



# City of Yamhill

A small taste of Oregon

**AGENDA**  
**CITY OF YAMHILL, CITY PLANNING COMMISSION MEETING**  
**Wednesday, December 1, 2021**  
**7:00 PM**

**THIS MEETING WILL BE A TELECONFERENCE**

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/84447497253?pwd=cVArZWsvR3draWpacDBxSWg3VWZWdz09>

Passcode: 395716

Please use the following phone number link:

(253) 215-8782 or (346) 248-7799

Webinar ID: 844 4749 7253

Passcode: 395716

**Regular Meeting – Planning Commission**

1. **Call to Order** –Roll Call
2. **Public Comment:** Anyone wishing to comment during this Teleconference Meeting, please send an email with the topic and a brief overview at least 2 days prior to the meeting date to [s.b.candau@cityofyamhill.org](mailto:s.b.candau@cityofyamhill.org) or call 503-662-3511.
3. **New Business:**
4. **Unfinished Business:**
  - A. Discuss proposed code amendment- Municipal Code 10.64.030 (G) regarding reader board signs.
  - B. Consider Ordinance draft for proposed adoption of added code section for Temporary Carports.
5.
  - A. Approval of Planning Commission Minutes from May 4, 2021.
  - B. Next Planning Commission Meeting on December 15,2021.
  - C. Commissioner Comments/Discussion.
6. **Adjournment**

\*\*\*\* Yamhill Planning Commission meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at (503)662-3511 \*\*\*\*

**Yamhill Readerboard Signs – Draft Ordinance  
Planning Commission Discussion**

Amend 10.64.030(G) as follows:

(G) Readerboard Signs. Readerboard signs are prohibited except for theater marquees ~~advertising only current presentations,~~ and automobile service ~~stations advertising only fuel prices.~~ No more than one readerboard sign shall be permitted for each theater and automobile service station. ~~Only permanently attached readerboard signs are allowed after permit is obtained.~~

Add a new Section 10.64.030(J) as follows and renumber accordingly:

(I) Electronic Message Center Signs (EMC) are permitted subject to the limitations shown in the table below:

Electronic Message Center Standards by Zone, Size, and Display Method

<u>Zoning</u>	<u>Size of EMC</u>	<u>Number of EMC Signs<sup>(1)</sup></u>	<u>Display Method</u>	
			<u>Static Message</u>	<u>Alternating Message</u>
<u>C-3 General Commercial PF Public Facility</u>	<u>Up to 24 sq. ft. for the changeable portion of the sign</u>	<u>One</u>	<u>Allowed</u>	<u>Allowed</u>
<u>L-I Light Industrial E-I Employment Industrial</u>	<u>Up to 24 sq. ft. for the changeable portion of the sign</u>	<u>One</u>	<u>Allowed</u>	<u>Prohibited</u>
<u>All Residential Zones</u>	<u>N/A</u>	<u>None</u>	<u>Prohibited</u>	<u>Prohibited</u>

- (1) Maximum size of EMC is limited by the maximum size of signs allowed in that zone. Any electronic changeable copy portion of a sign will have its area calculated at a rate two times that of other signs. Therefore, EMCs of the size shown may or may not be allowed.
- (2) Static Message - The display on the entire electronic message center stays constant for a period of at least 10 minutes, and during that period does not appear to change, move, scroll, vary color, or vary light intensity. A Static EMC will dim between the hours of 9:00 PM and 7:00 AM to no more than ten percent of its daytime luminosity unless it is located within 100 feet of residentially zoned land in which case it will be turned off between 9:00 PM and 7:00 AM
- (3) Alternating Message - The display on the entire electronic message center is held constant for a period of at least fifteen seconds and does not appear to change, move, scroll, vary color, or vary light intensity during that period and where the image transitions to another image instantly or in a transition of less than one second. An Alternating EMC will be turned off between the hours of 9:00 PM and 7:00 AM.

**Yamhill Temporary Carports – Draft Ordinance  
Planning Commission Discussion**

*Amend Chapter 10.72 - Accessory Structures as follows:*

**10.72.070 Vehicle Storage of Trailer Coaches, Camper Units, and Trailers.**

- (A) Trailer coaches, camper units, and trailers shall not be stored in a required front or side yard. For the purpose of this subsection the word “stored” relates to any unit which shall remain in a similar position for a period of 48 hours or more. (See Chapter 10.84 regarding the use of recreational vehicles as guest quarters.) (Ord. 454 §2, 2000)
- (B) Temporary accessory structures used as garages or carports.
  - (1) Temporary accessory structures which are manufactured elsewhere and erected on the site and which require a building permit, shall be structurally sound and shall be anchored. Such structures shall be maintained in good condition using only original manufacturer's metal, plastic, tarpaulin, or fiberglass coverings. No other materials shall be used as a covering. Such structures shall meet all applicable Structural Specialty Code requirements including requiring a building permit.
  - (2) In residential zones, one temporary accessory structure, used as a private garage or carport, as defined by this title, may be located within the front, side, or rear yard of a lot.
    - (a) If located in a front yard, the temporary accessory structure will be set back at least 20 feet from the front property line.
    - (b) If located in a side yard, side yard setbacks must be maintained including clear vision setbacks for corner lots.
    - (c) If located within a rear yard the following setbacks apply for structures 10 feet or less in height there shall be a minimum five-foot setback along the side and rear property lines. For structures greater than 10 feet in height there shall be a setback of five feet along each side property line and 10 feet along the rear property line.
  - (3) In commercial and industrial zones, temporary accessory structures may be located on any portion of the lot or parcel, subject to applicable setback and Building Code requirements.



# City of Yamhill

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**CITY OF YAMHILL, CITY PLANNING COMMISSION MEETING  
May 4, 2021 7:00 PM  
MINUTES**

**THIS MEETING WAS A TELECONFERENCE**

**Regular Meeting – Planning Commission**

**1. Call to Order –Roll Call**

Chair Prendergast called the meeting to order at 7:00 PM via the Zoom Teleconference.

Present by Teleconference: Chair Prendergast, Commissioners Moore and Fox  
Staff Present Teleconference: John Morgan, City Planner; Jason Wofford, Facilities Manager; Sharon Bregante-Candau, Administrative Clerk  
Absent: Trisha Player

**2. Public Comment:**

None received.

**3. New Business:**

None received.

**4. Unfinished Business:**

**A.** Discuss adding code section for 5G Facility Standards (Chapter 12.20?)  
An Ordinance was adopted January 13, 2021 by the City Council to establish standards for small wireless facilities in the rights-of-way in the City of Yamhill. The intent is to establish uniform standards consistent with federal law, including when, where and how these facilities can be attached.

Also, necessary is a set of design standard criteria, that the Planning Commission can review and draft for recommendation to the City Council, which would be an amendment to the Yamhill Development Code.

Morgan provided a draft ordinance for the commissioners to review as directed in the February 2, 2021 Planning Commission meeting.

Moore made motion; Fox seconded to adopt the standards in the draft ordinance with the amendment that variances need to come before the Planning Commission instead of the City Planner.

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

Motion Carried:

- B.** Discuss proposed code amendment- Municipal Code 10.64.030 (G) regarding reader board signs.

Prendergast read the meeting minutes from the January 5, 2021 Planning Commission meeting to see where this item had been left at. Fox mentioned that in the draft code that Morgan provided, the size would exclude both the Yamhill Fire Protection District's (YFPD) and Yamhill-Carlton High School's signs. Morgan stated since those signs are already in place, that this code is not applicable to them, but future signs would have to adhere to this code.

Prendergast made motion; Fox seconded to table the proposed code amendment - Municipal Code 10/64.030 (G) regarding reader board signs.

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

Motion Carried.

Prendergast and Fox would like the Planning Commission to review the permit process for the YFPD's sign.

**C.** Discuss proposed adoption of added code section for Temporary Carports. Commission's discussion during the January 5, 2021 meeting had concerns that the City of Yamhill's current Municipal Code does not specifically address setbacks or anchoring requirements for temporary carports or similar structures. The Commission directed staff to draft an amendment similar to neighboring cities and bring to the February Planning meeting. The Planning commission reviewed existing carports that are currently installed at residences in the City. The Planning reviewed the process of addressing structures that aren't complying with the Municipal Code. The Planning Commission requested Morgan to move forward with the draft of proposed ordinance.

Morgan stated that there will most likely be a Public Hearing in April or May, depending upon the notice requirements.

- 5. A.** Approval of Planning Commission Minutes from January 5, 2021.

Moore made motion; Prendergast seconded to approve the Planning Commission Minutes from January 5, 2021 noting objections from Fox.

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

Motion Carried.

**B. Approval of Planning Commission Minutes from February 2, 2021.**

Moore made motion; Prendergast seconded to approve the Planning Commission Minutes from February 2, 2021.

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

**C. Schedule next Planning Commission Meeting.**

Planning Commission decided on June 1, 2021 for their next meeting.

**D. Commissioner Comments/Discussion**

None Received.

**6. Information/Announcements:**

**A. Vacancies:**

Planning Commission – 1 member - Applications are available at City Hall.

**7. Adjournment: 8:50pm**

Moore made motion to adjourn, Fox seconded.

All in favor, meeting adjourned at 8:50pm

Respectfully Submitted:  
Sharon Bregante-Candau  
Administrative Clerk