



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

**McMinnville Urban Renewal Agency Meeting Agenda  
Tuesday, September 24, 2019**

**7:30 p.m.**

1. CALL TO ORDER
2. CONSENT AGENDA
  - a. Consider the Minutes of the February 26, 2019 and June 25, 2019 Urban Renewal Agency Meetings.
3. ADJOURNMENT

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the having 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.

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

Tuesday, February 26, 2019 at 7:00 p.m.

Presiding: Kellie Menke, Chair

Recording Secretary: Melissa Bisset

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

Also present were City Attorney David Koch, City Manager Jeff Towery, Finance Director Marcia Baragary, Planning Director Heather Richards, and Police Chief Matt Scales.

1. CALL TO ORDER: Chair Hill called the meeting to order at 7:25 p.m. and welcomed all in attendance.

Planning Director Heather Richards and McMinnville Urban Renewal Agency Committee Chair Walt Gowell presented.

She stated that the purpose of the McMinnville Urban Renewal Advisory Committee (MURAC) is a Citizen advisory committee that makes recommendations pertaining to policy, budget and implementation of the Urban Renewal Projects and programs identified in the Urban Renewal Plan. She explained that it is comprised of nine member consisting of business owners, property owners and community members. There are three Ex-Officos: the Mayor, General Manager of McMinnville Water and Light and McMinnville Downtown Association Executive Director.

She displayed a map of the McMinnville Urban Renewal Area explaining that it covers the downtown area as well as the NE Gateway District.

The Plan was adopted on July 23, 2013. There are 13 projects in the 25 year plan consisting of \$20,000,000. The maximum indebtedness allowed in the Plan is \$30,000,000. Ms. Richards displayed the follow chart of the projects.

PROJECT	UR AMOUNT	TIMEFRAME	STATUS
5 <sup>th</sup> Street	\$1,200,000	2023-2024	2017 – TSBO
1 <sup>st</sup> /2 <sup>nd</sup> Streets	\$1,000,000	2025-2030	2018 - Partial, TSBO
Downtown Signals	\$700,000	2017-2026	2017 - Partial, TSBO
2 <sup>nd</sup> Street	\$1,100,000	2037-2039	2017 - Partial, TSBO
Alpine Avenue	\$5,300,000	2016-2032	2017 - \$2.2 MM (7 <sup>th</sup> –11 <sup>th</sup> )
3rd Street Streetscape	\$2,325,000	2016-2022	
Adams/Baker	\$600,000	2021-2024	
Lafayette Avenue	\$1,500,000	2034-2038	
Public Parking	\$1,000,000	2025, 2032-2035	Utilization Study
Public Infrastructure	\$590,000	2038-2039	
Property Acquisition	\$450,000	As Needed	On-Going
Development Assist Programs	\$940,000	Incremental	On-Going
Debt Service / Administration			
• Financing Fees	\$218,895	As Needed	On-Going
• Administration	\$1,229,996	Annual	On-Going
• Reimbursement of UR Plan	\$50,000	2017-18	2017 - 2020

She noted that the first four of the projects on the list were partially funded through the Transportation System Bond. She reviewed the timelines of the projects noted in the Plan.

Ms. Richards displayed the five year financial forecast. She explained that the financial forecast has helped guide the work plan. She noted that the next time a bond might be looked at would be in Fiscal Year 2021/ 2022. She shared that the next big project is the 3<sup>rd</sup> Street Streetscape Improvement Project. She stated that the intent is have community discussion, design, and implement by the end of 2022.

Ms. Richards shared the accomplishments from 2018. She stated that nine loans/ grants were awarded for \$214,650 leveraging \$2,538,000 of projects. She reviewed the development assistance projects including the Mac Market, Granary Row, The Bindery, St. Rue, Signage Façade improvement project for Elizabeth Chambers.

She stated that they have been working on targeted Façade improvement program.

Ms. Richards stated that the 3<sup>rd</sup> Street Project is a \$2.3 million project. It will include community engagement, a thoughtful and inclusive design, engineering for future opportunities, urban design, construction document developments, Business Community Preparation and Construction. She stated that it will build off the 2005 3<sup>rd</sup> Street Plan. Ms. Richards shared that there was a 1976 Third Street Streetscape Improvement Project and the result is what we see today. Photographs of 3<sup>rd</sup> Street over the years was displayed. She noted that trees are a big part of the 3<sup>rd</sup> Street Project and that an arborist has been hired to inventory all of the trees for health and vitality. There were all planted in 1976.

Ms. Richards stated that district identity is a part of the plan and that lighting was identified as a project that would be worked on.

She shared that they are looking at the Parking Utilization Study and how to manage the parking program. They have identified the need to put together a parking project management committee.

Ms. Richards shared that they have partnered with students from the Engineering and Aerospace Sciences Academy (EASA) and for their Capstone project they are working on designing sensors for the parking garage. She explained that this will let the City know when it is being used. It will be able to be monitored on City Staff computers in real time. The parking structure is not used to its capacity. This will provide useful information about the utility and is a great partnership.

She noted that the parking structure needs a structural evaluation.

Ms. Richards stated that there has been discussion on housing in the City Center. A housing needs analysis is being conducted and there are housing constraints across all housing types. MURAC has discussed on how to incentivize higher density. Through the housing needs analysis they have learned that the future demographic will be a higher population of millennials and retirees and both types are looking for an urban amenity and a smaller footprint. Both affordable and higher end housing is needed. There would be a balance with managing the Historic stock around the City Center and downtown to ensure that it is human scale so it enhances the environment and is compatible with the form and function. A City Center Housing Study will be conducted through a vendor.

Mr. Gowell stated that the completion of the Alpine Project brought to a close the first phase of the major activities of the Committee. The completion of the Atticus Hotel downtown was an example of a successful partnership between MURAC and private local developers to facilitate a significant facility and significant additional employment downtown. He felt that what was happening with The Bindery was a synergistic effect. The mini grant has been active, the parking study has been illuminating and interesting, has given them a lot to talk about and think about and fund. He shared that \$1,000,000 in the original plan for parking improvements. There will be impacts to parking based on the future use of autonomous vehicles. The funding of a City Center Housing Study is beginning and the Committee is looking for a strategy that will succeed in the downtown core. The targeted grant program on Alpine Avenue is beginning to bear fruit and they are seeing revitalization of the area. The Downtown Streetscape project had been launched.

He stated that Urban renewal funding is a mechanism that is not immediate and grows upon itself. By 2020-2021 they may be in a position to fund a

significant downtown project. He stated that would be a variety of funds to help with the project.

Ms. Richards shared the five year Strategic Plan.

PROJECT	2018	2019	2020	2021	2022
Administration	X	X	X	X	X
Downtown Plan			X	X	
<i>(Housing, Office Development, City Center Park, Connection to NE Gateway District, Parking)</i>					
Development Assistance	X	X	X	X	X
<i>(Loans and Grants – Incentivize new projects, jobs, tax base)</i>					
Public Parking	X	X	X	X	X
<i>(Implement parking management and garage improvements)</i>					
3 <sup>rd</sup> Street Improvement Project	X	X	X	X	X
<i>(Scope of Project, Design, Implementation Strategy, Community Engagement – Construction Start in 2021 or 2022)</i>					

The Downtown Master plan should be updated. The last one was done in 2000. She stated that having a holistic approach on how they fit together is timely. She explained that it will fit with the City Center Housing Strategy. They will be looking at business retention, business recruitment and bike/pedestrian connectivity.

Ms. Richards displayed images of the downtown master plans throughout the years.

Ms. Richards discussed growing technology in McMinnville and advancing the economy through businesses and downtown development for business locations. She provided examples of several large businesses that would like to be located downtown.

She stated that there are discussions about community gathering spaces and connectivity for bike and pedestrian trails.

Next year's projects include: Third Street Improvements, City Center Housing Strategy, Downtown Master Plan, Property Assistance, District Identity Improvements, and Parking Management.

Council thanked MURAC for their work.

Mr. Gowell stated that they have a lot of community interest and they are looking positively and favorable in terms of moving forward on projects.

Council President Menke closed the meeting at 8:03 p.m.

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Melissa Bisset, City Recorder

CITY OF McMinnville  
MINUTES OF REGULAR MEETING  
of the McMinnville Urban Renewal Agency  
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, Chair

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, Finance Director Marcia Baragary, Planning Director Heather Richards, and Police Chief Matt Scales.

1. CALL TO ORDER: Chair Hill called the meeting to order at 11:32 p.m. and welcomed all in attendance.

2. PUBLIC HEARING: Public Hearing for the Fiscal Year 2019-2020 Budget for the McMinnville Urban Renewal Agency (ORS 294.456)

Finance Director Baragary explained that there was a change in the Budget that was an increase in expenditures compared to the budget that was adopted by the Budget Committee. There were projects being carried over that wasn't spend in 18-19 that was anticipated. Some of the funds being carried over are related to the Development Assistance Program which was related to the timing of the projects. The projects are being carried forward into the 19-20 Budget.

Chair Hill opened the public hearing at 11:33 pm and asked if there was anyone who would like to speak on the proposed Budget.

There were no public comments.

Chair Hill closed the public hearing at 11:33 pm.

3. RESOLUTION

- 3.a. Resolution No. 2019-02: A Resolution adopting the budget for the fiscal year beginning July 1, 2019, making appropriations and declaring the tax increment.

Councilor Garvin MOVED to adopt Resolution No. 2019-02 adopt Resolution No. 2019-02 adopting the 2019-2020 budget in the amount of \$1,189,854 for the fiscal year beginning July 1, 2019; to make the appropriations in the amount of \$1,148,894; and to certify to the county assessor a request for the McMinnville Urban Renewal Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457. SECONDED by Councilor Peralta. Motion PASSED Unanimously.

4. CONSENT AGENDA

- 4.a. Consider the Minutes of the October 9, 2018, December 11, 2018, January 8, 2019, and June 11, 2019 Urban Renewal Agency Meetings.

Mayor Hill asked if any Councilor wished to have anything removed from the Consent Agenda. No Councilor opposed. The consent agenda PASSED Unanimously.

5. ADJOURNMENT: Chair Hill adjourned the meeting at 11:36 p.m.

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Recording Secretary