



City of Yamhill

A small taste of Oregon

Planning Commission Meeting Packet

August 24, 2026
6:30 p.m.

STAFF MEMORANDUM

TO: Yamhill Planning Commission

FROM: Walt Wendolowski, Contract City Planner

SUBJECT: Comprehensive Park System Master Plan

DATE: August 17, 2026

I. BACKGROUND

The City recently embarked on a project to update the master plan for City parks. The City adopted a parks plan in 2004, and the Recreation Element of the Comprehensive Plan provides a basic summary of the findings. This memorandum provides a brief overview of the proposed document and outlines suggested Plan and Code amendments to implement the Plan. Attachment "A." includes the recommended changes.

II. DISCUSSION

The proposed Master Plan document contains seven chapters. The first three introduce the purpose of the document (Chapter 1), address relevant supporting documents (Chapter 2), and evaluate the status of the park system (Chapter 3).

Chapter 4 is the community needs assessment. In addition to the identified Council priorities, the community survey identified the following preferences:

- Funding priorities should focus on improving existing park infrastructure.
- Trail improvements including connections throughout the City.
- Accessible playgrounds.
- Shade structures.
- Rental/community spaces to support larger gatherings/events.

Recommendations in Chapter 5 included the following:

- Update the park ordinance regulations.
- Create a vegetation management plan.
- Develop a memorandum of understanding with the School District regarding public use of District spaces.
- Set standards for private funding of sports fields (e.g., booster club).

There were 10 specific recommendations for Beulah Park, primarily removing and/or updating outdated facilities. The major project was the creation of an 8,000 square-foot community building. Total estimated costs for all projects is an estimated \$3.0 - 3.2 million. Jane Heinrich Park would receive similar upgrades to the facilities, with the 15 suggested improvements totaling \$1.74 million. The five planned upgrades for the James Calhoun

Park totaled \$40,500. Finally, the Plan recommended other improvements such as creating a trail system and a natural area along the floodway.

The proposed action items reflect the community's desire to upgrade existing facilities, by the replacement of worn-out structures and modernizing the facilities. Total estimated costs for the 31 identified improvements is \$4.8-4.9 million. The Plan also identifies potential sources of funding and recommended implementation priorities.

One note, the reality of parks planning is that the City cannot, nor will not, complete every recommended action. However, the City can only obtain outside funding if a master plan is in place.

III. COMPREHENSIVE PLAN AMENDMENTS

Adopting the Parks Plan requires an amendment to the Comprehensive Plan. The Parks Plan is a "findings" document providing support to the Goals and policies adopted by the City. The consultant noted that the existing goals and policies remain valid and did not propose specific language for new policies as many of the proposed implementing measures (e.g., vegetative maintenance) are not planning related.

The only change is to replace the findings section with the following new language:

The City hereby adopts the 2026-2046 City of Yamhill Comprehensive Park System Master Plan as a supporting document to the Goals and Policies of the Recreation Element of the City's Comprehensive Plan.

By doing so, the Park Plan becomes a supporting document to the Comprehensive Plan and establishes the support for the existing Goal and Policies.

IV. TITLE 10 CODE AMENDMENTS

While the plan identifies some potential park development outside the existing park system (e.g., a natural area along a floodway) the Parks Plan emphasis is on upgrading the existing park properties. These are detailed improvements and provide a strategy for future development. For this reason, it did not appear appropriate to require new land use applications for these identified park improvements – creation of the master plan effectively addressed need and design. Therefore, staff suggests not requiring a site development review to implement the identified improvements, provided the improvements conform to the Park Master Plan. The City would only review modifications or additions to the Master Plan.

V. SUMMARY

Staff scheduled a September public hearing to consider this material for adoption. This was necessary to comply with DLCD notification requirements. Changes to the proposed language can occur prior to or during the hearing.

ATTACHMENT A
Proposed Amendments to the City of Yamhill
Comprehensive Plan and Municipal Code.

A. Comprehensive Plan Amendment

Replace the “Findings” section of the Recreation Element of the City of Yamhill Comprehensive Plan (1999) with the following new language:

The City hereby adopts the 2026-2046 City of Yamhill Comprehensive Park System Master Plan as a supporting document to the Goals and Policies of the Recreation Element of the City’s Comprehensive Plan.

B. Municipal Code, Title 10 Amendments

Replace the noted subsection item in its entirety with the following new language:

R-1 Zone

§ 10.12.040. Uses Requiring Site Development Review.

- (D) Parks, except that open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

R-2 Zone

§ 10.16.040. Uses Requiring Site Development Review.

- (E) Parks, except that open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

R-3 Zone

§ 10.20.040. Uses Requiring Site Development Review.

- (F) Parks, except that open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

RM Zone

§ 10.21.040. Uses Requiring Site Development Review.

- (G) Parks, except that open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

RLC Zone

§ 10.24.040. Uses Requiring Site Development Review.

- (H) Parks, except that open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks, are exempt from this requirement.

C-3 Zone

§ 10.28.040. Uses Requiring Site Development Review.

- (A) Public Facilities Overlay Zone uses, including municipal service facilities, public service facilities, and public park and recreation areas. Open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

L-I Zone

§ 10.32.040. Uses Requiring Site Development Review.

- (A) Public Facilities Overlay Zone uses, including municipal service facilities, public service facilities, and public park and recreation areas. Open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

E-I Zone

§ 10.34.040. Uses Requiring Site Development Review.

- (A) Public Facilities Overlay Zone uses, including educational facilities, municipal service facilities, public service facilities, and public parks and recreation areas. Open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

STAFF MEMORANDUM

TO: Yamhill Planning Commission

FROM: Walt Wendolowski, Contract City Planner

SUBJECT: Temporary Dwellings

DATE: August 17, 2026

I. BACKGROUND

During their July 2026 meeting the Planning Commission discussed potential changes to the Development Code regarding regulations for temporary dwellings. This memorandum reviews proposed changes based on last month's discussion.

II. DISCUSSION

Title 10, Chapter 10.84 establishes the requirements for temporary structures (see Attachment "A"). There are three parts: an introduction (10.84.010), use of mobile dwellings as temporary structures (10.84.020), and using a recreational vehicle as a temporary residence (10.84.030).

Attachment "B" contains the proposed new language and summarized below:

- A. Section 10.08.010. The proposal revises the definition section by eliminating the outdated terms "trailer (travel or vacation)" and "travel trailer parks" and including two new definitions: "recreational vehicle parks" and "park model recreational vehicle (PMRV)." Note the term "trailer" mirrors the existing term "recreational vehicle." For this reason, RV parks replace the term "trailer park."

The new PMRV term reflects a recent trend in RVs. These units are much larger than a typical RV, often have a loft area with stairs, and designed for long-term stays. The language follows state law and specifically includes the following: *A park model recreational vehicle is not a manufactured home or mobile home by ODOT by rule.* While an RV park allows PMRVs, a PMRV is not a single-family home nor qualify as one.

- B. Chapter 10.84. The language changes the title, and purpose statement (Section 10.84.010), "Temporary Structures" to "Temporary Dwellings" to better reflect the purpose of the Chapter.

- C. Section 10.84.02. This revised Section 10.84.020 prohibits the use of a residential trailer, recreational vehicle (including park models), mobile home, manufactured home, or prefabricated dwelling unit as a temporary dwelling in the City of Yamhill. As noted at the July meeting, current standards do not require the installation of a

driveway, provisions for off-street parking, landscaping, drainage improvements, or similar improvements otherwise required for a new dwelling on single-family lot. Locating a temporary dwelling, connecting to city services, then removing the dwelling is expensive. This gives little incentive for an owner to follow through with the six-month limit. Enforcement of the current provisions also places a financial burden on the City.

D. Section 10.84.030. RVs may be a temporary guest quarter or residence under certain conditions:

1. Section 10.84.030(A) - Guest Facility. Proposed regulations are similar to current ones, in that there is a 30-day limit for the use of an RV as guest quarters, and during this stay, the RV must be dependent on the residence for bathroom facilities. The only difference between current and proposed regulations is that a permit must be issued prior to locating the RV. The regulations permit up to two 30-day permits within a calendar year. Further, the language prohibits the use of a PMRVs as a guest facility.
2. Section 10.84.030(B) – Temporary Residence. Regulations allow the use of an RV as a temporary dwelling during the construction of a residence. The proposed rules mirror the existing regulations with two exceptions. First, there is a one-time permit processed through a Type I application. The permit remains valid for the duration of the building permit. Second, within 30 days of an occupancy permit, the owner must either remove the RV from the site or store on site in compliance with the City Code.

E. Section 10.72.070 establishes regulations to store RVs at a residence. These rules prohibit the storage of an RV in a yard located adjacent to a street. This effectively prohibits storing an RV on a residential driveway. This limitation is impractical for most RV owners, thereby forcing the need for off-site storage. While not part of the temporary dwelling issue, staff suggests the Commission may wish to eliminate that provision.

III. SUMMARY

The revisions follow Commission's comments made at the July meeting. Staff scheduled a September public hearing to consider this material for adoption. This was necessary to comply with DLCD notification requirements. Changes to the proposed language can occur prior to or during the hearing.

ATTACHMENT A TEMPORARY STRUCTURES

§ 10.84.010. Purpose.

The purpose of Chapter 10.84 is to provide requirements for temporary structures.

§ 10.84.020. Use of Mobile, Manufactured or Prefabricated Dwelling Units as Temporary Structures.

A mobile, manufactured, or prefabricated dwelling unit in the City of Yamhill placed on an individual lot and used as a temporary dwelling shall comply with the following provisions:

- (A) The unit shall have a water closet and lavatory.
- (B) The unit shall be connected to City water and sewer.
- (C) The unit shall be placed to comply with any yard requirements of the zoning district in which it is located.
- (D) No accessory structures shall be allowed.
- (E) No unit shall be established on any lot in the City of Yamhill unless the same shall have been manufactured not more than five years prior to the date sought for installation.
- (F) Other conditions as required by the Planning Official.
- (G) The fee for a Unit Placement Permit shall be as set forth in Chapter 10.128. A Unit Placement Permit shall be issued for a period of six months maximum. A new application, fee, permit and approval shall be required each succeeding six-month period. A Unit Placement Permit may be revoked in accordance with the provisions of Chapter 10.128. The permit authorizes the City to perform the work set forth in the permit and place a lien against the property for the cost of the work in the event the owner fails to accomplish the work within 15 days of the issuance of the permit. The City shall have the right to foreclose against any lien made by it in accordance with the provisions of State law.

10.84.030. Use of a Recreational Vehicle as Guest Quarters or Temporary Residence.

A recreational vehicle in the City of Yamhill placed on an individual lot and used as a temporary residence shall comply with the following provisions:

- (A) Usage of a recreational vehicle will be permitted as guest quarters not in the main building, provided such quarters are, and remain dependent upon the main building for bathroom facilities, and the guest facilities are not used for residential purposes. There shall be a time limit of 30 days for such usage after which an RV Permit must be obtained for each succeeding 30-day period, with notification to the City Council before issuance of a second permit. (See Chapter 10.72 regarding location.)
- (B) Usage of a recreational vehicle will be permitted as a temporary residence on an individual lot during construction of a home with the following conditions:
 - (1) The recreational vehicle shall only be occupied by the owner of the lot on which the recreational vehicle is located.
 - (2) The recreational vehicle shall be placed upon the lot on which a building permit for a housing unit has been obtained.

- (3) Satisfactory progress in the opinion of the Building Official must be made toward the completion of the housing unit.
 - (4) The recreational vehicle shall be connected to City water and sewer service.
 - (5) The recreational vehicle shall be placed to comply with any yard requirements of the zoning district in which it is located.
 - (6) Other conditions as required by the Planning Official.
- (C) The fee for an RV Permit shall be as set forth in Chapter 10.128. An RV Permit shall be issued for a period of one month maximum. A new application, fee, permit and approval shall be required each succeeding one-month period. An RV Permit may be revoked in accordance with the provisions of Chapter 10.128. The permit authorizes the City to perform the work set forth in the permit and place a lien against the property for the cost of the work in the event the owner fails to accomplish the work within 15 days of the issuance of the permit. The City shall have the right to foreclose against any lien made by it in accordance with the provisions of State law.

ATTACHMENT B

- F. Amend Section 10.08.010 (old language stricken new language underlined):

~~"Trailer (travel or vacation)" means a vehicle or structure equipped with wheels for highway use that is intended for human occupancy, which is not being used for residential purposes and is being used for vacation and recreational purposes.~~

~~"Travel trailer parks" means an area containing one or more spaces designed for the temporary parking and convenience of travel trailers and similar recreational vehicles.~~

"Recreational vehicle parks" means an area containing one or more spaces designed for the temporary parking and convenience of recreational vehicles, including park model RVs.

"Park model recreational vehicle (PMRV)" means a specific type of recreational vehicle in compliance with ORS 803.036 that: (1) is designed for use as temporary living quarters; (2) is built on a single chassis mounted on wheels; (3) has a gross trailer area of 400 square feet or less; (4) is more than eight and one-half feet wide; (5) complies with any manufacturing standards recognized by the Oregon Department of Transportation (ODOT) as applicable to PMRVs. A park model recreational vehicle is not a manufactured home or mobile home by ODOT by rule.

- G. Replace Chapter 10.84 in its entirety with the following:

TEMPORARY DWELLINGS

§ 10.84.010. Purpose.

The purpose of Chapter 10.84 is to provide requirements for the placement of temporary dwellings within the City.

§ 10.84.020. Use of Residential Trailers, Mobile, Manufactured or Prefabricated Dwelling Units as Temporary Dwellings.

The City shall prohibit the use of a residential trailer, recreational vehicle (including park models), mobile home, manufactured home, or prefabricated dwelling unit as a temporary dwelling.

§ 10.84.030. Use of a Recreational Vehicle as Guest Quarters or Temporary Residence.

- (A) Guest Facilities. Use of a recreational vehicle (excluding park model) shall be permitted as temporary guest quarters on the same lot as an existing residence and subject to the following:
- (1) Such quarters remain dependent upon the residence for bathroom facilities.
 - (2) There shall be a time limit of 30 days and require a Temporary RV

Permit issued by the City before locating the RV.

- (3) No more than two permits shall be issued for the same property during a calendar year.

(B) Temporary Residence During Construction. Use of a recreational vehicle (including park model) as a temporary residence on an individual lot during construction of a home shall be permitted subject to approval of a Type I review. Such use shall be subject to the following requirements:

- (1) The recreational vehicle shall only be occupied by the owner of the lot on which the recreational vehicle is located.
- (2) The recreational vehicle shall be placed upon the lot on which a building permit for a housing unit has been obtained.
- (3) Satisfactory progress in the opinion of the Building Official must be made toward the completion of the housing unit.
- (4) The recreational vehicle shall be connected to City water and sewer service.
- (5) The recreational vehicle shall be placed to comply with any yard requirements of the zoning district in which it is located.
- (6) Unless otherwise stored on site per provisions in Section 10.72.070, the recreational vehicle shall be removed from the site within 30-days of receiving a certificate of occupancy for the residence.