

# Planning Commissioner Training

**\$15 per person**

The City of Carlton and the Mid-Willamette Valley Council of Governments are hosting a Planning Commissioner Training for Planning Commissioners, Staff, and Councilors interested in learning the basic procedures and roles associated with serving as a Planning Commissioner.

## Major Workshop Topics Include:

- History of the Oregon Statewide Planning and Statewide Planning Goals
- Types of land use applications
- Conducting a public hearing and how to make it through a challenging hearing
- Roles and Responsibilities of Planning Commissioners
- How to determine and declare ex-parte contacts, bias and conflict of interest

**WHEN: Saturday, September 19, 2020**

**TIME: 8:30 am to 12:30 p.m.\***

**WHERE: Carlton Fire District Building**

**343 West Roosevelt Street, Carlton OR 97111**

*Attendees- In case of emergency, please park on the street or rear gravel lot behind the Fire Station only. Thank you in advance for your cooperation.*

\*Coffee, tea and snacks will be available, but breakfast and lunch will not be provided.

**Training conducted by  
Bill Monahan, General  
Counsel, of the  
Mid-Willamette Valley  
Council of Governments**

**Please RSVP for this training  
no later than Monday,  
September 14<sup>th</sup>  
to Aimee Amerson at  
[aamerson@ci.carlton.or.us](mailto:aamerson@ci.carlton.or.us).**

The City of Carlton is not able to accept payment by credit card or electronic means. Check, made payable to the City of Carlton, preferred before the event, but payment will be taken at the door.

To keep everyone safe and healthy, Social distancing, face masks, and contact information for contact tracing will be required at this training event.

Hand washing will be encouraged and hand sanitizer readily available.

Anyone coughing or who appears to have a fever, will not be admitted to the building on the event date.

