



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

City Council Meeting Agenda
Tuesday, August 27, 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 – COUNCIL WORK SESSION – COUNCIL CHAMBERS

1. CALL TO ORDER
2. DISCUSSION ON KIDS ON THE BLOCK PROGRAM
3. ADJOURNMENT

7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INVITATION 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. PRESENTATIONS
 - a. Three Mile Lane Bridget Replacement Project – Valarie Greenway, ODOT Project Manager
5. ADVICE/ INFORMATION ITEMS
 - a. Reports from Councilors on Committee & Board Assignments
 - b. Department Head Reports
 - c. July Building Reports
6. CONSENT AGENDA
 - a. Consider the Minutes of April 23, 2019, May 14, 2019 and June 25, 2019 City Council Work Sessions and Regular Meetings.
 - b. Consider request from Michael J. Devine & Associates Inc. located at 2515 NE Orchard Avenue for a Wholesale Malt Beverage and Wine Liquor License.
 - c. Consider request from Lafayette and White Cellars LLC located at 475 NE 17th Street for a Winery 1st Location License.
7. RESOLUTIONS

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@mcminvilleoregon.gov.

- a. Consider **Resolution No. 2019-57**: A Resolution authorizing the lease of real property to Creekside Valley Farms, LLC pursuant to ORS 271.310.
- b. Consider **Resolution No. 2019-58**: A Resolution adopting a supplemental budget for fiscal year 2019-2020 and making supplemental appropriations in the General Fund, Police Department.
- c. **PUBLIC HEARING regarding Resolution No. 2019-59**: proposed supplemental budget related to the Emergency Communications Fund.
- d. Consider **Resolution No. 2019-59**: A Resolution adopting a supplemental budget for fiscal year 2019-2020 and making supplemental appropriations in the Emergency Communications Fund.

8. ORDINANCES

- a. Consider first reading with possible second reading of **Ordinance No. 5081**: An Ordinance amending the Zoning Map Designation from R-1 (Single-Family Residential) to R-3 (Two-Family Residential) on a 2.93 acre site.
- b. Consider first reading with possible second reading of **Ordinance No. 5082**: An Ordinance approving a tentative plan for a 17-lot subdivision on a 2.93 acre site.

9. ADJOURNMENT



City of McMinnville
Parks and Recreation
600 NE Evans Street
McMinnville, OR 97128
(503) 434-7310
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: August 27, 2019
TO: Mayor and City Councilors
CC: Jeff Towery, City Manager
FROM: Susan Muir, Parks & Recreation Director
SUBJECT: Kids on the Block
STRATEGIC PRIORITY & GOAL:



ENGAGEMENT & INCLUSION

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

OBJECTIVE/S: Improve access by identifying and removing barriers to participation

Report in Brief: This is a work session/briefing on the status of the Kids on the Block work that has occurred since the March 12, 2019 City Council presentation on the assessment of the program. At the March 12, 2019 meeting City staff indicated they would be forming a technical advisory committee (KOB-TAC) to review the findings and recommendations of the report. The committee ultimately made a recommendation to City staff to help frame next steps of the KOB after school program in McMinnville.

Background:

The KOB-TAC met 5 times between March and July, 2019. The KOB-TAC representatives included a current KOB family, a school district administrator, a KOB advocate, Linfield professor, KOB Inc. board member, a Latinx community leader & STEM program expert, City Councilors and City staff. We met at and toured several of the KOB sites and had other interested parties attend some of the meetings as well. Notes from the final KOB-TAC meeting are attached which include a proposed vision and mission, along with short and long term work plan items.

Discussion:

The first recommendation from the KOB assessment was to clarify the City of McMinnville's role (vision and mission) related to after school programming. The KOB-TAC spent quite a bit of time discussing such questions as:

1. Why is the City of McMinnville government invested/involved in afterschool programming?
2. What are the desired outcomes?
3. What is the rationale for public investment?

Attachments: KOB-TAC final report

Fiscal Impact:

There is no fiscal impact identified for the work session. Future decisions may have a fiscal impact to the City of McMinnville.

Recommendation:

The staff recommendation is for the City Council to approve the attached Vision and Mission for the KOB After School program and to request a joint meeting with the McMinnville School District Board to check in and review the assessment, program and partnership.

On March 12, 2019 the City Council received the final report and assessment for the Kids on the Block program. At that meeting the staff committed to forming a technical advisory committee to review the findings and recommendations of the report, and to help provide clarity on the highest priority the OregonASK assessment recommended, determining the program’s mission and vision. The KOB-TAC met 5 times between March and July. The City would like to thank the members of the KOB-TAC:

Adam Garvin	City Councilor/ KOB Kid
Arturo Vargas	Community Member/STEM
Dale Tomlinson	KOB Stakeholder
Janet Adams	Staff
Jennifer & Allen Goodling	Parents
Kristi MacKay	KOB Inc/Parent
Mindy Legard Larson	Linfield
Susan Muir	Staff
Stephanie Legard	School District
Zack Geary	City Councilor

In addition, the Mayor and Kathy Kollasch attended some of the KOB-TAC meetings. The group began by brainstorming and discussing the vision and mission and conducted several exercises to start framing those two critical components for the future of the program. In addition, they reviewed the OregonASK recommendations and talked about the implementation of several of the assessment’s recommendations.

Once the group had a draft Vision and Mission statement, they requested formal feedback from the School District. The final recommendation from the TAC is found in the following report.

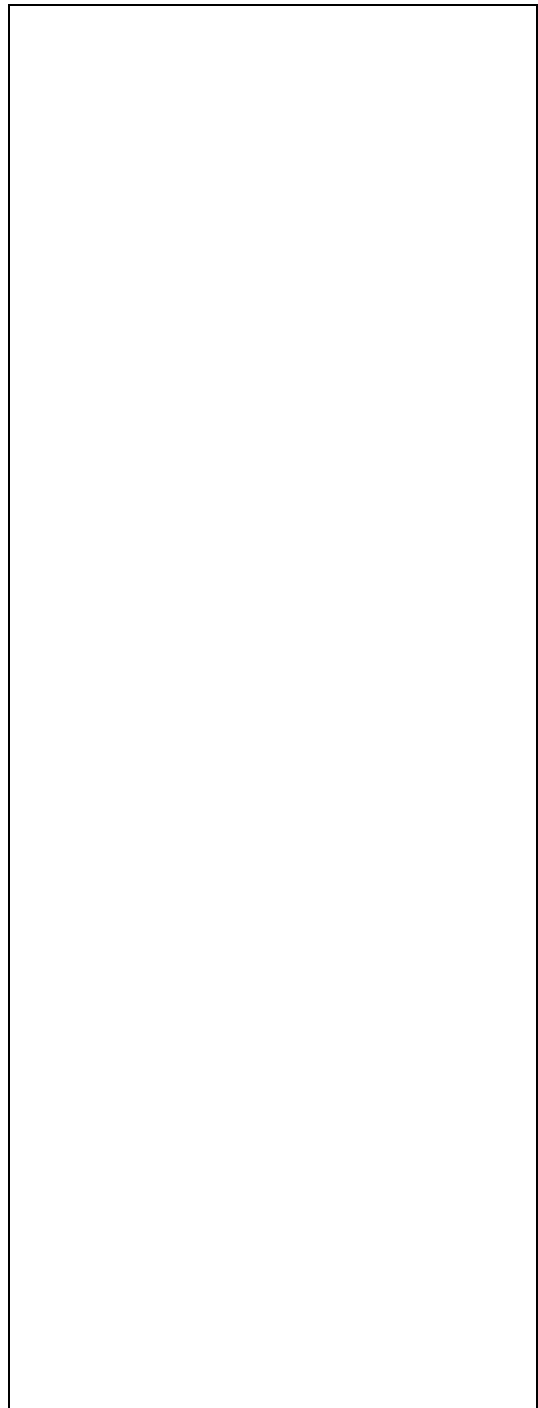
Vision: All elementary school kids have access to an after school program that provides opportunities to be engaged learners and confident community members.

Mission: We serve families through a quality, sustainable, equitable, accessible, enrichment after school program that promotes intellectual, creative and healthy development.

Priority	Short Term 1-2 year plan
#2	<p>Communication Plan</p> <p>Focused on: partners and vulnerable families as well as participating families</p>
<p><i>Deliverables</i></p> <p>Registration and scholarship information in Spanish & English for 2019/20</p> <p>3 program-wide Family communications (feedback and updates) in Spanish & English for 2019/20</p>	
#1	<p>Financial Plan</p> <p>Increase Fees Solidify scholarship program Wascher Discussions</p>
<p><i>Deliverables</i></p> <p>Increased revenue</p> <p>Firm & quantified scholarship program for registration 2019/20</p> <p>Potential additional financial support from Lafayette re: Wascher</p>	

Long Term 30 year plan
<p>In close partnership with the School District, explore additional options/ service providers who may enhance McMinnville’s after school service.</p> <p>This may include:</p> <ul style="list-style-type: none"> Request for Information or Request for Proposals for after school services Discussions with other providers (faith based) in the community Other?

#4	<p align="right">Calendar</p> <p>Increase days KOB is offered to mirror the school calendar. Currently operating 134/172 days.</p>
<p align="center"><i>Deliverables</i></p> <p>Operate 5 more days/school year.</p>	
#3	<p align="center">Enrichment Enhancement</p> <p>Provide options, information & evaluation tools</p>
<p align="center"><i>Deliverables</i></p> <p>Families &/or kids are involved in planning/selecting enrichment activities through survey (as part of the 3 communications above).</p> <p>Families have more info about the enrichment that we are doing and give formal feedback (as part of the 3 communications above).</p>	
#5	<p align="center">Focus on Most Vulnerable</p> <p>Early school district discussions about distribution of program across 6 schools</p>
<p align="center"><i>Deliverable</i></p> <p>Clear plan for distribution of available slots in schools including scholarship availability per site to focus on the most vulnerable in our community.</p>	



OR18 Spur South Yamhill River Bridge Replacement

McMinnville, Yamhill County KN19389

Purpose:

The project will replace the South Yamhill River Bridge located on the OR 18 spur section at milepost 46.66 along the southern city limits of McMinnville in Yamhill County. The bridge is an important link for the City of McMinnville. The average daily traffic volume is 16,000 vehicles per day.



Existing South Yamhill River Bridge - Three Mile Lane, McMinnville

Project Scope:

- Replace the existing 990 foot long South Yamhill River Bridge with a wider structure that will accommodate large trucks, bicycles and pedestrians.
- Build a detour structure to the west of the existing bridge. Traffic will be moved onto the detour structure for much of the remaining construction. The existing structure will then be demolished and a new bridge constructed.

Project Background:

The South Yamhill River Bridge was built in 1951. It is approaching the end of its functional lifespan. The bridge rail, approach rail and transitions are all substandard. In addition, the bridge deck is only 35 feet wide. The structure contains two concrete piers adjacent to the active waterway. The remainder of the structure consists of timber piles and cross bracing that is in poor condition.



Existing South Yamhill River Bridge - Three Mile Lane, McMinnville

Project Funding:

The project is currently funded for \$38,000,000 which includes \$3,800,000 for Preliminary Engineering.

Proposed Project Schedule:

2017-2020 Preliminary Engineering / Project Design

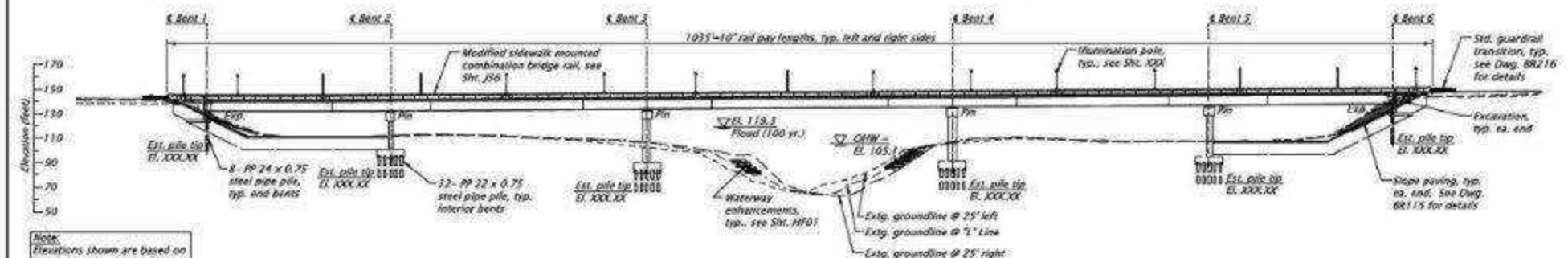
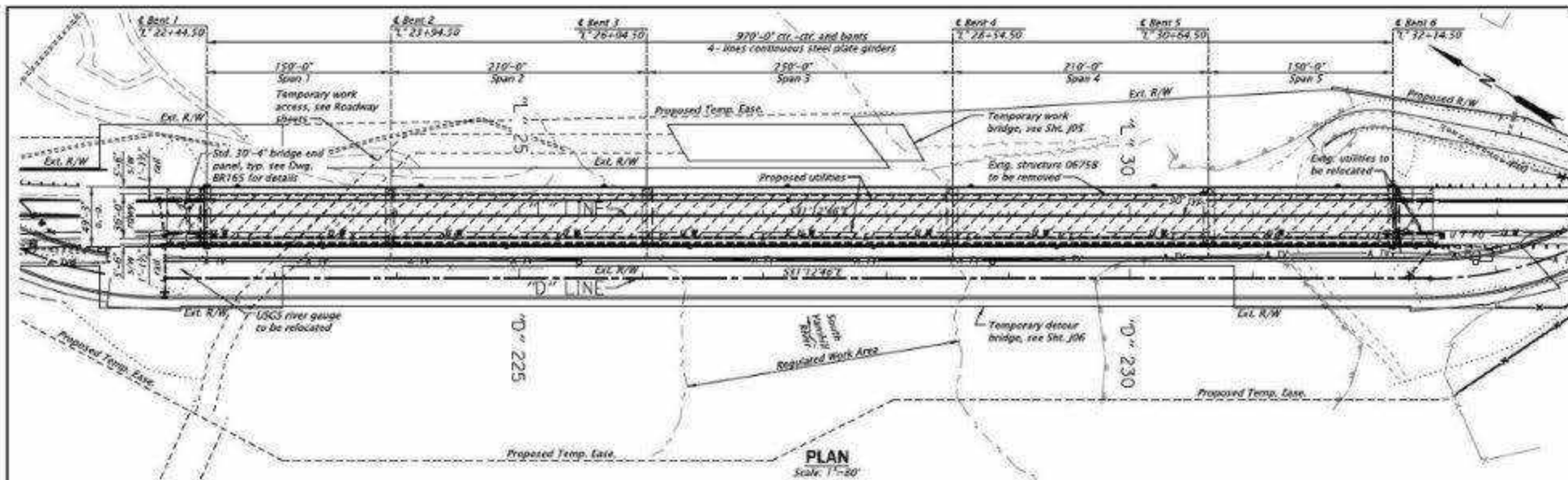
2021-2024 construction is estimated at 3 years.

Project Contact:

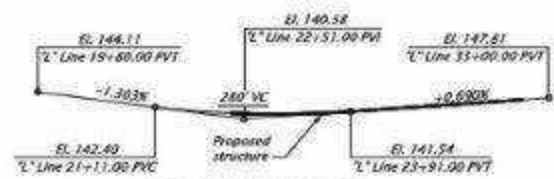
Valerie Greenway, Senior Project Leader

ODOT Region 2 – Salem 503-986-2865

Valerie.GREENWAY@odot.state.or.us



Note:
Elevations shown are based on North American Vertical Datum 1988 (NAVD88).



ELEVATION
Scale: 1"=80'

ACCOMPANIED BY DWGS:
102-360, BR115, BR165, BR195,
BR216, BR223, RD500

SCALE WARNING
IF THIS SCALE LINE DOES NOT MEASURE ONE INCH THEN DRAWING IS NOT TO SCALE

STRUCTURE NO: 22688	
REG. ENG. NO. 00000	
DATE: 10/24/00	
DATE: 04/10/10	
CITY: Yamhill	<p>REGISTERED PROFESSIONAL ENGINEER STATE OF OREGON NO. 23,201 MICHAEL G. MCNULTY</p>
DATE: 04/2019	EXPIRES: 12/31/.....

Replaces existing structure no. 006758	
<p>South Yamhill River, Hwy 483, McMinnville Spur OR18 SPUR: SOUTH YAMHILL RIVER BRIDGE (McMinnville) PROJECT MCMINNVILLE SPUR HWY, YAMHILL COUNTY</p>	
Designer: Michael McNulty, PE	Project Name:
Draftsman: 0402040	Draftsman Name:
PLAN AND ELEVATION	
SHEET NO. JOB	

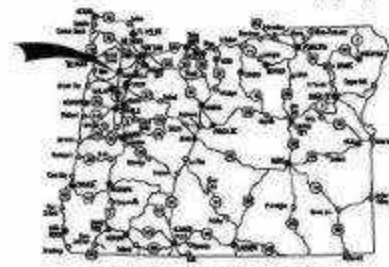
INDEX OF SHEETS	
SHEET NO.	DESCRIPTION
A01	Title Sheet
A02	Index Of Sheets Cont'd
A03	Std. Dig. Mss.
A04, A05	Survey Control Sheet

STATE OF OREGON
 DEPARTMENT OF TRANSPORTATION
 PLANS FOR PROPOSED PROJECT

GRADING, STRUCTURES, PAVING & ROADSIDE DEVELOPMENT

**OR18 SPUR: SOUTH YAMHILL RIVER
 BRIDGE (McMINNVILLE) PROJECT**

McMINNVILLE SPUR HWY.
 YAMHILL COUNTY
 NOVEMBER 2019



Overall Length Of Project - 0.47 Miles

**PRELIMINARY COPY
 INFORMATION ONLY**

ATTENTION!
 Oregon Law Requires You To Follow Rules
 Addressed By The Oregon Utility Notification
 Center. Those Rules Are Set Forth In
 OAR 912-001-010 To 015 Through OAR 912-001-0090.
 You May Obtain Copies Of The Rules By Calling
 The Center. (Note: The Telephone Number For
 The Oregon Utility Center Is (503) 232-1987.)



BEGINNING OF PROJECT

STA. "L" 19+36 (M.P. 46.92)

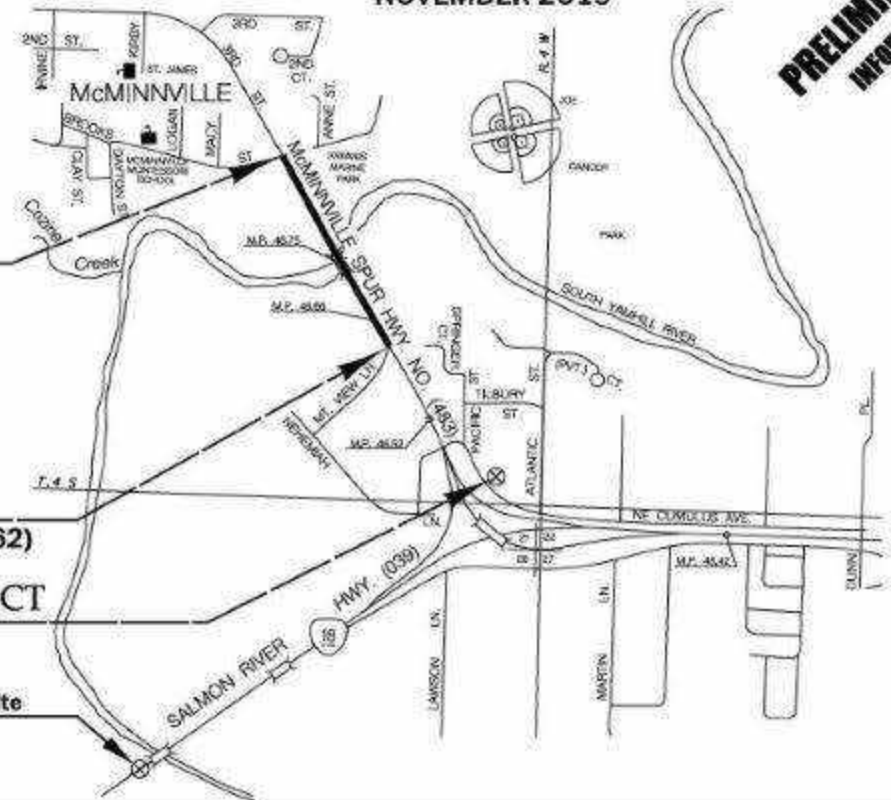
END OF PROJECT

STA. "L" 35+00 (M.P. 46.62)

END OF PROJECT CONTRACT

City Of McMinnville Pump house
 (M.P. 46.44)

Water Quality Mitigation Site
 (M.P. 45.63)



OREGON TRANSPORTATION COMMISSION

Tammy Borer	CHAIR
Bob Van Broek	COMMISSIONER
Alande Simpson	COMMISSIONER
Juli Brown	COMMISSIONER
Mark Callery	COMMISSIONER
Matthew L. Carver	DIRECTOR OF TRANSPORTATION

These plans were developed using ODOT design standards. Exceptions to these standards, if any, have been submitted and approved by the ODOT Chief Engineer or their delegated authority.

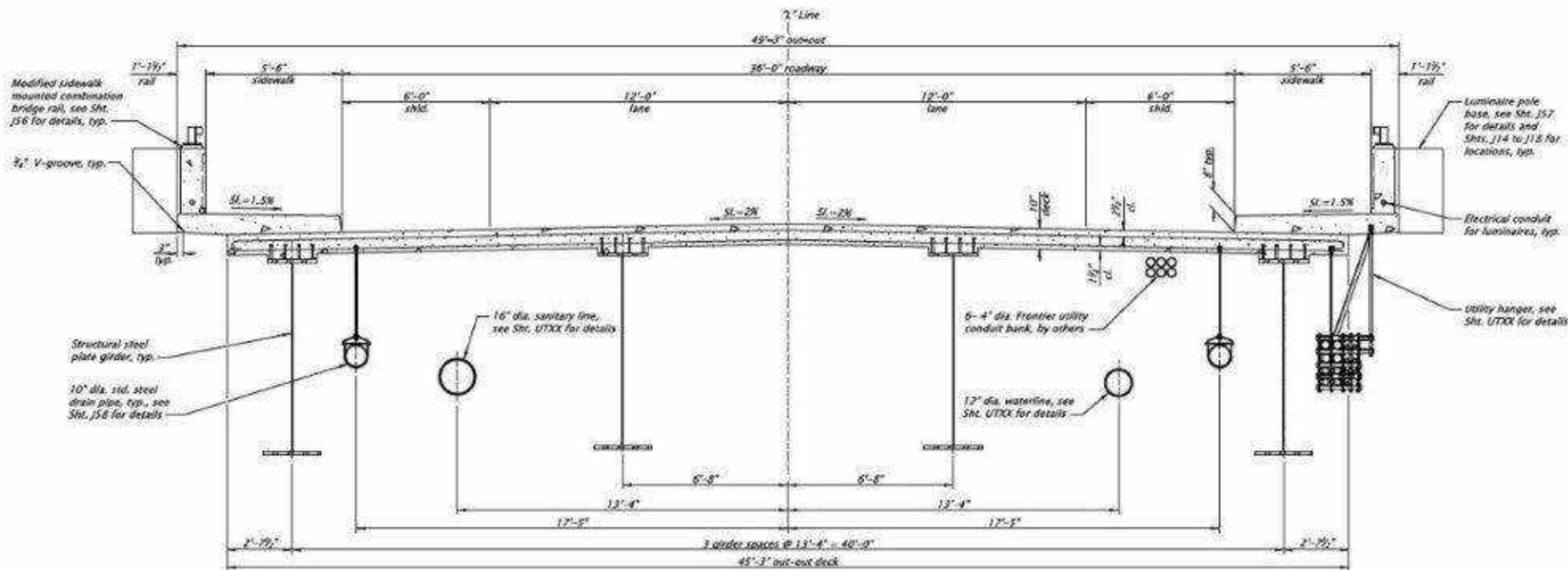
Approving Authority: _____
 Signature & date

James F. West - R2 Tech Center Manager
 Print name and title

Concurrence by ODOT Chief Engineer

**OR 18 SPUR: SOUTH YAMHILL RIVER
 BRIDGE (McMINNVILLE) PROJECT**
 McMINNIVILLE SPUR HWY.
 YAMHILL COUNTY

FEDERAL HIGHWAY ADMINISTRATION	PROJECT NUMBER	SHEET NO.
OREGON DIVISION		A01



TYPICAL DECK SECTION

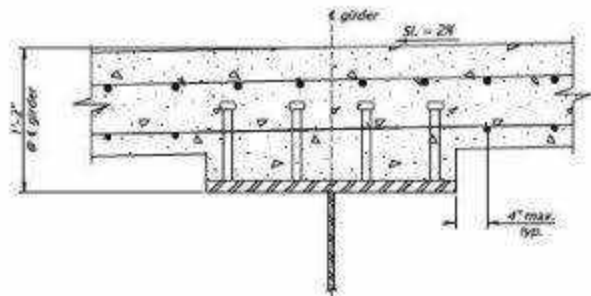
Scale: 5/8" = 1'-0"

Typical Deck Reinforcement:

Transverse: #5 @ 5" w/std. 180° hook one end, alternate hooked end. Place perpendicular to 6 girders top & bottom.

Longitudinal: #5 - #6 @ top, locate as shown
#9 - #5 @ bottom, locate as shown
Place parallel to 6 girders.

Place bottom mat bars directly below and in line with a top mat bar.



DECK BUILD UP

Scale: 1" = 1'-0"

SCALE WARNING

IF THIS SCALE LINE DOES NOT MEASURE ONE FOOT, THEN DRAWING IS NOT TO SCALE

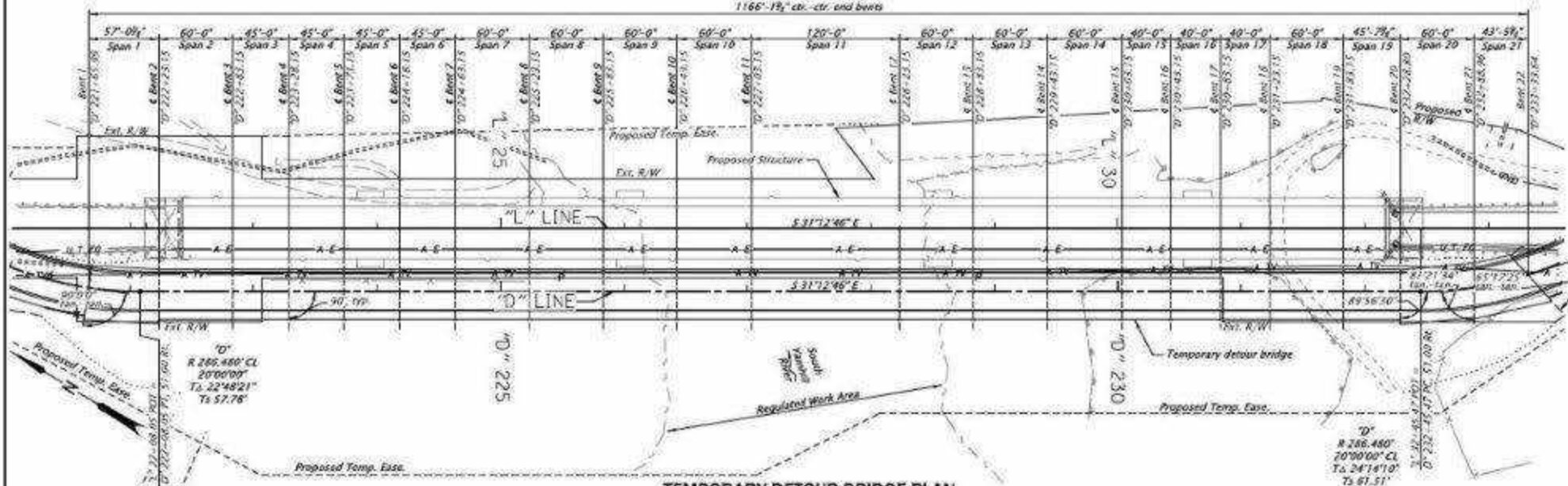
For accompanied by drawings, see Sht. J01

STRUCTURE NO. 22688	
REG. ENG. NO. 00000	
ENG. NOISE 0000	
PROJ. ENG. N/A: AGTS	
DATE 04/2019	<p>DATE 04/2019</p>

CONSULTING ENGINEERS www.orca.com		
South Yamhill River, Hwy 483, McMinnville, OR OR18 SPUR: SOUTH YAMHILL RIVER BRIDGE (McMinnville) PROJECT McMINNVILLE SPUR HWY, YAMHILL COUNTY		
Designer: Michael McNulty, PE Checker: ORCA CAD	Reviewer: Who Checker: None	SHEET NO. J19
TYPICAL DECK SECTION		SHEET NO. J19

FINAL ELECTRICAL DOCUMENT
AVAILABLE UPON REQUEST

Rotation: 0° Scale: Full Size 1=1



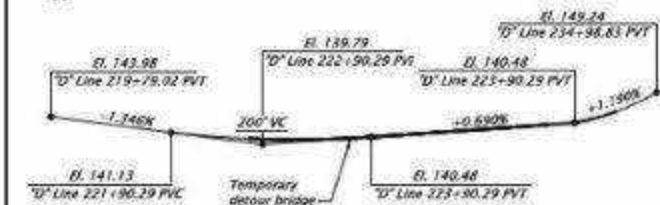
TEMPORARY DETOUR BRIDGE PLAN

Scale: 1"=80'



TEMPORARY DETOUR BRIDGE ELEVATION

Scale: 1"=80'



GRADELINE DIAGRAM

No Scale

Note:
Elevations shown are based on
North American Vertical Datum
1988 (NAVD88).

TEMPORARY DETOUR BRIDGE GENERAL NOTES:

Construct temporary detour bridge according to "D" Line vertical and horizontal alignment control.

Provide a minimum 29'-0" wide roadway and 6'-0" wide walk, see Sht. J10 for typical section.

Limit the maximum number of piles to be installed within the Regulated Work Area to construct temporary detour bridge, temporary work bridge, and temporary shoring towers to XXX.

A total of XX temporary detour bridge bents, existing bridge bents, temporary work bridge bents, temporary shoring tower bents, and new bridge bents at a time will be allowed to remain within the floodway during XXX-XXX winter months to ensure a no-rise in the identified FEMA floodway.

SCALE WARNING

IF THIS SCALE LINE DOES NOT
MATCH THE SCALE IN THIS
DRAWING, DO NOT RESCALE

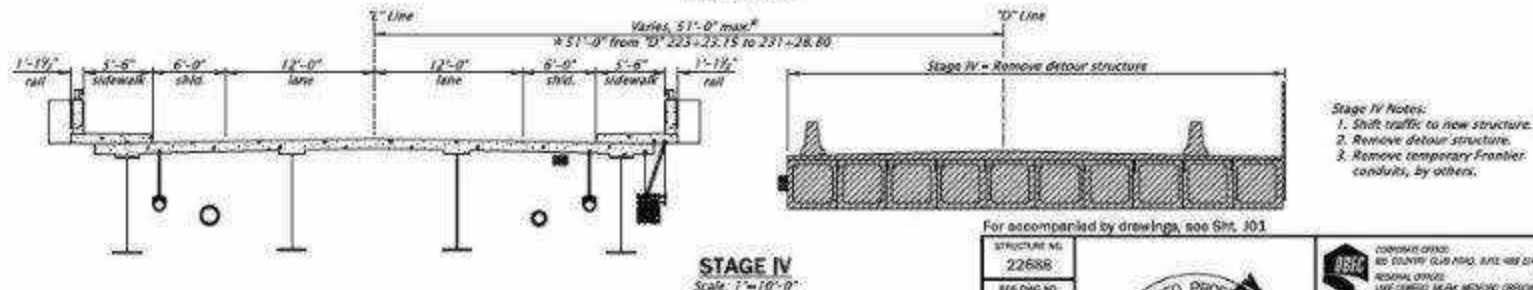
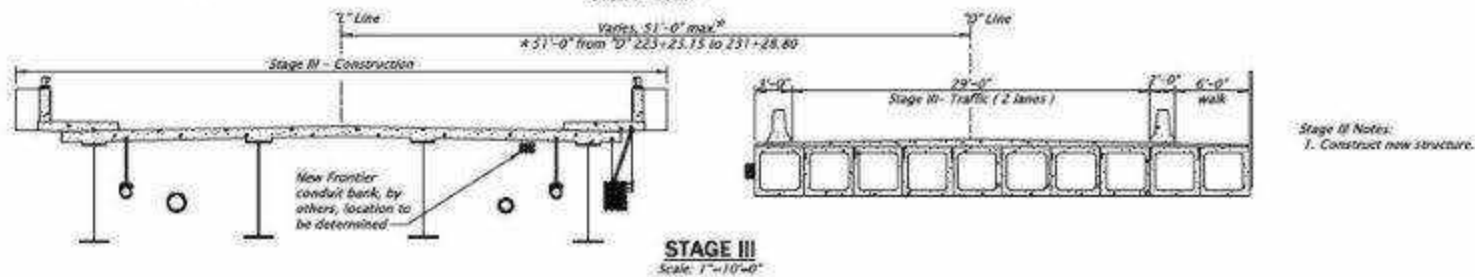
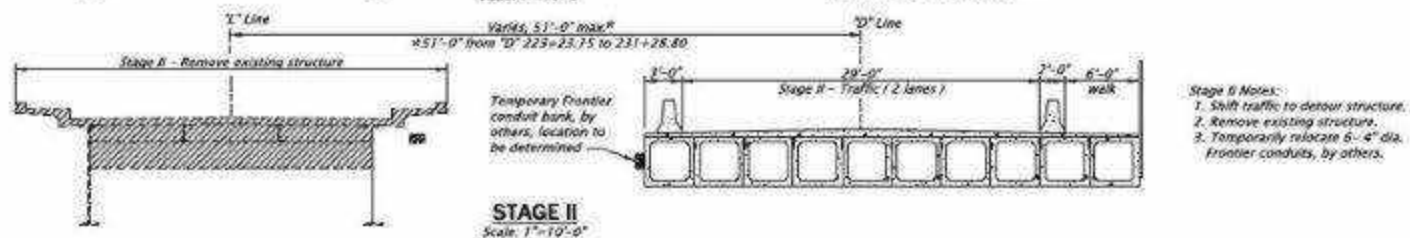
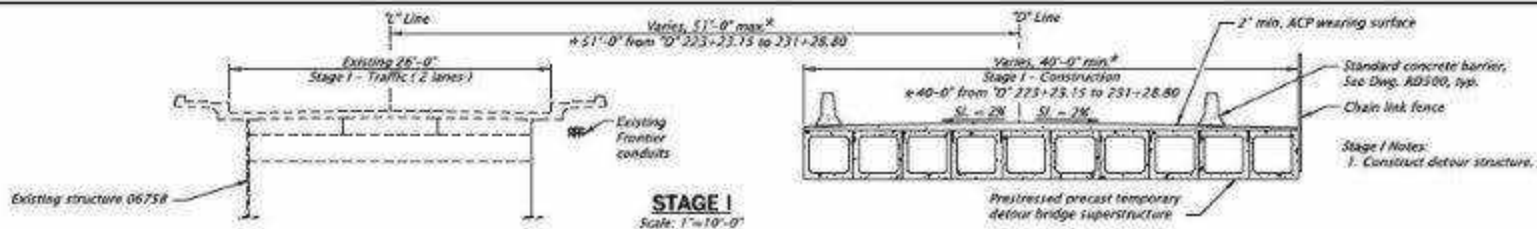
For accompanied by drawings, see SHT J02

STRUCTURE NO.
22685
SHEET NO.
0000
DATE
04/2019



EXPIRES 12/31/2021
THIS ELECTRONIC DOCUMENT
REQUIRES PDF READER

	DESIGNER OFFICE ED. STANTON CONSULTING GROUP, INC. CONSULTING ENGINEERS 4855 McMinnville Spur McMinnville, TN 37130 WWW.EDSG.COM	
PROJECT OR18 SPUR, SOUTH YAMHILL RIVER BRIDGE (McMinnville) PROJECT McMinnville Spur Hwy, Yamhill County, TN	PROJECT NO. 2018-0000	SHEET NO. J06
DESIGNER Michael McNulty, PE	CHECKER Nicole Nails	DATE 04/2019
TEMPORARY DETOUR BRIDGE P&E		



For accompanied by drawings, see Sht. J01

STRUCTURE NO.
22688

REG. DWG. NO.
886

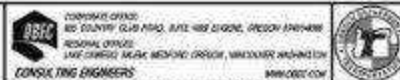
CAUC. BOOK
0000

REV. 000

DATE 04/19

COUNTY
Yamhill

DATE
04/2019



South Yamhill River Hwy 483 McMinnville Spur
**OR18 SPUR SOUTH YAMHILL RIVER
 BRIDGE (McMinnville) PROJECT**
 McMinnville Spur Hwy,
 YAMHILL COUNTY

Designer: Michael McMurry, PE
 Checker: Mike
 Draftsman: Mike

STAGING DETAILS

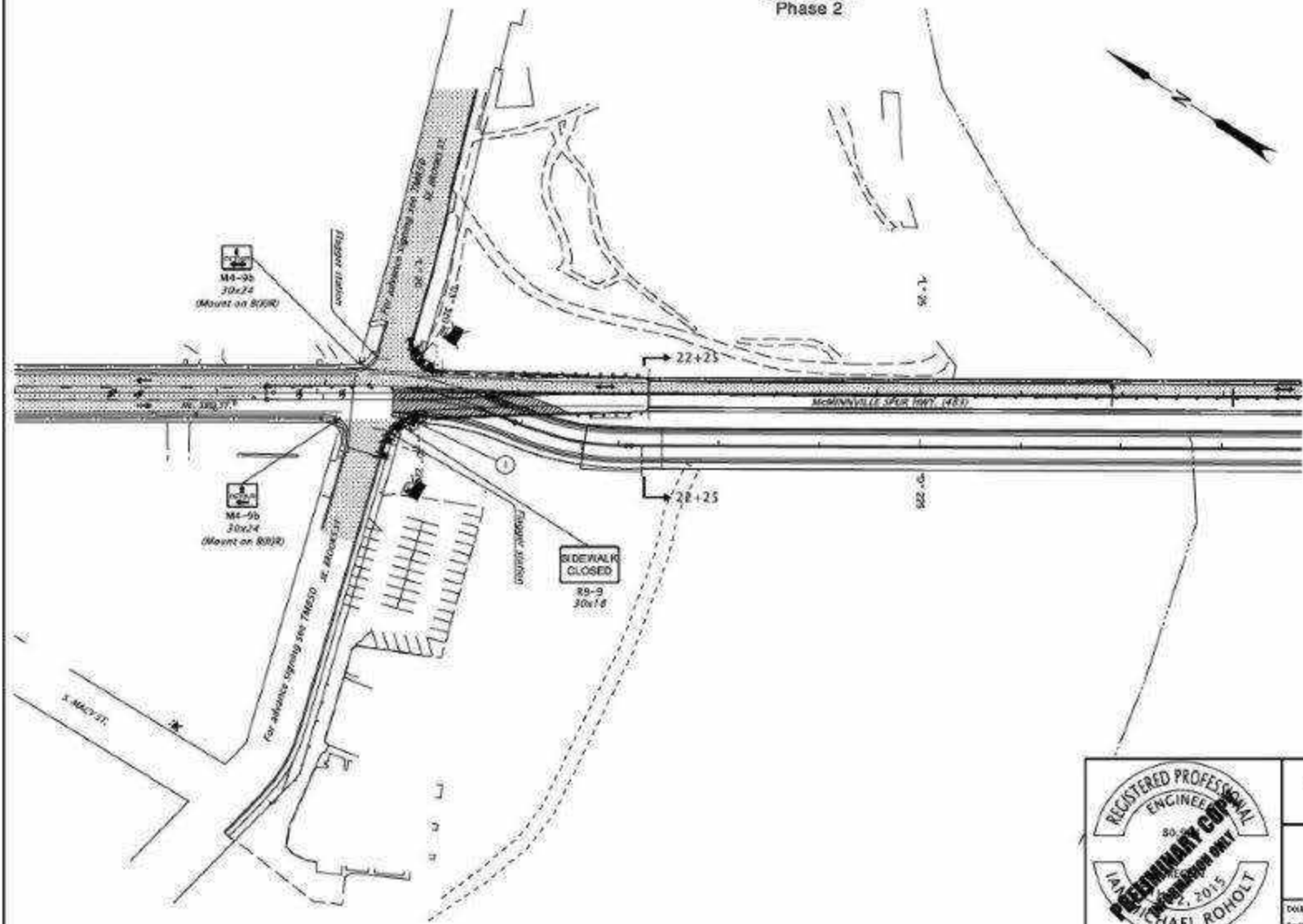
SHEET NO.
J10

SCALE WARNING
 IF THIS SCALE ONE DOES NOT
 MEASURE SPECIFICALLY,
 DRAWING IS NOT TO SCALE

THIS ELECTRONIC DOCUMENT
 AVAILABLE UPON REQUEST

Rotation: 0° Scale: Full Size 1"=10'

STAGE I
Phase 2



① Construct Temporary ACP ADA Compliant Curb Ramp

- Temporary Pedestrian Accessible Route
- ▨ Under construction
- ▩ UNDER TRAFFIC

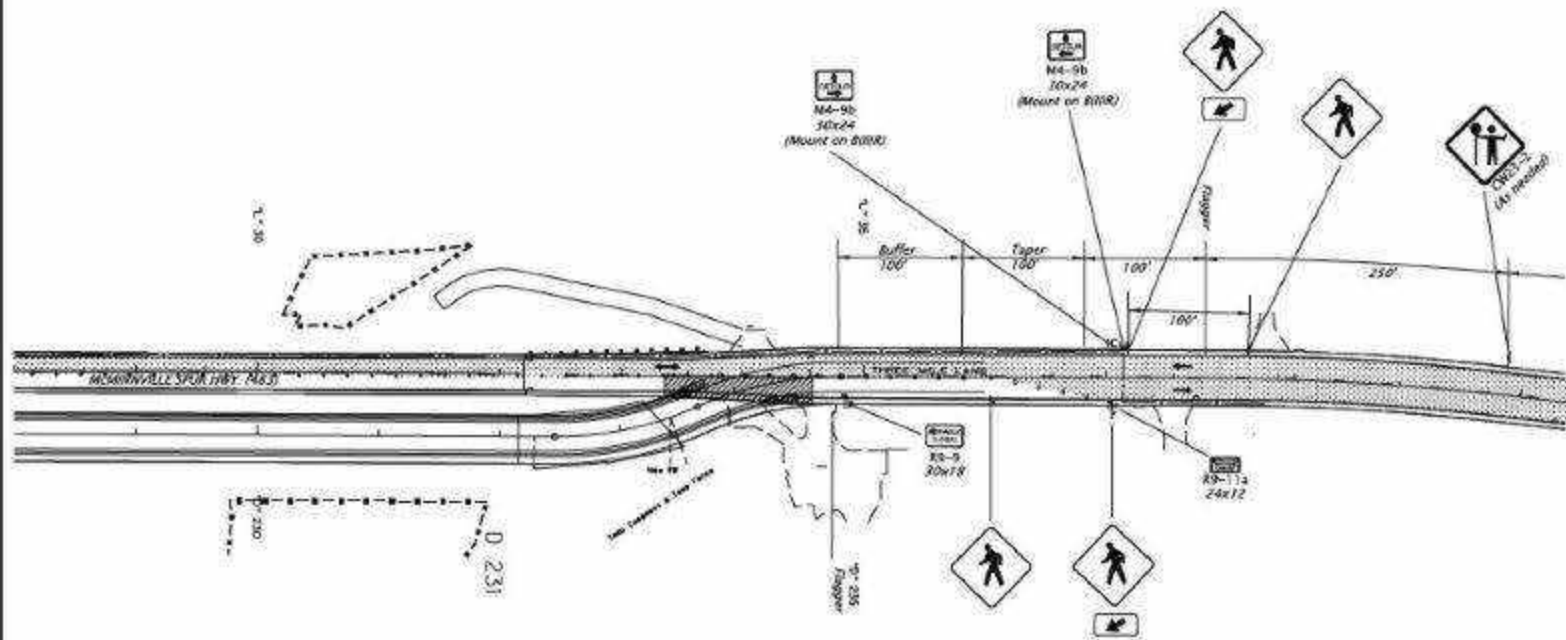


RENEWS: 12-31-2020

OREGON DEPARTMENT OF TRANSPORTATION		
OR18 SPUR: SOUTH YAMHILL RIVER BRIDGE (McMinnville) PROJECT MCMINNVILLE SPUR HWY. YAMHILL COUNTY		
Designer: Jai Ruffe, P.E. Engineer: Michael Roholt	Checker: Orin LaFleur, P.E. Drafter: N/A	SHEET NO. EA0E
TRAFFIC CONTROL PLAN		

STAGE I
Phase 2

??V-???

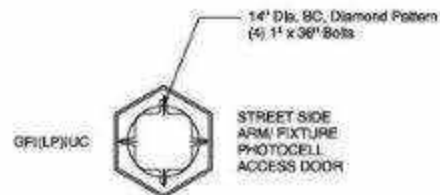
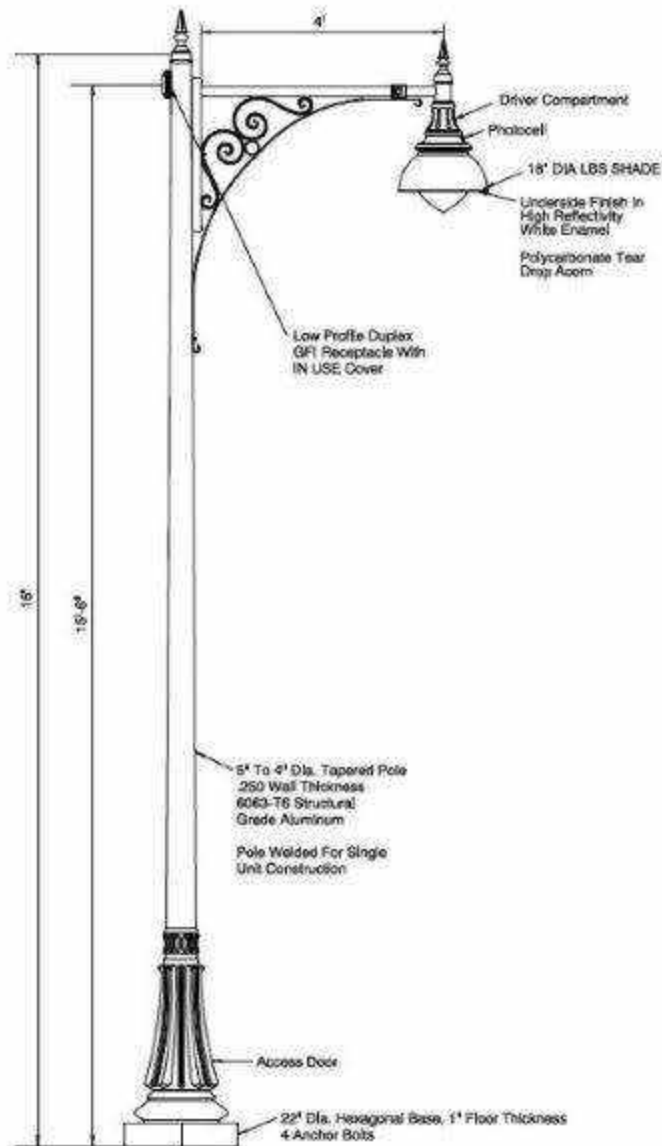


- Temporary Pedestrian Accessible Floor
- ▨ Construction under traffic
- ▨ Under traffic
- ▨ Under construction

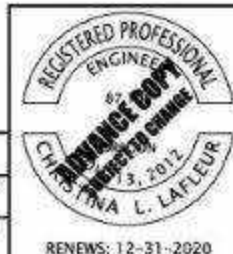


OREGON DEPARTMENT OF TRANSPORTATION	
OR 18 SPUR SOUTH YAMHILL RIVER BRIDGE (McMinnville) PROJECT McMinnville Spur Hwy. Yamhill County	
Designer: Bill Hinkle P.E. Drafter: Kim Kinkade	Checker: Chris Collier P.E. Designer: NER
TRAFFIC CONTROL PLAN	
SHEET NO. EA07	

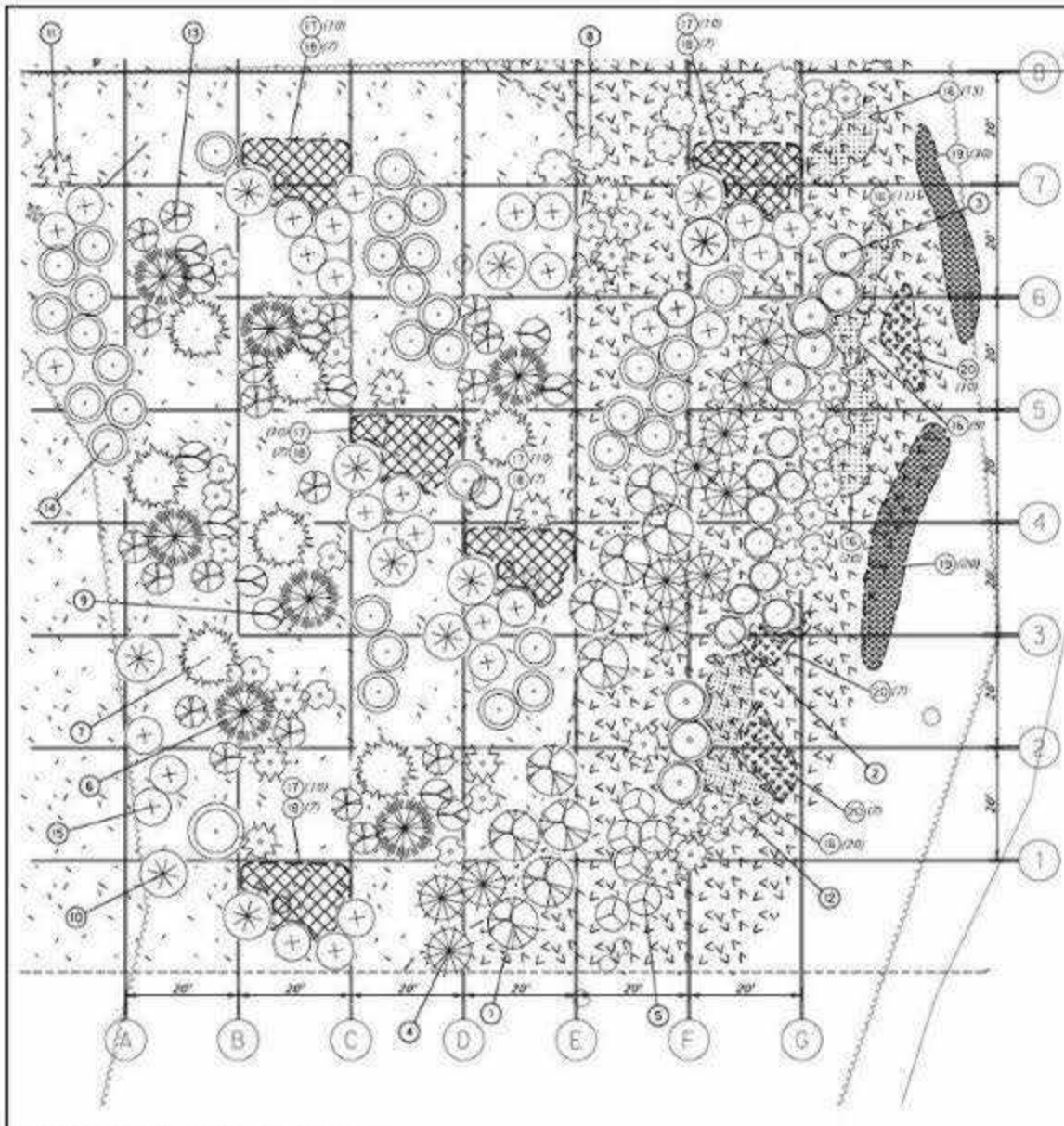




PROJ. OR	151-0519
UNIT FILE CODE	
DATE/NO.	



OREGON DEPARTMENT OF TRANSPORTATION		
OR18 SPUR, SOUTH YAMHILL RIVER BRIDGE (McMinnville) PROJECT McMINNVILLE SPUR HWY, YAMHILL COUNTY		
Designer: G. LaFleur	Reviewer: T. Kim	
Checker: C. LaFleur	Drawn: N/A	
ILLUMINATION DETAILS		SHEET NO. PC02



LEGEND & NOTES

- 1 Plant deciduous trees, 1" caliper - x
Acer macrophylla
Bigleaf Maple
- 2 Plant deciduous trees, 2" seedling - xx
Alnus rubra
Red Alder
- 3 Plant deciduous trees, 2" seedling - xx
Fraxinus latifolia
Oregon Ash
- 4 Plant coniferous trees, 4' tall - x
Pinus ponderosa var. Wilsoniana
Ponderosa Pine
- 5 Plant deciduous trees, 2" seedling - xx
Populus trichocarpa
Black Cottonwood
- 6 Plant coniferous trees, 4' tall - x
Pseudotsuga menziesii
Douglas Fir
- 7 Plant coniferous trees, 4' tall - x
Thuja plicata
Western Red Cedar
- 8 Plant shrubs, #2 container - xx
Rhamnus purshiana
Cascara Buckthorn
- 9 Plant shrubs, #5 container - xx
Acer circinatum
Vine Maple
- 10 Plant shrubs, #2 container - x
Crataegus douglasii
Black Hawthorn
- 11 Plant shrubs, #2 container - xx
Rosa nutkana
Nootka Rose
- 12 Plant shrubs, #2 container - xx
Rubus spectabilis
Salmonberry
- 13 Plant shrubs, #2 container - xx
Sambucus racemosa
Red Elderberry
- 14 Plant deciduous trees, 2" seedling - xx
Oemleria cerasiformis
Indian Plum
- 15 Plant shrubs, #1 container - xx
Ribes spectabile
Pink Winter Currant

PLANT ROOTED CUTTINGS ZONES

- Identifications & Quantity
- 16 Plant rooted cuttings - xxx
Cornus spicata 'Oster'
Reddog Dogwood
 - 17 Plant rooted cuttings - xxx
Mahonia aquifolium - Oregon Grape
 - 18 Plant rooted cuttings - xxx
Symphoricarpos albus - Snowberry
 - 19 Plant rooted cuttings - xx
Salix lasandria - Pacific Willow
 - 20 Plant rooted cuttings - xx
Salix sitchensis - Sitka Willow

REGISTERED
0938
CELESTINE WOOD
LANDSCAPE ARCHITECT
EXPIRES: 06-30-2019

OREGON DEPARTMENT OF TRANSPORTATION

OR18 SPUR: SOUTH YAMHILL RIVER BRIDGE (McMinnville) PROJECT
MCMINNILLE SPUR HWY, YAMHILL COUNTY

Designer: Gabri Ljungquist	Reviewer: Name
Drawer: Greg Christman	Checker: Name

ROADSIDE DEVELOPMENT DETAILS

SHEET NO. FAD7



Dogde-Census Audit Report

Report run by: Katie Land
 Permit Coordinator
 503-434-7314
 katie.land@mcminnvilleoregon.gov

Report Filters:
 Start date: 7/1/19
 End date: 7/31/19
 Record type: -All-
 Category of Construction: -All-
 Type of Work: -All-

PERMIT	SITE_ADDR	PERMIT_TYPE	WORK_DESCRIPTION	ISSUED_DATE	SELECTED_JOB_VALUE	CALCULATED_JOB_VALUE	SUBMITTED_JOB_VALUE	TYPE_OF_WORK	CATEGORY_OF_CONSTRUCTION	NUMB_OF_DWE	TOTAL_SQ_FT	FIRE_ALA_RMS	CENSUS_CODE	OCCUPANCY_TY	OCCUPANCY_SQFT
569-19-000533-STR	1065 NE ALPINE AVE, MCMINNVILLE	Commercial Structural	Replace 3 radio units, update equipme	7/19/19	\$15,000.00	\$0.00	\$15,000.00	Alteration		0					Additions, Alterations and Conversions - Non-residential and No-ho
569-19-000387-STR	1117 SW GOUCHER ST, MCMINNVILLE	Residential Structural	Addition, Covert SFR to Duplex	7/9/19	\$129,235.75	\$129,235.75	\$0.00	Addition	Two Family Dwelling	2752				735	Single Fami R-3 1 & 2 f
569-19-000387-STR	1117 SW GOUCHER ST, MCMINNVILLE	Residential Structural	Addition, Covert SFR to Duplex	7/9/19	\$129,235.75	\$129,235.75	\$0.00	Addition	Two Family Dwelling	2752				805	Single Fami U Utility, r
569-19-000543-STR	1135 NE 30TH ST, MCMINNVILLE, OR	Residential Structural	Addition of Interior Bathroom/ New Fro	7/25/19	\$30,000.00	\$0.00	\$30,000.00	Alteration	Single Family Dweller	1800					Additions, Alterations and Conversions - Residential
569-19-000612-STR	1250 SW BOOTH BEND RD, MCMINN	Commercial Structural	Re-roof	7/19/19	\$179,529.02	\$0.00	\$179,529.02	Alteration		0					Additions, Alterations and Conversions - Non-residential and No-ho
569-19-000643-STR	1310 NE 4TH ST, MCMINNVILLE, OR	Residential Structural	Renewal of Permit 569-14B0892 for In	7/30/19	\$20,000.00	\$0.00	\$20,000.00	Alteration	Single Family Dweller	0					Additions, Alterations and Conversions - Residential
569-19-000646-STR	1310 NE 4TH ST, MCMINNVILLE, OR	Residential Structural	Renewal of 569-15B0525 for ADU and	7/30/19	\$20,000.00	\$0.00	\$20,000.00	Alteration	Single Family Dweller	0					Additions, Alterations and Conversions - Residential
569-19-000505-STR	1488 NE KERRY CT, MCMINNVILLE,	Residential Structural	Solar Installation	7/17/19	\$0.00	\$0.00	\$0.00	Alteration	Single Family Dweller	0					Additions, Alterations and Conversions - Residential
569-19-000513-STR	1744 NW JOHN RANCH DR, MCMINN	Residential Structural	Interior Remodel, Convert part of gara	7/16/19	\$28,473.06	\$0.00	\$28,473.06	Alteration	Single Family Dweller	0					Additions, Alterations and Conversions - Residential
569-19-000413-DWL	1945 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	Single Family Residence, Mason A, Lc	7/1/19	\$200,890.58	\$200,890.58	\$0.00	New	Single Family Dweller					1,498	Single Fami R-3 1 & 2 f
569-19-000413-DWL	1945 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	Single Family Residence, Mason A, Lc	7/1/19	\$200,890.58	\$200,890.58	\$0.00	New	Single Family Dweller					342	Single Fami U Utility, r
569-19-000413-DWL	1945 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	Single Family Residence, Mason A, Lc	7/1/19	\$200,890.58	\$200,890.58	\$0.00	New	Single Family Dweller					32	Single Fami U Utility, r
569-19-000412-DWL	1951 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 47,	7/1/19	\$306,092.30	\$306,092.30	\$0.00	New	Single Family Dweller					2,332	Single Fami R-3 1 & 2 f
569-19-000412-DWL	1951 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 47,	7/1/19	\$306,092.30	\$306,092.30	\$0.00	New	Single Family Dweller					396	Single Fami U Utility, r
569-19-000412-DWL	1951 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 47,	7/1/19	\$306,092.30	\$306,092.30	\$0.00	New	Single Family Dweller					50	Single Fami U Utility, r
569-19-000409-DWL	1955 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 48,	7/1/19	\$200,890.58	\$200,890.58	\$0.00	New	Single Family Dweller					1,498	Single Fami R-3 1 & 2 f
569-19-000409-DWL	1955 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 48,	7/1/19	\$200,890.58	\$200,890.58	\$0.00	New	Single Family Dweller					342	Single Fami U Utility, r
569-19-000409-DWL	1955 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 48,	7/1/19	\$200,890.58	\$200,890.58	\$0.00	New	Single Family Dweller					32	Single Fami U Utility, r
569-19-000414-DWL	1963 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 49,	7/1/19	\$288,163.77	\$288,163.77	\$0.00	New	Single Family Dweller					2,185	Single Fami R-3 1 & 2 f
569-19-000414-DWL	1963 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 49,	7/1/19	\$288,163.77	\$288,163.77	\$0.00	New	Single Family Dweller					398	Single Fami U Utility, r
569-19-000414-DWL	1963 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 49,	7/1/19	\$288,163.77	\$288,163.77	\$0.00	New	Single Family Dweller					49	Single Fami U Utility, r
569-19-000416-DWL	1971 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 50,	7/1/19	\$173,337.08	\$173,337.08	\$0.00	New	Single Family Dweller					1,273	Single Fami R-3 1 & 2 f
569-19-000416-DWL	1971 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 50,	7/1/19	\$173,337.08	\$173,337.08	\$0.00	New	Single Family Dweller					342	Single Fami U Utility, r
569-19-000416-DWL	1971 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 50,	7/1/19	\$173,337.08	\$173,337.08	\$0.00	New	Single Family Dweller					32	Single Fami U Utility, r
569-19-000415-DWL	1983 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 51,	7/1/19	\$245,356.47	\$245,356.47	\$0.00	New	Single Family Dweller					1,843	Single Fami R-3 1 & 2 f
569-19-000415-DWL	1983 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 51,	7/1/19	\$245,356.47	\$245,356.47	\$0.00	New	Single Family Dweller					390	Single Fami U Utility, r
569-19-000415-DWL	1983 NW 22ND ST, MCMINNVILLE, C	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 51,	7/1/19	\$245,356.47	\$245,356.47	\$0.00	New	Single Family Dweller					27	Single Fami U Utility, r
569-19-000422-DWL	2005 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Baker	7/25/19	\$263,209.68	\$263,209.68	\$250,000.00	New	Single Family Dweller	1				1,870	Single Fami R-3 1 & 2 f
569-19-000422-DWL	2005 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Baker	7/25/19	\$263,209.68	\$263,209.68	\$250,000.00	New	Single Family Dweller	1				600	Single Fami U Utility, r
569-19-000422-DWL	2005 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Baker	7/25/19	\$263,209.68	\$263,209.68	\$250,000.00	New	Single Family Dweller	1				204	Single Fami U Utility, r
569-19-000421-DWL	2010 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Home, Baker Creel	7/18/19	\$375,887.39	\$375,887.39	\$250,000.00	New	Single Family Dweller	1				2,736	Single Fami R-3 1 & 2 f
569-19-000421-DWL	2010 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Home, Baker Creel	7/18/19	\$375,887.39	\$375,887.39	\$250,000.00	New	Single Family Dweller	1				729	Single Fami U Utility, r
569-19-000421-DWL	2010 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Home, Baker Creel	7/18/19	\$375,887.39	\$375,887.39	\$250,000.00	New	Single Family Dweller	1				218	Single Fami U Utility, r
569-19-000538-DWL	2010 NW VICTORIA DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 13	7/29/19	\$419,298.25	\$419,298.25	\$0.00	New	Single Family Dweller					2,952	Single Fami R-3 1 & 2 f
569-19-000538-DWL	2010 NW VICTORIA DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 13	7/29/19	\$419,298.25	\$419,298.25	\$0.00	New	Single Family Dweller					931	Single Fami U Utility, r
569-19-000538-DWL	2010 NW VICTORIA DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 13	7/29/19	\$419,298.25	\$419,298.25	\$0.00	New	Single Family Dweller					510	Single Fami U Utility, r
569-19-000423-DWL	2023 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Baker	7/25/19	\$296,642.12	\$296,642.12	\$250,000.00	New	Single Family Dweller	1				2,144	Single Fami R-3 1 & 2 f
569-19-000423-DWL	2023 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Baker	7/25/19	\$296,642.12	\$296,642.12	\$250,000.00	New	Single Family Dweller	1				575	Single Fami U Utility, r
569-19-000423-DWL	2023 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Baker	7/25/19	\$296,642.12	\$296,642.12	\$250,000.00	New	Single Family Dweller	1				249	Single Fami U Utility, r
569-19-000509-DWL	2042 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 64	7/18/19	\$302,260.70	\$302,260.70	\$250,000.00	New	Single Family Dweller	1				2,169	Single Fami R-3 1 & 2 f
569-19-000509-DWL	2042 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 64	7/18/19	\$302,260.70	\$302,260.70	\$250,000.00	New	Single Family Dweller	1				752	Single Fami U Utility, r
569-19-000603-STR	205 NE GALLOWAY ST, MCMINNVIL	Commercial Structural	Install Commercial Grade Duro-Last S	7/18/19	\$95,266.00	\$0.00	\$95,266.00	Alteration		0					Additions, Alterations and Conversions - Non-residential and No-ho
569-19-000441-DWL	2130 NW SHADDEN DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Baker	7/10/19	\$317,821.50	\$317,821.50	\$230,000.00	New	Single Family Dweller	1				2,309	Single Fami R-3 1 & 2 f
569-19-000441-DWL	2130 NW SHADDEN DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Baker	7/10/19	\$317,821.50	\$317,821.50	\$230,000.00	New	Single Family Dweller	1				707	Single Fami U Utility, r
569-19-000441-DWL	2130 NW SHADDEN DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Baker	7/10/19	\$317,821.50	\$317,821.50	\$230,000.00	New	Single Family Dweller	1				25	Single Fami U Utility, r
569-19-000510-DWL	2132 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 54	7/18/19	\$262,770.90	\$262,770.90	\$0.00	New	Single Family Dweller					1,870	Single Fami R-3 1 & 2 f
569-19-000510-DWL	2132 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 54	7/18/19	\$262,770.90	\$262,770.90	\$0.00	New	Single Family Dweller					612	Single Fami U Utility, r
569-19-000510-DWL	2132 NW MCGAREY DR, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 54	7/18/19	\$262,770.90	\$262,770.90	\$0.00	New	Single Family Dweller					162	Single Fami U Utility, r
569-19-000383-DWL	2270 NW MAHALA WAY, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 44	7/12/19	\$292,913.75	\$292,913.75	\$0.00	New	Single Family Dweller					2,144	Single Fami R-3 1 & 2 f
569-19-000383-DWL	2270 NW MAHALA WAY, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 44	7/12/19	\$292,913.75	\$292,913.75	\$0.00	New	Single Family Dweller					551	Single Fami U Utility, r
569-19-000383-DWL	2270 NW MAHALA WAY, MCMINNVIL	Residential 1 & 2 Fam Dwel	New Single Family Residence, Lot 44	7/12/19	\$292,913.75	\$292,913.75	\$0.00	New	Single Family Dweller					144	Single Fami U Utility, r
569-18B0198	2501 NE EVANS ST, MCMINNVILLE,	Commercial Structural	NEW 12 UNIT APARTMENT BUILDIN	7/3/19	#####	\$0.00	\$1,240,163.37	New	Multi-family		11871				Five or More Family Buildings
569-18B0200	2501 NE EVANS ST, MCMINNVILLE,	Commercial Structural	NEW 12 UNIT APARTMENT BUILDIN	7/23/19	#####	\$1,338,573.96	\$1,240,163.37	New	Multi-family		11871			11,871	Five or More R-2 multipl
569-18B0201	2501 NE EVANS ST, MCMINNVILLE,	Commercial Structural	NEW 12 UNIT APARTMENT BUILDIN	7/15/19	#####	\$1,338,573.96	\$1,240,163.37	New	Multi-family		11871			11,871	Five or More R-2 multipl
569-19-000480-STR	398 SW VALLEYS EDGE ST, MCMINI	Residential Structural	Patio Cover	7/10/19	\$9,504.30	\$9,504.30	\$0.00	Addition	Single Family Dweller	390				390	Additions, A U Utility, r
569-19-000483-STR	424 SW BROCKWOOD AVE, MCMINI	Residential Structural	Bathroom Addition	7/15/19	\$2,923.80	\$2,923.80	\$0.00	Addition	Single Family Dweller	60				60	Additions, A U Utility, r
569-19-000628-STR	550 SW BOOTH BEND RD, MCMINNI	Commercial Structural	Replace Existing Windows (Smaller Si	7/26/19	\$38,000.00	\$0.00	\$38,000.00	Alteration		0					Additions, Alterations and Conversions - Non-residential and No-ho
569-19-000546-MD	604 NW HICKORY ST, MCMINNVILLE	Residential Manufactured D	Replacement Manufactured Dwelling	7/24/19	\$0.00	\$0.00	\$0.00	Replacement							Manufactured Home (Mobile Homes)
569-18B0543	609 NE BAKER ST, MCMINNVILLE, C	Commercial Structural	NEW COMMERCIAL BUILDING	7/11/19	#####	\$2,172,799.04	\$1,995,421.12	New			16096			16,096	Office, Bank B Busines:
569-19-000498-DWL	620 NE 12th ST, MCMINNVILLE, OR	Residential 1 & 2 Fam Dwel	New Single Family Residence	7/24/19	\$188,050.98	\$188,050.98	\$0.00	New	Single Family Dweller					1,458	Single Fami R-3 1 & 2 f

569-19-000498-DWL	620 NE 12th ST, MCMINNVILLE, OR	Residential 1 & 2 Fam Dwel	New Single Family Residence	7/24/19	\$188,050.98	\$188,050.98	\$0.00	New	Single Family Dwellir	Single Fami U Utility, m	390
569-19-000438-FIRE	700 NW HILL RD, MCMINNVILLE, OR	Commercial Alarm or Suppr	Fire Alarm System replacement	7/2/19	\$29,927.45	\$0.00	\$29,927.45	Alteration			
569-19-000614-STR	806 NE DAVIS ST, MCMINNVILLE, OR	Commercial Structural	Replace Fire Alarm Control Panel (moi	7/23/19	#####	\$0.00	\$4,372,785.00	Alteration	4	0	Yes
569-19-000611-FIRE	830 SE 1ST ST, MCMINNVILLE, OR	Commercial Alarm or Suppr	Fire Suppression System into Exhaust	7/30/19	\$3,250.00	\$0.00	\$3,250.00	Alteration			Additions, Alterations and Conversions - Non-residential and No-hoi
569-19-000442-STR	900 SW BAKER ST, MCMINNVILLE, C	Commercial Structural	Repair Existing Fire Escape (Andersor	7/9/19	\$5,000.00	\$0.00	\$5,000.00	Alteration		0	Additions, Alterations and Conversions - Non-residential and No-hoi
569-19-000442-STR-01	900 SW BAKER ST, MCMINNVILLE, C	Commercial Structural	Repair Existing Fire Escape (Potter H	7/9/19	\$5,000.00	\$0.00	\$5,000.00	Alteration		0	Additions, Alterations and Conversions - Non-residential and No-hoi
569-19-000442-STR-02	900 SW BAKER ST, MCMINNVILLE, C	Commercial Structural	Repair Existing Fire Escape (Grover H	7/9/19	\$5,000.00	\$0.00	\$5,000.00	Alteration		0	Additions, Alterations and Conversions - Non-residential and No-hoi
569-19-000442-STR-03	900 SW BAKER ST, MCMINNVILLE, C	Commercial Structural	Repair 2 Existing Fire Escape (Pioneer	7/9/19	\$10,000.00	\$0.00	\$10,000.00	Alteration		0	Additions, Alterations and Conversions - Non-residential and No-hoi

Report includes filtered list of Residential Structural, Residential Phased Project, Residential 1 & 2 Family Dwelling, Residential Manufactured Dwelling, Commercial Structural, Commercial Phased Project, Commercial Alarm or Suppression Systems records that have a First Issued Date between the specified Start_date and End_date.

The report contents can assist the user in identifying inconsistencies in a record's data. The report contents can be used to prepare the monthly Dodge Report and Census Reports.

Note: Residential Wiring Sq Ft refers to the custom field TotalSquare Footage (Including Attached Garage) for the 1 & 2 Family Dwelling record type



usekeeping

usekeeping

usekeeping

usekeeping

usekeeping

usekeeping
usekeeping
usekeeping
usekeeping



Permits Issued

MUNICIPALITY DEVELOPMENT DEPARTMENT
 231 NE 5th Street
 McMinnville, OR 97128
 503-434-7314
 FAX: 503-474-4955

www.mcminnvilleoregon.gov

7/1/2019 through 7/31/2019

Includes all valuations

cdc.building@mcminnvilleoregon.gov

Record Types Selected: -All-

Commercial Alarm or Suppression Systems

569-19-000438-FIRE	Issued: 7/2/19	Fees: \$459.07	Valuation: \$29,927.45
Address: 700 NW HILL RD, MCMINNVILLE, OR 97128		Parcel: R4419 01302	
Owner: FIRST CHURCH OF THE NAZARENE MCMINNV			
Licensed Prof: NICE ELECTRIC CO			
Category of Construction: Commercial	Type of Work: Alteration		
Work Description: Fire Alarm System replacement			

569-19-000611-FIRE	Issued: 7/30/19	Fees: \$193.04	Valuation: \$3,250.00
Address: 830 SE 1ST ST, MCMINNVILLE, OR 97128		Parcel: R4421CA01800	
Owner: TEMPE ONE LLC			
Licensed Prof: UNIVERSAL FIRE EQUIPMENT INC			
Category of Construction: Commercial	Type of Work: Alteration		
Work Description: Fire Suppression System into Exhaust Hood			

Commercial Alarm or Suppression Systems	2 permits issued	\$652.11	\$33,177.45
--	-------------------------	-----------------	--------------------

Commercial Mechanical

569-18B0543-MECH-01	Issued: 7/11/19	Fees: \$1,841.94	Valuation: \$126,000.00
Address: 609 NE BAKER ST, MCMINNVILLE, OR 97128		Parcel: R4420AD00500	
Owner: SCHOKO PROPERTIES LLC 50%			
Licensed Prof: WASHINGTON ROOFING COMPANY			
Category of Construction: Commercial	Type of Work: Alteration		
Work Description: Mechanical			
Address: 609 NE BAKER ST, MCMINNVILLE, OR 97128		Parcel: R4420AD00500	
Owner: SCHOKO PROPERTIES LLC 50%			
Licensed Prof: WASHINGTON ROOFING COMPANY			
Category of Construction: Commercial	Type of Work: Alteration		
Work Description: Mechanical			
569-19-000212-MECH-01	Issued: 7/15/19	Fees: \$565.38	Valuation: \$30,000.00
Address: 830 SE 1ST ST, MCMINNVILLE, OR 97128		Parcel: R4421CA01800	
Owner: TEMPE ONE LLC			
Licensed Prof: YORE PLACE PLUMBING LLC			
Category of Construction: Commercial	Type of Work: Alteration	Census Code: Additions, Alterations and Conversions - Non-residential and No-housekeeping	
Work Description: Tenant Improvement			
569-19-000436-MECH	Issued: 7/8/19	Fees: \$340.48	Valuation: \$24,950.00
Address: 310 NE EVANS ST, MCMINNVILLE, OR 97128		Parcel: R4421BC05000	
Owner: OLD OREGON HOTEL PARTNERSHIP			
Licensed Prof: HVAC INC			
Category of Construction: Commercial	Type of Work: Alteration		
Work Description: replace rooftop make up air unit with like unit, going on same curb			
569-19-000500-MECH	Issued: 7/19/19	Fees: \$219.52	Valuation: \$12,250.00
Address: 535 NE 5TH ST, MCMINNVILLE, OR 97128		Parcel: R4421BC00800	
Owner: YAMHILL COUNTY			
Licensed Prof: FRANK WEBSTER HEATING & AIR CONDITIONING LLC			
Category of Construction: Commercial	Type of Work: Alteration		
Work Description: INSTALL PACKAGE UNIT			

Commercial Mechanical

569-19-000534-MECH Issued: 7/1/19 Fees: \$771.68 Valuation: \$70,000.00
Address: 285 SE ARMORY, MCMINNVILLE, OR 97128 **Parcel:** R4426 00202
Owner: OREGON STATE OF
Licensed Prof: APOLLO SHEET METAL INC
Category of Construction: Commercial **Type of Work:** Alteration
Work Description: Replace Cleaver Brooks hot water boiler with new 1500 MBH Reillo condensing boiler

569-19-000592-MECH Issued: 7/12/19 Fees: \$178.08 Valuation: \$8,427.00
Address: 1936 NE LAFAYETTE AVE, MCMINNVILLE, OR 97128 **Parcel:** R4415 01900
Owner: LEE LARSON PROPERTIES LLC
Licensed Prof: DR HVAC INC
Category of Construction: Commercial **Type of Work:** Alteration
Work Description: Install Ductless Heat Pump

569-19-000595-MECH Issued: 7/12/19 Fees: \$199.36 Valuation: \$10,560.00
Address: 903 NE 3RD ST, MCMINNVILLE, OR 97128 **Parcel:** R4421BD04400
Owner: MINI SUPER HIDALGO LLC
Licensed Prof: TRUE TEMP HEATING AND AC LLC
Category of Construction: Commercial **Type of Work:** Alteration
Work Description: Air handling unit

569-19-000616-MECH Issued: 7/30/19 Fees: \$798.66 Valuation: \$45,130.00
Address: 170 NE 12TH ST, MCMINNVILLE, OR 97128 **Parcel:** R4417DD19600
Owner: OREGON STATE CREDIT UNION
Licensed Prof: MJS INC
Category of Construction: Commercial **Type of Work:** Alteration
Work Description: REPLACE
 (1) ROOFTOP PACKAGE UNIT ON NORTH SIDE
 (2) THERMOSTATS
 (1) SPLIT SYSTEM IN THE IT ROOM
 (3) EXHAUST FANS IN BATHROOM

Commercial Mechanical **9 permits issued** **\$6,757.04** **\$453,317.00**

Commercial Plumbing

569-18B0457 Issued: 7/29/19 Fees: \$332.88 Valuation: \$0.00
Address: 4155 NE THREE MILE LN, McMinnville, OR 97128 **Parcel:** R4424C 00200
Owner: OLDE STONE VILLAGE NW LLC
Licensed Prof: SEE PROPERTY OWNER INFORMATION
Category of Construction: Commercial **Type of Work:** Alteration **Census Code:** Additions, Alterations and Conversions - Non-residential and No-housekeeping
Work Description: STORM DRAIN FOR NEW PARKING/STORAGE LOT

569-18B0543-PLM-02 Issued: 7/11/19 Fees: \$1,232.00 Valuation: \$0.00
Address: 609 NE BAKER ST, MCMINNVILLE, OR 97128 **Parcel:** R4420AD00500
Owner: SCHOKO PROPERTIES LLC 50%
Licensed Prof: WASHINGTON ROOFING COMPANY
Category of Construction: Commercial **Type of Work:** Alteration
Work Description: NEW COMMERCIAL BUILDING (PLM)

Address: 609 NE BAKER ST, MCMINNVILLE, OR 97128 **Parcel:** R4420AD00500
Owner: SCHOKO PROPERTIES LLC 50%
Licensed Prof: WASHINGTON ROOFING COMPANY
Category of Construction: Commercial **Type of Work:** Alteration
Work Description: NEW COMMERCIAL BUILDING (PLM)

569-18B0620 Issued: 7/23/19 Fees: \$2,903.81 Valuation: \$0.00
Address: 2005 NW 23RD ST, BLDG# 1, MCMINNVILLE, OR 97128 **Parcel:** TEMP - BUILDING
Owner: MSN Construction
Licensed Prof: MSN CONSTRUCTION INC
Category of Construction: Multi-family **Type of Work:** New **Census Code:** Five or More Family Buildings
Work Description: SITE WORK - CIVIL

Commercial Plumbing **4 permits issued** **\$5,700.69** **\$0.00**

Commercial Structural

569-18B0198	Issued: 7/3/19	Fees: \$109,544.68	Valuation: \$1,240,163.37
Address: 2501 NE EVANS ST, MCMINNVILLE, OR 97128	Parcel: R4416BC03200		
Owner: KWDS LLC			
Licensed Prof: KOHL INC			
Category of Construction: Multi-family	Type of Work: New	Census Code: Five or More Family Buildings	
Work Description: NEW 12 UNIT APARTMENT BUILDING (Building 3)			

569-18B0200	Issued: 7/23/19	Fees: \$109,544.68	Valuation: \$1,240,163.37
Address: 2501 NE EVANS ST, MCMINNVILLE, OR 97128	Parcel: R4416BC03200		
Owner: KWDS LLC			
Licensed Prof: KOHL INC			
Category of Construction: Multi-family	Type of Work: New	Census Code: Five or More Family Buildings	
Work Description: NEW 12 UNIT APARTMENT BUILDING (Building 5)			

569-18B0201	Issued: 7/15/19	Fees: \$109,544.68	Valuation: \$1,240,163.37
Address: 2501 NE EVANS ST, MCMINNVILLE, OR 97128	Parcel: R4416BC03200		
Owner: KWDS LLC			
Licensed Prof: KOHL INC			
Category of Construction: Multi-family	Type of Work: New	Census Code: Five or More Family Buildings	
Work Description: NEW 12 UNIT APARTMENT BUILDING (Building 6)			

569-18B0543	Issued: 7/11/19	Fees: \$38,743.20	Valuation: \$1,995,421.12
Address: 609 NE BAKER ST, MCMINNVILLE, OR 97128	Parcel: R4420AD00500		
Owner: SCHOKO PROPERTIES LLC 50%			
Licensed Prof: WASHINGTON ROOFING COMPANY			
Category of Construction: Commercial	Type of Work: New	Census Code: Office, Bank, and Professional Buildings	
Work Description: NEW COMMERCIAL BUILDING			

Address: 609 NE BAKER ST, MCMINNVILLE, OR 97128	Parcel: R4420AD00500		
Owner: SCHOKO PROPERTIES LLC 50%			
Licensed Prof: WASHINGTON ROOFING COMPANY			
Category of Construction: Commercial	Type of Work: New	Census Code: Office, Bank, and Professional Buildings	
Work Description: NEW COMMERCIAL BUILDING			

Commercial Structural

569-19-000442-STR Issued: 7/9/19 Fees: \$224.79 Valuation: \$5,000.00

Address: 900 SW BAKER ST, MCMINNVILLE, OR 97128 Parcel: R4420DD00400
 Owner: LINFIELD COLLEGE
 Licensed Prof: CHARTER CONSTRUCTION INC
 Category of Construction: Commercial Type of Work: Alteration Census Code: Additions, Alterations and Conversions - Non-residential and No-housekeeping
 Work Description: Repair Existing Fire Escape (Anderson Hall)

569-19-000442-STR-01 Issued: 7/9/19 Fees: \$224.79 Valuation: \$5,000.00

Address: 900 SW BAKER ST, MCMINNVILLE, OR 97128 Parcel: R4420DD00400
 Owner: LINFIELD COLLEGE
 Licensed Prof: CHARTER CONSTRUCTION INC
 Category of Construction: Commercial Type of Work: Alteration Census Code: Additions, Alterations and Conversions - Non-residential and No-housekeeping
 Work Description: Repair Existing Fire Escape (Potter Hall)

569-19-000442-STR-02 Issued: 7/9/19 Fees: \$224.79 Valuation: \$5,000.00

Address: 900 SW BAKER ST, MCMINNVILLE, OR 97128 Parcel: R4420DD00400
 Owner: LINFIELD COLLEGE
 Licensed Prof: CHARTER CONSTRUCTION INC
 Category of Construction: Commercial Type of Work: Alteration Census Code: Additions, Alterations and Conversions - Non-residential and No-housekeeping
 Work Description: Repair Existing Fire Escape (Grover Hall)

569-19-000442-STR-03 Issued: 7/9/19 Fees: \$227.30 Valuation: \$10,000.00

Address: 900 SW BAKER ST, MCMINNVILLE, OR 97128 Parcel: R4420DD00400
 Owner: LINFIELD COLLEGE
 Licensed Prof: CHARTER CONSTRUCTION INC
 Category of Construction: Commercial Type of Work: Alteration Census Code: Additions, Alterations and Conversions - Non-residential and No-housekeeping
 Work Description: Repair 2 Existing Fire Escape (Pioneer Hall)

Commercial Structural

569-19-000533-STR	Issued: 7/19/19	Fees: \$480.84	Valuation: \$15,000.00
--------------------------	------------------------	-----------------------	-------------------------------

Address: 1065 NE ALPINE AVE, MCMINNVILLE, OR 97128**Parcel:** R4421BA01601**Owner:** HURL JACQUELINE J DOUGLAS M TRUSTEES**Licensed Prof:** CROWN CASTLE USA INC**Category of Construction:** Commercial**Type of Work:** Alteration**Census Code:** Additions, Alterations and Conversions
- Non-residential and No-housekeeping**Work Description:** Replace 3 radio units, update equipment on existing monopole

569-19-000603-STR	Issued: 7/18/19	Fees: \$704.91	Valuation: \$95,266.00
--------------------------	------------------------	-----------------------	-------------------------------

Address: 205 NE GALLOWAY ST, MCMINNVILLE, OR 97128**Parcel:** R4421BC10600**Owner:** CHRISTIAN FELLOWSHIP CHURCH INC**Licensed Prof:** WASHINGTON ROOFING COMPANY**Category of Construction:** Commercial**Type of Work:** Alteration**Census Code:** Additions, Alterations and Conversions
- Non-residential and No-housekeeping**Work Description:** Install Commercial Grade Duro-Last Single Ply PVC Membrane Roof System to Go Over the Existing Roof System

569-19-000612-STR	Issued: 7/19/19	Fees: \$1,082.84	Valuation: \$179,529.02
--------------------------	------------------------	-------------------------	--------------------------------

Address: 1250 SW BOOTH BEND RD, MCMINNVILLE, OR 97128**Parcel:** R4426 01500**Owner:** LOWES HIW**Licensed Prof:** NORTH AMERICAN ROOFING SERVICES INC**Category of Construction:** Commercial**Type of Work:** Alteration**Census Code:** Additions, Alterations and Conversions
- Non-residential and No-housekeeping**Work Description:** Re-roof

569-19-000614-STR	Issued: 7/23/19	Fees: \$142.24	Valuation: \$4,372,785.00
--------------------------	------------------------	-----------------------	----------------------------------

Address: 806 NE DAVIS ST, MCMINNVILLE, OR 97128**Parcel:** R4421BB09800**Owner:** WHITELEY RUTH E**Licensed Prof:** SALEM FIRE ALARM INC**Category of Construction:** Commercial**Type of Work:** Alteration**Census Code:** Additions, Alterations and Conversions
- Non-residential and No-housekeeping**Work Description:** Replace Fire Alarm Control Panel (monitor fire sprinkler water flow)

Commercial Structural

569-19-000628-STR	Issued: 7/26/19	Fees: \$382.70	Valuation: \$38,000.00
Address: 550 SW BOOTH BEND RD, MCMINNVILLE, OR 97128		Parcel: R4429 02600	
Owner: BIG STEP PROPERTIES LLC			
Licensed Prof: CLEARLY CUSTOM CONSTRUCTION LLC			
Category of Construction: Commercial	Type of Work: Alteration	Census Code: Additions, Alterations and Conversions - Non-residential and No-housekeeping	
Work Description: Replace Existing Windows (Smaller Size - 40+ Windows)			

Commercial Structural	14 permits issued	\$409,815.64	\$12,436,912.37
------------------------------	--------------------------	---------------------	------------------------

Residential 1 & 2 Fam Dwelling (New Only) Limited

569-19-000383-DWL	Issued: 7/12/19	Fees: \$11,523.36	Valuation: \$292,913.75
--------------------------	------------------------	--------------------------	--------------------------------

Address: 2270 NW MAHALA WAY, MCMINNVILLE, OR 97128

Parcel: TEMP BUILDING

Owner: Stafford Homes and Land LLC

Licensed Prof: NORTHWEST DREAM HOMES LLC

Category of Construction: Single Family Dwelling

Type of Work: New

Census Code: Single Family Houses Detached

Work Description: New Single Family Residence, Lot 44

569-19-000409-DWL	Issued: 7/1/19	Fees: \$10,538.93	Valuation: \$200,890.58
--------------------------	-----------------------	--------------------------	--------------------------------

Address: 1955 NW 22ND ST, MCMINNVILLE, OR 97128

Parcel: TEMP - BUILDING

Owner: LGI Homes, LLC

Licensed Prof: LGI HOMES OREGON LLC

Category of Construction: Single Family Dwelling

Type of Work: New

Census Code: Single Family Houses Detached

Work Description: New Single Family Residence, Lot 48, Mason B

569-19-000412-DWL	Issued: 7/1/19	Fees: \$11,203.02	Valuation: \$306,092.30
--------------------------	-----------------------	--------------------------	--------------------------------

Address: 1951 NW 22ND ST, MCMINNVILLE, OR 97128

Parcel: TEMP - BUILDING

Owner: LGI Homes, LLC

Licensed Prof: LGI HOMES OREGON LLC

Category of Construction: Single Family Dwelling

Type of Work: New

Census Code: Single Family Houses Detached

Work Description: New Single Family Residence, Lot 47, Oak B

569-19-000413-DWL	Issued: 7/1/19	Fees: \$10,543.93	Valuation: \$200,890.58
--------------------------	-----------------------	--------------------------	--------------------------------

Address: 1945 NW 22ND ST, MCMINNVILLE, OR 97128

Parcel: TEMP - BUILDING

Owner: LGI Homes, LLC

Licensed Prof: LGI HOMES OREGON LLC

Category of Construction: Single Family Dwelling

Type of Work: New

Census Code: Single Family Houses Detached

Work Description: Single Family Residence, Mason A, Lot 46

569-19-000414-DWL	Issued: 7/1/19	Fees: \$11,099.77	Valuation: \$288,163.77
--------------------------	-----------------------	--------------------------	--------------------------------

Address: 1963 NW 22ND ST, MCMINNVILLE, OR 97128

Parcel: TEMP - BUILDING

Owner: LGI Homes, LLC

Licensed Prof: LGI HOMES OREGON LLC

Category of Construction: Single Family Dwelling

Type of Work: New

Census Code: Single Family Houses Detached

Work Description: New Single Family Residence, Lot 49, Juniper A

Residential 1 & 2 Fam Dwelling (New Only) Limited

569-19-000415-DWL	Issued: 7/1/19	Fees: \$10,853.09	Valuation: \$245,356.47
Address: 1983 NW 22ND ST, MCMINNVILLE, OR 97128	Parcel: TEMP - BUILDING		
Owner: LGI Homes, LLC			
Licensed Prof: LGI HOMES OREGON LLC			
Category of Construction: Single Family Dwelling	Type of Work: New	Census Code: Single Family Houses Detached	
Work Description: New Single Family Residence, Lot 51, Hawthorn B			

569-19-000416-DWL	Issued: 7/1/19	Fees: \$10,286.61	Valuation: \$173,337.08
Address: 1971 NW 22ND ST, MCMINNVILLE, OR 97128	Parcel: TEMP - BUILDING		
Owner: LGI Homes, LLC			
Licensed Prof: LGI HOMES OREGON LLC			
Category of Construction: Single Family Dwelling	Type of Work: New	Census Code: Single Family Houses Detached	
Work Description: New Single Family Residence, Lot 50, Chelan B			

569-19-000421-DWL	Issued: 7/18/19	Fees: \$12,255.55	Valuation: \$375,887.39
Address: 2010 NW MCGAREY DR, MCMINNVILLE, OR 97128	Parcel: TEMP BUILDING		
Owner: TEMP OWNER			
Licensed Prof: STAFFORD HOMES & LAND LLC			
Category of Construction: Single Family Dwelling	Type of Work: New	Census Code: Single Family Houses Detached	
Work Description: New Single Family Home, Baker Creek East, Phase 2, Lot 65			

569-19-000422-DWL	Issued: 7/25/19	Fees: \$11,449.51	Valuation: \$263,209.68
Address: 2005 NW MCGAREY DR, MCMINNVILLE, OR 97128	Parcel: TEMP BUILDING		
Owner: TEMP OWNER			
Licensed Prof: STAFFORD HOMES & LAND LLC			
Category of Construction: Single Family Dwelling	Type of Work: New	Census Code: Single Family Houses Detached	
Work Description: New Single Family Residence, Baker Creek East, Phase 2, Lot 66			

569-19-000423-DWL	Issued: 7/25/19	Fees: \$11,681.39	Valuation: \$296,642.12
Address: 2023 NW MCGAREY DR, MCMINNVILLE, OR 97128	Parcel: TEMP BUILDING		
Owner: TEMP OWNER			
Licensed Prof: STAFFORD HOMES & LAND LLC			
Category of Construction: Single Family Dwelling	Type of Work: New	Census Code: Single Family Houses Detached	
Work Description: New Single Family Residence, Baker Creek East Phase II, Lot 67			

Residential 1 & 2 Fam Dwelling (New Only) Limited

569-19-000441-DWL	Issued: 7/10/19	Fees: \$11,772.95	Valuation: \$317,821.50
Address: 2130 NW SHADDEN DR, MCMINNVILLE, OR 97128		Parcel: TEMP - BUILDING	
Owner: BLACK DIAMOND HOMES INC			
Licensed Prof: BLACK DIAMOND HOMES INC			
Category of Construction: Single Family Dwelling	Type of Work: New	Census Code: Single Family Houses Detached	
Work Description: New Single Family Residence, Baker Creek East, Phase 1, Lot 29			

569-19-000498-DWL	Issued: 7/24/19	Fees: \$10,510.94	Valuation: \$188,050.98
Address: 620 NE 12th ST, MCMINNVILLE, OR 97128		Parcel: TEMP BUILDING	
Owner: John Mead and Jenny Berg			
Licensed Prof: SEE PROPERTY OWNER INFORMATION			
Category of Construction: Single Family Dwelling	Type of Work: New	Census Code: Single Family Houses Detached	
Work Description: New Single Family Residence			

569-19-000509-DWL	Issued: 7/18/19	Fees: \$11,713.99	Valuation: \$302,260.70
Address: 2042 NW MCGAREY DR, MCMINNVILLE, OR 97128		Parcel: TEMP BUILDING	
Owner: TEMP OWNER			
Licensed Prof: STAFFORD HOMES & LAND LLC			
Category of Construction: Single Family Dwelling	Type of Work: New	Census Code: Single Family Houses Detached	
Work Description: New Single Family Residence, Lot 64			

569-19-000510-DWL	Issued: 7/18/19	Fees: \$11,256.55	Valuation: \$262,770.90
Address: 2132 NW MCGAREY DR, MCMINNVILLE, OR 97128		Parcel: TEMP	
Owner: STAFFORD HOMES AND LAND			
Licensed Prof: STAFFORD HOMES & LAND LLC			
Category of Construction: Single Family Dwelling	Type of Work: New	Census Code: Single Family Houses Detached	
Work Description: New Single Family Residence, Lot 54			

569-19-000538-DWL	Issued: 7/29/19	Fees: \$12,531.13	Valuation: \$419,298.25
Address: 2010 NW VICTORIA DR, MCMINNVILLE, OR 97128		Parcel: TEMP - BUILDING	
Owner: TEMP OWNER			
Licensed Prof: HANNEGAN & SONS INC			
Category of Construction: Single Family Dwelling	Type of Work: New	Census Code: Single Family Houses Detached	
Work Description: New Single Family Residence, Lot 13			

Residential 1 & 2 Fam Dwelling (New Only) Limited	15 permits issued	\$169,220.72	\$4,133,586.05
--	--------------------------	---------------------	-----------------------

Residential Manufactured Dwelling

569-19-000546-MD	Issued: 7/24/19	Fees: \$270.80	Valuation: \$0.00
Address: 604 NW HICKORY ST, MCMINNVILLE, OR 97128	Parcel: R4420BC00500		
Owner: SQUIRES JACK TRUSTEE FOR			
Licensed Prof: BRUMBAUGH MANUFACTURED HOMES LLC			
Category of Construction: Manufactured Dwelling	Type of Work: Replacement	Census Code: Manufactured Home (Mobile Homes)	
Work Description: Replacement Manufactured Dwelling			

Residential Manufactured Dwelling	1 permits issued	\$270.80	\$0.00
--	-------------------------	-----------------	---------------

Residential Mechanical

569-19-000387-MECH-01	Issued: 7/9/19	Fees: \$973.50	Valuation: \$0.00
------------------------------	-----------------------	-----------------------	--------------------------

Address: 1117 SW GOUCHER ST, MCMINNVILLE, OR 97128	Parcel: R4429BB02400
---	-----------------------------

Owner: COVINGTON RUBIN C

Licensed Prof: HIGH HEAVEN CONSTRUCTION LLC
--

Category of Construction: Two Family Dwelling	Type of Work: Addition	Census Code: Single Family Houses Attached
--	-------------------------------	---

Work Description: Addition, Covert SFR to Duplex

569-19-000483-MECH-01	Issued: 7/15/19	Fees: \$112.00	Valuation: \$0.00
------------------------------	------------------------	-----------------------	--------------------------

Address: 424 SW BROCKWOOD AVE, MCMINNVILLE, OR 97128	Parcel: R4420DB03200
---	-----------------------------

Owner: LARKIN GAIL G

Licensed Prof: BEN FACKLER CONSTRUCTION INC
--

Category of Construction: Single Family Dwelling	Type of Work: Addition	Census Code: Additions, Alterations and Conversions - Residential
---	-------------------------------	--

Work Description: Bathroom Addition
--

569-19-000513-MECH-01	Issued: 7/16/19	Fees: \$56.00	Valuation: \$28,473.06
------------------------------	------------------------	----------------------	-------------------------------

Address: 1744 NW JOHN RANCH DR, MCMINNVILLE, OR 97128	Parcel: R4418DB00700
--	-----------------------------

Owner: WILSON MICHAEL C

Licensed Prof: R B & R CONTRACTORS INC

Category of Construction: Single Family Dwelling	Type of Work: Alteration	Census Code: Additions, Alterations and Conversions - Residential
---	---------------------------------	--

Work Description: Interior Remodel, Convert part of garage to bedroom
--

569-19-000542-MECH	Issued: 7/1/19	Fees: \$129.92	Valuation: \$0.00
---------------------------	-----------------------	-----------------------	--------------------------

Address: 870 SW ORIOLE ST, MCMINNVILLE, OR 97128	Parcel: R4419DD08200
---	-----------------------------

Owner: SUBLET JEFFREY

Licensed Prof: JERAMIE ROBERT FACCHINI

Category of Construction: Single Family Dwelling	Type of Work: Alteration
---	---------------------------------

Work Description: Furnace

569-19-000543-MECH-01	Issued: 7/25/19	Fees: \$168.00	Valuation: \$30,000.00
------------------------------	------------------------	-----------------------	-------------------------------

Address: 1135 NE 30TH ST, MCMINNVILLE, OR 97128	Parcel: R4409DC02000
--	-----------------------------

Owner: CHRISTENSEN WILLIAM

Licensed Prof: SEE PROPERTY OWNER INFORMATION
--

Category of Construction: Single Family Dwelling	Type of Work: Alteration	Census Code: Additions, Alterations and Conversions - Residential
---	---------------------------------	--

Work Description: Addition of Interior Bathroom/ New Front/Back Porches/New Roof

Residential Mechanical

569-19-000549-MECH	Issued: 7/2/19	Fees:	\$56.00	Valuation:	\$3,340.00
Address: 408 NE NEWBY ST, MCMINNVILLE, OR 97128		Parcel:	R4421AC00600		
Owner: GILPIN MAX					
Licensed Prof: FOUR SEASONS HEATING & AIR CONDITIONING INC					
Category of Construction: Single Family Dwelling		Type of Work:	Alteration		
Work Description: Install heat pump					
569-19-000552-MECH	Issued: 7/3/19	Fees:	\$56.00	Valuation:	\$3,729.00
Address: 1683 SW RICHARD CT, MCMINNVILLE, OR 97128		Parcel:	R4420CC00128		
Owner: LOUIE WING FAMILY LTD PARTNERSHIP					
Licensed Prof: HOME ENERGY SCIENCES INC					
Category of Construction: Manufactured Dwelling		Type of Work:	Alteration		
Work Description: Installation of ductless heat pump with one compressor and one air handler					
569-19-000553-MECH	Issued: 7/8/19	Fees:	\$56.00	Valuation:	\$0.00
Address: 1759 NE 18TH ST, MCMINNVILLE, OR 97128		Parcel:	R4416DA03700		
Owner: ARVAY GEORGE E					
Licensed Prof: DR HVAC INC					
Category of Construction: Single Family Dwelling		Type of Work:	Alteration		
Work Description: Replace Furnace					
569-19-000554-MECH	Issued: 7/11/19	Fees:	\$73.92	Valuation:	\$0.00
Address: 1280 SE VILLARD ST, MCMINNVILLE, OR 97128		Parcel:	R4428BA05808		
Owner: NEEL PETER J					
Licensed Prof: APEX AIR LLC					
Category of Construction: Single Family Dwelling		Type of Work:	Alteration		
Work Description: Air conditioner					
569-19-000560-MECH	Issued: 7/10/19	Fees:	\$73.92	Valuation:	\$4,975.00
Address: 2379 NW HAUN DR, MCMINNVILLE, OR 97128		Parcel:	R4418AD11400		
Owner: Terri Brewer					
Licensed Prof: FRANK WEBSTER HEATING & AIR CONDITIONING LLC					
Category of Construction: Single Family Dwelling		Type of Work:	Alteration		
Work Description: install air conditioner					

Residential Mechanical

569-19-000569-MECH	Issued: 7/10/19	Fees: \$129.92	Valuation: \$6,810.00
Address: 1380 SW DARCI DR, MCMINNVILLE, OR 97128	Parcel: R4430AB00346		
Owner: KLATT DANIEL P			
Licensed Prof: FOUR SEASONS HEATING & AIR CONDITIONING INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install heat pump & air handler			
569-19-000570-MECH	Issued: 7/10/19	Fees: \$129.92	Valuation: \$7,890.00
Address: 1130 NE 28TH ST, MCMINNVILLE, OR 97128	Parcel: R4416AB05900		
Owner: REINHARDT JOHN E &			
Licensed Prof: FOUR SEASONS HEATING & AIR CONDITIONING INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install heat pump & air handler			
569-19-000575-MECH	Issued: 7/10/19	Fees: \$129.92	Valuation: \$6,865.00
Address: 10635 SE LOOP RD, MCMINNVILLE, OR 97128	Parcel:		
Owner: Sheree Stapleton			
Licensed Prof: FOUR SEASONS HEATING & AIR CONDITIONING INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install heat pump & air handler			
569-19-000587-MECH	Issued: 7/10/19	Fees: \$73.92	Valuation: \$825.00
Address: 2964 SW REDMOND HILL RD, MCMINNVILLE, OR 97128	Parcel: R4524DB03800		
Owner: SIGMUND HOLDINGS LLC			
Licensed Prof: WOLFERS INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing 11ft gasline to pool heater.			
569-19-000596-MECH	Issued: 7/12/19	Fees: \$56.00	Valuation: \$13,340.00
Address: 1380 SW CENTURY CT, MCMINNVILLE, OR 97128	Parcel: R4420CA03613		
Owner: PETERSON MARK L			
Licensed Prof: FRANK WEBSTER HEATING & AIR CONDITIONING LLC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install Heat pump and fan Coil			

Residential Mechanical

569-19-000597-MECH	Issued: 7/15/19	Fees: \$129.92	Valuation: \$0.00
Address: 727 NE 14TH ST, MCMINNVILLE, OR 97128		Parcel: R4416CD06500	
Owner: ALMAZAN MARGARET A			
Licensed Prof: ACE ALL CLIMATE ENGINEERING LLC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Replace Air Handler and Heat Pump			
569-19-000598-MECH	Issued: 7/15/19	Fees: \$56.00	Valuation: \$0.00
Address: 1145 SW CYPRESS ST, SPC# 36, MCMINNVILLE, OR 97128		Parcel: R4430 00102	
Owner: HEIDI MANOR MHC LLC			
Licensed Prof: TRI COUNTY TEMP CONTROL INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Replace Heat Pump (Unit 36)			
569-19-000601-MECH	Issued: 7/16/19	Fees: \$112.00	Valuation: \$0.00
Address: 2943 SW REDMOND HILL RD, MCMINNVILLE, OR 97128		Parcel: R4524DB02900	
Owner: MACPHERSON WILLIAM &			
Licensed Prof: DR HVAC INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Replace heat pump and air handler			
569-19-000602-MECH	Issued: 7/16/19	Fees: \$129.92	Valuation: \$0.00
Address: 2367 SW BARBARA ST, MCMINNVILLE, OR 97128		Parcel: R4419CA05000	
Owner: WHITING KENNETH C			
Licensed Prof: TRI COUNTY TEMP CONTROL INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: REPLACE HEAT PUMP AND ELECTRIC FURNACE			
569-19-000615-MECH	Issued: 7/19/19	Fees: \$112.00	Valuation: \$0.00
Address: 1890 NE GRANDHAVEN ST, MCMINNVILLE, OR 97128		Parcel: R4409DD03100	
Owner: RIDGEWAY FAMILY TRUST			
Licensed Prof: DR HVAC INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Replace heat pump and air handler.			

Residential Mechanical

569-19-000618-MECH	Issued: 7/22/19	Fees: \$129.92	Valuation: \$0.00
---------------------------	------------------------	-----------------------	--------------------------

Address: 207 NW 15TH ST, MCMINNVILLE, OR 97128

Parcel: R4417DD03900

Owner: DIVINEY APRIL C

Licensed Prof: JENS LLC

Category of Construction: Single Family Dwelling

Type of Work: Alteration

Work Description: Replace Heat Pump and Fan coil

569-19-000620-MECH	Issued: 7/22/19	Fees: \$56.00	Valuation: \$0.00
---------------------------	------------------------	----------------------	--------------------------

Address: 1450 NE 16TH ST, MCMINNVILLE, OR 97128

Parcel: R4416DB06400

Owner: NAVARRA DUANE P & CATHY A

Licensed Prof: DR HVAC INC

Category of Construction: Single Family Dwelling

Type of Work: Alteration

Work Description: Install Ductless Heat Pump

569-19-000622-MECH	Issued: 7/23/19	Fees: \$56.00	Valuation: \$1,500.00
---------------------------	------------------------	----------------------	------------------------------

Address: 215 SE EVANS ST, MCMINNVILLE, OR 97128

Parcel: R4421CB12200

Owner: WATKO BRIAN & APRIL

Licensed Prof: CASCADE RADON INC

Category of Construction: Single Family Dwelling

Type of Work: Alteration

Work Description: Radon Mitigation

569-19-000629-MECH	Issued: 7/25/19	Fees: \$129.92	Valuation: \$9,665.00
---------------------------	------------------------	-----------------------	------------------------------

Address: 2926 NE REDWOOD DR, MCMINNVILLE, OR 97128

Parcel: R4409DC02300

Owner: GULLO JIM R

Licensed Prof: ADVANTAGE HEATING AND AIR CONDITIONING LLC

Category of Construction: Single Family Dwelling

Type of Work: Alteration

Work Description: Installation of heat pump & air handler

569-19-000634-MECH	Issued: 7/26/19	Fees: \$73.92	Valuation: \$4,170.00
---------------------------	------------------------	----------------------	------------------------------

Address: 1958 NW 21ST ST, MCMINNVILLE, OR 97128

Parcel: TEMP - BUILDING

Owner: TEMP OWNER

Licensed Prof: MILL CREEK HEATING LLC

Category of Construction: Single Family Dwelling

Type of Work: Alteration

Work Description: adding air conditioning

Residential Mechanical

569-19-000635-MECH	Issued: 7/26/19	Fees: \$56.00	Valuation: \$12,085.00
Address: 1775 NW 8TH ST, MCMINNVILLE, OR 97128		Parcel: R4419AA06600	
Owner: FLOYD ROSS L & PATRICIA L TRUSTEES F			
Licensed Prof: FRANK WEBSTER HEATING & AIR CONDITIONING LLC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: INSTALLING HEAT PUMP AND FAN COIL			
569-19-000642-MECH	Issued: 7/30/19	Fees: \$56.00	Valuation: \$0.00
Address: 1388 NW MEADOWS DR, MCMINNVILLE, OR 97128		Parcel: R4418DC00200	
Owner: MCKINLEY SHERRY J TRUSTEE			
Licensed Prof: FRANK WEBSTER HEATING & AIR CONDITIONING LLC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install Ductless Heat Pump			
569-19-000643-MECH-01	Issued: 7/30/19	Fees: \$81.76	Valuation: \$0.00
Address: 1310 NE 4TH ST, MCMINNVILLE, OR 97128		Parcel: R4421AC02200	
Owner: MAURICE ROBERT P			
Licensed Prof: AMERICAN LIFESTYLE HOMES LLC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration	Census Code: Additions, Alterations and Conversions - Residential	
Work Description: Renewal of Permit 569-14B0892 for Interior Remodel and Exterior residential Addition			
569-19-000646-MECH-01	Issued: 7/30/19	Fees: \$81.76	Valuation: \$0.00
Address: 1310 NE 4TH ST, MCMINNVILLE, OR 97128		Parcel: R4421AC02200	
Owner: MAURICE ROBERT P			
Licensed Prof: AMERICAN LIFESTYLE HOMES LLC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration	Census Code: Additions, Alterations and Conversions - Residential	
Work Description: Renewal of 569-15B0525 for ADU and garage			
569-19-000655-MECH	Issued: 7/30/19	Fees: \$129.92	Valuation: \$900.00
Address: 815 NW YAMHILL ST, MCMINNVILLE, OR 97128		Parcel: R4420AB06000	
Owner: MCKEEGAN JOHN N			
Licensed Prof: BLUE STAR GAS ASSOCIATES CO			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: install gas line and install new cook stove			

Residential Mechanical

569-19-000661-MECH	Issued: 7/31/19	Fees: \$73.92	Valuation: \$3,595.00
Address: 1967 NW 21ST ST, MCMINNVILLE, OR 97128		Parcel: TEMP - BUILDING	
Owner: TEMP			
Licensed Prof: FOUR SEASONS HEATING & AIR CONDITIONING INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install air conditioner			

569-19-000662-MECH	Issued: 7/31/19	Fees: \$112.00	Valuation: \$1,210.00
Address: 541 NW 22ND ST, MCMINNVILLE, OR 97128		Parcel: R4417AD05900	
Owner: FLORES ROBERTO			
Licensed Prof: YAMHILL COMMUNITY ACTION PARTNERSHIP			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install 2 exhaust fans each to single duct			

Residential Mechanical	32 permits issued	\$3,851.90	\$139,372.06
-------------------------------	--------------------------	-------------------	---------------------

Residential Plumbing

569-19-000387-PLM-01	Issued: 7/9/19	Fees: \$1,954.72	Valuation: \$0.00
Address: 1117 SW GOUCHER ST, MCMINNVILLE, OR 97128		Parcel: R4429BB02400	
Owner: COVINGTON RUBIN C			
Licensed Prof: HIGH HEAVEN CONSTRUCTION LLC			
Category of Construction: Two Family Dwelling	Type of Work: Addition		
Work Description: Addition, Covert SFR to Duplex			
569-19-000483-PLM-01	Issued: 7/15/19	Fees: \$112.00	Valuation: \$0.00
Address: 424 SW BROCKWOOD AVE, MCMINNVILLE, OR 97128		Parcel: R4420DB03200	
Owner: LARKIN GAIL G			
Licensed Prof: BEN FACKLER CONSTRUCTION INC			
Category of Construction: Single Family Dwelling	Type of Work: Addition		Census Code: Additions, Alterations and Conversions - Residential
Work Description: Bathroom Addition			
569-19-000543-PLM-01	Issued: 7/25/19	Fees: \$168.00	Valuation: \$30,000.00
Address: 1135 NE 30TH ST, MCMINNVILLE, OR 97128		Parcel: R4409DC02000	
Owner: CHRISTENSEN WILLIAM			
Licensed Prof: SEE PROPERTY OWNER INFORMATION			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		Census Code: Additions, Alterations and Conversions - Residential
Work Description: Addition of Interior Bathroom/ New Front/Back Porches/New Roof			
569-19-000547-PLM	Issued: 7/2/19	Fees: \$81.76	Valuation: \$0.00
Address: 1030 NE 19TH ST, MCMINNVILLE, OR 97128		Parcel: R4416CA00101	
Owner: CONTRERAS JOSE M			
Licensed Prof: MICRO EXCAVATION INC			
Category of Construction: Two Family Dwelling	Type of Work: Alteration		
Work Description: Sewer line			
569-19-000548-PLM	Issued: 7/2/19	Fees: \$56.00	Valuation: \$0.00
Address: 395 SW BLUE HERON CT, MCMINNVILLE, OR 97128		Parcel: R4524DA08200	
Owner: TINGLEY GARY & SHELLEEN LIVING TRUST			
Licensed Prof: SALT CREEK CONSTRUCTION LLC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Replace Shower Pan			

Residential Plumbing

569-19-000550-PLM	Issued: 7/3/19	Fees: \$81.76	Valuation: \$0.00
Address: 654 NE 14TH ST, MCMINNVILLE, OR 97128		Parcel: R4416CC03400	
Owner: EDWARDS MICHELLE S			
Licensed Prof: KING AND SONS EXCAVATING INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Repair Sewer Line			
569-19-000551-PLM	Issued: 7/3/19	Fees: \$81.76	Valuation: \$0.00
Address: 1981 NW THOMSEN LN, MCMINNVILLE, OR 97128		Parcel: R4417DB09200	
Owner: ORTH JAMES J			
Licensed Prof: BRADY ARMAND LAMBERT			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Replace water main and water lines in house			
569-19-000559-PLM	Issued: 7/9/19	Fees: \$56.00	Valuation: \$0.00
Address: 1339 NE LOGAN ST, MCMINNVILLE, OR 97128		Parcel: R4416DC01900	
Owner: SKYFALL INVESTMENTS LLC			
Licensed Prof: BONNETTS PLUMBING LLC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Replace water heater			
569-19-000591-PLM	Issued: 7/11/19	Fees: \$56.00	Valuation: \$1,225.00
Address: 1640 SE KENT ST, MCMINNVILLE, OR 97128		Parcel: R4428BC00306	
Owner: BAKER BELINDA			
Licensed Prof: PROLINE PLUMBING LLC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Replace 50 gallon electric water heater			
569-19-000593-PLM	Issued: 7/11/19	Fees: \$78.40	Valuation: \$0.00
Address: 3840 NE HEMBREE ST, MCMINNVILLE, OR 97128		Parcel: R4409CA18600	
Owner: ALAN RUDEN INC			
Licensed Prof: WEST VALLEY LANDSCAPES INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install backflow			

Residential Plumbing

569-19-000599-PLM	Issued: 7/15/19	Fees:	\$56.00	Valuation:	\$0.00
Address: 4155 NE THREE MILE LN, SPC# 158, MCMINNVILLE, OR 97128		Parcel: R4424C 00200			
Owner: OLDE STONE VILLAGE NW LLC					
Licensed Prof: NICK BLACKMAN PLUMBING LLC					
Category of Construction:	Single Family Dwelling	Type of Work:	Alteration		
Work Description:	Replace tub with shower (Space 158)				
569-19-000610-PLM	Issued: 7/18/19	Fees:	\$56.00	Valuation:	\$0.00
Address: 4155 NE THREE MILE LN, SPC# 69, MCMINNVILLE, OR 97128		Parcel: R4424C 00200			
Owner: OLDE STONE VILLAGE NW LLC					
Licensed Prof: BLACKHAWK PLUMBING LLC					
Category of Construction:	Single Family Dwelling	Type of Work:	Alteration		
Work Description:	Repl. 50gal electric water heater				
569-19-000613-PLM	Issued: 7/19/19	Fees:	\$56.00	Valuation:	\$3,200.00
Address: 1206 NE EVANS ST, MCMINNVILLE, OR 97128		Parcel: R4416CC05900			
Owner: MEEHAN PAMELA					
Licensed Prof: ABETTER PLUMBING COMPANY LLC					
Category of Construction:	Single Family Dwelling	Type of Work:	Alteration		
Work Description:	Add a shower to the upstairs 1/2 bathroom. Swap locations of lav and water closet.				
569-19-000639-PLM	Issued: 7/29/19	Fees:	\$532.00	Valuation:	\$4,000.00
Address: 127 NW 19TH ST, MCMINNVILLE, OR 97128		Parcel: R4417DA11602			
Owner: THOMPSON JOANNE COURTNEY					
Licensed Prof: COMMERCIAL PIPING CO					
Category of Construction:	Single Family Dwelling	Type of Work:	Alteration		
Work Description:	Re-piping the water to the fixtures.				
569-19-000641-PLM	Issued: 7/29/19	Fees:	\$56.00	Valuation:	\$6,000.00
Address: 420 SW FLEISHAUER LN, MCMINNVILLE, OR 97128		Parcel: R4420CA03200			
Owner: BASYE JACK J & CYNTHIA L TRUSTEES FO					
Licensed Prof: COMMERCIAL PIPING COMPANY					
Category of Construction:	Single Family Dwelling	Type of Work:	Alteration		
Work Description:	Remove and replace a boiler				

Residential Plumbing

569-19-000643-PLM-01	Issued: 7/30/19	Fees: \$168.00	Valuation: \$0.00
Address: 1310 NE 4TH ST, MCMINNVILLE, OR 97128		Parcel: R4421AC02200	
Owner: MAURICE ROBERT P			
Licensed Prof: AMERICAN LIFESTYLE HOMES LLC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration	Census Code: Additions, Alterations and Conversions - Residential	
Work Description: Renewal of Permit 569-14B0892 for Interior Remodel and Exterior residential Addition			
569-19-000646-PLM-01	Issued: 7/30/19	Fees: \$168.00	Valuation: \$0.00
Address: 1310 NE 4TH ST, MCMINNVILLE, OR 97128		Parcel: R4421AC02200	
Owner: MAURICE ROBERT P			
Licensed Prof: AMERICAN LIFESTYLE HOMES LLC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration	Census Code: Additions, Alterations and Conversions - Residential	
Work Description: Renewal of 569-15B0525 for ADU and garage			
569-19-000657-PLM	Issued: 7/30/19	Fees: \$78.40	Valuation: \$0.00
Address: 990 NE SAMSON ST, MCMINNVILLE, OR 97128		Parcel: R4409CA18900	
Owner: COTTAGES AT CHEGWYN VILLAGE LLC			
Licensed Prof: WEST VALLEY LANDSCAPES INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install back flow device			
569-19-000658-PLM	Issued: 7/30/19	Fees: \$78.40	Valuation: \$0.00
Address: 998 NE SAMSON ST, MCMINNVILLE, OR 97128		Parcel: R4409CA18900	
Owner: COTTAGES AT CHEGWYN VILLAGE LLC			
Licensed Prof: WEST VALLEY LANDSCAPES INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install back flow device			
569-19-000659-PLM	Issued: 7/30/19	Fees: \$81.76	Valuation: \$0.00
Address: 1850 NW ALDER ST, MCMINNVILLE, OR 97128		Parcel: R4417DA11623	
Owner: MJB PROPERTIES INVESTMENTS LLC			
Licensed Prof: SEE PROPERTY OWNER INFORMATION			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Replace Sewer Lateral			

Residential Plumbing

569-19-000663-PLM	Issued: 7/31/19	Fees: \$78.40	Valuation: \$2,000.00
Address: 2018 NW VICTORIA DR, MCMINNVILLE, OR 97128	Parcel: TEMP - BUILDING		
Owner: TEMP			
Licensed Prof: SUNRISE LANDSCAPE SERVICES INC			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installation of backflow preventer			

Residential Plumbing	21 permits issued	\$4,135.36	\$46,425.00
-----------------------------	--------------------------	-------------------	--------------------

Residential Structural

569-19-000387-STR	Issued: 7/9/19	Fees: \$9,372.83	Valuation: \$129,235.75
--------------------------	-----------------------	-------------------------	--------------------------------

Address: 1117 SW GOUCHER ST, MCMINNVILLE, OR 97128

Parcel: R4429BB02400

Owner: Jerry Young

Licensed Prof: HIGH HEAVEN CONSTRUCTION LLC

Category of Construction: Two Family Dwelling

Type of Work: Addition

Census Code: Single Family Houses Attached

Work Description: Addition, Covert SFR to Duplex

569-19-000480-STR	Issued: 7/10/19	Fees: \$292.30	Valuation: \$9,504.30
--------------------------	------------------------	-----------------------	------------------------------

Address: 398 SW VALLEYS EDGE ST, MCMINNVILLE, OR 97128

Parcel: R4524DA05500

Owner: CASS WEBSTER D

Licensed Prof: BEN FACKLER CONSTRUCTION INC

Category of Construction: Single Family Dwelling

Type of Work: Addition

Census Code: Additions, Alterations and Conversions
- Residential

Work Description: Patio Cover

569-19-000483-STR	Issued: 7/15/19	Fees: \$224.79	Valuation: \$2,923.80
--------------------------	------------------------	-----------------------	------------------------------

Address: 424 SW BROCKWOOD AVE, MCMINNVILLE, OR 97128

Parcel: R4420DB03200

Owner: LARKIN GAIL G

Licensed Prof: BEN FACKLER CONSTRUCTION INC

Category of Construction: Single Family Dwelling

Type of Work: Addition

Census Code: Additions, Alterations and Conversions
- Residential

Work Description: Bathroom Addition

569-19-000505-STR	Issued: 7/17/19	Fees: \$163.13	Valuation: \$0.00
--------------------------	------------------------	-----------------------	--------------------------

Address: 1488 NE KERRY CT, MCMINNVILLE, OR 97128

Parcel: R4409DC09600

Owner: MOORE JERRY L &

Licensed Prof: JOHNSEN ELECTRIC INC

Category of Construction: Single Family Dwelling

Type of Work: Alteration

Census Code: Additions, Alterations and Conversions
- Residential

Work Description: Solar Installation

569-19-000513-STR	Issued: 7/16/19	Fees: \$590.80	Valuation: \$28,473.06
--------------------------	------------------------	-----------------------	-------------------------------

Address: 1744 NW YOHN RANCH DR, MCMINNVILLE, OR 97128

Parcel: R4418DB00700

Owner: WILSON MICHAEL C

Licensed Prof: R B & R CONTRACTORS INC

Category of Construction: Single Family Dwelling

Type of Work: Alteration

Census Code: Additions, Alterations and Conversions
- Residential

Work Description: Interior Remodel, Convert part of garage to bedroom

PERMITS ISSUED SUMMARY

Report parameters:

Date start from 7/1/2019 to 7/31/2019

Minimum valuation is \$0.00

Record type	Permits issued	Fees paid	Job value
Residential Structural	3	\$9,889.92	\$141,663.85
Residential Manufactured Dwelling	1	\$270.80	\$0.00
Residential Mechanical	32	\$3,851.90	\$139,372.06
Residential Plumbing	21	\$4,135.36	\$46,425.00
Residential Structural	5	\$1,863.36	\$98,473.06
Commercial Plumbing	3	\$4,468.69	\$0.00
Residential 1 & 2 Fam Dwelling (New Only) Limited	15	\$169,220.72	\$4,133,586.05
Commercial Mechanical	8	\$4,915.10	\$327,317.00
Commercial Alarm or Suppression Systems	2	\$652.11	\$33,177.45
Commercial Structural	13	\$371,072.44	\$10,441,491.25
<hr/>			
<i>Overall summary</i>			
Total	103	\$570,340.40	\$15,361,505.72



Transactions Applied by Module

Report run by: Katie Land
Permit Coordinator
503-434-7314
katie.land@mcminnvilleoregon.gov

Report options selected:

Start date and time: 7/1/19 12:00 am
 End date and time: 7/31/19 11:59 pm
 Module: -All-
 Office: -All-
 Account code: 1

Summary by Module

Building			
Account	Applied from Previous Transactions	Applied from Current Transactions	Total Applied Transactions
01.2210	\$897.85	\$8,540.31	\$9,438.16
01-05-6600-96		\$160.00	\$160.00
01-07.4250-03	\$41,254.61		\$41,254.61
01-07.4250-25	\$(110.00)	\$3,021.25	\$2,911.25
01-2210		\$1,000.00	\$1,000.00
45.5500		\$112,465.76	\$112,465.76
50.5500		\$115,200.00	\$115,200.00
70.4400-05	\$(45,480.36)	\$61,611.18	\$16,130.82
70.4400-10	\$1,017.28	\$17,375.50	\$18,392.78
70.4400-15	\$73.00	\$9,422.15	\$9,495.15
70.4400-20		\$215.00	\$215.00
77.5500		\$162,034.92	\$162,034.92
Building applied total:	\$(2,347.62)	\$491,046.07	\$488,698.45
Planning			
Account	Applied from Previous Transactions	Applied from Current Transactions	Total Applied Transactions
01.2210		\$1,680.00	\$1,680.00
01-07.4250-03		\$6,275.65	\$6,275.65
Planning applied total:		\$7,955.65	\$7,955.65

PublicWorks

Account	Applied from Previous Transactions	Applied from Current Transactions	Total Applied Transactions
01.2210		\$1,000.00	\$1,000.00
01-05.5320		\$44,971.00	\$44,971.00
01-05-6600-96		\$30.00	\$30.00
PublicWorks applied total:		\$46,001.00	\$46,001.00
Total applied:	\$(2,347.62)	\$545,002.72	\$542,655.10

Transactions Applied by Module

Building

01.2210

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200843	569-19-000534-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$82.68
7/1/19	200844	569-19-000416-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$66.24
7/1/19	200844	569-19-000416-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$13.08
7/1/19	200844	569-19-000416-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$113.16
7/1/19	200845	569-19-000409-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$72.24
7/1/19	200845	569-19-000409-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$17.52
7/1/19	200845	569-19-000409-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$126.02
7/1/19	200847	569-19-000413-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$72.24
7/1/19	200847	569-19-000413-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$17.52
7/1/19	200847	569-19-000413-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$126.02
7/1/19	200848	569-19-000412-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$78.24
7/1/19	200848	569-19-000412-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$17.52
7/1/19	200848	569-19-000412-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$176.52
7/1/19	200849	569-19-000415-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$78.24
7/1/19	200849	569-19-000415-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$17.52
7/1/19	200849	569-19-000415-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$147.46
7/1/19	200850	569-19-000414-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$78.24
7/1/19	200850	569-19-000414-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$17.52
7/1/19	200850	569-19-000414-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$167.95
7/1/19	200851	569-19-000542-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$13.92
7/2/19	200853	569-19-000438-FIRE	State of Oregon Surcharge - Bldg (12% of applicable fees)	Online	Applied payment	\$36.24

Transactions Applied by Module

Building

01.2210

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/2/19	200854	569-19-000546-MD	State of Oregon Surcharge - MFD (12% of applicable fees)	RHOLMES	Applied payment	\$25.80
7/2/19	200854	569-19-000546-MD	State manufactured dwelling fee	RHOLMES	Applied payment	\$30.00
7/2/19	200856	569-19-000547-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$8.76
7/2/19	200857	569-19-000548-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$6.00
7/2/19	200858	569-19-000549-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$6.00
7/3/19	200861	569-19-000550-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$8.76
7/3/19	200862	569-18B0198	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$500.12
7/3/19	200862	569-18B0198	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$18.48
7/3/19	200862	569-18B0198	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$34.56
7/3/19	200863	569-19-000551-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$8.76
7/3/19	200864	569-19-000552-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$6.00
7/3/19	200728	569-19-000212-PLM-01	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Void previous applied payment	\$(116.40)
7/3/19	200728	569-19-000212-PLM-01	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied previous payment	\$43.40
7/3/19	200865	569-19-000212-PLM-01	State of Oregon Surcharge -Plumb (12% of applicable fees)	SSULLIVAN	Applied payment	\$81.76
7/8/19	200872	569-19-000553-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$6.00
7/8/19	200873	569-19-000294-PLM-01	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$120.00
7/8/19	200874	569-19-000533-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$21.36
7/8/19	200875	569-19-000436-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$36.48
7/9/19	200878	569-19-000559-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$6.00
7/9/19	200880	569-19-000442-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$15.24
7/9/19	200880	569-19-000442-STR-02	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$15.24

Transactions Applied by Module

Building

01.2210

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/9/19	200880	569-19-000442-STR-01	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$15.24
7/9/19	200880	569-19-000442-STR-03	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$15.41
7/9/19	200882	569-19-000387-MECH-01	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$66.00
7/9/19	200883	569-19-000387-PLM-01	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$154.32
7/9/19	200884	569-19-000387-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$92.20
7/10/19	200885	569-19-000480-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	Online	Applied payment	\$15.41
7/10/19	200886	569-19-000560-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$7.92
7/10/19	200896	569-19-000441-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$84.24
7/10/19	200896	569-19-000441-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$181.76
7/10/19	200896	569-19-000441-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$13.08
7/10/19	200898	569-19-000569-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$13.92
7/10/19	200899	569-19-000570-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$13.92
7/10/19	200900	569-19-000575-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$13.92
7/10/19	200902	569-19-000587-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$7.92
7/11/19	200904	569-18B0543	State of Oregon Surcharge - Bldg (12% of applicable fees)	KLAND	Applied payment	\$714.84
7/11/19	200905	569-18B0543-PLM-02	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$31.68
7/11/19	200906	569-18B0543-MECH-01	State of Oregon Surcharge - Mech (12% of applicable fees)	KLAND	Applied payment	\$125.28
7/11/19	200908	569-19-000455-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	Online	Applied payment	\$89.82
7/11/19	200909	569-19-000591-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	Online	Applied payment	\$6.00
7/11/19	200910	569-19-000554-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$7.92
7/11/19	200911	569-19-000593-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	Online	Applied payment	\$8.40

Transactions Applied by Module

Building

01.2210

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/12/19	200912	569-19-000592-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$19.08
7/12/19	200913	569-19-000595-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$21.36
7/12/19	200914	569-19-000383-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$76.32
7/12/19	200914	569-19-000383-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$13.08
7/12/19	200914	569-19-000383-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$169.85
7/12/19	200915	569-19-000596-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$6.00
7/15/19	200917	569-19-000597-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	KLAND	Applied payment	\$13.92
7/15/19	200919	569-18B0201	State of Oregon Surcharge - Bldg (12% of applicable fees)	KLAND	Applied payment	\$500.12
7/15/19	200919	569-18B0201	State of Oregon Surcharge - Mech (12% of applicable fees)	KLAND	Applied payment	\$18.48
7/15/19	200919	569-18B0201	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$34.56
7/15/19	200921	569-19-000483-MECH-01	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$12.00
7/15/19	200922	569-19-000598-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$6.00
7/15/19	200923	569-19-000483-PLM-01	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$12.00
7/15/19	200924	569-19-000483-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$15.24
7/15/19	200925	569-19-000599-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$6.00
7/15/19	200926	569-19-000212-MECH-01	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$41.88
7/16/19	200927	569-19-000601-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$12.00
7/16/19	200928	569-19-000513-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	KLAND	Applied payment	\$35.65
7/16/19	200929	569-19-000602-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$13.92
7/17/19	200931	569-19-000603-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	Online	Applied payment	\$75.53
7/18/19	200937	569-19-000510-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$13.08

Transactions Applied by Module

Building

01.2210

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/18/19	200937	569-19-000510-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$70.32
7/18/19	200937	569-19-000510-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$155.56
7/18/19	200937	569-19-000509-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$17.52
7/18/19	200937	569-19-000509-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$84.24
7/18/19	200937	569-19-000509-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$174.62
7/18/19	200937	569-19-000421-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$17.52
7/18/19	200937	569-19-000421-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$87.84
7/18/19	200937	569-19-000421-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$209.39
7/18/19	200938	569-19-000500-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$23.52
7/18/19	200939	569-19-000610-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$6.00
7/19/19	200942	569-19-000612-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	Online	Applied payment	\$116.02
7/19/19	200946	569-19-000613-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	Online	Applied payment	\$6.00
7/19/19	200949	569-19-000615-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$12.00
7/22/19	200951	569-19-000618-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$13.92
7/22/19	200954	569-19-000620-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$6.00
7/23/19	200955	569-18B0620	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$129.24
7/23/19	200956	569-19-000614-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	Online	Applied payment	\$15.24
7/23/19	200958	569-19-000622-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$6.00
7/23/19	200959	569-18B0200	State of Oregon Surcharge - Bldg (12% of applicable fees)	RHOLMES	Applied payment	\$500.12
7/23/19	200959	569-18B0200	State of Oregon Surcharge - Mech (12% of applicable fees)	RHOLMES	Applied payment	\$18.48
7/23/19	200959	569-18B0200	State of Oregon Surcharge -Plumb (12% of applicable fees)	RHOLMES	Applied payment	\$34.56

Transactions Applied by Module

Building

01.2210

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/24/19	176883	569-17B0638	STATE SURCHG-GENERAL	SULLIVS	Void previous applied payment	\$(16,015.62)
7/24/19	176883	569-17B0638	State of Oregon Surcharge - Bldg (12% of applicable fees)	SULLIVS	Applied previous payment	\$12,376.38
7/24/19	176883	569-17B0638	State of Oregon Surcharge - Mech (12% of applicable fees)	SULLIVS	Applied previous payment	\$2,947.53
7/24/19	164433	569-17B0638	State of Oregon Surcharge -Plumb (12% of applicable fees)	LANDK	Applied previous payment	\$28.20
7/24/19	176884	569-17B0638	State of Oregon Surcharge - Mech (12% of applicable fees)	LANDK	Applied previous payment	\$168.59
7/24/19	164434	569-17B0638	State of Oregon Surcharge -Plumb (12% of applicable fees)	SULLIVS	Applied previous payment	\$60.00
7/24/19	172712	569-17B0638	State of Oregon Surcharge -Plumb (12% of applicable fees)	SULLIVS	Applied previous payment	\$100.82
7/24/19	185147	569-17B0638	State of Oregon Surcharge -Plumb (12% of applicable fees)	LANDK	Applied previous payment	\$70.98
7/24/19	176885	569-17B0638	State of Oregon Surcharge -Plumb (12% of applicable fees)	LANDK	Applied previous payment	\$28.71
7/24/19	181075	569-17B0638	State of Oregon Surcharge -Plumb (12% of applicable fees)	HOLMSR	Applied previous payment	\$100.82
7/24/19	193237	569-17B0638	State of Oregon Surcharge -Plumb (12% of applicable fees)	LANDK	Applied previous payment	\$12.00
7/24/19	164435	569-17B0638	State of Oregon Surcharge -Plumb (12% of applicable fees)	HOLMSR	Applied previous payment	\$12.00
7/24/19	172714	569-17B0638	State of Oregon Surcharge -Plumb (12% of applicable fees)	HOLMSR	Applied previous payment	\$37.41
7/24/19	172713	569-17B0638	State of Oregon Surcharge -Plumb (12% of applicable fees)	HOLMSR	Applied previous payment	\$70.98
7/24/19	185148	569-17B0638	State of Oregon Surcharge -Plumb (12% of applicable fees)	SULLIVS	Applied previous payment	\$65.03
7/24/19	172716	569-17B0638	State of Oregon Surcharge - Mech (12% of applicable fees)	SULLIVS	Applied previous payment	\$12.00
7/24/19	172715	569-17B0638	State of Oregon Surcharge - Mech (12% of applicable fees)	SULLIVS	Applied previous payment	\$12.00
7/24/19	193238	569-17B0638	State of Oregon Surcharge - Mech (12% of applicable fees)	HOLMESR	Applied previous payment	\$317.18
7/24/19	168565	569-17B0638	State of Oregon Surcharge - Mech (12% of applicable fees)	HOLMESR	Applied previous payment	\$61.00
7/24/19	176886	569-17B0638	State of Oregon Surcharge - Mech (12% of applicable fees)	SULLIVS	Applied previous payment	\$18.41
7/24/19	181076	569-17B0638	State of Oregon Surcharge - Mech (12% of applicable fees)	SULLIVS	Applied previous payment	\$486.43

Transactions Applied by Module

Building

01.2210

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/24/19	200967	569-19-000498-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	KLAND	Applied payment	\$60.00
7/24/19	200967	569-19-000498-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$17.52
7/24/19	200967	569-19-000498-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	KLAND	Applied payment	\$120.31
7/25/19	200969	569-19-000543-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	KLAND	Applied payment	\$36.24
7/25/19	200970	569-19-000543-PLM-01	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$18.00
7/25/19	200971	569-19-000543-MECH-01	State of Oregon Surcharge - Mech (12% of applicable fees)	KLAND	Applied payment	\$18.00
7/25/19	200976	569-19-000629-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$13.92
7/25/19	200977	569-19-000422-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$13.08
7/25/19	200977	569-19-000422-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	KLAND	Applied payment	\$90.24
7/25/19	200977	569-19-000422-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	KLAND	Applied payment	\$156.04
7/25/19	200977	569-19-000423-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$13.08
7/25/19	200977	569-19-000423-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	KLAND	Applied payment	\$90.24
7/25/19	200977	569-19-000423-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	KLAND	Applied payment	\$171.76
7/26/19	200981	569-19-000634-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$7.92
7/26/19	200983	569-19-000628-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	KLAND	Applied payment	\$41.00
7/26/19	200984	569-19-000635-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$6.00
7/29/19	200986	569-19-000639-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	Online	Applied payment	\$57.00
7/29/19	200989	569-19-000641-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	Online	Applied payment	\$6.00
7/29/19	200682	569-19-000430-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Void previous applied payment	\$(6.00)
7/29/19	200682	569-19-000430-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied previous payment	\$6.00
7/29/19	200990	569-19-000430-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$12.00

Transactions Applied by Module

Building

01.2210

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/29/19	200991	569-19-000538-DWL	State of Oregon Surcharge - Bldg (12% of applicable fees)	KLAND	Applied payment	\$230.35
7/29/19	200991	569-19-000538-DWL	State of Oregon Surcharge - Mech (12% of applicable fees)	KLAND	Applied payment	\$84.24
7/29/19	200991	569-19-000538-DWL	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$17.52
7/29/19	200997	569-19-000642-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$6.00
7/29/19	200999	569-18B0457	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$12.72
7/30/19	201000	569-19-000616-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$59.16
7/30/19	201007	569-19-000655-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$13.92
7/30/19	201008	569-19-000611-FIRE	State of Oregon Surcharge - Bldg (12% of applicable fees)	KLAND	Applied payment	\$15.24
7/30/19	201009	569-19-000657-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	Online	Applied payment	\$8.40
7/30/19	201010	569-19-000658-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	Online	Applied payment	\$8.40
7/30/19	201011	569-19-000643-MECH-01	State of Oregon Surcharge - Mech (12% of applicable fees)	KLAND	Applied payment	\$8.76
7/30/19	201011	569-19-000646-MECH-01	State of Oregon Surcharge - Mech (12% of applicable fees)	KLAND	Applied payment	\$8.76
7/30/19	201012	569-19-000643-PLM-01	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$18.00
7/30/19	201012	569-19-000646-PLM-01	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$18.00
7/30/19	201013	569-19-000643-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	KLAND	Applied payment	\$27.31
7/30/19	201013	569-19-000646-STR	State of Oregon Surcharge - Bldg (12% of applicable fees)	KLAND	Applied payment	\$27.31
7/30/19	201014	569-19-000659-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	KLAND	Applied payment	\$8.76
7/31/19	201017	569-19-000661-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$7.92
7/31/19	201020	569-19-000662-MECH	State of Oregon Surcharge - Mech (12% of applicable fees)	Online	Applied payment	\$12.00
7/31/19	201021	569-19-000663-PLM	State of Oregon Surcharge -Plumb (12% of applicable fees)	Online	Applied payment	\$8.40

Transactions Applied by Module

Building

01.2210 total: \$9,438.16

01-05-6600-96

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200844	569-19-000416-DWL	Driveway approach - enter number of approaches	RHOLMES	Applied payment	\$5.00
7/1/19	200844	569-19-000416-DWL	Sidewalk - up to 75 feet	RHOLMES	Applied payment	\$5.00
7/1/19	200845	569-19-000409-DWL	Driveway approach - enter number of approaches	RHOLMES	Applied payment	\$5.00
7/1/19	200845	569-19-000409-DWL	Sidewalk - up to 75 feet	RHOLMES	Applied payment	\$5.00
7/1/19	200847	569-19-000413-DWL	Driveway approach - enter number of approaches	RHOLMES	Applied payment	\$5.00
7/1/19	200847	569-19-000413-DWL	Sidewalk - 76 to 199 feet	RHOLMES	Applied payment	\$10.00
7/1/19	200848	569-19-000412-DWL	Driveway approach - enter number of approaches	RHOLMES	Applied payment	\$5.00
7/1/19	200848	569-19-000412-DWL	Sidewalk - up to 75 feet	RHOLMES	Applied payment	\$5.00
7/1/19	200849	569-19-000415-DWL	Driveway approach - enter number of approaches	RHOLMES	Applied payment	\$5.00
7/1/19	200849	569-19-000415-DWL	Sidewalk - up to 75 feet	RHOLMES	Applied payment	\$5.00
7/1/19	200850	569-19-000414-DWL	Driveway approach - enter number of approaches	RHOLMES	Applied payment	\$5.00
7/1/19	200850	569-19-000414-DWL	Driveway approach repair	RHOLMES	Applied payment	\$5.00
7/9/19	200884	569-19-000387-STR	Driveway approach repair	RHOLMES	Applied payment	\$5.00
7/10/19	200896	569-19-000441-DWL	Driveway approach - enter number of approaches	RHOLMES	Applied payment	\$5.00
7/10/19	200896	569-19-000441-DWL	Sidewalk - up to 75 feet	RHOLMES	Applied payment	\$5.00
7/12/19	200914	569-19-000383-DWL	Driveway approach - enter number of approaches	RHOLMES	Applied payment	\$5.00
7/12/19	200914	569-19-000383-DWL	Sidewalk - up to 75 feet	RHOLMES	Applied payment	\$5.00
7/18/19	200937	569-19-000510-DWL	Driveway approach - enter number of approaches	RHOLMES	Applied payment	\$5.00
7/18/19	200937	569-19-000510-DWL	Sidewalk - up to 75 feet	RHOLMES	Applied payment	\$5.00
7/18/19	200937	569-19-000509-DWL	Driveway approach - enter number of approaches	RHOLMES	Applied payment	\$5.00
7/18/19	200937	569-19-000509-DWL	Sidewalk - 76 to 199 feet	RHOLMES	Applied payment	\$10.00
7/18/19	200937	569-19-000421-DWL	Driveway approach - enter number of approaches	RHOLMES	Applied payment	\$5.00
7/18/19	200937	569-19-000421-DWL	Sidewalk - up to 75 feet	RHOLMES	Applied payment	\$5.00
7/24/19	200967	569-19-000498-DWL	Driveway approach - enter number of approaches	KLAND	Applied payment	\$5.00
7/25/19	200977	569-19-000422-DWL	Driveway approach - enter number of approaches	KLAND	Applied payment	\$5.00
7/25/19	200977	569-19-000422-DWL	Sidewalk - up to 75 feet	KLAND	Applied payment	\$5.00
7/25/19	200977	569-19-000423-DWL	Driveway approach - enter number of approaches	KLAND	Applied payment	\$5.00
7/25/19	200977	569-19-000423-DWL	Sidewalk - up to 75 feet	KLAND	Applied payment	\$5.00
7/29/19	200991	569-19-000538-DWL	Driveway approach - enter number of approaches	KLAND	Applied payment	\$5.00
7/29/19	200991	569-19-000538-DWL	Sidewalk - up to 75 feet	KLAND	Applied payment	\$5.00

01-05-6600-96 total: \$160.00

Transactions Applied by Module

Building

01-07.4250-03

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/24/19	172711	569-17B0638	Planning Tracking - 01-07.4250-03 - No Surcharge	LANDK	Applied previous payment	\$41,254.61
01-07.4250-03 total:						\$41,254.61

01-07.4250-25

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200844	569-19-000416-DWL	BPR Residential building permit review - value \$100,000 or greater	RHOLMES	Applied payment	\$165.75
7/1/19	200845	569-19-000409-DWL	BPR Residential building permit review - value \$100,000 or greater	RHOLMES	Applied payment	\$165.75
7/1/19	200847	569-19-000413-DWL	BPR Residential building permit review - value \$100,000 or greater	RHOLMES	Applied payment	\$165.75
7/1/19	200848	569-19-000412-DWL	BPR Residential building permit review - value \$100,000 or greater	RHOLMES	Applied payment	\$165.75
7/1/19	200849	569-19-000415-DWL	BPR Residential building permit review - value \$100,000 or greater	RHOLMES	Applied payment	\$165.75
7/1/19	200850	569-19-000414-DWL	BPR Residential building permit review - value \$100,000 or greater	RHOLMES	Applied payment	\$165.75
7/3/19	200862	569-18B0198	BPR Residential building permit review - Multifamily - value \$100,000 or greater	RHOLMES	Applied payment	\$75.00
7/10/19	200885	569-19-000480-STR	BPR Residential building permit review - value < \$100,000	Online	Applied payment	\$65.00
7/10/19	200896	569-19-000441-DWL	BPR Residential building permit review - value \$100,000 or greater	RHOLMES	Applied payment	\$165.75
7/11/19	200904	569-18B0543	BPR Commercial / Industrial building permit review - value > \$500,000	KLAND	Applied payment	\$115.00
7/12/19	200914	569-19-000383-DWL	BPR Residential building permit review - value \$100,000 or greater	RHOLMES	Applied payment	\$165.75
7/15/19	200919	569-18B0201	BPR Residential building permit review - Multifamily - value \$100,000 or greater	KLAND	Applied payment	\$75.00
7/16/19	200928	569-19-000513-STR	BPR Residential building permit review - value < \$100,000	KLAND	Applied payment	\$65.00
7/18/19	200937	569-19-000510-DWL	BPR Residential building permit review - value \$100,000 or greater	RHOLMES	Applied payment	\$165.75
7/18/19	200937	569-19-000509-DWL	BPR Residential building permit review - value \$100,000 or greater	RHOLMES	Applied payment	\$165.75
7/18/19	200937	569-19-000421-DWL	BPR Residential building permit review - value \$100,000 or greater	RHOLMES	Applied payment	\$165.75

Transactions Applied by Module

Building

01-07.4250-25

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/19/19	200947	569-19-000533-STR	BPR Commercial / Industrial building permit review - value < \$100,000	RHOLMES	Applied payment	\$165.75
7/23/19	200959	569-18B0200	BPR Residential building permit review - Multifamily - value \$100,000 or greater	RHOLMES	Applied payment	\$75.00
7/24/19	176883	569-17B0638	LAND USE FEES	SULLIVS	Void previous applied payment	\$(110.00)
7/25/19	200969	569-19-000543-STR	BPR Residential building permit review - value < \$100,000	KLAND	Applied payment	\$65.00
7/25/19	200977	569-19-000422-DWL	BPR Residential building permit review - value \$100,000 or greater	KLAND	Applied payment	\$165.75
7/25/19	200977	569-19-000423-DWL	BPR Residential building permit review - value \$100,000 or greater	KLAND	Applied payment	\$165.75
7/29/19	200991	569-19-000538-DWL	BPR Residential building permit review - value \$100,000 or greater	KLAND	Applied payment	\$165.75
01-07.4250-25 total:						\$2,911.25

01-2210

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/31/19	201018	569-19-000660-DEMO	Sewer Cap Deposit, at cost	RHOLMES	Applied payment	\$1,000.00
01-2210 total:						\$1,000.00

45.5500

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200844	569-19-000416-DWL	TSDC - Residential - ITE 210 - enter # of units	RHOLMES	Applied payment	\$2,517.90
7/1/19	200845	569-19-000409-DWL	TSDC - Residential - ITE 210 - enter # of units	RHOLMES	Applied payment	\$2,517.90
7/1/19	200847	569-19-000413-DWL	TSDC - Residential - ITE 210 - enter # of units	RHOLMES	Applied payment	\$2,517.90
7/1/19	200848	569-19-000412-DWL	TSDC - Residential - ITE 210 - enter # of units	RHOLMES	Applied payment	\$2,517.90
7/1/19	200849	569-19-000415-DWL	TSDC - Residential - ITE 210 - enter # of units	RHOLMES	Applied payment	\$2,517.90
7/1/19	200850	569-19-000414-DWL	TSDC - Residential - ITE 210 - enter # of units	RHOLMES	Applied payment	\$2,517.90
7/3/19	200862	569-18B0198	TSDC - Residential - ITE 220 - enter # of units	RHOLMES	Applied payment	\$14,691.60
7/9/19	200881	569-19-000387-STR	TSDC - Residential - ITE 210 - enter # of units	RHOLMES	Applied payment	\$2,517.90
7/10/19	200896	569-19-000441-DWL	TSDC - Residential - ITE 210 - enter # of units	RHOLMES	Applied payment	\$2,517.90

Transactions Applied by Module

Building

45.5500						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/11/19	200903	569-18B0543	TSDC - BUSINESS and COMMERCIAL - enter calc of NNT and Units	KLAND	Applied payment	\$28,104.56
7/12/19	200914	569-19-000383-DWL	TSDC - Residential - ITE 210 - enter # of units	RHOLMES	Applied payment	\$2,517.90
7/15/19	200919	569-18B0201	TSDC - Residential - ITE 220 - enter # of units	KLAND	Applied payment	\$14,691.60
7/18/19	200937	569-19-000510-DWL	TSDC - Residential - ITE 210 - enter # of units	RHOLMES	Applied payment	\$2,517.90
7/18/19	200937	569-19-000509-DWL	TSDC - Residential - ITE 210 - enter # of units	RHOLMES	Applied payment	\$2,517.90
7/18/19	200937	569-19-000421-DWL	TSDC - Residential - ITE 210 - enter # of units	RHOLMES	Applied payment	\$2,517.90
7/23/19	200959	569-18B0200	TSDC - Residential - ITE 220 - enter # of units	RHOLMES	Applied payment	\$14,691.60
7/24/19	200967	569-19-000498-DWL	TSDC - Residential - ITE 210 - enter # of units	KLAND	Applied payment	\$2,517.90
7/25/19	200977	569-19-000422-DWL	TSDC - Residential - ITE 210 - enter # of units	KLAND	Applied payment	\$2,517.90
7/25/19	200977	569-19-000423-DWL	TSDC - Residential - ITE 210 - enter # of units	KLAND	Applied payment	\$2,517.90
7/29/19	200991	569-19-000538-DWL	TSDC - Residential - ITE 210 - enter # of units	KLAND	Applied payment	\$2,517.90
45.5500 total:						\$112,465.76

50.5500						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200844	569-19-000416-DWL	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$2,331.00
7/1/19	200845	569-19-000409-DWL	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$2,331.00
7/1/19	200847	569-19-000413-DWL	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$2,331.00
7/1/19	200848	569-19-000412-DWL	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$2,331.00
7/1/19	200849	569-19-000415-DWL	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$2,331.00
7/1/19	200850	569-19-000414-DWL	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$2,331.00
7/3/19	200862	569-18B0198	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$25,968.00
7/9/19	200881	569-19-000387-STR	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$2,331.00
7/10/19	200896	569-19-000441-DWL	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$2,331.00
7/12/19	200914	569-19-000383-DWL	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$2,331.00
7/15/19	200919	569-18B0201	SDC - Parks - enter # of dwelling units	KLAND	Applied payment	\$25,968.00
7/18/19	200937	569-19-000510-DWL	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$2,331.00
7/18/19	200937	569-19-000509-DWL	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$2,331.00
7/18/19	200937	569-19-000421-DWL	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$2,331.00
7/23/19	200959	569-18B0200	SDC - Parks - enter # of dwelling units	RHOLMES	Applied payment	\$25,968.00
7/24/19	200967	569-19-000498-DWL	SDC - Parks - enter # of dwelling units	KLAND	Applied payment	\$2,331.00

Transactions Applied by Module

Building

50.5500						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/25/19	200977	569-19-000422-DWL	SDC - Parks - enter # of dwelling units	KLAND	Applied payment	\$2,331.00
7/25/19	200977	569-19-000423-DWL	SDC - Parks - enter # of dwelling units	KLAND	Applied payment	\$2,331.00
7/29/19	200991	569-19-000538-DWL	SDC - Parks - enter # of dwelling units	KLAND	Applied payment	\$2,331.00
50.5500 total:						\$115,200.00

70.4400-05						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200844	569-19-000416-DWL	Structural building permit fee	RHOLMES	Applied payment	\$943.00
7/1/19	200845	569-19-000409-DWL	Structural building permit fee	RHOLMES	Applied payment	\$1,050.19
7/1/19	200847	569-19-000413-DWL	Structural building permit fee	RHOLMES	Applied payment	\$1,050.19
7/1/19	200848	569-19-000412-DWL	Structural building permit fee	RHOLMES	Applied payment	\$1,471.01
7/1/19	200849	569-19-000415-DWL	Structural building permit fee	RHOLMES	Applied payment	\$1,228.84
7/1/19	200850	569-19-000414-DWL	Structural building permit fee	RHOLMES	Applied payment	\$1,399.55
7/1/19	200852	569-19-000543-STR	Structural plan review fee	RHOLMES	Applied payment	\$196.31
7/1/19	168688	569-18B0205	PLAN REVIEW-BUILDING	LANDK	Void previous applied payment	\$(2,430.17)
7/2/19	200853	569-19-000438-FIRE	Structural building permit fee	Online	Applied payment	\$302.02
7/3/19	200862	569-18B0198	Structural building permit fee	RHOLMES	Applied payment	\$4,167.70
7/3/19	200862	569-18B0198	Fire life safety plan review	RHOLMES	Applied payment	\$1,667.08
7/8/19	200874	569-19-000533-STR	Structural plan review fee	RHOLMES	Applied payment	\$115.71
7/8/19	200874	569-19-000533-STR	Structural building permit fee	RHOLMES	Applied payment	\$178.02
7/8/19	200876	569-19-000477-STR	Structural plan review fee	Online	Applied payment	\$82.55
7/8/19	200877	569-18B0760-DEF-03	Deferred submittal fee	KLAND	Applied payment	\$150.00
7/9/19	200880	569-19-000442-STR	Balance of minimum permit fees - structural	RHOLMES	Applied payment	\$48.18
7/9/19	200880	569-19-000442-STR	Structural building permit fee	RHOLMES	Applied payment	\$78.82
7/9/19	200880	569-19-000442-STR-02	Balance of minimum permit fees - structural	RHOLMES	Applied payment	\$48.18
7/9/19	200880	569-19-000442-STR-02	Structural building permit fee	RHOLMES	Applied payment	\$78.82
7/9/19	200880	569-19-000442-STR-01	Balance of minimum permit fees - structural	RHOLMES	Applied payment	\$48.18
7/9/19	200880	569-19-000442-STR-01	Structural building permit fee	RHOLMES	Applied payment	\$78.82
7/9/19	200880	569-19-000442-STR-03	Structural building permit fee	RHOLMES	Applied payment	\$128.42
7/9/19	200884	569-19-000387-STR	Structural building permit fee	RHOLMES	Applied payment	\$768.32
7/10/19	200885	569-19-000480-STR	Structural building permit fee	Online	Applied payment	\$128.42

Transactions Applied by Module

Building

70.4400-05

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/10/19	200896	569-19-000441-DWL	Structural plan review fee	RHOLMES	Applied payment	\$984.54
7/10/19	200896	569-19-000441-DWL	Structural building permit fee	RHOLMES	Applied payment	\$1,514.68
7/10/19	200897	569-19-000562-STR	Structural plan review fee	RHOLMES	Applied payment	\$251.12
7/10/19	164608	569-18B0543	PLAN REVIEW-BUILDING	SULLIVS	Void previous applied payment	\$(3,029.43)
7/10/19	164608	569-18B0543	Structural building permit fee	SULLIVS	Applied previous payment	\$3,029.43
7/10/19	200901	569-19-000586-DWL	Structural plan review fee	RHOLMES	Applied payment	\$1,369.04
7/11/19	200904	569-18B0543	Fire life safety plan review	KLAND	Applied payment	\$2,382.82
7/11/19	200904	569-18B0543	Structural building permit fee	KLAND	Applied payment	\$2,927.62
7/11/19	200907	569-19-000588-STR	Structural plan review fee	RHOLMES	Applied payment	\$228.55
7/11/19	200908	569-19-000455-STR	Structural plan review fee	Online	Applied payment	\$486.51
7/11/19	200908	569-19-000455-STR	Structural building permit fee	Online	Applied payment	\$748.47
7/12/19	200914	569-19-000383-DWL	Structural building permit fee	RHOLMES	Applied payment	\$1,415.43
7/15/19	200919	569-18B0201	Structural building permit fee	KLAND	Applied payment	\$4,167.70
7/15/19	200919	569-18B0201	Fire life safety plan review	KLAND	Applied payment	\$1,667.08
7/15/19	200924	569-19-000483-STR	Structural building permit fee	RHOLMES	Applied payment	\$58.98
7/15/19	200924	569-19-000483-STR	Balance of minimum permit fees - structural	RHOLMES	Applied payment	\$68.02
7/16/19	200928	569-19-000513-STR	Structural building permit fee	KLAND	Applied payment	\$297.06
7/17/19	200930	569-19-000566-STR	Structural plan review fee	RHOLMES	Applied payment	\$615.53
7/17/19	200931	569-19-000603-STR	Structural building permit fee	Online	Applied payment	\$629.38
7/17/19	200932	569-19-000605-STR	Structural plan review fee	KLAND	Applied payment	\$228.55
7/17/19	200653	569-19-000401-STR	Structural plan review fee	SSULLIVAN	Applied previous payment	\$82.55
7/18/19	200937	569-19-000510-DWL	Structural building permit fee	RHOLMES	Applied payment	\$1,296.33
7/18/19	200937	569-19-000509-DWL	Structural building permit fee	RHOLMES	Applied payment	\$1,455.13
7/18/19	200937	569-19-000421-DWL	Structural building permit fee	RHOLMES	Applied payment	\$1,744.94
7/19/19	200940	569-19-000607-STR	Structural plan review fee	Online	Applied payment	\$212.43
7/19/19	200941	569-19-000565-STR	Structural plan review fee	RHOLMES	Applied payment	\$628.43
7/19/19	200942	569-19-000612-STR	Structural building permit fee	Online	Applied payment	\$966.82
7/19/19	200943	569-19-000606-DWL	Structural plan review fee	Online	Applied payment	\$762.62
7/19/19	200944	569-19-000604-DWL	Structural plan review fee	Online	Applied payment	\$840.03
7/19/19	200945	569-19-000541-DWL	Structural plan review fee	Online	Applied payment	\$816.81
7/19/19	200948	569-17B0638	Temporary certificate of occupancy	KLAND	Applied payment	\$150.00
7/22/19	200952	569-19-000532-STR	Structural plan review fee	RHOLMES	Applied payment	\$615.53
7/22/19	200953	569-19-000619-STR	Structural plan review fee	Online	Applied payment	\$82.55
7/23/19	200956	569-19-000614-STR	Structural building permit fee	Online	Applied payment	\$58.98

Transactions Applied by Module

Building

70.4400-05

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/23/19	200956	569-19-000614-STR	Balance of minimum permit fees - structural	Online	Applied payment	\$68.02
7/23/19	200957	569-19-000617-DWL	Structural plan review fee	RHOLMES	Applied payment	\$1,940.48
7/23/19	200959	569-18B0200	Structural building permit fee	RHOLMES	Applied payment	\$4,167.70
7/23/19	200959	569-18B0200	Fire life safety plan review	RHOLMES	Applied payment	\$1,667.08
7/24/19	176883	569-17B0638	PERMIT FEES-BUILDING	SULLIVS	Void previous applied payment	\$(103,136.53)
7/24/19	172711	569-17B0638	PLAN REVIEW-BUILDING	LANDK	Void previous applied payment	\$(67,038.74)
7/24/19	164433	569-17B0638	PLAN REVIEW-BUILDING	LANDK	Void previous applied payment	\$(235.00)
7/24/19	176884	569-17B0638	PLAN REVIEW-BUILDING	LANDK	Void previous applied payment	\$(1,404.94)
7/24/19	164434	569-17B0638	PLAN REVIEW-BUILDING	SULLIVS	Void previous applied payment	\$(500.36)
7/24/19	172712	569-17B0638	PLAN REVIEW-BUILDING	SULLIVS	Void previous applied payment	\$(840.14)
7/24/19	176885	569-17B0638	PLAN REVIEW-BUILDING	LANDK	Void previous applied payment	\$(239.22)
7/24/19	185147	569-17B0638	PLAN REVIEW-BUILDING	LANDK	Void previous applied payment	\$(591.52)
7/24/19	181075	569-17B0638	PLAN REVIEW-BUILDING	HOLMSR	Void previous applied payment	\$(840.14)
7/24/19	172713	569-17B0638	PLAN REVIEW-BUILDING	HOLMSR	Void previous applied payment	\$(591.52)
7/24/19	164435	569-17B0638	PLAN REVIEW-BUILDING	HOLMSR	Void previous applied payment	\$(100.00)
7/24/19	172714	569-17B0638	PLAN REVIEW-BUILDING	HOLMSR	Void previous applied payment	\$(311.79)
7/24/19	193237	569-17B0638	PLAN REVIEW-BUILDING	LANDK	Void previous applied payment	\$(100.00)
7/24/19	172715	569-17B0638	PLAN REVIEW-BUILDING	SULLIVS	Void previous applied payment	\$(100.22)
7/24/19	172716	569-17B0638	PLAN REVIEW-BUILDING	SULLIVS	Void previous applied payment	\$(458.92)
7/24/19	185148	569-17B0638	PLAN REVIEW-BUILDING	SULLIVS	Void previous applied payment	\$(782.13)
7/24/19	168565	569-17B0638	PLAN REVIEW-BUILDING	HOLMESR	Void previous applied payment	\$(508.64)
7/24/19	193238	569-17B0638	PLAN REVIEW-BUILDING	HOLMESR	Void previous applied payment	\$(2,643.19)
7/24/19	172717	569-17B0638	PLAN REVIEW-BUILDING	SULLIVS	Void previous applied payment	\$(442.34)
7/24/19	189094	569-17B0638	PLAN REVIEW-BUILDING	SULLIVS	Void previous applied payment	\$(525.22)
7/24/19	176886	569-17B0638	PLAN REVIEW-BUILDING	SULLIVS	Void previous applied payment	\$(153.45)
7/24/19	181076	569-17B0638	PLAN REVIEW-BUILDING	SULLIVS	Void previous applied payment	\$(5,622.51)
7/24/19	172718	569-17B0638	PLAN REVIEW-BUILDING	SULLIVS	Void previous applied payment	\$(1,473.43)
7/24/19	176883	569-17B0638	PLAN REV-FIRE LIFE SAFTY	SULLIVS	Void previous applied payment	\$(41,254.61)
7/24/19	200948	569-17B0638	Temporary certificate of occupancy	KLAND	Void applied payment	\$(150.00)
7/24/19	172711	569-17B0638	Structural Ledger - 70.4400-05 - No Surcharge	LANDK	Applied previous payment	\$17,693.74
7/24/19	176883	569-17B0638	Structural Ledger - 70.4400-05 - With Surcharge	SULLIVS	Applied previous payment	\$103,136.53
7/24/19	176883	569-17B0638	Structural Ledger - 70.4400-05 - No Surcharge	SULLIVS	Applied previous payment	\$65,931.55
7/24/19	200948	569-17B0638	Temporary certificate of occupancy	KLAND	Applied payment	\$150.00
7/24/19	200967	569-19-000498-DWL	Structural building permit fee	KLAND	Applied payment	\$1,002.55

Transactions Applied by Module

Building

70.4400-05						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/25/19	200969	569-19-000543-STR	Structural building permit fee	KLAND	Applied payment	\$302.02
7/25/19	200973	569-19-000625-STR	Structural plan review fee	KLAND	Applied payment	\$167.30
7/25/19	200977	569-19-000422-DWL	Structural building permit fee	KLAND	Applied payment	\$1,300.30
7/25/19	200977	569-19-000423-DWL	Structural building permit fee	KLAND	Applied payment	\$1,431.31
7/26/19	200979	569-19-000630-DWL	Master plan review - second and subsequent reviews - enter original plan review amount	KLAND	Applied payment	\$341.31
7/26/19	200980	569-19-000631-STR	Structural plan review fee	KLAND	Applied payment	\$147.95
7/26/19	200982	569-18B0422-TCO-01	Temporary certificate of occupancy	Online	Applied payment	\$150.00
7/26/19	200983	569-19-000628-STR	Structural building permit fee	KLAND	Applied payment	\$341.70
7/26/19	200985	569-19-000636-STR	Structural plan review fee	KLAND	Applied payment	\$215.66
7/29/19	200988	569-19-000640-STR	Structural plan review fee	RHOLMES	Applied payment	\$82.55
7/29/19	200991	569-19-000538-DWL	Structural building permit fee	KLAND	Applied payment	\$1,919.62
7/29/19	200995	569-19-000649-STR	Structural plan review fee	KLAND	Applied payment	\$96.37
7/29/19	200996	569-19-000650-STR	Structural plan review fee	KLAND	Applied payment	\$83.47
7/30/19	201001	569-19-000621-STR	Structural plan review fee	RHOLMES	Applied payment	\$82.55
7/30/19	201003	569-19-000651-STR	Structural plan review fee	RHOLMES	Applied payment	\$180.19
7/30/19	201006	569-19-000654-DEMO	Demolition permit fee, total structure	RHOLMES	Applied payment	\$105.00
7/30/19	201008	569-19-000611-FIRE	Fire life safety plan review	KLAND	Applied payment	\$50.80
7/30/19	201008	569-19-000611-FIRE	Balance of minimum permit fees - structural	KLAND	Applied payment	\$58.10
7/30/19	201008	569-19-000611-FIRE	Structural building permit fee	KLAND	Applied payment	\$68.90
7/30/19	201013	569-19-000643-STR	Structural building permit fee	KLAND	Applied payment	\$227.62
7/30/19	201013	569-19-000646-STR	Structural building permit fee	KLAND	Applied payment	\$227.62
7/31/19	201019	569-19-000660-DEMO	Demolition permit fee, total structure	RHOLMES	Applied payment	\$105.00
70.4400-05 total:						\$16,130.82

70.4400-10						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200843	569-19-000534-MECH	Commercial mechanical permit (based on mechanical job value)	Online	Applied payment	\$689.00
7/1/19	200844	569-19-000416-DWL	Air conditioner	RHOLMES	Applied payment	\$66.00
7/1/19	200844	569-19-000416-DWL	Clothes dryer exhaust	RHOLMES	Applied payment	\$50.00
7/1/19	200844	569-19-000416-DWL	Furnace - up to 100,000 BTU	RHOLMES	Applied payment	\$50.00

Transactions Applied by Module

Building

70.4400-10

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200844	569-19-000416-DWL	Furnace/burner including duct work/vent/liner	RHOLMES	Applied payment	\$70.00
7/1/19	200844	569-19-000416-DWL	Gas fuel piping outlets	RHOLMES	Applied payment	\$66.00
7/1/19	200844	569-19-000416-DWL	Radon mitigation	RHOLMES	Applied payment	\$50.00
7/1/19	200844	569-19-000416-DWL	Range hood/other kitchen equipment	RHOLMES	Applied payment	\$50.00
7/1/19	200844	569-19-000416-DWL	Ventilation fan connected to single duct	RHOLMES	Applied payment	\$150.00
7/1/19	200845	569-19-000409-DWL	Air conditioner	RHOLMES	Applied payment	\$66.00
7/1/19	200845	569-19-000409-DWL	Clothes dryer exhaust	RHOLMES	Applied payment	\$50.00
7/1/19	200845	569-19-000409-DWL	Furnace - up to 100,000 BTU	RHOLMES	Applied payment	\$50.00
7/1/19	200845	569-19-000409-DWL	Furnace/burner including duct work/vent/liner	RHOLMES	Applied payment	\$70.00
7/1/19	200845	569-19-000409-DWL	Gas fuel piping outlets	RHOLMES	Applied payment	\$66.00
7/1/19	200845	569-19-000409-DWL	Radon mitigation	RHOLMES	Applied payment	\$50.00
7/1/19	200845	569-19-000409-DWL	Range hood/other kitchen equipment	RHOLMES	Applied payment	\$50.00
7/1/19	200845	569-19-000409-DWL	Ventilation fan connected to single duct	RHOLMES	Applied payment	\$200.00
7/1/19	200847	569-19-000413-DWL	Air conditioner	RHOLMES	Applied payment	\$66.00
7/1/19	200847	569-19-000413-DWL	Clothes dryer exhaust	RHOLMES	Applied payment	\$50.00
7/1/19	200847	569-19-000413-DWL	Furnace - up to 100,000 BTU	RHOLMES	Applied payment	\$50.00
7/1/19	200847	569-19-000413-DWL	Furnace/burner including duct work/vent/liner	RHOLMES	Applied payment	\$70.00
7/1/19	200847	569-19-000413-DWL	Gas fuel piping outlets	RHOLMES	Applied payment	\$66.00
7/1/19	200847	569-19-000413-DWL	Radon mitigation	RHOLMES	Applied payment	\$50.00
7/1/19	200847	569-19-000413-DWL	Range hood/other kitchen equipment	RHOLMES	Applied payment	\$50.00
7/1/19	200847	569-19-000413-DWL	Ventilation fan connected to single duct	RHOLMES	Applied payment	\$200.00
7/1/19	200848	569-19-000412-DWL	Air conditioner	RHOLMES	Applied payment	\$66.00
7/1/19	200848	569-19-000412-DWL	Clothes dryer exhaust	RHOLMES	Applied payment	\$50.00
7/1/19	200848	569-19-000412-DWL	Furnace - up to 100,000 BTU	RHOLMES	Applied payment	\$50.00
7/1/19	200848	569-19-000412-DWL	Furnace/burner including duct work/vent/liner	RHOLMES	Applied payment	\$70.00
7/1/19	200848	569-19-000412-DWL	Gas fuel piping outlets	RHOLMES	Applied payment	\$66.00
7/1/19	200848	569-19-000412-DWL	Radon mitigation	RHOLMES	Applied payment	\$50.00
7/1/19	200848	569-19-000412-DWL	Range hood/other kitchen equipment	RHOLMES	Applied payment	\$50.00
7/1/19	200848	569-19-000412-DWL	Ventilation fan connected to single duct	RHOLMES	Applied payment	\$250.00
7/1/19	200849	569-19-000415-DWL	Air conditioner	RHOLMES	Applied payment	\$66.00
7/1/19	200849	569-19-000415-DWL	Clothes dryer exhaust	RHOLMES	Applied payment	\$50.00
7/1/19	200849	569-19-000415-DWL	Furnace - up to 100,000 BTU	RHOLMES	Applied payment	\$50.00
7/1/19	200849	569-19-000415-DWL	Furnace/burner including duct work/vent/liner	RHOLMES	Applied payment	\$70.00
7/1/19	200849	569-19-000415-DWL	Gas fuel piping outlets	RHOLMES	Applied payment	\$66.00

Transactions Applied by Module

Building

70.4400-10						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200849	569-19-000415-DWL	Radon mitigation	RHOLMES	Applied payment	\$50.00
7/1/19	200849	569-19-000415-DWL	Range hood/other kitchen equipment	RHOLMES	Applied payment	\$50.00
7/1/19	200849	569-19-000415-DWL	Ventilation fan connected to single duct	RHOLMES	Applied payment	\$250.00
7/1/19	200850	569-19-000414-DWL	Air conditioner	RHOLMES	Applied payment	\$66.00
7/1/19	200850	569-19-000414-DWL	Clothes dryer exhaust	RHOLMES	Applied payment	\$50.00
7/1/19	200850	569-19-000414-DWL	Furnace - up to 100,000 BTU	RHOLMES	Applied payment	\$50.00
7/1/19	200850	569-19-000414-DWL	Furnace/burner including duct work/vent/liner	RHOLMES	Applied payment	\$70.00
7/1/19	200850	569-19-000414-DWL	Gas fuel piping outlets	RHOLMES	Applied payment	\$66.00
7/1/19	200850	569-19-000414-DWL	Radon mitigation	RHOLMES	Applied payment	\$50.00
7/1/19	200850	569-19-000414-DWL	Range hood/other kitchen equipment	RHOLMES	Applied payment	\$50.00
7/1/19	200850	569-19-000414-DWL	Ventilation fan connected to single duct	RHOLMES	Applied payment	\$250.00
7/1/19	200851	569-19-000542-MECH	Air conditioner	RHOLMES	Applied payment	\$66.00
7/1/19	200851	569-19-000542-MECH	Furnace - up to 100,000 BTU	RHOLMES	Applied payment	\$50.00
7/2/19	200858	569-19-000549-MECH	Heat pump	Online	Applied payment	\$50.00
7/3/19	200862	569-18B0198	Commercial mechanical permit (based on mechanical job value)	RHOLMES	Applied payment	\$154.00
7/3/19	200862	569-18B0198	Mechanical plan review	RHOLMES	Applied payment	\$38.50
7/3/19	200864	569-19-000552-MECH	Mini split system	Online	Applied payment	\$50.00
7/8/19	200872	569-19-000553-MECH	Furnace - up to 100,000 BTU	Online	Applied payment	\$50.00
7/8/19	200875	569-19-000436-MECH	Commercial mechanical permit (based on mechanical job value)	Online	Applied payment	\$304.00
7/8/19	200633	569-19-000387-MECH-01	Mechanical plan review	RHOLMES	Void previous applied payment	\$(325.00)
7/9/19	200633	569-19-000387-MECH-01	Mechanical plan review	RHOLMES	Applied previous payment	\$325.00
7/9/19	200882	569-19-000387-MECH-01	Mechanical plan review	RHOLMES	Applied payment	\$32.50
7/9/19	200882	569-19-000387-MECH-01	Range hood/other kitchen equipment	RHOLMES	Applied payment	\$50.00
7/9/19	200882	569-19-000387-MECH-01	Chimney/liner/flue/vent	RHOLMES	Applied payment	\$100.00
7/9/19	200882	569-19-000387-MECH-01	Clothes dryer exhaust	RHOLMES	Applied payment	\$100.00
7/9/19	200882	569-19-000387-MECH-01	Mini split system	RHOLMES	Applied payment	\$100.00
7/9/19	200882	569-19-000387-MECH-01	Ventilation fan connected to single duct	RHOLMES	Applied payment	\$200.00

Transactions Applied by Module

Building

70.4400-10						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/10/19	200886	569-19-000560-MECH	Air conditioner	Online	Applied payment	\$66.00
7/10/19	200896	569-19-000441-DWL	Decorative gas fireplace	RHOLMES	Applied payment	\$50.00
7/10/19	200896	569-19-000441-DWL	Water heater	RHOLMES	Applied payment	\$50.00
7/10/19	200896	569-19-000441-DWL	Radon mitigation	RHOLMES	Applied payment	\$50.00
7/10/19	200896	569-19-000441-DWL	Air conditioner	RHOLMES	Applied payment	\$66.00
7/10/19	200896	569-19-000441-DWL	Clothes dryer exhaust	RHOLMES	Applied payment	\$50.00
7/10/19	200896	569-19-000441-DWL	Furnace/burner including duct work/vent/liner	RHOLMES	Applied payment	\$70.00
7/10/19	200896	569-19-000441-DWL	Gas fuel piping outlets	RHOLMES	Applied payment	\$66.00
7/10/19	200896	569-19-000441-DWL	Range hood/other kitchen equipment	RHOLMES	Applied payment	\$50.00
7/10/19	200896	569-19-000441-DWL	Ventilation fan connected to single duct	RHOLMES	Applied payment	\$200.00
7/10/19	200896	569-19-000441-DWL	Furnace - up to 100,000 BTU	RHOLMES	Applied payment	\$50.00
7/10/19	200898	569-19-000569-MECH	Heat pump	Online	Applied payment	\$50.00
7/10/19	200898	569-19-000569-MECH	Air handling unit of up to 10,000 cfm	Online	Applied payment	\$66.00
7/10/19	200899	569-19-000570-MECH	Heat pump	Online	Applied payment	\$50.00
7/10/19	200899	569-19-000570-MECH	Air handling unit of up to 10,000 cfm	Online	Applied payment	\$66.00
7/10/19	200900	569-19-000575-MECH	Heat pump	Online	Applied payment	\$50.00
7/10/19	200900	569-19-000575-MECH	Air handling unit of up to 10,000 cfm	Online	Applied payment	\$66.00
7/10/19	200902	569-19-000587-MECH	Gas fuel piping outlets	Online	Applied payment	\$66.00
7/11/19	200906	569-18B0543-MECH-01	Commercial mechanical permit (based on mechanical job value)	KLAND	Applied payment	\$1,044.00
7/11/19	200906	569-18B0543-MECH-01	Mechanical plan review	KLAND	Applied payment	\$261.00
7/11/19	200910	569-19-000554-MECH	Air conditioner	RHOLMES	Applied payment	\$66.00
7/12/19	200912	569-19-000592-MECH	Commercial mechanical permit (based on mechanical job value)	Online	Applied payment	\$159.00
7/12/19	200913	569-19-000595-MECH	Commercial mechanical permit (based on mechanical job value)	RHOLMES	Applied payment	\$178.00
7/12/19	200914	569-19-000383-DWL	Clothes dryer exhaust	RHOLMES	Applied payment	\$50.00
7/12/19	200914	569-19-000383-DWL	Decorative gas fireplace	RHOLMES	Applied payment	\$50.00
7/12/19	200914	569-19-000383-DWL	Furnace - up to 100,000 BTU	RHOLMES	Applied payment	\$50.00
7/12/19	200914	569-19-000383-DWL	Furnace/burner including duct work/vent/liner	RHOLMES	Applied payment	\$70.00
7/12/19	200914	569-19-000383-DWL	Gas fuel piping outlets	RHOLMES	Applied payment	\$66.00
7/12/19	200914	569-19-000383-DWL	Heat pump	RHOLMES	Applied payment	\$50.00
7/12/19	200914	569-19-000383-DWL	Radon mitigation	RHOLMES	Applied payment	\$50.00
7/12/19	200914	569-19-000383-DWL	Range hood/other kitchen equipment	RHOLMES	Applied payment	\$50.00

Transactions Applied by Module

Building

70.4400-10

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/12/19	200914	569-19-000383-DWL	Ventilation fan connected to single duct	RHOLMES	Applied payment	\$200.00
7/12/19	200915	569-19-000596-MECH	Heat pump	Online	Applied payment	\$50.00
7/15/19	200917	569-19-000597-MECH	Air handling unit of up to 10,000 cfm	KLAND	Applied payment	\$66.00
7/15/19	200917	569-19-000597-MECH	Heat pump	KLAND	Applied payment	\$50.00
7/15/19	200919	569-18B0201	Commercial mechanical permit (based on mechanical job value)	KLAND	Applied payment	\$154.00
7/15/19	200919	569-18B0201	Mechanical plan review	KLAND	Applied payment	\$38.50
7/15/19	200921	569-19-000483-MECH-01	Clothes dryer exhaust	Online	Applied payment	\$50.00
7/15/19	200921	569-19-000483-MECH-01	Ventilation fan connected to single duct	Online	Applied payment	\$50.00
7/15/19	200922	569-19-000598-MECH	Heat pump	RHOLMES	Applied payment	\$50.00
7/15/19	200926	569-19-000212-MECH-01	Commercial mechanical permit (based on mechanical job value)	RHOLMES	Applied payment	\$349.00
7/16/19	200927	569-19-000601-MECH	Heat pump	Online	Applied payment	\$50.00
7/16/19	200927	569-19-000601-MECH	Furnace - up to 100,000 BTU	Online	Applied payment	\$50.00
7/16/19	200929	569-19-000602-MECH	Heat pump	Online	Applied payment	\$50.00
7/16/19	200929	569-19-000602-MECH	Air handling unit of up to 10,000 cfm	Online	Applied payment	\$66.00
7/18/19	200937	569-19-000510-DWL	Clothes dryer exhaust	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000510-DWL	Decorative gas fireplace	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000510-DWL	Furnace - up to 100,000 BTU	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000510-DWL	Heat pump	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000510-DWL	Range hood/other kitchen equipment	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000510-DWL	Gas fuel piping outlets	RHOLMES	Applied payment	\$66.00
7/18/19	200937	569-19-000510-DWL	Furnace/burner including duct work/vent/liner	RHOLMES	Applied payment	\$70.00
7/18/19	200937	569-19-000510-DWL	Ventilation fan connected to single duct	RHOLMES	Applied payment	\$200.00
7/18/19	200937	569-19-000509-DWL	Decorative gas fireplace	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000509-DWL	Clothes dryer exhaust	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000509-DWL	Furnace - up to 100,000 BTU	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000509-DWL	Heat pump	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000509-DWL	Range hood/other kitchen equipment	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000509-DWL	Air handling unit of up to 10,000 cfm	RHOLMES	Applied payment	\$66.00
7/18/19	200937	569-19-000509-DWL	Gas fuel piping outlets	RHOLMES	Applied payment	\$66.00
7/18/19	200937	569-19-000509-DWL	Furnace/burner including duct work/vent/liner	RHOLMES	Applied payment	\$70.00
7/18/19	200937	569-19-000509-DWL	Ventilation fan connected to single duct	RHOLMES	Applied payment	\$250.00

Transactions Applied by Module

Building

70.4400-10

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/18/19	200937	569-19-000421-DWL	Furnace - greater than 100,000 BTU	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000421-DWL	Heat pump	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000421-DWL	Decorative gas fireplace	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000421-DWL	Water heater	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000421-DWL	Clothes dryer exhaust	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000421-DWL	Range hood/other kitchen equipment	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000421-DWL	Air handling unit of up to 10,000 cfm	RHOLMES	Applied payment	\$66.00
7/18/19	200937	569-19-000421-DWL	Gas fuel piping outlets	RHOLMES	Applied payment	\$66.00
7/18/19	200937	569-19-000421-DWL	Flue vent for water heater or gas fireplace	RHOLMES	Applied payment	\$100.00
7/18/19	200937	569-19-000421-DWL	Ventilation fan connected to single duct	RHOLMES	Applied payment	\$200.00
7/18/19	200938	569-19-000500-MECH	Commercial mechanical permit (based on mechanical job value)	Online	Applied payment	\$196.00
7/19/19	200949	569-19-000615-MECH	Heat pump	Online	Applied payment	\$50.00
7/19/19	200949	569-19-000615-MECH	Furnace - up to 100,000 BTU	Online	Applied payment	\$50.00
7/22/19	200951	569-19-000618-MECH	Air handling unit of up to 10,000 cfm	Online	Applied payment	\$66.00
7/22/19	200951	569-19-000618-MECH	Heat pump	Online	Applied payment	\$50.00
7/22/19	200954	569-19-000620-MECH	Mini split system	Online	Applied payment	\$50.00
7/23/19	200958	569-19-000622-MECH	Radon mitigation	Online	Applied payment	\$50.00
7/23/19	200959	569-18B0200	Commercial mechanical permit (based on mechanical job value)	RHOLMES	Applied payment	\$154.00
7/23/19	200959	569-18B0200	Mechanical plan review	RHOLMES	Applied payment	\$38.50
7/23/19	200960	569-19-000616-MECH	Commercial mechanical permit (based on mechanical job value)	Online	Applied payment	\$493.00
7/24/19	176883	569-17B0638	PERMIT FEES-MECHANICAL	SULLIVS	Void previous applied payment	\$(33,017.50)
7/24/19	176883	569-17B0638	PLAN REVIEW-MECHANICAL	SULLIVS	Void previous applied payment	\$(6,603.50)
7/24/19	172711	569-17B0638	Mechanical Ledger - 70.4400-10 - No Surcharge	LANDK	Applied previous payment	\$7,112.14
7/24/19	176883	569-17B0638	Mechanical Ledger - 70.4400-10 - With Surcharge	SULLIVS	Applied previous payment	\$21,615.27
7/24/19	176884	569-17B0638	Mechanical Ledger - 70.4400-10 - With Surcharge	LANDK	Applied previous payment	\$1,236.35
7/24/19	172716	569-17B0638	Mechanical Ledger - 70.4400-10 - With Surcharge	SULLIVS	Applied previous payment	\$100.54
7/24/19	172715	569-17B0638	Mechanical Ledger - 70.4400-10 - With Surcharge	SULLIVS	Applied previous payment	\$88.22
7/24/19	193238	569-17B0638	Mechanical Ledger - 70.4400-10 - With Surcharge	HOLMESR	Applied previous payment	\$2,326.01
7/24/19	168565	569-17B0638	Mechanical Ledger - 70.4400-10 - With Surcharge	HOLMESR	Applied previous payment	\$447.64
7/24/19	176886	569-17B0638	Mechanical Ledger - 70.4400-10 - With Surcharge	SULLIVS	Applied previous payment	\$135.04
7/24/19	181076	569-17B0638	Mechanical Ledger - 70.4400-10 - With Surcharge	SULLIVS	Applied previous payment	\$5,136.08
7/24/19	189094	569-17B0638	Mechanical Ledger - 70.4400-10 - With Surcharge	SULLIVS	Applied previous payment	\$525.22

Transactions Applied by Module

Building

70.4400-10

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/24/19	172717	569-17B0638	Mechanical Ledger - 70.4400-10 - With Surcharge	SULLIVS	Applied previous payment	\$442.34
7/24/19	172718	569-17B0638	Mechanical Ledger - 70.4400-10 - With Surcharge	SULLIVS	Applied previous payment	\$1,473.43
7/24/19	200967	569-19-000498-DWL	Clothes dryer exhaust	KLAND	Applied payment	\$50.00
7/24/19	200967	569-19-000498-DWL	Heat pump	KLAND	Applied payment	\$50.00
7/24/19	200967	569-19-000498-DWL	Mini split system	KLAND	Applied payment	\$100.00
7/24/19	200967	569-19-000498-DWL	Radon mitigation	KLAND	Applied payment	\$50.00
7/24/19	200967	569-19-000498-DWL	Range hood/other kitchen equipment	KLAND	Applied payment	\$50.00
7/24/19	200967	569-19-000498-DWL	Ventilation fan connected to single duct	KLAND	Applied payment	\$200.00
7/25/19	200971	569-19-000543-MECH-01	Chimney/liner/flue/vent	KLAND	Applied payment	\$50.00
7/25/19	200971	569-19-000543-MECH-01	Range hood/other kitchen equipment	KLAND	Applied payment	\$50.00
7/25/19	200971	569-19-000543-MECH-01	Ventilation fan connected to single duct	KLAND	Applied payment	\$50.00
7/25/19	200976	569-19-000629-MECH	Heat pump	Online	Applied payment	\$50.00
7/25/19	200976	569-19-000629-MECH	Air handling unit of up to 10,000 cfm	Online	Applied payment	\$66.00
7/25/19	200977	569-19-000422-DWL	Furnace - greater than 100,000 BTU	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000422-DWL	Heat pump	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000422-DWL	Decorative gas fireplace	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000422-DWL	Water heater	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000422-DWL	Range hood/other kitchen equipment	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000422-DWL	Flue vent for water heater or gas fireplace	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000422-DWL	Clothes dryer exhaust	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000422-DWL	Air handling unit of up to 10,000 cfm	KLAND	Applied payment	\$66.00
7/25/19	200977	569-19-000422-DWL	Gas fuel piping outlets	KLAND	Applied payment	\$66.00
7/25/19	200977	569-19-000422-DWL	Furnace/burner including duct work/vent/liner	KLAND	Applied payment	\$70.00
7/25/19	200977	569-19-000422-DWL	Ventilation fan connected to single duct	KLAND	Applied payment	\$200.00
7/25/19	200977	569-19-000423-DWL	Furnace - greater than 100,000 BTU	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000423-DWL	Heat pump	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000423-DWL	Decorative gas fireplace	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000423-DWL	Water heater	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000423-DWL	Range hood/other kitchen equipment	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000423-DWL	Flue vent for water heater or gas fireplace	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000423-DWL	Clothes dryer exhaust	KLAND	Applied payment	\$50.00
7/25/19	200977	569-19-000423-DWL	Air handling unit of up to 10,000 cfm	KLAND	Applied payment	\$66.00

Transactions Applied by Module

Building

70.4400-10						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/25/19	200977	569-19-000423-DWL	Gas fuel piping outlets	KLAND	Applied payment	\$66.00
7/25/19	200977	569-19-000423-DWL	Furnace/burner including duct work/vent/liner	KLAND	Applied payment	\$70.00
7/25/19	200977	569-19-000423-DWL	Ventilation fan connected to single duct	KLAND	Applied payment	\$200.00
7/26/19	200981	569-19-000634-MECH	Air conditioner	Online	Applied payment	\$66.00
7/26/19	200984	569-19-000635-MECH	Heat pump	Online	Applied payment	\$50.00
7/29/19	200991	569-19-000538-DWL	Air conditioner	KLAND	Applied payment	\$66.00
7/29/19	200991	569-19-000538-DWL	Clothes dryer exhaust	KLAND	Applied payment	\$50.00
7/29/19	200991	569-19-000538-DWL	Decorative gas fireplace	KLAND	Applied payment	\$50.00
7/29/19	200991	569-19-000538-DWL	Furnace - up to 100,000 BTU	KLAND	Applied payment	\$50.00
7/29/19	200991	569-19-000538-DWL	Furnace/burner including duct work/vent/liner	KLAND	Applied payment	\$70.00
7/29/19	200991	569-19-000538-DWL	Gas fuel piping outlets	KLAND	Applied payment	\$66.00
7/29/19	200991	569-19-000538-DWL	Radon mitigation	KLAND	Applied payment	\$50.00
7/29/19	200991	569-19-000538-DWL	Range hood/other kitchen equipment	KLAND	Applied payment	\$50.00
7/29/19	200991	569-19-000538-DWL	Ventilation fan connected to single duct	KLAND	Applied payment	\$250.00
7/29/19	200997	569-19-000642-MECH	Heat pump	Online	Applied payment	\$50.00
7/30/19	201000	569-19-000616-MECH	Mechanical plan review	Online	Applied payment	\$246.50
7/30/19	201007	569-19-000655-MECH	Range hood/other kitchen equipment	Online	Applied payment	\$50.00
7/30/19	201007	569-19-000655-MECH	Gas fuel piping outlets	Online	Applied payment	\$66.00
7/30/19	201011	569-19-000643-MECH-01	Inspections for which no fee is specifically indicated - mechanical	KLAND	Applied payment	\$73.00
7/30/19	201011	569-19-000646-MECH-01	Inspections for which no fee is specifically indicated - mechanical	KLAND	Applied payment	\$73.00
7/31/19	201017	569-19-000661-MECH	Air conditioner	Online	Applied payment	\$66.00
7/31/19	201020	569-19-000662-MECH	Ventilation fan connected to single duct	Online	Applied payment	\$100.00
70.4400-10 total:						\$18,392.78

70.4400-15						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200844	569-19-000416-DWL	Single Family Residence - Baths	RHOLMES	Applied payment	\$109.00
7/1/19	200845	569-19-000409-DWL	Single Family Residence - Baths	RHOLMES	Applied payment	\$146.00
7/1/19	200847	569-19-000413-DWL	Single Family Residence - Baths	RHOLMES	Applied payment	\$146.00
7/1/19	200848	569-19-000412-DWL	Single Family Residence - Baths	RHOLMES	Applied payment	\$146.00

Transactions Applied by Module

Building

70.4400-15

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200849	569-19-000415-DWL	Single Family Residence - Baths	RHOLMES	Applied payment	\$146.00
7/1/19	200850	569-19-000414-DWL	Single Family Residence - Baths	RHOLMES	Applied payment	\$146.00
7/2/19	200856	569-19-000547-PLM	Sanitary sewer - Total linear feet	RHOLMES	Applied payment	\$73.00
7/2/19	200857	569-19-000548-PLM	Tub/shower/shower pan	KLAND	Applied payment	\$50.00
7/3/19	200861	569-19-000550-PLM	Sanitary sewer - Total linear feet	RHOLMES	Applied payment	\$73.00
7/3/19	200862	569-18B0198	Water closet	RHOLMES	Applied payment	\$288.00
7/3/19	200863	569-19-000551-PLM	Water service - Total linear feet	RHOLMES	Applied payment	\$73.00
7/3/19	200728	569-19-000212-PLM-01	Sanitary sewer - Total linear feet	KLAND	Applied previous payment	\$73.00
7/8/19	200873	569-19-000294-PLM-01	Catch basin or area drain	RHOLMES	Applied payment	\$100.00
7/8/19	200873	569-19-000294-PLM-01	Dishwasher	RHOLMES	Applied payment	\$50.00
7/8/19	200873	569-19-000294-PLM-01	Drinking fountain	RHOLMES	Applied payment	\$50.00
7/8/19	200873	569-19-000294-PLM-01	Expansion tank	RHOLMES	Applied payment	\$50.00
7/8/19	200873	569-19-000294-PLM-01	Floor drain/floor sink/hub drain	RHOLMES	Applied payment	\$100.00
7/8/19	200873	569-19-000294-PLM-01	Sink/basin/lavatory	RHOLMES	Applied payment	\$300.00
7/8/19	200873	569-19-000294-PLM-01	Urinal	RHOLMES	Applied payment	\$50.00
7/8/19	200873	569-19-000294-PLM-01	Water closet	RHOLMES	Applied payment	\$150.00
7/8/19	200873	569-19-000294-PLM-01	Water heater	RHOLMES	Applied payment	\$50.00
7/8/19	200873	569-19-000294-PLM-01	Other - plumbing	RHOLMES	Applied payment	\$50.00
7/8/19	200873	569-19-000294-PLM-01	Ice maker	RHOLMES	Applied payment	\$50.00
7/9/19	200878	569-19-000559-PLM	Water heater	RHOLMES	Applied payment	\$50.00
7/9/19	200883	569-19-000387-PLM-01	Kitchens	RHOLMES	Applied payment	\$36.00
7/9/19	200883	569-19-000387-PLM-01	Dishwasher	RHOLMES	Applied payment	\$50.00
7/9/19	200883	569-19-000387-PLM-01	Clothes washer	RHOLMES	Applied payment	\$100.00
7/9/19	200883	569-19-000387-PLM-01	Water heater	RHOLMES	Applied payment	\$100.00
7/9/19	200883	569-19-000387-PLM-01	Tub/shower/shower pan	RHOLMES	Applied payment	\$250.00
7/9/19	200883	569-19-000387-PLM-01	Water closet	RHOLMES	Applied payment	\$350.00
7/9/19	200883	569-19-000387-PLM-01	Sink/basin/lavatory	RHOLMES	Applied payment	\$400.00
7/9/19	200883	569-19-000387-PLM-01	Plumbing plan review	RHOLMES	Applied payment	\$514.40
7/10/19	200896	569-19-000441-DWL	Single Family Residence - Baths	RHOLMES	Applied payment	\$109.00
7/11/19	200905	569-18B0543-PLM-02	Sink/basin/lavatory	KLAND	Applied payment	\$82.00
7/11/19	200905	569-18B0543-PLM-02	Water closet	KLAND	Applied payment	\$132.00
7/11/19	200905	569-18B0543-PLM-02	Urinal	KLAND	Applied payment	\$50.00
7/11/19	200909	569-19-000591-PLM	Water heater	Online	Applied payment	\$50.00
7/11/19	200911	569-19-000593-PLM	Backflow preventer	Online	Applied payment	\$70.00

Transactions Applied by Module

Building

70.4400-15

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/12/19	200914	569-19-000383-DWL	Single Family Residence - Baths	RHOLMES	Applied payment	\$109.00
7/15/19	200919	569-18B0201	Water closet	KLAND	Applied payment	\$288.00
7/15/19	200923	569-19-000483-PLM-01	Tub/shower/shower pan	RHOLMES	Applied payment	\$50.00
7/15/19	200923	569-19-000483-PLM-01	Other - plumbing	RHOLMES	Applied payment	\$50.00
7/15/19	200925	569-19-000599-PLM	Tub/shower/shower pan	RHOLMES	Applied payment	\$50.00
7/18/19	200937	569-19-000510-DWL	Single Family Residence - Baths	RHOLMES	Applied payment	\$109.00
7/18/19	200937	569-19-000509-DWL	Single Family Residence - Baths	RHOLMES	Applied payment	\$146.00
7/18/19	200937	569-19-000421-DWL	Single Family Residence - Baths	RHOLMES	Applied payment	\$146.00
7/18/19	200939	569-19-000610-PLM	Water heater	RHOLMES	Applied payment	\$50.00
7/19/19	200946	569-19-000613-PLM	Tub/shower/shower pan	Online	Applied payment	\$50.00
7/23/19	200955	569-18B0620	PLAN REVIEW-PLUMBING	KLAND	Applied payment	\$269.25
7/23/19	200955	569-18B0620	Water service - Total linear feet	KLAND	Applied payment	\$403.00
7/23/19	200955	569-18B0620	Sanitary sewer - Total linear feet	KLAND	Applied payment	\$403.00
7/23/19	200955	569-18B0620	Storm sewer - Total linear feet	KLAND	Applied payment	\$271.00
7/23/19	200959	569-18B0200	Water closet	RHOLMES	Applied payment	\$288.00
7/24/19	176883	569-17B0638	PERMIT FEES-PLUMBING	SULLIVS	Void previous applied payment	\$(4,891.25)
7/24/19	176883	569-17B0638	PLAN REVIEW-PLUMBING	SULLIVS	Void previous applied payment	\$(978.25)
7/24/19	172711	569-17B0638	Plumbing Ledger - 70.4400-15 - No Surcharge	LANDK	Applied previous payment	\$978.25
7/24/19	164433	569-17B0638	Plumbing Ledger - 70.4400-15- With Surcharge	LANDK	Applied previous payment	\$206.80
7/24/19	164434	569-17B0638	Plumbing Ledger - 70.4400-15- With Surcharge	SULLIVS	Applied previous payment	\$440.36
7/24/19	172712	569-17B0638	Plumbing Ledger - 70.4400-15- With Surcharge	SULLIVS	Applied previous payment	\$739.32
7/24/19	185147	569-17B0638	Plumbing Ledger - 70.4400-15- With Surcharge	LANDK	Applied previous payment	\$520.54
7/24/19	176885	569-17B0638	Plumbing Ledger - 70.4400-15- With Surcharge	LANDK	Applied previous payment	\$210.51
7/24/19	181075	569-17B0638	Plumbing Ledger - 70.4400-15- With Surcharge	HOLMSR	Applied previous payment	\$739.32
7/24/19	193237	569-17B0638	Plumbing Ledger - 70.4400-15- With Surcharge	LANDK	Applied previous payment	\$88.00
7/24/19	164435	569-17B0638	Plumbing Ledger - 70.4400-15- With Surcharge	HOLMSR	Applied previous payment	\$88.00
7/24/19	172714	569-17B0638	Plumbing Ledger - 70.4400-15- With Surcharge	HOLMSR	Applied previous payment	\$274.38
7/24/19	172713	569-17B0638	Plumbing Ledger - 70.4400-15- With Surcharge	HOLMSR	Applied previous payment	\$520.54
7/24/19	185148	569-17B0638	Plumbing Ledger - 70.4400-15- With Surcharge	SULLIVS	Applied previous payment	\$717.10
7/24/19	172716	569-17B0638	Plumbing Ledger - 70.4400-15- With Surcharge	SULLIVS	Applied previous payment	\$346.38
7/24/19	200967	569-19-000498-DWL	Single Family Residence - Baths	KLAND	Applied payment	\$146.00
7/25/19	200970	569-19-000543-PLM-01	Sink/basin/lavatory	KLAND	Applied payment	\$50.00
7/25/19	200970	569-19-000543-PLM-01	Water closet	KLAND	Applied payment	\$50.00
7/25/19	200970	569-19-000543-PLM-01	Tub/shower/shower pan	KLAND	Applied payment	\$50.00

Transactions Applied by Module

Building

70.4400-15						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/25/19	200977	569-19-000422-DWL	Single Family Residence - Baths	KLAND	Applied payment	\$109.00
7/25/19	200977	569-19-000423-DWL	Single Family Residence - Baths	KLAND	Applied payment	\$109.00
7/29/19	200986	569-19-000639-PLM	Dishwasher	Online	Applied payment	\$50.00
7/29/19	200986	569-19-000639-PLM	Hose bib	Online	Applied payment	\$50.00
7/29/19	200986	569-19-000639-PLM	Replacing in-building water lines - Number of fixtures	Online	Applied payment	\$25.00
7/29/19	200986	569-19-000639-PLM	Tub/shower/shower pan	Online	Applied payment	\$100.00
7/29/19	200986	569-19-000639-PLM	Water closet	Online	Applied payment	\$100.00
7/29/19	200986	569-19-000639-PLM	Water heater	Online	Applied payment	\$50.00
7/29/19	200986	569-19-000639-PLM	Sink/basin/lavatory	Online	Applied payment	\$100.00
7/29/19	200989	569-19-000641-PLM	Water heater	Online	Applied payment	\$50.00
7/29/19	200990	569-19-000430-PLM	Ice maker	KLAND	Applied payment	\$50.00
7/29/19	200990	569-19-000430-PLM	Sink/basin/lavatory	KLAND	Applied payment	\$50.00
7/29/19	200991	569-19-000538-DWL	Single Family Residence - Baths	KLAND	Applied payment	\$146.00
7/29/19	200999	569-18B0457	Storm sewer - Total linear feet	KLAND	Applied payment	\$106.00
7/29/19	200999	569-18B0457	Plumbing plan review	KLAND	Applied payment	\$26.50
7/30/19	201009	569-19-000657-PLM	Backflow preventer	Online	Applied payment	\$70.00
7/30/19	201010	569-19-000658-PLM	Backflow preventer	Online	Applied payment	\$70.00
7/30/19	201012	569-19-000643-PLM-01	Other - plumbing	KLAND	Applied payment	\$150.00
7/30/19	201012	569-19-000646-PLM-01	Other - plumbing	KLAND	Applied payment	\$150.00
7/30/19	201014	569-19-000659-PLM	Sanitary sewer - Total linear feet	KLAND	Applied payment	\$73.00
7/31/19	201021	569-19-000663-PLM	Backflow preventer	Online	Applied payment	\$70.00
70.4400-15 total:						\$9,495.15

70.4400-20						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/2/19	200854	569-19-000546-MD	Manufactured dwelling placement permit	RHOLMES	Applied payment	\$215.00
70.4400-20 total:						\$215.00

77.5500

Transactions Applied by Module

Building

77.5500						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200844	569-19-000416-DWL	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$3,159.00
7/1/19	200845	569-19-000409-DWL	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$3,159.00
7/1/19	200847	569-19-000413-DWL	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$3,159.00
7/1/19	200848	569-19-000412-DWL	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$3,159.00
7/1/19	200849	569-19-000415-DWL	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$3,159.00
7/1/19	200850	569-19-000414-DWL	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$3,159.00
7/3/19	200862	569-18B0198	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$35,184.00
7/8/19	200873	569-19-000294-PLM-01	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$789.75
7/9/19	200881	569-19-000387-STR	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$3,159.00
7/10/19	200896	569-19-000441-DWL	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$3,159.00
7/11/19	200908	569-19-000455-STR	SDC - Sanitary Sewer - enter # of dwelling units	Online	Applied payment	\$5,149.17
7/12/19	200914	569-19-000383-DWL	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$3,159.00
7/15/19	200919	569-18B0201	SDC - Sanitary Sewer - enter # of dwelling units	KLAND	Applied payment	\$35,184.00
7/18/19	200937	569-19-000510-DWL	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$3,159.00
7/18/19	200937	569-19-000509-DWL	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$3,159.00
7/18/19	200937	569-19-000421-DWL	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$3,159.00
7/23/19	200959	569-18B0200	SDC - Sanitary Sewer - enter # of dwelling units	RHOLMES	Applied payment	\$35,184.00
7/24/19	176883	569-17B0638	SDC--SANITARY SEWER FEES	SULLIVS	Void previous applied payment	\$(45,446.00)
7/24/19	176883	569-17B0638	SDC - 77.5500- No Surcharge	SULLIVS	Applied previous payment	\$45,446.00
7/24/19	200967	569-19-000498-DWL	SDC - Sanitary Sewer - enter # of dwelling units	KLAND	Applied payment	\$3,159.00
7/25/19	200977	569-19-000422-DWL	SDC - Sanitary Sewer - enter # of dwelling units	KLAND	Applied payment	\$3,159.00
7/25/19	200977	569-19-000423-DWL	SDC - Sanitary Sewer - enter # of dwelling units	KLAND	Applied payment	\$3,159.00
7/29/19	200991	569-19-000538-DWL	SDC - Sanitary Sewer - enter # of dwelling units	KLAND	Applied payment	\$3,159.00
77.5500 total:						\$162,034.92
Building total:						\$488,698.45

Planning

01.2210						
Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/29/19	200998	569-L3-18	Planning Escrow	SSULLIVAN	Applied payment	\$1,680.00

Transactions Applied by Module

Planning

01.2210 total: \$1,680.00

01-07.4250-03

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/1/19	200846	569-19-000386-PLNG	DMV certificates	SSULLIVAN	Applied payment	\$175.00
7/3/19	200855	569-19-000389-PLNG	Home occupation	RHOLMES	Applied payment	\$250.00
7/3/19	200859	569-19-000392-PLNG	Land Use Compatibility Statement - regular	SSULLIVAN	Applied payment	\$454.00
7/3/19	200860	569-19-000394-PLNG	Downtown design standards and guidelines - Historic Landmarks Commission approval	RHOLMES	Applied payment	\$1,200.00
7/5/19	200866	569-BB1-18-PLNG-02	Resident occupied short term rental - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/5/19	200867	569-19-000399-PLNG-02	Short term rental - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/5/19	200868	569-19-000401-PLNG-02	Short term rental - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/5/19	200869	569-BB7-18-PLNG-02	Resident occupied short term rental - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/5/19	200870	569-19-000404-PLNG-13	Home occupation - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/5/19	200871	569-19-000406-PLNG	Resident occupied short term rental	SSULLIVAN	Applied payment	\$676.50
7/15/19	200916	569-19-000411-PLNG-14	Home occupation - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/15/19	200918	569-19-000413-PLNG-05	Home occupation - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/24/19	200961	569-19-000425-PLNG-03	Short term rental - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/24/19	200962	569-BB1-17-PLNG-03	Resident occupied short term rental - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/24/19	200963	569-BB4-18-PLNG-02	Resident occupied short term rental - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/24/19	200964	569-19-000429-PLNG-13	Home occupation - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/24/19	200965	569-19-000432-PLNG-03	Home occupation - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/24/19	200968	569-19-000435-PLNG-06	Resident occupied short term rental - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/25/19	200972	569-19-000438-PLNG	Zoning/compliance letters	SSULLIVAN	Applied payment	\$103.00
7/25/19	200974	569-19-000440-PLNG	Partition of land (tentative)	SSULLIVAN	Applied payment	\$1,381.00
7/25/19	200978	569-19-000442-PLNG	Landscape plan review - street tree removal	JFLECKENSTEIN	Applied payment	\$150.00
7/30/19	201002	569-19-000445-PLNG	Zoning/compliance letters	SSULLIVAN	Applied payment	\$103.00
7/30/19	201002	569-19-000445-PLNG	Zoning/compliance letters	SSULLIVAN	Void applied payment	\$(103.00)

Transactions Applied by Module

Planning

01-07.4250-03

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/30/19	201004	569-19-000445-PLNG	Zoning/compliance letters	SSULLIVAN	Applied payment	\$103.00
7/30/19	201005	569-19-000446-PLNG-05	Home occupation - annual renewal fee	SSULLIVAN	Applied payment	\$75.00
7/31/19	201015	569-19-000457-PLNG	Property line adjustment	RHOLMES	Applied payment	\$733.15
01-07.4250-03 total:						\$6,275.65

Planning total: \$7,955.65

PublicWorks

01.2210

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/9/19	200879	569-19-000017-PW	Construction as-built plan - deposit	RHOLMES	Applied payment	\$1,000.00
01.2210 total:						\$1,000.00

01-05.5320

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/9/19	200879	569-19-000017-PW	Engineering inspection fees, at cost	RHOLMES	Applied payment	\$44,971.00
01-05.5320 total:						\$44,971.00

01-05-6600-96

Transaction Date	Receipt Number	Record	Fee Description	Cshr/Office	Action	Transaction Amount
7/15/19	200920	569-19-000100-PW	Sidewalk - up to 75 feet	RHOLMES	Applied payment	\$5.00
7/19/19	200950	569-19-000107-PW	Sidewalk - 76 to 199 feet	KLAND	Applied payment	\$10.00
7/24/19	200966	569-19-000109-PW	Sidewalk - up to 75 feet	KLAND	Applied payment	\$5.00
7/25/19	200975	569-19-000110-PW	Sidewalk - up to 75 feet	SSULLIVAN	Applied payment	\$5.00
7/29/19	200987	569-19-000111-PW	Sidewalk - up to 75 feet	RHOLMES	Applied payment	\$5.00

Transactions Applied by Module

PublicWorks

	01-05-6600-96 total:	\$30.00
<hr/>		
	PublicWorks total:	\$46,001.00
<hr/>		
	Total amount applied:	\$542,655.10

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

Tuesday, April 23, 2019 at 6:30 p.m.

Presiding: Scott Hill

Recording Secretary: Melissa Bisset

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

Also present were City Attorney David Koch, City Manager Jeff Towery, Finance Director Marcia Baragary, Library Director Jenny Berg, and members of the News Media – Dave Adams, KLYC Radio, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:30 p.m. and welcomed all in attendance

Jenny Berg, McMinnville Downtown Association (MDA) Board President introduced members of the MDA Board Dustin Wyatt, Casee Clark, Dani Chisholm, Kent Taylor, Heather Miller, Sylla McClellan, Lucetta Elmer, and Gerry Hunter. McMinnville Downtown Association Communication and events Manager Tayler Brisbin.

Ms. Berg presented the annual report. The MDA had moved from a cash basis to an accrual basis. They also began separating out attribute expenses and their associated revenue streams for events such as Farmers Market and Concerts on the Plaza. While these improvements would provide more valuable and relevant financial information moving forward, it had made it slightly more difficult to compare the past. An independent accountant's review report has been submitted to the City Council for 2018 as well as 2016 and 2017.

In terms of statement of financial position, cash was up slightly and account receivable were down indicating a higher rate of collection of monies owed as of the end of September. Property equipment and improvements are down a little bit due to depreciations. Gift Certificates payable were up reflecting paper gift certificates sold but not redeemed. Paper gift certificates were no longer sold and not all would be redeemed so eventually some of that will be recognized as income at a later date. They were

working with accountants to make sure that it is done properly. Designated assets for operations reserves is being consumed by lease payments for office computers. The Finance Committee was currently reviewing other needs for the Cozine House and other equipment. Membership dues showed a decline; however, past statements showed potential memberships that were unlikely collectable and therefore income was overstated. Promotion revenues do not align line by line but they were continuing to clean up the book keeping and accounting practices. It had been a primary focus over the past year.

In 2018, the MDA launched a new gift certificate program. It helped facilitate \$30,000 of annual spending in the local economy. The MDA upgraded to a card based system which is easier for users and less expensive for businesses. The entire amount of the gift card went to the businesses where the money is spent.

The MDA had been focusing on bringing the local community downtown. They launched a yearlong “Find yourself in Downtown” campaign. They saw increased attendance and profits for downtown businesses.

The MDA had formed a hiring committee for a new executive director.

She shared that they are looking forward to the event season that includes Farmers Market, and the UFO Festival and Concerts in the Plaza.

She noted that the MDA is looking to renew the Economic Improvement District (EID). She mentioned that the EID was created in 1986 and thanked everyone who has supported the EID. She explained that the MDA had continued to successfully promote and enhance McMinnville’s historic downtown as the economic, social, and cultural heart of the community.

She stated that Third Street was a Best Main Street Finalist for Parade Magazine, Sunset Magazine named McMinnville one of the five best communities in the west, and the American Planning Association recognized the Downtown.

Ms. Berg stated that the MDA with the support of the community, looked forward to continuing to create magical downtown for McMinnville Residents and visitors.

Councilor Geary thanked the MDA for their great work and thanked Ms. Berg for the presentation. He noted that the Concerts on the Plaza is a great event. He asked about the current balance of the accounts receivable. He stated that it seemed higher than usual. It was noted that it was a result of switching the account method (moving from cash to accrual) and that invoices have been sent out but not all of it has been paid yet. He stated that some seasonally driven business wait a few months to pay.

Councilor Geary also noted that there were EID payments not recognized. Ms. Berg stated that certain properties have chosen not to pay. It was noted that such properties had liens on them.

Councilor Drabkin asked about promotion revenues related to downtown beautification and what the revenue stream is. Ms. Berg explained that it is the income from the downtown banners.

Councilor Geary asked about expanding the EID and inquired about the process. Ms. Berg stated that it has been discussed for several years and that now is a prime time to talk about it. Expanding and increasing the request for funding.

Councilor Peralta stated that he appreciates how the MDA contributed to vitality of the community.

Councilor Geary asked if there had been discussion about expanding the EID. Ms. Berg responded that there had been discussion. Ms. Berg explained that an EID expansion would be a multiyear process that would involve property owner engagement. She felt that it was a good time to have the conversation.

Councilor Garvin asked what the biggest challenges were. Ms. Berg responded the need for volunteers for events such as Alien Days, weekly Farmer's Market, and Concerts at the Plaza. She also commented that there was not enough money and manpower to take care of all of the things that need to be taken care of.

Mr. Taylor stated that it has been a difficult month and Ms. Berg has performed really well.

Mayor Hill thanked the MDA for the materials provided related to the EID. He stated that the information gives a good detail of what has been the backbone of the MDA. Ms. Berg responded that Brad James, the previous Executive Director was the one that created the document and that much of the work presented was due to things that he did to clean things up.

Mayor Hill stated that the finances were easy to read and understand. He acknowledged the Board for being passionate and hardworking. He stated that he appreciates the partnership the City has with the MDA. Mayor Hill noted that his first opportunity to serve the community was on the MDA and it had always been seen as one of the most effective downtown organizations in the State.

Councilor Stassens stated that she has heard many people cite the Downtown as the reason for moving to McMinnville. She thanked the MDA for their work noting that the quality of life is greatly enhanced and is an attraction.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session 6:52 p.m.

Melissa Bisset, City Recorder

CITY OF McMinnville
MINUTES OF CITY COUNCIL REGULAR SESSION
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, April 23, 2019 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

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

Also present were Associate Planner Jamie Fleckenstein, City Attorney David Koch, City Manager Jeff Towery, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Fire Marshal Debbie McDermott, Library Director Jenny Berg, Operations Chief Amy Hanifan, Police Captain Rhonda Jaasko, Planning Director Heather Richards, Senior Planner Chuck Darnell, Project Manager Rich Spofford and members of the News Media – Dave Adams, KLYC Radio, and Tom Henderson, *News Register*.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:00 p.m. and welcomed all in attendance.
2. PLEDGE
Councilor Stassens led the Pledge of Allegiance.
3. PROCLAMATIONS
- 3.a. Lemonade Day

Mayor Hill presented a proclamation to McMinnville Area Chamber of Commerce President Gioia Goodrum.

Ms. Goodrum stated that Lemonade Day would be held on May 4th at 10 am there will be 200 stands. She encouraged everyone to attend the event and support the kids. She explained that Lemonade Day promotes

entrepreneurship and teaches them skills. Mayor Hill noted that the kids often pick causes to support and donate their Lemonade Day money.

3.b. Arbor Day

Mayor Hill presented a proclamation to Associate Planner Jamie Fleckenstein and members of the Landscape Review Committee.

Mr. Fleckenstein noted that McMinnville is celebrating its 22nd consecutive year as a Tree City USA community. He stated that he is proud to support the Landscape Review Committee in their work promoting trees and the community forests that McMinnville is proud of and gets to enjoy.

3.c. Historic Preservation Month

Mayor Hill presented a proclamation to Senior Planner Chuck Darnell and Historic Landmark Committee Chair Joan Drabkin. Ms. Drabkin thanked the Committee for their work and noted that it has very strong committee members.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Gioia Goodrum, McMinnville Chamber of Commerce President thanked Council for hearing their concerns of the Business Community at the last Council meeting. They have had many businesses over the last two weeks express their desire for change and want action related to their concerns. They were happy to see that the business license discussion was not being considered at the meeting as they would not be endorsing that fee. They thanked the City for supporting Lemonade Day through the proclamation and have 180 kids registered.

Dan Hilbert, McMinnville Resident, asked that the City grant equal status to those that have no religion. Under the current roster of protected statuses it does not include people that do not have any religion. He stated that he would like to add the words "or no religion". If McMinnville agreed they would be the third City to recognize nonbelievers should be in the protected status. He stated that recently the Portland City Council agreed unanimously that nonbelievers should have the protections against discrimination in a variety of services such as public accommodation, employment opportunities, and public housing. He stated that as it stands now a judge could decide if nonbelievers or atheists are in the protected status. He stated that he is not asking for anything special just equality in the eyes of the law.

Brad Bassitt, stated that reading through the 9th Circuit Court of Appeals, it is clear to him that the issue is about stopping people from sleeping outside when no other shelter is available. He stated that the issue in McMinnville isn't about people sleeping outside but sleeping in tents and RVs in a camping way. He stated that if the City refuses to delineate the difference between homelessness and camping, how will the City stop random visitors and tourists from parking an RV or tent on Third Street or other areas that would be desirable for anyone to camp. He read a portion of the 9th Circuit Court of Appeals Opinion. Mr. Bassitt stated that it is quite different than what is going on Marsh Lane and Dustin Court. He stated that from what he has read in the newspaper, the City is saying there is nothing that can be done.

Aiden Bassitt, stated that homeless are a huge problem in Oregon. He stated that homeless physically threaten business owners to get free food. He asked what the City does about it. He stated that no citizen in McMinnville should feel threatened and that the Council's job is to serve the citizens of McMinnville. He asked if the City Council felt this was being accomplished. He asked when he could have his park back.

Scott Thorkildson, McMinnville Resident, stated that a couple weeks ago he was going to lunch with another manager and the person stated that they were so happy that they did not move to McMinnville. He stated that they said that if they had to drive by Riverside everyday and look at what is continuing to grow they would pull their hair out. He stated that the first time he recorded he counted 47 things, the next time he counted 64 and now there are 79. He stated that it is growing and nothing is being done about it. He asked why people are staying on Marsh and Riverside and he realized that it is the right-of-way. Mr. Thorkildson stated that the City will allow people to stay on the right-of-way. He stated that the City is telling the Police Department let the people stay as long as they want to. He stated that any perimeter property, any sidewalk, one can stay unlimited amount of time and the Police will allow one to do so. He was trying to figure out a solution. He stated that if one wants a place to stay, there's not a place and that the City should find a place to allow that type of activity. He provided Council will two City properties as a suggestion.

Simona Prepchuk, McMinnville Resident, moved from Dundee to McMinnville because of the Schools and McMinnville High School offered better choices for her children. She stated that she has been in McMinnville for a couple of years and can no longer take her children to the park because there are mentally ill people screaming at her children in the park and there are needles. She stated that they pay taxes for the parks. She added that is not safe to take her children to the Library and that she has to drive her children to the Newberg Library because they can use the bathroom safely there. She expressed her sadness. She stated that there

has to be a system in place to get needles so that children aren't at reach of getting diseases. She wished that the City would come up with a solution.

Cecilia Pike, stated that she lives on Riverside Drive and she has seen the RV camping and homelessness issue from the beginning to what it currently is. She stated that it should be called a Public Health Crises as she has seen people defecate openly in the field, they have found needles, people are openly drinking and using drugs in front of her children. She stated that they can no longer get down to Joe Dancer Park reasonably because it is being reduced to one way traffic. She stated that if she as a property owner conducted those activities on her own property she would face fines/ liens/ abatement. She asked why they are enjoying those privileges and why she as a property owner does not get the same privileges. She stated that in other cities and states where those activities are allowed to go on there are cases of typhoid fever due to the lack of sanitation and hygiene. She stated that it is not fair to anyone. Ms. Pike explained that their family enjoys riding their bikes to Third Street to eat, drink and shop. She stated that they will not be doing that this summer as they cannot safely pass through the health crisis. She shared that they have been chased by stray dogs. She stated that the livability of the community is not the same and they are considering moving out of the community. Ms. Pike stated that they choose to live in McMinnville because they loved the community and loved the feeling in McMinnville. She stated that the feeling is changing and that if it continues to change then they will have no choice but to leave.

5. ADVICE/ INFORMATION ITEMS

5.a. Reports from Councilors on Committee & Board Assignments

Councilor Garvin stated that the Airport Commission had not met but the Council would have an item on the agenda about replacing the no lead fuel tank at the airport. The Yamhill Communications Agency Board met and there will be a standard three percent increase on dues and Dundee will be stepping away from joining as a partner. Councilor Garvin stated that he would like to have a meeting to discuss the testimony received at the last couple of meetings. He would like to address solutions passed housing and remove the Wild West from the community and make sure that everyone is playing by the same rules and that it is a livable, healthy environment for everyone whether you have a house or not.

Councilor Peralta stated that Yamhill County is part of a regional group of 27 (the Rural Oregon Continuum of Care) where the federal government distributes its funds for Housing and Human Services and it makes it difficult to get funding since we are competing with other counties in southern and eastern Oregon. He explained that other counties tend to band together for project funding. This makes it more difficult to get projects

started this area. Marion and Polk counties are proposing to set up a new tri-county continuum of care along with Yamhill County which would ensure that the area is not competing with those other regions for federal funding and it will make it easier for the tri-counties to have project coordination and funding housing and homelessness needs. He stated that \$500 per person for the category of people on Marsh Lane and that money goes to the County. He stated that moving to a tri-county continuum of care would dramatically increase the funds. He felt that as a region and city it made sense to move in that direction. He asked that the City sign a letter of support in favor of the effort.

Councilor Peralta stated that the Council is as impacted by the same issues as presented in public testimony. He stated that his daughter goes to the same library and can't go to the same parks and he too has needles in front of his house downtown. He stated that it is heartbreaking, angering and maddening and that the Council is frustrated with the degree of the problem that has descended on the City and on the region. He stated that to say that anyone on the Council wants what is happening is false. He explained that Council is limited in terms on what they can do. Councilor Peralta stated that Oregon leads the nation on unsheltered homeless and that the Council has been dealing with the issue for years. He stated that the City had conducted enforcement efforts before the Boise decision. The regulatory framework is hard and that constitutional rights must be respected. He stated that the things that some people see as trash are other people's possessions. If property were to be seized by the City, it would have to be kept for a period of time and it is complicated and expensive. On the public safety side, there has been an increased number of officers in public safety, a mental health crisis intervention officer has been assigned to help the growing issue. In 2008, the City spent considerable time and resources and changing city code to clean up the parking garage, started a park ranger program, and banned camping (although limited by 9th Circuit Court of appeals and limited by lack of shelter capacity). He explained that the City rewrote the camping ordinance to make it more enforceable. He felt that there was a bona fide emergency and that there is a health crisis on Marsh Lane. Has shared that he has reached out to other jurisdictions to find how about homelessness in other cities. In Oregon, this rural area was number one in the Country of any rural area for unsheltered homelessness. He believed that the City can enforce the restrictions on camping if there are established time and place restrictions on camping and differentiate between camping and sleeping especially in the downtown core and residential neighborhoods in terms of public safety. He felt that the camping on Marsh Lane constitutes a true public health emergency. He stated that it was a crisis and that the City did not have the resources needed to deal with the issue. He felt that from a policy standpoint there was more resources and expertise needed that what was locally available. He proposed that the Council give serious consideration to declaring a

public health emergency and using the statutory provisions associated with the declaration to request specific assistance from both the County and that State. He explained that declaring a public health emergency would allow for the City to gain access to additional resources. He detailed the various ways the funding could be used to help the issue. He recognized Carl Peters, the CEO of Recology for providing solid waste disposal services and appreciated Mr. Carl Peters and his company's willingness for being part of the solution to clean up on Marsh Lane.

Council President Menke agreed that there was a public health crisis and she believed that Council should have further discussion and that the proposed Continuum of Care would significantly help for funding purposes as the dollars per person would go up significantly.

Council President Menke shared that Visit McMinnville is doing good work and they were awarded that Travel Oregon Best Tourism Marketing Award for their brand refresh and the Land of Plenty advertising campaign. She reviewed the marketing efforts of Visit McMinnville and discussed the various partnerships. She noted that for every dollar spent on advertising it is returned 300 fold.

Councilor Geary stated that the Kids on the Block (KOB) Technical Advisory Committee met and they are on a fast track to get a report back to Council for a sustainable funding model. He also felt that the homeless issue needed to be discussed and he supported the proposed continuum of care effort. He was also interested in more information about declaring a public health emergency.

Councilor Drabkin stated that the McMinnville Affordable Housing Task Force (AHTF) will be meeting with the City of Bend Housing Staff. They would be reviewing HB 4339 as a way to increase revenues that can be used for housing initiatives and homelessness by excluding some tax exemptions on second and third homes. They would also be reviewing a grant from the McMinnville School District to increase homeless liaisons in the School District (related to a McKinney Vento Grant). She noted that in Kindergarten through 8th grade there are 230 homeless students. The AHTF would also be discussing a pilot project designed to allow up to two areas in McMinnville could elect to participate in a program that would provide transitional housing and would provide for a tiny house village or something similar to go in. Champion Team who was the managing nonprofit for the safe overnight camping parking program brought in a team of volunteers and went out to Dustin Court and Marsh Lane and organized for garbage and sharps collection. The Housing Solutions meeting would be held on May 17th which was a county wide effort led by Commissioner Kulla. She explained that it is an important County effort that has resurfaced as the problem with homelessness is not just a

McMinnville problem but it is a problem all along the west coast. She stated that they were working on establishing a regional Homelessness Coordinator and noted that it would not be a City position and it was an effort to reduce redundancy in efforts and bring together some of the funding sources. Councilor Drabkin reminded Council that a housing wage in the City McMinnville is \$21.77 per hour which is far below what the average wage is here. Also reminded Council that whatever monies there are to work on the problem, there is no available housing. She stated that the problems are quite diverse, they are not only about addiction, there are tremendous problems with mental health, severely lack mental health resources, and that there are currently multiple programs to get involved and immediately begin reducing homelessness. Champion Team had a waiting list for the safe overnight parking program. There were two different community programs targeted on youth through Lutheran Community Services and through Yamhill Community Action Partnership. She stated that almost 50 percent of homeless are youth.

Councilor Stassens stated that there has been a lot of work done and agreed with the urgent need to address issue and make Ordinances enforceable so that they can protect citizens. She thanked Councilor Peralta, Councilor Drabkin and Council President Menke for the work they have done around homelessness. She thanked the citizens for giving feedback and to those who have internalized the complexity and scope and have come to the table with solutions. She stated that she would like to see an evaluation of other ordinances in committees such as Bend, Redmond, and Corvallis and what they are doing in light of the 9th Circuit Court decision. She also would like to have information about what the Police Department is experiencing and their evaluation of what the City is trying to solve. She felt that there would be a direction that the Council could go in with the additional information. She thanked everyone for their concern and contributions.

Mayor Hill stated that the County Housing Solutions meeting will be May 17th and noted that it would be the fourth meeting. He stated that significant headway has been made because of those meetings. Mayor Hill stated that there will be a Work Session to discuss the issues and options.

City Manager Towery stated that there is a May 14th Work Session to discuss issues of camping versus sleeping, the issue regarding an emergency declaration would be discussed as well. On May 28th there will be a community training. A Resolution of support for the proposed Tri-City Continuum of Care will be coming before Council at a future meeting.

6. CONSENT AGENDA

- a. Consider OLCC liquor license request for Full On-Premises, Commercial for The Farmer's Luncheon LLC DBA: Conservatory Bar located at 830 SE 1st Street.

Council President Menke MOVED to adopt the consent agenda as presented; SECONDED by Councilor Stassens. Motion PASSED unanimously.

7. RESOLUTIONS

- 7.a. Resolution No. **2019-26**: A Resolution replacing the previously established street tree list (Resolution No. 12016-22) with a new list of recommended, conditionally permitted, and prohibited street trees for the City of McMinnville.

Associate Planner Jamie Fleckenstein stated the Landscape Review Committee over the last several months has been working on updating the recommended street tree list in order to provide a more informational, comprehensive and user friendly list in hopes of providing a more diverse list and to anticipate and avoid conflicts with public improvements. The Landscape Review Committee voted to recommend the list to the City Council.

Council President Menke felt that it was a marvelous document and the information is succinct that she appreciates the Landscape Review Committee and that they do great work.

Councilor Stassens stated that she felt the document was user friendly and was well done.

Discussion ensued regarding fruiting trees and the ornamental pear tree. It was noted that the ornamental pear tree was now prohibited as there had been some safety concerns due to its structure.

Mr. Fleckenstein shared that there was conversation by the Landscape Review Committee on native trees. Discussion ensued regarding the characteristics considered such as have a single trunk and bearing too much fruit.

Councilor Drabkin asked about how the list was formed. Mr. Fleckenstein responded that first there were physical limiting characteristics that were considered.

Councilor Drabkin asked about what happens with trees that are not on the list and if trees would be removed. Mr. Fleckenstein stated that no current trees would be removed.

Councilor Peralta stated that the only tree he has ever received complaints on was the Gingko Balboa because of the stench. Mr. Fleckenstein noted that the female version of the Gingko Bal is prohibited.

Councilor Peralta MOVED to adopt Resolution No. 2019-26; replacing the previously established street tree list (Resolution No. 2016-22) with a new list of recommended, conditionally permitted, and prohibited street trees for the City of McMinnville; SECONDED by Council President Menke. Motion PASSED unanimously.

7.b. Resolution No. 2019-27: A Resolution authoring an interfund loan from the Wastewater Capital Fund to the Airport Maintenance Fund.

Ms. Baragary explained that the resolution was related to the 100 low lead fuel tank at the airport and authorized the interfund loan. There were unanticipated additional costs associated with the fuel tank and the airport fund did not currently have sufficient funds or allocations to pay for the additional costs but the Wastewater Capital Fund does have available funds to loan to the Airport Fund. Oregon Revised Statute 294.468 allows for a local government to loan money from one fund to another, provided the loan is authorized by an official resolution of the governing body. The resolution authorizes a loan of \$100,000 from the Wastewater Capital Fund to the Airport Fund, sets the interest rate at 2.75% per annum, and provides for repayment of the loan in five annual installment payments of \$21,680. It is estimated that the loan can be repaid within in five years.

Mr. Bisset explained that as part of the adopted Wastewater financial model that in addition to covering anticipated operation and maintenance costs and planned capital costs, a reserve is also being built, so that at the end of the financial planning period there is a sizeable reserve that allows for future capital needs.

Council President Menke MOVED to adopt Resolution No. 2019-27; authoring an interfund loan from the Wastewater Capital Fund to the Airport Maintenance Fund; SECONDED by Councilor Peralta. Motion PASSED unanimously.

7.c. **Resolution No. 2019-28**: A Resolution making a budgetary transfer of resources and appropriation authority for fiscal year 2018-2019 in the Wastewater Capital Fund and Airport Maintenance Fund budgets.

Finance Director Baragary explained that the Resolution was a housekeeping item. It would move \$100,000 from contingency to the Transfers Out to Other Funds appropriations category. In the Airport Maintenance Fund, there would be an increase in the revenue category, Transfers In From Other Funds of \$100,000 and an increase in the capital outlay category, Land Improvements by \$100,000.

Council President Menke MOVED to adopt **Resolution No. 2019-28**; making a budgetary transfer of resources and appropriation authority for fiscal year 2018-2019 in the Wastewater Capital Fund and Airport Maintenance Fund budgets; SECONDED by Councilor Geary. Motion PASSED unanimously.

- 7.d. **Resolution No. 2019-29**: A Resolution amending the Contract with Mascott Equipment for the 100LL Fuel Tank at the McMinnville Municipal Airport, Project 2018-7.

Community Development Director Bisset explained that there was an emergency contract issued to Mascott to repair the 100 low lead tank at the Airport. A crack in the inner hole of the tank was discovered and it was determined that there wasn't a safe or cost effective way to repair the crack. The equipment that was ordered is transferrable and Mascott has a tank in production that they are able to allocate to the airport. The new tank would be delivered and installed and delivered within the same time frame. Mr. Bisset thanked Rich Spofford for his work. He noted that the tank has a huge impact on users at the Airport. The new tank is a feasible, affordable solution that provides new infrastructure at the airport with a 30 year warranty.

Councilor Garvin asked if there was thought given to the size of the tank. Mr. Bisset stated that he had not heard concerns about the size of the tank.

Discussion ensued regarding Jet A fuel in the future.

Councilor Garvin MOVED to adopt **Resolution No. 2019-29**; amending the Contract with Mascott Equipment for the 100LL Fuel Tank at the McMinnville Municipal Airport, Project 2018-7; SECONDED by Councilor Peralta. Motion PASSED unanimously.

- 7.e. **Resolution No. 2019-30**: A Resolution providing for and approving a form of an Intergovernmental Agreement (IGA) by and between the City of McMinnville, Oregon and the Amity Fire Protection District.

Operations Chief Amy Hanifan explained that the agreement is the next step in providing collaborative efforts between neighboring departments and McMinnville Fire and increasing the value to the community. She

noted that there is potential for a feasibility study looking at the value of partnering with neighboring departments.

Fire Marshal McDermott explained that the contract provides for administrative services and a training officer. It will allow the ambulance service to continue operating from 8 to 5. The total contract cost to Amity is \$188,500 and would be adjusted annually by CPI “All Cities” up to a maximum increase of 3 percent annually. There was also a 90 day out clause for either since.

Mayor Hill noted that partnerships have been discussed for a number of years and he was very excited about it.

Fire Marshal McDermott acknowledged Fire Chief Leipfert for his work over the last several years to make this partnership happen.

Councilor Garvin MOVED to adopt **Resolution No. 2019-30** providing for and approving a form of an Intergovernmental Agreement (IGA) by and between the City of McMinnville, Oregon and the Amity Fire Protection District; SECONDED by Councilor Peralta. Motion PASSED unanimously.

8. ORDINANCE

- 8.a. Consider first reading with possible reading of **Ordinance No. 5068**: An Ordinance amending the Comprehensive Plan to adopt a Historic Preservation Plan and to add new goals and policies related to the Historic Preservation Plan and to add new goals and policies related to the Historic Plan Chapter III.

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

City Attorney Koch read by title only **Ordinance No. 5068**: amending the Comprehensive Plan to adopt a Historic Preservation Plan and to add new goals and policies related to the Historic Preservation Plan and to add new goals and policies related to the Historic Plan Chapter III.

Senior Planner Chuck Darnell explained that the Plan was developed with the Historic Landmarks Committee. He explained that a Legislative Hearing was held with the Planning Commission and they recommended adoption of the Plan.

A Certified Local Government (CLG) grant was obtained to complete the Historic Preservation Plan. The goal and the intent of the Historic Preservation Plan is to provide a guide for the City’s historic preservation

program for the next 15-20 years. A consultant was hired to help with the process.

There were also a recent Oregon Administrative Rules that states “Local governments should develop a local historic context statement and adopt a historic preservation plan...”

Mr. Darnell reviewed the public outreach process noting that there were multiple meetings and public and stakeholder engagement.

Mr. Darnell reviewed the goals, policies and proposals:

Goal 1: Increase Public Awareness and Understanding of McMinnville’s History and its Historic Preservation Program.

Goal 2: Encourage the Preservation and Rehabilitation of Historic Resources.

Goal 3: Document and Protect Historic Resources

Goal 4: Increase Heritage Tourism

He noted that each goal has policies associated with the goal.

He provided a sample of the Historic Landmarks Committee work plan. It was noted that no public testimony was received. McMinnville Water and Light provided some comments that were discussed with the Planning Commission. In response to McMinnville Water and Light, the Planning Commission recommended adding the following language: “Work with utility providers to develop standards for the provision of modern utility services to historic resources and historic buildings. Provision of modern utility services shall be coordinated and integrated into the design process to ensure the preservation of the resource or building’s historic character.”

Councilor Drabkin MOVED to pass **Ordinance No. 5068** to a second reading; SECONDED by Council President Menke. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5068.

Councilor Stassens MOVED to approve **Ordinance No. 5068** amending the Comprehensive Plan to adopt a Historic Preservation Plan and to add new goals and policies related to the Historic Preservation Plan and to add new goals and policies related to the Historic Plan Chapter III;

SECONDED by Council President Menke. Ordinance No. 5068 PASSED 6-0 by roll-call vote.

9. ADJOURN: Mayor Hill adjourned the Regular City Council Meeting at 8:57 p.m.

Melissa Bisset, City Recorder

DRAFT

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

Tuesday May 14, 2019 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

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

Also present were City Manager Jeff Towery, City Attorney David Koch, Fire Chief Rich Leipfert, Finance Director Marcia Baragary, Information Systems Analyst II Sean Roberts, Information Systems Director Scott Burke, Library Director Jenny Berg, Parks and Recreation Director Susan Muir, Police Captain Rhonda Jaasko, Police Captain Tim Symons, Police Chief Matt Scales, and members of the News Media – Tom Henderson – News Register, and Jerry Eichten - McMinnville Community Media.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the work session to order at 6:05 p.m. and welcomed all in attendance.
2. Work Session: City (and public partner) impacts/camping v. sleeping code changes

Mayor Hill introduced the Work Session topic explaining the Police Chief had looked at Ordinances from Vancouver, WA and Corvallis, OR and he was enlightened with what was happening in Vancouver, noting that they have had great results that preserve the dignity of the homeless while reclaiming some of the streets. He stated that they have heard concerns from citizens and McMinnville Water and Light.

Council President Menke felt that one of differences was that there were a decent number of shelters in Corvallis unlike McMinnville. She stated that Vancouver like McMinnville does not have access to as many low barrier shelters so it may be better to look at the Vancouver Ordinance. She stated that it allowed for camping from dusk to dawn. She stated that the chance of the City having any form of a low barrier shelter in the next six months is low. At that time there would be some land

that the City owns that would no longer be under cultivation and may be available to use.

Councilor Drabkin stated that she has been thinking about the feedback from the public. She stated that her efforts have been related to discussing programming and policy. She felt the public outcry wasn't related to programming and policy but a frustration related to lack of enforcement of the City's laws as they relate to homelessness. She felt that it was not the role of Council to address individual situations but the role of Council to support the Police Department and Code Compliance and create policies and laws that can be enforced and to ensure that the policies are being enforced equitably. She thought that the current City laws could be enforced if the City provided a place for people to go on City property. She stated that the Ordinance is not getting to the root of the problem. She felt that there are agencies doing outreach and there should be a place for people to go rather than creating a punitive system where the outcome is unknown. She noted that people may be relocated unpredictably and will not address the situation. She feared that it put the Police Department in a cleanup role if there are sites regularly being abandoned. Councilor Drabkin stated that the illegal camping notices that other agencies handed out listed six other sites for people to go to, and McMinnville has one shelter religiously affiliated with substance restrictions. Council President Menke stated that Yamhill Community Action Partnership had stated they have two small places that are not religiously affiliated. Councilor Drabkin added that there was a domestic abuse shelter that had three beds. She stated that it was far from adequate shelter. She questioned how does the City make its Ordinances enforceable? She felt the way to do that is to look at what is making them not enforceable and have that be the road to change. Her thought was to ask City Staff to locate a piece of property that is near where services can be accessed and where bathrooms and garbage service can be located. She stated that creating an Ordinance that allows for RVs to be towed and impounded and taking people from a state of being sheltered to unsheltered only exacerbates the problem.

Councilor Stassens agreed with some of the aspects that Councilor Drabkin mentioned. She stated that they have been working diligently on a long term solution but it will take time and in the meantime there had not been enforcement of what is happening on the roads that ensures the peace, health and safety of citizens. She stated that it is a primary purpose of their job to protect health, safety, and peaceful enjoyment of all citizens. She thought the purpose of the Vancouver Ordinance is to prevent harm to the health or safety of the public and to promote the public health, safety and general welfare by making public streets and other areas readily accessible to the public and to prevent use of public property for camping purposes or storage of personal property which interferes with the rights of others to use the area for which it was intended. She stated that they needed to very focused on what they were doing and that the current Ordinance was not working and that there are not those shelter beds that are needed. She felt the Council needed to focus the Ordinance on how to protect the health and safety of all of the citizens.

Mayor Hill stated that a low barrier, short term shelter should be looked into. He stated that there are potential partnership opportunities. He asked that Staff look into a low barrier shelter effort.

Mayor Hill stated that the Police Chief recommends updating the City of McMinnville's Ordinance to look more like Vancouver's Ordinance.

Councilor Garvin felt like it was a good idea to implement something similar the City of Vancouver's Ordinance. He stated that there hasn't been any success with the City's Ordinances due to private land owners seeing the City not able to manage its own property and right-of-ways and wondering how they could manage it on their own property. He thought that in order for partnerships to be formed citizens and business owners need to see that the City can enforce what is needed to ensure public safety and health for all parties for those with and without homes. He thought that the Vancouver Ordinance was the way they should move.

Councilor Peralta stated that that there is a public safety and compassion component to it. He felt that passing an ordinance like Vancouver's would get the City back to where it was intended to be initially and it was important to do due diligence in how emergency shelter is provided. He stated that Oregon has 1.3 percent of the total population in the Country and currently has 5.6 percent of the unsheltered homeless population in the Country. He stated that it was a crises effecting the entire region and how it effects cities is not level noting that it effects Cities with a County jail or health services. He also thought that it was important to engage with other partners as shelter options are considered as the main reason is that the money goes to health and human services and noted that compassionate services lie with Health and Human Services in the County. He stated that the Continuum of Care does not get the same kind of resources that other regions and that the region has not proven to be effective and receives less funding. He felt that before the City takes on a specific role, other partners need to be engaged, even if it's on City land and using City resources to support it.

Councilor Geary stated he agreed with Councilor Garvin to direct staff to bring something forward that would work. He stated that it is on the City to alleviate the societal impact within its boundaries and sees the Vancouver Ordinance as a way to do that. He felt it was a public safety issue, a balance issue, and the proposed Ordinance allows the City to come into balance. He felt that both opening and closing a temporary low barrier shelter should be discussed.

Council President Menke stated that there is a small number of people causing health and safety hazards on the streets and public right-of-ways (sidewalks). She felt that the Vancouver model is probably the best model at the time. She felt that low barrier shelters and better services should be provided.

Mayor Hill felt that Staff should draft an ordinance similar to Vancouver's.

Councilor Stassens suggested defining where locations are and are not acceptable as part of the Ordinance.

Mayor Hill asked that City Staff would come up with a low barrier shelter that could possibly use City property. He asked to find partnerships with the County and that staff prepare what that might look.

Emergency declaration

Councilor Peralta stated that the City does not have the expertise at the table to solve several of the aspects. There are other government entities that have more expertise. He felt that an emergency declaration would encourage greater cooperation with the County. He also felt that in recognition that it is a statewide problem there is a role for the State to play. The local areas he felt it would be helpful with would be in freeing up resources outside of the normal budgeting process and with zoning and siting of potential locations.

Planning Director Richards stated that following the model in Portland was that they declared an emergency based on rising homeless numbers and set up some land use provisions which allowed them to go into certain areas of the community and allow shelters to happen in an expeditious way. The Affordable Housing Task Force had been discussing the concept and putting together a floating zone concept. They were looking at two pilot projects for an emergency shelter for people experiencing homelessness in a specific area. They were looking at the industrial area as there are a surplus of industrial lands in McMinnville. They were putting together design and development standards to ensure that they are mitigating negative impacts to neighbors and they are working with neighbors. The concept would be noticed and there would be a Planning Commission Public Hearing. Ms. Richards stated that a Request for Proposals would go out stating that they would be allowing the particular use to happen in an expeditious way in the industrial area for two pilot projects and ask for people to submit proposals.

Councilor Peralta added that in 2015, the State of Hawaii in and every year since, has declared an emergency related to homelessness. The essence of that declaration was to suspend several aspects of the land use laws to facilitate affordable housing and low barrier housing. He noted that the City is constricted by State land use laws and therefore felt that what Hawaii had done could be replicated in Oregon to help alleviate the issue. He felt that the problem is a housing crises and that housing cannot be built at a price that is affordable for a majority of the wage earners in the state. He stated that the crises are housing affordability affecting working families and the growth of unsheltered homelessness which is the most visible part but as a percentage it is a relatively small.

Councilor Peralta stated that he had a meeting with the State Housing Coordinator and thinks that the State will be rightly skeptical of the City declaring an emergency. He stated that if an emergency is declared, the City would need to do its due diligence and be well aware of the City's capacity and the City clearly communicate the holes in capacity.

Councilor Drabkin asked about a public health emergency and if Councilor Peralta's stance has changed.

Councilor Peralta stated that he does feel that Marsh Lane is a public health emergency. He felt that it is also part of a broader homelessness crises and emergency in the State. He stated that the intent of talking about an emergency

declaration is to bring to bear resources. He felt there was a public health component and a legal component. He commented on the land use laws noting that the intent was to take a tool in the State code and apply it to the City's state of facts.

Mayor Hill noted that he, Council President Menke and City Manager Towery met with the County and they did not see a public health emergency and would have a difficult time supporting the emergency declaration.

Revenue stream

Mayor Hill explained that there were challenges in addressing a meaningful way to address affordable housing or a low barrier shelter as there are not enough funds. He discussed that there is a possibility of a wastewater franchise fee. He stated that the fees are related to General Funds and should be looked at annually to see how they fit in the Strategic Plan. He noted that there were deteriorating buildings and a ending fund balance that is declining.

Council President Menke MOTIONED that the franchise fee could provide stimulus money to assist with supportive projects and services for people without homes. In addition there are near-term symptoms related to negative conduct that need to be mitigated. These funds would be subject to annual appropriations based on community needs.

Council President Menke stated that the main reason this was being done at this time is to address the homelessness issues but the funds would be subject to annual appropriations.

Councilor Garvin felt that if funds were going to be earmarked for affordable housing that Transient Lodging Taxes should be considered. He stated that as tourism rises affordable housing declines and pointed to several examples. He noted that he was not opposed to a franchise fee but would like to be able to clearly convey to constituents as to where the funds are going. He felt that those paying the fee should benefit from it.

Councilor Drabkin stated that the City needs additional revenue for many things such as PERS liability and building maintenance. She stated that if anything new is to be incorporated, then it should be delineated in advance. She agreed that new dollars shouldn't go into the General Fund with the intent of then going towards solutions for affordable housing or homelessness but they should be earmarked for that and only that. She stated that for five years the Council has made the decision to not give any funds towards the work of the Affordable Housing Task Force. She explained that this meant that they have had to create zero dollar policy and programs relying heavily on staff time with no additional resource. She stated that they could have done a multitude of things with even a small budget. Councilor Drabkin asked that the funds be specifically set aside so that the groups that are working on solutions for affordable housing and homelessness have something to work with.

Councilor Stassens stated that from year to year the Council would be deciding what the funds would be going towards. The City Council then could decide what the most urgent needs are. She was in support of the flexibility.

Councilor Drabkin noted that the designation of the funds could be changed later if needed even if they were earmarked.

Councilor Peralta stated he was generally not favorable to earmark something in perpetuity unless there was a clear program (i.e. Visit McMinnville).

Councilor Drabkin explained that the Affordable Housing Task Force has a specific mission and they have had many projects that have not been able to be pursued because there was not any assigned funding.

Council President Menke stated that from a policy perspective it makes sense for the funds to be General Funds so they can determine what the need is that needs to be addressed. She noted that at this point and time it is homelessness. She stated that putting it in the form that has the least restrictions makes the most sense. She noted that many other cities are imposing the same fees at five percent.

Councilor Drabkin stated that she is not confident that the money would go to where it was discussed. She would like to see funds earmarked for reducing homelessness.

Councilor Geary stated that he agreed with Councilor Garvin's thoughts and there was clearly stated need and that he was concerned with just doing what other communities are doing with fees.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 7:01 p.m.

Melissa Bisset, City Recorder

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

Tuesday, May 14, 2019 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

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

Also present were City Manager Jeff Towery, City Attorney David Koch, Fire Chief Rich Leipfert, Finance Director Marcia Baragary, Information Systems Analyst II Sean Roberts, Information Systems Director Scott Burke, Library Director Jenny Berg, Parks and Recreation Director Susan Muir, Police Captain Rhonda Jaasko, Police Captain Tim Symons, Police Chief Matt Scales, and members of the News Media – Tom Henderson – News Register, and Jerry Eichten - McMinnville Community Media.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:05 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE: Councilor Garvin led the pledge of allegiance.

3.a. PROCLAMATION: NATIONAL PUBLIC WORKS WEEK

Mayor Hill read a proclamation declaring May 19th through 25th as Public Works Week in McMinnville. He recognized Community Development Director Mike Bisset and McMinnville Water and Light's General Manager John Dietz for the work of their teams.

3.b. PROCLAMATION: NATIONAL POLICE OFFICER MEMORIAL DAY

Mayor Hill read a proclamation declaring May 12th through 18th as Police Week. He recognized the Police Officers in the audience and the Police Chief. He thanked the Officers for all that they do.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Dean Klaus, stated that he is the owner of the six acres adjacent to Dustin Court. He stated that a year ago he had a building permit and that because of the issue with the homeless he decided to take it to Dallas. He stated that he was in Dallas 20 times without seeing a homeless person. He explained that a good tax revenue would have been generated in McMinnville. He stated that he would like to take care of those from McMinnville that are homeless but felt that there were more homeless that have come from other locations. He stated that Dustin's Court was named after his son that died and it has been taken away from him and those at Yamhill Community Action Partnership. He asked who could sell a property with all the people along the street in front of it. He supported the Council's ideas and stated that a farmer will sell their way out of a crop. He noted that the problem has grown considerably worse in two years and there are menacing people now.

Mark Davis stated that he volunteers once a week at the library and the statement made at a previous meeting that it is not a safe place for children is not a true state of what is going on at the Library. He had not seen or heard of any problems and that there are highly qualified people always sitting at the desk, keeping an eye on the area. He stated that if you have young children it is a perfectly safe place. He added that there is a larger issue than what is going on in McMinnville or the State of Oregon. He stated that people are impacted by national and international policy and that there was a redistribution of wealth and there are economic and social impacts on people in the community. He noted the average income in the community. He stated that there are other problems and that federal policies that are driving the problem and should be discussed.

Howie Harkema stated that in the low barrier shelter if there isn't land for a low barrier shelter that is suitable, then look to the left of Willamette ESD where there are two modular sitting vacant and there is already on a transit route. He stated that there is a group that will be having a once a month Town Hall in Carnegie Hall at the Public Library. He was hopeful that the Council could attend some of the meetings. It was open ended for everyone to voice their opinion and deescalate the highly charged issue.

Linda Peterson stated that she complains a lot on Facebook and that instead of getting angry which is eating her up she would attend a meeting to see how things are working. She stated that the idea of getting some sort of area seems to be a problem. She stated that the whole question is "where are you going to put us?" She felt that the idea of trying to find some property, and especially the lower amount of rules would be the big thing. She stated that she knows how addiction can completely rule a life. She stated that just the fact of having the shelter and knowing that someone is caring could be all they need to feel that they are part of some sort of community and they may feel that they could find the energy to do something with their life. She felt that most of the people out there had mental, physical, or drug related issues.

Frankie Sandoval stated that he has been living in McMinnville for 25 years. He stated that he sees the challenging issue and that everyone has been talking about the housing issue and compassion. He stated that the Oregonian did a survey of 1,000 homeless and 90 percent chose to live on the street and not be affiliated with a shelter. He stated that the City cannot tax its way out of the problem. He stated that the source is drugs. He felt that arrests, treatment and training could be done. His opinion was to treat people that choose to be homeless. He felt that a line must be drawn in the sand or the City would be overrun.

Larry Cummings stated that he owns the Primisys building and that the parking lot and that they have gone through a major expensive remodel. He had seen an impact in business and that people that want to come and walk down the sidewalk. They have had customers that feel intimidated and that four of the parking spots are unusable. He stated that if you parked there you wouldn't be able to open your car. He stated that if he placed a sign in the same area and no one could get out of their care, he would be ticketed. He noted that his wife will not walk on the sidewalk and he knows of others that will not. He stated that there are feces and liquor bottles and they have had to call the police. He stated that if it continues to grow, the City is a tourist City, but people don't express their opinions and quietly decide to not go back. He stated that the issue downtown must be addressed because it's out of control.

Allen Cain, expressed his concern about the children. He stated there are children down there. He explained that it costs \$100 to have a pump truck come to a trailer for service. He asked how many times a pump truck was seen on Dustin Court or Marsh Lane. He stated that one cannot house children in a place where toilets are backed up. He felt that was a health crisis and neglect and that the kids are not getting the sanitary access they need. He stated that with active addictions there are infections and they are touching public areas.

Jacob Miller, thanked everyone who has put forth an active effort toward a viable solution. He stated he shamed anyone moving in a tyrannical direction in violation of the constitutions. He commented on the Staff Memo that stated that there would be a possibility of removing campers forcibly from their tents or RVs to make arrests and families with children that do not comply may require other family members to be called and child welfare workers to take custody of the children until the parents are released from jail. The Memo also stated that those that do not comply and have their RVs towed or campsites picked up, the City would likely be taking everything the campers own and there would be a real possibility that the campers would not be able to pay the fees to get them out. He felt that it was converting the exercise of a right into a crime and that it against the law and is unconstitutional. He didn't think that enacting more unenforceable ordinances or ordinance that are three years old that have not withstood the constitutional test and wouldn't stand. Mr. Miller stated that with regards to the safe overnight camping program, in talking to site managers there are no sites. He asked if the City's manipulation and attempted subversion of the constitution equal a valid cause of action. Does it equal a body of a crime? Does it have equal standing and jurisdiction? He felt it did not. He stated that maybe conspiracy against rights and victims would have valid action against City Officials

and Staff and anyone that was a coconspirator. He stated it amounts to anyone knowingly and willingly participating in those activities.

Gioia Goodrum, at the April 9th meeting their concerns regarding of application of City Codes and over a month has passed while 4th Street, Dustin Court and Marsh Lane continued to be overrun with trash and waste. She stated that business leaders in McMinnville are frustrated and feel as though their contributions are being taken for granted because when they present the impacts the situation is having on their livelihood it falls on deaf ears. She urged the City to take the necessary steps to resolve the crisis in the community and they are waiting for the Council's leadership.

John Dan stated that four years ago a homeless You Tuber, Travis Heinze, put up a YouTube video about how awesome McMinnville is for homeless people. He stated that McMinnville provides free meals every day, the food bank gives food to everybody, there are free bus passes, free showers, free laundry, and it is a great place to be homeless. He stated that the title of the video is "McMinnville is a safe haven for homeless white people" Mr. Dan stated that the problem is not all the City's problem and cannot be solved along, but as long as there are free meals, free transportation and free laundry to homeless people who don't want help, don't want to get off drugs, but want to live on the street and continue to do drugs, they would continue to live on the street. He stated that the City would be insane if they think that making a bigger area where people are welcome to live in their trailers would solve the problem. He thought the City needed to work with the local churches and charities and come up with something like Love Inc. in Newberg where all charitable contributions are funneled through one clearing house. He provided an example of a homeless couple his family tried to help.

6. **PRESENTATION: Housing Rehabilitation Program, McMinnville – Housing Authority of Yamhill County**

Darcy Reynolds, Housing Rehabilitation Specialist, stated that the Housing Authority of Yamhill County was looking at a Community Development Grant Funding opportunity. She stated that the grant would provide funds for critical repairs to people living in manufactured homes and parks. She noted that the people living in these homes are typically not eligible for typical loans or other assistance to make the necessary repairs and they are often extremely low income seniors, disabled and families with children. If the repairs are not made to their homes, they could potentially be displaced. There were 126 people on the waiting list needing assistance for repairs. She explained that the assistance would be provided in the form of grants, not to exceed \$10,000 and they would only be to address immediate health and safety or accessibility issues. The goal was to address all critical health and safety concerns so the residents can remain in their homes. She noted that in 2014 they worked with the City of McMinnville and assisted 52 households. Replacement of roofs, heating systems, windows, dry rot repairs, and accessibility issues had been addressed through previous grant funding. She asked for Council support and approval and to come before Council with a Resolution on June 11th to move forward with the grant and to have a required initial public hearing.

Councilor Drabkin MOVED to recommend and notice and host the public hearing to consider the grant application on June 11th; SECONDED by Councilor Peralta. Motion PASSED unanimously.

7. ADVICE/ INFORMATION ITEMS

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

Councilor Geary noted that the Landscape Committee was the following day. He shared that he and Councilor Garvin were serving on the Kids on the Block Technical Advisory Committee and they are three meetings into a five meeting work plan. They will be bringing a report back to the Council. They have a mission, and vision. There would be a hard discussion about whether or not the City best organization to offer these services.

Councilor Drabkin added that when they learned about low attendance from the Oregon Ask Presentation, one of the main reasons given was regarding the staffing and part of the staffing issues were due to the scheduling change at Linfield and the lack of available work study. Councilor Drabkin shared that she met with the Linfield President and senior facility which were unaware that the schedule change had reverberation into the community on the scheduling changes. She also met with McMinnville School Administrators. She noted that the online application is very limiting for some populations and that the first come, first serve does not necessarily serve the intended population and that there are a lot of families that could afford to have some sort of other childcare and there's some households where there are no other options and those families are getting missed. She stated that schools have a history of being able to reserve spots based on their populations and that is a tool they would like to have back.

Councilor Geary responded that they have identified some of what Councilor Drabkin presented and for a long time KOB has operated in a silo without some of the key partners such as Linfield and the School District. Some of the committee members are hoping to take what they find and help bring the partners to the table. The Mayor has talked about having a School Board/ City Council discussion about KOB in the future. There's Linfield and School District representatives on the KOB Technical Advisory Committee and communication

Mayor Hill felt that the KOB Technical Advisory Committee was making great headway under Park and Recreation Director Susan Muir.

Councilor Drabkin stated the Affordable Housing Task Force met and had a conference call with the City of Bend housing staff to explore what they have done effectively to address affordable housing in their area. They continued their discussion on Senate and House Bills that relate to affordable housing. They made a motion support the McMinnville School District Grant application related to McKinney Vento. They had a Floating Zone update which is a program in development to allow for the emergency construction of some tiny homes to serve as transitional housing. She noted that there would be a City Center Housing Strategy

to identify City and community desires and goals for housing in the City center, how the City can incentivize housing where residential uses are allowed and to identify pilot projects. She stated that there was a regional homeless coordinator position that had been drafted and a grant application that was being worked on City Planning Department and Housing Authority and it is a collaboration between multiple cities and the County. Towards the end of the month, the leadership team of the housing for homeless subcommittee is going to meet to discuss adding more structure and direction in light of changes.

Councilor Stassens stated that there was a MURAC meeting and they discussed the City Center Housing Strategy, they had the consultant that gave the initial proposal, they talked about the parking structure, they had conversation about adding in housing on top of the parking structure. They talked about the next steps on the downtown project and they are waiting on more information from the consultants.

Councilor Gavin stated that the Airport Commission met and their main presentation was from the Oregon International Air Show.

Councilor Peralta stated the Council of Governments had been discussing a Continuum of Care that would involve Marion, Polk and Yamhill Counties. He shared that the inclusionary zoning pilot project bill for McMinnville is scheduled for a work session and there was bipartisan support on the bill. He hoped that SB 595 related to transient lodging taxes would continue to move forward.

Council President Menke MOTIONED that the franchise fee would provide stimulus money to support people without homes. In addition, there are near term systems related to negative conduct that needed to be mitigated. SECONDED by Councilor Peralta. Motion PASSED unanimously.

Councilor Garvin asked there could be information about various users and he expressed concern about making rents go up in turn.

Council President Menke MOTIONED that while the City has been enjoying a wide variety of initiatives, none of them have been informed by available revenue streams. She noted that they would like to look at a wide variety of revenue streams and charged City Staff to contemplate and come before the Council in June, noting that there were City Staff and volunteer committees able and willing to make recommendations that could leverage funds and make significant impact on the situation in McMinnville. Some concepts could be presented to the Council in June. They would be looking at all available revenue streams as well as a wastewater franchise fee as soon as staff is able to bring it forward to Council; SECONDED by Councilor Stassens. Motion PASSED unanimously.

8. PUBLIC HEARING: Emergency Communications Fund budget

Finance Director Baragary stated that there were three resolutions on the agenda related to the public hearing. The first resolution awards a contract for an upgrade to the City's public safety emergency radio system. The second resolution authorizes execution and delivery of lease purchase agreements. The third resolution adopts a

supplemental budget. In order to take advantage of discounted pricing the City would need to make a \$75,000 down payment by June 1st. Ms. Baragary explained that there are currently not sufficient funds to make the down payment so the supplemental budget is necessary. It was noted that budget law requires that when the supplemental budget includes an different appropriations budget category there is a public hearing.

Mayor Hill opened the public hearing at 8:07 p.m. There were no comments. Mayor Hill closed the public hearing at 8:07 p.m.

9.

CONSENT AGENDA

- a. Consider OLCC liquor license request for Limited On-Premises, and Off-Premise licenses for McMinnville Event Center LLC DBA: MECA located at 636 NE Baker Street.
- b. Consider OLCC liquor license request for Limited On-Premises, and Off-Premise licenses for Walnut City Pizza Company DBA: Pizza Capo located at 318 NE 3rd Street.
- c. Consider OLCC liquor license request for Winery 1st Location for 40:31 Wines LLC located at 2803 NE Orchard Avenue.
- d. Consider OLCC liquor license request for Full On-Premises, Non-Profit private club license for McMinnville Elks Lodge No. 1283 Benevolent Protective Order of Elks located at 2215 NE McDonald Lane.
- e. Consider the Minutes of the March 12, 2019 City Council Work Session and Regular Meeting.

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

10.

RESOLUTIONS

10.a.

Resolution No. 2019-31: A Resolution awarding the sole source contract for equipment upgrade of the City of McMinnville's Public Safety Radio System.

Chief Scales thanked Finance Director Baragary and City Attorney Koch for their work on the transaction. He stated that the resolution to award a contract in the amount of \$308,068.00 to Motorola Solutions and Day Wireless for an upgrade to the public safety simulcast radio communication system. The upgrade of the systems infrastructure, and radio subscribers units is necessary at this time as the current equipment utilized by the police department is will no longer be maintained and supported by Motorola and Day Wireless.

In 2011 and 2012 the City of McMinnville began the design, purchase and installation of an upgraded three site Motorola Public Safety simulcast radio communication system. This 3 channel analog UHF simulcast system was purchased and installed knowing it had the *ability* to be upgraded to a digital P25 (interoperable) simulcast system. This eventual move to digital would allow for cleaner and clearer voice transmissions, and the ability for our system to integrate with other P25 compliant systems.

At the time of new system installation and “go live” in 2012, the City purchased new portable radio subscriber units for all of our officers, and installed some new mobile radios for Police Department vehicles. When these subscriber units (mobiles and portables) were purchased, the equipment had already been on the market for a number of years, and these subscriber units have reached end of life. Over the course of the last two years they have budgeted and replaced a handful of portables, knowing these units were getting close to end of life. In addition, in FY 18/19 we purchased four mobiles subscriber units to replace old mobile radios.

In the later part of 2018, the Police Department received information that the current selection of mobile and portable radios (minus the replacement radios already purchased) would no longer be maintained/supported by Motorola, and they were discontinuing the production of parts. In essence, the Police Department needed find a path to update the subscriber units.

Over the course of the last few months Day Wireless Systems and Motorola Solutions have done extensive work to provide information for the Police Department’s consideration in how to move forward with upgrading our system and subscriber units. They have been able to provide an avenue to upgrade the communication infrastructure to a digital P25 simulcast system, a crucial part of interoperability in the time of a disaster, either man made or natural. In addition, they have also been able to provide updated subscriber units (mobiles and portables) for everyday deployment.

Chief Scales noted that the City may award a contract for goods without competition if the City Council determines in that the goods are available from only one source, pursuant to ORS 279B.075. The determination of a sole source must be based on written findings that the efficient utilization of existing goods requires acquiring compatible goods or other findings that support the conclusion that the goods are available from only one source. To the extent reasonably practical, the City must negotiate with the sole source to obtain contract terms that are advantageous to the City.

The efficient utilization of the City’s existing public safety communications system requires acquiring compatible goods for the upgrade of the system. This proposed contract meets the sole source contracting requirements because a large portion of the equipment purchased is software upgrades for existing Motorola Solutions equipment that is only available directly from Motorola. In addition, Day Wireless is the only certified installation partner for Motorola public safety equipment in the area. Motorola has been able to provide a steep price break to the cost of upgrading both the infrastructure and subscriber units by allowing our public safety communication upgrade to “piggyback” on top of a competitive bid that Washington County Consolidated Communication Agency (WCCA) agreed to. This price reduction is upwards 48% of the total purchase price of subscriber unit upgrades.

If the City Council determines that the Goods are available from only one source, then the City must publish notice of the determination at least once in the News Register, pursuant to OAR 137-047-0275 and ORS 279B.055(4). The City must

also give Affected Persons at least seven (7) days from the date of the notice to protest the sole source determination. An Affected Person may protest the Contract Review Authority's determination that the Goods are available from only one source in accordance with OAR 137-047-0710.

The Resolution included proposed findings related to the sole source determination and would authorize the City to award the contract to Motorola Solutions and Day Wireless after publishing notice of the determination and meeting all required protest procedures.

Chief Scales stated that the funds for the project are included in the adopted Fiscal Year 2018-2019 Emergency Communications Contingency Fund for initial down payment of \$75,000, with the remaining balance to be paid over the next seven years through a lease purchase agreement. The lease purchase payments will be covered through a combination of system access fees and franchise fees the city takes in on an annual basis. The contract work will commence in or around July with final completion within five to six months.

Chief Scales recommended that the City Council award the contract for the City of McMinnville Emergency Communications upgrade to Motorola Solutions Inc. and Day Wireless Systems in the amount of \$308,068.00

Councilor Garvin asked about the life expectancy of the equipment. Chief Scales felt that the equipment would last at least a decade.

Councilor Garvin asked about what would happen to the current radio system. Police Chief Scales stated that Public Works is already on an analog system and that the Police Department would be moved over to the digital platform. Discussion ensued regarding encryption.

Councilor Geary asked if it was bleeding edge technology. Police Chief Scales responded that it has not been on the market for a long period of time already. It was not bleeding edge technology and it was not beta testing. Discussion ensued regarding ongoing support and there would be a year warranty.

Councilor Geary MOVED to adopt Resolution No. 2019-31; awarding the sole source contract for equipment upgrade of the City of McMinnville's Public Safety Radio System; SECONDED by Councilor Stassens. Motion PASSED unanimously.

- 10.b. Resolution No. 2019-32: A Resolution of the City of McMinnville, Oregon authorizing the execution and delivery of one or more lease purchase, loan or similar agreements.

Finance Director Baragary stated that the principal amount of the financing agreement for the design, purchase and installation of the Motorola Public Safety simulcast radio communication system would be \$227,000 and the interest rate would be 4.15 percent. The total interest paid over seven years would be approximately \$34,000.

Finance Director Baragary stated that the resolution was to enter into a lease-purchase (“financing”) agreement for acquisition of three Police Department patrol vehicles. The interest rate would be 3.88 percent and the principal amount including installation of necessary equipment is \$153,497. It would be repaid in five annual payments of \$34,364. Total interest for the life of the agreement is \$12,884. The first installment payment on the debt is due upon the City’s acceptance of the vehicles and is included in the 2019-20 proposed budget

Councilor Garvin MOVED to adopt Resolution No. 2019-32; authorizing the execution and delivery of one or more lease purchase, loan or similar agreements; SECONDED by Councilor Stassens. Motion PASSED unanimously.

- 10.c. Resolution No. 2019-33: A Resolution adopting a supplemental budget for fiscal year 2018-2019 and making supplemental appropriations in the Emergency Communications Fund.

Finance Director Baragary stated that the Resolution would make the budgetary amendments. It would transfer \$75,000 out of the contingency emergency communications fund to a capital outlay appropriation and would allow the City to cut the check for the \$75,000 down payment that would be due to June 1, 2019. She noted that the Budget Hearing was held earlier in the meeting as required by Budget Law.

Councilor Peralta MOVED to adopt Resolution No. 2019-33; adopting a supplemental budget for fiscal year 2018-2019 and making supplemental appropriations in the Emergency Communications Fund; SECONDED by Councilor Geary. Motion PASSED unanimously.

- 10.d. Resolution No. 2019-34: A Resolution supporting establishment of a Continuum of Care for the Mid-Willamette region.

City Manager Towery stated that there was a recent presentation regarding a Continuum of Care for Marion, Polk and Yamhill County. He explained that it the intention would be that over time additional funds would come to the Housing Authorities to the three counties to provide additional shelter. He noted that Yamhill is currently part of at 26 party region. He added that there would be no exposure in terms of resources or staffing. It was simply a resolution of support.

Councilor Drabkin MOVED to adopt Resolution No. 2019-34; supporting establishment of a Continuum of Care for the Mid-Willamette region; SECONDED by Councilor Stassens. Motion PASSED unanimously.

11. APPROVAL OF COUNCIL AGREEMENTS

City Manager Towery stated that during the course of the Executive and Council Team Building in January the Council discussed the working agreements and group agreements. On April 17, 2019, Council met for a Work Session that was facilitated by Consultant Erik Jensen. The agreements were revised as discussed during the Work Session.

Council President Menke MOVED to approve the Council Agreements as presented;
SECONDED by Councilor Geary. Motion PASSED unanimously.

12. ADJOURN: Mayor Hill adjourned the Regular City Council Meeting at 8:28 p.m.

Melissa Bisset, City Recorder

DRAFT

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

Tuesday, June 25, 2019 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin	Remy Drabkin
	Zack Geary	Kellie Menke
	Sal Peralta	
	Wendy Stassens	

Also present were City Attorney David Koch, City Manager Jeff Towery, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Fire Marshal Debbie McDermott, Fire Operations Chief Amy Hanifan, Human Resources Manager Kylie Bayer-Fertterer, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, Police Chief Matt Scales, Associate Planner Jamie Fleckenstein, Human Resources/ Communications Information Systems Director Scott Burke, Intern Magen Boegli, Program Manager Janet Adams, Community Center Manager Katie Noyd and Senior Center Manager Anne Lane, and members of the News Media Tom Henderson, *News Register* and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:02 p.m. and welcomed all in attendance.

2. PLEDGE

Councilor Garvin led the Pledge of Allegiance.

3. PROCLAMATIONS

3.a. Park and Recreation Month

Mayor Hill read the proclamation declaring July 2019 as Park and Recreation Month and presented the proclamation.

Ms. Noyd discussed the park activities scheduled for July.

3.b. 2020 Census

Mayor Hill read a proclamation declaring support for the 2020 Census and presented it to Jim Graham.

4. ADVICE/ INFORMATION ITEMS

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

Councilor Geary reported on the Kids on the Block Technical Advisory Committee meeting where policy discussions took place.

Councilor Garvin had gone out to the airport to look at the fuel tank installation, which would be completed soon. He had attended the YCOM meeting where a standard 3% rate increase had been adopted. Willamina got some funding from Fire House Subs for part of their radio system.

Councilor Peralta said the Mid-Willamette Valley Council of Governments adopted its 2019-20 budget. The Parkway Committee was waiting for the final budget from the legislature.

Mayor Hill reported on Visit McMinnville where their budget and goals for the coming year had been discussed. Tourism print pieces were being updated and they were planning a media activation trip to New York City. They were also working with Visit Newberg in helping them get organized. They had amplified their investment in advertising in the Seattle marketplace. He had attended a convention with the American Public Power Association. McMinnville Water and Light was the second lowest power provider in the State of Oregon.

4.b. Department Head Reports

Police Chief Scales shared that there was a planning session with the Oregon International Air Show. Motorola was shipping equipment to Day Wireless and implementation would begin over the next 2-3 months. Christine Rudd had recently been hired as a new lateral police officer. The Prohibited Camping Ordinance would take effect on Thursday. Cars and campsites were tagged and noticed there had been a lot of communication.

Parks and Recreation Director Muir shared that structures had been delivered to the Jay Pearson Neighborhood Park and the ribbon cutting would be scheduled soon. She thanked everyone who had responded to the survey. The survey results would be brought to Council in July.

Human Resources Manager Bayer shared that the Administration Department had a summer intern, Magen Boegli.

Finance Director Baragary shared that there had been a recent ratings call with Moody's Investor Services. Regulators were being more diligent in complying with requirements to perform ratings calls on a regular cycle. They had been notified that Moody's completed their review and the City's current rating of AA3 was considered appropriate and there was no need for a new rating. This was a high quality rating and subject to low credit risk.

City Attorney Koch reported on Municipal Court which was held on Wednesdays.

5.

PUBLIC COMMENTS

Gioia Goodrum, McMinnville Chamber President had heard from businesses in the Lafayette and Riverside area that were upset about the repurposing of City land for a homeless camp without any planning, hearing, or notification to the neighbors abutting the property. She asked that the City collaborate with the business community on the project.

Barbara Dell, McMinnville resident, lived in the neighborhood where they were she said the City was planning to put a homeless camp. She stated the City did hold a meeting with the residents about this project and the plan would move the homeless to a lot with more visibility than other locations. She thought that it would have a huge impact on the equity of her home. She was also concerned about the park that was very impacted by the problem right now. She stated that families would not bring their children to the park and it would impact the bottom line. It seemed like it was a small band aid on a huge problem. What was being proposed was not big enough to handle the situation and it would not prevent people from continuing to go where they wanted to go.

Andrew Holiday, owner of Mac Glass, opposed the plan to change the lot at Riverside Drive and Lafayette Avenue to a homeless camp. He thought that it would have a direct impact on his business. Customers would feel intimidated and threatened. If the City allowed Champion Team to build a privacy fence it would block all his signage and advertisement from the road. His property had already been vandalized on multiple occasions and people had scoped out his business for possible theft. There were multiple safety issues with the proposed location. He had a small family business. Children frequented the shop and he was concerned for their safety and comfort. He understood what Champion Team was trying to do and they had good intentions, but the way that it was communicated to business owners was less than par.

Aaron Orta, McMinnville resident, discussed the safe overnight camping program. He asked why the public had not been informed about the

program sites that were City property in a timely matter. The homeowners and businesses had not been notified or given an opportunity to refute the sites. He wanted to know if the money to upkeep the sites was coming from the grant to Champion Team or was it from City resources. He stated action without public input was not governing and the vetting process for the participants in the program seemed lackluster at best. He stated the Director of Champion Team did not know that the national database and County database only reported Level 3 sex offenders. It did not instill confidence that it was a professional program. He wanted to know what steps were being taken to protect the owners, employees, and family members. The surrounding businesses were not involved in the decision of the campsite. What were the projected problems with placing a campsite at this location on the Urban Renewal process? He felt they were looking at the problem from an incorrect perspective, focusing on the problem as a lack of affordable housing. They needed to look at the serious substance abuse and mental health problem. There needed to be more resources to provide rehab facilities and services with a greater emphasis on mental health treatment.

Buffy Miller, McMinnville resident, had lived in McMinnville Manor mobile home park for over 20 years. She found out about the camp on Facebook. They were a 55 year and older park and the nicest mobile home park in McMinnville. They had a meeting in June with City staff and a resident had asked if a camp would be put on this lot and was told that it would not happen. The camp across the street would bring more terror to the elderly residents. There were a lot of widows living there by themselves. Many residents were on fixed incomes and they had to install locks, alarms, motion detector lights, and locking gas caps on cars. It was difficult to find affordable housing in McMinnville. This park was one of the few places with affordable housing. People would not want to buy in an area across the street from a camp. Street people had been taking showers in their clubhouse. They had to lock up the clubhouse so they would not use the facility and steal from the building. They were forced to cancel their annual garage sale. They had the police driving through the park on a regular basis. The park had to spend money on gates, signage, and cameras and this had all occurred before a camp was set up.

Anne Kromer, manager of McMinnville Manor Park, stated the park had always been a peaceful place to live. She now had to be the security guard because in the middle of the night she was chasing people out of the park. There were 126 residents and 50 percent were single senior ladies who were afraid to be by themselves. Putting the camp down the corner was bringing the problem closer. She was told that they were not allowed to camp in residential areas. This was a residential and Urban Renewal area. She felt that putting the camp there was going to make matters worse.

Sharon Ryan, resident of McMinnville Manor, said for the past year she had been afraid of going in her backyard and was scared and anxious over any unexpected sounds. She and her neighbors had been yelled at by people passing by, some neighbors had witnessed people climbing over her fence, and she had found human waste in her backyard. She heard someone running across her deck after dark and people had been seen entering her yard in the early morning, and the alarm had gone off on her car. She was unable to use the pool and clubhouse due to the invasion of homeless. Recently they met with City staff and were told that the homeless camp was being disbanded. Now they were being told they were going to move closer. She loved McMinnville and had always felt safe and secure and happy, but those who had taken up residence in the camp nearby harassed, stalked, and attempted to steal from them and tried to take advantage of them. She stated the residents in the park had rights to live safely as citizens in the community and she asked that the Council not approve this.

Merv Zook stated that Nice Electric had been in McMinnville since the early 1990s. They had a few break-ins over the years, but recently they had 7-9 break-ins since November. On Sunday they were broken into again. They broke the windows in a van and stole some tools and then came back later to try to steal more. Fortunately the van had been moved and there was a good video this time. He was disheartened about this situation. He stated these people did not care about the reprisals that came from an arrest and did not care about fines that they would not pay. They were not put in prison because the City could not afford to. There were no options for business owners. The police wanted to help but bottom line was that it's been there and now it's moving closer. It made him give pause. He would not want this in his backyard.

Glenda Curl was born and raised in McMinnville and moved to McMinnville Manor three years ago. She stated that there were a number of homeless going through their park. People had been destroying and breaking things. From where she lived she could see the number of people that were coming through the main entrance and jumped over the fence. It was hundreds of people. They came through with an empty back pack and when they left it was full. If any percentage of the homeless were moved down the street next to their fence they would be overwhelmed. She thanked the brave police officers that were helping. The community was offering assistance to these people, but they did not care as long as they got their drugs. All times of the day they were coming through the park searching for things to take.

6. Receive Report and Recommendation from Gary Eastlund, Hagan Hamilton, to approve the 2019 – 2020 Property, Liability, Workers Compensation, and Auto Insurance Coverages.

Mr. Eastlund recommended renewing the contract with CIS for property/liability, auto, mechanical breakdown, and workers compensation. He explained that the proposed annual contribution for the CIS package, not including the workers' compensation, was \$522,335. This represented a \$46,527 or a 9.8% increase over the prior year's contribution of \$475,808. The increase was attributed to increases in personnel services expenditures, property value increases, and other additions made in the past 12 months. He also proposed to increase the General Liability/Public Official Liability from the current \$5,000,000 limit to \$10,000,000. That would increase the cost by \$7,000. These higher limits would provide additional protection to the City and Council members for any claims which were brought in federal court. CIS was offering renewal of the City's workers compensation with a deposit premium of \$177,327. This deposit represented a decrease of \$4,519 or 2.5% as compared to the deposit of \$181,846 paid last year. This was due to the effectiveness of the City's safety management programs. The airport liability insurance had been moved from Berkley to Ace Property & Casualty Insurance Company. The annual premium for \$5,000,000 limits was the same as the expiring policy, \$5,675. He requested a quote for the cost to increase this limit to \$10,000,000 should the Council decide to increase the CIS limits. If the City proceeded with plans to host the FKA Hillsboro Airshow, this policy would need to be endorsed to extend coverage for that specific event.

Councilor Garvin asked about the Experience Modification Factor. Mr. Eastlund expected that it could continue to fall. A lot of it had to do with creating a safety culture, however if they had a few injuries it would have an impact.

Mayor Hill expressed his thanks for the work.

7. PUBLIC HEARING

7.a. Public Hearing for the 2019 – 2020 Budget to be adopted by City Council for the Park Development Fund.

Finance Director Baragary explained this was a change to the budget that was approved by the Budget Committee. The purpose of the hearing was to take comment on the proposed increase in the 2019-20 budget for the Park Development Fund. The change was due to a carryover of the project for the Jay Pearson Neighborhood Park as the process of building the park was not where they had initially thought it would be by June 30. It would be extended into the 19-20 budget year. The grant donation revenue that was received would also be carried forward. The revised financial summary was published as required by local budget law.

Mayor Hill opened public hearing at 8:00 p.m.

There was no public testimony.

Mayor Hill closed the public hearing at 8:00 p.m.

Councilor Geary asked about the \$16,000 increase in materials and services.

Parks and Recreation Director Muir explained it was a carryover. They did not end up spending it in 18-19 and carried it over. The overall contact had not expanded.

Councilor Stassens asked if the funds were still going to carry over so it would cancel each other out. Parks and Recreation Director Muir said that was correct.

- 7.b. Public Hearing for the 2019 – 2020 Budget to be adopted by City Council for the Airport fund

Finance Director Baragary stated that there was a proposed increase for the Airport Maintenance Fund. The change was due to a carryover of a previous project. The progress of the project wasn't where they thought it would be by June 30. The total increase was \$133,128.00.

Mayor Hill opened the public hearing at 8:04 p.m.

There was no public testimony.

Mayor Hill closed the public hearing at 8:04 p.m.

8. CONSENT AGENDA

- a. Consider the Minutes of the March 20th, 2019 and April 17, 2019 Work Sessions.
- b. Consider request for an OLCC Full On-Premises License from Momiji McMinnville LLC located at 913 N Highway 99 Suite A.
- c. Consider request for an OLCC Winery 1st Location License from At the Wire LLC DBA: Lytle-Barnet located at 2803 NE Orchard Avenue.
- d. Consider request for an OLCC Off-Premises License from Shreeji Hospitality Group McMinnville LLC.
- e. Consider **Resolution No. 2019-40**: A Resolution declaring the City's election to receive state revenues.
- f. Consider **Resolution No. 2019-41**: A Resolution certifying provision of municipal services by the City of McMinnville as required by ORS 221.760.

- g. Consider **Resolution No. 2019-42**: A Resolution extending the City of McMinnville's workers compensation coverage to the City of McMinnville volunteers.
- h. Consider **Resolution No. 2019-43**: A Resolution providing for and approving a form of contract by and between the City of McMinnville, Oregon and the McMinnville Rural Fire Protection District.

Councilor Peralta asked to remove from the consent agenda **Resolution No. 2019-43**: A Resolution providing for and approving a form of contract by and between the City of McMinnville, Oregon and the McMinnville Rural Fire Protection District. He was concerned that they were not recapturing the full costs of service to the rural fire district.

Councilor Geary MOVED to adopt the consent agenda except Resolution No. 2019-43; SECONDED by Councilor Garvin. Motion PASSED unanimously.

Councilor Peralta stated that in the 2018 budget the amount they were contracting with the rural fire district was substantially less than the cost for providing service. At that time he raised the concern that they should be recapturing more of these costs. It seemed like they were renewing the same contract. Given the staffing shortage in the Fire Department, he asked why they were not trying to recapture those costs.

City Manager Towery stated that this was related to the Fire Protection Service they provided to the district, not to EMS. He thought there was not a significant loss in costs. This was a cost recovery model.

EMS Operations Chief Hanifan added that the rural fire district would be providing 50 percent of the cost for a brush rig. She thought they had a good partnership with them.

Councilor Peralta would like to see the actual cost of services versus the cost recovery. He thought that the City was under in both Fire Protection Service and EMS.

Councilor Garvin stated that the rural district had been a good partner but he agreed with Councilor Peralta that it should be reviewed.

Councilor Stassens was in agreement with looking at the numbers. She asked what would happen if they waited to see the numbers before approving the resolution.

City Attorney Koch stated that there would be no contract to provide fire services and he did not know whether they would continue to provide the service in hopes that they would eventually enter into an agreement.

Councilor Peralta did not want to do anything to destabilize the relationship with the rural fire district. However in this calendar year he would like to see the numbers and have further discussion on this issue.

Councilor Garvin asked if there was a contract for rural EMS. Mr. Towery stated that it was part of their annual service area.

Councilor Garvin MOVED to adopt Resolution No. 2019-43; SECONDED by Councilor Geary. Motion PASSED unanimously.

9. RESOLUTIONS

- 9.a. Consider **Resolution No. 2019-44**: A Resolution adopting a supplemental budget for fiscal year 2018-2019 and making supplemental appropriations (*Related to Transient Lodging Tax Fund/ General Fund Non-Departmental*).

Finance Director Baragary stated that this resolution along with the next three were adjustments to the current fiscal year. They had estimated that there would be \$1.2 million in the Transient Lodging Tax revenue, but based on current receipts the revenue would be closer to \$1.3 million. With the City transferring 30% of the TLT revenue into the General Fund, because the revenue was higher, the transfer to the General Fund was higher than budgeted. The resolution increased the TLT fund by \$40,000 and then transferred out the \$40,000 to the General Fund. The General Fund would show a transfer in from the TLT and the extra \$40,000 would be put in contingency and would flow over into Fiscal Year 19-20.

Councilor Peralta asked if there was another resolution that needed to be done for the 70 percent that was disbursed to Visit McMinnville. Finance Director Baragary explained that the 70% of the TLT that went to Visit McMinnville was not due until July 31st. The money would not be transferred until the middle of August. There might be a need to make an adjustment in the next fiscal year.

Councilor Geary MOVED to adopt Resolution No. 2019-44; SECONDED by Councilor Stassens. Motion PASSED unanimously.

- 9.b. Consider **Resolution No. 2019-45**: A Resolution adopting a supplemental budget for fiscal year 2018-2019 and making supplemental appropriations (*Telecommunications Fund*).

Finance Director Baragary said they were increasing appropriations because the franchise fee revenues were more than what was expected. Because the revenues were more, the disbursement to McMinnville Community Media would be more as well.

Councilor Stassens MOVED to adopt Resolution No. 2019-45; SECONDED by Councilor Peralta. Motion PASSED unanimously.

- 9.c. Consider **Resolution No. 2019-46**: A Resolution making budgetary transfers of appropriation authority for fiscal year 2018-2019 (*Ambulance Fund*).

Finance Director Baragary stated this resolution would move appropriations from contingency to another category. She explained that the City contracted with another vendor for ambulance billing. This had allowed the two ambulance billing staff time to work the existing accounts and identify those that were uncollectable and send them to collections.

Councilor Peralta asked about how much of the contingency in that fund had been drawn down. Ms. Baragary stated that it was \$229,000 before this transfer and this was an additional \$75,000. This was pushing forward what they would have been doing in the next fiscal year.

Councilor Stassens MOVED to adopt Resolution No. 2019-46; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 9.d. Consider **Resolution No. 2019-47**: A Resolution making a budgetary transfer of appropriation authority for fiscal year 2018-2019 (*General Fund, Finance Department*).

Finance Director Baragary stated that this resolution moved contingency appropriation to the Finance Department. This was due to vacation payouts for two employees that was not anticipated when the budget was adopted. The first was for the Finance Director who technically retired at the end of May for PERS purposes. She had entered into an agreement with the City to continue her employment to the end of August. The second was for the Ambulance Billing Coordinator who also had a balance of vacation and comp time that would be paid out on her last paycheck in June.

Councilor Geary MOVED to adopt Resolution No. 2019-47; SECONDED by Councilor Stassens. Motion PASSED unanimously.

- 9.e. Consider **Resolution No. 2019-48**: A Resolution providing for certain increases to the combined Fire and EMS fee schedule that allows the Fire Department to recover costs for fire and EMS services allowed within City Ordinance and the International Fire Code as adopted by the State of Oregon.

EMS Operations Chief Hanifan stated that over the last few years there had been an increase in medical supplies, EMS supplies, and medication

expenses. They were proposing an increase of \$125 to AOS calls and for additional calls she suggested an increase of 2.5% CPI.

Fire Marshal McDermott stated there were fees shifting at the state level from building code to fire code. One was installation of fuel tanks. Another was a fee for inspection and permitting of hazardous materials operations. This would keep the City in line with true costs to provide these services.

Councilor Peralta MOVED to adopt Resolution No. 2019-48;
SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 9.f. Consider **Resolution No. 2019-49**: A Resolution adopting the budget for the fiscal year beginning July 1, 2019; making the appropriations; imposing the property taxes; and categorizing the property taxes.

Finance Director Baragary stated that this resolution was required by local budget law to adopt the 2019-20 budget. The resolution would not only allow the City to make appropriations, but to impose property taxes and categorize the taxes. The Council could make changes to the budget approved by the Budget Committee. There were a number of changes she was proposing. One was the reallocation of General Fund contingency appropriation to the General Fund Administration Department. At the June 11th Council meeting there were several options discussed for use of the Wastewater Franchise Fee revenue and the TLT revenue. Based on the discussion, staff had prepared two resolutions adopting the budget under two different scenarios. The first resolution took 50 percent of the unrestricted TLT revenue and allocated it to the Mayor and City Council's budget for Council spending and the other 50 percent would be dedicated to the General Fund Reserve. The second resolution took 67 percent of the TLT revenue and allocated it for Council spending and the remainder would be dedicated to the General Fund Reserve. The other changes to the budget were changes to the Park Development Fund and Airport Maintenance Fund as discussed earlier in this meeting, additional funds in the Planning Department for the Urban Growth Boundary expansion process, carryover for the Fire Department for some Capital Outlay projects, changes to the Park and Recreation Department for professional services, carryover for Park Maintenance, Street Fund, Transportation Fund, and Wastewater Fund projects, and carryover for the HR software module. Many of these were projects being carried over from the current fiscal year and were housekeeping type items. Normally there were not that many changes.

Councilor Stassens asked about the Street Fund's \$12,000 in materials and services for building repairs. Community Development Director Bisset stated that Parks Maintenance and Streets shared the Public Works Shop facility and there was a water line and HVAC repair that would not be finished by June 30 and would carry over into next year. It was the building that the Street Department was housed in as well as Parks Maintenance.

City Manager Towery explained that as a follow up to the discussion regarding using the TLT funds for affordable housing initiatives, there was broad agreement from all members of the Council on the following items:

- A connection between tourism and affordable housing, therefore justifying dedication of TLT revenue.
- A desire to maintain General Fund services that are currently supported by TLT revenue.
- An interest in committing resources to encourage a variety of affordable housing strategies.
- A recognition that recent actions by the City may require added resources.
- A strong preference to assist in stabilizing the General Fund Reserves.

Staff had put together scenarios showing dedication of the TLT funds at one-third, one-half, two-thirds, and 100 percent and the effect it would have on the ending fund balance. Staff only presented two of these scenarios to Council. One would dedicate \$190,000 to affordable housing initiatives and would result in a \$310,000 increase to the ending fund balance, and the other would dedicate \$250,000 to affordable housing initiatives and would result in a \$250,000 increase to the ending fund balance. It would be placed in contingency in the City Council's budget as there was no current project ready to go. To spend any of that money, staff would bring it to the Council for approval by resolution. The key point of direction was related to the amount of money that Council would like to dedicate to affordable housing.

Councilor Peralta asked about the expenditure side being split between the affordable housing portion and enforcement actions. City Manager Towery clarified the funds were in a single contingency account and the Council could direct the use of the funds for affordable housing or impacts of regulatory activity.

Councilor Garvin stated that he had a hard time moving past 50 percent as it would leave a gaping hole in department budgets. As tourism increased and TLT dollars increased, so did the burden of all the departments.

Councilor Stassens was in support of the 50 percent as well. She would be more comfortable looking at a specific project that they knew the funds would be going towards. She would like to see more clear directives on actual budgets for actual projects which would give them guidance on how much money was needed for real solutions.

Councilor Peralta thought that in year one there might be a lot of initial costs that they might not experience on an ongoing basis. He suggested for year one to do it at the 2/3 rate and then revisit it on an annual basis to reauthorize the expenditure. They could reduce the amount in year two. City Manager Towery stated this was only a one year spending plan. The new regulations might carry some additional costs, but a lot of staff time was being used on the current situation that they would not have to spend once the regulations were implemented. He thought they might be spending the same staff resources but in a different way and there might not be net increased costs to enforce the regulations. He stated that this was the spending plan for the year based on the best information they had. If there were a lot of affordable housing projects that came in, staff might look at other resources beyond this in the budget. They wanted to be responsive to needs as they occurred over the course of the year.

Councilor Stassens asked what the communication would be with regards to the spending of this fund. City Manager Towery replied because this was in the contingency fund in the City Council's budget, it would require a resolution approved by Council to spend the money.

Councilor Geary was still interested in further discussion on Transient Lodging Taxes. City Manager Towery stated that Visit McMinnville would be coming before Council in late summer or early fall to start that conversation.

Councilor Geary was more comfortable with the 50 percent but as time moved forward to revisit it.

Councilor Garvin was still in favor of the 50 percent. He did not want to have ordinances that could not be enforced, and if more was needed for enforcement he was willing to look into more funding.

Councilor Stassens was also in favor of the 50 percent.

Councilor Garvin MOVED to adopt Resolution No. 2019-49 with the 50 percent unrestricted TLT General Fund dollars, adopting the 2019-2020 budget in the total amount of \$114,225,082 for the fiscal year beginning July 1, 2019; to make the appropriations in the amount of \$75,900,335; to impose and categorize the City of McMinnville's permanent property tax rate of \$5.0200 per \$1,000 assessed value for general operations and \$3,716,108 for debt service; SECONDED by Councilor Geary. Motion PASSED unanimously.

Mayor Hill recessed the meeting at 8:59 pm and reconvened the meeting at 9:07 pm.

10. ORDINANCES

- 10.a. Consider first reading with possible second reading of **Ordinance No. 5073**: An Ordinance amending McMinnville Municipal Code chapter 9.42 relating to the designation of the Downtown Exclusion Zone within the City of McMinnville, establishing boundaries, procedures, charges and penalties therein, and removing the sunset clause

Police Chief Scales stated this ordinance would amend the code as it related to exclusion zones. In 2016 staff had worked on forming an exclusion zone downtown that would be enforced through the court. There was a sunset of three years on that zone, which meant it would sunset this year and be unenforceable. He asked that this be amended to remove the sunset clause and keep the ordinance on the books. There was no additional staff cost to this ordinance. He thought it was an effective enforcement tool for the City. Also the term "violation" would be deleted from the language as violations were not crimes and did not place people on probation.

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

City Attorney Koch read by title only Ordinance No. 5073, amending McMinnville Municipal Code chapter 9.42 relating to the designation of the Downtown Exclusion Zone within the City of McMinnville, establishing boundaries, procedures, charges and penalties therein, and removing the sunset clause.

Councilor Geary asked if there was discussion of an expansion of the exclusion zone.

Police Chief Scales stated no. He thought that with the other ordinances that would be going into effect it was not needed. In 2016 this was kept to a finite area that included the business areas downtown.

Councilor Geary thought it could be an additional tool elsewhere for problems and issues that had grown and manifested.

City Attorney Koch stated that there were exclusion policies for the park system and for the parking garage. If they wanted to expand it to a certain area, they would need a thoughtful dialogue about what the characteristics were of that area and the behaviors they were trying to address.

Councilor Geary MOVED to pass Ordinance No. 5073 to a second reading; SECONDED by Councilor Stassens. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5073.

Councilor Garvin MOVED to approve Ordinance No. 5073 amending McMinnville Municipal Code chapter 9.42 relating to the designation of the Downtown Exclusion Zone within the City of McMinnville, establishing boundaries, procedures, charges and penalties therein, and removing the sunset clause; SECONDED by Councilor Peralta. Ordinance No. 5073 PASSED unanimously by roll-call vote.

- 10.b. Consider first reading with possible second reading of Ordinance No. 5065: An Ordinance amending Planned Development Ordinance No. 4722 to remove approximately 11.47 acres from the boundary of the Oak Ridge Planned Development Overlay District.
- 10.c. Consider first reading with possible second reading of Ordinance No. 5069: An Ordinance amending the Oak Ridge Meadows Planned Development adopted by Ordinance 4822 to add property to the boundary of the existing Oak Ridge Meadows Planned Development Overlay District; allow for lot size averaging; allow for modified setbacks; allow for some lots with side lot lines oriented other than at right angles to the street upon which the lots face; allow for some lots to exceed the recommended lot depth to width ratio; allow some block lengths to exceed the recommended maximum block length standard; allow for the designation of an approximately 0.85-acre active private neighborhood park; and, allow for dedication of an approximately 5.6-acre public open-space greenway dedication along Baker Creek.

10.d.

Consider first reading with possible second reading of Ordinance No. 5070: An Ordinance approving a tentative subdivision for a 108 Lot, Phased Single-Family detached residential development at R441701300/R440700602.

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

City Attorney Koch read by title only Ordinances No. 5065, 5069, and 5070.

Planning Director Richards stated that these were three different land use applications for one project. They were quasi-judicial land use proceedings which meant they were looking at them against current code. It was not a legislative process. The Planning Staff reviewed the applications to make sure that they were meeting the criteria of the code and it was the Council's decision to approve or deny the project based on the code. She explained how the process itself was highly regulated. Per MMC, Section 17.72.130(C)(6), once the Planning Commission made a decision to recommend a land-use decision to the City Council, the Council shall:

- A. Based on the material in the record and the findings adopted by the Commission and transmitted to the City Council, adopt an ordinance effecting the proposed change; or
- B. Call for a public hearing on the proposal subject to the notice requirements stated in Section 17.72.120 (D-F).

Staff would summarize the material in the record and the findings adopted by the Planning Commission and transmitted to the City Council, and then the Council could decide if they wanted to call for a public hearing. Per ORS 227.178, the City of McMinnville needed to render a decision on these three land-use decisions within 120 days unless the applicant requested an extension. The applicant had requested an extension to August 13, 2019 extending the processing time to 201 days. This was done to ensure timeliness in terms of decision-making. The soonest a public hearing could be held would be on July 23, 2019. If the public hearing was held then the decision with second reading of the ordinance would be on August 13, 2019.

Associate Planner Fleckenstein presented information on the project. The Oak Ridge Planned Development was adopted by Ordinance No. 4722 in 2000. Phase 4 of the Planned Development approved 30 lots. The Oak Ridge Meadows Planned Development was adopted by Ordinance No. 4822 in 2005. This Planned Development approved 99 lots. He then reviewed the existing development versus the proposed development. The

number of residential lots in the existing plan would be 129, but in the proposed plan would be 108. There would still be preservation of primary wetlands and some development impacting the wetland. The proposed plan would include a public greenway, open space, and parks and would protect the environmentally sensitive features of slopes, trees, and riparian corridor.

Associate Planner Fleckenstein said the first application was a request to remove 11.47 acres of undeveloped, unplatted property from the Oak Ridge Planned Development. The second application was to request that the 11.47 acres be added to the Oak Ridge Meadows Planned Development, to request additional zoning departures, and require additional amenities. The third application was for approval of a 108 lot single family residential subdivision with public and private open space amenities. He displayed the site location north of Baker Creek Road and south of Baker Creek and the FEMA Firm panels that were updated in 2010. The Flood Area Zone was defined in Chapter 17.48 of the McMinnville Municipal Code.

- Determined by 1% Annual Chance Floodplain (100 year) found on site along the banks of Baker Creek. Development was not allowed.
- The 0.2% Annual Chance Floodplain (500 year) found on southeastern portion of site was not regulated.

Regarding site location and context, east of the undeveloped land owned by Stafford Land Company was Baker Creek North with 280 dwelling units. North of the current developing land was Baker Creek East & West with 278 total dwelling units. The 2010 Transportation System Plan considered full buildout of land based on the density allowed and the street network was designed to accommodate the traffic.

Associate Planner Fleckenstein stated that wetlands were found on the 11.47 acre parcel. There were 3.09 total acres of wetlands, 1.06 acres were impacted and 2.03 acres were untouched. McMinnville relied on state and federal agencies for wetland regulation. This was done by the Department of State Lands and Army Corps of Engineers.

For the Oak Ridge Planned Development amendment, Ordinance No. 5065, PDA 3-18, it was currently zoned R-2 PD (Single-family Residential, Planned Development). It was created through Ordinance No. 4722 in 2000 and zoned 30.2 acres R-2 PD. It was an approved development plan for 107 lots. Minor PDAs reallocated the 107 lots from 3 phases to 4 phases and the 4th phase (30 lots) remained undeveloped/unplatted. He showed the approved site plan for these lots. The request was to remove the 11.47 acres of the undeveloped property

from the Oak Ridge PD. The parcel would remain in the base R-2 zone until re-zoned.

The review criteria for a Planned Development Amendment was found in Section 17.74.070 as follows:

1. Special physical conditions or objectives warrant a departure from the standard regulation requirements.
2. Resulting development will not be inconsistent with the Comprehensive Plan.
3. The development shall be designed to provide access to and services to adjoining parcels.
4. The plan can be completed within a reasonable period of time.
5. Streets are adequate to support the anticipated traffic, and the development will not overload the streets outside the planned area.
6. Proposed utility and drainage facilities are adequate for the population densities and type of development proposed.
7. Noise, air, and water pollutants caused by the development do not have an adverse effect on the area or City.

In summary, the Planning Commission found PDA 3-18 met the review criteria and voted 9-0 to recommend approval of the Planned Development Amendment with conditions outlined in Decision Document.

For the next Planned Development Amendment, Ordinance 5069, PDA 4-18 was for Oak Ridge Meadows PD which was created through Ordinance No. 4822 in 2005. The request was to add the adjacent undeveloped 11.47 acre parcel to this PD for a total area of 35.47 acres. The request included zoning departures and required amenities. The zoning departures included amending the average lot size from 7,500 sf to 7,770 sf. This was an average lot size, not a minimum. It also included amending the side yard setbacks to 5 feet, allowing side lot lines, creating a maximum block length of 2,305 feet with a maximum 800 feet between pedestrian ways, allowing the maximum lot depth to width ratio of 2.75:1, providing a minimum 0.85 acre private active neighborhood park, dedicating a minimum 5.6 acre public greenway, and wetland preservation and viewing areas. The original Oak Ridge Meadows Planned Development approval did not include any open space amenities. A similar subdivision could be proposed under the current planned development standards. He then showed the proposed subdivision plan.

The purpose of a planned development included:

- provide greater flexibility and greater freedom of design
- encourage a variety in the development pattern of the community
- encourage mixed uses
- encourage developers to use a creative approach and apply new technology
- preserve significant man-made and natural features
- facilitate a desirable aesthetic and efficient use of open space
- create public and private common open spaces

Associate Planner Fleckenstein reviewed the approval criteria. The first was: There are special physical conditions or objectives of a development which the proposal will satisfy to warrant a departure from the standard regulation requirements. He thought the special physical conditions would include the unique site topographical and natural features. The special objective was to bring adjacent undeveloped parcels together in one planned development to achieve pacing intended by original PD and subdivision approvals and to provide additional open space amenities. The second criterion was the resulting development will not be inconsistent with the Comprehensive Plan objectives of the area. Staff thought the application met the following relevant Comprehensive Plan policies:

Natural Resources (Chapter II): Land, Water

Housing and Residential Development (Chapter V): Planned Development, Residential Design

Transportation (Chapter VI): Streets, Traffic, Pedestrian

Community Facilities (Chapter VII): Parks, Utilities, Police & Fire

Citizen Involvement (Chapter X)

The next criterion was the development shall be designed so as to provide for adequate access to and efficient provision of services to adjoining parcels. The SE extension of Pinehurst Drive provided future access to land inside the Urban Growth Boundary and provided maintenance access to existing sewer service. The SW extension of Pinehurst Drive provided future access to the anticipated Baker Creek North development and temporary emergency access easement. The next criterion was the plan can be completed within a reasonable period of time. The applicant indicated that development would begin immediately following permitting. It was an estimated 5 year plan with Phase 1 done in 2 years and Phase 2 done in the 3 subsequent years. The next criterion was the streets are adequate to support the anticipated traffic, and the development will not overload the streets outside the planned area.

- 2010 TSP planned for full development within existing zoning.

- The Traffic Impact Analysis anticipated the density of the proposed development increased ADT of Pinot Noir Drive to its designed limit of 1200 vehicle trips. There was a Condition of approval that capped the dwelling units to 108 units until a second access on Shadden Drive was developed.
- Baker Creek Road improvements planned.

The next criterion was proposed utility and drainage facilities are adequate for the population densities and type of development proposed. There were adequate levels of utilities and drainage facilities that could serve the site including:

- Sanitary Sewer
- Storm Sewer & Drainage Facilities
- Municipal Water
- Power

The last criterion was noise, air, and water pollutants caused by the development do not have an adverse effect upon surrounding areas, public utilities, or the city as a whole.

- Noise, air, and water pollutants are not expected to be caused by residential development.
- 2.03 acres of wetland preserved and protected and will continue to provide ecological and water quality functions.

The Planning Commission found PDA 4-18, with conditions, met the review criteria and voted 8-1 to recommend approval of the Planned Development Amendment with Conditions outlined in the Decision Document.

The last application was for the tentative subdivision, Ordinance 5070, S 3-18. The request was for a 108 lot single-family residential subdivision on 35.47 acres.

The proposed SF Residential Subdivision included:

- 108 lots
- 7,770 sf average lot size
- Min: 4,950 sf
- Max: 14,315 sf
- 54 lots < 7,000 sf

- Open Space Provided
- 0.85 acre private park
- 5.6 acre public greenway
- 2.03 acres preserved wetland with viewing areas

The subdivision was conditioned on approval of the Planned Development Amendments. The maximum block length established by PDA 4-18, if approved was 2,305 feet with pedestrian/bike ways at 800 feet maximum. The review criteria from Chapter 17.53 included Land Division Standards for approval of Streets and Ways. The criteria for streets were:

- Layout and design of streets responds to unique topographic conditions on site
- Avoid steep slopes
- Provide access to lots while minimizing impact on wetland
- Existing principal streets to be extended
- Pinot Noir Drive – local street
- Existing terminus of Pinot Noir to be widened to 28'
- Pinehurst Drive – local street
- Provides future access to adjacent parcels
- All proposed streets to meet City standards for:
- Width, Alignment, Grade
- Existing principal streets to be extended
- Pinot Noir Drive – local street
- Existing terminus of Pinot Noir to be widened to 28'
- Pinehurst Drive – local street
- Provides future access to adjacent parcels
- All proposed streets to meet City standards for:
- Width, Alignment, Grade
- Proposed Cul-de-Sac meets City standards.
- Length: approximately 200 ft

- Lots served: 7
- Sidewalks and park strips provided on all streets.

The criteria for easements were:

- Public Utility Easements provided along all ROWs
- Existing drainage facility adjacent to wetland serving Oak Ridge development and Oak Ridge Meadows remains in easement

The criteria for pedestrian ways were:

- Meets requirements of PDA 4-18 (800 ft. max between ways) with condition

The criteria for Lots were:

- Conform to zoning requirements of PDA 4-18
- Size and shape of lots are appropriate for proposed use, respond to topographic conditions of site
- Street access provided to each proposed lot per City standards

In summary, the Planning Commission found S 3-18, with conditions, met the review criteria. The planning Commission voted 7-2 to recommend approval of Tentative Subdivision with Conditions outlined in the Decision Document.

Planning Director Richards shared that there were:

- 51 written testimonies submitted to the Planning Dept.
- 29 people/organizations.
- Additional oral testimony at public hearings.
- The testimony was largely oppositional.

Planning Director Richards explained that there was a lot of testimony received that Pinot Noir Drive could not handle increased traffic. She stated that the 2010 McMinnville Transportation System Plan (TSP) standard for local roads was that they were designed for 1,200 Average Daily Trips (ADT). The 108 lots would bring the street up to 1,200 average daily trips. The recommended condition was to cap the development at 108 dwelling units.

There was also testimony stating that the development should be limited to previous limits found in the existing Planned Development, which was 76 lots.

- Previous limit placed limits on number of homes allowed prior to the construction of a second emergency vehicle access into Oak Ridge Meadows.
- Current proposal provides emergency vehicle access via easement across a neighboring property.
- Building permits limited based on TIA/street network capacity.

There was testimony that Pinehurst Drive should not extend to the SE to the Toth property when it was known that Les Toth would not develop the land. The Toth property was currently outside City Limits, but inside the Urban Growth Boundary, and the expectation was the land would urbanize.

There was also testimony that the northern terminus of Pinot Noir Drive was only 21 feet wide and could not accommodate the proposed development. They planned to widen Pinot Noir Drive north of Blake Street to 28 feet within the existing public right-of-way in the development proposal.

There was testimony that the development would harm the floodplain. The Flood Area Zone protected the regulatory floodplain by limiting development. The regulatory floodplain established by the 2010 Flood Insurance Rate Maps per MMC 17.48.010. The Comprehensive Plan also had a policy that there would be dedicated greenway park preserves and protected floodplains and riparian corridors. These lands were protected by keeping it in public management. She then discussed the “Goal Post” rule where a land use application was reviewed under the current code they could not change the rules as they were going through the public process.

Everything in the floodplain zone would be dedicated to the City for a public greenway project and part of the wetland would be preserved.

There was also testimony received that McMinnville was reliant on outdated FEMA maps and was in need of updating and revision. The Friends of Baker Creek submitted a Baker Creek Hydrologic Analysis. The analysis indicated that the Baker Creek watershed was not well represented by effective SFHA mapping for the 1% annual chance floodplain area. The buildout conditions downstream were that the peak flow increased by .2% and the water service elevation increased .01 feet. It was not something that the hydrologist felt was a concern.

The FEMA Flood maps that were adopted in 2010 were done after a three year modernization process. The hydraulic report provided by the Friends suggested that the floodplain could have expanded more than what was

represented on the FEMA maps and was impactful to five lots in the proposed subdivision. The discussion was how to mitigate risk within the goal post rule. The analysis did not demonstrate that there would be downstream flooding, however there was concern about structural flooding on those five lots. They could not change the floodplain zone as part of this process. However, they could require a process that affirmed the Base Flood Elevations and required development of the first floor to be above the BFE as allowed by both the state and federal regulations. The applicant proposed an alternative subdivision layout to accommodate possible expansion of the floodplain. It removed the five potentially impacted lots and replaced them with smaller lots elsewhere in the subdivision. The Planning Commission suggested a condition of approval to establish a process on Lots 34, 35, 41, 42, and 43 (identified as potential impact in Baker Creek Hydrology Report). This would mean the applicant would submit an engineering certification stating the proposed development on these lots would not impact the pre-project base floodway and base flood elevations. The City had also applied for grants to amend the FEMA floodplain maps, but had been turned down. They had also been in discussions with FEMA on how to update the maps, which would take five to ten years. They could do a project specific review, which was a six to twelve month process.

There was a lot of testimony on the wetlands. The testimony suggested that the proposed development impacted 11.47 acres of wetlands, however she confirmed it was only a little over three acres of the 11.47 acres that were wetlands. The City did not have a wetland management plan and the City had always referred to state and federal regulations to review wetlands. There was testimony that McMinnville should not allow any development that impacted wetlands. McMinnville deferred all wetland permitting and mitigation to the Oregon Department of State Lands (DSL). Historically McMinnville had many housing developments that had mitigated wetlands that had been permitted by DSL. This had been done in Baker Creek East, Cottonwood First Addition, Crestbrook First Addition, Hillside, West Hills, and Brookside Addition.

Testimony was also received regarding concerns over the preservation of trees on the site. There were significant isolated, preservable native oak trees on Lots 1 and 54 that were located outside of the building envelopes for those lots. There was a Condition of Approval that required Planning Director approval of any tree over 9" DBH before it was removed. There was another Condition that allowed flexibility to adjust setbacks to preserve other isolated, preservable trees.

One person testified about the loss of 21 dwelling units with the new proposed plan. This was an R-2 zone and not meant to be high density. The R-2 also protected the wetland area from higher density. It had been 14 years since the Planned Development was approved and since that time there had been a lot more tree growth which they were trying to preserve.

Planning Director Richards said there were three ordinances that represented the three independent quasi-judicial land-use decisions. The Planning Commission conducted two nights of public hearings. The applicant testimony was 90 minutes (45 minutes on each night, presentation and rebuttal.) There was also 163 minutes of public testimony received (75 minutes on the first night and 88 minutes on the second night – limited to 3 minutes each). The Council could approve the ordinances or call for a public hearing to be held on July 23, 2019.

City Attorney Koch asked Council to declare any potential or actual conflict of interest. There was none. City Attorney Koch asked for any declarations of bias. There was none. City Attorney Koch asked if there were any ex parte contacts to declare.

Councilor Garvin received a call today by Rick Weidner encouraging urban infill which included this subdivision. He also received several emails that he would forward to staff.

Councilor Peralta saw a notice that was posted on City Hall. He also received several emails and a couple people from the community had mentioned the project in his presence, but the conversations did not go in depth.

Councilor Geary stated that he received the same emails as everyone else and received the same call by Rick Weidner.

Councilor Stassens received the emails but did not open them.

Mayor Hill received the same emails.

City Attorney Koch asked that the emails be forwarded to the Planning staff.

Councilor Peralta asked about Department of State Lands who stated in 1999 the wetlands mitigation failed. Associate Planner Fleckenstein explained that as part of the original approval to create the fourth phase of the Oak Ridge Development, it went through the Department of State Lands permitting process for impact to the wetlands. Pinehurst Drive did impact the wetlands and mitigation was required on site. Not all of the wetland mitigation took because of the various conditions on the site. As

a result mitigation was being recommended off site through a mitigation bank.

Planning Director Richards stated they had applied for a removal fill permit to move forward with the development project, and they did not implement it all of the way because of the recession and that mitigation failed. They were required to do another delineation report which would need to be approved by the Division of State Lands before any permits were issued. Because the wetland mitigation didn't take the first time, the wetland mitigation that would be applied for was a mitigation bank. It would improve another wetland in the same watershed and was a remedy allowed by the Division of State Lands.

Councilor Peralta asked about the policies for traffic flow.

Planning Director Richards stated the network was designed to work with each other and local residential streets took traffic to the collectors and arterials. The City had an adopted standard that development could occur to a point where it was generating a certain number of average daily trips on the local streets. Applicants also had to show the connectivity of the street network to continue the network into other lands adjacent to it for the land to develop. Two other streets dead ended at the Toth property with the purpose that they would eventually connect to the street network so the Toth property could be developed.

Councilor Peralta asked about the short term safety mitigation, which was a dirt/gravel road for emergency access on Shadden. Planning Director Richards responded for public safety there needed to be two accesses to a neighborhood. There was not a City policy regarding the number of access points to serve a neighborhood.

Councilor Peralta asked about the dirt road on Shadden and why it couldn't be developed as a public street. Planning Director Richards responded that if the concern was the increased traffic on Pinot Noir Drive, local residential streets were designed to accommodate 1,200 average daily trips. If they made a finding that wasn't the case, that would become a new rule for all developments. If the concern was they needed two access points for all neighborhoods, that would also be a new policy. They did not have the nexus to tell this developer that they had to build a road to local street standards on another person's private property to be able to build their development.

Councilor Peralta said Policy 188.00 provided an opportunity for citizen involvement in all phases of the planning process. He would be in favor of holding a public hearing.

Councilor Garvin asked what the current number of daily trips was for this area. He also asked if Baker Creek Road at Pinot Noir would be improved to prevent cars from backing up. Associate Planner Fleckenstein explained that the number of daily trips was 200. Planning Director Richards said the network was being improved as Baker Creek was intended to be a three lane street with a dedicated turning lane.

Community Development Director Bisset stated that it was a foundational element of the Transportation Plan that corridors would become busier as the City grew. They had set level of service standards that developments had to meet, and this application met those standards.

City Attorney Koch stated they would have to include in the findings what was the acceptable level of additional traffic before they would require secondary access.

Councilor Stassens asked about the 108 dwelling units and how it would play out in practice if there was Accessory Dwelling Units. Planning Director Richards stated that the condition was to only allow 108 dwelling units. Last year the State Legislature passed a law that all cities needed to allow Accessory Dwelling Units on all single family residential lots. They were not assigning those as a dwelling unit, and how that would play into generating traffic impact, she did not know. They were going to identify ADUs as a dwelling unit until it was tested. If HB 2001 passed, up to four units could be developed on single family lots. They wanted to ensure in terms of traffic impact that they were mitigating related to how many families were generating trips rather than how many lots there were.

Councilor Stassens noted that there was not local control over what happened on wetlands, but they deferred to the state. Did all cities do that? Planning Director Richards said Salem had their own regulations. Communities the size of McMinnville did not typically have their own wetland inventory and there were not any staff members to understand and manage the impacts of development on wetlands. The City of Monmouth was the only one that had their own local wetland inventory program that she knew of. With McMinnville's current Planning staff, they did not have enough staff to bring in that kind of program. The policy question was did they allow wetlands to be mitigated for development or not. If it was allowed, who decided how much and where and who would analyze the standards. Currently the City deferred that to the state.

Councilor Geary asked if the Wetland Viewing Area with a bench was also the fire truck turning area. Associate Planner Fleckenstein said that it was in the same area, but the bench was not in the turning area.

Councilor Geary clarified all the nearby streets were local streets. He asked if there were other designated bike paths outside the park. Planning Director Richards stated that there was a multiuse bark chip bike/ped path. The developer would dedicate the land to the City and construct the amenity and they would maintain it until 2032.

Councilor Geary asked about the Planned Development policies. Planning Director Richards stated that the burden of proof for whether the applications met the criteria was on the applicant. With regard to a variety of housing types, staff had that discussion with the applicant. Planned Developments were meant to have a variety of lot sizes. For this application, there were smaller lots on Pinehurst Drive. The variety of lot sizes would also generate a variety of housing prices. Because of the topography, things like duplexes and townhomes did not work on this site. There was a variance for the squared off intersections due to topography issues on the site.

Councilor Stassens asked about staff's opinion of the supplemental findings provided by the applicant. Planning Director Richards stated that the code was clear that what was brought to the City Council was what was presented to the Planning Commission. Staff had presented the decision document that the Planning Commission had recommended to the Council and presented the supplemental findings as part of the record.

City Attorney Koch stated that the supplemental findings were not intended to provide any new evidence, testimony, or argument. They were only to address matters that had been raised after the original findings document was prepared. It was not uncommon practice that the applicant had an opportunity to provide draft findings for consideration by the decision making body that addressed issues. Because of the timing of the packet, staff had not had time to review the applicant's materials. The Council could adopt the findings, not adopt the findings, or amend the findings.

Planning Director Richards said the conclusionary findings in the decision document were prepared by the applicant as their burden of proof. By state law they had to allow conditions of approval to get a development project to satisfy criteria when possible.

There was consensus that a public hearing should be held on these applications. Staff would schedule a public hearing for July 23 at 7:00 p.m.

10.e.

Consider first reading with possible second reading of **Ordinance No. 5072**: An Ordinance amending an existing planned development overlay

district to add multiple family residential as an allowable use in the Planned Development Overlay District.

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

City Attorney Koch read by title only Ordinance No. 5072 amending an existing planned development overlay district to add multiple family residential as an allowable use in the Planned Development Overlay District.

Planning Director Richards said this was a Planned Development Amendment on SE Norton Lane. The zoning was C-3 PD (General Commercial Planned Development).

- It had a Planned Development in it from 1999 - Ordinance 4709 which Zoned the site C-3 PD, placed development conditions and limitations on use of site. No specific development plan approved – condition of approval requiring site plan approval prior to development.
- 2006 - Ordinance 4863
- Amended Ord. 4709 to allow senior condominiums, senior apartments, and assisted living facilities

The request today was to amend Ordinance 4709, as amended by Ordinance 4863, to allow multiple family residential dwellings as an allowable use on the subject site. All other provisions of Ordinance 4709 would remain in effect, including:

Future site and master plan review by Planning Commission prior to development (Conditions #2 and 3)

Landscaping requirements (Condition #4)

Utility improvements (Conditions #5 - 10)

Other uses would still be allowed (Condition #15)

Street improvements (Conditions #18 and 20)

She discussed Section 17.74.070 – Planned Development Amendment Review Criteria. There was an existing Housing Needs Analysis that was adopted in 2001 that identified a deficit of higher density residential land to support multiple family uses. Planning staff was comfortable with allowing this request to move forward. The applicant was looking at developing 110 – 115 apartment units. They were currently developing the apartment complex off of Evans. This site was on the transit route and was within neighborhood and general commercial areas. It was in an area with other multiple family developments. One concern was that it didn't have access to a park. She recommended a new Condition of Approval be put

on the development to require that if multiple family development was put on this land that an area equal to 10 percent of the site would be set aside for usable open space. A traffic impact analysis had been done which showed the local street network would be able to accommodate the number of trips from this development. All of the utilities were in place to support the development.

They had received written testimony from the Housing Land Advocates and Fair Housing Council of Oregon where they referenced that the staff report did not include findings for Statewide Goal 10 and the City's Buildable Lands Inventory and Housing Needs Analysis. This was submitted for all housing developments and she thought the application met their goals of affordable housing. There was one item of testimony in support of the application. Staff and the Planning Commission recommended approval with the conditions outlined in the decision document.

Councilor Geary asked about the 10% dedication for a park. Planning Director Richards said Planned Developments allowed them to look at needs and develop Conditions of Approval relative to those needs. She had chosen 10% after looking at what other communities were doing in terms of their requirements for multiple family developments.

Mayor Hill noted that a public hearing could be held on this application. Planning Director Richards stated that the only public testimony received was from Mark Davis and only one person came to the neighborhood meeting who was also in favor of the application. She would have to get approval from the applicant to extend the deadline if they wanted to hold a public hearing.

Councilor Geary **MOVED** to pass Ordinance No. 5072 to a second reading; **SECONDED** by Councilor Stassens. Motion **PASSED** unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5072.

Councilor Garvin said moving forward he would like to have a public hearing on all Planned Development Amendments.

There was consensus to hold a future work session on that idea.

Councilor Stassens **MOVED** to approve Ordinance No. 5072 amending an existing planned development overlay district to add multiple family residential as an allowable use in the Planned Development Overlay District; **SECONDED** by Councilor Peralta. Motion **PASSED** unanimously by roll-call vote.

11.

ADJOURN: The meeting adjourned at 11:31 p.m.

Melissa Bisset, City Recorder



City Recorder Use

Final Action: _____

Approved Disapproved

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Michael J. Devine & Associates, Inc.
BUSINESS LOCATION ADDRESS: 2515 NE Orchard Ave
LIQUOR LICENSE TYPE: Wholesale Malt Beverages & Wine

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

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Lafayette and White Cellars LLC
BUSINESS LOCATION ADDRESS: 475 NE 17th St
LIQUOR LICENSE TYPE: Winery 1st 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
Community Development Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7312
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: August 27, 2019
TO: Jeff Towery, City Manager
FROM: Larry Sherwood, Project Manager
SUBJECT: Water Reclamation Facility - Farm Land Lease RFP Award

Report in Brief:

This action is the consideration of a proposed lease with Creekside Valley Farms, LLC for the farming of approximately 61.2 acres of property on City owned land near the McMinnville Water Reclamation Facility.

Background:

The City of McMinnville owns and operates the Water Reclamation Facility located in Yamhill County, Oregon. Undeveloped land outside of future facility expansion areas has been leased for dry agricultural farming purposes for many years. There are currently four (4) separate parcels leased for farming and range in size from approximately 3.4 to 31.0 acres, and total approximately 61.2 acres (see Attachment 1). The current farm lease for these parcels expires on August 31, 2019.

On July 19, 2019, the City issued a Request for Proposal (RFP) package for the continued leasing of this farm land. The RFP asked for proposals to use the lease parcels for farm purposes, specifically for the growing of dry land agricultural crops. The evaluation criteria, as outlined in the RFP documents, included a review of each proposer's qualifications and experience; the proposer's financial qualifications; the lease proposal terms; and the proposer's agricultural and farming related compliance history, including violations and citations issued within the last 10 years.

Discussion:

On August 14, 2019, four proposals were received from the following firms:

- MNM Farms, LLC
- Sitton Bros, Inc.
- Creekside Valley Farms, LLC
- Mark Gaibler

The proposals were evaluated using the evaluation criteria outlined in the RFP documents, and ranked by a selection committee which included: Community Development Director Mike Bisset; Wastewater Services Manager Leland Koester; and Project Manager Larry Sherwood. Received proposals are on file in the Engineering Department.

Upon completion of the evaluation process, it was determined that the proposal from Creekside Valley Farms, LLC was in the best interest of the City.

The lease duration is for 5 years, and may be extended for five (5) additional renewal terms of one year each upon mutual agreement of the Lessor and the Lessee, (see Attachment 2).

Attachments:

1. Farm Land Lease Parcel Map
2. Proposed Lease
3. Resolution

Fiscal Impact:

The proposal included a rate of \$ 204.25 per acre per year (\$ 12,500 per year). The total financial compensation over the initial five year lease period will be \$ 62,500.

Recommendation:

Staff recommends that the City Council approve the proposed lease with Creekside Valley Farms, LLC for the farming of approximately 61.2 acres of City owned property at the proposed rate of \$ 12,500 per year.

City of McMinnville WRF Farm Land Lease Areas Attachment 1

Parcel D
3.4 Acres

Parcel C
3.7 Acres

Wastewater
Reclamation
Facility

Parcel A
31.0 Acres

Parcel B
23.1 Acres



Riverside Drive

Riverside Loop

Google Earth

**LEASE OF REAL PROPERTY
BY AND BETWEEN
CITY OF McMinnville, OREGON
AND
CREEKSIDE VALLEY FARMS, LLC**

This lease is made and entered into on _____, by and between City of McMinnville, a municipal corporation of the State of Oregon (Lessor), and Creekside Valley Farms, LLC (Lessee).

1. Premises: In consideration of the covenants and agreements contained in this lease, Lessor leases to Lessee the following parcels as shown in Exhibit A: Parcel A, consisting of approximately thirty-one (31.0) acres; Parcel B, consisting of approximately twenty three and one tenth (23.1) acres; Parcel C, consisting of approximately three and seven tenths (3.7) acres; and Parcel D, consisting of approximately three and four tenths (3.4) acres. Exhibit A is attached to this lease and incorporated by this reference. These parcels are located in Yamhill County, Oregon.

2. Period of the Lease: The lease on the Premises shall commence upon execution of this document and, unless terminated pursuant to Sections 8, 13, or 16 of this lease, shall continue through August 31, 2024, expiring on September 1, 2024. Lessee covenants with Lessor that, unless Lessee and Lessor have agreed to extend the lease, at the expiration of the lease term or upon any termination of this lease, Lessee will quit and deliver the Premises and all future erections, improvements, or additions to or upon the Premises, to Lessor, peaceably and in as good an order and condition as the Premises are now or may in the future be put by Lessor. Loss by fire, flood, unavoidable casualty, and reasonable use and wear of the Premises is excepted.

3. Consideration: Lessee agrees to pay Lessor, as rent for the premises, the sum of \$ 12,500.00 for each lease year. The lease year shall commence on September 1st and shall end on the 31st day of the following August. The payment for the first year of the lease is due within 30 days after execution of this lease. Subsequent payments for the yearly lease shall be in cash, paid in advance and is due on August 1st of each year. Payments shall be made to the City of McMinnville and be mailed or delivered to City of McMinnville, Attn: Finance Department, 230 NE 2nd Street, McMinnville, OR 97128. Lessee will include with the payment a statement that the payment relates to the "WRF Farm Lease."

Any lease payment required of Lessee that is not paid within ten days of the due date shall bear interest at the rate of the maximum rate of interest permitted by law (at the time of the signing of this agreement, 9% per annum) from the due date until paid.

4. Expenses Caused by Lease Termination: Lessor shall not be liable for any expense incurred by Lessee in producing crops, except upon termination of lease by Lessor for Lessor's beneficial use of the premises. Lessee shall be entitled to out of pocket expenses, labor and equipment costs but shall not be entitled to any future

profits from crops should Lessor terminate the lease. Lessor agrees not to terminate the lease during the normal crop growing season unless required to do so in order to meet wastewater facility expansion needs; regulatory requirements on discharge of wastewater effluent or biosolids from the City's Water Reclamation Facility; or other future Lessor needs. In no event shall the Lessee be entitled to any expenses or potential profits beyond the current lease year relative to crops with multi-year production.

5. Taxes: Lessor agrees to pay, on or before November 15 each tax year, all taxes due on the Premises. Lessee shall pay, as due, all taxes on its personal property located on the Premises.

6. Encumbrances: Should there ever be a mortgage or other encumbrance on the Premises, Lessor agrees to keep the encumbrance in good standing at all times, to make all payments when due, and not to suffer or permit payments to be or become in default.

7. Relationship of the Parties: The Lessor and Lessee agree that under no circumstances shall this lease be construed as giving rise to a partnership between them, and neither Lessor nor Lessee shall be liable for the debts or obligations of the other.

8. Lease Term Extensions: The lease may, upon mutual agreement of the Lessor and the Lessee, be extended for five (5) additional renewal terms of one year each after termination. Lessee shall provide written notification to the Lessor, at least thirty (30) days prior to the expiration of the lease, that Lessee wishes to extend the lease. The parties will, at that time, renegotiate the lease price and the comprehensive general liability insurance coverage amount. If a mutually acceptable price and coverage amount can not be agreed upon, the extension of the lease will fail.

9. Notices Directed to: Notices required or permitted under this lease shall be directed to:

Lessor:

City of McMinnville
Attn: Wastewater Manager
3500 NE Clearwater Drive
McMinnville, OR 97128
(503) 434-7313
(503) 434-7438 (Fax)

Lessee:

Creekside Valley Farms, LLC
Attn: Paul Kuehne
PO Box 99
Lafayette, OR 97127
(503) 437-4833

10. Use of the Premises: The Premises will not be used in any way prohibited by law or governmental regulation. In this event the lease will automatically terminate immediately.

In connection with the use of the Premises, Lessee will conform to all applicable laws and regulation of any public authority affecting the premises and the use, and correct, at Lessee's own expense, any failure of compliance created through Lessee's fault or by reason of Lessee's use. Lessee shall refrain from any activity that would make it impossible to insure the Premises against casualty, would increase the insurance rate, or would prevent Lessor from taking advantage of any available reduction in insurance rates unless Lessee pays the additional cost. Lessee shall refrain from any use that would be reasonably offensive to owners or tenants or users of neighboring premise or that would tend to create a nuisance.

Lessee shall not cause or permit any hazardous substances or contaminants to be spilled, leaked, disposed of, or otherwise released on the Premises without strict environmental controls satisfactory to Lessor. Lessee shall comply with all environmental laws (including federal, state, and local laws, and any judicial or other governmental orders pertaining to the protection of health, safety, or the environment) and exercise the highest degree of care in handling hazardous substances or contaminants and shall take all practicable measures to minimize the quantity and toxicity of hazardous substances on the Premises. Upon the expiration or termination of this agreement, Lessee shall remove all hazardous substances or contaminants from the Premises.

11. Special Conditions of Use: The Lessee further agrees to:

- (a) Farm and cultivate the premises in a judicious manner; to keep the fences, hedges, buildings and improvements thereon in as good condition and repair as the same are now or may be put in by either party hereto, ordinary wear and tear and damage by fire, flood, unavoidable casualty and the elements alone excepted;
- (b) Not allow noxious weeds to go to seed on the premises, but to destroy the same, and to keep out the weeds and grass on roads within and adjoining the premises;
- (c) Haul out and spread on fields to be agreed on at least once per year all manure and compost produced on the premises;
- (d) Not burn any straw or crop residues except as permitted by law, and then only with Lessor's permission;
- (e) Follow standard treatment for diseases of all seed sown on the premises and to pay the cost thereof;
- (f) Take proper care of all trees, vines and shrubs and to prevent injury to same and, except when needed for fences, not to cut down any live trees except with Lessor's permission;
- (g) Keep all ditches clean, open and free from brush and growth;

- (h) Allow no stock on the premises except the stock of Lessee;
- (j) Not plow pastures or meadow-land without Lessor consent;
- (k) Not allow damage or waste to Lessor's property;
- (l) At all times keep livestock, equipment and crops on the premises insured up to their fair value against loss or damage by fire with extended coverage, naming Lessor as an additional insured party;
- (m) Pay all expenses of delivering crops to market;
- (n) Not permit the production or sale on the premises of any alcoholic beverages;
- (o) Not assign this lease, nor sublet or permit any person(s) other than members of Lessee's family and employees to occupy the same without consent of Lessor being first obtained in writing; and
- (p) Plant only annual crops, or perennial crops that would allow the application of biosolids and abstain from planting any crop that could prohibit the application of biosolids.

12. Access: Lessor also grants vehicular and pedestrian egress and ingress across adjacent Lessor owned properties at 3500 NE Clearwater Drive, McMinnville Oregon. Lessee is required to coordinate with the lessee(s) of the adjacent properties (if any) and minimize the disruption or damage caused. Any cost associated with damage or alteration to adjacent properties related to this lease will be paid by the Lessee.

13. Maintenance: Lessee shall have full responsibility for maintenance of the Premises. Lessee shall keep the Premises clean and in good appearance. Lessee shall make no physical alterations without permission of the Lessor.

14. Indemnification: Lessee shall indemnify and defend Lessor from any claim, loss, or liability arising out of or related to any activity of Lessee on the Premises or any condition of the Premises in the possession or under the control of Lessee. Lessor shall have no liability to Lessee for any injury, loss, or damage caused by third parties, or by any condition of the Premises except to the extent caused by Lessor's negligence or breach of duty under this agreement.

15. Damage to or Destruction of the Premises: If the Premises are partially damaged, they shall be repaired as soon as practicable at Lessor's expense. If the Premises are destroyed or damaged to the extent that the cost of repair exceeds 25% of the value of the Premises before the destruction or damage, either party may elect to terminate this lease as of the date of the destruction or damage by written notice to the other party not more than thirty (30) days following the date of the destruction or damage. In such circumstances, the rights and obligations of the parties will cease as

of the date of the termination and Lessee shall be entitled to reimbursement of any prepaid lease amount, prorated. If neither party elects to terminate, Lessor shall, as soon as practicable, restore the Premises to substantially the same condition as before the destruction or damage. Lessee shall be reimbursed a pro rated amount of lease payments for any period during which the Premises are not usable.

16. Warranties: Lessor warrants that it is the owner of the Premises and has the right to lease them free of all encumbrances. Lessor will defend Lessee's right to quiet enjoyment of the Premises from the lawful claims of all persons during the lease term.

17. Assignment, Mortgage, Subleases: No part of the Premises may be assigned, mortgaged, or subleased, nor may a right of use of any portion of the Premises be conferred on any third person by any other means, without prior written consent of Lessor. This provision shall apply to all transfers by operation of law, including a transfer of a majority voting interest in stock or partnership interest of Lessee. No consent in one instance shall prevent the provision from applying to a subsequent instance. Lessor may withhold or condition such consent in its sole and arbitrary discretion. Lessor shall consent to a transaction covered by this provision when withholding such consent would be unreasonable in the circumstances. Lessor shall not unreasonably delay consent.

18. Termination of Lease by Agreement: If the Lessee desires to terminate this lease agreement a request must be submitted in writing to the Lessor within thirty (30) days of the intended termination date. If the request for early termination of the lease agreement is granted the Lessee will quit and deliver the Premises to the Lessor by the agreed upon termination date, peaceably and in as good an order and condition as the Premises are now or may in the future be put by Lessor.

19. Default and Remedies: The following events shall constitute default:

Failure of Lessee to pay any lease payments within thirty (30) days after written notice that such payment is due.

Failure of Lessee to comply with any term or condition or fulfill any obligation of this agreement (other than the payment of lease payments) within twenty (20) days after written notice from the Lessor specifying the nature of the default with reasonable particularity. If the default is of a nature that cannot be completely corrected within twenty (20) days, this provision shall be complied with if Lessee commences correction within twenty (20) days (or as soon as practicable) and proceeds with reasonable diligence and in good faith.

Insolvency of the Lessee, an assignment by Lessee for the benefit of creditors, filing by Lessee of a voluntary petition of bankruptcy, an adjudication that Lessee is bankrupt or the appointment of a receiver for the properties of Lessee, filing of any involuntary petition of bankruptcy and failure of Lessee to secure a dismissal of the petition within thirty (30) days after filing, attachment of or the levying of execution on the leasehold

interest and failure of Lessee to secure discharge of the attachment or release of the levy of execution with ten (10) days.

Failure of the Lessee to occupy the Premises for the purposes permitted under this agreement for the period of one (1) year.

In the event of a default, this agreement may be terminated at the option of the Lessor by written notice to Lessee. Whether or not the lease is terminated by the election of Lessor, Lessor shall be entitled to recover damages from Lessee for the default and Lessor may re-enter, take possession of the Premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages and without having accepted a surrender. Following re-entry or abandonment, Lessor may re-let the Premises, or any part thereof, but Lessor shall not be required to re-let.

In the event of termination or re-taking of possession following default, Lessor shall be entitled to recover immediately, without waiting until the due date of any future lease payment or until the date fixed for expiration of the lease, the following amounts as damages:

The loss of lease payments from the date of default until a new tenant is, or with the exercise of reasonable efforts could have been, secured and paying.

The reasonable costs of re-entry and re-letting, including without limitation the cost of any cleanup, removal of Lessee's property and fixtures, and any other costs or expenses incurred through Lessee's default.

Any excess of the value of the rent and all of Lessee's other obligations under this agreement over the reasonable expected return from the Premises for the period commencing on the earlier of the date of trial or the date the premises are re-let, and continuing through the end of the term.

Lessor may sue periodically to recover the damages during the period corresponding to the remainder of the lease term, and no action for damages shall bar a later action for damages subsequently accruing.

The above remedies are in addition to and shall not exclude any other remedy available to Lessor under applicable law.

The limitations on remedies shall not preclude either party from seeking or obtaining injunctive relief or from seeking recovery against the other under any contractual indemnity set out in this agreement or for causing physical damage or injury to persons or property.

20. Strict Performance: Waiver by either party of strict performance of any provision of this agreement shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

21. Attorney Fees: If suit or action is instituted in connection with any controversy arising out of this agreement, the prevailing party shall be entitled to recover, in addition to costs, such sums as the court may adjudge reasonable as attorney fees at trial, on petition for review, and on appeal.

22. Successors and Assigns: Subject to the above-stated limitations on transfer of Lessee's interest, this agreement shall be binding on and inure to the benefit of the parties and their respective successors and assigns.

23. Recording: This agreement shall be recorded at the expense of Lessor.

24. Lessor's Rights: Lessor shall have the right to enter upon the Premises at any time to determine Lessee's compliance with the terms of this agreement, and, in addition, shall have the right, at any time during the last year of the term of the lease, to place and maintain upon the Premises notices for leasing or selling the Premises.

25. Time of the Essence: Time is of the essence of the performance of each of Lessee's obligations under this agreement.

26. Arbitration: If any dispute arises between the parties, either party may request arbitration and appoint as an arbitrator an independent real estate appraiser having knowledge of leased properties comparable to the premises. The other party shall also choose an arbitrator with such qualifications, and the two arbitrators shall choose a third. If the choice of the second or third arbitrator is not made within ten (10) days of the choosing of the prior arbitrator, then either party may apply to the presiding judge for the judicial district where the premises are located to appoint the required arbitrator. The arbitrators shall proceed according to the Oregon statutes governing arbitration, and the award of the arbitrators shall have the effect therein provided. The arbitration shall take place in Yamhill County. Costs of the arbitration shall be shared equally by the parties, but each party shall pay its own attorney fees incurred in connection with the arbitration.

Paul Kuehne
Owner-Creekside Valley Farms, LLC

Jeff Towery
City Manager

Date

Date

Approved as to Form

City of McMinnville WRF Farm Land Lease Areas Exhibit A

Parcel D
3.4 Acres

Parcel C
3.7 Acres

Wastewater
Reclamation
Facility

Parcel A
31.0 Acres

Parcel B
23.1 Acres



Riverside Drive

Riverside Loop

Google Earth

RESOLUTION NO. 2019-57

A Resolution authorizing the lease of real property to Creekside Valley Farms, LLC pursuant to ORS 271.310.

RECITALS:

This Resolution authorizes the lease of four (4) parcels totaling approximately sixty one and two tenths (61.2) acres of real property which is currently part of the City of McMinnville Water Reclamation Facility property at 3500 NE Clearwater Drive. The property has been farmed in the past, and is currently in farm use. The property is not currently needed for Wastewater Services' operations and future use for wastewater treatment and other City needs are protected in the lease.

The terms of the lease protect the City's interest in the property. Leasing the property to Creekside Valley Farms, LLC will allow the property to be used for agricultural production (its best current use), which is in the public interest.

The lease is for a period of five (5) years, with the possibility of five (5) subsequent one-year extensions.

The consideration for the lease of this property is an annual cash payment to the City of \$ 12,500.00 (\$ 204.25 per acre/year). The City will pay the real property taxes on this property because it is not a distinct tax parcel and taxes are minimal.

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

1. That the lease to Creekside Valley Farms, LLC is hereby approved.
2. That the City Manager is authorized to sign the lease agreement.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 27th day of August 2019 by the following votes:

Ayes: _____

Nays: _____

Approved this 27th day of August 2019.

MAYOR

Approved as to form:

CITY ATTORNEY



City of McMinnville
Finance Department
230 NE Second Street
McMinnville, OR 97128
(503) 434-2350
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: August 27, 2019
TO: Jeff Towery, City Manager
FROM: Marcia Baragary, Finance Director
SUBJECT: Resolution No. 2019-58, Adopting a Supplemental Budget in General Fund, Police Department
STRATEGIC PRIORITY & GOAL:



OBJECTIVE/S: Provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works

Report in Brief:

This resolution proposes a supplemental budget for the General Fund, Police Department as a result of the lease-purchase of police patrol vehicles being carried forward from fiscal year 2018-19 to 2019-20.

Background:

At the May 14, 2019, meeting, City Council adopted Resolution No. 2019-32, authorizing the execution of a lease purchase, loan or similar agreement, for funding the acquisition of three police patrol vehicles. The City has executed a five year lease-purchase (i.e., financing) agreement, providing \$153,497 in loan proceeds for the vehicles. Of the three patrol vehicles acquired, the third vehicle was just delivered to the City, which delayed closing of the lease agreement until late August. Therefore, it is necessary to adopt a supplemental budget and make additional appropriations in the General Fund, Police Department in the 2019-20 fiscal year.

Discussion:

For a supplemental budget, Oregon local budget law requires the governing body to adopt a resolution adopting the budget and making the necessary appropriations. This resolution adopts a supplemental budget in the General Fund, Police Department, and makes supplemental appropriations for the \$153,497 cost of the three vehicles. In the Police Department, proceeds

from the lease-purchase agreement will offset the \$153,497 increase in capital outlay appropriations.

Attachments:

Fiscal Impact: None

Recommendation: Staff recommends adoption of Resolution No 2019-58.

RESOLUTION NO. 2019-58

A Resolution adopting a supplemental budget for fiscal year 2019-2020 and making supplemental appropriations in the General Fund, Police Department

RECITAL:

This resolution proposes a supplemental budget for the General Fund, Police Department as a result of the lease-purchase of police patrol vehicles being carried forward from fiscal year 2018-19 to 2019-20.

At the May 14, 2019, meeting, City Council adopted Resolution No. 2019-32, authorizing the execution of a lease purchase, loan or similar agreement, for the purpose of funding the acquisition of three police patrol vehicles. The City has executed a five year lease-purchase (i.e., financing) agreement, providing \$153,497 in loan proceeds for the vehicles. Of the three patrol vehicles acquired, the third vehicle was not delivered to the City until August 2019, which delayed closing of the lease agreement until late August. Therefore, it is necessary to adopt a supplemental budget and make additional appropriations in the General Fund, Police Department in the 2019-20 fiscal year.

For a supplemental budget, Oregon local budget law requires the governing body to adopt a resolution adopting the budget and making the necessary appropriations. This resolution adopts a supplemental budget and makes supplemental appropriations for the \$153,497 cost of the three vehicles. In the Police Department, proceeds from the lease-purchase agreement will offset the \$153,497 increase in capital outlay appropriations.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, as follows:

1. **Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2019-2020 in the General Fund, Police Department.
2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2019-2020 are hereby appropriated as follows:

General Fund, Police Department resources and requirements are increased for the acquisition of the three police patrol vehicles.

<u>GENERAL FUND:</u>	<u>Amended Budget</u>	<u>Budget Adjustment</u>	<u>Amended Budget</u>
Resources:			
Beginning fund balance	\$ 5,533,679		\$ 5,533,679
Property taxes	13,547,707		16,547,707
Licenses and permits	3,319,600		3,319,600
Intergovernmental	2,197,530		2,197,530
Charges for services	1,502,931		1,502,931
Fines and forfeitures	608,400		608,400
Miscellaneous	940,967		940,967
Other financing source	---	153,497	153,497
Transfers in from other funds	3,397,066		3,397,066
Total Resources	<u>\$ 31,047,880</u>	<u>\$ 153,497</u>	<u>\$ 31,201,377</u>

Requirements:

Administration	\$ 1,691,556		\$ 1,691,556
Finance	740,801		740,801
Engineering	1,178,759		1,178,759
Planning	1,428,287		1,428,287
Police	9,007,017	153,497	9,160,514
Municipal Court	601,752		601,752
Fire	4,142,612		4,142,612
Parks and Recreation	3,175,670		3,175,670
Park Maintenance	1,395,342		1,395,342
Library	1,866,005		1,866,005
Non-Departmental (Not Allocated to Department or Program)			
Debt Service	543,952		543,952
Transfers Out to Other Funds	2,680,195		2,680,195
Operating Contingencies	900,000		900,000
Ending Fund Balance	1,695,932		1,695,932
Total Requirements	\$ 31,047,880	\$ 153,497	\$ 31,201,377

This Resolution will 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 27th day of August 2019 by the following votes:

Ayes: _____

Nays: _____

Approved this 27th day of August 2019.

MAYOR

Approved as to form:

CITY ATTORNEY



City of McMinnville
Finance Department
230 NE Second Street
McMinnville, OR 97128
(503) 434-2350
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: August 27, 2019
TO: Jeff Towery, City Manager
FROM: Marcia Baragary, Finance Director
SUBJECT: Resolution No. 2019-59 Adopting a Supplemental Budget for the Emergency Communications Fund
STRATEGIC PRIORITY & GOAL:



OBJECTIVE/S: Provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works

Report in Brief:

This resolution proposes a supplemental budget for the Emergency Communications Fund as a result of the emergency communications project being carried forward from fiscal year 2018-19 to 2019-20.

Background:

In late 2018, the City was informed that the mobile and portable radios and emergency communications equipment purchased in 2012 would no longer be maintained/supported by the vendor. Working with Day Wireless Systems and Motorola Solutions, the City identified an option for upgrading the communication system to a digital P25 simulcast system, which is crucial to interoperability, and also for updating mobile and portable radios for everyday deployment.

At the May 14, 2019, meeting, City Council adopted Resolution No. 2019-31, awarding the sole source contract for the communications system upgrade to Motorola Solutions and Day Wireless Systems. The total cost of the project is \$303,449.

At the May 14, 2019, meeting, City Council also adopted Resolution No. 2019-32, authorizing the execution of a lease purchase or similar agreement for funding the communications project. The City has executed a seven year lease-purchase agreement, which will provide \$228,449 in loan proceeds. The remaining \$75,000 will be paid for with funds in the Emergency Communications Fund, which were carried forward to 2019-20 for this project.

Discussion:

The project will be completed no earlier than October 2019 and, as a result, the loan proceeds will be received in 2019-20. Therefore, it is necessary to adopt a supplemental budget in the Emergency Communications Fund in the 2019-20 fiscal year.

For a supplemental budget, Oregon local budget law requires the governing body to adopt a resolution adopting the budget and making the necessary appropriations. Because the supplemental budget increases appropriations in the Emergency Communications Fund by more than ten percent of the Fund's budget for 2019-20, a public hearing must be held and the Council must take any public comment prior to adoption of the supplemental budget. A public hearing will be held at the August 27, 2019 Council meeting.

This resolution adopts a supplemental budget in the Emergency Communications Fund and makes supplemental appropriations for the \$303,449 cost of the project. The materials and services category is increased by \$234,900 and the capital outlay appropriation category is increased to \$68,549.

Attachments:

Fiscal Impact: None

Recommendation: Staff recommends adoption of Resolution No 2019-59

RESOLUTION NO. 2019-59

A Resolution adopting a supplemental budget for fiscal year 2019-2020 and making supplemental appropriations in the Emergency Communications Fund

RECITAL:

This resolution proposes a supplemental budget for the Emergency Communications Fund as a result of the emergency communications project being carried forward from fiscal year 2018-19 to 2019-20.

In late 2018, the City was informed that the mobile and portable radios and emergency communications equipment purchased in 2012 would no longer be maintained/supported by the vendor and production of parts was being discontinued. Working with Day Wireless Systems and Motorola Solutions, the City identified an option for upgrading the communication system to a digital P25 simulcast system, which is crucial to interoperability, and also for updating mobile and portable radios for everyday deployment.

At the May 14, 2019, meeting, City Council adopted Resolution No. 2019-31, awarding the sole source contract for the radio and emergency communications system upgrade to Motorola Solutions and Day Wireless Systems. The total cost of the project is \$303,449.

At the May 14, 2019, meeting, City Council also adopted Resolution No. 2019-32, authorizing the execution of a lease purchase, loan or similar agreement, for the purpose of funding the communications equipment project. The City has executed a seven year lease-purchase (i.e., financing) agreement, which will provide \$228,449 in loan proceeds for the project. The remaining \$75,000 will be paid for with funds in the Emergency Communications Fund, which were carried forward to 2019-20 for this project.

It is estimated that the project will be completed no earlier than October 2019 and, as a result, the loan proceeds will be received in 2019-20. Therefore, it is necessary to adopt a supplemental budget and make additional appropriations in the Emergency Communications Fund in the 2019-20 fiscal year.

For a supplemental budget, Oregon local budget law requires the governing body to adopt a resolution adopting the budget and making the necessary appropriations. Because the supplemental budget increases appropriations in the Emergency Communications Fund by more than ten percent of the Fund's budget for 2019-20, a public hearing must be held and the Council must take any public comment prior to adoption of the supplemental budget. A public hearing will be held at the August 27, 2019 Council meeting.

This resolution adopts a supplemental budget in the Emergency Communications Fund and makes supplemental appropriations for the \$303,449 cost of the project. The materials and services category is increased by \$234,900 and the capital outlay appropriation category is increased to \$68,549.

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

1. **Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2019-2020 in the Emergency Communications Fund.
2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2019-2020 are hereby appropriated as follows:

In the **Emergency Communications Fund**, total appropriations are increased by \$303,449, with Materials & Services increased by \$234,900 and Capital Outlay increased by \$68,549.

<u>Emergency Communications Fund:</u>	<u>Amended Budget</u>	<u>Budget Adjustment</u>	<u>Amended Budget</u>
Resources:			
Beginning fund balance	\$ 89,470	75,000	\$ 164,470
Licenses and permits	28,000		28,000
Intergovernmental	7,500		7,500
Charges for services	15,990		15,990
Miscellaneous	3,600		3,600
Transfers in from other funds	893,670		893,670
Other financing source-loan proceeds	---	228,449	228,449
Total Resources	\$ 1,038,230	\$ 303,449	\$ 1,341,679
Requirements:			
Materials and services	\$ 902,316	234,900	\$ 1,137,216
Capital outlay	---	68,549	68,549
Debt service	38,269		38,269
Operating contingencies	35,000		35,000
Ending fund balance	62,645		62,645
Total Requirements	\$ 1,038,230	\$ 303,449	\$ 1,341,679

This Resolution will 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 27th day of August 2019 by the following votes:

Ayes: _____

Nays: _____

Approved this 27th day of August 2019.

MAYOR

CITY ATTORNEY



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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: August 27, 2019
TO: Mayor and City Councilors
FROM: Tom Schauer, Senior Planner
SUBJECT: Ordinance No. 5081, (Application ZC 3-19 for a Zone Change from R-1 to R-3,
Ordinance No. 5082, (Application S 2-19 for a Tentative Subdivision Plan for a 17-Lot
Single Family Residential Subdivision)

STRATEGIC PRIORITY & GOAL:



HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)
Create diverse housing opportunities that support great neighborhoods.

OBJECTIVE/S: Collaborate to improve the financial feasibility of diverse housing development opportunities

Report in Brief:

This action is the consideration of Ordinance Nos. 5081 and 5082, ordinances approving the following land use actions:

- Ordinance No. 5081: ZC 3-19. Zone Change from R-1 to R-3
- Ordinance No. 5082: S 2-19. Subdivision Tentative Plan for a 17-lot single family residential subdivision, with 15 single-family detached homes and 2 single-family attached homes

The purpose of the meeting is to consider the public record, testimony, and recommendations of the Planning Commission regarding these two quasi-judicial applications on a 2.93 acre parcel on NE Newby Street between NE Grandhaven and NE 27th Street (Tax Lot 1100, Section 9DC, T. 4 S., R. 4 W., W.M.).

Typically, the Planning Commission makes a recommendation on a zone change and makes a final decision on a subdivision tentative plan. However, Section 17.72.070 of the Zoning Ordinance provides the following:

Concurrent Applications. When a proposal involves more than one application for the same property, the applicant may submit concurrent applications which shall be processed simultaneously. In so doing, the applications shall be subject to the hearing procedure that affords the most opportunity for public hearing and notice.

Therefore, the Planning Commission made recommendations on both applications to the City Council, and the City Council will make the final decisions on both applications.

The applications are subject to the 120-day processing timeline. They were deemed complete on June 7, 2019. The 120-day land use decision time limit expires on November 1. In order to hold a public hearing and meet all necessary noticing requirements, the public hearing would need to be scheduled for no sooner than the September 24 City Council meeting, and no later than the October 22 City Council meeting.

Background:

Subject Property & Request

The subject property is a 2.93 acre parcel located on NE Newby Street between NE Grandhaven and NE 27th Street. Grandhaven Subdivision to the north was platted in 1999, with Buel Drive stubbed to the north property line of the subject property. **See Exhibit 1.**

The subject property and properties to the west, south, and northeast are zoned R-1. Property to the north is zoned R-2 PD, and property to the east and southeast is zoned R-3 PD. **See Exhibit 2.** Predominant surrounding uses are single-family homes and duplexes to the north, single-family homes to the east and west, Adventure Christian Church to the south, and Life Care Center south of the church. Grandhaven Elementary School is located across NW Grandhaven Street to the north. The subject property is vacant. It previously had substantial tree cover as shown in the aerial photo, which has since been cleared by the applicant, with an arbor vitae screen remaining. There is a natural drainageway generally running east-west on the property, and a portion of the drainageway is identified on the National Wetland Inventory as a riverine wetland. However, the wetland/jurisdiction water delineation determined there are no wetlands on the site, but there are jurisdictional waters associated with the drainageway, (approximately 0.07 acres). Curb, gutter, and sidewalk are present along the property frontage on NE Newby Street.

The requests would rezone the property from R-1 to R-3 and approve a 17-lot single family residential subdivision, with 15 single-family detached homes and 2 single-family attached homes (Lots 4 and 5). **Exhibit 3** shows the proposed zoning. **Exhibit 4** is the proposed subdivision tentative plan, and **Exhibit 5** shows the proposed public improvements and utilities. Most lots would access a new local street that would extend in an “L” between Buel Drive and Hoffman Drive. Lots 1 and 2 would have access from NE Newby Street. Lot 13 would have access to the new local street via a private easement across Lot 14.

Neighborhood Meeting

Before a rezone application or tentative subdivision plan application can be submitted, an applicant must hold a neighborhood meeting as specified in Chapter 17.72 of the Zoning Ordinance. The applicant conducted the required neighborhood meeting on January 29, 2019 in accordance with these requirements and submitted the necessary documentation of the neighborhood meeting with the application, including a list of attendees and meeting notes.

The neighborhood meeting notes indicate that, in addition to the applicant and the applicant’s representatives, approximately 24 people attended the meeting. The meeting notes indicate discussion of the following main topics:

- Duplexes
- Cul-de-sac vs. through street
- Traffic and speeding
- Stormwater conveyance

The applicant’s neighborhood meeting notes, submitted with the application, summarize the concerns expressed by attendees and the applicant’s responses to the issues which were raised.

Discussion

Summary of Criteria & Issues

ZC 3-19. Zone Change

The application is subject to the Zone Change criteria in Section 17.74.020 of the Zoning Ordinance, which include consistency with the Comprehensive Plan.

Comprehensive Plan Policies

The primary substantive requirements are the provisions of Chapter V of the Comprehensive Plan (Housing and Residential Development), which include locational criteria for applying the R-3 zoning designation, need and adequacy of the buildable land inventory to provide adequate amounts of land in applicable zoning districts to provide for needed housing, and adequacy of utilities and services for the use and development permitted by the proposed zoning. The application was submitted before the effective date of the Great Neighborhood Principles, so those do not apply to this application.

There are no significant issues with the rezoning of the property as it relates to the criteria and these key issues. There is only one Comprehensive Plan map designation of “Residential”, which authorizes residential zoning districts based on locational policies. The subject property is contiguous with existing R-3 zoning to the east, and there is an existing mix of R-1, R-2, R-3, and R-4 zoning and development throughout this area. While residential Policy 71.06 discusses limitations on where R-1 and R-2 zoning should be applied, including locations with natural drainageways and wetlands, this isn’t prohibitive to designation of other zoning where some such features may be present, including policies about where R-3 zoning may be applied.

Residential Policies 71.09 and 71.10 discuss factors for where R-3 and R-4 zoning should be applied. Given the existing land use pattern of the area, the proposal is consistent overall. While Policy 71.09 discusses locational considerations of areas that have direct access from collector or arterial streets, the property has access to collectors via NE Newby Street, and the area includes existing development within the R-3 zone immediately to the east accessing NE Newby Street, which provides a connection between Grandhaven (a major collector) and 27th (a minor collector). Further, transportation policy 121.00 discourages the direct access of small-scale residential developments onto major or minor arterial streets and major collector streets.

The property can be provided with necessary services, and the site is in proximity to a park, elementary school, transit, and commercial and service uses.

The applicant has not requested a Planned Development, so approval of the requested zone change does not bind the applicant to a specific development proposal for the property once the property is rezoned. The subdivision tentative plan application is an independent application.

S 2-19. Subdivision Tentative Plan

The criteria for a subdivision are conformance of the proposed plan to the Land Division standards of Chapter 17.53, the development standards of the applicable zoning district (Chapter 17.18 for the R-3 Zone), and consistency with the Goals and Policies of the Comprehensive Plan, which are independent approval criteria for all land use decisions, as specified in Volume II of the Comprehensive Plan. Decisions must also ensure adequate coordination with other affected agencies to ensure the application is consistent with applicable local, state, and federal laws.

Land Division Standards

The land division standards address issues such as street layout, block lengths, street improvement standards, etc. The proposed street configuration meets the applicable requirements for connectivity given constraints presented by surrounding development. Due to the existing development pattern and uses to the west and south, further connectivity can't be achieved.

With one exception, the proposal includes street improvements in accordance with the applicable street standards. The proposed new local street includes curb, gutter, planter strip, and sidewalk. At the "L" in the street, the proposed centerline radius is 38', while the street standards specify a 100' minimum centerline radius, to an even 10 feet. The ordinance specifies that the Planning Commission may accept sharper curves "where existing conditions, particularly topography, make it otherwise impractical to provide buildable lots. Staff obtained input from the Engineering Department regarding this issue. Tighter radiuses have previously been approved in areas where slower speeds are desired in a residential setting, including corners at 90 degree turns which would comprise a block if street extension to adjoining properties could occur.

NE Newby is already improved with curb, gutter, and curbtight sidewalk without a planter strip, within the existing right-of-way.

The proposal includes piping of the existing open draineway which runs west to east on the property, and rerouting the piped drainage conveyance from the point where the drainage enters the property, with the pipe to be routed in the new public street proposed within the development to the point where the drainage exits the property on the east side to existing conveyance to the east. Some of the sanitary sewer conveyance is proposed within public utility easements along side or rear lot lines rather than within the public right-of-way. Conditions are proposed that require the applicant to obtain authorization from DSL and the Army Corps of Engineers for alterations that would impact the delineated jurisdictional waters and final review of the utility and drainage plans by the Engineering Department. .

Lot Standards for Zoning District

The development standards of the zoning district address issues such as minimum lot size, lot dimensions, etc. Lots need to be configured to meet these standards and with the intent that there shouldn't be foreseeable difficulties in developing the resulting lots with the allowed uses considering building setbacks, etc., and the proposal meets these requirements.

Comprehensive Plan Policies

Drainage and Natural Features. The piping of the stormwater conveyance and the open drainageway would impact jurisdictional waters. The National Wetland Inventory identifies a riverine wetland on the property, but the wetland/jurisdictional waters delineation describes jurisdictional "waters" or a "waterway" described as "Drainage 1" which is part of the intermittent drainageway. The sampling locations in the wetland delineation report identified hydrophytic vegetation but not hydric soils. DSL's letter indicates 0 wetland acres and 0.07 acres of "water", which is about 3,099 square feet. The City doesn't have an adopted Local Wetland Inventory, designated "locally significant wetlands," or associated local regulation of such wetlands. Therefore, for this type of application, the City defers to the state and federal permitting requirements of the Department of State Lands and US Army Corps of Engineers. There are policies, discussed below that encourage retention of open drainageways. Given the locational context of the site, discussed below, staff finds the criteria can be satisfied if the drainage is conveyed in pipe, provided DSL and the US Army Corps of Engineers approves the off-site mitigation of the jurisdictional waters.

DSL has approved the delineation, which identifies approximately 3,099 square feet (0.07 acres) of jurisdictional waters. The applicant is proposing off-site mitigation of the wetlands/waters of the state.

DSL has commented the state law establishes a preference for avoidance of wetland impacts. The applicant will need to address these requirements with DSL and the Corps of Engineers. The Planning Commission has recommended conditions which would require the applicant to obtain approval from DSL and the Corps of Engineers for the proposed off-site mitigation. Should they be unable to address those requirements to obtain approval of off-site mitigation, the condition would be unmet, and should any result require the open drainageway conveyance to remain on site, that would require submittal of a new, revised tentative plan application. (If the open conveyance was retained at its current location, it would traverse several lots, posing potential development constraints on the proposed lots which would contain the open conveyance).

The Great Neighborhood Principles were not in effect at the time of submittal of this application, so those policies do not apply to this application. The Comprehensive Plan policies below are most relevant to the subdivision application, and considered in context of the site and its surroundings. This is the most upstream section of the drainageway which isn't piped. Upstream stormwater is all piped and discharged into the open drainageway on this property through a 30" pipe at the west property line. The drainage exits the property to the east via a culvert, and is piped for approximately an additional 200' before it daylights and remains an open drainageway to the east via tributaries to the North Yamhill River.

Chapter V. Housing and Residential Development

Residential Design Policy 80.00. In proposed residential development, distinctive or unique natural features such as wooded areas, isolated preservable trees, and drainage swales shall be preserved wherever possible.

Chapter VII. Community Facilities and Services

Storm Drainage Policy 143.00. The City of McMinnville shall encourage the retention of natural drainageway for storm water drainage.

These policies are considered in the context of the open drainageway on the property being the upper extent of the unpiPED drainageway. Upstream properties to the west are piped to the property, and the conveyance to the east is piped for about 200' before daylighting into the open drainageway for the remainder of the conveyance to the North Yamhill River. It is this context that staff weighed in finding the criteria satisfied should DSL and the Corps of Engineers approve off-site mitigation.

Public Comments

Public testimony was presented at the Planning Commission hearing, which is reflected in the attached minutes. Oral testimony was provided by the applicant and applicant's representative, Ron Pomeroy. Testimony was presented in opposition and concerns were expressed by Kelly Bird, Jason Petredis, and Vanessa Hadick. Following public testimony, the Chair of the Planning Commission asked if any party requested to keep the record open or continue the hearing to present additional testimony. No party made such a request, and the public hearing was closed. On Friday, July 19, the day after the hearing, Jason Petredis and Vanessa Hadick e-mailed staff with written notes summarizing their oral testimony, together with illustrative photos. Since these were submitted after the record was closed, the materials are not part of the record, and would only be made part of the record if Council calls for a public hearing.

The Planning Commission discussed potential conditions relating to issues discussed in the testimony, but did not identify criteria that would be unmet absent the conditions. Following the meeting, staff contacted the applicant, and the applicant voluntarily agreed to one of the conditions, which is reflected as an additional condition in the Decision Document for the Subdivision. Condition #19 provides that NE Newby Street will be used as the main construction access for development of the proposed subdivision; however, construction necessitates that some access will be required via Buel for utility extensions and tie-in of the new local street to Buel.

Agency Comments

Notice of the proposed application was sent to affected agencies and departments. Agency comments were received from the Engineering Division and the Oregon Department of State Lands. Those comments are noted in the Decision Document and addressed as conditions when applicable.

Attachments:

1. Ordinance 5081, including Exhibit A: ZC 3-19 Decision Document
2. Ordinance 5082, including Exhibit A: S 2-19 Decision Document
3. Application and Attachments for ZC 3-19 & S 2-19
4. Draft Minutes of July 18, 2019 Planning Commission Public Hearing

Fiscal Impact:

Not Applicable to these Quasi-Judicial Applications

Ordinance 5081 (ZC 3-19) Alternative Courses of Action:

1. **ADOPT THE ORDINANCE** adopting the recommendation of the Planning Commission to approve the rezone per the decision documents provided which includes the findings of fact.
2. **CALL FOR A PUBLIC HEARING**, date specific to a future City Council meeting. The 120-day land use decision time limit expires on November 1. In order to hold a public hearing and meet all necessary noticing requirements, the public hearing would need to be scheduled for no sooner than the September 24 City Council meeting, and no later than the October 22 City Council meeting.
3. **DO NOT ADOPT THE ORDINANCE**, providing findings of fact and/or conclusionary findings based upon specific criteria to deny the application in the motion to not approve Ordinance No. 5081.

Ordinance 5081 (ZC 3-19) Recommendation:

The Planning Commission reviewed the proposal for consistency with the applicable criteria. The Planning Commission found the criteria for the Zone Change were satisfied and **RECOMMENDED APPROVAL** of the application.

Staff **RECOMMENDS APPROVAL** of the application as recommended by the Planning Commission.

Ordinance 5081 (ZC 3-19) Suggested Motion:

“BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, THE MATERIALS SUBMITTED BY THE APPLICANT, AND EVIDENCE IN THE RECORD, I MOVE TO ADOPT ORDINANCE NO. 5081.”

Ordinance 5082 (S 2-19) Alternative Courses of Action:

1. **ADOPT THE ORDINANCE** adopting the recommendations of the Planning Commission with the addition of Condition #19 regarding construction access agreed to by the applicant, per the decision documents provided which includes the findings of fact.

2. **CALL FOR A PUBLIC HEARING**, date specific to a future City Council meeting. The 120-day land use decision time limit expires on November 1. In order to hold a public hearing and meet all necessary noticing requirements, the public hearing would need to be scheduled for no sooner than the September 24 City Council meeting, and no later than the October 22 City Council meeting.
3. **DO NOT ADOPT THE ORDINANCE**, providing findings of fact and/or conclusionary findings based upon specific criteria to deny the application in the motion to not approve Ordinance No. 5081.

Ordinance 5082 (S 2-19) Recommendation:

The Planning Commission reviewed the proposal for consistency with the applicable criteria. The Planning Commission found the criteria for the Subdivision Tentative Plan were satisfied with conditions and **RECOMMENDED APPROVAL WITH CONDITIONS** of the application.

Staff **RECOMMENDS APPROVAL WITH CONDITIONS** of the applications as recommended by the Planning Commission, with the addition of Condition #19 in the Decision Document for the Subdivision Tentative Plan agreed to by the applicant, pertaining to primary construction access from NE Newby Street.

Ordinance 5082 (S 2-19) Suggested Motion:

“BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, THE MATERIALS SUBMITTED BY THE APPLICANT, AND EVIDENCE IN THE RECORD, I MOVE TO ADOPT ORDINANCE NO. 5082.”

Exhibit 1. Vicinity Map & Aerial Photo

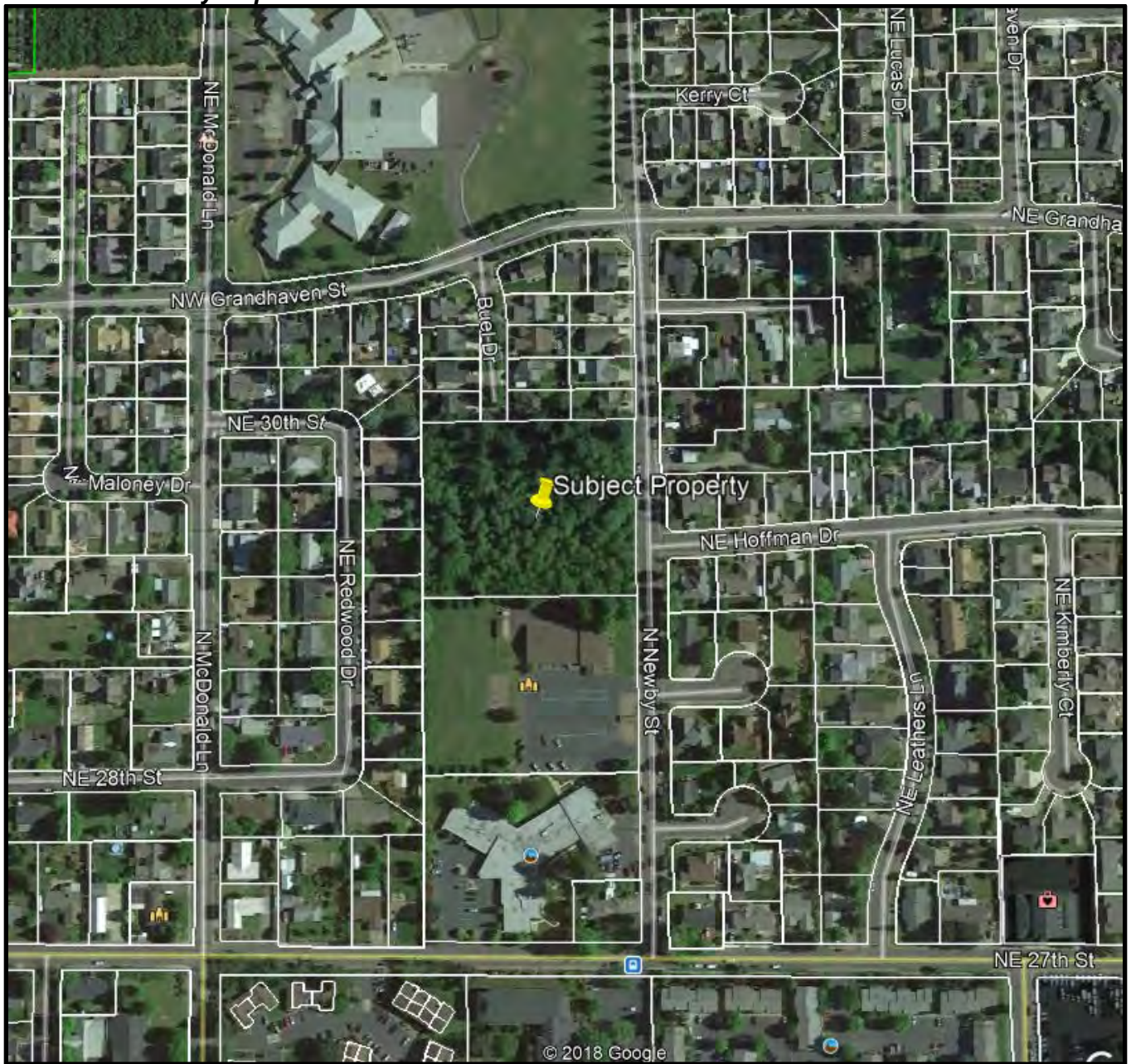


Exhibit 2. Current Zoning

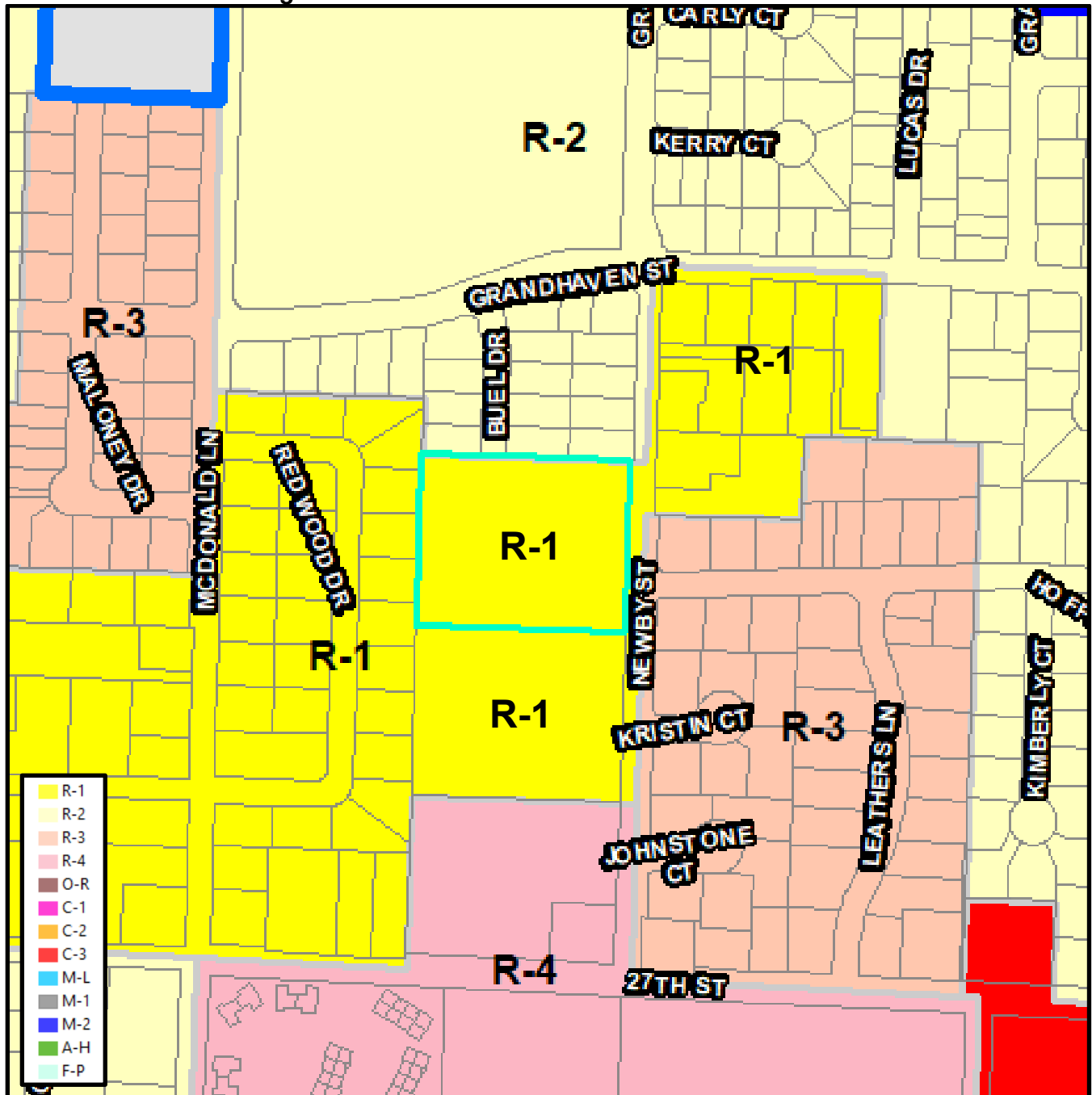


Exhibit 3. Proposed Zoning

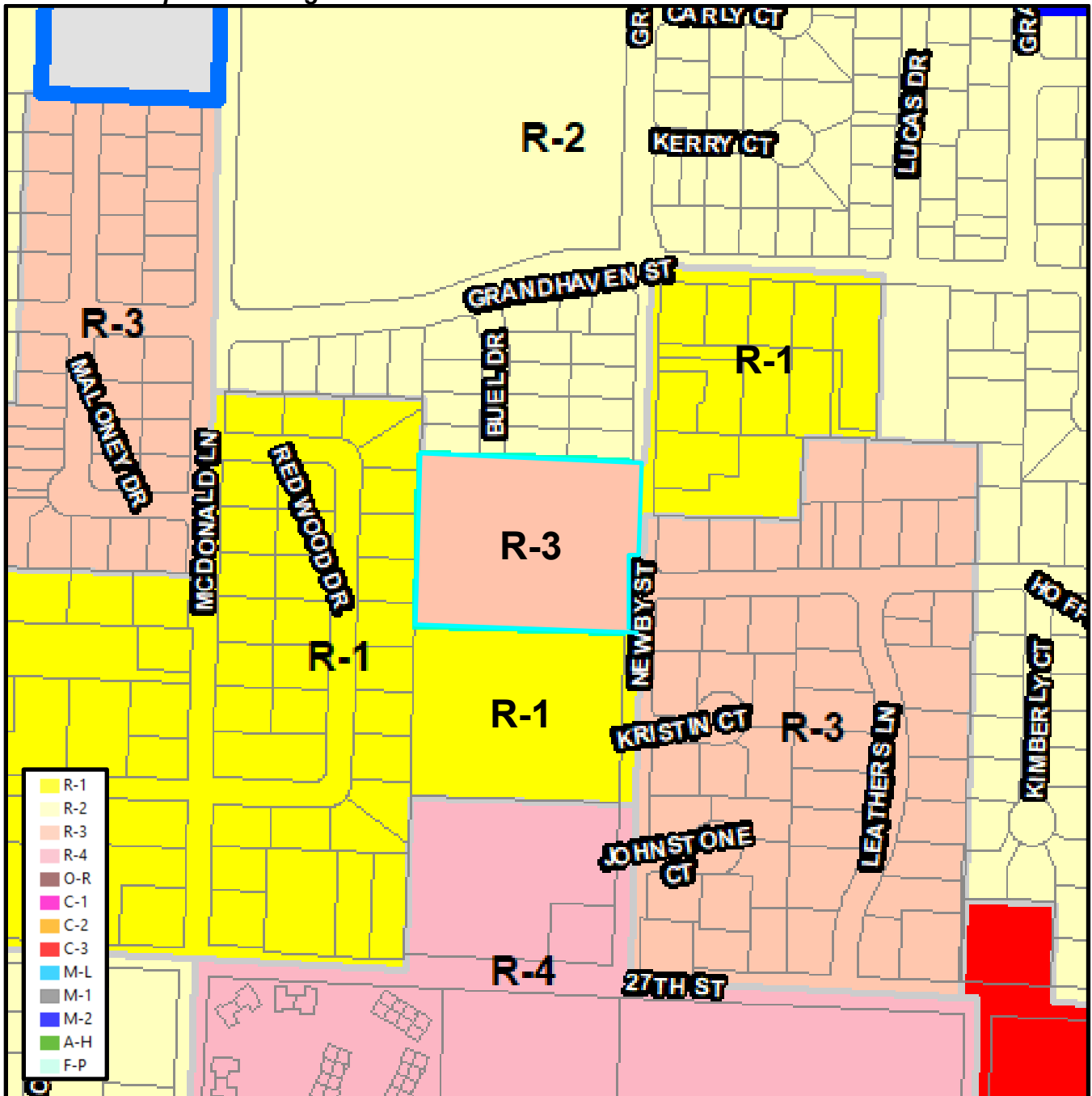
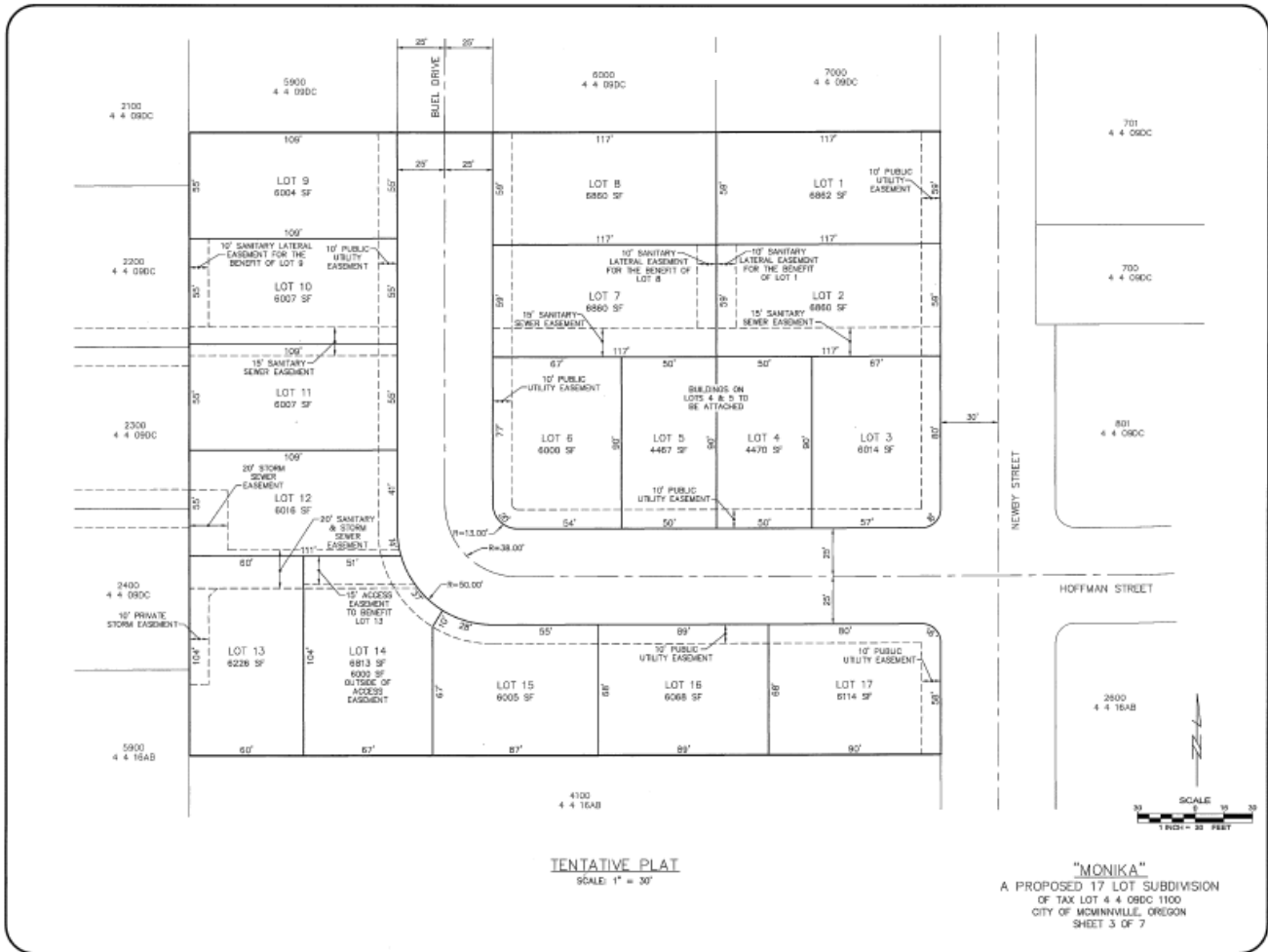


Exhibit 4. Proposed Subdivision Tentative Plan



ORDINANCE NO. 5081

AN ORDINANCE AMENDING THE ZONING MAP DESIGNATION FROM R-1 (SINGLE-FAMILY RESIDENTIAL) TO R-3 (TWO-FAMILY RESIDENTIAL) ON A 2.93 ACRE SITE.

RECITALS:

The Planning Department received application ZC 3-19 (Zone Change) from Leonard Johnson, property owner, requesting approval of a Zone Change from R-1 to R-3 for the subject property; and

The subject site is located on NE Newby Street between NE Grandhaven Drive and NE 27th Street, and is more specifically described as Tax Lot 1100, Section 9DC, T. 4 S., R 4 W., W.M.; and

A public hearing before the McMinnville Planning Commission was held on July 18, 2019, after due notice had been provided in the local newspaper on July 9, 2019, and written notice had been mailed to property owners within 300 feet of the affected property; and

At said public hearing, the application materials and a staff report were presented, and applicant and public testimony was received.

The Planning Commission, being fully informed about said Zone Change request, found that the application conformed to the applicable Comprehensive Plan goals and policies and review criteria based on the material submitted by the applicant and the findings of fact and conclusionary findings for approval contained in Exhibit A; and

The Planning Commission, by a vote of 9-0, recommended approval of said Zone Change to the Council; and

The City Council having received the Planning Commission recommendation and staff report, and having deliberated;

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:

1. That the Council adopts the Findings of Fact, Conclusionary Findings, and Decision as documented in Exhibit A for ZC 3-19; and
2. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the Council this 27th day of August 2019, by the following votes:

Ayes: _____

Nays: _____

MAYOR

Attest:

Approved as to form:

CITY RECORDER

CITY ATTORNEY



**CITY OF MCMINNVILLE
PLANNING DEPARTMENT**
231 NE FIFTH STREET
MCMINNVILLE, OR 97128

503-434-7311

www.mcminnvilleoregon.gov

DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A ZONE CHANGE FROM R-1 TO R-3 FOR A 2.93 ACRE PARCEL ON NE NEWBY STREET

- DOCKET:** ZC 3-19 (Zone Change)
- REQUEST:** Application for a zone change from R-1 to R-3
- LOCATION:** NE Newby Street between NE Grandhaven and NE 27th Street (Tax Lot 1100, Section 9DC, T. 4 S., R. 4 W., W.M.)
- ZONING:** R-1
- APPLICANT:** Leonard Johnson (property owner)
Ron Pomeroy, Navigation land Use Consulting (applicant's representative)
- STAFF:** Tom Schauer, Senior Planner
- DATE DEEMED COMPLETE:** June 7, 2019
- HEARINGS BODY & ACTION:** The McMinnville Planning Commission makes a recommendation to the City Council, and the City Council makes the final decision, per MMC 17.72.070
- HEARING DATE & LOCATION:** July 18, 2019, Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.
- PROCEDURE:** An application for a Zone Change is processed in accordance with the procedures in Section 17.72.120 of the Zoning Ordinance. The application is reviewed by the Planning Commission in accordance with the quasi-judicial public hearing procedures specified in Section 17.72.130 of the Zoning Ordinance.
- CRITERIA:** The applicable criteria for a Zone Change are specified in Section 17.74.020 of the Zoning Ordinance, which include consistency with the Comprehensive Plan.
- APPEAL:** As specified in MMC 17.72.130, a Planning Commission recommendation of approval of the application (or approval of the application in a different form) is transmitted to the City Council to make a final decision. However, a Planning Commission recommendation of denial is a final decision unless the decision is appealed to the City Council. Such an appeal must be filed within 15 calendar days of the date the written notice of decision is mailed. The City Council's final

decision may be appealed to the Oregon Land Use Board of Appeals as specified in State Statute. The City’s final decision is subject to the 120 day processing timeline, including resolution of any local appeal.

COMMENTS:

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; and Northwest Natural Gas. Comments were received from the McMinnville Engineering Department and Oregon Department of State Lands. Their comments are provided in this document.

DECISION

Based on the findings and conclusionary findings, the City Council finds the applicable criteria are satisfied and **APPROVES** the Zone Change from R-1 to R-3 (ZC 3-19).

////////////////////////////////////
DECISION: APPROVAL
////////////////////////////////////

City Council: _____
Scott Hill, Mayor of McMinnville

Date: _____

Planning Commission: _____
Roger Hall, Chair of the McMinnville Planning Commission

Date: _____

Planning Department: _____
Heather Richards, Planning Director

Date: _____

I. APPLICATION SUMMARY:

Subject Property & Request

The proposal is an application for Zone Change (ZC 3-19) to rezone the property from R-1 to R-3. The application was submitted concurrently with an application for a 17-lot subdivision for the property.

The subject property is a 2.93 acre parcel located on NE Newby Street between NE Grandhaven and NE 27th Street. Grandhaven Subdivision to the north was platted in 1999, with Buel Drive stubbed to the north property line of the subject property. **See Exhibit 1.**

The subject property and properties to the west, south, and northeast are zoned R-1. Property to the north is zoned R-2 PD, and property to the east and southeast is zoned R-3 PD. **See Exhibit 2.** Predominant surrounding uses are single-family homes and duplexes to the north, single-family homes to the east and west, Adventure Christian Church to the south, and Life Care Center south of the church. Grandhaven Elementary School is located across NW Grandhaven Street to the north. The subject property is vacant. It previously had substantial tree cover as shown in the aerial photo, which has since been cleared by the applicant, with an arbor vitae screen remaining. There is a natural drainageway generally running east-west on the property, and a portion of the drainageway is a designated wetland. Curb, gutter, and sidewalk are present along the property frontage on NE Newby Street.

The concurrent requests would rezone the property from R-1 to R-3 and approve a 17-lot single family residential subdivision, with 15 single-family detached homes and 2 single-family attached homes (Lots 4 and 5). **Exhibit 3** shows the proposed zoning. While not part of the zone change application, the following exhibits are provided for reference. **Exhibit 4** is the proposed subdivision tentative plan, and **Exhibit 5** shows the proposed public improvements and utilities. Most lots would access a new local street that would extend in an "L" between Buel Drive and Hoffman Drive. Lots 1 and 2 would have access from NE Newby Street. Lot 13 would have access to the new local street via a private easement across Lot 14.

Summary of Criteria & Issues

The application is subject to the Zone Change criteria in Section 17.74.020 of the Zoning Ordinance, which include consistency with the Comprehensive Plan.

Comprehensive Plan Policies

The primary substantive requirements are the provisions of Chapter V of the Comprehensive Plan (Housing and Residential Development), which include locational criteria for applying the R-3 zoning designation, need and adequacy of the buildable land inventory to provide adequate amounts of land in applicable zoning districts to provide for needed housing, and adequacy of utilities and services for the use and development permitted by the proposed zoning. The application was submitted before the effective date of the Great Neighborhood Principles, so those do not apply to this application.

There are no significant issues with the rezoning of the property as it relates to the criteria and these key issues. There is only one Comprehensive Plan map designation of "Residential", which authorizes residential zoning districts based on locational policies. The subject property is contiguous with existing R-3 zoning to the east, and there is an existing mix of R-1, R-2, R-3, and R-4 zoning and development throughout this area. While residential Policy 71.06 discusses limitations on where R-1 and R-2 zoning should be applied, including locations with natural drainageways and wetlands, this isn't prohibitive to designation of other zoning where some such features may be present, including policies about where R-3 zoning may be applied.

Residential Policies 71.09 and 71.10 discuss factors for where R-3 and R-4 zoning should be applied. Given the existing land use pattern of the area, the proposal is consistent overall. While Policy 71.09 discusses locational considerations of areas that have direct access from collector or arterial streets, the property has access to collectors via NE Newby Street, and the area includes existing development within the R-3 zone immediately to the east accessing NE Newby Street, which provides a connection between Grandhaven (a major collector) and 27th (a minor collector). Further, transportation policy 121.00 discourages the direct access of small-scale residential developments onto major or minor arterial streets and major collector streets.

The applicant has not requested a Planned Development, so approval of the requested zone change does not bind the applicant to a specific development proposal for the property once the property is rezoned. The subdivision tentative plan application is an independent application.

Exhibit 1. Vicinity Map & Aerial Photo

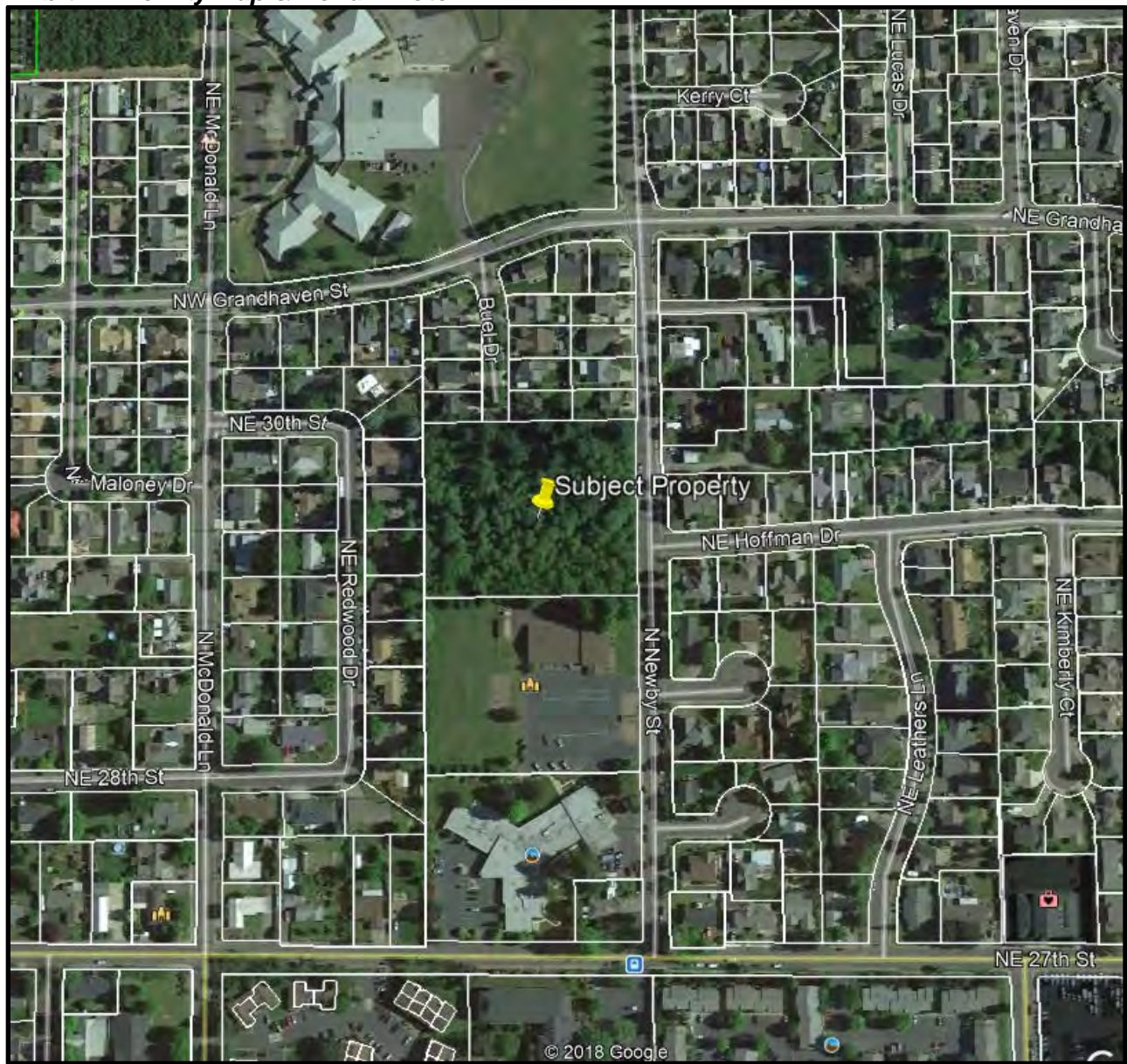


Exhibit 2. Current Zoning

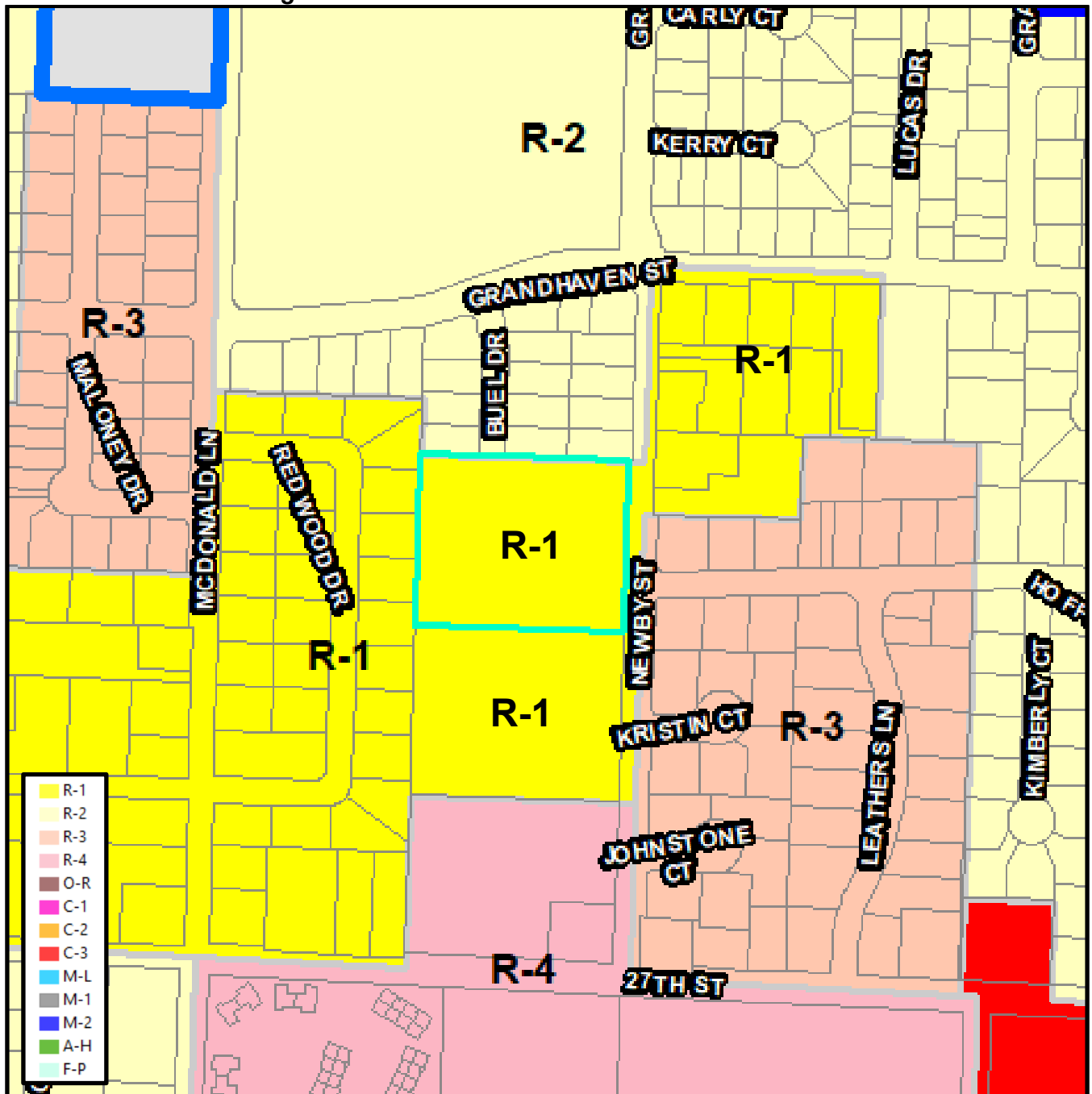


Exhibit 3. Proposed Zoning

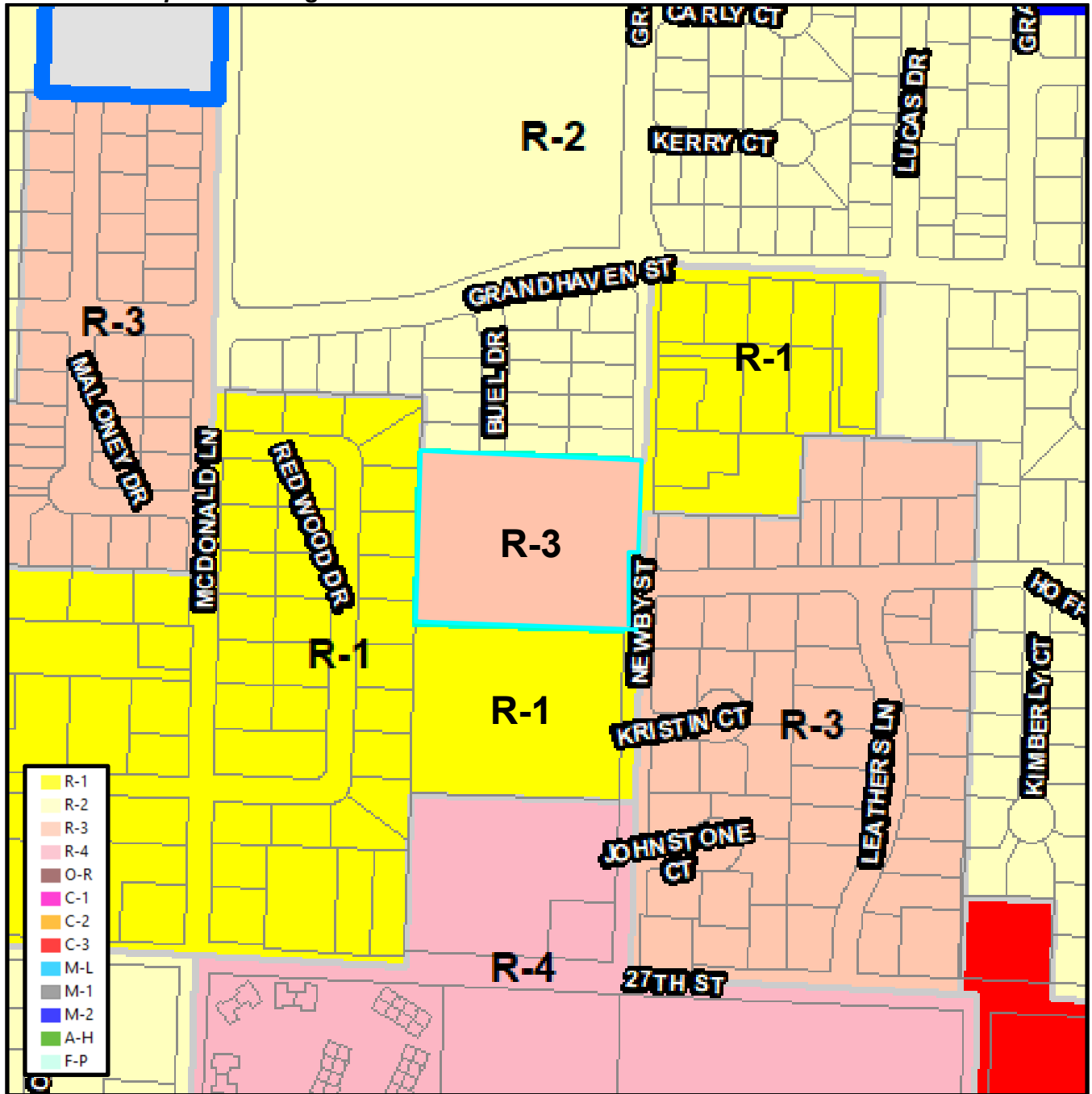


Exhibit 4. Proposed Subdivision Tentative Plan

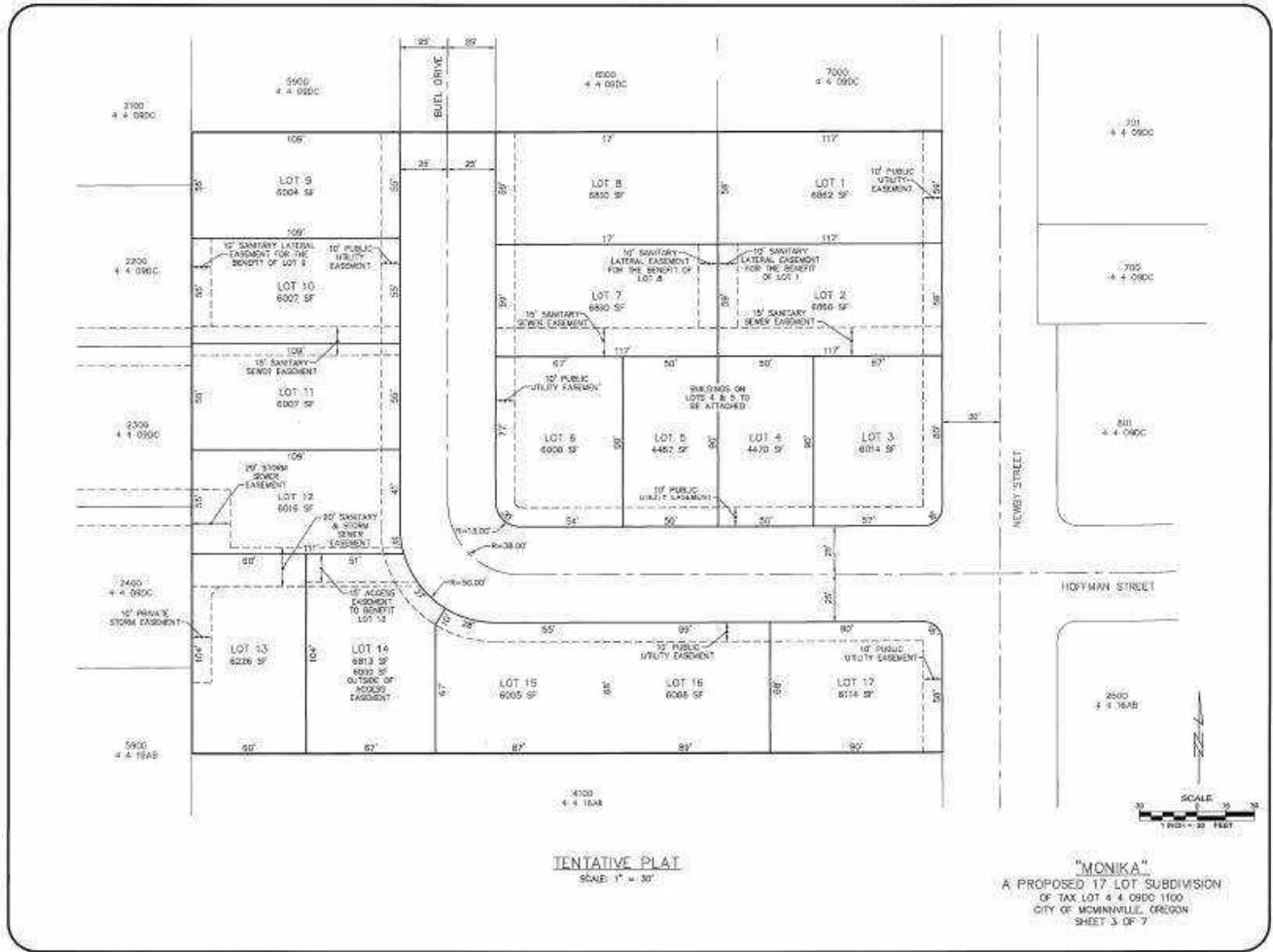
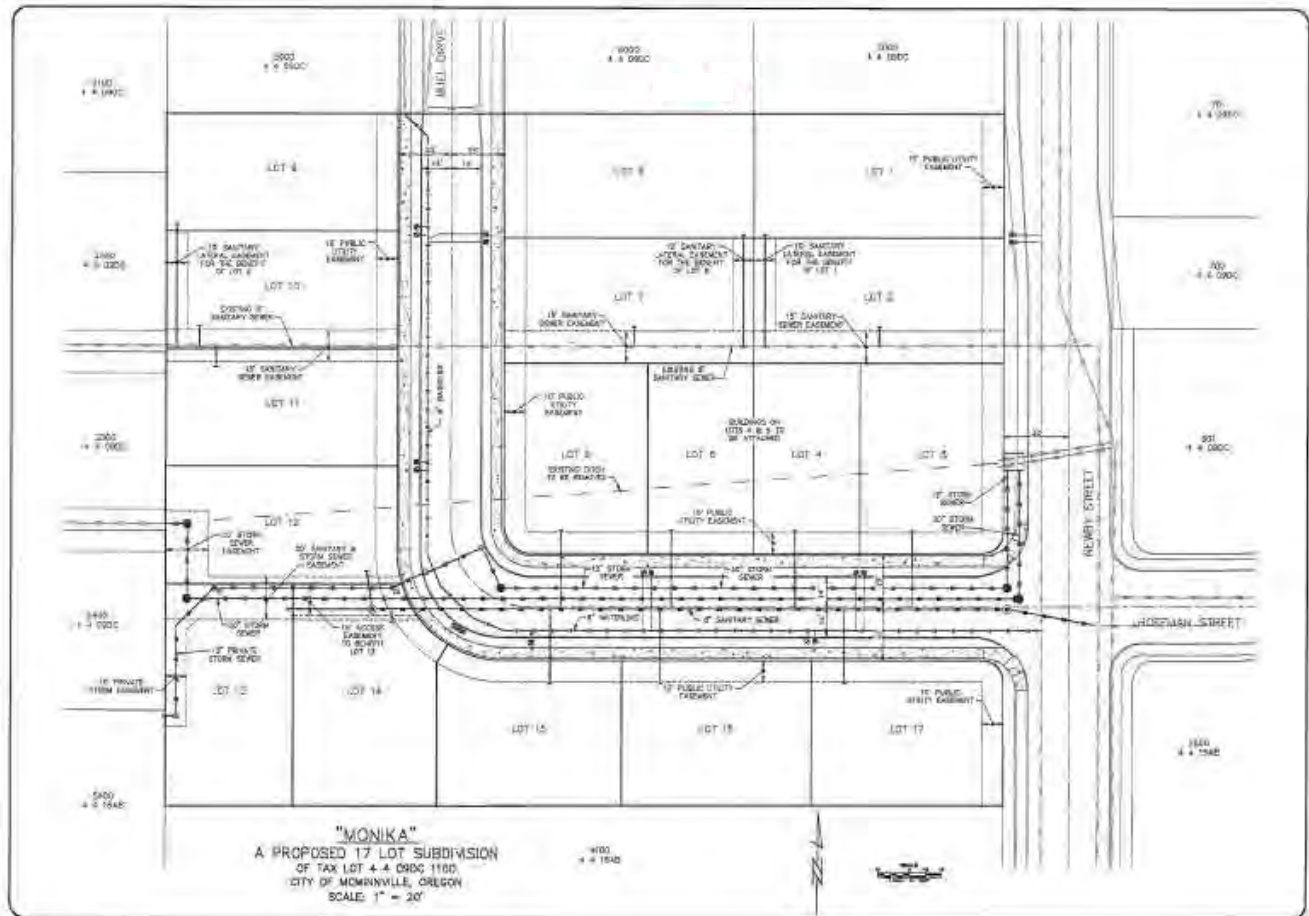


Exhibit 5. Proposed Public Improvements and Utility Plan



II. CONDITIONS:

Not Applicable.

III. ATTACHMENTS (on file with the Planning Department):

1. ZC 3-19 Application and Attachments
2. PowerPoint presentation from July 18, 2019 Planning Commission meeting
3. Minutes from July 18, 2019 Planning Commission meeting

IV. COMMENTS:

Agency Comments

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas. Comments were received from the Engineering Department and the Oregon Department of State Lands. However, they apply to the concurrent subdivision application.

Public Comments

Notice of this request was mailed to property owners located within 300 feet of the subject site. Notice of the public hearing was also provided in the News Register on Tuesday, July 9, 2019. As of the date of the Planning Commission public hearing on July 18, 2019, no public testimony had been received by the Planning Department.

V. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The applicant held a neighborhood meeting in accordance with Section 17.72.095 of the Zoning Ordinance on January 29, 2019.
2. The application was submitted on May 7, 2019
3. The application was deemed complete on June 7, 2019.
4. Notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.120 of the Zoning Ordinance: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas. Notice was also provided to the Oregon Department of State Lands.

Comments received from agencies are addressed in the Decision Document. The letter from the Department of State Lands (DSL) was submitted as part of the application by the applicant, and DSL copied the City on the letter.

5. Notice of the application and the July 18, 2019 Planning Commission public hearing was mailed to property owners within 300 feet of the subject property in accordance with Section 17.72.120 of the Zoning Ordinance.
6. Notice of the application and the July 18, 2019 Planning Commission public hearing was published in the News Register on Tuesday, July 9, 2019, in accordance with Section 17.72.120 of the Zoning Ordinance.

No public testimony was submitted to the Planning Department prior to the Planning Commission public hearing.

7. On July 18, 2019, the Planning Commission held a duly noticed public hearing to consider the request.

VI. FINDINGS OF FACT - GENERAL FINDINGS

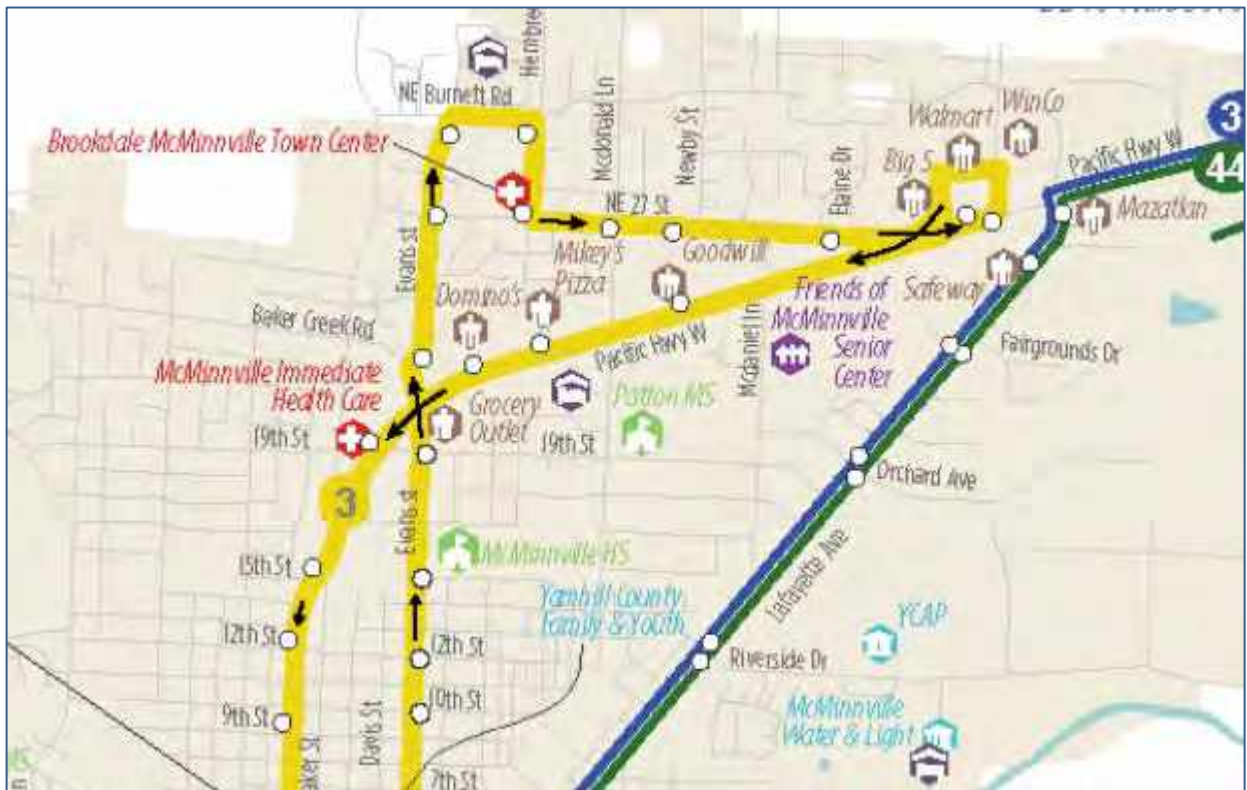
1. **Location:** NE Newby Street between NE Grandhaven and NE 27th Street (Tax Lot 1100, Section 9DC, T. 4 S., R. 4 W., W.M.):
2. **Size:** 2.93 acres
3. **Comprehensive Plan Map Designation:** Residential
4. **Zoning:** Current: R-1, Requested: R-3

5. **Overlay Zones/Special Districts:** None
6. **Current Use:** Vacant
7. **Inventoried Significant Resources:**
 - a. **Natural Resources:** Jurisdictional waters, described in the National Wetland Inventory as riverine wetlands (approximately 3,099 square feet / 0.07 acres). The wetland/jurisdictional waters delineation determined no wetlands were present, but the requirements for the jurisdiction waters are substantially the same.
 - b. **Other:** None Identified
8. **Other Features:** Generally level site slightly sloping toward the natural drainageway that runs east west, and slightly sloping from west to east.
9. **Utilities:**
 - a. **Water:** A 6" water main is present along the frontage in NE Newby and an 8" water main is present in Buel Drive.
 - b. **Sewer:** A 12' sewer main crosses the property from west to east. A 15" sewer main is present in NE Newby Street.
 - c. **Stormwater:** Presently, storm drainage within a larger basin generally westerly of the property is captured in storm drain pipe and routed to a 30" stormdrain pipe in an easement that then discharges to the open east-west drainageway on this property at the west side of the property. The drainageway crosses NE Newby Street in a culvert, and remains piped for approximately 200' before daylighting again, where it continues as a natural open drainageway to the North Yamhill River via open natural tributary drainageways. The east-west drainageway is the uppermost upstream stretch of this open drainageway that is un piped. **See Exhibits 6 & 7.**
 - d. **Other Services:** Other services are available to the property. Overhead utilities are present along the property frontage on NE Newby Street. Underground utilities are present in Buel Drive.
10. **Transportation:** NE Grandhaven is a Major Collector, NE 27th is a Minor Collector, and McDonald Lane to the west is a Minor Collector. Other streets in the vicinity are local streets, including NE Newby Street and Buel Drive. **See Exhibit 8.** Buel Drive is improved with planter strips and sidewalks on both sides with on-street parking in a 50' wide right-of-way. NE Newby Street is improved with sidewalks and on-street parking on both sides. The right-of-way width of NE Newby varies along the property frontage from approximately 50' to 60'. There appears to be adequate right-of-way along the property frontage on the west side for planter strips without additional right-of-way dedication. However, the street frontage is already improved with curbtight sidewalk.

The Local Street Connectivity Map, Figure 2-1 in the Transportation System Plan, identifies future local street connections to the south terminus of Buel Drive and to NE Newby Street aligned with NE Hoffman Drive.



Transit is available on NE 27th Street, with a stop near NE Newby Street.



- Parks & Public Facilities:** Chegwyn farms Neighborhood Park is located approximately 1,000 to the northwest in a straight line, about 1,800 feet via a walking route. Grandhaven Elementary School is located approximately 300 feet to the north.

VII. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria for a Zone Change are specified in 17.74.020 of the Zoning Ordinance, which include consistency with the Comprehensive Plan.

The applicant's findings for the proposed rezone and subdivision tentative plan are attached as an exhibit.

McMinnville Zoning Ordinance

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) provide criteria applicable to the request:

17.74.020. Comprehensive Plan Map Amendment and Zone Change - Review Criteria.

An amendment to the official zoning map may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan;

FINDING: Satisfied. See responses to applicable Comprehensive Plan policies below.

- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;

FINDING: Satisfied. The proposed development is located in an area with available services, with a mix of zoning and residential development, in proximity to shopping, services, parks, and transit. The city's Buildable Land Inventory identifies a deficit of residential land.

- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district.

FINDING: Satisfied. The proposed development is located in an area with available services to serve the property.

When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statute), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map.

FINDING: Satisfied. Criterion B is satisfied; however, the proposed amendment relates to needed housing, so this application is not required to meet Criterion B.

In addition, the housing policies of the McMinnville Comprehensive Plan shall be given added emphasis and the other policies contained in the plan shall not be used to: (1) exclude needed housing; (2) unnecessarily decrease densities; or (3) allow special conditions to be attached which would have the effect of discouraging needed housing through unreasonable cost or delay.

FINDING: Satisfied. As addressed below, the housing policies of the Comprehensive Plan are addressed, and the effect of this decision doesn't exclude needed housing, decrease densities, or discourage needed housing through unreasonable cost or delay.

Comprehensive Plan Volume II:

The following Goals, Policies, and Proposals from Volume II of the Comprehensive Plan provide criteria applicable to this request:

The implementation of most goals, policies, and proposals are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, policies, and proposals as they apply to a development proposal at the time of application, including the Subdivision Tentative Plan application which was submitted concurrent with this Zone Change application. Therefore, where applicable standards exist which are addressed at the time of a development proposal, subsequent findings regarding the parallel comprehensive plan policies are not made when they are duplicative or a restatement of the specific standards which achieve and implement the applicable goals and policies.

The following findings are made relating to specific Goals and Policies. The applicant has provided more detailed findings regarding Comprehensive Plan policies.

71.09 *Medium and High-Density Residential (R-3 and R-4) - The majority of residential lands in McMinnville are planned to develop at medium density range (4 – 8 dwelling units per net acre). Medium density residential development uses include small lot single-family detached uses, single family attached units, duplexes and triplexes, and townhouses. High density residential development (8 – 30 dwelling units per net acre) uses typically include townhouses, condominiums, and apartments:*

1. *Areas that are not committed to low density development;*
2. *Areas that have direct access from collector or arterial streets;*
3. *Areas that are not subject to development limitations such as topography, flooding, or poor drainage;*
4. *Areas where the existing facilities have the capacity for additional development;*
5. *Areas within one-quarter mile of existing or planned public transportation; and*
6. *Areas that can be buffered from low density residential areas in order to maximize the privacy of established low density residential areas. (Ord. 4961, January 8, 2013; Ord. 4796, October 14, 2003)*

FINDING: Satisfied. The proposed development is located in an area with available services, with a mix of zoning and residential development, in proximity to shopping, services, parks, and transit as documented in the application submittal. The property is level, and is not located within a floodplain. Drainage can be addressed through an acceptable drainage plan. The property has nearby access to collector streets at each end of NE Newby Street, provide proximity to these streets, while still consistent with transportation policy 121.00 which discourages direct access onto arterials and collectors by small-scale residential development.

71.10 *The following factors should be used to define appropriate density ranges allowed through zoning in the medium density residential areas:*

1. *The density of development in areas historically zoned for medium and high density development;*
2. *The topography and natural features of the area and the degree of possible buffering from established low density residential areas;*
3. *The capacity of the services;*

4. *The distance to existing or planned public transit;*
5. *The distance to neighborhood or general commercial centers; and*
6. *The distance from public open space. (Ord. 4796, October 14, 2003)*

FINDING: Satisfied. The proposed development is located in an area with available services, with a mix of zoning and residential development, in proximity to shopping, services, parks, and transit. The location allows for a development plan that can be designed to be compatible with nearby development and densities.

121.00 The City of McMinnville shall discourage the direct access of small-scale residential developments onto major or minor arterial streets and major collector streets.

FINDING: Satisfied. The site is located in close proximity to nearby collectors streets, but development can be designed to have convenient access to these facilities while avoiding direct driveway access onto them, since access will be via a new local street with two lots accessing the existing adjoining local street (NE Newby).

TS:sjs

ORDINANCE NO. 5082

AN ORDINANCE APPROVING A TENTATIVE PLAN FOR A 17-LOT SUBDIVISION ON A 2.93 ACRE SITE.

RECITALS:

The Planning Department received application S 2-19 (Subdivision Tentative Plan) from Leonard Johnson, property owner, requesting approval of a 17-lot Subdivision Tentative Plan for the subject property; and

The subject site is located on NE Newby Street between NE Grandhaven Drive and NE 27th Street, and is more specifically described as Tax Lot 1100, Section 9DC, T. 4 S., R 4 W., W.M.; and

A public hearing before the McMinnville Planning Commission was held on July 18, 2019, after due notice had been provided in the local newspaper on July 9, 2019, and written notice had been mailed to property owners within 300 feet of the affected property; and

At said public hearing, the application materials and a staff report were presented, and applicant and public testimony was received.

The Planning Commission, being fully informed about said Subdivision Tentative Plan request, found that, with conditions, the application conformed to the applicable Comprehensive Plan goals and policies and review criteria based on the material submitted by the applicant and the findings of fact and conclusionary findings for approval contained in Exhibit A; and

The Planning Commission, by a vote of 9-0, recommended approval with conditions of said Subdivision Tentative Plan to the Council; and

The City Council having received the Planning Commission recommendation and staff report, and having deliberated;

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:

1. That the Council adopts the Decision, Findings of Fact, Conclusionary Findings, Decision, and Conditions of Approval as documented in Exhibit A for S 2-19; and
2. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the Council this 27th day of August 2019, by the following votes:

Ayes: _____

Nays: _____

MAYOR

Attest:

Approved as to form:

CITY RECORDER

CITY ATTORNEY



**CITY OF MCMINNVILLE
PLANNING DEPARTMENT**
231 NE FIFTH STREET
MCMINNVILLE, OR 97128

503-434-7311

www.mcminnvilleoregon.gov

DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A TENTATIVE SUBDIVISION PLAN FOR A 17-LOT SUBDIVISION FOR A 2.93 ACRE PARCEL ON NE NEWBY STREET

- DOCKET:** S 2-19 (Tentative Subdivision Plan)
- REQUEST:** Application for a tentative subdivision plan for a 17-lot single-family residential subdivision, including 15 single-family detached homes and 2 single-family attached homes
- LOCATION:** NE Newby Street between NE Grandhaven and NE 27th Street (Tax Lot 1100, Section 9DC, T. 4 S., R. 4 W., W.M.)
- ZONING:** R-1 (Single-family Residential). The application was submitted concurrent with an application to rezone the property to R-3.
- APPLICANT:** Leonard Johnson (property owner)
Ron Pomeroy, Navigation land Use Consulting (applicant's representative)
- STAFF:** Tom Schauer, Senior Planner
- DATE DEEMED COMPLETE:** June 7, 2019
- HEARINGS BODY & ACTION:** Because this application was submitted concurrently with the rezone application, the McMinnville Planning Commission makes a recommendation to the City Council, and the City Council makes the final decision, per MMC 17.72.070.
- HEARING DATE & LOCATION:** July 18, 2019, Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.
- PROCEDURE:** An application for a Tentative Subdivision Plan is processed in accordance with the procedures in Section 17.72.120 of the Zoning Ordinance. The application is reviewed by the Planning Commission in accordance with the quasi-judicial public hearing procedures specified in Section 17.72.130 of the Zoning Ordinance.
- CRITERIA:** The applicable criteria for a Tentative Subdivision Plan include the Land Division Standards of Chapter 17.53 and the Development Standards of the Applicable Zoning District (Chapter 17.18 for the R-3 Zone). In addition,

the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.

APPEAL:

This is a concurrent application with the rezone application. Per MMC 17.72.070, the applications shall be subject to the hearing procedure that affords the most opportunity for public hearing and notice. Therefore, the Planning Commission will make a recommendation on this application to the City Council, and the City Council will make the final decision.

As specified in MMC 17.72.130, a Planning Commission recommendation of approval of the application (or approval of the application in a different form) is transmitted to the City Council to make a final decision. However, a Planning Commission recommendation of denial is a final decision unless the decision is appealed to the City Council. Such an appeal must be filed within 15 calendar days of the date the written notice of decision is mailed.

The City Council's final decision may be appealed to the Oregon Land Use Board of Appeals as specified in State Statute. The City's final decision is subject to the 120 day processing timeline, including resolution of any local appeal.

COMMENTS:

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; Northwest Natural Gas; and the Oregon Department of State Lands. Comments were received from the McMinnville Engineering Department and Oregon Department of State Lands. Their comments are provided in this document.

DECISION

Based on the findings and conclusionary findings, the City Council finds the applicable criteria are satisfied with conditions and **APPROVES** the Tentative Subdivision Plan (S 2-19) **subject to the conditions of approval provided in Section II of this document.**

////////////////////////////////////
DECISION: APPROVAL WITH CONDITIONS
////////////////////////////////////

City Council: _____
Scott Hill, Mayor of McMinnville

Date: _____

Planning Commission: _____
Roger Hall, Chair of the McMinnville Planning Commission

Date: _____

Planning Department: _____
Heather Richards, Planning Director

Date: _____

I. APPLICATION SUMMARY:

Subject Property & Request

The proposal is an application for a Subdivision Tentative Plan (S 2-19) for a 17-lot single family residential subdivision, with 15 single-family detached homes and 2 single-family attached homes. The application was submitted concurrently with an application to rezone the property from R-1 to R-3. The decision for this application is contingent on approval of the rezone application, and is reviewed based on the standards of the R-3 zone.

The subject property is a 2.93 acre parcel located on NE Newby Street between NE Grandhaven and NE 27th Street. Grandhaven Subdivision to the north was platted in 1999, with Buel Drive stubbed to the north property line of the subject property. **See Exhibit 1.**

The subject property and properties to the west, south, and northeast are zoned R-1. Property to the north is zoned R-2 PD, and property to the east and southeast is zoned R-3 PD. **See Exhibit 2.** Predominant surrounding uses are single-family homes and duplexes to the north, single-family homes to the east and west, Adventure Christian Church to the south, and Life Care Center south of the church. Grandhaven Elementary School is located across NW Grandhaven Street to the north. The subject property is vacant. It previously had substantial tree cover as shown in the aerial photo, which has since been cleared by the applicant, with an arbor vitae screen remaining. There is a natural drainageway generally running east-west on the property, and a portion of the drainageway is a designated wetland. Curb, gutter, and sidewalk are present along the property frontage on NE Newby Street.

The concurrent requests would rezone the property from R-1 to R-3 and approve a 17-lot single family residential subdivision, with 15 single-family detached homes and 2 single-family attached homes (Lots 4 and 5). **Exhibit 3** shows the proposed zoning. **Exhibit 4** is the proposed subdivision tentative plan, and **Exhibit 5** shows the proposed public improvements and utilities. Most lots would access a new local street that would extend in an “L” between Buel Drive and Hoffman Drive. Lots 1 and 2 would have access from NE Newby Street. Lot 13 would have access to the new local street via a private easement across Lot 14.

Summary of Criteria & Issues

The criteria and issues for the zone change application (ZC 3-19) are addressed in the separate decision document. This document addresses the Tentative Subdivision Plan (S 2-19).

The criteria for a subdivision are conformance of the proposed plan to the Land Division standards of Chapter 17.53, the development standards of the applicable zoning district (Chapter 17.18 for the R-3 Zone), and consistency with the Goals and Policies of the Comprehensive Plan, which are independent approval criteria for all land use decisions, as specified in Volume II of the Comprehensive Plan. Decisions must also ensure adequate coordination with other affected agencies to ensure the application is consistent with applicable local, state, and federal laws.

Land Division Standards

The land division standards address issues such as street layout, block lengths, street improvement standards, etc. The proposed street configuration meets the applicable requirements for connectivity given constraints presented by surrounding development. Due to the exiting development pattern and uses to the west and south, further connectivity can't be achieved.

With one exception, the proposal includes street improvements in accordance with the applicable street standards. The proposed new local street includes curb, gutter, planter strip, and sidewalk. At the “L” in the street, the proposed centerline radius is 38’, while the street standards specify a 100’ minimum centerline radius, to an even 10 feet. The ordinance specifies that the Planning Commission may accept sharper curves “where existing conditions, particularly topography, make it otherwise impractical to provide buildable lots.” Staff will provide additional comments from the Engineering Department regarding this issue. Tighter radii have previously been approved in areas where slower speeds are desired in a residential setting, including corners at 90 degree turns which would otherwise comprise a block if street extension to adjoining properties could occur.

NE Newby is already improved with curb, gutter, and curbtight sidewalk without a planter strip, within the existing right-of-way.

The proposal includes piping of the existing open drainageway which runs west to east on the property, and rerouting the piped drainage conveyance from the point where the drainage enters the property, with the pipe to be routed in the new public street proposed within the development to the point where the drainage exits the property on the east side to existing conveyance to the east. Some of the sanitary sewer conveyance is proposed within public utility easements along side or rear lot lines rather than within the public right-of-way. Conditions are proposed to provide for final review of the utility and drainage plans by the Engineering Department. Before Engineering review occurs, the applicant will need to obtain authorization from DSL and the Army Corps of Engineers for alterations that would impact the delineated jurisdictional waters.

Lot Standards for Zoning District

The development standards of the zoning district address issues such as minimum lot size, lot dimensions, etc. Lots need to be configured to meet these standards and with the intent that there shouldn’t be foreseeable difficulties in developing the resulting lots with the allowed uses considering building setbacks, etc., and the proposal meets these requirements.

Comprehensive Plan Policies

Drainage and Natural Features. The piping of the stormwater conveyance and the open drainageway would impact jurisdictional waters. The National Wetland Inventory identifies a riverine wetland on the property, but the wetland/jurisdictional waters delineation describes jurisdictional “waters” or a “waterway” described as “Drainage 1” which is part of the intermittent drainageway. The sampling locations in the wetland delineation report identified hydrophytic vegetation but not hydric soils. DSLs letter indicates 0 wetland acres and 0.07 acres of “water”, which is about 3,099 square feet. The City doesn’t have an adopted Local Wetland Inventory, designated “locally significant wetlands,” or associated local regulation of such wetlands. Therefore, for this type of application, the City defers to the state and federal permitting requirements of the Department of State lands and US Army Corps of Engineers. There are policies, discussed below, that encourage retention of open drainageways. Given the locational context of the site, discussed below, staff finds the criteria can be satisfied if the drainage is conveyed in pipe, provided DSL and the US Army Corps of Engineers approves the off-site mitigation of the jurisdictional waters.

DSL has approved the delineation, which identifies approximately 3,099 square feet (0.07 acres) of jurisdictional waters. The applicant is proposing off-site mitigation of the wetlands/waters of the state. DSL has commented the state law establishes a preference for avoidance of wetland impacts. The applicant will need to address these requirements with DSL and the Corps of Engineers. Staff has proposed conditions which would require the applicant to obtain approval from DSL and the Corps of Engineers for the proposed off-site mitigation. Should they be unable to address those requirements to obtain approval of off-site mitigation, the condition would be

unmet, and should any result require the open drainageway conveyance to remain on site, that would require submittal of a new, revised tentative plan application. (If the open conveyance was retained at its current location, it would traverse several lots, posing potential development constraints on the proposed lots which would contain the open conveyance).

The Great Neighborhood Principles were not in effect at the time of submittal of this application, so those policies do not apply to this application. The Comprehensive Plan policies below are most relevant to the subdivision application, and considered in context of the site and its surroundings. This is the most upstream section of the drainageway which isn't piped. Upstream stormwater is all piped and discharged into the open draingeway on this property through a 30" pipe at the west property line. The drainage exits the property to the east via a culvert, and is piped for approximately an additional 200' before it daylights and remains an open drainageway to the east via tributaries to the North Yamhill River.

Chapter V. Housing and Residential Development

Residential Design Policy 80.00. In proposed residential development, distinctive or unique natural features such as wooded areas, isolated preservable trees, and drainage swales shall be preserved wherever possible.

Chapter VII. Community Facilities and Services

Storm Drainage Policy 143.00. The City of McMinnville shall encourage the retention of natural draingeway for storm water drainage.

These policies are considered in the context of the open drainageway on the property being the upper extent of the un piped drainageway. Upstream properties to the west are piped to the property, and the conveyance to the east is piped for about 200' before daylighting into the open drainageway for the remainder of the conveyance to the North Yamhill River. It is this context that staff weighed in finding the criteria satisfied should DSL and the Corps of Engineers approve off-site mitigation.

Exhibit 1. Vicinity Map & Aerial Photo

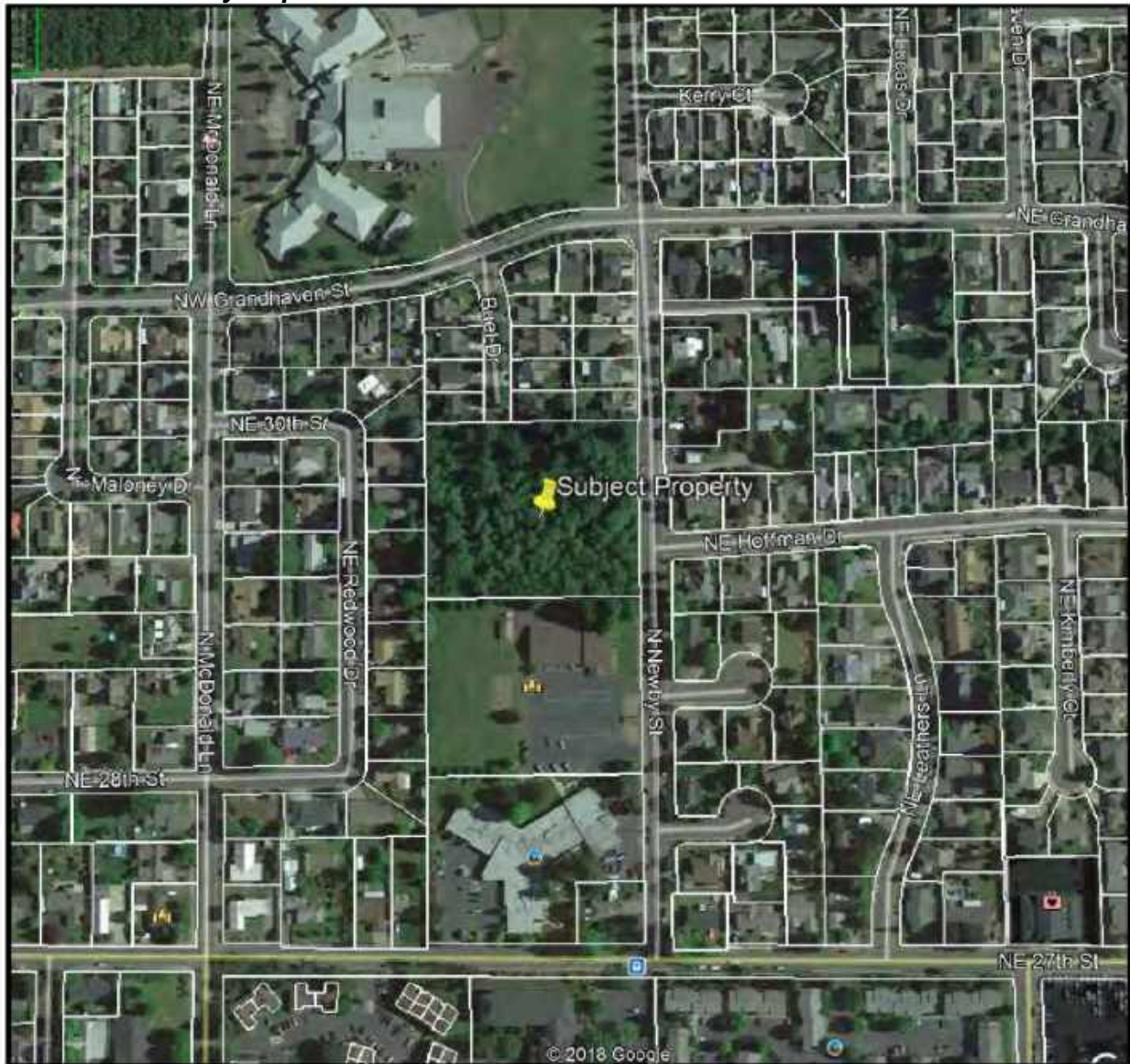


Exhibit 2. Current Zoning

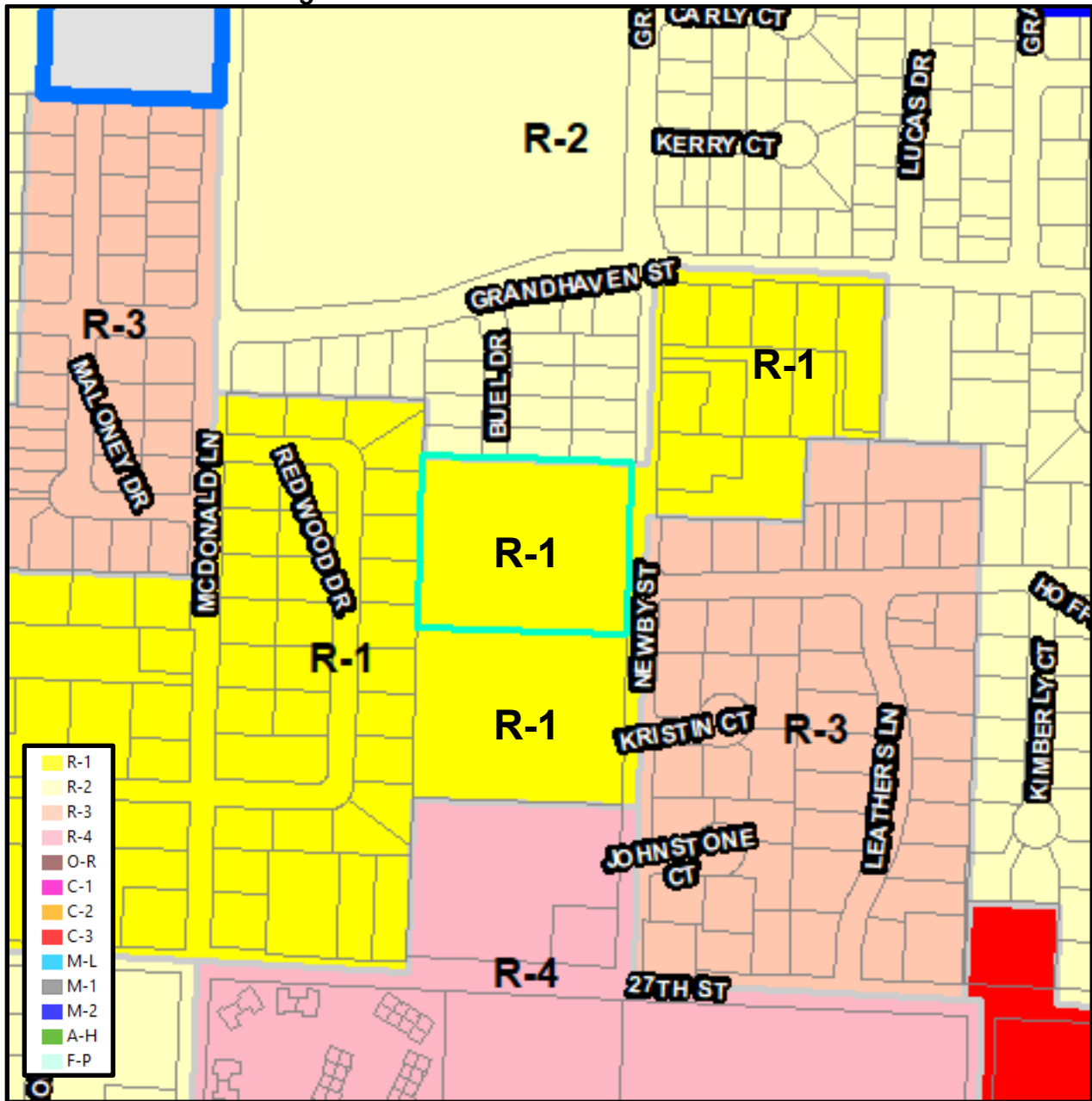


Exhibit 3. Proposed Zoning

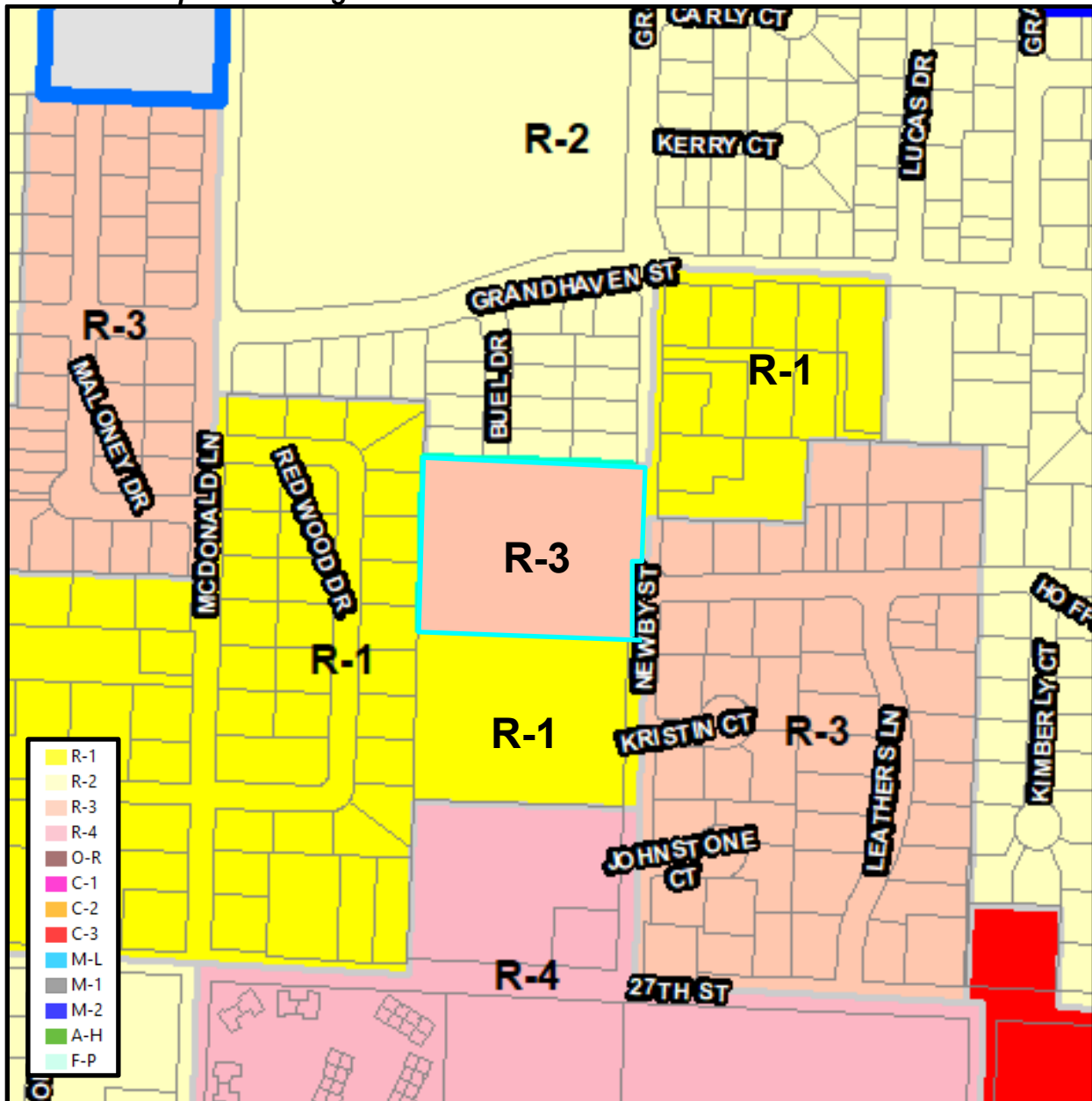


Exhibit 4. Proposed Subdivision Tentative Plan

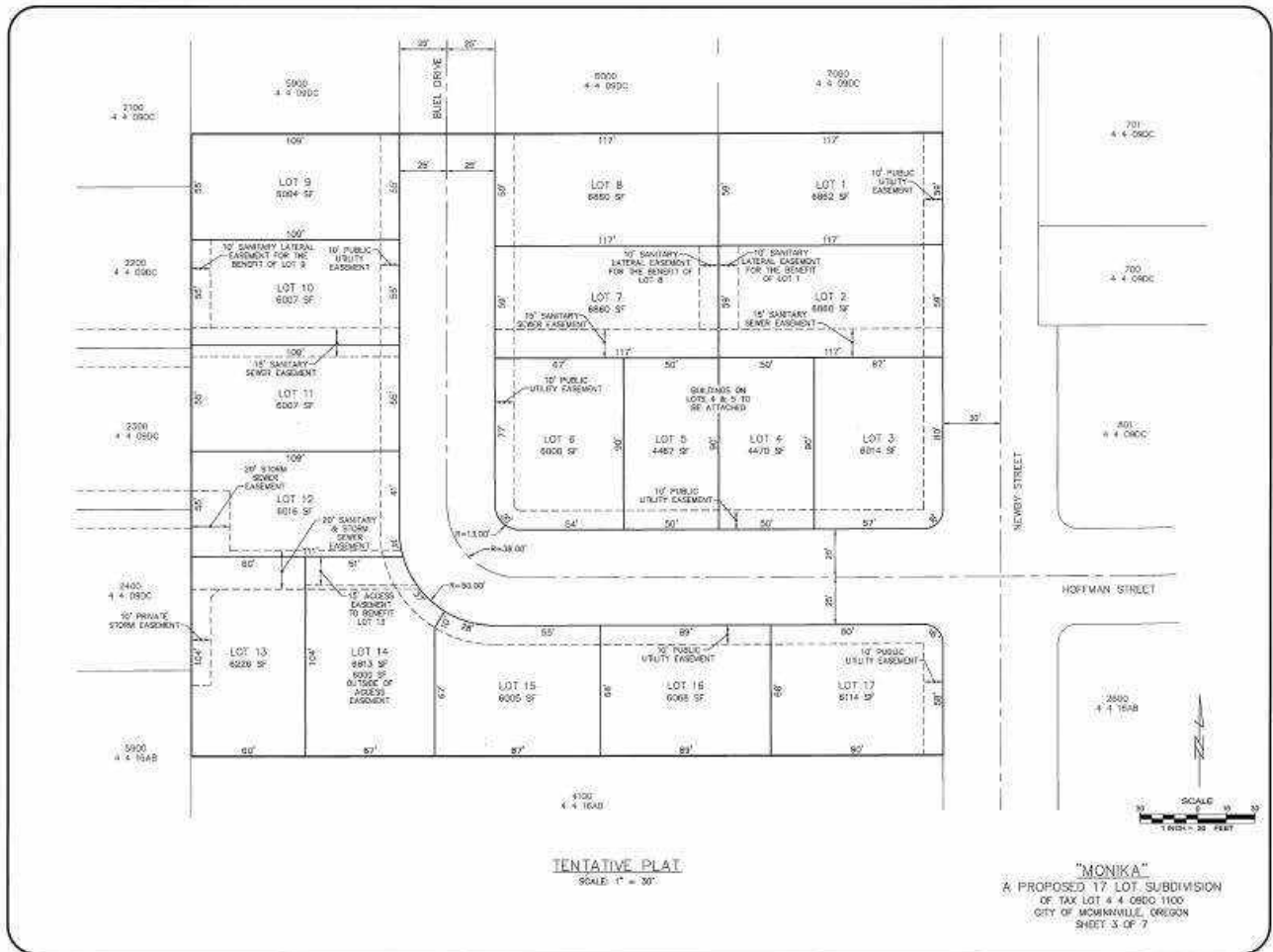
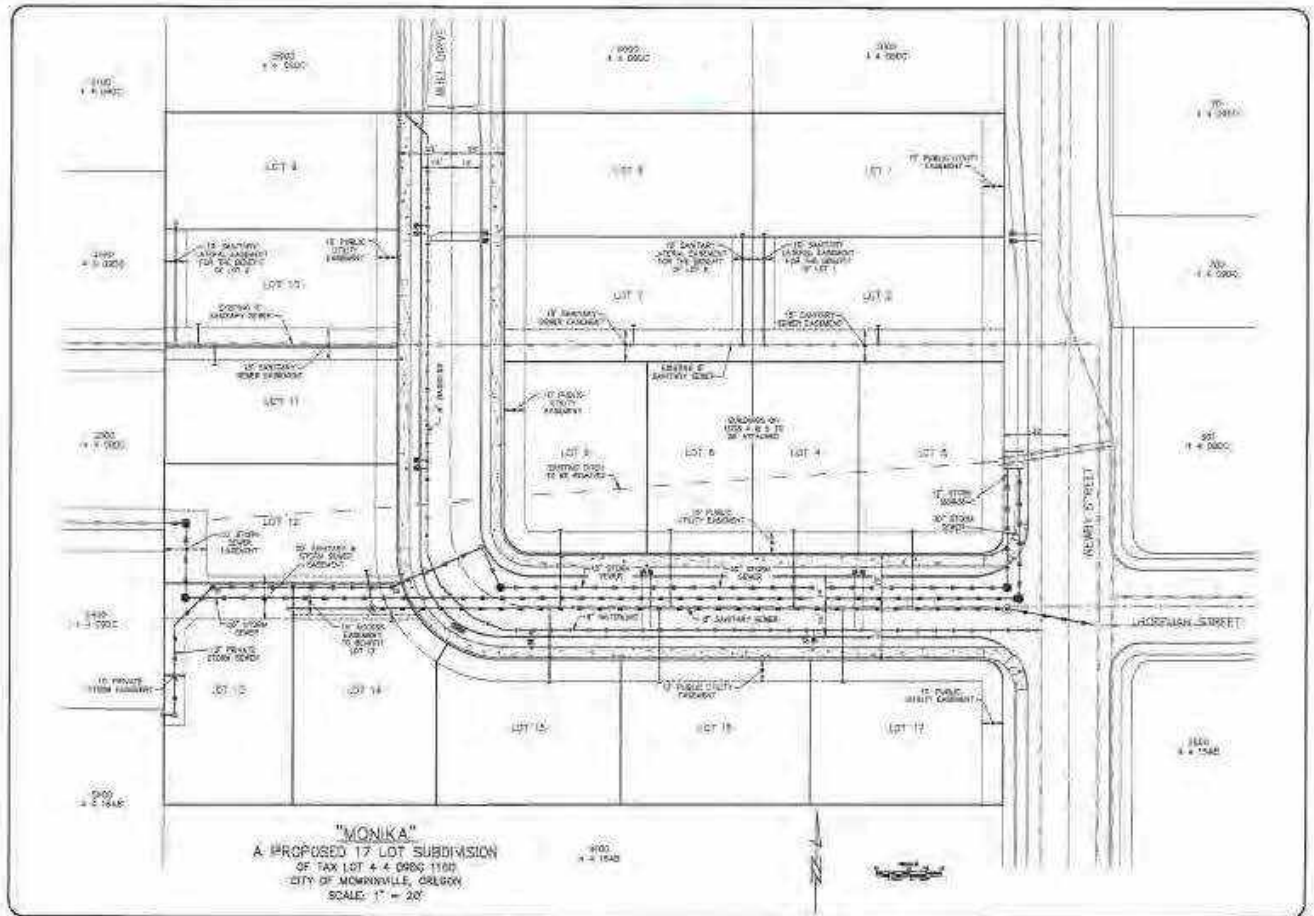


Exhibit 5. Proposed Public Improvements and Utility Plan



II. CONDITIONS:

This approval shall expire 12 months from the date the final decision document is signed. Prior to expiration of the approval, the applicant shall comply with the conditions, execute a Construction Permit Agreement, and commence construction, complete construction or provide required security, and submit the final plat. Upon written request, the Planning Director may approve a one-year extension of the decision. Additional extensions shall require the subdivider to resubmit the tentative plan to the Planning Commission and make any revisions considered necessary to meet changed conditions.

If the property owner wishes a one-year extension of the Commission approval of this tentative plan, a request for such extension must be filed in writing with the Planning Department a minimum of 30 days prior to the expiration date of this approval.

Rezone

1. This approval is contingent upon final approval of the zone change application ZC 3-19 from R-1 to R-3 for the subject property. The subdivision approval does not take effect until and unless the companion zone change request ZC 3-19 is approved by the City Council.

Permits

2. The applicant shall secure all required state and federal permits, including, if applicable, those related to wetland fill and impacts, the federal Endangered Species Act, Federal Emergency Management Act, and those required by the Oregon Division of State Lands and US Army Corps of Engineers. Copies of the approved permits shall be submitted to the City.
3. Prior to any further plan submittals, the applicant shall present evidence that DSL and the US Army Corps of Engineers have authorized off-site mitigation of any on-site jurisdictional waters and/or wetlands. The Director may authorize plan submittals prior to evidence of such authorization, with the applicant's recognition that any costs incurred by the applicant for reviews will be at the applicant's risk should authorization not be obtained from DSL and the Corps of Engineers.
4. Prior to any disturbance of jurisdictional waters or wetlands, the applicant shall present evidence that all permits and approvals have been obtained from by DSL and the US Army Corps of Engineers for any disturbance or work affecting jurisdictional waters or wetlands.

Engineering Plans and Permitting

5. Street grades and profiles shall be designed and constructed to meet the adopted Land Division Ordinance standards and the requirements contained in the Public Right-of-Way Accessibility Guidelines (PROWAG). Additionally, corner curb ramps shall be constructed to meet PROWAG requirements.
6. The applicant shall coordinate the location of clustered mailboxes with the Postmaster, and the location of any clustered mailboxes shall meet the accessibility requirements of PROWAG and the State of Oregon Structural Specialty Code.
7. On-street parking will be restricted at all street intersections, in conformance with the requirements of the City's Land Development Ordinance.

8. The applicant shall install fire hydrants to serve this development as may be required by the McMinnville Fire Department. Also, if fire hydrants are required, they shall be in working order prior to the issuance of building permits.
9. Extension agreements as necessary are required for water and electric services to the site which shall include development fees and engineered/approved drawings. The applicant shall contact McMinnville Water & Light for details. The applicant shall also fill out a subdivision design application and pay applicable design fees.
10. A detailed storm drainage plan, which incorporates the requirements of the City's Storm Drainage Master Plan must be submitted to, and approved by, the City Engineering Department. Any utility easements needed to comply with the approved plan must be reflected on the final plat. If the final storm drainage plan incorporates the use of backyard collection systems and easements, such must be private rather than public and private maintenance agreements must be approved by the City for them.
11. A detailed sanitary sewage collection plan which incorporates the requirements of the City's Collection System Facilities Plan must be submitted to, and approved by, the City Engineering Department. Any utility easements needed to comply with the approved plan must be reflected on the final plat.
12. The applicant shall secure from the Oregon Department of State Lands (DSL), Army Corps of Engineers, and the Oregon Department of Environmental Quality (DEQ) all applicable storm runoff and site development permits prior to construction of the required site improvements. Evidence of such permits shall be submitted to the City Engineer.
13. Prior to the construction of the required public improvements, the applicant shall enter into a Construction Permit Agreement with the City Engineering Department, and pay the associated fees.

Revised Tentative Plan

14. Street names shall be submitted to the Planning Director for review and approval prior to submittal of the final plat.
15. If any revisions to the tentative plan are required as a result of the review of the engineering plans, the applicant shall submit a revised tentative plan reflecting any required revisions, including any revised easement locations that may be applicable.

Street Tree Plan

16. The applicant shall submit an application for a street tree plan to the Landscape Review Committee for review and approval prior to final plat submittal in accordance with Section 17.58. 100 of the Zoning Ordinance. The plan shall provide sufficient detail about location of utility services to the lots, locations of street lights, pedestals, and meter boxes, to evaluate the suitability of proposed street tree planting locations.

All street trees shall have a two-inch minimum caliper, exhibit size and growing characteristics appropriate for the particular planting strip, and be spaced as appropriate for the selected species and as may be required for the location of above ground utility vaults, transformers, light poles, and hydrants.

Other Documents

17. The applicant shall submit copies of any proposed restrictive covenants prepared for the development prior to the final plat approval.
18. Any documents creating a Homeowner's Association for the subdivision and assigning to it maintenance responsibilities of any common ownership features must be submitted to and approved by the Planning Director. The Covenants, Conditions, and Restrictions (CC&Rs) shall explicitly require the Homeowner's Association to provide notice to the City prior to amending the CC&Rs, and that all such amendments shall be subject to approval by the Planning Director. Additionally, the CC&Rs shall prohibit the Homeowner's Association from disbanding without the consent of the Planning Director. The CC&R's shall be reviewed and subject to City approval prior to final plat approval.

Construction

19. NE Newby Street shall be utilized as the main construction access for development of the proposed subdivision. However, NE Newby Street cannot be the only street providing construction access for the development since utility extensions and construction of the local residential street work at the end of the current NE Buel Drive terminus and, at times, some construction traffic on NE Buel Drive will be necessary.
20. Prior to the construction of any private storm facilities, the applicant shall obtain the necessary permits from the City's Building Division.
21. All work shall be in accordance with the approved plans and permits. Improvements shall be installed in accordance with Section 17.53.150 of the Zoning Ordinance.
22. The applicant shall submit evidence that all fill placed in the areas where building sites are expected is engineered. Evidence shall meet with the approval of the City Building Division and the City Engineering Department.
23. All new streets within the subdivision shall be improved with a 28-foot-wide paved section, curbside planting strips, and five-foot-wide sidewalks placed one foot from the property line within a 50-foot right-of-way, as required by McMinnville Land Division standards. No change to the street cross-section is required to the existing frontage on NE Newby Street.
24. The City Public Works Department will install, at the applicant's expense, the necessary street signage (including stop signs, no parking signage, and street name signage), curb painting, and striping (including stop bars) associated with the development. The applicant shall reimburse the City for the signage and markings prior to the City's approval of the final plat.
25. The required public improvements shall be installed to the satisfaction of the responsible agency prior to the City's approval of the final plat.
26. The proposed easement access to Lot 13 across Lot 14 shall be not less than 15 feet in width and shall have a hard-surfaced drive of 10 feet width minimum.
27. Per Section 17.58.110, street trees shall be installed prior to submittal of the final plat. As an alternative the applicant may file a surety bond or other approved security to assure the planting of the required street trees as prescribed in Section 17.53.153.

Other Requirements

28. The applicant shall provide twenty-five percent (25%) of the single-family lots for sale to the general public. The applicant shall provide information detailing the number of lots that will be made available for individual sale to builders for review and approval by the Planning Director prior to recording of the final plat. Upon approval, the referenced lots will be made available for sale to the general public for a minimum of one hundred twenty (120) days.

Final Plat

29. The final plat shall be in conformance with the approved tentative plan and shall include all items required by Section 17.53.075.
30. The final plat shall include use, ownership, and maintenance rights and responsibilities for all easements.
31. The final plat shall include 10-foot wide public utility easements along both sides of all public rights-of-way for the placement and maintenance of required utilities.
32. The applicant shall submit a draft copy of the subdivision plat to the City Engineer for review and comment which shall include any necessary cross easements for access to serve all the proposed parcels, and cross easements for utilities which are not contained within the lot they are serving, including those for water, sanitary sewer, storm sewer, electric, natural gas, cable, and telephone. A current title report for the subject property shall be submitted with the draft plat. Two copies of the final subdivision plat mylars shall be submitted to the City Engineer for the appropriate City signatures. The signed plat mylars will be released to the applicant for delivery to McMinnville Water and Light and the County for appropriate signatures and for recording.

Building Permit Issuance

33. At the time of building permit application, applicable SDCs, including Parks SDCs shall be paid.

Other Completion

34. If security is provided prior to final plat for installation of street trees, the applicant shall complete installation of street trees, per the timing described in Subsection (B) below. The applicant shall plant street trees within curbside planting strips in accordance with the approved street tree plan. All street trees shall be of good quality and shall conform to American Standard for Nursery Stock (ANSI Z60.1). The Planning Director reserves the right to reject any plant material which does not meet this standard.
 - A. Trees shall be provided with root barrier protection in order to minimize infrastructure and tree root conflicts. The barrier shall be placed on the building side of the tree and the curb side of the tree. The root barrier protection shall be placed in 10-foot lengths, centered on the tree, and to a depth of eighteen (18) inches. In addition, all trees shall be provided with deep watering tubes to promote deep root growth.
 - B. Each year the applicant shall install street trees, from November 1 to March 1, adjacent to those properties on which a structure has been constructed and

received final occupancy. This planting schedule shall continue until all platted lots have been planted with street trees.

- C. It shall be the applicant's responsibility to relocate trees as may be necessary to accommodate individual building plans. The applicant shall also be responsible for the maintenance of the street trees, and for the replacement of any trees which may die due to neglect or vandalism, for one year from the date of planting

35. Any improvements which were secured prior to final plat approval shall be completed in accordance with the construction permit agreement.

36. As-built plans shall be submitted as required by the Engineering Department within 30 days after acceptance of the improvements by the City Engineer, as required by Section 17.53.150 of the Zoning Ordinance and applicable provisions of the construction permit agreement and other required agreements.

III. ATTACHMENTS (on file with the Planning Department):

1. S 2-19 Application and Attachments
2. PowerPoint presentation from July 18, 2019 Planning Commission meeting
3. Minutes from July 18, 2019 Planning Commission meeting

IV. COMMENTS:

Agency Comments

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas, Oregon Department of State Lands. Comments were received from the Engineering Department and the Oregon Department of State Lands.

- McMinnville Engineering Department
 1. That a detailed storm drainage plan, which incorporates the requirements of the City's Storm Drainage Master Plan must be submitted to, and approved by, the City Engineering Department. Any utility easements needed to comply with the approved plan must be reflected on the final plat. If the final storm drainage plan incorporates the use of backyard collection systems and easements, such must be private rather than public and private maintenance agreements must be approved by the City for them.
 2. That a detailed sanitary sewage collection plan which incorporates the requirements of the City's Collection System Facilities Plan must be submitted to, and approved by, the City Engineering Department. Any utility easements needed to comply with the approved plan must be reflected on the final plat.
 3. That the applicant secures from the Oregon Department of State Lands (DSL), Army Corps of Engineers, and the Oregon Department of Environmental Quality (DEQ) all applicable storm runoff and site development permits prior to construction of the required site improvements. Evidence of such permits shall be submitted to the City Engineer.
 4. That the developer enter into a construction permit agreement with the City Engineering Department for all public improvements.

5. That all streets within the subdivision shall be improved with a 28-foot-wide paved section, curbside planting strips, and five-foot-wide sidewalks placed one foot from the property line within a 50-foot right-of-way, as required by the McMinnville Land Division.
 6. The City Public Works Department will install, at the applicant's expense, the necessary street signage (including stop signs, no parking signage, and street name signage), curb painting, and striping (including stop bars) associated with the development. The applicant shall reimburse the City for the signage and markings prior to the City's approval of the final plat.
 7. The final plat shall include 10-foot wide public utility easements along both sides of all public rights-of-way for the placement and maintenance of required utilities.
 8. That the applicant shall submit a draft copy of the subdivision plat to the City Engineer for review and comment which shall include any necessary cross easements for access to serve all the proposed parcels, and cross easements for utilities which are not contained within the lot they are serving, including those for water, sanitary sewer, storm sewer, electric, natural gas, cable, and telephone. A current title report for the subject property shall be submitted with the draft plat. Two copies of the final subdivision plat mylars shall be submitted to the City Engineer for the appropriate City signatures. The signed plat mylars will be released to the applicant for delivery to McMinnville Water and Light and the County for appropriate signatures and for recording.
- Department of State Lands
The City was copied on the letter to the applicant which was submitted with the application and is available as an attachment.

Public Comments

Notice of this request was mailed to property owners located within 300 feet of the subject site. Notice of the public hearing was also provided in the News Register on Tuesday, July 9, 2019. No public testimony was submitted to the Planning Department prior to the July 18, 2019 Planning Commission public hearing.

V. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. The applicant held a neighborhood meeting in accordance with Section 17.72.095 of the Zoning Ordinance on January 29, 2019.
2. The application was submitted on May 7, 2019
3. The application was deemed complete on June 7, 2019.
4. Notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.120 of the Zoning Ordinance: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas. Notice was also provided to the Oregon Department of State Lands.

Comments received from agencies are addressed in the Decision Document.

5. Notice of the application and the July 18, 2019 Planning Commission public hearing was mailed to property owners within 300 feet of the subject property in accordance with Section 17.72.120 of the Zoning Ordinance.
6. Notice of the application and the July 18, 2019 Planning Commission public hearing was published in the News Register on Tuesday, July 9, 2019, in accordance with Section 17.72.120 of the Zoning Ordinance.

No public testimony was submitted to the Planning Department prior to the Planning Commission public hearing.

7. On July 18, 2019, the Planning Commission held a duly noticed public hearing to consider the request.

VI. FINDINGS OF FACT - GENERAL FINDINGS

1. **Location:** NE Newby Street between NE Grandhaven and NE 27th Street (Tax Lot 1100, Section 9DC, T. 4 S., R. 4 W., W.M.):
2. **Size:** 2.93 acres
3. **Comprehensive Plan Map Designation:** Residential
4. **Zoning:** Current: R-1, Requested per concurrent zone change application: R-3
5. **Overlay Zones/Special Districts:** None
6. **Current Use:** Vacant
7. **Inventoried Significant Resources:**
 - a. **Natural Resources:** Jurisdictional waters, described in the National Wetland Inventory as riverine wetlands (approximately 3,099 square feet / 0.07 acres). The wetland/jurisdictional waters delineation determined no wetlands were present, but the requirements for the jurisdictional waters are substantially the same.
 - b. **Other:** None Identified
8. **Other Features:** Generally level site slightly sloping toward the natural drainageway that runs east west, and slightly sloping from west to east.
9. **Utilities:**
 - a. **Water:** A 6" water main is present along the frontage in NE Newby and an 8" water main is present in Buel Drive.
 - b. **Sewer:** A 12' sewer main crosses the property from west to east. A 15" sewer main is present in NE Newby Street.
 - c. **Stormwater:** Presently, storm drainage within a larger basin generally westerly of the property is captured in storm drain pipe and routed to a 30" stormdrain pipe in an easement that then discharges to the open east-west drainageway on this property at the west side of the property. The drainageway crosses NE Newby Street in a culvert, and remains piped for approximately 200' before daylighting again, where it continues as a natural open drainageway to the North Yamhill River via open natural tributary drainageways. The east-west drainageway is the uppermost upstream stretch of this open drainageway that is unpiped. **See Exhibits 6 & 7.**

d. **Other Services:** Other services are available to the property. Overhead utilities are present along the property frontage on NE Newby Street. Underground utilities are present in Buel Drive.

10. **Transportation:** NE Grandhaven is a Major Collector, NE 27th is a Minor Collector, McDonald Lane to the west is a Minor Collector. Other streets in the vicinity are local streets, including NE Newby Street and Buel Drive. **See Exhibit 8.** Buel Drive is improved with planter strips and sidewalks on both sides with on-street parking in a 50' wide right-of-way. NE Newby Street is improved with sidewalks and on-street parking on both sides. The right-of-way width of NE Newby varies along the property frontage from approximately 50' to 60'. There appears to be adequate right-of-way along the property frontage on the west side for planter strips without additional right-of-way dedication. However, the street frontage is already improved with curbtight sidewalk.

The Local Street Connectivity Map, Figure 2-1 in the Transportation System Plan, identifies future local street connections to the south terminus of Buel Drive and to NE Newby Street aligned with NE Hoffman Drive.



Transit is available on NE 27th Street, with a stop near NE Newby Street.

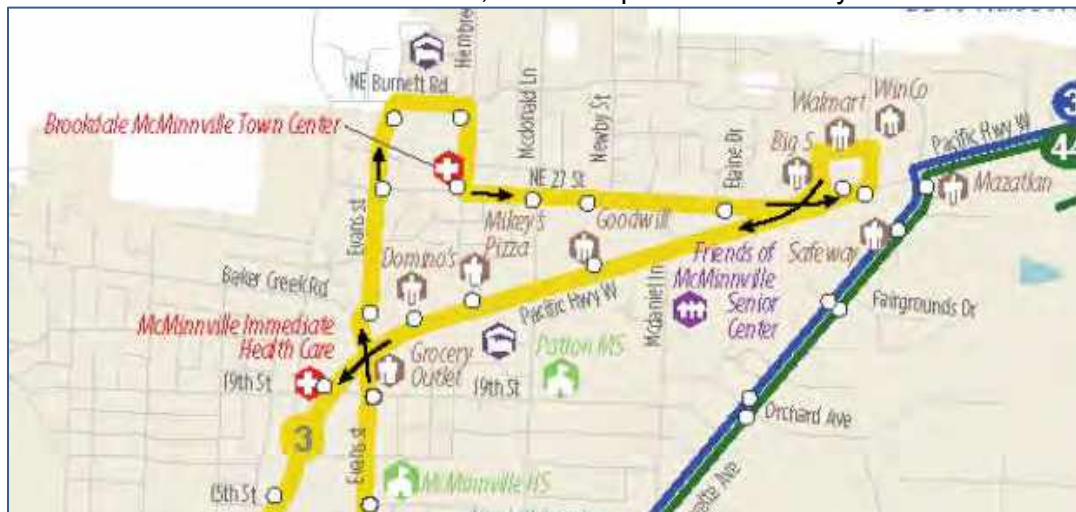


Exhibit 6. Piped and Open Drainage

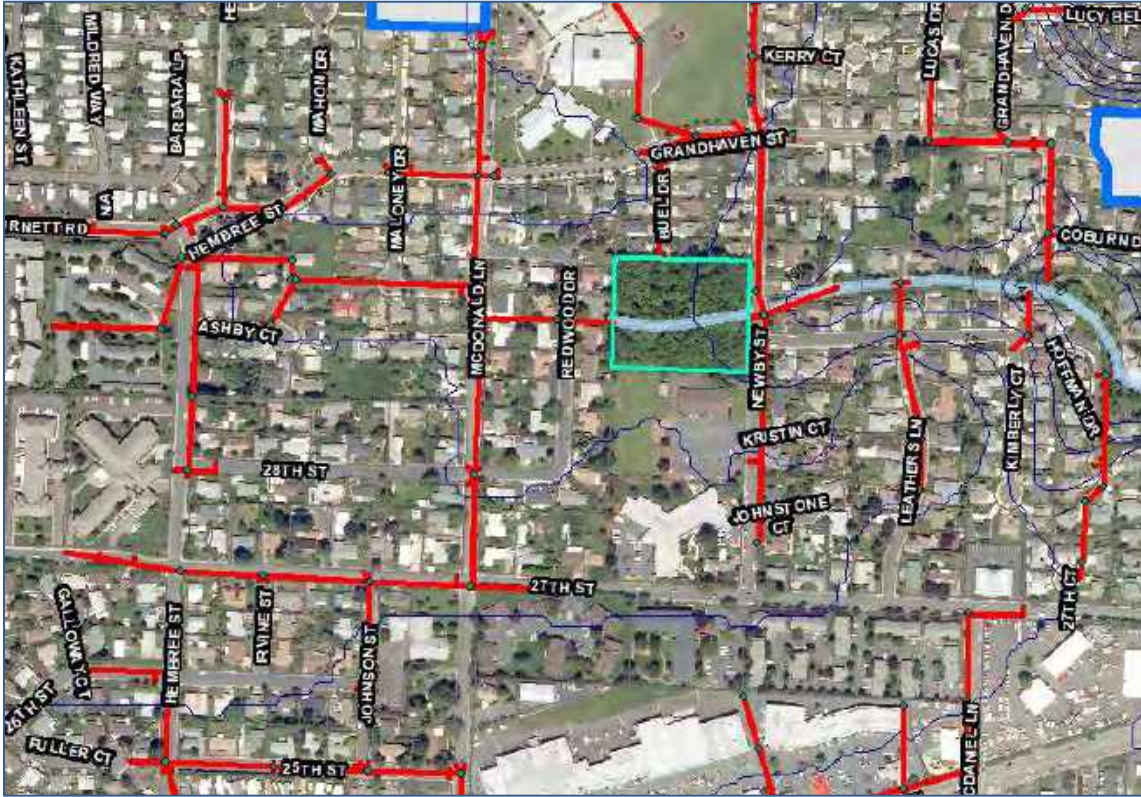


Exhibit 7. Open Drainageway

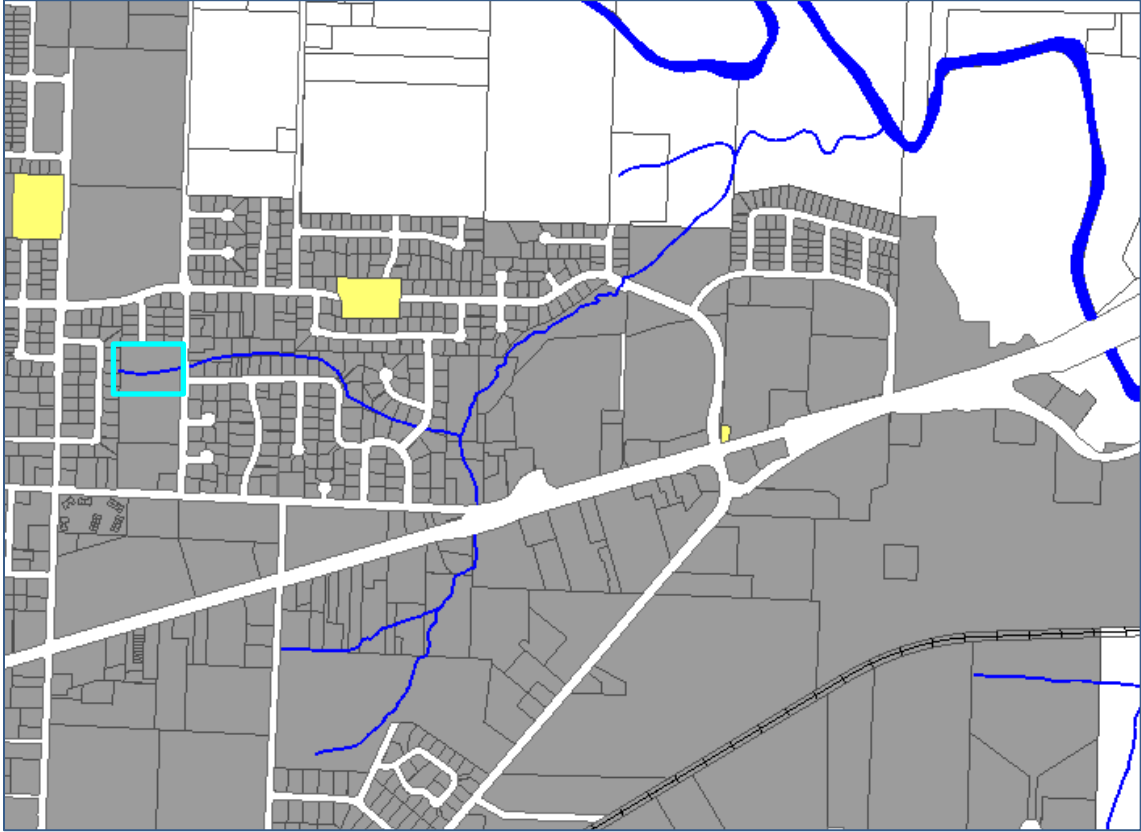


Exhibit 8. Street Functional Classification



VII. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria for a tentative subdivision plan are conformance of the proposed plan to the Land Division standards of Chapter 17.53, the development standards of the applicable zoning district (Chapter 17.18 for the R-3 Zone), and consistency with the Goals and Policies of the Comprehensive Plan, which are independent approval criteria for all land use decisions, as specified in Volume II of the Comprehensive Plan. Decisions must also ensure adequate coordination with other affected agencies to ensure the application is consistent with applicable local, state, and federal laws.

McMinnville Zoning Ordinance

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) provide criteria applicable to the request:

Chapter 17.53. Land Division Standards

The applicable sections of Chapter 17.53 are listed below.

Approval of Streets and Ways

- 17.53.100. Creation of Streets.
- 17.53.101. Streets.
- 17.53.103. Blocks.
- 17.53.105. Lots.
- 17.53.110. Lot Grading.
- 17.53.120. Building Lines.
- 17.53.130. Large Lot Subdivision.
- 17.53.140. Left-Over Land.

FINDING: SATISFIED WITH CONDITIONS. The applicant's proposed tentative plan demonstrates compliance with the applicable standards of the sections listed above, subject to conditions of approval.

17.53.100. Creation of Streets. All streets within the subdivision are proposed as public streets, to be dedicated on the plat, except that access to Lot 13 will be via easement across Lot 14 in accordance with the applicable easement access standards of Section 17.53.100.

17.53.101. Streets. The proposal complies with the street standards of 17.53.101. The street layout provides for the continuation of the alignment of Buel Drive and NE Hoffman Drive with no offset intersections. The street layout in an “L” configuration is the most practical layout for connectivity given existing conditions. It utilizes east-west orientation to the extent practical for solar orientation and access for lots. The proposed new street is a local street with right-of-way width and street width in conformance with the widths specified in the City’s Complete Street Design Standards for a local residential street. No reserve strips are proposed. The proposed new street is in alignment with existing streets. Surrounding properties are developed, so there isn’t a need for street plugs for future street extensions. Street intersections are designed for 90 degree right angles. No additional right-of-way is required for abutting streets. No half streets are proposed. No cul-de-sacs are proposed. No eyebrows are proposed.

As a condition of approval, the proposed easement access to Lot 13 across Lot 14 shall be not less than 15 feet in width and shall have a hard-surfaced drive of 10 feet width minimum.

No excessive grades are required for the proposed street.

The applicant proposed a 38’ centerline radius at the “L” of the proposed street. This is less than the 100’ minimum radius, and is not to an even 10 feet as required by 17.53.101(L) The Planning Commission has discretion to accept sharper curves “where existing conditions, particularly topography, make it otherwise impractical to provide buildable lots.” Tighter radii have previously been approved in areas where slower speeds are desired in a residential setting, including corners at 90 degree turns which would comprise a block if street extension to adjoining properties could occur.

There are no proposed streets adjacent to railroads, no frontage roads, and no alleys.

As a condition of approval, the proposed private drive will need to be constructed to the same structural standards that would apply to a public street, and a storm drainage plan will be required.

There are no arterials, collectors or bikeway requirements associated with the proposed subdivision. There are no residential collector streets associated with the proposed development.

Sidewalks are consistent with 17.53.101(S) and (T) and the Complete Street Design Standards, except that existing sidewalks present on NE Newby Street are curbtight without a 5’ planter strip, and are proposed to remain. A portion of sidewalk will need to be removed for the new street connection and driveway access for Lots 1 and 2.

No gates are proposed within the public right-of-way or for the private way serving Lot 13.

17.53.103. Blocks. Due to the existing development and street patterns, the block length and perimeter standards will somewhat exceed the 400 foot block length and 1,600 foot block perimeter. Measuring from the street centerline, the block containing Lots 1-8 together with the existing development to the north will have a

width of approximately 300 feet and a length of approximately 600 feet. The perimeter is approximately 1,700 feet. Due to the constraints created by the existing development and street configuration to the north, west, and south, the block containing Lots 9-17 together with the adjoining development will not come close to meeting the block length or perimeter standards. This is authorized when “topography or location of adjoining streets justifies an exception.”

The applicant is proposing public utility easements along the right-of-way and is proposing easements located where necessary to proposed sanitary sewer and storm drainage facilities outside of the right-of-way.

17.53.105. Lots. The proposed lots are suitable shapes for development, generally rectangular with side lot lines perpendicular to the right-of-way, except for Lot 13 served by private easement. Lots are not excessively deep, and lot depth doesn’t exceed two times the width on lots. Lots 15-17 are wider than deep. The smallest lots are Lots 4 and 5 (4470 sf and 4467 sf) which will have the attached single-family homes. Other lot sizes range from 6000 sf to 6862 sf. Except for Lots 13 and 14, at the corner of the “L” no lot has less than 50 feet of frontage. There is no access onto an arterial or collector, no through lots are proposed, and no flag lots are proposed.

17.53.110. Lot Grading. No excessive slopes are proposed. Grading and fill associated with the proposal, including piping of the open drainageway will be subject to review by the appropriate departments and permitting agencies as a condition of approval.

17.53.120. Building Lines. No special building setback lines are proposed, except as controlled by easements, and where noted for single-family attached homes on Lots 4 and 5, which will have a common wall with a zero lot line setback where adjoined at the common wall

17.53.130 Large Lot Subdivision is not applicable because this is not a large lot subdivision.

17.53.140 Left-Over Land is not applicable because the proposed subdivision doesn’t result in left-over land.

Improvements

17.53.150. Improvement Procedures.

17.53.151. Specifications for Improvements.

17.53.153. Improvement Requirements.

FINDING: SATISFIED WITH CONDITIONS. The applicant’s proposed tentative plan demonstrates compliance with the applicable standards of the sections listed above.

17.53.150. Improvement Procedures. The applicant will be required to comply with the improvement procedures as a condition of approval.

17.53.151. Specifications for Improvements. As a condition of approval, the applicant will be required to provide civil drawings that comply with all City specifications.

17.53.153. Improvement Requirements. The applicant's proposal includes improvements necessary to serve lots consistent with the requirements of this section. As a condition of approval, the applicant will be required to provide civil drawings that comply with all City specifications of this section.

As a condition of approval, the applicant will be required to submit a street tree plan for review and approval of the Landscape Review Committee.

Chapter 17.18. R-3 Two-Family Residential Zone

The applicable sections of Chapter 17.18 are listed below. The tentative plan was submitted concurrent with a zone change application from R-1 to R-3. The requirements of the R-3 zone are addressed below, and the proposed subdivision tentative plan is contingent on approval of the zone change.

- 17.18.010. Permitted Uses.
- 17.18.030. Lot Size.
- 17.18.040. Yard Requirements.
- 17.18.060. Density Requirements

FINDING: SATISFIED WITH CONDITIONS. The applicant's proposed tentative plan demonstrates compliance with the applicable standards of the sections listed above.

17.18.010. Permitted Uses. The proposed use of the lots is 15 detached single-family dwellings and 2 attached single-family dwellings. These are permitted uses in the R-3 zone. For the attached dwellings, they are subject to the provisions of 17.18.010(C)(1)-(8). These requirements will be addressed as a condition of approval. (C)(3) requires a combined area of 8,000 square feet for both lots. The combined area of Lots 4 and 5 is 8,937 square feet.

17.18.030. Lot Size. The minimum lot size for the R-3 zone is 6,000 square feet, except as otherwise provided for attached single-family dwellings. All lots for single-family detached dwellings are at least 6,000 square feet.

17.18.040. Yard Requirements. With the proposed lot sizes and shapes, there is no foreseeable difficulty in meeting setback requirements. The shallower interior lots (15 and 16) could accommodate a structure that is approximately 33' deep between the front and rear setbacks of 15 and 20 feet.

17.18.060. Density Requirements. Based on the proposed uses and lot sizes, the proposal complies with the applicable density requirements of this section.

Comprehensive Plan Volume II:

The following Goals, Policies, and Proposals from Volume II of the Comprehensive Plan provide criteria applicable to this request:

The implementation of most goals, policies, and proposals as they apply to this application are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, policies, and proposals as they apply to this application. Therefore, where applicable standards exist, subsequent findings regarding the parallel comprehensive plan policies are not made when they are duplicative or a restatement of the specific standards which achieve and implement the applicable goals and policies.

The following additional findings are made relating to specific Goals and Policies. Policies applicable to this subdivision application are addressed through implementation standards, except as provided below. The applicant has provided more detailed findings regarding Comprehensive Plan policies as part of the application submittal.

Chapter V. Housing and Residential Development

Residential Design Policies:

- 79.00 *The density allowed for residential developments shall be contingent on the zoning classification, the topographical features of the property, and the capacities and availability of public services including but not limited to sewer and water. Where densities are determined to be less than that allowed under the zoning classification, the allowed density shall be set through adopted clear and objective code standards enumerating the reason for the limitations, or shall be applied to the specific area through a planned development overlay. Densities greater than those allowed by the zoning classification may be allowed through the planned development process or where specifically provided in the zoning ordinance or by plan policy. (Ord. 4796, October 14, 2003)*
- 80.00 *In proposed residential developments, distinctive or unique natural features such as wooded areas, isolated preservable trees, and drainage swales shall be preserved wherever feasible.*

FINDING: SATISFIED WITH CONDITIONS. The proposed development is consistent with the density authorized by the zoning, topography, and availability of services.

The applicant is seeking approval from DSL and the US Army Corps of Engineers to mitigate the jurisdictional waters offsite. If they are able to meet those requirements, given the locational context of the drainage swale within the drainage system as discussed in this document, the existing drainage swale could be rerouted to tie into the existing piped drainage system immediately upstream and downstream.

Lot Sales Policy:

- 99.10 *The City of McMinnville recognizes the value to the City of encouraging the sale of lots to persons who desire to build their own homes. Therefore, the City Planning staff shall develop a formula to be applied to medium and large size subdivisions, that will require a reasonable proportion of lots be set aside for owner-developer purchase for a reasonable amount of time which shall be made a part of the subdivision ordinance.*

FINDING: SATISFIED WITH CONDITIONS. This requirement is addressed with a condition of approval requiring the applicant to make lots available for sale.

Chapter VI. Transportation System.

Streets

- 118.00 *The City of McMinnville shall encourage development of roads that include the following design factors:*
5. *Connectivity of local residential streets shall be encouraged. Residential cul-de-sac streets shall be discouraged where opportunities for through streets exist*

121.00 *The City of McMinnville shall discourage the direct access of small-scale residential developments onto major or minor arterial streets and major collector streets.*

Connectivity and Circulation

132.26.05 *New street connections, complete with appropriately planned pedestrian and bicycle features, shall be incorporated in all new developments consistent with the Local Street Connectivity map. (Ord. 4922, February 23, 2010)*

Circulation

132.41.05 *Cul-de-sac streets in new development should only be allowed when connecting neighborhood streets are not feasible due to existing land uses, topography, or other natural and physical constraints. (Ord. 4922, February 23, 2010)*

132.41.30 *Promote Street Connectivity – The City shall require street systems in subdivisions and development that promote street connectivity between neighborhoods. (Ord. 4922, February 23, 2010)*

FINDING: Satisfied. The applicant’s proposal provides for street connectivity consistent with the Local Street Connectivity Map in the Transportation System Plan.

TS:sjs



Planning Department
231 NE Fifth Street • McMinnville, OR 97128
(503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:	
File No.	<u>203-19</u>
Date Received	<u>5-7-19</u>
Fee	<u>3759⁰⁰</u>
Receipt No.	_____
Received by	<u>[Signature]</u>

Comprehensive Plan Map Amendment/ Zone Change Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name Leonard Johnson Phone (503) 434-0364

Contact Name Ron Pomeroy, Navigation Land Use Consulting, LLC Phone (503) 687-3012
(If different than above)

Address P.O.Box 1514

City, State, Zip McMinnville, OR 97128

Contact Email ron@navigationlanduse.com

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name Leonard Johnson Phone (503) 434-0364

Address 3375 NW Westside Road

City, State, Zip McMinnville, OR 97128

Contact Email dragsaw2@gmail.com

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R44 09 - DC - 01100 Total Site Area 2.93 acres

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation Residential Zoning Designation R-1

This request is for a:

Comprehensive Plan Amendment

Zone Change

1. What, in detail, are you asking for? State the reason(s) for the request and the intended use(s) of the property.

This zone change application requests approval to change the zoning designation of this site from R-1 to R-3. This zone change application is a companion to a subdivision application requesting approval of a tentative subdivision plan for the development of a 17-lot single-family residential subdivision on this site.

2. Show in detail, by citing specific goals and policies, how your request is consistent with applicable goals and policies of the McMinnville Comprehensive Plan (Vol. 2).

See attached narrative, findings and exhibits

3. If your request is subject to the provisions of a planned development overlay, show, in detail, how the request conforms to the requirements of the overlay.

See attached narrative, findings and exhibits

4. If you are requesting a Planned Development, state how the proposal deviates from the requirements of the Zoning Ordinance and give justification for such deviation. _____

A Planned Development is not being requested

5. Considering the pattern of development in the area and surrounding land uses, show, in detail, how the proposed amendment is orderly and timely. _____

See attached narrative, findings and exhibits

6. Describe any changes in the neighborhood or surrounding area which might support or warrant the request. _____

See attached narrative, findings and exhibits

7. Document how the site can be efficiently provided with public utilities, including water, sewer, electricity, and natural gas, if needed, and that there is sufficient capacity to serve the proposed use.

See attached narrative, findings and exhibits

8. Describe, in detail, how the proposed use will affect traffic in the area. What is the expected trip generation?

See attached narrative, findings and exhibits

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), indicating existing and proposed features within and adjacent to the subject site, such as: access; lot and street lines with dimensions; distances from property lines to structures; improvements; and significant features (slope, vegetation, adjacent development, drainage, etc.). If of a larger size, provide five (5) copies in addition to **an electronic copy** with the submittal.
- A legal description of the parcel(s), preferably taken from the deed.
- Payment of the applicable review fee, which can be found on the Planning Department web page.

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.


Applicant's Signature

5/7/19
Date

Same
Property Owner's Signature

5/7/19
Date



Planning Department
231 NE Fifth Street ◦ McMinnville, OR 97128
(503) 434-7311 Office ◦ (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:	
File No.	<u>S2-19</u>
Date Received	<u>5-7-19</u>
Fee	<u>5081.⁵⁰</u>
Receipt No.	_____
Received by	<u>[Signature]</u>

Tentative Subdivision Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name Leonard Johnson Phone (503) 434-0364

Contact Name Ron Pomeroy, Navigation Land Use Consulting, LLC Phone (503) 687-3012
(If different than above)

Address P.O.Box 1514

City, State, Zip McMinnville, OR 97128

Contact Email ron@navigationlanduse.com

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name Leonard Johnson Phone (503) 434-0364

Address 3375 NW Westside Road

City, State, Zip McMinnville, OR 97128

Contact Email dragsaw2@gmail.com

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R44 09 - DC - 01100 Total Site Area 2.93 acres

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation Residential Zoning Designation R-1

Subdivision Information

1. What is this application for?

- Subdivision (10 (ten) or fewer lots)
 Subdivision (more than 10 (ten) lots)

2. Briefly describe the project: This subdivision application requests approval of a tentative subdivision plan for the development of a 17-lot single family residential subdivision on this site.

3. Name of proposed subdivision: Monika

4. Size of proposed subdivision in acres or square feet: 2.93 acres

5. Number of lots: 17 Minimum lot size: 4,467 square feet

6. Number and type of Residential Units: 15 single-family detached residences and 2 single-family attached residences

7. Average lot size: 6,049 square feet Gross density per acre of entire subdivision: 5.8 du/ac

8. Total anticipated population: 45 (estimated 2.6 persons per household)

9. Size of park(s)/open space in acres or square feet: -

10. General description of the subject site and current land use: Generally square in shape and vacant. Site lacks most vegetation except for mature arborvitae located along its southern edge. An open drainage ditch traverses the site in a generally east-west orientation and the site slopes from its northern and southern edges toward the open ditch.

11. Describe existing uses and zoning of surrounding properties:

	<u>Zoning</u>	<u>Current Use</u>
North	<u>R-2 PD</u>	<u>Single-family and duplex development</u>
South	<u>R-1</u>	<u>Adventure Christian Church</u>
East	<u>R-3 PD and R-1</u>	<u>Single-family residential development</u>
West	<u>R-1</u>	<u>Single-family residential development</u>

12. Describe the topography of the subject site: Sloping from its northern and southern edges toward an open drainage ditch that traverses the site in a generally east-west orientation.

13. Does the site contain any existing structures, wells, septic tanks? Explain None

14. How will the proposed subdivision be served by utilities? Note the location and size of all service lines (water, sanitary sewer, storm sewer, natural gas, electricity).
All utilities are available or can be made available to sufficiently serve the site. See attached.

15. What is the anticipated date construction will begin? Fall, 2019

16. What is the anticipated date of completion? Fall, 2021

17. If applicable, explain how the subdivision will be phased? One phase

18. Does your tentative subdivision plan delineate the general location of all previously recorded easements and encumbrances presently binding upon the subdivision site? (A current title report or subdivision guarantee for the site would disclose such easements or encumbrances).

Yes No N/A

19. Does your tentative subdivision plan delineate necessary access and utility easements?

Yes No N/A

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), tentative subdivision plan, and supplementary data. Tentative plans should be accompanied by improvement plans so that the general programs and objectives are clear to the reviewer. The information to be included in the tentative subdivision plan as listed in the information sheet and in Section 17.53.070 (Submission of Tentative Subdivision Plan) of the Zoning Ordinance. If of a larger size, provide five (5) copies in addition to **an electronic copy** with the submittal.
- Payment of the applicable review fee, which can be found on the Planning Department web page.

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Leard John
Applicant's Signature

5/7/19
Date

SAME
Property Owner's Signature

Date



ASSESSMENT & TAX
CARTOGRAPHY

S.W.1/4 S.E.1/4 SEC.9 T.4S, R.4W. W.M.
YAMHILL COUNTY OREGON
1" = 100'



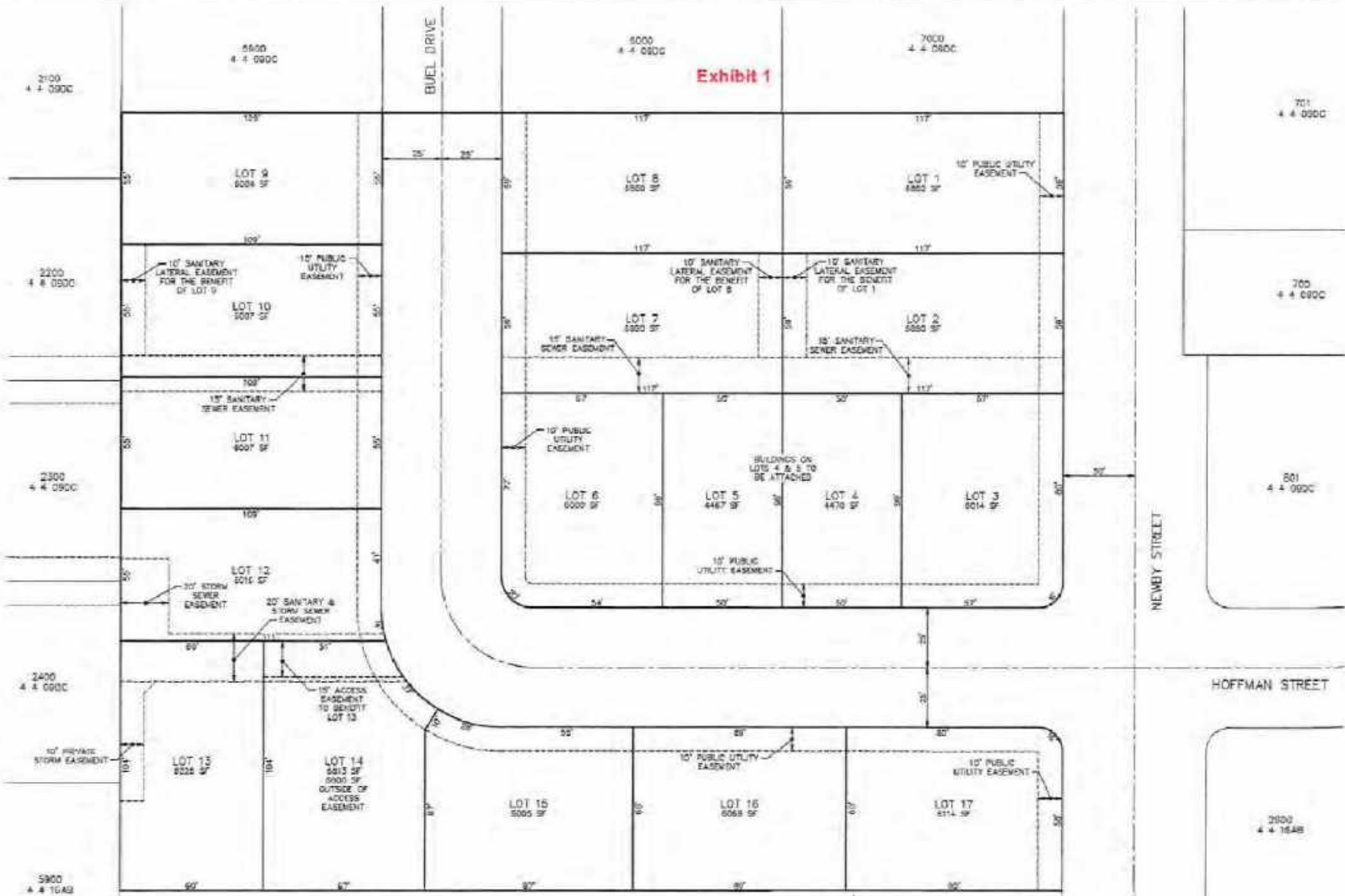
CANCELLED TALOTS

1700	1200
1400	1500
1300	1000
1000	2800
1051	1000
501	2000
601	2700
600	2500
624	2300
700	2000
011	3400
610	3200
600	3000
401	3700
601	3000
002	3900
000	3000
000	4200
004	4400
000	4500
001	4700
004	4701
000	4800
011	4000
012	0000
613	
614	
615	
616	
617	
618	
619	
620	
624	
604	
607	
608	
610	
611	
612	
613	
614	
615	
616	
617	
618	
619	
620	
621	
622	
623	
624	
625	
626	
627	
628	
629	
630	
631	
632	
633	
634	
635	
636	
637	
638	
639	
640	
641	
642	
643	
644	
645	
646	
647	
648	
649	
650	
651	
652	
653	
654	
655	
656	
657	
658	
659	
660	
661	
662	
663	
664	
665	
666	
667	
668	
669	
670	
671	
672	
673	
674	
675	
676	
677	
678	
679	
680	
681	
682	
683	
684	
685	
686	
687	
688	
689	
690	
691	
692	
693	
694	
695	
696	
697	
698	
699	
700	

DATE PRINTED: 4/22/2014

This product is for Assessment and Taxation (A&T) purposes only and has not been prepared or is suitable for legal, engineering, surveying or any purposes other than assessment and taxation.

Exhibit 1

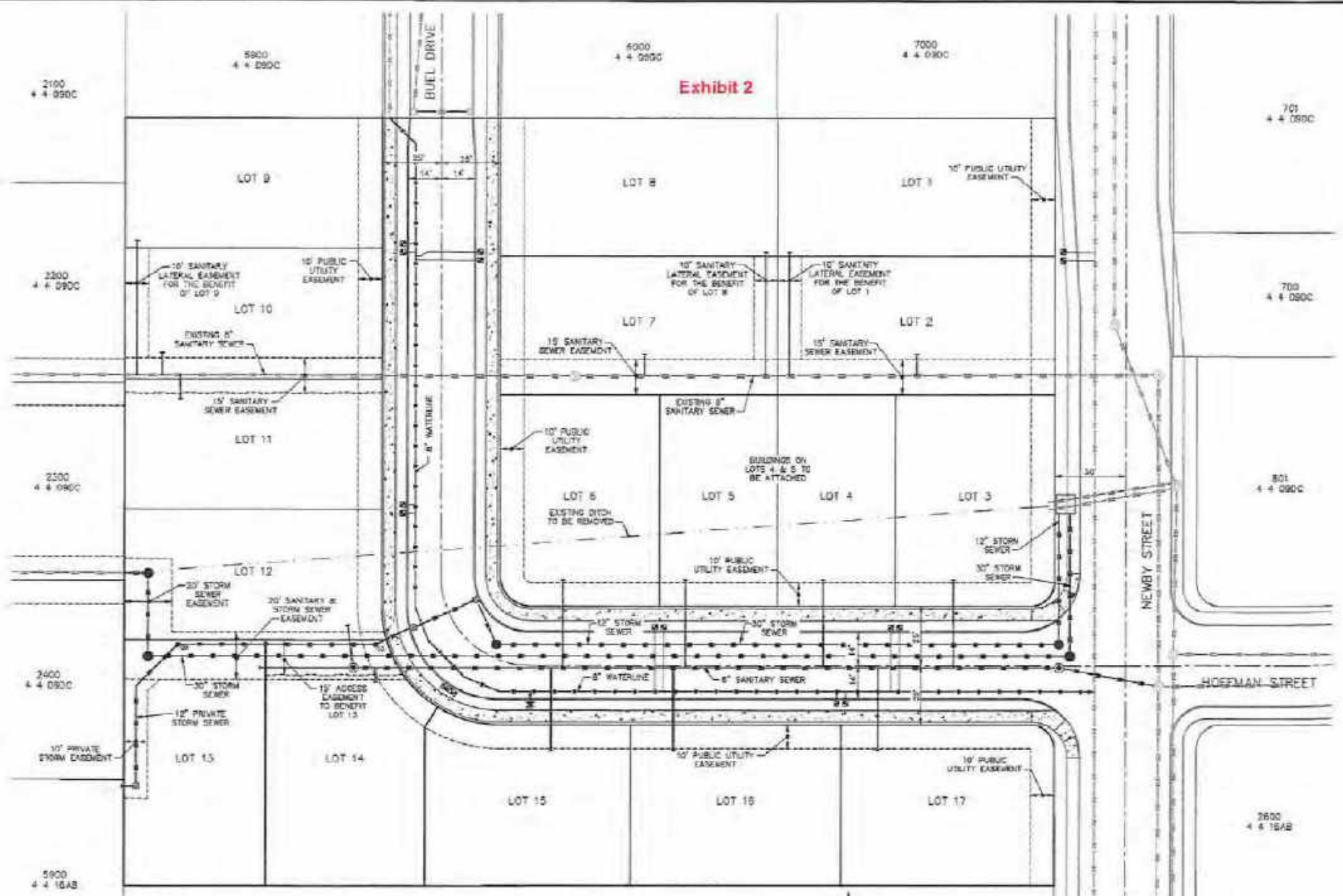


"MONIKA"
A PROPOSED 17 LOT SUBDIVISION
OF TAX LOT 4 4 0900 1100
CITY OF MCMINNVILLE, OREGON
SCALE: 1" = 20'

4100
4 4 1648

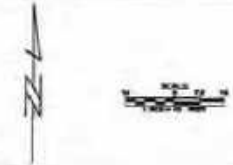
2000
4 4 1648

Exhibit 2



"MONIKA"
A PROPOSED 17 LOT SUBDIVISION
OF TAX LOT 4 4 09DC 1100
CITY OF MCMINVILLE, OREGON
SCALE: 1" = 20'

4100
4 4 16AB



- Land Use Applications -

- **Zone Change**
- **Residential Subdivision**

Submitted to: City of McMinnville, Planning Department
231 NE Fifth Street
McMinnville, OR 97128

Owner: Leonard Johnson
3775 NW West Side Road
McMinnville, OR 97128

Owner's Consultants: Navigation Land Use Consulting, LLC
P.O. Box 1514
McMinnville, OR 97128
Contact: Ron Pomeroy, AICP
Email: ron@navigationlanduse.com
Phone: 503.687.3012

R A Storm and Company
22965 Sunnycrest Road
Newberg, OR 97132
Contact: Mart M Storm
Email: nick@slawbuilt.com
Phone: 503.550.8130

Yamhill County Tax Map: T. 4 S., R. 4 W., W.M., 9DC, Tax Lot 01100

Site Size: 2.93 acres

Zoning: R-1
(Single-Family Residential)



I. Executive Summary

On behalf of Leonard Johnson, Navigation Land Use Consulting, LLC is pleased to submit this land use proposal for consideration and approval of a Zone Change application and a Subdivision application for a residential tentative subdivision plan. In brief, the intent of these applications are identified as follows:

- Approval of a zone change application on approximately 2.93 acres of land from the site's current zoning designation of R-1 (Single-Family Residential) designation to an R-3 (Two-Family Residential) zone designation.
- Approval of a 17 lot tentative residential subdivision plan on approximately 2.93 acres of land that would provide opportunity for the construction of 17 single-family homes.

The submitted tentative plan proposes a westerly extension of a local public street from the current intersection of NE Newby Street and NE Hoffman Street to then curve northward to align with and connect to the current temporary southerly terminus of NE Buel Drive.

II. Site Description

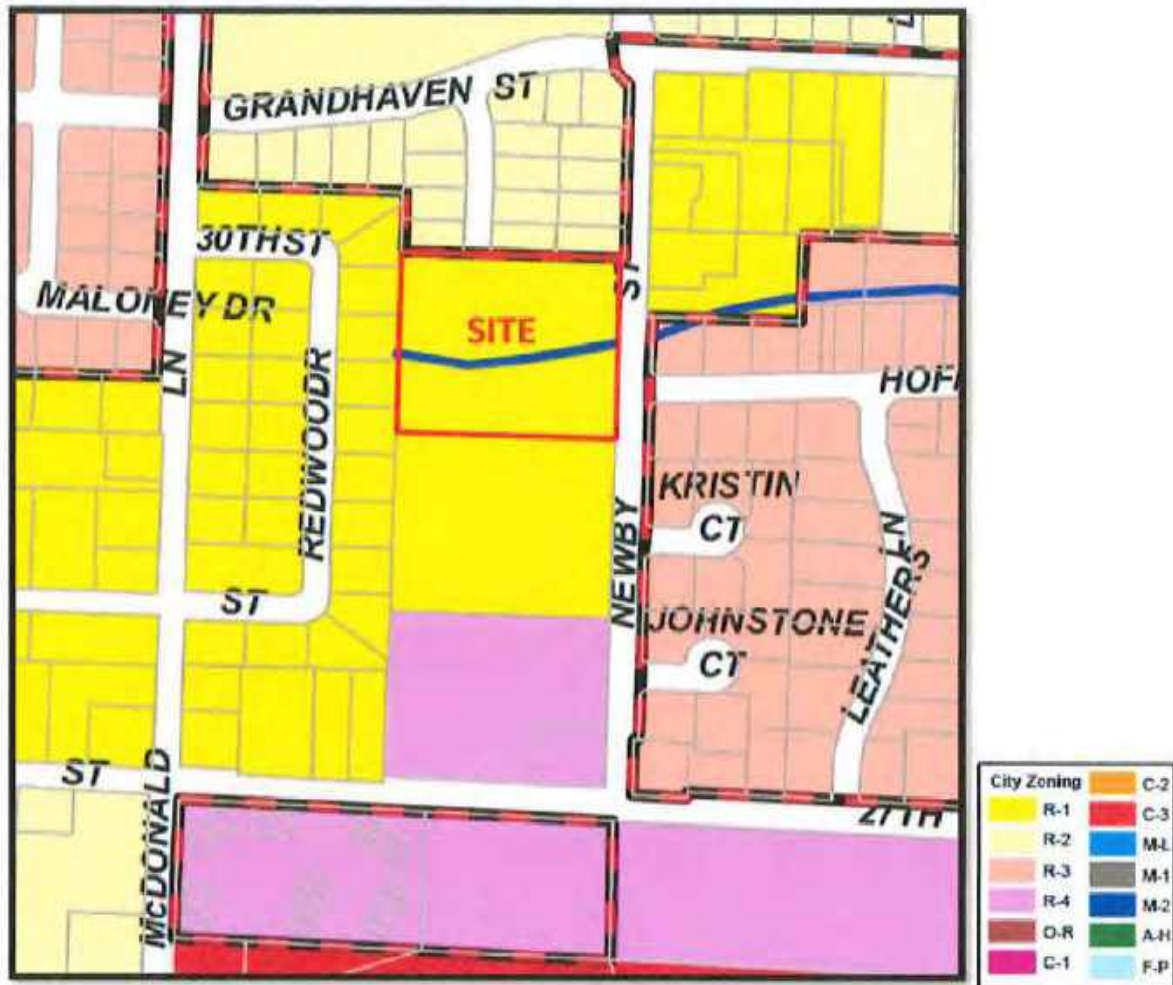
The subject site is approximately 2.93 acres in size, is effectively square in shape and is located adjacent to the west side of NE Newby Street. There are no improvements on the site which was cleared of most trees and vegetation in recent months preceding this development request. A continuous row of mature arborvitae remain along the southern edge of the site. The site generally slopes from its north and south edges toward an east-west oriented storm drainage ditch that crosses the site and which is identified as a tributary to the North Yamhill River. This comprehensive plan designation of the site is identified as Residential on the McMinnville Comprehensive Plan Map. The site is also identified as being zoned R-1 (Single-Family Residential) on the McMinnville Zoning Map. The site is generally located north of NE 27th Street, south of NE Grandhaven Street and west of NE Newby Street.

The Adventure Christian Church occupies land adjacent to the southern edge of this site. All other adjacent properties are residentially developed with the exception of tax lot 2100 located adjacent to the northwesternmost corner of the site; this lot appears to currently be utilized as additional yard space for the adjacent residence to its south which is addressed as 2930 NE Redwood Drive. The western edge of this site lies adjacent to the Redwood Addition residential subdivision. North of this site is the Grandhaven residential subdivision beyond which lies Grandhaven Elementary School. East and southeast of the site across NE Newby Street is the Juliann Addition residential subdivision and other individually platted lots which likely resulted through a series of approved minor land partitions occurring over prior decades. All adjacent land is designated Residential on the McMinnville Comprehensive Plan Map. Adjacent property to the west, south and northeast is designated R-1 (Single-Family Residential) on the McMinnville Zoning Map. Adjacent property to the north is zoned R-2 PD (Single-Family Residential Planned Development) and property to the east and southeast is zoned R-3 PD (Two-Family Residential Planned



Development) on the McMinnville Zoning Map. Additionally, land adjacent to the south side of the Adventure Christian Church is zoned R-4 (Multiple-Family Residential) on the McMinnville Zoning Map.

The existing zoning of the subject site and surrounding lands are as depicted on the graphic below.



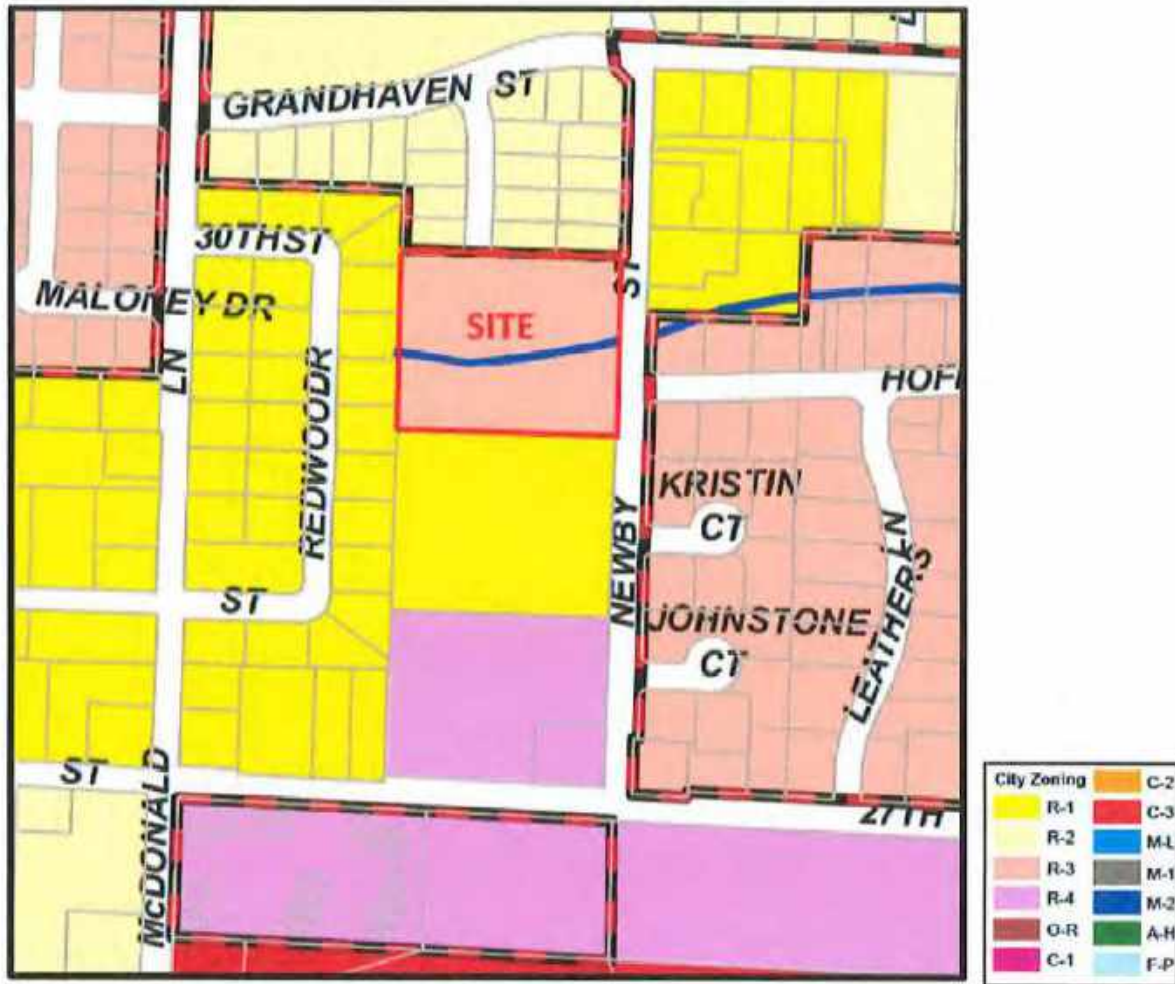
III. Requests

As stated above in the Executive Summary portion of this application, Leonard Johnson is requesting approval of:

- A zone change on approximately 2.93 acres of land from the site's current zoning designation of R-1 (Single-Family Residential) designation to an R-3 (Two-Family Residential) zone designation; and

- A 17 lot tentative residential subdivision plan on approximately 2.93 acres of land that would provide opportunity for the construction of 17 single-family homes.

Should this zone change request be approved, the resultant zoning of the subject site and surrounding land would be as depicted on the graphic below.



For general orientation to the main elements of the proposed tentative subdivision plan, a local public residential street is proposed to be constructed that would begin at the site's eastern edge and be aligned with the current intersection of NE Newby Street and NE Hoffman Street. This public street would extend into the site for a distance of approximately 250-feet and would turn northward and continue through the site to connect with the existing temporary terminus of NE Buel Drive. Fifteen of the proposed lots would be provided access from the proposed local public street with the two remaining lots being provided access by NE Newby Street. All 17 of the proposed lots comply with the minimum lot size, dimensional, and shape requirements of single-



family lots in the R-3 zone and as per the land division standards of Chapter 17.53 of the McMinnville Zoning Ordinance. Fifteen of the proposed seventeen lots are intended for development of single-family detached residences while two of the lots (Lots 4 and 5) are intended for development of single-family attached residences (Exhibit 1 - Tentative Subdivision Plan).

The materials contained in the narrative and conclusionary findings of fact of this proposal address the relevant criteria for approval of both the zone change request and the subdivision request. Individual applications for the Zone Change request and for the Subdivision request have been prepared and filed with the City to run concurrently.

IV. Conclusionary Findings for Approval of the requested Zone Change

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria for a Zone Change are specified in Section 17.74.020 of the Zoning Ordinance.

In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.

Volume I Background Element is the main body or text of the McMinnville Comprehensive Plan. Included in this volume are all the inventories and research documentation on which the goals and policies were based. The requirements of the statewide goals for inventory information and land use related projections (e.g. population and housing) are also contained in this volume.

1. Leonard Johnson is requesting approval of:
 - A zone change application on approximately 2.93 acres of land from the current zone of R-1 (Single-Family Residential) to R-3 (Two-Family Residential); and
2. The subject site is approximately 2.93 acres in size and is generally located north of NE 27th Street, south of NE Grandhaven Street and west of NE Hoffman Street and is more specifically described as R4409DC 01100. The site is currently zoned R-1 (Single-Family Residential) and designated as Residential on the McMinnville Comprehensive Plan Map.
3. Sanitary sewer and municipal water and power can sufficiently serve the site. The municipal water reclamation facility has sufficient capacity to accommodate expected flows resulting from development of the property as proposed. Northwest Natural Gas, Comcast, McMinnville School District 40 and the McMinnville Police and Fire Departments can also sufficiently serve this site.



4. The following citation from Volume I Background Element of the McMinnville Comprehensive Plan is applicable to the request:

Chapter V. Housing and Residential Development – Additional Design Considerations:

Two specific areas of concern were examined by the Citizens' Advisory Committee's subcommittees in relation to residential development designs.

The incorporation of solar access review into the land division ordinance received favorable reaction. Such review could require that all subdivision designs seek to maximize access to the sun through orientation of both streets and lots. This requirement has been used in other cities without causing major development problems. By orienting streets and lots towards the optimal access to the sun, the City would not be requiring the installation of active solar energy systems, but would instead encourage and allow the use of both passive and active solar systems. The large size of future areas proposed for residential development further enhances the applicability of this design requirement in McMinnville.

Pedestrian paths (sidewalks) are required by ordinance to be constructed in all new residential developments. Bike paths, however, have only been constructed in a few selected areas. The City should encourage the development of bike paths and foot paths to activity areas, such as parks, schools, and recreation facilities, in all development designs. Close attention to maintenance costs to the public will, however, have to be monitored.

Based on the information presented on residential development design considerations, the City finds that:

1. A minimum level of public facilities and services including, but not limited to, sanitary sewer, storm drainage systems, water services, and improved streets should continue to be required for all residential developments. The standards for these facilities and services should be periodically examined to insure the services are commensurate with, but do not exceed, the density of development projected.
2. Open space is required in all residential developments in several ways. Traditional zoning setbacks reserve a large portion of each individual lot for potential open space. [..]
3. Parkland requirements in the land division ordinance provide for either the dedication of parkland to the public or payment of money in lieu of land to develop the city park system. The requirements of the ordinance need to be examined to see that all future residential developments, including mobile home parks and newly created parcels through partitioning, contribute equitably to the park program.
4. The incorporation of solar access review into the land division ordinance should be undertaken. Such review would require the orientation of streets and lots towards the sun in a manner which would best utilize access to solar energy. The



requirement should not be designed to lessen the density of development available on any parcel of land.

5. The City should encourage the provision of bike and foot paths within residential developments to connect to public and/or private parks, or recreation facilities and to connect to any paths which currently abut the land.

Findings: This proposal meets the intent of this portion of Volume I of the Comprehensive Plan. This is evident in that all requisite public facilities and services shall be sufficiently provided to adequately serve this site and the proposed development as articulated further in additional Findings provided below. The standards for these facilities and services are periodically examined and amended by the City.

As described by criterion 2 above, the open space provided by this proposed tentative subdivision plan is comprised of the "traditional zoning setbacks" which "reserve a large portion of each individual lot for potential open space." Additionally, and as addressed by criterion 3 above, commensurate fee-in-lieu-of park fees shall be assessed to the developer by the City as deemed appropriate.

Regarding criterion 4 above, while the City does not have a specific, adopted solar access code, Section 17.53.101(A)(3) (Streets – General) of the McMinnville Zoning Ordinance speaks to maximizing the "potential for unobstructed solar access to all lots or parcels." Also that "streets providing direct access to abutting lots shall be laid out to run in a generally east-west direction to the maximum extent feasible, within the limitations of existing topography, the configuration of the site, predesigned future street locations, existing street patterns of adjacent development, and the preservation of significant natural features." Additionally, that "the east-west orientation of streets shall be integrated into the design." The proposed tentative subdivision plan complies with this Comprehensive Plan Volume I criterion and Section 17.53.101(A)(3) of the McMinnville Zoning Ordinance in that this plan proposes to align the site's new internal local public street with the current intersection of NE Newby Street and NE Hoffman Street at the site's eastern edge and also to connect this proposed through street to the current temporary terminus of NE Buel Drive at the site's northern edge. Opportunities for an alternative street layout would necessitate the incorporation of one or more cul-de-sac streets and would generally have the effect of lessening solar access opportunities as well as conflict with Comprehensive Plan Volume II Policies 118.00(5) and 132.41.05, relative to street connectivity. The proposed street layout promotes compliant street intersection alignments and increased local street connectivity. The resultant proposed street connection yields an approximate 50-percent east-west alignment and an approximately 50-percent north-south alignment. To the extent physically possible, given the site size, shape and required street alignment and connections, the proposed lots are provided the potential for unobstructed solar access to the maximum extent feasible.

There are no public and/or private parks or recreational facilities, or paths leading to such, currently abutting the subject site as referenced in criterion 5 above. Therefore, pedestrian mobility through this development will be provided by the construction of public sidewalks as required by City standards to provide pedestrian mobility within this neighborhood and the surrounding network of public sidewalks similar to that found in all of the other adjacent



residential neighborhoods and throughout the city. Therefore, these criteria have been satisfied.

5. The following Goals and Policies of Volume II of the McMinnville Comprehensive Plan (1981) are applicable to the request:

The implementation of most goals, policies, and proposals as they apply to this application are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, policies, and proposals as they apply to this application.

The following additional findings are made relating to specific Goals and Policies:

GOAL II 1: TO PRESERVE THE QUALITY OF THE AIR, WATER, AND LAND RESOURCES WITHIN THE PLANNING AREA.

Policies:

2.00 The City of McMinnville shall continue to enforce appropriate development controls on lands with identified building constraints, including, but not limited to, excessive slope, limiting soil characteristic, and natural hazards.

5.00 The quality of the air resources in McMinnville shall be measured by the standards established by the Oregon Environmental Quality Commission and the Federal Environmental Protection Agency.

9.00 The City of McMinnville shall continue to designate appropriate lands within its corporate limits as "floodplain" to prevent flood induced property damages and to retain and protect natural drainage ways from encroachment by inappropriate uses.

12.00 The City of McMinnville shall insure that the noise compatibility between different land uses is considered in future land use decisions and that noise control measures are required and instituted where necessary.

Finding: Goal II 1 and Policies 2.00, 5.00, 9.00 and 12.00 are satisfied by this proposal in that there is no portion of this site that is identified with building constraints such as excessive slope, limiting soil characteristic(s) and/or natural hazards. Any and all infrastructure and right-of-way improvements shall be designed, proposed, reviewed and permitted as per standards and requirements administered and supported by the City of McMinnville. While there are no residential development requirements or standards addressing the quality of air resources in McMinnville, the City is cognizant of standards established by the Oregon Environmental Quality Commission and the Environmental Protection Agency (EPA) as they relate to impactful commercial or industrial uses within the city. Additionally, there are no lands being proposed for development that are identified as Floodplain on the McMinnville Comprehensive Plan Map or as being located within zone AE of the associated Federal Emergency Management Association (FEMA) Flood Insurance Rate Map (FIRM - 41071C0406D); the subject site is identified on the associated FIRM as being located in Zone X. Noise compatibility between adjacent single-family residential developments is established in that there are no adopted policies that address adjacent same-type development as being potentially noise incompatible. The intent of this



proposal is to allow the creation of single-family residential development to be located adjacent to existing single-family residential development and is therefore not an incompatible proposed use to those adjacent developments. The adjacency of the Adventure Christian Church to the southern edge of this site is also not noise incompatible as churches are listed as Conditional Uses in all of McMinnville's residential zones and are therefore found by the general nature of their use to be compatible with adjacent residential development.

GOAL V 1: TO PROMOTE DEVELOPMENT OF AFFORDABLE, QUALITY HOUSING FOR ALL CITY RESIDENTS

58.00 City land development ordinances shall provide opportunities for development of a variety of housing types and densities.

60.00 Attached single-family dwellings and common property ownership arrangements (condominiums) shall be allowed in McMinnville to encourage land-intensive, cost-effective, owner-occupied dwellings.

Findings: Goal V 1 and Policies 58.00 and 60.00 are met by this proposal in that, while 15 of the 17 proposed lots are designed and intended for single-family detached use and are fairly consistent in size providing an average lot size of approximately 6,300 square feet, two of the 17 proposed lots are designed and intended for single-family attached use on lots approximating 4,470 square feet each. This proposed variation of residential lot sizes would provide opportunity for development of a variety of lots, housing types and sizes at varying price points which adds to the variety of housing opportunities to be made available within the community.

GOAL V 2: TO PROMOTE A RESIDENTIAL DEVELOPMENT PATTERN THAT IS LAND-INTENSIVE AND ENERGY-EFFICIENT, THAT PROVIDES FOR AN URBAN LEVEL OF PUBLIC AND PRIVATE SERVICES, AND THAT ALLOWS UNIQUE AND INNOVATIVE DEVELOPMENT TECHNIQUES TO BE EMPLOYED IN RESIDENTIAL DESIGNS.

68.00 The City of McMinnville shall encourage a compact form of urban development by directing residential growth close to the city center and to those areas where urban services are already available before committing alternate areas to residential use.

71.00 The City of McMinnville shall designate specific lands inside the urban growth boundary as residential to meet future projected housing needs. Lands so designated may be developed for a variety of housing types. All residential zoning classifications shall be allowed in areas designated as residential on the Comprehensive Plan Map.

71.05 The City of McMinnville shall encourage annexations and rezoning which are consistent with the policies of the Comprehensive Plan so as to achieve a continuous five-year supply of buildable land planned and zoned for all needed housing types. (Ord.4840, January 11, 2006; Ord. 4243, April 5, 1983; Ord. 4218, November 23, 1982)

71.09 Medium and High-Density Residential (R-3 and R-4) - The majority of residential lands in McMinnville are planned to develop at medium density range (4 – 8 dwelling units per net acre). Medium density residential development uses include small lot single-family detached uses, single family attached units, duplexes and triplexes, and townhouses. High density residential



development (8 – 30 dwelling units per net acre) uses typically include townhouses, condominiums, and apartments:

1. Areas that are not committed to low density development;
2. Areas that have direct access from collector or arterial streets;
3. Areas that are not subject to development limitations such as topography, flooding, or poor drainage;
4. Areas where the existing facilities have the capacity for additional development;
5. Areas within one-quarter mile of existing or planned public transportation; and
6. Areas that can be buffered from low density residential areas in order to maximize the privacy of established low density residential areas. (Ord. 4961, January 8, 2013; Ord. 4796, October 14, 2003)

71.10 The following factors should be used to define appropriate density ranges allowed through zoning in the medium density residential areas:

1. The density of development in areas historically zoned for medium and high density development;
2. The topography and natural features of the area and the degree of possible buffering from established low density residential areas;
3. The capacity of the services;
4. The distance to existing or planned public transit;
5. The distance to neighborhood or general commercial centers; and
6. The distance from public open space. (Ord. 4796, October 14, 2003)

Finding: Goal V 2 and Policies 68.00, 71.00, 71.05, 71.09 (1-6), and 71.10 (1-6) are met by this residential zone change proposal in that all residential zoning classifications shall be allowed in areas designated as Residential on the McMinnville Comprehensive Plan Map. Rezoning this site to allow an increase in residential density encourages more efficient residential development in an area where urban services are already available before committing alternate areas to residential development. Additionally, a range of residential single-family lot sizes and dwelling unit types is proposed thereby promoting an energy-efficient and land intensive development pattern. As noted above, while 15 of the 17 proposed lots are designed and intended for single-family detached use and are fairly consistent in size and provide an average lot size of approximately 6,300 square feet, two of the 17 lots are designed and intended for single family attached use and on lots approximating 4,470 square feet each. The two proposed single-family attached lots are internal to the subdivision and not located adjacent to any existing developed residential



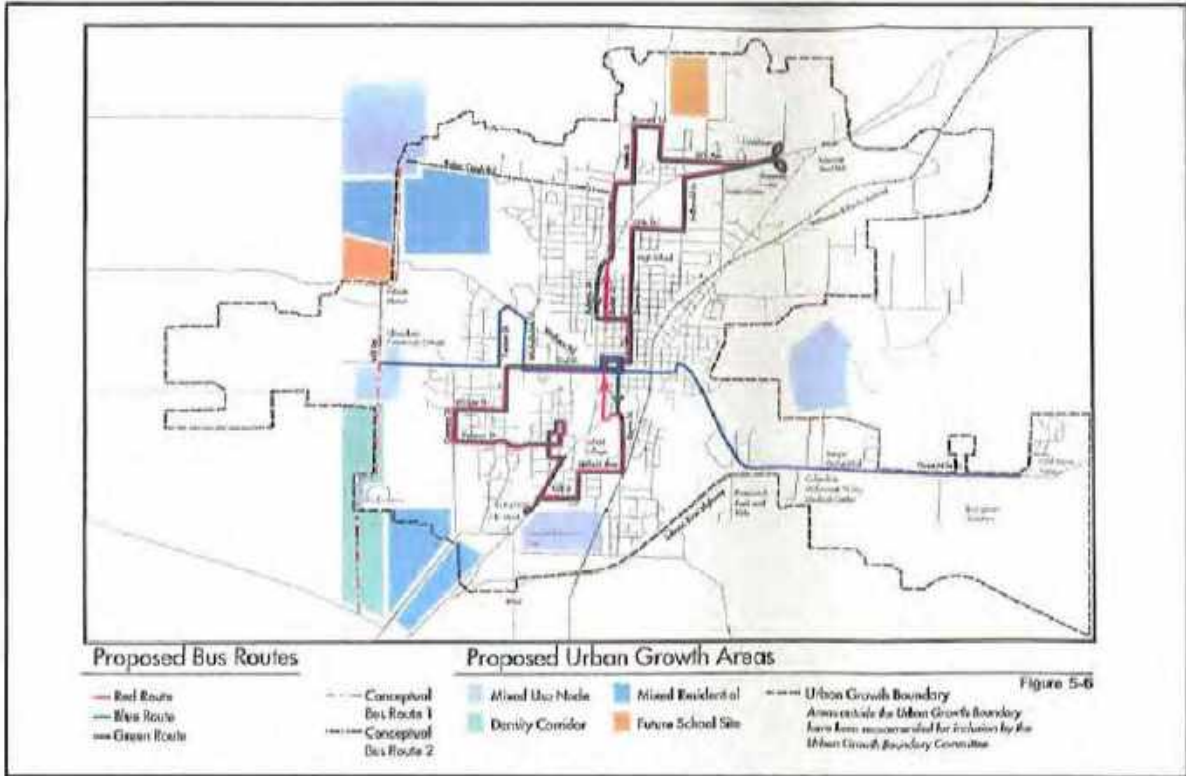
lots. Public services, as addressed in Findings presented below have the capacity to sufficiently serve and accommodate this proposed residential development.

While not close to McMinnville's urban center, the subject site is located in an area that, rather than being committed to low density development, is already committed to a variety of residential zoning designations and densities, and generally developed in a manner reflecting those residential design densities. Specifically, land designated R-1 is located to the west and northeast and is residentially developed with lots commensurate with R-1 requirements. However, adjacent R-1 zoned land to the south is developed with the Adventure Christian Church. Adjacent land to the north is zoned and residentially developed to R-2 standards and land to the east across NE Newby Street from the site is zoned and residentially developed commensurate with R-3 standards. Both R-4 and C-3 (General Commercial) zoned lands are located across NE 27th Street further to the south and are developed with uses and densities appropriate to those zones.

This site is located in an area that is well served by an existing public street network. Additionally, NE Newby Street adjacent to the site's eastern edge is designated as a Local Street and NE Grandhaven Street, located approximately one block north of the subject site, is designated as a Major Collector street in the City's adopted Transportation System Plan. As reflected in Policy 71.01(2) above, an R-3 zoned site is not required to have immediately adjacent access to a collector or arterial street, but rather is required to be located in an area that has access to a collector or arterial street. The subject site is located in an area that has direct access from a Major Collector street, Grandhaven Street, which is located only one block to the north of the site.

City services can be extended from adjacent development sufficient to adequately serve this proposal as is demonstrated on the Overall Utility Plan (Exhibit 2). Public transit is shown to be located within approximately 650 feet of the site and identified by the proposed Red and the Blue Bus Routes both traveling along NE 27th Street as depicted on Figure 5-6 of the adopted McMinnville Transit Feasibility Study, below.





Additionally, the 2018 Yamhill County Transit Area Transit Development Plan shows, for the McMinnville Service Area, a service route also located along NE 27th Street (identified in yellow) and located within approximately 650-feet of the subject site which is less than the City's one-quarter mile proximity requirement related to existing or planned public transportation. The associated graphic from this plan is presented below.



Town Center commercial area currently includes uses such as Goodwill, Harbor Freight, Hallmark, Zapateria Leon, the UPS Store, Jo-Ann's Craft Store, and numerous other retail establishments, fitness centers, restaurants and financial services. The nearest public open space to the subject site is Grandhaven Elementary School located some 350 feet to the north; while not specifically designated as "open space," there are policies in Volume II of the Comprehensive Plan that speak to and encourage the public usage of the recreational facilities within the McMinnville School District where acceptable to the District and the City (such as Policies 20.00 and 162.00). Additionally, the nearest dedicated public park is Chegwyn Farms Neighborhood Park located approximately 1,000 feet (about 0.19 miles) northwest of the subject site.

Buffering:

The following portion of this Finding relates to the buffering element of Policy 71.10 regarding the degree of possible buffering from established low density residential areas and Policy 71.09 that speaks to the maximization of the privacy of established lower density residential areas when adjacent to proposed medium density development. To address this, information related both to proposed developed and to existing lot-size adjacency is provided. Lot size information relied on for these calculations was obtained from the tentative subdivision plan submitted for this proposed subdivision, and from publicly available Yamhill County tax maps and Yamhill County Assessor's data.

The three northernmost lots of the proposed Monika subdivision average some 6,575 square feet in size. The three lots of the Grandhaven subdivision to the north of the subject site (Lots 9, 10 and 20) that will be located adjacent to the three northernmost lots of the proposed subdivision (Lots 1, 8 and 9) average approximately 6,859 square feet in size. This means that these three lots of the Grandhaven subdivision are each an average of approximately 284 square feet larger (about 4 percent larger) than the average size of the three adjacent lots of the proposed Monika subdivision. Additionally, the five westernmost lots of the proposed Monika subdivision (Lots 9 – 13) average some 6,052 square feet in size. The adjacent five lots of the existing Redwood subdivision to the west (Lots 4 – 8) average approximately 10,072 square feet each in size (this is inclusive of tax lot 2100 which is currently not improved with a residence and appears to be used as additional yard area for the adjacent residence addressed as 2930 NE Redwood Drive). Comparing the average lot sizes of these adjacent lots yields that these five lots of the Redwood Addition subdivision are an average of approximately 4,020 square feet larger (about 66 percent larger) than the five adjacent lots of the proposed Monika subdivision.

The following information is provided to help provide context and perspective for these lot size differentials relative to other existing residential development with different zoning designations. Primarily, this information demonstrates that the average lot size comparisons of developments adjacent to the proposed development described above are within the established acceptable average lot size differential range of previously approved adjacent residential uses characterized by different adjacent zoning designations. Specifically, the difference in average lot size between the five proposed western lots of the Monika subdivision and the five adjacent Redwood Addition subdivision lots is not too dissimilar than that which exists between the three northernmost lots of the Redwood Addition subdivision (Lots 1-3) and those five adjacent existing lots of the Grandhaven subdivision (Lots 1-5). In that instance, these three Redwood Addition subdivision lots average approximately 10,772 square feet each in size while the five adjacent lots in the Grandhaven subdivision to the north average approximately 7,475 square feet in size. This means that these three northern lots of the Redwood Addition subdivision average approximately



3,297 square feet larger (about 44 percent larger) than the average lot size of the five adjacent lots of the established Grandhaven subdivision to the north.

Also, located about two blocks west of the subject site is the R-3 PD zoned Maloney single-family residential subdivision which abuts developed R-1 zoned land at its southern edge. The six lots located along the southern edge of the Maloney subdivision average approximately 7,492 square feet each in size. However, the three adjacent R-1 zoned parcels to the south average approximately 13,786 square feet in size. This means that these three R-1 zoned lots are approximately 6,294 square feet larger (about 84 percent larger) than the six adjacent R-3 PD zoned lots to the north.

In these examples provided, located both adjacent to and nearby the subject site, the City has previously found that additional buffering requirements were not necessary and were not applied to any of these zone change and/or subdivision approvals (including the R-3 PD zone change approval that enabled the Maloney subdivision to move forward into platting and development). The City's decision to not require additional buffering treatment is also true of both the Hoffman Addition and Julianne Addition residential subdivisions (with base zones of R-3) located to the east across NE Newby Street being approved adjacent to R-1 zoned land to the north which was already developed at a low residential density.

This situation where medium density residential development was approved adjacent to low density residential development without additional buffer requirements being required similarly exists in all quadrants of the city. Relative to the developments cited in this discussion, the City has found it sufficient to implement the policy position referenced above (McMinnville Comprehensive Plan Volume I, Chapter V, Subsection 2 – Additional Design Considerations) in that traditional zoning setbacks reserve a large portion of each individual lot for potential open space. The City's actionable implementation of this policy in these situations is that the minimum yard requirements as established in the Zoning Ordinance have been deemed sufficient to maximize the privacy of established adjacent low density residential locations particularly in situations where the requested development will result in the adjacency of other single-family detached housing which is found relative to all perimeter lots in this proposal. By following the City's demonstrated practice, and by providing residential setbacks equal to or potentially greater than that required by the McMinnville Zoning Ordinance, these requirements have been met.

Residential Design Policies:

79.00 The density allowed for residential developments shall be contingent on the zoning classification, the topographical features of the property, and the capacities and availability of public services including but not limited to sewer and water. Where densities are determined to be less than that allowed under the zoning classification, the allowed density shall be set through adopted clear and objective code standards enumerating the reason for the limitations, or shall be applied to the specific area through a planned development overlay. Densities greater than those allowed by the zoning classification may be allowed through the planned development process or where specifically provided in the zoning ordinance or by plan policy.



80.00 In proposed residential developments, distinctive or unique natural features such as wooded areas, isolated preservable trees, and drainage swales shall be preserved wherever feasible.

81.00 Residential designs which incorporate pedestrian and bikeway paths to connect with activity areas such as schools, commercial facilities, parks, and other residential areas, shall be encouraged.

82.00 The layout of streets in residential areas shall be designed in a manner that preserves the development potential of adjacent properties if such properties are recognized for development on the McMinnville Comprehensive Plan Map.

83.00 The City of McMinnville shall review the design of residential developments to insure site orientation that preserves the potential for future utilization of solar energy.

Findings: Policies 79.00, 80.00, 81.00, 82.00 and 83.00 are met by this proposal in that the proposed residential density is commensurate with that prescribed by the requested R-3 zoning designation as all proposed lots demonstrating compliance with the lot size requirements of this zoning designation. A Planned Development designation is not requested as part of this land use proposal. There are currently no distinctive or unique natural features on this site other than an open drainageway that traverses this site in a generally east-west orientation that has, for many years, been the recipient of collected stormwater from adjacent residential development to the west that empties into this ditch by way of an open 30-inch wide pipe located at the site's west edge and aligned with the western edge of proposed Lot 12. The stormwater emptying onto this site from the west currently enters the City's underground storm sewer system at a point located in the NE Newby Street right-of-way to the east. It is proposed to convey this flow to the City's stormwater drainage system in NE Newby Street through underground continuation of the 30-inch storm sewer to be placed in easements as necessary and within the public right-of-way that is proposed to be dedicated as part of this residential development.

The street layout proposes to connect with the existing surrounding public street network. This would be accomplished by dedication and improvement of a local public street that would begin at the site's eastern edge and be aligned with the current intersection of NE Newby Street and NE Hoffman Street. The proposed public street would extend westerly into the site approximately 250-feet and would turn northward and continue through the site to connect with the existing temporary southerly terminus of NE Buel Drive. Dedication and construction of this missing piece of the surrounding connected local street network within this area would enhance mobility opportunities for automobiles, pedestrians and bicyclists and provide additional connection opportunities to areas such as Grandhaven Elementary School and the nearby commercial area to the south, and would also comply with Policies 118.00(5) and 132.41.05 described elsewhere in these Findings.

Findings related to the potential utilization of solar access relative to Policy 83.00 are as provided in the Findings previously provided addressing the referenced portion of McMinnville's Comprehensive Plan – Volume I, Chapter V - Housing and Residential Development - Additional Design Considerations, above.



Urban Policies:

99.00 An adequate level of urban services shall be provided prior to or concurrent with all proposed residential development, as specified in the acknowledged Public Facilities Plan. Services shall include, but not be limited to:

1. Sanitary sewer collection and disposal lines. Adequate municipal waste treatment plant capacities must be available.
2. Storm sewer and drainage facilities (as required).
3. Streets within the development and providing access to the development, improved to city standards (as required).
4. Municipal water distribution facilities and adequate water supplies (as determined by City Water and Light). (as amended by Ord. 4796, October 14, 2003)
5. Deleted as per Ord. 4796, October 14, 2003.

Finding: Policy 99.00 (1-5) is satisfied by this proposal as adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply, and the proposed public street (additional street detail is provided elsewhere within these submitted Findings) within the development either presently serve or can be made available to adequately serve the site. Additionally, the Water Reclamation Facility has the capacity to sufficiently accommodate flow resulting from development of this site.

Specific to the proposed storm sewer system, there is an open drainageway that traverses this site in a generally east-west orientation that has, for many years, been the recipient of collected stormwater from adjacent residential development which empties into this drainage ditch by way of an open 30-inch wide pipe located at site's west edge and aligned with the western edge of proposed Lot 12. The stormwater emptying onto this site from neighborhood(s) to the west and the natural site drainage currently enters the City's underground storm sewer system at a point adjacent to the site's eastern edge and located in the NE Newby Street right-of-way. It is proposed to convey this seasonal flow to the City's underground stormwater drainage system in NE Newby Street through a continuation of the 30-inch wide storm sewer pipe to be placed in easements, as necessary, and within the public right-of-way proposed to be dedicated as part of this residential development.

This open drainage ditch located on the subject site is identified as a tributary to the North Yamhill River. Accordingly, a Jurisdictional Wetland Delineation for this site was prepared by Schott & Associates and provided to the Oregon Department of State Lands (DSL) for review (Exhibit 3).

In part, the Jurisdictional Wetland Delineation for the subject site concludes that:

"Based on vegetation, soils and hydrology data, one drainage totaling 0.07 ac was



identified within the site boundaries. The drainage day lighted on site from the western boundary and extended to the east where it entered a culvert under North Newby Street. The site was historically forested and had recently been cleared of vegetation. Neither hydric soils nor hydrology indicators were found at the plots documenting the area. [emphasis added]

The NWI [National Wetland Inventory] does indicate a riverine feature extending through the middle of the site. Schott & Associates agreed with this and mapped the feature based on site conditions."

On February, 15, 2019, following completion of their review of the Jurisdictional Wetland Delineation, DSL issued a letter (Exhibit 4) stating in part:

"Based upon the information presented in the report, we concur with the waterway boundaries as mapped in Figure 6 of the report."

And

"Under current regulations, a state permit is required for cumulative fill or annual excavation of 50 cubic yards or more in wetlands [..]"

Through this letter, DSL demonstrates its concurrence with the findings and recommendations of the Jurisdictional Wetland Delineation prepared by Schott & Associates for this site and supports fill activities for this waterway. This DSL concurrence letter also states in part:

"Please be advised that state law establishes a preference for avoidance of wetland impacts. Because measures to avoid and minimize wetland impacts may include reconfiguring parcel layout and size or development design, we recommend that you work with Department staff on appropriate site design before completing the city or county land use approval process."

On May 1, 2019, the applicant's land use consultant emailed DSL Jurisdiction Coordinator Daniel Evans and DSL Aquatic Resource Coordinator Michael DeBlasi related to the Department's recommendation for consultation regarding site design prior to completing the local land use process. In a follow-up phone conversation with Daniel Evans, Mr. Evans made clear that the Department's recommendation that the applicant work with Department staff prior to land use approval was standard "boilerplate" language inserted in all of the Department's concurrence letters. Further, while their boilerplate language indicates otherwise, the Department does not engage in conversations or provide input regarding appropriate site design with the applicant at this point in the process. Rather, this potential conversation only occurs with the Department after the local land use process has been completed and a permit to authorize fill in this location is filed with DSL, or a joint permit to authorize such fill is filed with DSL and the Army Corps of Engineers (ACOE). The applicant accepts this clarifying direction from DSL.

Lot Sales Policy:



99.10 The City of McMinnville recognizes the value to the City of encouraging the sale of lots to persons who desire to build their own homes. Therefore, the City Planning staff shall develop a formula to be applied to medium and large size subdivisions that will require a reasonable proportion of lots be set aside for owner-developer purchase for a reasonable amount of time which shall be made a part of the subdivision ordinance.

Finding: Policy 99.10 is not applicable to this application but is yet addressed so as to not have the appearance of oversight on the part of the applicant. While Policy 99.10 does not define how many lots comprise a "medium" or a "large" subdivision, a 17 lot subdivision remains on the smaller side of subdivisions given the history of such residential subdivision developments in McMinnville. A recent example of this scale of development not being considered either medium or large, and therefore Policy 99.10 not being either relevant or applied during the land use review and approval process, is the land use application for the 20-lot Heiser Addition residential subdivision (S 1-16), approved by the McMinnville Planning Commission on April 21, 2016, as well as the land use application for the Minor Modification of the Heiser Addition subdivision (S 1-17), approved by the McMinnville Planning Director on June 12, 2017. While the number of proposed and approved lots remained at twenty for this residential project, Policy 99.10 was not found to be applicable to this scale of residential development. Similarly, as this current proposal is for three fewer lots (17 lots rather than 20 lots), this Policy is similarly found to not be applicable to this review.

GOAL VI.1: TO ENCOURAGE DEVELOPMENT OF A TRANSPORTATION SYSTEM THAT PROVIDES FOR THE COORDINATED MOVEMENT OF PEOPLE AND FREIGHT IN A SAFE AND EFFICIENT MANNER.

Streets:

117.00 The City of McMinnville shall endeavor to insure that the roadway network provides safe and easy access to every parcel.

118.00 The City of McMinnville shall encourage development of roads that include the following design factors:

1. Minimal adverse effects on, and advantageous utilization of, natural features of the land.
2. Reduction in the amount of land necessary for streets with continuance of safety, maintenance, and convenience standards.
3. Emphasis placed on existing and future needs of the area to be serviced. The function of the street and expected traffic volumes are important factors.
4. Consideration given to Complete Streets, in consideration of all modes of transportation (public transit, private vehicle, bike, and foot paths). (Ord. 4922, February 23, 2010)



5. Connectivity of local residential streets shall be encouraged. Residential cul-de-sac streets shall be discouraged where opportunities for through streets exist

119.00 The City of McMinnville shall encourage utilization of existing transportation corridors, wherever possible, before committing new lands.

122.00 The City of McMinnville shall encourage the following provisions for each of the three functional road classifications.

3. Local Streets

- Designs should minimize through-traffic and serve local areas only.*
- Street widths should be appropriate for the existing and future needs of the area.*
- Off-street parking should be encouraged wherever possible.*
- Landscaping should be encouraged along public rights-of-way.*

Finding: Goal VI 1 and Policies 117.00, 118.00 (1-5), 119.00 and 122.00(3) are satisfied by this proposal in that each of the proposed lots, with the exception of Lot 13, will abut a local residential public street developed to current City standards with adequate capacity to safely accommodate the expected trip generation resulting from this development and its connection to the surrounding street network; Lot 13 is proposed to be provided access by way of a 15-foot wide private access easement granted across Lot 14 from its right-of-way edge to its western edge for the benefit of Lot 13. Regarding trip generation, development of this site to R-1 standards would likely yield a theoretical maximum of eleven single-family residences. The development currently proposed would add six additional single-family residences to that theoretical maximum dwelling unit number which results in an estimated increase in the overall vehicular traffic impact on the surrounding street network by approximately 57 daily vehicle trips based on the current, 10th Edition of the ITE Manual (Institute of Traffic Engineers Trip Generation Manual); it is of value to note that driving from the residence and returning to the residence is defined as two vehicle trips. Local residential public streets are designed with a carrying capacity of 1,200 vehicle trips as identified in Exhibit 2-4 – Complete Streets Design Guidelines of the adopted McMinnville Transportation System Plan. The local residential public street located adjacent to and nearby the subject site have the ability to sufficiently accommodate the total anticipated 161 daily vehicle trips resulting from approval of these zone change and subdivision requests and subsequent construction of the 17 anticipated single family homes.

As residential cul-de-sac streets are discouraged where opportunities for through streets exist, the local residential street proposed within the development will provide a through connection between the intersection of NE Newby Street and NE Hoffman Street and the temporary southerly terminus of NE Buel Drive. The proposed street design will have minimal adverse effects on the characteristic natural northerly and southerly slopes of the site. Since this local street is designed and proposed to be constructed to public local street standards, off-street parking is encouraged and the proposed park strips shall be required to be landscaped and planted with approved street trees in accordance with the



approval of a future street tree planting plan. Providing this missing public street connection to the otherwise interconnected surrounding local public street network will enhance existing opportunities for vehicular, pedestrian and bicycle movement throughout this area.

Parking:

126.00 The City of McMinnville shall continue to require adequate off-street parking and loading facilities for future developments and land use changes.

127.00 The City of McMinnville shall encourage the provision of off-street parking where possible, to better utilize existing and future roadways and right-of-ways as transportation routes.

Finding: Policies 126.00 and 127.00 are satisfied by this proposal in that off-street parking will be required for all single-family residences as specified by the McMinnville Zoning Ordinance. Such off-street parking (a minimum of two on-site parking spaces for each residence as per 17.60.060(A)(5) of the McMinnville zoning ordinance) shall be incorporated into the design of each single-family residence as a requirement of obtaining building permit approval. It is also the applicant's intent to provide four paved off-street parking spaces for each residence (two-car driveways with two-car garages) which is 200% of that which is required by the applicable standard of the McMinnville Zoning Ordinance.

Bike Paths

130.00 The City of McMinnville shall encourage implementation of the Bicycle System Plan that connects residential areas to activity areas such as the downtown core, areas of work, schools, community facilities, and recreation facilities.

132.00 The City of McMinnville shall encourage development of subdivision designs that include bike and foot paths that interconnect neighborhoods and lead to schools, parks, and other activity areas.

132.15 The City of McMinnville shall require that all new residential developments such as subdivisions, planned developments, apartments, and condominium complexes provide pedestrian connections with adjacent neighborhoods.

Finding: Policies 130.00, 132.00 and 132.15 are satisfied by this proposal in that the public sidewalks that will be constructed as part of the required street improvements will provide pedestrian connections within this subdivision and to locations beyond this subdivision including Grandhaven Elementary School which is located one block to the north of the subject site and to the commercial center located across NE 27th Street to the south. Public streets designed to implement the requirements of the Bicycle System Plan (Chapter 6) of the McMinnville Transportation System Plan (TSP) provide for enhanced bicycle connection of residential areas to activity areas such as the downtown core, areas of work, schools, community facilities, and recreation facilities. These design elements of the Bicycle System Plan are specifically applicable to collector and arterial streets and, as identified in Exhibit 2-4 of the TSP (Complete Street Design Standards), are not part of the



street design standards of either Neighborhood Connector or Local Residential streets. Exhibit 2-4 of the McMinnville TSP also states that bike facilities are noted as being Shared Lanes for Neighborhood Connector and Local Residential streets; NE Newby Street adjacent to this site is identified in Exhibit 2-3 (Street Functional Classification) of the McMinnville TSP as a Local Street. The street proposed as part of this application's companion subdivision request is also a Local Street and will accommodate bike facilities in the form of Shared Lanes as prescribed. These referenced exhibits are provided below; these graphics are also available on the City of McMinnville website. By designing and constructing the proposed local residential street to the applicable requirements of the TSP's Complete Streets Design Standards, and by the findings presented above, these Policies have been met.

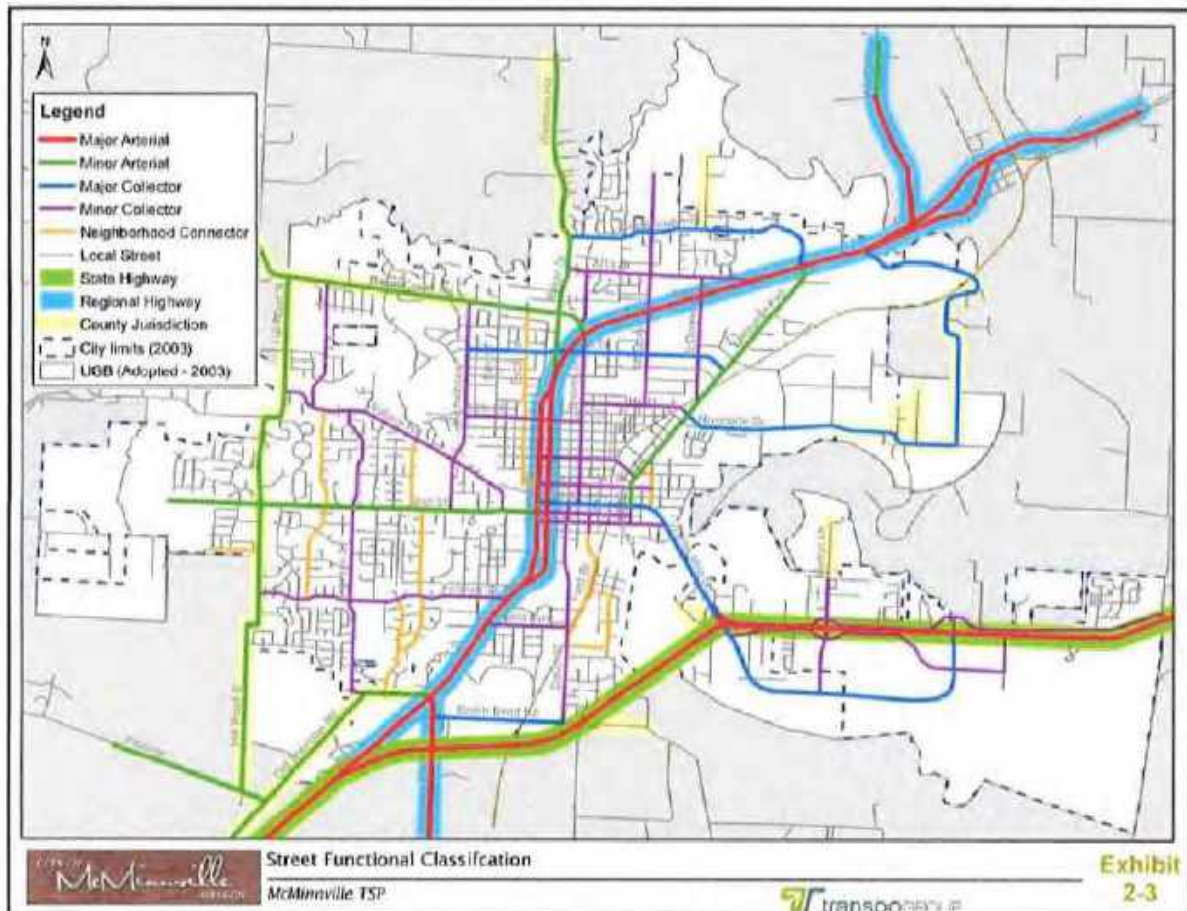


Exhibit 2-4 Complete Streets Design Guideline

Complete Street Design Standards									
Streetscape	Street Profile	Function	Arterial		Collector		Neighborhood Connector	Local Residential	Alley
			Major	Minor	Major	Minor			
			2-4 Lanes (12 ft.)	2 Lanes (11 ft.)	2 Lanes (11 ft.)	2 Lanes (10 ft.)			
		Auto/Truck Accessible (lane width)	14 ft.	12 ft.	12 ft.	10 ft.	See Street Width	See Street Width	30 ft.
		Median / Center Turn Lane	None	None	None	None	None	None	None
	Bike	Bike Facility *	2 Lanes (5 ft.)	2 Lanes (5 ft.)	2 Lanes (5 ft.)	2 Lanes (5 ft.) or Shared Lane	Shoulder Lane	Shoulder Lane	None
		Curb-to-curb Street Width **	34 ft.	34 ft.	34 ft.	30 or 40 ft.	22 ft.	28 ft.	Not Apply
		On-Street Parking Two Sides	Yes	Yes	Yes	50 or 40 ft.	22 ft.	28 ft.	Not Apply
		None	24 ft.	46 ft.	44 ft.	30 or 40 ft.	None	None	None
	Pedestrian Zone (with ADA requirements)	Pedestrian Amenities *	8 ft. Com	5 ft. Res, 10-12 ft. Com	5 ft. Res, 10-12 ft. Com	5 ft. Res, 10-12 ft. Com	5 ft. Res	5 ft. Res	None
		Shoulder / Cloth Sides	8 ft. Com	5 ft. Res, 10-12 ft. Com	5 ft. Res, 10-12 ft. Com	5 ft. Res, 10-12 ft. Com	5 ft. Res	5 ft. Res	None
		Planter Strips	8 ft. Com	5 ft. Res, 10-12 ft. Com	5 ft. Res, 10-12 ft. Com	5 ft. Res, 10-12 ft. Com	5 ft. Res	5 ft. Res	None
		Preferred Adjacent Land Use - Intensity	High	Medium to High	Medium	Medium	Medium to Low	Low	Low
		Maximum Average Daily Traffic	25,000	20,000	15,000	10,000	1,200 - 3,000	1,200	500
		Traffic Control	Not Typical	Not Typical	Not Typical	Permissible / Not Typical	Permissible / Not Typical	Typical	Not Typical
		Managed Speed *	35 mph	30-35 mph	25-30 mph	25 mph	25 mph	15-25 mph	10 mph
		Through-traffic Connectivity	Primary	Typical	Typical	Typical	Not Typical	Not Permissible	Not Permissible
		Access Control	Yes	Yes	Some	Some	No	No	No
		Maximum Grade	6%	6%	7.0%	7.0%	12%	12%	12%
		Right-of-Way:	104 ft.	96 ft.	74 ft.	55 ft. (one lane turn) 60 ft. (one lane)	50 ft.	50 ft.	20 ft.

General Design Notes:

1. Lane widths shown are the preferred maximums. Standards also apply to existing streets in adjacent areas of new developments, and to newly constructed streets. For arterial streets, lane widths include shoulder, lane width shall be 12 feet.
2. As an alternative standard, lane width may be reduced to 11 ft. on arterial streets, 10 ft. on collector streets, and 9 ft. on local streets, which is required to occur only in locations where existing lane widths are less than the standard shown in this table. Lane width shall be 12 feet.
3. Street design for walkways should provide the necessary and sufficient access.
4. Tables A11-1 through A11-12 provide minimum standards for residential streets in accordance with the Pedestrian Zone. Lane widths are required to be 12 ft. The width of street lane, not shoulder and median structures is to meet ADA requirements for pedestrian access.
5. Speeds in this section are based on a 25-35 mph. Traffic control, signage, and other efforts will be used to help reduce vehicle speeds to the posted speed limit for each Planning Class. Design of a complete street and associated signage will have no pending on.
6. Lane width on street parking.

Street Design Standards Notes:

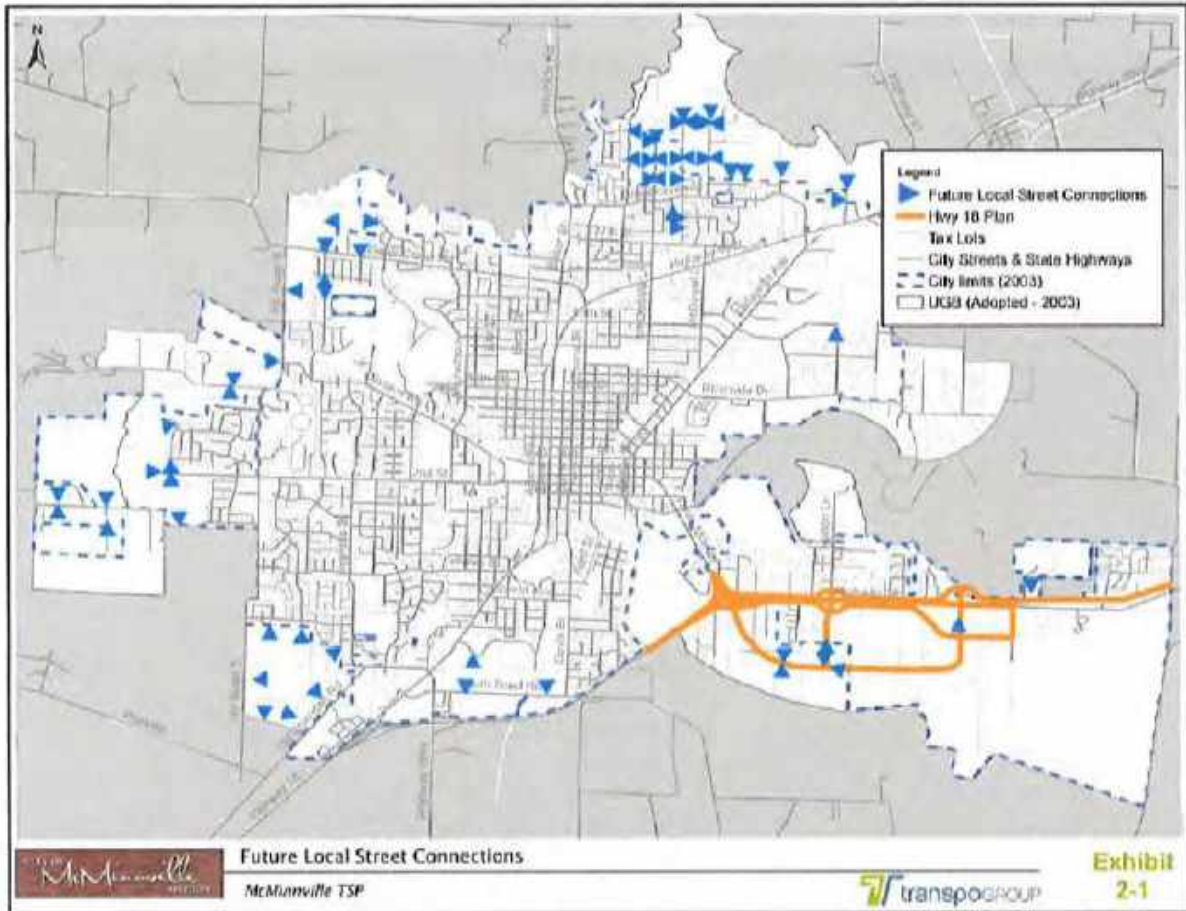
- (1) The width of the right-of-way shall only be required to include the minimum shown in this table.
- (2) The right-of-way and street width may be reduced to accommodate the design of a street in accordance with the local climate, topography, geology, ecology, vegetation, and other factors in local developments. Standards shown in this table are the minimum.
- (3) The right-of-way, street width, and pavement width, and minimum width of pavement shall be determined based on the type of vehicle traffic to be served.
- (4) The right-of-way, street width, and pavement width, and minimum width of pavement shall be determined based on the type of vehicle traffic to be served.
- (5) The right-of-way, street width, and pavement width, and minimum width of pavement shall be determined based on the type of vehicle traffic to be served.
- (6) The right-of-way, street width, and pavement width, and minimum width of pavement shall be determined based on the type of vehicle traffic to be served.
- (7) The right-of-way, street width, and pavement width, and minimum width of pavement shall be determined based on the type of vehicle traffic to be served.
- (8) The right-of-way, street width, and pavement width, and minimum width of pavement shall be determined based on the type of vehicle traffic to be served.
- (9) The right-of-way, street width, and pavement width, and minimum width of pavement shall be determined based on the type of vehicle traffic to be served.
- (10) The right-of-way, street width, and pavement width, and minimum width of pavement shall be determined based on the type of vehicle traffic to be served.

Connectivity and Circulation:

132.26.05 New street connections, complete with appropriately planned pedestrian and bicycle features, shall be incorporated in all new developments consistent with the Local Street Connectivity map. (Ord. 4922, February 23, 2010)

Finding: Policy 132.26.05 is satisfied by this proposal in that the new street connections and the associated pedestrian and bicycle features prescribed by City requirements and provided in this proposal and its exhibits are consistent with the applicable local street connectivity elements outlined in the McMinnville Transportation System Plan (TSP) and administered by the City. The connection of the intersection of NE Newby Street and NE Hoffman Street with the temporary southerly terminus of NE Buel Drive proposed by this application's companion subdivision request and tentative subdivision plan is specifically identified on the Future Local Street Connections graphic identified in McMinnville's TSP as Exhibit 2-1 (provided below for graphic reference) and is implemented by this proposal.





Enlarged portion of the Future Local Street Connections map provided above showing the intended connection of the NE Newby Street and NE Hoffman Street intersection with the temporary southerly terminus of NE Buel Drive:



Supportive of General Land Use Plan Designations and Development Patterns -- Policies:

Leonard Johnson
Zone Change / Subdivision

May 2019
Page 24



132.27.00 The provision of transportation facilities and services shall reflect and support the land use designations and development patterns identified in the McMinnville Comprehensive Plan. The design and implementation of transportation facilities and services shall be based on serving current and future travel demand - both short-term and long-term planned uses.

Finding: Policy 132.27.00 is satisfied by this proposal in that the proposed transportation facilities reflect and support the Residential land use designation of the site as identified on the McMinnville Comprehensive Plan Map and support the development patterns within the surrounding area as identified and addressed within this proposal and these Findings. The proposed transportation facilities and services are appropriate to serve the needs of the proposed development and are supportive of adjacent neighborhoods as determined by the City's adopted standards identified in this submitted proposal and its Findings and Exhibits.

Public Safety:

132.32.00 The safe, rapid movement of fire, medical, and police vehicles shall be an integral part of the design and operation of the McMinnville transportation system (Ord. 4922, February 23, 2010)

Finding: Policy 132.32.00 is satisfied by this proposal by the construction of the proposed local street connecting NE Newby Street with the temporary southerly terminus of NE Buel Drive. This connection would allow entry into the proposed subdivision from two directions; from its eastern edge and from its northern edge. This street dedication and improvement will also allow for the removal of the temporary vehicle barricade currently installed on NE Buel Drive thereby allowing improved fire, medical and police vehicle circulation and access times within this area.

Livability:

132.35.00 Transportation facilities in the McMinnville planning area shall be, to the degree possible, designed and constructed to mitigate noise, energy consumption, and neighborhood disruption, and to encourage the use of public transit, bikeways, sidewalks, and walkways. (Ord. 4922, February 23, 2010)

Finding: Policy 132.35.00 is satisfied by this proposal in that the City's transportation design and construction standards and requirements have been adopted to satisfy and implement this and other related Comprehensive Plan policies, and to preserve and enhance livability in McMinnville. Through this proposal's compliance and implementation of these applicable policies, standards and requirements and those applicable portions of the City's adopted Transportation System Plan as addressed by this proposal and findings of fact, this Policy is satisfied.

Circulation -- Policies:



132.41.00 Residential Street Network – A safe and convenient network of residential streets should serve neighborhoods. When assessing the adequacy of local traffic circulation, the following considerations are of high priority:

1. Pedestrian circulation,
2. Enhancement of emergency vehicle access,
3. Reduction of emergency vehicle response times,
4. Reduction of speeds in neighborhoods, and
5. Mitigation of other neighborhood concerns such as safety, noise, and aesthetics. (Ord. 4922, February 23, 2010)

132.41.05 Cul-de-sac streets – Cul-de-sac streets in new development should only be allowed when connecting neighborhood streets are not feasible due to existing land uses, topography, or other natural and physical constraints. (Ord. 4922, February 23, 2010)

132.41.20 Modal Balance – The improvement of roadway circulation must not impair the safe and efficient movement of pedestrians and bicycle traffic. (Ord. 4922, February 23, 2010)

132.41.25 Consolidate Access – Efforts should be made to consolidate access points to properties along major arterial, minor arterial, and collector roadways. (Ord. 4922, February 23, 2010)

132.41.30 Promote Street Connectivity – The City shall require street systems in subdivisions and development that promote street connectivity between neighborhoods. (Ord. 4922, February 23, 2010)

Finding: Policies 132.41.00, 132.41.05, 132.41.20, 132.41.25 and 132.41.30 are satisfied by this request in that the proposed street pattern provides a safe, interconnected and efficient connection of existing residential streets to serve both the proposed and adjacent existing residential neighborhoods. There are no arterial or collector streets within or adjacent to this development site. The proposed street system is designed to promote a balance of safe and efficient movement of vehicles, pedestrians and bicycles as required by the McMinnville TSP and as required by the applicable portions of the McMinnville Zoning Ordinance Chapter 17.53 (Land Division Standards) which are further addressed in Findings provided below relative to this request's companion subdivision application. Vehicular access to the adjacent street system promotes safe street connectivity to the surrounding transportation network. Additionally, the vehicular travel speed through this site is based on an adopted street classification scheme identified in the adopted McMinnville TSP. The proposed street is designed as a local residential street and, as such, is limited to a legal vehicular travel speed of 25 miles per hour as is the vehicular travel speed of the local residential streets in the adjacent residential neighborhoods. This residential vehicle speed limitation and the adopted local street design standards have been successful in McMinnville in mitigating matters related to noise, pedestrian and bicycle movement, and aesthetics as can be seen in the adjacent residential



neighborhoods. This proposed local residential street connection also implements and supports Policy 118.00(5) and McMinnville's Future Local Street Connections plan (Exhibit 2-1 of McMinnville's TSP) as addressed elsewhere in these Findings.

Additional information relative to potential concerns related to safety are found in Chapter 4 of the McMinnville TSP; Chapter 4 then refers to Appendix I of the TSP to provide details and address implementation. Appendix I provides the specifics of the Neighborhood Traffic Calming Program (NTCP) which provides three major types of traffic calming devices for local residential streets: vertical deflection, horizontal deflection, and obstruction. The Program outlines policies and procedures by which problem areas are studied and possible neighborhood traffic calming measures are identified and applied as warranted by the findings of the study.

It is understood that street safety concerns have been previously voiced by members of the public to the City regarding the existing curvature of NE Grandhaven Street adjacent to Grandhaven Elementary School and the intersection design of NE Grandhaven Street and NE Buel Drive. It is relevant to note that NE Grandhaven Drive is identified on McMinnville's Street Functional Classification Map (TSP, Exhibit 2-3) as a Major Collector street, but that streets so classified are not the stated primary focus of the TSP's Neighborhood Traffic Calming Program. To date, the City has not found implementation of any such traffic calming devices being warranted relative to either the residential development of the subject site and the proposed dedication and construction of a local connecting through street, or that would be applied to neighborhood/local streets within the adjacent surrounding neighborhoods. Any potential future modifications to the alignment or functioning of NE Grandhaven Street or any other existing streets are beyond the scope of this proposal.

Neighborhood Traffic Management

132.43.05 Encourage Safety Enhancements – In conjunction with the residential street improvements, the City should encourage traffic and pedestrian safety improvements that may include, but are not limited to, the following safety and livability enhancements:

1. Traffic circles;
2. Painted or raised crosswalks (see also recommended crosswalk designation in Chapter 4);
3. Landscaping barriers between roadway and non-motorized uses;
4. Landscaping that promotes a residential atmosphere;
5. Sidewalks and trails; and
6. Dedicated bicycle lanes. (Ord. 4922, February 23, 2010)

132.43.10 Limited Neighborhood Cut-Through Traffic – Local residential streets should be designed to prevent or discourage their use as shortcuts for through traffic. Local traffic



control measures should be coordinated with the affected neighborhood. (Ord. 4922, February 23, 2010)

Findings: Policies 132.43.05 (1-6) and 132.43.10 are satisfied by the proposal for Findings previously provided addressing Policies 132.41.00, 132.41.05, 132.41.20, 132.41.25 and 132.41.30 above. In addition, traffic circles (or roundabouts) are specific traffic control and enhancement design solutions for application in specific circumstances warranting their construction. Two possible traffic circles locations were identified in McMinnville's adopted Transportation System Plan (TSP) Appendix D – TSP Project Summaries to potentially be located along SW Fellows Street and along NW Baker Creek Road. More recently, McMinnville's first two traffic circles have been constructed at the intersections of NW Hill Road and NW Baker Creek Road, and NW Hill Road and NW Wallace Road. The construction and dedication of the currently proposed local residential street does not warrant the construction of a traffic circle.

The proposed local residential street is shown on the attached graphic exhibits to be designed with a five-foot wide curbside planter strip separating the roadway from the non-motorized uses along both sides of the future right-of-way dedication. These planter strips will be landscaped to promote a residential atmosphere as approved by the McMinnville Landscape Review Committee upon submittal and successful review and approval of such a landscape plan.

Environmental Preservation:

132.46.00 Low impact street design, construction, and maintenance methods should be used first to avoid, and second to minimize, negative impacts related to water quality, air quality, and noise in neighborhoods. (Ord. 4922, February 23, 2010)

Finding: Policy 132.46.00 is satisfied by the proposal in that the street design, construction and maintenance methods required by the City were adopted to, in part, implement each element of this policy. These design, construction and maintenance methods administered by the City are satisfied as demonstrated in this proposal and as will be adhered to through the entirety of the design, construction, inspection and approval process prior to the platting of this subdivision.

Additionally, drainage that crosses this site in a generally west to east direction is proposed to be conveyed underground from the site's western to eastern extent with the associated flow volume entering the City's underground storm system at catch basins existing in the NE Newby Street right-of-way. This drainage ditch is identified as a tributary to the North Yamhill River and an associated Jurisdictional Wetland Delineation prepared by Schott & Associates have been reviewed by the Oregon Department of State Lands which subsequently issued a concurrence letter in support of that analysis. Should these land use requests be approved, a joint permit application will be filed with DSL and the Army Corps of Engineers for approval, followed by submittal of the approval to the City of McMinnville, prior to any such work occurring affecting this feature of the site. For additional discussion and Findings relative to the avoidance of negative impacts to water quality, please see the response provided above at Policy 99.00 (1-5) and Exhibits 3 and 4.



132.46.05: Conservation – Streets should be located, designed, and improved in a manner that will conserve land, materials, and energy. Impacts should be limited to the minimum necessary to achieve the transportation objective. (Ord. 4922, February 23, 2010)

Finding: This Policy is satisfied through this proposal's compliance with the applicable elements of the McMinnville Transportation System Plan and the McMinnville Zoning Ordinance as addressed in these Findings. The streets are proposed to be located in an efficient manner as described in this proposal and designed in a manner compliant with all City requirements for local residential streets as shown in the attached Exhibits and as shall be required by associated conditions of approval should this request be approved.

Additionally, and as noted in the Finding provided for Policy 132.46.00 above, drainage that crosses this site in a generally west to east direction is proposed to be conveyed underground from the site's western to eastern extent with the associated flow volume entering the City's underground storm system at catch basins existing in the NE Newby Street right-of-way. This drainage ditch is identified as a tributary to the North Yamhill River and an associated Jurisdictional Wetland Delineation prepared by Schott & Associates have been reviewed by the Oregon Department of State Lands which subsequently issued a concurrence letter in support of that analysis. Should these land use requests be approved, a joint permit application will be filed with DSL and the Army Corps of Engineers for approval, followed by submittal of the approval to the City of McMinnville, prior to any such work occurring affecting this feature of the site. For additional discussion and Findings relative to this element of the proposal, please see the response provided above at Policy 99.00 (1-5) and Exhibits 3 and 4.

Pedestrian Programs

132.54.00: Promoting Walking for Health and Community Livability – The City will encourage efforts that inform and promote the health, economic, and environmental benefits of walking for the individual and McMinnville community. Walking for travel and recreation should be encouraged to achieve a more healthful environment that reduces pollution and noise to foster a more livable community. (Ord. 4922, February 23, 2010)

Finding: Policy 132.54.00 is satisfied by this proposal in that, should this proposal be approved, the City will have demonstrated support and encouragement for efforts that promote health, and environmental benefits of walking for the individual and the McMinnville community. This would be achieved by the City's support for the creation of the proposed local residential street connecting NE Newby Street with the temporary southerly terminus currently in place on NE Buel Drive. The pedestrian connection created by this proposed local street and sidewalk system will enhance pedestrian circulation within this residential portion of the city. A municipal endorsement of this street connection through the approval of this proposal not only promotes walking for health and community livability, but also helps to preserve a more healthy environment by providing an additional opportunity for pedestrian and bicycle movement as opposed to vehicular movement.

GOAL VII.1: TO PROVIDE NECESSARY PUBLIC AND PRIVATE FACILITIES AND UTILITIES AT LEVELS COMMENSURATE WITH URBAN DEVELOPMENT, EXTENDED IN A PHASED MANNER, AND PLANNED AND PROVIDED IN ADVANCE OF OR CONCURRENT



WITH DEVELOPMENT, IN ORDER TO PROMOTE THE ORDERLY CONVERSION OF URBANIZABLE AND FUTURE URBANIZABLE LANDS TO URBAN LANDS WITHIN THE McMINNVILLE URBAN GROWTH BOUNDARY.

Sanitary Sewer System:

136.00 The City of McMinnville shall insure that urban developments are connected to the municipal sewage system pursuant to applicable city, state, and federal regulations.

139.00 The City of McMinnville shall extend or allow extension of sanitary sewage collection lines within the framework outlined below:

1. Sufficient municipal treatment plant capacities exist to handle maximum flows of effluents.
2. Sufficient trunk and main line capacities remain to serve undeveloped land within the projected service areas of those lines.
3. Public water service is extended or planned for extension to service the area at the proposed development densities by such time that sanitary sewer services are to be utilized.
4. Extensions will implement applicable goals and policies of the comprehensive plan.

Storm Drainage:

142.00 The City of McMinnville shall insure that adequate storm water drainage is provided in urban developments through review and approval of storm drainage systems, and through requirements for connection to the municipal storm drainage system, or to natural drainage ways, where required.

143.00 The City of McMinnville shall encourage the retention of natural drainage ways for storm water drainage.

Water System:

144.00 The City of McMinnville, through McMinnville Water and Light, shall provide water services for development at urban densities within the McMinnville Urban Growth Boundary.

145.00 The City of McMinnville, recognizing McMinnville Water and Light as the agency responsible for water system services, shall extend water services within the framework outlined below:

1. Facilities are placed in locations and in such a manner as to insure compatibility with surrounding land uses.
2. Extensions promote the development patterns and phasing envisioned in the McMinnville Comprehensive Plan.



3. For urban level developments within McMinnville, sanitary sewers are extended or planned for extension at the proposed development densities by such time as the water services are to be utilized.
4. Applicable policies for extending water services, as developed by the City Water and Light Commission, are adhered to.

147.00 The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas. The City shall also continue to coordinate with McMinnville Water and Light in making land use decisions.

Water and Sewer – Land Development Criteria:

151.00 The City of McMinnville shall evaluate major land use decisions, including but not limited to urban growth boundary, comprehensive plan amendment, zone changes, and subdivisions using the criteria outlined below:

1. Sufficient municipal water system supply, storage and distribution facilities, as determined by McMinnville Water and Light, are available or can be made available, to fulfill peak demands and insure fire flow requirements and to meet emergency situation needs.
2. Sufficient municipal sewage system facilities, as determined by the City Public Works Department, are available, or can be made available, to collect, treat, and dispose of maximum flows of effluents.
3. Sufficient water and sewer system personnel and resources, as determined by McMinnville Water and Light and the City, respectively, are available, or can be made available, for the maintenance and operation of the water and sewer systems.
4. Federal, state, and local water and waste water quality standards can be adhered to.
5. Applicable policies of McMinnville Water and Light and the City relating to water and sewer systems, respectively, are adhered to.

Finding: Goal VII 1 and Policies 136.00, 139.00 (1-4), 142.00, 143.00, 144.00, 145.00 (1-4), 147.00 and 151.00 (1-5) are satisfied by the request as adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply, and energy distribution facilities, either presently serve or can be made available to serve the site. Additionally, the Water Reclamation Facility has the capacity to sufficiently accommodate flow resulting from development of this site as proposed. The City's administration of all municipal water and sanitary sewer systems guarantees adherence to federal, state, and local quality standards. The City of McMinnville is required to continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated



provision of utilities to developing areas and in making land-use decisions. Additionally, the subject site will be converted in an orderly manner to urbanizable standards through the coordinated extension of utilities (Exhibit 2), and as shall be conditioned through approval of this zone change and residential subdivision development proposal.

Specific to the proposed underground stormwater distribution system and the characteristics of and impact on the open ditch system currently existing on the site, please also refer to additional discussion and findings provided for Policy 99.00 above and the associated referenced Exhibits.

Police and Fire Protection:

153.00 The City shall continue coordination between the planning and fire departments in evaluating major land use decisions.

155.00 The ability of existing police and fire facilities and services to meet the needs of new service areas and populations shall be a criterion used in evaluating annexations, subdivision proposals, and other major land use decisions.

Finding: Policies 153.00 and 155.00 are satisfied in that emergency service departments will be provided the opportunity to review this proposal. Additionally, public street access will be provided directly to every lot, or through a compliant private access easement relative to Lot 13, within this proposed tentative subdivision plan on streets designed to meet all applicable City of McMinnville requirements.

Parks and Recreation:

GOAL VII 3: TO PROVIDE PARKS AND RECREATION FACILITIES, OPEN SPACES, AND SCENIC AREAS FOR THE USE AND ENJOYMENT OF ALL CITIZENS OF THE COMMUNITY.

163.00 The City of McMinnville shall continue to require land, or money in lieu of land, from new residential developments for the acquisition and/or development of parklands, natural areas, and open spaces.

163.05 The City of McMinnville shall locate future community and neighborhood parks above the boundary of the 100-year floodplain. Linear parks, greenways, open space, trails, and special use parks are appropriate recreational uses of floodplain land to connect community and other park types to each other, to neighborhoods, and services, provided that the design and location of such uses can occur with minimum impacts on such environmentally sensitive lands. (Ord. 4840, January 11, 2006)

166.00 The City of McMinnville shall recognize open space and natural areas, in addition to developed park sites, as necessary elements of the urban area.

167.00 The City of McMinnville shall encourage the retention of open space and scenic areas throughout the community, especially at the entrances to the City.



168.00 Distinctive natural features and areas shall be retained, wherever possible, in future urban developments.

169.00 Drainage ways in the City shall be preserved, where possible, for natural areas and open spaces and to provide natural storm run-offs.

170.05 For purposes of projecting future park and open space needs, the standards as contained in the adopted McMinnville Parks, Recreation, and Open Space Master Plan shall be used. (Ord. 4796, October 14, 2003)

Finding: Goal VII 3 and Policies 163.00, 163.05, 166.00, 167.00, 168.00, 169.00 and 170.05 are satisfied in that park fees shall be paid for each housing unit at the time of each building permit application as required by McMinnville Ordinance 4282, as amended. There is no portion of this site that is located within the 100-year floodplain for utilization as greenways or special use parks, nor are there distinctive natural features or areas that should be retained as open space; for additional detail regarding natural features please refer to the discussion and Findings provided at Policy 99.00 above and the associated Exhibits. The once natural drainageway that traverses this site has, for many years, been the recipient of collected stormwater from adjacent residential development that empties into this drainage ditch by way of an open 30-inch diameter pipe at the site's western edge. It is proposed to fill this ditch and convey this stormwater underground (and largely to be located within the proposed public right-of-way) to the existing stormwater conveyance system located within the NE Newby Street right-of-way adjacent to the eastern edge of this site. Additionally, while the McMinnville Parks, Recreation, and Open Space Master Plan does not call for the development of a community or neighborhood park in this location, this site is well served by utilization of the recreational space provided by Grandhaven Elementary School located one block to the north and the public Chegwyn Farms Neighborhood Park located approximately 1,000 feet (about 0.19 miles) northwest of the subject site.

GOAL VIII 1: TO PROVIDE ADEQUATE ENERGY SUPPLIES, AND THE SYSTEMS NECESSARY TO DISTRIBUTE THAT ENERGY, TO SERVICE THE COMMUNITY AS IT EXPANDS.

Energy Supply Distribution:

173.00 The City of McMinnville shall coordinate with McMinnville Water and Light and the various private suppliers of energy in this area in making future land use decisions.

177.00 The City of McMinnville shall coordinate with natural gas utilities for the extension of transmission lines and the supplying of this energy resource.

Findings: Goal VIII 1 and Policies 173.00 and 177.00 are satisfied in that McMinnville Water and Light and Northwest Natural Gas will be provided opportunity to review and comment regarding this proposal prior to the issuance of the Planning Department's staff report.

Goal VIII 2: TO CONSERVE ALL FORMS OF ENERGY THROUGH UTILIZATION OF LAND USE PLANNING TOOLS.



Energy Conservation:

178.00 The City of McMinnville shall encourage a compact urban development pattern to provide for conservation of all forms of energy.

Finding: Goal VIII 2 and Policy 178.00 are satisfied by this request as the development proposes a compact form of urban development commensurate with the requested R-3 zoning designation of the subject site and by allowing smaller attached single-family residential lots where practicable based on the size and shape of the site in addition to the dedication of public right-of-way necessary to provide sufficient and required connectivity through this site.

All of the lots designed for single-family detached use meet or exceed the 6,000 square foot minimum lot size as required by the R-3 zone. The combined square footage of the two lots designed and proposed for single-family attached use is 8,937 square feet which exceeds the 8,000 square foot minimum as prescribed by the R-3 zone (Exhibit 5) and 17.18.010 (C)(3) of the McMinnville Zoning Ordinance. Utilities presently abut the site and can be extended in a cost effective and energy efficient manner commensurate with this proposal and as shall be required as conditioned by approval of the associated subdivision request.

GOAL IX 1: TO PROVIDE ADEQUATE LANDS TO SERVICE THE NEEDS OF THE PROJECTED POPULATION TO THE YEAR 2023, AND TO ENSURE THE CONVERSION OF THESE LANDS IN AN ORDERLY, TIMELY MANNER TO URBAN USES.

Finding: Goal IX 1 is satisfied in that the subject site is located within both the McMinnville urban growth boundary and the McMinnville city limits and so identified for urban development according to applicable standards and requirements. As stated in Policy 71.00, all residential zoning classifications shall be allowed in areas designated as residential on the Comprehensive Plan Map. Additionally, all urban services are currently available and adjacent to the site making the conversion of this site to urban uses orderly and timely.

Citizen Involvement:

GOAL X 1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.

GOAL X 2: TO MAKE EVERY EFFORT TO ENGAGE AND INCLUDE A BROAD CROSS SECTION OF THE COMMUNITY BY MAINTAINING AN ACTIVE AND OPEN CITIZEN INVOLVEMENT PROGRAM THAT IS ACCESSIBLE TO ALL MEMBERS OF THE COMMUNITY AND ENGAGES THE COMMUNITY DURING DEVELOPMENT AND IMPLEMENTATION OF LAND USE POLICIES AND CODES.

188.00 The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.



Finding: Goals X 1, X 2, and Policy 188.00 are satisfied in that the City of McMinnville has adopted a Neighborhood Meeting program that requires that the applicant of most types of land use applications to hold at least one public Neighborhood Meeting prior to submittal of a land use application; this is further addressed under findings relative to McMinnville Zoning Ordinance Section 17.72.095 addressed in the Findings for the companion subdivision application below. Additionally, the City of McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the McMinnville Planning Commission and/or McMinnville City Council review of the request at an advertised public hearing. All members of the public with standing are afforded the opportunity to provide testimony and ask questions as part of the public review and hearing process.

6. The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) provide criteria applicable to the request:

17.03.020 Purpose. The purpose of this ordinance is to encourage appropriate and orderly physical development in the City through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, and adequate community facilities; to provide assurance of opportunities for effective utilization of the land resource; and to promote in other ways public health, safety, convenience, and general welfare.

Finding: Section 17.03.020 is satisfied by this request for the reasons enumerated in Conclusionary Findings for Approval No. 1, 2, 3, 4 and 5.

17.72.095 Neighborhood Meetings

A. A neighborhood meeting shall be required for:

1. All applications that require a public hearing as described in Section 17.72.120, except that neighborhood meetings are not required for the following applications:
 - a. Comprehensive plan text amendment; or
 - b. Zoning ordinance text amendment; or
 - c. Appeal of a Planning Director's decision; or
 - d. Application with Director's decision for which a public hearing is requested.
2. Tentative Subdivisions (up to 10 lots)
3. Short Term Rental

Finding: As the proposed applications are not those listed in this Section, a neighborhood meeting is required and has been held as evidenced by the materials provided in this application, Findings and Exhibits. This requirement is met.

B. Schedule of Meeting.



1. The applicant is required to hold one neighborhood meeting prior to submitting a land use application for a specific site. Additional meetings may be held at the applicant's discretion.
2. Land use applications shall be submitted to the City within 180 calendar days of the neighborhood meeting. If an application is not submitted in this time frame, the applicant shall be required to hold a new neighborhood meeting.

Finding: One neighborhood meeting was held prior to the submittal of this land use application for the subject site. The neighborhood meeting was held on Tuesday, January 29, 2019, and this land use application has been received by the City within 180 days of January 29, 2019. This requirement is met.

C. Meeting Location and Time.

1. Neighborhood meetings shall be held at a location within the city limits of the City of McMinnville.
2. The meeting shall be held at a location that is open to the public and must be ADA accessible.
3. An 8 ½ x 11" sign shall be posted at the entry of the building before the meeting. The sign will announce the meeting, state that the meeting is open to the public and that interested persons are invited to attend.
4. The starting time for the meeting shall be limited to weekday evenings between the hours of 6 p. and 8 p. or Saturdays between the hours of 10 a. and 4 pm. Neighborhood meetings shall not be held on national holidays. If no one arrives within 30 minutes after the scheduled starting time for the neighborhood meeting, the applicant may leave.

Finding: The neighborhood meeting was held at 6:00 p.m. on Tuesday, January 29, 2019 which is not a day recognized by the United States Federal Government as a national holiday. The neighborhood meeting was held in the Fellowship Hall of the Adventure Christian Church which is located within the city limits of the City of McMinnville. Both the Adventure Christian Church and the Fellowship Hall of the church are ADA accessible. An 8 ½ x 11" sign was posted on the entry door of the building before the meeting announcing the meeting, stating that the meeting is open to the public and that interested persons are invited to attend (Exhibit 6). These criteria are met.

D. Mailed Notice.

1. The applicant shall mail written notice of the neighborhood meeting to surrounding property owners. The notices shall be mailed to property owners within certain distances of the exterior boundary of the subject property. The notification distances shall be the same as the distances used for the property owner notices for the specific land use application that will eventually be applied for, as described in Section 17.72.110.
2. Notice shall be mailed not fewer than 20 calendar days nor more than 30 calendar days prior to the date of the neighborhood meeting.
3. An official list for the mailed notice may be obtained from the City of McMinnville for an applicable fee and within 5 business days. A mailing list may also be obtained from other sources such as a title company, provided



that the list shall be based on the most recent tax assessment rolls of the Yamhill County Department of Assessment and Taxation. A mailing list is valid for use up to 45 calendar days from the date the mailing list was generated.

4. The mailed notice shall:
 - a. State the date, time and location of the neighborhood meeting and invite people for a conversation on the proposal.
 - b. Briefly describe the nature of the proposal (i.e., approximate number of lots or units, housing types, approximate building dimensions and heights, and proposed land use request)
 - c. Include a copy of the tax map or a GIS map that clearly identifies the location of the proposed development.
 - d. Include a conceptual site plan.
5. The City of McMinnville shall be included as a recipient of the mailed notice of the neighborhood meeting.
6. Failure of a property owner to receive mailed notice shall not invalidate the neighborhood meeting proceedings.

Finding: The neighborhood meeting notice was mailed to the City of McMinnville Planning Department and to property owners located within 300 feet of the exterior boundary of the subject property (as required by McMinnville Zoning Ordinance 17.72.120(F)) on January 7, 2019 which was not fewer than 20 calendar days nor more than 30 calendar days prior to the January 29, 2019 date of the neighborhood meeting (Exhibit 7). The official list for the mailed notice (Exhibit 8) was obtained from First American Title in McMinnville on January 7, 2019 and was then utilized to mail the neighborhood meeting notice within the 45-day window of validity for the official mailing list. The mailed neighborhood meeting notice contained the date, time and location of the neighborhood meeting and an invitation for people to converse with the applicant regarding the proposal. Also included in the notice was a brief description of the proposal including the proposed housing type, proposed type and number of lots (single-family residential), proposed range of lot sizes and the average lot size and a statement that the residences may be either single or two-story in design. The mailed neighborhood meeting notice also included a copy of a Google Map vicinity map that clearly identified the location of the proposed development in addition to the inclusion of a tentative subdivision plan showing the lot layout. Therefore, these requirements are met.

E. Posted Notice.

1. The applicant shall also provide notice of the meeting by posting one 18 x 24" waterproof sign on each frontage of the subject property not fewer than 20 calendar days nor more than 30 calendar days prior to the date of the neighborhood meeting.
2. The sign(s) shall be posted within 20 feet of the adjacent right-of-way and must be easily viewable and readable from the right-of-way.
3. It is the applicant's responsibility to post the sign, to ensure that the sign remains posted until the meeting, and to remove it following the meeting.
4. If the posted sign is inadvertently removed (i.e., by weather, vandals, etc.), that shall not invalidate the neighborhood meeting proceedings.



Finding: Two 18 x 24" waterproof signs notifying individuals of the January 29, 2019 neighborhood meeting were posted in easily viewable and readable locations. Specifically, those signs were posted on the site near the southern temporary terminus of NE Buel Drive, and on the northern portion of the site's eastern edge along NE Newby Street (Exhibit 9) not fewer than 20 calendar days nor more than 30 calendar days prior to the date of the neighborhood meeting. Leonard Johnson has made every effort to ensure that the signs remained posted until the neighborhood meeting. These requirements are satisfied.

F. Meeting Agenda.

1. The overall format of the neighborhood meeting shall be at the discretion of the applicant.
2. At a minimum, the applicant shall include the following components in the neighborhood meeting agenda:
 - a. An opportunity for attendees to view the conceptual site plan;
 - b. A description of the major elements of the proposal. Depending on the type and scale of the particular application, the applicant should be prepared to discuss proposed land uses and densities, proposed building size and height, proposed access and parking, and proposed landscaping, buffering, and/or protection of natural resources;
 - c. An opportunity for attendees to speak at the meeting and ask questions of the applicant. The applicant shall allow attendees to identify any issues that they believe should be addressed.

Finding: An agenda for the neighborhood meeting was prepared (Exhibit 10) and provided to attendees of the neighborhood meeting that included an opportunity for attendees to view the tentative subdivision plan. The agenda also indicated that a description of the proposal including the major elements of the plan as well as an opportunity for attendees to speak at the meeting and ask questions of Leonard Johnson or his representative(s) and communicate any issues that they believe should be addressed. These requirements have been met.

G. Evidence of Compliance. In order for a land use application that requires a neighborhood meeting to be deemed complete, the following evidence shall be submitted with the land use application:

1. A copy of the meeting notice mailed to surrounding property owners;
2. A copy of the mailing list used to send the meeting notices;
3. One photograph for each waterproof sign posted on the subject site, taken from the adjacent right-of-way;
4. One 8 ½ x 11" copy of the materials presented by the applicant at the neighborhood meeting; and
5. Notes of the meeting, which shall include:
 - a. Meeting date;
 - b. Meeting time and location;
 - c. The names and addresses of those attending;
 - d. A summary of oral and written comments received; and



- e. A summary of any revisions made to the proposal based on comments received at the meeting. (Ord. 5047, §2, 2018, Ord. 5045 §2, 2017).

Finding: Evidence of compliance with 17.72.095 (G(1-5(a-e))) above is provided by the Exhibits listed above and those presented at the January 29, 2019 Neighborhood Meeting attached to this proposal (Exhibit 11 – Zone Change Graphic, Exhibit 12 - Tentative Subdivision Plan Handout, Exhibit 13 – Overall Utility Plan Handout, and Exhibit 14 – House Examples). In addition, large versions of Exhibits 10 and 11 mounted to foam core boards were also on display at this meeting. Also provided as evidence of compliance with these requirements are the names and contact information as shared by those attendance at the Neighborhood Meeting (Exhibit 15), and a summary of oral and written comments received at the Neighborhood Meeting; there were no revisions made to the proposed plan based on comments received at the meeting (Exhibit 16). These requirements are satisfied.

17.74.020 Comprehensive Plan Map Amendment and Zone Change - Review Criteria.

An amendment to the official zoning map may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan;
- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;
- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district.

When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statute), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map.

In addition, the housing policies of the McMinnville Comprehensive Plan shall be given added emphasis and the other policies contained in the plan shall not be used to: (1) exclude needed housing; (2) unnecessarily decrease densities; or (3) allow special conditions to be attached which would have the effect of discouraging needed housing through unreasonable cost or delay. (Ord. 4242 §3, 1983; Ord. 4221 §4, 1982; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

Finding: The proposed zone change request to amend the zoning designation of the subject site from R-1 (Single-Family Residential) to R-3 (Two-Family Residential) is consistent with the goals and policies of the McMinnville Comprehensive Plan presented above in these conclusionary Findings for approval.

The development pattern in the area surrounding the subject site includes all base zoning designations available within the Residential Comprehensive Plan designation (R-1, R-2, R-3 and R-4) within approximately 325-feet of the subject site and with land with base



zoning designations of R-1, R-2 and R-3 being located directly adjacent to or across the street from the subject site. This pattern of adjacent and surrounding zoning designations can be graphically seen in Section II (Site Description) of this application. Given the adjacent and surrounding land uses and zoning pattern, the proposed zone change request is orderly. Also, given the City's current deficit of Residentially Planned land available to meet projected housing needs, and the ability of the site to be served by all requisite utilities and City services, the proposed zone change request to a residential zoning designation of a slightly higher density is timely. The proposed single-family residential use of the site described by this zone change requests' companion subdivision request will complement the variety of other residential development in the immediate area and within very close proximity to Grandhaven Elementary School. This proposal is also consistent with the existing Comprehensive Plan designation for this site.

Criterion "B" of this review standard does not apply when the proposed request concerns needed housing ("needed housing" defined at ORS 197.303). Table B-11 of Appendix B of the adopted McMinnville Buildable Land Needs Analysis and Growth Management Plan demonstrates that McMinnville has a deficit of 432 R-3 zoned acres needed to meet future projected housing needs; the year 2020 was the identified planning horizon for this projection. While numerous zone changes have been approved by the City since adoption of that 2001 Plan, there still remains a deficit of R-3 zoned land within the city limits of McMinnville; with that Plan identifying a total net acre residential land deficit of 1,082 acres, all residential zoning designations currently remain in deficit except, perhaps, for the R-1 zoning designation. Approval of this zone change request would reduce the remaining R-3 zoned land deficit by approximately 2.93 acres. Even though this zone change request is exempt from this criterion as identified in 17.74.020 above, this information is yet informative.

Utility and Service Provision: This area is well served by existing municipal sanitary and storm sewer systems as well as other public utilities as detailed in Findings provided above. At the time of development of this site, should these companion requests be approved, all necessary utilities and improvements will be required to be completed in compliance with existing requirements and as articulated in the forthcoming associated conditions of approval for these requests.

Street System: The subject site is located immediately adjacent to NE Newby Street at the site's eastern edge and the temporary southerly terminus of NE Buel Drive at the site's northern edge. Both of these streets are designated as local residential public streets and are compatible with the proposed dedication of public right-of-way and construction of the continuation of the residential public street network to extend through this site. These criteria have been met.

V. Conclusionary Findings for Approval of the requested Subdivision

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria for a Tentative Subdivision are specified in Section 17.53.070 of the Zoning Ordinance.



In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.

1. Leonard Johnson is requesting approval of:
 - A tentative residential subdivision plan on approximately 2.93 acres of land that, if approved, would provide opportunity for the construction of 17 single-family homes.
2. The subject site is approximately 2.93 acres in size and is generally located north of NE 27th Street, south of NE Grandhaven Street and west of NE Hoffman Street and is more specifically described as R4409DC 01100. The site is currently zoned R-1 (Single-Family Residential) and designated as Residential on the McMinnville Comprehensive Plan Map.
3. Sanitary sewer and municipal water and power can sufficiently serve the site. The municipal water reclamation facility has sufficient capacity to accommodate expected flows resulting from development of the property as proposed. Northwest Natural Gas, Comcast, McMinnville School District 40 and the McMinnville Police and Fire Departments can also sufficiently serve this site.
4. The subject request complies with the applicable Goals, Policies, and Proposals of Volume II of the McMinnville Comprehensive Plan.

Those applicable Goals, Policies, and Proposals that are found to be applicable to this subdivision request are as listed below:

- Goals
 - II 1
 - V 1
 - V 2
 - VI 1
 - VII 1
 - VII 3
 - VIII 1
 - VIII 2
 - IX 1
 - X 1
 - X 2
- Policies
 - 2.00
 - 5.00
 - 9.00
 - 12.00
 - 58.00
 - 68.00



- o 71.00
- o 71.05
- o 71.09 (1-6)
- o 71.10 (1-6)
- o 79.00
- o 80.00
- o 81.00
- o 82.00
- o 83.00
- o 99.00 (1-5)
- o 99.10
- o 117.00
- o 118.00 (1-5)
- o 119.00
- o 122.00 (3)
- o 126.00
- o 127.00
- o 130.00
- o 131.00
- o 132.00
- o 132.15
- o 132.26.05
- o 132.27.00
- o 132.32.00
- o 132.35.00
- o 132.41.00 (1-5)
- o 132.41.05
- o 132.41.20
- o 132.41.25
- o 132.41.30
- o 132.43.05 (1-6)
- o 132.43.10
- o 132.46.00
- o 132.46.05
- o 132.54.00
- o 136.00
- o 139.00 (1-4)
- o 142.00
- o 143.00
- o 144.00
- o 145.00 (1-4)
- o 147.00
- o 151.00 (1-5)
- o 153.00
- o 155.00
- o 163.00
- o 163.05
- o 168.00
- o 169.00



- o 170.05
- o 173.00
- o 177.00
- o 178.00
- o 188.00

The full text of these elements of Volume II of the McMinnville Comprehensive Plan and their associated Conclusionary Findings for Approval as provided in Section IV (Conclusionary Findings for Approval of the requested Zone Change) above and are hereby by this reference incorporated in this Section (Section V – Conclusionary Findings for Approval of the Requested Subdivision) as applicable to this subdivision request.

5. The subject request complies with the applicable requirements of the McMinnville Zoning Ordinance (Ord. No. 3380) as follows:

17.03.020 Purpose. The purpose of this ordinance is to encourage appropriate and orderly physical development in the City through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, and adequate community facilities; to provide assurance of opportunities for effective utilization of the land resource; and to promote in other ways public health, safety, convenience, and general welfare.

Finding: Section 17.03.020 is satisfied by this request for the reasons enumerated in Conclusionary Findings for Approval No. 1, 2, 3 and 4.

17.18 R-3 Two-Family Residential Zone

17.18.010 Permitted uses. In an R-3 zone, the following uses and their accessory uses are permitted:

- A. Single-family dwelling
- C. A single-family dwelling having a common wall with one other single-family dwelling, provided:
 - 1. Each dwelling unit shall be situated on an individual, legally subdivided or partitioned lot.
 - 2. The two dwellings shall have a common wall at the "zero" lot line.
 - 3. Both lots combined comprise not less than eight thousand square feet in area. There is no minimum lot area for the individual lots created.
 - 4. Lot area and setback requirements will apply to the combined dwelling units as one structure and the combined lots as one lot.
 - 5. Each dwelling unit must have independent services which include, but are not limited to sewer, water and electricity.
 - 6. The common wall shall be a fire wall, and shall be a kind of construction that will insure fire protection as per the Uniform Building Code as adopted by the State.

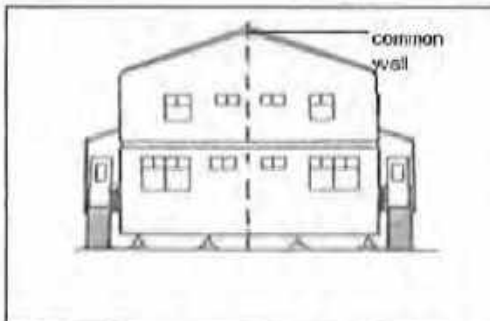


7. Common wall, single-family structures shall be required to provide a sound barrier at the common wall which has a sound transmission class rating of not less than fifty as per the Uniform Building Code as adopted by the State. The building technique used to achieve the sound barrier rating shall be the responsibility of the general contractor and will be accepted upon inspection if it meets the code requirements and is supported by proof of meeting sound emission controls as specified.
8. Existing duplexes will be allowed to be converted to common wall, single-family units if they meet the provisions of this title and were constructed after January, 1974.

Findings: These criteria are satisfied by this proposal in that it is the stated intent of this proposal to construct only site built single-family residences within this subdivision. Fifteen of the residences will be single-family detached residences and will be constructed on lots designed for single-family detached use. Two of the residences will be single-family attached residences and will be constructed on lots deigned for single-family attached use (Lots 4 and 5).

With regard to the two single-family attached residences, the dwellings shall be situated on legally subdivided lots and shall have a common wall at the "zero" lot line. The common wall between these two residences shall be a wall that is considered part of both dwellings such as the common wall between rooms in each dwelling that are designed for occupancy; this does not include common walls in locations such as attached storage sheds for example because storage sheds are not designed for occupancy. While the McMinnville Zoning Ordinance does not provide any minimum distance, percentage of wall distance or percentage of elevation length that must be attached, Figure 7 (below) of Chapter 17.06 (Definitions) of the Zoning Ordinance provides a general visual reference of residential "common wall construction." [This graphic does not visually represent the single-family attached residences to be constructed on Lots 4 and 5, but rather simply graphically indicates the concept of single-family attached residences.]

Figure 7



The combined proposed square footage of Lots 4 and Lot 5 totals 8,937 square feet (Exhibit 5) which exceeds the minimum lot area requirement of two common wall (single-family attached) residences of 8,000 square feet prescribed by the R-3 zoning requirement (17.18.010(C)(3)). The setback requirements to be applied to each of these two lots shall

be the same as are applicable to all other single-family lots in this subdivision with the exception of having a zero lot line at the shared common wall lot line of the two residences; all setbacks will be reviewed by the City as part of the forthcoming building permit application review process prior to construction permits being issued for each lot in the proposed neighborhood. It shall also be required that each of the two dwelling units shall have independent services which include, but are not limited to sewer, water and electricity. These two residences shall provide a sound barrier at the common wall which has a sound transmission class rating of not less than fifty as per the Uniform Building Code as adopted by the State of Oregon and shall be reviewed as part of the forthcoming review process prior to construction permits being issued for these two residences. The building technique used to achieve the sound barrier rating shall be the responsibility of the general contractor and will be accepted upon inspection if it meets the code requirements and is supported by proof of meeting sound emission controls as specified. In addition, the common wall shall be required to be a fire wall constructed to insure fire protection as per the Uniform Building Code as adopted by the State of Oregon.

17.18.030 Lot size. In an R-3 zone, the lot size shall not be less than six thousand square feet except as provided in Section 17.18.010 (C) of this ordinance. (Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

Finding: This criterion is satisfied as all lots, with the exception of Lots 4 and 5 as discussed above in Findings provided at 17.18.10, either meet or exceed the minimum lot size of 6,000 square feet (Exhibit 5). Since Lot 14 is crossed by an access easement for the benefit of Lot 13 it is important to address lot size for this lot individually.

Lot 14 is designed with a gross proposed lot size of 6,813 square feet. However, the definition of "lot area" found in Chapter 17.06 (Definitions) of the McMinnville Zoning Ordinance states:

"The total area of a lot measured in a horizontal plane within the lot boundary lines exclusive of public and private roads and easements for access to other property except as otherwise provided in this title. (Ord. 4128 (part), 1981; Ord. 3380 (part), 1968). For purposes of zoning and density calculations on lots that have more than one zone or plan designation, the lot area is calculated separately for each zoned or planned areas."

When this definition of lot area is applied to Lot 14, the access easement area of 813 square feet cannot be counted toward the minimum size of Lot 14. When this access easement area is removed from Lot 14's gross lot area of 6,813 square feet, the "usable" area of Lot 14 for this lot size calculation purpose is 6,000 square feet which complies with the minimum lot size requirement for a single-family detached residential lot in the R-3 zone.

Additionally, Section 17.18.010(C) referenced by this standard (17.18.030) speaks to single-family common-wall (attached) dwellings and is addressed in the Findings provided for 17.18.010(C) above.

17.18.040 Yard requirements. In an R-3 zone, each lot shall have yards of the following size unless otherwise provided for in Section 17.54.050:



- A. A front yard shall not be less than fifteen feet;
- B. A rear yard shall not be less than twenty feet;
- C. A side yard shall not be less than seven and one-half feet, except an exterior side yard on the street side of a corner lot shall be not less than fifteen feet. (Ord. 4912 §3, 2009; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

Finding: This criterion is satisfied in that all of the proposed lots meet or surpass the lot size requirements of the R-3 zone. The setbacks articulated by this criterion were specifically created and were adopted by the City Council as part of the character of the R-3 zone. This application does not request that any setbacks be adjusted for any lot within this subdivision. Rather, this application proposes to construct residences specifically designed to exist within the building envelopes resulting from the full application of the R-3 zone's setback requirements as applicable to each lot. Further, setback compliance will be verified by the McMinnville Planning Department as part of the forthcoming building permit review process for each dwelling unit proposed to be constructed within this subdivision.

17.18.050 Building height. In an R-3 zone, a building shall not exceed a height of thirty-five feet. (Ord 4128 (part), 1981; Ord. 3380 (part), 1968).

Finding: These land use requests do not propose to construct any building within the subject site at a height that would exceed this height limitation of thirty-five feet. This standard has been satisfied.

17.18.060 Density requirements: In an R-3 zone, the lot area per family shall not be less than four thousand square feet, except that the lot area for common wall, single-family corner lots shall not be less than eight thousand square feet for two families. This requirement does not apply to accessory dwelling units. (Ord. 4796 §1(b), 2003; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

Finding: The tentative subdivision plan submitted with this subdivision application proposes that each lot designed for single-family detached use meet or exceed the minimum lot size of 6,000 square feet; this takes into account the subtraction of the access easement area previously noted affecting Lot 14 for lot area calculation purposes. Additionally, each of the two lots designed and proposed for single-family attached use exceed the combined minimum lot size of 8,000 square feet each as prescribed by the R-3 zone. Relative to density, while the lot area per family is required by this standard to not be less than four thousand square feet, the proposed average lot area per family is 6,049 square feet; this figure accounts for the reduction of Lot 14's access easement square footage. Therefore, this criterion is met.

Chapter 17.53 Land Division Standards

17.53.100 Creation of Streets

- C. An easement providing access to property and which is created to allow the partitioning of land for the purpose of lease, transfer of ownership, or building development, whether immediate or future, shall be in the form of a street in a



subdivision, except that a private easement to be established by deed without full compliance with these regulations may be approved by the Planning Director under the following conditions:

1. If it is the only reasonable method by which the rear portion of a lot being unusually deep or having an unusual configuration that is large enough to warrant partitioning into two more new parcels, i.e., a total of not more than three (3) parcels including the original may then exist, that may be provided with access and said access shall be not less than 15 (fifteen) feet in width and shall have a hard surfaced drive of 10 (ten) feet width minimum;
2. The Planning Director shall require the applicant to provide for the improvement and maintenance of said access way, and to file an easement for said access way which includes the right to passage and the installation of utilities. Such requirements shall be submitted to and approved by the City Attorney.
3. Access easements shall be the preferred form of providing access to the rear lots created by partition if the alternative is the creation of a flag lot.

Findings: This criteria is satisfied in that, a fifteen-foot wide private access easement is proposed to cross the northern portion of Lot 14, beginning at its right-of-way edge and extending to its western edge, for the benefit of Lot 13. This proposed access easement is a result of the subject site's shape and dimensions in combination with the need to align a proposed local street in a manner that both provides connectivity through the site from the intersection of NE Newby Street and NE Hoffman Street and the temporary southerly barricade on NE Buel Drive. This alignment also provides for the opportunity for homes to be constructed along both sides of this proposed street as well as to satisfy the other street connectivity policies and requirements addressed elsewhere in these Findings.

Lot 14 is large enough to warrant being divided into two lots and the provision of this private access easement is the only reasonable method by which that can occur. The 15-foot wide private access easement is proposed to be improved with a minimum hard surfaced drive of at least 10 (ten) feet in width for the full length of the easement; a paved drive will also be required to be provided on Lot 13 as part of the building permit review and permitting process.

17.53.101 Streets

- A. **General.** The location, width, and grade of streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and to the proposed use of the land to be served by the streets. Where location is not shown in a comprehensive plan, the arrangement of streets in a subdivision shall:
1. Provide for the continuation or appropriate projection of existing principal streets in surrounding areas; ..

Finding: The planned street layout provides for connectivity through the site from the intersection of NE Newby Street and NE Hoffman Street and the temporary barricade at the temporary southerly terminus of NE Buel Drive. The reasons for the connectivity to be



achieved by the proposed local street are as addressed elsewhere in these Findings inclusive of Policies 118.00(5), 132.41.30 and McMinnville's Future Local Street Connections plan (Exhibit 2-1 of McMinnville's TSP). There are no undeveloped adjacent lands for this site to provide street stubs to or to otherwise connect to. The proposed street is identified as a local residential streets and, upon permitting, will be constructed to full City standards for this type of street. Therefore, this criterion is met.

2. Conform to a plan for the neighborhood approved or adopted by the Planning Commission to meet a particular situation where topographical or other conditions make continuance or conformance to existing streets impractical; or

Finding: The proposed local public street is designed to current applicable City standards. While NE Buel Drive was constructed to a prior City standard requiring a curb-to-curb dimension of 26-feet, this proposal does not continue that design standard as the paved curb-to-curb dimensional requirement has since changed by City ordinance and is now required to be 28-feet in width. This proposed subdivision will comply with the current design standard which will result, not only in design compliance with current standards, but also in increased vehicle mobility and public safety which were main purposes in the revising of that street standard to a greater paved dimensional width.

3. Maximize potential for unobstructed solar access to all lots or parcels. Streets providing direct access to abutting lots shall be laid out to run in a generally east-west direction to the maximum extent feasible, within the limitations of existing topography, the configuration of the site, predesigned future street locations, existing street patterns of adjacent development, and the preservation of significant natural features. The east-west orientation of streets shall be integrated into the design.

Finding: This criteria is addressed and met in the Findings provided above in Section IV relative to Volume I (Background Element) of the McMinnville Comprehensive Plan, Chapter V - Housing and Residential Development – Additional Design Considerations, Subsection 4 and are herein incorporated .

- B. Rights-of-way and street widths. The width of rights-of-way and streets shall be adequate to fulfill city specifications as provided in Section 17.53.151 of this chapter. Unless otherwise approved, the width of rights-of-way and streets shall be as shown in the following table: ["McMinnville Transportation System Plan, Exhibit 2-4 – Complete Street Design Standards"] Where existing conditions, such as the topography or the size or shape of land parcels, make it otherwise impractical to provide buildable lots, the Planning Commission may accept a narrower right-of-way, ordinarily not less than 50 (fifty) feet. If necessary, special slope easements may be required.

Finding: As shown on the tentative subdivision plan (Exhibit 1), the proposed local street is designed to meet and shall meet all applicable right-of-way, street width and streetscape requirements as required by Section 17.53.151 (below) and as provided in Exhibit 2-4 of the McMinnville Transportation System Plan. There are no existing conditions making it otherwise impractical to provide buildable lots and no consideration to address such is requested. Therefore, this criterion is met.



- C. Reserve strips. Reserve strips or street plugs controlling access to streets will not be approved unless necessary for the protection of the public welfare or of substantial property rights, and in these cases they may be required. The control and disposal of the land comprising such strips shall be placed within the jurisdiction of the Planning Commission under conditions approved by them.

Finding: As shown on the tentative subdivision plan, no reserve strips or street plugs are proposed as a means to control access to adjacent streets or other lands for the protection of the public welfare or of substantial property rights. Therefore, this criterion is met.

- D. Alignment. As far as practical, streets other than minor streets shall be in alignment with existing streets by continuations of the center lines thereof. Staggered street alignment resulting in "T" intersections shall, wherever practical, leave a minimum distance of 200 feet between the center lines of streets having approximately the same direction and otherwise shall not be less than 125 feet.

Finding: This requirement is met in that the right-of-way dedication that will result through approval and development efforts of this proposal is part of a local street network and exhibits dimensional and design features commensurate with local street requirements and connectivity requirements addressed elsewhere in these Findings. There are no "T" intersections in the proposed street design.

- E. Future extension of streets. Where necessary to give access to or permit a satisfactory future subdivision of adjoining land, streets shall be extended to the boundary of the subdivision; and the resulting dead-end streets may be approved without a turnaround. Local streets shall provide connectivity as identified in Exhibit 2-1 of the McMinnville Transportation System Plan or connectivity that is functionally equivalent. Reserve strips and street plugs may be required to preserve the objectives of street.

Finding: As shown on the tentative subdivision plans, this proposal does not provide any street extensions for the future subdivision of adjoining land as all adjoining land is already developed. However, this proposal does provide for a connection to the temporary southerly terminus of NE Buel Drive that was previously established at the subject site's northern edge. The proposed local public through street is designed to also extend eastward through the site to align with the current intersection of NE Newby Street and NE Hoffman Street. This proposal provides street connectivity identified in Exhibit 2-1 of the McMinnville TSP as has already been demonstrated in these Findings. Therefore, this criterion is met.

- F. Intersection angles. Streets shall be laid out to intersect at angles as near to right angles as practical except where topography requires a lesser angle, but in no case shall the acute angle be less than 60 (sixty) degrees unless there is a special intersection design. The intersection of an arterial or collector street with another street shall have at least 100 feet of tangent, measured from right-of-way adjacent to the intersection unless topography requires a lesser distance. Other streets, except alleys, shall have at least 50 (fifty) feet of tangent measured from property line adjacent to the intersection unless topography requires a lesser distance.



Intersections which contain an acute angle of less than 80 (eighty) degrees or which include an arterial street shall have a minimum corner radius sufficient to allow for a roadway radius of 20 (twenty) feet and maintain a uniform width between the roadway and the right-of-way line.

Finding: As shown on the tentative subdivision plan submitted with this request, the one proposed intersection is designed to align at a 90 (ninety) degree angle to align with the current intersection of NE Newby Street and NE Hoffman Street. The northernmost extension of the proposed street is designed to connect with NE Buel Drive at its current southerly paving line. Therefore, this criteria is met.

- G. **Existing streets.** Whenever existing streets adjacent to or within a tract are of inadequate width, additional right-of-way shall be provided at the time of subdivision. The City may consider a reduction in arterial or collector street lane widths (lanes no less than 10 feet wide) by restriping existing travel lanes.

Finding: The proposed local public street to be constructed within a 50-foot public right-of-way abuts two existing public rights-of-way as previously described. The proposed street is designed to intersect NE Newby Street consistent with current right-of-way improvement standards. However, the existing portion of NE Buel Drive was constructed using an earlier public local street standard requiring a 26-foot wide paved section centered within a 50-foot right-of-way. The proposed public street would be constructed to the current standard which requires a 28-foot wide paved section and would necessarily narrow slightly at its northern extent in order to match NE Buel Drive's paved width at its current southerly paving line. This criterion has been satisfied.

- H. **Half streets.** Half streets, while generally not acceptable, may be approved where essential to the reasonable development of the subdivision, when in conformity with other requirements of these regulations, and when the Planning Commission finds it will be practical to require the dedication of the other half when the adjoining property is subdivided. Whenever a half street is adjacent to a tract to be subdivided, the other half of the street shall be platted within such tract. Reserve strips and street plugs may be required to preserve the objectives of half streets.

Finding: As shown on the submitted tentative subdivision plans, there are no half streets proposed as part of this development plan. Therefore, this criterion is met.

- I. **Cul-de-sacs.** A cul-de-sac shall be as short as possible and shall have a maximum length of 400 feet and serve not more than 18 (eighteen) dwelling units. A cul-de-sac shall terminate with a turnaround.

Finding: As shown on the tentative subdivision plans, no cul-de-sac streets are planned or proposed. Therefore, this criterion is satisfied.

- J. **Eyebrows.** Where conditions do not warrant the use of cul-de-sacs and the land available in the proposed plan does not allow for a discontinuous minor street extension and where there are no more than three (3) dwelling units proposed to take access, the City Engineer or Planning Director may allow eyebrows. Eyebrows shall be limited to a maximum length of 125 feet, when measured from the main street right-



of-way from which the eyebrow takes access. The City Engineer or Planning Director may allow less than that required in (d) above, after taking into consideration the effects upon traffic flows. The right-of-way width shall be 36 (thirty-six) feet, with a paved 10 (ten) foot curb-to-curb radius at the terminus. Sidewalks shall not be installed within eyebrows without additional right-of-way dedication. (Amended 11/18/94 by Ordinance 4573.)

Finding: As shown on the tentative subdivision plans, no eyebrows are planned or proposed. Therefore, this criterion is satisfied.

- K. **Street Names.** Except for extensions of existing streets, no street name shall be used which will duplicate or be confused with the names of existing streets. Street names and numbers shall conform to the established pattern in the City. Street names shall be subject to the approval of the Planning Director. The naming of new streets with names of local historic significance and/or where appropriate in alphabetical order is encouraged. (Amended 10/9/90 by Ordinance No. 4477.)

Finding: The local street alignment of NE Hoffman Street will be extended into the site from its eastern edge and then turn northward to join with the temporary southerly terminus of NE Buel Drive. While the proposed local street is not identified with a temporary name on the plans submitted with this proposal, future street naming of this street shall conform to the established pattern in the City and be subject to the approval of the Planning Director. It is anticipated that the north-south oriented street section will continue the street name of NE Buel Drive and that the east-west oriented street section will be assigned the name of NE Hoffman Street as it will be a westerly continuation of the NE Hoffman Street right-of-way alignment from the east. Therefore, this criterion is satisfied.

- L. **Grades and curves.** Grades shall not exceed six (6) percent on arterials, 10 (ten) percent on collector streets, or 12 (twelve) percent on any other street except as described below. Any local street grade exceeding 12 (twelve) percent shall be reviewed for approval by the Fire Code Official during the land use application process. When a local residential street is approved to exceed 12 (twelve) percent the following shall be required:

1. A maximum of 200 feet of roadway length may be allowed with a grade between 12 (twelve) percent and 15 (fifteen) percent for any one section. The roadway grade must reduce to no more than 12 (twelve) percent for a minimum of 75 linear feet of roadway length between each such section for firefighting operations.
2. Fire sprinklers shall be installed in all residential and commercial structures whose access road is constructed at a grade higher than 12 (twelve) percent. The approval of such fire sprinklers shall be accomplished in accordance with the provisions of ORS 455.610(6).

Centerline radii of curves shall not be less than 300 feet on major arterials, 200 feet on secondary arterials, or 100 feet on other streets, and shall be to an even 10 (ten) feet. Where existing conditions, particularly topography,



make it otherwise impractical to provide buildable lots, the Planning Commission may accept sharper curves.

Finding: The proposed street is designed as a local residential street and will not exceed a grade of 12 (twelve) percent. The slope and grade of the site mirrors that of NE Newby Street along the site's eastern edge. NE Newby Street, and the subject site, exhibit only mild grades as are characteristic of all adjacent and nearby streets and neighborhoods within this area. Additionally, the centerline radii of curves is not less than 100 feet as required by this standard. Final compliance with these standards shall be reviewed by the McMinnville Engineering Department and the McMinnville Planning Department for compliance with City street grade and centerline radii requirements prior to permit issuance for street construction. Therefore, this criteria is met.

Criteria not Applicable: The following subsections of Section 17.53.101 are not applicable to this request as these circumstances do not exist within or adjacent to this proposal:

- M. Streets adjacent to a railroad right-of-way
- N. Frontage roads/streets
- O. Alleys
- P. Private way/drive
- Q. Bikeways [along arterial or collector streets]
- R. Residential Collector Spacing
- U. Gates

S. **Sidewalks.** Along arterials and along major collectors with bikeways in commercial areas, sidewalks shall be eight (8) feet in width or, where less than eight (8) feet of right-of-way is available, shall extend to the property line and be located adjacent to the curb. Sidewalks in all other locations shall be five (5) feet in width and be placed one (1) foot from the right-of-way line. Sidewalks adjacent to a cul-de-sac bulb shall be located adjacent to the curb. (Amended 11/8/94 by Ordinance 4573.)

Finding: The proposed local through street will meet all applicable right-of-way, street width and streetscape requirements inclusive of five-foot wide sidewalks placed one-foot from the right-of-way line. Therefore, this criterion is met.

T. **Park Strips.** Park strips shall be provided between the curb and sidewalk along both sides of all streets except (a) commercial arterial and collector streets, in which case street trees may be placed in tree wells as specified by the McMinnville Street Ordinance; or (b) cul-de-sac bulbs. Street trees shall be planted and maintained within the park strip as specified in Chapter 17.58 (Trees) of the McMinnville Zoning Ordinance.

Finding: As shown on the submitted plans, the proposed through street will meet all applicable right-of-way, street width and streetscape requirements inclusive of a five-foot wide curbside planter strip provided between the curb and sidewalk along both sides of the proposed right-of-way. Street trees shall be planted and maintained within the park strips as specified by Chapter 17.58 of the McMinnville Zoning Ordinance and as shall be required by appropriate condition(s) of approval of this request. This criterion is satisfied.



17.53.103 Blocks

- A. General. The length, width, and shape of blocks shall take into account the need for adequate lot size and street width and shall recognize the limitations of the topography.
- B. Size. No block shall be more than 400 feet in length between street corner lines or have a block perimeter greater than 1,600 feet unless it is adjacent to an arterial street, or unless the topography or the location of adjoining streets justifies an exception. The recommended minimum length of blocks along an arterial street is 1,800 feet.

Finding: As shown on the submitted plans, the planned street alignment proposes one block that exceeds 400 hundred feet in length due to the existing street pattern of adjacent platted neighborhoods. The block that would exceed this 400-foot length standards is the completed block of NE Buel Drive between its intersection with NE Grandhaven Street and the proposed intersection of NE Buel Drive and NE Hoffman Street within the subject site. This block length would be approximately 500 feet in length.

For context, within the adjacent and immediate area are found the following approximate existing block lengths:

- 500 feet - Grandhaven Street from Buel Drive to McDonald Lane
- 625 feet - Redwood Drive from 28th Street to 30th Street
- 500 feet - McDonald Lane from Maloney Drive to 28th Street
- 750 feet - Leathers Lane from Hoffman Drive to 27th Street
- 750 feet - 27th Street from McDonald Lane to Newby Street

The subject site is the last remaining vacant piece of land in the otherwise fully developed immediate area. As there are no alternative street alignment or configuration opportunities available that would meet this block length standard, and at the same time satisfy the City's policies, standards, and the intent of relevant portions of the Transportation System Plan regarding street connectivity, an exception to this block length standard is justified. The block perimeter length resulting from the construction of the proposed through street would be approximately 1,514 feet in length measured utilizing Buel Drive, Grandhaven Street, Newby Street and the proposed extension of Hoffman Drive and is less than the allowable 1,600 foot maximum perimeter block length. This criteria has been satisfied.

C. Easements.

1. Easements for sewers, water mains, electric lines, or other public utilities shall be dedicated whenever necessary. The easements shall be at least 10 (ten) feet wide and centered on lot lines where possible, except for utility pole tieback easements which may be reduced to six (6) feet in width. Easements of 10 (ten) feet in width shall be required along all rights-of-way. Utility infrastructure may not be placed within one foot of a survey monument location noted on a subdivision or partition plat. The governing body of a city or county may not place additional restrictions or conditions on a utility easement granted under this chapter.



Finding: This criterion is met in that ten-foot wide public utility easements will be provided adjacent to both sides of the proposed public right of way to accommodate the installation of utilities as necessary. These ten-foot wide public utility easements are shown on the Overall Utility Plan (Exhibit 2). In addition, other easements necessary to meet utility and service provision needs are described as follows:

- 10-foot wide private sanitary sewer lateral easement on the west edge of Lot 10 for the benefit of Lot 9
 - 15-foot wide public sanitary sewer mainline easement on the common boundary of Lots 10 and 11
 - Nine feet of the width of this easement is proposed to be located on Lot 10 with six feet of the easement width to be located on Lot 11
 - 20-foot wide public storm sewer mainline easement located on the west edge of Lot 12
 - 20-foot wide combined public storm & sanitary sewer mainline easement located on the common property lines of Lots 12 and 13, and Lots 12 and 14
 - Three feet of the width of this easement is proposed to be located on Lot 12
 - 15-foot wide public sanitary sewer mainline easement located along the south edge of Lots 7 and 2
 - Two 10-foot wide private sanitary sewer lateral easements with one each being located on Lots 7 and 2 for the benefit of Lots 8 and 1, respectively.
2. Water courses. If a subdivision is traversed by water courses such as a drainage way, channel, or stream, there shall be provided a storm unit easement or drainage right-of-way conforming substantially with the lines of the water course and of such width as will be adequate for the purpose, unless the water course is diverted, channeled, or piped in accordance with plans approved by the City Engineer's office. Streets or parkways parallel to major water courses may be required.

Finding: As shown on Exhibit 2 there is an open drainageway that traverses this site in a generally east-west orientation that has, for many years, been the recipient of collected stormwater from adjacent residential development which empties into this drainage ditch by way of an open 30-inch wide pipe located at site's west edge and aligned with the western edge of proposed Lot 12. The stormwater emptying onto this site from neighborhood(s) to the west and the natural site drainage currently enters the City's underground storm sewer system at a point adjacent to the site's eastern edge and located in the NE Newby Street right-of-way. It is proposed to convey this seasonal flow to the City's underground stormwater drainage system in NE Newby Street through a continuation of the 30-inch wide storm sewer pipe to be placed in easements, as necessary, and within the public right-of-way proposed to be dedicated as part of this residential development. Proposed underground conveyance of this storm flow into the City's existing system is similar to that approved for other development surrounding this site. This stormwater system daylight east of the site, north of the intersection of NE Leathers Lane and NE Hoffman Drive, and continues to collect neighborhood storm water through piped outfalls as shown on the graphic below excerpted from the City of McMinnville Storm Sewer Network map available on the City's website. This system then



enters the City's underground storm conveyance again at the Parkside residential subdivision located adjacent to Wortman Park and remains in the enclosed system through much of McMinnville's industrial area east of NE Lafayette Avenue.



This open drainage ditch located on the subject site is identified as a tributary to the North Yamhill River. Accordingly, a Jurisdictional Wetland Delineation for this site was prepared by Schott & Associates and provided to the Oregon Department of State Lands (DSL) for review (Exhibit 3). On February 15, 2019, DSL issued a concurrence letter (Exhibit 4) supporting the waterway boundaries (Drainage 1) as mapped in Figure 6 of the report and noting that this Drainage is subject to the permit requirements of the state Removal-Fill law. For additional associated Findings relative to this criterion, please refer to Findings provided at Section IV - Conclusionary Findings for Approval of the requested Zone Change, Policy 99.00 (1-5) and already incorporated by reference into this Section (Section V – Conclusionary Findings for Approval of the requested Subdivision). This criterion has been satisfied.

3. Pedestrian ways. When desirable for public convenience, safety, or travel, pedestrian ways not less than 10 (ten) feet in width may be required to connect to cul-de-sacs, to pass through unusually long or oddly shaped blocks, to connect to recreation or public areas such as schools, or to connect to existing or proposed pedestrian ways. (Ord. 4922, §4B, 2010)

Finding: As shown on the proposed tentative subdivision plan, pedestrian ways other than those provided by the construction of public sidewalks to City standards are not proposed as part of this development as there are not cul-de-sacs either proposed on this site or located on adjacent sites. There is also no opportunity to provide a pedestrian way connection to a recreation or public area such as a school or to connect to either existing or proposed pedestrian ways. While NE Buel Drive will be approximately 500 feet in length with approval of this proposal, this block length is not unusually long given the length of adjacent and nearby blocks in the surrounding neighborhoods as noted in Findings

provided at 17.53.103 above. Continuous public sidewalks constructed within the public right-of-way to City specifications shall be provided along both sides of the proposed right-of-way and shall connect to the existing public sidewalks adjacent to this site at approved locations to provide additional opportunities for continuous pedestrian circulation both with the proposed neighborhood and within the surrounding street system. Therefore, this criterion is met.

17.53.105 Lots

A. Size and shape. Lot size, width, shape, and orientation shall be appropriate for the location of the subdivision and for the type of use contemplated. All lots in a subdivision shall be buildable.

1. Lot size shall conform to the zoning requirement of the area. Depth and width of properties reserved or laid out for commercial and industrial purposes shall be adequate to provide for the off-street parking and service facilities required by the type of use contemplated. The depth of lot shall not ordinarily exceed two times the average width.

Finding: As shown on the submitted tentative plans the proposed lots are generally rectangular in shape and are all buildable as per the requirements of the requested zoning designation. All lots comply with Subsection 1 above in that the depth of each lot does not exceed two times its average width. It is instructive to note when reviewing the tentative subdivision plan that the unrounded dimensions for Lot 12 provide a lot width of 55.40 feet and an average lot depth of 110.78 feet which results in Lot 12 being fully compliant with this standard. This criterion has been satisfied.

B. Access. Each lot shall abut upon a street other than an alley for a width of at least 25 (twenty-five) feet or shall abut an access easement which in turn abuts a street for at least 15 (fifteen) feet if approved and created under the provisions of 17.53.100(C). Direct access onto a major collector or arterial street designated on the McMinnville Comprehensive Plan Map shall be avoided for all lots subdivided for single-family, common wall, or duplex residential use, unless no other access point is practical.

Finding: As shown on the submitted subdivision plans each lot will abut a public street for a width of at least 25 (twenty-five) feet with the exception of Lot 13 which will be provided access to the public right-of-way by a 15-foot wide private access easement to be provided across the northern edge of Lot 14 for the benefit of Lot 13. There will be no direct access onto a major collector or arterial street as no such designated street is within or adjacent to the subject site. Therefore, this criterion is met.

C. Through lots. Through lots shall be avoided except where they are essential to provide separation of residential development from major traffic arteries or adjacent nonresidential activities, or to overcome specific disadvantages of topography and orientation. A planting screen easement at least 10 (ten) feet wide, and across which there shall be no right of access, may be required along the line of lots abutting such a traffic artery or other incompatible use.



Finding: As demonstrated on the submitted tentative subdivision plan, there are no through streets proposed as part of this request. This criterion has been satisfied.

- D. Lot side lines. The side lines of lots, as far as practicable, shall run at right angles to the street upon which the lots face.

Finding: As shown on the submitted tentative subdivision plans, all side lines of lots run at right angles to the street upon which the lots face as far as practicable with the exception of Lot 13. Lot 13 does not front on a public street and its access to the public right-of-way is proposed to be provided by a 15-foot wide private access easement across the northernmost portion of the adjacent Lot 14. Therefore, as Lot 13 does not face a street, this requirement is not applicable to this lot. While the entirety of Lot 14's frontage, and a portion of Lot 12's frontage, is located on the outside curve edge of the proposed public right-of-way, their shared property line runs at a right angle to the street as far as practicable. This criterion is met.

- E. Flag lots. The creation of flag lots shall be discouraged and allowed only when it is the only reasonable method of providing access to the rear of a lot which is large enough to warrant partitioning or subdividing.

Finding: A flag lot is defined in Chapter 17.06 of the McMinnville Zoning Ordinance as "A lot by which access to the nearest public or private street is gained by means of a narrow strip of land not less than 25-feet in width." Lot 13 is shown to be provided access to the public right-of-way by way of a 15-foot wide private access easement across the northern portion of Lot 14 and is not defined as a flag. Therefore, there are no flag lots proposed as part of this subdivision development plan. Therefore, this criterion is satisfied.

Improvements:

17.53.151 Specifications for Improvements. The City Engineer has submitted and the City Council has adopted the standard specifications for public works construction, Oregon Chapter A.P.W.A., and has included those special provisions that are, by their very nature, applicable to the City of McMinnville. The specifications cover the following:

- A. Streets, including related improvements such as curbs and gutters, shoulders, and median strips, and including suitable provisions for necessary slope easements;
- B. Drainage facilities;
- C. Sidewalks in pedestrian ways;
- D. Sewers and sewage disposal facilities.

17.53.153 Improvement Requirements. The following improvements shall be installed at the expense of the subdivider:

- A. Water supply system. All lots within a subdivision shall be served by the City water supply system.
- B. Electrical system. All lots within a subdivision shall be served by the City electrical system.
- C. Sewer system. All lots within a subdivision shall be served by the City sewer system.



- D. Drainage. Such grading shall be performed and drainage facilities installed conforming to City specifications as are necessary to provide proper drainage within the subdivision and other affected areas in order to assure healthful, convenient conditions for the residents of the subdivision and for the general public. Drainage facilities in the subdivision shall be connected to drainage ways or storm sewers outside the subdivision. Dikes and pumping systems shall be installed, if necessary, to protect the subdivision against flooding or other inundations.
- E. Streets. The subdivider shall grade and improve streets in the subdivision, and the extension of such streets to the paving line of existing streets with which such streets intersect, in conformance with City specifications. Street improvements shall include related improvements such as curbs, intersection sidewalk aprons, street signs, gutters, shoulders, and median strips to the extent these are required.
- F. Pedestrian ways. A paved sidewalk not less than five (5) feet wide shall be installed in the center of pedestrian ways.
- G. Private way/drive. The subdivider shall grade and improve to conform to City specifications in terms of structural standards.
- H. Street trees consistent with the requirements of Chapter 17.58 of the McMinnville Zoning Ordinance and an approved street tree plan for the subdivision.

Findings: 17.53.151 (A)-(D) and 17.53.153 (A)-(H) are satisfied in that the City Council has adopted the specifications referenced in these Sections as being applicable to and to be administered by the City of McMinnville. As shown on the submitted Overall Utility Plan (Exhibit 2) all lots shall be served by municipal water, electrical, sanitary and storm sewer systems which will also connect to such existing systems located adjacent to subdivision. No private ways or drives are proposed within the subject site except for the 15-foot wide private access easement to be recorded across the northern portion of Lot 14 for the benefit of Lot 13. Dedication and improvement of public streets shall occur as required by City standards inclusive of curbs and gutters, five-foot wide sidewalks and curbside planter strips; should this subdivision request be approved, a street tree planting plan shall be required as a condition of its approval which will require submittal of a plan to be reviewed for approval by the Landscape Review Committee. Due to existing development adjacent to this site, the proposed local public right-of-way will extend northward to the paving line of the existing temporary NE Buel Drive southerly terminus in conformance with City specifications. It is of interest to observe that the existing portion of NE Buel Drive was constructed using an earlier public local street standard requiring a 26-foot wide paved section centered within a 50-foot right-of-way. The proposed public street would be constructed to the current standard which requires a 28-foot wide paved section and would necessarily narrow slightly at its northern extent in order to match NE Buel Drive's paved width at its current southerly paving line. Additional Findings relative to drainage are found at 17.53.103(C)(2) above and its incorporated references. Therefore, these criteria are met.

17.72.095 Neighborhood Meetings

- A. A neighborhood meeting shall be required for:
 - 1. All applications that require a public hearing as described in Section 17.72.120, except that neighborhood meetings are not required for the following applications:
 - a. Comprehensive plan text amendment; or



- b. Zoning ordinance text amendment; or
 - c. Appeal of a Planning Director's decision; or
 - d. Application with Director's decision for which a public hearing is requested.
- 2. Tentative Subdivisions (up to 10 lots)
 - 3. Short Term Rental

Finding: As the proposed applications are not those listed in this Section, a neighborhood meeting is required and has been held as evidenced by the materials provided in this application, Findings and Exhibits. This requirement is met.

B. Schedule of Meeting.

- 1. The applicant is required to hold one neighborhood meeting prior to submitting a land use application for a specific site. Additional meetings may be held at the applicant's discretion.
- 2. Land use applications shall be submitted to the City within 180 calendar days of the neighborhood meeting. If an application is not submitted in this time frame, the applicant shall be required to hold a new neighborhood meeting.

Finding: One neighborhood meeting was held prior to the submittal of this land use application for the subject site. The neighborhood meeting was held on Tuesday, January 29, 2019, and this land use application has been received by the City within 180 days of January 29, 2019. This requirement is met.

C. Meeting Location and Time.

- 1. Neighborhood meetings shall be held at a location within the city limits of the City of McMinnville.
- 2. The meeting shall be held at a location that is open to the public and must be ADA accessible.
- 3. An 8 ½ x 11" sign shall be posted at the entry of the building before the meeting. The sign will announce the meeting, state that the meeting is open to the public and that interested persons are invited to attend.
- 4. The starting time for the meeting shall be limited to weekday evenings between the hours of 6 p. and 8 p. or Saturdays between the hours of 10 a. and 4 pm. Neighborhood meetings shall not be held on national holidays. If no one arrives within 30 minutes after the scheduled starting time for the neighborhood meeting, the applicant may leave.

Finding: The neighborhood meeting was held at 6:00 p.m. on Tuesday, January 29, 2019 which is not a day recognized by the United States Federal Government as a national holiday. The neighborhood meeting was held in the Fellowship Hall of the Adventure Christian Church which is located within the city limits of the City of McMinnville. Both the Adventure Christian Church and the Fellowship Hall of the church are ADA accessible. An 8 ½ x 11" sign was posted on the entry door of the building before the meeting announcing the meeting, stating that the meeting is open to the public and that interested persons are invited to attend (Exhibit 6). These criteria are met.



D. Mailed Notice.

1. The applicant shall mail written notice of the neighborhood meeting to surrounding property owners. The notices shall be mailed to property owners within certain distances of the exterior boundary of the subject property. The notification distances shall be the same as the distances used for the property owner notices for the specific land use application that will eventually be applied for, as described in Section 17.72.110.
2. Notice shall be mailed not fewer than 20 calendar days nor more than 30 calendar days prior to the date of the neighborhood meeting.
3. An official list for the mailed notice may be obtained from the City of McMinnville for an applicable fee and within 5 business days. A mailing list may also be obtained from other sources such as a title company, provided that the list shall be based on the most recent tax assessment rolls of the Yamhill County Department of Assessment and Taxation. A mailing list is valid for use up to 45 calendar days from the date the mailing list was generated.
4. The mailed notice shall:
 - a. State the date, time and location of the neighborhood meeting and invite people for a conversation on the proposal.
 - b. Briefly describe the nature of the proposal (i.e., approximate number of lots or units, housing types, approximate building dimensions and heights, and proposed land use request)
 - c. Include a copy of the tax map or a GIS map that clearly identifies the location of the proposed development.
 - d. Include a conceptual site plan.
5. The City of McMinnville shall be included as a recipient of the mailed notice of the neighborhood meeting.
6. Failure of a property owner to receive mailed notice shall not invalidate the neighborhood meeting proceedings.

Finding: The neighborhood meeting notice was mailed to the City of McMinnville Planning Department and to property owners located within 300 feet of the exterior boundary of the subject property (as required by McMinnville Zoning Ordinance 17.72.120(F)) on January 7, 2019 which was not fewer than 20 calendar days nor more than 30 calendar days prior to the January 29, 2019 date of the neighborhood meeting (Exhibit 7). The official list for the mailed notice (Exhibit 8) was obtained from First American Title in McMinnville on January 7, 2019 and was then utilized to mail the neighborhood meeting notice within the 45-day window of validity for the official mailing list. The mailed neighborhood meeting notice contained the date, time and location of the neighborhood meeting and an invitation for people to converse with the applicant regarding the proposal. Also included in the notice was a brief description of the proposal including the proposed housing type, proposed type and number of lots (single-family residential), proposed range of lot sizes and the average lot size and a statement that the residences may be either single or two-story in design. The mailed neighborhood meeting notice also included a copy of a Google Map vicinity map that clearly identified the location of the proposed development in addition to the inclusion of a tentative subdivision plan showing the lot layout. Therefore, these requirements are met.



E. Posted Notice.

1. The applicant shall also provide notice of the meeting by posting one 18 x 24" waterproof sign on each frontage of the subject property not fewer than 20 calendar days nor more than 30 calendar days prior to the date of the neighborhood meeting.
2. The sign(s) shall be posted within 20 feet of the adjacent right-of-way and must be easily viewable and readable from the right-of-way.
3. It is the applicant's responsibility to post the sign, to ensure that the sign remains posted until the meeting, and to remove it following the meeting.
4. If the posted sign is inadvertently removed (i.e., by weather, vandals, etc.), that shall not invalidate the neighborhood meeting proceedings.

Finding: Two 18 x 24" waterproof signs notifying individuals of the January 29, 2019 neighborhood meeting were posted in easily viewable and readable locations. Specifically, those signs were posted on the site near the southern temporary terminus of NE Buel Drive, and on the northern portion of the site's eastern edge along NE Newby Street (Exhibit 9) not fewer than 20 calendar days nor more than 30 calendar days prior to the date of the neighborhood meeting. Leonard Johnson has made every effort to ensure that the signs remained posted until the neighborhood meeting. These requirements are satisfied.

F. Meeting Agenda.

1. The overall format of the neighborhood meeting shall be at the discretion of the applicant.
2. At a minimum, the applicant shall include the following components in the neighborhood meeting agenda:
 - a. An opportunity for attendees to view the conceptual site plan;
 - b. A description of the major elements of the proposal. Depending on the type and scale of the particular application, the applicant should be prepared to discuss proposed land uses and densities, proposed building size and height, proposed access and parking, and proposed landscaping, buffering, and/or protection of natural resources;
 - c. An opportunity for attendees to speak at the meeting and ask questions of the applicant. The applicant shall allow attendees to identify any issues that they believe should be addressed.

Finding: An agenda for the neighborhood meeting was prepared (Exhibit 10) and provided to attendees of the neighborhood meeting that included an opportunity for attendees to view the tentative subdivision plan. The agenda also indicated that a description of the proposal including the major elements of the plan as well as an opportunity for attendees to speak at the meeting and ask questions of Leonard Johnson or his representative(s) and communicate any issues that they believe should be addressed. These requirements have been met.



G. Evidence of Compliance. In order for a land use application that requires a neighborhood meeting to be deemed complete, the following evidence shall be submitted with the land use application:

1. A copy of the meeting notice mailed to surrounding property owners;
2. A copy of the mailing list used to send the meeting notices;
3. One photograph for each waterproof sign posted on the subject site, taken from the adjacent right-of-way;
4. One 8 ½ x 11" copy of the materials presented by the applicant at the neighborhood meeting; and
5. Notes of the meeting, which shall include:
 - a. Meeting date;
 - b. Meeting time and location;
 - c. The names and addresses of those attending;
 - d. A summary of oral and written comments received; and
 - e. A summary of any revisions made to the proposal based on comments received at the meeting. (Ord. 5047, §2, 2018, Ord. 5045 §2, 2017).

Finding: Evidence of compliance with 17.72.095 (G(1-5(a-e))) above is provided by the Exhibits listed above and those presented at the January 29, 2019 Neighborhood Meeting attached to this proposal (Exhibit 11 – Zone Change Graphic, Exhibit 12 - Tentative Subdivision Plan Handout, Exhibit 13 – Overall Utility Plan Handout, and Exhibit 14 – House Examples). In addition, large versions of Exhibits 10 and 11 mounted to foam core boards were also on display at this meeting. Also provided as evidence of compliance with these requirements are the names and contact information as shared by those attendance at the Neighborhood Meeting (Exhibit 15), and a summary of oral and written comments received at the Neighborhood Meeting; there were no revisions made to the proposed plan based on comments received at the meeting (Exhibit 16). These requirements are satisfied.

17.74.020 Comprehensive Plan Map Amendment and Zone Change - Review Criteria

An amendment to the official zoning map may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan;
- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;
- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district.

When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statute), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map.



In addition, the housing policies of the McMinnville Comprehensive Plan shall be given added emphasis and the other policies contained in the plan shall not be used to: (1) exclude needed housing; (2) unnecessarily decrease densities; or (3) allow special conditions to be attached which would have the effect of discouraging needed housing through unreasonable cost or delay. (Ord. 4242 §3, 1983; Ord. 4221 §4, 1982; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

Findings: The proposed zone change request to amend the zoning designation of the subject site from R-1 (Single-Family Residential) to R-3 (Two-Family Residential) is consistent with the relevant Goals and Policies of Volume II of the McMinnville Comprehensive as described in detail in the Findings provided above.

The development pattern in the area surrounding the subject site includes all base zoning designations available within the Residential Comprehensive Plan designation (R-1, R-2, R-3 and R-4) within approximately 325-feet of the subject site; some of these zoning designations are also amended by existing Planned Development zoning designations. This pattern of adjacent and surrounding zoning designations can be graphically seen in Section II (Site Description) of this application. Given the adjacent and surrounding land uses and zoning pattern, the proposed zone change request is orderly. Also, given the City's current deficit of Residentially Planned land available to meet projected housing needs, and the ability of the site to be served by all requisite utilities and City services, the proposed zone change request is timely. The proposed single-family residential use of the site described by this subdivision request and its companion zone change request will complement the variety of other residential development in the immediate area and within very close proximity to Grandhaven Elementary School. This proposal is also consistent with the existing Comprehensive Plan designation for this site.

Criterion "B" of this review standard does not apply when the proposed request concerns needed housing. Table B-11 of Appendix B of the adopted 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan demonstrates that McMinnville has a deficit of 432 R-3 zoned acres needed to meet future projected housing needs; the year 2020 was the identified planning horizon for this projection. While numerous zone changes have been approved by the City since adoption of that 2001 Plan, there still remains a deficit of R-3 zoned land within the city limits of McMinnville; with that Plan identifying a total net acre residential land deficit of 1,082 acres, all residential zoning designations currently remain in deficit except, perhaps, for the R-1 zoning designation. Approval of this zone change request would reduce the remaining R-3 zoned land deficit by approximately 2.93 acres. Even though this zone change request is exempt from this criterion as identified in 17.74.020 above, this information is yet informative.

Utility and Service Provision: This area is well served by existing sanitary and storm sewer systems as well as other public utilities as detailed in the Findings provided above. At the time of development of this site, should these requests be approved, all necessary utilities and improvements will be required to be completed in compliance with existing requirements and as articulated in the forthcoming associated conditions of approval for these requests.

Street System: The subject site is located immediately adjacent to NE Newby Street at the site's eastern edge and the temporary southerly terminus of NE Buel Drive at the site's



northern edge. Both of these streets are designated as local residential public streets and are compatible with the proposed dedication of public right-of-way and construction of the continuation of the residential public street network to extend through this site.

These criteria have been satisfied.

VI. Conclusion and Approval Request

The evidence in the record is substantial and supports approval of these requests.

Leonard Johnson respectfully requests that the submitted zone change request and the submitted subdivision request and tentative residential subdivision plan be approved.



Exhibit 5

Monika Subdivision		
Lot #	Square Feet	Accounting for Lot 14 access easement
1	6,862	6,862
2	6,860	6,860
3	6,014	6,014
4	4,470	4,470
5	4,467	4,467
6	6,000	6,000
7	6,860	6,860
8	6,860	6,860
9	6,004	6,004
10	6,007	6,007
11	6,007	6,007
12	6,016	6,016
13	6,226	6,226
14	6,813	6,000
15	6,005	6,005
16	6,068	6,068
17	6,114	6,114
Average	6,097	6,049

Exhibit 3

WETLAND DELINEATION / DETERMINATION REPORT COVER FORM

Fully completed and signed report cover forms and applicable fees are required before report review timelines are initiated by the Department of State Lands. Make checks payable to the Oregon Department of State Lands. To pay fees by credit card, go online at: <https://apps.oregon.gov/DSL/EPS/program?key=4>.

Attach this completed and signed form to the front of an unbound report or include a hard copy with a digital version (single PDF file of the report cover form and report, minimum 300 dpi resolution) and submit to: Oregon Department of State Lands, 775 Summer Street NE, Suite 100, Salem, OR 97301-1279. A single PDF of the completed cover form and report may be e-mailed to: Wetland_Delineation@dsl.state.or.us. For submittal of PDF files larger than 10 MB, e-mail DSL instructions on how to access the file from your ftp or other file sharing website.

Contact and Authorization Information			
<input type="checkbox"/> Applicant <input checked="" type="checkbox"/> Owner Name, Firm and Address:		Business phone #	
Leonard Johnson 3275 West Side Road McMinnville, OR 97128		Mobile phone # (optional)	
Leonard Johnson 3275 West Side Rd McMinnville, OR 97128		E-mail: storm.n@comcast.net (Nick Storm for Leonard Johnson)	
<input checked="" type="checkbox"/> Authorized Legal Agent, Name and Address (if different):		Business phone # 971-409-4583	
Nick Storm (signing for Leonard Johnson)		Mobile phone # (optional)	
		E-mail:	
I either own the property described below or I have legal authority to allow access to the property. I authorize the Department to access the property for the purpose of confirming the information in the report, after prior notification to the primary contact.			
Typed/Printed Name: <u>Case of LJ</u>		Signature:	
Date: _____		Special Instructions regarding site access: _____	
Project and Site Information			
Project Name: <u>North Newby Street</u>		Latitude: 45.230359 Longitude: -123.186188	
<u>North Newby Street</u>		decimal degree - centroid of site or start & end points of linear project	
Proposed Use: <u>Residential Housing</u>		Tax Map # <u>44 0000 4 4 01DC</u>	
<u>Residential Housing</u>		Tax Lot(s) 1100	
Project Street Address (or other descriptive location):		Tax Map #	
West of N Newby Street, south of Buel Drive, north of Adventure Christian Church		Tax Lot(s)	
City: McMinnville County: Yamhill		Township 4S Range 4W Section 9DC QGSW1/4, S6	
		Use separate sheet for additional tax and location information	
		Waterway: River Mile:	
Wetland Delineation Information			
Wetland Consultant Name, Firm and Address:		Phone # 503-678-6007	
Schott & Associates, Inc. Attn: Jodi Reed		Mobile phone # (if applicable)	
PO Box 589		E-mail: jodi@schottandassociates.com	
Aurora, Oregon 97002			
The information and conclusions on this form and in the attached report are true and correct to the best of my knowledge.			
Consultant Signature: <u>Jodi Reed</u>		Date: _____	
Primary Contact for report review and site access is <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Applicant/Owner <input type="checkbox"/> Authorized Agent			
Wetland/Waters Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Study Area size: 2.93 ac Total Wetland Acreage: 0.07	
Check Applicable Boxes Below			
<input type="checkbox"/> R-F permit application submitted		<input type="checkbox"/> Fee payment submitted \$ _____	
<input type="checkbox"/> Mitigation bank site		<input type="checkbox"/> Fee (\$100) for resubmittal of rejected report	
<input type="checkbox"/> Industrial Land Certification Program Site		<input type="checkbox"/> Request for Reissuance. See eligibility criteria. (no fee)	
<input type="checkbox"/> Wetland restoration/enhancement project (not mitigation)		DSL # _____ Expiration date _____	
<input type="checkbox"/> Previous delineation/application on parcel If known, previous DSL # _____		<input type="checkbox"/> LWI shows wetlands or waters on parcel Wetland ID code _____	
For Office Use Only			
DSL Reviewer: _____		Fee Paid Date: ____/____/____	
Date Delineation Received: ____/____/____		DSL WD # _____	
Scanned: <input type="checkbox"/> Electronic: <input type="checkbox"/>		DSL App.# _____	



SCHOTT & ASSOCIATES
Ecologists & Wetlands Specialists

21018 NE Hwy 99E • P.O. Box 589 • Aurora, OR 97002 • (503) 678-6007 • FAX: (503) 678-6011

**JURISDICTIONAL WETLAND
DELINEATION
FOR**

North Newby Street

**T4S, R4W, SW ¼, SE ¼ Section 9
Tax Lot 1100
McMinnville, Yamhill County, Oregon**

Prepared for

**Leonard Johnson
3375 West Side Road
McMinnville, OR 97128**

Prepared by

**Jodi Reed
of
Schott & Associates, Inc.**

Date:

August 2018

S&A Project #: 2631

TABLE OF CONTENTS

(A) LANDSCAPE SETTING AND LAND USE.....	3
(B) SITE ALTERATIONS.....	3
(C) PRECIPITATION DATA AND ANALYSIS.....	3
(D) SITE SPECIFIC METHODS.....	4
(E) DESCRIPTION OF ALL WETLANDS AND OTHER NON-WETLAND WATERS.....	5
(F) DEVIATION FROM LWI OR NWL.....	6
(G) MAPPING METHOD.....	6
(H) ADDITIONAL INFORMATION.....	6
(I) RESULTS AND CONCLUSIONS.....	6
(J) DISCLAIMER.....	7

LIST OF TABLES

TABLE 1. PRECIPITATION SUMMARY FOR OCTOBER 1, 2017 TO AUGUST 22 ND , 2018.....	4
---	---

APPENDICES

APPENDIX A: FIGURES.....	8
FIGURE 1: LOCATION MAP.....	9
FIGURE 2: TAX MAP.....	10
FIGURE 3: NATIONAL WETLAND INVENTORY MAP.....	11
FIGURE 4: USDA/NRCS SOIL SURVEY MAP.....	12
FIGURE 5A: RECENT AERIAL IMAGE – JUNE 22, 2017.....	13
FIGURE 5B: HISTORICAL AERIAL IMAGE – JULY 29, 2000.....	14
FIGURE 5C: HISTORICAL AERIAL IMAGE – JUNE 27, 1994.....	15
FIGURE 6: WETLAND DELINEATION MAP.....	16
APPENDIX B: DATA FORMS.....	17
APPENDIX C: GROUND LEVEL PHOTOGRAPHS.....	18
APPENDIX E: LITERATURE CITATIONS.....	19

(A) Landscape Setting and Land Use

Schott & Associates was contracted to conduct a wetland delineation on a 2.93-acre parcel located west of North Newby Street and south of the terminus of Buel Drive in McMinnville, Yamhill County, Oregon (T4SN, R4W, Section 9, tax lot 1100) to document existing wetlands and other waters that may be regulated under the Clean Water Act (CWA) by the U.S. Army Corps of Engineers (Corps) and under the Removal-Fill Law by the Oregon Department of State Lands (DSL). This report complies with all standards and requirements set forth in Oregon Administrative Rules (OAR) 141-090-0035 (1-17) for wetland delineation reports and jurisdictional determinations for the purpose of regulating fill and removal within waters of the state. This report will be used to fulfill federal and state regulatory requirements for project permitting.

The study site is bound to the west, north and south by residential housing and to the east by North Newby Street. The southern boundary is adjacent to Adventure Christian Church. The site is zoned R-1 Single Family Residential. Site topography is gently sloped north and south converging toward the middle of the site where a drainage feature extends west to east through the middle of the site. The site has been recently cleared (within the last year) of a forested habitat. Large wood chip piles were present on the site. The ground has been disturbed throughout the entire site outside of the drainage.

The drainage entered the site through a culvert at the west property boundary, flowed to the east and left the site through a culvert under North Newby Street.

(B) Site Alterations

Aerial photographs from the time period between 1994 and 2017, available from Google Earth, and any existing permits or reports available from DSL were reviewed to assess site history. The earliest available aerial photograph (June 1994; Figure 5c) shows the site as undeveloped and forested. To east, west and south the residential housing developments and church were present. North of the site was orchards. By 2000, the development to the north was being constructed (July 2000, Figure 5b). The 2017 aerial (June, Figure 5a) depicts the site as forested. The site has been cleared of vegetation between 2017 and the 2018 site visit.

(C) Precipitation Data and Analysis

Precipitation data for the date of fieldwork and the time period preceding it were reviewed to evaluate observed wetland hydrology conditions relative to actual and statistically normal precipitation. Precipitation that deviates from normal ranges can affect site conditions and impact observed wetland hydrology indicators. Precipitation data were acquired from the Natural Resources Conservation Service (NRCS) Agricultural Applied Climate Information System (AgACIS) for the McMinnville Municipal Airport in McMinnville, Oregon to provide context for observed hydrological conditions of the study area at the time of the site visit (AgACIS 2017-2018). Table 1 provides the precipitation data, comparison to the normal water year average, as well as

normal monthly ranges of precipitation representing 70% probability as reported in the NRCS WETS table for the area (NRCS 2002).

Table 1. Precipitation Summary for October 1, 2017 to August 22nd, 2018

Field Date	Precipitation (inches)*	WETS Average**	WETS Range**	Percent of Average
August 22, 2018	0.0	N/A	N/A	N/A
Two-Weeks Prior	0.08	N/A	N/A	N/A
Month				
June	0.94	1.20	0.76-1.45	78%
July	0.03	0.20	0.09-0.22	15%
August	0.08	0.39	0.12-0.42	21%
Water Year***	32.72	30.12	N/A	109%

* Data provided by NRCS AgACIS data from McMinnville Municipal Airport, Oregon 2017-2018

**Data provided by NRCS WETS Station: McMinnville Municipal Airport, Oregon, 1971-2018

***Water Year is calculated from October 1, 2017 to the date of fieldwork

Fieldwork took place on August 22nd, 2018. Precipitation observed in the month of June was within the WETS normal range, precipitation observed in July was below the WETS normal range, and precipitation observed in August was below the WETS normal range. Precipitation for the water year (October 1, 2017-August 22nd, 2018) was observed at 109% of normal (32.72 inches).

(D) Site Specific Methods

Prior to visiting the site, the following existing data and information were reviewed:

- ORMAP online tax maps (<http://www.ormap.net/>; Figure 2)
- U.S. Fish and Wildlife Service (USFWS) National Wetland Inventory (NWI; Figure 3)
- U.S. Department of Agriculture (USDA) NRCS gridded Soil Survey Geographic (gSSURGO) database for Yamhill County (Figure 4)
- Recent and historical aerial photographs provided by Google Earth (Figures 5a-5c)
- Department of State Lands (DSL) for previous information; none was found

Two soil series were mapped within the study site boundary according to the USDA NRCS: Amity silt loam of 0 to 3 percent slopes extending east/west through the middle 'swale' of the property and Woodburn silt loam of 0 to 3 percent slopes to the north and south. Neither soil is considered a hydric soil, however both may have hydric Dayton soil inclusions.

Schott and Associates visited the site on August 22nd, 2018 and walked the study site to assess for the presence or absence of onsite wetlands and waters. Formal delineation data were collected according to methods described in the *1987 Manual* and the *Regional Supplement to the Corps of Engineers Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)* to determine boundaries of wetlands subject to state and federal jurisdiction. Onsite streams or ditches were delineated via the ordinary high-water mark (OHWM) as indicated by top of bank, wrack or scour lines, change in vegetation communities, or gage elevation where applicable.

Two sample plots were established within the study site to assess for wetland conditions associated with the onsite drainage. For each sample plot, data on vegetation, hydrology, and soils was collected, recorded in the field, and later transferred to data forms (Appendix B). Plant indicator status was determined using the 2016 National Wetland Plant List (Lichvar et al. 2016). All identified wetlands are classified according to the USFWS *Classification of Wetlands and Deepwater Habitats of the United States* (Cowardin et al. 1979) and the *Guidebook for Hydrogeomorphic (HGM)-based Assessment of Oregon Wetland and Riparian Sites* (DSL 2001).

Representative ground level photographs were taken to document site conditions (Appendix C).

(E) Description of All Wetlands and Other Non-Wetland Waters

Based on vegetation, soils and hydrology no wetlands were identified within the study site. One 0.07 ac (3,099.38 sf) perennial drainage was present with hydrology flowing from the west to the east. Drainage, data plot and photo point locations are shown on Figure 6.

The 0.07 ac onsite drainage entered the site at the western study area boundary through a culvert. Hydrology within the drainage flowed from the west to the east. The hydrology was approximately 1 to 2 inches deep. At the eastern site boundary a culvert extended under North Newby Street. The drainage was well defined with vertical embankments. The bottom of the drainage was approximately 5 to 6 feet lower in elevation than the surrounding topography. The drainage width varied between 5 to 10 feet wide. The bottom of the ditch was generally not vegetated. Himalayan blackberry (*Rubus armeniacus*, FAC) was present on the slopes and adjacent to the drainage with small areas of reed canary grass (*Phalaris arundinacea*, FACW).

Two sample plots were placed within the study site. Topography was generally a wide broad swale, with lower topography associated with the drainage. Slopes extended uphill to the north and south. Sample Plot 1 was placed to the south of the drainage in a low lying area. The site had been cleared of vegetation within the last year. Vegetation was sparse due to site activity. The emerging vegetation documented included Himalayan blackberry, English hawthorn (*Crataegus monogyna*, FAC) saplings, curly dock (*Rumex crispus*, FAC) and California dewberry (*Rubus ursinus*, FACU).

Soil surface layers were very dark grayish brown (10 YR 3/2) loam with faint redoximorphic concentrations occurring as soft masses within the matrix starting at 5 inches. The soil texture was a clay loam beginning at 10 inches in the pit. Soils did not meet hydric soil indicators and no hydrology indicators were identified.

Sample Plot 2 was placed north of the drainage. No vegetation was present as the area had recently been disturbed by heavy equipment. Soils did not meet hydric soil criteria; no redoximorphic features were present within the matrix. No wetland hydrology indicators were met. The adjacent drainage bottom was approximately 5 to 6 feet lower in elevation.

(F) Deviation from LWI or NWI

The National Wetland Inventory (NWI) identifies the onsite drainage as a riverine, intermittent, streambed, seasonally flooded (R4SBC) feature. The NWI boundary appears to be placed a little further south than the onsite conditions shown in Figure 6. The NWI indicates that the drainage extends both to the east and northeast toward the North Yamhill River. Onsite observations found that it was culverted at North Newby Street.

The City of McMinnville Zoning Map identifies the drainage as a tributary to the North Yamhill River. The City of McMinnville Storm Sewer Network Map identifies the tributary extending to the North Yamhill River. This map also indicates that the drainage extends from the west as a stormwater outfall and exits the site to the east through a storm water inlet. No LWI for the City of McMinnville was available.

(G) Mapping Method

The mapped areas were based on soils, vegetation, and hydrology data gathered in the field by Schott & Associates. The drainage was mapped based on top of bank, as the embankments were nearly vertical. The drainage boundary and sample plots were recorded with a handheld Trimble GPS unit capable of sub-meter accuracy following differential correction with Pathfinder Office desktop software. These data were converted to ESRI shapefile and mapped using ArcMap 10.6 desktop software.

(H) Additional Information

None.

(I) Results and Conclusions

Based on vegetation, soils and hydrology data, one drainage totaling 0.07 ac was identified within the site boundaries. The drainage day lighted on site from the western boundary and extended to the east where it entered a culvert under North Newby Street. The site was historically forested and had recently been cleared of vegetation. Neither hydric soils nor hydrology indicators were found at the plots documenting the area.

The NWI does indicate a riverine feature extending through the middle of the site. Schott & Associates agreed with this and mapped the feature based on site conditions.

Schott & Associates
Ecologists and Wetland Specialists

PO Box 589, Astoria, OR, 97102 • (503) 678-6007 • Fax (503) 678-6011

(D) Disclaimer

This report documents the investigation, best professional judgment, and conclusions of the investigators. It is correct and complete to the best of our knowledge. It should be considered a Preliminary Jurisdictional Determination of wetlands and other waters and used at your own risk unless it has been reviewed and approved in writing by the Oregon Department of State lands in accordance with OAR 141-090-0005 through 141-090-0055.

APPENDIX A: FIGURES

Schoff & Associates

Ecologists and Wetland Specialists

PO Box 589, Aurora, OR, 97002 • (503) 678-6007 • Fax (503) 678-6011

Page 8

S&A# 2631

FIGURE 1: LOCATION MAP

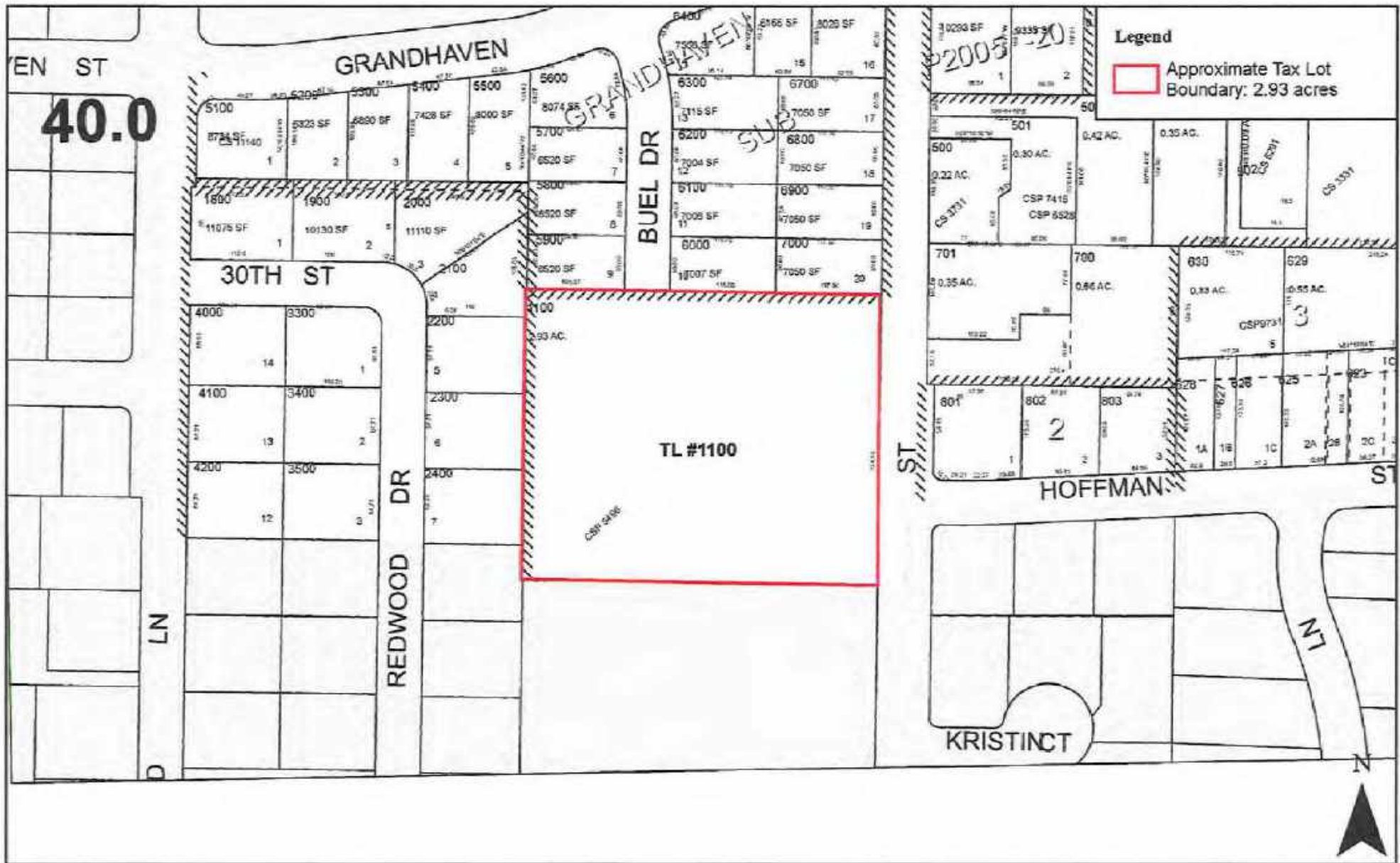


Date: 8/27/2018

Data Source: ESRI, 2018;
Yamhill County GIS Dept., 2018

Figure 1. Location Map

FIGURE 2: TAX MAP



Date: 8/27/2018

1 inch = 150 feet

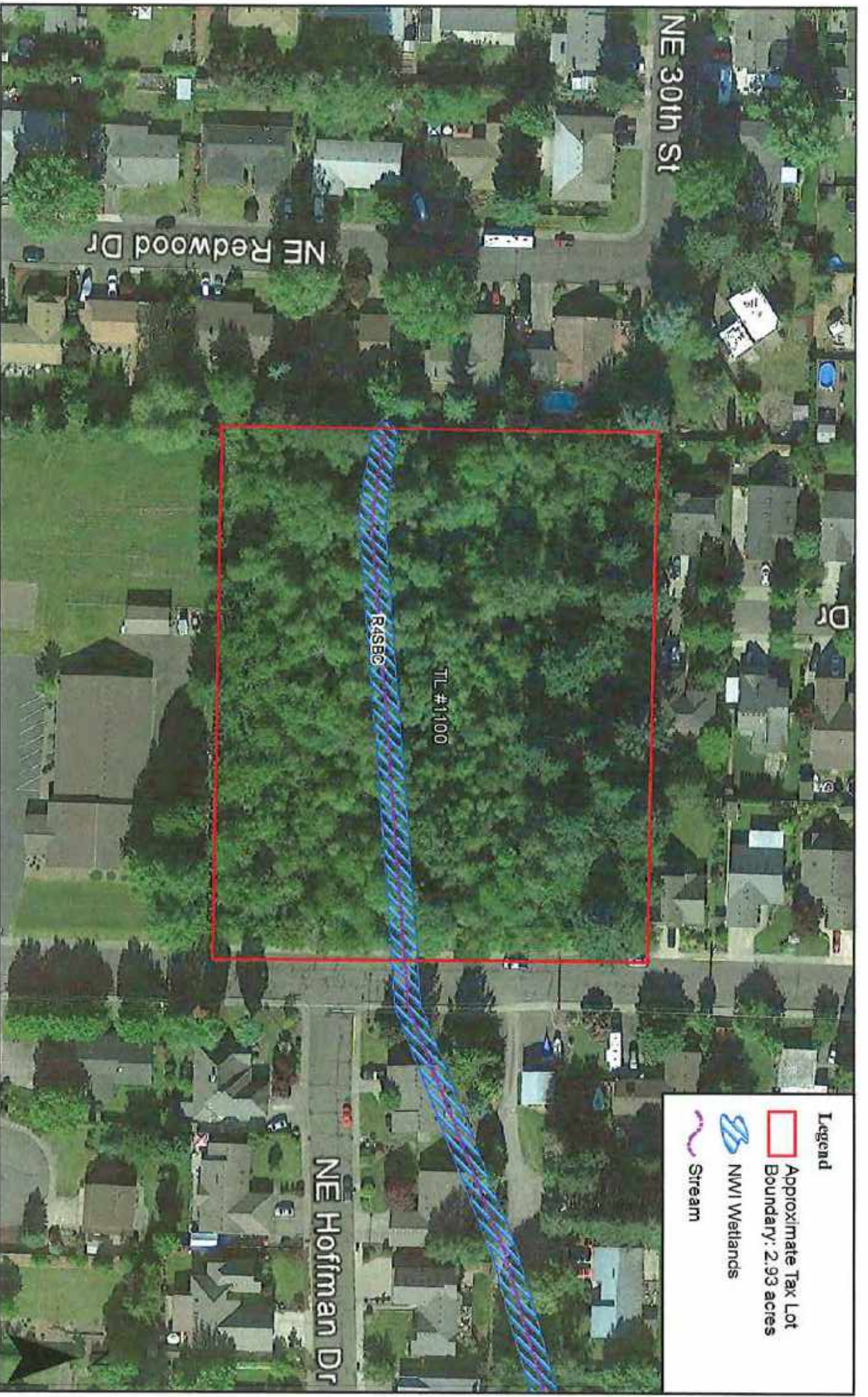
Data Source: Yamhill County GIS Dept., 2018;

ORMAP, 2018 (www.ormap.net)

Figure 2. Yamhill County Tax Map: 040409DC

North Newby Street Project Site: S&A #2631

FIGURE 3: NATIONAL WETLAND INVENTORY MAP



Date: 8/27/2018

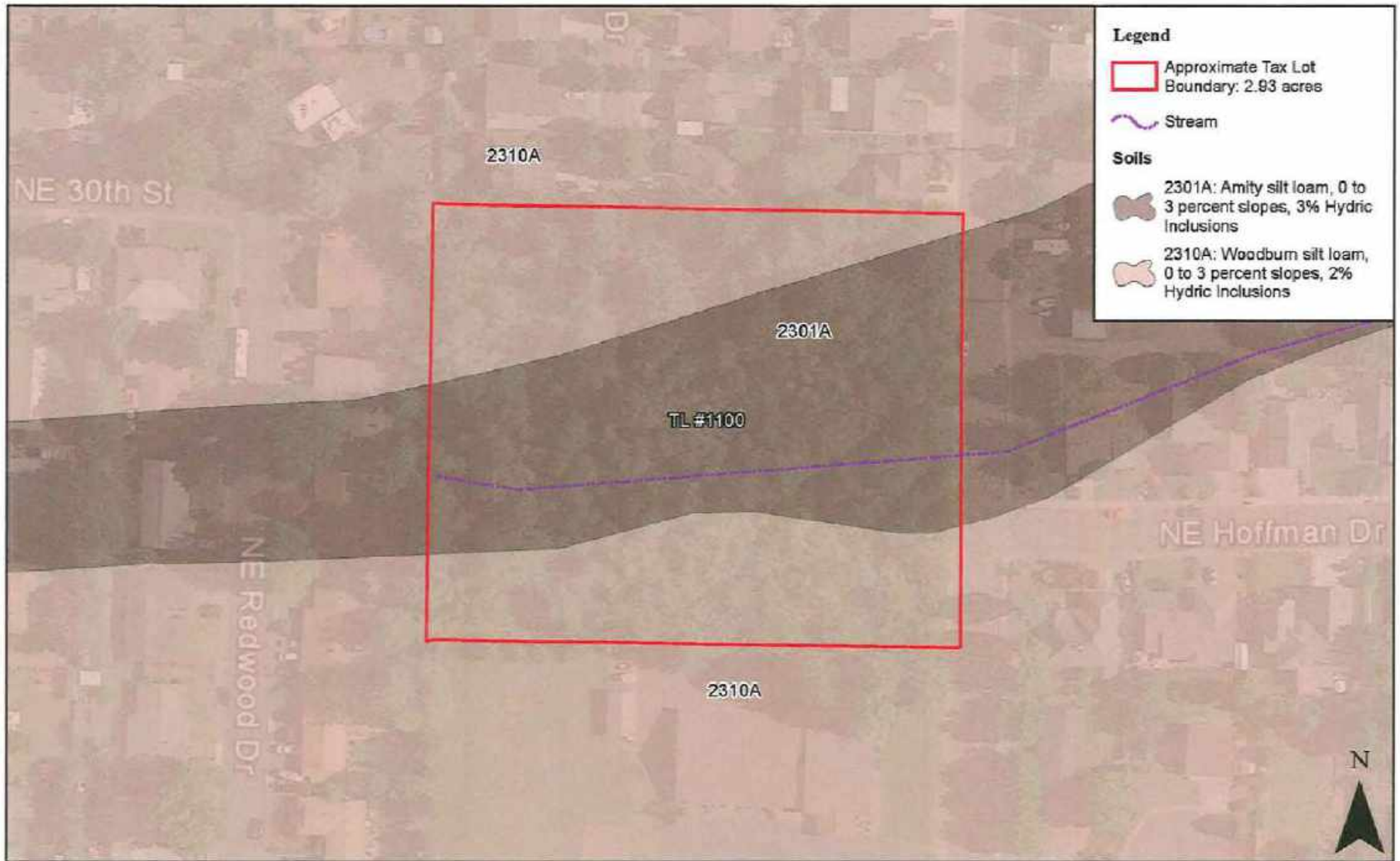
1 inch = 100 feet

Data Source: Yamhill County GIS Dept., 2018;
 Google Earth, 2018; USFWS, NWI, 2018

Figure 3. National Wetlands Inventory Map

North Newby Street Project Site: S&A #2631

FIGURE 4: USDA/NRCS SOIL SURVEY MAP



Date: 8/27/2018

1 inch = 100 feet

Data Source: Yamhill County GIS Dept., 2018; Google Earth, 2018; Soil Survey Staff, USDA, NRCS, 8/27/2018

Figure 4. USDA/NRCS Soil Survey Map

North Newby Street Project Site: S&A #2631

FIGURE 5A: RECENT AERIAL IMAGE -- JUNE 22, 2017



Schott & Associates

Ecologists and Wetland Specialists

PO Box 539, Astoria, OR 97102 • (503) 678-6007 • Fax (503) 678-6011

Page 13

S&A# 2631



Date: 8/27/2018

1 inch = 125 feet

Data Source: Yamhill County GIS Dept., 2018;

Google Earth, 2018

Figure 5a. Recent Aerial Image: June 22, 2017

North Newby Street Project Site: S&A #2631

FIGURE 5B: HISTORICAL AERIAL IMAGE - JULY 29, 2000



Date: 8/27/2018

1 inch = 125 feet

Data Source: Yamhill County GIS Dept., 2018;
Google Earth, 2018

Figure 5b. Historical Aerial Image: July 29, 2000

North Newby Street Project Site: S&A #2631

FIGURE 5C: HISTORICAL AERIAL IMAGE – JUNE 27, 1994



Date: 8/27/2018

1 inch = 125 feet

Data Source: Yamhill County GIS Dept., 2018;

Google Earth, 2018

Figure 5c. Historical Aerial Image: June 27, 1994

North Newby Street Project Site: S&A #2631

FIGURE 6: WETLAND DELINEATION MAP



Date: 8/27/2018

1 inch = 100 feet

Data Source: Yamhill County GIS Dept., 2018;

USGS, National Elevation Data, 2010

Figure 6. Wetland Delineation Map

North Newby Street Project Site: S&A #2631

APPENDIX B: DATA FORMS

Schott & Associates

Ecologists and Wetland Specialists

PO Box 539, Astoria, OR 97102 • (503) 678-6007 • Fax (503) 678-6011

Page 17

S&A# 2631

WETLAND DETERMINATION DATA FORM – Western Mountains, Valleys and Coast Region

Project/Site: N Newby Street City/County: McMinnville/Yamhill Sampling Date: 8/22/2018
 Applicant/Owner: Leonard Johnson State: OR Sampling Point: 1
 Investigator(s): JRR Section, Township, Range: Section 9, T4S, R4W
 Landform (hillslope, terrace, etc.): Terrace Local relief (concave, convex, none): Concave Slope (%): 0-5
 Subregion (LRR): Northwest Forests and Coast (LRR A) Lat: 45.23030816 Long: -123.184883 Datum: WGS 84
 Soil Map Unit Name: Amity Silt Loam (0-3 percent slopes) NWI Classification: None
 Are climatic / hydrologic conditions on the site typical for this time of year? Yes X No _____ (If no, explain in Remarks)
 Are Vegetation X, Soil _____, or Hydrology _____ significantly disturbed? Are "Normal Circumstances" Present? Yes _____ No X
 Are Vegetation _____, Soil _____, or Hydrology _____ naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes <u>X</u> No _____	Is the Sampled Area within a Wetland?	Yes _____ No <u>X</u>
Hydric Soil Present?	Yes _____ No <u>X</u>		
Wetland Hydrology Present?	Yes _____ No <u>X</u>		
Remarks: Area was forested and has been recently cleared (within the last ~year). Vegetation was sparse due to clearing activity. Documented re-emerging cover. Plot is near drainage in a low area. Bottom of adjacent drainage is approximately 5 to 6 feet lower in elevation.			

VEGETATION

Tree Stratum (Use scientific names.)	Absolute % Cover	Dominant Species?	Indicator Status?	Dominance Test worksheet:
1. _____	_____	_____	_____	Number of Dominant Species That Are OBL, FACW, or FAC: <u>3</u> (A) Total Number of Dominant Species Across All Strata: <u>4</u> (E) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>75%</u> (A/E)
2. _____	_____	_____	_____	
3. _____	_____	_____	_____	
4. _____	_____	_____	_____	
Total Cover: <u>0</u>				
Shrub Stratum				Prevalence Index Worksheet: Total % Cover of: _____ Multiply by: _____ OBL species _____ x1 = _____ FACW species _____ x2 = _____ FAC species _____ x3 = _____ FACU species _____ x4 = _____ UPL species _____ x5 = _____ Column Totals: _____ (A) _____ (B) Prevalence Index = B/A = _____
1. <u>Rubus emmenicus</u>	<u>20</u>	<u>Y</u>	<u>FAC</u>	
2. <u>Crataegus monogyna</u>	<u>2</u>		<u>FAC</u>	
3. _____	_____	_____	_____	
4. _____	_____	_____	_____	
5. _____	_____	_____	_____	
Total Cover: <u>22</u>				
Herb Stratum				Hydrophytic Vegetation Indicators: 1 - Rapid Test for Hydrophytic Vegetation <u>X</u> 2 - Dominance Test is >50% 3 - Prevalence Index is ≤3.0 ¹ 4 - Morphological Adaptation ¹ (Provide supporting data in Remarks or on a separate sheet) 5 - Wetland Non-Vascular Plants ¹ Problematic Hydrophytic Vegetation ¹ (Explain)
1. <u>Rumex crispus</u>	<u>10</u>	<u>Y</u>	<u>FAC</u>	
2. <u>Phalaris arundinacea</u>	<u>5</u>	<u>Y</u>	<u>FACW</u>	
3. <u>Cirsium vulgare</u>	<u>3</u>		<u>FACU</u>	
4. _____	_____	_____	_____	
5. _____	_____	_____	_____	
6. _____	_____	_____	_____	
7. _____	_____	_____	_____	
8. _____	_____	_____	_____	
9. _____	_____	_____	_____	
10. _____	_____	_____	_____	
11. _____	_____	_____	_____	
Total Cover: <u>18</u>				
Woody Vine Stratum				¹ Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.
1. <u>Rubus ursinus</u>	<u>10</u>	<u>Y</u>	<u>FACU</u>	
2. _____	_____	_____	_____	
Total Cover: <u>10</u>				
% Bare Ground in Herb Stratum <u>50</u> % Cover of Biotic Crust <u>0</u>				Hydrophytic Vegetation Present? Yes <u>X</u> No _____

Remarks: Predominantly bare ground. Reed canary grass was adjacent to the drainage.

SOIL

Sampling Point: _____ 1

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type ¹	Loc ²		
0-5	10YR 3/2	100					L	
5-10	10YR 3/2	98	10YR 3/3	2	C	M	L	
10-16	10YR 3/2	98	10YR 3/3	2	C	M	CL	

¹Type: C=Concentration, D=Depletion, RM=Reduced Matrix, CS=Covered or Coated Sand Grains. ²Location: PL=Fore Lining, M=Matrix.

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)		Indicators for Problematic Hydric Soils³:	
<input type="checkbox"/> Histosol (A1)	<input type="checkbox"/> Sandy Redox (S5)	<input type="checkbox"/> 2 cm Muck (A10)	
<input type="checkbox"/> Histic Epipedon (A2)	<input type="checkbox"/> Stripped Matrix (S6)	<input type="checkbox"/> Red Parent Material (TF2)	
<input type="checkbox"/> Black Histic (A3)	<input type="checkbox"/> Loamy Mucky Mineral (F1) (except MLRA 1)	<input type="checkbox"/> Other (Explain in Remarks)	
<input type="checkbox"/> Hydrogen Sulfide (A4)	<input type="checkbox"/> Loamy Gleyed Matrix (F2)		
<input type="checkbox"/> Depleted Below Dark Surface (A11)	<input type="checkbox"/> Depleted Matrix (F3)		
<input type="checkbox"/> Thick Dark Surface (A12)	<input type="checkbox"/> Redox Dark Surface (F6)		
<input type="checkbox"/> Sandy Muck Mineral (S1)	<input type="checkbox"/> Depleted Dark Surface (F7)		
<input type="checkbox"/> Sandy gleyed Matrix (S4)	<input type="checkbox"/> Redox Depressions (F8)		

³Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.

Restrictive Layer (if present): Type: _____ Depth (inches): _____	Hydric Soil Present? Yes _____ No <u>X</u>
Remarks: _____	

HYDROLOGY

Wetland Hydrology Indicators:		
<u>Primary Indicators (any one indicator is sufficient)</u>		<u>Secondary Indicators (2 or more required)</u>
<input type="checkbox"/> Surface Water (A1)	<input type="checkbox"/> Water-Stained Leaves (B9) (except MLRA 1, 2, 4A and 4B)	<input type="checkbox"/> Water-Stained Leaves (B9) (MLRA 1, 2, 4A and 4B)
<input type="checkbox"/> High Water Table (A2)	<input type="checkbox"/> Soil Crust (B11)	<input type="checkbox"/> Drainage Patterns (B10)
<input type="checkbox"/> Saturation (A3)	<input type="checkbox"/> Aquatic Invertebrates (B13)	<input type="checkbox"/> Dry-Season Water Table (C2)
<input type="checkbox"/> Water Marks (B1)	<input type="checkbox"/> Hydrogen Sulfide Odor (C1)	<input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)
<input type="checkbox"/> Sediment Deposits (B2)	<input type="checkbox"/> Oxidized Rhizospheres along Living Roots (C3)	<input type="checkbox"/> Geomorphic Position (D2)
<input type="checkbox"/> Drift Deposits (B3)	<input type="checkbox"/> Presence of Reduced Iron (C4)	<input type="checkbox"/> Shallow Aquitard (D3)
<input type="checkbox"/> Algal Mat or Crust (B4)	<input type="checkbox"/> Recent Iron Reduction in Plowed Soils (C6)	<input type="checkbox"/> FAC-Neutral Test (D5)
<input type="checkbox"/> Iron Deposits (B5)	<input type="checkbox"/> Stunted or Stressed Plants (D1) (LRR A)	<input type="checkbox"/> Raised Ant Mounds (D6) (LRR A)
<input type="checkbox"/> Surface Soil Cracks (B6)	<input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Frost-Heave Hummocks (D7)
<input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)		
<input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)		

Field Observations:	
Surface Water Present? Yes _____ No <u>X</u> Depth (inches): _____	Wetland Hydrology Present? Yes _____ No <u>X</u>
Water table Present? Yes _____ No <u>X</u> Depth (inches): _____	
Saturation Present? Yes _____ No <u>X</u> Depth (inches): _____ (includes capillary fringe)	

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks: No hydrology indicators present. Bottom of adjacent drainage ditch is approximately 5 to 6 feet lower in elevation.

WETLAND DETERMINATION DATA FORM – Western Mountains, Valleys and Coast Region

Project/Site: N Newby Street City/County: McMinnville/Yamhill Sampling Date: 8/22/2018
 Applicant/Owner: Leonard Johnson State: OR Sampling Point: 2
 Investigator(s): JRR Section, Township, Range: Section 9, T4S, R4W
 Landform (hilllope, terrace, etc.): Terrace Local relief (concave, convex, none): Concave Slope (%): 0-5
 Subregion (LRR): Northwest Forests and Coast (LRR A) Lat: 45.23038999 Long: -123.1852619 Datum: WGS 84
 Soil Map Unit Name: Amity Silt Loam (0-3 percent slopes) NVI Classification: None
 Are climatic / hydrologic conditions on the site typical for this time of year? Yes X No _____ (If no, explain in Remarks)
 Are Vegetation X, Soil _____, or Hydrology _____ significantly disturbed? Are "Normal Circumstances" Present? Yes _____ No X
 Are Vegetation _____, Soil _____, or Hydrology _____ naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes _____ No <u>X</u>	Is the Sampled Area within a Wetland?	Yes _____ No <u>X</u>
Hydric Soil Present?	Yes _____ No <u>X</u>		
Wetland Hydrology Present?	Yes _____ No <u>X</u>		
Remarks: Area was forested and has been recently cleared (within the last ~year). No vegetation present, area was recently scraped. Plot is near drainage in a low area. Bottom of adjacent drainage is approximately 5 to 6 feet lower in elevation.			

VEGETATION

Tree Stratum (Use scientific names)	Absolute % Cover	Dominant Species?	Indicator Status?	Dominance Test worksheet:
1. _____	_____	_____	_____	Number of Dominant Species That Are OBL, FACW, or FAC: <u>0</u> (A) Total Number of Dominant Species Across All Strata: <u>0</u> (B) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>0%</u> (A/B)
2. _____	_____	_____	_____	
3. _____	_____	_____	_____	
4. _____	_____	_____	_____	
Total Cover: <u>0</u>				Prevalence Index Worksheet: Total % Cover of: _____ Multiply by: OBL species _____ x1 = _____ FACW species _____ x2 = _____ FAC species _____ x3 = _____ FACU species _____ x4 = _____ UPL species _____ x5 = _____ Column Totals: _____ (A) _____ (B) Prevalence Index = B/A = _____
Shrub Stratum				
1. _____	_____	_____	_____	
2. _____	_____	_____	_____	
3. _____	_____	_____	_____	
4. _____	_____	_____	_____	
5. _____	_____	_____	_____	
Total Cover: <u>0</u>				
Herb Stratum				
1. _____	_____	_____	_____	Hydrophytic Vegetation Indicators: _____ 1 - Rapid Test for Hydrophytic Vegetation _____ 2 - Dominance Test is >50% _____ 3 - Prevalence Index is ≤3.0 ¹ _____ 4 - Morphological Adaptation ¹ (Provide supporting data in Remarks or on a separate sheet) _____ 5 - Wetland Non-Vascular Plants ¹ _____ Problematic Hydrophytic Vegetation ¹ (Explain)
2. _____	_____	_____	_____	
3. _____	_____	_____	_____	
4. _____	_____	_____	_____	
5. _____	_____	_____	_____	
6. _____	_____	_____	_____	
7. _____	_____	_____	_____	
8. _____	_____	_____	_____	
9. _____	_____	_____	_____	
10. _____	_____	_____	_____	
11. _____	_____	_____	_____	
Total Cover: <u>0</u>				
Woody Vine Stratum				
1. <u>Rubus ursinus</u>	_____	<u>Y</u>	FACU	¹ Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.
2. _____	_____	_____	_____	
Total Cover: <u>0</u>				Hydrophytic Vegetation Present? Yes _____ No <u>X</u>
% Bare Ground in Herb Stratum <u>100</u> % Cover of Biotic Crust <u>0</u>				

Remarks:

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type ¹	Loc ²		
0-5	10YR 3/2	100					Si	
6-16	10YR 2/2	100					SIL	

¹Type: C=Concentration, D=Depletion, RM=Reduced Matrix, CS=Covered or Coated Sand Grains. ²Location: PL=Pore Lining, M=Matrix.

Hydric Soil Indicators: (Applicable to all LRRs, unless otherwise noted.)		Indicators for Problematic Hydric Soils ¹ :	
<input type="checkbox"/> Histosol (A1)	<input type="checkbox"/> Sandy Redox (S5)	<input type="checkbox"/> 2 cm Muck (A10)	
<input type="checkbox"/> Histic Epipedon (A2)	<input type="checkbox"/> Stripped Matrix (S6)	<input type="checkbox"/> Red Parent Material (TF2)	
<input type="checkbox"/> Black Histic (A3)	<input type="checkbox"/> Loamy Mucky Mineral (F1) (except MLRA 1)	<input type="checkbox"/> Other (Explain in Remarks)	
<input type="checkbox"/> Hydrogen Sulfide (A4)	<input type="checkbox"/> Loamy Gleyed Matrix (F2)		
<input type="checkbox"/> Depleted Below Dark Surface (A11)	<input type="checkbox"/> Depleted Matrix (F3)		
<input type="checkbox"/> Thick Dark Surface (A12)	<input type="checkbox"/> Redox Dark Surface (F6)		¹ Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic.
<input type="checkbox"/> Sandy Muck Mineral (S1)	<input type="checkbox"/> Depleted Dark Surface (F7)		
<input type="checkbox"/> Sandy gleyed Matrix (S4)	<input type="checkbox"/> Redox Depressions (F8)		

Restrictive Layer (if present):	Hydric Soil Present? Yes _____ No <input checked="" type="checkbox"/>
Type: _____ Depth (inches): _____	

Remarks: _____

HYDROLOGY

Wetland Hydrology Indicators:		Secondary Indicators (2 or more required)	
Primary Indicators (any one indicator is sufficient)			
<input type="checkbox"/> Surface Water (A1)	<input type="checkbox"/> Water-Stained Leaves (B9) (except MLRA 1, 2, 4A and 4B)	<input type="checkbox"/> Water-Stained Leaves (B9) (MLRA 1, 2, 4A and 4B)	
<input type="checkbox"/> High Water Table (A2)	<input type="checkbox"/> Salt Crust (B11)	<input type="checkbox"/> Drainage Patterns (B10)	
<input type="checkbox"/> Saturation (A3)	<input type="checkbox"/> Aquatic Invertebrates (B13)	<input type="checkbox"/> Dry-Season Water Table (C2)	
<input type="checkbox"/> Water Marks (B1)	<input type="checkbox"/> Hydrogen Sulfide Odor (C1)	<input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)	
<input type="checkbox"/> Sediment Deposits (B2)	<input type="checkbox"/> Oxidized Rhizospheres along Living Roots (C3)	<input type="checkbox"/> Geomorphic Position (D2)	
<input type="checkbox"/> Drift Deposits (B3)	<input type="checkbox"/> Presence of Reduced Iron (C4)	<input type="checkbox"/> Shallow Aquitard (D8)	
<input type="checkbox"/> Algal Mat or Crust (B4)	<input type="checkbox"/> Recent Iron Reduction in Plowed Soils (C6)	<input type="checkbox"/> FAC-Neutral Test (D5)	
<input type="checkbox"/> Iron Deposits (B5)	<input type="checkbox"/> Stunted or Stressed Plants (D1) (LRR A)	<input type="checkbox"/> Raised Art Mounds (D6) (LRR A)	
<input type="checkbox"/> Surface Soil Cracks (B6)	<input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Frost-Heave Hummocks (D7)	
<input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)			
<input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)			

Field Observations:	Wetland Hydrology Present? Yes _____ No <input checked="" type="checkbox"/>
Surface Water Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____	
Water table Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____	
Saturation Present? Yes _____ No <input checked="" type="checkbox"/> Depth (inches): _____ (includes capillary fringe)	

Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available: _____

Remarks: No hydrology indicators present. Bottom of adjacent drainage ditch is approximately 5 to 6 feet lower in elevation.

APPENDIX C: GROUND LEVEL PHOTOGRAPHS



Photo Point 1. Facing north.



Photo Point 1. Facing northwest.

APPENDIX C. GROUND LEVEL PHOTOGRAPHS
North Newby Street
S&A#2631

Schott & Associates
P.O. Box 589
Aurora, OR, 97002
503.678.6007



Photo Point 1. Facing west.



Photo Point 2. At western extent of drainage. Facing east.

APPENDIX C. GROUND LEVEL PHOTOGRAPHS
North Newby Street
S&A#2631

Schott & Associates
P.O. Box 589
Aurora, OR, 97002
503.678.6007



Photo Point 2. Facing north.



Photo Point 2. At western extent of drainage, Facing west.

APPENDIX C. GROUND LEVEL PHOTOGRAPHS
North Newby Street
S&A#2631

Schott & Associates
P.O. Box 589
Aurora, OR, 97002
503.678.6007



Photo Point 2. Facing south.



Photo Point 3. Facing west.

APPENDIX C. GROUND LEVEL PHOTOGRAPHS
North Newby Street
S&A#2631

Schott & Associates
P.O. Box 589
Aurora, OR. 97002
503.678.6007



Photo Point 3. Facing southwest.

APPENDIX D: LITERATURE CITATIONS

- Environmental Laboratory, 1987. *Corps of Engineers Wetlands Delineation Manual*, Technical Report Y-87-1, U.S. Army Engineers Waterways Experiment Station, Vicksburg, MS.
- Environmental Laboratory, 2008 *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)*, Wetlands Regulatory Assistance Program ERDC/EL TR-10-3 U.S. Army Engineer Research and Development Center, Vicksburg, MS.
- Federal Interagency Committee for Wetland Delineation, 1989. *Federal Manual for Identifying and Delineating Jurisdictional Wetlands*, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, U.S. Fish and Wildlife Service, and U.S.D.A. Soil Conservation Service, Washington, D.C. Cooperative technical publication. 138 pp.
- Federal Register, 1980. 40 CFR Part 230: Section 404(b)(1), *Guidelines for Specification of Disposal Sites of Dredged or Fill Material*, Vol. 45, No. 249, pp. 85352-85353, U.S. Govt. Printing Office, Washington, D.C.
- Federal Register, 1982. Title 33, *Navigation and Navigable Waters; Chapter II, Regulatory Programs of the Corps of Engineers*. Vol. 47, No. 138, p. 31810, U.S. Govt. Printing Office, Washington, D.C.
- Federal Register, 1986. 33 CFR Parts 320 through 330, *Regulatory Programs of the Corps of Engineers; Final Rule*, Vol. 51, No. 219 pp. 41206-41259, U.S. Govt. Printing Office, Washington, D.C.
- Kollmorgen Corporation, 1975. *Munsell Soil Color Charts*. Macbeth Division of Kollmorgen Corporation, Baltimore, MD.
- Lichvar, R.W., D.L. Banks, W.N. Kirchner, and N.C. Melvin. 2016. *The National Wetland Plant List: 2016 Wetland Ratings*. Phytoneuron 2016-30: 1-17. Published 28 April 2016. ISSN2153 733X.
- Natural Resource Conservation Service Water Agricultural Applied Climate Information Center: Portland International Airport. 1981-2010. U.S. Department of Agriculture. Available: <http://agacis.rcc-acis.org>
- Oregon Department of State Lands. 2012. *A Guide to the Removal-Fill Permit Process*. Salem, OR. April 2012.
- Soil Survey Staff, Natural Resources Conservation Service, United States Department of Agriculture. Web Soil Survey. Available online at <http://websoilsurvey.nrcs.usda.gov/>. Accessed [8/22/2018]



Oregon

Kate Brown, Governor

February 15, 2019

Leonard Johnson
c/o Nick Storm
3375 West Side Road
McMinnville, OR 97128

Re: WD #2018-0644 Wetland Delineation Report for North Newby
Street, Yamhill County; T 4N R 4W S 9DC TL 1100;

Dear Mr. Johnson:

The Department of State Lands has reviewed the wetland delineation report prepared by Schott & Associates, Inc. for the site referenced above. Based upon the information presented in the report, we concur with the waterway boundaries as mapped in Figure 6 of the report. Please replace all copies of the preliminary wetland map with this final Department-approved map.

Within the study area one water (Drainage 1) was identified. Drainage 1 is subject to the permit requirements of the state Removal-Fill Law. Under current regulations, a state permit is required for cumulative fill or annual excavation of 50 cubic yards or more in wetlands or below the ordinary high-water line (OHWL) of the waterway (or the 2-year recurrence interval flood elevation if OHWL cannot be determined).

This concurrence is for purposes of the state Removal-Fill Law only. Federal or local permit requirements may apply as well. The Army Corps of Engineers will determine jurisdiction for purposes of the Clean Water Act. We recommend that you attach a copy of this concurrence letter to both copies of any subsequent joint permit application to speed application review.

Please be advised that state law establishes a preference for avoidance of wetland impacts. Because measures to avoid and minimize wetland impacts may include reconfiguring parcel layout and size or development design, we recommend that you work with Department staff on appropriate site design before completing the city or county land use approval process.

This concurrence is based on information provided to the agency. The jurisdictional determination is valid for five years from the date of this letter unless new information necessitates a revision. Circumstances under which the Department may change a determination are found in OAR 141-090-0045 (available on our web site or upon request). In addition, laws enacted by the legislature and/or rules adopted by the

Department of State Lands

775 Summer Street NE, Suite 100

Salem, OR 97301-1279

(503) 986-5200

FAX (503) 378-4844

www.oregon.gov/dsl

State Land Board

Kate Brown

Governor

Dennis Richardson

Secretary of State

Tobias Read

State Treasurer

Department may result in a change in jurisdiction; individuals and applicants are subject to the regulations that are in effect at the time of the removal-fill activity or complete permit application. The applicant, landowner, or agent may submit a request for reconsideration of this determination in writing within six months of the date of this letter.

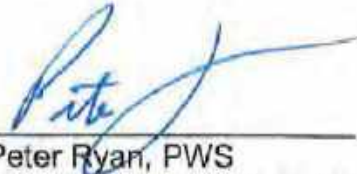
Thank you for having the site evaluated. Please phone me at 503-986-5271 if you have any questions.

Sincerely,



Daniel Evans, PWS
Jurisdiction Coordinator

Approved by



Peter Ryan, PWS
Aquatic Resource Specialist

Enclosures

ec: Jodi Reed, Schott & Associates, Inc.
City of McMinnville Planning Department
Kinsey Friesen, Corps of Engineers
Mike DeBlasi, DSL

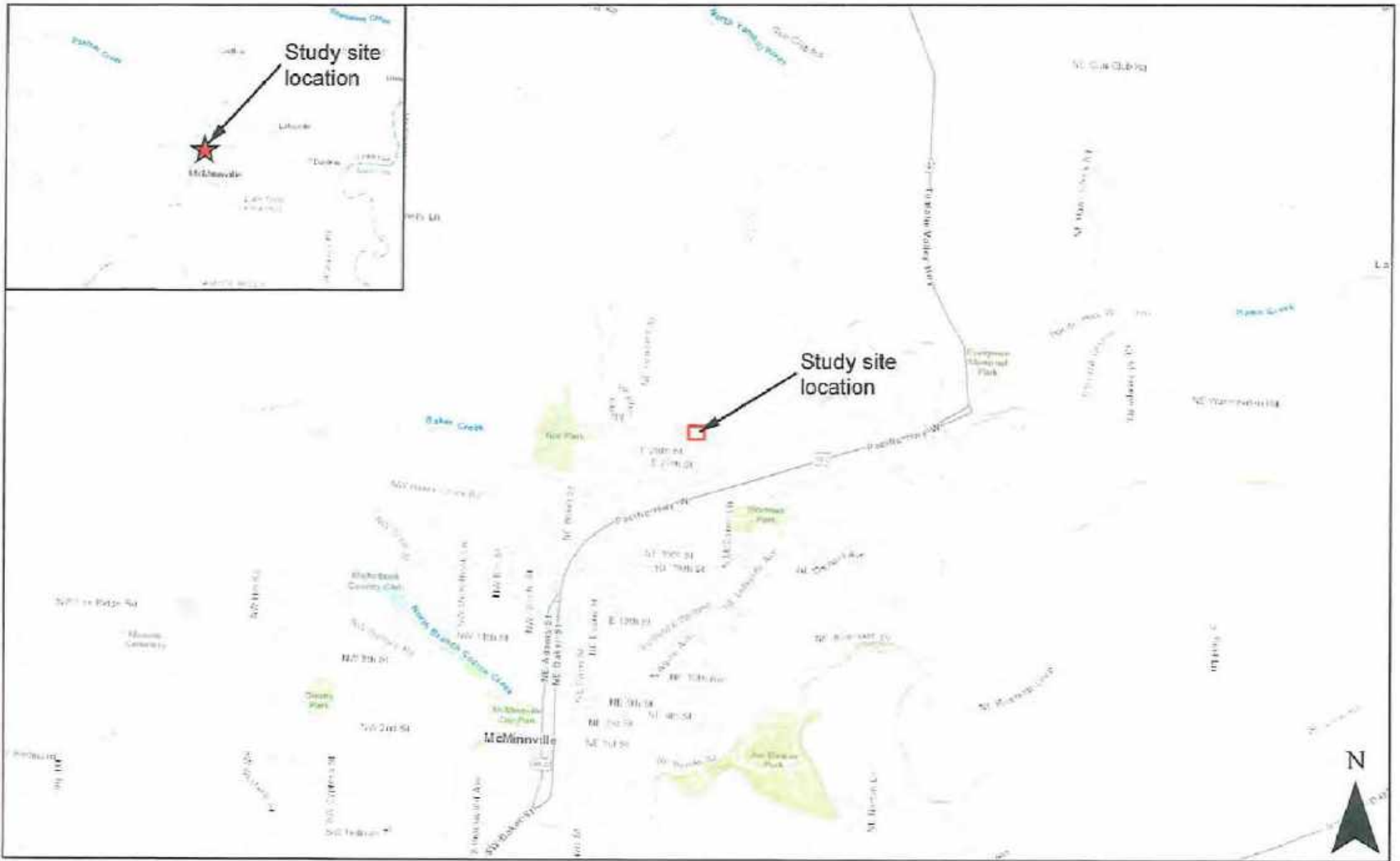
WETLAND DELINEATION / DETERMINATION REPORT COVER FORM

Fully completed and signed report cover forms and applicable fees are required before report review timelines are initiated by the Department of State Lands. Make checks payable to the Oregon Department of State Lands. To pay fees by credit card, go online at: <https://apps.oregon.gov/DSL/EPSP/program?key=4>.

Attach this completed and signed form to the front of an unbound report or include a hard copy with a digital version (single PDF file of the report cover form and report, minimum 300 dpi resolution) and submit to: Oregon Department of State Lands, 775 Summer Street NE, Suite 100, Salem, OR 97301-1279. A single PDF of the completed cover form and report may be e-mailed to: Wetland_Delineation@dsl.state.or.us. For submittal of PDF files larger than 10 MB, e-mail DSL instructions on how to access the file from your ftp or other file sharing website.

Contact and Authorization Information	
<input type="checkbox"/> Applicant <input checked="" type="checkbox"/> Owner Name, Firm and Address: Leonard Johnson 3875 West Side Road McMinnville, OR 97128	Business phone # Mobile phone # (optional) E-mail: storm.n@comcast.net (Nick Storm for Leonard Johnson)
<input checked="" type="checkbox"/> Authorized Legal Agent, Name and Address (if different): Nick Storm (signing for Leonard Johnson)	Business phone # 971-409-4583 Mobile phone # (optional) E-mail:
I either own the property described below or I have legal authority to allow access to the property. I authorize the Department to access the property for the purpose of confirming the information in the report, after prior notification to the primary contact. Typed/Printed Name: <u>Casey O'Neil</u> Signature: <u>[Signature]</u> Date: _____ Special instructions regarding site access: _____	
Project and Site Information	
Project Name: <u>North Newby Street</u> <u>North Newby Street</u>	Latitude: 45.230359 Longitude: -123.185188 decimal degree - centroid of site or start & end points of linear project
Proposed Use: Residential <u>Residential Housing</u>	Tax Map # <u>4400DC 4 409DC</u> Tax Lot(s) 1100 Tax Map # Tax Lot(s)
Project Street Address (or other descriptive location): West of N Newby Street, south of Buel Drive, north of Adventure Christian Church	Township 4S Range 4W Section 9DC QQSW1/4, S4 Use separate sheet for additional tax and location information
City: McMinnville County: Yamhill	Waterway: _____ River Mile: _____
Wetland Delineation Information	
Wetland Consultant Name, Firm and Address: Schott & Associates, Inc. Attn: Jodi Reed PO Box 589 Aurora, Oregon 97002	Phone #503-678-6007 Mobile phone # (if applicable) E-mail: Jodi@schottandassociates.com
The information and conclusions on this form and in the attached report are true and correct to the best of my knowledge. Consultant Signature: <u>Jodi Reed</u> Date: _____	
Primary Contact for report review and site access is <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Applicant/Owner <input type="checkbox"/> Authorized Agent	
Wetland/Waters Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Study Area size: 2.93 ac Total Wetland Acreage: <u>0.0</u> Waters: <u>0.07</u>
Check Applicable Boxes Below	
<input type="checkbox"/> R-F permit application submitted <input type="checkbox"/> Mitigation bank site <input type="checkbox"/> Industrial Land Certification Program Site <input type="checkbox"/> Wetland restoration/enhancement project (not mitigation) <input type="checkbox"/> Previous delineation/application on parcel If known, previous DSL # _____	<input type="checkbox"/> Fee payment submitted \$ _____ <input type="checkbox"/> Fee (\$100) for resubmittal of rejected report <input type="checkbox"/> Request for Reissuance. See eligibility criteria. (no fee) DSL # _____ Expiration date _____ <input type="checkbox"/> LWI shows wetlands or waters on parcel Wetland ID code _____
For Office Use Only	
DSL Reviewer: <u>DE</u> Fee Paid Date: <u>11 / 28 / 18</u>	DSL WD # <u>2018-0644</u>
Date Delineation Received: <u>11 / 21 / 18</u> Scanned: <input type="checkbox"/> Electronic: <input checked="" type="checkbox"/>	DSL App.# _____

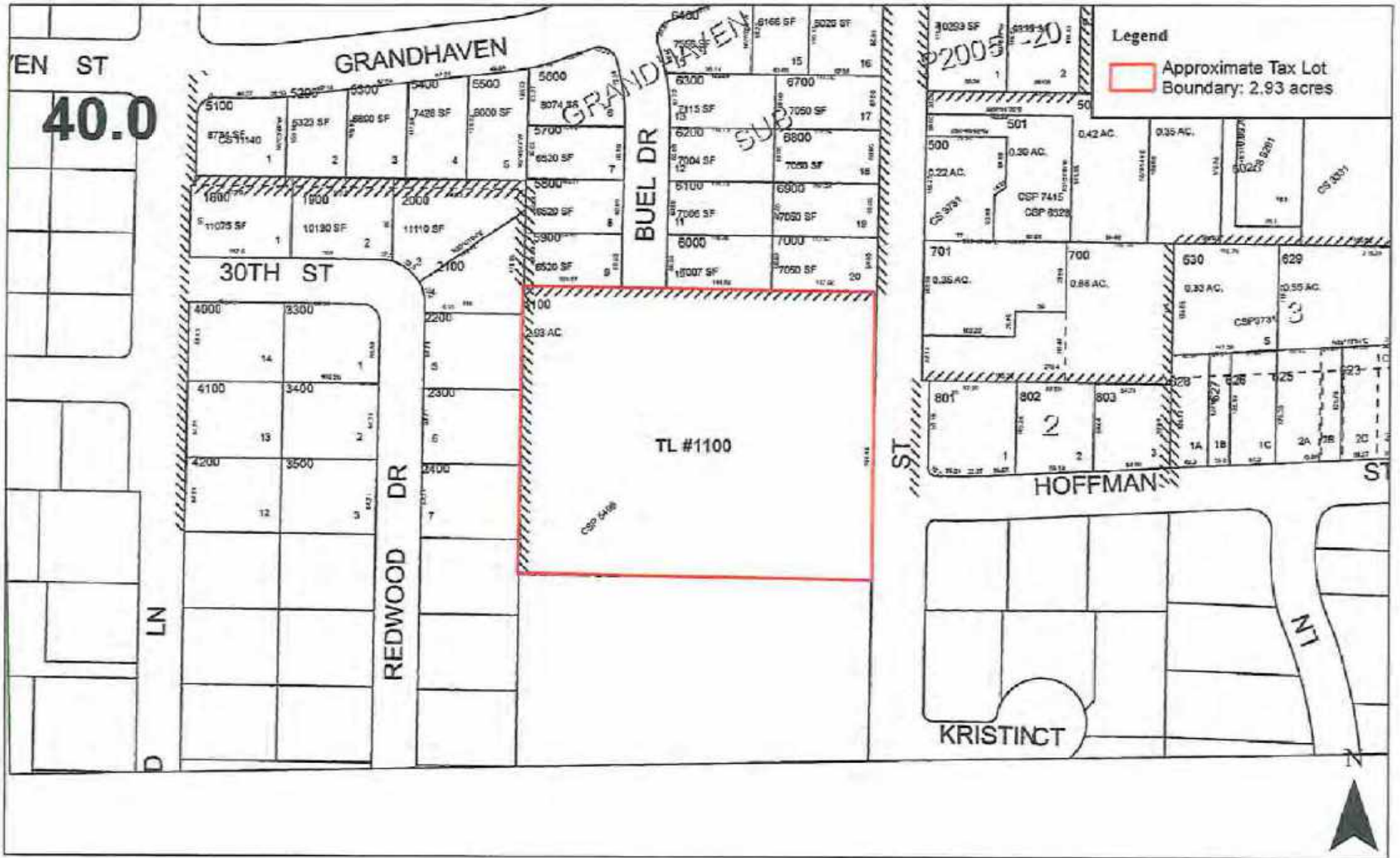
RECEIVED
NOV 28 2018
RECEIVED \$ 437.00
STATE LANDS
1028



Date: 8/27/2018

Data Source: ESRI, 2018;
Yamhill County GIS Dept., 2018

Figure 1. Location Map



Date: 8/27/2018
 1 inch = 150 feet
 Data Source: Yamhill County GIS Dept., 2018;
 ORMAP, 2018 (www.ormap.net)

Figure 2. Yamhill County Tax Map: 040409DC

North Newby Street Project Site: S&A #2631



Date: 2/18/2019

1 inch = 100 feet

Data Source: Yamhill County GIS Dept., 2018;
USGS, National Elevation Data, 2010

DSL WD # 2018-0644

Approval Issued 2-15-19

Approval Expires 2-15-24

Figure 6. Wetland Delineation Map

North Newby Street Project Site: S&A #2631



First American

First American Title Insurance Company

825 NE Evans Street
McMinnville, OR 97128
Phn - (503)376-7363
Fax - (866)800-7294

**PUBLIC RECORD REPORT
Supplemental
FOR NEW SUBDIVISION OR LAND PARTITION**

THIS REPORT IS ISSUED BY THE ABOVE-NAMED COMPANY ("THE COMPANY") FOR THE EXCLUSIVE USE OF:

Leonard Johnson

Phone:

Fax:

Date Prepared : May 06, 2019
Effective Date : 8:00 A.M on May 02, 2019
Order No. : 1039-3193941
Reference :

The information contained in this report is furnished by First American Title Company of Oregon (the "Company") as an information service based on the records and indices maintained by the Company for the county identified below. This report is not title insurance, is not a preliminary title report for title insurance, and is not a commitment for title insurance. No examination has been made of the Company's records, other than as specifically set forth in this report. Liability for any loss arising from errors and/or omissions is limited to the lesser of the fee paid or the actual loss to the Customer, and the Company will have no greater liability by reason of this report. This report is subject to the Definitions, Conditions and Stipulations contained in it.

REPORT

- A. The Land referred to in this report is located in the County of Yamhill, State of Oregon, and is described as follows:

As fully set forth on Exhibit "A" attached hereto and by this reference made a part hereof.

- B. As of the Effective Date, the tax account and map references pertinent to the Land are as follows:

As fully set forth on Exhibit "A" attached hereto and by this reference made a part hereof.

- C. As of the Effective Date and according to the Public Records, we find title to the land apparently vested in:

As fully set forth on Exhibit "B" attached hereto and by this reference made a part hereof

- D. As of the Effective Date and according to the Public Records, the Land is subject to the following liens and encumbrances, which are not necessarily shown in the order of priority:

As fully set forth on Exhibit "C" attached hereto and by this reference made a part hereof.

EXHIBIT "A"
(Land Description Map Tax and Account)

Being a part of the James T. Hembree and wife Donation Land Claim, Notification No. 1215, Claim No. 46, in Sections 9 and 16, Township 4 South, Range 4 West of the Willamette Meridian in Yamhill County, Oregon, which said part is more particularly described as follows, to-wit:

BEGINNING at a point 467.82 feet South 00°44' West and 1,653.56 feet East of the Northeast corner of the John G. Baker Donation Land Claim No. 49 in said Township and Range, said point being also the Northeast corner of the ten acre tract of land conveyed by Delia M. Stout and M. Alice Burdett and husband to G. W. Mead, by Deed recorded in Book 110, Page 230, Deed Records of Yamhill County, Oregon; thence North from this point, 108.23 feet to the true point of beginning; thence West, 402.50 feet; thence North, 324.66 feet; thence East 402.50 feet to the West line of the County Road, now there; thence South 324.66 feet to the place of beginning.

SAVE AND EXCEPT that portion conveyed to the City of McMinnville, a municipal corporation of the State of Oregon in Street Deed recorded September 14, 1990 in Film Volume 247, Page 1332, Deed and Mortgage Records.

Map No.: R4409DC-1100
Tax Account No.: 4409DC-1100

EXHIBIT "B"
(Vesting)

Leonard Johnson

DEFINITIONS, CONDITIONS AND STIPULATIONS

1. **Definitions.** The following terms have the stated meaning when used in this report:
 - (a) "Customer": The person or persons named or shown as the addressee of this report.
 - (b) "Effective Date": The effective date stated in this report.
 - (c) "Land": The land specifically described in this report and improvements affixed thereto which by law constitute real property.
 - (d) "Public Records": Those records which by the laws of the state of Oregon impart constructive notice of matters relating to the Land.

2. **Liability of the Company.**
 - (a) This is not a commitment to issue title insurance and does not constitute a policy of title insurance.
 - (b) The liability of the Company for errors or omissions in this public record report is limited to the amount of the charge paid by the Customer, provided, however, that the Company has no liability in the event of no actual loss to the Customer.
 - (c) No costs (including, without limitation attorney fees and other expenses) of defense, or prosecution of any action, is afforded to the Customer.
 - (d) In any event, the Company assumes no liability for loss or damage by reason of the following:
 - (1) Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records.
 - (2) Any facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the land or by making inquiry of persons in possession thereof.
 - (3) Easements, liens or encumbrances, or claims thereof, which are not shown by the Public Records.
 - (4) Discrepancies, encroachments, shortage in area, conflicts in boundary lines or any other facts which a survey would disclose.
 - (5) (i) Unpatented mining claims; (ii) reservations or exceptions in patents or in Acts authorizing the issuance thereof, (iii) water rights or claims or title to water.
 - (6) Any right, title, interest, estate or easement in land beyond the lines of the area specifically described or referred to in this report, or in abutting streets, roads, avenues, alleys, lanes, ways or waterways.
 - (7) Any law, ordinance or governmental regulation (including but not limited to building and zoning laws, ordinances or regulations) restricting, regulating, prohibiting or relating to (i) the occupancy, use or enjoyment on the land; (ii) the character, dimensions or location of any improvement now or hereafter erected on the land; (iii) a separation in ownership or a change in the dimensions or area of the land or any parcel of which the land is or was a part; or (iv) environmental protection, or the effect of any violation of these laws, ordinances or governmental regulations, except to the extent that a notice of the enforcement thereof or a notice of a defect, lien or encumbrance resulting from a violation or alleged violation affecting the land has been recorded in the Public Records at the effective date hereof.
 - (8) Any governmental police power not excluded by 2(d)(7) above, except to the extent that notice of the exercise thereof or a notice of a defect, lien or encumbrance resulting from a violation or alleged violation affecting the land has been recorded in the Public Records at the effective date hereof.
 - (9) Defects, liens, encumbrances, adverse claims or other matters created, suffered, assumed, agreed to or actually known by the Customer.

3. **Report Entire Contract.** Any right or action or right of action that the Customer may have or may bring against the Company arising out of the subject matter of this report must be based on the provisions of this report. No provision or condition of this report can be waived or changed except by a writing signed by an authorized officer of the Company. By accepting this form report, the Customer acknowledges and agrees that the Customer has elected to utilize this form of public record report and accepts the limitation of liability of the Company as set forth herein.

4. **Charge.** The charge for this report does not include supplemental reports, updates or other additional services of the Company.

Exhibit 6

**NEIGHBORHOOD
FOR THE
MONIKA**

**MEETING
PROPOSED
RESIDENTIAL
SUBDIVISION**

DATE: January 29, 2019

TIME: 6:00 PM

LOCATION: Adventure Christian Church

2831 NE Newby Street, McMinnville OR

**THIS MEETING IS OPEN TO THE PUBLIC AND
INTERESTED PERSONS ARE INVITED TO ATTEND**

NEIGHBORHOOD
for the Monika

PROPERTY
INFORMATION

Exhibit 7

MEETING
residential subdivision

DEVELOPMENT

DATE: January 29, 2019
TIME: 6:00 P.M.
LOCATION: Adventure Christian Church
Fellowship Hall
2831 NE Newby Street
McMinnville, OR

This Neighborhood Meeting is an opportunity for neighbors in the surrounding area to see and hear what residential development is going to be proposed to the Planning Commission in the near future.

We invite anyone interested to come and have a conversation about the future development proposal.

Proposal: The descriptions of the two applications we will be proposing are:

- A Zone Change on approximately 2.93 acres from the current zone of R-1 (Single-Family Residential) to R-3 (Two-Family Residential).
- A tentative residential subdivision plan on approximately 2.93 acres of land that, if approved, would provide for the construction of 17 single-family homes on lots ranging in size from approximately 4,467 to 6,862 square feet and averaging approximately 6,097 square feet in size.

Homes to be built are anticipated to range from approximately 1,300 to 2,000 square feet in size and will be single and two-story design. This development is expected to be completed in one phase with full build out achieved in approximately two (2) years.

Please come to this neighborhood meeting to receive information on the proposed development and to ask questions, provide input and voice any concerns you may have.

Attached:
Vicinity map, Preliminary Subdivision Plan

Thank you in advance for your participation.

Respectfully,

Leonard Johnson

Vicinity Map



Preliminary Subdivision Plan

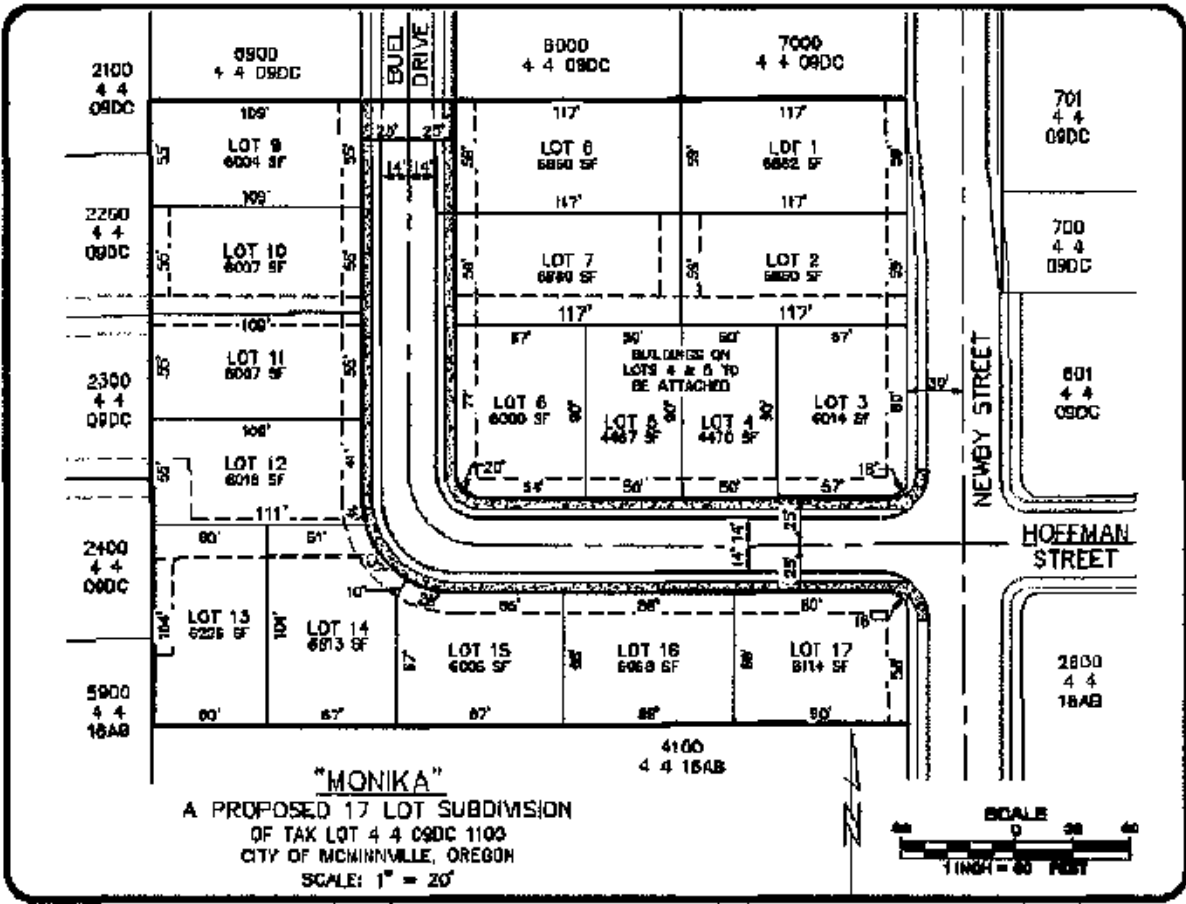


Exhibit 8

Christopher & Jennifer Compton

3030 NE Newby St
McMinnville, OR 97128

Raul Ponce

3010 NE Newby St
McMinnville, OR 97128

Jayson & Rosemarie Gettman

2950 NE Newby St
McMinnville, OR 97128

Gregory & Michelle Harris

1483 NE Hoffman Dr
McMinnville, OR 97128

William Christensen

1135 NE 30th St
McMinnville, OR 97128

Jim & Kristine Gullo

2926 NE Redwood Dr
McMinnville, OR 97128

Douglas & Nancy Hill

2925 NE Redwood Dr
McMinnville, OR 97128

Kelly Stillwell

2930 NE McDonald Ln
McMinnville, OR 97128

Jorge Rivas

1152 NE Grandhaven St
McMinnville, OR 97128

Ronald Miller

1258 NE Grandhaven St
McMinnville, OR 97128

Brett & Kari Sweeden

1424 NE Grandhaven St
McMinnville, OR 97128

Sara Hayes

3024 NE Newby St
McMinnville, OR 97128

Cheryl Groves

1421 NW Hoffman Dr
McMinnville, OR 97128

Martina & Jose Guerrero

1111 NE 30th St
McMinnville, OR 97128

Gerald & Rena Geelan

2930 Redwood Dr
McMinnville, OR 97128

Kelly Bird

2920 NE Redwood Dr
McMinnville, OR 97128

James & Janet Stark

2915 Redwood Dr
McMinnville, OR 97128

Dennis Marks

PO Box 1740
McMinnville, OR 97128

Elizabeth Darst

Box 2638
Borrego Springs, CA 92004

Yohn Ranch LLC

PO Box 570
McMinnville, OR 97128

Jared Heesacker

3020 NE Newby St
McMinnville, OR 97128

Mark Mathews

3370 Westside Rd
McMinnville, OR 97128

Ruth W McKibben & James E For Black

1445 NE Hoffman Dr
McMinnville, OR 97128

Tyrone & Brenda Marshall

PO Box 1700
McMinnville, OR 97128

Gerald & Rena Geelan

2930 Redwood Dr
McMinnville, OR 97128

Gordon & Sandra McCann

1126 NE 30th St
McMinnville, OR 97128

Eugene & Joan Tribbett

1110 NE 30th St
McMinnville, OR 97128

Jennifer Kauffman

18841 Hein Ct
Oregon City, OR 97045

John & Amanda Lawson

1224 NE Grandhaven St
McMinnville, OR 97128

Joel & Sarri Gibson

354 SW Mt Mazama St
McMinnville, OR 97128

Uchelen Arthur Van
2817 NE Redwood Dr
McMinnville, OR 97128

John Reinhardt
1130 NE 28th St
McMinnville, OR 97128

Brenda Keevy
2820 NE McDonald Ln
McMinnville, OR 97128

Donna Johnston
2830 NE McDonald Ln
McMinnville, OR 97128

Linda & Roald Berg
12913 SE 129 Ct
Happy Valley, OR 97086

Labels List Created 1/7/2019
By Lindsay Arellanes

Exhibit 9

At NE Newby Street
Buel Drive frontage

frontage

At NE



Sign detail:



Exhibit 10

NEIGHBORHOOD
For the Monika

MEETING
residential subdivision

AGENDA -

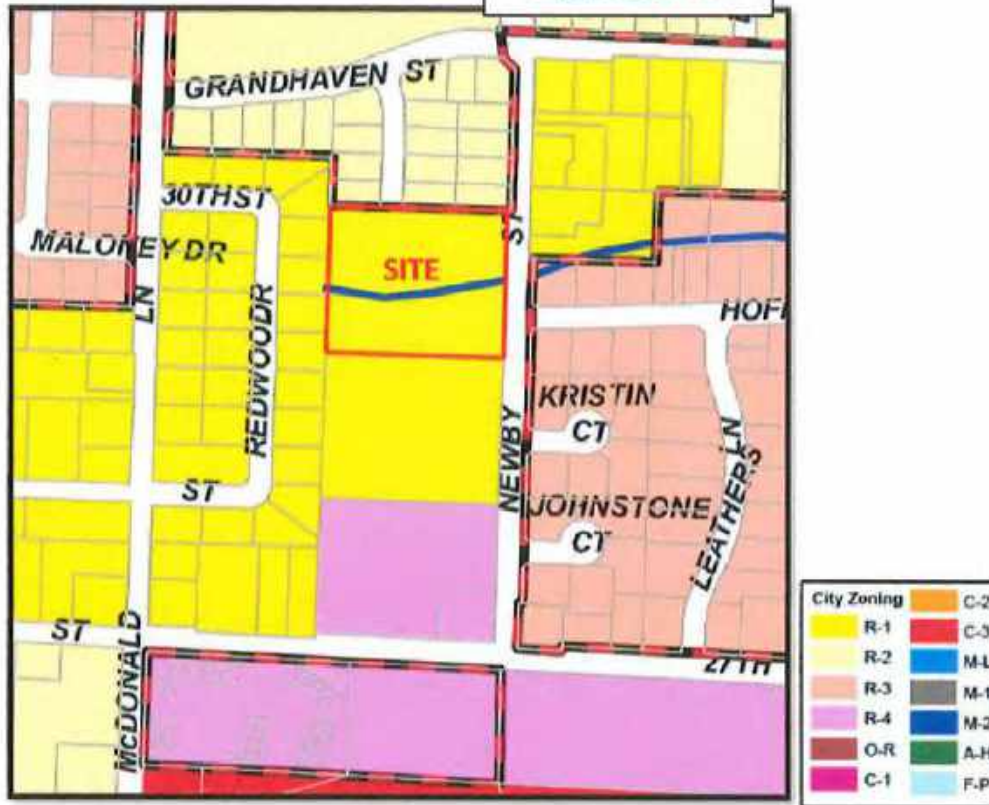
DATE: January 29, 2019
TIME: 6:00 PM
LOCATION: Adventure Christian Church
2831 NE Newby Street, McMinnville, OR

Agenda Items

1. Introduction and Announcement of Attendee Sign-In Sheet
2. Invitation and Opportunity to view the tentative subdivision plan
3. Presentation of the Major Elements of the Proposal
 - a. The Applications
 - b. The Proposed Subdivision Design
 - c. Vehicular Access
 - d. Drainage Swale
4. Q & A: Invitation for Neighbor Comments, Questions and Concerns
5. Adjournment

Existing Zoning

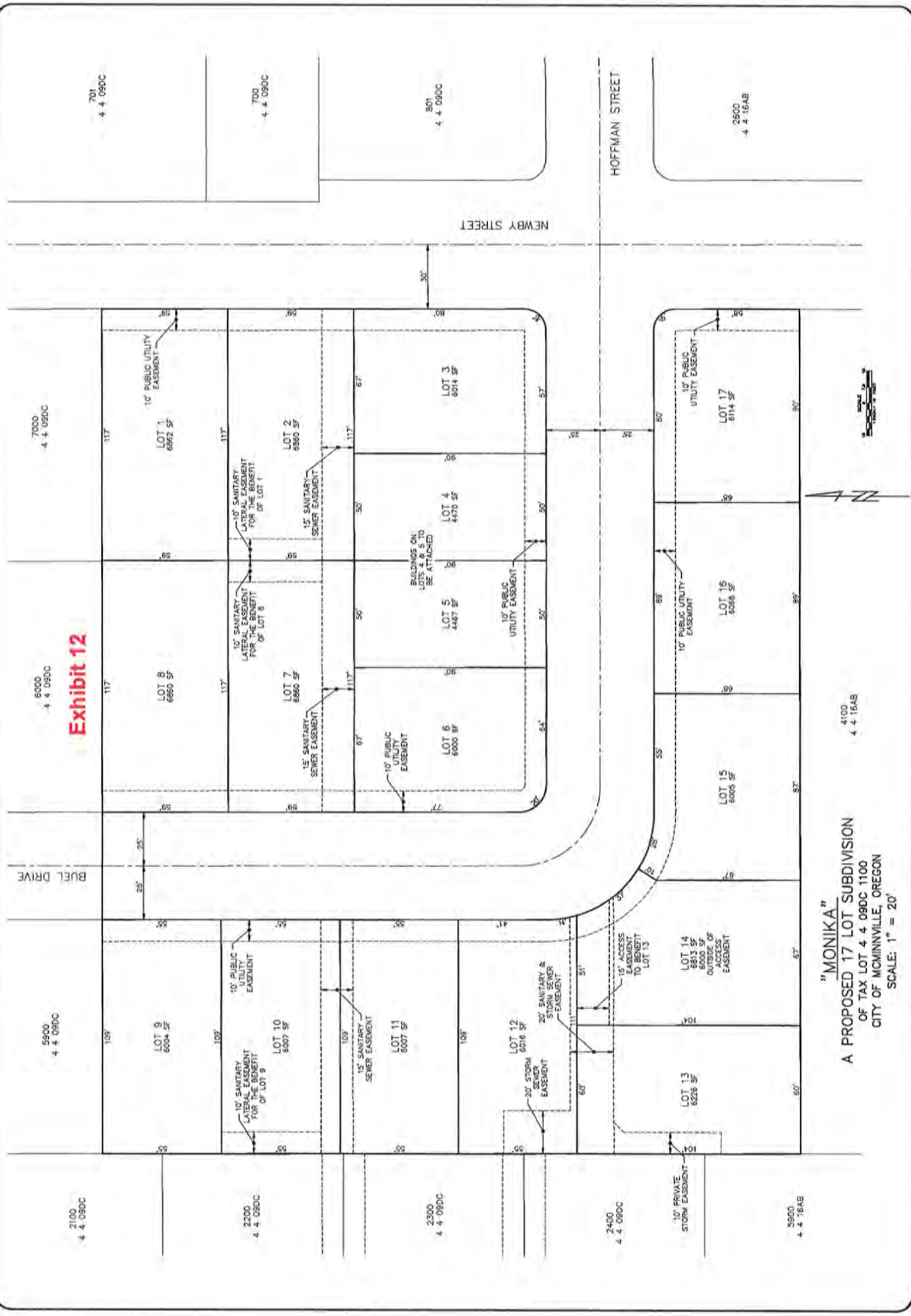
Exhibit 11



Proposed Zoning

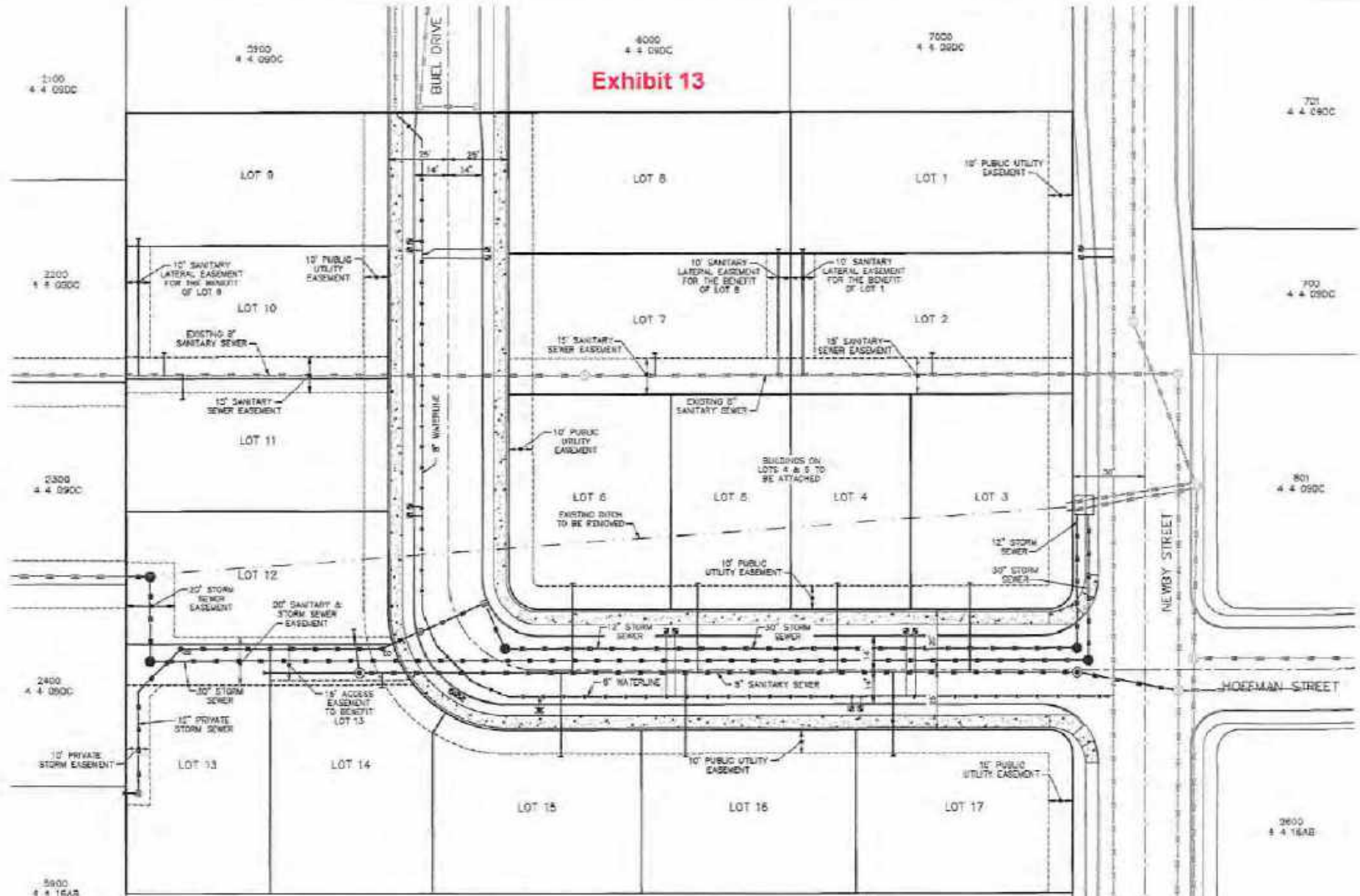


Exhibit 12



"MONIKA"
 A PROPOSED 17 LOT SUBDIVISION
 OF TAX LOT 4 4 09DC 1100
 CITY OF MCMINNVILLE, OREGON
 SCALE: 1" = 20'

Exhibit 13



"MONIKA"
A PROPOSED 17 LOT SUBDIVISION
OF TAX LOT 4 4 09DC 1100
CITY OF MCMINNVILLE, OREGON
SCALE: 1" = 20'

9100
4 4 16AB

2600
4 4 16AB

801
4 4 09DC

700
4 4 09DC

701
4 4 09DC

7000
4 4 09DC

8000
4 4 09DC

2900
4 4 09DC

1:00
4 4 09DC

2100
4 4 09DC

2300
4 4 09DC

2400
4 4 09DC

5800
4 4 16AB

Exhibit 14

Examples of homes built by the
1/29/2019 Neighborhood Meeting.

Developer displayed at the







Exhibit 15

NEIGHBORHOOD MEETING
- MONIKA Residential Subdivision -

LEONARD JOHNSON
 3375 NW Westside Road
 MCMINNVILLE, OR 97128

503-472-4848

SIGN-IN SHEET

Date: January 29, 2019
 Time: 6:00 p.m.
 Location: Adventure Christian Church

NAME (Please Print)	Please provide your mailing address
JOHN NEUSCHWANGER	2910 NE REDWOOD DRIVE MCMINNVILLE OR 97128
ALISON SEILER	1433 NE KRISTIN COURT.
Patricia McLeod	2971 N.E. Newby St.
Judy Dale Turner	1784 NE Coburn Dr
Karen Bernards	8445 Donnelly
DAVID PILATK	2842 NE NEWBY
Joan Buzzard	3551 NE Joel ST
Vanessa Hadick	3017 NE BUEL
Beaman & Jaysa Getman	2930 NE Newby St
JIM & KRIS GULLO	2926 NE Redwood Dr.
ROBERTO GONZALEZ	2997 NE NEWBY ST.
Jolene & Kelly Bird	2920 NE Redwood Dr.
Pauline Edel	1442 91E Kristin Ct
Leslie Taylor	1533 NE Hoffman Dr
Gary & Jill Christensen	1480 NE Hoffman Dr.
Brian & Kara Demaseo	3008 NE Buel Drive
Erik Neilson	2008 2834 NE Newby St.,

Exhibit 16

A Neighborhood Meeting was held on Tuesday, January 29, 2019 from 6:00 p.m. to 7:30 p.m. in the Fellowship Hall of the Adventure Christian Church located at 2831 NE Newby Street in order to publicly present a Zone Change proposal to amend the zone of the subject site from R-1 (Single-Family Residential) to R-3 (Two-Family Residential) and a 17-lot residential Subdivision proposal and to provide an opportunity and invitation for the public to view the tentative subdivision plan and other exhibits and to ask questions, voice concerns and to engage in a conversation on the proposal. At this meeting, the applicant, Leonard Johnson, was present as well as the applicant's consultants, Ron Pomeroy (Navigation Land Use Consulting, LLC) and Mart Storm (R A Storm and Company).

The format for the Neighborhood Meeting included presenter introductions and a description of the forthcoming applications and the main components of the proposal leaving the majority of the time spent in an open dialogue with those in attendance.

The main topics verbally shared by attendees of this Neighborhood Meeting are generally summarized as follows as required by McMinnville Zoning Ordinance 17.72.095(G)(5)(e). No written public testimony were provided at that meeting. Although not required by McMinnville Zoning Ordinance 17.72.095(G)(5), brief responses are provided below which characterize those provided at the Neighborhood Meeting.

- Duplexes – The construction of duplexes within the proposed neighborhood is not generally desirable.

Response: The applicant is not proposing the creation of duplex lots or proposing to construct duplex dwellings. The difference between duplex housing and single-family attached housing was discussed. The minimum lot size for a duplex lot compliant with R-3 standards is 8,000 square feet. None of the proposed lots meet this minimum lot size requirement so duplex development would not be permitted anywhere within this subdivision. To enable the construction of duplex residences on this site would require the submitted tentative subdivision plan to be amended which would require additional land use review.

- Cul-de-sacs – The proposed street should not be a through street. Rather, the generally preferred street design for this site would include a cul-de-sac street.

Response: The McMinnville Transportation System Plan (TSP) and numerous policies and requirements of Volumes II and III of the McMinnville Comprehensive Plan demonstrate the City's required connectivity of local residential streets where possible. The original concept plan for this site proposed NE Buel Drive extending southward to then terminate in a cul-de-sac. Initial discussions with City staff indicated that NE Buel Drive should extend southward from its temporary terminus into the site and then extend eastward to connect with NE Newby Street at its intersection with NE Hoffman Street. The

current tentative subdivision plan incorporates that design and complies with the City's policies and requirements regarding local street connectivity.

- Traffic – Development of this site with a through street would exacerbate existing unsafe vehicle movement conditions on nearby streets. Noted unsafe traffic situations were identified as being located along NE Grandhaven Street and at the intersection of NE Grandhaven Street and NE Buel Drive and included concerns regarding excessive travel speeds, improperly designed and unsafe curvature of NE Grandhaven Street adjacent to Grandhaven Elementary School, inadequate vehicle sight distances, and the possible need for installation of speed bumps to address one or more of these concerns.

Response: These observations shared at the Neighborhood Meeting all relate to existing public streets and lie beyond the subject site and the applicant's responsibility or ability to modify and, with regard to the described excessive travel speed along NE Grandhaven Street, is not within the applicant's ability to prevent. While residential development of this site with either a local through street or a cul-de-sac street will add additional trips to both NE Newby Street and NE Buel Drive, both of these streets will still remain under their design vehicle carrying capacities. The City's adopted policies, standards and plans indicate that this site should be served by a through street connecting NE Newby Street at its intersection with NE Hoffman Street with the temporary southerly terminus of NE Buel Drive and that is what has been designed by the applicant for this current proposal.

- Surface stormwater should not run toward existing homes adjacent to NE Buel Drive.

Response: From the southern edge of the portion of the Grandhaven subdivision that abuts this site, the grade generally slopes southward toward the east-west drainage ditch that currently traverses the site. Surface stormwater will correspondingly continue to flow in that direction upon final buildout.

- The effect of the intended stormwater conveyance through the site on the existing drainageway and the open creek located further to the east (across NE Newby Street and north of Hoffman Street) in the Hoffman Addition subdivision and beyond.

Response: An open-ended 30-inch pipe currently dumps stormwater from other residential development west of the site into an open ditch at the western edge of the subject site. It is proposed to capture this stormwater within an underground extension of the 30-inch wide storm pipe and convey the flow to an existing underground storm culvert located within the NE Newby Street right-of-way. This water from the open ditch currently enters the City's existing underground storm drainage system at NE Newby Street. It is proposed that the open ditch would be filled and the proposed culvert would be largely constructed within the proposed public street right-of-way in a similar manner to that which has occurred in other nearby neighborhoods. A sufficient storm sewer design meeting all applicable requirements will be provided to the City Engineering Department along with verification of compliance with the requirements of other agencies, inclusive of a jurisdictional wetland delineation and concurrence from the Department of State Lands (DSL), prior to Engineering Department permit issuance for construction of this portion of the proposed storm drainage system. Additionally, a joint fill permit would also likely be required by DSL and the Army Corps of Engineers. Should mitigation be required, the developer would comply with such applicable requirements. Additionally, a second, 12-inch, storm sewer is also proposed to be constructed to accommodate and convey all other storm flow resulting from the proposed development to the existing system located within the NE Newby Street right-of-way as shown on the Overall Utility Plan provided for

viewing at the neighborhood meeting.



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

www.mcminnvilleoregon.gov

MINUTES

July 18, 2019
Planning Commission
Regular Meeting

6:30 pm
McMinnville Civic Hall, 200 NE 2nd Street
McMinnville, Oregon

Members Present: Chair Roger Hall, Commissioners: Erin Butler, Martin Chroust-Masin, Susan Dirks, Christopher Knapp, Gary Langenwalter, Roger Lizut, Amanda Perron, and Lori Schanche

Members Absent: None

Staff Present: David Koch – City Attorney, Heather Richards – Planning Director, and Tom Schauer – Senior Planner

1. Call to Order

Chair Hall called the meeting to order at 6:30 p.m.

2. Citizen Comments

None

3. Public Hearings

A. Quasi-Judicial Hearing. ROSTR 6-19 (Resident Occupied Short Term Rental) (Exhibit 1)

Request: Approval to allow for the operation of a resident occupied short term rental establishment within an existing residence.

Location: The subject site located at 331 NE 7th Street, and is more specifically described as Tax Lot 13100, Section 21BB, T. 4 S., R. 4 W., W.M.

Applicant: Heather Jordan

6:31 Chair Hall said the applicant had withdrawn this application.

B. Quasi-Judicial Hearing. ZC 3-19 (Zone Change) & S 2-19 (Subdivision) (Exhibit 2)

Request: Approval to rezone the property from R-1 (Single-Family Residential) to R-3 (Two-Family Residential), and approval of a tentative subdivision plan, to allow for development of a 17-lot single-family residential subdivision.

Location: The subject site is located off NE Newby Street, between NE Grandhaven Dr and NE 27th St, and is more specifically described as Tax Lot 1100, Section 09DC, T. 4 S., R. 4 W., W.M.

Applicant: Leonard Johnson

6:31 Opening Statement: Chair Hall read the opening statement and described the application.

6:36 Disclosures: Chair Hall opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. He asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none. Chair Hall asked if any Commissioner needed to declare any contact prior to the hearing with the applicant or any party involved in the hearing or any other source of information outside of staff regarding the subject of this hearing. There was none. Chair Hall asked if any Commissioner had visited the site. If so, did they wish to discuss the visit to the site? Several members of the Commission had visited the site, but had no comments to make on the visits.

6:37 Staff Presentation: Senior Planner Schauer explained the property was 2.93 acres located on NE Newby Street. The requested zone change was to change the zoning from R-1 to R-3 and the proposed subdivision was for 17 lots intended to provide lots for 15 single family detached homes and two single family attached homes. No additional written testimony had been received since the packet was prepared. He reviewed the criteria for the zone change. There was another property zoned R-3 that was across the street to the east. Everything in this area was residential zoning. In the code it stated when the proposed amendment concerned needed housing as defined in the Comprehensive Plan, criterion B would not apply to the rezoning of land designated as residential. In addition the housing policies in the Comprehensive Plan would be given added emphasis and the other policies in the plan would not be used to exclude or discourage needed housing. The definition of needed housing was all housing on land zoned for residential use or mixed residential and commercial use that was determined to meet the need shown for housing within an Urban Growth Boundary at price ranges and rent levels that were affordable to households within the County with a variety of incomes and included detached and attached single family housing. Since this application dealt with needed housing, they only had to look at criterion A and C, however the application would have met criterion B anyway. He discussed the applicable policies in the Comprehensive Plan including housing and residential development and where R-3 should occur. The areas where R-3 should be located were those areas not committed to low density, had a proximity to collector and arterial streets, no topographical constraints or poor drainage, existing public facilities with adequate capacity, proximity to public transportation, and provided opportunities for buffering low density areas. There were transit lines, commercial centers, and public open space nearby. Utilities and services were also nearby and adequate to serve the site. Staff recommended the Commission recommend approval of the zone change to the City Council with no conditions. He made one revision to the background information.

Senior Planner Schauer then discussed the subdivision application which was conditioned on the approval of the R-3 zone change. The proposal was for 17 lots, 15 single family detached homes and two single family attached homes. The property was generally square in shape and Buel and Hoffman Streets were stubbed to the property. Buel was a residential street that was 26 feet curb to curb and had a planter strip and street trees. Newby was a local street that connected between Grandhaven and 27th and was 34 feet curb to curb with curb tight sidewalks. Based on the existing development patterns, there was no option to provide street connections to the west or south. He then described the proposed layout of the subdivision. There would be

a new street connection to Buel and aligning with Hoffman. It would be a 28 foot cross section with planter strip and street trees on both sides and sidewalks behind them which was the current local street standard. Lots 3 and 4 were the lots for the attached housing. Lot 13 would have access by an easement that crossed Lot 14. He reviewed the subdivision criteria. One of the key issues on the site was that it was bisected by a natural drainageway that ran west to east. The applicant proposed to pipe it and reroute it within the public street. In order to do that, there had to be a review to see if there were any wetlands or jurisdictional waters that would be subject to permitting by the US Army Corps of Engineers and Department of State Lands. The first review was to look at the national wetland inventory which showed a rivering wetland and that led to the applicant doing a wetland delineation on the property. They found there were no wetlands, but there were 3,900 square feet of jurisdictional waters. They did not know yet if those could be mitigated off site. Before any development could occur, the applicant would need to get authorization to do the off site mitigation. While the Comprehensive Plan had provisions for the preservation of natural drainageways to the extent practical, this was the end of the open drainage and was an intermittent drainageway. Staff recommended deferring to the Department of State Lands and Corps of Engineers to determine whether the condition could be met. The standards for the street and lot layouts were met. The land division standards could be met through standardized conditions. The standards for the R-3 zone were met as well. There were some standards for providing solar access to lots. The applicant had done this to the extent possible by making half of the road going east to west. Staff thought the criteria had been satisfied with the conditions of approval in the staff report and recommended approval. He explained the revisions to the decision document including some repetitive language that needed to be deleted in the background information, clarification of Condition #22 that the street standards only applied to the new street, and revision to Condition #25 that access for Lot 13 did not have to be built to the same structural standard as a private street, but could be a driveway with a ten foot paved section within a 15 foot easement. The findings had been changed to reflect the changes to the conditions.

7:07 Commission Questions: Commissioner Langenwalter pointed out in the staff report the jurisdictional waters were listed as .7 acres instead of .07 acres. He referred to the subdivision decision document in the "other requirements" section, #27 said the applicant shall provide 25% of the single family lots for sale to the general public. He thought there were ways the applicant could get around that and he suggested adding a condition that the pricing of those lots be equivalent to the land value of the homes being built by the applicant. This would allow for a continued level playing field.

Commissioner Dirks said sometimes the conditions included the applicant submitting an architectural design book of the subdivision to the Planning Department. Was there a reason that was not included? Senior Planner Schauer stated the applications where that condition was included was for planned developments, and this was not a planned development.

Commissioner Dirks asked about the location of the jurisdictional waters. Was it a problem to move the water to pipes that would go under the street? Senior Planner Schauer clarified where the waters were located and how it would be piped to the street. It would be reviewed by the Engineering Department to make sure it was consistent with City standards.

7:16 Applicant's Testimony: Ron Pomeroy, representing the applicant, said this was a straightforward zone change and subdivision application. It would provide 17 new single family residential lots in town. It was in close proximity to commercial, an elementary school, and a park and would provide the last missing transportation link in this area. He discouraged the Planning Commission from adding a condition regarding the pricing of the lots as there should be a

broader policy discussion about the City getting involved in private pricing. They were in support of all of staff's conditions as amended. He requested approval of the applications.

Commissioner Dirks asked what the square footage and price point for the homes would be. Leonard Johnson, applicant, answered the homes would be 1,300 to 1,800 square feet and as many single stories as possible. The price range would be market driven.

Commissioner Butler asked why they were only doing two attached single family homes. Mr. Pomeroy explained it had to do with lot size and design of the subdivision. It offered a variety of housing in the neighborhood.

Commissioner Butler asked if this was the densest they could build for R-3 on this lot. Mr. Pomeroy stated they had not looked at what the densest design could be, however he did not think it could be much denser than what was proposed.

Public Testimony:

7:23 Proponents: None

7:23 Opponents: Kelly Bird, McMinnville resident, lived on the west side of this lot and his property directly abutted this property. This used to be an untamed natural area. He asked if any two story homes were going to be built directly abutting his property. He did not want people looking directly down into his backyard. He would prefer any homes on the west side be limited to single story dwellings. He was also concerned about the headlights shining onto his property from cars coming into the development.

Commissioner Schanche said the applicant had shown that the two stories were on the north side of the property.

Vanessa Hadick and Jason Petredis, McMinnville residents, said their property also abutted this property on the northwest side. They received notification of this hearing in the mail on July 2 and had gone to the Planning Department to look at all of the documents. The narrative was not available until the packet was posted online. They asked if this was something they should have access to earlier or should they have specifically asked for it. It would have been nice to have more time to review it.

Planning Director Richards explained the narrative was done by the applicant and should have been in the file. Senior Planner Schauer thought it might be because there were two folders, one for the zone change and one for the subdivision. Mr. Petredis clarified he had only seen one folder.

Ms. Hadick was also concerned about privacy, and thought there should be privacy screening. There was not arborvitae around all four sides of the property line. Mr. Petredis said another concern was safety due to increased traffic flow onto Grandhaven. There was a slight curvature where Buel connected to Grandhaven and across the street was the school where the buses made turn arounds. There was no safety crosswalk there. People parked on both sides of Grandhaven during pick up and drop offs and other school activities. It was dangerous for those on Buel turning onto Grandhaven because visibility was decreased. More traffic flow would only exacerbate the problem. Regarding the open drainage, the Storm Drainage Master Plan stated open waterways needed to be kept open and had specific criteria for where it opened and where it went back to daylight. Whenever they piped water, it increased the velocity and flow of the

water which had a cascading downward effect. He thought downstream neighbors would have an issue with that.

Senior Planner Schauer said typically an applicant submitted a set of drawings showing the proposed piping that were reviewed by the Engineering Department.

Planning Director Richards said there were a number of conditions applicants had to meet, and those for engineering were done after the land use decision was made but occurred before an applicant could move forward with any infrastructure improvements.

Mr. Petredis said it was a natural waterway and not seasonal as there was always water there. Ms. Hadick said it was discouraging to think this was one of the few remaining natural resources that existed on this property and it would be piped and covered. There were no plans to include green space in this subdivision.

Mr. Petredis asked about the solar access reference. He mentioned an article by Dr. Joshua Rhodes regarding the best orientation for solar access. Senior Planner Schauer explained the standard in the code.

Ms. Hadick said if east-west was the best orientation to maximize solar exposure, only half of the proposed street was east-west. Instead they could have two cul-de-sacs that were facing east-west and would maximize solar output and potentially provide an easement for the open waterway.

Mr. Petredis asked that a temporary privacy fence be put up along the property boundaries during construction and to add a condition that the primary ingress and egress for all construction activity be from Newby and not Buel.

Commissioner Schanche asked about the lack of a crosswalk by the school. Mr. Petredis stated it was a high traffic area during peak times and there were kids out with no designated crosswalk.

Ms. Hadick thought they should add the condition regarding the pricing for the homes.

7:42 Rebuttal: None

7:42 Chair Hall closed the public hearing.

The applicant waived the 7 day period for submitting final written arguments in support of the application.

7:43 Commission Deliberation: Commissioner Dirks suggested adding a condition to put in temporary fencing and to use Newby as the primary access during the construction period. She also suggested adding to Conditions #10, 11, and 12 to ask the Engineering Department to look at the problems with the water eroding downstream or potential problems the new drainage system might cause downstream.

Planning Director Richards clarified they wanted to ensure that when Engineering reviewed the stormwater plan, that they needed to look at what was occurring downstream as well. She was not sure if looking downstream was part of the Storm Drainage Master Plan standards and they could amend the conditions.

City Attorney Koch wanted to make sure it was tied to specific criteria. Commissioner Dirks did not think it needed to go beyond what was required in the Storm Drainage Master Plan.

City Attorney Koch stated Condition #10 already captured what was required in the Storm Drainage Master Plan. Planning Director Richards added that all of the City's plans and policies related to waterways and how they were impacted by development were reviewed by the respective state agencies that oversaw those waterways and were responsive to federal regulations.

Senior Planner Schauer said the drainage would be diverted into storm drainage pipes and be discharged into an existing pipe that opened up into a natural drainage area. He thought anyone with concerns about downstream issues of erosion related to velocities could discuss them with Engineering.

Commissioner Schanche said the applicant would not be able to build this unless the state approved.

Planning Director Richards said the Department of State Lands would look at the impact of the development to the waterway and the other lands that would be affected by the waterway.

Commissioner Dirks thought the proposed conditions covered these concerns.

City Attorney Koch said when the Storm Drainage Master Plan was put together they mapped out the existing flow rates for this water basin from where the water flow began to where it flowed to the next water basin. Each of the major basins had been broken into sub basins and this flowed through four different sub basins. There were projections for future flow as well. When the applicant submitted their plans to Engineering, they would have to demonstrate that their stormwater plan would not increase velocity or volume of the water that would have normally been deposited off of the property based on the modeling that had been done.

Commissioner Perron clarified the water was piped into the property and then piped out of the property. She thought some of the path of the water or the shape of the land had been influenced by that fact. She did not see it as a waterway in its natural shape because it had a pipe terminus on each end. There could be things put in place to mitigate the risks that came with piping water.

Senior Planner Schauer said the applicant was getting water from point a to point b through a defined route that would go through the street into the point of discharge that was already there. The question would be if there were issues with the cumulative impacts of what was there now and what was proposed. They did not want to increase flows that increased velocity and created more stream erosion. If it was problematic, mitigation would be identified.

Commissioner Langenwaller suggested adding a condition that permanent evergreen be planted on the west and north boundaries for privacy screening.

Commissioner Dirks asked if they could add a condition for open space.

Planning Director Richards said no, the standards did not require open space. Regarding the screening, they would need to know the zoning ordinance criteria or Comprehensive Plan policy for that condition.

Commissioner Langenwaller withdrew his suggestion.

Based on the findings of fact, conclusionary findings for approval, materials submitted by the applicant, and evidence in the record, Commissioner Langenwaller MOVED to RECOMMEND

the City Council APPROVE ZC 3-19. SECONDED by Commissioner Lizut. The motion PASSED 9-0.

There was discussion regarding possible landscape buffering from the low density residential. Planning Director Richards said they would let the Council know this was a concern of the Planning Commission and if there was a way to recommend something outside of what was voted on tonight, staff would add it to the recommendations to Council. They were not able to include a condition for construction buffering or using Newby as the construction access, although she thought the applicant would be willing to use Newby as the access.

Commissioner Langenwalter was willing to withdraw the idea for a condition regarding the pricing of the homes, however he would like it to be a conversation in the future.

Based on the findings of fact, conclusionary findings for approval, materials submitted by the applicant, and evidence in the record, Commissioner Butler MOVED to RECOMMEND the City Council APPROVE S 2-19 subject to the conditions of approval provided in the decision document and amendments made by staff at this meeting. SECONDED by Commissioner Perron. The motion PASSED 9-0.

8:10-8:18 The Commission took a short break.

C. Legislative Hearing. G 3-19 (Zoning Ordinance Amendment "Floating Zone) (Continued from June 27, 2019) (Exhibit 3)

Request: Amendment to the McMinnville Zoning Ordinance to add a new Section, Chapter 17.49: Innovative Housing Pilot Project Floating Zone. This amendment would establish provisions for the Innovative Housing Pilot Project Floating zone, but it would not rezone any properties. It would establish a designated eligibility area. Only property owners within this area would be eligible to apply to have the floating zone designation applied to a property through a future land use application, which would require a separately noticed public hearing process.

Applicant: City of McMinnville

8:18 Opening Statement: Chair Hall read the opening statement and described the application.

8:18 Disclosures: Chair Hall opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. He asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

8:19 Staff Presentation: Senior Planner Schauer said this was a continuation from the hearing in June. The proposal would add a chapter to the zoning ordinance to create a Floating Zone. There was a map with the eligible boundaries for the designation and a Request For Proposals process for projects to address housing needs. If a project was successful, a neighborhood meeting would be held, an application would be submitted, and the designation would be applied to the property. There would be up to two pilot projects and the property owner and applicant would be requesting the designation. This idea came from the Affordable Housing Task Force to make progress on some vulnerable populations including seniors, veterans, unaccompanied youth, and victims of domestic violence. They were looking at an area that included industrial land because there was a deficit of residential land in the City but there was some surplus of industrial land. This was a way to respond to a critical need, but not through a process that would

waive standards and respond without considering the impacts. They wanted to ensure there would be high quality development and management of a transitional housing project. He discussed how this was consistent with the Comprehensive Plan in the economy, housing, transportation, and citizen involvement policies. There was a lot of unmet need for the lowest income residents in the community. Siting needed to occur near transportation and the transitional housing and services could be located on the same site. In looking at the consistency with the zoning ordinance, they had to look at the purpose of the ordinance and any applicable chapters. This would be a new chapter in the ordinance. There would also be design development standards to mitigate conflicts. The testimony that had been heard so far had to do with conflicts between residential and industrial uses, concern the industrial area should remain industrial, question if there were any feasible sites in the eligible area, how any mitigation should be done by the non-industrial property, avoidance of nuisance law suits by having an applicant sign a covenant that declared the right to the adjoining industry to continue their normal practices, and concern that there had been a neighborhood meeting to discuss a specific development proposal on a site within the boundary and how that application could go forward as a planned development application whether or not the floating zone was enacted. If the floating zone didn't go through, that application could still be submitted with the current zoning. Staff had provided a map that showed the existing businesses in the area, vacant sites, and those that were currently being marketed. Another letter had been submitted from a residential neighbor that asked if notice was sent beyond the minimum requirements. Since the last hearing, staff had sent notices to additional property owners who were bordering this area and received inquiries and one letter. The issues that had been brought up were mitigation of conflicts and approach to right to industry. Staff thought the applicable criteria were met. He asked the Commission if this was the best approach to address the policy objectives. There were suggestions for revisions at the last hearing and staff thought they should be added to the recommendation and reviewed by the City Attorney.

8:33 Commission Questions: Commissioner Chroust-Masin asked if they could limit the size of projects so it would not take a lot of industrial land. Senior Planner Schauer explained it was set up to only select two pilot projects. There was no acreage limitation currently.

Commissioner Langenwaller asked if they could use the 2019 homeless count figures. He also pointed out a spelling error in the staff report. Senior Planner Schauer said the homeless count numbers had not been published yet.

Commissioner Perron asked about the vacant properties that were listed. Senior Planner Schauer clarified they were properties for sale. The map showed the properties that were available for the floating zone designation.

Commissioner Butler asked if a property had to be vacant to apply. Planning Director Richards said someone could submit a proposal for a site with a building already on it to retrofit the building for a transitional housing project. It did not have to be a vacant property.

Commissioner Langenwaller asked what kind of public transportation was available on Riverside Drive. Senior Planner Schauer said that would be one of the considerations for the pilot projects, whether it was suitable in terms of transportation. Planning Director Richards said Yamhill County Transit Authority did not have a fixed route serving the industrial zone, but did set up relationships with housing projects that had need.

Commissioner Lizut asked if all of the vacant properties were owned by property owners or by an outside group or agency. One of the significant issues was only current property owners were allowed to participate in this program. Planning Director Richards said the pilot projects could

happen anywhere within the boundary. It was the property owner's choice to be part of the application, whether they were local or out of town owners.

Public Testimony:

8:43 Proponents: Mark Davis, McMinnville resident, was a member of the Affordable Housing Task Force. It was not a unanimous decision of the Task Force to forward the floating zone idea to the Planning Commission. They wanted to deal with the homeless issue in the community and there were three ways to go about it. They could try to find some residential land for a facility, although there was none available now and they would have to wait at least three years for the Urban Growth Boundary expansion. They could declare an emergency and put in a facility wherever they could. Staff had suggested the floating zone idea and it seemed the most reasonable as there was opportunity for public input and it could only happen if a property owner was willing to sign off on it. It also had an RFP process where proposals could be vetted to make sure there was someone to oversee the project and be responsible for it. He thought the suggestions made by the public at the last hearing were reasonable. There might be no proposals, but they wanted to see if it would work.

Marcie Rosensweig, McMinnville resident, was working with the Community Wellness Collective on solutions to homelessness. There was a housing and homeless emergency in the City. She was in favor of the floating zone, however she was concerned that they not make it look like a permanent zone when it was a temporary solution to a larger problem. She did not think it was fair to site two projects in this industrial area, for both the property owners and nearby residential owners. She would like to see it broadened to look across Highway 18 and at Booth Bend Road where there were other industrial areas. There needed to be more urgency from everyone around this issue. She gave an example of the unseen homeless who were working at jobs and living in their cars. Dustin Court and Marsh Lane were the tip of the iceberg. She asked that they proceed with this as expeditiously as possible. She did not think there needed to be interior landscaping with ten foot arborvitae for screening as it was expensive for a temporary shelter. This was a pilot project and emergency measure. They did not want to take over industrial land and make it residential land. She did not think this should be high quality development, but emergency development. She thought they should make sure that public lands could also be used for these types of projects if they were available.

Commissioner Chroust-Masin said they could not move the process along faster if there were no projects. Ms. Rosensweig thought there might not be any willing property owners in this area, and all of the industrial sites should be included. It would take some pressure off of this area and spread it around town.

9:02 Opponents: Rebecca Majors Thrash, McMinnville resident, had to deal with the homeless on Marsh Lane. They had trespassed on her property. She asked what security would be given to the home owners that abutted these project sites. She had concerns about the cleanliness, running water, and toilets needed by the future residents. Putting in something temporary wasn't going to help. Some homeless wanted money and to be left alone to do their drugs or drink their alcohol. She did not want it near her, and one of the vacant sites on the map was right next to her property.

Charlene McCreight, McMinnville resident, was sympathetic to this problem. She gave an example of a homeless person looking into her house windows and verbally abused her. She was concerned about safety and theft as people were also walking in her yard. She was also concerned about the property values and other people coming to these sites to make use of the

services. This was an area where property owners had been dealing with this for over a year and they were talking about bringing more people into the area to live.

Commissioner Perron asked about the kind of transitional housing they were talking about. This would be more of an apartment building style, not a campground. Planning Director Richards stated transitional housing was anything from 2 weeks to 2 years and for people who were trying to achieve permanent housing who were working and in case management. There was the ability to bring in shelters that were movable and temporary. The intent was that they would be managed by a service provider. It was never conceptualized as a campground that was not managed or a low barrier shelter. The reason for the landscaping and fencing requirements was for security and buffering so it would not decrease the value of nearby properties.

Ms. McCreight said if this did pass, they needed to be in contact with the Yamhill County Sheriff's Department because not all of the residents would abide by the rules.

City Attorney Koch reassured her that the McMinnville police would respond to emergency calls as well.

Aaron Orta, McMinnville resident, appreciated all of the work and thought that had gone into this. He was opposed because he didn't know what the projects might be. He also did not think this would be temporary, but the facilities would become permanent. In his previous job he drove to Dustin Court and was able to help some people and others did not want help. He did not think there was any planning for the logistics for how it would work and the agencies involved and it would fail.

Planning Director Richards said the way this program was written was the zone was an overlay to the underlying zone. If a project came in and built a residential building and was successful for 20 years, but the decision was made to take it back to the industrial zone and use the same building for industry, it would be able to revert back to industrial. There was a very specific order to the program and the logistical piece had been built into the system in terms of the RFP process. She then explained the RFP process and how the projects would be reviewed by a committee of community members to make sure this was the right project for McMinnville. No project could take place unless the land use allowed it. This was the first step in the process and the second step would be the RFP process. This had been in discussion for two years at the Affordable Housing Task Force and a lot had been put into it as a means to bring a solution to the table.

Tom Vale, Yamhill County resident, was a property owner in the industrial area. He thought this would not be temporary; it would be the same as rezoning the property. The rezoning to a residential use in the industrial area would have many problems including safety and loss of use of the property as it was originally designated. He questioned whether the property labeled #3 on the boundary map should be included in the eligible properties because of the Kelly McDonald project. Typically industrial and residential were separated because they were totally different uses. They were trying to solve a problem by creating another much larger problem. There had been a lot of effort to bring jobs and industrial land to the City. If the tables were turned and there was excess residential land, they would not move industrial proposals into residential.

Commissioner Knapp said if a property was assigned, the property owner had the right to take back their land at any time. Planning Director Richards said it was not a rezone, but adding an additional zone to the property. The industrial zone did not go away, but an additional zone was placed on the property. The property owner always had the right to revert back to the industrial zone. Regarding property #3, it was in the area. There was a suggestion that this program was

being put together to enable the project that was presented at the neighborhood meeting for that property to move forward. These were two entirely separate things.

Mr. Vale thought there was no set of circumstances where an investment would be made in the infrastructure to put forward anything that would fit the RFP they would be looking for that could be turned back to an economic use without many years going by to pay for that initial infrastructure investment. He still thought it would change the effective zoning of these properties.

Senior Planner Schauer read the proposed language regarding the removal of the floating zone designation which stated that the property owner could submit a written request to remove the floating zone from the property and no further action was required to remove the designation.

Mr. Vale said there would be a huge economic cost and the likelihood of it happening was slim. If one of these projects was his neighbor, it would affect how he could use his industrial property or safely operate it that would not change for a long time. The infrastructure needed for residential was a higher cost than what was needed for industrial use.

Gary Van Der Veen, McMinnville resident, asked if the floating zone would be transferable if the ownership changed. He was concerned that if there was a new owner, they could do something entirely different under the floating zone. Planning Director Richards said yes, the use stayed with the land and would transfer with ownership.

City Attorney Koch said if there were conditions of approval imposed when the floating zone was approved, and the ownership transfer would have to comply with the same terms and conditions that were originally approved. Any change in use would require a new application. They could state in the requirements that a change in ownership so long as they kept the same use could continue or a change in ownership required a new application.

Senior Planner Schauer said the way it was written now was that the project and the site would go together and be a good fit for the site. It was not a generic zone that could change uses over time. Any change would need to be reviewed.

Bob Emerick, McMinnville resident, owned property in the industrial area. He was concerned about the eligibility area and if there were criteria that established that to know what it really meant.

Senior Planner Schauer said the pilot projects in the floating zone limited the eligible number of projects to two. They would advertise the RFP and anyone in that area could apply. It would be a property owner partnering with an applicant for a project. He explained the RFP process and land use approval which included a neighborhood meeting and public hearing process.

Mr. Emerick was not opposed to this idea, but his business was a waste facility and could be viewed as a nuisance. That was why he had built it as far away from residential as possible. He was concerned about nuisance complaints and possible law suits with residential uses and how it could impact his business. Industrial businesses made a lot of noise and smells at all times of the day and night which were not conducive to residential use.

Planning Director Richards said the right to industrial use had been raised at the last meeting and the suggested language that had been provided to mitigate it would be included.

Commissioner Schanche said they wanted to have both uses exist and she thought anything on the edge of the industrial area would work. If this was passed, an industrial area owner would be included on the committee that would review the RFP projects.

Mr. Emerick agreed the edges would be the best location for this type of project as opposed to inside the industrial area. He wanted to make sure the existing businesses were protected as part of the criteria.

Andy Tyssen, Yamhill County resident, owned a business in this area. He thought this was a good program, but this was the wrong place. The City also needed to take care of its businesses. Businesses were making investments in the community and if they were going to allow programs like this in an industrial area it would affect property values. If they wanted to continue to build up the industrial area, this program would send the opposite message. He did not think this would be short term and it would be better done in a different area.

Alan Amerson, McMinnville resident, clarified the uses of the properties on the boundary map. He was not in favor of putting housing in an industrial area. There were not many properties in this area that would be available for this type of project. Also there was not much industrial land left and it needed to remain industrial. He thought it would be better to put these projects out by the airport or by the hospital.

Jeff Madison, Tigard resident, owned property in this area. He agreed with the comments made by Mr. Vale. He asked if the City had the ability to revoke the designation if the project introduced crime and complaints in the area.

City Attorney Koch said they could write in a condition that would address that. It would be at the discretion of the Planning Commission and Council to incorporate it in as a condition for the projects. The property owner had the right to be done with the zoning at any time. The question would be if a neighboring property owner was having problems with people breaking in to their facility and if they could complain to the City and the City in enforcing the conditions of approval could revoke it. That affect could be crafted into the ordinance.

Mr. Madison thought they should include a reasonable process for revocation and a complaint process.

Commissioner Chroust-Masin asked if they were tied to using this area only or could they explore other industrial areas. Planning Director Richards stated the area could be changed. They could also send this back to the Affordable Housing Task Force with the concerns that had been raised to see if they had a suggestion for a different area.

Commissioner Chroust-Masin thought they should make a condition that the sites only be on the fringes of the industrial area and not in the middle of the area.

Commissioner Langenwalter thought it should be left as it was and the location be part of the RFP scoring process.

10:05 Chair Hall closed the public hearing.

10:05 Commission Deliberation: Commissioner Langenwalter said many people were worried about crime. He thought the people who would be in the transitional housing would not be the kind of people who were using drugs and alcohol and doing crimes.

Commissioner Butler agreed. These were not the same people that were causing problems on Dustin Court and Marsh Lane. It would be those who had jobs and were living in their cars. Homeless numbers were going up because of domestic violence. She agreed this was an emergency and this program created an opportunity.

Based on the findings and conclusions, Commissioner Butler MOVED to RECOMMEND the City Council APPROVE G 3-19 as presented in Attachment 1 of the decision document. SECONDED by Commissioner Langenwalter.

Commissioner Dirks suggested amending the motion to add language that would protect industrial rights and add a revocation process.

Commissioner Chroust-Masin wanted to add another amendment, that only Parcels 1, 2, 3, and 7 be considered for this program.

Commissioner Butler did not agree with limiting the parcels for the program as that would be vetted through the RFP process.

Commissioner Lizut stated this was an outline for a process that looked like a good process to him. The property owner had to agree to the project, there would be 2 pilot projects, and there would be an RFP process to make sure the projects fit. He thought they should go forward with the program as it was written.

Commissioner Langenwalter suggested amending the motion to broaden the potential sites outside of the current boundaries to add the other industrial areas in the City.

Planning Director Richards said the reason this area was chosen was because of proximity to services. If they wanted to spread it to more industrial land they could.

Commissioner Chroust-Masin voiced concern that those other areas had not been notified and would not be able to testify on this issue.

Commissioner Butler thought they needed to stick with the current boundary area and if this program was successful, include other industrial areas. She also was not comfortable with adding more areas without notice.

Commissioner Langenwalter withdrew his suggestion.

Commissioner Butler agreed as the maker of the motion to the amendments made by Commissioner Dirks, to add language that would protect industrial rights and add a revocation process. Commissioner Langenwalter agreed as the second. The motion PASSED 9-0.

City Attorney Koch said this would go to the City Council in August.

4. Action Item:

A. MP 1-17 (Minor Partition) Approval Extension Request - (Exhibit 4)

Request: Approval of a request for an extension of a previously approved tentative partition plan (MP 4-17). The tentative partition was originally approved by the Planning Director on June 26, 2017. The applicant was not able to complete the required conditions of approval prior to submitting a final plat, and requested a one year

extension of the tentative partition approval on May 31, 2018. That one year extension request was approved by the Planning Director with a new deadline of June 26, 2019. Due to the original engineer hired to provide the improvement plans not completing the work required, the applicant was not able to complete the required conditions of approval, and has requested an additional extension of the tentative partition approval to June 26, 2020. The applicant has hired a new engineering firm to address the condition of approval requirements. Additional extensions beyond one year require the approval of the Planning Commission.

Location: The subject parcel is identified as Parcel 3 of Partition Plat 2001-35 and is also identified as Tax Lot 3402, Section 15, T. 4 S., R. 4 W.

Applicant: Bryce Roberts

10:18 Chair Hall introduced the application.

Planning Director Richards stated this was a request for an extension on a land use decision for a minor land partition. It was coming to the Commission after two years from approval because the property owner was working with an engineer on the project and there were some issues with the engineering firm being able to produce the product. The applicant had chosen to move on to a different engineer. Staff recommended approval.

Commissioner Lizut MOVED to APPROVE the additional extension of the tentative partition plan approval to June 26, 2020. SECONDED by Commissioner Knapp. The motion PASSED 9-0.

Commissioner Langenwaller asked that staff look into language for fair pricing for situations when there was a 25% allowance to make lots available to the public. The price should be no more than a similar house that the developer was building.

There was consensus for staff to look into the issue.

5. Staff Comments

10:22 Planning Director Richards said there would be a joint Work Session with the City Council and County Commission on August 21 to discuss the results of the Housing Needs Analysis and Buildable Lands Inventory and discuss next steps.

6. Adjournment

Chair Hall adjourned the meeting at 10:23 p.m.

Heather Richards
Secretary