

191 E. Main St.  
Carlton, OR 97111



Phone (503) 852-7575  
FAX (503) 852-7761

## PLANNING DEPARTMENT

PRESS RELEASE DATE: February 10, 2022

COMMITTEE VACANCY

### PLANNING COMMISSIONER

(Volunteer)

The City of Carlton is currently seeking applicants to fill one (1) vacancy on the City of Carlton Planning Commission with a term expiring on December 31, 2022 and renewing shortly thereafter if reappointed by City Council.

The Planning Commission serves in a decision making or advisory capacity to the Carlton City Council. The Commission holds Public Hearings on land use actions, development code changes and other zoning matters. Their decisions may be final or they may make recommendations to the City Council.

The persons appointed shall not be an official or employee of the City of Carlton. The City Council may, in its sole discretion, appoint not more than two (2) of the seven (7) Commissioners who are not residents of the City. No more than two (2) voting members of the Commission may engage principally in the buying, selling or developing of real estate for profit. No more than two (2) members shall be engaged in the same kind of occupation, business, trade or profession. This provision shall not be interpreted to preclude business persons engaged in different kinds of business or retired persons not currently employed in an occupation from eligibility for appointment.

This is a volunteer positions and the appointment will become effective immediately upon City Council's approval of the Mayor's selection. ***Meetings are held, as needed, on the third Monday of each month at 6:00 PM at the Carlton City Hall, Council Chambers, 191 East Main Street, Carlton, Oregon or virtually using Zoom.***

If you are interested in the Carlton Planning Commission position, you may download the *City of Carlton Application for Boards/Commissions* from the city's website [www.ci.carlton.or.us/jobs](http://www.ci.carlton.or.us/jobs) or pick up an application at Carlton City Hall.

Please email, fax, mail, or drop off your application in-person to:

Aimee Amerson  
Planning/Administrative Manager  
191 E. Main Street, Carlton, OR 97111  
Fax: (503) 852-7761  
[aamerson@ci.carlton.or.us](mailto:aamerson@ci.carlton.or.us)

To be considered during the first review of applications, submit your application on or before:

**Monday, March 7, 2022, by 4:00 PM**

*Applications will be accepted until the position is filled.*

---

#### **IMPORTANT DATES:**

First review of applications  
Appointments by City Council

As submitted  
April 5, 2022

#### **The City of Carlton is an Equal Opportunity Provider**

*Employment with the City is open to any person and we do not discriminate on the basis of race, religion, sex, color, age, sexual orientation, national origin, marital status, mental/physical disability, source of income, or any other status protected by federal, state or local laws.*