

**NOTICE OF PUBLIC HEARING**  
**CITY OF CARLTON**  
**Hotel Carlton**

NOTICE IS HEREBY GIVEN that the City of Carlton Planning Commission will hold a public hearing on **Monday, May 13, 2024, at 6:00 pm** via Zoom and in person at 945 West Grant Street, to consider and decide upon the following request.

**FILE NUMBERS:** SDR 2024-01, VAR 2024-01 and VAR 2024-02 for Hotel Carlton

**APPLICANT:** Carlton Hub LLC & HOB Oregon LLC; Gerding Edlen Development

**REPRESENTATIVE:** GBD Architects

**REQUEST:** Site Design Review, Major Variance and Minor Variance approval for a proposed 72-unit hotel comprised of two buildings. The north building, located at the NW corner of W. Main Street and N. Yamhill Street, is proposed at three stories in height and includes a restaurant and courtyard at the ground floor (floor area of approximately 5,600 square feet). The south building, located at the SW corner of W. Main Street and N. Yamhill Street, is proposed at four stories in height and includes a ground floor hotel spa and approximately 1,100 square feet of retail space. The south building also proposes four dwelling units on the fourth floor and a parking lot (ground level) for five vehicles.

Two off-site parking lots are proposed (see vicinity map, p. 3). One lot is proposed to a portion of property on the east side of N. Scott Street, north of W. Monroe Street (gravel / estimated to provide space for 25 vehicles). Another lot is proposed to one property on the east side of N. Yamhill Street (also gravel and estimated to provide space for 50 vehicles). The 50-vehicle lot (Yamhill St.) is associated with valet parking service via the hotel for a temporary period of five years. The lot on N. Scott Street is for employee parking and for perpetuity.

**APPLICATIONS:** SDR 2024-01: Application for Site Design Review would review the applicant's development proposal in response to General Development Standards identified in Carlton Development Code (CDC) Sections 17.60 through 17.104, along with downtown design standards and guidelines shown in Section 17.30.

VAR 2024-01: Application for Major Variance would review the applicant's proposal to vary from the minimum front / side yards of the DD-WG zone (17.30.050) in addition to vary from the minimum off-street parking requirements shown for hotels and retail uses (17.68.050) in addition to vary from the off-street loading requirements (17.68.070) for building of certain size.

VAR 2024-02: Application for Minor Variance would review the applicant's proposal to vary from the maximum building height standard (35-feet) and bonus (45-feet) specific to of the DD-WG zone (Section 17.30.050).

- LOCATION:** Hotel sites: 407 W. Main Street & 119 S. Yamhill Street, also Tax Lots 1300, 2400 & 2500 on Yamhill County Assessor’s Map 3-4-21DB & Map 03-4-21DA.  
Off-site parking locations: No address but are identified as Tax Lots 5300 & 5400 on Yamhill County Assessor’s Map 3-4-21AD and the south portion of Tax Lot 2100 on Yamhill County Assessor’s Map 3-4-21AC (see vicinity map, p.3).
- ZONING:** For North Hotel Building & Off-site Valet Parking Lot: Downtown Wine Gallery (DD-WG); For South Hotel Building: Downtown Main Street (DD-MS); For Off-site Parking at S. Scott: Commercial Business (CB).
- CRITERIA:** Carlton Development Code (CDC) relevant standards, criteria & procedures: CDC Sections 17.30.030 to 17.30.070 for development in DD-WG & DD-MS zones; Section 17.32.020 to 17.32.060 for development in CB zone; Sections 17.60 to 17.104 for General Development Standards (all zones); Section 17.156 Site Design Review Process & Application; Section 17.148 Major & Minor Variance; 17.192 Type II Actions and Procedures, and 17.196 Public Hearings.

Zoom Meeting Access Details

Carlton City Hall is under construction. Temporary offices are located at 945 W. Grant Street. **Due to the small room size and lack of seating**, those interested in attending the hearing are highly encouraged to utilize the virtual option (via Zoom). To virtually attend the hearing, please follow the instructions below:

To join meeting on a computer, please use this link:

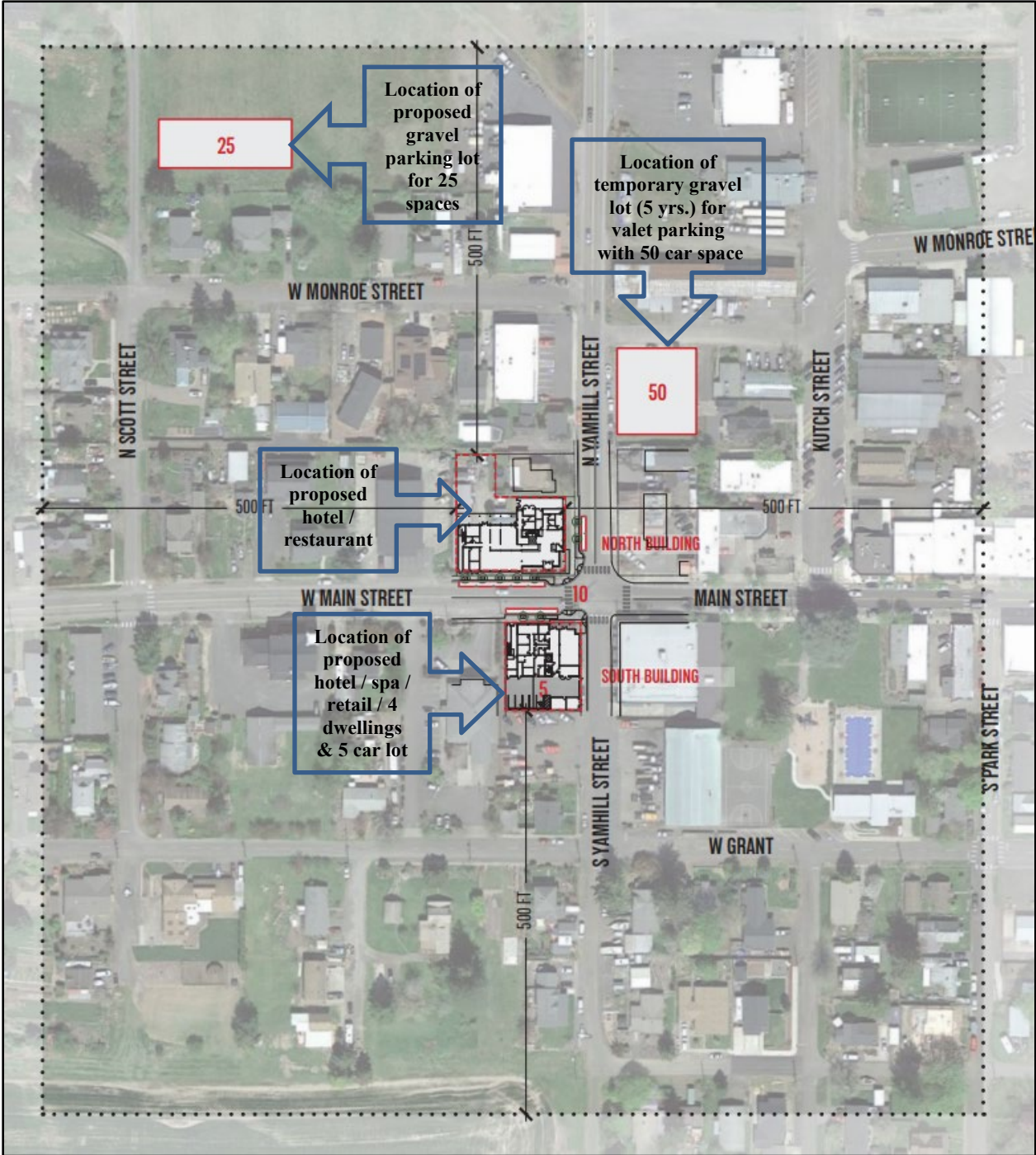
<https://us02web.zoom.us/j/84549301579?pwd=RzBUV2p6WDYxK3NFQkNLRk5PdUFuQT09>

To join using a phone, call 1-253-215-8782 and enter **Meeting ID #: 845 4930 1579** and **Passcode: 027639**. Also, the above link will be posted to the city website (below) one week prior to the hearing date, along with agenda. <https://www.ci.carlton.or.us/meetings>

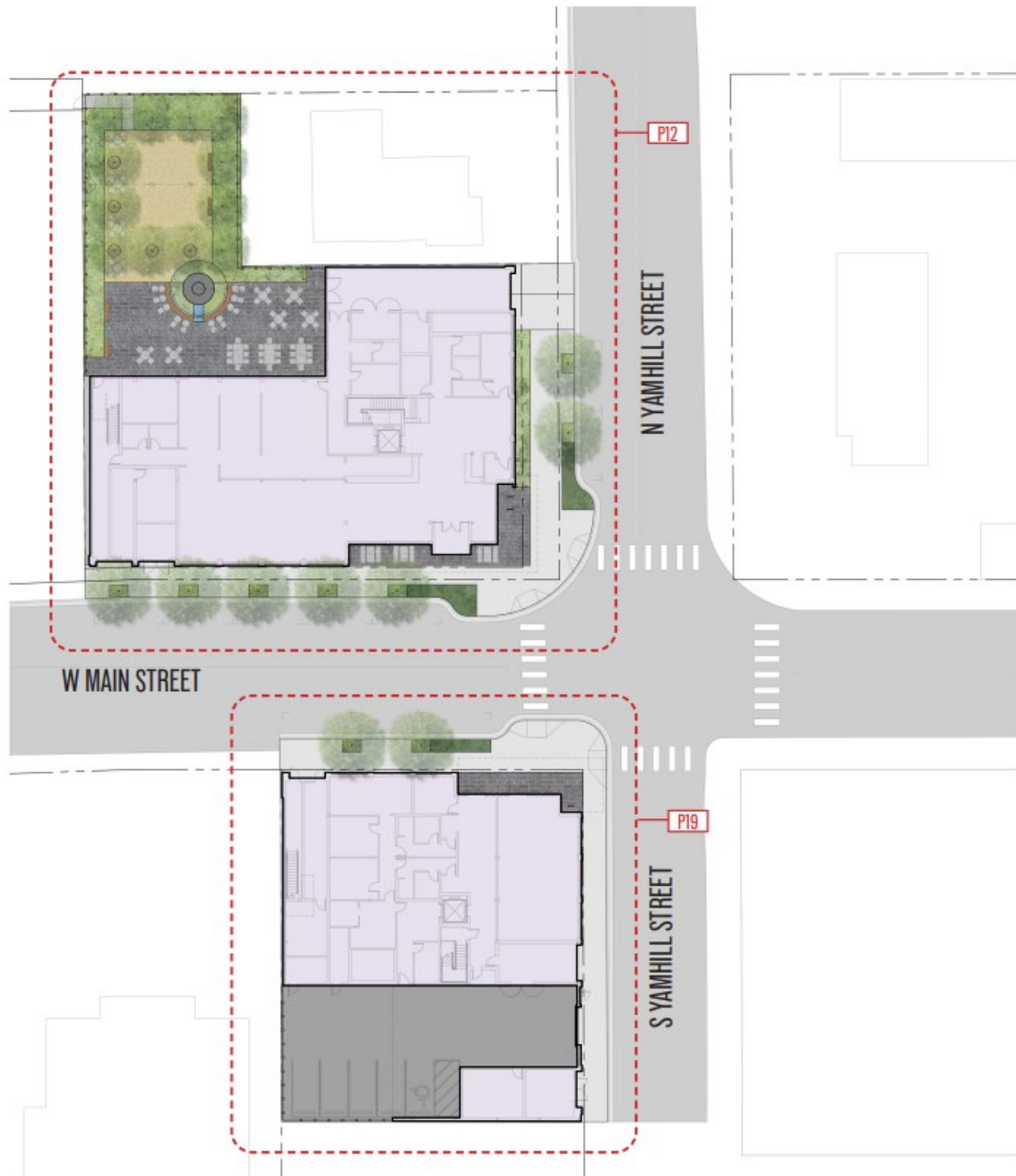
**HOW TO PARTICIPATE:** Any person desiring to speak either for or against the proposal may do so in person or by an authorized representative at the public hearing (virtually or in-person). In addition, written comments may be submitted prior to the hearing with the City Recorder at City Hall located at 945 West Grant Street, Carlton, OR, 97111. The applicant’s plans and documents relied upon as evidence are available for inspection at City Hall (Grant Street) no cost and copies will be provided at reasonable cost. Seven days prior to the hearing date, a staff report will be produced. Public comments are to address the relevant criteria. Failure of an issue to be raised at the hearing, in person or in writing, or failure to provide sufficient specificity to afford the Planning Commission an opportunity to respond to an issue means that an appeal on that issue cannot be filed with the State Land Use Board of Appeals.

The meeting is accessible to people with disabilities. If you have need for special accommodation to attend or participate in the hearing, please notify the City Recorder 24 hours before the hearing. For further information, contact City Hall at (503) 852-7575. For additional information about the project proposal, please contact Aimee Amerson at (503) 852-3808 / [aamerson@ci.carlton.or.us](mailto:aamerson@ci.carlton.or.us).

Below: Applicant's 500-ft. Vicinity Map (distance from proposed hotel locations). North is top.



Below: Applicant's Site Plan – specific to proposed hotel site. North is top.



### LEGEND

- PROPERTY LINE
- █ SIDEWALK
- █ ROAD PAVEMENT
- █ BUILDING