



**Planning Commission Regular Session Minutes  
October 19, 2020, 6:00 PM  
Carlton City Hall, Council Chambers (191 E. Main Street)**

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

Vice Chair Grant Erickson called the meeting to order at 6:01 PM.

**Members Present:** Bob Graham  
Grant Erickson  
Jessica Sampson (resigned)

Mackenzie Davis  
Guilherme Brandao

**Members Absent:** Anthony Stuart

**Staff Present:** Christy Martinez, Interim City Manager  
Carole Connell, City Planner  
Gordon Munro, City Engineer  
Aimee Amerson, Planning/Administrative Manager  
Morgan Shelton, Utility and Court Clerk

**Others:** Monty Hurley, Steve Reimann, G. Frugia, Laura, Mark Hall, Mike, Suzy Turrell, Cheryl, Shirley Ward-Mullen, Starla Pointer, Linzy, Jeri, Linda Watkins, Deb, Lydia Zimmerman, Anne Stewart, Edward DeGrauw, Katrina Brunette and Jennifer Hurley

**2. CITY STAFF REPORTS**

**6:02 PM**

A) Guilherme Brandao and MacKenzie Davis Oath of Office  
Brandao and Davis performed their Oath of Office as the newest Planning Commissioners.

**3. MINUTES APPROVAL- July 20 and September 21, 2020**

**MOTION: Graham/Erickson:** to approve the Planning Commission minutes from July 20 and September 21, 2020, as submitted. Motion carried (4 Yes/0 No/1 Absent[Stuart]/0 Abstain).

**4. CITIZEN COMMENTS**

**6:05 PM**

None given.

**5. PUBLIC HEARING**

**A) City File #SUB 2020-01 Public Hearing**

**6:05 PM**

**Subdivision Request at 10251 Old McMinnville Highway from TJA, LLC**

Vice Chair Erickson opens the public hearing at 6:05 PM and reads the Hearing Disclosure statement. He then asked the Commissioners for ex-parte contact, bias or abstentions regarding the meeting topic. None were given.

Erickson then turned the meeting to the applicant for their testimony. Attorney Mark Hoyt began by explaining the history of the land use process for this property as well as how the current development plan addressed many public concerns and comments.

Steve Reimann of 9110 NW Clay Pit Road, Yamhill- As the developer and applicant, he explained his past development history and his connection to the local area. He also described how his application meets city codes and standards as well as public concerns.

Monty Hurley of AKS Engineering is the applicant's Engineer for the project. Hurley explained details regarding the green space in the right of way, open green space tracts and the pedestrian walking trail of the subdivision and of the proposed subdivision plan and how they meet the city standards. He also explained the Wetland permitting process and their suggested condition of approval wording changes in the staff report.

City Planner Carole Connell read through the staff report and highlighted the wetland requirements, updated right of way spaces, open spaces, parks and development process.

City Engineer Gordon Munro stated all of the infrastructure upgrades and utility changes necessary to meet city code.

Vice Chair Erickson asked for any proponents and opponents. No one came forward. Erickson asked for neutral parties, and citizen Suzy Turrell of 416 Linke street spoke that she was pleased with the applicant's proposal and that they are including the landscape strip in the right of way.

Vice Chair Erickson closed the public hearing at 7:12 PM.

The Planning Commissioners deliberated. They asked questions to the staff regarding: types of street trees, Cleveland street, the private street and access on it, DSL permitting, ROW widths on collector streets, possibility of a HOA, upgrades to the Hawn Creek Pump Station and a public access easement in lieu of a city owned park.

**MOTION: Erickson/Graham:** move to approve the JR Meadows Phase 2 Subdivision Preliminary Plan based upon the findings in this report and in compliance with the modified conditions of approval as amended by the Commission. Motion carried (4 Yes/ 0 No/ 1 Absent[Erickson]/0 Abstain).

**6. COMMISSIONER COMMENTS**

**6:58 PM**

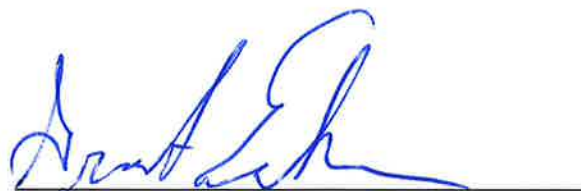
**7. ADJOURNMENT**

The meeting adjourned at 8:48 PM.

ATTEST:



Aimee Amerson,  
Community and Economic Development Coordinator



Grant Erickson, Planning Commissioner Vice Chair