

# CITY OF SHERIDAN

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

Phone 503-843-2347 • Fax 503-843-3661

[www.cityofsheridanor.com](http://www.cityofsheridanor.com)

## City Council Agenda Special Session

November 6, 2023, at **5:30 PM**

120 SW Mill Street, Sheridan OR 97378

*Capacity is limited, and seats are offered on a first-come, first-serve basis. Public attendance is also available via Zoom, by Phone or Computer except for Executive Sessions.*

**Join with your computer here:** <https://us06web.zoom.us/j/3873025522>

**Join by telephone:** Dial in the US: 1-346-248-7799 or 1-669-900-9128 or 1-253-215-8782

**Meeting ID: 387 302 5522**

### Call to Order, Roll Call

#### A. Executive Session:

- 1) The City of Sheridan City Council will meet in Executive Session pursuant to ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Representatives of the news media and designated staff and other persons shall be allowed to attend the executive session. All other members of the audience are asked to leave the room.

Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.

Estimated closing time for Executive Session is 7:00 p.m.

#### B. Public Comments:

*The Public Comment portion of the agenda is the opportunity for the Council to listen to the public, but not for dialogue. The public is allowed up to 3 minutes to present information relevant to the City. The topic/issue brought up may be referred by the Council to the City Manager for inclusion on a subsequent Council agenda. Council has the discretion to ask questions after comments are concluded. Please note: Complaints should first be addressed to the appropriate City department and/or the City Manager prior to directly addressing the Council.*

#### C. Vote: Farm Lease

#### D. Public Hearing:

- 1) Amend the Sheridan Development Code, Section 16.235.020, Commercial Zone Case No LA 2023-02

- E. Vote: Ordinance 2023-06, An Ordinance Amending the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Relating to Allowed Uses in the Commercial Zone
- F. Mayor Appointments of Task Force Members
- G. City Engineer Presentations:
  - 1) Sheridan Road Concepts
  - 2) Water Master Plan Next Steps
  - 3) Hebert Memorial Plaza Next Steps
  - 4) Open Q & A for Council with Engineers
- H. Mayor and Councilor Discussion
  - 1) RV Parking
- I. City Manager Project Updates
- J. Adjournment

To: Sheridan Mayor and City Council

From: Heidi Bell, City Manager

Date: November 6, 2023

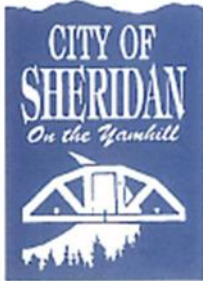
RE: Item D) Public Hearing to Amend the Sheridan Development Code, Section 16.235.020, Commercial Zone Case No LA 2023-02

The purpose of this Public Hearing is to present information related to proposed amendments to Section 16.235.020, of the Sheridan Development Code (SDC), Commercial Zone Case No LA 2023-02.

**Mayor Script:**

- It is November 6, 2023 at \_\_\_\_\_ pm and I am opening a public hearing regarding the City of Sheridan Amending the Sheridan Development Code, Section 16.235.020, Commercial Zone Case No LA 2023-02.
- Are there any members of the Council that have a bias or conflict of interest?
- Are there any objections to the jurisdiction to hear this matter?
- Are there any objections to the notice that was sent out? Notice was in the *News Register* and posted on the City's website.
- I'll let the City Planner read the required reading and City Planner report.
- Are there any questions for staff at this time regarding this matter?
- At this time, if there are any members of the public here to speak in favor please state your name, city of residence, and your statement. *(People have up to five minutes to speak but please be brief and to the point, if you want to reiterate what someone else has already said, it is perfectly fine to simply state that you agree with a certain speaker's statement.)*  
(People Speak.)
- If there are any people who wish to speak in opposition now is the time, please state your name, city of residence, and statement. *(People have up to five minutes to speak but please be brief and to the point, if you want to reiterate what someone else has already said, it is perfectly fine to simply state that you agree with a certain speaker's statement.)*  
(People speak.)
- If you wish to speak and are neither in support nor opposition but wish to speak regarding the City of Sheridan Amending the Sheridan Development Code, Section 16.235.020, Commercial Zone Case No LA 2023-02.  
(People speak.)
- With no further comments, the public hearing in the matter of the City of Sheridan Amending the Sheridan Development Code, Section 16.235.020, Commercial Zone Case No LA 2023-02 is now closed. It is \_\_\_\_\_pm.
- Councilors, this is the time for deliberation on the report and any comments set forth in this hearing.





# City of Sheridan

120 S.W. Mill Street • Sheridan, Oregon 97378

City Hall • Municipal Court (503) 843-2347

Police Department (503) 843-2431

Fax (503) 843-3661

TO: SHERIDAN CITY COUNCIL

FROM: Laura Conroy, CITY PLANNER

SUBJ: AMEND THE SHERIDAN DEVELOPMENT CODE,  
SECTION 16.235.020, COMMERCIAL ZONE  
Case No. LA 2023-02

DATE: November 6, 2023

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## PURPOSE

The purpose of this staff report is to provide the Planning Commission with information related to proposed amendments to Section 16.235.020 of the Sheridan Development Code (SDC), Commercial Zone. The amendments are being proposed to expand the permitted uses in the commercial zone to include wineries, breweries, distilleries, cideries and similar fermented beverage based production.

This staff report includes a background discussion of the above issue, a summary discussion of the proposed changes to the Section 16.235.020 Commercial Zone Permitted Uses of the Sheridan Development Code (SDC), and specific findings demonstrating that the proposed amendments satisfy the applicable approval criteria in the SDC, are consistent with the applicable goals and policies of the City of Sheridan Comprehensive Land Use Plan, and consistent with Statewide Planning Goals. A complete "marked-up" copy of the amended Section 16.235.020 Commercial Zone Permitted Uses is included in Exhibit A of this report.

## BACKGROUND

On August 14<sup>th</sup> the Sheridan planning commission heard public comment from community members who expressed an interest in opening a tasting room and winery in the downtown area in a building in the commercial zone. Following public comment, the planning commission directed city staff to prepare an amendment to the permitted use language of the commercial zone to allow fermented beverage manufacturing eg. wineries, distilleries, breweries, and cideries as a permitted use in the commercial zone.

SUMMARY OF PROPOSED AMENDMENTS

The 2023 version of the Commercial Zone Ordinance varies from the previous version by adding language to specifically permit the manufacturing of fermented beverages. A complete “mark-up” version of the proposed amended Section 16.235.020 is included in Exhibit A.

FINDINGS AND APPROVAL CRITERIA

The proposed amendments to the commercial zone are legislative amendments and will be reviewed through the Type IV process specified in Section 16.520 for compliance with the approval criteria specified in Section 16.542.040 in addition to the applicable goals and policies in the Sheridan Comprehensive Land Use Plan and any applicable Statewide Planning Goals.

**Applicable Statewide Planning Goals.**

*Goal 1, Citizen Involvement.*

**Findings:** The Planning Commission and City Council will conduct public hearings. The process is a Legislative process because the proposed amendments affect properties in the Commercial District and because they propose changes to the laws of the City. Public notice has been provided in accordance with the Sheridan Zoning and Development Ordinance Legislative public hearings by the Planning Commission and the City Council. Goal 1 is met.

*Goal 2, Land Use Planning.*

**Findings:** The 35-day notice prior to the first evidentiary hearing to the Oregon Department of Land Conservation and Development (DLCD) was provided to notify and garner comments from those parties on the DLCD notification list. Goal 2 is met.

*Goal 3, Agricultural Lands.*

**Findings:** Goal 3 does not apply because the proposed amendments do not affect agricultural lands.

*Goal 4, Forest Lands.*

**Findings:** Goal 4 does not apply because the proposed amendments do not affect forest lands.

*Goal 5, Natural Resources, Scenic and Historic Areas, and Open Spaces.*

**Findings:** Goal 5 does not apply because the proposed amendments do not change the designation of natural resources, scenic areas, historic areas or open space areas.

*Goal 6, Air, Water and Land Resources Quality.*

**Findings:** Goal 6 does not apply because the proposed amendments do not change the requirements related to air, water and land resources quality.

*Goal 7. Areas Subject to Natural Hazards.*

**Findings:** The proposed amendment adds more permitted uses to properties located in the 100 year flood plain. The city participates in the National Flood Insurance program and any development is required to comply with floodplain standards

*Goal 8, Recreation Needs.*

**Findings:** Goal 8 does not apply because the proposed amendment does not affect recreation needs.

*Goal 9. Economic Development.*

**Findings:** Adding these proposed permitted uses will improve the economy, provide for more jobs, and attract tourism to the city.

*Goal 10. Housing.*

**Findings:** Goal 10 does not apply because the proposed amendments do not affect housing.

*Goal 11. Public Facilities and Services.*

**Findings:** 11 does not apply because the proposed amendments do not affect the Comprehensive Plan's goals and policies nor the Sheridan Development Code's standards related to public facilities and services.

*Goal 12. Transportation.*

**Findings:** Goal 12 does not apply because the proposed amendments do not affect the Comprehensive Plan's goals and policies nor the Sheridan Development Code's standards related to transportation facilities.

*Goal 13. Energy Conservation.*

**Findings:** Goal 13 does not apply because the proposed amendments do not relate to energy conservation.

*Goal 14. Urbanization.*

**Findings:** Goal 14 does not apply because the proposed amendments do not relate to the urban growth boundary.

*Goal 15 for the Willamette River Greenway and Goals 16 – 19 for the Coastal Goals.*

**Findings:** Goals 15 – 19 do not apply because the city is not on the Willamette River or in a coastal area.

The proposed amendments are consistent with the applicable Statewide Planning Goals.

The proposed amendments meet the applicable criteria of the Sheridan Comprehensive Plan and the Statewide Planning Goals.

### **Sheridan Development Code Criteria**

The Sheridan Development Code, Section 16.542.040, sets forth approval criteria for legislative amendments to the text of the Sheridan Development Code. The proposed amendments constitute a legislative amendment to the text of the Sheridan Development Code.

#### *16.542.040 – Approval Criteria*

*Legislative amendments to the comprehensive plan text and map, and to the development code text and map may be approved if the applicant provides evidence substantiating the following:*

*A. Compliance with the statewide planning goals that apply to the requested changes;*

**Findings:** Specific findings in response to the applicable Statewide Planning Goals are provided above. This criterion is met.

*B. Compliance with the applicable policies in the comprehensive plan that apply to the requested changes;*

**Findings:** Specific findings in response to the applicable Comprehensive Plan policies are provided in Subsection 6 below. This criterion is met.

*C. Uses allowed in the proposed comprehensive plan map designation and zoning district will not significantly affect existing or planned uses on adjacent lands nor destabilize the land use pattern in the vicinity;*

**Findings:** The proposed text amendments do not involve any changes to the Comprehensive Plan Map, Map designations, or mapped zoning districts. The lands allowed in the commercial zone will remain unchanged. The permitted uses in the commercial zone are expanded to include the production of wine, beer, spirits, cider and similar products. Existing permitted uses in the commercial zone include bakeries, beverage bottling plants, machine shops, and handicraft manufacturing. The addition of wineries, cideries, distilleries, breweries and is similar to existing permitted uses therefore, the amendments will not destabilize the land use pattern in the vicinity. The criterion is met.

- D. *Public facilities and services necessary to support uses allowed in the proposed comprehensive plan map designation and zoning district are available or are likely to be available in the near future; and*

**Findings:** The proposed amendments will have no impact on the availability of public facilities and services. Public infrastructure will continue to be allowed in the commercial zone and the commercially zoned properties are adequately served with public sewer, water, storm drainage and streets.

- E. *Compliance with the Oregon Administrative Rules that apply to the requested changes.*

**Findings:** Criterion E does not apply because there are no Oregon Administrative Rules that address small scale wineries, breweries, distilleries, and similar uses.

### **Conclusory Finding**

The proposed amendments to the Sheridan Development Code are consistent with Statewide Land Use Planning Goal 1 – Citizen Involvement, Goal 2 – Land Use Planning, Goal 7 – Areas Subject to Natural Hazards, Goal 9 – Economic Development, Goal 11 – Public Facilities and Services and Goal 12 - Transportation. The remaining Goals are not applicable. The proposed amendments are consistent with the Development Code’s criteria for Legislative Development Code text amendments.

### **STAFF RECOMMENDATION**

Staff recommends the City Council pass a motion adopting the staff report and recommending the City Council approve the proposed amendments to the Sheridan Development Code.

**Exhibit A:** Amended Section 16.235.020 with proposed changes shown.

**Exhibit A.**

**16.235.020 - Permitted uses.**

The following uses are permitted in the C District when developed under the applicable development standards of this title:

- A. Retail trade establishments engaged in selling goods or merchandise to the general public for personal or household consumption such as retail groceries, hardware stores, department stores, automobile service station subject to the provisions in [Section 16.465](#), Service Station Standards, and sporting goods stores;
- B. Retail service establishments offering services and entertainment to the general public for personal or household consumption such as eating and drinking establishments, motels and hotels (but excluding recreational vehicle parks and campgrounds), banks, real estate, and financial services;
- C. Business service establishments engaged in rendering services to other businesses on a fee or contract basis such as building maintenance, employment services, and consulting services;
- D. Professional offices and clinics for medical, dental, legal, engineering and other professions;
- E. Wholesale trade or distribution, warehousing, and storage that is accessory and subordinate to a permitted use;
- F. Limited manufacturing, including the following:
  - 1. Bakeries,
  - 2. Beverage bottling plants,
  - 3. Machine shops,
  - 4. Handicraft manufacturing;

**5. Fermented beverage manufacturing including but not limited to cideries, distilleries, breweries, and wineries, provided the following are met:**

- a. The primary use on the property:**
  - i. Is a retail or wholesale use; and**



- I. Residential care home subject to the design standards in Section 16.220.070D., and residential care facility, assisted living center, nursing home and convalescent center, subject to the provisions of [Section 16.568](#), Site Development Review;
- J. Public and private utility buildings and structures, including but not limited to electric substations, telephone exchanges, and communications antennas or towers, subject to the provisions of [Section 16.568](#), Site Development Review;
- K. Public facility and government use, subject to the provisions of [Section 16.568](#), Site Development Review;
- L. Health and fitness facility;
- M. Home occupation, subject to the provisions of Sections [16.550](#), Major Home Occupation and [16.552](#), Minor Home Occupation;
- N. Bed and breakfast establishment, subject to the provisions of Sections [16.415](#), Bed and Breakfast Establishments, and [16.568](#), Site Development Review;
- O. House of worship, subject to the provisions of [Section 16.562](#), Site Development Review;
- P. Temporary and portable uses, subject to the provisions of [Section 16.572](#), Temporary and Portable Uses; and
- Q. Antennas, but not towers, related to a wireless communication facility subject to the provisions of Sections [16.495](#), Wireless Communication Facility and [16.568](#), Site Development Review.
- R. Medical marijuana facility (dispensary) and recreational marijuana retail sales facility provided the following are met:
  - 1. Shall not be located within one thousand (1,000) feet of the real property comprising a public or private elementary, secondary or career school attended primarily by minors;
  - 2. Shall not be located within one thousand (1,000) feet of a licensed early education school or day care with an annual average daily attendance of at least fifteen (15) children;
  - 3. Shall not be located within one thousand (1,000) feet of city park (between Yamhill and Sherman Streets at Box Street), the Veterans' Memorial (West Main and Florence Street), or the city's southside park (fishing pond park);
  - 4. Shall not be located within one thousand (1,000) feet of the city library;

5. Shall not be located within one thousand (1,000) feet of another medical marijuana facility or a recreational marijuana retail sales facility;
6. A medical marijuana facility and a recreational marijuana retail sales facility shall not open earlier than 7:00 a.m. and shall close no later than 10:00 p.m.;
7. Provide evidence to the city the medical marijuana facility business is currently licensed under the state's medical marijuana facility licensing system under ORS 475.300 through 475.346 or the recreational marijuana retail sales facility business is currently licensed under the state's recreational marijuana retail sales facility licensing system under OAR 845.025 and applicable Oregon Administrative Rules;
8. A medical marijuana facility or a recreational marijuana retail sales facility shall be located in a permanent building and may not locate in a trailer, cargo container or motor vehicle;
9. The exterior appearance of the structure shall not cause blight, or cause deterioration or avoidable depreciation in property values within the general vicinity;
10. Cultivation or infusion of medical marijuana or recreational marijuana at the site of a medical marijuana facility or a recreational marijuana retail sales facility is prohibited;
11. A medical marijuana facility or recreational marijuana retail sales facility shall provide for the secure disposal of marijuana remnants and by-products; such remnants and by-products shall not be placed within the facility's unsecured exterior refuse containers;
12. Drive-through services are prohibited;
13. The on-site consumption of marijuana in any form is prohibited.

To: Sheridan Mayor and City Council  
From: Heidi Bell, City Manager  
Date: November 6, 2023  
RE: Item E) Ordinance 2023-06, An Ordinance Amending the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Relating to Allowed Uses in the Commercial Zone

This ordinance would amend the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Relating to Allowed Uses in the Commercial Zone.

Tonight, the Council may introduce Ordinance 2023-06 with two readings.

**Script:**

- Councilor makes a motion to read Ordinance by title only, followed by a second.
  - **Sample motion:** I move to introduce Ordinance 2023-06, An Ordinance Amending the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Relating to Allowed Uses in the Commercial Zone, to be read by title only.
- Discussion can happen at this stage.
- Vote (Show of Hands).
- City Attorney will read the Ordinance for the first time by title only.
- Councilor makes a motion to accept the first reading of Ordinance, followed by a second.
  - **Sample motion:** I move to accept the first reading of Ordinance 2023-06.
- Discussion can happen at this stage.
- Mayor directs the Recorder to take a Roll Call Vote.
- Councilor makes a motion to read Ordinance for the second time by title only, followed by a second.
  - **Sample motion:** I move to read Ordinance 2023-06 for the second time by title only.
- Discussion can happen at this stage.
- Vote (Show of Hands).
- City Attorney will read the Ordinance for the second time by title only.

- Councilor makes a motion to accept the second reading of Ordinance, followed by a second.
    - **Sample motion:** I move to accept the second reading of Ordinance 2023-06.
  - Discussion can happen at this stage.
  - Mayor directs the Recorder to take a Roll Call Vote.
- ❖ The final reading will take place on November 20, 2023



**ORDINANCE 2023-06**

**AN ORDINANCE AMENDING THE SHERIDAN DEVELOPMENT CODE, TITLE 16 OF THE SHERIDAN MUNICIPAL CODE, RELATING TO ALLOWED USES IN THE COMMERCIAL ZONE**

**WHEREAS**, the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Section 16.235.020, outlines the uses which are permitted within the Commercial Zone within the City of Sheridan; and

**WHEREAS**, following the receipt of a public comment from a member of the public requesting a change to the permitted uses in the Commercial Zone, the Planning Commission directed City staff to prepare a legislative amendment to the Sheridan Development Code relating to permitted uses in the Commercial Zone; and

**WHEREAS**, following preparation of Legislative Amendment 2023-02, the Planning Commission held a public hearing on October 9, 2023, and approved the proposed Legislative Amendment 2023-02 to be sent for final adoption by the City Council; and

**WHEREAS**, after conducting a public hearing on November 6, 2023, and subsequent to City Council deliberation, the Sheridan City Council approves of the proposed Legislative Amendment 2023-02, modifying the permitted uses within the Commercial Zone

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHERIDAN, OREGON DOES ORDAIN AS FOLLOWS:**

**Section 1.** Section 16.235.020 of the Sheridan Municipal Code is hereby amended in its entirety, as outlined in the attached Exhibit A.

**Section 2.** This Ordinance shall be effective thirty days from the date of its passage by the Sheridan City Council.

**ADOPTED** by the City Council of the City of Sheridan, Oregon, this \_\_\_\_\_ day of November, 2023, by the following vote:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**APPROVED** and signed by the Mayor this \_\_\_\_\_ day of November, 2023.

\_\_\_\_\_  
Marianne Thomson, Mayor

**ATTEST:** \_\_\_\_\_  
Yvonne Hamilton, CMC, City Recorder



## Exhibit A

Text of the Amendment to SMC 16.235.020 Commercial Zone, Permitted Uses

**16.235.020 - Permitted uses.**

The following uses are permitted in the C District when developed under the applicable development standards of this title:

- A. Retail trade establishments engaged in selling goods or merchandise to the general public for personal or household consumption such as retail groceries, hardware stores, department stores, automobile service station subject to the provisions in [Section 16.465](#), Service Station Standards, and sporting goods stores;
- B. Retail service establishments offering services and entertainment to the general public for personal or household consumption such as eating and drinking establishments, motels and hotels (but excluding recreational vehicle parks and campgrounds), banks, real estate, and financial services;
- C. Business service establishments engaged in rendering services to other businesses on a fee or contract basis such as building maintenance, employment services, and consulting services;
- D. Professional offices and clinics for medical, dental, legal, engineering and other professions;
- E. Wholesale trade or distribution, warehousing, and storage that is accessory and subordinate to a permitted use;
- F. Limited manufacturing, including the following:
  - 1. Bakeries,
  - 2. Beverage bottling plants,
  - 3. Machine shops,
  - 4. Handicraft manufacturing;
  - 5. Fermented beverage manufacturing including but not limited to cideries, distilleries, breweries, and wineries, provided the following are met:**
    - a. The primary use on the property:**
      - i. Is a retail or wholesale use, and**
      - ii. The area involved in the manufacturing of the product does not involve more than fifty (50) percent of the gross floor area of the primary use or**

## Exhibit A

**two thousand (2,000) square feet of gross floor area, whichever is smaller, and**

- b. All processing and storage of materials is wholly within an enclosed building;**
- c. The building and layout of the manufacturing use on the site are compatible with the character of the commercial area;**
- e. There shall be a side yard of at least twenty (20) feet adjacent to a residential zone;**
- f. There shall be a rear yard of at least twenty (20) feet adjacent to a residential zone;**
- h. The height requirements of the C District are met;**

G. Dwellings shall be permitted subject to the following provisions:

1. A dwelling may be established in a building with a permitted commercial use provided it is necessary and clearly accessory and subordinate to a permitted commercial use.
2. A dwelling not clearly accessory and subordinate to a permitted commercial use may be established on the second or upper floors of a permitted commercial use.
3. A dwelling not clearly accessory and subordinate to a permitted commercial use may be established on the first floor of a commercial use, subject to the following restrictions:
  - a. The dwelling is located at the rear of the building.
  - b. Pedestrian access to the dwelling is not from the front of the commercial building or from a public street.
  - c. The dwelling shall not access commercial uses located within the building containing the commercial use.
  - d. No more than one first floor dwelling shall be permitted per commercial building irrespective of the number of commercial spaces within the building. The dwelling shall occupy no more than fifty (50) percent of the rear of the first floor area of the commercial building.

H. Day nursery with less than thirteen (13) children and day care center with thirteen (13) or more children;

I. Residential care home subject to the design standards in Section 16.220.070D., and residential care facility, assisted living center, nursing home and convalescent center, subject to the provisions of [Section 16.568](#), Site Development Review;

## Exhibit A

- J. Public and private utility buildings and structures, including but not limited to electric substations, telephone exchanges, and communications antennas or towers, subject to the provisions of [Section 16.568](#), Site Development Review;
- K. Public facility and government use, subject to the provisions of [Section 16.568](#), Site Development Review;
- L. Health and fitness facility;
- M. Home occupation, subject to the provisions of Sections [16.550](#), Major Home Occupation and [16.552](#), Minor Home Occupation;
- N. Bed and breakfast establishment, subject to the provisions of Sections [16.415](#), Bed and Breakfast Establishments, and [16.568](#), Site Development Review;
- O. House of worship, subject to the provisions of [Section 16.562](#), Site Development Review;
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- R. Medical marijuana facility (dispensary) and recreational marijuana retail sales facility provided the following are met:
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  - 2. Shall not be located within one thousand (1,000) feet of a licensed early education school or day care with an annual average daily attendance of at least fifteen (15) children;
  - 3. Shall not be located within one thousand (1,000) feet of city park (between Yamhill and Sherman Streets at Box Street), the Veterans' Memorial (West Main and Florence Street), or the city's southside park (fishing pond park);
  - 4. Shall not be located within one thousand (1,000) feet of the city library;
  - 5. Shall not be located within one thousand (1,000) feet of another medical marijuana facility or a recreational marijuana retail sales facility;
  - 6. A medical marijuana facility and a recreational marijuana retail sales facility shall not open earlier than 7:00 a.m. and shall close no later than 10:00 p.m.;

Exhibit A

7. Provide evidence to the city the medical marijuana facility business is currently licensed under the state's medical marijuana facility licensing system under ORS 475.300 through 475.346 or the recreational marijuana retail sales facility business is currently licensed under the state's recreational marijuana retail sales facility licensing system under OAR 845.025 and applicable Oregon Administrative Rules;
8. A medical marijuana facility or a recreational marijuana retail sales facility shall be located in a permanent building and may not locate in a trailer, cargo container or motor vehicle;
9. The exterior appearance of the structure shall not cause blight, or cause deterioration or avoidable depreciation in property values within the general vicinity;
10. Cultivation or infusion of medical marijuana or recreational marijuana at the site of a medical marijuana facility or a recreational marijuana retail sales facility is prohibited;
11. A medical marijuana facility or recreational marijuana retail sales facility shall provide for the secure disposal of marijuana remnants and by-products; such remnants and by-products shall not be placed within the facility's unsecured exterior refuse containers;
12. Drive-through services are prohibited;
13. The on-site consumption of marijuana in any form is prohibited.

To: Mayor and Councilors  
From: Heidi Bell, City Manager  
Date: November 6, 2023  
RE: Task Force Process and Info

Here are several pieces of information to bring you up to date on the Homelessness Task Force (TF). However, first, it is important to recognize the Mission Statement that Mayor Thomson put together for the TF early in the process.

*Mission Statement*

*The Task Force will seek to better understand the scope and causes of homelessness in Sheridan.*

*The Task Force will focus on the systems in place to address homelessness, and will consider a range of concerns and potential solutions.*

*The Task Force will identify and recommend actions to address these issues.*

What is the definition of a Task Force?

- *Task forces are work groups typically comprising experts in specified areas of knowledge or practice. Task forces are small groups of people—and resources—brought together to accomplish a specific objective, with the expectation that the group will disband when the objective has been completed.*

Staff Efforts: Keeping in mind that the Task Force is ideally made up of 10-15 people and those that can bring knowledge, skills, and abilities through experience or jobs that are directly related to homelessness. Because of their limited knowledge regarding homelessness, Community members with only opinions will not be as helpful for a solution-based Task Force. The Task Force will have to move fairly quickly to recommend at least one solution to the City Council for consideration, no more than six months with at least one meeting per month.

A large email was sent out for recruitment for members on the Homelessness Task Force. The email included individuals and large groups representing local non-profits, faith groups, school, nonprofit leadership, business members, healthcare providers, social services, county government agencies, and the Grand Sheramina Food Bank.

I purposely tried to recruit community members that overlap with one of the listed groups from the list above. This will give both the local-level knowledge about the community as well as the knowledge, skills, and abilities.

The meetings will most likely happen on Wednesdays starting around 4pm and are open to the public. Deycia will be taking the minutes from the meetings, and they will be included in the Council's monthly regular meeting packets. The deadline for the Task Force applications was November 2, 2023 at 3:00 PM.

