



**CITY OF YAMHILL  
CITY PLANNING COMMISSION MEETING  
Monday – March 20, 2017 7:00 PM  
Minutes**

**Public Hearing – Planning Commission**

**1. Call to Order –Roll Call**

The Yamhill Planning Commission meeting was called to order at 7:00pm by Chair Mitchell.

**ROLL CALL:**

Members present: Commissioners Mitchell, Padberg, Fox and Moore  
Excused Absence: Commissioner Prendergast  
City staff present: City Recorder Gilmore, Superintendent Howard,  
City Planner John Morgan

**2. Flag Salute**

Chair Mitchell led the flag salute with all those present participating,

**3. Public Hearing:**

**A. Yamhill/Carlton School District Development Application - Dev. 17-01.**

Chair Mitchell announced that he is also on the citizens advisory committee for the School District and that after review of his role on the school committee, City Attorney Gowell advised Mitchell that it was not a conflict of interest for him also to be the Chair of the Yamhill Planning Commission and have voting rights.

An application was received for a Development Permit for the review of proposed plans for the construction of new buildings on the Yamhill-Carlton School District Campus, which includes the High School and Intermediate School. Specifically, the project entails demolition of several existing buildings, utility and access relocations, site grading, and construction of three new educational buildings. The application includes design drawings and narrative describing the project and providing information relative to the criteria for the Development Permit. Municipal Code section 10.16.040 Uses Requiring Development Permits specifically lists as Subsection (E); "Public Facility Zone, including educational, municipal and public facilities.

Chair Mitchell opened the Public Hearing for Development Application Case #17-01 at 7:05pm and reviewed the purpose of the Commission and the procedures for the Public Hearing. There were no objections to jurisdiction.

City Planner, John Morgan stated that the original notice and staff report were written as a dual public hearing consisting of a development permit and variance application, but the variance application will not be heard tonight. The Variance Application will be scheduled at the next planning commission meeting, May 2, 2017. Morgan presented and read through the staff report for the proposed development permit, which included a brief introduction as well as an analysis and findings for the development permit. The staff report also included the criteria for approval; a conclusion; followed by a recommended motion that included conditions of approval for the development permit. Also submitted as part of the staff report included a memo from Superintendent Howard, listing project plan deficiencies that will need to be addressed prior to any building permit approval.

Deb France, the architect with OH Planning+Design Architect introduced herself and provided a design drawing of the completed project and requested approval of demolition of five existing buildings to make room for a new Domed Gymnasium and Technical Education/Agriculture classroom buildings.

Charan Cline, School Superintendent was in attendance and spoke to the Commission. Cline stated that the project design will add capacity for education with improved technical facilities and the new gymnasium can also be used as a disaster shelter for the City in the event of a large earthquake.

Mike Marino of Madras, Oregon a representative for the Yamhill/Carlton School Board, introduced himself and clarified for the record that before any building demolition or site work is done, there will be temporary facilities provided to meet required water flow for fire protection.

Rocky Losli of Yamhill questioned Marino if there was a specific plan in place to meet the fire flow requirement, as demolition is scheduled to begin early next week. Marino stated that they are working on several alternatives including relocating fire hydrants to accommodate the construction area and water tanks provided to supply at least 3,000 gallons of water.

Chuck McCord of Yamhill questioned the temporary solutions to water supply during the demolition phase of the project. Marino stated during the demolition and site work, there will be construction of a shop building so that students can be relocated there while the domes are being built.

There was continued discussion concerning the lack of required water fire flow with Marino stating that during construction the water flow will not be up to Code standards for the 1,500 gallons per minute, but will be in compliance by the end of construction.

Brian Jensen, Fire Chief for the Yamhill Fire District stated that he has met with the School District and also has contacted the State Fire Marshall concerning the project.

In order for the construction of the shop building, Chief Jensen and the State Fire Marshall have approved the allowance of the building construction as long as there is an onsite water truck with a minimum of 3,000 gallons, as well as fire hydrants. Jensen provided a handout of State Fire Codes for Fire Safety during construction and demolition which are the requirements before any building permits can be signed for approval.

Patricia Manson of Yamhill questioned who could address the issue of asbestos in the buildings and how will it be handled during the demolition. Marino reported that all the buildings have been assessed and the buildings scheduled for demolition during the week of March 27, 2017 will be abated in a safe and sanitary process. The area has been certified after the environmental testing was done.

Chuck McCord stated that his understanding is that the schools do contain some asbestos that will not be taken out, but will be sealed to maintain a safe standard.

Marino clarified that only the buildings under demolition or where work will be done for the project will be safely cleared of asbestos at this time.

Tim Pfeiffer of Yamhill reported that he can arrange for a 5,000 gallon fiberglass tip up tank to be used on site at the project during the week of March 27, 2017.

Howard announced that the questions regarding fire flow or asbestos etc. are not part of the criteria for approving a development permit, and could be addressed during the building permit process but not relevant at this Public Hearing to consider the Development Permit Application.

The Applicant, Deb France with Oh Planning+Design made a final statement stating that the conditions for the fire flow for the project are being addressed and the engineering is in process with the understanding that it will need to be resolved during the building permit process.

Chair Mitchell closed the Public Hearing at 7:55 pm.

Motion by Moore, seconded by Padberg, to approve development permit application Dev. #17-01; with the following conditions of approval; The construction will be in substantial compliance with the site plan and designs presented at the public hearing and on the record recognizing detailed engineering design may causes changes in accessways, driveways, utility locations, and slight changes in building locations. All stormwater, water, and sewer designs will be reviewed and approved in accordance with the City's Design Standards and permitting processes with permits for site work, building permits, and certificates of occupancy withheld, as appropriate for each permitting process until all requirements are met.

The Commission directs staff to prepare an order, with findings of fact, to support the decision for the signature of the Chair.

Roll Call: Ayes: Moore, Padberg, Fox and Mitchell  
Nays: None

Motion Carried.

### **Regular Meeting – Planning Commission**

Regular meeting opened by Chair Mitchell at 8:15pm

#### **4. Public Comment**

None Scheduled.

5. **New Business:**

- A. Discuss proposal to build tennis courts at Jane Heinrich Park - Alex Martin, teacher at the Yamhill/Carlton School.

Martin presented a project proposal to the Yamhill City Council on March 8, 2017 to work with the City of Yamhill to build a 4-court tennis facility within the city limits that will act as a public use facility. The facility would be the only public tennis court in Yamhill County outside of Newberg and McMinnville. The plan for funding this project would be largely provided with grant funds and other fundraising efforts. The Yamhill City Council made a motion to approve Alex Martin's proposal in conjunction with the Yamhill/Carlton School District to build a Tennis Facility at Jane Heinrich Park and move forward with fund raising for the project. At the end of the project, the Tennis Courts will belong to the City of Yamhill with an agreement for use with the Yamhill/Carlton School District. Commissioner Padberg questioned why the proposal couldn't be located on School District property. Martin had previously met with the School District and they do not feel they have available property for this kind of a project and are in the middle of a Bond project for a major School Development. The Commission's consensus is that the project would better serve the Yamhill Community if it was located on School District Property.

6. **Unfinished Business:**

None Scheduled.

7. A. Approval of Planning Commission Minutes from February 7, 2017.

There were no members in opposition to the minutes.

Moore made motion, seconded by Padberg to approve minutes.

Roll Call: Ayes: Mitchell, Padberg, Fox and Moore  
Nays: None

The Motion Carried.

8. **Information/Announcements:**

- A. Statement of Economic Interest, required by the Oregon Government Ethics Committee (OGEC) must be received electronically by April 15, 2017. If you have any questions contact them at 503-378-5105.

9. **Adjournment: 8:30PM**

Fox made motion to adjourn, Moore seconded.

All in favor, Chair Mitchell adjourned the meeting: at 8:30pm.

Respectfully Submitted:  
Lori Gilmore  
City Recorder/Treasurer