and approved by Council to appoint an applicant to a City board or commission at a City Council meeting, the Clerk of Council will send an official letter of appointment to the newly appointed committee member.

## **REAPPOINTMENT**

Although there are no term limits i.e. no limit to how many consecutive terms a person can serve on a City board or commission, reappointment is not automatic. When terms expire, incumbent committee members will be considered along with new applicants. All committee incumbents are notified of the expiration of their terms and are given the opportunity to reapply by requesting to be reappointed.

## **ROLES AND RESPONSIBILITIES**

Citizen Committees have a primary role to advise the City Council in determining City policies and procedures. Despite differing tasks, all committees share some basic responsibilities including the following:

- Attend meetings consistently.
- Fulfill oral and written commitments.
- Stay informed on subjects of interest to the committee.
- Publicly present views and recommendations representing the committee 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.
- Disclose financial interests if matters coming before the committee are in conflict with those interests, directly or indirectly. When such a conflict occurs, the member must disqualify himself/herself from participating in deliberation and abstain from voting.
- 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.

## **CITIZEN COMMITTEES**

The following City boards and commissions have been established by Clayton's City Charter:

- Park Advisory Commission
- Planning Commission
- Board of Zoning Appeals

## DESCRIPTIONS

Boards and Commissions typically meet once per month on an established day, time, and place. Board and Commissions may elect a Chairperson/President and a Vice Chairperson/President at the first meeting of the year or when convened. Boards and commissions have an assigned Staff Liaison to serve in an administrative capacity.

### PARK ADVISORY COMMISSION

Established by Clayton Codified Ordinance Chapter 159 and Resolution R-06-15-49

MEMBERSHIP: 9 residents.

TERMS: Three-year

MEETINGS: Second Wednesday of the month.

DUTIES:

- Act in an advisory capacity to the City Council and staff on the general direction, policies, and emphasis of park, recreation, creek, trail and open space trends and needs of the City.
- Advise the City Council through the City of Clayton City Manager, or his/her designee, on public policy matters relating to programming and development of the City's park and recreational programs.
- Plan and organize community events.
- Assist in preparing and revising master plans which include City parks and recreation facility components to present to City Council for consideration.
- Review the parks and recreational programming of the City in relation to the needs and desires of the citizens.
- Provide guidance and recommendations on utilizing Meadowbrook at Clayton as a central gathering place for Clayton residents and developing unused green-space on the property for public use.
- Assist staff in providing feedback on the impact of the acquisition, development, maintenance and operation of parks, playgrounds and recreational activities in the City of Clayton.
- To perform such other duties as may be required by the City Council or municipal code.

## **PLANNING COMMISSION**

Established by Charter Article 7.01; Clayton Code - Chapter 1127

MEMBERS: 5 residents.

TERMS: Five-year

MEETINGS: As needed, Fourth Monday of each month.

DUTIES:

- The advisory body for planning proposals ie policy-making, legislation
- The advisory body for subdivisions and commercial development proposals, and
- The advisory body for commercial architecture review.

## **BOARD OF ZONING APPEALS**

Established by Charter Article 7.01; Clayton Code - Chapter 1127

MEMBERSHIP: 5 residents

TERMS: Five-year

MEETINGS: As needed, Third Tuesday of the month.

DUTIES:

- The decision-making body for variances from standards in the Clayton Zoning Ordinance,
- The decision-making body for conditional use requests as specified in the Clayton Zoning Ordinance, and
- A quasi-judicial appeals body for decisions of the City of Clayton Planning and Zoning Department staff.



**Physical Address**  
6996 Taywood Rd.  
Englewood, OH 45322

**Mailing Address**  
PO Box 280  
Clayton, OH 45315

Ph. (937) 836-3500  
Fax: (937) 836-6773  
[www.clayton.oh.us](http://www.clayton.oh.us)





Please submit application by mail or email to:  
6996 Taywood Rd. Englewood, OH 45322  
Email: bseim@clayton.oh.us

**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)

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STATEMENT OF INTEREST:

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REFERENCES: (Please submit a minimum of three)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_