



**CITY OF YAMHILL
CITY PLANNING COMMISSION MEETING
Tuesday – April 3, 2018 @ 7:00 PM
Minutes**

Public Hearing – Planning Commission

1. Call to Order –Roll Call

The Yamhill Planning Commission meeting was called to order at 7:03pm by Vice-Chair Prendergast.

ROLL CALL:

Members present: Commissioners Fox, Moore and Prendergast

Unexcused Absence: Chair Mitchell

City staff present: City Recorder Gilmore and Superintendent Howard

2. Flag Salute:

Vice-Chair Prendergast led the flag salute with all those present participating.

3. Oath of Office:

- A.** Swearing in of Planning Commissioner: Trisha Player, Term expires December 31, 2019.

Trisha Player was appointed as Planning Commission member by City Council on February 14, 2018 and will serve a two-year term expiring December 31, 2019.

City Recorder Lori Gilmore administered the oath of office to Trisha Player and she took her place at the Commission dais.

4. Public Hearing:

- A.** Public Hearing on Proposed Code Amendments to the Yamhill Development Code addressing the Property Line Adjustment process, Code update on process for Change of Zone Comprehensive Plan Amendment, Chapter 10.132, and Code Amendments updating the Correction from City Building Official or Inspector to County Official.

Vice-Chair Prendergast opened the Public Hearing at 7:05pm for the proposed amendments to update Building Official definition/Partition Process/Code Amendment Process Public Hearing.

City Planner John Morgan was not in attendance but had provided a staff report for the proposed code amendments, the Findings of Fact addressing the required criteria and the actual proposed code texts. The three proposed amendments are summarized as:

Adoption Process Revision –

Section 10.132 of the Development Code establishes the process for adopting an amendment to the Code. It specifically says Code amendments are to be adopted by Resolution. It has long been the City's practice to adopt Code amendments by ordinance, but it has been realized this actually is not the process specified in the Code language.

The proposed changes substitute the word "Ordinance" for "Resolution." As the Code is originally adopted by Ordinance, it can only be amended by Ordinance. This is consistent with the City Charter and applicable state law.

Building Official Definition –

In many places in the Development Code reference is made to the "City Building Official." The City no longer has a Building Official, instead being served by the County Building Official for all relevant services.

Rather than substituting "County Building Official" for "City Building Official" throughout the Code, a more flexible approach is proposed. A definition of Building Official is included in the Definition Section of the Code. That definition says "'Building Official' means a City or County employee designated to enforce the Building Code." Then, all references to the Official in the Code are shortened to just read "Building Official."

This approach gives the flexibility for the Council to move back to a City Building Official at some point the future without having to amend the code to reflect that action.

Property Boundary Adjustments –

A property boundary adjustment is a planning process covering two specific, relatively minor, boundary issues. The most common property boundary adjustment involves moving the property line between two properties. One property gets larger, one gets smaller, and no new lot is created. The City's review assures the resultant lots meet the size and dimension standards and no setbacks for existing structures are violated.

A recent change in State Law requires another type of property boundary adjustment process. This is the elimination of a line between two properties consolidating them into one property. This type of action used to take place without any city involvement in most communities. But, Yamhill's Development Code has long had language requiring city review of lot consolidation.

However, the process outlined in the Code is cumbersome at best. While a

property boundary adjustment to move a lot line between two properties is a simple ministerial review by staff with no public process, the existing Code language requires a lot consolidation to go to the Planning Commission for a hearing and decision.

Obviously, this process involves substantially more time, monetary expense, and uncertainty than moving a property line. Staff believes there is no compelling public purpose to having this hearing and decision requirement, especially as there are virtually no impacts from a lot consolidation. The proposed language eliminates this requirement.

The Planning Commission's role is to make recommendations to the City Council. The City Council will hold its own hearing and make a final decision on the proposed text amendments. If approved, the text amendments will be adopted by ordinance. Morgan's staff report concluded that there are no impacts from these text amendments. The changes clarify and streamline processes without changing any substantive elements of the Development Code. The criteria for a text amendment are met and the amendments should be approved.

Vice-Chair Prendergast noted that there were no public in attendance for questions or testimony.

Vice-Chair Prendergast closed the Public Hearing at 7:15 pm.

Motion by Prendergast, seconded by Fox, to approve the proposed text amendments and recommend their adoption to the City Council and direct staff to prepare a Planning Commission order incorporating this decision with the findings-of-fact for the Planning Commission Vice-Chair's signature.

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

Motion Carried.

Regular Meeting – Planning Commission

Vice-Chair Prendergast opened the Regular meeting at 7:20 pm.

5. Public Comment:

None Received.

6. New Business:

A. None Scheduled.

7. Unfinished Business:

A. None Scheduled.

8. **A.** Approval of Planning Commission Minutes from February 6, 2018.

There were no members in opposition to the minutes.

Moore made motion, seconded by Fox to approve minutes.

Roll Call: Ayes: Fox, Prendergast and Moore
Abstain: Player

The Motion Carried.

- B.** Next Planning Commission meeting/ Public Hearing is scheduled for Tuesday, May 1, 2018.

9. **Information/Announcements:**

- A.** City Council meeting – Wednesday, April 11, 2018

10. **Adjournment: 7:25 pm**

Vice-Chair Prendergast made motion to adjourn,

All in favor, meeting adjourned at 7:25 pm

Respectfully Submitted:
Lori Gilmore
City Recorder/Treasurer