



MINUTES
City Council Meeting
Wednesday, September 11, 2024
6:30 P.M.

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

Roll Call

Present, In-Person: Mayor, Yvette Potter.

Councilors: Marci Jensen, Shea Corrigan, Tim Askey

Staff Present, In-Person: Shelle Reimer, City Administrator; Officer, Chris Livingston, Police Department; Kyle Adams, Public Works; Angie Fowler, City Recorder

2. PUBLIC COMMENT

Patty Pairan, 215 N Maple St.

Patty highlighted ongoing speeding issues on Hwy 47 with multiple incidents reported.

Ingrid Denman, 420 E 3rd St.

Ingrid raised concerns about contractors speeding on 3rd Street and the lack of water shortage notices.

3. CONSENT AGENDA

A. Financial Statement to Current

B. Minutes 8-14-24 Council Meeting

C. Minutes 3-13-24 Council Meeting

A MOTION TO APPROVE THE CONSENT AGENDA

ROLL CALL: Motion introduced by Marci Jensen and seconded by Shea Corrigan

Ayes (4): Potter, Corrigan, Askey, Jensen

Nays (0): None

The motion passed.



4. COMMITTEE REPORTS

A. Planning Commission

Ken Moore reported that the planning commission held a public hearing and approved a conditional use application for a preschool and held a public hearing for the recommendation of the lighting ordinance. He stated that he is here to answer any questions for the council regarding the ordinance.

B. Water Advisory Committee

Cathy Phillips the Water Advisory Chair was not available for the meeting, she did call to report that there were no decisions made during the meeting.

Patty Pairan spoke about what the committee discussed at their last meeting.

5. PRO TEM COUNCILOR APPLICATION/NOMINATIONS

Kim Kind applied for the Pro Tem Councilor position. There were no other applicants or nominations. The council reviewed her application, gave Mrs. Kind the floor to speak, and held a public comment period regarding the application.

A MOTION TO APPROVE KIM KIND AS THE CITY COUNCILOR PRO TEM

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Tim Askey

Ayes (4): Potter, Corrigan, Askey, Jensen

Nays (0): None

The motion passed.

Mayor Potter welcomed Kim Kind as the city councilor pro tem. She stated that we would hold the oath of office at the next city council meeting, and she could start immediately following the oath.

ORDINANCE PUBLIC HEARING (First Reading)

It was clarified that notice for this Ordinance was posted for the public in advance of 10 days prior to this reading. Per the municipal code, an ordinance may be passed in one reading if it is posted in this fashion and results in a unanimous vote. If the vote is not unanimous, it would need to be read in a second hearing and passed with a majority vote.

A. O-544 Exterior Lighting Regulations Commercial, Nonresidential (First Reading)

The mayor read the title of the proposed ordinance and the nature of the application from the planning commission hearing. She asked Ken Moore to speak about the reasoning behind the City Council Meeting

September 11, 2024

6:30 pm



City of Yamhill

A small taste of Oregon

ordinance.

Mr. Moore stated that there was concern over development and business lighting being intrusive and annoying. The planning commission asked the city planner to investigate different ordinances regarding this. The city planner brought back some ordinances from small cities like ours.

There were a few reasons including light pollution, animal patterns, being able to see the stars, but mostly it was for light to not be intrusive. He noted that the commission was considering residential as well, but this made it more complicated, so they removed that portion of the ordinance and moved ahead with the nonresidential.

After discussion regarding reasoning and the different areas affected by the ordinance, they opened public comment.

Patty Pairan, 215 N Maple St.

Patty stated her concern would be in delaying the ordinance because this new lighting ordinance will affect what they end up doing.

Ingrid Denman, 420 E 3rd St.

Ingrid stated that she does not think the lights in the park should be dimmed at night due to the activity at night. She was asked if the lights affect her, as she lives across the street from the park. She said, "no."

Robert Davis, 212 N Maple St.

Robert talked about light being intrusive and the ducks flying North and South. He also talked about businesses that have lots of light. He feels it is needs to be done immediately and changed if later there is reason or complaints.

Steve Featherston.

Steve stated that the government should have limited involvement. All though, he understands that there needs to be some restrictions. He stated that if someone owns a property, they should be able to do what they want with it. And he doesn't believe that too many ducks are getting lost. He encouraged neighbors communicating if there are grievances regarding light trespass.

He went on to state that his experience as an officer and a security guard gave him understanding of the significance of lighting from a security standpoint.

The mayor invited Chairperson Moore to address the concerns brought up in public comment. The researched several other cities that have passed this ordinance, and it led them to be interested. There are a number of ways that we are behind, the city is behind, and we are doing



catch up.

He stated that he did a quick search to show that migration patterns in Oregon. Exhaustion, physiological and psychological affects, sleep patterns, etc.

There is a provision for security lighting on page 11. He went on to explain light trespass and that it requires lights to be shielded.

Councilor Corrigan discussed the option to pass it and make changes if necessary if issues arise down the line.

The mayor noted that there are exemptions in the ordinance, and the ordinance is thorough in addressing a lot of issues that may arise.

Councilor Askey stated that he appreciated Steve's comments and that he does not want to change the city into an HOA. But as this ordinance is geared toward the nonresidential, it falls more in the lines of the Central Business District Overlay and is more about having the ability to hold the builders to a standard of "keeping the town Yamhill." so main street does not develop into the "Vegas strip."

Councilor Jensen would like the city to be able to work with businesses to help spread out the costs by allowing more time to conform with the new ordinance if we are seeing progress.

A MOTION TO APPROVE ORDINANCE 544 EXTERIOR LIGHTING REGULATION COMMERCIAL AND NON-RESIDENTIAL.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Tim Askey

Ayes (3): Corrigan, Askey, Jensen

Nays (1): Mayor Potter

The vote was not unanimous, and the ordinance will have a second reading on October 9th.

6. UNFINISHED BUSINESS

A. R-827 A Resolution Establishing the Economic Development Committee

This resolution is to establish the Economic Development Committee by resolution and to make the EDC a subcommittee of the council rather than reporting to the planning commission.

A MOTION TO APPROVE RESOLUTION R-827 A RESOLUTION ESTABLISHING THE ECONOMIC DEVELOPMENT COMMITTEE



City of Yamhill

A small taste of Oregon

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Tim Askey
Ayes (4): Potter, Corrigan, Askey, Jensen
Nays (0): None

The motion passed.

B. R-828 A Resolution Authorizing the EDC to Conduct Research on Designating the City of Yamhill CBD as a Historic District.

The City Administrator stated that this resolution was more of a housekeeping item, as it was brought up previously but was not put into resolution.

Mayor Potter read the first paragraph of the resolution for the record.

“The City of Yamhill, Oregon is currently on the National Register of Historic Places including the John Marion Bunn House, a turreted Victorian house in which Beverly Cleary spent the first six years of her life in the City of Yamhill Oregon; The Lee Laughlin House, a Victorian home which was the residence of Lee Laughlin located in the City of Yamhill Oregon.”

Planning Commission Chair, Ken Moore commented that he feels this is a little ambiguous as it is listing the central business district, he feels that it can be clarified to research individual buildings that can be declared historical.

Shelley stated her understanding of this was that this was giving authorization to the committee to research and investigate creating a historic district within the downtown business core.

Chairperson Moore went on to clarify that he was inquiring if this was to be for the entire district as a whole or if it was for individual buildings within the district.

Mayor Potter noted that it clarifies this later in the resolution stating, “whereas is the property owners and land owners, as well as high level architectural integrity, would be addressed for the district, and it talks about tasking the Economic Development Committee with locating historic buildings contributing to historic character, presenting Their findings to the city council for discussion of zoning and rezoning historic preservation.” Understood by her that they were going to go building the building and determine its historic value and how it relates.

Councilor Corrigan noted that it is just conducting research. So, this research determines and could change whether the entire CBD is included or not.

A MOTION TO APPROVE RESOLUTION R-828 A RESOLUTION AUTHORIZING THE CITY OF YAMHILL ECONOMIC DEVELOPMENT COMMITTEE TO

City Council Meeting
September 11, 2024
6:30 pm



CONDUCT RESEARCH ON DESIGNATING THE CITY OF YAMHILL, CENTRAL BUSINESS DISTRICT AS A HISTORIC DISTRICT.

ROLL CALL: Motion introduced by Tim Askey and seconded by Marci Jensen

Ayes (4): Potter, Corrigan, Askey, Jensen

Nays (0): None

The motion passed.

C. R-829 A RESOLUTION UPDATING THE WATER ADVISORY PREVIOUS RESOLUTION LANGUAGE

The previous resolution listed each person on the Water Advisory Committee's name in it. This updated the language to include positions rather than individual names so that the resolution does not have to be updated every time the membership changes.

A MOTION TO APPROVE R-829 A RESOLUTION UPDATING THE WATER ADVISORY COMMITTEE, PREVIOUS RESOLUTION LANGUAGE

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Jensen

Ayes (4): Potter, Corrigan, Askey, Jensen

Nays (0): None

The motion passed.

7. NEW BUSINESS

A. Parks Master Plan Proposal – Discussion

Shelley Reimer, City Administrator gave the council a rundown on some information regarding the Parks Master Plan and a meeting she had with Jason Wofford, Philip Higgins, and Greenworks (a landscape architecture firm). Greenworks submitted a proposal to update Jane Heinrich's Park. The plan included adding a softball field, expanding parking for RV parking and overnight visitors, and food truck parking. The proposal comes with a \$137K price. It is not within our budget, so we are not moving forward with it currently.

However, she wanted to discuss with the council the thoughts and process behind it to see if, even though they are not ready to complete it at this time, they could move forward with the research and plan update necessary to have this ready to be completed in the future.

The pros would be an update to our Parks Master Plan that is 100% SDC eligible. Additionally, it would create economic development opportunities, and the possibility of a softball field would



City of Yamhill

A small taste of Oregon

bring more people to Yamhill to invest in businesses. The cons would include that it's an initial plan concept only and does not include surveyors, civil engineers, structural engineers, electrical engineers, environmental scientists, or geotechnical engineers. It's also just the plans for developing the plans for the park. So, we'll have engineering fees and construction fees. And obviously, the other big issue is fields will need to be watered, and we don't have the water, so we would need to investigate that.

Because this is going to be a time-intensive project, we begin the process now. She asked for the council's feedback. We would need to get further proposals to compare bids.

All though there was a concern brought up regarding whether softball fields were the way to go with the park, the consensus from the council is that they felt the master plan update was warranted.

B. Yamhill County Transit – Update/Discussion

The City Administrator submitted the comments regarding the city bus stop signage and bus stop placement to Yamhill County Transit. They will be taking them into consideration.

8. DEPARTMENT REPORTS

A. City Administrator's Report

The City Administrator presented her PowerPoint presentation.

B. Police Department

1. Police Statistics Report

2. Police Staff Report

The reports were included in the packet. Officer Livingston had to leave the meeting on a call. However, Councilor Corrigan read the statistics report. He noted that this was due to the public comments regarding police at the beginning of the meeting stating that although someone may not see them outside of their house, these are real numbers and calls that the police are taking every month.

C. Public Works

Kyle Adams represented public works at the meeting and did not have anything additional to share beyond what was reported in the City Administrator's report.

9. COUNCIL REPORTS

A. Mayor's Report

City Council Meeting

September 11, 2024

6:30 pm



B. Council Reports

Councilor Askey reported on the Newsletter. He stated that the previous work done on the newsletter was accidentally deleted, delaying the project.

He also stated that he is having trouble with producing information to fill the page and asked if the council could brainstorm some ideas on what could be included.

10. INFORMATION/ANNOUNCEMENTS

A. City Hall will have Special Hours September 24th-26th while training on new utility billing software. Beginning October 1, Utility Billing will be in a new system.

11. ADJOURNMENT

The meeting adjourned at 8:26 p.m.

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

Attest:

Angie Fowler, Recorder