



CITY OF LYONS

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BOARD / COMMITTEE / COMMISSION / COUNCIL APPLICATION

Applicant Information (Please type/print clearly):

Name: _____

Street Address: _____

Mailing Address: _____

Contact Phone Number: _____

E-Mail Address: _____

Preferred method of contact: ☐ Mail ☐ Phone ☐ Email

Occupation: _____ Employer: _____

Please mark the Board, Committee or Commission in which you are interested in serving:

☐ Budget Committee

☐ Planning Commission

☐ Library Board

☐ City Council

Are you applying for reappointment: ☐ Yes ☐ No

1. How long have you lived in the area: _____ Year(s) _____ Month(s)

2. How did you learn about this position opening?

3. Please provide a brief description of the experience, training or education that you feel qualifies you for this particular position.

4. List current involvement in other community groups and/or activities.
5. What special contribution do you feel you can make to the group/position you are applying for?
6. Fulfilling the responsibilities of a position on a governmental board can include a significant amount of time spent in training and education, meetings, workshops, document review and projects. Do you feel that this is a time commitment you can make? Please explain.

RESIDENCY:

The following applies for appointments that require residency and elector status:

I, _____, certify that I currently reside within the corporate limits of the City of Lyons and am an eligible elector as defined by ORS 246.012(5). I further acknowledge that should either my residency or my eligibility as an elector change I will notify the City of Lyons immediately.

PUBLIC DISCLOSURE:

The City sometimes receives requests for contact information for members serving on City boards, commissions and committees. As an appointed public body volunteer, serving the City of Lyons, the information provided on this application is considered public record.

ACKNOWLEDGEMENT:

My signature acknowledges that the information I have provided on the application is true and complete to the best of my knowledge and I understand that the information provided on this application is considered public record.

Signature

Date of Signature

C. Maintenance of general books, cost accounting records, and other financial documents.

D. Budget administration.

E. Operation and maintenance of equipment and buildings in accordance with city guidelines. [Ord. G2-2015 § 1, 2015; Ord. G1-25 § 8, 1990. Amended during 2006 recodification.]

2.15.090 Prohibited actions and penalties.

A. It shall be unlawful for any person to willfully or maliciously detain any library materials belonging to the Lyons Public Library for 30 days, after notice in writing from the librarian that the materials are overdue. The notice shall bear upon its face a copy of ORS 357.975 and 345.990.

B. Violation for willful detention of library materials is punishable upon conviction by a fine of not less than \$50.00 nor more than \$1,000. Such conviction and payment of the fine shall not be construed to constitute payment for library materials, nor shall a person convicted under this section be thereby relieved of any obligation to return such material to the library. [Ord. G1-2006 § 7, 2006; Ord. G1-25 § 9, 1990.]

Chapter 2.20

Planning Commission

Sections:

2.20.010	Establishment.
2.20.020	Membership.
2.20.030	Terms of office.
2.20.040	Vacancies and removal.
2.20.050	Presiding members.
2.20.060	Staff and consultation services and expenses.
2.20.070	Meetings.
2.20.080	Conflict of interest.
2.20.090	Powers and duties.

2.20.010 Establishment.

There is hereby established a city planning commission (hereinafter referred to as the commission) for the city of Lyons, Oregon. [Ord. G1-43 § 1, 1996.]

2.20.020 Membership.

A. The commission shall consist of five voting members to be appointed from the general public through an open, well-publicized process and approved by the mayor and city council by motion and vote. To be eligible for appointment, noncity members must reside within the Lyons urban growth boundary.

B. The mayor and city attorney shall serve as ex officio nonvoting members of the planning commission.

C. No more than two voting members of the commission may engage principally in the buying, selling, or developing of real estate for profit as individuals or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling, or developing of real estate for profit. No more than two members shall be engaged in the same kind of occupation, business, trade, or profession. [Ord. G1-43 § 2, 1996.]

2.20.030 Terms of office.

The terms of office of the voting members of the commission shall be as follows: position number one, one year; positions number two and three, two years; and positions number four and five, three years. The five appointed members shall choose

their term of office by lot. The commission shall immediately thereafter notify the city council in writing of such allotment. Terms of office shall begin at the first meeting of the calendar year in which appointed unless appointment has occurred to fill a vacancy with an unexpired term. [Ord. G1-43 § 3, 1996.]

2.20.040 Vacancies and removal.

Appointments to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the city council, after hearing, for misconduct or nonperformance of duty. A member who is absent for three consecutive, regular monthly meetings without the permission of the commission chairperson is rebuttably presumed to be in nonperformance of duty and the city council shall declare the position vacant unless finding otherwise following the hearing. [Ord. G1-43 § 4, 1996.]

2.20.050 Presiding members.

At its first meeting of each calendar year, the commission shall elect a chairperson and vice chairperson. The chairperson and vice chairperson shall be eligible for re-election and shall be elected from among the voting members of the commission. One year of active membership on the commission shall be required before such office can be held. The city recorder or other designee shall also be the planning commission secretary. [Ord. G2-2015 § 4, 2015; Ord. G1-43 § 5, 1996. Amended during 2006 recodification.]

2.20.060 Staff and consultation services and expenses.

A. The secretary's responsibilities shall be to keep an accurate record of all commission proceedings.

B. The city shall provide the commission with such other staff and consultation services as is deemed necessary by the commission and city council.

C. The expenses of the commission and those incurred by the staff and consultation services shall be met by such funds as are budgeted by the city council for such purposes.

D. Members of the commission shall receive no compensation but shall be reimbursed only for duly authorized expenses. [Ord. G1-43 § 6, 1996.]

2.20.070 Meetings.

A. Three voting members of the commission shall constitute a quorum.

B. The commission may make and alter rules and regulations for the government and procedure consistent with the laws of the state of Oregon and with the charter and ordinances of the city of Lyons.

C. The commission shall be available to meet at the City Hall once each month at such time as may be fixed. All meetings of the commission shall be open to the public.

D. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby made a part of the meeting records. Special meetings may be called at any time by the chairperson or by two members, by notice served upon each member of the commission at least 24 hours prior to the time specified for the proposed meeting. Notice of a previously unannounced meeting shall be provided to the news media, and the city council at least 24 hours prior to the meeting. [Ord. G1-2007 § 12, 2007; Ord. G1-43 § 7, 1996.]

2.20.080 Conflict of interest.

A member of the commission shall not participate in any commission proceeding or action in which any of the following has a direct or substantial interest: the member or his spouse; brother, sister, child, parent; father-in-law, mother-in-law; any business in which he is then serving or has served within the previous two years; any business with which he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the commission where the action is being taken. [Ord. G1-43 § 8, 1996.]

2.20.090 Powers and duties.

The duties of the commission shall include the following:

A. The commission shall prepare a comprehensive plan for the city of Lyons and its urban growth boundary that meets the requirements of ORS Chapter 197. After public hearings, the commission shall recommend to the city council adoption of the plan.

B. The commission shall initiate a review of the Lyons comprehensive plan and related ordinances

every even-numbered year between 1980 and 1990 and every three years thereafter to determine if these documents still reflect the city of Lyons' needs and desires.

C. The commission shall recommend, after public hearing, to the city council specific amendments that shall be based upon further studies of changed community priorities or conditions.

D. The commission shall formulate and recommend to the city council various programs, policies, and ordinances intended to implement the Lyons comprehensive plan.

E. The commission shall prepare or cause to have prepared various studies and plans related to community or neighborhood development problems, issues, and needs.

F. The commission shall review and submit recommendations to the city council regarding city boundary changes.

G. The commission shall review and submit recommendations to the city council regarding the vacation or establishment of streets.

H. The commission shall review and take the appropriate action on all land partitions and subdivision requests affected by the subdivision ordinance.

I. The commission shall conduct public hearings, prepare and maintain accurate minutes and records of these hearings, and perform such other duties relating to the city's land use control ordinances including zoning and subdivision regulations, as may be prescribed by state law and city ordinance.

J. At the request of the city council, the commission shall perform other duties related to community planning and development.

K. The commission shall submit an annual report to the city council, by the first day of December of each year, on the activities of the commission.

L. The commission shall forward copies of the minutes of its proceedings to the city council on a monthly basis. All recommendations and final actions made by the commission shall be submitted to the city council in written form.

M. The commission shall encourage cooperation and coordination with public and semipublic agencies, civic and private organizations and other individuals and groups having an interest in the development of the city and its surrounding area.

N. The commission shall also have all the powers which are now or may hereafter be given to it, under the general laws of the state of Oregon, or the charters or ordinances of the city of Lyons. [Ord. G1-43 § 9, 1996.]