

CITY OF SHERIDAN

City Hall • 120 SW Mill Street • Sheridan, OR 97378

Phone 503-843-2347 • Fax 503-843-3661

www.cityofsheridanor.com

City Council Minutes

March 18, 2024 at 6:30 PM

Sheridan City Hall Council Chambers
120 SW Mill Street, Sheridan Oregon
Public Attendance in person & via Zoom

A. Call to Order, Roll Call

Mayor George called the Council Meeting to order at 6:34 p.m.

Roll Call: Present: Mayor George; and Councilors Buckles, Hebert, Hodgins, and McElroy;
Councilor Acuff arrived at 6:36 p.m.

Absent: None.

Staff Present: Heidi Bell, City Manager; Tyler Yeoman-Millette, City Attorney; Gary Mathis, Operations Director Water & Wastewater; Gwen Gorham, Library Director; and Yvonne Hamilton, City Recorder.

B. Pledge of Allegiance

C. Swearing in of Mayor Cale George

D. Additions or Deletions to the Agenda:

- 1) Resolution 2024-C was removed from the Agenda.
- 2) Resolution 2024-D was removed from the Agenda.
- 3) The Item G1, Presentation was moved to Item E, to be followed by Item L1, Proclamation.

E. Presentations:

- 1) Juliette's House Prevention Team Representative for Child Abuse Prevention Awareness

Coleman Crocker, Juliette's House Prevention Educator – Adult Outreach thanked the City of Sheridan for their continued support. He provided some statistics about Child Abuse, stressing the importance of awareness. Mr. Crocker handed out a flyer listing upcoming events, ways to get involved, and participating organizations and businesses.

- i. Vote: Proclamation Recognizing April as Child Abuse Prevention Awareness Month
Mayor George read the City of Sheridan's Proclamation Recognizing April as Child Abuse Prevention Awareness Month.

F. First Public Comment Period: None.

G. Public Hearing:

- 1) Regarding the City of Sheridan Amending the Sheridan Development Code, Section 16.203.120, Farm Uses and Livestock Case No. LA 2024-01

OPENING OF HEARING: Mayor George opened the Public Hearing at 6:50 p.m.

CALL FOR ABSTENTIONS: None.

OBJECTIONS TO JURISDICTION: None.

OBJECTIONS TO NOTICE: None.

STAFF REPORT: Heidi gave a brief summary of the Staff Report that was included in the Council packet. She noted that the Planning Commission held well-attended meetings and a Public Hearing on March 11, 2024 to discuss the proposed amendments. Heidi added that they voted unanimously to recommend the proposed changes with minor edits.

PUBLIC INPUT: Ralph Rodia, Oregon State Beekeeping Association Residential Liaison spoke in favor of the proposed amendments. He noted that the League of Oregon Cities' guidelines were used as the model for the proposed rules; however, the Sheridan Municipal Code will not include everything from those guidelines. Mr. Rodia explained the importance of allowance language for an additional temporary hive. He also noted that beekeeping classes are required before a permit can be obtained.

CLOSE OF HEARING: The Hearing closed at 7:04 p.m.

H. Consent Agenda:

- ✓ Councilor Buckles motioned to approve the Consent Agenda. Councilor Acuff seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

I. Department Reports:

- 1) Sheriff's Report for February 2024

Heidi noted that the Sheriff will be adding a cover sheet to the monthly report, and she will include a list of abbreviations. She will also ask for an explanation on the report column headers.

- 2) Finance Specialist Budget Reports

- 3) Public Works Director Report

Gary addressed concerns regarding the poor condition of Grant Street. He noted that Grant Street is being measured from Dewey to Clark Street, adding that section as well as Clark Street will be included in the Chip Seal project.

- 4) Library Director Report
Gwen commented on CCRLS adding four new public access computers to the Sheridan Library. She also provided information on the upcoming Summer Reading Program.
- 5) City Recorder Report
- 6) City Planner Report
- 7) Attorney Report

J. Ordinances and Resolutions:

- 1) Vote: Resolution 2024-E, A Resolution Adopting the City of Sheridan 2024-2026 Strategic Plan
The Council discussed edits that Councilor Buckles suggested in an email for the Council’s consideration. The email is attached as Exhibit A.
- ✓ Councilor Hodgins motioned to approve Resolution 2024-E with Councilor Buckle’s edits. Councilor Acuff seconded the motion. *Discussion:* Councilor McElroy commented that the goals should have more on Code Enforcement. Motion passed unanimously.
- 2) Vote: Ordinance 2024-03, An Ordinance Amending the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Relating to Beekeeping
Councilor Acuff commented on the importance of Mason Bees and that they were not specifically addressed in the amendments.
Ralph Rodia responded that Mason Bees are typically not regulated because they do not sting.
Councilor Hebert requested that the Ordinance include language that allows Mason Bees. Tyler provided edits to the Ordinance language, attached as Exhibit B. He will also add the following language to Subsection H: “During the months of May through August, an additional hive is temporarily allowed as a result of taking in a swarm or as a result of a hive split.”
Tyler will also add language to allow Mason Bees.
- ✓ Councilor Acuff motioned to introduce Ordinance 2024-03, An Ordinance Amending the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Relating to Beekeeping as amended to be read by title only. Councilor Buckles seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

Tyler read Ordinance 2024-03 by title only.
- ✓ Councilor Acuff motioned to accept the reading of Ordinance 2024-03. Councilor Buckles seconded the motion. *Discussion:* No further discussion.

Councilor Roll Call:

Acuff – yes Buckles – yes McElroy – yes Hebert – yes Hodgins – yes

Motion passed with a 5 to 0 vote

- ✓ Councilor Acuff motioned to read Ordinance 2024-03, An Ordinance Amending the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Relating to Beekeeping as amended for the second time by title only. Councilor Buckles seconded the motion. *Discussion:* No further discussion. Motion passed unanimously.

Tyler read Ordinance 2024-03 by title only.

- ✓ Councilor Acuff motioned to accept the second reading of Ordinance 2024-03. Councilor Hodgins seconded the motion. *Discussion:* No further discussion.

Councilor Roll Call:

Acuff – yes Buckles – yes McElroy – yes Hebert – yes Hodgins – yes

Motion passed with a 5 to 0 vote

K. Unfinished Business: None.

L. New Business:

- 1) Vote: Budget Committee Members Applications
 - ✓ Mayor George appointed Sandra Walker and Richard Cox Sr. to the Budget Committee.
- 2) Process for Filling Vacant Council Seat

Tyler reviewed the process for filling the vacant Council seat. He noted that the application deadline is March 28, 2024 at 12:00 p.m.
- 3) Cooling Center Insurance

Heidi reported that we are picking up where we left off last year. She said that the American Legion is still willing to partner with the City. Heidi explained that, with the cost of insurance, she is hoping that the expenses can fall within the approved \$2,000.00 Resolution. She added that there are some small things that will need to be purchased, noting that Grand Sheramina will be providing the snacks. Heidi will be working with the volunteer coordinator to make sure the center is staffed and that the volunteers are trained in first aid and CPR.

M. City Manager Report

Heidi highlighted her report that was included in the Council packet.

N. Second Public Comment Period:

- 1) Joseph Harrison, City Resident: Mr. Harrison inquired as to when Parks and Recreation Committee Member appointments would be made. He also thanked Joe Neeley for his YouTube recordings of the City Council meetings.
- 2) Steven Rayback, Non-Resident: Mr. Rayback inquired about how to find the Council packet department reports, specifically the Sheriff's Report.
- 3) Lisa Bonita, City Resident: Ms. Bonita commented on the Sheriff's Report. She also commented on the Point-in-Time count, cautioning that the numbers may not be correct.

- 4) Shane Patrick Errant, City Resident: Mr. Errand could not stay until the end of the meeting; therefore, Heidi explained that Mr. Errand is requesting that the City add porta-potties to the Veteran’s Memorial Park, on Bridge Street, and to the City Park.

O. Mayor/Council Comments:

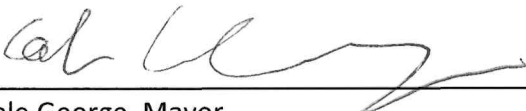
There were Council comments made on the following:

- Returning the \$225,000 State Shelter funds.
 - Heidi noted that she had some follow-up questions, and the topic will be on the next City Council agenda.
- Moving forward on the 127 SW Mill Street and 225 SW Morgan Street houses being cleaned out; tested for asbestos, lead, and mold; rodent extermination; and Fire Department Learn to Burn on 225 SW Morgan Street.
 - The topic will be on the April 1, 2024 City Council agenda.
- Updating the SMC pertaining to solicitors.
 - The topic will be on the April 1, 2024 City Council agenda.
- It was suggested that the City of Sheridan become a “Bee City.”
 - Heidi will raise the topic to the Planning Commission.
- Clothing vouchers
 - Heidi will bring the idea to the Task Force
- Stoney Mountain power turbines

P. Adjournment:


- ✓ Councilor McElroy made a motion to adjourn. The motion was seconded and passed unanimously.

The meeting adjourned at 8:56 p.m.



 Cale George, Mayor

Attest:



 Yvonne Hamilton, CMC, City Recorder

Motion Summary	Outcome	Acuff	Buckles	McElroy	Hebert	Hodgins	
Councilor Buckles motioned to approve the Consent Agenda.	Passed	Yes	Yes	Yes	Yes	Yes	
Councilor Hodgins motioned to approve Resolution 2024-E with Councilor Buckle’s edits.	Passed	Yes	Yes	Yes	Yes	Yes	
Councilor Acuff motioned to accept the reading of Ordinance 2024-03.	Passed	Yes	Yes	Yes	Yes	Yes	
Councilor Acuff motioned to accept the second reading of Ordinance 2024-03.	Passed	Yes	Yes	Yes	Yes	Yes	

Exhibit A

From: James Buckles <jbuckles@cityofsheridanor.com>

Sent: Monday, March 18, 2024 4:59 PM

To: Laura Conroy

Subject: Sheridan Strategic Plan...

Laura,

I noticed some items in the Strategic Plan that I thought should be included. Heidi said I should run them by you before the Council takes any action.

On page 5 of the Strategic Plan, Goal 1, in the Recruiting New Business Metric, the second bullet has no reference to the Rotary. Also, the Sheridan Revitalization Movement is mis-identified as the "Downtown Revitalization Movement (SRM).

In the Incentivizing New Business Metric, the Sheridan Revitalization Movement is mis-identified again, this time as the "Downtown Revitalization Group". All of the group's paperwork is titled as the Sheridan Revitalization Group.

On page 6, the first 2026 Target is "History published". We have a 180-page document that covers the history of Stoney Mountain. I'm not sure what published means, but everyone on the Council received one, as well as Heidi and Yvonne.

On page 7, Goal 3, three bullets down in the Metric, "Publish Stoney Mountain History and progress". I think there should probably just be a "Progress" document because we already have the history.

Finally, I don't know where these should go, but I believe the Water Master Plan, the Sewer Master Plan, the Emergency Action Plan and the Forestry Plan for the Stoney Mountain area should all be included in the Strategic Plan. We can't take some actions until these plans are finished.

I apologize for these last-minute suggestions, but I believe they are important. I'm sorry I didn't get these to you much sooner. I caught them all last night while rereading the plan for what I expected to be the last time prior to the City Council passing it. Also, this was supposed to be sent earlier, but I got caught up in a couple of things and just now am able to send this to you.

Again, I apologize for the delay in getting these to you.

Sincerely,

Jim

Exhibit B

16.203.120 - Farm uses and livestock.

Except as may be permitted by Section C below, or a chicken permit issued by the City manager pursuant to Section 6.04.03 of this Code, unless specifically permitted by the underlying district, or otherwise permitted as a commercial or industrial activity, the following limitations shall apply:

- A. The growing of crops, orchard products, vegetables or similar food items for personal use shall be permitted, provided no produce or similar food items are sold on site.
- B. The breeding, raising, boarding or selling of horses, donkeys, mules, cows, bulls, sheep, pigs, goats, rabbits, fowl, peacocks, peahens, roosters, capons, geese, ducks, turkeys, quail, and any male poultry, chickens, or game birds, emus, or other animals for domestic or commercial purposes shall be prohibited.
- C. Bee Hives shall be permitted subject to the following:

Section 1. Purpose. The purpose of this ordinance is to establish certain requirements for beekeeping for domestic purposes within the City and to avoid issues which might otherwise be associated with beekeeping for domestic purposes in populated areas.

Section 2. Definitions.

- A. "Apiary" means the place where bee colonies are located.
- B. "Applicant" means the person applying for a residential beekeeping permit.
- C. "Bees" means honey-producing insects of the species *apis mellifera* commonly known as honeybees.
- D. "Beekeeper" means a person who owns or has charge of one or more colonies of bees.
- E. "Beekeeping equipment" means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards, and extractors.
- F. "Colony" or "colonies of bees" refers to any hive occupied by bees.
- G. "Flight path" means the route taken by bees to and from the colony to gather water, nectar, pollen, or propolis.
- H. "Hive" means a container or collection of boxes for housing honeybees.
- I. "Lot" means a contiguous parcel of land under common ownership.
- J. "Nucleus colony" means a small colony that only contains a few thousand honeybees and a queen that is used primarily to produce new queens or workers for the purpose of starting a new colony or adding to an existing colony.
- K. "Robbing" means the process by which bees collect honey from colonies other than their own, from

frames of extracted honey, or from spills of sugar syrup or honey

- L. "Swarm" means a collection of bees from a colony that has divided and is seeking to start a new colony elsewhere.

Section 3. Permit Required.

- A. Every person who owns or is in charge of one or more hives within the City, shall register with the City and hold a permit for beekeeping.
- B. The registration runs from June 1 to May 31 and must be renewed each year.
- C. Each beekeeper shall comply with all Oregon Department of Agriculture registration requirements.
- D. Renters must provide written approval from the property owner.
- E. Each beekeeper shall provide proof of completion of the OSU Extension Getting Started with Bees Certificate Program or proof of completion of an equivalent course or training provided by a recognized professional beekeeping organization.
- F. Hives may not be permitted on lots smaller than 5,000 square feet in area.
- G. Up to three hives may be permitted for each lot.

Section 4. Apiary Location.

- A. Apiaries must be managed in the interests of ensuring that they do not become a nuisance to neighbors and the public.
- B. Flight paths shall be managed by:
 - 1. Establishing and maintaining a flyaway barrier at least 6 feet in height consisting of a solid wall, fence, dense vegetation or combination thereof that is parallel to the lot line and extends 10 feet beyond the apiary in each direction so that all bees are forced to fly at an elevation of at least 6 feet above ground level over the lot lines in the vicinity of the apiary;
 - 2. Elevating the apiary to a height of 10 feet or more above ground level; or
 - 3. Other means to prevent flight paths from interfering with neighbors and the public.
- C. Apiaries must comply with all other City accessory structure standards and setback requirements that may apply.

Section 5. Standard of Care.

- A. Each beekeeper shall ensure that a convenient source of water is available to the bees at all times during the months of March through October.

- B. Colonies shall be maintained in hives with adequate space and management techniques to prevent overcrowding.
- C. All hives shall be kept in sound and usable condition.
- D. Each beekeeper shall ensure that no bee comb, wax or other materials that might encourage robbing or predators are left upon the grounds of the apiary site. Upon their removal from the hive, all such materials shall properly be disposed of in a sealed container and relocated away from bee access.
- E. Beekeepers are encouraged to keep records of all colony management activities taken in accordance with any best-practice guidelines issued by Oregon State University Extension Service or recommendations by the Oregon State Beekeepers Association.
- F. Beekeepers are encouraged to speak with neighbors regarding their apiaries to address concerns and avoid misunderstandings.
- G. Beekeepers are required to respond immediately to remediate nuisance conditions including but not limited to hive placement or bee movement that interferes with pedestrian traffic or persons residing on or adjacent to the apiary premises.

Section 6. Approval, Denial, and Revocation.

- A. The City may grant a permit pursuant to this section only after the applicant has met all requirements provided in this ordinance.
- B. The City may deny or revoke a permit upon finding that:
 - 1. The applicant or permittee fails to comply with the standards of care provided in this ordinance and/or standards of care developed by the Oregon State Beekeepers Association and Oregon State University Extension Service.
 - 2. The applicant has provided false or misleading material information, or has omitted disclosure of a material fact on the application, related material or permit;
 - 3. The permitted activity would endanger property or the public health or safety;
 - 4. The permitted activity is determined to be a nuisance pursuant to law.

Section 7. Violations and Penalties.

- A. **Inspection and Right of Entry.** Whenever they shall have cause to suspect a violation of any provision of this ordinance, or when necessary to investigate an application, or revocation of a permit under any of the procedures prescribed in this ordinance, officials for the enforcement or administration of this ordinance, or their duly authorized representatives, may enter on any site, or into any structure used for beekeeping, for the purpose of investigation providing they do so in a reasonable manner. If an owner or occupant denies access for an inspection, the City will seek a warrant. No secured building shall be entered without the consent of the owner or occupant unless under authority of a lawful warrant.

B. Violations.

1. Failure to Hold a Valid Permit. Any beekeeper who fails to hold a valid permit may be punished by a fine not to exceed \$100 per day.
2. All Other Violations. If after an investigation and officials for the enforcement of administration of this ordinance determine that provisions of this ordinance have been violated, the City Manager may issue a citation, but only if a written warning has been issued to the beekeeper by the City within the previous 365 days. A warning shall be served upon the beekeeper responsible for the condition or violation by personal service or by first class mail, addressed to the beekeeper's last known address. If the address of the beekeeper is unknown and cannot be found after a reasonable search, the warning may be served by posting a copy at a conspicuous place on the property where the violation occurred. If a warning is directed to the beekeeper who is not the owner of the property where the violation is occurring, a copy of the warning may be sent to the owner of the property. The warning is effective on the earliest date of: the date of personal service, the date of posting, three days after mailing by the City, or the day the notice is actually received. Any person found in violation of any of the provisions of this ordinance may be punished by a fine not to exceed \$100 for any one offense, with each day constituting as separate offense.

C. Compliance with this ordinance may be offered in:

1. A proceeding alleging that a given colony or hive constitutes a nuisance, as evidence of the beekeeper's efforts to abate any proven nuisance; or
2. A proceeding alleging that a given colony or hive violates applicable ordinances regarding public health and safety, as evidence of the beekeeper's compliance with acceptable standards of practice among urban residential beekeepers in the State of Oregon.

D. Legal Proceedings by City Attorney. In addition to enforcement provisions of this ordinance, upon request by the City Council, the City Attorney may institute any additional proceedings, including, but not limited to, seeking injunctive relief to enforce the provisions of this ordinance.

Section 8. Appeal. In the event an application for a permit under this ordinance is denied or revoked, or in the event a fine is assessed, the applicant, permittee, or beekeeper shall have the right to appeal.

- A. The written notice of appeal to the City Council shall be filed with the City Manager within 15 days after the permit denial or revocation.
- B. The City Council shall hear and make a determination in regard to the appeal at its next regular meeting immediately following the filing of the notice of appeal.
- C. The decision of the City Council on appeal shall be final and conclusive.