



Kent Taylor Civic Hall  
200 NE Second Street  
McMinnville, OR 97128

**City Council Meeting Agenda**  
**Tuesday, January 12, 2021**  
**6:00 p.m. – Work Session Meeting**  
**7:00 p.m. – Regular Council Meeting**

*Welcome! The public is strongly encouraged to participate remotely but there is limited seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself. In accordance with Governor Kate Brown's **new face covering mandate**, **all who wish to attend public meetings must wear a face mask or some kind of face covering is required while in the building and you must maintain six feet apart from others.***

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You can live broadcasts the City Council Meeting on cable channels Xfinity 11 and 331,  
Frontier 29 or webstream here:

[www.mcm11.org/live](http://www.mcm11.org/live)

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/93460516799?pwd=Sm91dJmRlB0cUzZS1lMUzN3bXJDdz09>

Zoom ID: 934-6051-6799

Zoom Password: 769590

Or you can call in and listen via zoom: 1-253- 215- 8782  
ID: 934-6051-6799

**6:00 PM – COUNCIL WORK SESSION – VIA ZOOM & COUNCIL CHAMBERS**

1. CALL TO ORDER
2. GOAL SETTING KICK OFF MEETING WITH WENDY STASSENS
  - a. Outline the strategy regarding how we will apply the Strategic Plan to the goal setting for 2021.
  - b. Explain the Homework leading up to the second meeting
3. ADJOURNMENT

**7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS**

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PROCLAMATION & RECOGNITION OF COUNCILOR WENDY STASSENS
4. OATH OF OFFICE – Mayor Scott A. Hill, Councilor Chris Chenoweth, Councilor Kellie Menke, and Councilor Adam D. Garvin.
5. ELECTION OF COUNCIL PRESIDENT

6. PRESENTATIONS

- a. City Branding Project

7. PUBLIC HEARINGS

- a. Public Hearing regarding vacating a portion of SE Chandler Avenue between SE Davis Street and the Southern Pacific Railroad (RV 1-20).

8. INVITATION TO CITIZENS FOR PUBLIC COMMENT – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. The Mayor will read comments emailed to City Recorded and then any citizen participating via Zoom.*

9. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
- c. Memo regarding City Evaluation Process (in packet)

10. CONSENT AGENDA

- a. Consider request from AtTheWire LLC DBA: Lytle-Barnett for a Winery 2<sup>nd</sup> Location OLCC Liquor License located at 1206 NE 11<sup>th</sup> Way.

11. RESOLUTIONS

- a. Consider **Resolution No. 2021-01**: A Resolution appointing members to the Airport Commission.

12. ORDINANCES

- a. Consider first reading with possible second reading of **Ordinance No. 5099**: An Ordinance Vacating a Portion of SE Chandler Avenue Between SE Davis Street and the Southern Pacific Railroad (RV 1-20).

13. ADJOURNMENT



**City of McMinnville  
Administration**  
230 NE Second Street  
McMinnville, OR 97128  
(503) 435-5702

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## **MEMORANDUM**

**DATE:** January 4<sup>th</sup>, 2021  
**TO:** City Council  
**FROM:** Claudia Cisneros, City Recorder  
**SUBJECT:** Oath of Office

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### **Report in Brief:**

A General Election was held on November 3<sup>rd</sup>, 2020. The following candidates were elected to their respective offices: Mayor, Scott Hill, Councilor Ward 1, Chris Chenoweth; Councilor Ward 2, Kellie Menke, and Councilor Ward 3 Adam Garvin.

Municipal Court Judge Cynthia Kaufman Noble will administer the oath of office to the newly elected Mayor and Councilors.

### **Attachments:**

Oath of Office



January 12, 2021

STATE OF OREGON                    )  
County of Yamhill                ) ss.  
City of McMinnville             )

OATH OF OFFICE

I, **SCOTT A. HILL**, do solemnly swear (or affirm) that I will support the Constitution of the United States and of the State of Oregon, and that I will, to the best of my ability, perform the duties of the office of **Mayor**, of the City of McMinnville during my continuance therein, so help me God.

---

Scott A. Hill

Subscribed and sworn to before me this 12<sup>th</sup> day of January, 2021.

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Cynthia Kaufman Noble, Municipal Court Judge





January 12, 2021

STATE OF OREGON                   )  
County of Yamhill                ) ss.  
City of McMinnville             )

OATH OF OFFICE

I, **CHRIS CHENOWETH**, do solemnly swear (or affirm) that I will support the Constitution of the United States and of the State of Oregon, and that I will, to the best of my ability, perform the duties of the office of **Councilor**, of the City of McMinnville during my continuance therein, so help me God.

---

Chris Chenoweth

Subscribed and sworn to before me this 12<sup>th</sup> day of January, 2021.

---

Cynthia Kaufman Noble, Municipal Court Judge



January 12, 2021

STATE OF OREGON                    )  
County of Yamhill                ) ss.  
City of McMinnville            )

OATH OF OFFICE

I, **KELLIE MENKE**, do solemnly swear (or affirm) that I will support the Constitution of the United States and of the State of Oregon, and that I will, to the best of my ability, perform the duties of the office of **Councilor**, of the City of McMinnville during my continuance therein, so help me God.

---

Kellie Menke

Subscribed and sworn to before me this 12<sup>th</sup> day of January, 2021.

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Cynthia Kaufman Noble, Municipal Court Judge



January 12, 2021

STATE OF OREGON                    )  
County of Yamhill                ) ss.  
City of McMinnville            )

OATH OF OFFICE

I, **ADAM D. GARVIN**, do solemnly swear (or affirm) that I will support the Constitution of the United States and of the State of Oregon, and that I will, to the best of my ability, perform the duties of the office of **Councilor**, of the City of McMinnville during my continuance therein, so help me God.

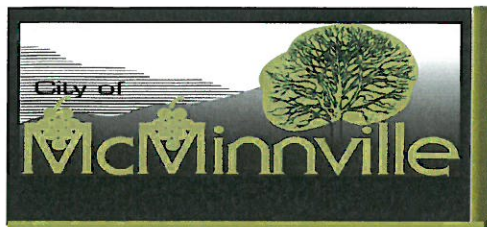
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Adam D. Garvin

Subscribed and sworn to before me this 12<sup>th</sup> day of January, 2021.

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Cynthia Kaufman Noble, Municipal Court Judge



City Recorder Use

Final Action:

☐ Approve

☐ Disapprove

**Liquor License Recommendation**

Business name/individual: AtTheWire LLC DBA: Lytle-Barnett

Business Location Address: 1206 NE 11th Wy

Liquor License Type: Winery 2nd Location

Is the business at this location currently licensed by OLCC: ☒ yes ☐ no

If yes, what is the name of the existing business?: Click here to enter text.

Days of operation: Sunday to Saturday Hours of operation: N/A

Entertainment: N/A Hours of music: N/A

Seating count inside: N/A Seating count outside: N/A

Seating count total: N/A

Exemption: Click here to enter text.

Tritech Records Management System check: ☒ yes ☐ no

Criminal Records check: ☒ yes ☐ no

Recommended action: ☒ approve ☐ disapprove

Chief of Police/Designee

City Manager/Designee

# **MEMORANDUM**

**TO:** Mayor and City Council  
City of McMinnville

**DATE:** January 12, 2021

**FROM:** Renata Wakeley  
Acting Executive Director  
Mid-Willamette Valley Council of Governments

**SUBJECT:** City Manager Evaluation

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## **Background**

Under the terms of the contract with the City Manager, Jeff Towery, the City Council is to conduct an annual evaluation. One of the services the Mid-Willamette Valley Council of Governments (MWVCOG) provides its members, without additional cost, is facilitation of the evaluation of chief executives.

The purpose of this memo is to set out a process and timeline for the City Manager's annual evaluation.

## **Evaluation Method**

As with last year, the evaluation method will consist of two parts:

Part 1: A self-evaluation by the City Manager in the form a memo describing goals and accomplishments.

Part 2: An evaluation of the City Manager by the City Council on the following areas: professional skills, individual characteristics, relations with Council, policy execution, reporting, citizen relations, staffing, supervision, financial management, and community relations. (see attached Evaluation Format).

## **Timeline:**

City Manager Self Evaluation Memo due and shared with Council	January 19, 2021
Online Link to the Evaluation form sent to Council	January 20, 2021
Deadline for Council's Evaluation	January 31, 2021

COG Prepares Evaluation Report

February 10, 2021

Council Meets with City Manager to  
go over results

February 9 or 23, 2021

## CITY COUNCIL AND CITY MANAGER EVALUATION FORMAT

This evaluation form presents seven categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, the evaluator will use the following scale to indicate their rating of the City Manager/Administrator's performance:

Unsatisfactory (1)	The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
Improvement Needed (2)	The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
Meets Job Standards (3)	The employee's work performance consistently meets the standards of the position.
Exceeds Job Standards (4)	The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
Outstanding (5)	The employee's work performance is consistently excellent when compared to the standards of the job.
Not Observed (NO)	The employee's work performance was not observed during this evaluation period.

Any item left blank will be interpreted as a score of 3.

The evaluation form also contains a provision for entering narrative comments, including responses to specific questions and any observations the evaluator believes appropriate and pertinent to the rating period.

### **Evaluation Criteria**

#### **Professional Skills and Status**

- Maintains knowledge of current developments affecting city government management.
- Demonstrates a capacity for innovation and creativity.
- Anticipates and analyzes problems to develop effective approaches for solving them.
- Willing to try new ideas proposed by City Council members and/or staff.
- Sets a professional example by handling affairs of the public in a fair and impartial manner.
- Comments:

#### **Individual Characteristics**

- Diligent and thorough in the discharge of duties, "self-starter".
- Exercises good judgment.
- Displays enthusiasm, cooperation, and willingness to adapt.
- Exhibits mental and physical stamina appropriate for the position.
- Exhibits composure, appearance, and attitude appropriate for executive position.
- Comments:

### Relations with City Council

- Carries out directives of the body as a whole as opposed to those of any one member or minority group.
- Sets meeting agendas that reflect the guidance of the City Council and avoids unnecessary involvement in administrative actions.
- Disseminates complete and accurate information equally to all members in a timely manner.
- Assists by facilitating decision making without usurping authority.
- Responds well to requests, advice, and constructive criticism.
- Comments:

### Policy Execution

- Implements City Council actions in accordance with the intent of council.
- Supports the actions of the City Council, both inside and outside the organization, after a decision has been reached.
- Understands, supports, and enforces local government's laws, policies, and ordinances.
- Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.
- Offers workable alternatives to the City Council for changes in law or policy when an existing policy or ordinance is no longer practical.
- Comments:

### Reporting

- Provides regular information and reports to the City Council concerning matters of importance to the local government, using the charter as guide.
- Responds in a timely manner to requests from the City Council for special reports.
- Takes the initiative to provide information, advice, and recommendations to the City Council on matters that are non-routine and not administrative in nature.
- Produces reports that are accurate, comprehensive, concise, and written to their intended audience.
- Produces and handles reports so as to convey the message that affairs of the organization are open to public scrutiny.
- Comments:

### Public Relations

- Is responsive to requests from Residents.
- Demonstrates a dedication to service to the community.
- Maintains a nonpartisan approach in dealing with the news media.
- Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests.
- Makes an appropriate effort to maintain resident satisfaction with services.
- Comments:

### Staffing

- Recruits and retains competent personnel for staff positions.
- Applies an appropriate level of supervision to improve any areas of substandard performance.
- Stays accurately informed and appropriately concerned about employee relations.
- Manages the compensation and benefits plan professionally.
- Promotes training and development opportunities for employees at all levels of the organization.
- Comments:



### Supervision

- Encourages heads of departments to make decisions within their jurisdictions with minimal manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff.
- Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level.
- Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the manager's office.
- Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback.
- Encourages teamwork, innovation, and effective problem solving among the staff members.
- Comments:

### Community

- Shares responsibility for addressing the difficult issues facing the community.
- Avoids unnecessary controversy.
- Cooperates with neighboring communities and the county.
- Helps the council address future needs and develop adequate plans to address long- term trends.
- Cooperates with other regional, state, and federal government agencies.
- Comments:

### **Additional Questions for Council**

1. What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?
2. What performance area(s) would you identify as most critical for improvement?
3. What constructive suggestions or assistance can you offer the manager to enhance performance?
4. What other comments do you have for the manager (e.g., priorities, expectations, goals, or objectives for the new rating period)?

**From:** [Jeff Towery](#)  
**To:** [Claudia Cisneros](#); [Amanda Guile-Hinman](#)  
**Subject:** FW: Official Condemnation of White Supremacists Coup Attempt  
**Date:** Tuesday, January 12, 2021 8:44:39 PM

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FYI

Jeff

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**From:** Kellie Menke <[Kellie.Menke@mcminnvilleoregon.gov](mailto:Kellie.Menke@mcminnvilleoregon.gov)>  
**Sent:** Tuesday, January 12, 2021 8:31 PM  
**To:** Jeff Towery <[Jeff.Towery@mcminnvilleoregon.gov](mailto:Jeff.Towery@mcminnvilleoregon.gov)>  
**Subject:** Fwd: Official Condemnation of White Supremacists Coup Attempt

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**From:** Tynan Pierce <[tynan.m.pierce@gmail.com](mailto:tynan.m.pierce@gmail.com)>  
**Sent:** Tuesday, January 12, 2021 6:29 PM  
**To:** Scott Hill; Kellie Menke; Sal Peralta; Adam Garvin; Remy Drabkin; Zack Geary; [chenoweth4mac@outlook.com](mailto:chenoweth4mac@outlook.com); Wendy Stassens  
**Subject:** Official Condemnation of White Supremacists Coup Attempt

**This message originated outside of the City of McMinnville.**

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Mayor and Members of City Council,

On Wednesday, violent white supremacists attacked our nation's capital in an attempted coup that left 5 dead, numerous injured, and millions across the country traumatized. Numerous reports have shown this attack was planned for weeks, we know it was incited and encouraged by President Trump, members of national and state congress, active and non-active members of law enforcement and military, and more. I have waited a few days to see if elected officials and law enforcement agencies from our state, county, and city would speak out against these atrocious and treasonous actions. Some of our national official have been outspoken, joining many others including Mayors, Governors, City Councils, Churches, NGO, Non-Profits, Advocacy Groups, Business Groups, even Ben & Jerry's!, in calling for accountability of not only the members of the white supremacist mob, but the removal and impeachment of Donald Trump and the expulsion of other members of congress who fanned the flames of insurrection, racism, sedition, and violence. This is what we need more of. For as we all know, without accountability there can be no healing. Without justice there can be no peace.

I am extremely disappointed in the lack of unanimous public messages from the rest of my elected officials and law enforcement groups. There should be LOUD and CLEAR universal condemnation across all levels. Full Stop. As well as renewed, public, vocal commitment to dismantling white supremacy in all its forms and public acknowledgement of Oregon's racist

past and present. This is not some partisan issue. We live in a state with numerous active white supremacy groups, we cannot pretend this is some distant national problem!!! There were attacks at our own capitol, and numerous other state capitals throughout the country over the past days, weeks, with evidence showing more being planned. Attacks that threaten lives and the very bedrock of our democratic institutions, the good parts, the potential for an equitable and just society for all people. One where we can all have our voices heard, not just the white ones.

Commitments to DEI training, supportive comments around Black Live Matter, posts about George Floyd and police brutality do not absolve any of you of your continued responsibility. Just in the same way that white supremacy ideology does not automatically stop when this administration is over. The struggle against these evil parts of our society is ongoing. And please save any of the "violence on both sides" false equivalency statements. These are foolish and harmful and rooted in the same dangerous ideologies that fueled the attacks themselves. The only equivalencies that should be referenced are the ones our nation knows so well; violent white supremacists have been wreaking havoc and sowing fear for hundreds of years. Find your comparisons there.

I am calling on you, the democratically elected representatives of McMinnville to speak out now. A coup was planned and attempted, a police officer was beaten to death, confederate battle flags, swastikas, symbols of hate and oppression flew in our faces. There is no such thing as sitting this one out, ignoring it so it goes away, it happened to all of us. Many people are scared while many others are emboldened. We need to stand united against white supremacy in all its forms. If you do not speak up now, then when?

We need to follow the lead of organizations like BLM, Working Families Party, United We Dream, Indigenous Environmental Network, The Frontline and many more, in the demands to Impeach Donald Trump, Expel Members of Congress (State and National) who Incited and were Complicit in these Treasonous Attacks, Support a Full Investigation into acts of Treason at National and State levels, and move to Defund the Police as rapidly as possible.

Silence equals complicity.

Sincerely,  
Tynan Pierce



**City of McMinnville**  
**Community Development Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7312  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## STAFF REPORT

**DATE:** December 18, 2020  
**TO:** Mayor and City Councilors  
**FROM:** Mike Bisset, Community Development Director  
**SUBJECT:** Airport Commission appointments  
**STRATEGIC PRIORITY & GOAL:**



### ENGAGEMENT & INCLUSION

Create a culture of acceptance & mutual respect that acknowledges differences & strives for equity.

**OBJECTIVE/S:** Grow City's employees and Boards and Commissions to reflect our community

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**Report in Brief:** Consideration of a Resolution appointing members to the Airport Commission.

**Discussion:** The City of McMinnville has many boards, committees and commissions that support the City's work on a volunteer basis. The City Council makes annual appointments to these boards, committees and commissions each year to fill those positions that are being vacated by people whose terms have expired or have resigned from their position.

The City solicited applications to the Airport Commission by advertising the vacancies in the News Register and posting on the City's website. Five applications were received, and interviews were conducted on December 16, 2020 by Mayor Hill, Councilor Garvin, and Community Development Director Bisset.

The interview panel recommends the following appointments:

#### AIRPORT COMMISSION

(4-year term)

**Grayson Barrows**  
**Richard Martinez**

Expires December 31, 2024  
Expires December 31, 2024

#### **Attachments:**

1. Resolution No. 2021-01
2. Candidate applications

**Recommendation:** Adoption of the resolution appointing Grayson Barrows and Richard Martinez to the Airport Commission.

**RESOLUTION NO. 2021 - 01**

A Resolution appointing members to the Airport Commission.

**RECITALS:**

The City of McMinnville has several Boards, Committees, Commissions, and Task Forces made up of volunteers; and

The City Council is responsible for making appointments and re-appointments.

**NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON as follows:**

1. The City Council appoints the following volunteers to the Airport Commission as detailed below.

**AIRPORT COMMISSION**  
(4-year term)

**Grayson Barrows**  
**Richard Martinez**

Expires December 31, 2024  
Expires December 31, 2024

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 12<sup>th</sup> day of January, 2021 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 12<sup>th</sup> day of January 2021.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder



**APPLICATION FOR SERVICE ON BOARD OR COMMISSION**

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving on a particular board or commission.

Name: Grayson Barrows

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

McMinnville, OR 97128

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Board, Commission or Committee for which you are an applicant:

- |  |   |
|--|---|
| <input type="checkbox"/> Advisory Board                | <input type="checkbox"/> Landscape Review Committee                           |
| <input checked="" type="checkbox"/> Airport Commission | <input type="checkbox"/> McMinnville Affordable Housing Task Force            |
| <input type="checkbox"/> Board of Appeals              | <input type="checkbox"/> McMinnville Urban Renewal Advisory Committee (MURAC) |
| <input type="checkbox"/> Budget Committee              | <input type="checkbox"/> Planning Commission                                  |
| <input type="checkbox"/> Citizens' Advisory Committee  |   |
| <input type="checkbox"/> Historic Landmark Committee   |   |

Ward in which you reside (if applicable): \_\_\_\_\_

How many years have you lived in McMinnville? '01-'07 and Current

Educational and occupational background: B.S. Ithaca College, Part 135, 145 and 21 background. Rotor-Wing and Fixed Pilot. Currently the Accountable Manager for Precision Support Services, LLC at McMinnville Airport. See Attached Bio

Why are you interested in serving? Please see attached Bio

Date October 12, 2020

Signed \_\_\_\_\_

***Please return to City Hall, 230 NE Second Street, McMinnville, OR 97128***



Grayson J. Barrows

McMinnville, OR 97128

E:

T:



My name is Grayson Barrows and I am applying for a position on the McMinnville Airport Commission. I have 18+ years of experience in aviation and currently work at Precision Support Services, LLC at McMinnville airport. My position with Precision is General Manager and Accountable Manager for the FAA Part 145 Repair Station.

Following a Bachelor's Degree in Business Management from Ithaca College in 2002 I spent five years with Evergreen International Aviation managing the FAA Part 135 rotor-wing operations, flying in the Gulf of Mexico and setting up international bases in Peru, Ecuador, and Trinidad & Tobago. I lived in McMinnville from 2002 through 2007, was an active member in the flying community and attended many local events. Following Evergreen, I joined Texas Aviation Services for four years. I managed business development and test flight operations for the FAA, EASA and ANAC Part 145 Repair Stations.

To further diversify my career, I spent four years with Aviation Search Group (JS Firm), an executive search firm focusing on placements in aerospace. I established relationships with rotor-wing, fixed-wing, and unmanned organizations in all facets of the industry.

My family (wife, two children, and I) moved back to McMinnville this spring. We always talked about moving back to Oregon and raising our children here in McMinnville. When the opportunity came available with Precision, we jumped at it. Our children attend the public-school system in McMinnville and my wife Denise is a volunteer religious ed teacher at St. James Church.

I am a third generation fixed-wing and rotor-wing pilot with approximately 3,500 flight hours and have owned several airplanes and helicopters over the past 15-years. I grew up on an airport started by my Grandparents in 1947 (4N7) and aviation is not just my career but my hobby and passion.

I belong to various memberships in the aviation community including Aircraft Owners and Pilots Association (AOPA), Experimental Aircraft Association (EAA), Young Eagles, Helicopter Association International (HAI), and Skywagons International. I plan to use all my network connections and resources available to help the current commission grow and expand our local and regional outreach.

My interest in serving on the McMinnville airport commission is to help grow the local and regional awareness of our airport. In my opinion MMV is in a prime position to not only grow, but to enhance the entire community. If selected to be on the airport commission I will be active, participate in meetings and bring fresh ideas to the board. Whether it be a conversation or a social media outlet, my intent is to grow the awareness to General Aviation for the public and advocate its benefits. I intend to do the same for McMinnville Municipal Airport!

Thank you for your consideration!







**City of McMinnville**  
**Community Development Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7312

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## MEMORANDUM

**DATE:** January 4, 2021  
**TO:** Jeff Towery, City Manager  
**FROM:** Mike Bisset, Community Development Director  
**SUBJECT:** Public Hearing and Ordinance vacating a portion of SE Chandler Avenue between SE Davis Street and the Southern Pacific Railroad (RV 1-20)

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### **Report in Brief:**

This action is a public hearing and associated ordinance considering the vacation of a portion of SE Chandler Avenue between SE Davis Street and the Southern Pacific Railroad (RV 1-20).

### **Background:**

Vacation of streets within the City limits is governed by ORS 271.080 *et seq.* The City has received a completed vacation petition, and associated application fee, from Shannon Thorson requesting that the City vacate SE Chandler Avenue between SE Davis Street and the Southern Pacific Railroad. That portion of SE Chandler Avenue is unimproved, and the applicant has indicated that the vacation of the right-of-way will help facilitate redevelopment of the adjacent properties.

The vacation petition included written consent from all owners abutting the vacation area (Shannon Thorson and Linfield University). Additionally, the well written consent from 31 of the 44 affected property owners was received, meeting the “two-thirds” requirement in statute.

On December 8, 2020, the Council of the City of McMinnville, Oregon, acting at a regularly scheduled meeting, adopted Resolution No. 2020-66, initiating proceedings and setting January 12, 2021 at 7:00pm, as the date and time for a public hearing to consider vacating the area.

### **Discussion:**

The area subject to the request is unimproved, and the applicant has indicated that the vacation of the right-of-way will help facilitate redevelopment of the adjacent properties. There are no City owned utility facilities within the proposed vacation area.

Pursuant to the resolution, the City gave notice of the hearing by publication of a notice in the News Register on December 29, 2020 and January 5, 2021, and by the posting of a notice entitled “Notice of Street Vacation” at the ends of the vacation area.

Additionally, notice of the hearing was mailed to all affected utilities. McMinnville Water & Light has indicated that they have public water facilities within the proposed vacation area, and has provided the following comment:

- *“All public water facilities shall be relocated to public right-of-way at the applicant’s expense or an easement for these facilities be granted to McMinnville Water and Light (MWL) meeting MWL requirements.”*

Staff has reviewed that requirement with the applicant, and the applicant has indicated that a 20'-wide easement over the public water facilities would be acceptable. Thus, if the area is vacated, a public utility easement to the benefit of McMinnville Water & Light will need to be maintained over the public water facilities.

As of the date of this memo, no other comments regarding, or objections to the proposed vacation have been received.

**Attachments:**

1. Ordinance No. 5099
2. Ordinance Exhibit A
3. MWL easement form
4. Resolution 2020-66
5. Completed street vacation application materials

**Recommendation:**

Following consideration of any testimony received at the meeting, staff recommends that the City Council approve the vacation of the identified Chandler Avenue right-of-way and the retention of a public utility easement to the benefit of McMinnville Water & Light over the public water facilities within the vacated area.

## **ORDINANCE NO. 5099**

### **AN ORDINANCE VACATING A PORTION OF SE CHANDLER AVENUE BETWEEN SE DAVIS STREET AND THE SOUTHERN PACIFIC RAILROAD (RV 1-20).**

#### **RECITALS:**

On December 8, 2020, the Council of the City of McMinnville, Oregon, acting at a regularly scheduled meeting, adopted Resolution No. 2020-66, initiating proceedings for the purpose of vacating a portion of SE Chandler Avenue, between SE Davis Street and the Southern Pacific Railroad, described as follows, and shown on the attached Exhibit "A" (RV 1-20):

A tract of land located in Section 21, Township 4 South, Rang 4 West of the Willamette Meridian, City of McMinnville, Yamhill County, Oregon, in a portion of the Samuel Cozine Donation Land Claim No. 56, said tract being more particularly described as follows:

Beginning at the Southwest corner of Block 7 of MRS. P.W. CHANDLER'S FIRST ADDITION to the City of McMinnville, said corner being SOUTH 317.46 feet from a brass screw and washer marking the northwest corner of Parcel 1 of Partition Plan No. 2005-34; thence along the south line of said Block 7 being the North line of Chandler Avenue South 89°54'17" East 184.50 feet to the west margin of Southern Pacific Railroad; thence along said west margin South 26°05'27" West 66.75 feet to the northeast corner of the tract of land conveyed to Linfield College, recorded October 1, 1983, in Film Volume 180, Page 1940, Deed Records of Yamhill county, Oregon; thence along the north line of said "Linfield College" tract and South line of said Chandler Avenue North 89°54'17" West 155.24 feet to the northwest corner of said "Linfield College" tract being a point on the east margin of Davis Street; thence leaving said tract North 00°05'21" East 60.00 feet to the POINT OF BEGINNING, containing 10,192 square feet more or less, as shown on a map attached hereto and made a part hereof.

The basis of Bearing for this description per Partition Plat No. 2005-34

By that resolution, the Council set January 12, 2021, at 7:00 p.m. via Zoom and in the Kent L. Taylor Civic Hall, 200 NE Second Street, McMinnville, as the time and place for a hearing on the vacation of the area and any objections to that vacation.

Pursuant to the resolution, the City gave notice of the hearing by publication of a notice in the News Register on December 29, 2020 and January 5, 2021, and by the posting of a notice entitled "Notice of Street Vacation" at the ends of the vacation area.

Additionally, notice of the hearing was mailed to all affected utilities in the vicinity of the proposed vacation.

On January 12, 2021, at 7:00 p.m., the public hearing on the proposed vacation was opened, any objections filed against the proposed vacation were considered, and the Council considered the matter.

**NOW, THEREFORE, THE CITY OF McMinnville Ordains as follows:**

1. Findings. The above-Recitals are incorporated as if fully set forth herein. The Council also adopts the accompanying Staff Report as findings of the Council. The Council finds that the public interest will not be prejudiced by the vacation of the area and that the area should be vacated and that the requirements of ORS 271.080 *et seq.* have been met.
2. That the Chandler Avenue right-of-way as described herein and shown on the attached Exhibit "A" is hereby fully and forever vacated and the title to the vacated property shall attach to the lot(s) bordering the property subject to the following conditions:
  - (a) SUBJECT TO: reserving to the City of McMinnville, acting by and through its Water and Light Commission (MW&L) a utility easement over the street shown on Exhibit "A" until such time as the owner(s) of the lot(s) burdened by said easement record(s) in the real property records of Yamhill County, Oregon in a form accepted by MW&L, a 20-foot-wide utility easement centered on the MW&L facilities (water main, service extensions, and hydrant), and upon the acceptance and recording of said utility easement the remaining portion of owner's property outside of the recorded utility easement is forever released to said owner(s) from the easement burden.

Passed by the Council this 12th day of January 2021 by the following votes:

Ayes: \_\_\_\_\_

Nays \_\_\_\_\_

Approved this 12th day of January 2021.

\_\_\_\_\_  
MAYOR

Attest:

Approved as to form:

\_\_\_\_\_  
CITY RECORDER

\_\_\_\_\_  
CITY ATTORNEY

**EXHIBIT:**

- A. Road Vacation Exhibit Map for: Shannon Thorson Designs

# Exhibit "A"

## Road Vacatio Exhibit Map for: Shannon Thorson Designs

Location: SW 1/4 Section 21, T. 4 S., R. 4 W., WM.,  
In a portion of the Samuel Cozine D.L.C. #56  
City of McMinnville, Yamhill County, OR

Date: 27 October 2020

3/4" IRON PIPE,  
IN MON. BOX @  
CENTERLINE  
INTX. OF DAVIS  
ST. AND COLLEGE  
AVE.

BRASS SCREW AND  
WASHER MARKING THE  
NORTHWEST CORNER OF  
PARCEL 1 OF PT 2005-34

SE DAVIS ST.

SOUTH 377.46'

30'

30'

347.51'

317.46'

TAX LOT: 4421CC-5600  
**SHANNON THORSON DESIGN LLC**  
INST. NO. 201800825

SOUTHWEST CORNER OF BLOCK 7 OF MRS.  
P.W. CHANDLER'S FIRST ADDITION

SE CHANDLER AVE.


S 89°54'17" E 199.82'

AREA IN RIGHT OF WAY  
10192.32 Sq. Feet  
0.2340 Acres

N 89°54'17" W 155.24'

TAX LOT: 4428BA-290  
**LINFIELD COLLEGE**  
F.V. 180, PG. 1940

### Legend

- = MONUMENT FOUND
- = PROPERTY LINE
- +++++ = RAILROAD TRACK
- = CENTERLINE OF PUBLIC ROAD
-  = VACATION AREA

3/4" IRON BAR, IN  
MON. BOX @  
CENTERLINE INTX.  
OF DAVIS ST. AND  
LINFIELD AVE.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
January 16, 2002  
**LELAND A. MACDONALD**  
53226

Renews 31 December 2020

BY : LELAND MACDONALD & ASSOC., LLC  
FORMERLY DBA MATT DUNCKEL & ASSOC.  
3765 RIVERSIDE DRIVE  
MCMINNVILLE, OREGON 97128  
PHONE : 503-472-7904  
FAX: 503-472-0367  
EMAIL: LEE@MACDONALDSURVEYING.COM

Scale: 1" = 40'



EXHIBIT B

**After recording, return to:**

McMinnville Water & Light  
PO Box 638, 855 NE Marsh Lane  
McMinnville, OR 97128

**Send Tax Statements to:**

No Change.

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**UTILITY EASEMENT**

THIS EASEMENT, Made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_ called the First Party and the City of McMinnville, a Municipal Corporation of the State of Oregon, acting by and through the WATER & LIGHT COMMISSION, hereinafter called the Second Party;

**WITNESSETH:**

WHEREAS: The First Party is the record owner of the following described real estate in Yamhill County, State of Oregon, to-wit:

**[LEGAL DESCRIPTION of First Party-Owner's Lot]**

also known as Tax Lot \_\_\_\_\_.

and has the unrestricted right to grant the easement hereinafter described relative to said real estate;

NOW, THEREFORE, for good and valuable consideration; the receipt of which is hereby acknowledged, the First Party does hereby grant and convey unto the Second Party: A perpetual easement to construct, maintain, re-construct, improve, repair and replace, operate, and make connections to a water distribution system and related equipment, including but not limited to: main lines, service lines, valves, hydrants, and fittings, as follows:

**[LEGAL DESCRIPTION of easement area]**

("easement area"), [Map of easement area attached as Exhibit "\_\_\_"]

TO HAVE AND TO HOLD said easement and right-of-way to the said Second Party and to its successors and assigns forever.

The Second Party shall have all rights of unobstructed ingress and egress to and from said easement (including the right to cut, trim and remove trees, bushes, brush, overhanging branches and other obstructions) necessary for the Second Party's use, operation and maintenance of the easement hereby granted and all rights and privileges incident thereto.

The First Party reserves the right to use the surface of the above-described easement, except First Party shall not have the right to construct or locate any structures within the easement area.

The First Party and the Second Party agree that the First Party shall not have the authority to grant to any other third party, an easement over, under or through the easement area described above, without Second Party's written consent thereto. Any consent by the Second Party to a third

EXHIBIT B

party easement shall be subject to conditions required by Second Party to protect the Second Party's facilities line and the Second Party's unobstructed access to such facilities. The Second Party may require that all costs incurred by reason of the presence of such third party utility be borne by such third party upon the repair, replacement, construction or reconstruction of the Second Party's utility improvements.

The First Party hereby covenants to and with the Second Party, its successors and assigns, that First Party is lawfully seized and possessed of the real premises and that the First Party has a good and lawful right to convey said easement or any part thereof; that it is free from all liens and encumbrances except encumbrances held by mortgagees, if any, or contract vendors, if any, who give their consent to this easement; and that First Party will forever warrant and defend their title thereto against the lawful claims of all persons whomsoever.

This easement shall bind and inure to the benefit of, as the circumstances may require, not only the immediate parties hereto, but also their respective heirs, executors, administrators, successors and assigns.

In construing this easement and where the context so requires, words in the singular include the plural; the masculine includes the feminine and the neuter; and generally, all changes shall be made or implied so that this instrument shall apply both to individuals and to corporations.

IN WITNESS WHEREOF, the parties hereto have subscribed this instrument on this, the day and year first hereinabove written.

\_\_\_\_\_  
STATE OF OREGON                    )  
  ) Ss.  
County of \_\_\_\_\_) \_\_\_\_\_, 20\_\_

This record was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

Before \_\_\_\_\_ me:

\_\_\_\_\_  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_

Statement of acceptance:

\_\_\_\_\_  
Mayor & Ex-Officio Member of  
the Water & Light Commission

ATTEST:

\_\_\_\_\_  
Clerk of Commission

[ATTACH NOTARY ACKNOWLEDGMENT]

## RESOLUTION NO. 2020 – 66

A Resolution initiating the proceedings and setting a date and time for a public hearing to vacate SE Chandler Avenue east of SE Davis Street (RV 1-20).

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:**

1. That proceedings be initiated for the purpose of vacating the area as described as follows and as shown on attached Exhibit "A":

A tract of land located in Section 21, Township 4 South, Range 4 West of the Willamette Meridian, City of McMinnville, Yamhill County, Oregon, in a portion of the Samuel Cozine Donation Land Claim No. 56, said tract being more particularly described as follows:

Beginning at the Southwest corner of Block 7 of MRS. P.W. CHANDLER'S FIRST ADDITION to the City of McMinnville, said corner being SOUTH 317.46 feet from a brass screw and washer marking the northwest corner of Parcel 1 of Partition Plat No. 2005-34; thence along the south line of said Block 7 being the North line of Chandler Avenue South 89°54'17" East 184.50 feet to the west margin of Southern Pacific Railroad; thence along said west margin South 26°05'27" West 66.75 feet to the northeast corner of that tract of land conveyed to Linfield College, recorded October 1, 1983, in Film Volume 180, Page 1940, Deed Records of Yamhill County, Oregon; thence along the north line of said "Linfield College" tract and South line of said Chandler Avenue North 89°54'17" West 155.24 feet to the northwest corner of said "Linfield College" tract being a point on the east margin of Davis Street; thence leaving said tract North 00°05'21" East 60.00 feet to the POINT OF BEGINNING, containing 10,192 square feet more or less, as shown on a map attached hereto and made a part hereof.

The Basis of Bearing for this description per Partition Plat No. 2005-34

2. That this resolution, having been duly discussed by the Council, shall constitute an initiation of such vacation proceedings.
3. That the Council does hereby and herein fix the 12<sup>th</sup> day of January 2020 at the hour of 7:00 p.m. in the McMinnville Civic Hall in the City of McMinnville, Oregon, as the time and place for the hearing upon said proposed vacation and objections thereto, if any.
4. That the Recorder is hereby instructed to give notice of such hearing by publishing a notice in the News Register, the City's official newspaper, once each week for two consecutive weeks prior to said hearing, which notice shall describe the area to be vacated, and within five days after the date of the first publication of said notice, to post or cause to be posted at or near each end of said proposed vacation, a copy of such notice which shall be headed, "Notice of Street Vacation", and such notice shall be posted in at least two conspicuous locations in such proposed vacation as above described.
5. That this Resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.



Adopted by the Common Council of the City of McMinnville at a regular meeting held the 8<sup>th</sup> day of December 2020 by the following votes:

Ayes: Drabkin, Garvin, Geary, Menke, Peralta, Stassens

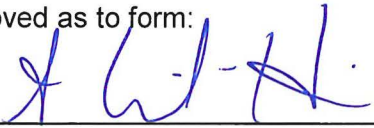
Nays: \_\_\_\_\_

Approved this 8<sup>th</sup> day of December 2020.



\_\_\_\_\_  
MAYOR

Approved as to form:



\_\_\_\_\_  
City Attorney

Attest:



\_\_\_\_\_  
City Recorder

EXHIBIT:

A. Vacate Map

# Exhibit "A"

## Road Vacation Exhibit Map for: Shannon Thorson Designs

Location: SW 1/4 Section 21, T. 4 S., R. 4 W., WM.,  
In a portion of the Samuel Cozine D.L.C. #56  
City of McMinnville, Yamhill County, OR

Date: 27 October 2020

3/4" IRON PIPE,  
IN MON. BOX @  
CENTERLINE  
INTX. OF DAVIS  
ST. AND COLLEGE  
AVE.

BRASS SCREW AND  
WASHER MARKING THE  
NORTHWEST CORNER OF  
PARCEL 1 OF PT 2005-34

SE DAVIS ST.

30' 30'

SOUTH 377.46'  
347.51'

317.46'

TAX LOT: 4421CC-5600  
**SHANNON THORSON DESIGN LLC**  
INST. NO. 201800825

SOUTHWEST CORNER OF BLOCK 7 OF MRS.  
P.W. CHANDLER'S FIRST ADDITION

30.00'

S 89°54'17" E 184.50'

SE CHANDLER AVE.


S 89°54'17" E 199.82'

AREA IN RIGHT OF WAY  
10192.32 Sq. Feet  
0.2340 Acres

N 89°54'17" W 155.24'

TAX LOT: 4428BA-290  
**LINFIELD COLLEGE**  
F.V. 180, PG. 1940

### Legend

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- = PROPERTY LINE
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- - - = CENTERLINE OF PUBLIC ROAD
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3/4" IRON BAR, IN  
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REGISTERED  
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LAND SURVEYOR

OREGON  
January 16, 2002  
**LELAND A. MACDONALD**  
53226

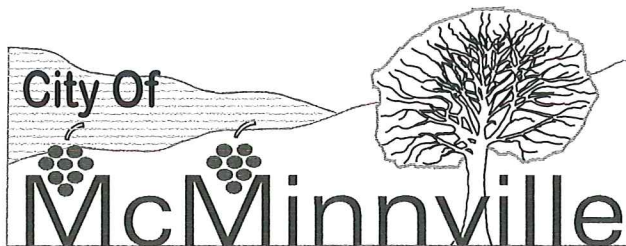
Renews 31 December 2020

BY : LELAND MACDONALD & ASSOC., LLC  
FORMERLY DBA MATT DUNCKEL & ASSOC.  
3765 RIVERSIDE DRIVE  
MCMINNVILLE, OREGON 97128  
PHONE : 503-472-7904  
FAX: 503-472-0367  
EMAIL: LEE@MACDONALDSURVEYING.COM

SOUTHERN PACIFIC RAILROAD

Scale: 1" = 40'





509-20-000560-Ping  
Engineering Department  
231 NE Fifth Street  
McMinnville, Oregon 97128  
(503) 434 – 7312 Office  
(503) 474 – 4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## ROAD/STREET VACATION APPLICATION

We, the undersigned, request the described vacation and hereby acknowledge that we have read the above application and its attachments, understand the requirements described herein, and state that the information supplied is as complete and detailed as is currently possible, to the best of our knowledge.

### Site Information

Site Address: 1142 SE Davis

Subdivision Name: Chandlers First Addition

Lot Number(s): \_\_\_\_\_

Map & Tax Lot(s): R4421 CC 05600

Type of Vacation: ☒ Street Right-of-way ☐ Easement ☐ Other

Reason for Vacation: Address Public nuisance. Street no longer serves East side of tracks

Proposed Use: unknown residential development

\*\*\*\*\*

### Applicant Information

Applicant's Name: Shannon Thorsen

Mailing Address: 1140 SE Davis

City, State, Zip: McMinnville, OR 97128

Phone Number: 503-550-3911 Fax Number: —

Email Address: Shthorsen@gmail.com

Applicant's Signature: [Signature] Date: 9-18-2020

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

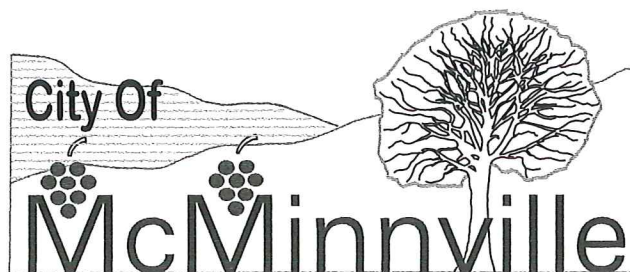
**Note:** A metes and bounds legal description and a map of the property to be vacated, prepared and stamped by a licensed surveyor, must be attached to this vacation application.

Office Use Only:

File No. RV1-20 Date Received 9-18-20 Fee 675.00 Receipt No. \_\_\_\_\_ Staff Member [Signature]

Council Date: \_\_\_\_\_ Published Date(s): \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

31 of 60



**Engineering Department**  
231 NE Fifth Street  
McMinnville, Oregon 97128  
(503) 434 – 7312 Office  
(503) 474 – 4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## VACATION PETITION

To: The Honorable Mayor and Council  
of the City of McMinnville, Oregon

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, being the owners of the respective lots and parcels of land set opposite our respective names, do hereby consent to the vacation for purpose of Council jurisdiction and consideration, of all that portion of:

*(insert metes and bounds legal description here)*

in the City of McMinnville, County of Yamhill, State of Oregon, and we do hereby represent and guarantee that we are the lawful owner of the property set opposite our respective names.

Reason for vacation: This street only serves three  
homes and dead-ends into the tracks  
since a subdivision was built on the other  
side of the tracks. Its unsightly w/  
gravel surface and people frequently leave  
junk cars and debris there.

Proposed use of vacated property: Residential use

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3/4" IRON PIPE, IN  
MON. BOX @  
CENTERLINE INTX.  
OF DAVIS ST. AND  
COLLEGE AVE.

TAX LOT: 4421CC-5500  
COX  
INST. NO. 201312862

# Tentative Partition Map for: Shannon Thorson Designs

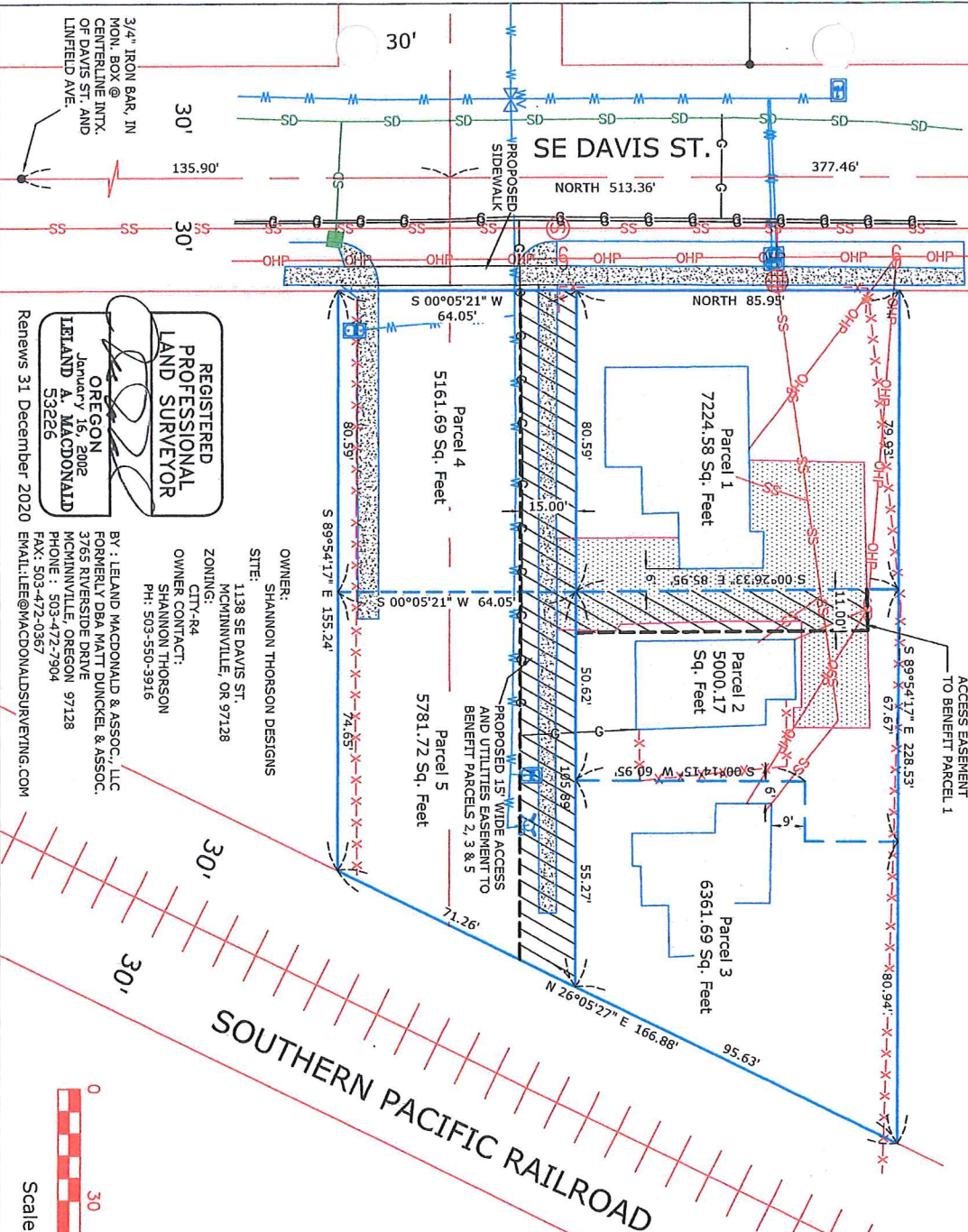
Location: SW 1/4 Section 21, T. 4 S., R. 4 W., WM.,  
In a portion of the Samuel Cozine D.L.C. #56  
In a portion of Lot 7, MRS. P.W. CHANDLER'S FIRST ADDITION  
City of McMinnville, Yamhill County, OR

Tax Lot: 4421CC - 5600  
Date: 14 May 2020

## Legend

- MONUMENT FOUND
- WATER VALVE
- WATER METER
- FIRE HYDRANT
- POWER POLE
- SEPTIC CLEANOUT
- SANITARY SEWER MANHOLE
- STORM DRAIN CATCH BASIN
- PROPERTY LINE
- NEW PROPERTY LINE
- PUBLIC RIGHT-OF-WAY
- OVERHEAD POWER
- GAS LINE
- SANITARY SEWER LINE
- STORM DRAIN LINE
- WATER LINE
- EDGE OF PAVEMENT
- EDGE OF CONCRETE
- PROPOSED EASEMENT
- CENTERLINE OF PUBLIC ROAD
- FENCE
- RAILROAD TRACK
- ASPHALT
- BUILDING
- CONCRETE
- GRAVEL
- PROPOSED EASEMENT AREA

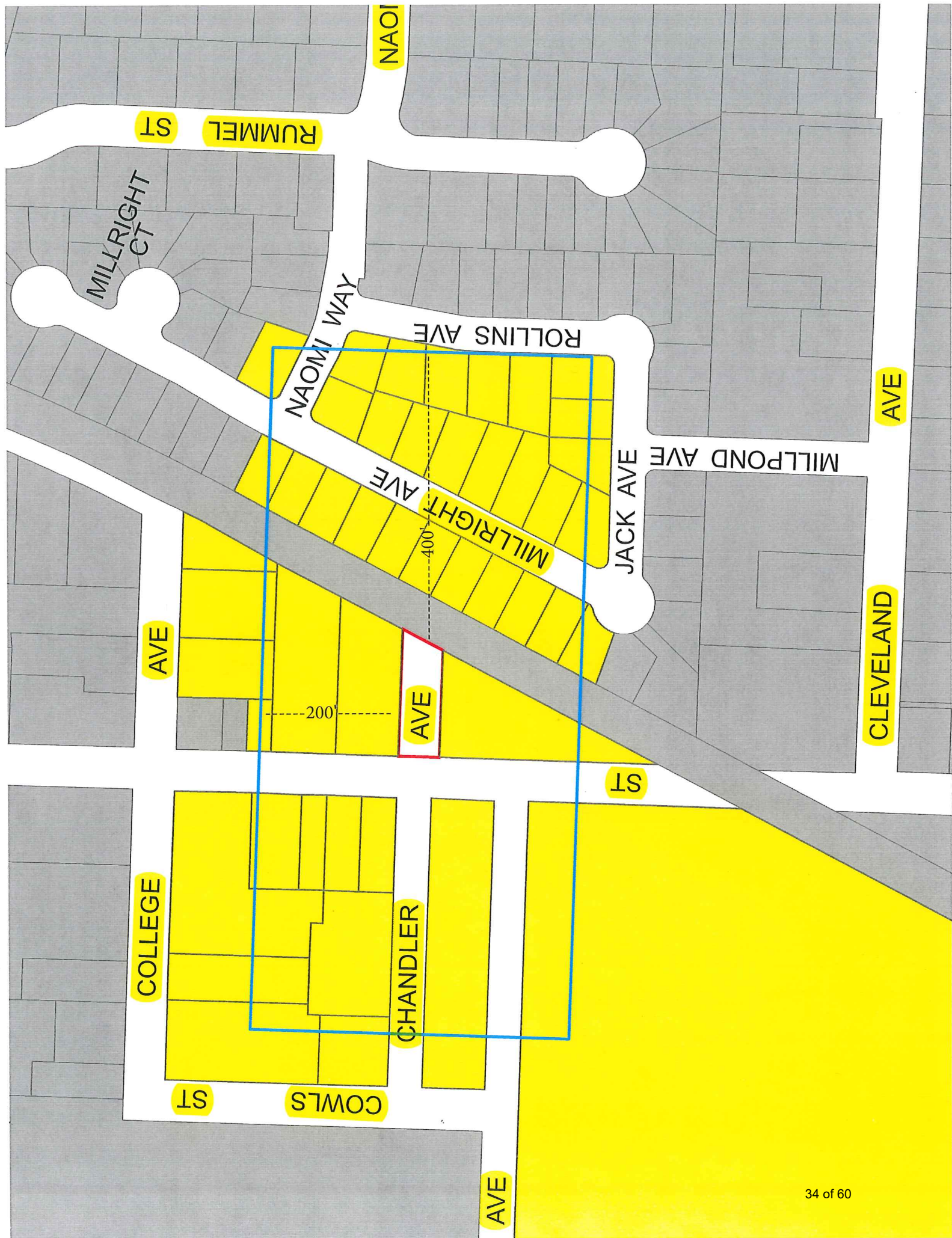
Scale: 1" = 30'



REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
OREGON  
January 16, 2002  
LELAND A. MACDONALD  
53226

OWNER:  
SHANNON THORSON DESIGNS  
SITE: 1138 SE DAVIS ST.  
MCMINNVILLE, OR 97128  
ZONING:  
CITY-R4  
OWNER CONTACT:  
SHANNON THORSON  
PH: 503-550-3916  
BY: LELAND MACDONALD & ASSOC., LLC  
FORMERLY DBA MATT DUNCKEL & ASSOC.  
3765 RIVERSIDE DRIVE  
MCMINNVILLE, OREGON 97128  
PHONE: 503-472-7904  
FAX: 503-472-0367  
EMAIL: LEE@MACDONALDSURVEYING.COM  
Reopens 31 December 2020











Map NO.	Tax Lot	Site Address	Owner	Attn:	Mailing Address	City	State	Zip
118	R4421CC03900	308 SE COLLEGE AVE	LINFIELD COLLEGE		900 S BAKER ST	MCMINNVILLE	OR	97128
119	R4421CC04000	328 SE COLLEGE AVE	LINFIELD COLLEGE		535 NE 5TH ST	MCMINNVILLE	OR	97128
120	R4421CC04100	382 SE COLLEGE AVE	LINFIELD COLLEGE		900 S BAKER	MCMINNVILLE	OR	97128
121	R4421CC04400	1125 SE DAVIS ST	LINFIELD COLLEGE		900 SE BAKER ST	MCMINNVILLE	OR	97128
122	R4421CC04500	1139 SE DAVIS ST	LINFIELD COLLEGE		900 SW BAKER ST	MCMINNVILLE	OR	97128
123	R4421CC04600	1147 SE DAVIS ST	LINFIELD COLLEGE		900 SW BAKER ST	MCMINNVILLE	OR	97128
124	R4421CC04700	1149 SE DAVIS ST	LINFIELD COLLEGE		900 SE BAKER ST	MCMINNVILLE	OR	97128
125	R4421CC04800	369 SE CHANDLER ST	LINFIELD COLLEGE		900 SE BAKER ST NO A454	MCMINNVILLE	OR	97128
126	R4421CC04900	1152 SE COWLS ST	LINFIELD COLLEGE		535 NE 5TH ST	MCMINNVILLE	OR	97128
127	R4421CC05100	450 SE COLLEGE AVE	GRASSHAM G R & MARY		1172 SW RUSS LN	MCMINNVILLE	OR	97128
128	R4421CC05200	440 SE COLLEGE AVE	WIMER DEAN L TRUSTEE	WIMER MARY J TRUSTEE	440 SE COLLEGE AVE	MCMINNVILLE	OR	97128
129	R4421CC05301	432 SE COLLEGE AVE	MOE ROBERT A SR	MOE SUSAN M	16830 SE WALLACE RD	DAYTON	OR	97114
132	R4421CC05402	1120 SE DAVIS ST	MAFANA-SANCHEZ GERARDO &	MAGANA FABIOLA	1120 SE DAVIS ST	MCMINNVILLE	OR	97128
133	R4421CC05500	1138 SE DAVIS ST	COX SAMUEL L TRUSTEE	COX HANNA A TRUSTEE	18630 S HWY 99W	AMITY	OR	97101
134	R4421CC05600	1140 SE DAVIS ST	SHANNON THORSON DESIGN LLC		1135 NE 4TH ST	MCMINNVILLE	OR	97128
145	R4421CD07919	1066 SE MILLRIGHT AVE	MAY JORDAN R		1066 SE MILLRIGHT AVE	MCMINNVILLE	OR	97128
147	R4421CD08400	1075 SE MILLRIGHT AVE	AMH 2014-2 BORROWER LLC		30601 AGOURA RD SUITE 200	AGOURA HILLS	CA	91301
148	R4421CD08500	1091 SE MILLRIGHT AVE	MAHLIN WILLIS J	MAHLIN CHRISTINE A	1091 SE MILLWRIGHT AVE	MCMINNVILLE	OR	97128
149	R4421CD08600	1105 SE MILLRIGHT AVE	AMERICAN HOMES 4 RENT PROPS THREE LLC		PO BOX 2370	AGOURA HILLS	CA	91376
150	R4421CD08700	1100 SE MILLRIGHT AVE	DOTY RENNIKA K &	DOTY DOMINIC	13235 SW HOWARD DR	TIGARD	OR	97223
151	R4421CD08800	1103 SE ROLLINS AVE	AMH 2014-2 BORROWER LLC		30601 AGOURA RD SUITE 200	AGOURA HILLS	CA	91301
154	R4428BA00217	511 SE JACK AVE	HENRY JEFFREY &	HENRY CARLY	20991 SPINNAKER ST	BEND	OR	97701
155	R4428BA00218	1149 SE MILLRIGHT AVE	COOK BRIAN P &	COOK KENDRA L	1149 SE MILLWRIGHT AVE	MCMINNVILLE	OR	97128
156	R4428BA00232	1116 SE MILLRIGHT AVE	ARZNER RYAN	ARZNER JULIE	450 SW FLEISHAUER LN	MCMINNVILLE	OR	97128
157	R4428BA00243	1146 SE MILLRIGHT AVE	DIRKSEN KRISTY T		1146 SE MILLRIGHT AVE	MCMINNVILLE	OR	97128
158	R4428BA00244	599 SE JACK AVE	YEE PAUL PUI & XIAOZHEN ZHENG		7320 WALDO LN	EL CERRITO	CA	94530
159	R4428BA00245	605 SE JACK AVE	MCCURDY FAMILY TRUST	MCCURDY TIMOTHY J TRUSTEE	1971 NANCY AVE	LOS OSOS	CA	93402
160	R4428BA00246	621 SE JACK AVE	SCHUCK ERIC C &	TURNER CALANTHE M	621 SE JACK AVE	MCMINNVILLE	OR	97128
161	R4428BA00247	1133 SE ROLLINS AVE	ORTEGA OSCAR B &	ALDANA YOLANDA	1133 SE ROLLINS AVE	MCMINNVILLE	OR	97128
162	R4428BA00248	1127 SE ROLLINS AVE	COLLINS BRIAN J &	COLLINS COURTNEY M	1127 SE ROLLINS AVE	MCMINNVILLE	OR	97128
163	R4428BA00249	1121 SE ROLLINS AVE	ESPINOZA FERNANDO	ESPINOZA MARGARITA	1121 SE ROLLINS AVE	MCMINNVILLE	OR	97128
164	R4428BA00250	1115 SE ROLLINS AVE	AMERICAN HOMES 4 RENT PROPS THREE LLC		PO BOX 2370	AGOURA HILLS	CA	91376
165	R4428BA00251	1145 SE MILLRIGHT AVE	AMH 2014-2 BORROWER LLC		30601 AGOURA RD SUITE 200	AGOURA HILLS	CA	91301
166	R4428BA00252	1141 SE MILLRIGHT AVE	ROMERO ARTURO JR	SALDANA NANCY	1141 SE MILLRIGHT AVE	MCMINNVILLE	OR	97128
167	R4428BA00253	1137 SE MILLRIGHT AVE	SWART BONNIE L	SWART DAN C	1137 SE MILLWRIGHT AVE	MCMINNVILLE	OR	97128
168	R4428BA00254	1133 SE MILLRIGHT AVE	MAE TRICIA		1133 SE MILLRIGHT AVE	MCMINNVILLE	OR	97128
169	R4428BA00255	1129 SE MILLRIGHT AVE	RUSSELL MICHAEL B	RUSSEK REBECCA A	1129 SE MILLRIGHT AVE	MCMINNVILLE	OR	97128
170	R4428BA002556							0
171	R4428BA00257	1124 SE MILLRIGHT AVE	AGUILAR CARLOS N WROS	NEGRETE JAIME WROS	1124 SE MILLRIGHT AVE	MCMINNVILLE	OR	97128
172	R4428BA00258	1130 SE MILLRIGHT AVE	JOHNSON CALVIN J & CHRISTINE		1130 SE MILLRIGHT AVE	MCMINNVILLE	OR	97128
173	R4428BA00259	1134 SE MILLRIGHT AVE	HORTON SHIRLEY		1134 SE MILLRIGHT AVE	MCMINNVILLE	OR	97128
174	R4428BA00260	1138 SE MILLRIGHT AVE	LEE DEBORAH A REVOCABLE 2018 TRUST	LEE DEBORAH A TRUSTEE	1138 SE MILLRIGHT AVE	MCMINNVILLE	OR	97128
175	R4428BA00261	1142 SE MILLRIGHT AVE	DEHM MATTHEW	DEHM ANA	1142 SE MILLRIGHT AVE	MCMINNVILLE	OR	97128
176	R4428BA00290		LINFIELD COLLEGE		535 NE 5TH ST	MCMINNVILLE	OR	97128
178	R4428BB00100	900 SE BAKER ST	LINFIELD COLLEGE		535 NE 5TH ST	MCMINNVILLE	OR	97128
182	R4428BB01700	325 SW LINFIELD AVE	LINFIELD COLLEGE		535 NE 5TH ST	MCMINNVILLE	OR	97128



October 28, 2020

Sarah Sullivan, Planning Analyst  
City of McMinnville Community Development Center  
231 NE 5<sup>th</sup> Street  
McMinnville, Oregon 97128

RECEIVED

OCT 28 2020

COMMUNITY DEVELOPMENT  
CENTER

RE: Remaining signatures and survey map for Chandler vacation

Included please find additional signatures for the vacation of Chandler Street and the survey map from Leland McDonald & Associates. Several more signatures came in from this last mailing, and I believe, along with the additional Linfield properties Mike pointed out that we could list, we now have more signatures than required (fingers crossed).

Please contact me with any additional needs. Thank you so much!




Shannon Thorson



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McMinnville, Oregon 97128  
(503) 434 - 7312 Office  
(503) 474 - 4955 Fax  
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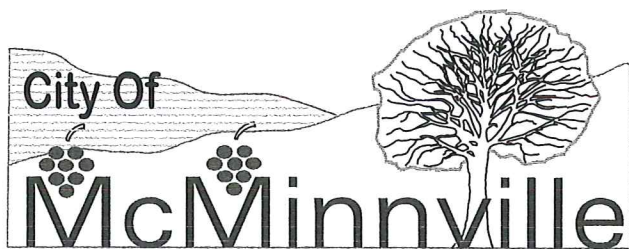
**ABUTTING PROPERTY OWNER SIGNATURES (100%)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
Linfield College	Mrs Rodriguez Mary Ann Rodriguez	6/22/2020
Shannon Thorson Design 1140, 1142 S Davis 415 + 429 Chandler	 Shannon Thorson member	8-5-2020
1140 SE Davis R4421CC 05600		
1142 SE Davis R4421CC 05600 * Same for 415+429 Chandler - 1 lot.		
308 SE college R4421CC03900 328 SE college R4421CC04000 382 SE college R4421CC04100 1125 SE Davis R4421CC04400 1139 SE Davis R4421CC04500 1147 SE Davis R4421CC04600 369 SE Chandler R4421CC04800 1152 SE Cowls R4421CC04900		

ALSO UNFILED:

R4428BA 00790 (ADJACENT)  
R4421CC 04700  
R4428BB 00100  
R4428BB 01700

also  
included



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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rds</sup>)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
1120 SE DAVIS R4421CC0542 <u>Print name Fabiola Martinez</u>	<u>Fabiola Martinez</u>	<u>10/8/20</u>





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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rd</sup>s)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
1142 SE millright map tax lot 00261 R4428BA owner name <u>Ann Dehn</u>	<u>Ann Dehn</u>	<u>9/12/20</u>



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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rds</sup>)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
Signature to support vacating Chandler Street near tracks		
R4428BA -00245 605 SE Jack Ave		
Owner name print Timothy J McCurdy	Signature Timothy J McCurdy	Date 10.9.2020



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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rd</sup>s)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
Signature to support vacating Chandler Street near tracks		
R4428BA 00247 1133 SE Rollins		
Owner name print	Signature	Date
Oscar Ortega Brown	Oscar Ortega	10/9/20

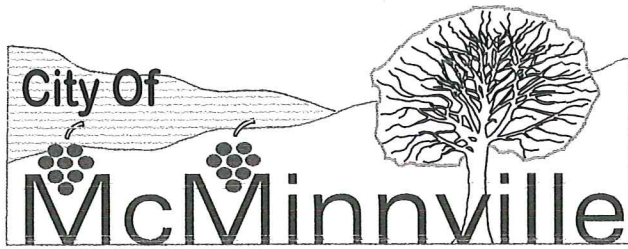


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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rds</sup>)**


Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
Signature to support vacating Chandler Street near tracks		
R4428 BA -00249 1121 SE Rollins		
owner name <del>Fernando Espinoza</del>	Signature <del>Fernando Espinoza</del>	date 10-5-2020





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**ABUTTING PROPERTY OWNER SIGNATURES (100%)**

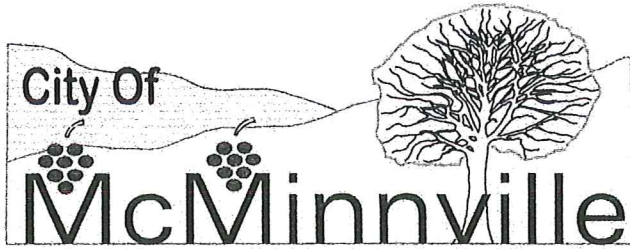
Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
Linfield College	MR Rodriguez Mary Ann Rodriguez	6/22/2020
Shannon Thorson Design 1140, 1142 S Davis 415 + 429 Chandler	 Shannon Thorson member	8-5-2020
1140 SE Davis R4421CC 05600		
1142 SE Davis R4421CC 05600 * Same for 415 + 429 Chandler — 1 lot.		
308 SE college R4421CC03900 328 SE college R4421CC04000 382 SE college R4421CC04100 1125 SE Davis R4421CC04400 1139 SE Davis R4421CC04500 1147 SE Davis R4421CC04600 369 SE chandler R4421CC04800 1152 SE Cowlis R4421CC04900		

ALSO UNFILED:

R4428BA 00700 (ADJUTANT)  
 R4421CC 04700  
 R4428BB 00100  
 R4428BB 01700




RE: Vacation of Chandler Street



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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rd</sup>s)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
1116 millright Owner name <u>Bryan Arzner</u> <u>R4428 BA 00232</u>		9/3/2020 



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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rds</sup>)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
1127 SE Rollins Ave map tax lot 00248 R44283A Owner name <u>BRIAN Collins</u>		<u>8/19/2020</u>



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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rd</sup>s)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
1091 SE millright map tax lot 08500 RH21CD owner name <u>WILLIS J. MAHLEN</u>	<u>Willis J. Mahlen</u>	<u>8/18/20</u>



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NOT IN  
ABA,  
↓

**PROPERTY OWNER SIGNATURES (2/3<sup>rds</sup>)**


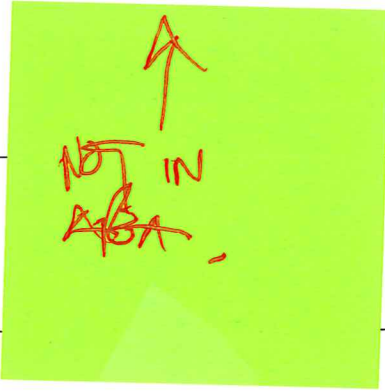
Address/Map & Number	Signature*	Date Signed
map or address are map tax lot 00202 R4428BA owner name <u>Shannon Oddo</u>	<u>Shannon Oddo</u>	<u>9/3/2020</u>
1137 SE millright Dan Awart R4428BA 00253	<u>Dan Awart</u>	<u>9-3-2020</u>





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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rd</sup>s)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
610 SE Jack Ave map R4428BA tax lot name <u>Taylor Jaeger</u> 00210		8/14/2020
		



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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rds</sup>)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
440 SE College tax lot map: R4421CC 05200 name <u>Mary Wimer</u>	<u>Mary Wimer</u>	<u>8/26/20</u>



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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rds</sup>)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
656 JACK AVE R 4428BA tax lot 00207 owner name <u>Nancy Angren Ollom</u>	<u>Nancy Angren Ollom</u>	8-25-20
BRIAN L. OLLOM	<u>Brian L. Ollom</u>	8-25-20
NOT IN ABA.		



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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rd</sup>s)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
1138 SE Davis, R4421CC 05500 name <u>Hanna Amali Cox</u>	<u>Hanna Amali Cox</u>	8-22-2020
R4421CC 05500		





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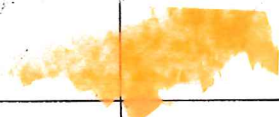
**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rd</sup>s)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
<u>name Anne Falla</u> <u>1118 SE Davis</u> (9712810895) <u>R4421CC0504</u> <u>OS/20</u> <u>cell</u>	<u>Sig</u> <u>[Signature]</u>	<u>8/22/2020</u>
<u>John Robinson</u> <u>1118 SE Davis</u> <u>503-853-6800</u>	<u>[Signature]</u>	<u>8-22-2020</u>
<div style="background-color: yellow; padding: 10px; transform: rotate(-5deg); display: inline-block;">             NOT              IN              AREA           </div>		



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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rd</sup>s)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
1133 SE millright map tax lot 00254 R4428 BA owner name <u>Tricia Mae</u>		<u>8-19-2020</u>
		



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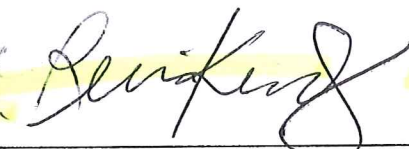
**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rds</sup>)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
1134 SE millright map tax lot 00259 R4428 BA Owner name <u>Shel Lil</u>		<u>8/19/20</u>
		



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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rd</sup>s)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
1100 SE millright map tax lot 08700 R4421CD owner name <u>Rennisa Doty</u>		9/11/2020





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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rd</sup>s)**

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
1138 SE millright map tax lot 00260 R442BBA owner name <u>Deborah A. Lee</u>	Consent to abatement of Chandler Avenue East of Davis Street. <i>Deborah A. Lee</i>	9-2-2020

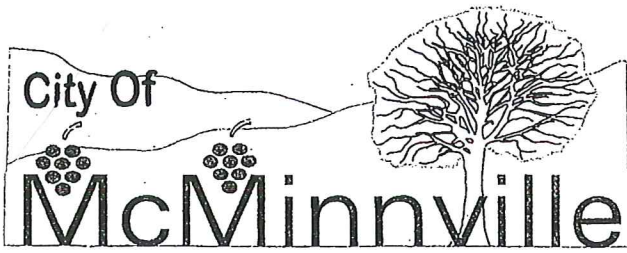


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**AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rds</sup>)**

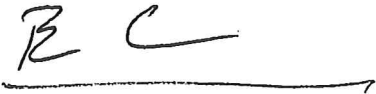
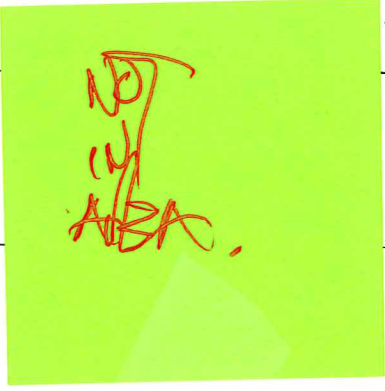
<b>Owner Name/Address/Map &amp; Tax Lot Number</b>	<b>Signature*</b>	<b>Date Signed</b>
AMH 2014-2 Borrower, LP 1103 SE Rollins Avenue R4421CD 08800	<i>Helen Cho</i> Helen Cho, Assistant Vice President	9/15/2020
American Homes 4 Rent Properties Three, LLC 1115 SE Rollins Avenue R4428BA 00250	<i>Helen Cho</i> Helen Cho, Assistant Vice President	9/15/2020
American Homes 4 Rent Properties Three, LLC 1105 SE Millright Avenue R4421CD 08600	<i>Helen Cho</i> Helen Cho, Assistant Vice President	9/15/2020
AMH 2014-2 Borrower, LP 1075 SE Millright Avenue R4421CD 08400	<i>Helen Cho</i> Helen Cho, Assistant Vice President	9/15/2020
AMH 2014-2 Borrower, LP 1145 SE Millright Avenue R4428BA 00251	<i>Helen Cho</i> Helen Cho, Assistant Vice President	9/15/2020

RE: Vacation of Chandler Street



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AFFECTED PROPERTY OWNER SIGNATURES (2/3<sup>rds</sup>)

Owner Name/Address/Map & Tax Lot Number	Signature*	Date Signed
693 Naomi McMinnville OR Owner name BRIAN CRICKSHANK		09/09/2020
R4421CD 00200		
		



**Transaction Receipt**  
**Record ID: 569-20-000560-PLNG**  
**IVR Number: 569097189926**

City of McMinnville Planning Department

231 NE 5th Street  
McMinnville, OR 97128  
503-434-7311  
Fax: 503-474-4955  
cdc.planning@mcminnvilleoregon.gov

**Receipt Number: 203007**

**Receipt Date: 9/23/20**

www.mcminnvilleoregon.gov

Worksite address: 1140 SE DAVIS ST, MCMINNVILLE, OR 97128

Parcel: R4421CC05600

Fees Paid					
Transaction date	Units	Description	Account code	Fee amount	Paid amount
9/23/20	1.00 Ea	Street Vacations	01-07-025-4250-03	\$675.00	\$675.00
.....					
Payment Method:	Check number: 1068	Payer: Shannon Thorson Design LLC		Payment Amount:	\$675.00
Cashier: Sarah Sullivan			Receipt Total:		\$675.00