



**City of Toledo
Volunteer for a Committee
Application Packet**

City Appointed Committees

Thank you for your interest and willingness to serve on a City of Toledo Committee. We appreciate your time and look forward to having you join our organization.

Included in this packet:

1. Volunteer Application form
2. Toledo Municipal Code, Chapter 2.04 (*refers to Planning Commission*)

Application requirements:

- Thoroughly complete and sign the Volunteer Application (incomplete applications may take longer to process or not accepted)
- Return the completed original signed Volunteer Application to the City Recorder. You can e-mail it to lisa.figueroa@cityoftoledo.org or you can drop it off and/or mail your application to:
City of Toledo
Attention: City Recorder
206 N. Main Street
Po Box 220, Toledo, OR 97391
- If you have any questions, you may contact the City Recorder at 541-336-2247 extension 2060

City of Toledo
Committee Volunteer Application Form

Please indicate which Board or Committee you are applying for:

- Budget Committee
- Library Board
- Planning Commission

Name: _____

Home Address: _____

Mailing Address: _____
(if different)

City	State	Zip
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Home Phone: _____ Cell Phone: _____

E-mail address: _____

Residency and Eligibility

Do you reside within the City limits? Yes No Length of Time _____

Do you reside within the Urban Growth Boundary? Yes No Length of Time _____

Are you a registered voter in Lincoln County? Yes No

Are you a Toledo business owner or Manager? Yes No

If yes, please indicate which business you own/manage:

Have you worked for or previously been a volunteer for the City of Toledo? Yes No

If yes, what was your position and when? _____

Comments of Interest

Please explain why you are interested in this position:

Experience & Background

General Background

Please list any qualifications you feel would be of benefit in this position.

List previous experience and/or current employment.

Please list any current or previous community involvement.

Certification and Signature

Please initial:

_____ I understand that I may be subject to a criminal background check pursuant to Toledo Municipal Code Chapter 2.44 and if selected to complete one, I will be required to provide personal information to conduct the criminal background check.

By signing below, I certify that the information on the application is true and accurate and that I meet the necessary eligibility and/or residency requirements in accordance with Oregon State Law and/or the Toledo Municipal Code to serve on a Committee for the City of Toledo.

Signature

Date



Chapter 2.04 PLANNING COMMISSION

2.04.010 Created.

- A. The Toledo planning commission is created by this chapter. The commission shall consist of seven members appointed by the mayor of Toledo and of which not more than two members shall be nonresidents of the city of Toledo. The commission shall have the powers and duties set forth in this chapter, other ordinances, orders and the Charter of the city of Toledo, and the laws and the constitution of the state of Oregon.
- B. The term of office for each of the members shall be four years or until their successors are appointed and qualified, and the terms shall be staggered so that the terms of not more than two commission members will expire in the same year. Any vacancy on the commission shall be filled by the council for the unexpired portion of the term after public announcement of the vacancy and solicitation of candidates in the community.
- C. Members of the commission shall qualify by taking and subscribing an oath of office to uphold the Constitutions of the United States and of the state of Oregon, and to faithfully and impartially perform the duties of the office to the best of his or her ability.

(Ord. 1109 § 1, 1980)

2.04.020 Organization.

- A. The commission shall elect a president and vice-president each year at its regular July meeting, each of whom shall serve for one year or until his or her successor is appointed and qualified.
- B. The city of Toledo shall provide at all meetings a secretary satisfactory to the commission. The secretary shall keep an accurate record of all proceedings of the commission and shall perform such duties as are imposed upon him or her by law, by this chapter, or by any other ordinance of the city of Toledo, or by the commission.

(Ord. 1109 § 2, 1980)

2.04.030 Meetings.

- A. Four members of the commission shall constitute a quorum. The commission shall meet at least once a month and the regular meeting place shall be the Toledo city hall.
- B. The commission may make and amend its own governmental and procedural rules and regulations consistent with the laws and the Constitution of the state of Oregon and with the ordinances and Charter of the city of Toledo.

(Ord. 1109 § 3, 1980)

2.04.040 Annual report to council.

The commission shall make and file with the council in July of each year a report, covering the preceding year, of the transactions of the commission and of the involvement of the citizens of Toledo in the work of the commission. The report shall also include actions and programs that the commission recommends to promote and increase that citizen involvement.

(Ord. 1109 § 4, 1980)

2.04.050 General powers and duties.

It shall be the duty of the commission when requested and it shall have the power except as otherwise provided by law, to recommend and make suggestions to the council and to all other public authorities concerning the following matters within the city limits and within the urban growth boundary of the city of Toledo:

- A. The laying out, vacation, widening, extending, parking on and location of streets, boulevards, sidewalks, and pedestrian, bicycle and other paths;
- B. The relief of traffic congestion;
- C. The betterment of housing and sanitation conditions;
- D. The establishment of zones or districts limiting the use of premises, and the use, height, area and bulk of buildings and structures;
- E. The establishment and alteration from time to time of building setback lines on private property adjacent to any alley, street or other public way;
- F. Planning for the regulation of the future growth, development and edification of the municipality in respect to its public and private buildings and works, streets, parks, grounds, vacant lots and plans consistent with the future growth and development of the city in order to secure to the city and its inhabitants sanitation, proper services of all public utilities, harbor, shipping, and transportation facilities;
- G. Advertisement of industrial advantages and opportunities of the municipality and the availability of real estate within the municipality for industrial settlement;
- H. Encouraging industrial settlement within the municipality;
- I. Making of economic surveys of the present and potential possibilities of the municipality with a view to ascertaining its industrial needs;
- J. Studying the needs of existing local industries with a view to strengthening and developing those industries and stabilizing employment conditions;
- K. Studying, conducting public hearings, and making recommendations on proposed land use actions within the urban growth boundary; and
- L. Exercising any and all powers, functions and authority delegated to or conferred upon the commission by the laws of Oregon, the Charter of the city of Toledo, this chapter, or any other ordinance of this city; and in general to study and propose such measures as may be advisable for the promotion of the public interest, health, morals, safety, comfort, convenience, and welfare of the city.

(Ord. 1109 § 5, 1980)

2.04.060 Specific duties.

- A. In accordance with the terms of the zoning and land division ordinances of the city of Toledo and subject to the provisions for appeal in those ordinances, the commission's decisions on the following land use questions shall be final:
1. Request for exception to the requirements of the zoning ordinance;
 2. Request for conditional use under the zoning ordinance;
 3. Creation of a street or way under the land division ordinance;
 4. A land division (major partition, subdivision, and planned development); and
 5. Any other specific task assigned by the council for final decision.
- B. The following matters shall be referred by the council to the commission for consideration and recommendation:
1. Amendment to the text or change in the map of the Toledo comprehensive land use plan;
 2. Amendment to the text or change in the zoning map of the zoning ordinance;
 3. Vacation of land;
 4. Annexation of land to the city; and
 5. Any other questions requiring commission consideration by law.

(Ord. 1164, 1984: Ord. 1109 § 6, 1980)