



**City Council Work Session Minutes**  
**Tuesday, January 9, 2024**  
**Via Zoom and at 945 W Grant Street, Carlton, Oregon**

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**WORK SESSION**

**6:00 PM**

**1. CALL TO ORDER and ROLL CALL**

**6:00 PM**

Mayor Linda Watkins called the meeting to order at 6:00 PM.

**ROLL CALL**

**Members Present:** Mayor Linda Watkins, Council President Shirley Ward-Mullen, Councilors Kevin Skipper (arrived at 6:59 pm), Grant Erickson, Guilherme Brandão, 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 Recorder Aimee Amerson, City Planner Scott Whyte, City Engineer Gordon Munro, and Utility Billing Specialist Ashlee Boyd

**Others Present:** Susan Turrell, Anthony Stuart, Noelle Amaya, Jack Shepherd, Elizabeth Decker (JET Planning), Andrew Levine, Natalie Olivier (3J Consulting)

**A. Changes to the Agenda**

None.

**2. WORK SESSION AGENDA ITEMS**

**6:02 PM**

**A. Draft code review of Division III (development standards) and Division IV (special uses)**

Mayor Linda Watkins introduced Elizabeth Decker of JET Planning to present her slides for Division III and Division IV development standards for the development code update project.

Division III covered street standards, off-street parking, storm drainage, utilities, site & landscaping design, land division development standards, access spacing including driveways, historic sites, & residential design standards.

Division IV covered planned unit developments, manufactured homes, manufactured dwelling parks, & vacation rental dwellings.

Councilors asked questions about cottage clusters, vacation rentals and also discussed setbacks.

**3. FUTURE WORK SESSION AGENDA ITEMS**

None.

**4. ADJOURNMENT**

**7:58 PM**

The Work Session meeting adjourned at 7:58 PM.

**APPROVED** by the City of Carlton City Council on February 6, 2024.

ATTEST:

  
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Ashlee Boyd, Utility Billing Specialist

  
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Linda Watkins, Mayor