



**Planning Commission Regular Session Minutes**  
**Monday, April 8, 2024, 6:00 PM**  
**Via Zoom and at 945 West Grant Street**

**1. CALL MEETING TO ORDER & ROLL CALL**

**6:07 PM**

Planning Commission Vice Chair Susan Turrell called the meeting to order at 6:07 PM.

**Members Present:** Noelle Amaya Susan Turrell  
Jennifer Nordstrom Annette Fernandez-Madrid (logged in 6:07)

**Members Absent:** Anthony Stuart (excused)  
Jim Bandy (unexcused)

**Staff Present:** Scott Whyte, City Planner City Attorney Tyler Yeoman-Millette  
Shannon Beaucaire, City Manager Aimee Amerson, City Recorder  
Julie Brandão, Customer Experience Specialist

**Others:** Mayor Linda Watkins, Carol Fredrick, Steve Faust 3J Consulting, Brent Goodfellow, Elizabeth Decker of Jet Planning, Chris G, Marie Frugia, Shirley Ward-Mullen, Catherine Dorner, Carolyn Thompson-Rizer, Wes Mills, Carol Fredrick and Chris Frugia

**2. MINUTES APPROVAL- March 11, 2024**

**6:08 PM**

**MOTION: Amaya/Nordstrom:** to approve the Planning Commission minutes from March 11, 2024, as submitted. Motion carried. (4 Yes/0 No/2 Absent [Stuart, Bandy]/0 Abstain).

**3. CITIZEN COMMENTS**

**6:10 PM**

None given.

**4. ACTION / DISCUSSION ITEMS**

**A) Development Code Update**

**6:13 PM**

Planning Commission Vice Chair Susan Turrell introduced City Project Planner Elizabeth Decker to review the proposed updates to the Carlton Development Code. Turrell opened the Public Hearing at 6:13 PM, read the hearing and disclosure statement, and asked the Commissioners if they had any bias, abstentions, or ex-parte contact. Turrell disclosed that she has spoken with ODOT in a fact-finding capacity.

Decker discussed the proposed updates included exhibits and the staff report. She gave an overview of the code structure, code definitions, zone updates, and proposed residential use updates. She gave an overview of the clarifications, definitions, location and language updates in simplifying downtown design standards, AH holding zone function and flood definitions and language. She emphasized that the street standards cannot be significantly updated at this time because it has to follow the Transportation System Plan (TSP), which has not currently been amended.

Decker also presented comments submitted by the Oregon Department of Land Conservation and Development (DLCD) Housing Division.

Upon completion of the staff presentation by Decker, Commissioners began their discussion at 6:56 PM.

Commissioners asked City Planner Scott Whyte to comment on the DLCD comment about Type II Administrative Review and definitions of subdivision. Whyte discussed the recommendations from DLCD and how they would apply to current statutes and standards. Decker responded to Commissioner concerns regarding specific types of housing, City Attorney Tyler Yeoman-Millette and Whyte discussed various types of housing and their definitions. Commissioners discussed proposed updates and state recommendations and supported continued transparency in the approval process with the public. Commissioners and staff discussed current existing street and sidewalk improvement standards. Commissioners discussed the need for street trees, requested the street code be updated to accommodate these concerns, and proposed various edits and updates to add language addressing trees and streets.

Public testimony was opened by Vice Chair Turrell at 8:01 PM.

Against:

- Wes Mills of 1030 West Lincoln expressed concern about property value change, for his other inquiries regarding tax lots and records he was directed to contact Yamhill County as it was out of the City's jurisdiction.
- Carol Fredrick of 1030 Hwy 47 has a property currently in the AH Zone and is concerned about the property value change and the inability for divisions with the recommended changes to lot size and permitted land use.
- Chris Fugia of 310 W. Lincoln expressed a desire to see more regulation or a cap for vacation rentals in town to preserve more housing for families.

Public testimony was closed by Vice Chair Turrell at 8:11 PM.

**MOTION: Nordstrom/Fernandez-Madrid:** to recommend approval of LA 2024-02, Development Code Update to the City Council for consideration at their meeting on May 7, 2024 based on the findings of fact in the staff report dated April 1, 2024 with the amendments that Agricultural Holding should remain as current in the code, that bike parking for multi-family apartments should be covered, spacing for street trees should be reduced to 25 feet everywhere in the code, and recommend the diversity of trees guidelines be included as follows: if fewer than 8 required trees they may be the same species, if between 8-24 trees no more than 40% of the same species, and if more than 24 trees there will be no more than 24% of the same tree. (3 Yes/1 No [Amaya]/2 Absent [Stuart, Bandy]/0 Abstain).

**B) April 22<sup>nd</sup> Meeting Reminder**

**9:11 PM**

City Recorder Aimee Amerson reminded attendees of the meeting on April 22<sup>nd</sup>.

**5. COMMISSIONER COMMENTS**

**9:11 PM**

None.

**6. ADJOURNMENT**

**9:12 PM**

The meeting adjourned at 9:12 PM.

ATTEST:

  
Julie Brandão, Customer Experience Specialist

  
Anthony Stuart, Planning Commissioner Chair