



City Council Minutes  
Tuesday, May 7, 2024  
Via Zoom and at 945 W Grant Street, Carlton, Oregon

**REGULAR MEETING**

**6:40 PM**

**1. CALL TO ORDER**

Mayor Linda Watkins called the regular session to order at 6:40 PM.

**2. ROLL CALL**

**6:41 PM**

**Members Present:** Mayor Linda Watkins, Council President Kevin Skipper, Councilors Shirley Ward-Mullen, Guilherme Brandão, Grant Erickson, Carolyn Thompson-Rizer, and David Samuel Hill.

**Members Absent:** None

**Staff Present:** City Manager Shannon Beaucaire, Assistant City Manager Christy Martinez, City Attorney Tyler Yeoman-Millette, City Planner Scott Whyte, City Recorder Aimee Amerson, and Finance Specialist Morgan Shelton.

**Others Present:** Steve Faust with 3J consultants, Elizabeth Decker with JET Planning, Brian Rake, Jackie Herb, David and Heidi Blanchard, Jennifer Nordstrom, Marie Frugia, Tim Pfeiffer, and Maryalice Pfeiffer.

**3. PLEDGE OF ALLEGIANCE**

**6:42 PM**

The Pledge of Allegiance was performed.

**4. CHANGES OR ADDITIONS TO THE AGENDA**

**6:42 PM**

None.

**5. PUBLIC HEARING**

**6:43 PM**

Mayor Watkins opened the Public Hearing for Resolutions 355, 356, and 354 at 6:43 PM, and asked the Councilors if they had any conflicts of interest or abstentions.

The Mayor introduced Assistant City Manager Christy Martinez to present the resolutions and staff recommendations for the presented resolutions.

**A. Fiscal Year 2024/2025 State Revenue Sharing (SRS) funds**

- **Resolution No. 2024-355: Declaring the City's Election to Receive State Revenues**

**6:45 PM**

Assistant City Manager Christy Martinez described state requirements for sharing state revenue funds and their allocation to the Street fund.

Public testimony was opened by Mayor Watkins at 6:45 PM

**MOTION: Skipper/Ward-Mullen** to approve and authorize the Mayor to sign Resolution No. 2024-355 declaring the City's election to receive State Revenues in the Fiscal Year 2025. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

- **Resolution No. 2024-356: Certifying the City's Eligibility to Receive State Revenues**

**6:46 PM**

Martinez explained the requirements to receive SRS funds and how the City meets those requirements.

**MOTION: Ward-Mullen/Erickson** to approve and authorize the Mayor to sign Resolution No. 2024-356 certifying the City of Carlton's eligibility to receive State Revenue Shared Funds. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

**B. Fiscal Year 2024/2025 City Budget**

**6:47 PM**

- **Resolution No. 2024-354: Adopting the Fiscal Year 24/25 City Budget, Making Appropriations, Imposing and Categorizing the Tax**

Martinez presented the Budget Committee Approved FY 24/25 City Budget.

**MOTION: Thompson-Rizer/Hill** to approve and authorize the Mayor to sign Resolution No. 2024-354 adopting the fiscal year 2024-2025 City Budget, making appropriations, and imposing and categorizing the tax. Motion Carried (6 Yes/ 1 No [Brandão] / 0 Absent /0 Abstain).

Public testimony was closed by Mayor Watkins at 6:49 PM

The Public Hearing was closed by Mayor Watkins at 6:49 PM.

## 6. CITIZEN COMMENTS

6:49 PM

A. **Items NOT on the Agenda** - None

B. **Items on the Agenda** - None

## 7. CONSENT AGENDA

6:50 PM

A. **Meeting Minutes** – *Approved*

City Council – April 2, 2024 (Work and Regular Session)

B. **Accounts Payable report**

C. **Finance reports**

D. **Pool Update**

E. **Clean Up Day 2024**

F. **Upcoming events – Summer 2024**

**MOTION: Thompson-Rizer/Ward-Mullen:** to approve the consent agenda, including City Council meeting minutes from April 5, 2024, the accounts payable report, the financial reports, the pool update, Carlton Clean-up Day event update, and upcoming events for Summer 2024. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

## 8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS

6:50 PM

A. **Carlton Fun Days Street closure permit**

City Manager Shannon Beaucaire invited Brian Rake to speak about the Carlton Fun Days event in June. Rake went over details about the event, described street closure notification methods, and requested use of the pool on Saturday, June 22<sup>nd</sup> for a free swim to the public.

Councilors asked questions about which streets would be closed and traffic/pedestrian control for the event.

**MOTION: Skipper/Thompson-Rizer** to approve the city street closure request on June 22<sup>nd</sup>, 2024, for the temporary closures of West Main and North Kutch Streets for the annual Fun Days event. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

B. **Dog Survey Information gathering**

6:55 PM

Beaucaire gave information to Council about the survey offered to gain citizen information about regulations surrounding leash laws and dog parks.

C. **Resolution No. 2023-353: Master Fee Schedule update**

6:56 PM

Assistant Manager Christy Martinez noted a small Scribner error to the agenda title and corrected the resolution number to 2024-353.

Councilors asked questions about community room rental fees and hour minimum for room use.

**MOTION: Ward-Mullen/Hill:** to approve and authorize the Mayor to sign Resolution No. 2024-353 updating the Master Fee Schedule revising fees and charges for the City of Carlton with the rates included in the adoption of the FY25 Budget. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

D. **LA 2024-01; Comprehensive Plan Amendment – Second Reading**

6:59 PM

City Manager Beaucaire presented Ordinance 2024-750 for a second reading.

**MOTION: Ward-Mullen/Hill** it is moved that the City Council authorize the 2nd reading of Ordinance 2024-750 by title only. Motion Carried (7 Yes/ 0 No / 0 Absent /0 Abstain).

**MOTION: Ward-Mullen/Thompson-Rizer:** to accept the 2nd reading of Ordinance 2024-750. Motion Carried by roll call vote (7 Yes/ 0 No / 0 Absent /0 Abstain).

E. **LA 2024-02; Development Code Public Hearing**

7:02 PM

Mayor Watkins opened the Public Hearing at 7:02 PM, read the hearing and disclosure statement, and asked the Councilors if they had any conflicts of interest or abstentions.

City Planner Scott Whyte introduced Elizabeth Decker of JET Planning to present the proposed Development Code Update. Whyte explained the arguments for and against the Planning Commission Recommendation to not adopt proposed changes of the Agricultural Holding (AH) zone, Whyte also discussed the difference in recommendation between the Council and Planning Commission as it pertains to green/open space in subdivisions. Decker then went on to describe changes brought



about by state law and suggested changes because of feedback from the Department of Land Conservation and Development and the Planning Commission.

Council deliberated and asked questions about topics such as, clarification on the addition of chapter 17.78 Grading and erosion control, clarification on Chapter 17.48 Agricultural Holding (AH) zone and how it affects existing uses, the purpose for change in lot size for AH properties, street tree distance recommendations, open space requirements, options, and challenges,

Public testimony was opened by Mayor Watkins at 8:23 PM

David Blanchard of 574 W Grant Street, stated he is in favor of keeping Agricultural Holding the way it is. He believes that the proposed language is bias towards making planning process easier for the developer. He also posed the question as to what the floodways are and where do they exist and where are they mapped. Whyte explained that the Federal Government maps the floodways. Blanchard expressed concern over development.

Tim Pfeiffer of Moores Valley Road in Yamhill, Oregon, expressed opposition towards adding a requirement for open space in sub-divisions. He believes that the addition of those spaces will add an increase in Homeowner Association costs and potential for contention on responsibility of maintenance. He stated that he feels the two large parks in town are sufficient open space for residents.

Maryalice Pfeiffer of Moores Valley Road in Yamhill, Oregon requested a clarification of what would be qualified as green space before making any decisions.

Public Testimony way closed by Mayor Watkins at 8:31 PM

Planner Scott Whyte acknowledged the receipt of written testimonies by Susan Turrell, Carrol Fredrick, and Tim Pfeiffer.

Council further discussed the 5% recommendation for open space in subdivisions, changes in AH zones, the differences between current and proposed AH code, and the possibility of delaying any changes in AH code until a new housing need analysis can be done in two years, how the development of 7,500 square foot lots in AH zones would be impacted by the feasibility of city service access, planning commission recommendations, tree canopy options and proposed compromise.

Council agreed to continue discussion with more information on the 5% open space requirement and examples of what and would not be included in that requirement, more information on proposed AH zone changes, and further research on street tree spacing using canopy spread and species requirements.

**MOTION: Hill/Erickson** it is moved that the City Council continue the Public Hearing for the Carlton Development Code to the June 4<sup>th</sup>, 2024 City Council Meeting. Motion Carried (6 Yes/ 1 No [Brandão] / 0 Absent /0 Abstain).

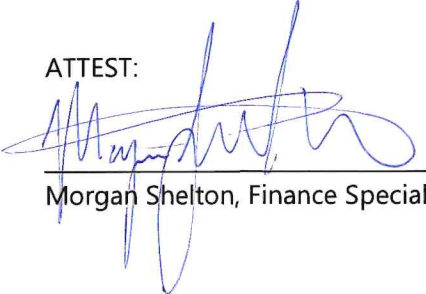
#### ADJOURNMENT

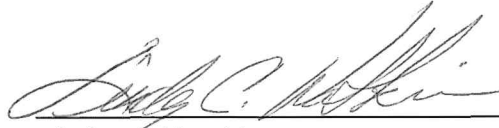
9:14 PM

The Regular Session meeting adjourned at 9:14 PM.

**APPROVED** by the City of Carlton City Council on June 4, 2024.

ATTEST:

  
Morgan Shelton, Finance Specialist

  
Linda Watkins, Mayor