

191 E. Main St.
Carlton, OR 97111



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PLANNING DEPARTMENT

PRESS RELEASE DATE: April 23, 2024

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, 2028, and renewing shortly thereafter for an additional four-year term 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 position, and the appointment will become effective immediately upon City Council's selection. ***Meetings are held on the second Monday of each month at 6:00 PM at the temporary City Hall Council Chambers at 945 West Grant Street, or virtually using Zoom. Meetings will be held in the Civic Center upon its completion.***

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 or pick up an application at Carlton City Hall.

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

Aimee Amerson
City Recorder
Mailing address: 191 E. Main Street, Carlton, OR
Drop off: 945 West Grant Street
Fax: (503) 852-7761
aamerson@ci.carlton.or.us

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

May 23, 2024, by 4:00 PM

Applications will be accepted until the position is filled.

IMPORTANT DATES:

Appointment by City Council

June 4, 2024 meeting

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.