



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

**City Council Meeting Agenda**  
**Tuesday, February 26, 2019**  
**6:00 p.m. – Work Session**  
**7:00 p.m. – Regular Council Meeting**

*Welcome! All persons addressing the Council will please use the table at the front of the Council Chambers. All testimony is electronically recorded. Public participation is encouraged. If you wish to address Council on any item not on the agenda, you may respond as the Mayor calls for "Invitation to Citizens for Public Comment."*

**6:00 PM – WORK SESSION – COUNCIL CHAMBERS**

1. Call to Order
2. Discussion of a possible Alarm Ordinance.
3. Adjournment

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

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. 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. Please complete a request to speak card prior to the meeting. Speakers may not yield their time to others.*
4. ADVICE/ INFORMATION ITEMS
  - a. Reports from Councilors on Committee & Board Assignments
  - b. Department Head Reports
  - c. Cash and Investment Report – December and January
5. CONSENT AGENDA
  - a. Consider OLCC request for a Winery 2<sup>nd</sup> location license from Giovingo Vineyards LLC at 2803 NE Orchard Avenue.
6. RESOLUTION
  - a. Consider Resolution No. 2019-15: A Resolution appointing a member to the Affordable Housing Task Force.
7. ADJOURNMENT

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702 or [melissa.bisset@mcminnvilleoregon.gov](mailto:melissa.bisset@mcminnvilleoregon.gov).



**City of McMinnville  
Police Department**  
121 SW Adams Street  
McMinnville, OR 97128  
(503) 434-7307

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

## STAFF REPORT

**DATE:** February 19, 2019  
**TO:** Jeff Towery, City Manager  
**FROM:** Matt Scales, Chief of Police  
**SUBJECT:** February 26<sup>th</sup> City Council Work Session; Discussion of a possible alarm ordinance

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### **Report in Brief:**

This work session will explore the possible implementation of a City of McMinnville “Alarm Ordinance”. The desire is to discuss the history of alarms in McMinnville, the impact false alarms have on the police department, and if discussions warrant the exploration and implementation of an alarm ordinance.

### **Background:**

Residential and commercial alarm systems are valid for citizen’s personal feeling of safety and wellness. They are also traditionally known as crime prevention/deterrence tools and may assist law enforcement with the discovery, investigation, and clearance of criminal acts. However, false alarm system activations are law enforcement resource intensive when systems are not used and/or maintained in a reasonable and responsible manner by users/operators. In addition, systems are not regularly updated with current user information.

False alarms have been addressed multiple times publically, without determining a methodology for resolution, or a process for resolving the matter. Research suggests News Register articles have discussed the matter as early as a series beginning January 18, 2000 (News Register; False alarms vex police) and followed up on February 05, 2000 (News Register editorial; False alarms swamp police). The suggestion, even as early as 2000, was that a municipal ordinance could be drafted like many similar jurisdictions in Oregon have done. These ordinances vary all over in the manner in which the issue of false alarm activations are addressed. Many jurisdictions require permitting and then scale false alarm fees/penalties with fees going up with the increasing number of false alarms. While these measures have been effective in addressing the matter punitively, many do not balance education, prevention, and voluntary compliance with potentially harsh punitive sanctions.

Research of a twenty-four (24) month sample (12/01/2017- 11/30/2018) of alarm responses (1,880) by the McMinnville Police Department were reviewed in an effort to determine the current average alarm activation responses per month (75.5 responses/month). During that time period, 1,880 total activations resulted in 94 on-duty supervisor initiated “no response” designations due to multiple alarms on the same day, in close time proximity, and at the same location. Of the remaining 1,786 alarm responses, only twelve (12) case numbers were issued. A case review was initiated to determine the reason for case number issuance. Based upon the case review, four (4) were found to be the result of near proximity activity to the alarm for non-related purposes (suspicious vehicles, etc.). Eight (8) case

numbers were issued for actual criminal acts located on the alarmed premises (Burglary, Attempted Burglary, or similar events). These eight (8) cases equal 0.4 % of total alarm responses.

Alarm activations generally result in a minimum 2 patrol unit response, with robbery, high risk, and large facility alarms resulting in additional units responding to the activations. If an alarm response results in finding unsecure premises, additional time is often necessary. Robbery, high risk, and/or large facility alarms may take the entire patrol shift staffing allotment for an appropriate police response, if only to deal with the potential of a serious criminal event.

If each alarm was very conservatively averaged at 30 minutes response and scene time (15 minutes each X 2 patrol units) for each of the above described responses, there is a minimum of 37.75 patrol hours per month spent on false alarm responses. Estimated cost of these responses (wages solely) is approximately \$1,321.25/monthly or \$15,855.00/annually. Actual cost is likely greater due to the above described response demands/protocol.

These totals, while financially impressive, do not accurately reflect the actual loss of productivity. For example, an officer writing an incident report leaves in the middle of writing the report, responds, completes the on-scene investigation of the alarm/premises, returns and then begins working on the report again. The loss of productive work time is actually greater than what is perceived by response and investigation time solely. These responses may also delay response to other incidents/events or take district units out of position causing extended responses.

It is currently believed that there are roughly 2,000 residential or commercial premises currently have active alarm systems installed and in use. This total is based on communications with both A and E and Comcast. We have reached out to other alarm providers, but have not heard back from them.

Sergeant Steve Macartney has created a draft alarm ordinance which is attached and will be discussed as an approach to chronic false alarms which will create a mechanism with which problem alarms can be dealt with in a manner that seeks to educate the owner with how to use and maintain their alarms, and if issues continue (false alarms) a more punitive manner. Please see that attached documents.

### **Discussion:**

Does the City Council desire to move forward with the exploration of an Alarm Ordinance for the City of McMinnville?

### **Attachment:**

Full staff report prepared by Sergeant Steve Macartney which contains historical and statistical information to include a "DRAFT" Alarm Ordinance.

## **Summary:**

The McMinnville Police Department has experienced an increasing number of false alarm system activations. This has been a publically identified problem for nearly twenty (20) years. This project will focus on the historical information in reference to the current issue, statistical evaluation of the current problem, and will offer a proposed local solution of the issue based upon other Oregon jurisdictions and their approach to solving the problem. The solution is born from local community/government insight and the use of similar community solutions.

## **Research and evaluation:**

The problem presented, which has seemed to be an issue for most of my entire career, was initially brought into the public awareness as early as January 18, 2000 (False alarms vex police) followed up by an editorial on February 5, 2000 (False Alarms swamp police) in a local newspaper (The News Register). The article was part of a series of articles referencing local police staffing and utilization analysis reporting. It should be noted that local electronic archives go back to 1999, so I have been unable to determine if there were additional historical references previous to these noted articles.

Patrol functions, in our current staffing model, must be managed in an attempt to eliminate inappropriate resource allocation. Because of the expressly reactive policing model we currently employ, finding unnecessary resource allocations is one way of limiting improper resource use and thereby focusing on one portion of turning patrol functions in a more proactive state to address other community needs.

I conducted research into a twenty-four (24) month period, preceding December 2018, utilizing computer aided dispatch (CAD) information with specific incident classification sorting. These alarm responses were analyzed to determine the type of response, actual criminal acts found (criminal case numbers issued), confirmed false alarms, and supervisor directed “no response” classifications.

The information obtained from the CAD model showed the following information for law enforcement specific alarm activity during the twenty-four month period between 12/01/2016 – 11/30/2018:

Total alarm responses	1880*	100 %
False alarms	1778	94.6 %
Supervisor No Response	94	0.5 %
Crime found	8**	0.4 %

\*Approximately 10% of the total alarms were cancelled by an RP while patrol resources were enroute to the dispatched alarm activation.

\*\*A total of 12 actual case numbers were assigned associated with response to burglary, robbery, panic, or similar law enforcement alarms. After reading each of these case reports, it was determined that 4 of the 12 cases were associated with the response to the alarm rather than related to the alarm activation itself.

The impact of these responses is more than financial, but I took a basic look at the potential financial commitment to the problem. The following is a very simple look at the financial resource commitment:

75.5 False alarms/month

37.75 hours/month. 0.5 hours per response (Two officers each investing minimum 15 minutes response and scene time per alarm).

\$35.00 hour average salary that does not take into account benefits, vehicle cost (fuel, etc.).

\$1321.25/month

\$15,885.00/annually

\$31,770.00/two year study period 12/01/2016 – 11/30/2018

Diverted law enforcement resources: The analysis of the false alarms led to the understanding that nearly 40 hours a month of patrol resources were being utilized on this one specific unnecessary response type. The actual loss of productivity and the delay in response to actual criminal events are more significant. Because the district officer and at least one non-district officer responds to each activation, at least one of the officers positioning results in greater response time to the next event or causes a delayed response.

The McMinnville Police Department and its officers assumed unnecessary risk. Officers and the public at large were at increased risk of injury, equipment loss, and potential civil liability. 148 of the reported alarms resulted in expedited or emergency responses due to panic/robbery/hold-up designation. These false alarms also used additional resource allocation, generally every available unit (4-5) in our staffing model. This response is a necessary consequence based upon safety needs and potential of injury, loss of life, and crime severity. These activations carry a different potential outcome employing a Code 3 emergency response designation which dramatically increases risk to the staff and public.

There were also some legal considerations that became evident during the research (Protective Sweep limitation pursuant to State V. Stoudamire) and are ultimately addressed in the proposed solution.

It is also reasonable to believe, based upon experience and human nature, that there are officer safety issues for repeatedly responding to alarms that are the result of false activations. Officer safety, due to repeated conditioning, suffers and potential risk goes up.

### **Response and implementation:**

After I came to an understanding of the scope of the problem, I began research into what other municipalities/counties have already done. I looked at current solutions in Albany, Beaverton, Bend, Clackamas County, Deschutes County, Marion County, Oregon City, Tigard, Tualatin, and Washington County. I obtained copies of each of the ordinances via government websites. Based upon the ordinances, I evaluated the methodologies and decided that I would use elements of each of the alarm ordinances (many very similar in nature) and try to create a local solution that fits both our specific community and its social and political dynamics.

My interpretation of many of the alarm ordinances, similar to many traditional law enforcement solutions, is that there is a way to enforce or fine the problem out of existence. My belief system is that many of these strictly enforcement based solutions are not successful because many do not holistically include education and voluntary compliance as the base solution before implementation of a punitive methodology. In other cases, processing was resource intensive or ended up using law enforcement personnel in an alternate way to attempt to solve a law enforcement personnel misuse problem.

As such, I developed a city ordinance proposal that attempts to emphasize education, prevention, and voluntary compliance. In addition, if the problem is not solved by those efforts, there are steps upon the punitive pathway where voluntary compliance is offered, before becoming truly punitive.

The proposed ordinance also attempts to solve a legal issue that became apparent (protective sweeps/searches) and will also incorporate a successful enforcement program (Trespass Enforcement Agreement) previously developed into the proposed permitting process. The proposal is attached below:

### **PROPOSAL:**

#### **Background information for ordinance consideration:**

Residential and commercial alarm systems are valid for citizen's personal feeling of safety and wellness. They are also traditionally known as crime prevention/deterrence tools and may assist law enforcement with the discovery, investigation, and clearance of criminal acts. However, false alarm system activations are law enforcement resource intensive when systems are not used and/or maintained in a reasonable and responsible manner by users/operators. In addition, systems are not regularly updated with current user information.

False alarms have been addressed multiple times publically, without determining a methodology for resolution, or a process for resolving the matter being obtained. Research

suggests News Register articles have discussed the matter as early as a series beginning January 18, 2000 (News Register; False alarms vex police) and followed up on February 05, 2000 (News Register editorial; False alarms swamp police). The suggestion, even as early as 2000, was that a municipal ordinance could be drafted like many similar jurisdictions in Oregon have done. These ordinances vary all over in the manner in which the issue of false alarm activations are addressed. Many jurisdictions require permitting and then scale false alarm fees/penalties with fees going up with the increasing number of false alarms. While these measures have been effective in addressing the matter punitively, many do not balance education, prevention, and voluntary compliance with potentially harsh punitive sanctions.

Research of a twenty-four (24) month sample (12/01/2017- 11/30/2018) of alarm responses (1880) by the McMinnville Police Department were reviewed in an effort to determine the current average alarm activation responses per month (75.5 responses/month). During that time period, 1880 total activations resulted in 94 on-duty supervisor initiated "no response" designations due to multiple alarms on the same day, in close time proximity, and at the same location. Of the remaining 1786 alarm responses, only twelve (12) case numbers were issued. A case review was initiated to determine the reason for case number issuance. Based upon the case review, 4 were found to be the result of near proximity activity to the alarm for non-related purposes (suspicious vehicles, etc.). Eight (8) case numbers were issued for actual criminal acts located on the alarmed premises (Burglary, Attempted Burglary, or similar events). These eight (8) cases equal 0.4 % of total alarm responses.

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If each alarm was very conservatively averaged at 30 minutes response and scene time (15 minutes each X 2 patrol units) for each of the above described responses, there is a minimum of 37.75 patrol hours per month spent on false alarm responses. Estimated cost of these responses (wages solely) is approximately \$1321.25/monthly or \$15,855.00/annually. Actual cost is likely greater due to the above described response demands/protocol.

These totals, while financially impressive, do not accurately reflect the actual loss of productivity. For example, an officer writing an incident report leaves in the middle of writing the report, responds, completes the on-scene investigation of the alarm/premises, returns and then begins working on the report again. The loss of productive work time is actually greater than what is perceived by response and investigation time solely. These responses may also delay response to other incidents/events or take district units out of position causing extended responses.

It is currently unknown how many residential or commercial premises currently have active alarm systems installed and in use. I haven't found a reasonable way to quantify numbers due to the extremely diverse alarm sources and monitoring options. With technology development, alarm systems are no longer high end residential or commercial premise limited. Many alarm solutions are readily available and very inexpensive.

### **Similar jurisdiction alarm ordinance methodology:**

Multiple different jurisdictions utilize various methodologies for alarm permitting and false alarm prevention. Regional Oregon jurisdictions were viewed in an attempt to range permit costs and false alarm fees.

The residential permit fees range from \$0.00-\$25.00 annually

The commercial permits range from \$0.00-\$50.00 annually

False alarm costs vary between jurisdiction ordinances, as follows:

1<sup>st</sup> false alarm \$0.00-\$13.00

2<sup>nd</sup> false alarm \$0.00-\$50.00 or \$38.00/per patrol unit + \$13.00

3<sup>rd</sup> false alarm \$50.00-\$100.00 or \$38.00/per patrol unit+ \$13.00

4<sup>th</sup> false alarm \$75.00-\$250.00 or \$38.00/per patrol unit + \$126.00

5<sup>th</sup> + false alarm \$100-\$500.00 or \$38.00/per patrol unit + \$126.00

Subsequent false alarms generally continue the highest punitive fees or result in suspension of all responses to alarms on the permitted premise or revocation of the alarm permit which creates additional punitive enforcement pathways. While the suspension of response or permit revocation is understandable, the thought of non-response is troubling and may result in the actual targeting of the associated premises if it becomes known via radio traffic, scanner, etc.

Almost exclusively, alarm ordinances result in fee notices being issued to the user after the false alarm activation. Administratively, these types of ordinances present issues on multiple levels, to include:

Administrative overhead for letters, postage, and collection of fees.

Personnel misuse is attempted to be corrected by an alternate personnel use.

False alarm appeal processing (generally to the Chief of Police with a required finding and written response within a specified period of time) and potential Municipal Court appeals process.



Most jurisdictions do in fact suspend response to the permitted location if fees are not paid within a prescribed time period (generally 30 days), with multiple jurisdictions also having punitive fees double for non-response.

I think the City of McMinnville should consider a different approach. As written, false alarms would be streamlined directly to Municipal Court with an established hearings process, if the user so chooses, with findings by the preponderance of evidence standard by a magistrate versus a police executive. There is also an established collection and appeals process in place for Municipal Court findings. Municipal court hearings could be conducted by documentation/affidavit to prevent employee personal appearance or through the new civil code enforcement process.

In addition, other than false alarm enforcement for the 3rd-4<sup>th</sup> alarms and repeated violations of Failure to Take Corrective Measures, the violations will be considered “correctable” offenses and will encourage compliance rather than being solely punitive in nature. This allows the users to be educated and actively engaged in the prevention of false alarms/non-compliance with the proposed ordinance.

The below listed documents are suggested for consideration. The proposal continues the community’s view of voluntary compliance methodology while specifically addressing the long term false alarm problem.

## City of McMinnville Alarm Program Fees and Fine Schedule

### ***Annual Alarm Permit Fees: (suggested)***

<b>Residential:</b>	<b>\$00.00</b>
<b>Commercial*:</b>	<b>\$20.00</b>

\*Government/Public agencies shall be exempt

### **False Alarm fees:**

<b>Under 3 annually</b>	<b>\$00.00</b>
<b>Alarm 3 -4 annually</b>	<b>Violation False Alarm</b>
<b>5 or more alarms</b>	<b>Violation-Failure to Take Correctable Measures</b>

### **Violations:**

<b>Failure to Obtain/Renew Alarm Permit-Residential (Correctable)</b>	<b>\$115.00*</b>
<b>Failure to Obtain/Renew Alarm Permit-Commercial (Correctable)</b>	<b>\$160.00*</b>
<b>False Alarm</b>	<b>\$115.00</b>
<b>Failure to Take Corrective Measures-Residential Alarm System (Correctable)</b>	<b>\$160.00**</b>
<b>Failure to Take Corrective Measures-Commercial Alarm System (Correctable)</b>	<b>\$265.00**</b>

\*Failure to Obtain/Renew Permit is correctable if the permit or renewal is obtained prior to the initial court date.

\*\* Failure to Take Correctives Measures is correctable if the residence/commercial premise (first violation) in violation submits the following prior to the initial court date:

- 1) A plan which articulates a how future false alarms will be prevented,  
and
- 2) A completed inspection/repair work order from an alarm business

## City of McMinnville Alarm Permit

☐ \$00.00 Residential      ☐ \$20.00 Commercial      ☐ Initial Permit      ☐ Renewal  
☐ Amendment      Date received      ☐ Inside Video      ☐ Outside Video

**Your alarm permit will expire one calendar year from issuance.** Renewal is due within 10 days of your anniversary date/permit expiration.

### ALARM USER INFORMATION (Please list name residence/premise/business/agency)

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Name	Primary Phone Number	Date of Birth (if applicable)
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### ALARM ADDRESS INFO (BUSINESS NAME AND/OR ADDRESS)

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Alarm installer/Repair Service Company

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Alarm monitoring company

### Emergency Contacts/Responsible Parties (Who can be contacted with keys?)

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Name	Cell phone	Home phone	Work phone
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Name	Cell phone	Home phone	Work phone
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Known hazards for responding officers (aggressive dog on property, etc.)

## City of McMinnville Alarm Permit-Continued

**PROTECTIVE SWEEP AUTHORIZATION:** You may change your decision at any time by completing an amendment form. A protective sweep is a visual inspection inside a home or business by law enforcement personnel when an alarm is activated and the building is found unsecure. **Please indicate your choice below. (Making a selection is mandatory. Failure to select one will designate your property as “Does not Consent” for protective sweeps.)**

☐ **I DO** give consent for law enforcement to conduct protective sweeps when responding to alarm events at the designated location. Officers may enter to assure that no one is inside and/or to effect the securing of the premise.

☐ **I DO NOT** give consent for law enforcement to conduct protective sweeps. I understand without additional objective details of a crime in progress that law enforcement will not conduct protective sweeps at the designated location, even if found unsecure during alarm events. Officers may not enter to assure that no one is inside and/or to effect the securing of the premise.

**TRESPASS ENFORCEMENT AGREEMENT:** You may change your decision at any time by completing an amendment form. I authorize City of McMinnville Police Officers, as my agent and representative for the purposes of enforcing ORS 164.245 and 164.255 (Criminal Trespass). **Please indicate your choice below. (Making a selection is mandatory. Failure to select one will designate your property as “Does not Designate” for Trespass Enforcement.)**

☐ **I DO** designate City of McMinnville Police Officers as my agent and representative for the purposes of enforcing ORS 164.245 and 164.255 (Criminal Trespass).

☐ **I DO NOT** designate City of McMinnville Police Officers as my agent and representative for the purposes of enforcing ORS 164.245 and 164.255 (Criminal Trespass). I understand that if officers respond to an alarm event at the designated location and locate an unauthorized party that they may not take enforcement action without listed responsible party authorization. Should a responsible party not be available, enforcement action may not be taken.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## McMinnville Alarm Ordinance

**Purpose:** The purpose of this ordinance is to reduce the number of false alarm activations that the McMinnville Police Department receives and responds to. Currently, more than 99% of all premise burglary and robbery alarms prove to be false. Since police personnel respond to each alarm, a great deal of resources are currently being utilized for response and investigation of false alarm activations. It is important that we reduce the number of false alarm activations so that police will have more time to perform other legitimate law enforcement services.

### Definitions:

- 1) **Alarm** means any electronic, telephone, or other signal that requests, causes, or is intended to cause, a response by law enforcement personnel.
- 2) **Alarm business** means the business of an individual, partnership, corporation, or other entity that is in the business of selling, leasing, maintaining, servicing, repairing, altering, replacing, moving, or installing any alarm system or causing to be sold, leased, maintained, serviced, repaired, altered, replaced, moved or installed in or on any building, dwelling, structure, or facility.
- 3) **Alarm system** means any assembly of equipment, mechanical, electrical, or electronic, including a system interconnected with radio frequency signals or other connections such as laser or light, designed to signal the occurrence of an illegal entry, robbery or other activity, by emitting or transmitting a remote or local audible, visual or electronic signal, requesting police response. An alarm system does not include an alarm installed on a motor vehicle or an alarm on a personal device carried on an individual's body.
- 4) **Alarm User** means a person, firm, association, business, corporation, or other entity owning, in possession or control of any building, dwelling, structure, facility, or premise that an alarm originates from.
- 5) **False alarm** means any alarm from an alarm system eliciting a response by law enforcement personnel when a situation requiring a response does not, in fact, exist. It does not include an alarm signal caused by violent conditions of nature or other extraordinary circumstances not reasonably subject to control by the alarm user.
- 6) **Responsible party** means a person that can respond immediately via phone and within thirty (30) minutes in person to an alarm activation to allow responding personnel keyed access to the alarm site and has the ability to de-activate or reset the alarm.

### **Alarm Permit Requirements:**

No alarm system, located within the City of McMinnville, shall be operated without a valid alarm permit issued by the City of McMinnville. Application for an alarm permit shall be made with the City of McMinnville Planning Department by the alarm user and shall be considered the responsible party for purposes of enforcing this ordinance. The alarm permit shall be valid for one year from the date of issuance. The City of McMinnville shall provide false alarm prevention/education information, in addition to violation/penalty information for false alarms, at the time of permit issuance and/or renewal.

### **Responsibilities of user**

Every user shall

- 1) Inspect, maintain, and cause to be repaired an alarm system to ensure its proper operation.
- 2) Educate and train all operators and other persons who may, in the course of their activities, be in a position to accidentally activate an alarm system.
- 3) Assure that a responsible party is immediately available via phone and can respond to every activation of an alarm system within thirty minutes of being requested to respond by the City of McMinnville's emergency communications center (YCOM).
- 4) Ensure that the user's alarm provider/monitoring service attempts to verify any alarm with the user or responsible party prior to making an alarm response request to the City of McMinnville's emergency communications center (YCOM).

**False alarms:** It shall be a violation of this ordinance for an alarm user to incur false alarms at the permitted address during the permit year. The first two (2) false alarms within a permit year shall be violations with no associated penalty.

### **Violations:**

#### **Failure to Obtain/Renew Alarm Permit-Residential (Correctable)**

**\$115.00\***

It is a violation of this section for a user to operate a residential alarm system without an alarm permit or fail to renew an alarm permit within 10 days of expiration.

Failure to Obtain/Renew Permit is correctable if the permit or renewal is obtained and proof is provided prior to the scheduled initial court appearance. Applicable administrative fees may apply.

**\$160.00\***

It is a violation of this section for a user to operate a commercial alarm system without an alarm permit or fail to renew an alarm permit within 10 days of expiration.

Failure to Obtain/Renew Permit is correctable if the permit or renewal is obtained and proof is provided prior to the scheduled initial court appearance. Applicable administrative fees may apply.

**\$115.00**

It is a violation of this section for a user to have a false alarm in any permit year. The first two (2) false alarms are violations without an associated penalty.

False alarm #3 shall result in a fine not less than \$50.00

False alarm #4 shall result in a fine not less than \$75.00

**\$160.00\*\***

It is a violation of this section:

If a user has five (5) or more false alarms in any alarm permit year.

Failure to Take Correctives Measures is correctable (first violation in any permit year) if the user in violation submits the following prior to the scheduled initial court appearance:

- 1) A plan which articulates how future false alarms will be prevented, and
- 2) A completed inspection/repair work order from an alarm business

A second or subsequent violation shall result in a fine not less than \$100.00

**\$265.00\*\***

A user has five (5) or more false alarms in any alarm permit year.

Failure to Take Correctives Measures is correctable (first violation in any permit year) if the user in violation submits the following prior to the scheduled initial court appearance:

- 1) A plan which articulates how future false alarms will be prevented, and
- 2) A completed inspection/repair work order from an alarm business

A second or subsequent violation shall result in a fine not less than \$200.00

## **Protective Sweeps and Trespass Enforcement Agreement**

The alarm permitting process will also incorporate the ability for the user to consent to protective sweeps and the current Trespass Enforcement Agreement program.

### **Protective sweeps:**

Currently, case law dictates that a protective sweep may be considered a search under the 4<sup>th</sup> Amendment and may create personal, agency, and City liability (State of Oregon V. Damon Lamon Stoudamire). Officers responding to a location of an alarm may not enter the building, dwelling, structure, or facility absent an objective factual basis to believe that a crime is being committed, even if the premise is found to be unsecure. Officers may not enter even to assure that no one is inside or to effect the securing of the premise.

Buildings, dwellings, structures, or facilities will not have protective sweeps performed without consent/authorization from a responsible party, absent an objective factual basis to believe that a crime is being committed if the permit does not authorize such activity.

### **Trespass Enforcement Agreement:**

The purpose of this program is to allow a person, firm, association, business, corporation, or other entity owning, in possession or control of any building, dwelling, structure, facility, or premise to authorize officers to enter onto their property for the purpose of enforcing trespass laws against individuals who are trespassing in or on the premise.

If an individual(s) are located on the premise without objective legal authority to enter or remain on the premises, the officers may take enforcement action against the individual(s) with prior consent of the user.

If an individual(s) are located in or on the premise without objective legal authority to enter or remain on the premises, officers may not take enforcement action without contact with a responsible party. Should a responsible party not be available, no enforcement action will be taken for minor offenses, such as Criminal Trespass.



## Tips to Prevent False Alarms

No user wants false alarms. False alarms take emergency responder resources and can divert emergency response resources from legitimate responses. Here are some simple guidelines to help you reduce false alarms.

### HOW CAN YOU PREVENT FALSE ALARMS?

Lock all doors and windows.

Ensure moving items such as balloons, curtains, decorations, and pets are not placed in the path of motion detectors or utilize pet immune sensors.

Know how to cancel an alarm dispatch request.

Provide all alarm system operator's initial and periodic training on the proper use of the alarm system.

Contract with an alarm business for annual alarm system inspection/maintenance.

Make a service call for assessment/repair if the alarm system is not working properly.

Notify your monitoring company if you remodel, change, or upgrade phone systems including DSL, VoIP, FIOS, Wireless services, etc.

Update your contact information with your monitoring company annually or if you hire or change operator's or plan to sell your house/business.

Instruct your monitoring company not to dispatch law enforcement on power outages, weather-related signals, low battery signals, or heat loss sensors.

Request your monitoring company to use Enhanced Call Verification (ECV), which requires making two calls to a responsible party prior to requesting a law enforcement dispatch

### COMMON CAUSES OF FALSE ALARMS

Using incorrect keypad codes.

Operator error.

Inadequate training of all operators allowed access to your alarm site.

Domestic help, house cleaners, janitorial staff, house sitters, repair personnel, contractors, delivery personnel, property maintenance staff, extended family members, and pet sitters.

Weak or depleted alarm system batteries. Replace batteries regularly.

Faulty system equipment or non-current (10 years or older) system components.

Open, unlocked, loose fitting or defective doors/windows.

Drafts from heaters/air conditioning systems and open windows move plants, curtains, balloons, etc. Wandering pets.

### **WHEN INSTALLING & ACTIVATING AN ALARM SYSTEM**

Remember to permit your alarm system.

Completely understand how the alarm system works; what it does and does not do.

Accept the responsibility to keep your alarm system in proper operating condition.

Ensure that all operators of your system are provided initial and recurring instruction on using and testing the system and canceling unnecessary false alarm dispatch requests.

Ask your alarm business for written instructions and a physical demonstration of the use of your alarm system.

### **KNOW WHAT TO DO IF YOU SET YOUR ALARM OFF ACCIDENTALLY**

First, don't panic. *Carefully* enter your disarm code to reset your alarm system.

Wait for your alarm monitoring company to call and give them your password or ID number to cancel.

Do not leave your home or business until you have talked with your alarm monitoring company! If they do not call you, have their phone number posted by the alarm control panel and contact them to appropriately cancel.

DO NOT call 911, the police department business line, or police communications center (YCOM) non-emergency number to cancel the alarm. Personnel do not have your cancel code and have no way to know if you are under duress or are being forced to call. Only the alarm company who reported the call can cancel the alarm response.

# City of McMinnville

## C404 - Privately Owned

Between 12/01/2018 and 12/31/2018

	Class Code	Permits	Bldgs	Houses	Valuation
		65	28	28	\$26,083
	Sub-Totals:	65	28	28	\$26,083
<b><u>Section III - New Non-Residential Buildings</u></b>					
Other Nonresidential Building	328	1	1	0	\$169,747
	Sub-Totals:	1	1	0	\$169,747
<b><u>Section IV - Additions &amp; Alterations</u></b>					
Add or Alter Dwellings	434	4	0	0	\$38,079
Add or Alter All Other Buildings and Structures	437	2	0	0	\$66,500
	Sub-Totals:	6	0	0	\$104,579
<b><u>Section V - Demolitions</u></b>					
Demolish 5 or More Family Buildings	648	1	1	10	\$18,000
	Sub-Totals:	1	1	10	\$18,000
	Grand-Totals:	73	30	38	\$318,409

## C404 - Publicly Owned

Between 12/01/2018 and 12/31/2018

	Class Code	Bldgs	Houses	Valuation
<b><u>Section IV - Additions &amp; Alterations</u></b>				
Add or Alter All Other Buildings and Structures	437	0	0	\$30,000.00
	Sub-Totals:	0	0	\$30,000.00
	Grand-Totals:	0	0	\$30,000.00

# Activity Summary Totals Report

Category: BLDG

Issued: 12/01/2018 - 12/31/2018

Type	# of Permits	Total Fees	Total Valuation
<b>BLDCOMBO</b>			
ACOM	2	\$1,342.47	\$66,500.00
APUB	1	\$2,271.44	\$30,000.00
ASFR	3	\$885.40	\$14,220.74
<b>BLDMAJOR</b>			
DECK	1	\$274.60	\$23,858.00
NOTH	1	\$8,986.70	\$169,747.20
<b>BLDMINOR</b>			
OTHR	1	\$256.79	\$12,309.00
<b>DEMO</b>			
RES	1	\$1,213.45	\$18,000.00
<b>FLS</b>			
ALRM	2	\$219.73	\$9,059.00
SUPP	1	\$82.20	\$3,000.00
<b>MECH</b>			
COM	4	\$1,377.75	\$0.00
RES	23	\$871.49	\$0.00
<b>MISC</b>			
	9	\$4,910.00	\$0.00
<b>PLUM</b>			
RES	24	\$1,656.40	\$0.00
<b>SIGN</b>			
POLE	1	\$72.60	\$1,715.00
<b>Total:</b>	74	\$24,421.02	\$348,408.94

# Activity Summary Totals Report

Category: BLDG

Issued: 07/01/2018 - 12/31/2018

Type	# of Permits	Total Fees	Total Valuation
<b>BLDCOMBO</b>			
ACOM	16	\$119,035.44	\$5,469,710.00
AGAR	1	\$2,612.98	\$40,000.00
AIND	1	\$19,934.18	\$470,000.00
AOTH	1	\$416.07	\$7,000.00
APUB	1	\$2,271.44	\$30,000.00
ASFR	14	\$8,070.82	\$336,365.49
NAPT	9	\$678,521.37	\$10,040,895.05
NCOM	2	\$33,820.52	\$753,820.00
NPUB	2	\$31,233.23	\$1,379,223.20
NSFA	1	\$5,790.69	\$458,300.00
NSFR	56	\$575,315.40	\$15,856,508.62
OTHR	1	\$1,369.08	\$0.00
<b>BLDMAJOR</b>			
ACOM	5	\$2,073.18	\$148,677.00
AIND	1	\$1,350.46	\$146,000.00
APUB	3	\$1,704.58	\$118,271.00
ASFR	1	\$570.87	\$40,000.00
DECK	1	\$274.60	\$23,858.00
NOTH	3	\$10,442.54	\$288,444.40
<b>BLDMINOR</b>			
DECK	2	\$594.12	\$30,858.00
OTHR	15	\$2,440.19	\$155,009.00
PATI	3	\$867.00	\$45,000.00
ROOF	16	\$5,285.10	\$739,883.00
WALL	4	\$1,271.07	\$116,200.00
<b>DEMO</b>			
COM	1	\$60.57	\$3,000.00
PUB	1	\$70.76	\$3,500.00
RES	3	\$2,230.56	\$23,500.00
<b>FLS</b>			
ALRM	8	\$1,122.45	\$61,985.09
SPRK	4	\$3,872.53	\$557,282.00
SUPP	4	\$308.95	\$10,039.25
<b>MECH</b>			
COM	21	\$4,778.47	\$0.00
PUB	1	\$253.12	\$0.00
RES	136	\$5,660.49	\$0.00

Type	# of Permits	Total Fees	Total Valuation
<b>MH</b>			
RES	5	\$1,980.33	\$31,750.40
<b>MISC</b>			
	122	\$143,838.27	\$0.00
<b>PLUM</b>			
COM	14	\$2,233.11	\$0.00
PUB	3	\$456.01	\$0.00
RES	101	\$6,795.52	\$0.00
<b>SIGN</b>			
MONU	4	\$459.17	\$17,902.00
OTHR	1	\$30.55	\$565.00
POLE	3	\$553.96	\$25,215.00
<b>Total:</b>	591	\$1,679,969.75	\$37,428,761.50

## City of McMinnville - Account Summary Report

For Post Dates 12/01/2018 - 12/31/2018

For Category: **BLDG**

Fee Items: **1000,1010,1020,1100,1200,1210,1220,1230,1300,1310,**

Posted Amount

Account Code:   **\*\*ESCROW ACCT\*\***                    **1500 STATE SURCHG-GENERAL**

\$1,165.48

\$1,165.48

Account Code: 70-4400-05                      1000 PERMIT FEES-BUILDING

\$4,831.61

Account Code: 70-4400-05                      1300 PLAN REVIEW-BUILDING

\$10,171.58

Account Code: 70-4400-05 1400 PLAN REV-FIRE LIFE SAFTY

\$352.36

**\$15,355.55**

Account Code: 70-4400-10 1100 PERMIT FEES-MECHANICAL

\$1,761.80

Account Code: 70-4400-10 **1310 PLAN REVIEW-MECHANICAL**

\$92.31

\$1,854.11

Account Code: 70-4400-15 1200 PERMIT FEES-PLUMBING

\$3,132.00

**\$3,132.00**

Total Posted Amount: \$21,507.14

# City of McMinnville - Account Summary Report

For Post Dates **07/01/2018 - 12/31/2018**

For Category: **BLDG**

Fee Items: **1000,1010,1020,1100,1200,1210,1220,1230,1300,1310,**

Posted Amount

Account Code:	<b>**ESCROW ACCT**</b>	<b>1500</b> STATE SURCHG-GENERAL	\$27,357.74
			<hr/>
			\$27,357.74
Account Code:	<b>70-4400-05</b>	<b>1000</b> PERMIT FEES-BUILDING	\$157,635.01
Account Code:	<b>70-4400-05</b>	<b>1300</b> PLAN REVIEW-BUILDING	\$72,356.24
Account Code:	<b>70-4400-05</b>	<b>1400</b> PLAN REV-FIRE LIFE SAFTY	\$23,183.03
			<hr/>
			\$253,174.28
Account Code:	<b>70-4400-10</b>	<b>1100</b> PERMIT FEES-MECHANICAL	\$23,917.37
Account Code:	<b>70-4400-10</b>	<b>1310</b> PLAN REVIEW-MECHANICAL	\$1,554.50
			<hr/>
			\$25,471.87
Account Code:	<b>70-4400-15</b>	<b>1200</b> PERMIT FEES-PLUMBING	\$46,828.00
Account Code:	<b>70-4400-15</b>	<b>1320</b> PLAN REVIEW-PLUMBING	\$408.25
			<hr/>
			\$47,236.25
Account Code:	<b>70-4400-20</b>	<b>1010</b> PERMIT FEES-MH SETUP	\$860.00
			<hr/>
			\$860.00

Total Posted Amount: **\$354,100.14**



# City of McMinnville

## Permit Activity Report (List Version)

People Relationship: APPLICANT ,

User Date (DATE\_B): 12/01/2018 - 12/31/2018

Activities Included

Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
18B0439	FLS	ALRM	06/04/2018	A & E SAFE & ALARM CO	1234 NE 14TH ST	MCMN	(503) 472-6439
18B0905	FLS	SUPP	11/20/2018	ABC FIRE EXTINGUISHER INC	333 NE EVANS ST	MCMN	(503) 772-1643
18B0962	PLUM	RES	12/10/2018	ABETTER PLUMBING COMPANY LLC	389 SE COWLS ST	MCMN	(503) 437-1213
18B0896	FLS	ALRM	11/13/2018	APPLIED TECHNICAL SYSTEMS INC	310 NE 3RD ST	MCMN	(503) 684-9611
18B0942	BLDCOMBO	ACOM	12/07/2018	BEN FACKLER CONSTRUCTION INC	300 NW HILLSIDE PARK WAY	MCMN	(503) 472-7767
18M0249	MISC		12/11/2018	BINKERD JESSICA	1447 NE GRANDHAVEN ST	MCMN	
18B1001	PLUM	RES	12/27/2018	BLACKHAWK PLUMBING LLC	1223 SW BROCKWOOD AVE	MCMN	(503) 538-7900
18B0971	MECH	RES	12/17/2018	BLUE STAR GAS ASSOCIATES CO	1215 NE 16TH ST	MCMN	(707) 573-3130
18B0947	MECH	RES	12/10/2018	CASCADE RADON INC	790 NW 11TH ST	MCMN	(503) 421-4813
18B0991	PLUM	RES	12/20/2018	CITY OF MCMINNVILLE	2820 NE MCDONALD LN	MCMN	
18B0944	MECH	RES	12/07/2018	COMFORT CONTROL HEATING INC	378 SW MT ST HELENS ST	MCMN	(503) 852-6202
18B0927	BLDCOMBO	APUB	12/03/2018	COMMERCIAL PIPING CO	625 NE GALLOWAY ST	MCMN	(503) 472-4101
18B0930	MECH	RES	12/04/2018	COMMUNITY ACTION AGCY OF YAMHILL CO INC	1419 NW 5TH ST	MCMN	(503) 472-0457
18B0931	MECH	RES	12/04/2018	COMMUNITY ACTION AGCY OF YAMHILL CO INC	4155 NE THREE MILE LN	MCMN	(503) 472-0457
18B0929	PLUM	RES	12/03/2018	CRUZ RUBEN	319 NE 17TH ST	MCMN	
18B0928	PLUM	RES	12/03/2018	CRUZ RUBEN	307 NE 17TH ST	MCMN	
18B0904	BLDCOMBO	ASFR	11/19/2018	DOUG AND KELLY KIZER	704 NW MILL RACE CT	MCMN	
18B0964	MECH	RES	12/11/2018	DR HVAC INC	2510 NW ZINFANDEL LOOP	MCMN	(503) 474-9891
18B1000	MECH	RES	12/27/2018	DR HVAC INC	4155 NE THREE MILE LN	MCMN	(503) 474-9891
18B0940	MECH	RES	12/07/2018	DR HVAC INC	1586 NE GRANDHAVEN ST	MCMN	(503) 474-9891
18B0938	MECH	RES	12/06/2018	DR HVAC INC	1130 SW FLEISHAUER LN	MCMN	(503) 474-9891
18B0946	PLUM	RES	12/10/2018	ENVIRONMENTAL WORKS LLC	615 NE 19TH ST	MCMN	(503) 719-6715
18B0943	PLUM	RES	12/07/2018	EVERGREEN PLUMBING & MECHANICAL LLC	420 NW 14TH ST	MCMN	(503) 409-3567
18B0700	SIGN	POLE	08/27/2018	FAST SIGNS OF SALEM	201 SW AGEE ST	MCMN	(503) 588-3278
18B0934	PLUM	RES	12/05/2018	FIVE STAR PROFESSIONAL SERVICES	327 SW MT ST HELENS ST	MCMN	
18B0977	MECH	RES	12/18/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	1439 NW ELM ST	MCMN	(503) 538-1950
18B0993	MECH	RES	12/21/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	1825 NE MCDONALD LN	MCMN	(503) 538-1950
18B0994	MECH	RES	12/21/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	614 NE 24TH ST	MCMN	(503) 538-1950
18B1003	MECH	RES	12/31/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	422 SW POPLAR CT	MCMN	(503) 538-1950
18B0945	MECH	RES	12/10/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	2646 NW CHARDONNAY DR	MCMN	(503) 538-1950
18B0965	MECH	RES	12/12/2018	FRANK WEBSTER HEATING AND AIR CONDITIONING LLC	1225 NW MICHELBOOK LN	MCMN	(503) 472-6597
18B0976	MECH	RES	12/17/2018	FRANK WEBSTER HEATING AND AIR CONDITIONING LLC	1342 NE 10TH AVE	MCMN	(503) 472-6597

Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
18B0998	BLDMINOR	OTHR	12/24/2018	GLV ENTERPRISES INC	2962 SW 2ND ST	MCMN	(503) 465-8600
18B0975	PLUM	RES	12/17/2018	HAMPTON PLUMBING COMPANY	1150 NW SHADYWOOD ST	MCMN	(503) 538-5629
18B0987	MECH	COM	12/19/2018	HVAC INC	310 NE EVANS ST	MCMN	(503) 462-4822
18M0250	MISC		12/11/2018	JABUKA KATHERINE L	806 SE DAVIS ST	MCMN	
18B1002	BLDCOMBO	ASFR	12/27/2018	JOSEPH KNOBLOCH CONSTRUCTION INC	1724 NE ORCHARD AVE	MCMN	(971) 241-0828
18B0996	MECH	COM	12/21/2018	JRT MECHANICAL INC	900 SE BAKER ST	MCMN	(360) 666-0330
18M0252	MISC		12/17/2018	KENNETH DIENER	670 SW TANGLEWOOD CIRCLE	MCMN	
18M0253	MISC		12/20/2018	KWDS LLC			
18B0995	BLDCOMBO	ASFR	12/21/2018	LOPEZ CYNTHIA	736 NE GALLOWAY ST	MCMN	971-227-5040
18M0254	MISC		12/21/2018	LYNN TIMOTHY	634 NW 16TH ST	MCMN	
18B0992	MECH	RES	12/20/2018	MCCANDLESS ENT LLC	235 NW BAKER CREEK RD	MCMN	(503) 843-5618
18B0989	MECH	RES	12/20/2018	MURPHY, MICHAEL	4155 NE THREE MILE LN	MCMN	(360) 957-4605
18B0186	BLDMAJOR	NOTH	03/22/2018	PACIFIC NORTH CONSTRUCTION	2090 NE COLVIN CT	MCMN	
18B1004	PLUM	RES	12/31/2018	PAYNE ANDREA B	514 SW TAFT ST	MCMN	
18B0887	MECH	COM	11/07/2018	PKNW CONSTRUCTION LLC	333 NE EVANS ST	MCMN	(503) 536-6427
18B0986	PLUM	RES	12/18/2018	RGA SERVICES INC	1905 NW ST ANDREWS DR	MCMN	(503) 550-5880
18B0831	BLDCOMBO	ACOM	10/18/2018	RYAN PICKREL	1691 NE HIGHWAY 99W	MCMN	503-580-3845
18B0932	MECH	COM	12/04/2018	SANTIAM HEATING & SHEETMETAL INC	564 NE HIGHWAY 99W	MCMN	(503) 769-8483
18B0933	MECH	RES	12/05/2018	SAVAGE JOHN T	1323 NE IRVINE ST	MCMN	
18M0248	MISC		12/03/2018	SCHOKO PROPERTIES LLC	1234 NE 14TH ST	MCMN	
18B0988	BLDMAJOR	DECK	12/19/2018	SOMERSET HILLS CONSTRUCTION LLC	2491 NW WEST HILLS DR	MCMN	(541) 968-3469
18M0256	MISC		12/24/2018	STAY MCMINNIVILLE LLC	914 SE 1ST ST	MCMN	
18B0957	PLUM	RES	12/10/2018	SUNRISE LANDSCAPE SERVICES INC	2958 SW REDMOND HILL RD	MCMN	
18B0950	PLUM	RES	12/10/2018	SUNRISE LANDSCAPE SERVICES INC			
18B0951	PLUM	RES	12/10/2018	SUNRISE LANDSCAPE SERVICES INC	182 NW VALLEY'S EDGE ST	MCMN	
18B0952	PLUM	RES	12/10/2018	SUNRISE LANDSCAPE SERVICES INC	366 NW VALLEY'S EDGE ST	MCMN	
18B0953	PLUM	RES	12/10/2018	SUNRISE LANDSCAPE SERVICES INC	2979 SW GRAYSON ST	MCMN	
18B0954	PLUM	RES	12/10/2018	SUNRISE LANDSCAPE SERVICES INC	2980 SW GRAYSON ST	MCMN	
18B0956	PLUM	RES	12/10/2018	SUNRISE LANDSCAPE SERVICES INC	2964 SW REDMOND HILL RD	MCMN	
18B0958	PLUM	RES	12/10/2018	SUNRISE LANDSCAPE SERVICES INC	415 SW HEATH ST	MCMN	
18B0959	PLUM	RES	12/10/2018	SUNRISE LANDSCAPE SERVICES INC	431 SW HEATH ST	MCMN	
18B0960	PLUM	RES	12/10/2018	SUNRISE LANDSCAPE SERVICES INC	463 SW HEATH ST	MCMN	
18B0961	PLUM	RES	12/10/2018	SUNRISE LANDSCAPE SERVICES INC	497 SW HEATH ST	MCMN	
18B0955	PLUM	RES	12/10/2018	SUNRISE LANDSCAPE SERVICES INC	2976 SW REDMOND HILL RD	MCMN	
18M0255	MISC		12/24/2018	ULVANG JAMES	622 NW 10TH ST	MCMN	
18B0948	PLUM	RES	12/10/2018	VALLEY HOME REPAIRS LLC	2042 NE COBURN DR	MCMN	(971) 350-8515
18B0541	DEMO	RES	06/29/2018	WASHINGTON ROOFING COMPANY	609 NE BAKER ST	MCMN	(503) 472-7663
18M0251	MISC		12/14/2018	WHITE CHRISTOPHER	303 SW MT RAINIER ST	MCMN	
18B0926	MECH	RES	12/03/2018	WOLFERS INC	1617 SW SHELTON ST	MCMN	(503) 981-4511
18B0925	MECH	RES	12/03/2018	WOLFERS INC	2955 SW REDMOND HILL RD	MCMN	(503) 981-4511
18B0970	MECH	RES	12/14/2018	WSR INC	650 NW 19TH ST	MCMN	(503) 434-1109

Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
18B0990	MECH	RES	12/20/2018	XAVIER ENVIRONMENTAL INC	655 NW BROOKVIEW CT	MCMN	(503) 236-3796

### Summary

Number of Permits:	74
Total Valuation:	\$348,408.94
Total SQ. Ft:	6838.00
Total Fees:	\$24,421.02
Total Due:	\$0.00

# City of McMinnville

## C404 - Privately Owned

Between 01/01/2019 and 01/31/2019

	Class Code	Permits	Bldgs	Houses	Valuation
		68	20	20	\$118,503
	Sub-Totals:	68	20	20	\$118,503
<b><u>Section I - Residential HouseKeeping Buildings</u></b>					
One-Family Houses Detached	101	12	12	12	\$2,822,190
	Sub-Totals:	12	12	12	\$2,822,190
<b><u>Section IV - Additions &amp; Alterations</u></b>					
Add or Alter All Other Buildings and Structures	437	3	0	0	\$27,500
	Sub-Totals:	3	0	0	\$27,500
	Grand-Totals:	83	32	32	\$2,968,193

# Activity Summary Totals Report

Category: BLDG

Issued: 01/01/2019 - 01/31/2019

Type	# of Permits	Total Fees	Total Valuation
<b>BLDCOMBO</b>			
ACOM	2	\$9,606.99	\$24,500.00
NSFR	12	\$122,224.17	\$2,822,189.90
<b>BLDMAJOR</b>			
ACOM	1	\$95.72	\$3,000.00
<b>BLDMINOR</b>			
ROOF	2	\$615.45	\$64,388.00
<b>FLS</b>			
ALRM	1	\$41.28	\$1,007.00
SPRK	3	\$444.96	\$14,916.00
<b>MECH</b>			
COM	2	\$420.00	\$0.00
RES	16	\$740.05	\$0.00
<b>MISC</b>			
	20	\$5,285.00	\$0.00
<b>PLUM</b>			
COM	5	\$3,174.05	\$0.00
PUB	2	\$0.00	\$0.00
RES	15	\$1,938.72	\$0.00
<b>SIGN</b>			
OTHR	2	\$642.44	\$38,192.00
<b>Total:</b>	83	\$145,228.83	\$2,968,192.90

# Activity Summary Totals Report

Category: BLDG

Issued: 07/01/2018 - 01/31/2019

Type	# of Permits	Total Fees	Total Valuation
<b>BLDCOMBO</b>			
ACOM	18	\$128,642.43	\$5,494,210.00
AGAR	1	\$2,612.98	\$40,000.00
AIND	1	\$19,934.18	\$470,000.00
AOTH	1	\$416.07	\$7,000.00
APUB	1	\$2,271.44	\$30,000.00
ASFR	14	\$8,070.82	\$336,365.49
NAPT	9	\$678,521.37	\$10,040,895.05
NCOM	2	\$33,820.52	\$753,820.00
NPUB	2	\$31,233.23	\$1,379,223.20
NSFA	1	\$5,790.69	\$458,300.00
NSFR	68	\$697,539.57	\$18,678,698.52
OTHR	1	\$1,369.08	\$0.00
<b>BLDMAJOR</b>			
ACOM	6	\$2,168.90	\$151,677.00
AIND	1	\$1,350.46	\$146,000.00
APUB	3	\$1,704.58	\$118,271.00
ASFR	1	\$570.87	\$40,000.00
DECK	1	\$274.60	\$23,858.00
NOTH	3	\$10,442.54	\$288,444.40
<b>BLDMINOR</b>			
DECK	2	\$594.12	\$30,858.00
OTHR	15	\$2,440.19	\$155,009.00
PATI	3	\$867.00	\$45,000.00
ROOF	18	\$5,900.55	\$804,271.00
WALL	4	\$1,271.07	\$116,200.00
<b>DEMO</b>			
COM	1	\$60.57	\$3,000.00
PUB	1	\$70.76	\$3,500.00
RES	3	\$2,230.56	\$23,500.00
<b>FLS</b>			
ALRM	9	\$1,163.73	\$62,992.09
SPRK	7	\$4,317.49	\$572,198.00
SUPP	4	\$308.95	\$10,039.25
<b>MECH</b>			
COM	23	\$5,198.47	\$0.00
PUB	1	\$253.12	\$0.00
RES	152	\$6,400.54	\$0.00

Type	# of Permits	Total Fees	Total Valuation
<b>MH</b>			
RES	5	\$1,980.33	\$31,750.40
<b>MISC</b>			
	142	\$149,123.27	\$0.00
<b>PLUM</b>			
COM	19	\$5,407.16	\$0.00
PUB	5	\$456.01	\$0.00
RES	116	\$8,734.24	\$0.00
<b>SIGN</b>			
MONU	4	\$459.17	\$17,902.00
OTHR	3	\$672.99	\$38,757.00
POLE	3	\$553.96	\$25,215.00
<b>Total:</b>	674	\$1,825,198.58	\$40,396,954.40

# City of McMinnville - Account Summary Report

For Post Dates **01/01/2019 - 01/31/2019**

For Category: **BLDG**

Fee Items: **1000,1010,1020,1100,1200,1210,1220,1230,1300,1310,**

Posted Amount

Account Code: **\*\*ESCROW ACCT\*\***      **1500** STATE SURCHG-GENERAL

\$3,392.71

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\$3,392.71

Account Code: **70-4400-05**      **1000** PERMIT FEES-BUILDING

\$18,335.67

Account Code: **70-4400-05**      **1300** PLAN REVIEW-BUILDING

\$14,154.65

Account Code: **70-4400-05**      **1400** PLAN REV-FIRE LIFE SAFTY

\$276.29

---

\$32,766.61

Account Code: **70-4400-10**      **1100** PERMIT FEES-MECHANICAL

\$2,799.85

Account Code: **70-4400-10**      **1310** PLAN REVIEW-MECHANICAL

\$153.50

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\$2,953.35

Account Code: **70-4400-15**      **1200** PERMIT FEES-PLUMBING

\$7,137.50

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\$7,137.50

Total Posted Amount:      **\$46,250.17**



# City of McMinnville - Account Summary Report

For Post Dates **07/01/2018 - 01/31/2019**

For Category: **BLDG**

Fee Items: **1000,1010,1020,1100,1200,1210,1220,1230,1300,1310,**

Posted Amount

Account Code:	<b>**ESCROW ACCT**</b>	<b>1500</b> STATE SURCHG-GENERAL	\$30,750.45
			<hr/>
			\$30,750.45
Account Code:	<b>70-4400-05</b>	<b>1000</b> PERMIT FEES-BUILDING	\$175,970.68
Account Code:	<b>70-4400-05</b>	<b>1300</b> PLAN REVIEW-BUILDING	\$86,510.89
Account Code:	<b>70-4400-05</b>	<b>1400</b> PLAN REV-FIRE LIFE SAFTY	\$23,459.32
			<hr/>
			\$285,940.89
Account Code:	<b>70-4400-10</b>	<b>1100</b> PERMIT FEES-MECHANICAL	\$26,717.22
Account Code:	<b>70-4400-10</b>	<b>1310</b> PLAN REVIEW-MECHANICAL	\$1,708.00
			<hr/>
			\$28,425.22
Account Code:	<b>70-4400-15</b>	<b>1200</b> PERMIT FEES-PLUMBING	\$53,965.50
Account Code:	<b>70-4400-15</b>	<b>1320</b> PLAN REVIEW-PLUMBING	\$408.25
			<hr/>
			\$54,373.75
Account Code:	<b>70-4400-20</b>	<b>1010</b> PERMIT FEES-MH SETUP	\$860.00
			<hr/>
			\$860.00

Total Posted Amount: **\$400,350.31**

# City of McMinnville

## Permit Activity Report (List Version)

People Relationship: APPLICANT ,

User Date (DATE\_B): 01/01/2019 - 01/31/2019

Activities Included

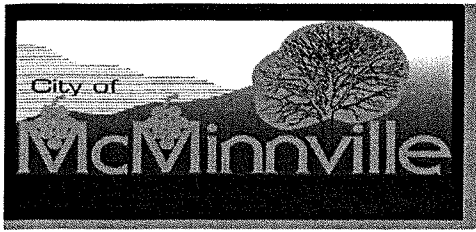
Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
18B0937	FLS	ALRM	12/06/2018	A & E SAFE & ALARM CO	4150 NE RIVERSIDE DR	MCMN	(503) 472-6439
19B0064	MECH	RES	01/22/2019	ANDERSEN HEATING INC	1026 NE GALLOWAY ST	MCMN	(503) 992-6664
19M0005	MISC		01/09/2019	ANNA BOE	1750 SW SESAME ST	MCMN	
19M0003	MISC		01/08/2019	ARNOLD LINDA	1335 SW MELROSE AVE	MCMN	
19M0015	MISC		01/25/2019	BAKER CREEK	1755 NW BAKER CREEK RD	MCMN	
19B0021	PLUM	RES	01/09/2019	BLACKHAWK PLUMBING LLC	1602 NE RIVERSIDE DR	MCMN	(503) 538-7900
19B0022	PLUM	RES	01/09/2019	BLACKHAWK PLUMBING LLC	418 SW WESTVIEW DR	MCMN	(503) 538-7900
19M0017	MISC		01/28/2019	BLODGETT JASON R	208 SE BAKER ST	MCMN	
19M0002	MISC		01/07/2019	BOWYER JODY	2453 NW ANTHONY CT	MCMN	
19B0067	MECH	RES	01/23/2019	CASCADE RADON INC	1050 NW BAKER CREST CT	MCMN	(503) 421-4813
19B0038	PLUM	RES	01/11/2019	CASCADIA LANDSCAPE	109 NE WHISPERING RIVER CT	MCMN	503.472.5897
19B0039	BLDCOMBO	ACOM	01/11/2019	CHRIS AND NICOLE DURIG	709 NE 3RD ST	MCMN	503-3131-0252
19B0023	MECH	RES	01/09/2019	CMW MAINTENANCE CORP	2221 NW DORAL ST	MCMN	(541) 914-6822
19B0024	MECH	RES	01/09/2019	CMW MAINTENANCE CORP	1841 NW THOMSEN LN	MCMN	(541) 914-6822
19B0054	MECH	RES	01/17/2019	CMW MAINTENANCE CORP	2334 NW JEFFERSON WAY	MCMN	(541) 914-6822
19B0084	PLUM	RES	01/29/2019	COMMERCIAL PIPING CO	123 SE BAKER ST	MCMN	(503) 472-4101
19B0026	PLUM	RES	01/10/2019	COMMERCIAL PIPING CO	2491 NW WEST HILLS DR	MCMN	(503) 472-4101
18B0936	FLS	SPRK	12/06/2018	COMMERCIAL PIPING CO	3087 NE HIDDEN MEADOW DR	MCMN	(503) 472-4101
19B0001	PLUM	COM	01/02/2019	COMMERCIAL PIPING CO	624 NE 3RD ST	MCMN	(503) 472-4101
19B0049	MECH	RES	01/15/2019	DR HVAC INC	2125 NW ST ANDREWS DR	MCMN	(503) 474-9891
19B0069	MECH	RES	01/23/2019	DR HVAC INC	1110 NE 30TH ST	MCMN	(503) 474-9891
19B0081	MECH	RES	01/28/2019	DR HVAC INC	415 SE DEBBIE ST	MCMN	(503) 474-9891
19B0003	PLUM	RES	01/03/2019	DREW WILKENS	537 NE 8TH ST	MCMN	503-686-8560
19B0040	PLUM	RES	01/11/2019	DYKES, WAYNE	945 SW FILBERT ST	MCMN	(503) 472-1536
18B0857	SIGN	OTHR	10/26/2018	E S & A SIGN CORP	120 NE 5TH ST	MCMN	(541) 485-5546
19B0004	PLUM	RES	01/03/2019	EVERGREEN PLUMBING & MECHANICAL LLC	215 NE 24TH ST	MCMN	(503) 409-3567
19B0019	PLUM	RES	01/09/2019	FIVE STAR PROFESSIONAL SERVICES	295 SW MT ST HELENS ST	MCMN	
19B0020	PLUM	RES	01/09/2019	FIVE STAR PROFESSIONAL SERVICES	198 SW MT ST HELENS ST	MCMN	
19B0073	MECH	RES	01/25/2019	FOUR SEASONS HEATING & AIR CONDITIONING INC	1966 NW WOODLAND DR	MCMN	(503) 538-1950
19B0045	MECH	RES	01/15/2019	FOUR SEASONS HEATING & AIR CONDITIONING INC	825 NW FENTON ST	MCMN	(503) 538-1950
19B0011	MECH	RES	01/07/2019	FOUR SEASONS HEATING & AIR CONDITIONING INC	675 NE 27TH ST	MCMN	(503) 538-1950
19B0072	MECH	RES	01/25/2019	FOUR SEASONS HEATING & AIR CONDITIONING INC	410 NE 24TH ST	MCMN	(503) 538-1950

Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
19B0075	MECH	RES	01/28/2019	FOUR SEASONS HEATING & AIR CONDITIONING INC	538 SE WASHINGTON ST	MCMN	(503) 538-1950
19B0008	MECH	COM	01/03/2019	FRANK WEBSTER HEATING AND AIR CONDITIONING LLC	325 NW BAKER CREEK RD	MCMN	(503) 472-6597
19B0009	MECH	COM	01/03/2019	FRANK WEBSTER HEATING AND AIR CONDITIONING LLC	801 SW BAKER ST	MCMN	(503) 472-6597
19M0019	MISC		01/29/2019	GINTER CARINA K NKA	335 NW WALLACE WAY	MCMN	
19B0080	PLUM	COM	01/28/2019	HAWORTH INC	832 SE 1ST ST	MCMN	(503) 472-2452
19M0016	MISC		01/28/2019	HUCHENDORF MELISSA J	3078 NE BUEL DR	MCMN	
19B0053	PLUM	COM	01/16/2019	II S MECHANICAL INC	1595 SW BAKER ST	MCMN	(503) 769-3738
19M0008	MISC		01/11/2019	JOHNSON SUSAN E	1225 NW YAMHILL ST	MCMN	
19M0011	MISC		01/18/2019	KATHERINE JABUKA	806 SE DAVIS ST	MCMN	
19M0020	MISC		01/31/2019	LANDREY SARAH L	1701 NW WOODLAND DR	MCMN	
18B0982	BLDCOMBO	NSFR	12/18/2018	LGI HOMES OREGON LLC	1950 NW 21ST ST	MCMN	503-470-9057
18B0978	BLDCOMBO	NSFR	12/18/2018	LGI HOMES OREGON LLC	1967 NW 21ST ST	MCMN	503-470-9057
18B0979	BLDCOMBO	NSFR	12/18/2018	LGI HOMES OREGON LLC	1961 NW 21ST ST	MCMN	503-470-9057
18B0981	BLDCOMBO	NSFR	12/18/2018	LGI HOMES OREGON LLC	1948 NW 21ST ST	MCMN	503-470-9057
18B0983	BLDCOMBO	NSFR	12/18/2018	LGI HOMES OREGON LLC	1964 NW 21ST ST	MCMN	503-470-9057
18B0984	BLDCOMBO	NSFR	12/18/2018	LGI HOMES OREGON LLC	1958 NW 21ST ST	MCMN	503-470-9057
18B0985	BLDCOMBO	NSFR	12/18/2018	LGI HOMES OREGON LLC	1970 NW 21ST ST	MCMN	503-470-9057
19M0007	MISC		01/10/2019	LGI HOMES-OREGON, LLC	2285 NW WOODLAND DR	MCMN	
19M0006	MISC		01/10/2019	LGI HOMES-OREGON, LLC	2285 NW WOODLAND DR	MCMN	
19B0002	BLDCOMBO	ACOM	01/02/2019	MATTHEW LEWIS CONSTRUCTION LLC	1445 NE MILLER ST	MCMN	(503) 550-3004
19M0014	MISC		01/24/2019	MCGLYNN ERIC R &	127 NW PARK DR	MCMN	
19B0071	BLDMAJOR	ACOM	01/24/2019	MD BUILDERS INC	1535 NE MILLER ST	MCMN	(971) 599-1821
19M0013	MISC		01/23/2019	MIKESH MARCIA A	524 SE HEMBREE ST	MCMN	
19B0016	PLUM	COM	01/09/2019	NORTHWEST CENTRAL PLUMBING CO INC	1915 NE BAKER ST	MCMN	(503) 642-2067
19B0046	BLDMINOR	ROOF	01/15/2019	OPTIMUS CONSTRUCTION LLC	725 SE FORD ST	MCMN	(503) 883-9597
19B0014	PLUM	RES	01/08/2019	OREILEY, JOHN MICHAEL	1835 NW 8TH ST	MCMN	(760) 708-9708
19B0085	PLUM	RES	01/31/2019	OUT WEST PLUMBING INC	127 NW 10TH ST	MCMN	(503) 623-5933
19M0018	MISC		01/29/2019	POTCAKE AVIATION			
18B0517	BLDCOMBO	NSFR	06/27/2018	PREMIER HOME BUILDERS INC	259 SW MT ST HELENS ST	MCMN	(503) 472-7514
19M0001	MISC		01/03/2019	PRIMBS MATTHEW J	711 NE HIGHWAY 99W	MCMN	
19B0047	PLUM	RES	01/15/2019	PRO FLEET INC	545 NE 17TH ST	MCMN	(503) 771-9274
19B0057	PLUM	RES	01/18/2019	RUSSELL, TIMOTHY	124 SE MACY ST	MCMN	(503) 312-8024
19M0012	MISC		01/22/2019	SCHOOL DISTRICT NO 40	1175 NE 19TH ST	MCMN	
19B0036	SIGN	OTHR	01/10/2019	SOLID FORM FABRICATION INC	725 NE 4TH ST	MCMN	(503) 435-1400
18B0774	BLDCOMBO	NSFR	09/21/2018	STAFFORD HOMES & LAND LLC	2054 NW SHADDEN DR	MCMN	(503) 305-7647
18B0866	BLDCOMBO	NSFR	10/30/2018	STAFFORD HOMES & LAND LLC	2020 NW VICTORIA DR	MCMN	(503) 305-7647
19B0077	PLUM	RES	01/28/2019	SUNRISE LANDSCAPE SERVICES INC	2955 SW GRAYSON ST	MCMN	
18B0939	BLDCOMBO	NSFR	12/06/2018	TEAL CREEK DEVELOPMENT LLC	126 NW VALLEY'S EDGE ST	MCMN	(503) 307-1653
18B0917	BLDCOMBO	NSFR	11/28/2018	TEAL CREEK DEVELOPMENT LLC	135 NW CANYON CREEK DR	MCMN	(503) 307-1653
19M0009	MISC		01/11/2019	VALENZUELA NOEL K	2098 NE LUCY BELLE ST	MCMN	
19B0086	FLS	SPRK	01/31/2019	VIKING AUTOMATIC SPRINKLER COMPANY	127 NW 10TH ST	MCMN	(503) 227-1171

Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
19M0004	MISC		01/09/2019	WALKER CHARLES E	1200 SW CYPRESS LN	MCMN	
19B0056	BLDMINOR	ROOF	01/17/2019	WASHINGTON ROOFING COMPANY	429 SE BAKER ST	MCMN	(503) 472-7663
19B0055	PLUM	PUB	01/17/2019	WASTERWATER SERVICES CITY OF MCMINNVILLE	1223 SW BROCKWOOD AVE	MCMN	
19B0058	PLUM	PUB	01/18/2019	WASTEWATER SERVICES CITY OF MCMINNVILLE	2060 NE LAFAYETTE AVE	MCMN	
19M0010	MISC		01/14/2019	WESTVALE PROPERTY MANAGEMENT LLC	2501 NE EVANS ST	MCMN	
19B0052	MECH	RES	01/16/2019	WILLAMETTE WOODSTOVES INC	2210 NW ST ANDREWS DR	MCMN	(503) 364-6339
19B0061	MECH	RES	01/18/2019	WOLFERS INC	2335 NW HAUN DR	MCMN	(503) 981-4511
19B0060	MECH	RES	01/18/2019	WOLFERS INC	439 NW HILLCREST LOOP	MCMN	(503) 981-4511
18B0963	FLS	SPRK	12/11/2018	WYATT FIRE PROTECTION INC	904 NE 10TH ST	MCMN	(503) 684-2928
19B0017	PLUM	COM	01/09/2019	YORK CUSTOM MECHANICAL INC	1691 NE HIGHWAY 99W	MCMN	(503) 584-1771

### Summary

Number of Permits:	83
Total Valuation:	\$2,968,192.90
Total SQ. Ft:	28418.00
Total Fees:	\$145,228.83
Total Due:	\$0.00



City Recorder Use	
Final Action: _____	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

## Liquor License Recommendation

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BUSINESS NAME / INDIVIDUAL: Giovingo Vineyards LLC

BUSINESS LOCATION ADDRESS: 2803 NE Orchard Ave

LIQUOR LICENSE TYPE: Winery 2<sup>nd</sup> Location

Is the business at this location currently licensed by OLCC

☒ Yes      ☐ No

If yes, what is the name of the existing business:

---

Hours of operation: N/A

Entertainment: N/A

Hours of Music: N/A

Seating Count: N/A

EXEMPTIONS:

(list any exemptions)

---

Tritech Records Management System Check: ☒ Yes    ☐ No

Criminal Records Check: ☒ Yes    ☐ No

Recommended Action: ☒ Approve    ☐ Disapprove

Chief of Police / Designee

---

City Manager / Designee



**City of McMinnville**  
**Planning Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311

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

## STAFF REPORT

**MEETING DATE:** February 26, 2019  
**TO:** Mayor and City Councilors  
**FROM:** Tom Schauer, Senior Planner  
**SUBJECT:** Resolution No. 2019-15 - Appointment to the Affordable Housing Task Force

---

### **Council Goal:**

Promote Sustainable Growth and Development

### **Report in Brief:**

This action is the consideration of Resolution No. 2019-15, a resolution appointing a volunteer to an open position on the Affordable Housing Task Force.

### **Background:**

Without the service of volunteers on city committees, commissions, boards, and task forces, much of the work of the City of McMinnville would not get accomplished.

City Council created the Affordable Housing Task Force in 2016 by Resolution 2016-20, with nine members representing different perspectives. The resolution provides that after the initial appointments, subsequent appointments are to be made by City Council with advice from the Task Force. In September 2018, City Council also approved an amendment to the composition of the committee to add a Citizen at Large position.

### **Discussion:**

After appointments made last fall, all vacancies on the Affordable Housing Task Force were filled. One of the former business representatives has taken a new job outside the community, leaving that position vacant. This application is to fill that vacant position. At its August 22 meeting, the Affordable Housing Task Force authorized the Chair and Co-Chair to make recommendations to City Council on their behalf regarding appointments for vacancies. They have reviewed the application and recommend appointment of the following volunteer to the Task Force. As with prior appointments, the recommendation is that if the remainder of the term is less than one year, then this appointment would also include the next full three-year term.

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#### *Attachments:*

*Attachment 1: Application from Shannon Carefoot*

*Attachment 2: Resolution No. 2019-15*

The following appointment is recommended for the City Council's consideration:

<b><u>Name &amp; Organization</u></b>	<b><u>Position (3-year terms):</u></b>
Shannon Carefoot, Willamette Valley Medical Center	Business Community

Expiration December 31, 2022

**Fiscal Impact:**

There is no anticipated fiscal impact.

**Alternative Courses of Action:**

1. **APPROVE** Resolution No. 2019-15
2. **REQUEST** more information.
3. **DO NOT APPROVE** Resolution No. 2019-15

**Recommendation/Suggested Motion:**

Staff recommends that the Council approve Resolution No. 2019-15, appointing a volunteer to serve on the Affordable Housing Task Force, consistent with the recommendation of the Chair and Co-Chair on behalf of the Affordable Housing Task Force.

**“BASED ON THE RECOMMENDATION OF THE AFFORDABLE HOUSING TASK FORCE, I MOVE TO APPROVE RESOLUTION NO. 2019-15, AND THANK OUR VOLUNTEER FOR HER SERVICE AND COMMITMENT TO THE CITY OF MCMINNVILLE.”**

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**Attachments:**

*Attachment 1: Application from Shannon Carefoot;*

*Attachment 2: Resolution No. 2019-15*



**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: Shannon Carefoot

Home Phone: [REDACTED]

Address: [REDACTED]

Cell Phone: [REDACTED]

McMinnville, Oregon 97128

Work Phone: [REDACTED]

Email: [REDACTED]

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

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

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

How many years have you lived in McMinnville? 20 years

Educational and occupational background: \_\_\_\_\_

BS in Nursing - Wash. State University  
Masters, Healthcare - OHSU / ISU

Why are you interested in serving? \_\_\_\_\_

I live to serve this community, this state + the  
Nursing profession. I truly am committed to making  
a difference. I am involved with Habitat for Humanity  
+ the housing situation in Yamhill County. In giving  
back, we make the impact as humans that we all should  
be having.

Date 02/18/19

Signed [Signature]

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



**RESOLUTION NO. 2019-15**

A Resolution appointing a member to the Affordable Housing Task Force.

**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 volunteer to the Affordable Housing Task Force (3-year term):

Shannon Carefoot (Business Community)                      new appointment to vacancy

2. This Resolution and this appointment will take effect immediately, and the remainder of the term of the vacant position will be served. If the remainder of the term is less than one year, then this appointment includes the next full 3-year term, as follows:

Shannon Carefoot will serve the remainder of the three year term of the vacant Business Community position which expires on December 31, 2019. She is reappointed to the three year term which begins January 1, 2020 and expires on December 31, 2022.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 26<sup>th</sup> day of February, 2019 by the following votes:

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

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

Approved this 26<sup>th</sup> day of February, 2019.

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MAYOR

Approved as to form:

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CITY ATTORNEY