

CITY OF McMinnville
MINUTES OF WORK SESSION
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday March 12, 2019 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

Councilors: Present
Remy Drabkin
Adam Garvin
Zack Geary
Kellie Menke, Council President
Sal Peralta
Wendy Stassens

Also present were City Manager Jeff Towery, City Attorney David Koch, Fire Chief Rich Leipfert, Human Resources Manager Kylie Bayer-Fertterer, Finance Director Marcia Baragary, Information Systems Director Scott Burke, Parks and Recreation Director Susan Muir, Police Chief Matt Scales, Program Manager Janet Adams, and members of the News Media – Dave Adams, KLYC Radio and Jerry Eichten, McMinnville Community Media.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the work session to order at 5:34 p.m. and welcomed all in attendance.
2. PRESENTATION BY OREGONASK - KIDS ON THE BLOCK
AFTERSCHOOL PROGRAM ASSESSMENT.

Parks and Recreation Director Susan Muir explained that the work session was to get everyone on the same page about the data, statistics and findings of OregonAsk. The adopted Strategic Plan would be used as a filter moving forward. It was noted that Kids on the Block has always been a safe place for kids. She explained that OregonAsk provided an honest look and an unbiased view of the program. Over 9,000 families have been served through the KOB Program.

Program Manager Janet Adams stated that the process has been illuminating and inspiring. She noted that they have always aimed to have a safe, fun place to help kids become strong, smart and successful. She stated that there is work to do and there are many opportunities ahead.

Ms. Muir added that the Assessment was funded by KOB Inc. and thanked them for the donation. She also thanked the School District for their partnership. She thanked everyone involved in the process for their contributions.

Susan Zundel, OregonAsk explained that they must be clear and direct in order to learn and move forward and that the role of OregonAsk was to be an outside evaluator. She stated that they care deeply about access, equity and equality.

She stated that the elements of quality after school enrichment program includes:

- Coordinated systems that improve access and quality.
- Positive family engagement.
- Youth empowerment.
- Shared leadership between schools and afterschool programs.
- High quality professional development.

She also discussed the impacts of a quality program:

- Increased attendance at school and academic achievement.
- Increased social and emotional development.
- Increased interest in learning.
- Higher graduation rates.
- Exposure to new skills and (eventually) career paths.

She stated that after school enrichment programs support working families, reduce juvenile crime and help with economic development.

The follow individuals were involved in the assessment process:

- Susan Zundel - Project manager, program observation
- Jan Calvin - Stakeholder focus groups and interviews, report writing
- Sonja Svenson - Financial research, Cost modeling
- Juan Soto-Rocha - Demographic analysis, non-participant focus groups
- Katie Lakey - Survey design and analysis
- Kassy Rousselle - Research
- Beth Unverzagt - Research

Ms. Zundel explained that the assessment process included: existing & historical data review, on-site program operations, stakeholder interviews, focus groups, and written and online surveys.

Ms. Zundel shared that National Recreation and Park Association has a report that includes standards that define High Quality Youth Programs. The Standards are:

- Physical and psychological safety.
- Structure that is developmentally appropriate.
- Supportive relationships.
- Opportunities to belong.
- Positive social norms.
- Support for efficacy and mattering.
- Opportunities for skill building.

- Integration of family, schools, and community efforts.

The Oregon's Quality Standards for Afterschool Programs include:

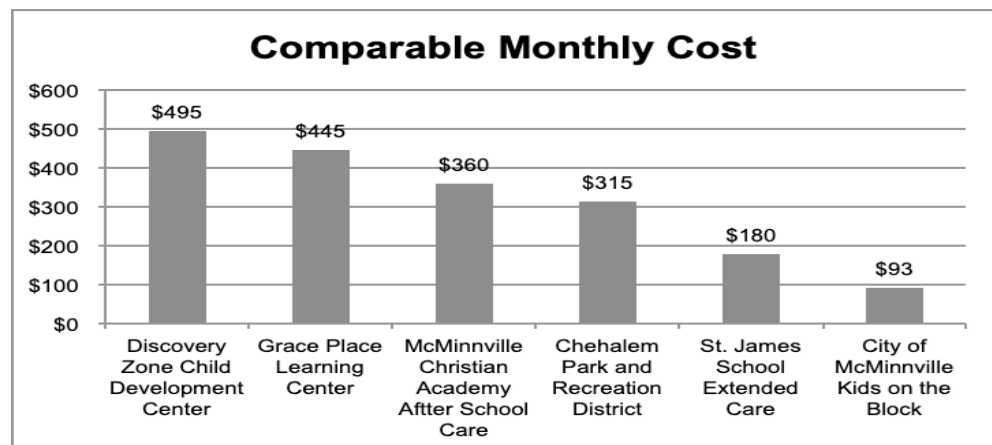
- Health, Safety, & Nutrition.
- Social and Emotional Learning and Engagement.
- Activities and Curriculum.
- Equity.
- Families, Communities, and Schools.
- Highly Skilled Personnel & Program Management.

The report parallels the five areas that the City of McMinnville Request for Proposal (RFP) identified for assessment:

- Participant Outreach & Customer Service.
- Program Operations.
- Staffing & Management.
- Partners & Stakeholders.
- Financial Sustainability.

Ms. Zundel reviewed the key findings. They found that information is widely available but outreach is not targeted. She stated that in-person and relationship based outreach is limited. Little to no outreach is done to engage low income or minority populations for whom print media is generally less effective. Focus groups revealed that information was vague and parents weren't sure about what is being offered.

The current \$625 annual fee is far below the cost of other comparable afterschool programs. A chart of comparable local programs was displayed. A number of community stakeholders stated that parents may be willing to pay more.



McMinnville School District (MSD) operates a 21st Century Community Learning Center program that is a federally funded after school program. Because it coincides with the KOB program, it may have impacted enrollment in KOB, especially with economically disadvantaged children.

65 Fourth and Fifth graders were surveyed and 10% of those survey stated that they do not feel safe at KOB. Ms. Zundel stated that the finding is troubling and

requires further investigation. Ms. Zundel noted that she visited all sites and did not find any issues that needed to be immediately addressed. Program Manager Janet Adams and Parks and Recreation Director Susan Muir are investigating and acting on the findings.

Ms. Zundel shared that 50% of non-participant parents said that their children are home alone, paralleling feedback from participant parents, 49% of whom said, “if not for KOB” their child would be home alone. Several of the Spanish-speaking parents involved in the non-participant focus groups had at least one stay-at-home parent or older siblings that look after younger kids and weren’t actively looking at structured afterschool or childcare options.

However, a number of non-participant parents who do seek childcare said they would be more likely to leave their children with a family member, friend, or acquaintance than register for KOB. These parents had heard of the program, but knew little else about it. Many Latino parents, in particular, expressed an interest in finding out more about the activities offered and whether or not kids receive homework help. Parent comments included, “I would sign up if the teacher told me to.” and “If I understood the benefits of the program, I would be more inclined to enroll my child.”

In the fall of 2018 MSD secured a five-year 21st Century Community Learning Center grant that allowed it to add elementary level after school academic enrichment (STEAM Ahead Project), which targets traditionally underserved students – specifically, economically disadvantaged students, Latino students, English Learners, students with disabilities, homeless students, and first-generation college-goers. Students are referred to the STEAM Ahead Project and provided services free of charge. The district provides bus transportation for regular bus-riders home after the program ends at 4:20 pm. While a few students participate in both STEAM Ahead and KOB, student involvement in STEAM Ahead may have resulted in fewer low-income students participating in KOB this year.

OregonAsk found that parents would like the program to operate more days of the school year, ideally every school day. KOB only operates 134 of 172 school days. They also found that parents would like them to include Kindergarten students and increase their capacity.

For the most part, KOB program planning is done centrally, with little opportunity for student or parent input. The opportunity to provide input is the lowest ranked aspect with regard to parent satisfaction. Overall, parents gave KOB high program satisfaction ratings and say their child’s interests and preferences are taken into account and part of the curriculum.

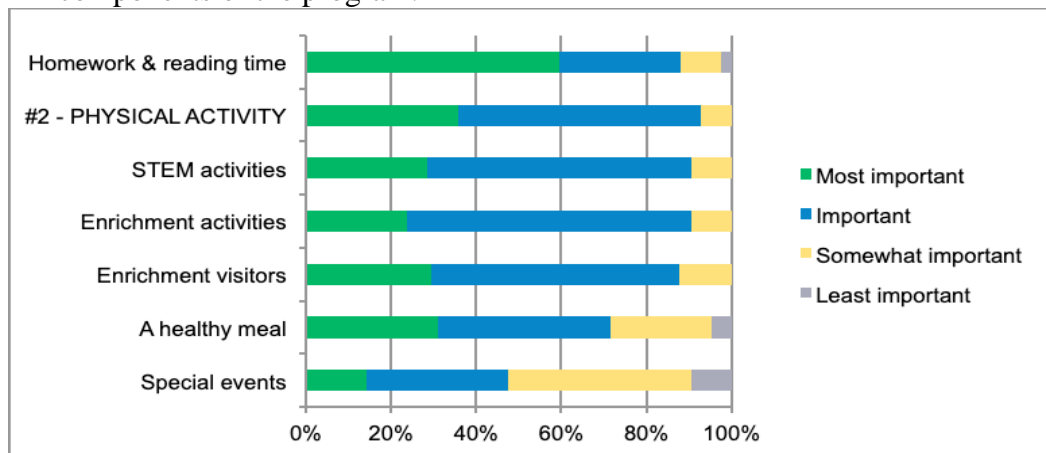
OregonAsk found that parents with children in the KOB program are satisfied with it. The Fall 2018 survey of 45 KOB parents revealed the following key findings.

- There is general agreement from the community and parents, in particular, that the KOB program hours (2:30-5:30 p.m.) meet the local needs. One of the most common suggestions for improvement was to have the program operate

for more days, ideally, every school day. KOB operates 134 of the 172 elementary school days.

- The community would like KOB to serve Kindergarten students and to increase their enrollment capacity overall.
- 100% of parents said they feel their child is safe at KOB.
- 98% of parents agreed or strongly agreed that KOB is a good experience for their child.
- 91% of KOB parents agreed or strongly agreed with the statement, “I am satisfied with the quality of enrichment activities (art, science, music, etc.) in KOB.”

Ms. Zundel displayed a chart of what parents believe are the most important components of the program.



Ms. Zundel stated that activities for all sites are developed centrally and then shared with site staff each week noting that there is some variation at each site. Art and STEM activities were generally more suitable for younger students and some students actively refusing to participate or doing the bare minimum quickly so they could move on to a board game or other play activity.

They also found that activities did not align or complement school day learning. She stated that this finding deserves more explanation and that there is an incredible opportunity to share what each entity is exploring with kids and support each other's initiatives to make everyone more successful. This shared leadership and planning between the school day and afterschool is known to support academic achievement.

While academic support is not a stated goal of the KOB program, parents surveyed liked that students have an opportunity to work on homework during the program. The daily schedule includes 20 minutes of “Quiet Reading & Homework Time.” The observed levels of support for homework varied by site.

They also found that activities are not altered to make accommodations for students with disabilities or older students. Students who needed extra support received extra attention from staff but generally as a reaction to the student acting out. Ms. Zundel stated that KOB and MSD should coordinate about how best to support students with disabilities and on positive behavioral interventions and supports (PBIS) strategies

that will help set all students up for success. It was noted that KOB and MSD have already responded to the feedback to work together to support students with disabilities so they can have an equitable, positive experience in the program.

Ms. Zundel explained that the way staff and students interacted was different at every site. Some staff were very proactive and positive while others were reactive and punitive. She explained that guidance and discipline is notably tricky in afterschool programs and particularly challenging in the last few years in school and afterschool programs across the country. It's particularly tricky in afterschool because people who work in afterschool are so diverse in terms of age, experience, and education. Training on guidance and discipline is critical so that everyone is on the same page.

Ms. Zundel explained that fully staffing the program has become increasingly difficult. One barrier is the thriving local job market. There are more opportunities for entry level work in McMinnville than people willing to take the jobs and the schedule, hours and/or wages of many of those jobs are more attractive than working at KOB. Staff report that Linfield classes are getting harder to schedule around, as they conflict with the afternoon KOB program time. Ms. Zundel stated that too much flexibility is offered to staff explaining that 55-60 people are covering 35 positions.

KOB serves close to the same number of girls as boys (52% and 48%, respectively). However, more females are on staff than males (79% and 14%, respectively). KOB staff are generally representative of the students they serve. 18% of KOB students are Latino and 21% of KOB staff are Latino.

100% of the 30 KOB staff completing the survey said they like their job, and 93% said they have the tools and resources they need to do their jobs well. KOB staff report high levels of communication and collaboration between staff. 87% said they regularly communicate with other staff and 80% said they collaborate frequently with other staff members.

OregonAsk found that staff would like training on: Behavior Management, Social and Emotional Wellness, Youth Engagement, Age Appropriate Activities, Culturally Responsive Teaching, Learning Styles, and PBIS.

The KOB Program Manager is in her 12th year operating Kids on the Block. The Program Manager position also oversees the summer STARS program and a \$400,000 budget, hiring more than 60 staff per year. There is also a Parks & Recreation Management Assistant that provides one-quarter time (.25 FTE) administrative support to KOB. Staff in regulated programs are required to attend 18 hours of training annually to maintain their license.

Ms. Zundel shared that they found site staff receive direction during pre-season training and monthly staff meetings. There are few written policies and procedures and no staff handbook. While staff problems are addressed in conversations with the program manager, and 63% of staff report receiving regular feedback from

supervisors about their performance. There are no formal or uniform staff performance appraisals.

OregonAsk found that among long-time residents, KOB is well-known and well-regarded. Families new to the community or less connected to schools and/or civic life, particularly those for whom English is not their primary language, tend to know less about KOB, what it provides, or how their child might benefit from participation.

They also found that KOB partners are steadfast. They tend to be the same businesses and organizations that have been involved year after year and in the same ways. OregonAsk felt that there are likely other untapped community resources and partnerships that could be of benefit to KOB.

KOB registration and financial record-keeping is similar to other afterschool programs and has recently been improved. Records are not easily searchable or compiled in a way that allows for annual comparisons or trend analysis.

A parent survey was conducted in 2008 but until this assessment project KOB had not conducted a full program evaluation. There is no evaluation framework (including the program vision, mission, goals, objectives, or metrics) to guide program evaluation.

Stakeholders from every sector voiced a high value for the KOB program. The most commonly identified benefit was child care for full-time, part-time, and non-working parents to be able to attend to work and other family priorities. Representatives of the business community were quick to identify the appeal of KOB to attract employers and their workforce to McMinnville.

The overarching stakeholder message was to include every child who wants to participate. Unfortunately, data from the past few years shows that KOB has not been able to accommodate the demand and operates with waiting lists. When asked where the City of McMinnville should focus KOB resources, 100% of surveyed stakeholders said low-income families should be prioritized, followed by students struggling socially (86%) and students struggling academically (69%).

Stakeholders generally struggled to identify how KOB success should be measured. Some individuals suggested that the program track things such as students' academic performance, amount of time spent on homework or reading, school attendance, or behavior referrals, but noted that showing a correlation to KOB participation might be difficult. Staff interviews confirmed that the program's stated goal is the program description, "Kids on the Block After-School Enrichment gives 1st- 5th grade students a safe, fun place to be after school ends."

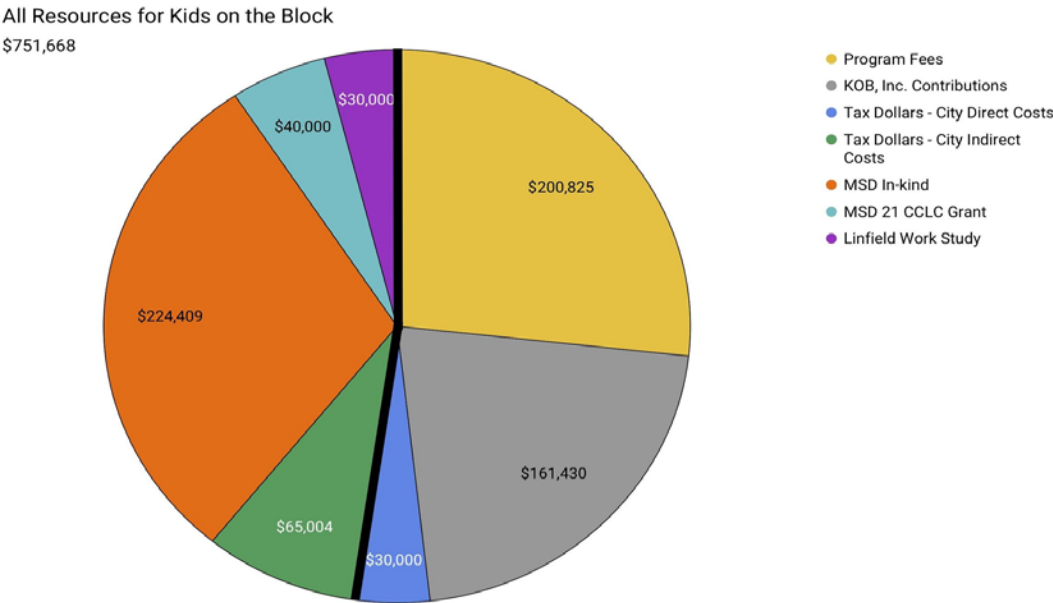
MSD provides space, including utilities and custodial services, and transportation home for KOB participants who request it and are eligible. MSD also contributes \$40,000 to support annual program activities. In addition, opportunities were recently identified for the District to assist with enrollment tracking and strategies for staff recruitment to fill currently vacant KOB Recreation Leader positions. Ms.

Zundel noted that little inter-agency planning is conducted related to outcomes or sustainability. Elementary school principals expressed appreciation for the times when KOB information was shared prior to the start of the school year. District staff suggested reinstating the practice of the City designating a specific number of scholarships to each school and having the school identify the students/families that could best benefit from program participation.

Linfield College provides \$40,000 worth of college student work-study hours per year at a reduced charge of \$10,000 which augments the other KOB seasonal staff hours. KOB, Inc. provides approximately \$200,000 to support annual program activities.

As KOB has developed over the past three decades, the staff time that initially focused on volunteer and community engagement is now dedicated to program management, staffing, curriculum development and activity planning, as well as responding to scholarship requests and other program priorities. Local businesses have contributed to past fundraising efforts benefitting KOB. Ms. Zundel stated that a focus group member received nods around the table when referencing “business donor fatigue.”

Ms. Zundel displayed the chart below reflecting the funding resources.



She explained that the chart shows the same resources as in the City’s budget, as well as \$359,413 in other in-kind program resources along with the addition of indirect funding from the City. The current KOB operations require \$392,255 in program funding, \$359,413 in other in-kind, tax and grant resources for a total resource requirement of \$751,668. The KOB, Inc. non-profit has received a major source of program funding through the annual Mayor’s Ball, which was held from 1988 until 2017. With this source no longer generating revenue, funding reserves held by KOB, Inc. will be depleted in approximately 2.5 years. KOB costs significantly more to operate than parents are paying.

OregonASK used the same cost modeling tool the State of Oregon, Early Learning Division used to estimate costs for new preschool programs in 2016. The model is applicable to KOB, as it was designed to be used for different types of facilities; school-based/school-run; school-based/non-profit run; child care centers; and family child care homes.

The project cost model and variables were based on the 2018-19 City of McMinnville Adopted Budget; May 1, 2018 enrollment at six schools; MSD in-kind costs; Bureau of Labor Statistics industry standards for non-teaching positions; Employment Related Day Care (ERDC) Rates as established by the 2016 Oregon's Child Care Market Price Study; and 2018 federal Child and Adult Care Food Program (CACFP) reimbursements for afterschool program snacks and meals. The model was used to calculate the Value of participant slots; cost per participant; potential revenue from the federal child care and subsidy program and its impact; and costs per child for each school (based on May 1, 2018 enrollment). Variables were adjusted to reflect inputs from all sources. Budgeted Expenses came from the 2018-19 City of McMinnville Adopted Budget; school district in-kind estimated costs for facilities, personnel, food, transportation, and indirect; and the Linfield College in-kind contribution of work study students. Cost Recovery reflected all the sources of income, which included City general funds; in-kind estimates from the school district; potential funding from the 21st Century Community Learning Center program; parent tuition; KOB, Inc. contributions; and potential revenue from ERDC subsidies.

"Value" means the total cost of a participant slot, supported by funding and in-kind contributions. Because of the various cost recovery sources, KOB parents do not pay the full value of a KOB slot. The current year value was \$2,424 growing with inflation to \$2,810 five years out.

Ms. Zundel provided charts showing different scenarios for raising parent fees to meet the actual cost of the program. She explained that raising the rates next year to \$774/month (and even more in the following years) would bring the shortfall to zero. She noted that the burden on parents goes up significantly in each scenario as fundraised dollars are depleted.

Ms. Zundel's reviewed additional key findings:

- The program is operating below capacity increases the cost per slot.
- KOB does not allow families to use Oregon's Employment Related Day Care child care subsidy program to pay for KOB.
- The community no longer has the ability to fundraise the way it did in the past for KOB.

Ms. Zundel mentioned that Wascher is located outside the City of McMinnville in the City of Lafayette and the City includes it as one of the six KOB program sites and charges the same rate as at other sites. McMinnville tax payers are, in effect, subsidizing this program for 43 non-City residents. 21 KOB participants do not live within the city limits of Lafayette or McMinnville and do not contribute to the city tax base that supports the program.

Council President Menke asked why the federal subsidy had not been access. Ms. Zundel shared that the Staff was not aware of the opportunity.

Discussion ensued regarding reimbursement rates.

Councilor Geary asked how many other cities in the state are performing this service in Oregon. The City of Hillsboro is operating an after school program. The City of Newport is also operating but out of their community center. There are a few Parks Districts offering after school programs.

Councilor Garvin asked about the reasons about why there are days that do not align with the school calendar. Ms. Zundel explained that the primary reason is that the bulk of the staff attend Linfield and their breaks do not align with the MSD calendar. The result is a program that is responsive to staff needs but not the needs of children.

Councilor Garvin asked about discussion of consolidating sites. Ms. Muir responded that they will be discussing ideas such as consolidation with the Technical Advisory Committee.

Councilor Garvin asked if the City of Lafayette had ever contributed to the costs. Ms. Muir responded that they had found a newspaper article showing that at one time they did at one time.

Councilor Stassens asked about the Linfield student employees. Ms. Adams stated that there have been many changes with class schedules and it has been very difficult to find staffing early in the afternoon.

Councilor Drabkin asked if anyone had been meeting with Linfield. Ms. Adams explained that they have a strong relationship with the work study department of the college.

Councilor Drabkin asked about the lower number for enrollment. Ms. Adams responded that there were not as many slots available because there was a lack of staffing at the beginning of the school year.

Discussion ensued regarding recruitment. Ms. Muir stated that hiring a Human Resources Manager has been helpful with recruitment efforts.

Mayor Hill asked if there is capacity to charge more and still keep the interest of parents. Ms. Zundel responded that while there are some other child care opportunities in McMinnville, they do not have the capacity to take on all of the kids if KOB were to close. She stated that it is important to take a hard look at the parent fees.

Ms. Zundel stated that the City of McMinnville appears to be at a crossroads as the program operator. Policy decisions needed to be made about the City's interests, role and investment in Kids on the Block Afterschool Enrichment. The program's purpose, including goals, objectives and outcomes (beyond being a safe, fun place to be afterschool), is unclear. The silver lining is in the attention being drawn to these

issues through this first-ever assessment of program quality and sustainability. As priorities about the program's purpose become clear, the structure, calendar, and focus of activities can be refined. As the structure, calendar and activities refined, the budget, funding, partnerships, and long-term financial plans can be addressed.

She stated that the recommendations include:

- Clarify the City of McMinnville's role (mission and objectives) related to afterschool programming. Identify the City's interests in promoting, coordinating, championing, and/or providing afterschool programming.
- Answer philosophical and policy questions, such as:
 - Why is the City of McMinnville invested/involved in afterschool programming?
 - What are the desired outcomes?
 - What is the rationale for public investment?

She stated that the Program should shift to an outcomes-oriented approach. The goals and objectives for youth participation should be identified, measures of success should be developed, and data should be tracked. The City should determine the changes to be made to KOB, develop a scope of work; and identify appropriate staffing to carry out the changes.

Ms. Zundel stated that development of systems, adoption of policies, and documentation of procedures will strengthen KOB program management. She noted that the findings reflect that good work is being done. Systems for consistent data collection, staff training, and program evaluation were addressed in the report.

Recruiting and scheduling the KOB workforce requires extensive effort. Collective leadership from community institutions, such as Linfield College, Chemeketa Community College, the City, the school district, and the business community may be able to develop creative solutions. Ms. Zundel explained that implementing some of the recommendations offered in the report may require greater investment in staff training, technical assistance, and professional development.

Additional recommendations included the following:

- Develop a KOB staff handbook of policies/practices and clear guidelines.
- Include Kindergarten students and establish a structure that accommodates age-grouped activities (e.g.; K-2nd and 3rd-5th graders); assign staff to work predominantly with one age group.
- Develop a program evaluation framework and corresponding evaluation plan.

Ms. Zundel stated that to better serve McMinnville's diverse community, issues of language, culture, and abilities need to be addressed. KOB, and likely other City and community services, would benefit from training and technical assistance on equity, diversity, and inclusion as well as increased resources for translation and interpretation, culturally appropriate activities, and accommodations for differently abled students.

OregonAsk also recommended:

- Increasing outreach to low-income and Spanish-speaking populations. Work more closely with agencies, organizations, and individuals trusted by the Latino community.
- Developing equity and inclusion policies; train staff on inclusive practices.
- Training site staff in behavior management and youth engagement, developmentally appropriate activities, inclusive practices, and making accommodations for students with special needs.

Ms. Zundel highlighted that there should be access for those who are not in the program now and equitable experiences for students who are in the program.

Ms. Zundel stated that KOB is a long-standing, well-regarded program. It is well positioned to increase communication and collaboration with various sectors of the community, potentially enhancing program activities, increasing student/community connections, and developing new avenues for sustainability. Whether increasing community connections through a parent or community advisory council, service-learning projects, or a new enterprise, the community, the youth, and the program would likely all benefit.

OregonAsk also recommended the City:

- Solicit partner and community input when designing/revising program objectives and setting enrollment and scholarship targets. Communicate and coordinate with MSD to address community needs, minimize duplication, and maximize the use of local resources.
- Establish a committee or council to advise staff on KOB program policies and practices, identify program objectives and milestones, and engage community voice in youth services.
- Enhance partnerships with the Chamber of Commerce and Downtown Association, design mutually beneficial and innovative partnerships, explore opportunities for businesses to subsidize KOB slots as an employee benefit, etc.
- Develop capacity to solicit new business/community resources and to recruit, place, and support program volunteers.
- Work collaboratively with MSD to integrate and align the District's afterschool academic interventions and KOB's enrichment program.
- Work with MSD to incorporate KOB into the District's emergency and disaster preparedness plan.
- Collaborate with the MSDt to align with the school day on PBIS expectations, strategies, data, and training so students are getting the same guidance in all contexts of their day.
- Provide KOB programming on all school days.
- Explore fee increases along with ways to provide scholarships to families with financial need.
- Offer a fee-based "late pick-up" option.

Ms. Zundel stated that revenue streams will always fluctuate, and a diversified portfolio can help mitigate some of that fluctuation. However, with a major funding stream drying up in the next 2-3 years, KOB must implement a mix of strategies to

maintain viable services. She stated that thoughtful consideration about increasing fees must go hand-in-hand with increasing scholarships, providing cost-effective options for added services, developing business partnerships, and ensuring that the most volatile of funding streams are not depended on for core program services.

Additional recommendations included:

- Providing KOB programming on all school days.
- Exploring fee increases along with ways to provide scholarships to families with financial need.
- Offering a fee-based “late pick-up” option.

Ms. Muir stated that Ms. Adams has already begun working on some of the recommendations from the report. She already has program manuals from around the state. Ms. Muir explained that they will be looking to define the program for the next 30 years. She stated that there is time, ability and tools to ease the transition. The next step is to establish a Technical Advisory Committee which will include a KOB Inc. member, someone from MSD, a Councilor, and a participant family member. She stated that the report is a good framework.

Mayor Hill noted that the mission and objectives need to be worked on and that it is important to get people who have passion to be on the Committee.

Mayor Hill thanked the staff and consultants for their work on the report.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 6:57 p.m.

s/s Melissa Bisset
Melissa Bisset, City Recorder

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MINUTES OF REGULAR MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
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Tuesday, March 12, 2019 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

Councilors:	<u>Present</u> Remy Drabkin Adam Garvin Zack Geary Kellie Menke, Council President Sal Peralta Wendy Stassens	<u>Excused Absence</u>
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Also present were City Manager Jeff Towery, City Attorney David Koch, Fire Chief Rich Leipfert, Human Resources Manager Kylie Bayer-Fertterer, Finance Director Marcia Baragary, Information Systems Director Scott Burke, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, Police Chief Matt Scales, Program Manager Janet Adams, Program Manager Anne Lane, Associate Planner Jamie Fleckenstein and members of the News Media – Dave Adams, KLYC Radio and Jerry Eichten, McMinnville Community Media.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:03 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Mayor Hill led the pledge of allegiance.
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Cale Byers, Linfield Student and McMinnville Resident, stated that a lot of his peers have been sexually assaulted on campus. He stated that pressing charges is difficult and it is his view the Oregon State Laws on sexual assault and specifically one's ability to consent are standards that are unconstitutionally vague. He stated that the definitions are unclear which causes expectations to be unclear. He stated that there is a loophole in ORS 163.325 that allows for people to sexually assault others who are physically helpless if they prove that they didn't know the facts or conditions responsible for someone being physically helpless. He stated that this should never be acceptable. He noted that being mentally capacitated or mentally defective prevents people from giving consent. He reviewed the state definition of mentally

incapacitated. He stated that he does not see much guidance on how people are to behave as a society from the state guidelines. He stated that in most relationships there will be a power and balance and it is never possible to control the conduct of another person. He stated that it is more complicated when people are intoxicated. Mr. Byers felt that through local ordinances it could be clearly articulated healthy expectations for consent, mental incapacitation, intoxication and subsequent sexual assault or misconduct. He stated people cannot give informed consent to sexual activity if they are under the influence of drugs. He added that the laws do not define any clear boundaries other than cases of extreme intoxication or if people are unconscious or severally impaired. He stated that there are not guidelines or standards to make such determination. He stated that until policies and laws clearly explain expectations people will continue to be assaulted without legal recourse. Mr. Byers felt that standards should be improved.

4. ADVICE/ INFORMATION ITEMS

4.a. Reports from Councilors on Committee and Board Assignments

Councilor Geary stated that Arbor Day is on Friday, April 26th. The Historic Landmarks Committee had a meeting regarding the small mobile home village by the Post Office and the demolition and creation of new structure that will be replacing it. He noted that he has asked that the Committee begin meeting in the Council Chambers in the future versus the meeting room at the Community Development Center as it will create a more formal environment.

Councilor Drabkin stated that a subcommittee met to work on a potential floating zone. The Affordable Housing Task Force (AHTF) received legislative updates. The AHTF decided to support SB 595 which would change the destination of some transient lodging tax dollars. The AHTF will be writing a letter in support of SB 595. They will also recommend that the Council supports SB 595. There was also an update on the Housing Needs Analysis.

Councilor Stassens shared that the McMinnville Urban Renewal Advisory Committee met and reviewed the budget, discussed how the budget will be tracked in real time and had discussion on where they are in relation to the Plan they are following. She stated that they discussed next steps for the Third Street Streetscape project and the City Center Housing Strategy. The Three Mile Lane Advisory Committee would be meeting later in the week.

Councilor Garvin shared that the Airport Commission met. They are working on the fuel tank rehabilitation. He noted that there was some discussion about the possibility of the Oregon Air Show being held at the Airport and the potential impact on City services.

Councilor Peralta stated that the Council of Governments met and they discussed legislation that would allow for the formation of bridge districts in Marion, Polk and Yamhill County.

Council President Menke stated that Visit McMinnville's branding and marketing campaign is progressing nicely. The Public Advisory Committee for the Buildable Lands Inventory and Buildable Lands Analysis met and it was a good meeting and they gave some consensus options to the Planning Staff. She stated that there needs to be a focus on how they want the City to look and feel so that people will want to move to McMinnville and that certain levels of density might preclude people from wanting to move to McMinnville.

Mayor Hill shared that several members of the Parkway Committee went to Washington DC and visited with each Congressman or Staff member with the exception of Peter DeFazio who was delayed in Eugene due to weather. They met with Edward McGlone who is the Director of Pacific Northwest Policy and on the Committee on Transportation and Infrastructure. They met with Senator Wyden and Merkley and discussed the Bypass. He reviewed the amount of funding still needed to complete the project noting that \$264 million are needed to complete the Project. He stated that they also met with the Department of Transportation, the Director of Outreach and Policy Development for Build America, and the Director of the Federal Highway Division and the Director of Infrastructure, Finance and Innovation at the Department of Transportation. Mayor Hill stated that he attended the Mid-Willamette Valley Area Commission on Transportation meeting and he was elected to represent Highway 99, Highway 18, and Highway 47.

4.b. Department Head Reports

Parks and Recreation Director Muir stated that contractors have begun work on Jay Pearson Neighborhood Park and there will be a celebration at the Ribbon Cutting. She shared that there is a temporary position available at the Wortman Café located in the Senior Center.

Planning Director Richards stated that the Three Mile Lane project will begin tomorrow. There will be discussion about master planning sites in that area. The first Project Advisory Committee Meeting would be happening in the next week. She explained that it is an 18 month project funded through a transportation and growth management grant and the members of the consultant team are some of the best in the field. There would also be a meeting led by SEDCOR to discuss how local investors can participate in opportunity zones to make local impact. She explained that there is an opportunity zone in McMinnville and there are opportunities to invest in projects that are both employment orientated (industrial) and housing projects. They are exploring how this type of investment can be leveraged to help with Habitat for Humanity and Community Homebuilders in terms of investors participating in those projects and getting a tax benefit and putting more funds into those programs up front so they can build more homes in the near future.

City Attorney David Koch stated that at the Work Session on March 20th there will be an update on the Care Facility License program.

City Manager Towery shared that he will be out of town attending the ICMA West Coast Regional Summit. He will be attending a meeting with Congresswomen Bonamici to discuss Affordable Housing Strategies. Senator Merkley would also

be holding a town hall at the Community Center. He shared that the Employee Breakfast is coming up and Dr. Miles K. Davis, President of Linfield College will be the keynote speaker.

Mayor Hill added that he was able to give Dr. Miles Davis a proclamation at his inauguration.

Councilor Drabkin asked that a presentation be made at the next City Council Meeting to hear more about SB 595. The Council agreed that they would like to hear more at a future meeting. Mayor Hill stated that the City should have discussions with Visit McMinnville. It was noted that the League of Oregon Cities and the Council of Governments would be supporting the legislation. Council President Menke noted that Visit McMinnville is working under certain assumptions that may carry over several years and that any changes may need to be phased in. Councilor Drabkin stated that this is a tool and there are currently no funds allocated for housing in the City budget. She stated that the AHTF sees this as an opportunity.

Discussion ensued regarding SB 595.

5. CONSENT AGENDA

- a. Consider the Minutes of the January 8th, 2019 Regular Meeting, January 22nd, 2019 Work Session (Budget Committee) and Regular Meeting, and January 25th, 2019 Special Called Meeting (City Council Retreat).
- b. Consider OLCC request for Off-Premises and Full On-Premises, Commercial licenses from Mac Mkt, LLC at 1140 NE Alpine Avenue.
- c. Consider OLCC request for Off-Premises licenses for Liquor and Beer and Wine Sales from McMinnville North Liquor located at 2628 North Highway 99W.
- d. Consider request for a Full On-Premises, Off-Premises and Full On-Premises, Commercial licenses from Red Hills Kitchen, LLC. located at 530 NE 4th Street/ 375 NE Ford Street.
- e. Consider request for Winery 1st location from Alisa Irene Blends, LLC. (Convergence Wines) located at 2803 NE Orchard Avenue.

Motion was made by Council President Menke to approve the Consent Agenda as presented; SECONDED by Councilor Stassens. Motion PASSED unanimously.

6. PRESENTATION: City Council Retreat Summary

City Manager Towery stated that the Strategic Plan “MacTown 2032” was adopted in January 2019. Jensen Strategies Consultants met with Council to discuss working agreements and the roles of the Mayor, Council and the City Manager. The consensus of the Council was to have a more fully structured work session to discuss those issues (scheduled for April 17th, 2019). The Retreat Summary provided to Council focused on the strategies Council would use to implement the Strategic Plan and set Council priority actions for the coming year.

It was noted that perhaps there should be a broader acknowledgement of public safety needs for the organization and consideration of an action plan/ strategy that is more focused on a broader perspective. The consultants suggested talking about it in the context of stability of public safety services generally rather than department specific.

Mayor Hill mentioned strategically participating in regional and local partnerships. He stated it is important to list the partnerships so they can be tracked. He mentioned several partnerships noting that it was not a complete list: the County, School District, the Bypass Committee, Visit McMinnville, League of Oregon Cities, the Mid-Willamette Valley Council of Governments, and the State Legislature. He felt that there were some of the partnerships could be improve upon and could be more strategic. He felt Public Safety should be a more generalized approach than indicated in the report and that a specific department should not be earmarked. Mayor Hill felt that it should be a working document that they will know how to implement and track success.

Councilor Garvin suggested adding Yamhill County Interagency Narcotics Team (YCINT) and the ability to interact with other fire districts to the regional partnerships.

Councilor Stassens was in support of broadening the public safety aspect and felt it was a critical thing that should be worked on as a priority. She clarified that there should be a strategy for the long term sustainable fire and EMS service. She noted that it was not on the prioritization list although there had been conversation about adding it to the list of priorities.

Discussion ensued regarding adding partnerships to the report.

Mr. Towery asked if the consensus of the Council was to identify an action priority that said “address the strategy for long term increase in stable public safety services”.

Councilor Stassens stated that as long as included in that statement are the priorities for Fire and EMS then that is acceptable.

Mr. Towery stated that the action priority would be added. The final product would reflect the additional priority.

Motion was made by Councilor Stassens to approve the City Council Retreat Summary as amended; SECONDED by Council President Menke. Motion PASSED unanimously.

7. RESOLUTIONS

- 7.a. Resolution No. **2019-17**: A Resolution awarding the purchase of one (1) unisex flushing restroom unit from Portland Loo by the Parks and Recreation Department.

Parks and Recreation Director Susan Muir provided pictures of the unisex restroom that would be located at the Jay Pearson Neighborhood Park.

It was a cost effected and streamlined way to provide a restroom facility.

Councilor Garvin asked if the bathroom would be year-round. Ms. Muir stated it would be available year-round, it is a permanent structure that will be monitored. It will have a locking mechanism on it that can be controlled remotely. Access will be determined in how it gets used.

Councilor Geary asked if there would be any additional restrooms in the park. Ms. Muir stated that there is one restroom location in the park.

Councilor Stassens MOVED to adopt Resolution No. 2019-17; awarding the purchase of one (1) unisex flushing restroom unit from Portland Loo by the Parks and Recreation Department; SECONDED by Councilor Geary. Motion PASSED unanimously.

- 7.b. Resolution No. **2019-18**: A Resolution making budgetary transfers of appropriation authority for fiscal year 2018-2019 (General Fund, Fire Department and Ambulance Fund).

Finance Director Baragary stated that the contingency transfers are necessary due to the costs related to the hiring of firefighters to fill an unanticipated number of vacant positions and unanticipated attorney costs related to the firefighter contractual bargaining agreement. Because firefighter costs are generally allocated to the Fire Department and Ambulance Fund, transfers are needed in both the Fire Department and Ambulance Fund budgets.

Councilor Peralta asked about the costs. Chief Leipfert responded that the majority of costs was for protective clothing. He stated that there are currently five vacancies and two anticipated. He shared that they are looking at bringing in laterals and have been using a new recruitment process.

Councilor Peralta asked about going for a Staffing for Adequate Fire and Emergency Response (SAFER) grant. Fire Chief Leipfert explained the grant program. He stated that there is a value in the program as long as there is sustainable funding to keep the employees employed.

Discussion ensued regarding the SAFER grant program.

Council President Stassens MOVED to adopt Resolution No. 2019-18; making budgetary transfers of appropriation authority for fiscal year 2018-2019 (General Fund, Fire Department and Ambulance Fund); SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 7.c. Resolution No. **2019-16**: A Resolution adopting the MAC Town 2032 Economic Development Strategic Plan.

Planning Director Richards shared that the strategy is a community Economic Development Strategic Plan that came from a discussion with the City of McMinnville, McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association, and Visit McMinnville. Ms. Richards stated that they were looking to leverage efforts.

The process began in 2017. In 2018 a Project Advisory Committee (PAC) was formed comprised of staff and board members from the five organizations and community members. They discussed a vision for Economic Development in 2032, they looked at what was being done really well, what can be improved upon, what kind of performance measures could be looked at what can be done to make meaningful impact. She stated that there were several months of discussion and work with a consultant to develop the Plan.

The Plan has three foundation goals:

1. Accelerate Growth in Living-Wage Jobs across a balanced array of Industry Sectors.
2. Improve systems for Economic Mobility and Inclusion.
3. Maintain and Enhance our High Quality of Life.

The Plan also identifies five target sector goals and strategies that are intended to pursue opportunities and improve outcomes within clusters or sectors of related industries:

1. Sustain and Innovate within Traditional Industry and Advanced Manufacturing.
2. Foster Opportunity in Technology and Entrepreneurship.
3. Be a Leader in Hospitality and Place-Based Tourism.
4. Align and cultivate Opportunities in Craft Beverages and Food Systems.
5. Proactively Assist Growth in Education, Medicine and Other Sciences.

They looked for flexibility in the Plan and wanted it to be a guiding document and not a mandate. There are potential projects and programs that came out of community dialogue. There's also a portion of the plan about who should be leading the projects.

Councilor Stassens asked about the vision for the Project Advisory Committee.

Planning Director Richards explained that the following action on the Council Agenda would establish a Council to help guide the work of the Plan.

Councilor Peralta MOVED to adopt Resolution No. 2019-16; adopting the MAC Town 2032 Economic Development Strategic Plan; SECONDED by Council President Menke. Motion PASSED unanimously.

8. ORDINANCES

- 8.a. **Ordinance No. 5062:** An Ordinance Amending the McMinnville City Code, adding Chapter 2.30, specific to The McMinnville Economic Vitality Leadership Council.

No Councilor present requested that the Ordinance be read in full.

City Attorney Koch read by title only Ordinance No. 5062 amending the McMinnville City Code, adding Chapter 2.30, specific to The McMinnville Economic Vitality Leadership Council.

Planning Director Richards explained that Project Advisory Committee made the recommendation that an Economic Vitality Leadership Council be put together established to serve in a guidance role on the implementation of the Mac Town 2032 Economic Development Strategic Plan. They would serve in an advisory and guidance role for all of the partners involved in the Plan. They would come together periodically and they ask what is working, what is not working, how and when efforts should be moved forward. The membership would include two members each from the City of McMinnville, McMinnville Chamber of Commerce, McMinnville Economic Development Partnership, Visit McMinnville, and McMinnville Downtown Association, there would be one member from the MSD and one from McMinnville Water and Light. The appointments would be for three years and each agency would select their representatives. The Council would appoint three at-large community members. There would be an annual report to the City Council.

Councilor Peralta expressed concern with the representation. He stated that there are only three at-large representatives from the business community and there are 12 from organizations. He asked if there was a missed opportunity for feedback.

Ms. Richards responded that the conversation did come up in the Project Advisory Committee and they felt that each organization's board members are typically comprised of business owners in the community. The concern was that much of the work falls on the five organizations and they wanted to make sure that they were well represented in terms of capacity and what could and could not be done, skill sets and resources. This is the final recommendation out the Project Advisory Committee discussion. Ms. Richards explained that each organization would choose who best represents their organization.

Doug Johnson, McMinnville Resident, stated that consideration should be given for a member of the Latino Community to be a part of the Council.

Councilor Drabkin stated that Latino representation is often missing from Committees and Task Forces. She asked what actual tools could be employed to begin fulfilling the goal of broader involvement for the committees.

Human Resources Manager Kylie Bayer-Fertterer stated that the Table of 12 have been meeting; it is a group through Oregon Community Foundation. Arturo Vargas and Mayor Hill have been involved as well. The City would be forming a specific task force on how the City and the Latino community can engage and communicate. The City will be reaching out to the Latino community to begin the specific engagement process.

Mayor Hill stated that there will be a Latino Advisory Committee and there will be leadership training. He stated that they will be working within the parameters of the Strategic Plan.

City Manager Towery added that the City will be working on developing an equity lens. He reminded the Council that they have the authority to make the appointments to the Council and can shape equity and inclusion through the appointments.

Councilor Stassens MOVED to pass Ordinance No. 5062 to a second reading; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5062.

Councilor Garvin MOVED to approve Ordinance No. 5062 Amending the McMinnville City Code, adding Chapter 2.30, specific to The McMinnville Economic Vitality Leadership Council; SECONDED by Councilor Stassens. PASSED by a unanimous roll-call vote.

- 8.b. **Ordinance No. 5063:** An Ordinance amending Planned Development Ordinance No. 4953 and 4990, to reduce average lot size requirements and certain setbacks, increase allowed block lengths and lot depth to width ratio, and amending an approved site plan, for a small-lot, small-home subdivision at Chegwyn Village.

No Councilor present requested that the Ordinance be read in full.

City Attorney Koch read by title only Ordinance No. 5063 amending Planned Development Ordinance No. 4953 and 4990, to reduce average lot size requirements and certain setbacks, increase allowed block lengths and lot depth to width ratio, and amending an approved site plan, for a small-lot, small-home subdivision at Chegwyn Village.

Associate Planner Jamie Fleckenstein presented. He shared that the site is located in Northeast McMinnville in the Chegwyn Village Planned Development. The surrounding areas were described.

Mr. Fleckenstein outlined the proposed amendments to the Planned Development as follows:

- The Planned Development Amendment is to accommodate a small-lot, small-home subdivision.
- It would be the fifth and final phase of development for the planned development.
- It would be a new housing prototype for McMinnville. The applicant is trying to provide an affordable home ownership opportunity by providing a small-lot, small-home subdivision.

Mr. Fleckenstein explained that the Subdivision request (S 2-18) was approved by Planning Commission and conditioned on approval of Planned Development

Amendment. There would be 28 small lots, alley loaded, bungalow style and be 700-1,200 square foot homes.

The Ordinance would amend Ordinance 4990 to allow an alley loaded small lot subdivision with the following standards:

- Reduce average lot size to 2,925 square feet.
- Front yard setback of 10 feet.
- Reduce interior side yard setback of 3 feet.
- Increase in allowed block length.
- Lot depth to width ratio in excess of recommended 2:1.
- Access easement providing access to more than 3 lots.

The request would also amend the final development plans of Ordinance 4953 to reflect an alley loaded small lot single family residential subdivision on the NE portion of site labeled multi-family.

Mr. Fleckenstein reviewed the planned development amendment history.

It was noted that Ordinance No. 4990 did not amend original site plan and that if the planned development amendment is not approved, any multi-family development that meets the underlying R-4 zone and the provisions of the planned development would be allowed, including but not limited to triplex(es), quadplex(es), apartments, attached townhomes, etc. Multi-Family is defined in the McMinnville City Code as a structure with three units or more.

The site is zoned R-4 PD (Multiple Family Planned Development)

The following uses are allowed in R-4 zone:

- Single Family Dwelling.
- Two Family Dwelling.
- Multiple-Family Dwelling.
- A building containing 3 or more dwelling units.

The current proposal for the Cottages at Chegwyn Village Phase II is for 28 single family units on 1.88 acres with a density of 14.89 dwelling units per acre.

The Cottages at Chegwyn Village, Phase I include 36 multifamily units on 1.96 acres for a density of 18.36 per acre.

The Bungalows at Chegwyn Village is a single family development with 5,000 square feet lots at 8.71 density per acre.

Mr. Fleckenstein explained that the current proposal falls firmly in the middle of the single family and multifamily density that are in the current Planned Development. It is consistent with objectives of the missing middle housing types that provides options between the detached single dwelling homes and the dense family housing.

The maximum proposed density allowed in the R-3 Zone is single family common wall units where there can be two dwelling units per 8,000 square foot lot at a density of 10.89 dwelling units per acre.

The proposed development and housing type as part of the Planned Development Amendment is only possible in an R-4 Zone.

Mr. Fleckenstein noted that if the Planned Development Amendment is not approved, then development can occur on the site within a wide range from a minimum buildout of 3 units on 1.88 acres for a density of 1.6 dwelling units per acre to a maximum buildout of 54 units on 1.88 acres for a density of 29.04 dwelling units per acre.

The Planned Development Amendment Review Criteria was then reviewed as follows:

Section 17.74.070 – Planned Dev. Amendment – Review Criteria

Criteria 1. There are special physical conditions or objectives of a development which the proposal will satisfy to warrant a departure from the standard regulation requirements.

Mr. Fleckenstein stated that the Proposal Objectives:

- Meet a market need for ownership opportunities in lower cost, smaller, single family dwelling units while meeting increased density of R-4 zone.
- Includes 28 lot, alley loaded, detached bungalow style single family housing subdivision with the goal of lower housing cost by reduced land cost, and material cost.
-

Criteria 2. The resulting development will not be inconsistent with the Comprehensive Plan objectives of the area.

He reviewed the Comprehensive Plan Chapter V– Housing and Residential Development:

- Goal V 1: To promote development of affordable, quality housing for all city residents.
- Goal V 2: To promote a residential development pattern that is land-intensive and energy-efficient, that provides for an urban level of public and private services, and that allows unique and innovative development techniques to be employed in residential designs.

Mr. Fleckenstein stated that the project provides housing choice for people with lower housing budgets to choose detached instead of attached housing. The proposal would allow for unique and innovative development techniques: small lots keep land cost down, allow townhome level development without complicated common wall agreements. The smaller homes keep material costs down, alley loading keeps off street parking to the rear of lots, and allows for uninterrupted sidewalks and right of way in the front is better for pedestrians, street trees, etc.

He added that the resulting development will not be inconsistent with the Comprehensive Plan objectives of the area.

Policy 73.00 states that Planned Residential Developments which offer a variety and mix of housing types and prices shall be encouraged.

Mr. Fleckenstein stated that the Chegwyn Village has a variety and mix of housing types including:

- Single Family Detached Residential (Bungalows).
- Multiple Family (Cottages).
- And the new Proposed Development: Small Lot Single Family Residential at density comparable to the multi-family and single family attached.

Policy 77.00 states that internal traffic systems shall promote safe and efficient traffic flow and give consideration pedestrian and bicycle pathways. Mr. Fleckenstein explained that the alley loading that keeps vehicular access in the rear of lots and keeping sidewalks uninterrupted by driveways promotes safe and efficient pedestrian and bicycle use.

Policy 81.00 states that residential designs which incorporate pedestrian and bikeway paths to connect with activity areas such as schools, commercial facilities, parks, and other residential areas, shall be encouraged. Mr. Fleckenstein stated that Grandhaven Elementary School is nearby and having sidewalks safer because of the alley loading is a better situation for pedestrians.

Mr. Fleckenstein reviewed the Comprehensive Plan Chapter VI– Transportation System:

- Goal VI 1: To encourage development of a transportation system that provides for the coordinated movement of people and freight in a safe and efficient manner.
- Policy 117.00: Insure that the roadway network provides safe and easy access to every parcel.
- Policy 122.00: Provisions for Minor Collectors, Local Streets.
- Policy 127.00: Encourage the provision of off-street parking where possible, to better utilize existing and future roadways and rights-of-way as transportation routes.

The proposed development is consistent with these policies as follows:

- Each individual parcel of the proposed subdivision will be accessed via private alley. The alley will be paved and accessed by driveway approaches from public streets.
- The streets will be constructed to City standards. NE McDonald Lane is classified as a minor collector, and will be extended to service the proposed development.
- The proposed development provides two off-street parking spaces per dwelling unit and off-street parking will be accessed via a proposed alley in the rear of the lots.

The proposed development will not be inconsistent with the Comprehensive Plan Chapter VII – Community Facilities and Services. Goal VIII 1 is to provide necessary public and private facilities and utilities at levels commensurate with urban development, extended in a phased manner, and planned and provided in advance of or concurrent with development [...] Mr. Fleckenstein stated that adequate levels of sanitary, sewer, and energy are all available to the site and will be able to be extended and constructed.

The Comprehensive Plan Chapter VIII – Energy of the Comprehensive Plan was reviewed as follows:

- Goal VIII 1: To provide adequate energy supplies, and the systems necessary to distribute that energy, to service the community as it expands.
- Policy 174.00: Support the long-range planning efforts of McMinnville Water and Light to supply the electrical energy needs of the community.

It meets these goals as the property to the north of the proposed development is a field where there will be a future McMinnville Water and Light substation and part of the proposed development plan is to install some underground infrastructure to support the future development of the substation.

Mr. Fleckenstein reviewed the third Review Criteria: The development shall be designed so as to provide for adequate access to and efficient provision of services to adjoining parcels. He stated that McDonald Lane and Autumn Ridge Lane are to be extended fully and they will provide access and services to undeveloped adjacent parcels.

Planned Development Amendment Review Criteria four was that the plan can be completed within a reasonable period of time. He stated that the application indicated the subdivision could be completed within approximately one year from the submittal date of the application and the construction will be completed in one phase. Mr. Fleckenstein stated that the plan is timely.

Review Criteria five was that the streets are adequate to support the anticipated traffic, and the development will not overload the streets outside the planned area. Mr. Fleckenstein stated that 28 lots equates to approximately 269 new vehicle trips per day. The progression from the cars going from parking to the alley to the local street would be as it is intended to carry that capacity.

Review Criteria six was that the proposed utility and drainage facilities are adequate for the population densities and type of development proposed. Mr. Fleckenstein stated that the utility services in McDonald Lane and Jacob Street are to be extended to serve the site.

Review Criteria seven was that the noise, air, and water pollutants caused by the development do not have an adverse effect upon surrounding areas, public utilities, or the City as a whole. Mr. Fleckenstein stated that noise, air, and water pollutants are not expected as a result of development.

Mr. Fleckenstein stated that a Neighborhood Meeting was held on October 20, 2018 and approximately 25 residents attended. A Public Hearing by the Planning Commission was held on February 21, 2019. The Planning Commission received written testimony in advance of the hearing. One item of testimony was in support of small lots but questioned the mechanics of the proposed development.

The Planning Commission voted to recommend approval of Ordinance No. 5063, which would approved the Planned Development Amendment.

Council President Menke MOVED to pass Ordinance No. 5063 to a second reading; SECONDED by Councilor Peralta. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5063.

Councilor Peralta MOVED to approve Ordinance No. 5063 amending Planned Development Ordinance No. 4953 and 4990, to reduce average lot size requirements and certain setbacks, increase allowed block lengths and lot depth to width ratio, and amending an approved site plan, for a small-lot, small-home subdivision at Chegwyn Village; SECONDED by Council President Menke. PASSED by a unanimous roll-call vote.

Add Item Finance Director Baragary announced that she will be retiring at the end of August. She stated that it has been a wonderful place to work and she thanked the Council for their support.

Mayor Hill thanked Finance Director for support during the transition. He stated that it has been a joy to have her as a partner in the Finance Department.

City Manager Towery stated that a recruitment will be launched soon. He stated that Marcia is a top notch Finance Director.

ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:04 p.m.

s/s Melissa Bisset
Melissa Bisset, City Recorder