



City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL
CITY PLANNING COMMISSION MEETING
Council Chambers – 155 E 1st Street
Tuesday December 1, 2020 7:00 PM
MINUTES**

THIS MEETING WILL BE A TELECONFERENCE

Public Hearing – Planning Commission

1. Call to Order –Roll Call

Chair Prendergast called the meeting to order at 7:05 PM via the Zoom Teleconference.

Present by Teleconference: Chair Prendergast, Commissioners Moore, Fox and Player
Staff Present Teleconference: Lori Gilmore, City Recorder – John Morgan- City Planner

2. Public Hearing:

A. Public Hearing on Partition Application PAR 20-02.

This is an application for a request to partition a parcel of 115,752 square feet into two parcels of 16,000 and 99,752 square feet located at 990 E. Main Street, Yamhill.

Chair Prendergast opened the Public Hearing at 7:10pm for Partition # 20-02. There were no objections to jurisdiction. Prendergast asked those in attendance if there were any objections to the hearing notice or jurisdiction to hear this case, none followed. It was noted that no Commissioner declared Ex parte contact, conflict or bias. Commissioner Moore did declare he researched the property by using a satellite search using google earth.

The applicant was not present at the meeting for questions or comments. There were no statements received from proponents or opponents.

John Morgan reviewed the provided staff report for the proposed partition. The property has a single-family home at the northwest corner along with several out-buildings. The balance of the property is vacant. The proposal will allow construction of one new house on a lot carved out from a much larger lot. The lot configuration utilizes a new shared driveway along the west side of the property. This will be a permanent 25-foot access and utility easement to serve the existing house. The larger portion of the lot is large enough to be subdivided in the future. The property is zoned Single-Family Residential (R-2). The minimum lot size in the R-2 zone is 6,000 square feet.

Provision for the maintenance of a private access driveway shall be provided in the form of a maintenance agreement, homeowners association, or other instrument acceptable to the City Attorney. The applicable document shall be recorded against the deed record of each parcel, and if appropriate, placed on the final partitioning plat.

This agreement must be approved by the City Attorney and either reflected on the partition plat or recorded at the same time as the partition plat.

As there are no street improvements along the Main Street frontage between Balm Street and Stillers Mill Road, the final grade has not been established, and the larger portion of the property is likely to subdivide in the future, no street improvements will be required at this time. However, a performance agreement assuring future participation in street improvements will be recorded against both properties at the time of recording a partition plat in accordance with Municipal Code Section 11.20.040(C).

In order to comply with ODOT requirements and to help prevent accidents on Highway 240 (Main Street), the new small lot will have no direct access to the Highway. Access will be shared with the existing house via a common driveway.

Commissioner Player questioned if a section of the property was in a flood plain and how that would affect new development. Morgan responded that where the new proposed lot is located, it should not be impacted by a flood plain but will be reviewed during the building permit process.

Chair Prendergast closed the Public Hearing at 7:16pm and asked for the Commissioner's deliberation. No questions or comments followed, and consensus was that the criteria for the findings has been met.

Prendergast made motion; Moore seconded to approve Partition #20-02 with the following conditions of approval and adopt findings contained in the Staff Report.

- All access to both lots will be taken from a single combined driveway to Highway 240.
- A new plat reflecting the partition will be recorded with Yamhill County in the manner prescribed by the County Surveyor.
- Prior to the recordation of the plat, requirements shall be met for City approval of a performance and non-remonstrance agreement for street improvements.
- A copy of the recorded partition plat will be provided to the City.

Roll Call: Ayes: Player, Fox, Prendergast and Moore
Nays: None

Motion Carried.

Regular Meeting – Planning Commission

Regular meeting opened by Chair Prendergast at 7:20pm.

3. Public Comment:

None Received.

4. New Business:

A. None scheduled.

5. Unfinished Business:

A. Discuss reviewing Municipal Code 10.64.030 (G) regarding reader board signs.

During the July 6, 2020 Planning Meeting, an approval was initiated for considering amending the Municipal Code to consider allowing reader boards in the Commercial and Public Facility Zones. A draft of suggested readerboard provisions was provided that included;

- One readerboard is permitted per site or multi-tenant complex and shall only be allowed as a freestanding or wall sign permanently mounted to the ground or a structure.
- The changeable copy portion of a readerboard may be no higher than 12 feet above grade.
- The changeable copy portion of a sign may not exceed 24 square feet in area.
- Any electronic changeable copy portion of a sign will have its area calculated at a rate two times that of other signs.

Discussion continued regarding very specific regulations with possible restricted hours for display, illumination standards as well as only allowing in Public Facility Zones. Consensus was to table the discussion until the next scheduled meeting to allow Planner Morgan to research further regulations and submit a draft of the code amendment that is specific to the Commissions concerns.

6. A. Approval of Planning Commission Minutes from September 15, 2020.

Moore made motion, seconded by Fox to approve minutes.

Roll Call: Ayes: Player, Prendergast, Moore and Fox
Nays: None

The Motion Carried.

B. Schedule next Planning Commission Meeting.

Consensus is to tentatively schedule the next Meeting for Tuesday, January 5, 2021.

C. Commissioner Comments/Discussion

None Received.

7. Information/Announcements:

A. Vacancies:
Budget Committee – 2 members-
Planning Commission – 1 member- Applications are available at City Hall.

8. Adjournment 7:50pm

Prendergast made motion to adjourn, Fox seconded.

All in favor, meeting adjourned at 7:50pm

Respectfully Submitted:
Lori Gilmore
City Recorder/Treasurer