

**MINUTES**  
**DAYTON REGULAR SESSION**  
**NOVEMBER 4, 2019**

**PRESENT:** Mayor Elizabeth Wytoski  
Council President Darrick Price  
Councilor John Collins  
Councilor Daniel Holbrook  
Councilor Trini Marquez *arrived at 6:34 pm*  
Councilor Kitty Mackin  
Councilor Sandoval-Perez

**ABSENT:**

**STAFF:** Rochelle Roaden, City Manager  
Patty Ringnalda, City Recorder  
Jim Jacks, City Planner

**A. CALL TO ORDER**

Mayor Wytoski called the Meeting to order at 6:31 pm.

**B. ROLL CALL**

Mayor Wytoski noted there was a quorum with Councilors Collins, Holbrook, Mackin, Sandoval-Perez and Price. Mayor Wytoski noted the absence of Councilor Marquez.

**C. APPEARANCE OF INTERESTED CITIZENS**

None.

**D. CONSENT AGENDA**

1. Approval of Regular/Executive Council Meeting Minutes, October 21, 2019.

**DARRICK PRICE MOVED TO APPROVE THE MEETING MINUTES OF THE REGULAR/EXECUTIVE SESSION OF OCTOBER 21, 2019 AS WRITTEN. SECONDED BY DANIEL HOLBROOK. *Motion carries with Collins, Holbrook, Mackin, Price, Sandoval-Perez and Wytoski voting aye. Councilor Marquez absent.***

**E. PUBLIC HEARINGS**

Mayor Wytoski opened the Public Hearing to obtain citizen input on sewer rate increase to fund the Sewer Improvement Project at 6:33 pm.

No one signed up to comment.

Mayor Wytoski closed the Public Hearing at 6:34 pm.

Mayor Wytoski opened the Public Hearing to obtain citizen input on text amendments to the Dayton Land Use and Development Code Planning Action, Ordinance 645 Amending Chapter 7, Historic Resources at 6:34 pm.

No one signed up to comment.

Mayor Wytoski closed the Public Hearing at 6:35 pm.

**F. ACTION ITEMS**

**1. Approval of Amended Resolution 2019/20-06 Sewer Revenue Bond.**

Rochelle Roaden, City Manager stated that Resolution 2019/20-06 had been approved by Council on October 7, 2019 and upon further review by USDA Rural Development, a few corrections were requested and brought forth in this amended resolution.

**JOHN COLLINS MOVED TO APPROVE RESOLUTION 2019/20-06 AN AMENDED AND RESTATED RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF THE CITY OF DAYTON, YAMHILL COUNTY, OREGON, INSTALLMENT WASTEWATER REVENUE BOND IN THE PRINCIPAL SUM OF \$2,300,000 TO THE UNITED STATES OF AMERICA ACTING THROUGH THE UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL UTILITIES SERVICE, FOR THE PURPOSE OF PROVIDING A PORTION OF THE COSTS OF ACQUISITION, CONSTRUCTION, IMPROVEMENT, AND EXTENSION OF A WASTEWATER SYSTEM WITHIN AND WITHOUT THE BOUNDARIES OF THE CITY OF DAYTON, YAMHILL COUNTY, OREGON; PROVIDING FOR THE FORM AND TERMS OF SAID BOND; AND AUTHORIZING THE PAYMENT OF SAME. SECONDED BY DANIEL HOLBROOK. *Motion carries with Collins, Holbrook, Mackin, Marquez, Price, Sandoval-Perez and Wytoski voting aye.***

**2. Approval of Resolution 2019/20-09 Sewer Rate Increase.**

Rochelle Roaden reviewed the proposed sewer rate increase stating that with the completion of the Sewer Main Pump Station, the Ferry Street Trunk Sewer project and the bond closing, the City is obligated to raise sewer rates to fund the annual loan payment. Discussion continued with the City Manager reviewing how the loan will be repaid, the use of system development charges and the formula for which the rate increase was calculated.

**DANIEL HOLBROOK MOVED TO APPROVE RESOLUTION 2019/20-09 A RESOLUTION APPROVING THE SEWER SERVICE MONTHLY RATE SCHEDULE. SECONDED BY TRINI MARQUEZ. *Motion carries with Collins, Holbrook, Mackin, Marquez, Price, Sandoval-Perez and Wytoski voting aye.***

**3. Dayton Land Use and Development Code Historic Resources – Jim Jacks, Planner.**

Mayor Wytoski reopened the Public Hearing to obtain citizen input on text amendments to the Dayton Land Use and Development Code Planning Action, Ordinance 645 Amending Chapter 7, Historic Resources at 6:45 pm.

No one signed up to comment.

Jim Jacks, City Planner entered his entire Staff report into the record and reviewed the proposed changes stating that the two main text amendments to the Land Use and Development Code were an update to the Historic Property Overlay Zone, Section 7.2.112; clarifying that the City does not have a historic district, but has individual historic sites and, Section 7.2.404, prohibiting Manufactured Homes on Individual Lots abutting or adjacent to historic resources.

Councilor Collins inquired if the proposed code has a definition for the Historic Property Overlay Zone. Jim Jacks stated that there is not a "definition" however the definition of the overlay zone is defined by Chapter 7.2.1 and he referred to several sections of the Code where the overlay zone is described.

Councilor Holbrook inquired about a website or map to define where the Historic Overlay Zone information could be found.

Jim Jacks stated that the Planning Commission and the Historic Preservation Committee have plans to revisit the Code and address additional code changes. Jim Jacks noted that the direction he received was to address two issues; 1) Dayton does not have a historic district but individual historic sites and, 2) manufactured homes adjacent to Historic homes, therefore his staff report is based on those two issues. Discussion continued regarding changes to the Land Use and Development Code and locations of designated historic landmarks.

Mayor Wytoski stated her concern in supporting a document that property owners would not be able to use as a guide for development next to or across from a historic home.

Kitty Mackin questioned as to why manufactured homes are viewed as "bad". Councilor Mackin stated her concern of limiting where manufactured homes can be placed. Discussion continued regarding manufactured homes and affordable housing.

Councilor Collins stated that he is interested in developing design standards for homes next to historic resources and does not have issues with a manufactured home per say, he is more concerned with design and look.

Councilor Price stated that he would also be interested in addressing design standards and understands the need for affordable housing.

Jim Jacks stated that the manufactured home component could be removed from the proposed changes and left the same as it is now, which requires a conditional use permit to be reviewed by the Planning Commission.

Mayor Wytoski asked if city wide design standards could be developed for all new homes built within the City of Dayton that would cover both manufactured homes and stick built homes without limiting affordability. Jim Jacks stated that there are several possibilities for adding standards to the Code and noted that City Staff or the City Planner would need to review every set of plans to make sure that the design standards are being followed. Discussion continued regarding city wide design standards.

Planning Commissioner Tim Parson of 20020 SE Green Acres Road, Dayton, Oregon, arrived at the meeting, Mayor Wytoski reviewed the Council concerns with Tim Parson and he agreed with Council concerns.

Council reviewed the possibility of removing those sections of the proposed code regarding manufactured homes adjacent to historic resources. The decision was made to not go forward with any of the proposed changes and to continue the Public Hearing to the next Council Meeting.

**DARRICK PRICE MOVED TO CONTINUE THE PUBLIC HEARING TO THE DECEMBER 2, 2019 CITY COUNCIL MEETING PENDING LANGUAGE CHANGES. SECONDED BY DANIEL HOLBROOK.** *Motion carries with Collins, Holbrook, Mackin, Marquez, Price, Sandoval-Perez and Wytoski voting aye.*

Mayor Wytoski continued the Public Hearing to the December 2, 2019 City Council Meeting at 7:54 pm.

**4. First Reading of Ordinance 645 – Amending Chapter 7 of the Dayton Municipal Code, Historic Resources.**

Rochelle Roaden stated that due to the continued public hearing the first reading of Ordinance 645 will be postponed until the public hearing is closed.

**5. City App/Survey Discussion.**

Rochelle Roaden requested direction from the City Council regarding the development of a City wide survey for the City's new app.

Mayor Wytoski stated she is in favor of a survey to get feedback from residents, she would like to know how the public feels the City is doing. The Mayor would like to see residents rank their priorities regarding City issues and Council goals.

John Collins is concerned that residents are not getting information. He would like to make sure information is given to our residents with the public able to give input.

Daniel Holbrook suggested that demographic information would help the Council understand the needs of residents.

**F. CITY COUNCIL COMMENT/CONCERNS**

Mayor Wytoski stated that the City Manager's performance evaluation has been scheduled for Executive Session at the December 2, 2019 City Council Meeting, the Mayor will be sending out a City Manager review questionnaire and would like the Council to respond back as soon as possible.

Rosalba Sandoval-Perez wanted to make sure that the Spanish speaking community would have an opportunity use the app as well. Rochelle Roaden stated that the app was available in both Spanish and English.

**G. INFORMATION REPORTS**

**1. City Managers Report**

Rochelle Roaden reviewed the emergency management information that was given to Council, recommending that councilors add the information to their Councilor notebooks. Rochelle Roaden advised that the City's emergency operations plan is in the process of being updated and once the plan is updated it will be brought back to the Council for approval.

Rochelle Roaden reviewed the Sewer Project Schedule, advising that there is only three weeks left on the schedule. The lift station started pumping sewage on October 31, 2019 and street paving will start this week

The One Stop meeting for the Footbridge Project was today, Rochelle Roaden reviewed that process and stated that she received offers from DEQ, USDA, Business Oregon and CDBG, with possible additional grant funding. Rochelle Roaden advised that she will be getting the final offers within the next three days. Footbridge potential construction start date is summer of 2021 with construction ending in the summer of 2022. Discussion continued regarding funding and the use of the bridge.

Rochelle Roaden advised that she has attempted to contact the Chair of the Dayton Village (HOA) Home Owners Association, but has not received a response nor has the City received a bill for their portion of the annual dues. Rochelle Roaden stated that she will continue to try to contact the Chair and will report back to the Council.

The first draft of the 2018/2019 financials has been received and the Audit went well. Rochelle Roaden stated that she has scheduled the Auditors to give a presentation at the next City Council Meeting.

Rochelle Roaden reviewed the (TLT) Transient Lodging Tax revenues included in the agenda packet, noting that Westhaven LLC has submitted TLT funds. Rochelle advised that a letter has been sent asking Westhaven to confirm that funds were collected for a short term rental. Discussion continued regarding short term rentals.

Rochelle Roaden noted that the Librarian will be submitting a monthly Library report to the Regular Session meetings each month and she reviewed October's report with the Council.

Rochelle Roaden encouraged the Council to attend the League of Oregon Cities (LOC) Municipal Fundamentals training scheduled for December 5, 2019 in Forest Grove. On November 23, 2019 Rural Development Initiatives will be holding a Moving Your Community To Action seminar at Spirit Mountain Casino, Councilors who would like to attend either of these meeting should contact Patty Ringnalda so that she can confirm your reservations.

Current Events –

- Library will be hosting an international candy tasting on Tuesday, November 12, 2019
- Tree of Giving Tags will be available in the Library on November 25, 2019
- Christmas Tree Lighting will be Saturday, December 7, 2019 and starts at 5:30 pm
- Breakfast with Santa and Holiday Bazaar will be Saturday, December 14, 2019 and begins at 8 am

Patty Ringnalda, City Recorder stated that the next City County Dinner is scheduled for Thursday, November 21, 2019 hosted by the City of McMinnville, and the Mid-Willamette Valley Council of Governments annual meeting and awards dinner scheduled for February, 19 2020 at the Keizer Community Center. Councilor's who wish to attend either meetings should RSVP to Patty Ringnalda.

**H. ADJOURN.**

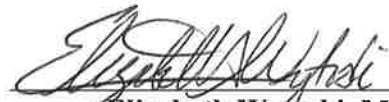
There being no further business the meeting was adjourned at 8:31 pm.

Respectfully submitted:

**APPROVED BY COUNCIL, DECEMBER 9, 2019**

By: Patty Ringnalda  
City Recorder

**As Written**    **As Amended**

  
Elizabeth Wytoski, Mayor