



**City Council Work Session Minutes**  
**Tuesday, February 6, 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**

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

**ROLL CALL**

**Members Present:** Mayor Linda Watkins, Council President Kevin Skipper, Councilors Shirley Ward-Mullen, 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 Planner Scott Whyte, and Finance Specialist Morgan Shelton

**Others Present:** Elizabeth Decker with JET Planning, Steve Faust with 3J Consulting, Margaret Ryan with City County Insurance, and Planning Commissioner Anthony Stuart

**A. Changes to the Agenda**

None given.

**2. WORK SESSION AGENDA ITEMS**

**6:01 PM**

**A. Review of Draft code Divisions V, VI, and VII**

Mayor Linda Watkins introduced Steve Faust with 3J Consulting and Elizabeth Decker with JET Planning, to go over the review of Draft Code Divisions V, VI, and VII.

Decker began by reviewing proposed code updates. She gave an overview of the topics to be covered, including; Type I, II, and III application types, variances, conditional use permits, sight design review, subdivisions and planned unit developments, and Administrative Procedures. Councilors asked questions such as expedited land division processes, preliminary plat approval criteria, lot size averaging in subdivisions, housing type variety requirements in subdivisions, plat recordation, appeal process, and consolidated application review.

Decker wanted Council input on key topics such as land use review types, administrative level application review versus Planning Commission level application review, notification boundary limits and process for Type II and Type III applications, balancing tree preservation and replacement standards with the need for housing, open space integration, mini parks, small neighborhood parks, clear and objective park or open space standards, and open space maintenance and update requirements.

Decker then reintroduced a list of topics from previous meetings that Councilors had more questions on. Councilors asked questions regarding residential use variety in residential zones, townhouse allowance in R-2 zones, minimum density increase in R-3 zones, minimum lot size in R-3 zones, subdivision requirement changes/additions, cottage cluster development standards, vacation rentals, and minimum height requirements in downtown districts.

**3. FUTURE WORK SESSION AGENDA ITEMS**

None.

**4. ADJOURNMENT**

**8:00 PM**

The Work Session meeting adjourned at 8:00 PM.

**APPROVED** by the City of Carlton City Council on March 5, 2024.

ATTEST:

  
Morgan Shelton, Finance Specialist

  
Linda Watkins, Mayor