

City Council Meeting Agenda**Tuesday, May 10, 2022****5:00 p.m. – Executive Sessions (CLOSED TO THE PUBLIC)****7:00 p.m. – City Council Regular Meeting****REVISED 05/09/2022**

Welcome! The public is strongly encouraged to participate remotely but there is seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself.

The public is strongly encouraged to relay concerns and comments to the Council in one of three ways:

- *Email at any time up to **12 p.m. on Monday, May 9th** to claudia.cisneros@mcminnvilleoregon.gov*
- *If appearing via telephone only please sign up prior by **12 p.m. on Monday, May 9th** by emailing the City Recorder at claudia.cisneros@mcminnvilleoregon.gov as the chat function is not available when calling in zoom;*
- *Join the zoom meeting use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic. **You will need to provide your First and Last name, Address, and contact information (email or phone) to the City.***

For *THREE MILE LANE AREA PLAN PUBLIC HEARING* input please see the city webpage for specific instructions:

<https://www.mcminnvilleoregon.gov/citycouncil/page/city-council-regular-meeting-700-pm-7>

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

www.mcm11.org/live

CITY COUNCIL REGULAR MEETING:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/84406790324?pwd=anNEVUI2WW9jQTVNaVc3MkZubzhvdz09>

Zoom ID: 844 0679 0324

Zoom Password: 520711

Or you can call in and listen via zoom: 1-253- 215- 8782

ID: 844 0679 0324

5:00 PM – EXECUTIVE SESSIONS- VIA ZOOM AND SEATING AT CIVIC HALL (NOT OPEN TO THE PUBLIC)

1. CALL TO ORDER
2. **EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(d):** TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO CARRY ON LABOR NEGOTIATIONS.
3. ADJOURNMENT

7:00 PM – REGULAR COUNCIL MEETING – VIA ZOOM AND SEATING AT CIVIC HALL

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PROCLAMATIONS
 - a. National Economic Development Week

- b. National Public Works Week
 - c. National Police Week
 - d. National Emergency Medical Services (EMS) Week
4. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT –
The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. The Mayor will read comments emailed to City Recorded and then any citizen participating via Zoom.
5. PRESENTATIONS
- a. Visit McMinnville Annual Presentation
6. PUBLIC HEARINGS
- a. Public Hearing regarding Consideration of a Planning Commission recommendation, adopting the Three Mile Lane Area Plan as a Supplemental Document to the City of McMinnville Comprehensive Plan, and amending the Comprehensive Plan, Volume II, Chapter VI, Transportation System, to add a proposal to amend the Comprehensive Plan Map and Transportation System Plan consistent with the Three Mile Lane Area Plan (Docket G 7-21).
7. ADVICE/ INFORMATION ITEMS
- a. Reports from Councilors on Committee & Board Assignments
 - b. Department Head Reports
8. CONSENT AGENDA
- a. Consider **Resolution No. 2022-18**: A Resolution Awarding the Contract for the Parks, Recreation and Open Space Master Plan Update (PROS Plan Update), to MIG.
 - b. Consider **Resolution No. 2022-30**: A Resolution Approving the Award of a Professional Services Contract to Jacobs Engineering Group Inc. for the Public Works Operations and Wastewater Administration Building Analysis Phase I, Project 2022-1. (Added on 05.09.2022)
 - c. Consider request from Elk Cove Vineyards Inc. dba: Pike Road Wines for Winery 3rd Location, OLCC Liquor License located at 701 NE 3rd Street. (Added on 05.09.2022)
9. WARD 3 VACANCY ANNOUNCEMENT/DISCUSSION (Added on 05.09.2022)
- a. Consider **Resolution No. 2022-31**: A Resolution Declaring a Vacancy and Announcing the Advertisement for Qualified Persons for Appointment to Fill the Ward 3 Vacancy.
10. RESOLUTIONS
- a. Consider **Resolution No. 2022-27**: A Resolution authorizing the City Manager to enter into a contract with Braun NW through the Houston Galveston Area Cooperative Purchasing Program (HGAC) for the purchase of a new 2023 North Star 171-1 module ambulance # AMCA07.
 - b. Consider **Resolution No. 2022-28**: A Resolution authorizing the City Manager to enter into a contract with Braun NW through the Houston Galveston Area Cooperative Purchasing Program (HGAC) for the purchase of a remount /refurbish of one 2012 Lifeline 169” module onto a new 2023 Ford E450 4x2 gas chassis.

- c. Consider **Resolution No. 2022-29**: A Resolution providing for certain increases to the Fire Department 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.

11. ADJOURNMENT OF REGULAR MEETING

PROCLAMATION

Whereas, McMinnville is fortunate to have four economic development organizations that partner with the City to ensure our community continues to thrive. This group is colloquially known as the “Stable Table” works collaboratively to help ensure the economic growth and diversity of our community. This group is comprised of the McMinnville Area Chamber of Commerce, McMinnville Downtown Association, McMinnville Economic Development Partnership and Visit McMinnville; and

Whereas, each organization provides a unique perspective, representative of a constituency important to the growth and future of our community; and

Whereas, McMinnville’s economic vitality leaders promote economic well-being and quality of life for this community by attracting, retaining, and expanding high-quality jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

Whereas, economic development partners attract and retain a diversity of businesses which create a vibrant community and improves the quality of life in the region, and

Whereas, McMinnville aspires to accelerate and incubate entrepreneurship and innovation to help establish the next generation of new businesses, which is the hallmark of the American economy, and

Whereas, these partners do everything they can to support our local businesses, helping them through the hurdles of start-ups, nurturing their growth, and celebrating their longevity; and

Whereas, these partners provide leadership and excellence in economic development for this community, their respective membership base, and partner through opportunities, networking, training courses, advisory services and research, publications, marketing, public policy advocacy, and initiatives, as well as execute the vision for the strategic plan for the economic vitality of the city outlined in MacTown 2032; and

Whereas, these partners are focused on accelerating the growth in family wage jobs, maintaining McMinnville’s positive business climate, expanding talent and attraction efforts, being a leader in hospitality and placed-based tourism, and improve infrastructure to better serve local businesses, visitors, and residents; and

Whereas, our economic vitality partners work in the City of McMinnville within the State of Oregon.

NOW, THEREFORE, I, Scott A. Hill, Mayor of the City of McMinnville do hereby proclaim May 9-13, 2022, as

National Economic Development Week

in the City of McMinnville and remind individuals of the importance of this community celebration which supports expanding career opportunities and improving quality of life. I also invite all to visit www.iedconline.org/edw to learn more about Economic Development week.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the OFFICIAL Seal of the City of McMinnville to be affixed this 10th day of May 2022.



National Public Works Week Proclamation

May 15 – 21, 2022

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of McMinnville; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are responsible for building, maintaining, improving and protecting our community's transportation, water and power supply, water and wastewater treatment systems, public buildings, parks and open spaces, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens and civic leaders in the City of McMinnville to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in our community; and,

WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association.

NOW THEREFORE, I, Scott A. Hill, Mayor of the City of McMinnville, do hereby designate the week May 15-21, 2022 as **National Public Works Week** in the City of McMinnville, and I call upon all citizens, business leaders and civic organizations to recognize the substantial contributions that the employees of McMinnville Water & Light and the employees of the City's Public Works Department, which includes Engineering, Operations, Wastewater and the Airport, make to protecting and enhancing our health, safety, and quality of life.

IN WITNESS, WHEREOF, I hereunto set my hand and cause the Official Seal of the City of McMinnville to be affixed this 10th day of May 2022.

Scott A. Hill, Mayor



PROCLAMATION

Whereas, The Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police Week; and

Whereas, the members of the law enforcement agency of McMinnville play an essential role in safeguarding the rights and freedoms of McMinnville; and

Whereas, it is important that all community members know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas, the men and women of the law enforcement agency of McMinnville unceasingly provide a vital public service.

Now, Therefore, I, Scott A. Hill, Mayor of the City of McMinnville, do hereby proclaim May 11-17, 2022 to be:

National Police Week

and call upon all McMinnville community members and upon all patriotic, civic, and educational organizations to observe the week of May 11 – 17, 2022, as **Police Week** with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all community members.

I further call upon all McMinnville community members to observe May 15, 2022 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In Witness Whereof, I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 10th day of May, 2022.

Scott A. Hill, Mayor

PROCLAMATION

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and emergency medical transport; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, emergency medical team members have stepped up during the time of the COVID-19 pandemic, through stressors such as policy change, increased PPE wear, and potential exposures; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

NOW, THEREFORE, I, Scott A. Hill, Mayor of the City of McMinnville, do hereby proclaim the week of May 15th – 21st, 2022 as

NATIONAL EMERGENCY MEDICAL SERVICES WEEK

in the City of McMinnville, and I urge all community members to observe Emergency Medical Services week and support our first response resources throughout the city.

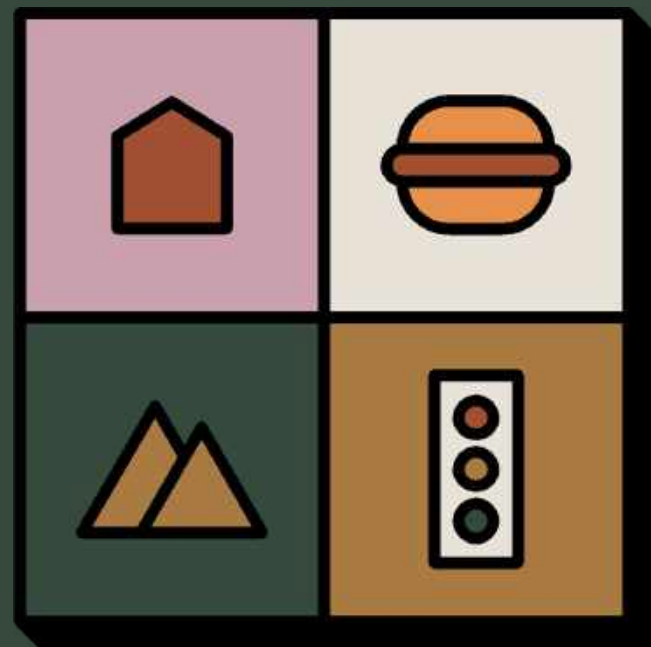
In Witness Whereof, I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 10th day of May, 2022.

Scott A. Hill, Mayor

Visit McMinnville

**City Council Session
10 May 2022**

Where & Why We Began



What is a Destination Marketing Organization?



Transient Lodging Tax Law



City Contract



Founding **Vision, Mission, & Values**

Vision

Cultivate the visitor economy in McMinnville to enhance quality of life for our community.

Mission

Guide the development of McMinnville as a year-round destination, responsibly promote its assets, and enrich the visitor experience while supporting livability for locals.

Values Statements

- **Develop and nurture collaborative partnerships.**
- **Embrace innovation and possibility.**
- **Operate transparently, inclusively, and equitably.**
- **Honor community.**



Visit McMinnville

Our Board

Erin Stephenson

Atticus Hotel, 3rd Street Flats,
Mack Theater

Ellen Brittan

Brittan Vineyards

Courtney Cunningham

Community Plate & Pizza Capo

Dani Chisholm

McMenamins Hotel Oregon

Cindy Lorenzen

The Sage

Emily Howard

Thistle Restaurant

Jen Feero

La Bella Casa

Remy Drabkin

McMinnville City Councilor

Erin Gilchrist

A'Tuscan Estate B&B

Lisa Macy-Baker

Community At-Large

Jeff Towery

City of McMinnville

Jeff Knapp

Visit McMinnville



Visit McMinnville

Our Staff



Jeff Knapp
2015



Kitri McGuire
2016



Jamie Corff
2019



Lee McCollins
2022



Trust & Service



Jamie Corff

Gallery Theater Board
Gallery Theater Marketing Committee
Gallery Theater Grant Committee
MURAC
Memorial Elementary PTA
MDA Volunteer
Zero Waste McMinnville Volunteer
UFO Fest Committee
Concerts on the Plaza Committee
Chemeketa Student Leader



Jeff Knapp

School Board Budget Committee
MEVLC
MURAC
3 Mile Lane Advisory Committee
WVA Board
Wayfinding Committee
Urban Growth Boundary Committee
TEDxMcMinnville
Stable Table
YCTP
Chemeketa Hospitality Program
Advisory Committee



Kitri McGuire

MacPAC
Library Foundation Board
Assemblage Board
IPNC Board
IPNC PR Committee
Oregon Tourism Leadership Academy
Wayfinding Committee
TEDxMcMinnville
WVA Marketing Committee
WVA Reopening Task Force
WVA Marketing/PR Committee

Trust

Character

Competence

Intent

Integrity

Capability

Results

Caring

Honesty

Skills

Reputation

Transparency

Fairness

Knowledge

Credibility

Openness

Authenticity

Experience

Performance



Strategic Milestones



Planting

1-5 years

1. Become a functional, effective organization
2. Establish brand
3. Identify partners

Fertilizing

5-10 years

1. Destination awareness
2. Opportunity analysis
3. Advancement

Growing

10-15 years

1. Activate opportunities
- 2.
- 3.

Maturing

15-20 years

- 1.
- 2.
- 3.

Beginnings

2014

City & VM Board
Create Bylaws & Plan

**Foundation
& Trust**

2015

Brand Creation
Hiring
Office Setup

**Creating
Awareness**

2016

Media Relations
Advertising

**Building
Awareness**

2017

Brand Partnerships
Media Relations
Advertising

**Collaboration &
Amplification**

2018

Stable Table Created
YCTP Created
Ec Dev Plan Created
WVA Board
Brand Partnerships
Media Relations
Advertising
Re-Brand

Development

2019

Group Sales
Cycling
Arts & Culture
Brand Partnerships
Media Relations
Advertising
Hiring
Campaign Launch

Responding

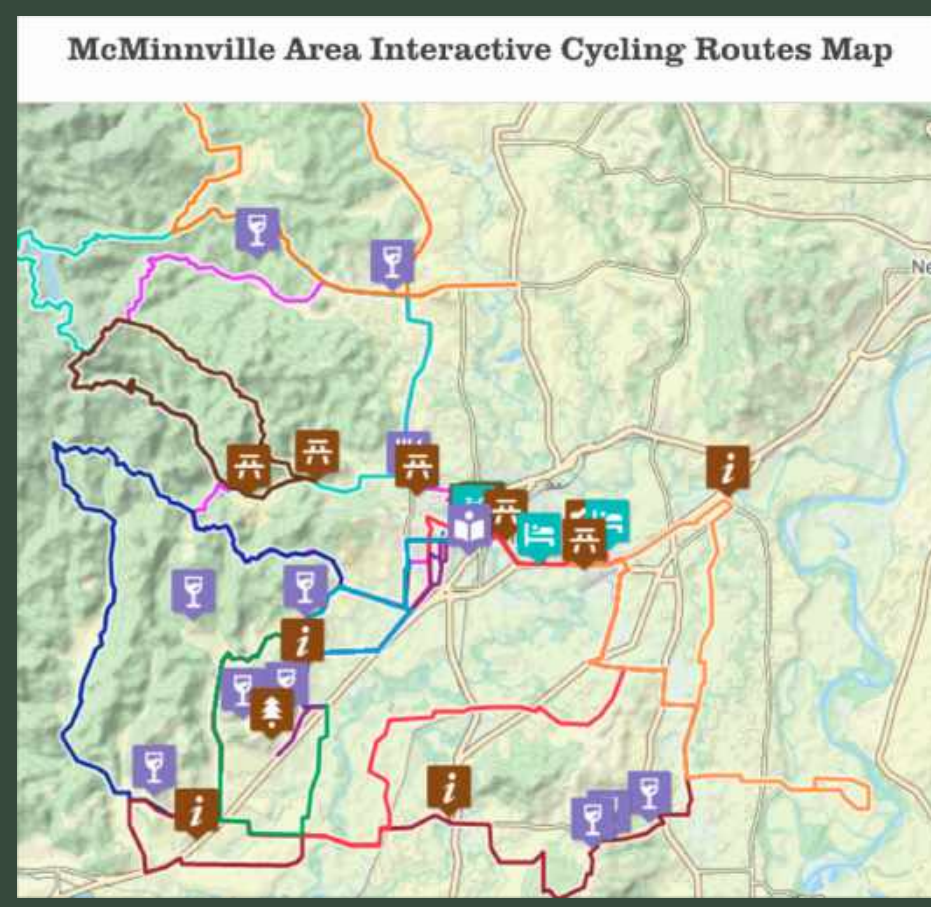
2020

Internal Comms
Business Support
Reopening Efforts
Strategic State Alignment
Media Relations

Recalibrating

2021

Business Support
Reopening Efforts
Grant Support
Cycling
Arts & Culture
Workforce Building
Strategic State Alignment
Media Relations
Advertising



CRUSH*

Arts & Culture in McMinnville, Oregon

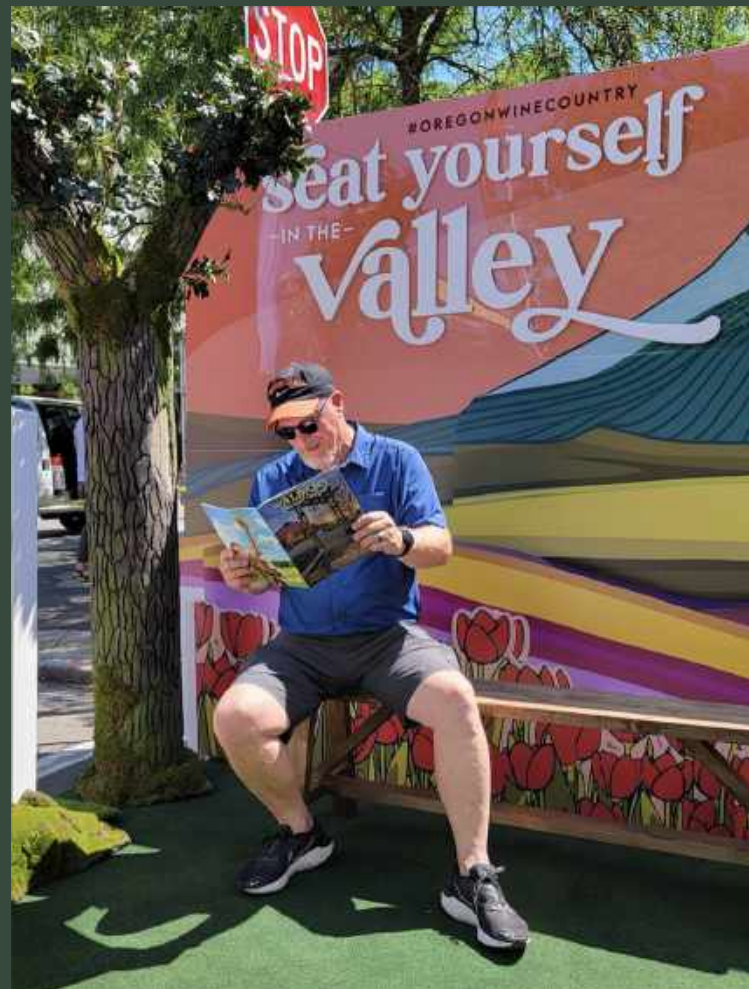
May 2022 | Episode 1



LOCAL SPOTLIGHTS • FOOD & BEV
EVENT CALENDAR • HOROSCOPES • FUN FOR ALL

Less scrolling. More strolling.

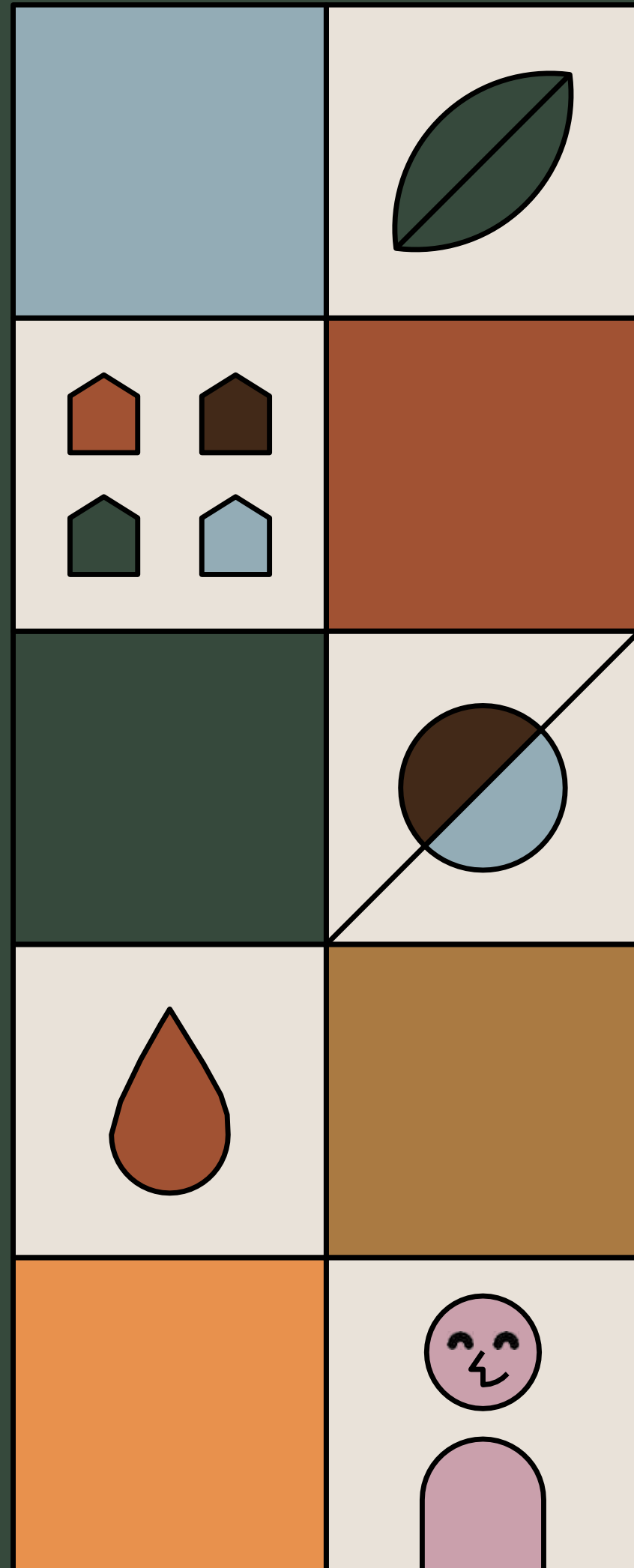
Visit
McMinnville



Visit McMinnville Oregon: McMinnville, Oregon Inspires - Chart Your Own Course...

"Aviation is proof that given the will, we have the capacity to achieve the impossible."- WWI fighter ace, Eddie Rickenbacker. Chart your own course in McMinnville. Video by Ryan Rossman





McMinnville's Stable Table

McMinnville Downtown Association
(downtown preservation & promotion of events/downtown business)

McMinnville Chamber of Commerce
(business support, lobbying, networking)

McMinnville Economic Development Partnership
(traded sector business support & attraction, workforce development)

Visit McMinnville
(promotes the city, attracts visitors, grows spending)

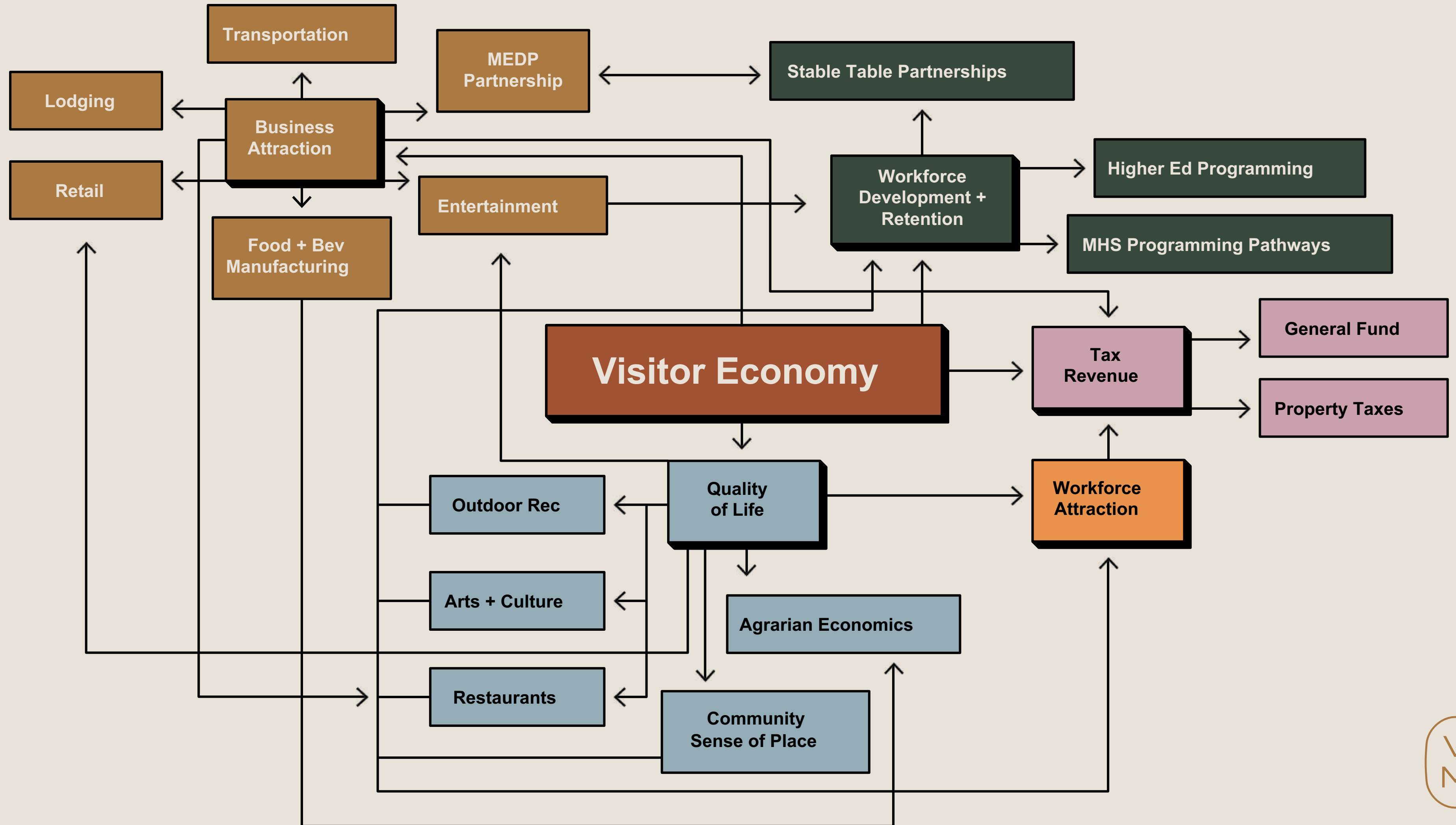


Visit McMinnville

What is economic development & why do we need it?

Economic development is the creation of wealth from which community benefits are realized. It's an investment in developing economic growth to enhance the prosperity and quality of life for all residents.







MAC-Town 2032

Economic Development Strategic Plan



FOUNDATIONAL GOALS AND STRATEGIES...
are meant to be broadly beneficial across multiple industry sectors.

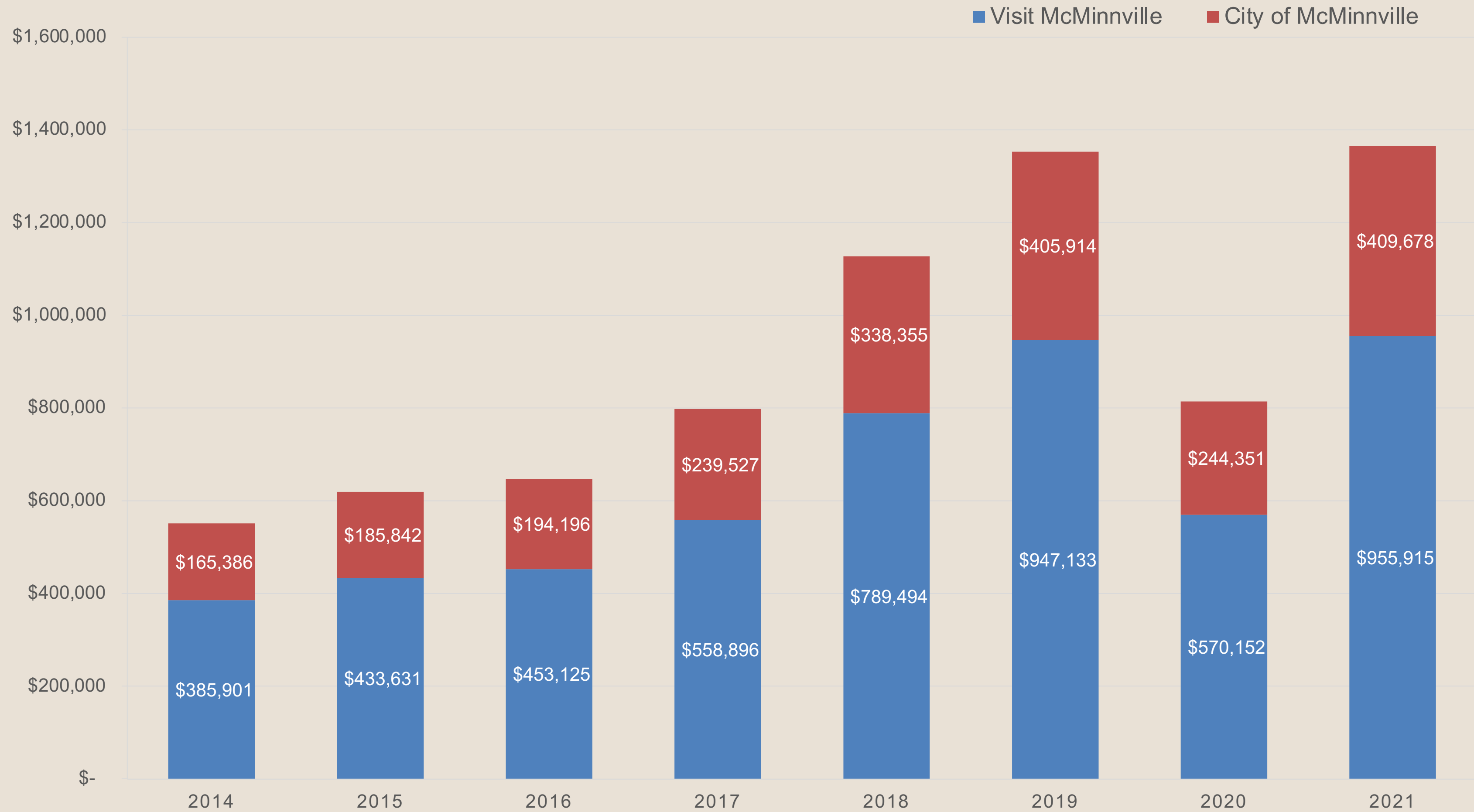
- 1. Accelerate Growth in Living-Wage Jobs** Across a Balanced Array of Industry Sectors
2. Improve Systems for **Economic Mobility and Inclusion**
3. Maintain and Enhance our **High Quality of Life**

TARGET SECTOR GOALS AND STRATEGIES...
are intended to pursue opportunities and improve outcomes within clusters or sectors of related industries.

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

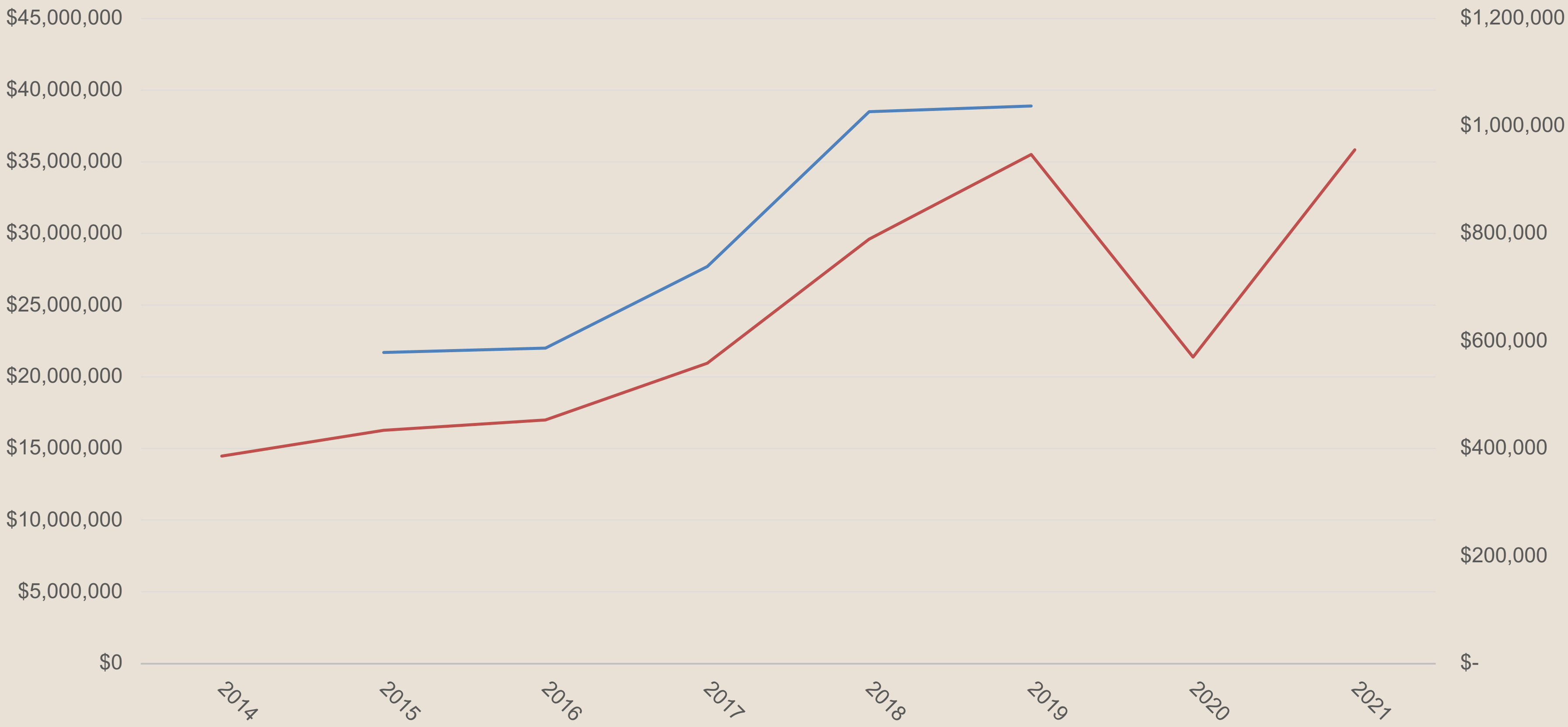


2014 - 2021 TLT Collections



2014 - 2021

VM Revenue + Visitor Spending



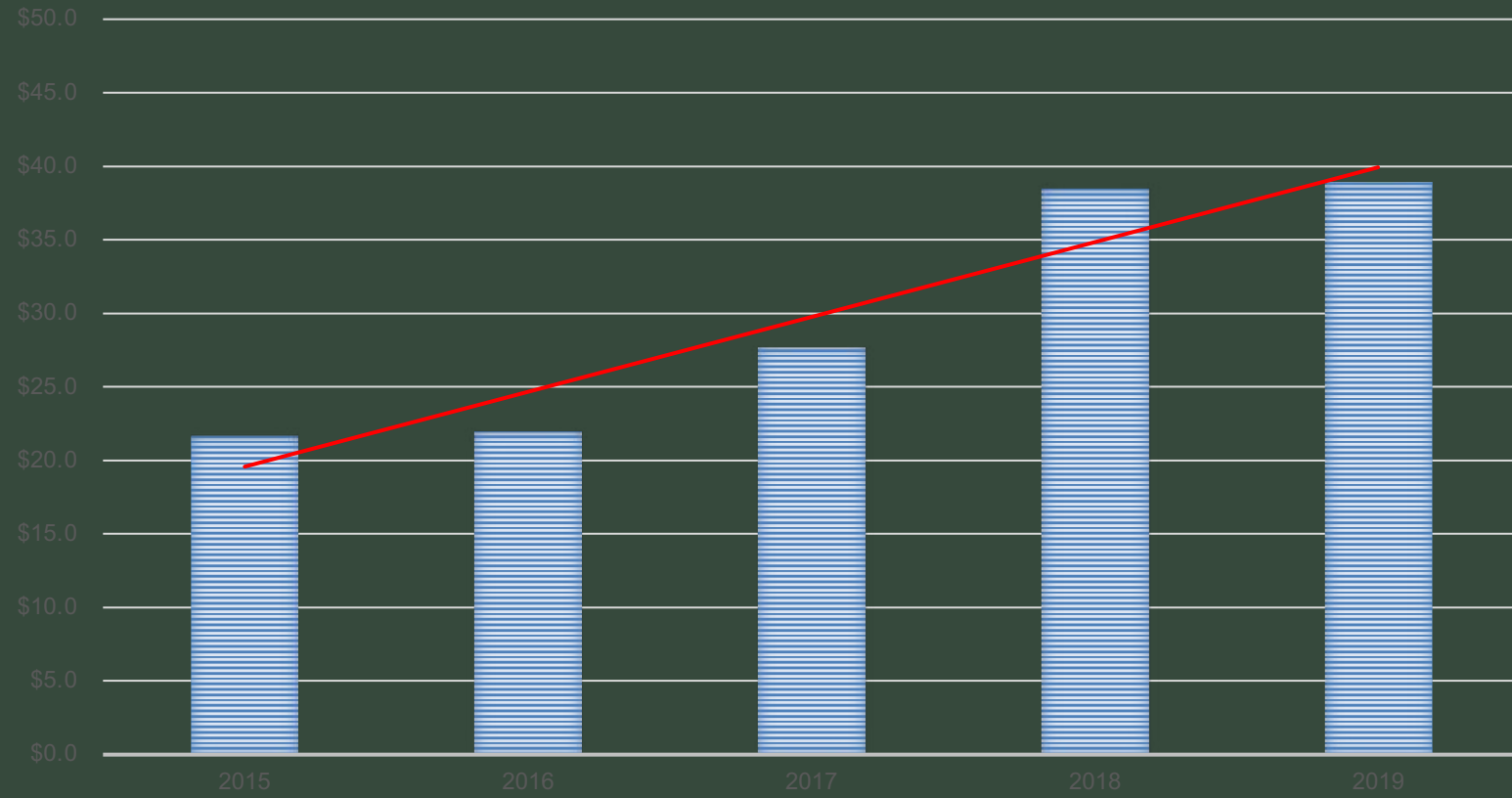
— Visitor Spending — Revenue



2015 - 2019 Visitor Spending

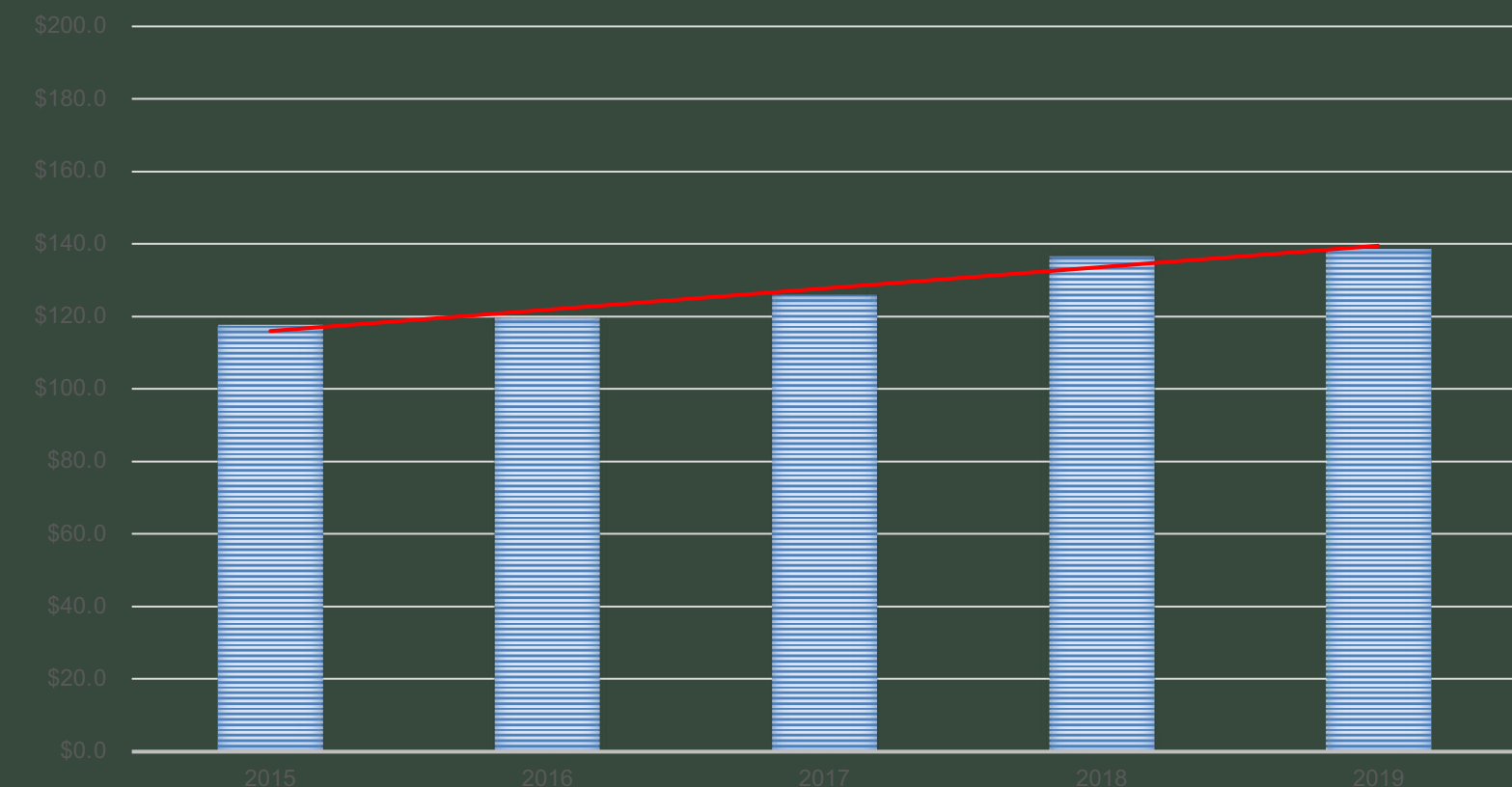
(\$Million)

MCMINNVILLE



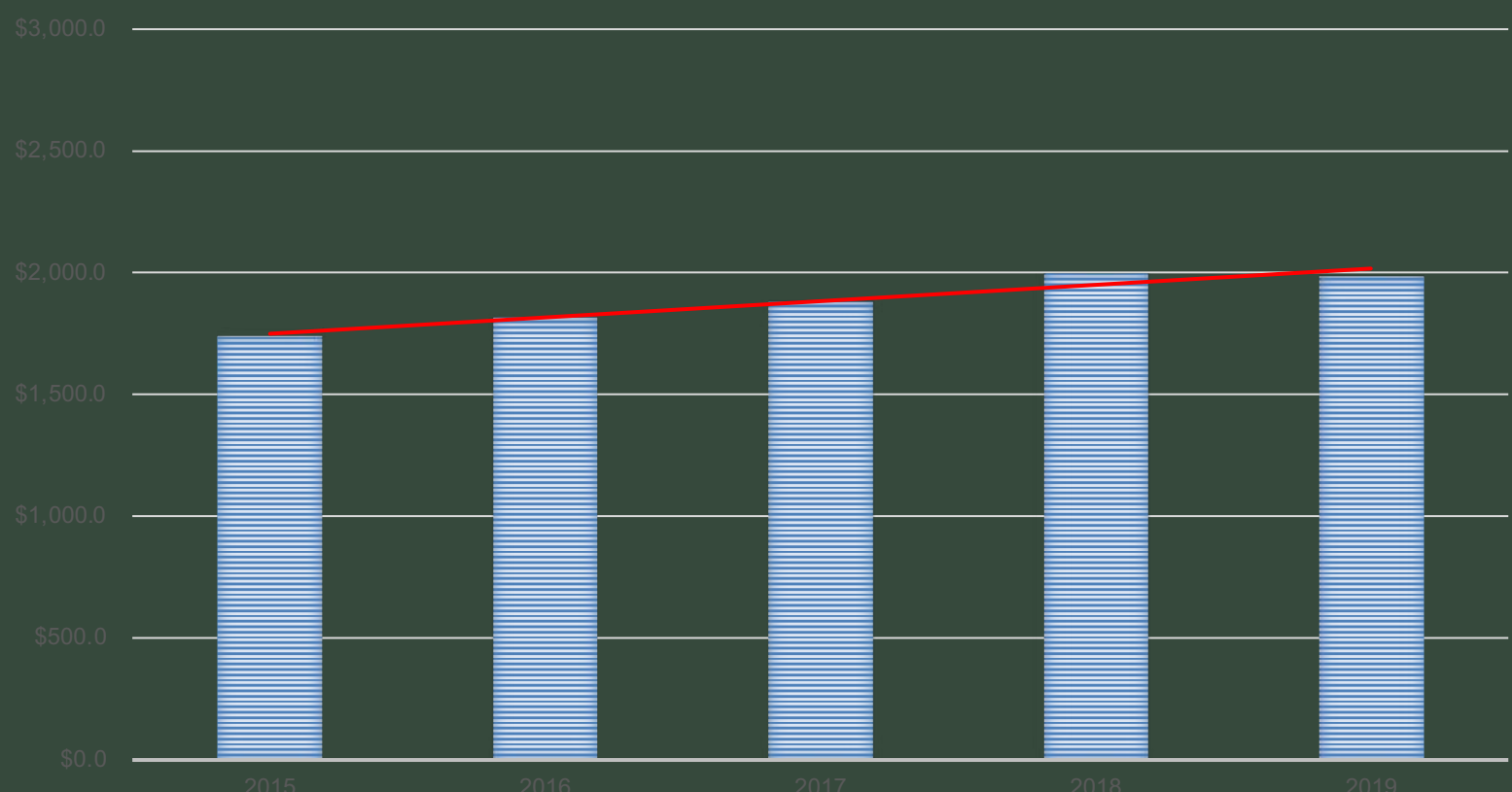
+ 79.3%

YAMHILL COUNTY



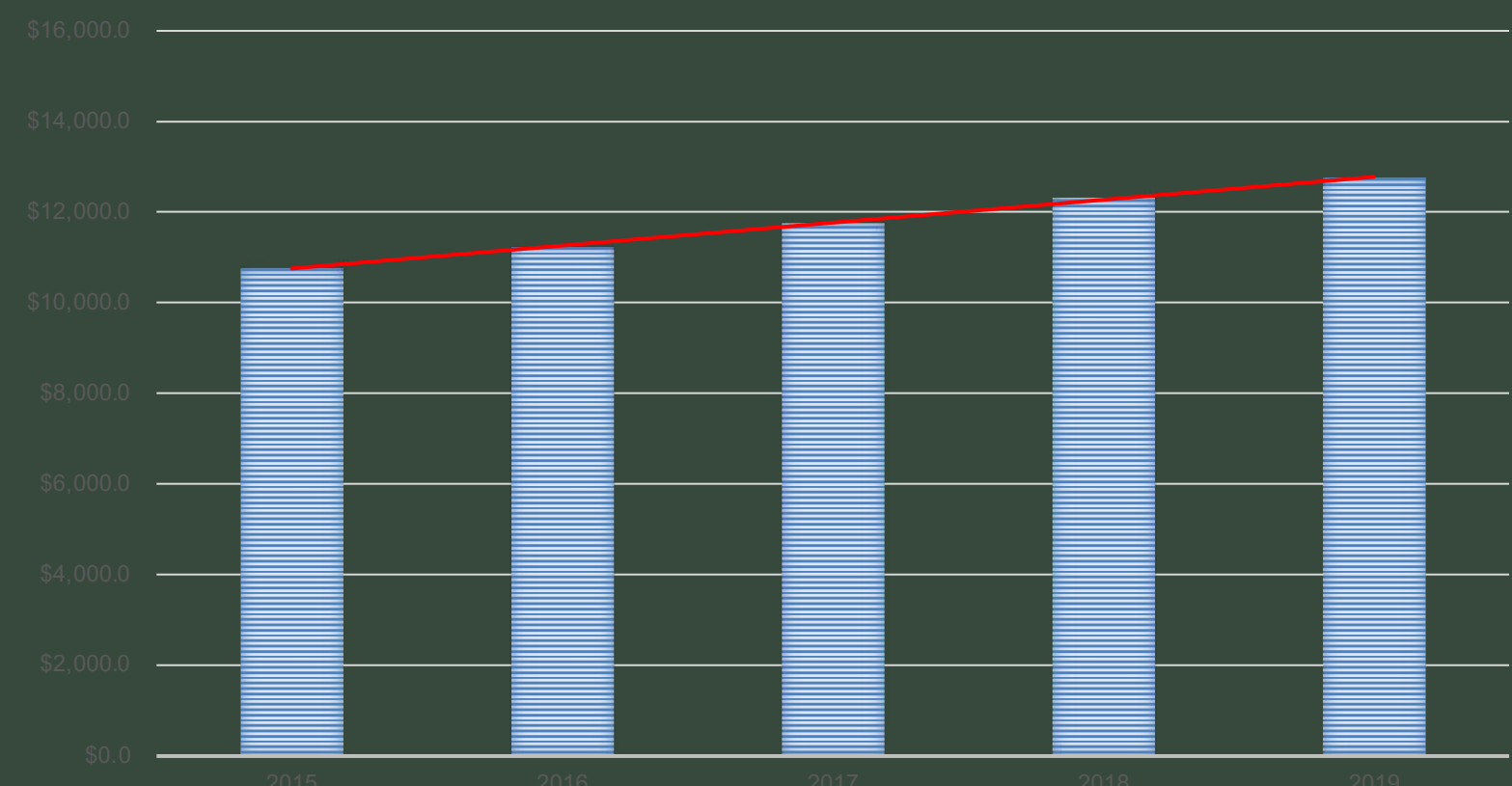
+ 17.8%

WILLAMETTE VALLEY



+ 14.1%

OREGON

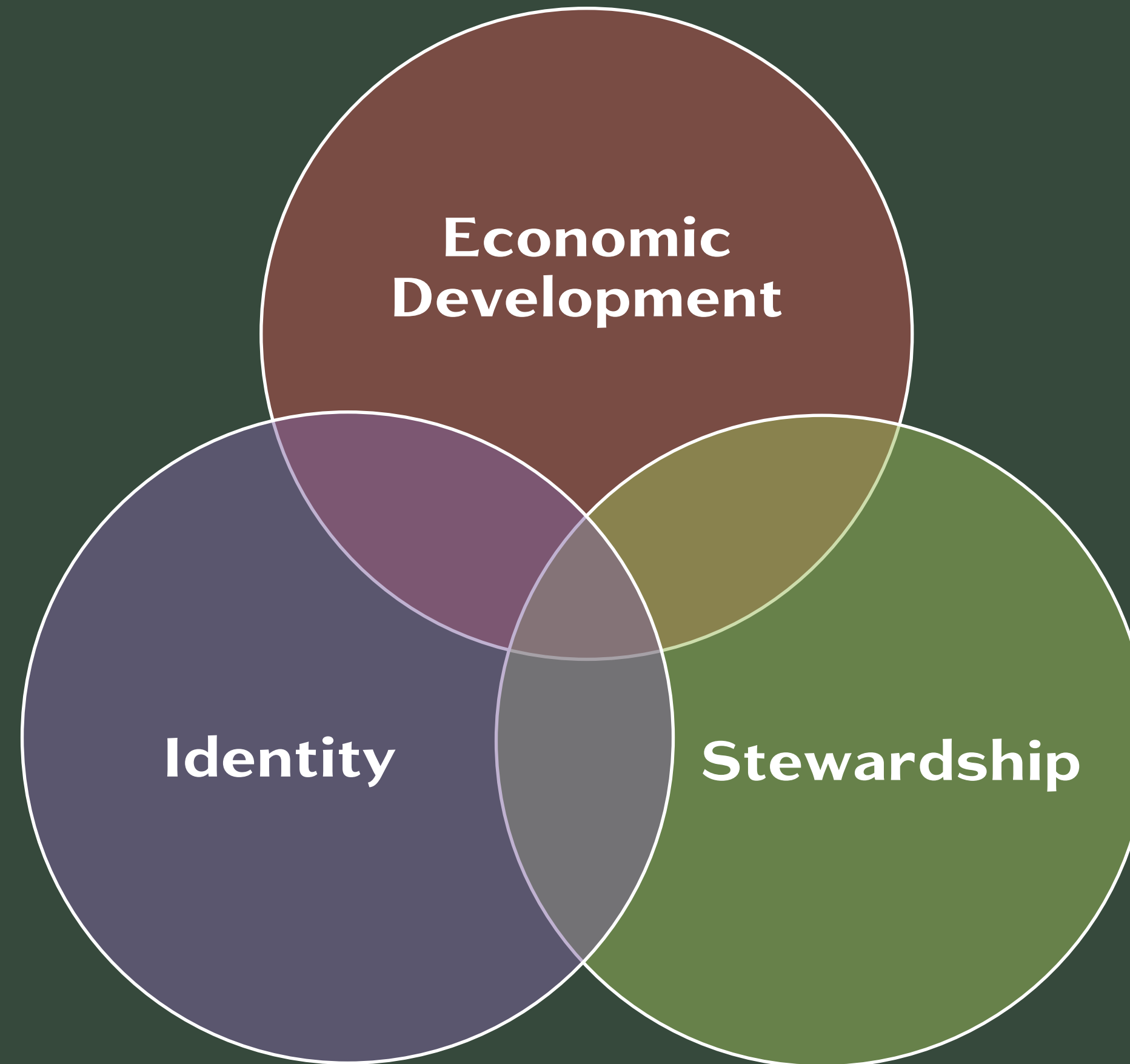


+ 18.4%

Fiscal Year 2023



Pillars of **Sustainable Operation**



Pillars of Sustainable Operation

Economic Development

- Developing destination for the long term to attract new business & opportunities
- Increasing tax revenue for the City of McMinnville
- Creating living wage job opportunities for residents
- Expanding activities that can be enjoyed by visitors & locals alike

Stewardship

- Investment in opportunities for arts, culture, & recreation
- Sustainable business practices
- Excellence in financial stability
- Championing a welcoming atmosphere for all

Identity

- Creation & protection of 'brand' McMinnville – how the world views us
- Promotion of McMinnville's assets to visitors, locals, & new business
- Innovation, care, collaboration, & creativity in all endeavors
- Fostering positivity & possibility

Fiscal Year '23 Proposed Budget

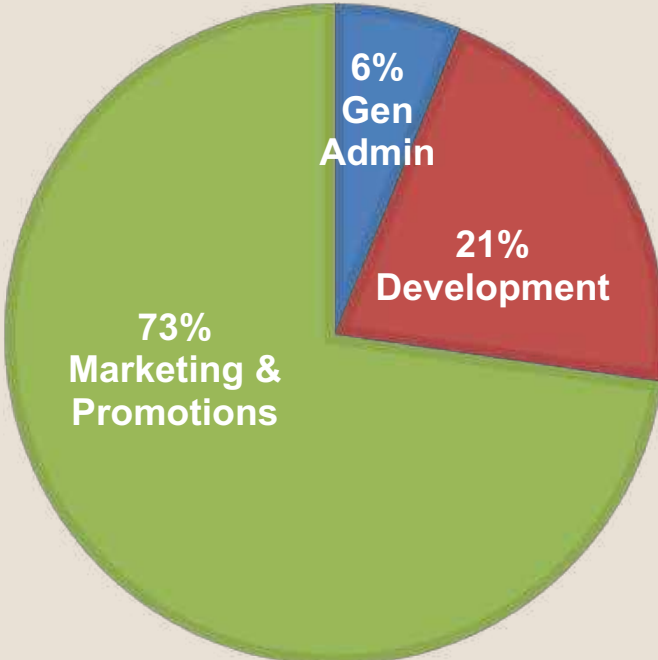
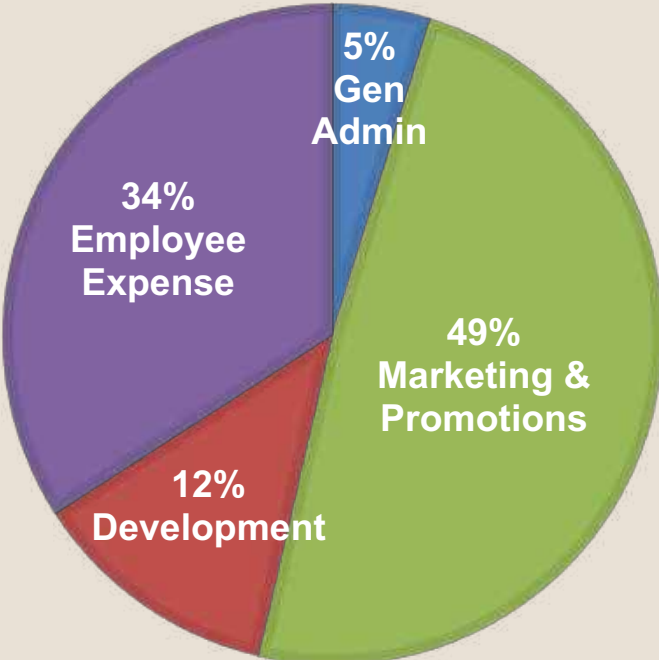
Estimated FY22 VM Operating Income: \$1,085,200

Estimated FY23 VM Operating Income: \$1,228,936 13% increase

General Admin	\$58,817
Development	\$151,000
Marketing & Promotions	\$600,000
Employee Expense	\$419,119

General Admin	\$75,817
Development	\$257,761
Marketing & Promotions	\$880,163

Inclusive of Staff Time



Fiscal Year '23 Projects

Marketing & Communications

Campaign Production
Fall & Winter Ad Campaign
Influencer PR Activations
Media Kit Rollout & Increased Media Relations
CRUSH Production
FEAST
Website Accessibility Audit & UX Updates
Map
Internal Communications Rollout

Development & Support

Mural & Public Art
Quarry Park & Cycling
MEVLC:
 Third Street Improvement
 Innovation Center
 Workforce
Airport Visitor Economy Feasibility Study
Visitor Data
MDA Support
Cycling Criterium
Workforce



Fiscal Year '23 Projects

Quarry Park Project

Grant Funded Projects

- ODOT EV Grant
- Quarry Park Master Plan
- Gravel Cycling Signage Support

Organizational Projects

- Board Succession Planning
- FY24 City Conversation & Project
- VM Offices & Future Expansion
- Board DEI Training



Thank You





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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: May 10, 2022
TO: Mayor and City Councilors
FROM: Heather Richards, Planning Director
SUBJECT: PUBLIC HEARING: (Docket G 7 – 21), Consideration of the Planning Commission recommendation to adopt the *Three Mile Lane Area Plan* as a Supplemental Document to the City of *McMinnville Comprehensive Plan*, and amending the Comprehensive Plan, Volume II, Chapter VI, Transportation System, to add a proposal to amend the Comprehensive Plan Map and Transportation System Plan consistent with the *Three Mile Lane Area Plan*.

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

Report in Brief:

This is a public hearing to consider the McMinnville Planning Commission recommendation to adopt the ***Three Mile Lane Area Plan and its Appendices (“Plan”)*** as a supplemental document to the *McMinnville Comprehensive Plan* and to amend the *McMinnville Comprehensive Plan, Volume II, Chapter VI, Transportation System*, to add a proposal to amend the *McMinnville Comprehensive Plan Map* and *McMinnville Transportation System Plan* consistent with the *Three Mile Lane Area Plan*.

The Planning Commission voted unanimously to recommend adoption of the ***Plan*** at their meeting on March 17, 2022, to the McMinnville City Council after housing two nights of public hearings.

The ***Three Mile Lane Area Plan*** (3MLAP) has been developed over the past three years in collaboration with ODOT and a local Project Advisory Committee. It was funded by a Transportation

Attachments:

- Three Mile Lane Area Plan (with appendices)
- Amendment to Chapter VI, Transportation System, McMinnville Comprehensive Plan
- Three Mile Lane Area Plan FAQ
- Planning Commission Minutes (December 16, 2021; January 20, 2022; February 17, 2022; March 17, 2022)
- Established Public Record for G 7 - 21
- Testimony Received Since April 25, 2022
- Email Discussion with DLCD staff re: Traffic Modeling
- Three Mile Lane Area Plan Design Booklet

Growth Management grant. A consultant team comprised of Angelo Planning Group, David Evans and Associates, Inc., Leland Consulting Group and Walker Macy worked with the project management team and the project advisory committee to develop the plan. ODOT served as the project manager and contract manager.

The project website is: <https://threemilelane.com/project-documents>

The public hearing public record is located at: [G 7-21 - Three Mile Lane Area Plan \(3MLAP\) Comprehensive Plan Amendment | McMinnville Oregon.](#)

Area plans are general guidance documents for how land uses, and public facilities will serve the community in the future and interact with each other in a designated area. It is a high-level planning document meant to provide guidance to other more specific planning processes, such as public utility plans, parks, and open space plans, etc. An Area Plan is not a development plan and is not representative of planned private development projects in the area.

The Three Mile Lane area is a unique district in the southeast portion of the City of McMinnville. The area contains approximately 1,340 acres of land with a variety of existing land uses and several large vacant parcels. The *Three Mile Lane Area Plan* is intended to create an implementable vision for the area's future land uses and multi-modal transportation system.

As an Area Plan, the *Three Mile Lane Area Plan* shall serve as a guiding document for land uses and public facilities in the delineated area of this plan. Specific standards for development will be identified in McMinnville's Master Plans and Municipal Code. Public facility plans will be updated to reflect the new comprehensive plan designations in the area.

The *Three Mile Lane Area Plan* includes the final plan document (Plan) and five appendices:

Three Mile Lane Area Plan

- Appendix A: Public Involvement
- Appendix B: Existing Conditions
- Appendix C: Case Study Report
- Appendix D: Evaluation and Screening
- Appendix E: Implementation

The Planning Commission hosted a public hearing on January 20, 2022, and February 17, 2022, closing the public hearing on February 17, 2022, and then deliberated on March 17, 2022, where they elected to recommend adoption of the **Plan** to the McMinnville City Council unanimously.

The Planning Commission amended the Plan in two areas:

1) Amended the language on page 17, Great Neighborhood Principle #11 to read, "Allow for a mix of housing forms and types that serve a variety of household incomes and respect the current character of Three Mile Lane."

Attachments:

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2) Amended page 50 of the **Plan** to add a provision for the future evaluation and consideration of a bicycle/pedestrian overpass on Highway 18 when the need and opportunity arose.

Per Section 17.72.130, the Planning Commission rendered a decision to recommend the proposed comprehensive plan amendments to the McMinnville City Council. On April 12, per Section 17.72.130(2)(d), the McMinnville City Council made a motion to host a public hearing on May 10, 2022. The public hearing was noticed in the News Register on Tuesday, May 3, 2022.

17.72.130 *Public Hearing Process. Public hearings shall be conducted as per requirements of McMinnville Ordinance No. 3682, as amended;*

- A. *A staff report shall be submitted to the review body, and shall be made available to the public at least seven (7) days before the date of the public hearing. Any public hearing may be continued to a specific date, time and location by oral announcement of that specific date, time, and location prior to the hearing being recessed. This announcement is sufficient notice to all applicants, adverse parties, and interested persons, and no further notice is required.*
- B. *Legislative hearings: Within 45 days following the public hearing on a comprehensive plan text amendment or other legislative matter, unless a continuance is announced, the Planning Commission shall render a decision which shall recommend either that the amendment be approved, denied, or modified:*
 1. *Upon reaching a decision the Planning Commission shall transmit to the City Council a copy of the proposed amendment, the minutes of the public hearing, the decision of the Planning Commission, and any other materials deemed necessary for a decision by the City Council;*
 2. *Upon receipt of the decision of the Planning Commission, the City Council shall:*
 - a. *Adopt an ordinance effecting the proposed change as submitted by the Planning Commission, or*
 - b. *Adopt an ordinance effecting the proposed change in an amended form, or*
 - c. *Refuse to adopt the amendment through a vote to deny, or*
 - d. *Call for a public hearing on the proposal, subject to the notice requirements stated in Section 17.72.120(D).*

Since the Planning Commission decision on March 17, 2022, Mark Davis published a “Viewpoint” in the News Register on March 25, 2022, entitled “Don’t Turn Bypass into a Bottleneck” and On April 20, 2022, Friends of Yamhill County sent out a “Call to Action” to their membership to oppose elements of the Three Mile Lane Area Plan. Mark Davis and Sid Friedman (representing Friends of Yamhill County) have also met with various community groups and regional stakeholders expressing their concerns about the proposed Three Mile Lane Area Plan.

This activity has led to a significant amount of dialogue in the community and the region about the Three Mile Lane Area Plan. In order to help dispel some of the misinformation in the community planning staff prepared a FAQ sheet on April 25, 2022 (amended on April 29, 2022).

Andrew Mortensen, Senior Transportation Planner with David Evans and Associates, Inc., and lead Project Manager for the consultant team, and **Naomi Zwerdling, Planning and Development Review Manager, ODOT, Region 2**, and **Michael Duncan, Senior Region Planner, Transportation and Growth Management Project Manager for ODOT, Region 2** will join city staff to provide a staff report to the McMinnville City Council on May 10, 2022.

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Background:

The *Three Mile Lane Area Planning* effort started in 2017 as part of a summer collaborative planning project with the University of Oregon (Green Cities Plan). Then in 2017, the City applied for a Transportation and Growth Management Grant from the Oregon Department of Transportation (ODOT) and the Department of Land Conservation and Development (DLCD) to conduct an area planning process for the Three Mile Lane Area. The grant was awarded. A scope of work was developed in partnership with ODOT and DLCD in early 2018 and consultants were hired in the summer of 2018.

The scope of work was based on a land-use and transportation study of approximately 1340 acres of land currently within the city limits on both the north and south side of Highway 18 from the eastern entrance of the city by the McMinnville Airport to the Yamhill River Bridge. The project has immense potential to transform the Three Mile Lane Area for both current and future residents and businesses. It provides the opportunity for the City to be much more efficient with land-uses, allowing for higher density housing development and job creation in the area. The plan will also help the City work towards reducing greenhouse gas emissions by providing more amenities in close proximity to residential neighborhoods in this area as well as commercial amenities that city residents drive to other cities to access. The plan allows for much-needed grocery stores in a residential area that is currently a food desert. The plan identifies opportunities for more off-road trails and bicycle/pedestrian connectivity throughout the designated area. The 3MLAP also highlights an opportunity for a high-density business office and industrial incubator district adjacent to the airport. And lastly, the 3MLAP creates a much stronger multi-modal connection between the Three Mile Lane Area and the rest of the City of McMinnville via the new Yamhill River Bridge and proposed nature trails to Joe Dancer Park and Galen McBee Park.

The 3MLAP has five project goals:

1. Support and enhance the district's economic vitality and marketability.

This plan aims to support development of significant industrial and commercial parcels within the study area, enhance existing business by diversifying goods and services available in the area, and increase tourism. Alternatives will be evaluated qualitatively for how well they address the area's development/redevelopment potential.

2. Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district.

The study area contains several existing residential neighborhoods, including assisted-living and manufactured home residences, as well as major employers and tourism destinations. This plan aims to provide a mix of land uses that support one another to create a unique part of the city in both an economic and environmentally sustainable way.

3. Enhance multi-modal connections throughout the district.

This plan aims to create a complete, multimodal transportation network that serves the north and south side of OR 18 within the district, and that connects the business community, the hospital, residential neighborhoods, and tourism amenities to each other and to the city center.

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Alternatives will be evaluated through criteria measuring transportation safety and performance for all modes of travel: pedestrian, bicycle, transit, freight, and personal vehicles.

4. Create an aesthetically pleasing gateway to the City of McMinnville.

The study area is a primary gateway to the City of McMinnville. Alternatives will be evaluated qualitatively for how well they provide an identity for the district, reflect McMinnville’s intrinsic character, and highlight the landscape features of the district. Incorporation of sustainable features and technologies is desired.

5. Improve the district for existing and future McMinnville residents in the area.

The City of McMinnville’s Great Neighborhood Principles identifies amenities and facilities that should be present in all residential areas, including a variety of housing types, pedestrian and bicycle connectivity, preservation of scenic views and natural features, access to open space, and access to commercial necessities. This plan aims to support those Great Neighborhood Principles for residents in the study area by providing multi-modal connectivity, single-family, missing middle and multi-family housing, provisions for open spaces and commercial amenities, such as grocery stores, restaurants, and more.

A project advisory committee consisting of community stakeholders worked with the consultant team, ODOT and City representatives on the development of the plan

The City also hosted a summer planning class from the University of Oregon, “Green Cities” to work with neighborhood residents and other interested community stakeholders on planning charrettes and focus groups to help lay the groundwork for the planning effort prior to the official start of the 3MLAP.

Three Mile Lane Area Plan Citizen Advisory Committee (CAC)	
REPRESENTING	
Planning Commission	Lori Schanche
City Council	Zach Geary Scott Hill Wendy Stassens
Representatives of Property and Business Owners in the Study Area	Robert Banagay Paul Davis Danielle Hoffman Peter Hoffstetter Kit Johnston Stewart Kircher Chris Norville Alan Roodhouse Chris Shelby Mary Stern
Partner Agencies	Scott Cooper – MEDP Kitri McGuire – Visit McMinnville Gioia Goodrum – McMinnville Chamber of Commerce

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Community Stakeholders	Courtney Cunningham Ken Denier Alan Fox Phil Frischmuth David Hayes Galen McBee
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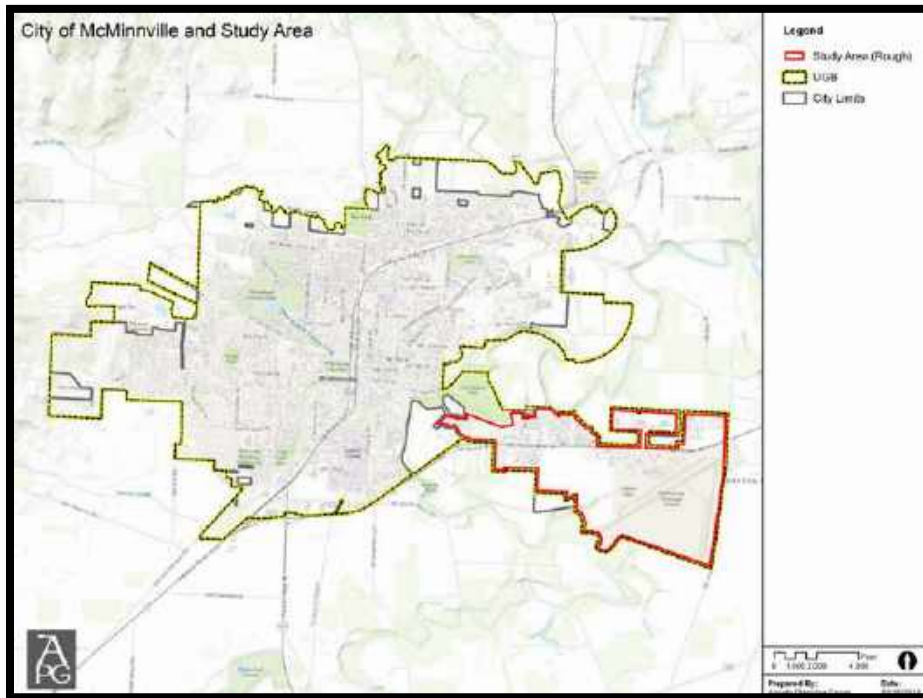
Technical Advisory Committee (TAC)	
Planning Staff	Heather Richards Jamie Fleckenstein Chuck Darnell Tom Schauer
Engineering Staff	Mike Bisset
Parks and Recreation Staff	Susan Muir
McMinnville Water and Light	John Dietz
ODOT	Michael Duncan Dan Fricke Keith Blair Dorothy Upton Jenna Berman Kristie Gladhill
DLCD	Angela Carnahan
YCTA	Cynthia Thompson

Map of Study Area

Below and on the following page are Maps 1 and 2 showing the relationship of the Three Mile Lane area relative to the rest of the city, as well as the area’s more prominent features.

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Map 1: Three Mile Lane Study Area in relationship to the city limits. The subject area is on the Southeastern side of the city.



Map 2: Three Mile Lane Study Area with Major Elements Identified.

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Citizen Involvement:

Over the course of three years, the project team conducted an extensive public engagement process utilizing a variety of tools. Public open houses, town halls, focus groups and charrettes were utilized to collect public feedback and input. (Please see Appendix A of the 3MLAP).

- The City hosted three public workshops. Invitations to the public workshops were provided in both English and Spanish. Spanish invitations were distributed through the Latino Advisory Council and provided at the Virginia Garcia Clinic in the study area. Spanish translation was provided at the public workshops upon request.
- The project team hosted three focus group interviews. One of the focus groups represented organizations and agencies that served Title VI populations in the study area.
- The project team conducted two planning charrettes with community stakeholders to discuss future land-uses, needs and opportunities.
- The project team conducted two surveys during the course of the project planning period.
- The project included numerous City Council updates, which were part of the regularly scheduled McMinnville City Council meetings that were open to the public and broadcast with subtitles via McMinnville Media.
- The project team maintained a project website at www.ThreeMileLane.com.
- The project team distributed flyers and meeting invitations through the Latino Advisory Council, a network of businesses, agencies and non-profit partners serving the Latino community in McMinnville.
- The project team provided project updates and invitations to meetings and events via its social media to the community at-large and direct mailings for households in the project area.
- The project team created press releases and flyers for all public events which were advertised in local newspapers and distributed to public spaces such as the McMinnville Public Library, the McMinnville Community Center and through the McMinnville School District information portal.
- Five public meetings, all noticed and open to the public, were held in conjunction with McMinnville Planning Commission and City Council meetings,

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The *Three Mile Lane Area Plan* is predicated on a “Preferred Land Use Alternative” (Figure 1) and a “Preferred Transportation Facilities Plan” (Figure 3). ODOT updated the Transportation Model for the City of McMinnville for this project and then the preferred land use alternative and preferred public facilities plan were analyzed for transportation compliance with the *Oregon Highway Plan* and Oregon Administrative Rules, Division 51 standards (OAR 734-051).

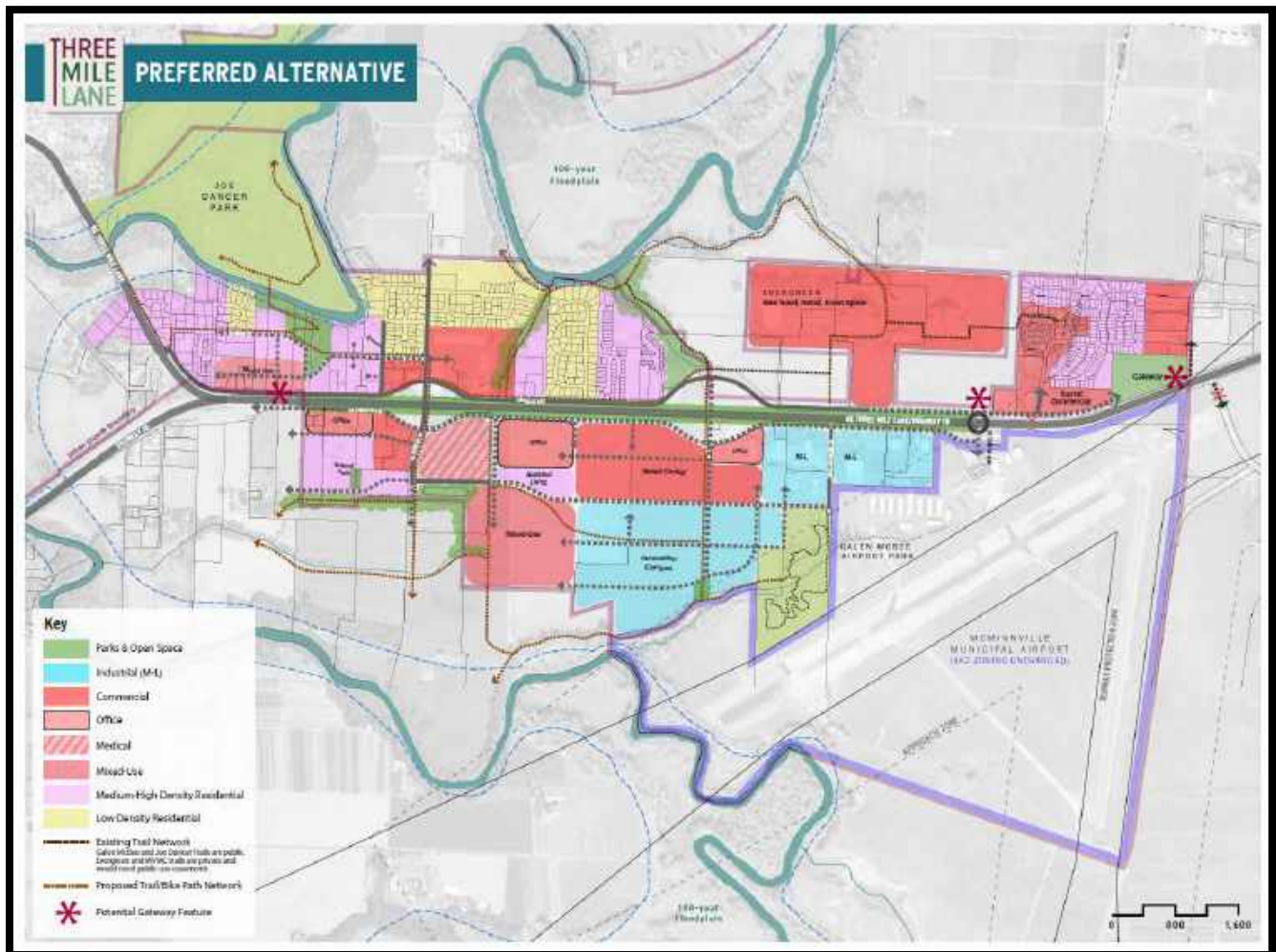


Figure 1: Three Mile Lane Area Plan Preferred Land Use Plan

The preferred land use alternative relies on three comprehensive plan map amendments. (Please see Figure 2). The adoption of the *Three Mile Lane Area Plan* does not amend the Comprehensive Plan Map. Those amendments will be undertaken via another land-use process.

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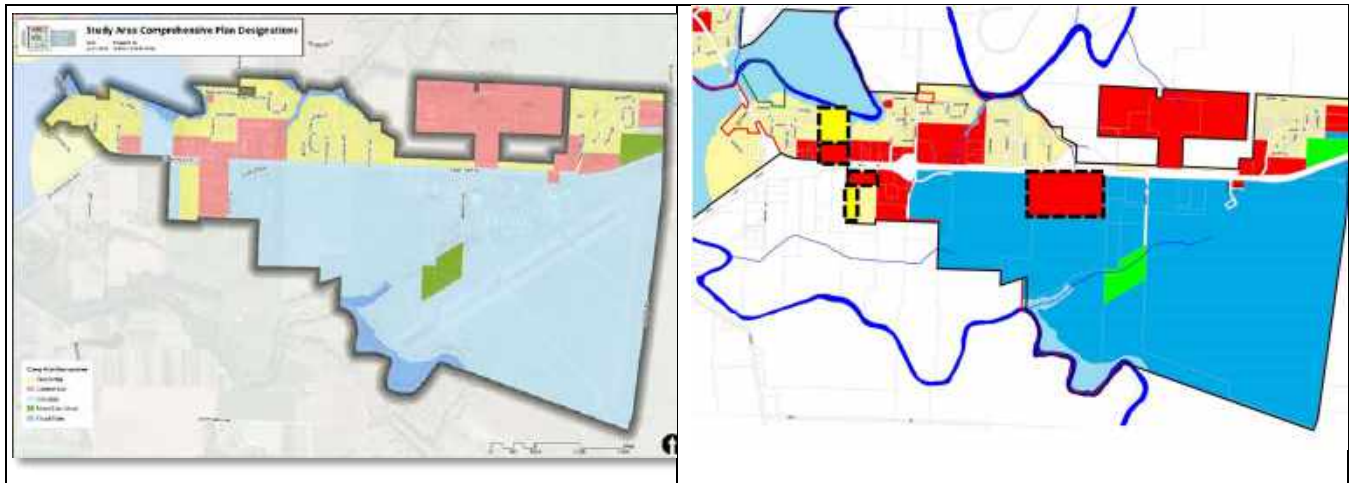


Figure 2: Three Proposed Comprehensive Plan Map Amendments

And the preferred transportation facility plan relies on both local network and state network improvements including the development of local frontage roads on both the north and south sides of Highway 18, as well as optimization of the existing signalized intersections, a new traffic improvement at the intersection of Cirrus Avenue and Highway 18 and Three Mile Lane and Cumulus Avenue and the removal of accesses at Loop Road and Cruickshank Road, as well as several other access points between Cumulus Avenue and the eastern edge of the study area. (Please see Figure 3). These transportation projects will be added to the *McMinnville Transportation System Plan* when the plan is updated in 2022 and 2023. (Cruickshank Road is in the county and will not be part of the *McMinnville Transportation System Plan*.)

Since the *Oregon Highway 18 Corridor Refinement Plan* is only a guidance plan with a phased methodology of improvements on Highway 18 dependent upon the *Oregon Highway Plan* and Division 51 standards, and the *Three Mile Lane Area Plan* complies with that phasing methodology, that will not be updated.

The proposed transportation improvements meet the *Oregon Highway Plan* standards so no amendments will need to be required to support the *Three Mile Lane Area Plan*. ODOT will adopt the *Three Mile Lane Area Plan* as a facility plan.

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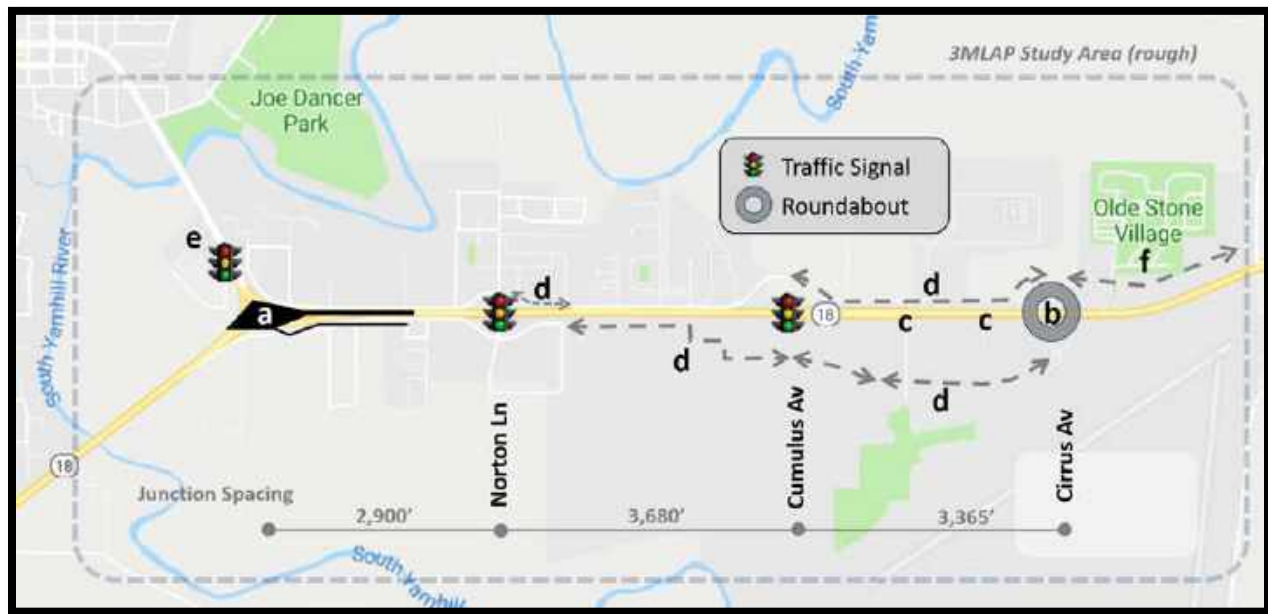


Figure 3: Preferred Transportation Plan for Three Mile Lane Area Plan

- a) Three Mile Lane interchange - reconstructed for full directional access and crossing, with new connector to Stratus Avenue - see Figure 13).
- b) Cirrus Avenue - new roundabout on OR 18, with McMinnville gateway features.
- c) Removal of at-grade street and driveway accesses to OR 18 in the section between Cumulus Avenue and the eastern edge of the study area, including Loop Road and Cruickshank Road (Cruickshank Road is not shown in Figure 8, as Cruickshank Road is external to the Three Mile Lane Study area).
- d) New east-west frontage streets north and south of OR 18, linking Cirrus Avenue, Cumulus Avenue and Norton Lane. These and other local street connectors are depicted in Figure 11.
- e) New traffic signal (or roundabout) at Three-Mile Lane and Cumulus Avenue.
- f) Loop Road - disconnect from OR 18 and realign to new Cirrus Avenue connector and roundabout.

Compliance with State Land Use Goals: The *Three Mile Lane Area Plan* complies with and furthers the following state land use goals: Goal 1 – Citizen Involvement; Goal 2: Land Use Planning; Goal 5 – Natural Resources, Scenic and Historic Areas, and Open Spaces; Goal 8 – Recreational Needs; Goal 9 – Economic Development; Goal 10 – Housing; Goal 12 – Transportation; and Goal 14 – Urbanization;

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Specific Compliance with State and Local Transportation Standards: The *Three Mile Lane Area Plan* is compliant with both state and local transportation standards, including the *Oregon Highway Plan* and Oregon Administrative Rules 734-051.

Compliance with McMinnville Comprehensive Plan Policies: The *Three Mile Lane Area Plan* furthers McMinnville's Comprehensive Plan policies for Natural Resources, Economy, Housing, Transportation, Urbanization and Citizen Involvement.

The results of the *Three Mile Lane Area Plan* is an updated mix of land-uses that serve McMinnville's housing and employment needs, as well as a transportation facilities plan on Highway 18 for the planning horizon of 2021-2041 that identifies needed projects to preserve mobility and safety in the area that is based on the transportation modeling and scenario analysis required by state regulations. These developments will create a Three Mile Lane Area that is more economically robust, draws increased tourism, provides more equitable transportation options, and increases opportunities for both current and future residents.

Discussion:

The Planning Commission hosted four meetings to discuss the Three Mile Lane Area Plan (December 16, 2021, January 20, 2022, February 17, 2022, and March 17, 2022). At the first meeting on December 16, 2021, the public hearing was continued to January 20, 2022 without a staff report or public testimony. Then, the Planning Commission heard from a staff report and public testimony on January 20, 2022 and February 17, 2022.

Prior to the meeting on December 16, 2022, the City sent out a mailing to all property owners within the study area to apprise them of the upcoming public hearing. The City received three communications – one from Nolan Chard who was supportive of the proposed **Plan** and one from Rick Rozanski and Lisa Baker, who were both concerned about the feasibility of a trail system in the Central Neighborhood District near the Kingwood and Norton Crest subdivisions. With topography and soil challenges, they both recommended that an exact location for the trail needed to be further studied.

After the December 16, 2021 planning commission meeting, Friends of Yamhill County sent out an alert email to their membership and email distribution group. This alert generated a significant amount of testimony that was entered into the record for the January 20, 2022 planning commission public hearing.

After hearing testimony on January 20, 2022, the Planning Commission continued the public hearing to February 17, 2022, and asked staff to bring the transportation consultants and ODOT representatives to the February meeting to address some of the transportation issues that were raised during the January 20, 2022 public hearing testimony.

At the February 17, 2022 meeting, **Andrew Mortensen, Senior Transportation Planner with David Evans and Associates, Inc.**, and lead Project Manager for the consultant team, and **Naomi Zwerdling, Planning and Development Review Manager, ODOT, Region 2**, and **Michael Duncan**,

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Senior Region Planner, Transportation and Growth Management Project Manager for ODOT, Region 2, provided testimony about the transportation evaluation and analysis of the planning effort, and answered in more detail questions that the Planning Commission and public testimony had about the particular design of the transportation elements identified in the Plan and the performance of the transportation system.

The Planning Commission then heard more public testimony on February 17, 2022, and elected to close the public hearing.

After closing the public hearing, the Planning Commission asked staff to amend the plan in two areas:

- 1) Add a provision for the future evaluation and consideration of a bicycle/pedestrian overpass on Highway 18 when the need and opportunity arose.

- 2) Strengthen the language about the City's desire to implement design and development standards in the area for the commercial site south of Highway 18, the Innovation Center site, and the mixed-use site on the north side of Highway 18, that will ensure that those developments are unique to McMinnville, reflecting McMinnville's community values.

1) Add a provision for the future evaluation and consideration of a bicycle/pedestrian overpass on Highway 18 when the need and opportunity arose.

The City commissioned a memorandum from David Evans and Associates to examine the general implications of constructing a pedestrian bridge crossing of OR 18 near Norton Lane. (Please see attached memorandum).

A pedestrian overpass could potentially fit into the right-of-way (would need to be designed with frontage road construction), and would be approximately 125 feet long, costing approximately \$3,500,000 - \$5,000,000.

This would not be an ODOT funded project, and most likely, not an SDC (System Development Charge) eligible project as it has not been determined to be warranted (needed) per transportation scenarios. For context, traffic counts taken on OR 18 at Norton Lane in 2018, which served as the baseline analysis in the Three Mile Lane Area Plan, revealed that a total of 36 pedestrians cross OR 18 within the existing, at-grade, designated crosswalks at Norton Lane during a typical weekday, and a total of 5 pedestrians cross during the PM peak hour (4:40-5:30pm).

The following language was added to the Three Mile Lane Area Plan document, page 50.

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Future Bicycle/Pedestrian Overpass Consideration

OR-18/Norton Avenue – Potential Bicycle / Pedestrian Overpass

In the adoption process of the 3MLAP, the City identified a future potential need for a bicycle/pedestrian overpass at OR 18/Norton Avenue to facilitate a separated bicycle and pedestrian crossing opportunity. This was not calculated as a need by the 3MLAP transportation analysis.

The City should continue to evaluate the bicycle and pedestrian movements from north to south at this intersection for mobility and safety, and explore opportunities to fund and implement this improvement proactively if determined to be warranted by the community.

2) Strengthen the language about the City’s desire to implement design and development standards in the area for the commercial site south of Highway 18, the Innovation Center site, and the mixed-use site on the north side of Highway 18, that will ensure that those developments are unique to McMinnville, reflecting McMinnville’s community values.

Throughout the Three Mile Lane Area Plan document is language relative to the need that any new development in the Three Mile Lane Study Area should be subject to special design and development standards specific to that area, especially the new commercial site south of Highway 18, the Innovation Center and the mixed-use site north of Highway 18.

Currently, there is a Three Mile Lane Planned Development Overlay over the study area. This planned development overlay is intended to be amended and inserted into the McMinnville Municipal Code as a special overlay zone that has prescribed design and development standards for this area. The Three Mile Lane Area Plan has several sections with design and development policies in it that development will need to address. These policies have been assembled into a Recommended Design for Three Mile Lane Area information booklet. And are explained below.

One of the goals of the Three Mile Lane Area Plan is Goal #4, which addresses aesthetics and design.

GOAL 4: Create an aesthetically pleasing gateway to the City of McMinnville

The study area is a primary gateway to the City of McMinnville. Alternatives will be evaluated qualitatively for how well they provide an identity for the district, reflect McMinnville’s intrinsic character and highlight the landscape features of the district. (Page 15 of the Plan document)

Additionally, all development projects in the Three Mile Lane Area will need to comply with the City’s adopted Great Neighborhood Principles. How they need to comply is identified in the Plan per the illustration below, found on pages 16 and 17 of the Plan.

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1. *Natural Feature Preservation*

- Strive to protect tree groves
- Strive to protect individual trees
- Protect riparian corridors and adjacent native landscape



2. *Scenic Views*

- Provide and protect views to rolling hills and volcanoes
- Provide visual and physical access to North Yamhill River
- Orient streets and open spaces to views



3. *Parks and Open Spaces*

- Connect to Galen McBee Airport Park
- Connect to Joe Dancer Park
- Create new gathering spaces that incorporate natural areas and views
- Plant landscapes that incorporate natives and exhibit seasonal variation



4. *Pedestrian Friendly*

- Provide a network of sidewalks and trails to connect people to key locations
- Incorporate shade streets with mature tree canopy

5. *Bike Friendly*

- Plan safe routes for residents and touring cyclists

6. *Connected Streets*

- Connect to existing street grid in the Three Mile Lane area



7. *Accessibility*

- Design new development for ease of use by all ages and abilities

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8. *Human Scale Design*

- Respect typical scale of commercial uses in McMinnville
- Design to reflect the micro-climate—outdoor life, porches, balconies
- Promote inclusion and interaction within the right-of-way



9. *Mix of Activities*

- Encourage mixed-use development where feasible

10. *Urban-Rural Interface*

- Reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees
- Consider adjacency to agricultural fields and respect this heritage through careful transitions
- Design simple roof forms (industrial and agricultural). Height and distinctive forms of silos can be inspiration
- Consider functional site planning of vineyard and farm complexes as conceptual model for new development



11. *Housing for Diverse Incomes and Generations*

- Allow for a mix of future housing forms and types, respecting the current character of Three Mile Lane

12. *Housing Variety*

- Respect existing variety of housing types in
- Three Mile Lane and ensure diversity of design for future housing



13. *Unique and Integrated Design Elements*

- Ensure visibility from highway; Welcome to McMinnville
- Make functions of sites visible (airplanes, wine-making); continue expression of industry/making where applicable
- Aviation legacy: display large planes; consider sensation of low-flying planes, potential visual impact of sites from the air
- Consider local and/or sustainable materials for cladding and building structure (timber, corrugated steel cladding, red brick)
- Use vibrant color



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These principles were then translated into Three Mile Lane Area Plan policies for new development as identified on pages 35 and 36 of the Plan.

Three Mile Lane Area Plan Policies

1. *Require future development to be consistent with the design elements of the Three Mile Lane Area Plan.*
2. *Public improvements and private development shall strive to protect tree groves and mature individual trees.*
3. *Riparian corridors and adjacent native landscape shall be protected.*
4. *The built environment will be designed to provide and protect views to rolling hills and volcanoes and to enhance visual and physical access to the North Yamhill River. New streets and open spaces will be oriented to capture views.*
5. *Enhancing connections to existing trails and open space, such as connections into Joe Dancer Park and McBee Park, and creating a public greenway along South Yamhill River with trails and connections to the Three Mile Lane Area is a priority.*
6. *New gathering spaces will be designed to incorporate natural areas and views.*
7. *Require native landscape plantings with seasonal variation and tree plantings that include shade streets with mature tree canopy.*
8. *A network of sidewalks and trails will connect people to key locations within the Three Mile Lane Area.*
9. *The Three Mile Lane Area will have safe bicycle routes for residents and touring cyclists.*
10. *Proposed new streets will connect to the existing local street grid, consistent with the conceptual designs in the Three Mile Lane Area Plan and in compliance with Transportation System Plan standards.*
11. *New commercial developments should be designed to be at a walkable, human scale and for ease of use by all ages and abilities.*
12. *New commercial, office, mixed-use, and multi-family developments should be designed to reflect the micro-climate and enhance outdoor life through the incorporation of features such as porches, balconies, courtyards, plazas, etc.*
13. *New commercial, office, mixed-use, and industrial campus developments should promote inclusion and interaction within the right-of-way.*
14. *Encourage mixed-use development where feasible.*

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15. *Proposed site landscape for new development should strive to reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees – and consider functional site planning of vineyard and farm complexes as conceptual models.*
16. *New development should consider adjacency to agricultural fields and respect this heritage through careful transitions.*
17. *Architectural building design that includes simple roof forms (industrial and agricultural) is encouraged in the Three Mile Lane Area.*
18. *Encourage a diversity of future housing forms, types, and design that respect the current character of the area .*
19. *Ensure that new commercial and industrial campus development creates a welcoming and visible interface with Three Mile Lane.*
20. *Encourage site design and architecture that visibly convey the historic or current industry on the site (e.g., aviation, wine-making).*
21. *New commercial, mixed-use, office, and industrial campus development should consider using local materials for cladding and building structure (timber, corrugated steel cladding, red brick), and incorporating vibrant color.*

The mixed-use development on the north side of Highway 18, the commercial site on the south side of Highway 18, and the Innovation Center are then discussed further in the plan document in terms of design intentions, indicating that they particularly should have the following features:.

- Human-scale development that is pedestrian friendly.
- Walkable, narrow main streets connecting through the center, with parallel or angled on-street parking in front of retail storefronts.
- Public gathering spaces, bordered by dining and entertainment attractions, featuring play areas and flexible space for programmed public events.
- Shared parking lots, generally located behind buildings, featuring wide pedestrian walkways, EV charging stations, bicycle parking, and transit stops. As well as integrated stormwater treatment and ample landscaping including shade trees.
- Sustainable high-quality architecture, themed in a regionally appropriate way, with buildings placed in prominent locations that contribute to the quality of the pedestrian experience, versus behind large surface parking lots.
- Building edges that create ‘frontage’ on walkable streets or pedestrian walks, with higher-quality materials, generous windows and pedestrian-scale signage in the first 20-30’ of elevation.

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- Proximity and connection to a mix of other uses, to encourage walking from residential or office areas to the retail center.
- Generous landscape buffers between the retail center and roadways or parking lots while maintaining maximum visibility for retailers.
- A prominent entry to the site, with signage or a gateway feature.

(page 27 of the Plan document.)

And finally, on pages 44, 45 and 46 is a detailed description of how these policies need to be integrated into McMinnville’s zoning ordinance and the Three Mile Lane Overlay.

These include but are not limited to:

Policy	Overlay Amendment	Recommended Action
1. Require future development to be consistent with the design elements of the Three Mile Lane Area Plan.	Include specific development standards (see attached) in the Overlay. In the Three Mile Lane Planned Development Overlay to implement the Three Mile Lane Area Plan. Note that the review and approval process for land use applications through the Three Mile Lane Design Review, Director's Review with Notification, and Planning Commission approval.	
2. Public improvements and private development shall strive to protect tree groves and mature individual trees.		Identify tree groves and trees to be protected as significant historic trees.
3. Riparian corridors and adjacent natural landscapes shall be protected.	Require mapping and protection of stream corridors and riparian areas with native plantings.	
4. The built environment will be designed to provide and protect views to rolling hills and valleys and to enhance visual and physical access to the North Yamhill River. New streets and open spaces will be oriented to capture views.	Require a visual analysis as part of Design Review.	
5. Enhancing connections to existing trails and open space, such as connections into Joe Blance Park and McEwen Park, and creating a public greenway along South Yamhill River with trails and connections to the Three Mile Lane Area Plan is a priority.	Require connection to proposed trail, trail right-of-way dedication, and trail construction as part of Design Review/development approval.	
6. New gathering spaces will be designed to incorporate natural areas and views.	When proposed as part of a Planned Development or as a plan, require gathering spaces be designed to incorporate natural areas and views as a condition of approval.	
7. Require native landscape plantings with seasonal variation and tree plantings that include shade streets with mature tree canopy.	Require native landscaping and plantings of all development through Design Review.	Develop and define a gathering island application.

Require all mixed-use, commercial and industrial development proposals over [10] acres to be subject to the planned development overlay chapter of the code, Section 17.51, and planning commission approval.

In the Innovation Center allow office uses that support products and services that are manufactured on site or that serve as corporate offices for products that are manufactured elsewhere.

Require connection to proposed trail, trail right-of-way dedication, and trail construction as part of design review and development approval.

When proposed as part of a planned development master plan, require gathering spaces be designed to incorporate natural areas and views.

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Policy	Overlay Amendment	Recommended Future Action
8. A network of sidewalks and trails will connect people to key locations within the Three Mile Lane Area.	Apply pedestrian walkway and connectivity standards to all non-residential development. Note: Pedestrian walkway standards currently are applied to Large Format Retail site design through connections between buildings and from building entrances to streets (37.50.050 E.2).	
9. The Three Mile Lane Area will have safe bicycle routes for residents and touring cyclists.	Require transportation improvements consistent with the area plan through design review.	
10. Proposed new streets will connect to the existing local street grid consistent with the conceptual design in the Three Mile Lane Area Plan and in compliance with Transportation System Plan standards.	Require transportation improvements consistent with the area plan through design review.	
11. New commercial developments should be designed to be of a walkable, human scale and for ease of use by all ages and abilities.	Requirements for commercial building size and massing. Standards for parking minimums for all uses. Parking lot location requirements for commercial uses.	Additional guidelines standards related to lot widths. ET.56.050 Development Standards
12. New commercial, office, mixed-use, and multi-family developments should be designed to reflect the micro-climate and enhance outdoor life through the incorporation of features, such as porches, balconies, courtyards, plazas, etc.	Require as part of Design Review: Standards for non-residential buildings to include minimum pedestrian shelter coverage along ground floor elevations/ground frontages and main entrances. New standards or features to include clear and obstructive building design standards/articulated elements.	Additional guidelines standards related to lot widths.
13. New commercial, office, mixed-use and industrial canopy developments should promote inclusion and interaction at the right of way.	Require as part of Design Review: New requirements for building orientation (not-to, building or setback). Additional guidelines or standards related to facade treatments, including transparency. Provision of on-street parking for ground-floor commercial uses in new requirements allowing on-street spaces to be counted toward parking minimums; new provisions on standards for streets with ground-floor retail.	
14. Encourage mixed-use development where feasible.		Complete additional reviews or local network for the Road Overlay.

Apply pedestrian walkway and connectivity standards to all non-residential development per Section 17.56 of the MMC.

Requirements for maximum parking standards and not minimum parking standards.

Requirements for commercial building size and massing.

Requirements for building orientation, façade treatments, provision of on-street parking, grid streets, etc.

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Policy	Overlay Amendment	Recommended Future Action
15. Proposed site landscaping for new development should strive to reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees – and consider functional site planning of vineyard and farm complexes as conceptual models.	Require landscaping proposed as part of a Planned Development master plan to demonstrate how it reflects existing patterns.	
16. New development should consider adjacency to agricultural fields and respect this heritage through careful transitions.	Buffer/perimeter requirements for new non-residential development adjacent to a dissimilar use.	Determine if specific buffering requirements are needed for proposed development abutting land zoned exclusive farm use.
17. Architectural building design that includes simple roof forms (industrial and agricultural) is encouraged in the Three Mile Lane Area.		
18. Encourage a diversity of future housing forms, types, and design that respect the current character of the area.	Buffer/perimeter requirements for new non-residential development adjacent to a dissimilar use.	Evaluate zoning ordinance to ensure there are clear and objective design standards for new residential development.
19. Ensure that new commercial and industrial campus development creates a welcoming and visible interface with Three Mile Lane.	Requirements for landscape buffering fronting Three Mile Lane. Requirements for non-residential development related to building facades, including addressing blank walls and requiring articulation and materials or color variation.	
20. Encourage site design and architecture that visibly convey the historic or current industry on the site (e.g., aviation, wine-making).		Develop design guidelines or architectural standards.
21. New commercial, mixed-use, office, and industrial campus development should consider using local materials for cladding and building structure (timber, corrugated steel cladding, red brick), and incorporating vibrant color.	Requirements for non-residential development related to building facades, including addressing blank walls and requiring articulation and materials or color variation.	Develop additional design guidelines or standards related to facade treatments; define acceptable color palette.

Develop design guidelines and architectural standards.

Buffer non-residential development from a dissimilar use.

Buffer non-residential development from EFU with landscaping treatments.

After reviewing the depth of details that currently exist in the Three Mile Lane Area Plan for design and development standards to be implemented with future development, the Planning Commission elected not to make any additional amendments to these principles and implementation guidelines, except for the language associated with Great Neighborhood Principle #11, which was amended to read, “Allow for a mix of housing forms and types that serve a variety of household incomes and respect the current character of Three Mile Lane,” (page 17 of the *Plan*)

During the Planning Commission public hearing process, much of the testimony focused on opposition to the proposed comprehensive plan map amendment for additional commercial land on the south side of Highway 18, and the impact of that amendment to the functionality of Highway 18. After hearing from the transportation consultant and ODOT representatives, the Planning Commission that the *Plan* as proposed met all of the state standards for mobility and functionality of an expressway.

Friends of Yamhill County and 1000 Friends also proposed five amendments to the *Plan*, per the following:

- Reject the redesignation of industrial land to accommodate a new “Town Center/Large Format Retail Shopping Center”.

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- Prioritize the neighborhood serving commercial uses, a pedestrian overpass, and the park near the recently approved apartments, using the Neighborhood Activity Overlay provisions that are already in the code.
- Include the commercially-designated island of land recently added to the UGB, north of the expressway. This land is surrounded by, and is functionally an integral part of, the Three Mile Lane Area.
- Encourage geographically and/or vertically mixed use on the Baker Rock/Cal Portland site.
- Reconsider appropriate commercial uses near the Loop Rd. gateway to the City.

The Planning Commission elected not to move forward with these recommendations except for the inclusion of the consideration of a pedestrian overpass.

There is nowhere in the **Plan** where a “Large Format Retail Shopping Center” is recommended as a preferred land-use alternative. Pages 24 – 28 of the **Plan** describe a Retail Center and Innovation Center where the retail center is further described as a mixed-use “town center” *that offers gathering spaces, walkable streets, and more dining options than typical strip suburban developments or enclosed shopping centers*. The only place where “large format” is discussed is page 13 of the **Plan** when describing the results of the market analysis in Appendix B. The project advisory committee was very intentional in describing a mixed-use town center and not a large format retail shopping center in their description of preferred land uses in the **Plan** with examples of other mixed-use town centers to emulate in terms of design and development standards (ie Orenco Station and the Old Mill District). The map is labeled as a “Retail Center” and a recommendation could be to change the map label to “Mixed-Use Town Center” to more accurately reflect the **Plan** document.

The Three Mile Lane Area Plan scope of work was developed and negotiated in early 2018. ODOT then updated its transportation model in 2019, and the transportation scenarios were developed in 2020, with a final draft of the Plan in April 2021. The McMinnville City Council did not provide direction to work on an urban growth boundary amendment until March 2020. The draft map for the urban growth boundary amendment was not final until November 2020. The City adopted the urban growth boundary amendment in December 2020, and it was not acknowledged by the state until April 2021. Throughout the process, city staff met with ODOT and DLCD representatives to confirm decision-making milestones and assumptions relative to the traffic modeling and transportation scenarios based on the state regulations. When Friends of Yamhill County and 1000 Friends of Oregon suggested that the traffic modeling needed to be redone to include the recently amended urban growth boundary amendment in April 2021, city staff consulted with legal counsel and DLCD representatives. Both indicated that the Three Mile Lane Area Plan transportation modeling did not need to be amended. If the City wants to amend the transportation modeling in the Three Mile Lane Area Plan it would be responsible for the associated costs. In order to incorporate the recent urban growth boundary amendment, ODOT will need to update its transportation model (approximately 6 – 9 months) and new transportation scenarios would need to be analyzed. The City is working with ODOT to update the transportation model for its Transportation System Plan update planned in 2022-2024. Part of the

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proposed recommendation for G 7-21 is to amend the McMinnville Transportation System Plan to be consistent with the Three Mile Lane Area Plan.

The Baker Rock/Cal Portland site is recommended to be a mixed-use development (page 21 and 22 of the Plan),

The uses near the Loop Road gateway are currently identified as tourist commercial, and the project advisory committee did not recommend changing the underlying comprehensive plan map designation or the zoning for this area.

Margaret Cross provided public testimony at the Planning Commission recommending that the City engage in a new public process for the Three Mile Lane Area Plan to encourage more participation in the dialogue and to overcome the potential impacts of COVID on the process. The Planning Commission considered her recommendation and concluded that the public process utilized was comprehensive and that the City did not have the resources to continue with a new public process.

On March 17, 2022, the Planning Commission voted unanimously to recommend approval of the **Plan** to the McMinnville City Council with the two amendments discussed in this staff report.

On March 25, 2022, Mark Davis published a “Viewpoint” in the *News-Register*, entitled “Don’t Turn Bypass into a Bottleneck” encouraging people to send in testimony to the McMinnville City Council in anticipation of a future City Council decision on the Plan. This generated several emails to the City Recorder’s office.

On April 20, 2022, Friend of Yamhill County emailed a “Call to Action” to their membership and email distribution group encouraging people to submit Letters to the Editor of the *News-Register* and testimony to the City Council in anticipation of a future City Council decision on the Plan. This generated several emails to the City as well.

All testimony received after the Planning Commission meeting on March 17, 2022, and prior to April 25, 2022, was delivered to City Council on April 25, 2022. All testimony received from April 25, 2022, until May 3, 2022, is attached to this staff report. Staff has not reviewed the testimony received from April 25, 2022, until May 3, 2022.

The entire public record for Docket G 7 – 21 can be found at: [G 7-21 - Three Mile Lane Area Plan \(3MLAP\) Comprehensive Plan Amendment | McMinnville Oregon](#).

The project website is: <https://threemilelane.com/project-documents>

Attachments:

- Three Mile Lane Area Plan, March 17, 2022
 - Appendix A: Public Involvement
 - Appendix B: Existing Conditions
 - Appendix C: Case Study Report

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- Appendix D: Evaluation and Screening
- Appendix E: Implementation
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Fiscal Impact:

This effort was funded by a Transportation Growth Management grant from Oregon Department of Transportation and Department of Land Conservation and Development.

Recommendation:

Staff recommends the McMinnville City Council host a public hearing for Docket G 7 – 21 and continue the deliberation until June 14, 2022, at which time Ordinance No. 5114 and a Decision Document will be provided for consideration based on City Council direction.

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City of McMinnville



Three Mile Lane Area Plan

March 17, 2022

Citizen Advisory Committee:

Planning Commission	<i>Lori Schanche</i>
City Council	<i>Zach Geary Scott Hill Wendy Stassens</i>
Representatives of Property and Business Owners in the Study Area	<i>Robert Banagay Paul Davis Danielle Hoffman Peter Hoffstetter Kit Johnston Stewart Kircher Chris Norville Alan Roodhouse Chris Shelby Mary Stern</i>
Partner Agencies	<i>Scott Cooper – MEDP Kitri McGuire – Visit McMinnville Gioia Goodrum – McMinnville Chamber of Commerce</i>
Community Stakeholders	<i>Courtney Cunningham Ken Denier Alan Fox Phil Frischmuth David Hayes Galen McBee</i>

Technical Advisory Committee:

Planning Staff	<i>Heather Richards Jamie Fleckenstein Chuck Darnell Tom Schauer Adam Tate</i>
Engineering Staff	<i>Mike Bisset</i>
Parks and Recreation Staff	<i>Susan Muir</i>
McMinnville Water and Light	<i>John Dietz</i>
ODOT	<i>Michael Duncan Dan Fricke Keith Blair Dorothy Upton Jenna Berman Kristie Gladhill</i>
DLCD	<i>Angela Carnahan</i>
YCTA	<i>Cynthia Thompson</i>

Consultant Team:
*Angelo Planning Group
 David Evans and Associates, Inc.
 Leland Consulting Group
 Walker Macy*

McMinnville Three Mile Lane Area Plan

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This Project is partially funded by a grant from the Transportation and Growth Management (“TGM”) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and

Development. This TGM grant is financed, in part, by federal Fixing America's Surface Transportation Act ("FAST-Act"), local government, and State of Oregon funds.

The contents of this document do not necessarily reflect views or policies of the State of Oregon.

INTRODUCTION

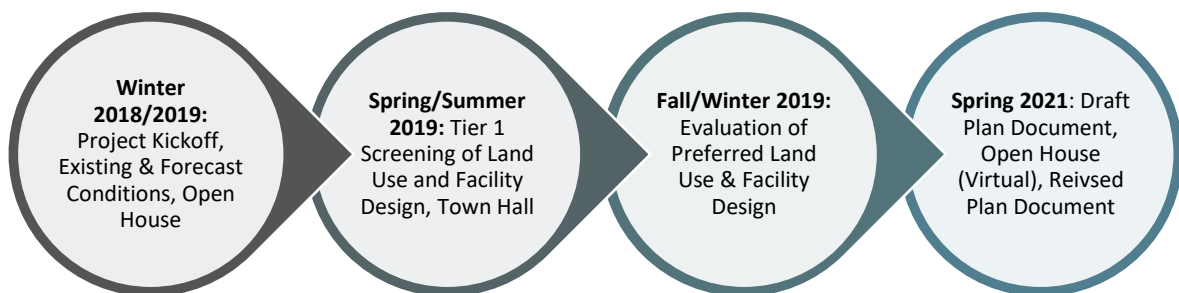
The Three Mile Lane area is a unique district in the southeast portion of the City of McMinnville. The area contains approximately 1,340 acres of land with a variety of existing land uses and several large vacant parcels. The Three Mile Lane Area Plan is intended to create an implementable vision for the area's future land uses and multi-modal transportation system.

As an Area Plan, the Three Mile Lane Area Plan shall serve as a guiding document for land uses and public facilities in the delineated area of this plan. Specific standards for development will be identified in McMinnville's Master Plans and Municipal Code.

Planning Process

The project began in Fall 2018, with an overarching objective of creating a plan that integrates land uses and a multimodal transportation system that serves both local and state transportation needs and provides active connectivity within the plan area as well as to the City's downtown core. The process of developing the Three Mile Lane Area Plan has been guided by the community at many points, including:

- Three Focus Group meetings
- Three Citizen Advisory Committee meetings
- Citizen Advisory Committee Design Charrette
- Property Owners Work Session & Case Studies
- Three Technical Advisory Committee meetings
- Two Community Open Houses
- A Town Hall Meeting



AREA DESCRIPTION

The Three Mile Lane area is shown in Figure 1. It contains roughly 1,340 acres in total with a wide range of existing uses, including the McMinnville Municipal Airport, Evergreen Aviation and Space Museum, the Chemeketa Community College (CCC) Yamhill Valley campus, Willamette Valley Medical Center, and existing residential neighborhoods. Along with these existing uses, the area contains a significant amount of vacant land within the City’s Urban Growth Boundary (UGB). This Area Plan is intended to guide growth in a way that is consistent with the McMinnville community’s desires and coordinated with the City’s other planning efforts.

Figure 1. Study Area Context

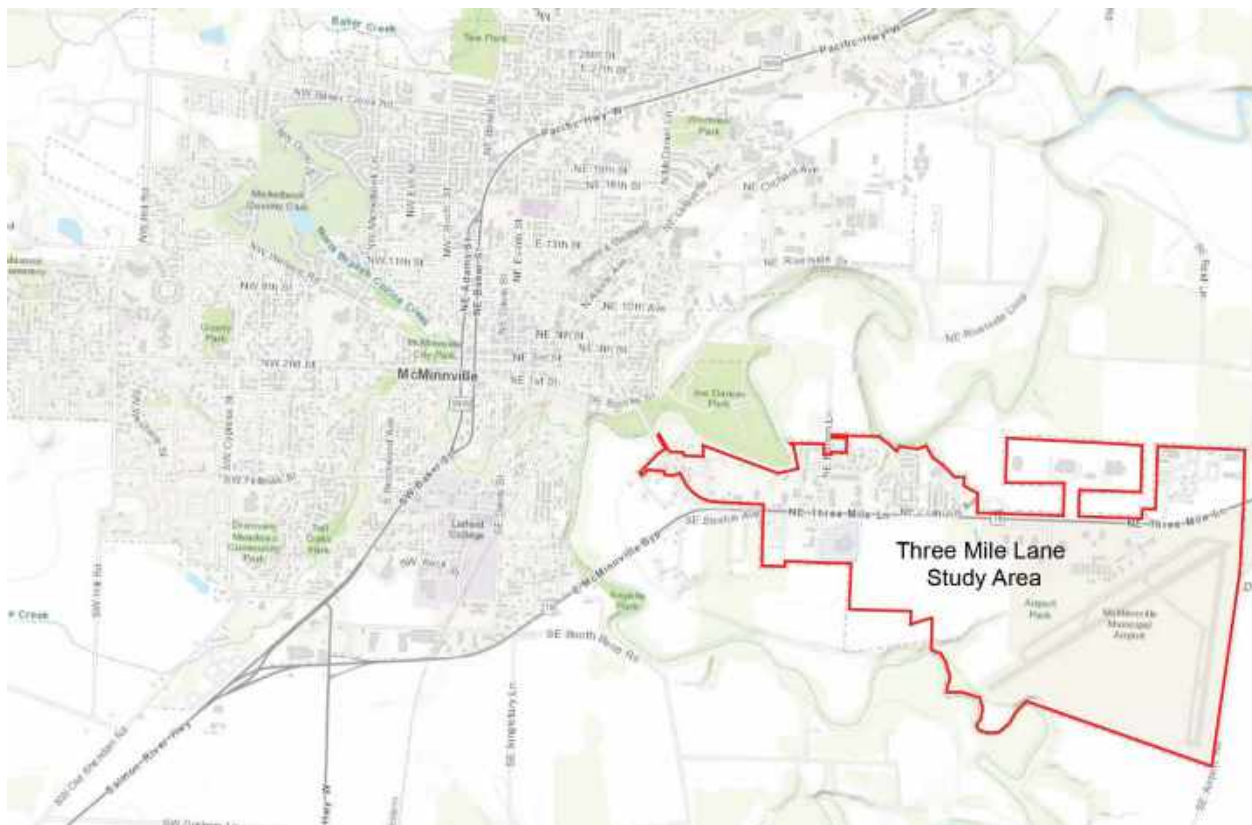


Figure 2. Study Area



Neighborhoods

The existing neighborhoods in the area include the land south of the Yamhill River Bridge, which connects the study area to downtown McMinnville; the Evergreen Mobile Home park and Olde Stone Village manufactured homes/RV park; and apartments and senior living communities north of Cumulus Avenue.

Within the residential and commercial areas on the north side of Three Mile Lane there are opportunities for new mixed-use development, creating varied, diverse, complete neighborhoods that provide different types of housing, access to green space, and connections to walkable services. A key element will be the integration of complete streets; those that prioritize safe walking and biking for people of different ages and allow travel between homes, jobs, services, and recreation.

Existing Residential Neighborhoods



Industrial

There are over 200 acres of vacant land in the Three Mile Lane area that are largely served by existing infrastructure and zoned for industrial uses. Most of this vacant land is found in a few large parcels, which could be ideal for large-scale and cohesive planned development.



Amenities and Attractions

Amenities and attractions in the area include the airport; Evergreen Space & Aviation Museum, water park, and event center; and the Yamhill River. The Three Mile Lane area is also host to several large employers, including medical centers and clinics, and industrial and office sites. These amenities and attractors serve McMinnville residents as well as tourists from outside the city. For nearby residents, safe and convenient connections to amenities will be key as the area develops, as will creating the opportunity for new amenities that serve daily needs and fuel economic development. There is a clear opportunity to provide a formal welcome to McMinnville as a marked destination with a distinct personality.



Zoning

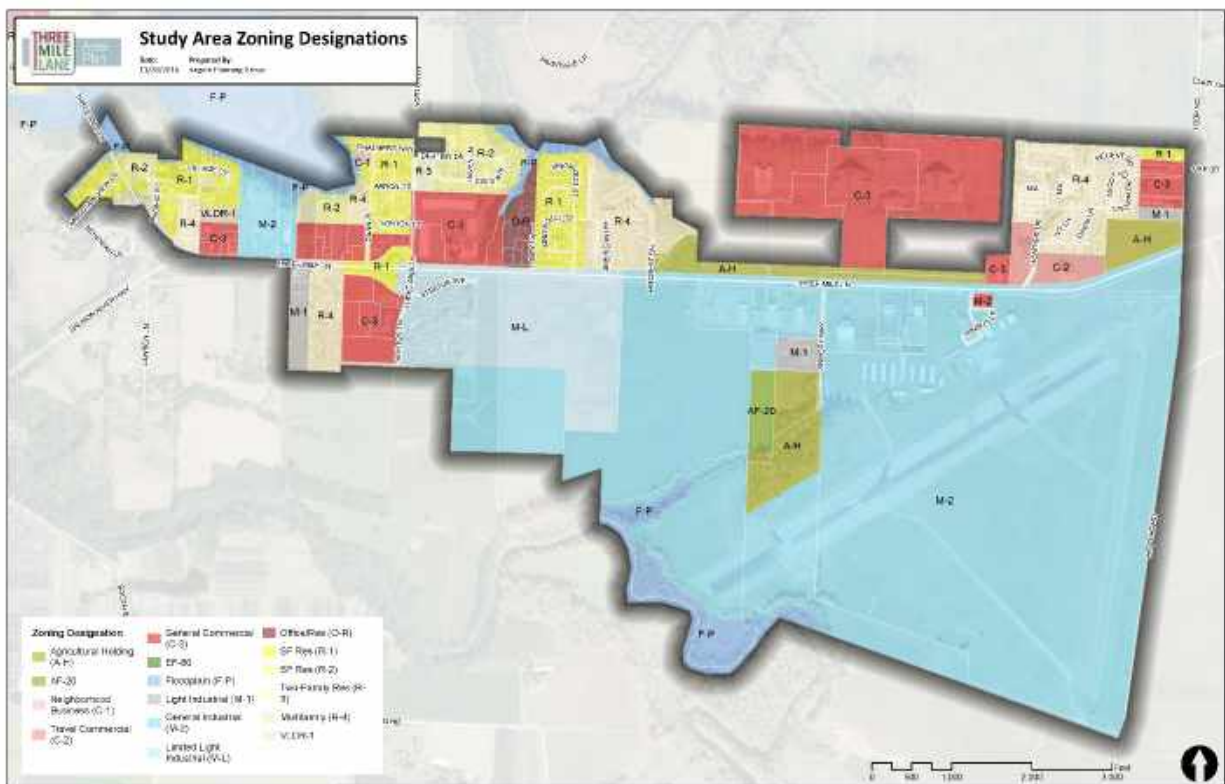
The Three Mile Lane area contains land in several zoning designations shown in Figure 3, as follows:

- **Industrial.** M-L provides for industries with limited external impact in an attractive setting; M-1 is for industrial uses that require buffering from other uses and environmentally sensitive areas, it includes a wide range of industrial uses; M-2 allows all uses in M-L and M-1, but also allows general manufacturing and airports as well as “leisure time activities” as conditional uses.
- **Residential** R-1 is low density, single family residential; R-2 single family with a slightly higher density; R-3 allows two-family dwellings throughout the zone; R-4 allows multi-family dwellings and condos.
- **Commercial.** C-1 is smaller-scale neighborhood services; C-2 provides for travel-related uses like lodging and gas stations; C-3 accommodates a wide range of uses like big box stores and theaters.

- **Agricultural Holding.** 49 acres held to provide for the continued practice of agriculture. Permitted uses are limited to farming, single-family dwellings, and sewage pump stations. Parks are allowed as conditional uses.
- **The Three Mile Lane Planned Development Overlay** covers the entirety of the study area. The overlay district was adopted in 1981 (Ordinance No. 4131) and amended in 1994 (Ordinance No. 4572). As stated in the original ordinance, the overlay was established to ensure high quality design, compatibility of living and working environments, provision of open spaces and parks, and buffering of residential uses from the highway. The 1994 amendments were adopted to replace outdated policies, as well as to regulate commercial signage along the Three Mile Lane corridor. The overlay ordinance outlines a number of policies related to the development of properties in the Three Mile Lane area, including provisions for setbacks, access, landscaping and buffering, and desired housing types. The ordinance also outlines a set of detailed provisions related to commercial signage. While the Three Mile Lane Planned Development Overlay regulates certain aspects of development within the study area (highway setbacks, access, signage, etc.), development in this area is largely regulated by the underlying base zones.

Appendix B contains a detailed evaluation of the existing zoning within the study area.

Figure 3. Three Mile Lane Area Zoning Designations



Transportation

The existing street network in the Three Mile Lane area includes Three Mile Lane (OR 18), minor collectors Cumulus Ave and Norton Lane, and a network of local streets that are not well connected.

Figure 4. *Street Network Functional Classification*



Vehicular Traffic. There are operational deficiencies at the two intersections at the ends of the study area: Three Mile Lane at First Street, and OR 18 at Cruickshank Road. The two major signalized intersections on OR 18 at Norton Lane and Cumulus currently operate well within the mobility targets outlined in the Oregon Highway Plan. There is a notable crash history at the intersection of OR 18 and Cruickshank Road. Though it is not within the city limits and city jurisdiction, this intersection is a logical location to consider in this planning effort relative to safety mitigation and opportunity for potential gateway streetscape improvements.

Transit. The Yamhill County Transit Authority (YCTA) provides limited (hourly) service in the study area on Route 2, with direct links to downtown McMinnville and the city Transit Center. If and when YCTA service increases to a 30-minute frequency, future transit access will improve within the Three Mile Lane area.

Bicycle Facilities. Today the area has very limited bicycle facilities, and frequently the only option available to cyclists is to ride in general purpose travel lanes. While the major streets in the area are generally flat with good pavement conditions, vehicular traffic volume is relatively high and travel is at higher speeds (35 mph and higher). The lack of separate bike lanes, buffered bike lanes, or separated facilities contributes to a poor overall environment for cyclists seeking to travel within the study area network. Creating attractive, low-stress bicycle facilities on key routes within the study area will require examining traffic calming design adaptations and lower speed limits, and implementing buffered bike lanes or separated pathways will make cycling more attractive and safe.

Pedestrian Facilities. Many of the key existing streets and intersections in the area contain essential but limited pedestrian features. Some of the sidewalks are older, but functional and the system provides a baseline, if minimal, connected network within the study area. Linkage to the McMinnville city center is limited to the Yamhill River Bridge. The existing pedestrian realm lacks important features that would otherwise contribute to more safe and inviting walking environments on Norton Lane, Cumulus Avenue, and Stratus Avenue. The original factory outlet mall development building is a barrier to more direct pedestrian and bicycle travel along Cumulus

Avenue and the crossing of Norton Lane, making it more difficult for residents east of Norton Lane to walk and cycle to McMinnville's central city.

Natural Features

The Three Mile Lane Area is bounded to both the north and south by the South Yamhill River and its associated natural areas, including several mature tree stands with defining character. Airport Park to the south includes two loop trails that cross a small tributary stream that flows into the South Yamhill River. This park is also defined by dramatic views to Mt. Hood and Mt. Jefferson on sunny days and features several pieces of quirky concrete artwork. People living and working in the Three Mile Lane area would benefit greatly from the preservation of and connection to these natural features.



Mature Stands of Trees within the Three Mile Lane Area



Example of Nature Trail Along Sensitive Riparian Area

Economy

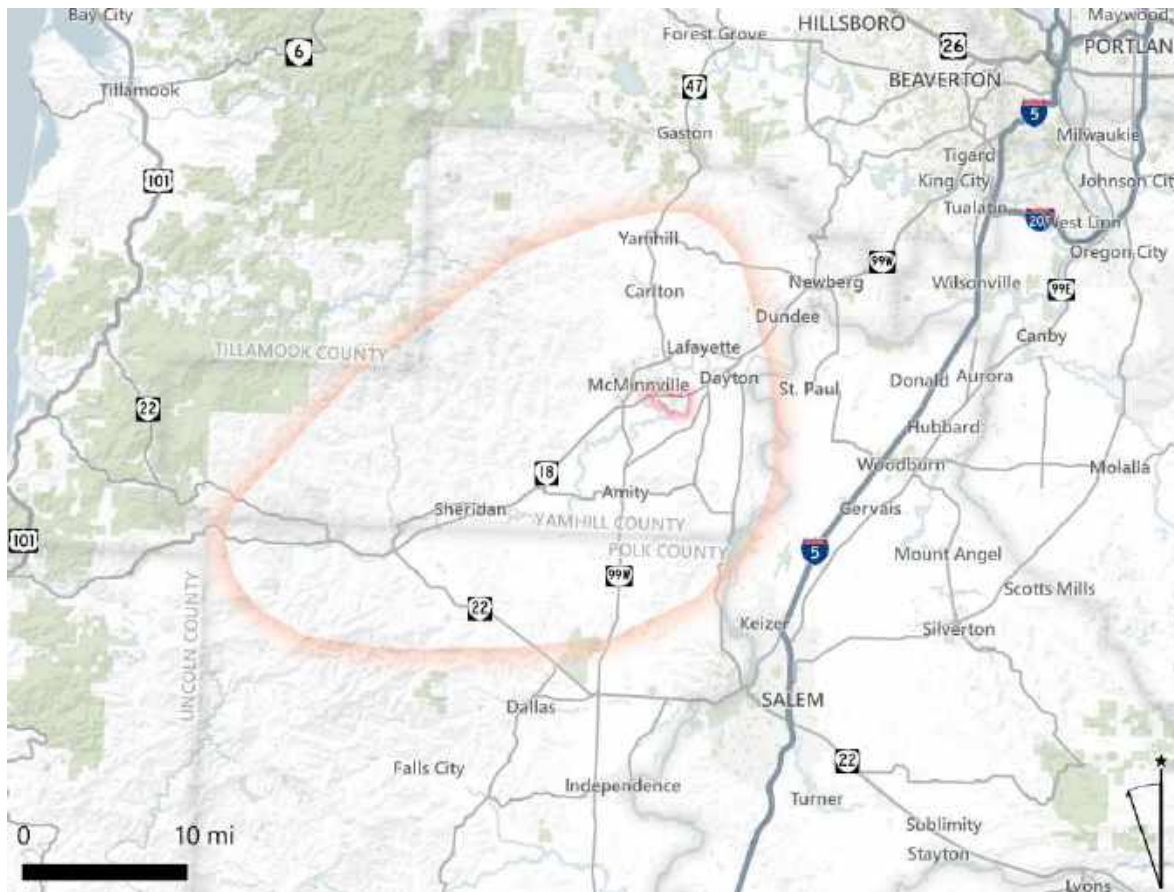
McMinnville is poised to capitalize on strong retail demand and its location in the region. The McMinnville retail trade area extends all the way to the Oregon Coast due to the lack of prominent commercial centers between the Willamette Valley and the coast. However, much of this retail market remains untapped, and the Three Mile Lane study area is poised to capture a significant portion of demand with a diverse array of commercial development. Such development would help

foster a sense of place, provide amenities for residents and visitors, and have a significantly greater economic impact than a development build-out comprising simply of traditional industrial.

A detailed market analysis for the area was prepared and is included in Appendix B. Some of its key points are discussed below.

- **Ownership residential.** The market is strong for single-family, with high home values, household incomes, sales volumes, absorption, and construction activity. The quantity depends largely on the City's vision for the area, applicable zoning, and buildable land.
- **Rental Residential.** Despite solid national development prospects and strong market area demand due to high growth, low-rise rental apartments and multiplexes are likely the primary building types feasible in the study area because of relatively weak market characteristics.
- **Retail.** The study area is well-positioned for new retail development, particularly large-format retail. Neighborhood-serving retail may be a mid- to long-term aspiration when additional residential construction occurs.
- **Office.** The office market is relatively weak, and the absorption of significant speculative new development should not be expected. However, opportunities may arise because of McMinnville's high quality of life, and the Three Mile Lane corridor's proximity to the airport and institutional users, such as healthcare and education.
- **Industrial.** The industrial market remains strong due to the growth of agriculture, food and beverage production, and manufacturing. Continued growth may generate demand in the study area, but development may negatively impact prospects for other land uses, such as lodging and multifamily due to concerns over air and noise pollution as well as truck traffic.
- **Lodging** is likely to be a significant development type over the long-term, but the area may struggle to attract hotel developers due to its existing industrial character, lack of walkable amenities, and isolation from downtown. An assessment of the opportunities to capture demand associated with the burgeoning \$7 billion wine industry in the Willamette Valley and related tourism development requires further, more nuanced analysis.
- **Tourism** is a booming industry, particularly with regard to the wine industry, increasing market pressure for the new construction of compatible uses, such as experiential retail and restaurants, lodging, and craft industrial, as well as recreational amenities, such as trails and parks, that combined help to create an authentic, vibrant place

Figure 5. Three Mile Lane Market Area



Source: TIGER, Leland Consulting Group

COMMUNITY VISION AND GOALS

An aspirational vision statement, community goals and objectives, and potential criteria to evaluate land use and transportation options for the Three Mile Lane area were developed early in the project. They were created to articulate the Three Mile Lane Area Plan's desired outcomes and help in the evaluation of options for the area. Plan objectives were further refined using McMinnville's Great Neighborhood Principals.

Three Mile Lane Vision and Goals

The Three Mile Lane District is a vibrant community that serves as the gateway to Downtown McMinnville and Oregon Wine Country. Employment opportunities, attractive housing options, and tourist destinations characterize the area. Residents and workers enjoy safe and efficient options to travel to Downtown McMinnville and benefit from close proximity to a variety of goods and services, all easily reached by motorist, bicyclist, pedestrian, and transit rider alike. The connection to McMinnville's rich history and the surrounding landscape is reflected in urban design elements throughout the area, highlighting the uniqueness of this special place. The following goals capture the community's desire to enhance this special area.

GOAL 1: Support and enhance the district's economic vitality and marketability.

This plan aims to support development of significant industrial and commercial parcels within the study area, enhance existing business by diversifying goods and services available in the area, and increase tourism. Alternatives will be evaluated qualitatively for how well they address the area's development/redevelopment potential.

GOAL 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district.

The study area contains several existing residential neighborhoods, including assisted-living and manufactured home residences, as well as major employers and tourism destinations. This plan aims to provide a mix of land uses that support one another to create a unique part of the city.

GOAL 3: Enhance multi-modal connections throughout the district.

This plan aims to create a complete, multimodal transportation network that serves the north and south side of OR 18 within the district, and that connects the business community, the hospital, residential neighborhoods and tourism amenities to each other and to the city center. Alternatives will be evaluated through criteria measuring transportation safety and performance for all modes of travel: pedestrian, bicycle, transit, freight, and personal vehicles.

GOAL 4: Create an aesthetically pleasing gateway to the City of McMinnville

The study area is a primary gateway to the City of McMinnville. Alternatives will be evaluated qualitatively for how well they provide an identity for the district, reflect McMinnville's intrinsic character and highlight the landscape features of the district.

GOAL 5: Improve the district for existing and future McMinnville residents in the area.

The City of McMinnville's Great Neighborhood Principles identifies amenities and facilities that should be present in all residential areas, including a variety of housing types, pedestrian and bicycle connectivity, preservation of scenic views and natural features, access to open space, and access to commercial necessities. This plan aims to support those Great Neighborhood Principles for residents in the study area by providing multi-modal connectivity, single-family and multi-family housing, provisions for open spaces, and commercial amenities, such as grocery stores, restaurants, and more.

Great Neighborhood Principles

In April 2019, the City of McMinnville adopted the Great Neighborhood Principles into the City's Comprehensive Plan. Their purpose is to guide the land use patterns, design, and development of the places that McMinnville citizens live, work, and play. These 13 principles are listed below. Under each principle are specific policies that detail how these principles are expected to be expressed in a site and context-specific way within the Three Mile Lane Area.

1. *Natural Feature Preservation*

- Strive to protect tree groves
- Strive to protect individual trees
- Protect riparian corridors and adjacent native landscape



2. *Scenic Views*

- Provide and protect views to rolling hills and volcanoes
- Provide visual and physical access to North Yamhill River
- Orient streets and open spaces to views



3. *Parks and Open Spaces*

- Connect to Galen McBee Airport Park
- Connect to Joe Dancer Park
- Create new gathering spaces that incorporate natural areas and views
- Plant landscapes that incorporate natives and exhibit seasonal variation



4. *Pedestrian Friendly*

- Provide a network of sidewalks and trails to connect people to key locations
- Incorporate shade streets with mature tree canopy

5. *Bike Friendly*

- Plan safe routes for residents and touring cyclists

6. *Connected Streets*

- Connect to existing street grid in the Three Mile Lane area



7. *Accessibility*

- Design new development for ease of use by all ages and abilities

8. *Human Scale Design*

- Respect typical scale of commercial uses in McMinnville
- Design to reflect the micro-climate—outdoor life, porches, balconies
- Promote inclusion and interaction within the right-of-way



9. *Mix of Activities*

- Encourage mixed-use development where feasible

10. *Urban-Rural Interface*

- Reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees
- Consider adjacency to agricultural fields and respect this heritage through careful transitions
- Design simple roof forms (industrial and agricultural). Height and distinctive forms of silos can be inspiration
- Consider functional site planning of vineyard and farm complexes as conceptual model for new development



11. *Housing for Diverse Incomes and Generations*

- Allow for a mix of housing forms and types that serve a variety of household incomes and respect the current character of Three Mile Lane



12. *Housing Variety*

- Respect existing variety of housing types in Three Mile Lane and ensure diversity of design for future housing

13. *Unique and Integrated Design Elements*

- Ensure visibility from highway; Welcome to McMinnville
- Make functions of sites visible (airplanes, wine-making); continue expression of industry/making where applicable
- Aviation legacy: display large planes; consider sensation of low-flying planes, potential visual impact of sites from the air
- Consider local and/or sustainable materials for cladding and building structure (timber, corrugated steel cladding, red brick)
- Use vibrant color



THE THREE MILE LANE AREA PLAN

This section describes the land use, urban design, and transportation elements that will guide future development and planning decisions in the Three Mile Lane Area. These elements are part of the “Preferred Alternative,” arrived at through conversation with the community at several online and in-person open houses and refined by City staff and stakeholders. The Area Plan’s combination of desired uses and transportation connections achieves the community’s vision and goals while uniquely realizing the City’s Great Neighborhood Principles.

Land Use Summary

The Three Mile Lane Area Plan’s land uses are shown in Figure 4. The defining characteristics south of the highway include a large (40 - 60-acres) area envisioned as a future retail center, and a large (140 – 160 acres) site for a potential corporate “Innovation Campus” to the south of this retail center. To the west, in areas near SE Norton Lane and the Willamette Valley Medical Center, opportunities for office and medical uses are envisioned. North of the highway is a new mixed-use designation proposed on the current Baker Rock site.

The Three Mile Lane Area Plan is accompanied by context-sensitive urban design considerations that build on the Great Neighborhood Principles. These include:

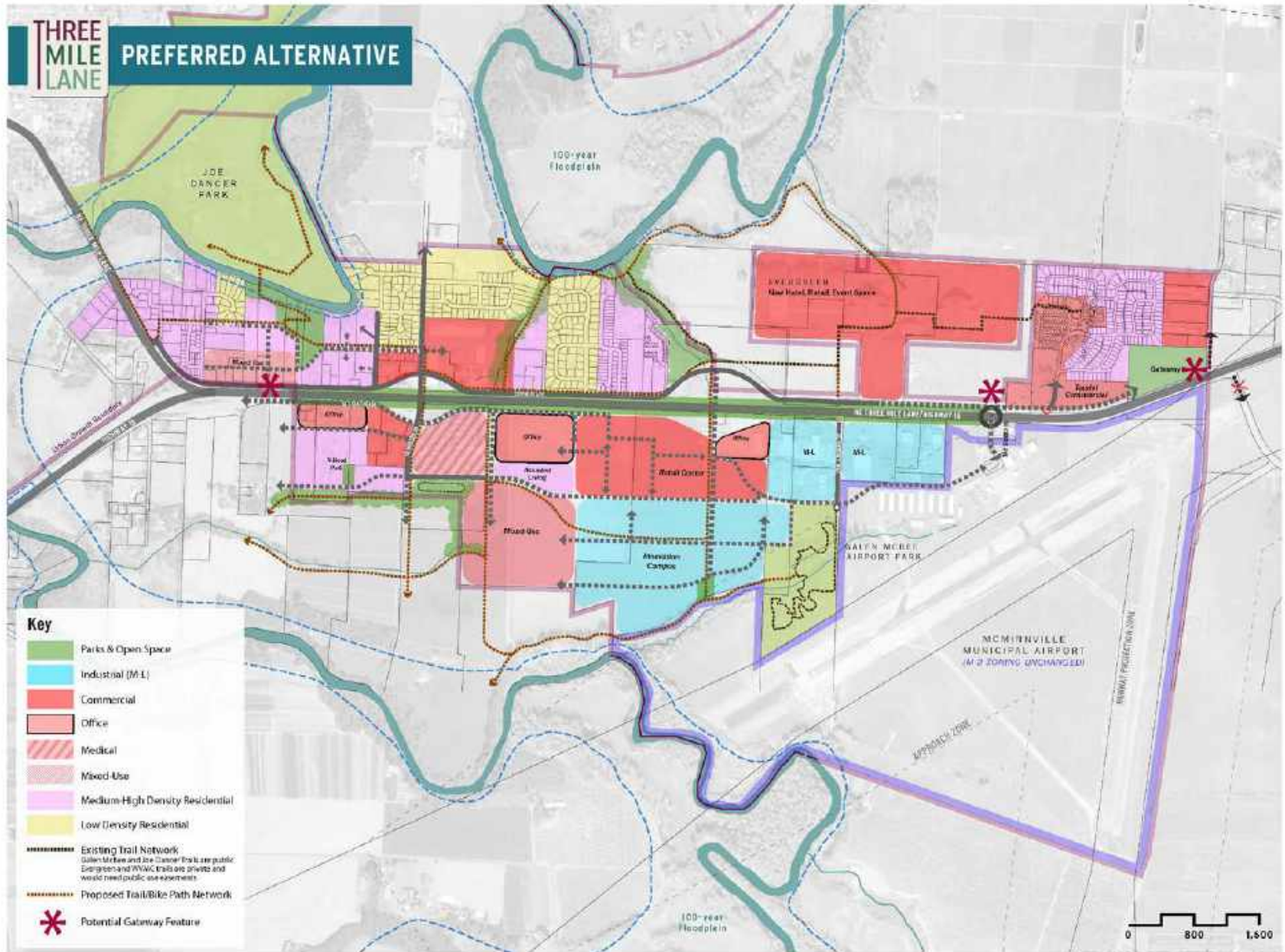
- Avoid parking lots and blank walls on OR 18 edge
- Create a walkable retail development with a “town center” feel (as described in the following pages)
- Encourage orientation of industrial campus buildings to Yamhill River and maintain view corridors through campus
- Consider setting future development back from Yamhill River to reduce impacts
- Create grid of walkable streets
- Improve frontage roads for safer walking and biking
- Integrate new Evergreen campus development with architectural language of existing buildings and site landscape features, preserve views of oak forest
- Consider aviation-themed gateway features

Key features of the Area Plan include:

- **Walkable Retail Development.** A central feature is a sizable, (over 40-acre) retail center south of Three Mile Lane at Cumulus. The quality of this development’s architecture and streetscape, the connectivity it provides to the street system south of OR 18, and generally, how well it responds and contributes to McMinnville’s Great Neighborhood Principles will be key to the success of this plan in gaining public approval.
- South of this retail development is a prime location for a mix of corporate office and industrial users in an **Innovation Campus**. Due to its proximity to the Yamhill River, the campus has the potential for “Trail-Oriented Development,” an increasingly popular amenity-driven development trend which offers future users and tenants an appealing orientation to views of natural features and use of outdoor space for employee wellness.

- West of the retail center and industrial campus site, a **flexible zone of mixed office or industrial** uses is offered, providing potential sites for users drawn by the synergy of being close to larger corporate users, with subcontractors or suppliers in office or light industrial spaces.
- **New mixed-use and health care-related uses** have been identified near the existing hospital. Housing, especially senior housing, is a very strong market opportunity. Building forms are expected to be horizontal mixed-use, rather than vertical mixed-use.
- The **Evergreen Tourism Area** is identified as a good location for new hotel, retail, and event space. The site is highly visible and suitable for a clustering of mutually beneficial uses. Travel-related commercial development is envisioned in the northeastern portion of the study area. This area is advantageously situated near the Evergreen complex, making it a good site for additional services and attractions for the traveling public.
- **New residential neighborhoods and continued development of existing neighborhoods** in locations in the western parts of the study area.
- **A cohesive trails system** that ties together major amenities and neighborhoods, with safe crossings of OR 18 and a potential connection to Joe Dancer Park.

Figure 6. Three Mile Lane Area Plan



Urban Design Elements

The plan features some distinct areas where change is expected to occur over time. North of Three Mile Lane, the most notable change is the mixed-use designation in the northwest. South of the highway, land use designations that are distinctly different than what exists today include medical commercial, office, and residential designations near the Willamette Valley Medical Center and the area of commercial between the hospital and the McMinnville Municipal Airport. Specific features and design considerations for the Three Mile Lane's diverse areas are discussed in this section. Key urban design elements that are expected to be incorporated into future development are listed below, as well as illustrated in "precedent" images and conceptual site designs.

Mixed-use Area

The Three Mile Lane Area Plan envisions continued growth and development in the northwest of the study area between Cumulus Ave and the Yamhill River. Existing residential neighborhoods are anticipated to see gradual infill and redevelopment in this area. New households in the Three Mile Lane area will require and support local services. The improved transportation connectivity envisioned with the Three Mile Lane Area Plan will provide alternatives to OR 18 for local trips.

Locally-serving retail and services have been a major discussion item during this planning process. As the area continues to evolve, providing more opportunities for a mix of uses, employment, and tourism, the existing industrial site (Baker Rock Site) on NE Cumulus Avenue may prove to be a more suitable location for something other than a ready-mix concrete plant. Allowing for a variety of commercial and residential uses in this area can provide additional housing, locally serving retail and other amenities, and enhanced multi-modal transportation connectivity. This area is well-suited for mixed-use development because it is large enough to accommodate and separate several uses in a way that responds to different context conditions. The site is also mostly flat with potential for good connections to the east and west.

Figure 7. Mixed Use Area (Baker Rock Site) Conceptual Design



Figure 7 shows this site, which extends between OR 18 and a steep bluff overlooking the North Yamhill River, two adjacencies that will shape its eventual development. Most of McMinnville’s Great Neighborhood Principles can be honored through future site master planning. This infill development can protect natural areas and views, connect to parks and open spaces, provide a connected, bike and pedestrian-friendly neighborhood, and encourage mixed-use development with diverse housing types and unique, high-quality design. Retail or office uses are better suited to the more visible and accessible southern half of the site. Residential uses are best suited to the northern half, further away from OR 18, with views to the river and Joe Dancer Park.

Key Urban Design Elements:

- Local street grid. Local streets can be logically extended through the site from the west (NE Atlantic) and the east (NE Dunn Place), creating access to the commercial and residential halves of the site, while a new central ‘Main Street’ can be extended north from NE Cumulus Avenue, bisecting the site and creating two crossroads intersections. The proposed street extending east-west across the northern half of the site follows the top of the bluff and should be designed as a well-landscaped parkway, with an adjacent multi-use trail which will eventually extend throughout the Three Mile Lane study area as a safe parallel route to OR 18.
- Building orientation. New buildings should be located to form an urban frontage, with no setbacks, at the intersections of local streets.
- Building and site design. Pedestrian-scaled ground floors, prominent entries, and canopies over sidewalks with street trees, on-street parking, and safe crossings. Surface parking could include EV charging stations, bicycle parking and a transit stop and be located behind these frontages, separated from adjacent uses by well-landscaped green buffers.

- Natural features. Where the Main Street meets the bluff-top street, a public overlook can provide views to Joe Dancer Park and perhaps even a trailhead for a nature trail switch-backing down the bluff to a riverside trail system and a potential footbridge over the river connecting to the park and beyond to downtown. This could serve as a valuable pedestrian and cycling connection to downtown to supplement the new Three Mile Lane Bridge.

Tourist Commercial

The Evergreen complex continues to draw visitors to McMinnville who support other local businesses in the Three Mile Lane area and beyond. The Area Plan foresees the continuation and intensification of tourism-related uses as allowed by existing zoning designations. East of Evergreen, land is currently zoned for commercial uses along the highway and has the possibility of hosting more tourism- and travel-related commercial uses in the vicinity of the Aviation & Space Museum and waterpark. The Area Plan envisions activities and uses related to visitors and the traveling public that could boost tourism and be mutually beneficial to existing attractions. A cluster of these uses in the northeast part of the study area could have a synergistic effect, strengthening McMinnville's and the region's reputation as a destination.

Key Urban Design Elements:

- Connectivity to the Evergreen complex. An important design element of this visitor-oriented area is connectivity to existing Evergreen tourist uses. Providing a safe walking and biking connection parallel to OR 18 will help integrate future development with the Evergreen attractions, which will continue to attract significant amounts of visitors.
- "Gateway" location. In addition, with a prominent location on the east entrance to McMinnville, this development opportunity area should be required to meet the City's Great Neighborhood Principles with high-quality design.

Health Care Area

Vacant parcels surrounding the Willamette Valley Medical Center are a significant opportunity for medical offices, housing for people reliant on medical services, and other uses that benefit from a health care cluster. As envisioned in the Area Plan existing industrial and high-density residential land and uses fronting the highway and in close proximity to the Medical Center could, over time, develop with housing – including assisted living and long-term care facilities - office uses, and services related to the hospital.

Key Urban Design Elements

- Transitions between uses: Health care facilities and surrounding residential areas. Health care facilities are often active around the clock with bright lighting and they generate significant vehicle traffic. They also require a lot of delivery traffic and, in the case of a major medical center, helicopter use. Buffering between uses should be considered, particularly senior housing or market-rate apartments with trees, landscaping and other treatments. Assisted living or nursing care facilities, however, would benefit from close proximity to the hospital.

- Transitions between uses: Health care facilities and other commercial uses. The scale and orientation of existing uses, as related to future uses should be considered. For example, while Senior Housing might benefit from a location within walking distance of a retail center, there should be careful site planning to ensure the housing isn't directly adjacent to loading or parking facilities. It may be most feasible to place health-care related housing with an orientation south towards views and the river.
- Walkability between uses. Convenient, safe connections between a variety of uses in this area will be important to current and future users.
- Visual quality of buildings facing OR 18. New development should avoid placing loading docks or creating blank walls visible from passing vehicles.

Retail Center/Innovation Campus

A large area of currently vacant or farmed land stretching from the highway south to the Yamhill River provides a unique opportunity for future development. The design envisioned in the Area Plan is the latest iteration in a process that began with a Property Owners' Workshop. This half-day workshop held at City offices included a presentation of existing site conditions, with confirmation from property owners of natural features, parcel ownership, access, and previous uses. A summary of market conditions was presented, with some suggested adjustments from the owners to reflect their individual research. The workshop concluded with a roundtable discussion of opportunities and constraints, including an exercise where prototypical program 'chips' scaled to the sites, were placed in a variety of potential arrangements to inform initial sketches of concept alternatives.

In addition to the focused property owner workshop, the City of McMinnville held a design charrette for the entire corridor study area with the Citizen Advisory Committee on April 8, 2019. Project participants identified a number of key strengths, including high visibility from Oregon OR 18, many large and/or underutilized parcels, proximity to the airport, concentration of tourist amenities and medical uses, strong connections to regional assets, and an abundance of natural features. Specific opportunities the participants identified included: pedestrian bridges over the highway could provide needed connections at key points, the creation of special complete street standards to encourage biking and walking, requiring stormwater treatment and extensive street tree plantings on all study area streets, considering shared parking standards and 'shadow platting' to encourage future infill on surface lots, and opportunities for new residential at the south edge of the case study site and west of the hospital.

Figure 8. Retail Center Conceptual Design



The retail market continues to evolve rapidly in response to the challenges of competing with online retail and market consolidation. One tactic that the retail industry has successfully used to attract and retain shoppers to brick and mortar establishments is the creation of mixed-use “town centers” that offer gathering spaces, walkable streets and more dining options than typical strip suburban developments or enclosed shopping centers. Mixed-use town centers offer a greater diversity of uses that typical retail developments, particularly as it pertains to entertainment and some office uses, with the latter providing critical daytime population for retailers.

Figure 9. Retail Center Precedent: Old Mill District, Bend, Oregon



Regionally-inspired architecture



Walkable Streetscape with Active Ground Floors

A retail center at Cumulus Ave. is a central feature of the Area Plan. The design of this development, the connectivity it provides to the street system south of OR 18, and how well it contributes to McMinnville’s Great Neighborhood Principles will be key in the success of this plan. This almost 60-acre parcel is one of the largest regional sites with easy highway access. The site is flat and developable—a unique characteristic for a site of this size, and has a locational advantage being both near to the highway and the McMinnville Municipal Airport. Figure 8 provides an example of how this site could develop, implementing design features desired in the Three Mile Lane Area.

Flexibility is key to attracting a corporate Innovation Campus. The City and/or developer would have to be opportunistic and actively market the property and McMinnville as a corporate destination. Early infrastructure investments and construction of housing and commercial amenities within walking distance of the property would help attract a corporate user, as would a clear but flexible vision and development plan for the property.

Figure 10. Retail Center Precedent: Northwest Crossing, Bend, Oregon



The overall goal is for new developments in the Three Mile Lane Area is to echo the features of traditional, older retail districts like downtown McMinnville. Figures 9, 10, and 11 show examples from other Oregon communities, with similar common features that include:

- Human-scale development that is pedestrian friendly.
- Walkable, narrow main streets connecting through the center, with parallel or angled on-street parking in front of retail storefronts.
- Public gathering spaces, bordered by dining and entertainment attractions, featuring play areas and flexible space for programmed public events.
- Shared parking lots, generally located behind buildings, featuring wide pedestrian walkways, EV charging stations, bicycle parking, and transit stops. As well as integrated stormwater treatment and ample landscaping including shade trees.
- Sustainable high-quality architecture, themed in a regionally appropriate way, with buildings placed in prominent locations that contribute to the quality of the pedestrian experience, versus behind large surface parking lots.
- Building edges that create 'frontage' on walkable streets or pedestrian walks, with higher-quality materials, generous windows and pedestrian-scale signage in the first 20-30' of elevation.
- Proximity and connection to a mix of other uses, to encourage walking from residential or office areas to the retail center.
- Generous landscape buffers between the retail center and roadways or parking lots while maintaining maximum visibility for retailers.
- A prominent entry to the site, with signage or a gateway feature.

Figure 11. Retail Center Precedent: Orenco Station, Hillsboro, Oregon



Key Urban Design Elements

- **Local identity.** Maintaining the local identity through gateway design elements and development opportunities; establishing formal view protection corridors for Mt Hood, Mt Jefferson, and Amity Hills encouraging mixed uses whenever feasible; and mitigating the visual impact of development on the OR 18 edge.
- **Connectivity.** Transportation and connectivity have been major themes during the planning process. Connectivity—in terms of internal circulation to parks and recreational features and surrounding neighborhoods—is essential, including for pedestrians and cyclists.
- **Parks and open space.** The community has provided input on parks and open space opportunities, identifying the following: prioritizing connections to existing trails and open space (such as connections into Joe Dancer Park), creating a public greenway along South Yamhill River with trail and connections to the study area and McBee Park, and increasing open space opportunities in the study area adjacent to residential uses.

Transportation

Enhancements to the existing local street network supporting the Area Plan are illustrated in Figure 12. The network includes completion of parallel and intersecting streets both north and south of OR 18 and network extension within currently undeveloped lands.

New shared-use paths complement the planned street network that link neighborhoods with planned activity centers and the Galen McBee Airport and Joe Dancer Parks.

Future vehicle traffic conditions for the Three Mile Lane Area, as detailed in Appendix D, were analyzed using three key steps:

1. **Housing and Employment Demographic Data.** Demographic data within the McMinnville UGB was prepared and summarized for year 2041, assuming the no-change “base” land use condition and what conditions would be if the area developed according to the preferred alternative described in this Plan and 2041 Tier 2 land use plan, based housing and employment demographics (McMinnville UGB) for ODOT model inputs.
2. **Transportation Model Network Refinement – Preferred Alternative.** The consultant team coordinated with ODOT to incorporate results from the preferred land use analysis (see Appendix D) to develop assumptions for the Oregon Small Urban Models (OSUM) travel demand model, reflecting the preferred land use option, future OR 18 facility design, and local street system network.
3. **OSUM Model Outcomes and Study Area Intersection Analysis.** ODOT provided future year (2041) model volumes. The analysis for the street design alternative used the travel demand model results to generate traffic forecasts at study area Intersections.¹ The consultant team also did detailed traffic analysis using the model to evaluate future intersection operations in the Three Mile Lane Area.

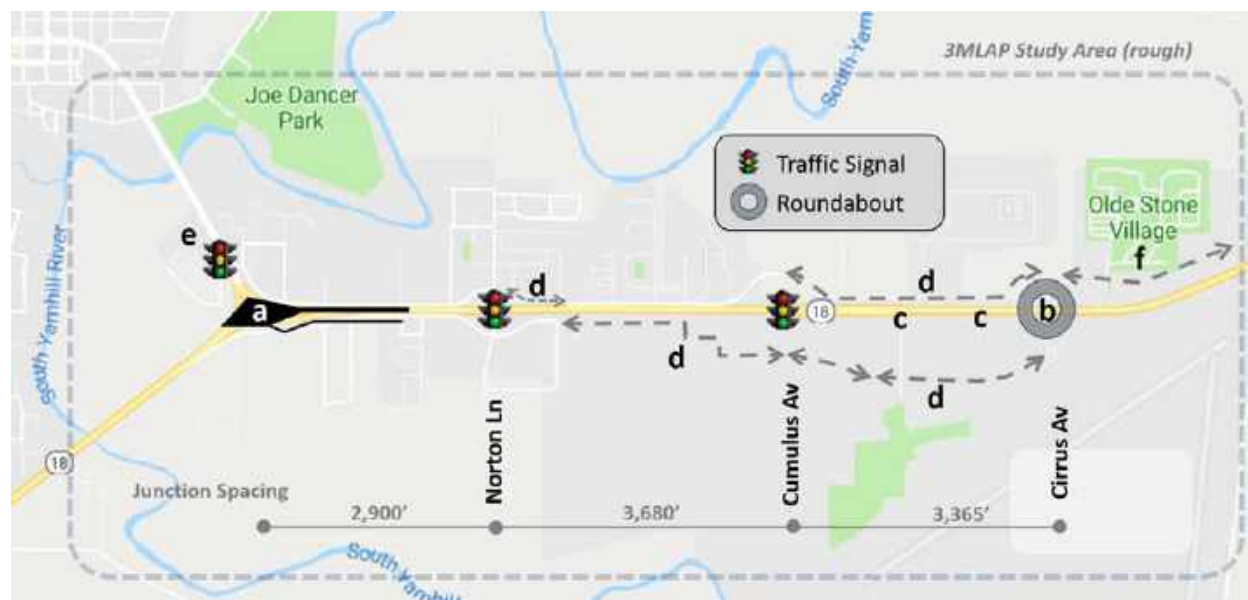
The results of the analysis confirmed that both signalized intersections in the area –OR 18 and Norton Lane and OR 18 and Cumulus Avenue - will operate at volume-to-capacity ratios below ODOT’s established standards under year 2041 Preferred Alternative traffic conditions. However, two of the study area unsignalized intersections fail to meet established mobility targets:

- **Three Mile Lane & First Street –** Three Mile Lane experiences high traffic volumes throughout the day, especially during the PM peak hour. There are limited gaps in the Three Mile Lane traffic flow for motorists turning from First Street. The intersection also doesn’t meet mobility targets based on 2018 traffic conditions.
- **Three Mile Lane & Cumulus Avenue –** The westbound and eastbound approaches are controlled with stop signs. There is no separate left-turn lane on the north leg of Three Mile Lane. Future traffic on Three Mile Lane and Cumulus Avenue is sufficiently high that eastbound and westbound motorists will find insufficient gaps to turn and travel north or south through the intersection.

¹ This work was conducted in accordance with the Methodology Memorandum, December 10, 2018. See Appendix D.

Preferred Facility Design

Figure 12. Preferred Facility Design Concept



- a) Three Mile Lane interchange - reconstructed for full directional access and crossing, with new connector to Stratus Avenue - see Figure 13).
- b) Cirrus Avenue - new roundabout on OR 18, with McMinnville gateway features.
- c) Removal of at-grade street and driveway accesses to OR 18 in the section between Cumulus Avenue and the eastern edge of the study area, including Loop Road and Cruickshank Road (Cruickshank Road is not shown in Figure 8, as Cruickshank Road is external to the Three Mile Lane Study area).
- d) New east-west frontage streets north and south of OR 18, linking Cirrus Avenue, Cumulus Avenue and Norton Lane. These and other local street connectors are depicted in Figure 11.
- e) New traffic signal (or roundabout) at Three-Mile Lane and Cumulus Avenue.
- f) Loop Road - disconnect from OR 18 and realign to new Cirrus Avenue connector and roundabout.

Figure 13 illustrates the reconstructed interchange of OR 18 at Three Mile Lane. The interchange modifications allow full vehicular movement to and from the highway in all directions, and a bi-directional connection between the southern half of the Study Area and McMinnville's city center via Stratus Avenue. These new connections will likely carry significant local traffic demand that would otherwise travel on OR 18 between the study area and McMinnville's city center. The Stratus Avenue connection also provides direct connectivity for pedestrian and cyclists traveling between the southern half of the Study Area and McMinnville's city center. Separated, two-way cycle tracks on both Cumulus Avenue and Stratus Avenue will improve rider comfort and significantly reduce level of traffic stress on these routes.

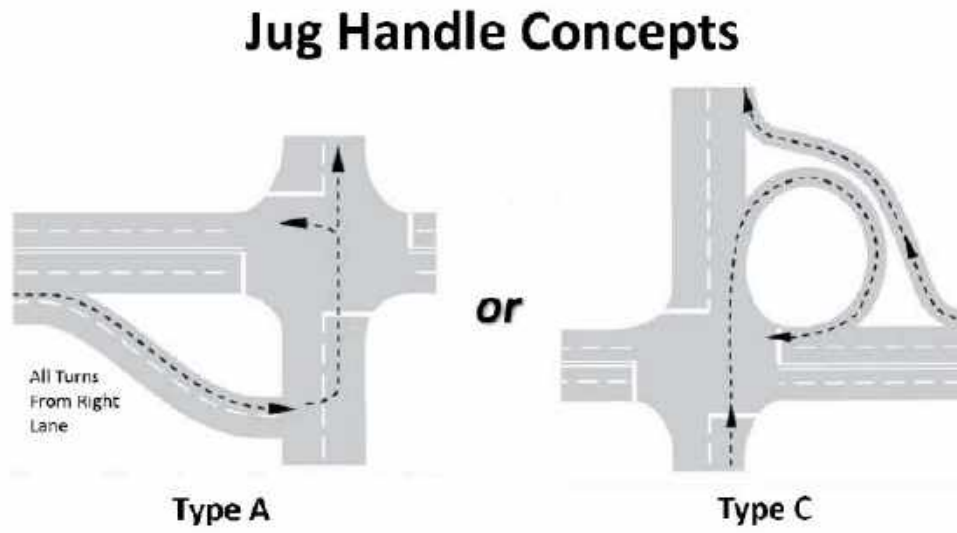
Figure 13. OR 18 / Three Mile Lane Interchange Preferred Facility Design



This plan includes interchange layout and traffic control concepts that will require further study and engineering analysis, including:

- A. Re-align Cumulus Avenue (and Nehemiah Lane) intersection approximately 200 feet north with Three Mile Lane to provide additional spacing from future OR 18 interchange ramps.
- B. New traffic control (signal or roundabout) if supported by MUTCD signal warrant analysis.
- C. Spacing sufficiency on Three Mile Lane between the new traffic signal and OR 18 westbound off-ramp.
- D. Re-alignment of Lawson Lane and its new connection to Martin Lane.
- E. The Urban Growth Boundary (UGB) is approximately coterminous with Stratus Avenue. The Stratus Avenue extension to the new interchange (and Lawson Lane re-alignment) will likely not require a UGB amendment (see ORS 215.283).

Figure 14. Cumulus Avenue Jug Handle Concept Options



Source: New Jersey Department of Transportation

Note: The draft Preferred Facility Design was developed in coordination with the CAC prior to the development and evaluation of future traffic volumes and operations. The later traffic operations analysis indicates that the traffic signal at OR 18/Cumulus Avenue will accommodate year 2041 traffic operations under both the Base and Preferred Alternative scenarios, without the need for additional jug handles. Jug handles may be needed beyond the 20-year planning horizon.

Figure 15. Proposed OR 18 Cross Section



Multimodal Plan

Complete Streets

Local connectivity is accomplished through special "complete street" standards to encourage biking and walking and that require stormwater treatment and extensive street tree plantings on all area streets. Complete street cross-sections for Major Collector and Local Residential streets are included below.

Figure 16. Major Collector Street Cross Section

Major Collector

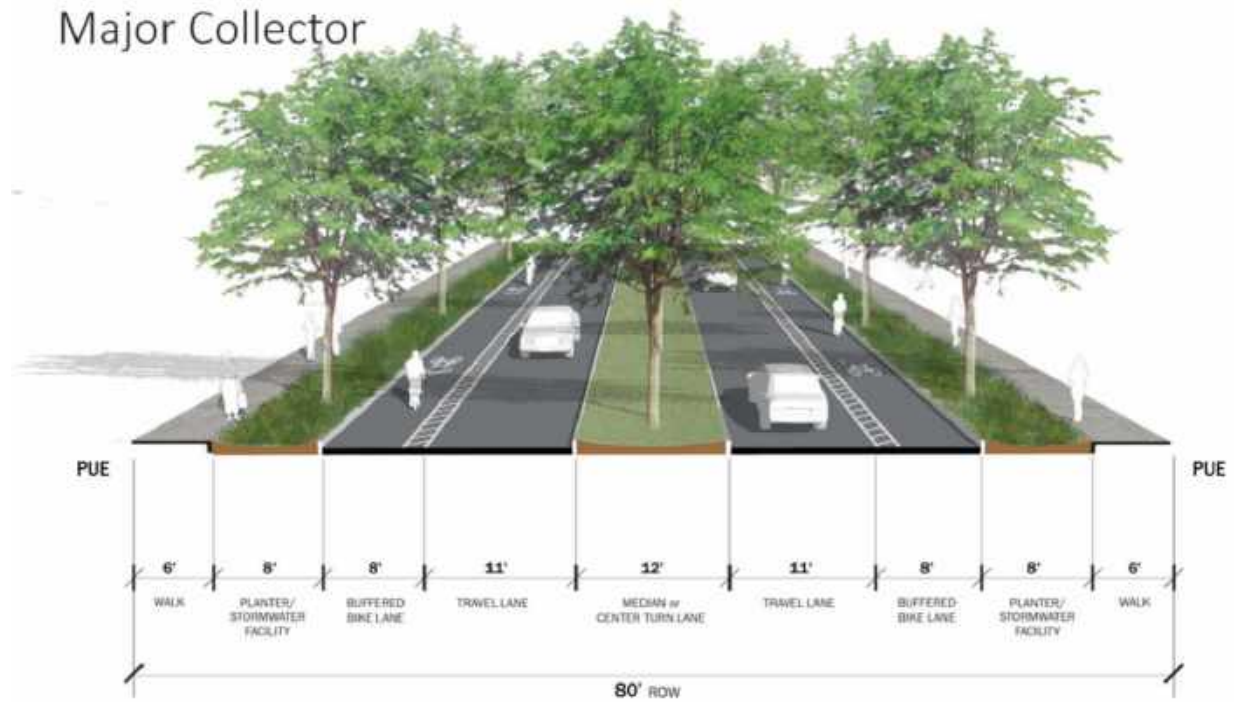
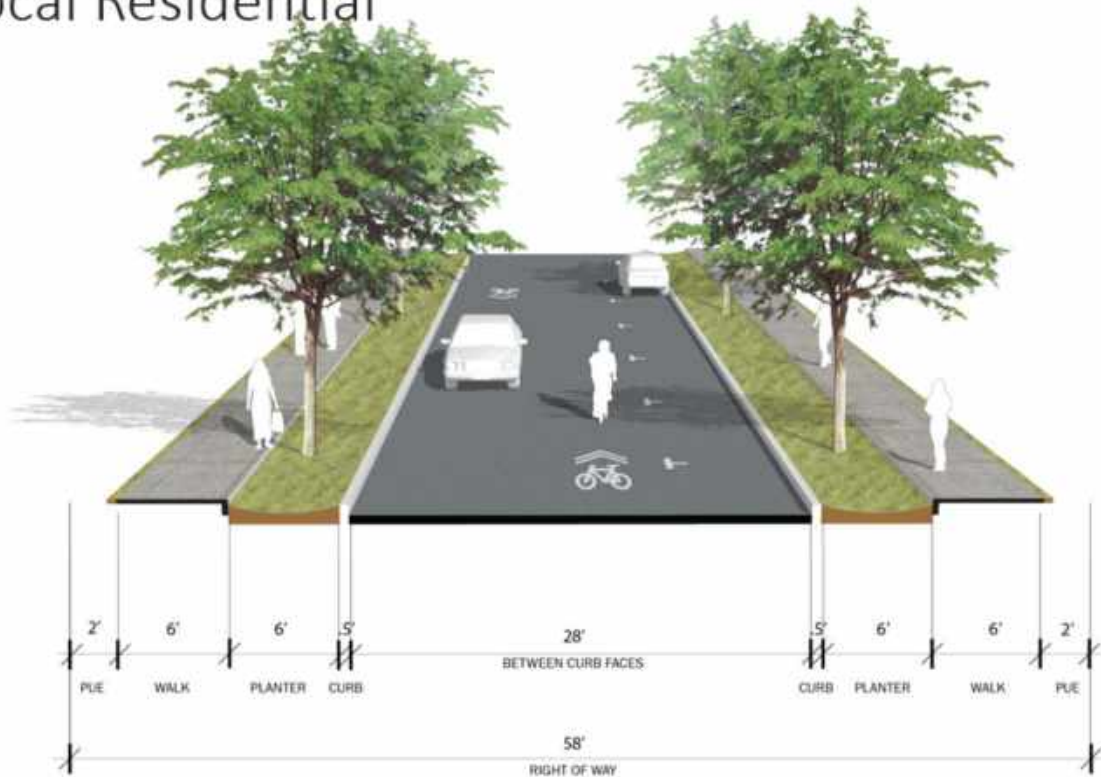


Figure 17. Local Residential Street Cross Section

Local Residential



Pedestrian Facilities

The combination of pedestrian facility improvements along existing and planned collector streets, and planned pathway improvements in the study area will significantly improve overall pedestrian access, mobility, and comfort for all users. A detailed evaluation of pedestrian facilities in the plan is included in Appendix D.

Bicycle Facilities

The Preferred Alternative includes recommended bicycle system improvements on existing streets and new connectors to help form a more complete bicycle network within the 3MLAP study area. Bicycle facilities provide improved mobility for users riding to the city center and seeking active transportation options that support a healthy lifestyle. Bicycle facilities considered in the study include bike lanes, buffered bike lanes, bike boulevards (shared lane), cycle tracks and shared-use paths as summarized in Figure 18.

The combination of bicycle facility improvements along existing and planned collector streets, and planned pathway improvements in the study area will significantly improve bicycle access, mobility and comfort for users of all ages and confidence levels. A detailed evaluation of bicycle facilities is included in Appendix D.

Figure 18. Types of Bicycle Facilities



Source: NACTO

Transit Connections

The extension of frontage roads east along the north and south sides of OR 18 identified in the Area Plan (see Figure 12) will provide opportunity for YCTA to extend Route 2 service within the study area.

Figure 19. YCTA Route 2 in the Three Mile Lane Area



Policies

The following policies are intended to guide development and future planning decisions in the Three Mile Lane area. These policies implement the Three Mile Lane Area Plan goals and describe how Great Neighborhood Principles are expected to be expressed in the future growth and development of the Three Mile Lane Area.

1. *Require future development to be consistent with the design elements of the Three Mile Lane Area Plan.*
2. *Public improvements and private development shall strive to protect tree groves and mature individual trees.*
3. *Riparian corridors and adjacent native landscape shall be protected.*
4. *The built environment will be designed to provide and protect views to rolling hills and volcanoes and to enhance visual and physical access to the North Yamhill River. New streets and open spaces will be oriented to capture views.*
5. *Enhancing connections to existing trails and open space, such as connections into Joe Dancer Park and McBee Park, and creating a public greenway along South Yamhill River with trails and connections to the Three Mile Lane Area is a priority.*
6. *New gathering spaces will be designed to incorporate natural areas and views.*
7. *Require native landscape plantings with seasonal variation and tree plantings that include shade streets with mature tree canopy.*
8. *A network of sidewalks and trails will connect people to key locations within the Three Mile Lane Area.*
9. *The Three Mile Lane Area will have safe bicycle routes for residents and touring cyclists.*

10. *Proposed new streets will connect to the existing local street grid, consistent with the conceptual designs in the Three Mile Lane Area Plan and in compliance with Transportation System Plan standards.*
11. *New commercial developments should be designed to be at a walkable, human scale and for ease of use by all ages and abilities.*
12. *New commercial, office, mixed-use, and multi-family developments should be designed to reflect the micro-climate and enhance outdoor life through the incorporation of features such as porches, balconies, courtyards, plazas, etc.*
13. *New commercial, office, mixed-use, and industrial campus developments should promote inclusion and interaction within the right-of-way.*
14. *Encourage mixed-use development where feasible.*
15. *Proposed site landscape for new development should strive to reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees – and consider functional site planning of vineyard and farm complexes as conceptual models.*
16. *New development should consider adjacency to agricultural fields and respect this heritage through careful transitions.*
17. *Architectural building design that includes simple roof forms (industrial and agricultural) is encouraged in the Three Mile Lane Area.*
18. *Encourage a diversity of future housing forms, types, and design that respect the current character of the area .*
19. *Ensure that new commercial and industrial campus development creates a welcoming and visible interface with Three Mile Lane.*
20. *Encourage site design and architecture that visibly convey the historic or current industry on the site (e.g., aviation, wine-making).*
21. *New commercial, mixed-use, office, and industrial campus development should consider using local materials for cladding and building structure (timber, corrugated steel cladding, red brick), and incorporating vibrant color.*

IMPLEMENTATION PLAN

Overview

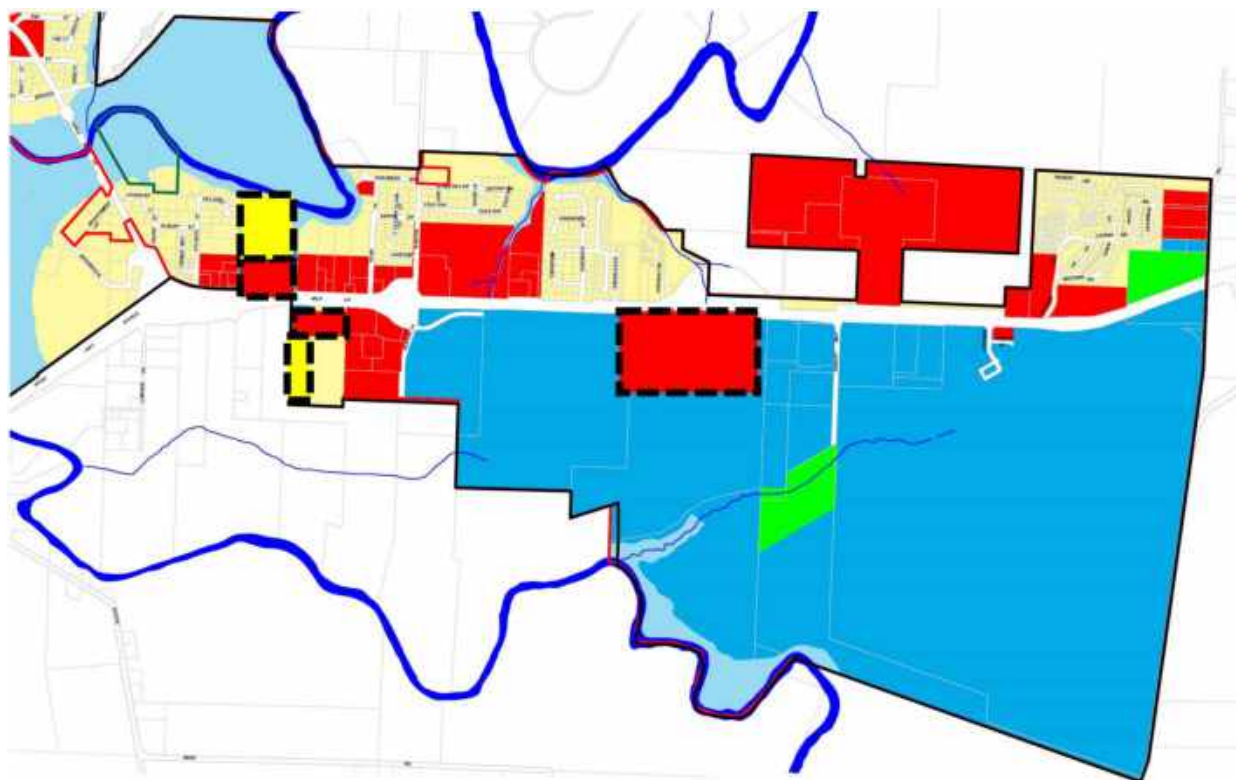
Through the development and implementation of the Three Mile Lane Area Plan, McMinnville has the opportunity to establish land use and transportation policy for the area and set standards and guidelines that will help the community realize the vision for this area. The Area Plan will be adopted as an element of the City's Comprehensive Plan to guide future land use, transportation improvements, and development decisions. This plan will be implemented through the City's Master Plans, Zoning Ordinance, Municipal Code, and the Three Mile Lane Planned Development Overlay. This section details the recommended modifications to the City's Comprehensive Plan and the Planned Development Overlay Ordinance.

Comprehensive Plan Amendments

Comprehensive Plan Map

In addition to the Three Mile Lane Area Plan being adopted as an element of the Comprehensive Plan, a map amendment will be a necessary implementation action. As described in the previous section, the Area Plan envisions land uses that are different than what is currently planned for on the City's Comprehensive Plan map. To allow for the area to develop consistent with the vision for the Three Mile Lane Area, the City will need to change the Comprehensive Plan Land Use Map in the areas indicated by the dashed black line in Figure 20.

Figure 20. Comprehensive Plan Map Amendments



The predominant change is from an Industrial designation to a Commercial designation for approximately 40 – 60 acres south of OR 18. The other change south of the highway, west of Norton Lane, is from Industrial to Commercial and Residential. The Industrial Comprehensive Plan amendment on the northern side shown in Figure 20, entails proposed Commercial and Residential Comprehensive Plan redesignations

Policies

Policies in the Three Mile Lane Area Plan are intended to supplement policies in the City's existing Comprehensive Plan and support implementation of the Area Plan. The policies were developed to implement the Three Mile Lane Area Plan goals and describe how Great Neighborhood Principals are expected to be expressed in the future growth and development of the Three Mile Lane Area.

Transportation System Plan

To support the changes represented in the preferred land use option and the facility design for OR 18 there will need to be key improvements to the transportation system. The City of McMinnville's 2010 Transportation System Plan will need to be updated to capture these improvements. Complete Street design will require changes to City street standards in the TSP as well as the Zoning Ordinance. Modifications are noted in Table 1 and include an increase in sidewalk widths and planter strip widths along residential streets. To enhance cyclists' comfort, the revised standards require buffered bike lanes (or cycle tracks) on collector streets and sharrow markings for shared lanes on local residential streets.

Table 1: Complete Street Standards

	Major Collector Existing Standards	Notes	Local Residential Existing Standards	Notes
Right-of-Way	74'	Increase to 80'	50'	Increase to 58'
Speed	25-30 mph		15-25 mph	
Maximum Average Daily Traffic (ADT)	16,000		1,200	
Adjacent Land Use Intensity	Medium		Low	
Sidewalks	5' residential 10-12' commercial	6'	5'	Increase to 6'
Planter Strips	6' residential N/A commercial	8'	5'	Increase to 6'
Curb-to-Curb Street Width	44'	Suggest 50'	28'	
On-Street Parking Two Sides	N/A		yes	Switch to one side parking if travelway too narrow... see below
Bike Facility	2 lanes (5')	Change to 8' buffered bike lanes (or cycle tracks)	Shared Lane	OK, with sharrow markings
Median / Center Turn Lane	12'		None	
Travel Lane Width	2 lanes (11')		See street width	

Project phasing, costs, and design standards related to implementing the preferred OR 18 improvements will also need to be reflected in the updated TSP, consistent with what is shown in Table 2.

Table 2: OR 18 Improvements – Planning-Level Cost Estimates and Phasing

Phase	Description	Notes	Low Cost 2021 (millions)	High Cost 2021 (millions)
1. Independent State and/or City Projects				
	New Multi-Lane Roundabout at OR 18 and Cirrus Avenue		\$8.0	\$10.0
	Construct Bicycle Lanes and Sidewalks on NE Cumulus Avenue from Cumulus Avenue to Evergreen Air and Space Museum Entrance		\$0.4	\$0.6
	Extend Cumulus Avenue East from Norton Lane and Modify Intersection Traffic Control at Existing Norton Lane/Cumulus Avenue Intersection	[1]	To be determined	
2. City/State Projects Reliant on Completion of New OR 18 / Cirrus Roundabout				
	Disconnect Loop Road from OR 18 and Re-align to Cirrus Avenue		\$2.5	\$3.0
	New OR 18 Frontage Roads Between Cumulus Avenue and Cirrus Avenue (both north and south of OR 18)	[2]	To be determined	
3. City/State Projects Commensurate with/Reliant on New Extension of Cumulus Avenue South of OR 18				
	Construct Cumulus Avenue south of OR 18	[2]	To be determined	
	Revise Traffic Signal at OR 18/Cumulus Avenue Intersection		\$1.1	\$1.2
	Construct Bicycle Lanes and Sidewalks on Cumulus Avenue from OR 18 to NE Cumulus Avenue		\$0.5	\$0.7
4. State and City Projects Commensurate with or Reliant on New OR 18/Three Mile Lane Interchange				
	Reconstruct OR 18/Three Mile Lane Interchange	[3]	\$60.0	\$90.0
	Re-Fit Cumulus Avenue (north side) with 2-Way Cycle Track, Buffer Strip and Wider Sidewalk: Three Mile Lane to Norton Lane		\$3.1	\$3.4
	Re-Fit Stratus Avenue (south side) with 2-Way Cycle Track, Buffer Strip and Wider Sidewalk: Martin Lane to Norton Lane		\$1.6	\$1.8
	Re-align Cumulus Avenue and Nehemiah Lane at Three Mile Lane		\$2.4	\$2.6
	New Traffic Signal on Three-Mile Lane at Cumulus Avenue		\$0.5	\$0.6
	Re-align Lawson Lane		\$1.5	\$1.7
Total			\$81.6	\$115.6

Notes:

- [1] Subject to coordination and approval between City of McMinnville and Chemeketa Community College.
- [2] Subject to private development access needs.
- [3] Including general cost items of demolition, pavement, curb, sidewalk, signing and striping, drainage and landscaping, and new traffic signal or roundabout at junction of OR 18 eastbound ramps and Stratus Avenue.

These cost estimates are for planning purposes only and are subject to refinement during concept development and preliminary engineering. Neither ODOT, City of McMinnville or private development roles and responsibilities in funding these projects have been identified.

The cost estimates for the recommended projects in Table 2 are for planning purposes only and are subject to refinement during concept development and preliminary engineering. Identifying ODOT, City of McMinnville or private development roles and responsibilities in funding these projects have not been identified. Redesigning and retrofitting streets, highways and land use with new, multimodal transportation infrastructure sometimes requires taking exception to design standards so that new projects fit within existing rights-of-way, natural and built environmental constraints. As the concepts identified in the Plan are taken forward into preliminary engineering and final design, there will likely be the need to examine exceptions to roadway and junction design standards. Table 3 summarizes those projects identified in the Area Plan that may require design exceptions.

Table 3: OR 18 Improvements – Design Phase Issues

Recommended Plan Project	Constraints	Design Standard Issues or Possible Exceptions
Reconstruct OR 18/ Three Mile Lane Interchange	Proximity of Yamhill River Bridge, Cumulus Avenue/Nehemiah Lane intersection, OR 18 eastbound off-ramp junction, and UGB boundary (current alignment of Stratus Avenue)	Junction spacing and traffic control at: <ul style="list-style-type: none"> • Three Mile Lane • OR 18 Westbound Off-Ramp at Three Mile Lane • OR 18 Eastbound Off-ramp at Three Mile Lane/ Stratus Avenue
New Roundabout at OR 18 and Cirrus Avenue	Standard two-lane roundabout likely requires additional rights-of-way. OR 18 posted and design speeds entering McMinnville UGB.	Roundabout geometric design treatments to: <ul style="list-style-type: none"> • Reduce approaching vehicle speeds and accommodate multi-axle trucks on OR 18 • Accommodate bicycle and pedestrian traffic
Re-purposing Cumulus and Stratus Avenues with two-way cycle tracks	Limited street rights-of-way and need to accommodate future bus stops amenities.	Two-way cycle tracks are not currently incorporated in the City's design standards. Reference ODOT Blueprint for Urban Design, AASHTO and NACTO for design guidance.

The designation of OR 18 as a freight route on the State Highway Freight System also has implications for roadway design and mobility standards. Oregon statute states that the Oregon Transportation Commission may not permanently reduce the “vehicle-carrying capacity” of an identified freight route unless safety or access considerations require the reduction, or a local government requests an exemption and the Commission determines it is in the best interest of the state and freight movement is not unreasonably impeded.² The design of proposed improvements on OR 18 will need to be closely coordinated with ODOT, including the Mobility Services Team

² Oregon Revised Statute 366.215, https://www.oregonlegislature.gov/bills_laws/ors/ors366.html . In the context of this statute, “vehicle-carrying capacity” refers to the vertical and horizontal clearance of a highway section that can physically carry motor vehicles.

whose responsibility is to invite statewide transportation stakeholders to participate in required Stakeholder Forums considering improvements that may impact vehicle-carrying capacity on a freight route.³

Zoning Ordinance Amendments

This planning effort included a land use evaluation (see Appendix D) which considered the adequacy of existing policies and development regulations in implementing the Preferred Alternative. Specifically, the analysis considered the design features desired for future development in the Three Mile Lane Area and determined whether existing zoning and development ordinances would enable or require these features. The results of this analysis and recommended modifications to development requirements are summarized below. Model text amendments to update City ordinances are found in Appendix E.

Regulatory Framework

Land use and development in the Three Mile Lane area is regulated by the City's Zoning Ordinance and the Three Mile Lane Planned Development Overlay. The Zoning Ordinance governs uses, density, and dimensional requirements for zoning districts in the area, as well as site design and permitting requirements. The Planned Development Overlay contains requirements specific to the Three Mile Lane area that either modify or add to underlying zoning standards.

No changes to existing zoning designations are proposed with the Area Plan. Changes to the underlying Comprehensive Plan are recommended (see Figure 20), and will allow for property owners to initiate rezoning in these key areas over time. Also, no changes related to the type of development subject to a land use review process within the Three Mile Lane area are proposed. The following requirements will continue to apply:

- **Development Approval.** The review and approval process for land use applications is through Three Mile Lane Design Review, Director's Review with Notification.
- **Zone changes.** Zone changes within the Three Mile Lane Planned Development Overlay area are evaluated using Planned Development Overlay standards and procedures and approved by Planning Commission.
- **Industrial Campus/M-L Zoning.** Proposed Industrial uses in the M-L zone must be approved by the Planning Commission, after evaluating impacts such as noise, traffic generation, air and water pollution, and appearance.
- **Commercial Zoning.** New commercial structures larger than 25,000 square feet of gross floor area require Director approval through Large Format Commercial Design Review.
- **Signage.** Signage in areas designated commercial and industrial require approval by the Three Mile Lane Design Review Committee, after evaluating compatibility and design elements such as color, material, size, form, and relationship to site and building design.

³ For more information about the process and ORS 366.215 requirements see https://www.oregon.gov/ODOT/Planning/Documents/ORS_366.215_Implementation_Guidance.pdf .

Future development proposals can address the special urban design elements described in this Area Plan - specifically in the mixed-use, and retail center, and innovation campus areas - through the planned development approval process (Chapter 17.51 Planned Development Overlay).⁴

Table 4 lists recommended changes to development requirements that will strengthen the City's current Zoning Ordinance provisions and that, when implemented, will better reflect the future development outcomes envisioned for the Three Mile Lane Area. The table lists the policies describing desired features and outcomes and where modifications to existing requirements or specific actions are needed. Some proposed recommendation items from the earlier analysis have not had a robust community conversation or require additional study or analysis. These items are noted as recommended future action items for the City to consider.

Within the recommendations in the Overlay Amendment column in Table 4 there is a further distinction between requirements that should be applicable to all development in the Three Mile Lane Area and requirements that are more appropriate for larger, planned developments.

⁴ Today, development proposals within the Three Mile Lane Planned Development Overlay do not have to go through a planned development process and the City cannot require a master plan. Master plans are defined in the Zoning Ordinance as the "maps, illustrations and supported text associated with a planned development which conveys the approved uses for the site along with any associated conditions, phasing schedules and other agreements."

Table 4: Implementation Recommendations

Policy	Overlay Amendment	Recommended Future Action
<p>1. Require future development to be consistent with the design elements of the Three Mile Lane Area Plan.</p>	<p>Include specific development standards (see amendments in this table) in the Three Mile Lane Planned Development Overlay to implement the Three Mile Lane Area Plan. Note that the review and approval process for land use applications is through Three Mile Lane Design Review, Director’s Review with Notification.</p> <p>Require Mixed-use, Commercial, or Industrial development proposals over [10] acres to be subject to Planned Development Overlay (Chapter 17.51) and Planning Commission approval.</p> <p>In the Innovation Campus allow office uses that support products and services that are manufactured or developed on site or that serve as corporate offices for products that are manufactured elsewhere.</p>	
<p>2. Public improvements and private development shall strive to protect tree groves and mature individual trees.</p>		<p>Identify tree groves and tree types to be protected and designate as significant or historic trees.</p>
<p>3. Riparian corridors and adjacent native landscapes shall be protected.</p>	<p>Require mapping and protection of stream corridors and re-vegetation with native plantings.</p>	
<p>4. The built environment will be designed to provide and protect views to rolling hills and volcanoes and to enhance visual and physical access to the North Yamhill River. New streets and open spaces will be oriented to capture views.</p>	<p>Require viewshed analysis as part of Design Review.</p>	
<p>5. Enhancing connections to existing trails and open space, such as connections into Joe Dancer Park and McBee Park, and creating a public greenway along South Yamhill River with trails and connections to the Three Mile Lane Area is a priority.</p>	<p>Require connection to proposed trail, trail right-of-way dedication, and trail construction as part of Design Review/development approval.</p>	
<p>6. New gathering spaces will be designed to incorporate natural areas and views.</p>	<p>When proposed as part of a Planned Development master plan, require gathering spaces be designed to incorporate natural areas and views as a condition of approval.</p>	
<p>7. Require native landscape plantings with seasonal variation and tree plantings that include shade streets with mature tree canopy.</p>	<p>Require native landscaping and plantings of all development through Design Review.</p>	<p>Develop and define approved planting list and approved tree list.</p>

Policy	Overlay Amendment	Recommended Future Action
8. A network of sidewalks and trails will connect people to key locations within the Three Mile Lane Area.	Apply pedestrian walkway and connectivity standards to all non-residential development. Note: Pedestrian walkway standards, currently are applied to Large Format Retail; site design requires connections between buildings and from building entrances to streets (§17.56.050.C.2).	
9. The Three Mile Lane Area will have safe bicycle routes for residents and touring cyclists.	Require transportation improvements consistent with the Area Plan through Design Review.	
10. Proposed new streets will connect to the existing local street grid, consistent with the conceptual designs in the Three Mile Lane Area Plan and in compliance with Transportation System Plan standards.	Require transportation improvements consistent with the Area Plan through Design Review.	
11. New commercial developments should be designed to be at a walkable, human scale and for ease of use by all ages and abilities.	Requirements for commercial building size and massing. Standards for parking maximums for all uses. Parking lot location requirements for commercial uses.	Additional guidelines or standards related to façade treatments. 17.56.050 Development Standards
12. New commercial, office, mixed-use, and multi-family developments should be designed to reflect the micro-climate and enhance outdoor life through the incorporation of features such as porches, balconies, courtyards, plazas, etc.	Require as part of Design Review: <ul style="list-style-type: none"> • Standards for non-residential buildings to include minimum pedestrian shelter coverages along ground floor elevations/street frontages and main entrances. • Residential design features to include clear and objective building design standards/architectural elements. 	Additional guidelines or standards related to façade treatments.
13. New commercial, office, mixed-use, and industrial campus developments should promote inclusion and interaction within the right-of-way.	Require as part of Design Review: <ul style="list-style-type: none"> • New requirements for building orientation (set-to, building orientation); • Additional guidelines or standards related to façade treatments, including transparency. • Provision of on-street parking for ground-floor commercial uses (new requirements allowing on-street spaces to be counted toward parking minimums, new cross-section standards for streets with ground-floor retail). 	
14. Encourage mixed-use development where feasible.		Consider additional guidelines or requirements for the Mixed Use area.

Policy	Overlay Amendment	Recommended Future Action
<p>15. Proposed site landscaping for new development should strive to reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees – and consider functional site planning of vineyard and farm complexes as conceptual models.</p>	<p>Require landscaping proposed as part of a Planned Development master plan to demonstrate how it reflects existing patterns.</p>	
<p>16. New development should consider adjacency to agricultural fields and respect this heritage through careful transitions.</p>	<p>Buffer/perimeter requirements for new non-residential development adjacent to a dissimilar use.</p>	<p>Determine if specific buffering requirements are needed for proposed development abutting land zoned exclusive farm use.</p>
<p>17. Architectural building design that includes simple roof forms (industrial and agricultural) is encouraged in the Three Mile Lane Area.</p>		<p>Develop design guidelines or architectural standards.</p>
<p>18. Encourage a diversity of future housing forms, types, and design that respect the current character of the area.</p>	<p>Buffer/perimeter requirements for new non-residential development adjacent to a dissimilar use.</p>	<p>Evaluate Zoning Ordinance to ensure there are clear and objective design standards for new residential development.</p>
<p>19. Ensure that new commercial and industrial campus development creates a welcoming and visible interface with Three Mile Lane.</p>	<p>Requirements for landscape buffering fronting Three Mile Lane. Requirements for non-residential development related to building facades, including addressing blank walls and requiring articulation and materials or color variation.</p>	<p>Develop design guidelines to encourage a more cohesive visual character along the corridor.</p>
<p>20. Encourage site design and architecture that visibly convey the historic or current industry on the site (e.g., aviation, wine-making).</p>		<p>Develop design guidelines or architectural standards.</p>
<p>21. New commercial, mixed-use, office, and industrial campus development should consider using local materials for cladding and building structure (timber, corrugated steel cladding, red brick), and incorporating vibrant color.</p>	<p>Requirements for non-residential development related to building facades, including addressing blank walls and requiring articulation and materials or color variation.</p>	<p>Develop additional design guidelines or standards related to façade treatments; define acceptable color palate.</p>

NEXT STEPS

Incorporate Three Mile Lane Area Plan Findings

Both the City of McMinnville and Oregon Department of Transportation (ODOT) will consider actions to implement key findings of the Three Mile Lane Area Plan as part of their transportation and land use (city) plans as follows:

Joint City/ODOT Project Development

1. **OR 18 / Cirrus Avenue Junction**

Future project development, development driven or otherwise, will likely require the City, State, and developer to coordinate project concept development, investigate rights-of-way requirements, and begin preliminary design of new junction traffic control (roundabout or traffic signal) at the intersection of OR 18 and Cirrus Avenue. Project includes closing Laurel Lane, Loop Road, and the RV sales private driveway and consolidating these accesses to the OR 18/Cirrus Avenue intersection via a new frontage road constructed along the north side of OR 18. Project development will require specific coordination with the State Traffic Engineer and the Mobility Advisory Committee. An intergovernmental agreement and memorandum of agreement may be used to formalize this coordinated effort.

Project Purpose and Need: Resolve highway safety problem at OR 18/Loop Road (see Appendix A) and revise local access to Cirrus Avenue (city/public street) and removal of private driveways in accordance with Oregon Highway Plan Access Management and Spacing standards, adopted as Appendix to the McMinnville Transportation Systems Plan (2010).

City of McMinnville

1. Update the Comprehensive Plan Land Use Map to reflect proposed land uses in the Three Mile Lane Area Plan.
2. Adopt an Ordinance amending Ordinance 4131 (Three Mile Lane Planned Development Overlay) and Ordinance 5472 (Three Mile Lane Amendment) by adding new sections that reflect the implementation recommendations of the Three Mile Lane Area Plan.
3. Update the 2010 Transportation System Plan to adopt city and state highway improvements projects identified in the Area Plan.
4. Revise and update the Transportation Systems Development Charge to incorporate transportation capacity improvements that serve new development needs as identified in the Area Plan.
5. Review and administer site plan proposals, zone change and/or comprehensive plan change applications within the Area Plan area seeking landowner and/or developer cooperation in reserving rights-of-way for the OR 18 / Cumulus Avenue interchange. *Note that this is not an identified capacity improvement requirement within the current (2021-2041) 20-year planning horizon.*
6. Amend the UGB agreement with Yamhill County.

7. Consider needed refinements to other City Capital Improvement Plans and amend and adopt City Master Plan updates as needed to support future growth in the Three Mile Lane Area.

ODOT

1. Consider the adoption of the 3MLAP as a Facility Plan.
2. Coordinate with the City of McMinnville to identify funding (City, State, and developer), and carry out design and re-construction of the OR 18/Three Mile Lane interchange as identified in the 3MLAP.

Planning Guidance - Post 20-Year Planning Horizon

The City of McMinnville and ODOT will continue to coordinate and monitor land development proposals in the 3MLAP area and evaluate OR 18 traffic trends to determine when the full interchange, as identified in the 1997 OR 18 Corridor Refinement Plan and McMinnville's current TSP, or additional interim traffic capacity improvements are needed at the junction of OR 18 and Cumulus Avenue.

The 1997 OR 18 Corridor Refinement Plan indicates closure of the Norton Lane crossing of OR 18 with no additional OR 18 crossings. Minimum pedestrian highway crossing spacing guidelines outlined in Oregon's Blueprint for Urban Design will be administered as part of any future OR 18/Cumulus Avenue interchange project development.

OR-18/Cumulus Avenue – Potential Interim Capacity Improvements

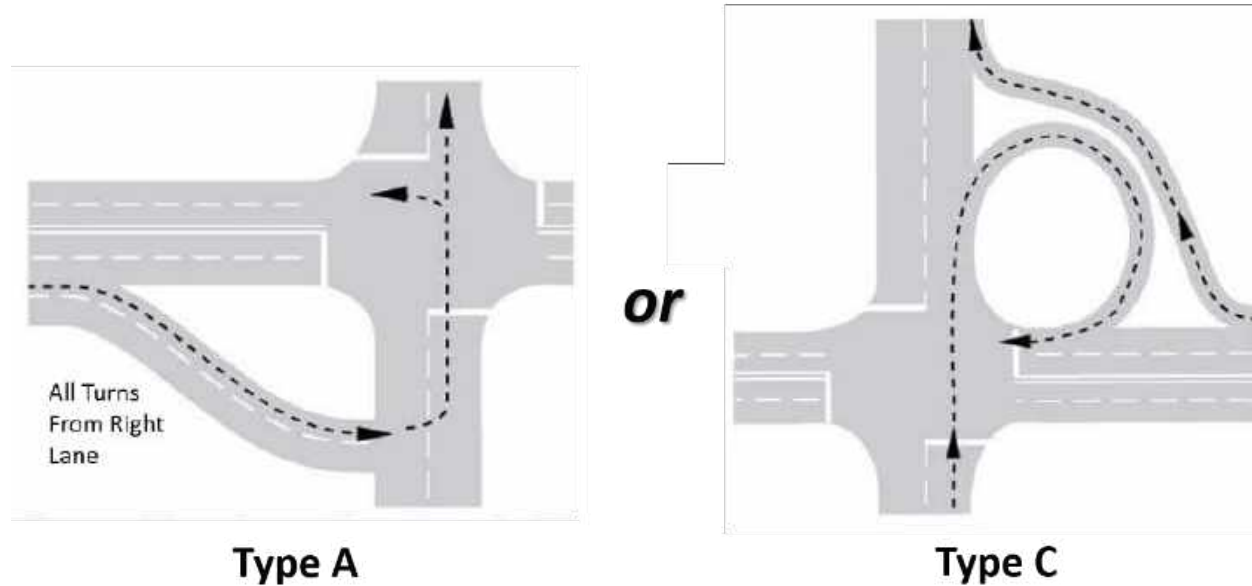
In the drafting of facility design options, the 3MLAP identified a potential need for interim capacity improvements in the form of "jug handles" at the intersection of OR 18 at Cumulus Avenue. The analysis of future traffic operations later indicated that the existing traffic signal at OR 18/Cumulus Avenue will accommodate year 2041 traffic demand without need for additional, vehicle capacity-increasing capital improvements. "Jug Handles" should be considered as a future phase improvement if warranted by mobility standards.

At such a time when the traffic signal can no longer accommodate future traffic and operate within the mobility targets of the OHP, ODOT and the City will require further assessment of potential intersection capacity improvements.

An intersection control evaluation will be needed to determine the final configuration of this intersection, should the existing configuration, jug-handle, or a roundabout improvement be best suited. Final design to be determined through a refinement or project development effort should assess the above-noted considerations.

Any reconfiguration of the intersection traffic control design will need to consider existing traffic patterns and user compliance, as well as the feasibility to operate safely and efficiently with the recommended frontage roads identified in the 3MLAP. Figure 1. Sample Jug Handle Concept Options

Figure 21. Jug Handle Concepts



Source: New Jersey Department of Transportation

Future Bicycle/Pedestrian Overpass Consideration

OR-18/Norton Avenue – Potential Bicycle / Pedestrian Overpass

In the adoption process of the 3MLAP, the City identified a future potential need for a bicycle/pedestrian overpass at OR 18/Norton Avenue to facilitate a separated bicycle and pedestrian crossing opportunity. This was not calculated as a need by the 3MLAP transportation analysis.

The City should continue to evaluate the bicycle and pedestrian movements from north to south at this intersection for mobility and safety, and explore opportunities to fund and implement this improvement proactively if determined to be warranted by the community.

Appendix A:

Public Involvement



Three Mile Lane Area Plan

May 2021

MEMORANDUM

Focus Groups Summary

McMinnville Three Mile Lane Area Plan

DATE February 1, 2019

TO Heather Richards and Jamie Fleckenstein, City of McMinnville

FROM Darci Rudzinski, Kate Rogers and Andrew Parish, Angelo Planning Group
Ken Pirie and Morgan Maiolie, Walker Macy
Chris Zahas and Sam Brookham, Leland Consulting Group
Andrew Mortensen and Matthew Hartnett, David Evans and Associates

CC Michael Duncan, ODOT

The Three Mile Lane Area Plan (3MLAP) project team held two focus group meetings with stakeholders on December 18, 2018 and City staff conducted a third meeting with stakeholders in the project area on January 22, 2019. The purpose of the meetings was to identify key issues of concern, obtain input on a vision and goals, and solicit input on how stakeholders want to be involved in the project. Stakeholders represented various users of the Three Mile Lane area, including property owners, business owners, residents, and representatives of the area's key institutions and affordable housing community, as well as City and County decisionmakers.

This memo summarizes the notes from the three meetings and pulls out key topics, themes, and takeaways. (Note: the stakeholder comments provided below are paraphrased, not direct quotes.)

1. The McMinnville Municipal Airport is an underutilized asset

Summary: Stakeholders felt that there were a lot of opportunities to capitalize on the airport, both in terms of employment and growth of the tourism industry.

Stakeholder Comments:

- There is a lot of opportunity at the airport. We're not utilizing our land to its greatest potential. Future development has to fit the blend of other uses out there.
- There are definitely some transportation opportunities. Aviation is a big opportunity – drones, helicopters. It's a regional airport and we haven't even tapped into its potential. Commercial retail opportunities have been discussed. How do we utilize the acreage and get the most jobs, and the highest and best use? Strategic planning is happening for the Airport.
- How do emerging technologies, like drone technology and AVs impact the airport?

- The City has an Airport strategic master plan. The Airport Master Plan will be updated soon – doing that project with a business mindset this time.
- Considered a “Regional Significant Airport” with regard to emergency preparedness; Some questions about whether it is actually ready for an emergency.
- Key to the future will be how airport develops, and what happens to Norton Lane.
- Aurora Airport is a good example – industry has circled around the property and brought tremendous economic growth there.
- Access to the airport is a big issue – buffered on the south by wetlands. Cruikshank Road could be closed.
- Really underutilized from a tourism standpoint. Nice jets parked out there, visiting wine country. This could become a tourism aviation destination. It can be the “face” of McMinnville; it’s the way people see the City. Don’t want to take away from 3rd Street, but there is an opportunity to create a subdistrict here.
- Forming a port authority to manage the area gives another set of revenue. Foreign trade zone area being explored, in association with the Port of Portland. Having 200 ac vacant lands adjacent to the highway and airport is unusual.
- What is the cost of an underpass beneath the runway to open up the east and south side? Cruikshank Road reroutes – leveraging the airport lands, necessary road access. Land between the two runways has also been looked at, but FAA may not allow it. Could be a place for high-end hangers (Sun River example).
- Moving Cruikshank Road– can’t extend the runway without moving the Highway. Mitigating the wetlands for expansion may be an option. This is in the Airport Masterplan, but expansion is aspirational. Would have a positive impact, allowing bigger planes. Existing runway will serve future air traffic; will be a while before FAA will fund another runway expansion plan.
- Revenue generation at the Airport is just holding at the current level. City isn’t putting investment into it right now; UGB issues and growing the city is taking precedence.
- Key opportunities: corporate headquarters, executive hangars, commuter service (primarily taxi)

2. Tourism offers promising opportunities in the area

Summary: Stakeholders see opportunities to develop tourism-related industry in the study area. Existing key assets include the airport and Evergreen museum complex.

Stakeholder Comments:

- Historically, this area has been seen as a gateway, from either Highway 99 from the North, or down from Linfield, over the bridge. We’re seeing a lot more interest and utilization from people touring – we’re spending close to a million dollars a year promoting the area. Bringing in reporters and writers visiting the area and writing about it.

- Vista to the river is a great asset for development on the highway. In the past, there have been discussions with the County Fairgrounds about the property – it'd be a nice location for their activities. Also discussions about a wine country visitor center – playing off the beauty of the property by the river.
- Potential for regional destination @ Evergreen with events, hotel, See You Later sports complex, and fairgrounds, come together. City has already approved a range of amenities, such as a hotel and executive ropes course.
- Re: Evergreen complex (and area to the north) as a regional destination
 - The north part of the study area includes land behind the Evergreen museum. The property is currently in bankruptcy proceedings. The County is working to forgive the debt, take ownership of the land and possibly move the Fairgrounds there, with a possibility of a convention center. Would be an opportunity for consolidating County holdings. The See Ya Later Foundation sports complex, with the water park and air museum, can be a magnet. There is also a desire to build a hotel there. There are a lot of partners and discussions. In the next year or two, political makeup of County should be conducive to the conversation.
 - There may be a possibility of a UGB amendment to accommodate a public amenity and a future shared facility with the indoor/outdoor rec facility (See Ya Later). Uses are already parked, and there is an opportunity for hotel. All the uses, existing and proposed, can use the Evergreen roadway improvement. The City is open to this idea. The bankruptcy plays a big piece in this – legally there is a lot in play. City can wait to see how things play out, be nimble to pick up the pieces, and become great partners.
 - Re: 100 acres behind the Evergreen property. Proposal for the County jail to move to Fairgrounds, Fairgrounds to move to behind Evergreen. The jail is old, in the city. A change/upgrade needed maybe in the 10 yr timeframe. Falls Event Center is in the courts to dispose of the land; parcellation is part of the picture. Re: the foreclosure, the City is far down the list to get money.
- Creating a destination. Downtown is as busy on the weekends as it is during the week. Three Mile Lane won't ever be the downtown area, but this will be the Gateway. It's the tourists' downtown on the weekends and the locals' downtown, Mon-Fri. Even Mon-Fri there are a lot of visitors.
- Concert venue is a good use, as well as a hotel or two.
- Could be a second downtown.

3. Three Mile Lane is a key employment opportunity area

Summary: Stakeholders see the potential for industrial and office development in the area, and noted the need for amenities to serve employees. The large undeveloped properties south of Highway 18 offer a rare opportunity for development.

Stakeholder Comments:

- City's interests include industrial and manufacturing value of the area, getting the greatest amount of economic development. Traded sector brings more dollars into the community. Tourism, education, office development also bring money into the city. Density of jobs, types of jobs part of the City's target to get 1,500 family wage jobs. Focusing on tech; looking at private taxi service at the airport for tech workers to/from Silicon Valley.
- Hard to find office space in the downtown core. Looking to make it a destination for employees. Important to have some amenities, walkable area, restaurants. Could use more large office space. Mixed use office areas are attractive. The Springs Living (senior living facilities company) is moving to Three Mile Lane on 5 acres, currently vacant. Opportunity to do some master planning.
- Opportunity here for office park, mixed use district. Corporate office opportunity – should be complementary to downtown and serve as an asset (like the Old Mill District in Bend). Strong architectural design form (e.g., glass) is already present along Highway 18.
- Given some of the new moves to the corridor, there is an opportunity for building out an office business park-type of setting, more creative, cloud-based work. Corporate headquarters. No class A office space to show people; should include offices, but also should be a district that supports employees.
- Airport is already an attractor. For an example, a start-up located here because of the airport and access. Large opportunity fund interest. The creek impacts access. Creating industry on the south side of Highway 18 is a real possibility. City owns some property on the north side of the runways.
- TTR just relocated headquarters from downtown – tax consulting, web building. Awarded Best Small Company several years in a row. Currently outgrowing their building. Availability of space is important for keeping the company in McMinnville. 112 employees with huge growth plans for 2019. Besides space, need housing – recruits from outside of the state.
- TTR has created their own community within their complex on Three Mile Lane.
- Chemeketa Community College has explored partnering with OHSU, thinking about strategic partnering with DHS, bring in the non-profits to support students. Staff and students served by new uses.
- Re: Child care facilities
 - Child care is significantly lacking currently; Any new space needs adequate indoor and outdoor space.
 - Financial barriers: Child care requires subsidy; Potentially from property owners, others. Co-op model would likely be the required course of action
 - Significant impact on business recruitment and retention; Almost as important as housing.
 - Hospital has identified a big need for facilities that accommodate at least 250; Chemeketa Community College has programs (?).

4. Take advantage of economic development and growth opportunities

Summary: The study area falls within an Opportunity Zone, which is a federal program that aims to encourage new development by incentivizing private investment through tax deferrals on capital gains from projects or businesses. Property owners in the area are interested in pursuing this opportunity before the 2019 investment deadline. Participants also discussed various opportunities for development in specific portions of the study area, as well as funding opportunities and potential development barriers.

Stakeholder Comments:

- There's been interest generated by the 2019 deadline for Opportunity Zone fund creation. Property owners are willing to pursue an opportunity to masterplan the 205 acres, allowing the City to be proactive.
- For the Opportunity Zone program, putting funds together without capital gains, investment has to be made before the end of 2019. City is currently exploring the opportunities and constraints of this program for McMinnville.
- Armory (US National Guard): Homeland Security requires a 10-acre buffer surrounding all armories. McMinnville does not have that buffer, which might cause the armory to have to vacate in the future and result in surplus property (relocation may be required).
- What is the dream for how the agricultural land builds out? All farming is now certified organic, a process that takes 3 years. Also have invested in other property improvements for farming, like irrigation, but owners open to options. It is great location for what has been discussed. Have 180 ac to the river, 90 ac w/in the city.
- Kimco out of New York is a financial partner; hard to get their attention for rural development. Management has changed and there is more interest now. Goal is still to get some commercial property up front. EOA identified 35 ac; asked for 45 ac, but not hung up on the number. Also interest in build-to-suit. Kimco has to adjust to new market realities. Huge percentage of large centers are in trouble.
- Opening County land to development would really help. County land surrounds the downtown.
- Rail? Haven't discussed. State acquisition of land is required for rail corridor. Issue is Rex Hill. \$200 million for bypass. Another \$32 in governor's budget. Also looking at Phase 3; \$100 million to finish. DeFazio leadership in D.C., funding may be in the works. Phase 3 analysis by the end of the year.
- Barriers to what you want to do with your property? Zoning, and the infrastructure plan needs to be revisited. Avoiding an interchange will open up land for development. MAC Power and Light looking for a substation in this area to support future development. How much land will they need? Water looks good, but need a site for water reservoir; can be outside the UGB. Broadband, redundancy, AI needs. Rural Initiatives - lots of money for rural broadband development. Governor is addressing. McMinnville doesn't have adequate underground infrastructure.

- Zoning is currently industrial. Anything is possible re: changing the zoning. Let's talk about what we want to do, then figure out how to do it.
- Urban renewal district, how would that play with a port district? Blight could be a tool for funding opportunities. Look at urban renewal as part of this project. It has been successful in the downtown; City now familiar with it. It has occurred at a pace that is faster than anticipated re: infrastructure improvements.

5. There is potential for a mix of uses in the area

Summary: Stakeholders see potential for mixed-use retail and office development, potentially including housing. There was discussion about "big box" retail development, with mixed opinions on whether that's the right use for the study area.

Stakeholder Comments:

- Should be able to live, work, play in the area.
- First and foremost, this is a transportation corridor – getting goods in and out, major gateway. Port of Portland, Ronler Acres is a good example. Create a mixed use area where people can live and work there.
- Would like for this area to be more developed in a way that people can leave the office and access amenities, restaurants. Would be fun to have some energy and activity in this area.
- Amenities to serve residential development (new or existing) are lacking in the study area. "If you build it, they will come" – new residential development will create demand for commercial amenities.
- Land in the area used to have options from Target, Home Depot, Costco. Lowes is here, but Home Depot might be interested in this area. Costco was interested in a Lindfield College parcel, but the college wouldn't sell. The area currently doesn't have the commercially zoned property. This area now may be more suitable for restaurant, mixed-use, as opposed to big box, due to how the industry has changed.
- Cosco would make it attractive to employees, would attract visitors. Businesses have not located here because there is no Target. People are coming to 3rd Street for a unique experience.
- How do we get a Cosco, a Trader Joes, so we don't have to get into our car and leave the area? There is a lot of retail leakage. Those types of businesses need to understand that box stores aren't what we're looking for in this community. Don't want a strip mall gateway into the community. Design is at issue (not use) to identify that this is a different type of community.
- No-growth or category-killer fear? – hard to tell. Is there a way to address retail leakage in a meaningful and intentional way?
- Do the big boxes fit here, or on Highway 99 where vacancies are happening? Could support business park that is emerging.

- Don't think this area is appropriate for large format retailers. One attracts another; don't feel like that is a good gateway feature. Mixed-use commercial, housing, clustered development. Uses that are supporting the industrial.
- Big boxes don't have to be included at the exclusion of other uses. Can be incorporated. Opportunity to capture Costco trips to entice visits to other assets?
- Lease rates on 3rd Street are not keeping pace with market value. The more that comes to town, cost of business on Main Street will increase. Will need a support system for businesses downtown.
- Mostly see tourists down on Main Street. It is not an area that employees feel like is for them.

6. There are opportunities for housing, but also constraints

Summary: Housing advocated identified the need for housing in the city at large, as well as in the study area. Stakeholders see some opportunity for a mixed-use district that includes housing.

Stakeholder Comments:

- The need for housing exists throughout McMinnville.
- A general lack of housing availability in McMinnville creates challenges in drawing new hires to live in the city.
- New Housing Types could be introduced in the Three Mile Lane corridor.
- For Chemeketa Community College, housing nearby would be helpful for students' options.
- Hospital has 22 acres, right now it is a patchwork of in / outside of the city. Housing is important for entry level and medical professionals; but there are transportation issues (how people get there).
- There's an opportunity in this area that has a large amount of industrial land to introduce new housing forms and types that respond to the industrial character of the area. Higher density, mixed-use housing in industrial areas are popular and trendy in many of the urban areas where high-tech workers are being hired from.
- There are constraints related to residential development for properties on the south side of the highway; FAA concerns re: residential adjacent to the airport. They look at overnight lodging and mixed use (live work) more favorably than residential development. Don't necessarily view multifamily differently. The flight path is going south, away from properties.

7. Transportation issues are a concern, but planned improvements will enhance the corridor

Summary: Stakeholders pointed out opportunities associated with the planned Three Mile Lane Bridge improvements, as well as other roadway improvements, but also noted issues like high speeds and access challenges.

Stakeholder Comments:

- Three Mile Lane Bridge improvements are slated for 2021 construction; currently in the design phase. It's not an easy corridor for bikes, pedestrians or cars.
- Temporary bridge could become bike/ped bridge after new bridge opens.
- Transportation will look much different in 20 years. There may be opportunities for integrating designs in the corridor/study area with the bridge.
- Highway 18 has an Expressway designation, which requires the greatest separation in spacing standards. A different designation can be explored as part of this process.
- Roundabouts on the highway are suggested, but freight trucks may have difficulty negotiating them.
- The 1996 Highway 18 Refinement Plan includes improvements: proposed interchange and elimination of the signalized interchange east of the hospital. There are lots of commuters to the hospital from Salem.
- They lose the left turn into hospital, under current corridor plan.
- Highway 18 is not fun to traverse – high speeds – and hard to turn left.
- The long-term plan has frontage roads. ODOT is interested in minimizing access points. Stratus Avenue is potentially the start of a frontage road.
- Frontage road on the south side of Highway makes sense, tying into Armory Way. The Design Overlay requires a large setback.
- There's a proposal to close Norton Lane, which would have a big impact on the Hospital. This project will include a corridor refinement plan. The way the road gets configured impacts the developability of the parcels in the area.

8. Connectivity and access for bicycles and pedestrians are big challenges

Summary: Stakeholders identified barriers to, and solutions to enhance, connectivity (to downtown, across Highway 18, and within neighborhoods), as well as limited facilities for bikes and pedestrians.

Stakeholder Comments:

- ODOT doesn't leave a lot of room, or separation for bicycles. Art and architectural elements make a big difference. There is no other bike/ped crossing right now, which means disconnected neighborhoods, limited connection to downtown.
- Connectivity is a barrier to residential neighborhoods and development.
- Bridges over Yamhill River connecting existing neighborhoods to Joe Dancer Park or other areas north of the river lessen the isolation of the 3ML area.
- Pedestrian bridges over Highway 18 could connect residential areas and amenities separated by the highway.

- Few, if any, connections exist between existing neighborhoods.
- In all the effort to provide connectivity to and from the 3 Mile Lane corridor, don't forget to consider creating a place that residents don't want to, or don't have to leave.
- Dialogue about punching out Norton Lane, north to Rural Residential (5 ac) lots north of the river in the UGB.
- Looking at not just housing, but also walkability and amenities. Connecting Norton Lane through County Land (Goal exception) and new bridge connection. Connecting housing to future business area/park is vital.
- Eastbound traffic accessing downtown. Flowing into 3rd Street fluidly, easily. Build the feeling that this Three Mile area is part of McMinnville.
- Stakeholder interested in trail system. North, for residence, south for headquarters, connecting to Airport Park. Important to separate the bike and peds from traffic on the bridge.

9. Unique characteristics can shape the area's identity

Summary: Stakeholders discussed ways to capitalize on the area's unique characteristics (including natural features, agriculture, and existing design elements) to enhance its urban design and to shape its identity and branding.

Stakeholder Comments:

- Design elements – Kendal Jackson example. Caution against using the existing design as a guide for future development – glazing is a nice touch, also agricultural in nature – but dated, especially the existing office buildings. In favor of referencing agricultural themes (e.g., hazelnut).
- Don't want a sea of parking – needs to be hidden – needs to feel like development has been there already (Pearl District, Mill District).
- Vines in front of museum – not a real high use, but a nice aesthetic. Allison Hotel example. Landscaping as a cohesive element. Pedestrian path across the river also an opportunity. How does landscaping serve, 20 years from now? More trees, more grasses on the Evergreen Museum site would help soften the massive architecture, bring a human factor. Low shrubs not inviting. Trees can buffer highway.
- RE: how this area is different – City went through a wayfinding exercise, looking at how to navigate and identify by activity. View future development in this area working into this type of approach. Funding is an issue. How do we sign and brand it? Trying to include it as part of the downtown.



Area
Plan

City of McMinnville

Citizen Advisory Committee Meeting #1
March 14, 2019

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Agenda



1. Welcome & Introductions
2. Project Overview
 - Project Purpose & Background
 - Project Schedule
 - Study Area Context
3. Existing Conditions
 - Land Use & Zoning
 - Transportation
 - Economic Analysis
4. Opportunities & Constraints Discussion
5. Vision Statement, Goals & Objectives
6. Next Steps

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Welcome and Introductions



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Project Purpose and Background

The purpose of the project is to develop an area plan for the Three Mile Lane corridor informed by:

- Three Mile Lane Overlay District, 1981 & 1994
- Highway 18 Corridor Refinement Plan, 1996
- McMinnville Transportation System Plan (TSP), 2010
- Green Cities Project and Design Charrette, 2017
- Residential BLI/Housing Needs/Housing Strategy (ongoing)
- Over two decades of development and the prospects for new investment

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Project Schedule

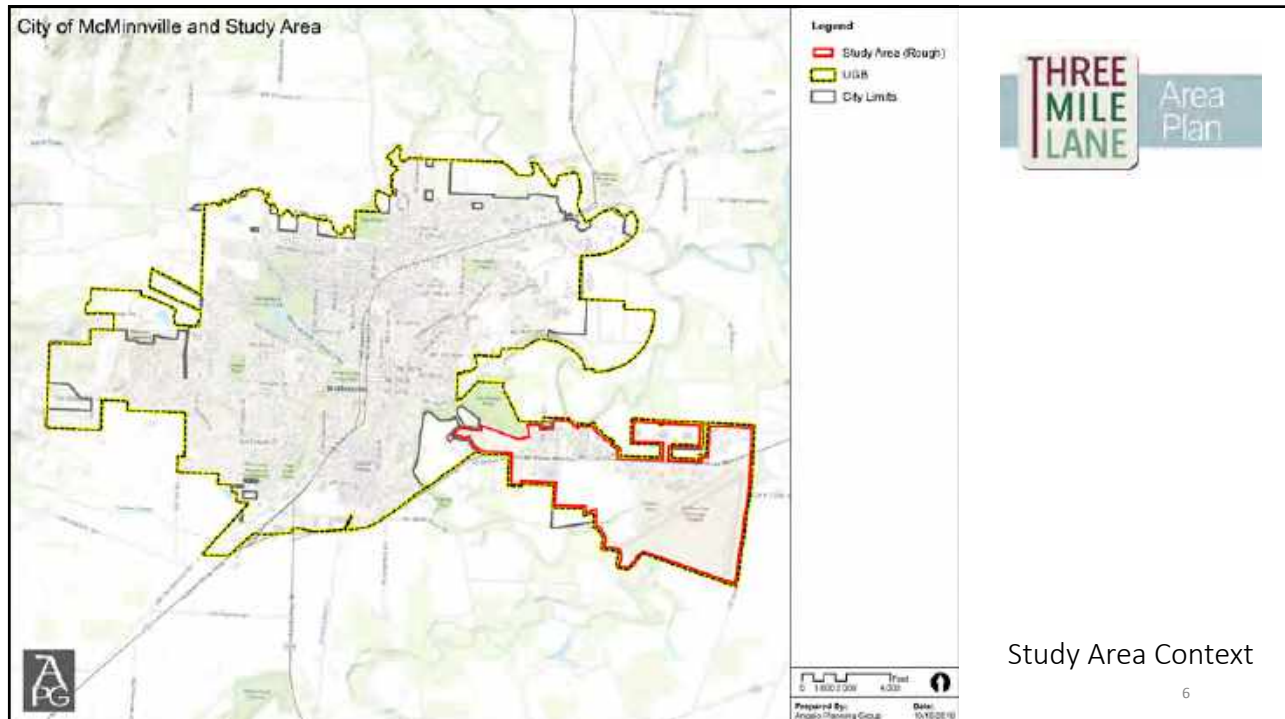


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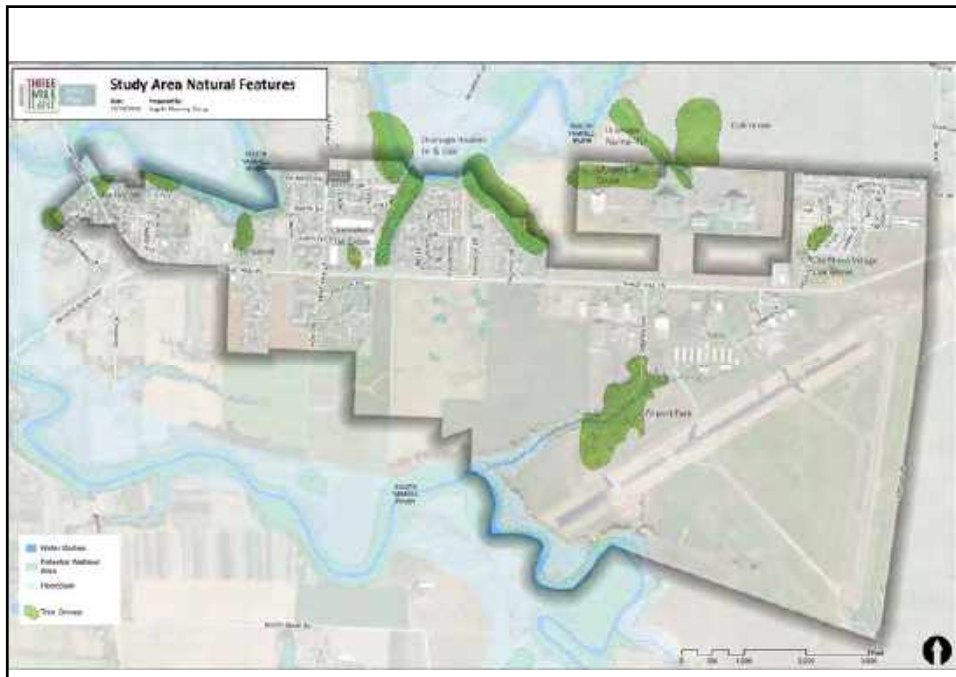
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Study Area

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Natural Features

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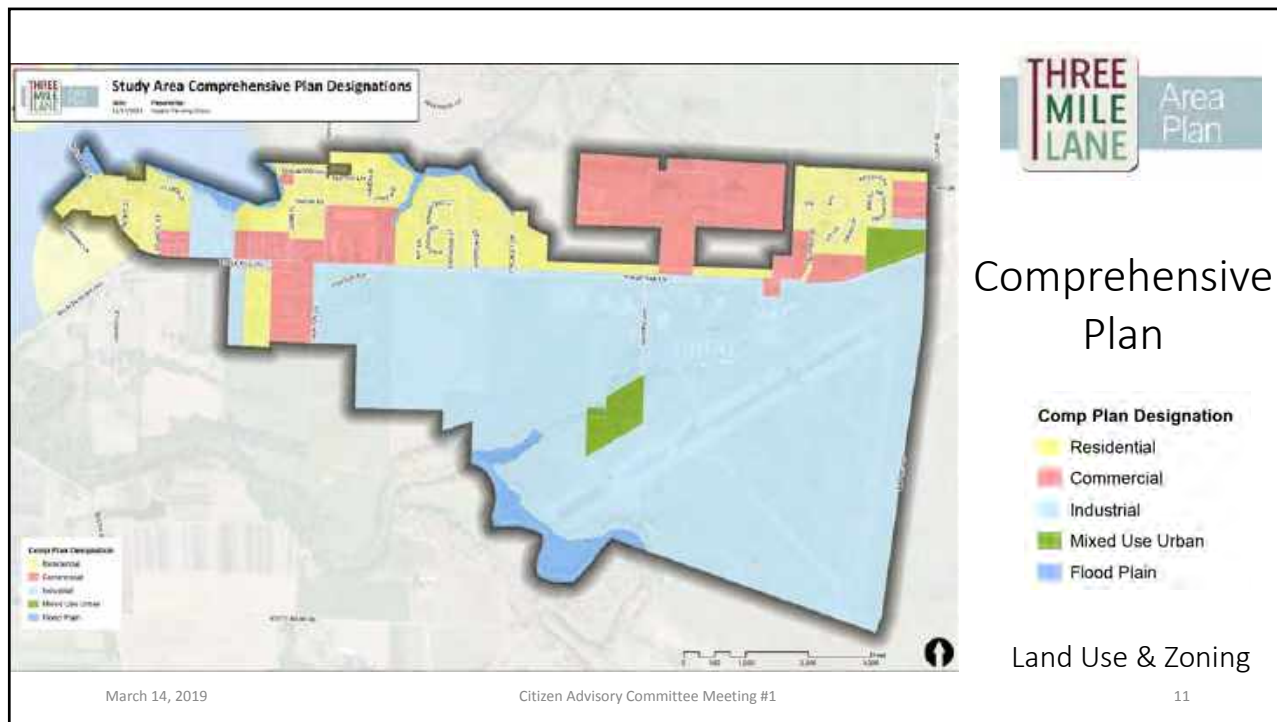
Slopes

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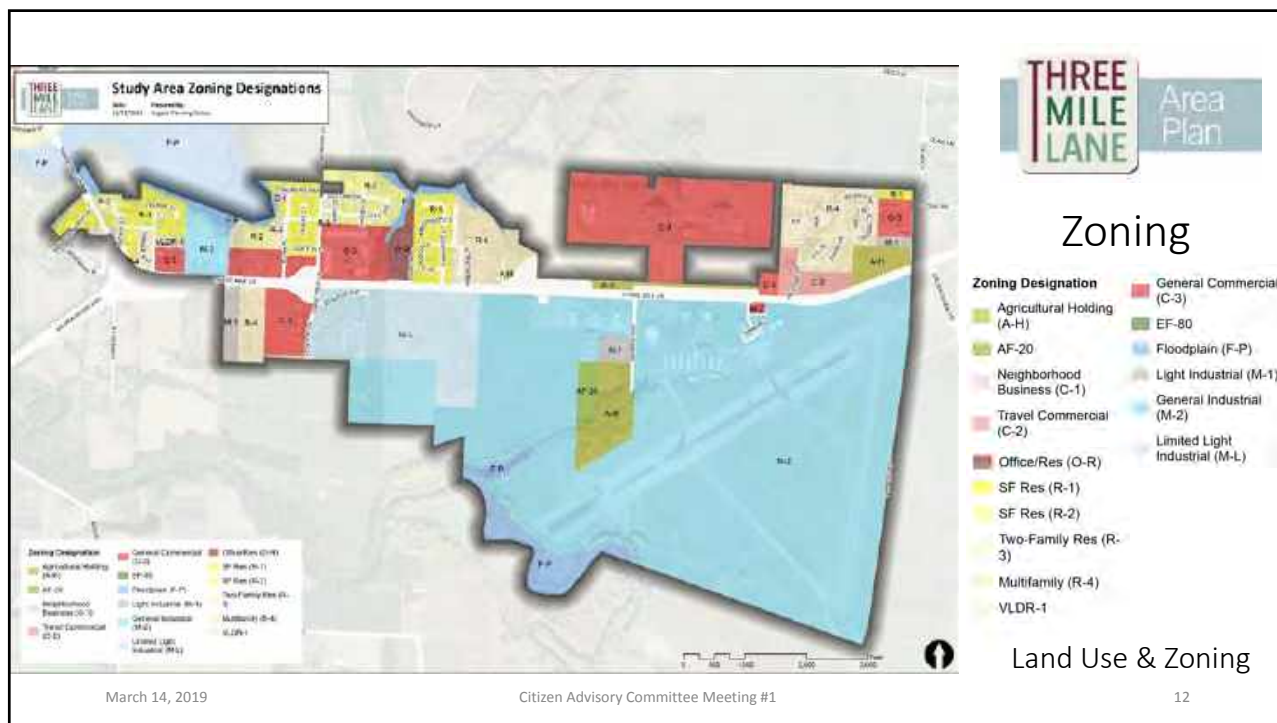
Existing Conditions: Land Use & Zoning

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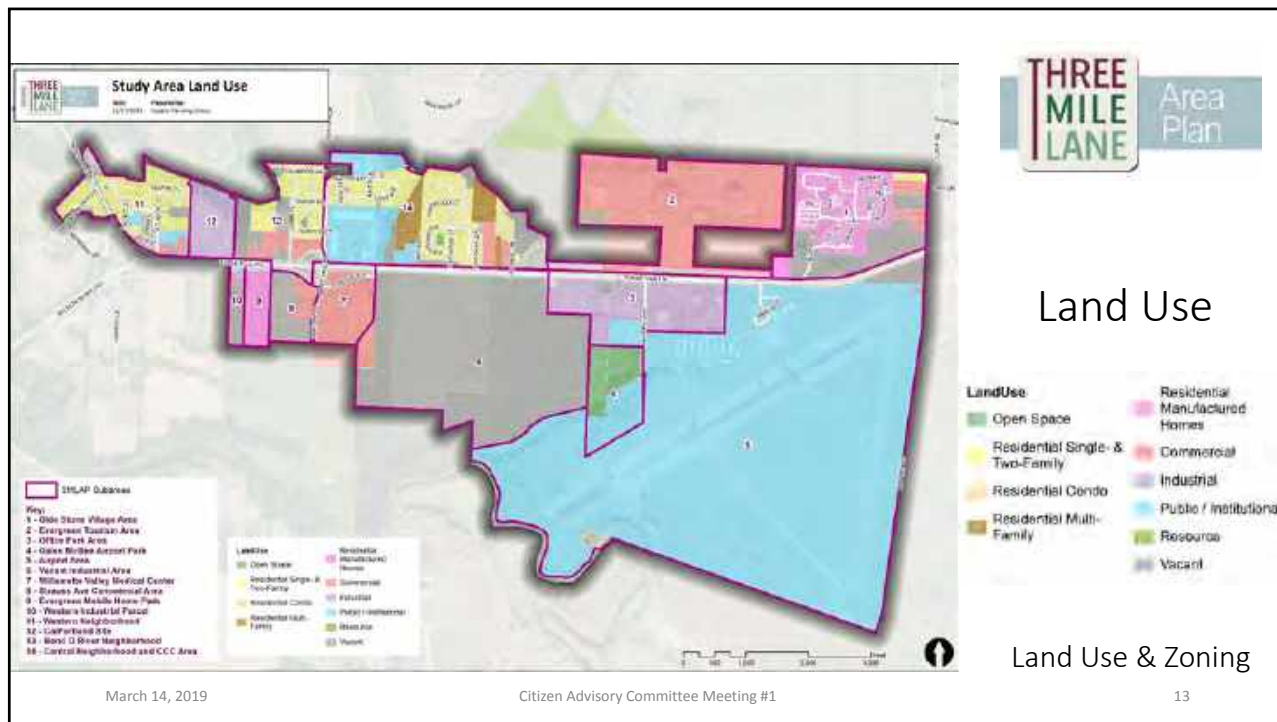
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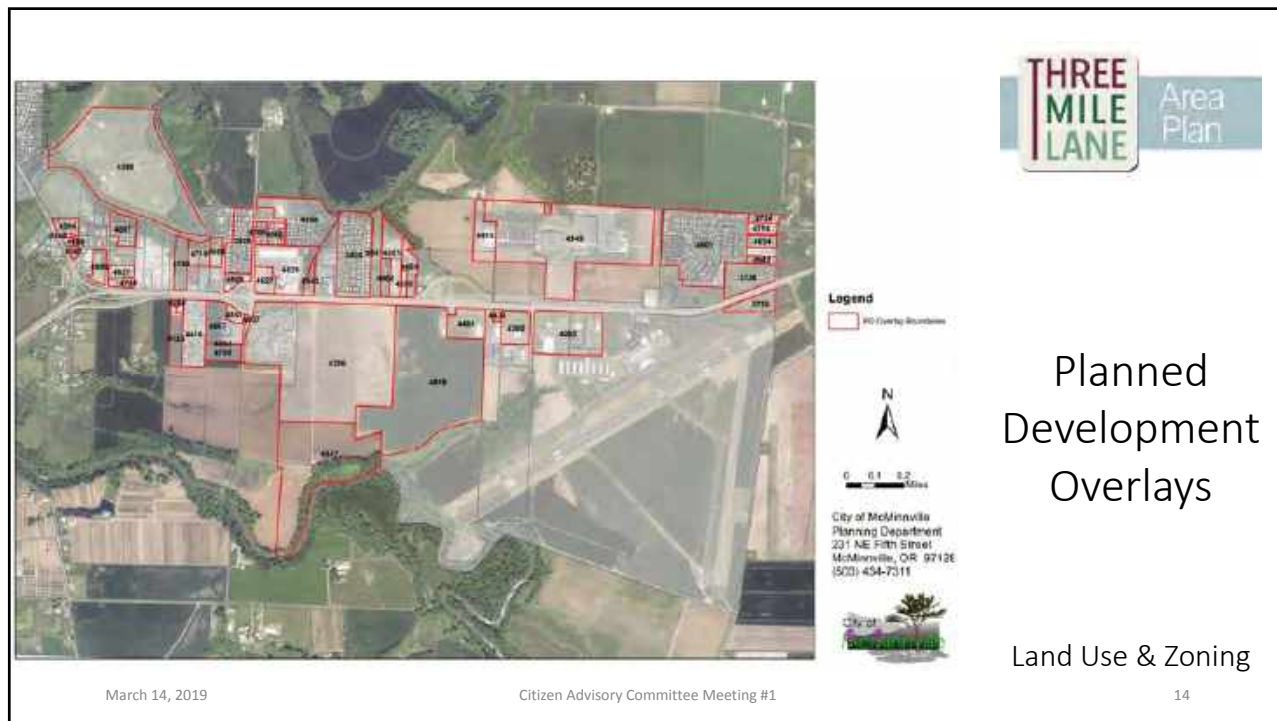
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Major Property Owners

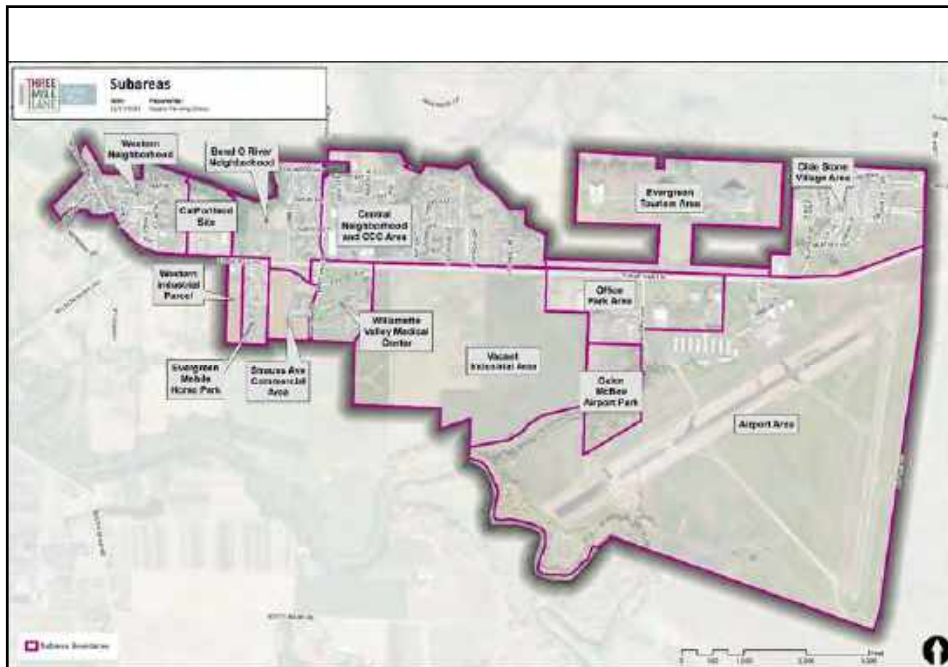
Land Use & Zoning

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Subareas

Land Use & Zoning

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Evergreen Tourism Area



Office Park Area



Galen McBee Airport Park



Willamette Valley Medical Center



Strauss Ave Commercial Area



Evergreen Mobile Home Park

Land Uses by Subarea



Land Use & Zoning

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Western Neighborhood




CalPortland Site




Bend O River Neighborhood



Bend O River Neighborhood



Central Neighborhood and CCC Area



Central Neighborhood and CCC Area

Land Uses by Subarea

Land Use & Zoning

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Land Use Opportunities



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Existing Conditions: Transportation



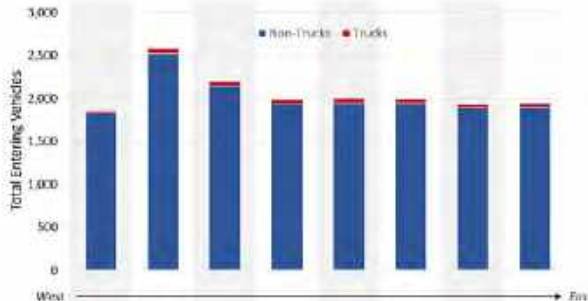
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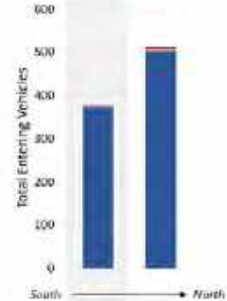
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Multimodal Traffic Counts



PM Peak Hour
Total Vehicle,
Truck, Bike, and
Pedestrian Counts



← Three Mile Lane
Intersections

Norton Lane
Intersections →

Intersecting Street	1st St	Norton Ln	Cumulus Ave	Armory Way	Citrus Ave	Ivy Park	Loop Rd	Crickshank Rd
Count	1,823	2,520	2,190	1,985	1,989	1,941	1,886	1,895
Percent	98.3%	97.7%	97.7%	97.7%	97.6%	97.6%	97.5%	97.0%
Count	35	50	50	45	47	47	48	50
Percent	1.7%	2.0%	2.3%	2.3%	2.4%	2.4%	2.5%	2.6%
Count	3	0	0	0	0	0	0	0
Count	15	5	0	5	0	0	0	0

Intersecting Street	Status Ave	Cumulus Ave
Count	374	505
Percent	98.9%	98.4%
Count	4	8
Percent	1.1%	1.6%
Count	0	1
Count	3	11

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Pedestrian System



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Pedestrian System



Pedestrian Level of Stress (PLTS)

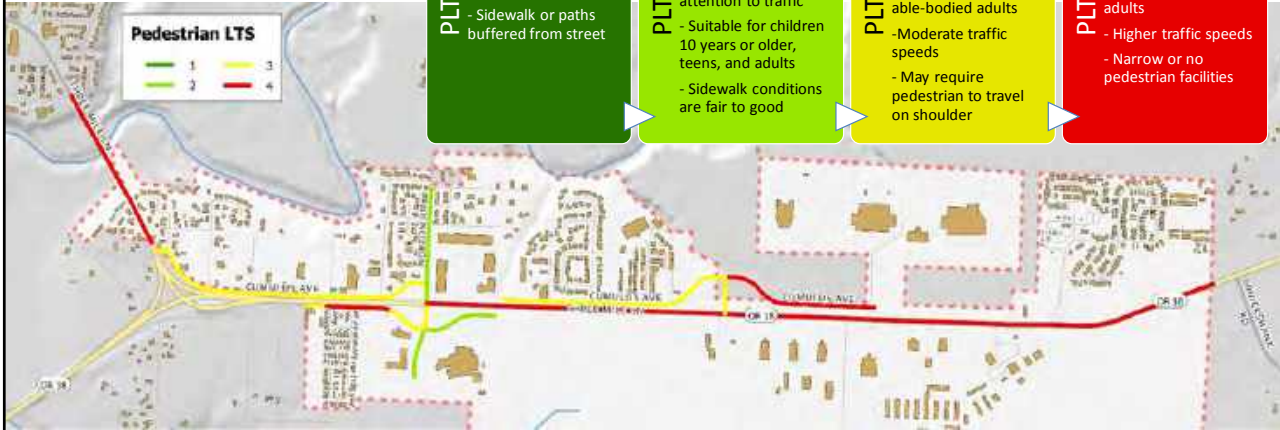


PLTS 1 - Minimal traffic stress
- Low traffic speeds
- Sidewalk or paths buffered from street

PLTS 2 - Little traffic stress but requires paying attention to traffic
- Suitable for children 10 years or older, teens, and adults
- Sidewalk conditions are fair to good

PLTS 3 - Moderate stress
- Suitable for most able-bodied adults
- Moderate traffic speeds
- May require pedestrian to travel on shoulder

PLTS 4 - High traffic stress
- For able-bodied adults
- Higher traffic speeds
- Narrow or no pedestrian facilities



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Pedestrian System



Key Findings



- Higher speed limits on Cumulus and Cirrus Avenues (35 mph) not conducive to inviting, healthy and comfortable pedestrian experience.
- Essential, but limited pedestrian features. Linkage to the McMinnville city center is limited to the Yamhill River Bridge.
- Existing features to support safe and inviting walking environments are lacking on Norton Lane, Cumulus Avenue, and Stratus Avenue.
- Strip mall site is a barrier to pedestrian and bicycle travel along Cumulus Ave and to crossing of Norton Lane. Absence of a designated crosswalk at the Norton/Cumulus.



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Pedestrian System



Development patterns that form pedestrian barriers



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Bicycle System



Bicycle Level of Stress (BLTS)



BLTS 1 - Minimal traffic stress
 - Easily navigable by cyclists of low skill level
 - Low traffic speeds

BLTS 2 - Little traffic stress but requires paying attention to traffic
 - Suitable for teens/adults

BLTS 3 - Moderate stress
 - Suitable for most observant adults
 - Moderate traffic speeds

BLTS 4 - High traffic stress
 - For skilled cyclists
 - Higher traffic speeds
 - Narrow or no bike lanes



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Bicycle System



Key Findings



- Study area has very limited bicycle facilities; poor overall environment for cyclists
- OR 18 has high travel speeds, long crossing distances and represents a major barrier for crossing cyclists
- All but two study area streets (Cumulus Ave and Norton Ln) have high levels of traffic stress (BLTS 4)
- To create attractive, low-stress bicycle facilities – examine traffic calming design adaptations, lower speed limits, and buffered bike lanes or separated pathways

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Bicycle System



Bike Lane

Buffered Bike Lane

Shared Lane



Raised Cycle Track

Two-Way Cycle Track



Shared-Use Path

Shared-Use Path

Bicycle Facility Types

Source: NACTO

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Transit System



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Transit System



McMinnville Route #2 Service

Transit Level of Service					
A	B	C	D	E	F
X					

Key Findings



- YCTA provides limited (hourly) service on Route 2 connecting to downtown McMinnville.
- If and when YCTA service increases to 30 minute frequency, future transit operations will improve to LOS C.

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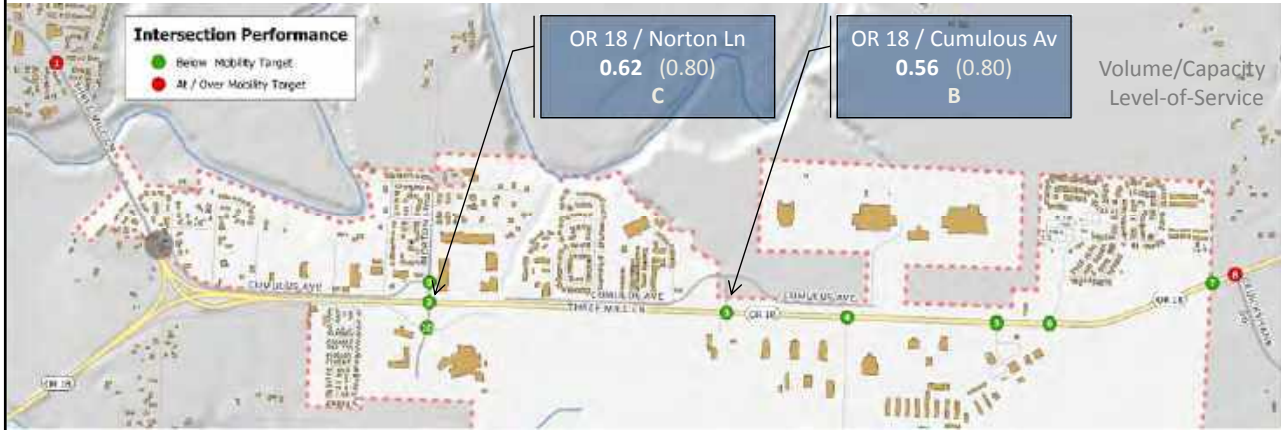
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Vehicle System



Intersection Traffic Operations – P.M. Peak Hour



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Vehicle System



Vehicle Safety Evaluation – Reported Crashes (2012-2016)



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Vehicle System



Key Findings



- Auto operation deficiencies at two ends of the study area: Three Mile Lane/First Street, and OR 18/Cruikshank Road
- Signalized intersections on OR 18 at Norton Lane and Cumulus operate well within mobility targets
- Notable crash history at OR 18/Cruikshank Road
- Potential gateway streetscape improvements at OR 18/Cruikshank Road intersection
- Abundance of off-street parking capacity

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Transportation:
Issues &
Opportunities



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Economic Analysis



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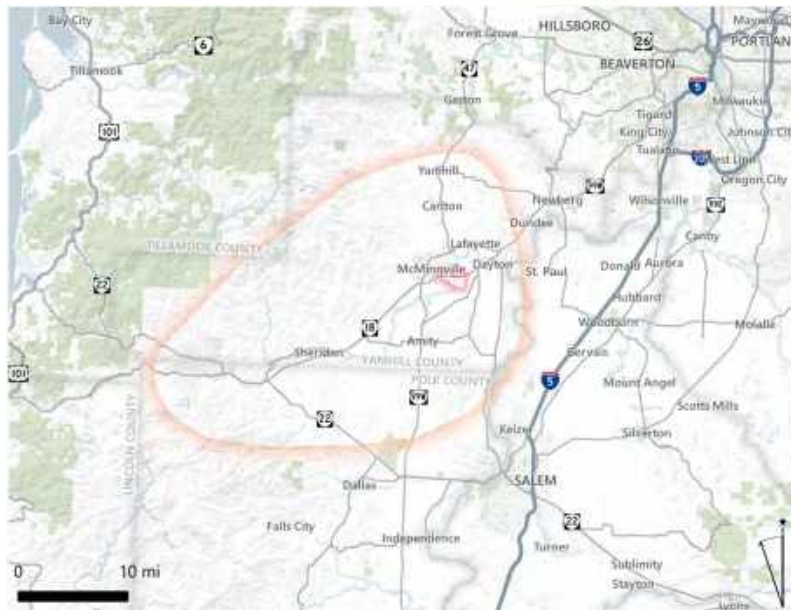
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Market Area

Represents the area from which the most demand for residential, commercial, and industrial uses will originate



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Key Demographic Characteristics



Projected 10-year Growth Rates

1.4% Annual Population Growth
Yamhill County

1.1% Annual Employment Growth
Mid-Valley Region

17% → 23%
20-year Change in Proportion
of Total Population Aged 65+

Households by Size

31% **29%** **M3ML**
 26% **34%** **City**

Job Growth (5-yr, of 3,060)

31% **17%**
 19% **13%**

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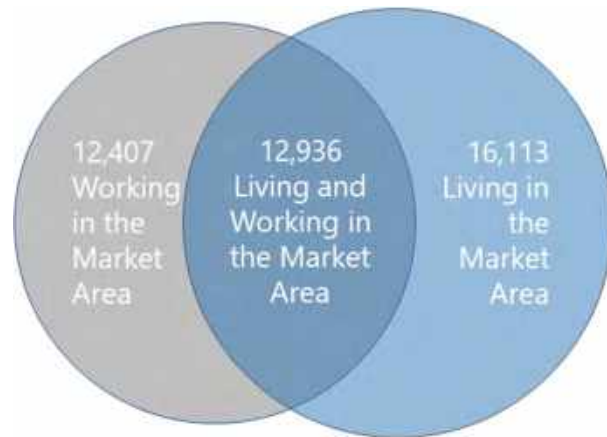
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Commute Patterns



- McMinnville is a commuter City
 - Only 45% of employed Market Area residents work in the Market Area
 - 39% of employed McMinnville residents work in McMinnville



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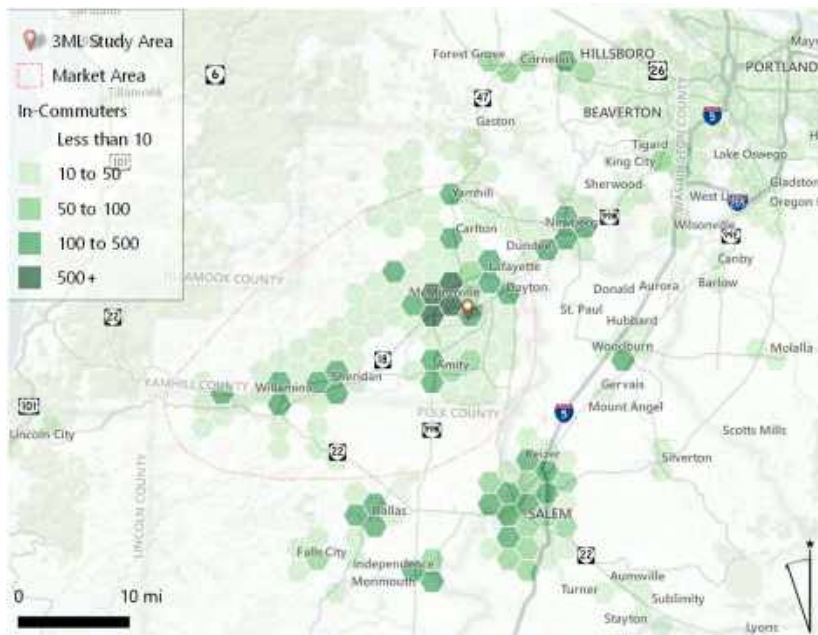
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Home locations of market area workers

- Most people commute to work in the market area from nearby



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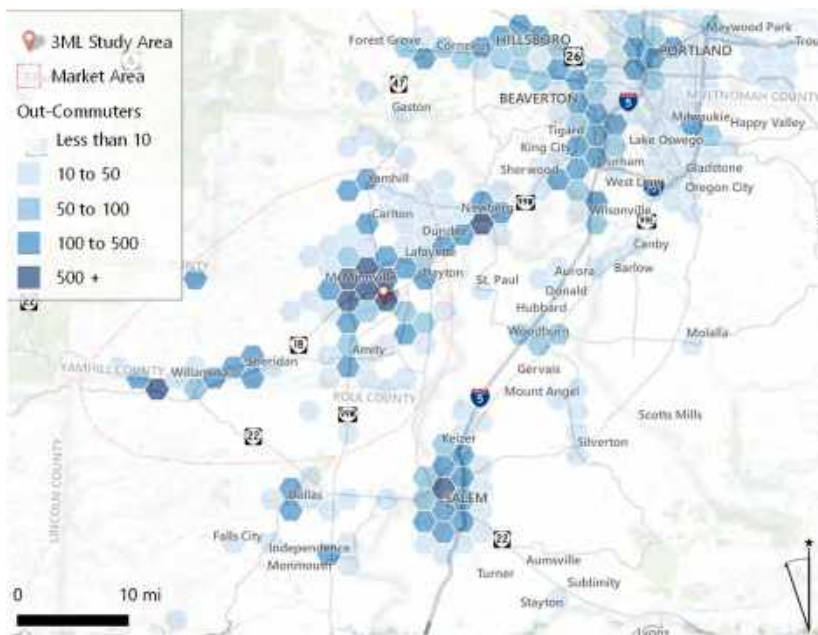
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Job locations of market area residents

- Many more people commute *from* the market area than live there
- McMinnville attracts significantly more residents that work across the greater region
- Significantly more people travel further to parts of the metro and Salem



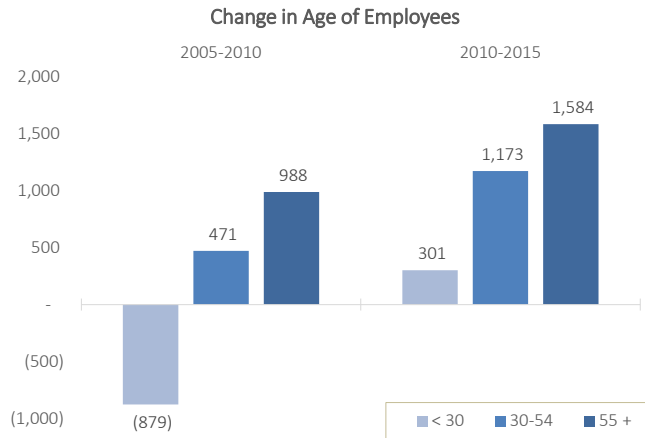
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Ageing Workforce



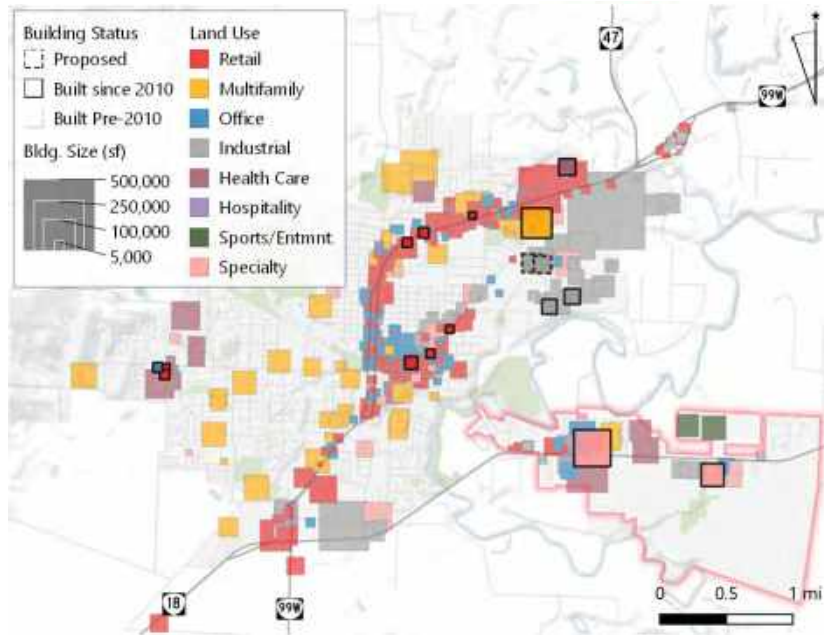
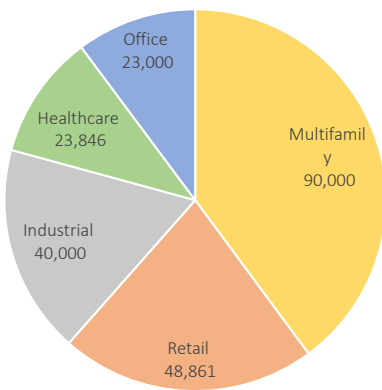
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Development Activity



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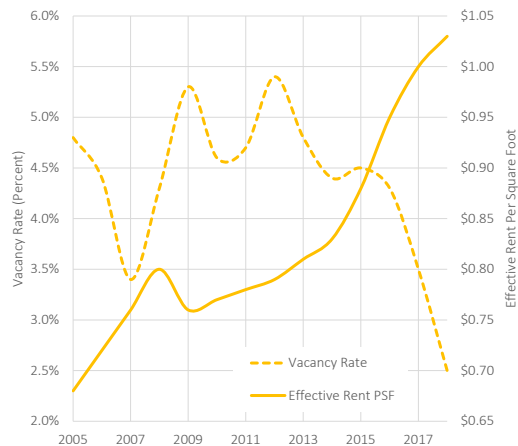
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Apartment market data indicates strong demand for new construction



- Prospects are strong regional and nationally.
- Strong rent growth but low average rents across all inventory
- New construction expected to rent for ~\$1.50 PSF
- Very low vacancy indicates demand, but rents may only support lower-density residential typologies like townhomes and garden apartments (walkups)



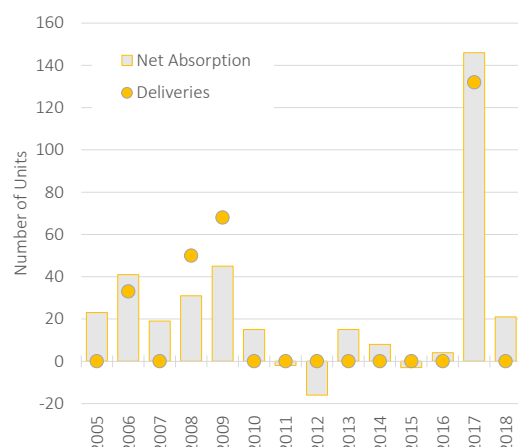
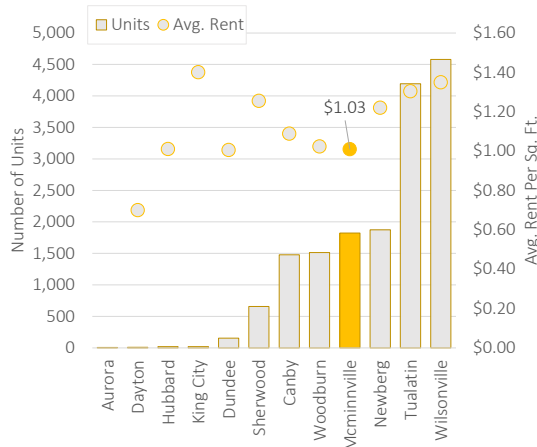
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But rents and construction starts are low relative to the region



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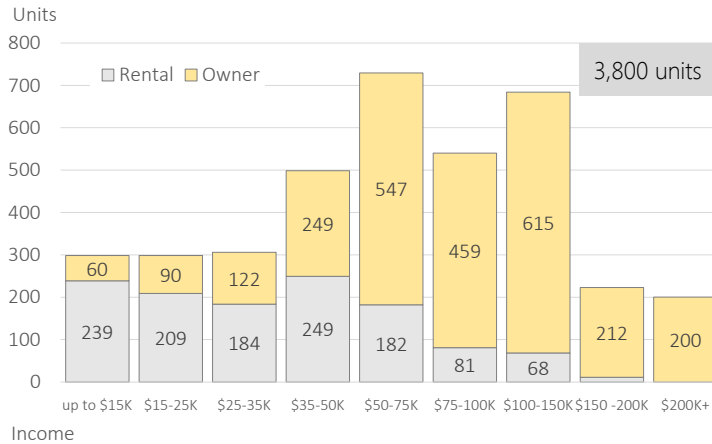
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10-year Residential Demand Market Area



- Regional demand for 3,800 residential units over 10 years
- 3ML could capture a significant portion on site:
 - 200+ apartments (~6 acres)
 - ~100 townhomes (~7 acres)
 - Single-family, zoning permitting



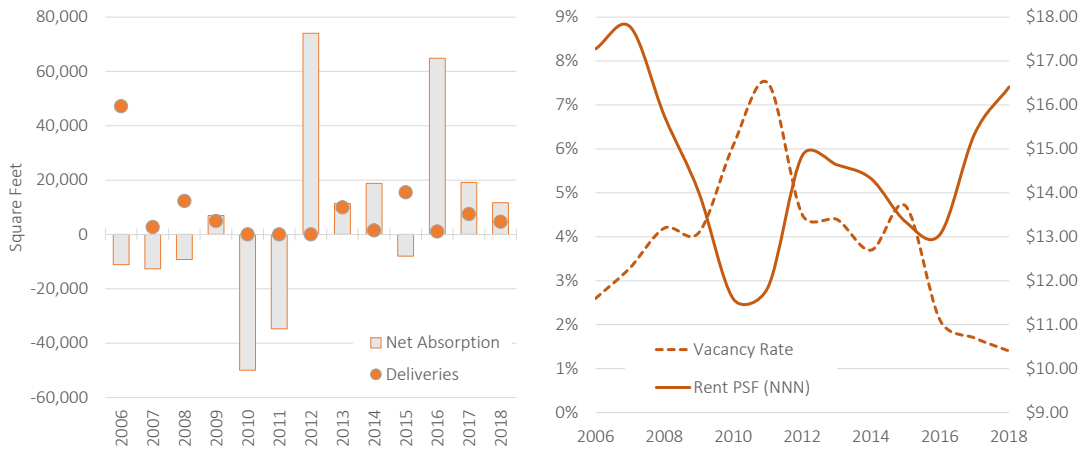
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Retail market characteristics



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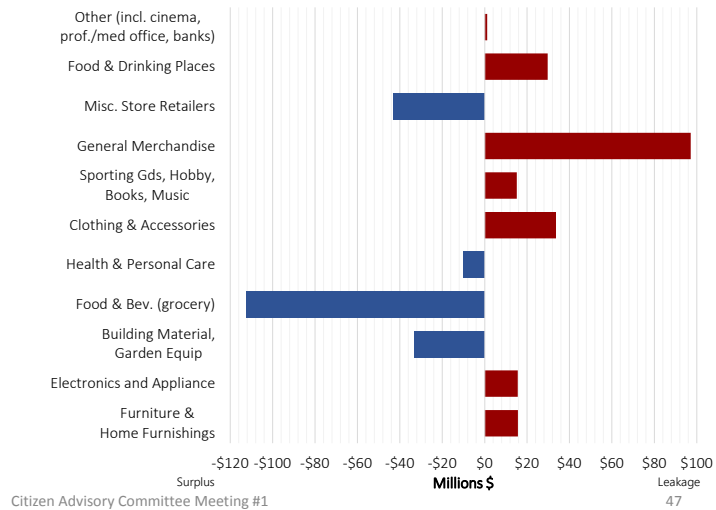
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Retail spending indicates immediate opportunities for new construction



- Significant opportunities in Gen. Merch. and dining/ drinking based on leakage
- Large *existing* surplus in grocery supply, but population growth will still drive demand for additional grocery stores.
- Demand from tourist and other visitor spending would inflate demand but is not captured in the data



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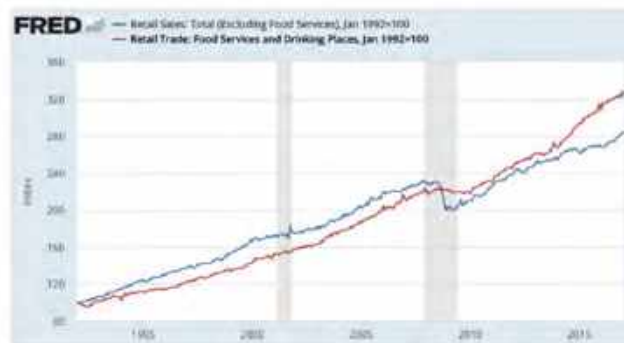
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Goods vs. Entertainment Spending



- Despite the perceived “retail apocalypse,” spending on retail goods and services at bricks and mortar locations continues to grow.
- Notably, Americans’ spending at restaurants and bars is growing faster than spending at other retail establishments, reflecting both cultural changes, and Americans’ increasing interest in sharing experiences with family and friends (sometimes at the expense of spending on goods.)

Sales at Non-Food Retail vs. Restaurants/Bar



Source: Federal Reserve Economic Data (FRED).

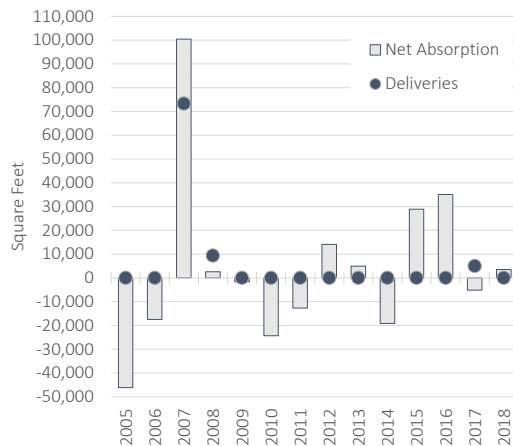
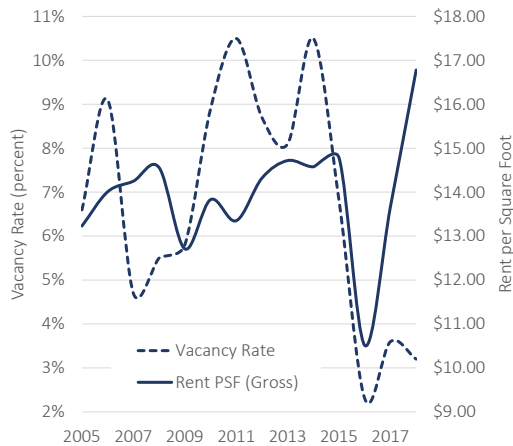
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The office market is tight and rents are improving



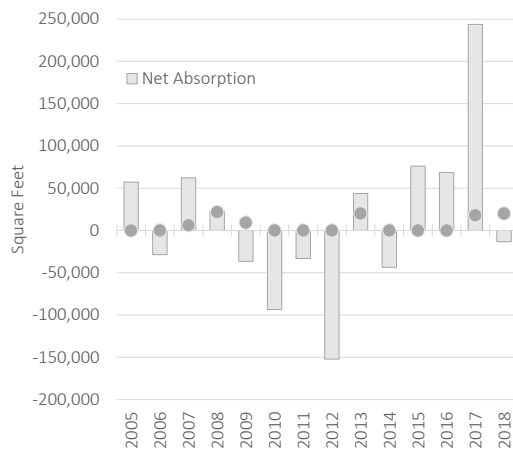
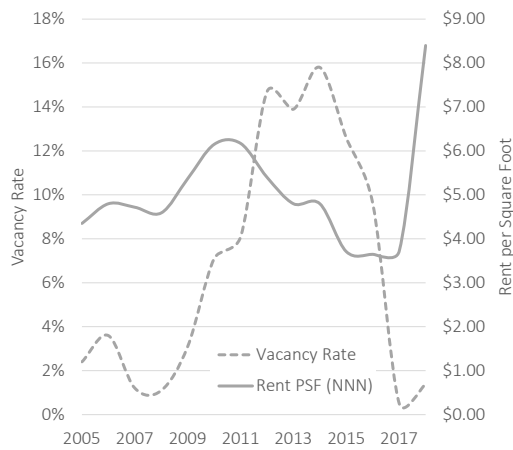
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The industrial is very tight and prospects are improving



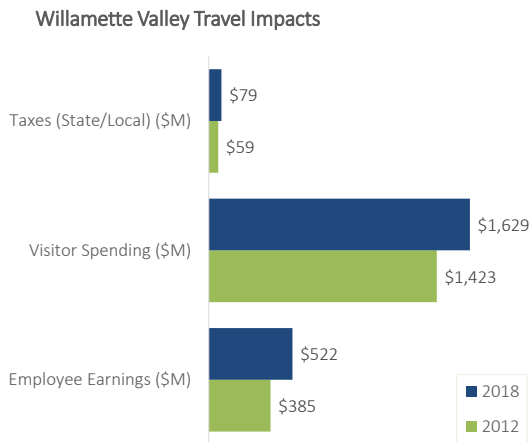
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Tourism is growing and provides unique opportunities



- Willamette Valley was the second-most visited tourist destination in Oregon with almost 20 million visitors in FY 2017
- The arts and culture environment in Yamhill County is a growing field of increasing vitality. Artist studios and monthly wine walks increasingly attract visitors from outside the region.
- Tourism growth increases demand for lodging, retail, restaurants, and craft industrial development.

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Anticipated Development Mix



- Residential
 - Townhomes
 - Garden apartments
- Grocery anchored and/or mid-to-large format retail
 - Specialty/experiential retail, especially tied to the wine industry
- Low-rise office
- Craft industrial
- Mixed-use commercial (office over retail)
- Lodging and hospitality

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Vision Statement, Goals & Objectives



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Vision Statement



The Three Mile Lane District is a vibrant community that serves as the gateway to Downtown McMinnville and Oregon Wine Country. Employment opportunities, attractive housing options, and tourist destinations characterize the area. Residents and workers enjoy safe and efficient options to travel to Downtown McMinnville and benefit from close proximity to a variety of goods and services, all easily reached by motorist, bicyclist, pedestrian, and transit rider alike. The connection to McMinnville's rich history and the surrounding landscape is reflected in urban design elements throughout the area, highlighting the uniqueness of this special place.

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Goals & Objectives



GOAL 1: Support and enhance the district's economic vitality and marketability

Objectives

- Leverage land uses for economic development, urban density, and family wage job creation and retention
- Optimize existing economic drivers in the area (airport, business park, tourism areas, hospital, community college)
- Enable development/redevelopment
- New tourism opportunities that capitalize on area's unique assets

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Goals & Objectives



GOAL 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district

Objectives

- Incorporate Great Neighborhood Principles
- Mix of housing types: single-family detached, attached housing, and multi-family
- Mixed-use development
- Transit-supportive land use pattern
- Access to amenities for residents, employees, and visitors
- Bicycle/pedestrian trail/pathway system

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Goals & Objectives



City of McMinnville Great Neighborhood Principles

- | | |
|---------------------------------|----------------------------------|
| 1. Natural Feature Preservation | 8. Human Scale Design |
| 2. Scenic Views | 9. Mix of Activities |
| 3. Parks and Open Spaces | 10. Urban Rural Interface |
| 4. Pedestrian Friendly | 11. Housing for Diverse Incomes |
| 5. Bike Friendly | 12. Housing Variety |
| 6. Connected Streets | 13. Unique and Integrated Design |
| 7. Accessibility | |

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Goals & Objectives



GOAL 3: Enhance multi-modal connections throughout the district

Objectives

- Improve pedestrian and bicycle connections, safety, and comfort
- Improve transit connectivity and access
- Improve driver safety in the corridor; meet State and City mobility targets; protect freight mobility; balance access to properties with transportation function

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Goals & Objectives



GOAL 4: Create an aesthetically pleasing gateway to the City of McMinnville

Objectives

- Gateway feature that can be enjoyed from multiple vantage points
- Development opportunities and streetscape improvements
- Cohesive design language
- Context-appropriate landscape design – create a buffer to the highway, human scale, sense of place

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Goals & Objectives

- *Are your hopes for the area reflected in the vision statement, goals and objectives?*
- *Do the proposed goals adequately support the vision statement? Will the associated objectives help the community achieve the vision?*
- *Are there any important aspects that are missing from the goals and objectives?*
- *Is there anything included that isn't helpful in achieving the desired future expressed by the vision statement?*

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Opportunities & Constraints



Discuss potential for...

- Development and redevelopment
- Zoning changes to support goals and objectives
- Improving conditions for people walking, bicycling, and taking transit

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Evaluation Criteria



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Evaluation Criteria



GOAL 1: Support and Enhance the district's economic vitality and marketability

- Estimated number of new employment uses.
- Estimated number of new jobs, economic development and business opportunities.
- Opportunity for additional goods and services for employees in the study area.
- Improved airport access for business and tourism.
- Economic feasibility of potential development scenarios for large contiguous vacant sites.
- Support for physical expansion and increased capacity of airport.
- Impacts to the functional integrity of Highway 18 for freight movement.
- Opportunity for enhanced or new tourism opportunities within the area.

GOAL 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district

- Estimated number of City of McMinnville Great Neighborhood Principles achieved in the study area. (See draft list of principles attached.)
- Estimated number of new residential units accommodated in study area.
- Likely mix of residential units within the area at build-out.
- Number of existing and proposed residential units with multi-modal access to parks/natural areas and goods/services.
- Provides transit-supportive land uses.

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Evaluation Criteria



GOAL 3: Enhance multi-modal connections throughout the district

- Pedestrian Level of Traffic Stress (PLTS) of existing and proposed facilities
- Bicycle Level of Traffic Stress (BLTS) of existing and proposed facilities.
- Transit-supportive circulation.
- Traffic volumes (measured at key intersections and along key segments).
- Features that may increase travel time through the district.
- Intersection Operation (typically measured as Volume/Capacity).

GOAL 4: Create an aesthetically pleasing gateway to the City of McMinnville

- Qualitative assessment of urban design elements.

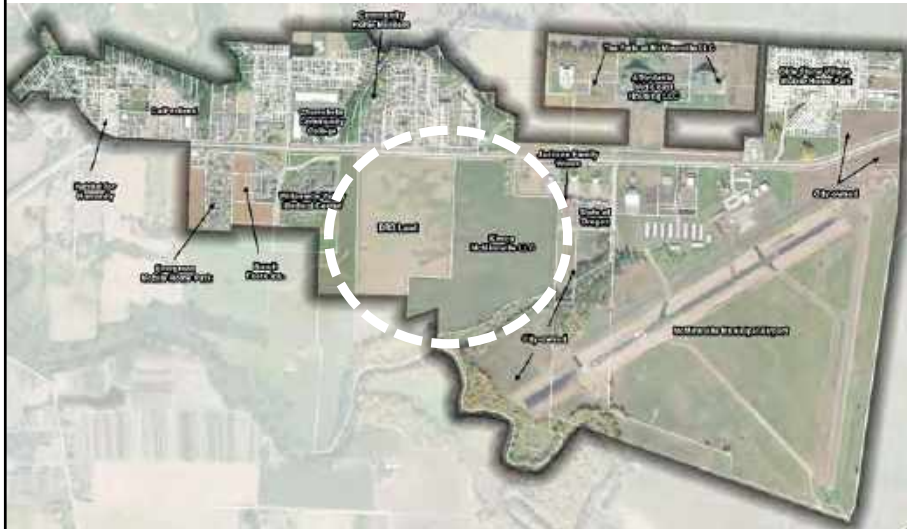
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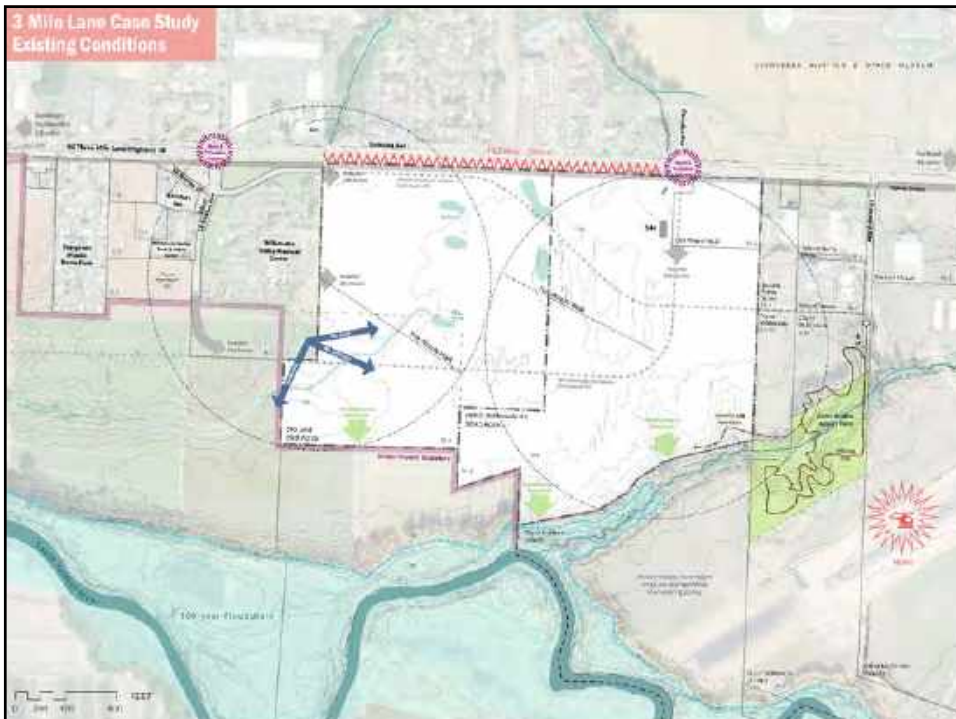
Redevelopment Case Study



- Market / design study for large, undeveloped sites
- Will include:
 - Potential building programs
 - Conceptual site studies
 - Preliminary development pro forma

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Redevelopment Case Study:
Existing Conditions

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Next Steps



- Goals and Objectives Survey – tell your friends! Available here: threemilelane.com
- Revise memos #1-4 and Conditions Booklet
- Public Event #1: April 10, 2019
- Redevelopment Case Study: Spring 2019
- Next TAC/CAC meetings: June 2019



Area
Plan

City of McMinnville

Advisory Committee Meeting #2
June 12, 2019

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Welcome and
Introductions



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Agenda



1. Welcome & Introductions
2. Project Update
 - Public outreach
 - New and Updated Background Work
3. Land Use & Facility Design Options
4. Alternatives Evaluation Discussion
5. Next Steps

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Meeting Objective:



Determine the desired features of a future Three Mile Lane Area and the elements of a “preferred alternative” for analysis.

- Review project goals and objectives.
- Discuss land use and urban design elements of the three distinct concepts.
- Consider the opportunities for multi-modal connectivity and access.
- Come to consensus on desired land uses, urban design elements, multi-modal transportation needs, and gateway features to forward to the next level of detailed analysis.

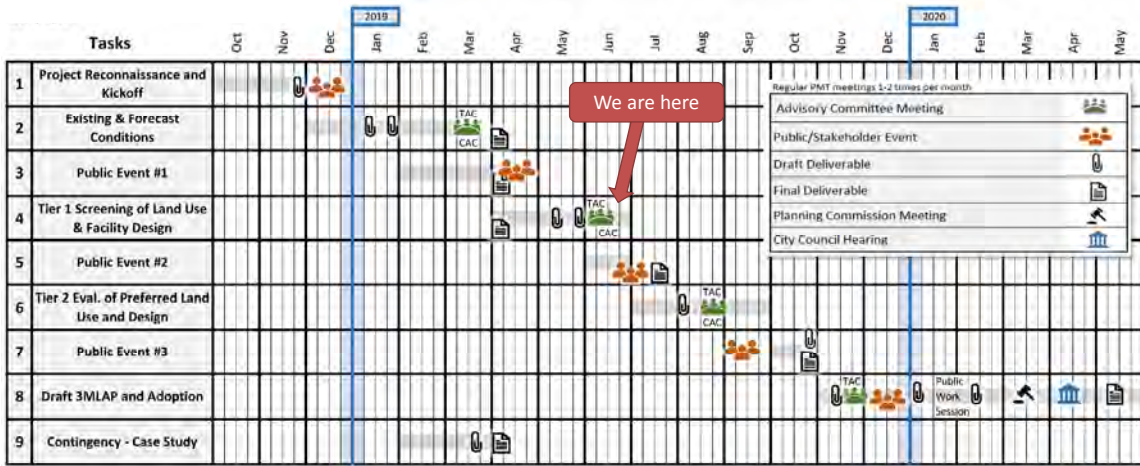
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Project Schedule



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Public Outreach



- Advisory Committee Meeting & Design Charette
- Property Owners Work Session & Case Studies



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Open House and Survey

What is your level of support for Goal 1?
79 out of 79 answered

3.60 Average rating

Rating	Percentage	Count
1	8%	6 out of 79
2	12%	12 out of 79
3	20%	20 out of 79
4	31%	31 out of 79
5	27%	27 out of 79

Goal 1 comments:

- Too much emphasis on commercial/industrial development
- Industrial lot subdivisions "suburban" and "rural" developments
- Provide the government the road infrastructure
- Learn more opportunities for work and housing in that area - alternative shopping centers with walkable bike routes and trails would be good for the community
- The lot sizes intended for residential subdivisions
- A density on small lots of density units is being slow
- Need to use a balance of public-private partnerships
- How city of growth and services would be provided in the area
- More services (like bike paths) for a full-time job
- There is a large need for medical facilities and related facilities that the area could build
- Increase taxes
- Increase taxes and build it
- If there are residential uses and affordable housing, then we can build it
- Use expansion for local services and routes
- Parking, traffic and safety issues need to be addressed

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New and Updated Documents

- Economic Analysis
- Case Study Report
- Evaluation Criteria Memorandum

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Project Goals and Objectives



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Project Goals

GOAL 1: Support and enhance the district's economic vitality and marketability

GOAL 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district

GOAL 3: Enhance multi-modal connections throughout the district.

GOAL 4: Create an aesthetically pleasing gateway to the City of McMinnville.

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SWOT Analysis



	Helpful	Harmful
Internal	Strengths <ul style="list-style-type: none"> • High visibility from Highway 18 • Many large and/or undeveloped parcels • Airport • Concentration of tourist amenities • Concentration of medical uses • Variety of housing types • Strong connection to regional features – mountain views, agricultural land • Abundance of natural features (Yamhill River, wooded areas, Airport Park) • Expansive vista of McMinnville for pass-thru traffic • Placemaking started with Evergreen campus and vineyards • Gateway parcels owned by the City at eastern entrance • Proximity to Joia Dancer Park 	Weaknesses <ul style="list-style-type: none"> • Geographical constraint of Yamhill River • Poor connectivity within study area • Poor connectivity from study area to downtown McMinnville & adjacent areas • Limited bicycle and pedestrian facilities • Limited transit services • Deficient intersections at ends of study area • Highway 18 is a north/south barrier within study area • Existing base zones may not meet mixed use intent of study area • Minimal commercial amenities • Lack of neighborhood identity • Lack of sense of place
External	Opportunities <ul style="list-style-type: none"> • Creation of Gateways – Hwy 18 into study area, and from study area into downtown McMinnville • Integration of Complete Streets • Development of greenways/trail network using existing natural features & corridors • Unifying urban design elements • Large-scale, cohesive development on undeveloped lots • Neighborhood serving amenities • Improved wayfinding • Integration of Great Neighborhood Principles • Reinforce McMinnville's position in wine country • Leverage of airport as economic development asset • Reconstruction of the Yamhill River Bridge • Large contiguous tracts of developable land • Water Trail on Yamhill River • More river crossings for connectivity 	Threats <ul style="list-style-type: none"> • Loss of larger employers due to lack of office space/amenities • Uncertain status of Evergreen Space & Aviation Museum • Access to frontage development awkward • Pedestrian/Bicycle Safety Perceptions Cut off from City Center and Amenities

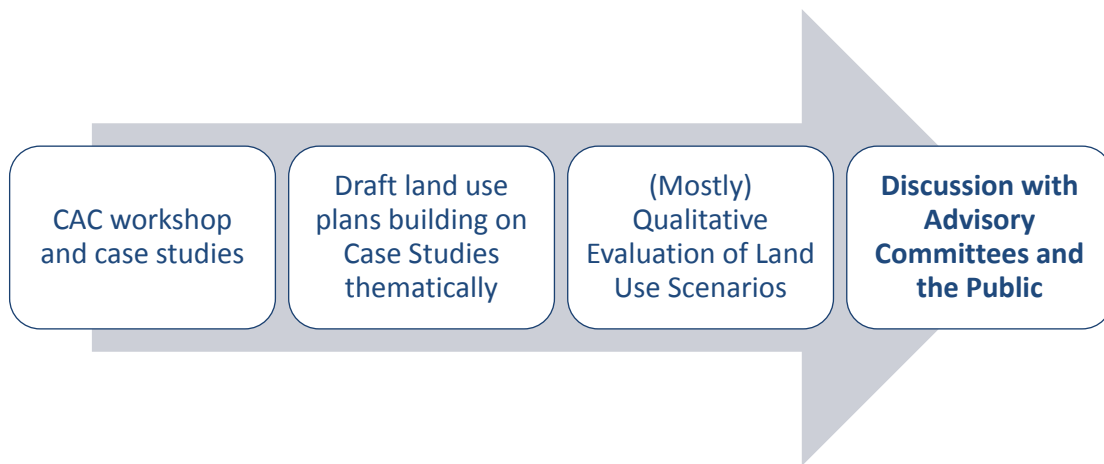
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Process

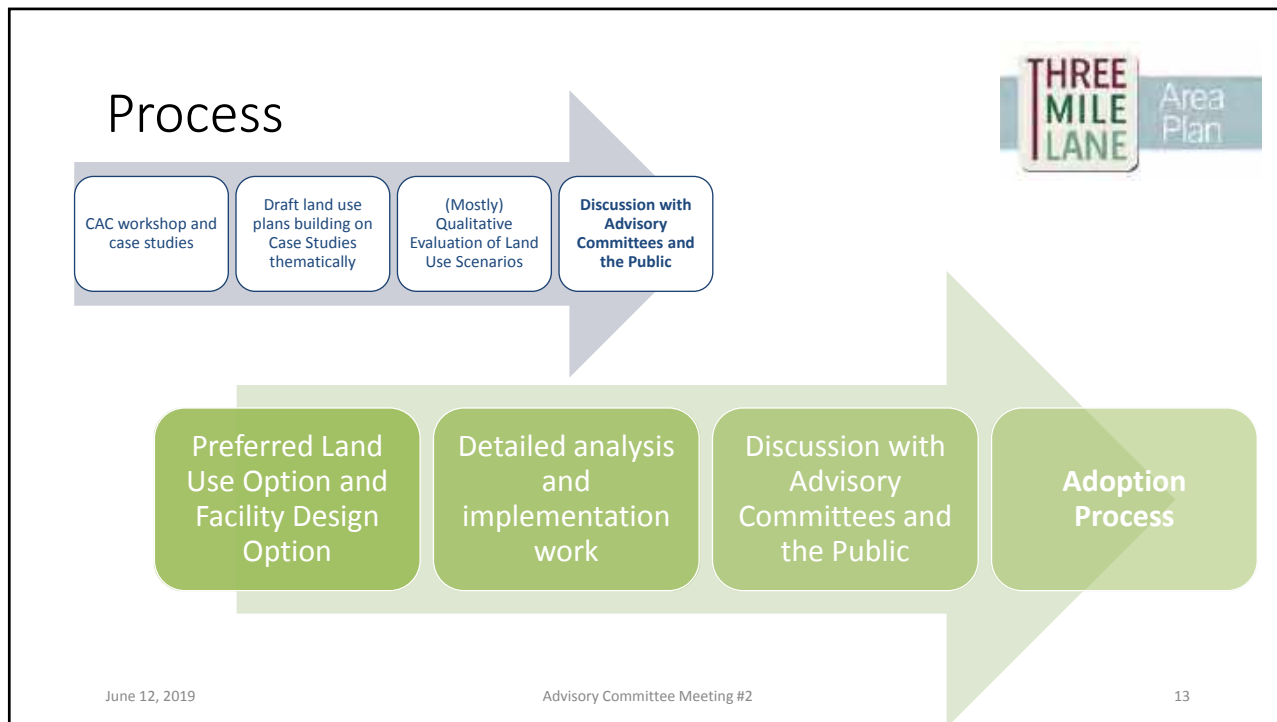


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THREE MILE LANE Area Plan

Land Use and Facility Design Options

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Common Elements

- Boundaries remain the same: UGB is in the same location, developable land is roughly 400 acres
- Airport expected to develop per the 2004 Airport
- Local roadway designs are adaptable to any land use concept

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Common Elements: Transportation

- Cumulus Avenue is connected to SW Norton Lane through or adjacent to the Chemeketa Community College campus.
- New public 'complete' streets are added to new developments south of Three Mile Lane.
- Three Mile Lane bridge is improved for bicycle and pedestrian safety.
- New and improved bicycle and pedestrian connections throughout the area.



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Common Elements: Urban Design

- Landscape and architectural design standards are recommended to ensure new development is designed to reflect regional agricultural and historic forms and support this area's function as a gateway to McMinnville.
- Preserve views to natural features like mountains and the river
- Gateway elements are included to mark the entrance to McMinnville



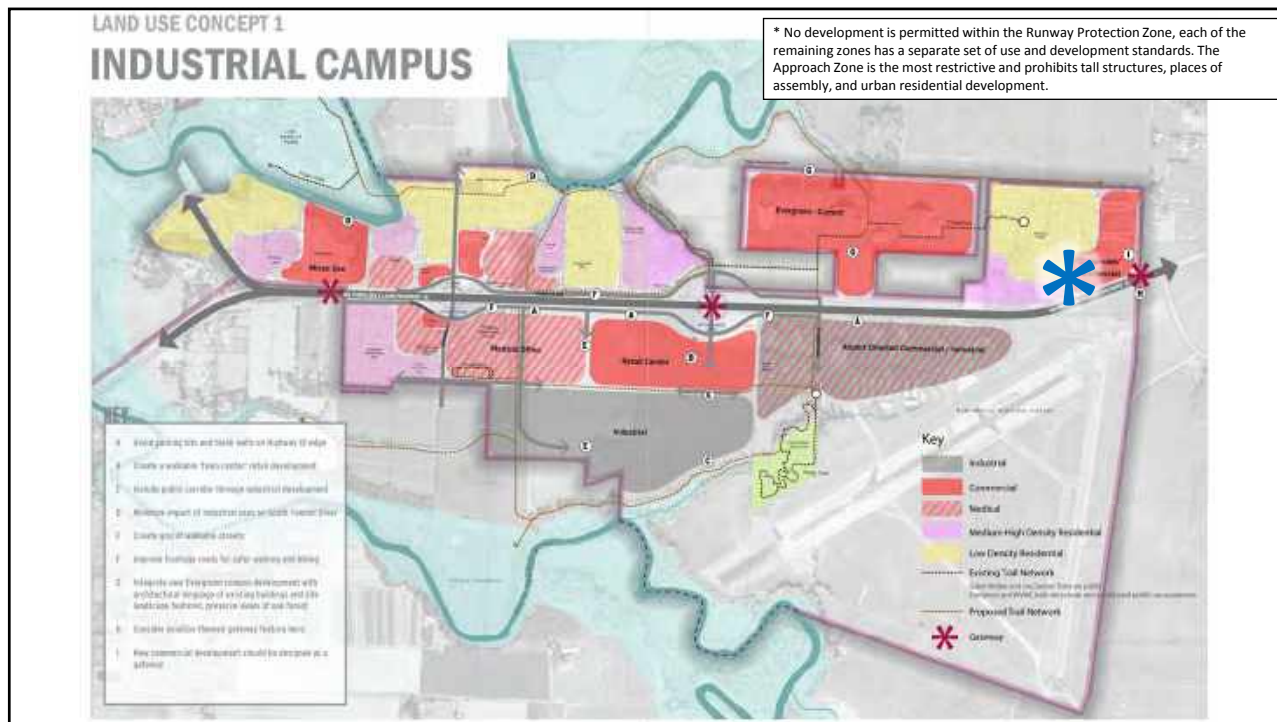
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Common Elements: Parks and Trails

- A trail system connects the South Yamhill River, Galen McBee Airport Park, Evergreen Campus, and Joe Dancer Park along riparian corridors and through new development. The location of these trails changes slightly per concept, but they are always present.
- Recreational access is added to the Yamhill River and riparian corridors and oak stands are protected



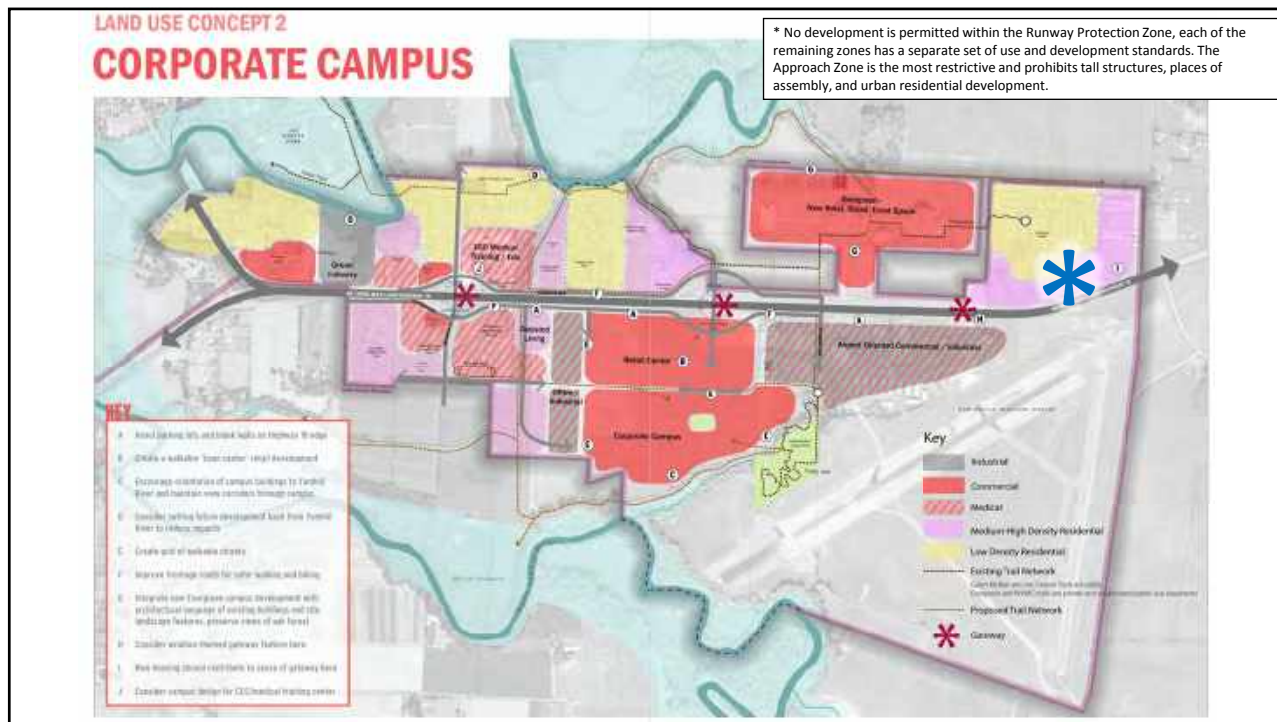
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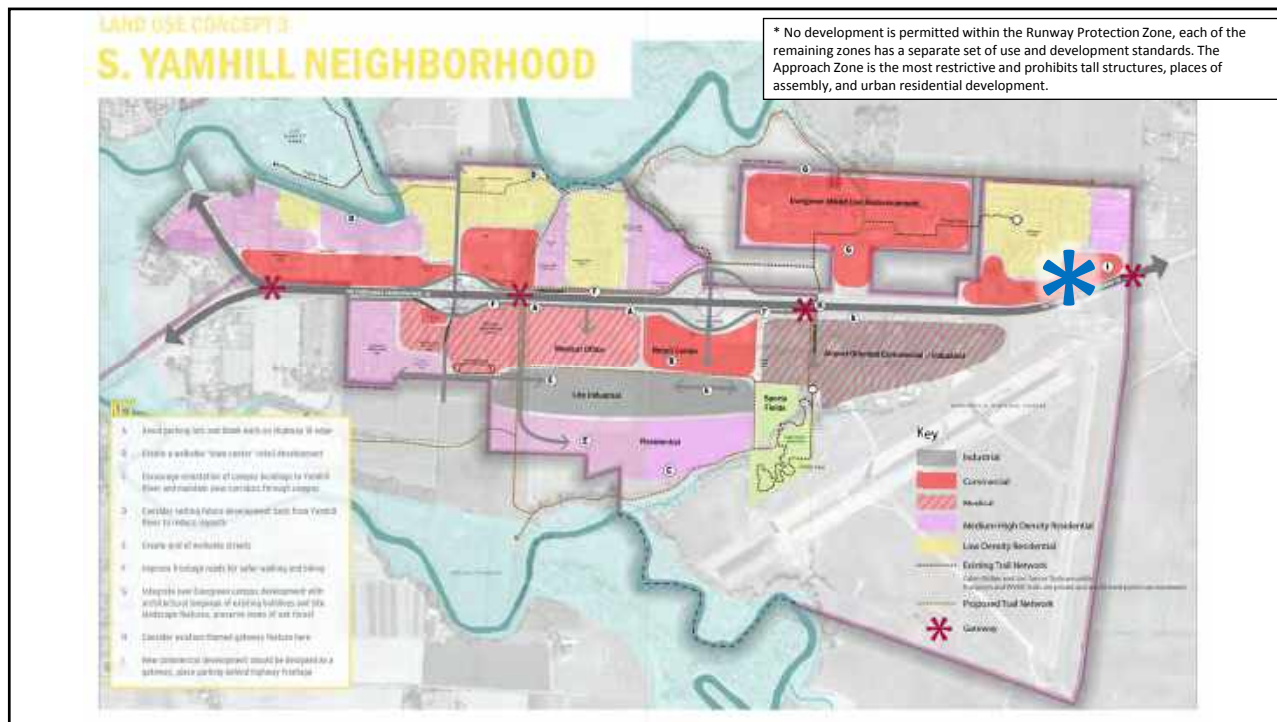
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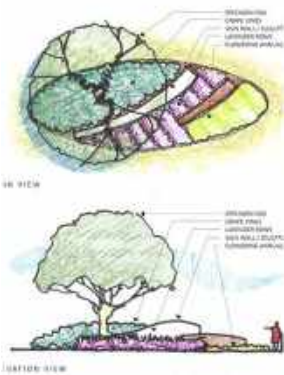
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Gateways

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COMPLETE STREETS DESIGN

The following table summarizes the street standards proposed in McMinnville's 2010 TSP, with potential adjustments noted to enhance cyclist and pedestrian comfort.

	Major Collector Existing Standards	Notes	Local Residential Existing Standards	Notes
Right-of-Way	74'	Increase to 80'	50'	Increase to 58'
Speed	25-30 mph		15-25 mph	
Maximum Average Daily Traffic (ADT)	16,000		1,200	
Adjacent Land Use Intensity	Medium		Low	
Sidewalks	5' residential 10-12' commercial	6'	5'	Increase to 6'
Planter Strips	6' residential N/A commercial	8'	5'	Increase to 6'
Curb-to-Curb Street Width	44'	Suggest 50'	28'	
On-Street Parking Two Sides	N/A	Possible in urban/town center area	yes	Switch to one side parking if travelway too narrow...see below
Bike Facility	2 lanes (5')	Change to 8' buffered bike lanes (or cycle tracks)	Shared Lane	OK with narrow markings
Median / Center Turn Lane	12'	Ensure canopy trees planted	None	
Travel Lane Width	2 Lanes (11')		See street width	With on-street parking on both sides, the resulting travelway will be 14', two-way, which is narrow.



Buffered Bike Lane



Cycle Track

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Cross Sections



PROPOSED 3ML MAJOR COLLECTOR STREET CROSS-SECTION

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PROPOSED 3ML LOCAL RESIDENTIAL STREET CROSS-SECTION

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Land Use Options



- Initial Thoughts and Reactions?

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Comments & Takeaways



	Concept 1 Industrial Campus	Concept 2 Corporate Campus	Concept 3 South Yamhill N'hood
Does Well	Space for a potential large lot user	Space for a potential corporate campus user	Greatest variety of new residential uses; expanded Galen McBee park
Does Less Well	Lesser value per acre of vacant land	Large amount of commercial land in the area	Smaller amount of commercial land south of Hwy 18
	Potential adjacency issues with Airport	Potential adjacency issues with Airport	Potential adjacency issues with Airport
	Limited new residential areas	Smaller pockets of potentially isolated residential uses	Expanded Galen McBee park shown on Airport property

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Evaluation & Discussion



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Evaluation Criteria



GOAL 1: Support and Enhance the district's economic vitality and marketability

- Estimated number of new employment uses.
- Estimated number of new jobs, economic development and business opportunities.
- Opportunity for additional goods and services for employees in the study area.
- Improved airport access for business and tourism.
- Economic feasibility of potential development scenarios for large contiguous vacant sites.
- Support for physical expansion and increased capacity of airport.
- Impacts to the functional integrity of Highway 18 for freight movement.
- Opportunity for enhanced or new tourism opportunities within the area.

GOAL 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district

- Estimated number of City of McMinnville Great Neighborhood Principles achieved in the study area. (See draft list of principles attached.)
- Estimated number of new residential units accommodated in study area.
- Likely mix of residential units within the area at build-out.
- Number of existing and proposed residential units with multi-modal access to parks/natural areas and goods/services.
- Provides transit-supportive land uses.

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Evaluation Criteria



GOAL 3: Enhance multi-modal connections throughout the district

- Pedestrian Level of Traffic Stress (PLTS) of existing and proposed facilities
- Bicycle Level of Traffic Stress (BLTS) of existing and proposed facilities.
- Transit-supportive circulation.
- Traffic volumes (measured at key intersections and along key segments).
- Features that may increase travel time through the district.
- Intersection Operation (typically measured as Volume/Capacity).

GOAL 4: Create an aesthetically pleasing gateway to the City of McMinnville

- Qualitative assessment of urban design elements.

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Land Use Decision Points

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Economic & Employment Opportunities

- Retail “Town Center” Size and Features
- Tourist Commercial Focus Areas (NE Subarea; Evergreen Tourism Area)
- Medical Center Area; Cal-Portland site

Mix of Land Uses

- Mix of activities
- Residential uses, types, location
- Park Location(s) and Features

Multi-modal connections

- Enable connections through and within the 3ML Area
- “Walkable,” well-connected centers and neighborhoods

Gateways

- Location, design

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	Concept 1 Industrial Campus	Concept 2 Corporate Campus	Concept 3 South Yamhill N’hood
Residential Uses	Modest infill of existing neighborhoods. Mixed use development on CalPortland site.	Modest infill of existing neighborhoods, new residential uses near Medical Center and in northeastern area.	Greater amount of infill than Concept 1 or 2. Large new South Yamhill Neighborhood. Mixed-use redevelopment of Evergreen Tourism Area
Industrial Uses	Large industrial site, airport-related industrial uses	Industrial use of CalPortland site, airport and hospital related office/industrial.	Light Industrial area north of S. Yamhill Neighborhood
Commercial Uses	New medical office space near Norton Lane. Significant retail “town center.”	Large corporate campus site, significant retail “town center,” redeveloped Evergreen Tourism Area	Medical office, smaller retail center development, commercial frontage on north side of Hwy 18.
Parks & Open Space	New trails, potential connection to Joe Dancer	Similar to 1	Expanded Galen McBee park
Gateways	Three locations for primarily highway-oriented gateways identified	Three locations for primarily highway-oriented gateways identified	Four locations identified, several more pedestrian-accessible locations

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	Concept 1 Industrial Campus	Concept 2 Corporate Campus	Concept 3 South Yamhill N'hood
Industrial Uses	Large industrial site, airport-related industrial uses	Industrial use of CalPortland site, airport and hospital related office/industrial.	Light Industrial area north of S. Yamhill Neighborhood
Commercial Uses	New medical office space near Norton Lane. Significant retail "town center."	Large corporate campus site, significant retail "town center," redeveloped Evergreen Tourism Area	Medical office, smaller retail center development, commercial frontage on north side of Hwy 18.

- *What size commercial "town center" supports this area? How does it relate to Downtown?*
- *Are desired industrial uses and jobs supported?*
- *Are there sufficient opportunities for additional goods and services to be located in the area?*
- *How do future employment opportunities relate to the airport?*

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	Concept 1 Industrial Campus	Concept 2 Corporate Campus	Concept 3 South Yamhill N'hood
Tourism Uses	Preserves aviation concept for continued growth; no significant increase in tourism capacity	Significant commercial opportunities throughout district and tourism-focused development of Evergreen site	Preserves aviation complex for continued growth; smallest amount of land for commercial

- *How do proposed land uses reflect tourism opportunities in this area?*
- *What are the opportunities in the NE, where development would be in close proximity to the Airport Approach Zone?*
- *Would a tourism-oriented commercial zone be appropriate for these uses?*

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	Concept 1 Industrial Campus	Concept 2 Corporate Campus	Concept 3 South Yamhill N'hood
Residential Uses	Modest infill of existing neighborhoods. Mixed use development on CalPortland site.	Modest infill of existing neighborhoods, new residential uses near Medical Center and in northeastern area.	Greater amount of infill than Concept 1 or 2. Large new South Yamhill Neighborhood. Mixed-use redevelopment of Evergreen Tourism Area

- *Where should there be new residential opportunities?*
- *Are there enough opportunities for a diverse mix of housing?*
- *Where are the residential areas that have the greatest opportunity to meet or further GNPs?*

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	Concept 1 Industrial Campus	Concept 2 Corporate Campus	Concept 3 South Yamhill N'hood
Parks & Open Space	New trails, potential connection to Joe Dancer	Similar to 1	Expanded Galen McBee park
Gateways	Three locations for primarily highway-oriented gateways identified	Three locations for primarily highway-oriented gateways identified	Four locations identified, several more pedestrian-accessible locations

- *How do proposed land uses maximize connections to parks and open space?*
- *Are desired industrial uses and jobs supported?*
- *Are there sufficient opportunities for additional goods and services to be located in the area?*
- *How do future employment opportunities relate to the airport?*

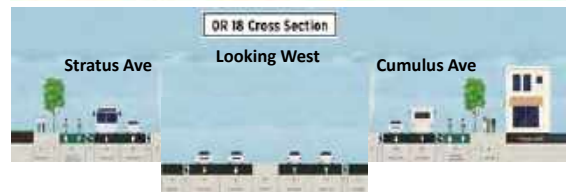
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Facility Design Options



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Facility Design Option 1: Interchanges



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Facility Design Option 1: Interchanges



West Section



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Facility Design Option 1: Interchanges



East Section



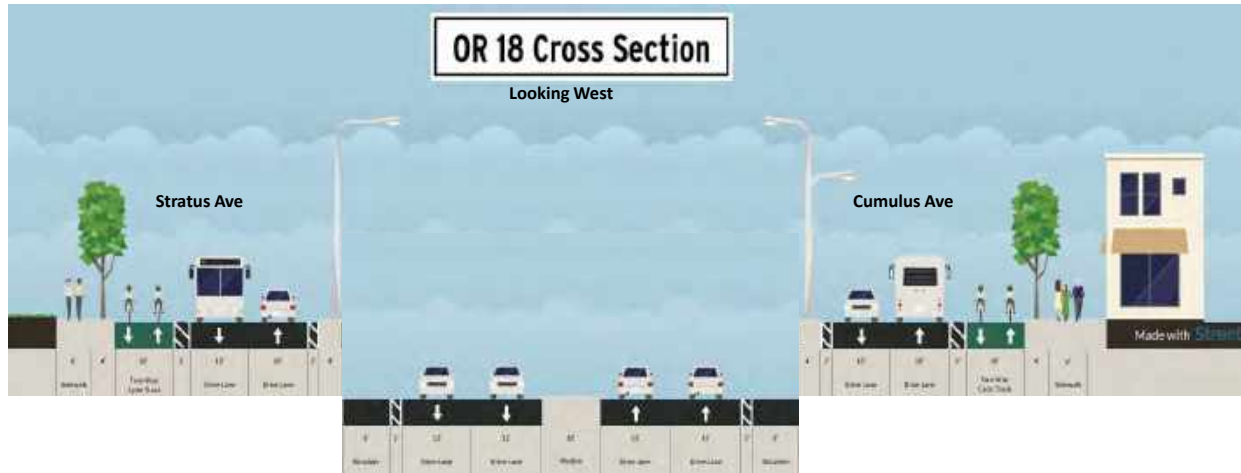
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Facility Design Options



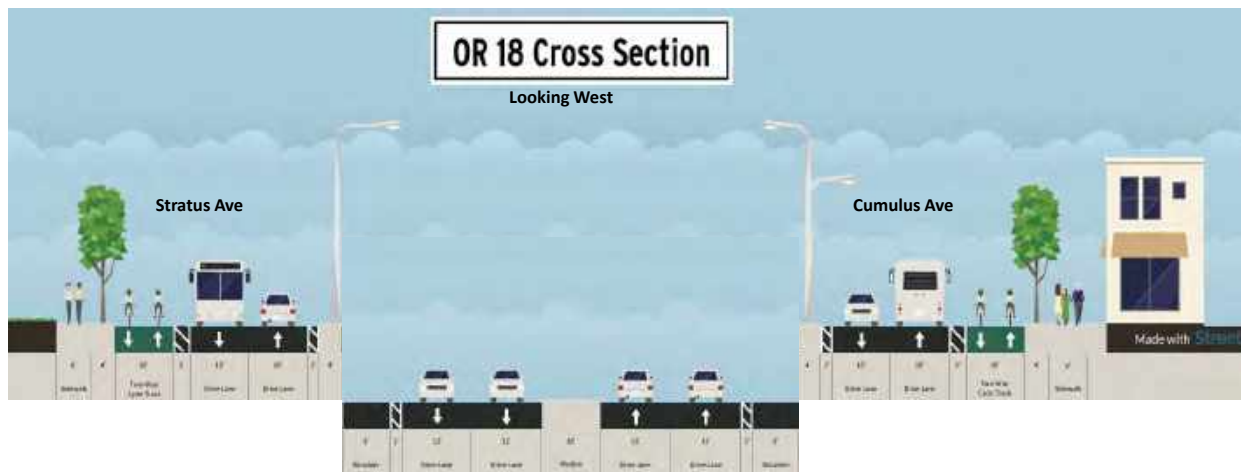
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Facility Design Options



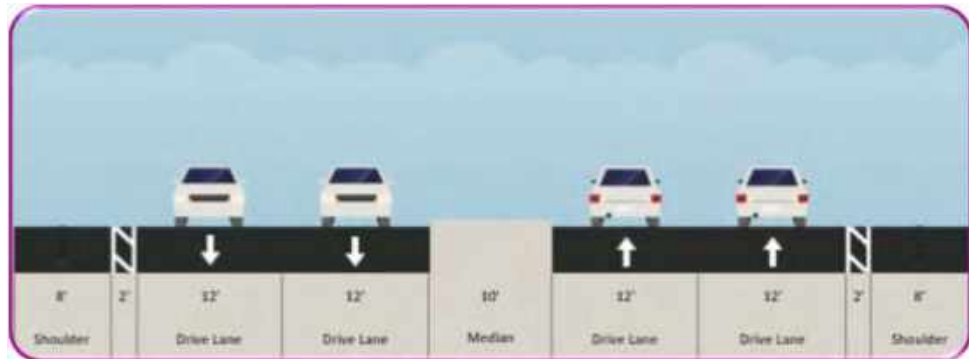
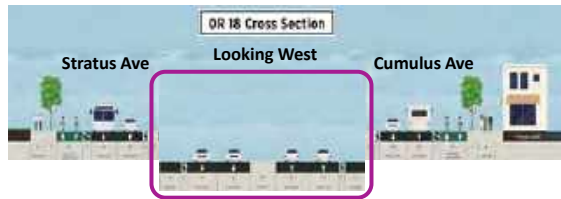
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OR 18 Cross-Section



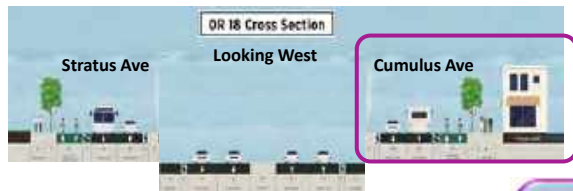
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Cumulus Ave Cross-Section



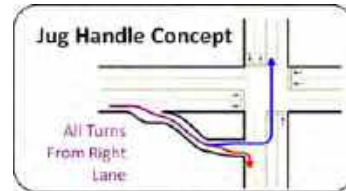
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Facility Design Option 1: Interim Junction Enhancements



The Jug Handle concept removes all turn movements from the major highway and shifts them to the cross-street via a right-turn lane.

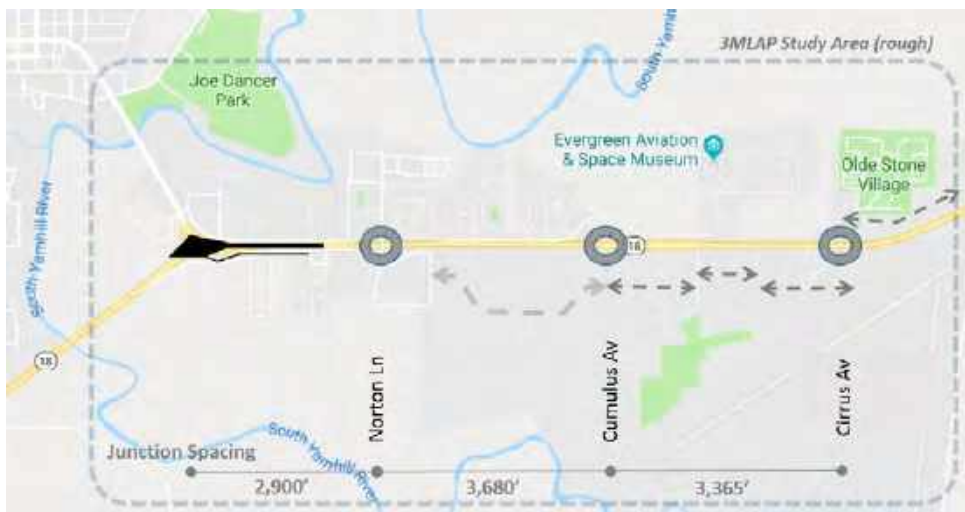
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Facility Design Option 2: Roundabouts



March 23, 2019

Citizen Advisory Committee Meeting #1

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Facility Design Option 2: Roundabouts



West Section



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Facility Design Option 2: Roundabouts



Norton Lane



June 12, 2019

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Facility Design Option 2: Roundabouts



East Section



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Facility Design



- Initial Thoughts and Reactions?

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Transportation Decision Points

Preferred Facility Design Elements

- Fostering Economic Development
- Freight Impacts
- Rights-of-Way and Costs

Multi-Modal Connections

Other Key Issues

June 12, 2019

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Facility Design Option Evaluation



Evaluation Criteria

Facility Design Features Help:

Foster Economic Development*

Ease of Access** to Existing and Planned Land Use

Land Uses are Visible from Three-Mile Lane

Sustain Highway 18 as a Key Intercity Freight Route

Desired Travel Speed on Highway 18

Highway 18 Truck Maneuverability

* Within the Three-Mile Lane Study Area

** Auto, Truck, Pedestrian, Bicycle and Transit

Highway 18 Facility Design Options:

1 - Interchanges

2 - Roundabouts

Interchange at Cumulus Avenue and Norton Lane overcrossing reduces direct accessibility to Willamette Valley Medical Center and other Norton Lane destinations.

Land uses are less visible from Three Mile Lane (Highway 18), when highway is lowered to fit interchange and overcrossings.

Limited access highway with single roundabout at Cirrus Avenue and interchange at Cumulus Avenue facilitates desired travel speed along Highway 18.

Limited access highway with single roundabout at Cirrus Avenue and interchange at Cumulus Avenue facilitates intercity truck maneuverability.

Multiple, dual-lane roundabouts provide more direct access to existing and planned land uses both north and south of Highway 18.

Interchange at Cumulus Avenue facilitates desired travel speed along Highway 18.

Multiple, dual-lane roundabouts (modestly) impede desired speed along Highway 18.

Multiple, dual-lane roundabouts impede intercity truck maneuverability.

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Facility Design Option Evaluation



Evaluation Criteria

Highway 18 Facility Design Options:

1 - Interchanges

2 - Roundabouts

Facility Design Features Help:

Enhance Multimodal Connectivity

Within the Three-Mile Lane Study Area

Between Study Area and City Center

Minimize Rights-of-Way And Cost Requirements***

Rights-of-Way

Cost (conceptual)

*** As differentiated between Options 1 and 2

Overcrossing at Norton Lane, interchange at Cumulus Avenue, roundabout at Cirrus Avenue and potential ped-bike overcrossings provide good vehicle (including transit), pedestrian and bicycle connectivity across Highway 18.	Evenly-spaced roundabouts provide good vehicle (including transit), pedestrian and bicycle connectivity across Highway 18. Dual-lane roundabouts may intimidate north-south pedestrian and bicycle connectivity, especially as Highway 18 traffic increases in the future.
Replacement Three Mile Lane interchange with new Stratus Avenue connection, and new two-way cycle tracks and sidewalks along Cumulus and Stratus Avenues, significantly improve connectivity between the study area and city center.	Replacement Three Mile Lane interchange with new Stratus Avenue connection, and new two-way cycle tracks and sidewalks along Cumulus and Stratus Avenues significantly improve connectivity between the study area and city center.
ROW requirement for diamond interchange at Cumulus Avenue is greater than roundabout (Option 2).	ROW requirement for dual-lane roundabout at Cumulus Avenue expected to be less than tight diamond interchange (Option 1). Roundabout at Norton Lane will require additional ROW and impact several homes and possible businesses to re-align Cumulus and Stratus Avenues.
Costs are significant: new interchange at Cumulus Avenue, lowering Highway 18, and overcrossings at Norton lane and possible pedestrian-bicycle crossings.	Cost of roundabout at Cumulus Avenue is modest. Cost to re-align Cumulus and Stratus Avenues at Norton Lane is significant.

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Next Steps



- Public Event: Scheduled for June 26
- Preferred Alternative Design and Evaluation
 - Recommended changes in land use
 - Traffic operations, multimodal assessment, and safety analysis
- TAC & CAC Meeting #3
 - Late summer/early fall

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Area
Plan

City of McMinnville

Advisory Committee Meeting #3
April 7, 2021

1



Welcome and
Introductions



April 7, 2021

Advisory Committee Meeting #3

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Agenda



1. Welcome & Introductions
2. Project Update
3. Three Mile Lane Area Preferred Alternative
4. Evaluation & Implementation
5. Next Steps

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Meeting Objectives



Review the desired vision for the Three Mile Lane Area; discuss land use and transportation outcomes; arrive at consensus on Area Plan elements.

- Review project goals and objectives.
- Review land use and urban design elements of the Area Plan concept.
- Review transportation needs to support the concept.
- Come to consensus on policy direction to memorialize in the Area Plan.
- Provide direction on Implementation.

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Project Goals and Objectives



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Project Goals

GOAL 1: Support and enhance the district's economic vitality and marketability

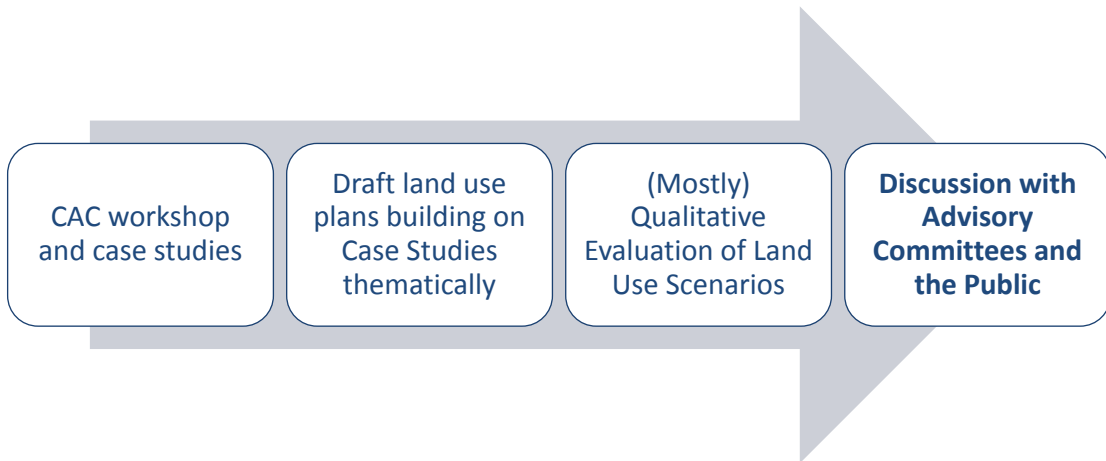
GOAL 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district

GOAL 3: Enhance multi-modal connections throughout the district.

GOAL 4: Create an aesthetically pleasing gateway to the City of McMinnville.

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Process



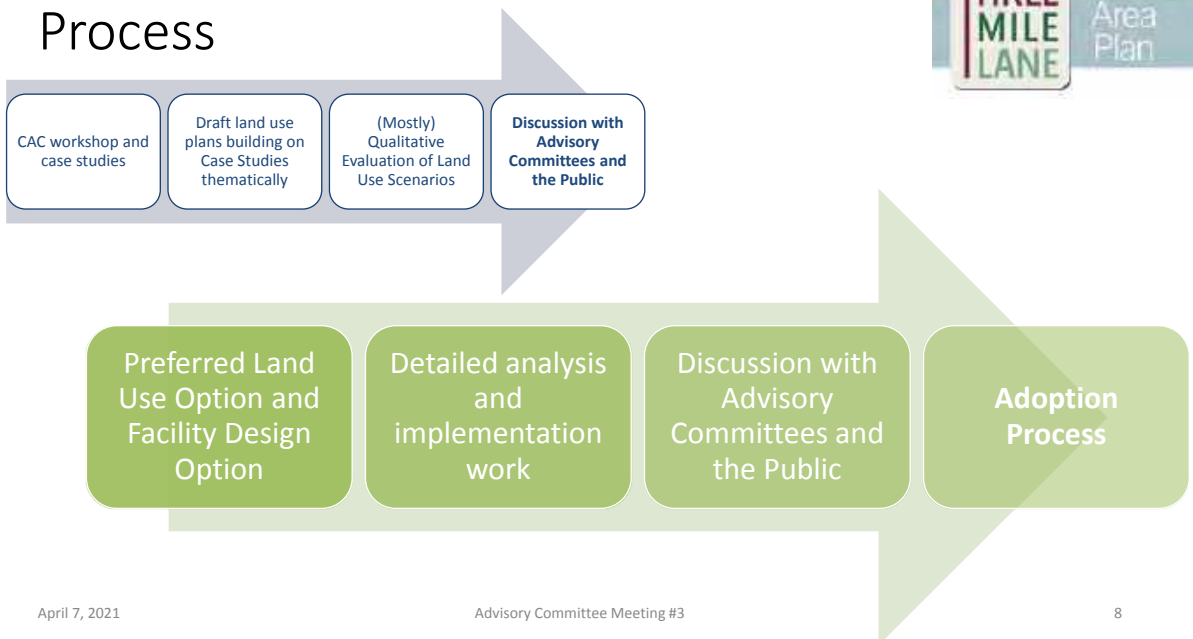
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Process



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Reference Documents



- Economic Analysis
- Case Study Report
- Evaluation Criteria Memorandum

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Public Outreach



- Advisory Committee Meeting & Design Charrette
- Property Owners Work Session & Case Studies
- Open Houses



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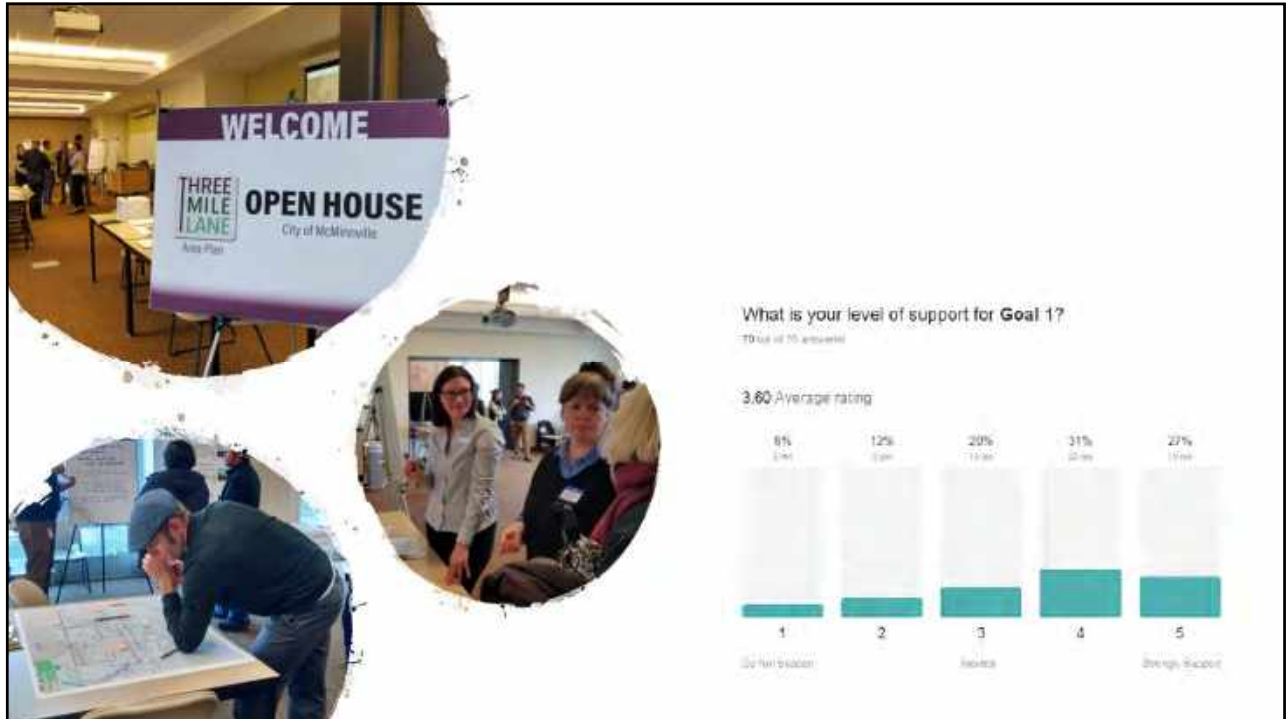


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Preferred Alternative: Land Use and Facility Design

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Foundational Elements

- Boundaries remain the same: UGB in the same location, developable land is roughly 400 acres
- Airport expected to develop per the 2004 Airport Plan
- Local roadway designs are adaptable to any land use concept

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Foundational Elements: Transportation

- Cumulus Avenue is connected to SW Norton Lane through or adjacent to the Chemeketa Community College campus.
- New public 'complete' streets are added to new developments south of Three Mile Lane.
- Three Mile Lane bridge is improved for bicycle and pedestrian safety.
- New and improved bicycle and pedestrian connections throughout the area.



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Complete Streets Design



The following table summarizes the street standards proposed in McMinnville's 2010 TSP, with potential adjustments noted to enhance cyclist and pedestrian comfort.

	Major Collector Existing Standards	Notes	Local Residential Existing Standards	Notes
Right-of-Way	74'	Increase to 80'	50'	Increase to 58'
Speed	25-30 mph		15-25 mph	
Maximum Average Daily Traffic (ADT)	16,000		1,200	
Adjacent Land Use Intensity	Medium		Low	
Sidewalks	5' residential 10-12' commercial	6'	5'	Increase to 6'
Planter Strips	6' residential NA commercial	8'	5'	Increase to 6'
Curb-to-Curb Street Width	44'	Suggest 50'	28'	
On-Street Parking Two Sides	N/A	Possible in urban/town center area	yes	Switch to one side parking if travelway too narrow...see below
Bike Facility	2 lanes (5')	Change to 8' buffered bike lanes (or cycle tracks)	Shared Lane	OK, with sharrow markings
Median / Center Turn Lane	12'	Ensure canopy trees planted	None	
Travel Lane Width	2 Lanes (11')		See street width	With on-street parking on both sides, the resulting travelway will be 14', two-way, which is narrow.



Buffered Bike Lane



Cycle Track

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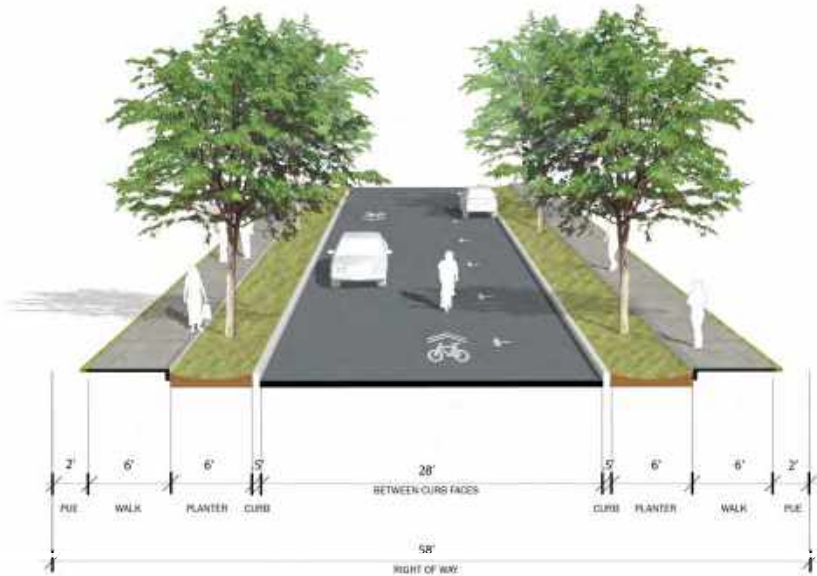
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Major Collector



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Local Residential



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Foundational Elements: Urban Design

- Landscape and architectural design standards are recommended to ensure new development is designed to reflect regional agricultural and historic forms and support this area's function as a gateway to McMinnville.
- Preserve views to natural features like mountains and the river
- Gateway elements are included to mark the entrance to McMinnville



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Foundational Elements: Parks and Trails

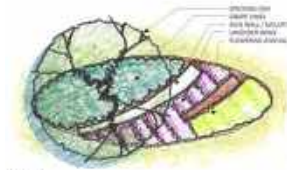
- A trail system connects the South Yamhill River, Galen McBee Airport Park, Evergreen Campus, and Joe Dancer Park along riparian corridors and through new development. The location of these trails changes slightly per concept, but they are always present.
- Recreational access is added to the Yamhill River and riparian corridors and oak stands are protected



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Gateways



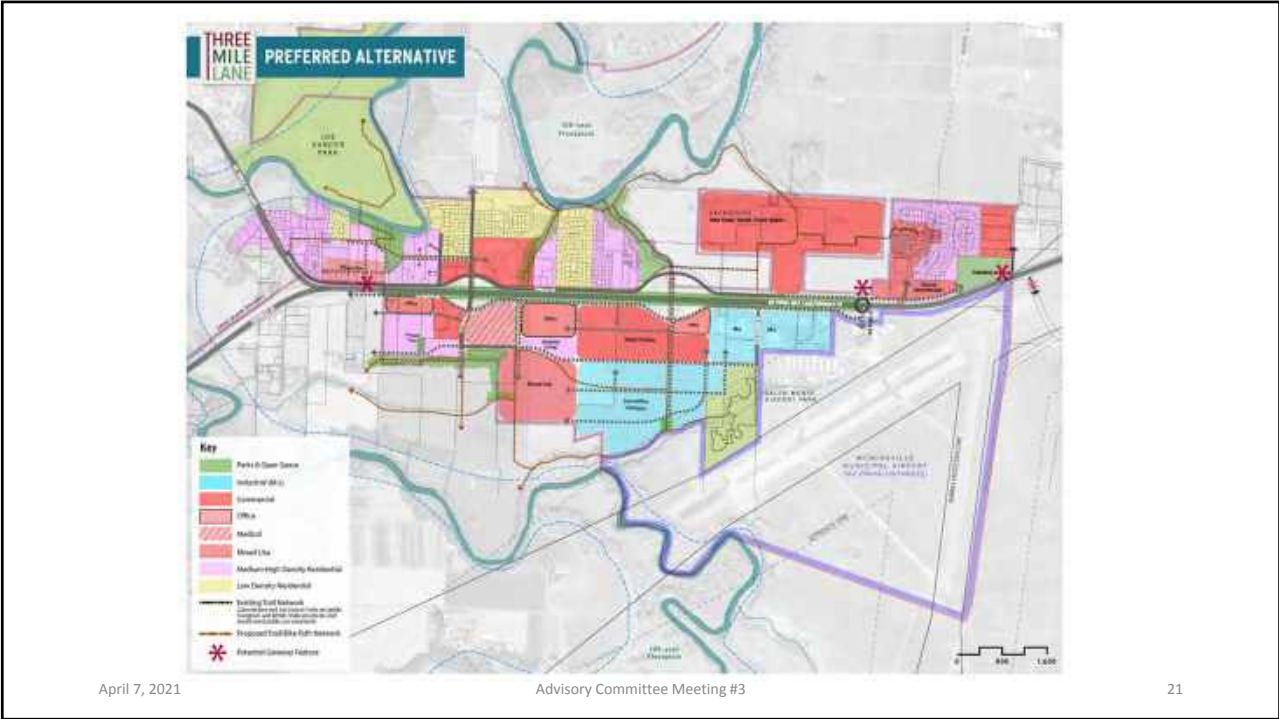
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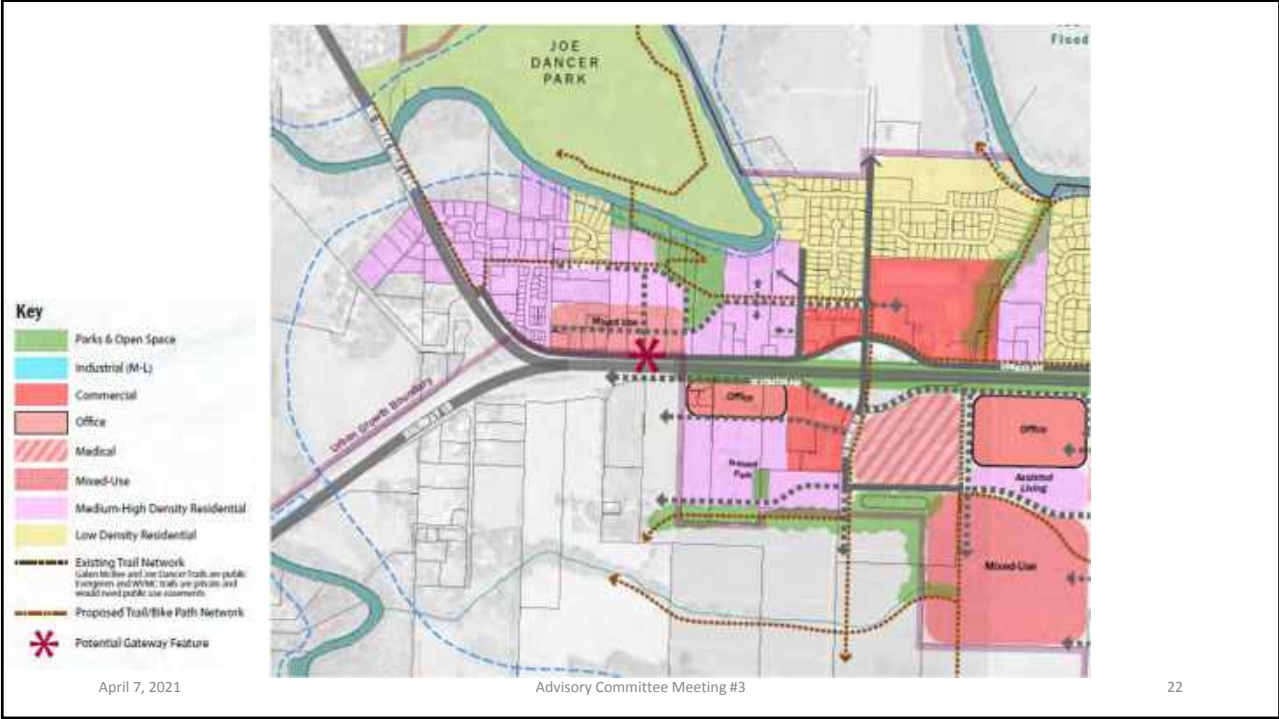
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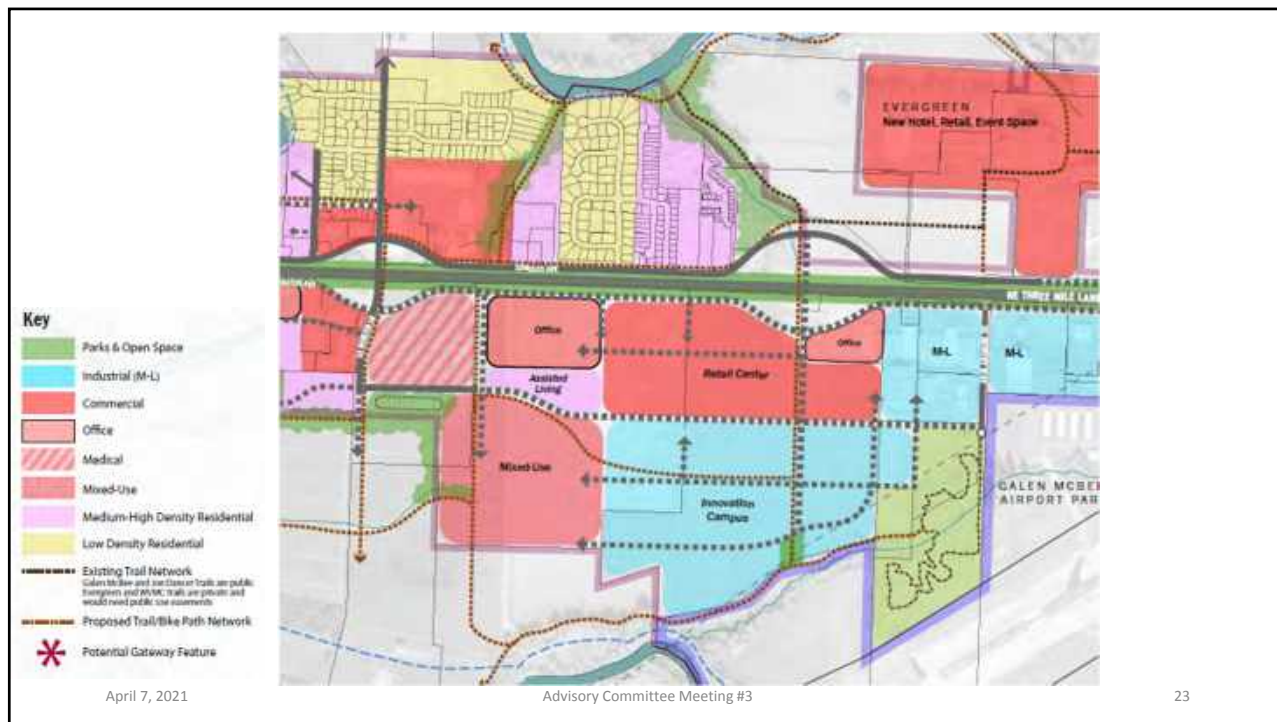
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Key Features: Walkable Commercial Center



- Gateway Location
- Connectivity



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Key Features: Innovation Campus



- Local Identity
- Connectivity
- Parks and Open Space



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Key Features: Mixed-use Neighborhoods

- Local Street Grid with safe crossings
- Pedestrian-Oriented Buildings (no setbacks, parking behind buildings, pedestrian-scaled ground floor)
- Incorporate Natural Features



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Facility Design



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OR 18 Options: Interchanges



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OR 18 Options: Roundabouts



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Preferred Facility Design



- a. **Three Mile Lane interchange** - reconstructed for full directional access and crossing, with new connector to Stratus Avenue - see **Figure 9**).
- b. **Cumulus Avenue** – construct new “jug handles” for local traffic exiting OR 18 and modify or replace the existing at-grade traffic signal.
- c. **Cirrus Avenue** - new roundabout on OR 18, with McMinnville gateway features.
- d. Removal of at-grade street and driveway accesses to OR 18 in the section between Cumulus Avenue and the eastern edge of the study area, including Loop Road and Cruickshank Road (Cruickshank Road is not shown in Figure 8, as Cruickshank Road is external to the Three Mile Lane Study area).
- e. **New east-west frontage streets** north and south of OR 18, linking Cirrus Avenue, Cumulus Avenue and Norton Lane. These and other local street connectors are depicted in **Figure 11**.
- f. **New traffic signal** (or roundabout) at Three-Mile Lane and Cumulus Avenue.
- g. **Loop Road** - disconnect from OR 18 and realign to new Cirrus Avenue connector and roundabout.

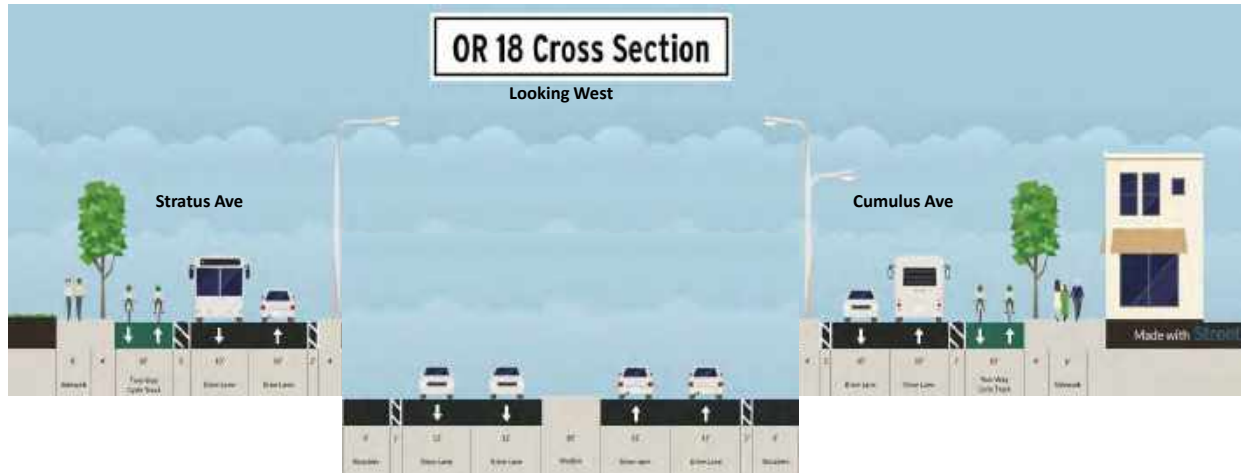
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Preferred Facility Design



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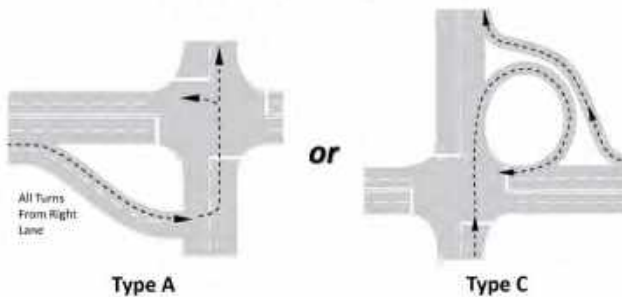
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Preferred Facility Design



Jug Handle Concepts



Source: New Jersey Department of Transportation

The Jug Handle concept removes all turn movements from the major highway and shifts them to the cross-street via a right-turn lane.

Note: The draft Preferred Facility Design was developed in coordination with the CAC prior to the development and evaluation of future traffic volumes and operations. The later traffic operations analysis indicates that the traffic signal at OR 18/Cumulus Avenue will accommodate year 2041 traffic operations under both the Base and Preferred Alternative scenarios, without the need for additional jug handles. Jug handles may be needed beyond the 20-year planning horizon.

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Evaluation & Implementation



- Facility Needs & Transportation System Plan Updates
- Implementing Project Goals & Great Neighborhood Principles
- Land Use & Regulatory Modifications



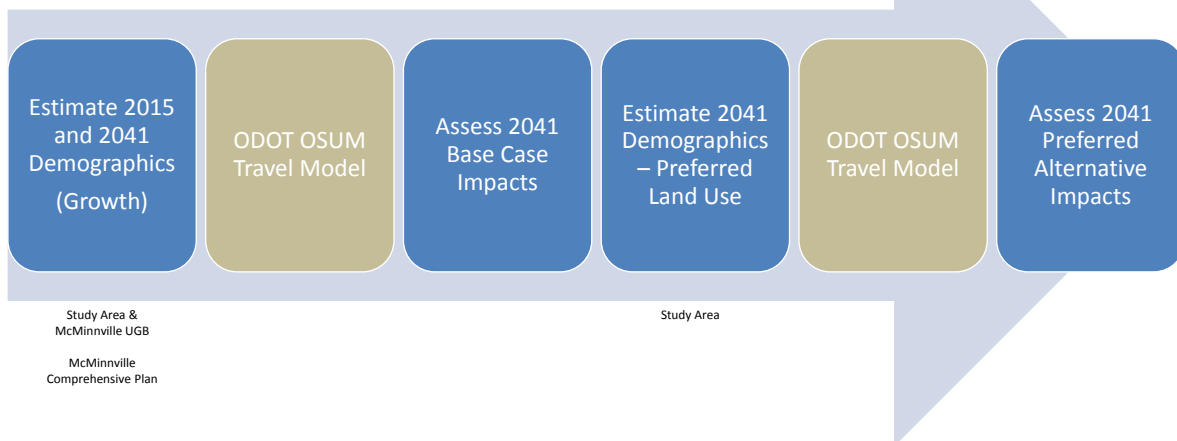
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Analytical Steps – Future Impacts



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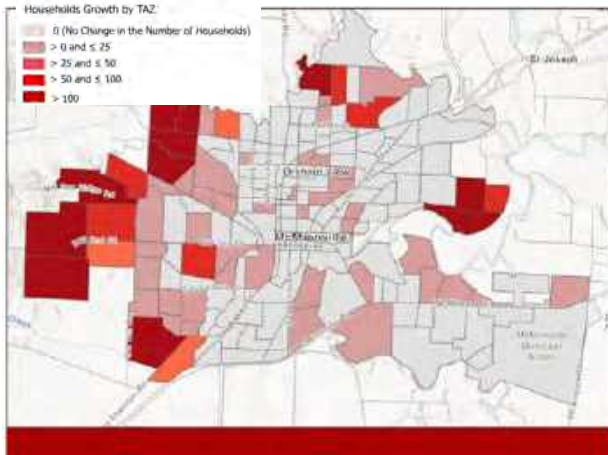
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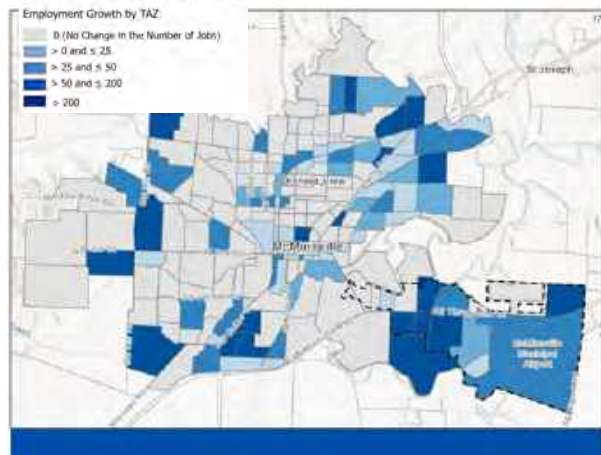
Growth



Household Growth (2041-2015)



Employment Growth (2041-2015)



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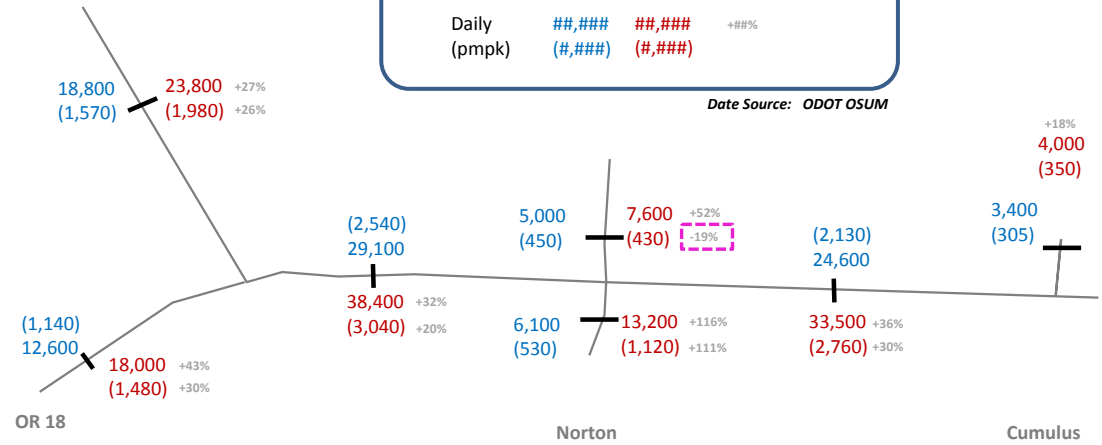
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Traffic Volumes



	2015	2041	Growth Rate
Daily (pmpk)	##,### (#,###)	##,### (#,###)	+###%

Date Source: ODOT OSUM



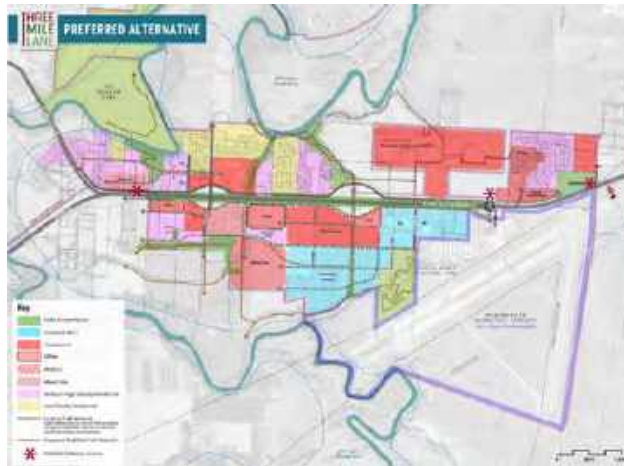
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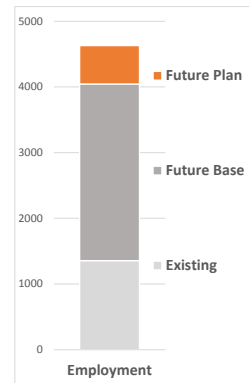
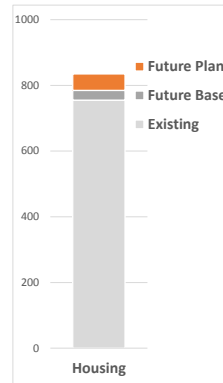
Preferred Land Use Alternative



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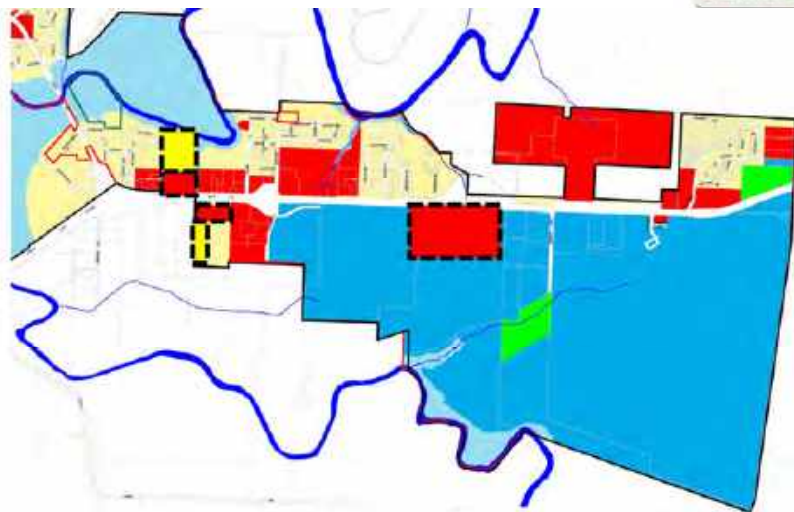
Study Area Demographics



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Land Use: Comprehensive Plan Changes



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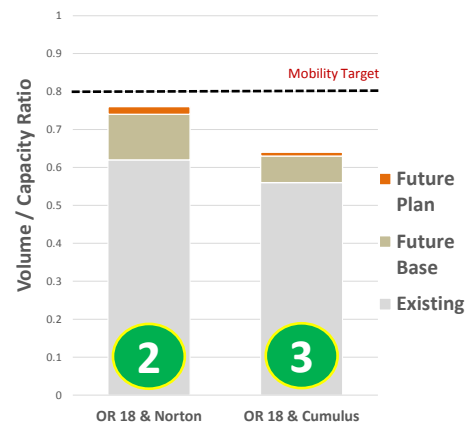
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Vehicle Performance



2041 P.M. Peak Hour - Base



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P.M. Peak Hour

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OR 18 / 3 Mile Lane Interchange



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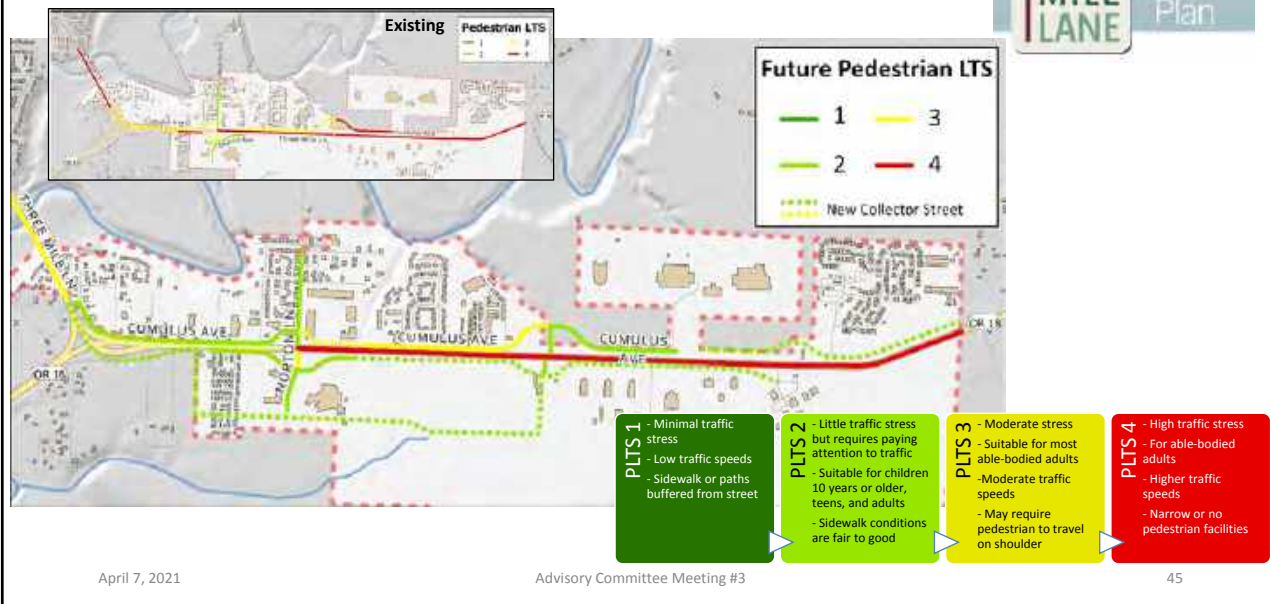
Further Study / Analysis Needed

- Re-alignment of Cumulus Avenue (and Nehemiah Lane) intersection with Three Mile Lane.
- New traffic signals (whether MUTCD warrants are met) or roundabouts.
- Spacing sufficiency on Three Mile Lane between the new traffic signal and OR 18 westbound off-ramp.
- Re-alignment of Lawson Lane and its new connection to Martin Lane.
- The Urban Growth Boundary (UGB) is approximately coterminous with Stratus Avenue. The Stratus Avenue extension to the new interchange (and Lawson Lane re-alignment) will likely not require a UGB amendment (see ORS 215.283).

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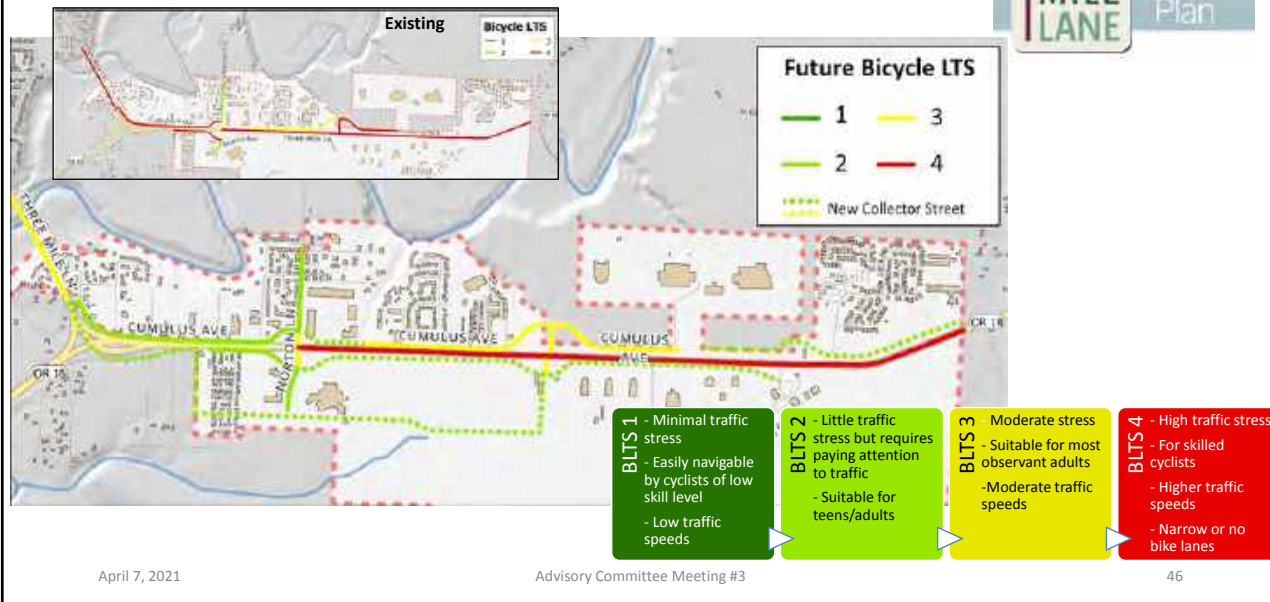
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Pedestrian Performance



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Bicycle Performance

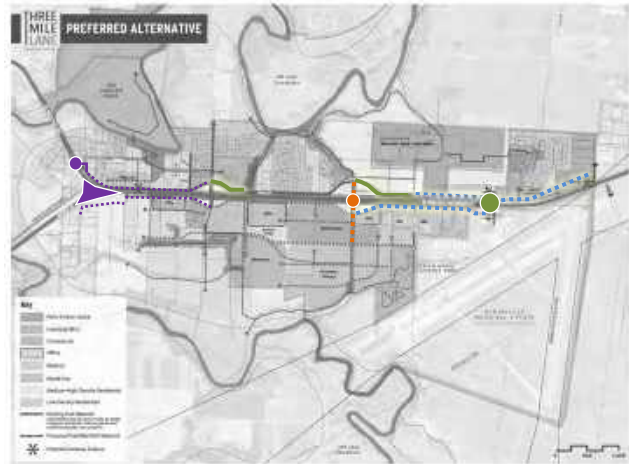


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Concept Phasing and Costs, TSP Update



Phase	Description	Notes	Cost - 2021 Dollars (millions)	
			Low	High
1 Independent State and/or City Projects				
	New Multi-Lane Roundabout at OR 18 and Cirrus Avenue		\$8.0	\$10.0
	Construct Bicycle Lanes and Sidewalks on NE Cumulus Avenue from Cumulus Avenue to Evergreen Air and Space Museum Entrance		\$0.4	\$0.6
	Extend Cumulus Avenue East from Norton Lane and Modify Intersection Traffic Control at Existing Norton Lane/Cumulus Avenue Intersection	[1]	To be determined	
2 City/State Projects Reliant on Completion of New OR 18/Cirrus Roundabout				
	Disconnect Loop Road from OR 18 and Re-align to Cirrus Avenue		\$2.5	\$3.0
	New OR 18 Frontage Roads Between Cumulus Avenue and Cirrus Avenue (both north and south of OR 18)	[2]	To be determined	
3 City/State Projects Commensurate with/Reliant on New Extension of Cumulus Avenue South of OR 18				
	Construct Cumulus Avenue south of OR 18	[2]	To be determined	
	Revise Traffic Signal at OR 18/Cumulus Avenue Intersection		\$1.1	\$1.2
	Construct Bicycle Lanes and Sidewalks on Cumulus Avenue from OR 18 to NE Cumulus Avenue		\$0.5	\$0.7
4 State and City Projects Commensurate with/Reliant on New OR 18/Three Mile Lane Interchange				
	Reconstruct OR 18/Three Mile Lane Interchange	[3]	\$65.0	\$95.0
	Re-align Cumulus Avenue and Nehemiah Lane at Three Mile Lane		\$2.4	\$2.6
	New Traffic Signal on Three-Mile Lane at Cumulus Avenue		\$0.5	\$0.6
	Re-align Lawson Lane		\$1.5	\$1.7
Total			\$81.9	\$115.4



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2010 TSP – OR 18 Corridor



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Design Standard Exceptions



Recommended Plan Project	Constraints	Design Standard Issues or Possible Exceptions
Reconstruct OR 18/Three Mile Lane Interchange	Proximity of Yamhill River Bridge, Cumulus Avenue/Nehemiah Lane intersection, OR 18 eastbound off-ramp junction, and UGB boundary (current alignment of Stratus Avenue).	Junction spacing and traffic control at: <ol style="list-style-type: none"> Three Mile Lane / Cumulus Avenue OR 18 Westbound Off-Ramp at Three Mile Lane OR 18 Eastbound Off-ramp at Three Mile Lane/Stratus Avenue
New Roundabout at OR 18 and Cirrus Avenue	Standard two-lane roundabout likely requires additional rights-of-way. OR 18 posted and design speeds entering McMinnville UGB.	Roundabout geometric design treatments to: <ol style="list-style-type: none"> Reduce approaching vehicle speeds and accommodate multi-axle trucks on OR 18 Accommodate bicycle and pedestrian traffic
Re-purposing Cumulus and Stratus Avenues with two-way cycle tracks	Limited street rights-of-way and need to accommodate future bus stops amenities.	Two-way cycle tracks are not currently incorporated in the City's design standards. Reference ODOT Blueprint for Urban Design, AASHTO and NACTO for design guidance.

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Great Neighborhood Principles: Design Elements that express "McMinnville-ness"

How future redevelopment in the Three Mile Lane area can respect and honor McMinnville's Great Neighborhood Principles through context-specific design elements.



- 1. Natural Feature Preservation**
 - Strive to protect tree groves
 - Strive to protect individual trees
 - Protect riparian corridors and adjacent native landscape
- 2. Scenic Views**
 - Provide and protect views to rolling hills and volcanoes
 - Provide visual and physical access to North Yamhill River
 - Orient streets and open spaces to views
- 3. Parks and Open Spaces**
 - Connect to Galen McBee Airport Park
 - Create new parks that incorporate natural areas and views
 - Plant landscapes that incorporate natives and exhibit seasonal variation
- 4. Pedestrian Friendly**
 - Provide a network of sidewalks and trails to connect people to key locations
 - Incorporate shade streets with mature tree canopy
- 5. Bike-Friendly**
 - Plan safe routes for residents and touring cyclists
- 6. Connected Streets**
 - Connect to existing street grid in Three Mile Lane
- 7. Accessibility**
 - Design new development for ease of use by all ages and abilities
- 8. Human Scale Design**
 - Respect typical scale of commercial uses in McMinnville
 - Design to reflect the micro-climate—outdoor life, porches, balconies
 - Promote inclusion and interaction within the right-of-way

Three Mile Lane Area Plan
March 2021

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**Great Neighborhood Principles:
Design Elements that express "McMinnville-ness"**

How future redevelopment in the Three Mile Lane area can respect and honor McMinnville's Great Neighborhood Principles through context-specific design elements.



Three Mile Lane Area Plan
March 2021

- 9. Mix of Activities**
 - Encourage mixed-use development where feasible
- 10. Urban-Rural Interface**
 - Reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees
 - Consider adjacency to agricultural fields and respect this heritage through careful transitions
 - Design simple roof forms (industrial and agricultural). Height and distinctive forms of silos can be inspiration
 - Consider functional site planning of vineyard and farm complexes as conceptual model for new development
- 11. Housing for Diverse Incomes and Generations**
 - Allow for a mix of future housing forms and types, respecting the current character of Three Mile Lane
- 12. Housing Variety**
 - Respect existing variety of housing types in Three Mile Lane and ensure diversity of design for future housing
- 13. Unique and Integrated Design Elements**
 - Ensure visibility from highway: Welcome to McMinnville
 - Make functions of sites visible (airplanes, wine-making; continue expression of industry/making where applicable)
 - Aviation legacy: display large planes; consider sensation of low-flying planes, potential visual impact of sites from the air
 - Consider local materials for cladding and building structure (timber, corrugated steel cladding, red brick)
 - Use vibrant color

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Regulatory Framework



- **Zoning Ordinance**
Governs uses, density, and dimensional requirements for zoning districts in the area, as well as site design and permitting requirements.
- **Planned Development Overlay**
Contains requirements specific to the Three Mile Lane area that either modify or are in addition to underlying zoning standards.

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Plan Elements and Overlay Requirements For Discussion



- Restrict use types and/or require a mix of uses in Mixed-Use
- Revise “tourist commercial” uses
- Restrict commercial uses in vicinity of Medical Center to medical office/services
- Require site/design standards in Commercial Center
- Require site/design standards in Innovation Campus

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Plan Elements and Overlay Requirements For Discussion



- Buffer/perimeter requirements for Mixed-use, Medical, and Commercial
- Additional guidelines or standards related to façade treatments.
- Require mapping and protection of stream corridors and re-vegetation with native plantings.
- Require viewshed protection.
- Define/include approved planting list.

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Plan Elements and Overlay Requirements For Discussion



- Require connection to proposed trail, trail right-of-way dedication, and trail construction.
- Expand pedestrian walkway/connectivity standards to apply to all commercial and office development.
- Parking maximums for all uses; parking lot location requirements for commercial uses.
- Provision of on-street parking for ground-floor commercial uses.

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Next Steps



- Public Event: April Virtual Open House
- Draft Design Booklet
- Draft Three Mile Lane Area Plan
- Joint Planning Commission/City Council Work Session (May 2021)

Keep up to date at <https://threemilelane.com/>

April 7, 2021

Advisory Committee Meeting #3

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

www.mcminnvilleoregon.gov

MEMORANDUM

DATE: April 8, 2019
TO: 3MLAP Consultant Team
FROM: Jamie Fleckenstein, Associate Planner, City of McMinnville
SUBJECT: CAC Meeting #2 – 3MLAP Charrette - Summary



CAC MEETING #2 CHARRETTE SUMMARY

Charrette Format: Participants broke into 2 groups, each lead by two City staff. Groups were given 45 minutes to brainstorm ideas, and then the groups switched concept diagrams to build on the other's ideas. Each group was asked to think about and identify the following high level concepts within the study area:

Connections (all modes – bicycle, pedestrian and vehicular)

- Within the Study Area
- From the Study Area to Other Destinations in the Community/Region

Larger Land Use Concepts

- Residential
- Commercial
- Industrial
- Tourism

Opportunity Sites

- Redevelopment
- Near-Term and Long-Term Development

Urban Design:

- Gateways
- Large Design Elements that Will Create an Unique Sense of Place

Takeaways & Major Themes: A recap of the work created by the two groups during the charrette revealed several consistent large themes:

- Connections are essential throughout the study area
 - Full development of and access from frontage roads could help provide multi-modal transportation opportunities, preserve Highway functionality, create more local access to sub areas.

Attachments: List in Order

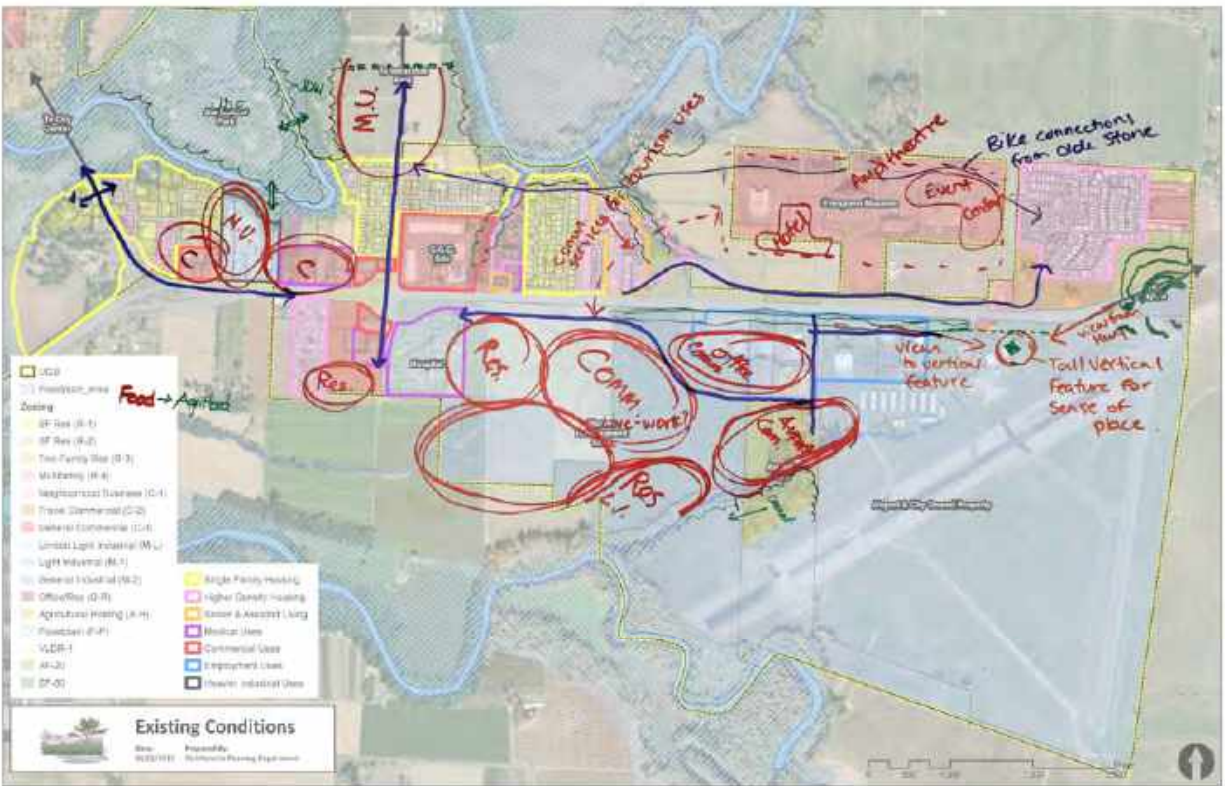
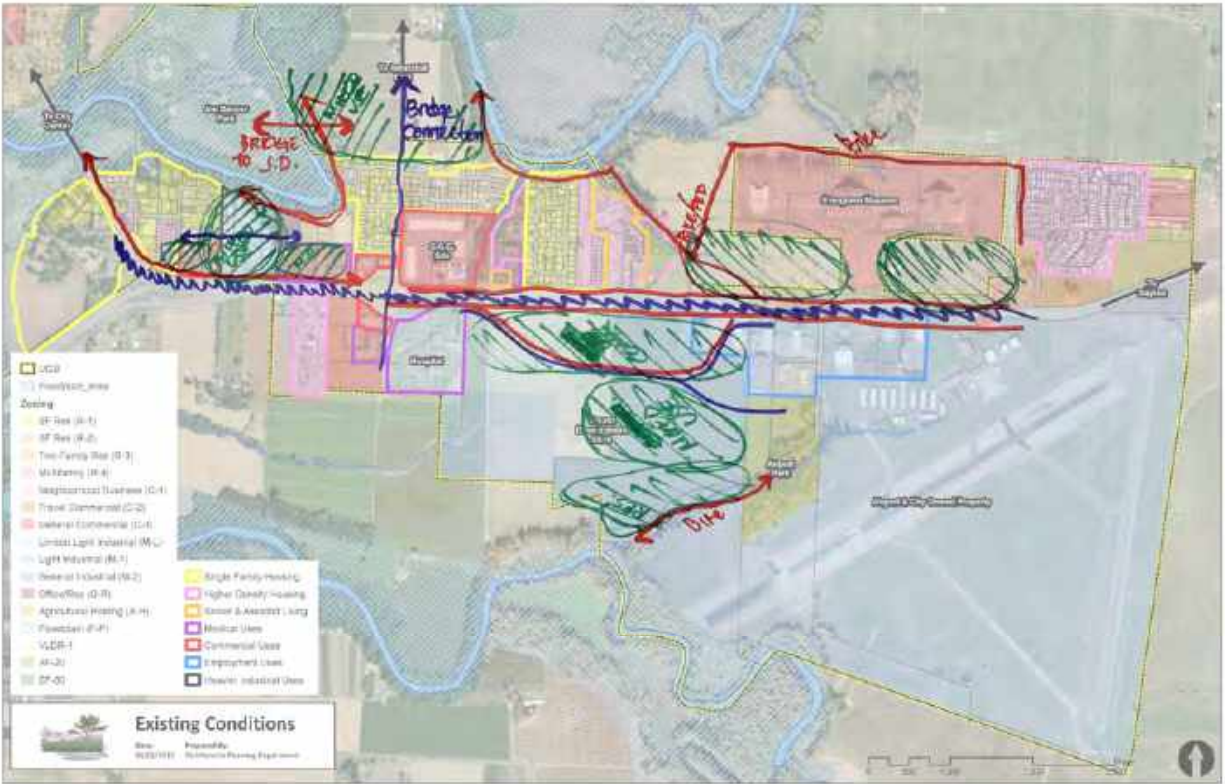
- A connection via extension of Norton Lane to the NE Industrial Area is desirable.
- Connections into Joe Dancer Park are important.
- Connect and expand on existing bike routes through study area.
- Pedestrian bridges over the highway could provide needed connections at key points.

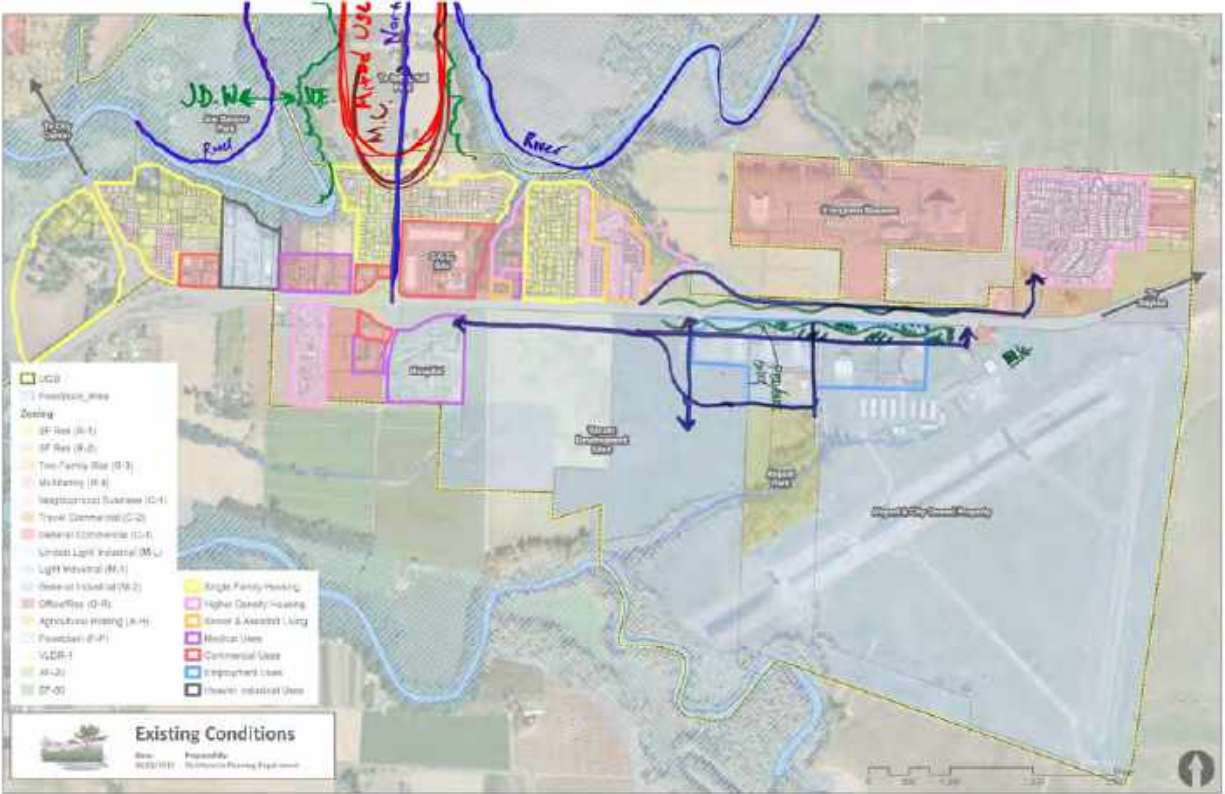
- Land Use Concepts
 - Residential
 - Opportunity for new residential at south edge of study site and west of hospital.
 - Commercial
 - Lots of opportunity for neighborhood serving commercial redevelopment that could provide needed amenities to existing residential neighborhoods and east-west connectivity on the north side of Hwy 18.
 - Large master-planned mixed use/commercial developments on vacant parcels south of Hwy 18 are appropriate. Such development should emphasize local identity and businesses.
 - Open Space/Parks
 - Utilize existing wooded corridors and river to create extensive greenway/trail network
 - Opportunity to create connection to Yamhill River west of 3ML at Dayton Ave.
 - Expand Galen McBee Airport Park to connect to Yamhill River greenway.
 - Consider Joe Dancer East and Joe Dancer West park concept to increase open space opportunities in study area adjacent to residential use.
 - Opportunity to create “Agri-hood” to combine iconic agricultural uses (i.e. vineyards) with residential and commercial uses, and tourism related industries.

- Urban Design
 - Maintain local identity through gateway design elements & development opportunities.

Memorandum
Date: 4/8/19
Re: CAC Meeting #2 – 3MLAP Charrette - Summary

Page 3





**PRESS RELEASE
FOR IMMEDIATE RELEASE**

Contact:

Jamie Fleckenstein
(503) 474-4153
Planning Department
Jamie.Fleckenstein@mcminnvilleoregon.gov

You're invited to attend a public open house for Three Mile Lane Area Plan

MCMINNVILLE, Ore. – Mar. 27, 2019 – The City of McMinnville Planning Department is holding a public open house for the Three Mile Lane Area planning process.

The public open house will be held on Wednesday, April 10, 2019 from 4:30 p.m. – 6:30 p.m. at the Chemeketa Community College McMinnville Campus, rooms 101-105. Everyone is invited to attend as the City evaluates the land along the Three Mile Lane corridor (Highway 18 from Olde Stone Village to the Yamhill River Bridge), and envision how it could develop to support McMinnville's future.

During the Area Plan process, the City will consider transportation connectivity – pedestrian, bicycle, vehicular and public transit; land uses – residential, commercial, industrial and tourism; and urban design – gateway improvements, unique design elements that define McMinnville, etc. The public open house is an opportunity for residents to learn more about the project and provide input on what the future would like in this very unique area of the community.

WELCOME



Area Plan

OPEN HOUSE

City of McMinnville

INTRODUCTION

About the Area Plan

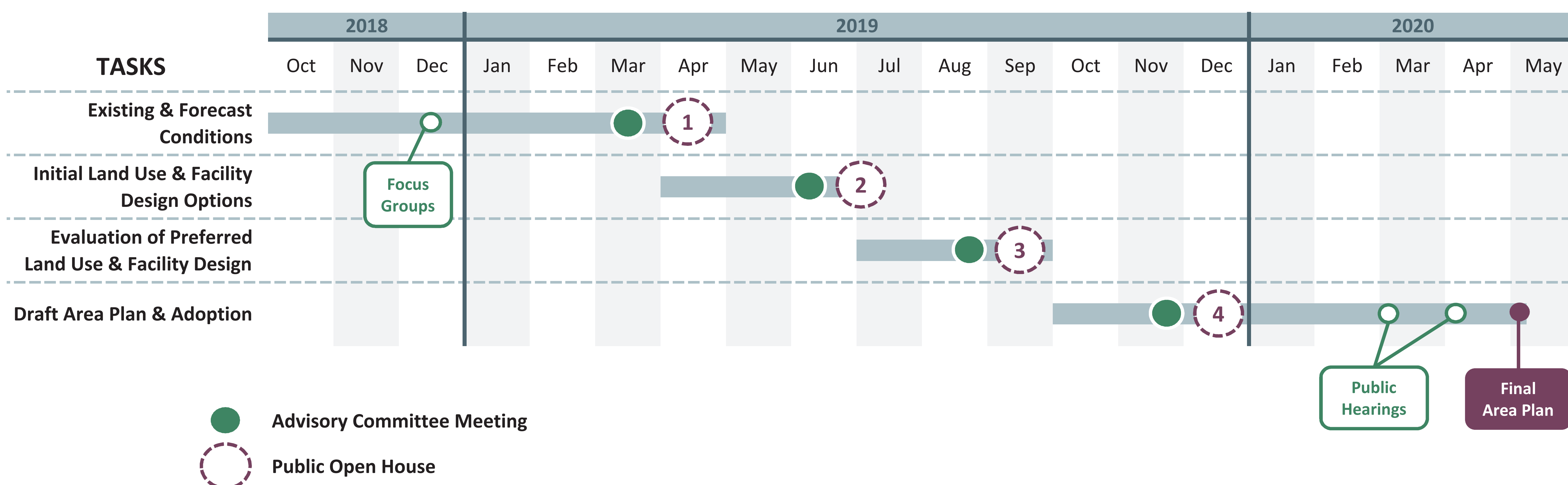
This project will develop an Area Plan for the Three Mile Lane corridor in McMinnville, Oregon. The project will update the 1981 Three Mile Lane Overlay District (amended in 1994) and the 1996 Highway 18 Corridor Refinement Plan. The area contains approximately 1,340 acres of land with a variety of existing land uses and several large vacant parcels.

The plan will integrate land uses and a multi-modal transportation system that serves both local and state transportation needs and provides active connectivity within the plan area as well as to the City's downtown core.

This project is partially funded by a grant from the Transportation and Growth Management ("TGM") Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Fixing America's Surface Transportation Act ("FAST-Act"), local government, and State of Oregon funds. The contents of this site do not necessarily reflect views or policies of the State of Oregon.



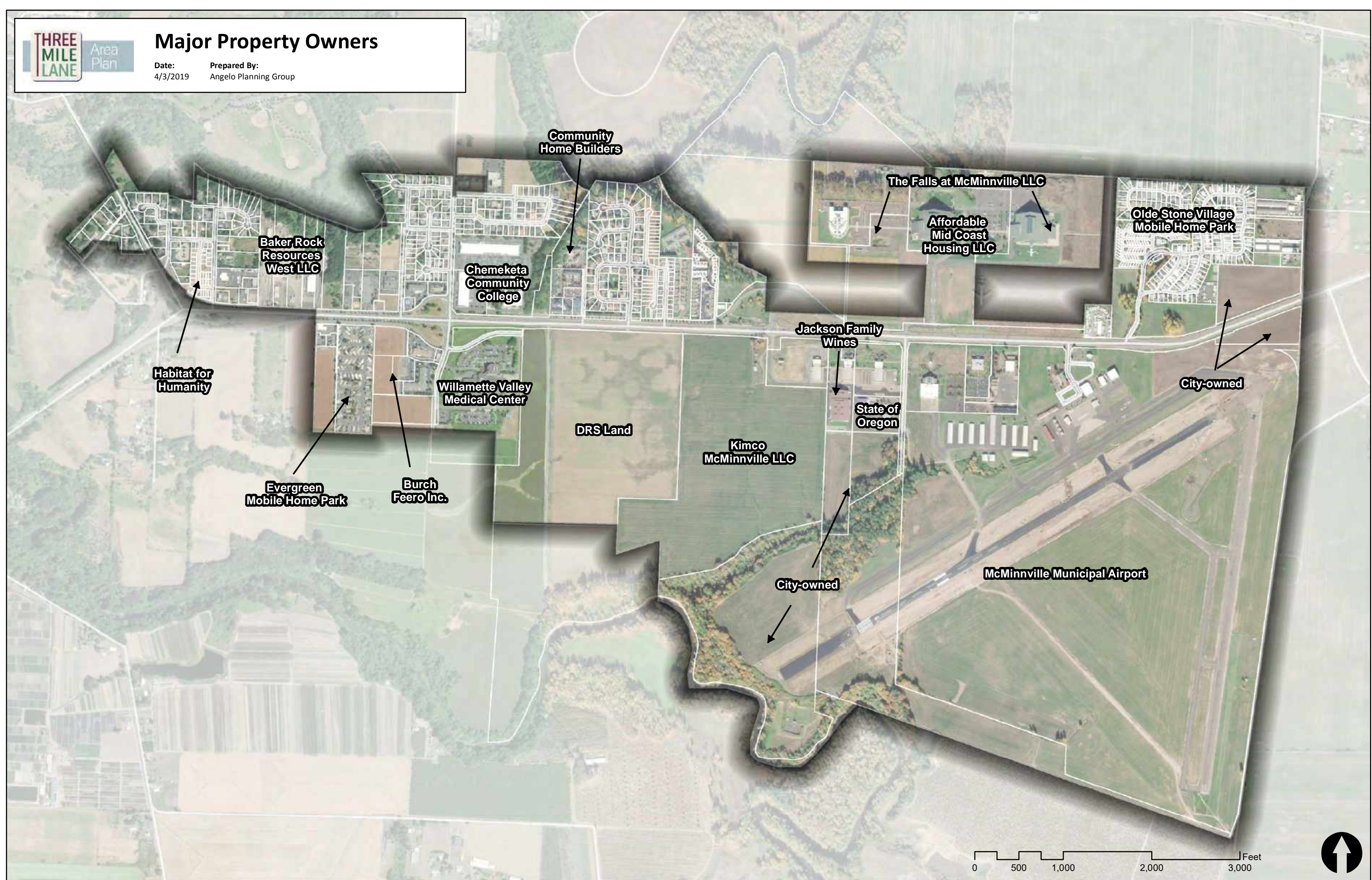
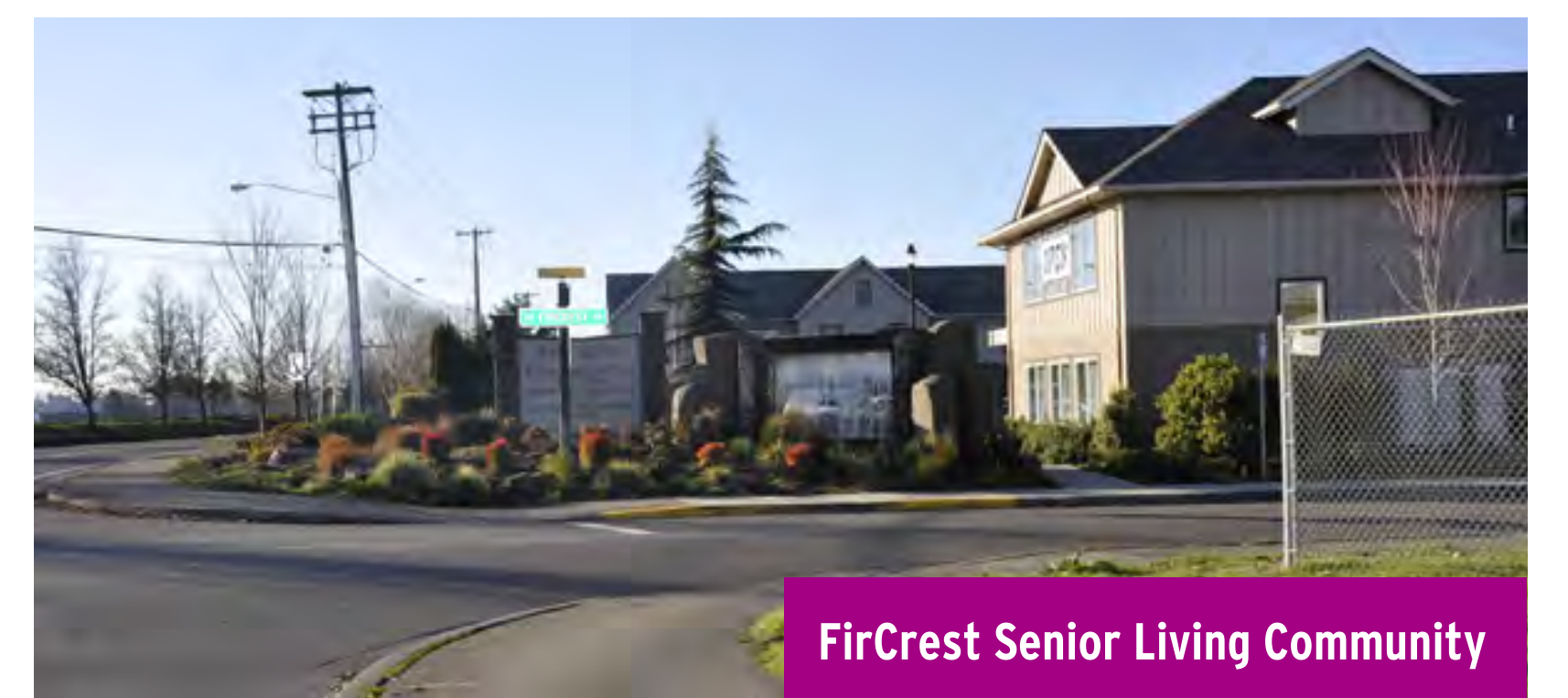
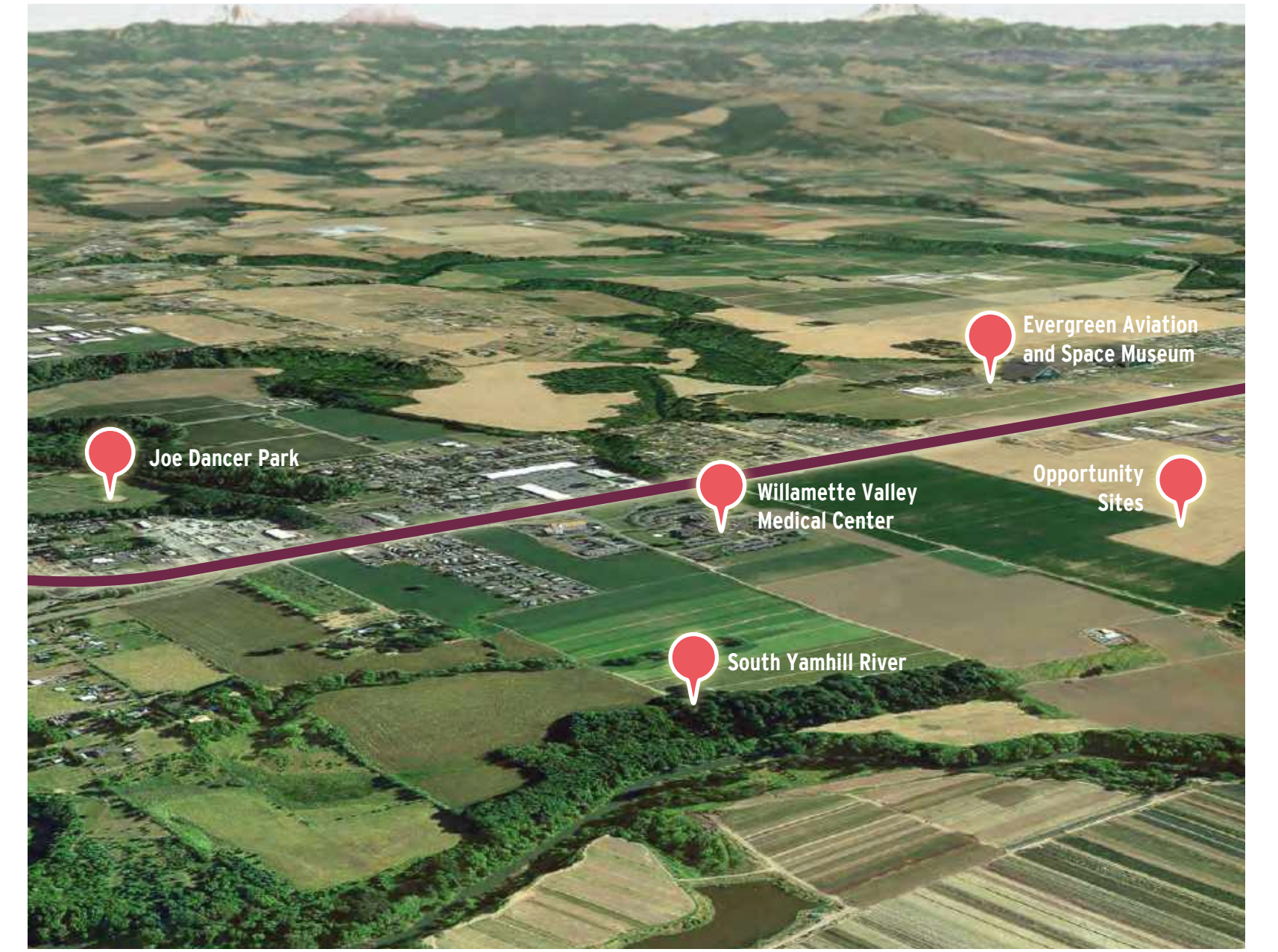
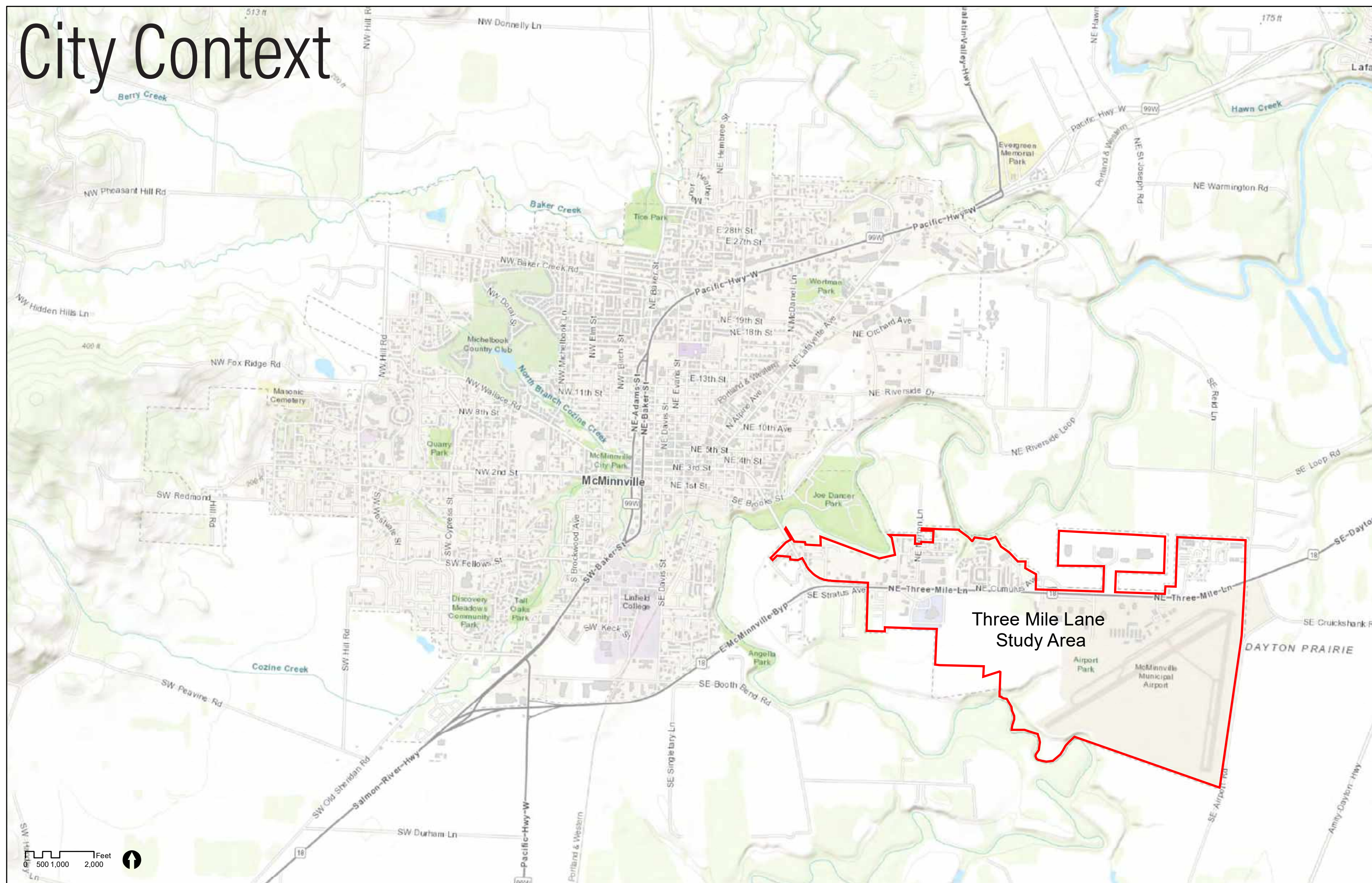
Project Schedule



Area Plan

INTRODUCTION

Study Area



GOALS & OBJECTIVES

Project Vision Statement (draft)

The Three Mile Lane District is a vibrant community that serves as the gateway to Downtown McMinnville and Oregon Wine Country. Employment opportunities, attractive housing options, and tourist destinations characterize the area. Residents and workers enjoy safe and efficient options to travel to Downtown McMinnville and benefit from close proximity to a variety of goods and services, all easily reached by motorist, bicyclist, pedestrian, and transit rider alike. The connection to McMinnville's rich history and the surrounding landscape is reflected in urban design elements throughout the area, highlighting the uniqueness of this special place.

Goals & Objectives Activity

The proposed project goals and objectives are intended to reflect and implement the project vision statement.



Please use a dot to note your level of support for each proposed goal and objective in the table below.

What are McMinnville's Great Neighborhood Principles?

The City is currently in the process of adopting a set of principles that are meant to create equity and inclusion for all residents in McMinnville and to ensure that all residents live in a great neighborhood. Principles include:

- | | |
|---------------------------------|----------------------------------|
| 1. Natural Feature Preservation | 8. Human Scale Design |
| 2. Scenic Views | 9. Mix of Activities |
| 3. Parks and Open Spaces | 10. Urban Rural Interface |
| 4. Pedestrian Friendly | 11. Housing for Diverse Incomes |
| 5. Bike Friendly | 12. Housing Variety |
| 6. Connected Streets | 13. Unique and Integrated Design |
| 7. Accessibility | |

	DO NOT SUPPORT		NEUTRAL		STRONGLY SUPPORT
GOAL 1: Support and enhance the district's economic vitality and marketability					
Incorporate City of McMinnville Great Neighborhood Principles into residential development. (see purple box)					
Provide an appropriate amount of additional housing.					
Provide for a mix of housing types, including single-family detached, attached housing, and multi-family housing.					
Allow for mixed-use developments that provide housing and non-housing uses.					
Provide a transit-supportive land use pattern.					
Provide access to amenities for residents, employees, and visitors to the area.					
Maintain public access (visual and physical) to natural resources and amenities in the area.					
Create a bicycle/pedestrian trail/pathway system that integrates existing and proposed uses.					
Create new economic opportunities that capitalize on the area's unique assets and support other uses, while not directly competing with other parts of the City.					
GOAL 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district					
Incorporate City of McMinnville Great Neighborhood Principles into residential development.					
Provide an appropriate amount of additional housing.					
Provide for a mix of housing types, including single-family detached, attached housing, and multi-family housing.					
Allow for mixed-use developments that provide housing and non-housing uses.					
Provide a transit-supportive land use pattern.					
Provide access to amenities for residents, employees, and visitors to the area.					
Maintain public access (visual and physical) to natural resources and amenities in the area.					
Create a bicycle/pedestrian trail/pathway system that integrates existing and proposed uses.					








GOALS & OBJECTIVES

Goals & Objectives Activity (continued)



Please use a dot to note your level of support for each proposed goal and objective in the table below.

		DO NOT SUPPORT	NEUTRAL	STRONGLY SUPPORT
GOAL 3: Enhance multi-modal connections throughout the district				
Pedestrian 	Improve pedestrian realm through design, land use, and connectivity.			
	Provide pedestrian connections within the study area and to Joe Dancer Park, downtown McMinnville and the NE Gateway District.			
	Improve safety and comfort of pedestrian travel throughout the study area.			
Bicycle 	Improve bicycle realm through design, land use, and connectivity.			
	Provide bicycle connections within the study area and to Joe Dancer Park, downtown McMinnville and the NE Gateway District.			
	Improve safety of bicycle travel within the study area.			
	Encourage bicycle use by a range of users, including commuters, students, children, and tourists.			
Transit 	Improve connectivity for transit.			
	Provide increased access to transit.			
Auto / Truck  	Improve driver safety in the corridor.			
	Achieve traffic operations on study area transportation facilities that meet state and city mobility targets.			
	Sustain the mobility of Highway 18 through the area as a key intercity and freight route.			
	Balance access to properties and overall transportation function of facilities in the area.			
	Incorporate least cost planning principles in transportation planning.			
GOAL 4: Create an aesthetically pleasing gateway to the City of McMinnville.				
Include gateway features that can be enjoyed from multiple vantage points (i.e. not just from drivers on the highway).				
Create development opportunities and streetscape improvements that are well-designed, beautiful, and signal one's arrival within the City of McMinnville.				
Create a cohesive design language that complements existing developments.				
Utilize context-appropriate landscape design to create a buffer to the highway as well as create a human scale and sense of place.				

TRANSPORTATION

Pedestrian & Bicycle Level of Traffic Stress (LTS)



Sidewalk on Cumulus Ave



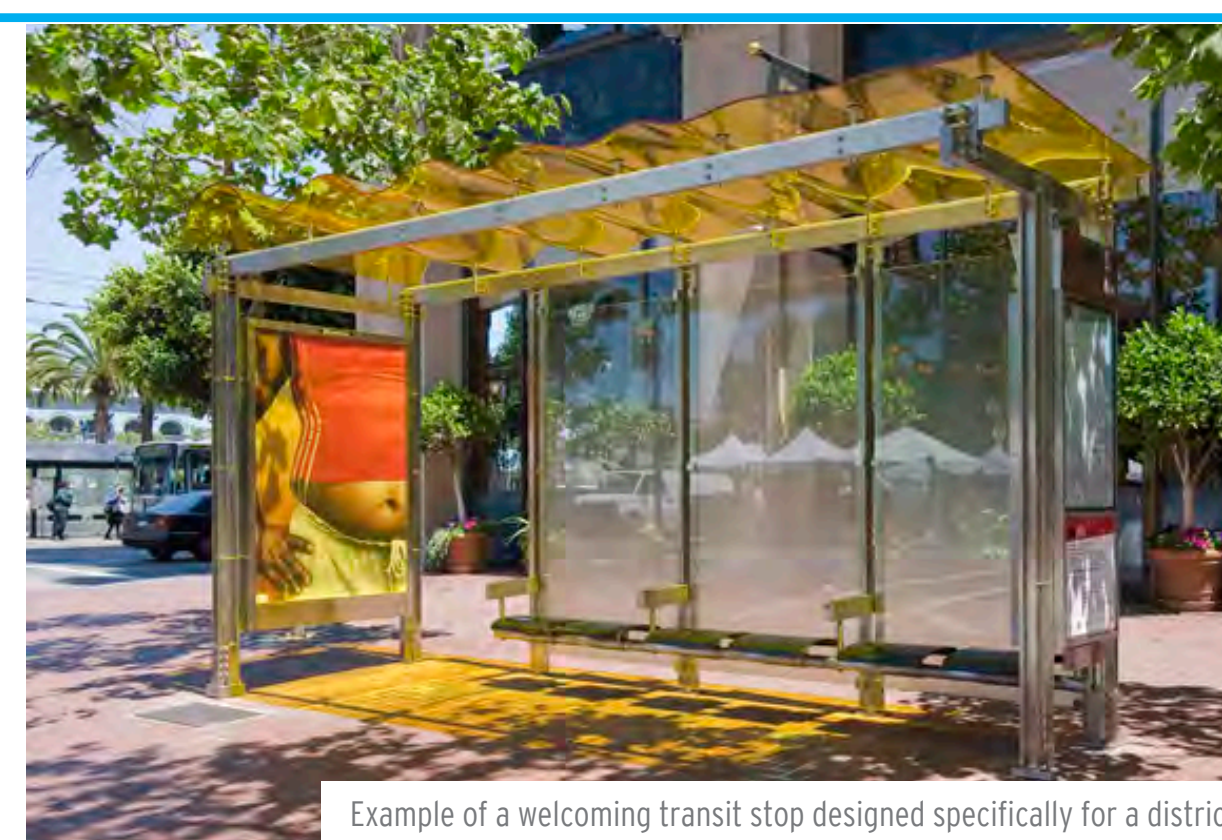
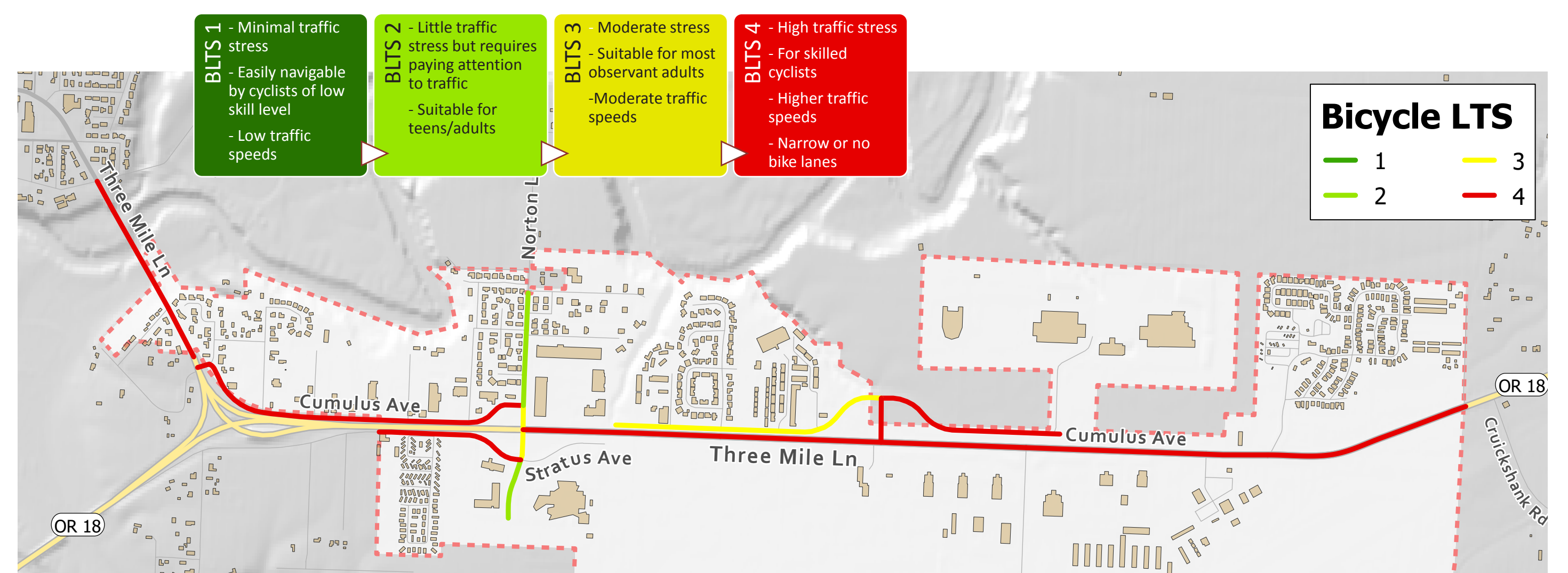
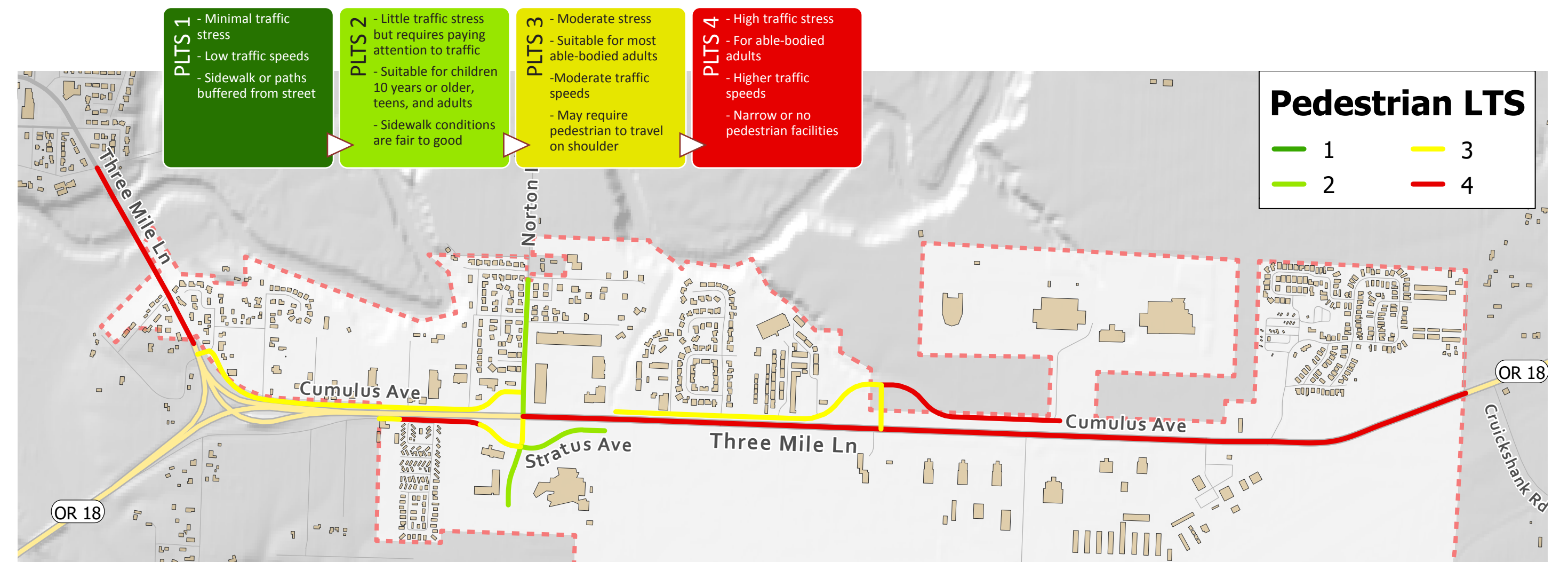
No sidewalk on parts of Stratus Ave



Narrow sidewalk, no bike lanes on Yamhill River Bridge

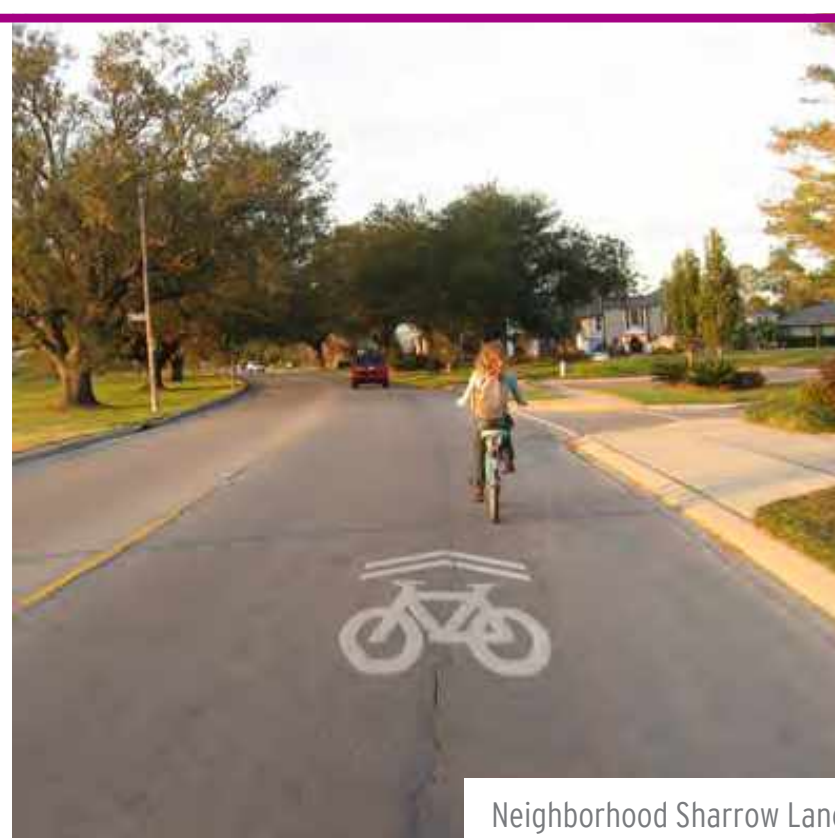


Narrow bike lanes on Cumulus Ave



Auto operation deficiencies are noted at the two intersections at the ends of the study area: Three Mile Lane at First Street, and OR 18 at Cruickshank Road. The two major signalized intersections on OR 18 at Norton Lane and Cumulus currently operate well within the mobility targets outlined in the Oregon Highway Plan. There is a notable crash history at the intersection of OR 18 and Cruickshank Road. This intersection is a logical location to consider including potential gateway streetscape improvements.

YCTA provides limited (hourly) service in the study area on Route 2, with direct links to downtown McMinnville and the city Transit Center. If and when YCTA service increases to a 30 minute frequency, future transit access will improve within the Three Mile Lane area.



The study area has very limited bicycle facilities, and frequently the only option available to cyclists is to ride in general purpose travel lanes. While the major streets in the area are generally flat with good pavement conditions, vehicular traffic volume is relatively high and travel is at higher speeds (35 mph and higher). The lack of separate bike lanes, buffered bike lanes, or separated facilities contributes to a poor overall environment for cyclists seeking to travel within the study area network.

Creating attractive, low-stress bicycle facilities on key routes within the study area will require examining traffic calming design adaptations and lower speed limits, and implementing buffered bike lanes or separated pathways.



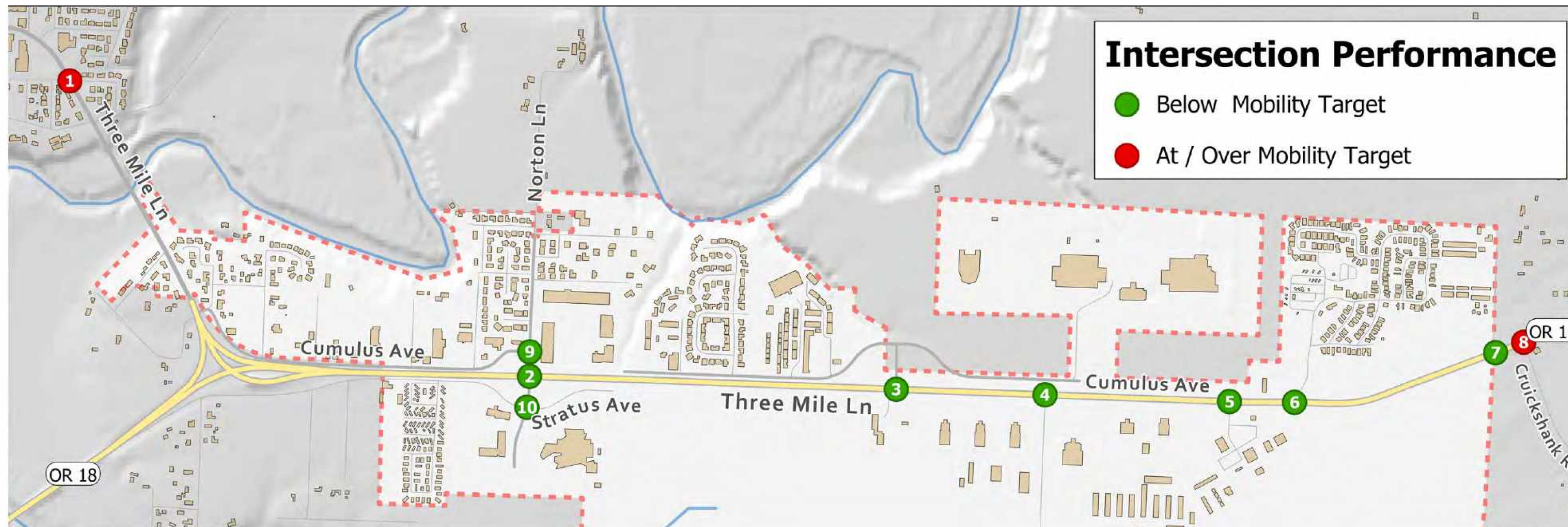
Many of the key existing streets and intersections in the study area contain essential but limited pedestrian features. Some of the sidewalks are older, but functional and the system provides a baseline, if minimal, connected network within the study area. Linkage to the McMinnville city center is limited to the Yamhill River Bridge.

The existing pedestrian realm lacks important features that would otherwise contribute to more safe and inviting walking environments on Norton Lane, Cumulus Avenue, and Stratus Avenue. The original factory outlet mall development introduces a barrier to more direct pedestrian and bicycle travel along Cumulus Avenue and the crossing of Norton Lane, making it more difficult for residents east of Norton Lane to walk and cycle to McMinnville's central city.



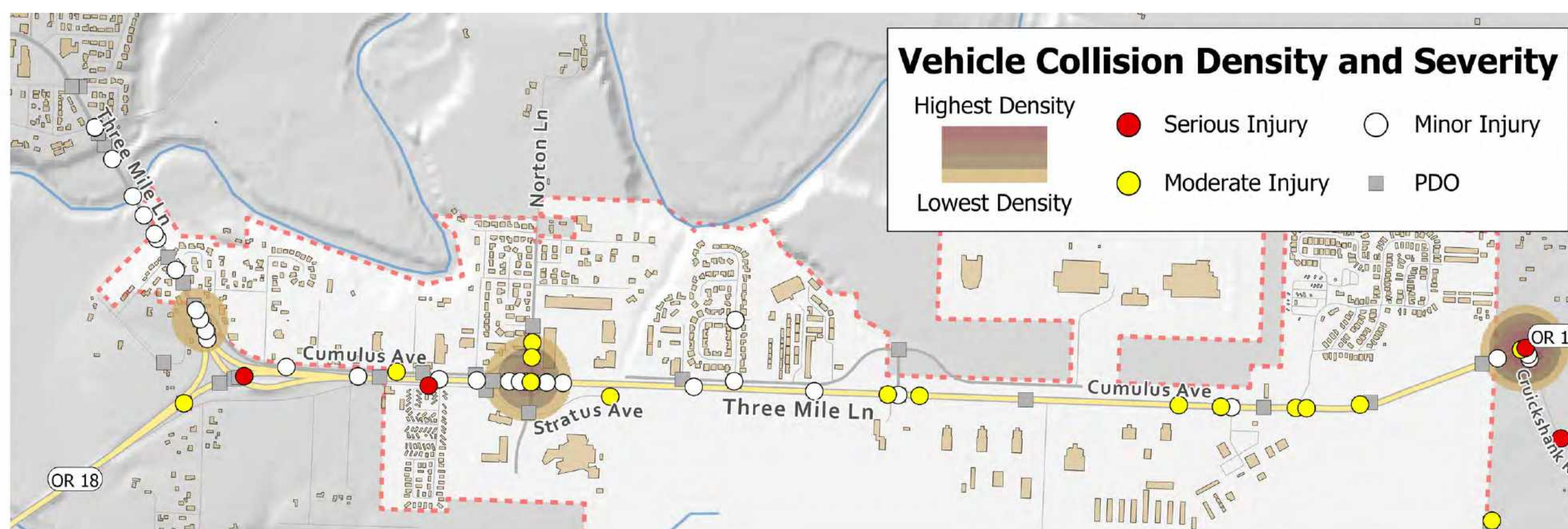
TRANSPORTATION

Traffic Operations



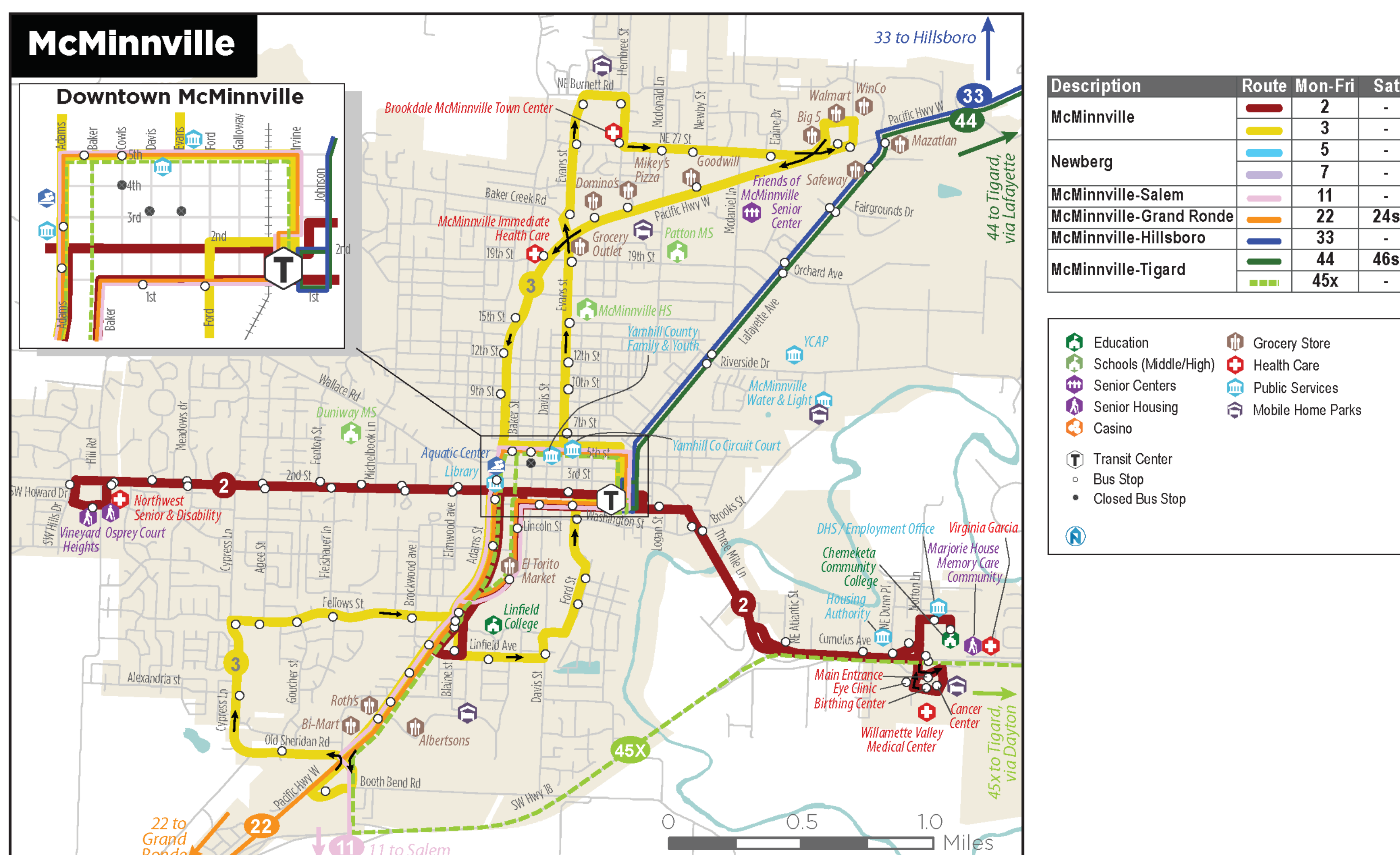
Cumulus Ave @ Highway 18

Vehicle Crash History (2012-2016)



Highway 18 @ Norton Lane

Transit Routes



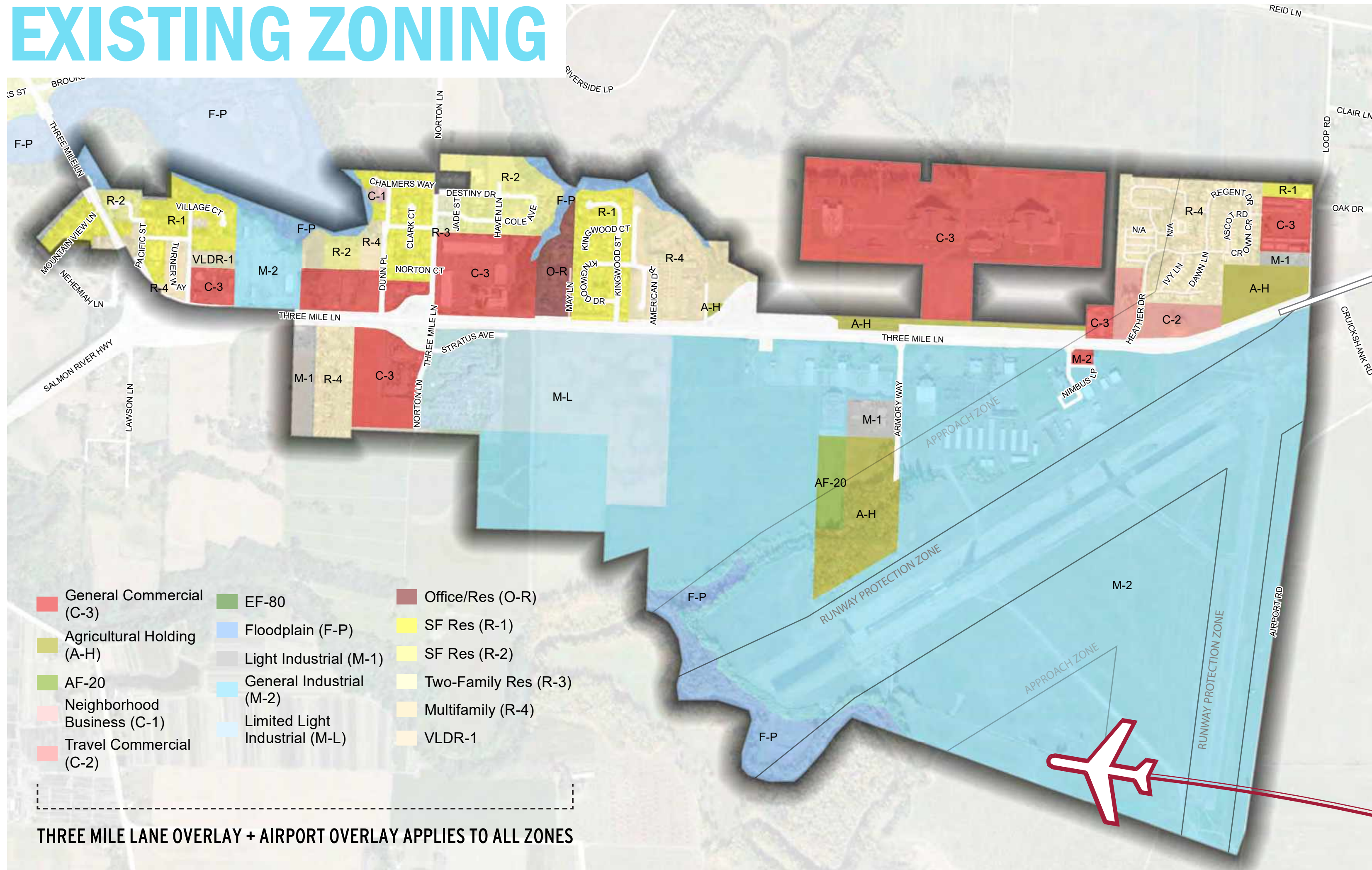
Yamhill County Transit Area (YCTA) bus



Area Plan

LAND USE & DESIGN

EXISTING ZONING



The Existing Three Mile Lane Overlay Zone was Intended To:

- Encourage mixed-use and mixed housing types
- Ensure high quality and design
- Compatible living and working environments
- Provide open spaces and parks
- Buffer residences from the highway

120' Setback
from centerline of Three Mile Lane
- landscape and buffering may be required

ZONING THOUGHTS:

- * Existing base zones likely do not meet the mixed-use intent of the study area. New base zones may be appropriate for larger parcels that are currently undeveloped.
- * It's easier to change the language of the existing overlay than create a new zone or overlay
- * A single zone is easier to understand, as overlay zones create complexity for property owners and developers, even though they already exist in this area
- * The Three Mile Lane Overlay Zone could be modified to apply regulations to some subareas, but not the entire area, if desired.

RESIDENTIAL ZONES

R-1 is low density, single family residential; R-2 single family with a slightly higher density; R-3 allows two-family dwellings throughout the zone; R-4 allows multi-family dwellings and condos.

COMMERCIAL ZONES

C-1 is smaller-scale neighborhood services; C-2 provides for travel-related uses like lodging and gas stations; C-3 accommodates a wide range of uses like big box stores and theaters.

AG HOLDING

49 acres held to provide for the continued practice of agriculture. Permitted uses are limited to farming, single-family dwellings, and sewage pump stations. Parks are allowed as conditional uses.

INDUSTRIAL ZONES

M-L provides for industries with limited external impact in an attractive setting; M-1 is for industrial uses that require buffering from other uses and environmentally sensitive areas, it includes a wide range of industrial uses; M-2 allows all uses in M-L and M-1, but also allows general manufacturing and airports as well as "leisure time activities" as conditional uses.

The Airport Overlay includes a Runway Protection Zone that prohibits development and an Approach Zone that limits structures to below 209', prohibits places of public assembly, and limits residential density over 1 dwelling /20 acres.

URBAN DESIGN: ISSUES + OPPORTUNITIES

CIRCULATION



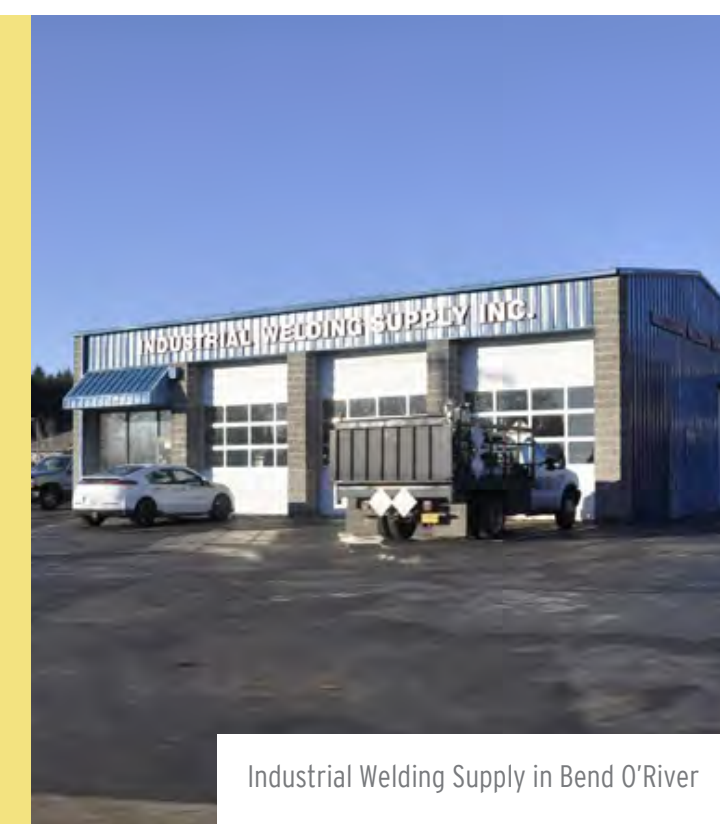
Highway 18/Three Mile Lane is important connection, but also a barrier.

Opportunities to increase E-W connections.

Improving non-motorized connections and wayfinding would better connect the Three Mile Lane area to the rest of the city.

South Yamhill River and Galen McBee Airport Park provide connections to nature.

BUILDING DESIGN



Larger buildings like Chemeketa Community College are appropriate scale for highway frontage.

Lack of sidewalk connections and large parking lots limit pedestrian friendliness.

Denser development near land uses that support it.

Agricultural building forms could integrate with existing character.

Capitalize on visual character and views to forests, farm fields, and mountains in the distance.

OPEN SPACE



Opportunities to connect to Galen McBee Airport Park and extend trail loops to South Yamhill River

Land for future nature trails and mature trees should be preserved if possible

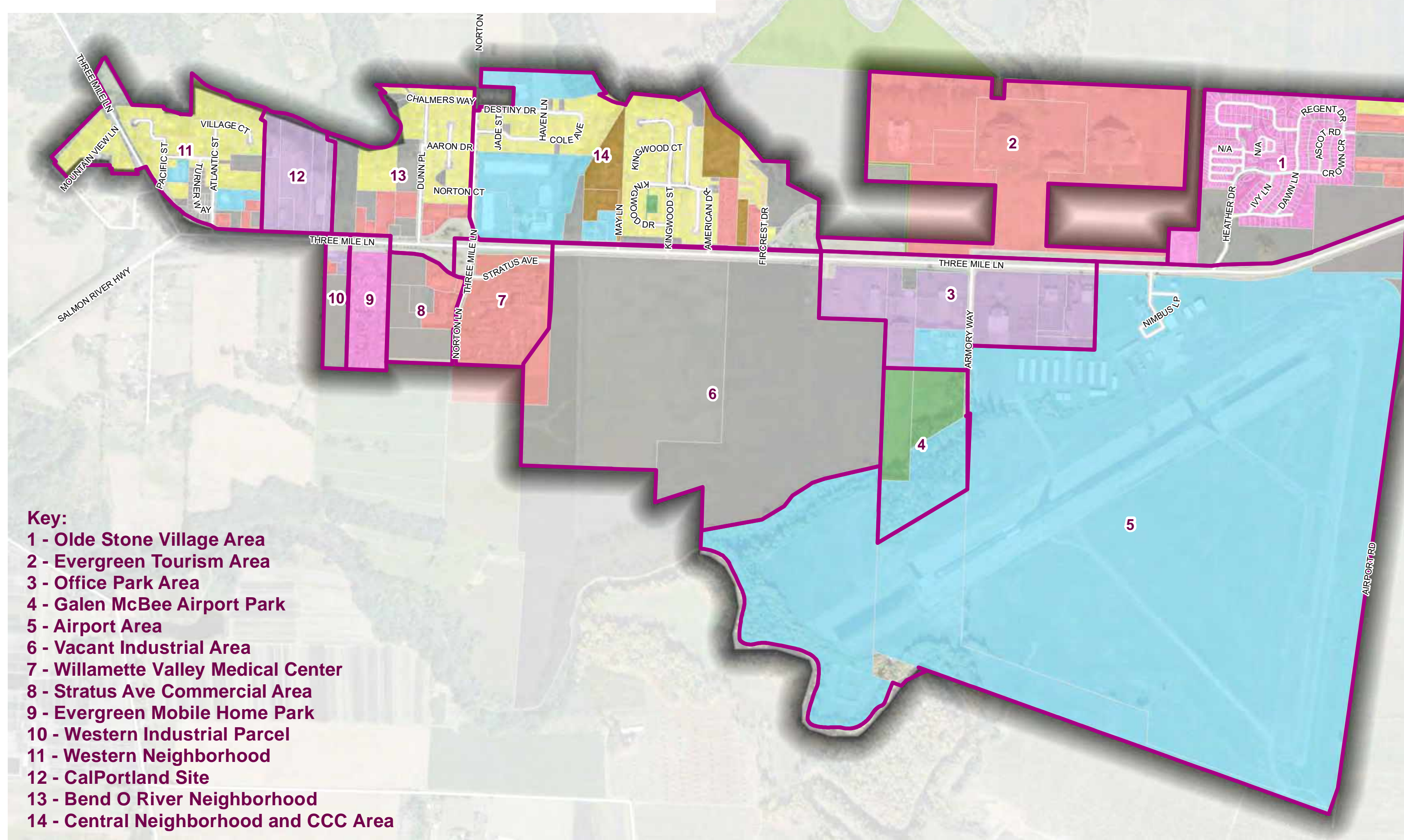
Large open fields reflect agricultural heritage and strategic position in heart of wine country. Strive to maintain views of open fields; consider "Agrihoods," which incorporate farming into new mixed-use communities.



Area Plan

LAND USE & DESIGN

EXISTING LAND USES



- Residential Manufactured Homes
- Commercial
- Residential Single- & Two-Family
- Residential Condo
- Residential Multi-Family
- Open Space
- Industrial
- Public / Institutional
- Resource
- Vacant

NORTH SOUTH

North of Three Mile Lane, land uses are mixed, with fewer large parcels except for the Evergreen Aviation & Space Museum complex. The north side includes single-family and multi-family uses, mobile homes, and commercial, industrial, and vacant land.

South of Three Mile Lane, much of the land is utilized by the McMinnville Municipal Airport (identified as public/institutional use), industrial, and undeveloped land. Jackson Family Wines and several commercial and manufactured home uses are also located in this area.

LAND USE OPPORTUNITIES

LIGHT INDUSTRIAL



Over 200 acres of undeveloped land, largely zoned for industrial uses. Large sites create opportunities for large-scale, cohesive development.

Light industrial can integrate well with other land uses.

Agricultural building forms can serve as inspiration (example: old grain elevator inspired design for Jackson Family Winery and processing center).

AMENITIES AND TOURISM



Existing amenities & attractors: airport; Evergreen Space & Aviation Museum, water park, and event center; Yamhill River; large medical, industrial and office employers.

Safe and convenient connections and new amenities are needed to serve daily needs.

Opportunity to create a destination with a distinct personality.

NEIGHBORHOODS



Opportunities for new mixed-use development in existing mixed residential and commercial areas.

Create varied, diverse, complete neighborhoods with a variety of housing and access to parks and services.

Integrate "complete streets" that prioritize safe walking and biking for people of different ages and abilities.

NATURAL FEATURES



South Yamhill River and associated natural areas, and mature tree stands provide defining character.

Galen McBee Airport park has walking trails and dramatic views to Mt Hood and Mt Jefferson.

Connect residents and workers to these natural features.

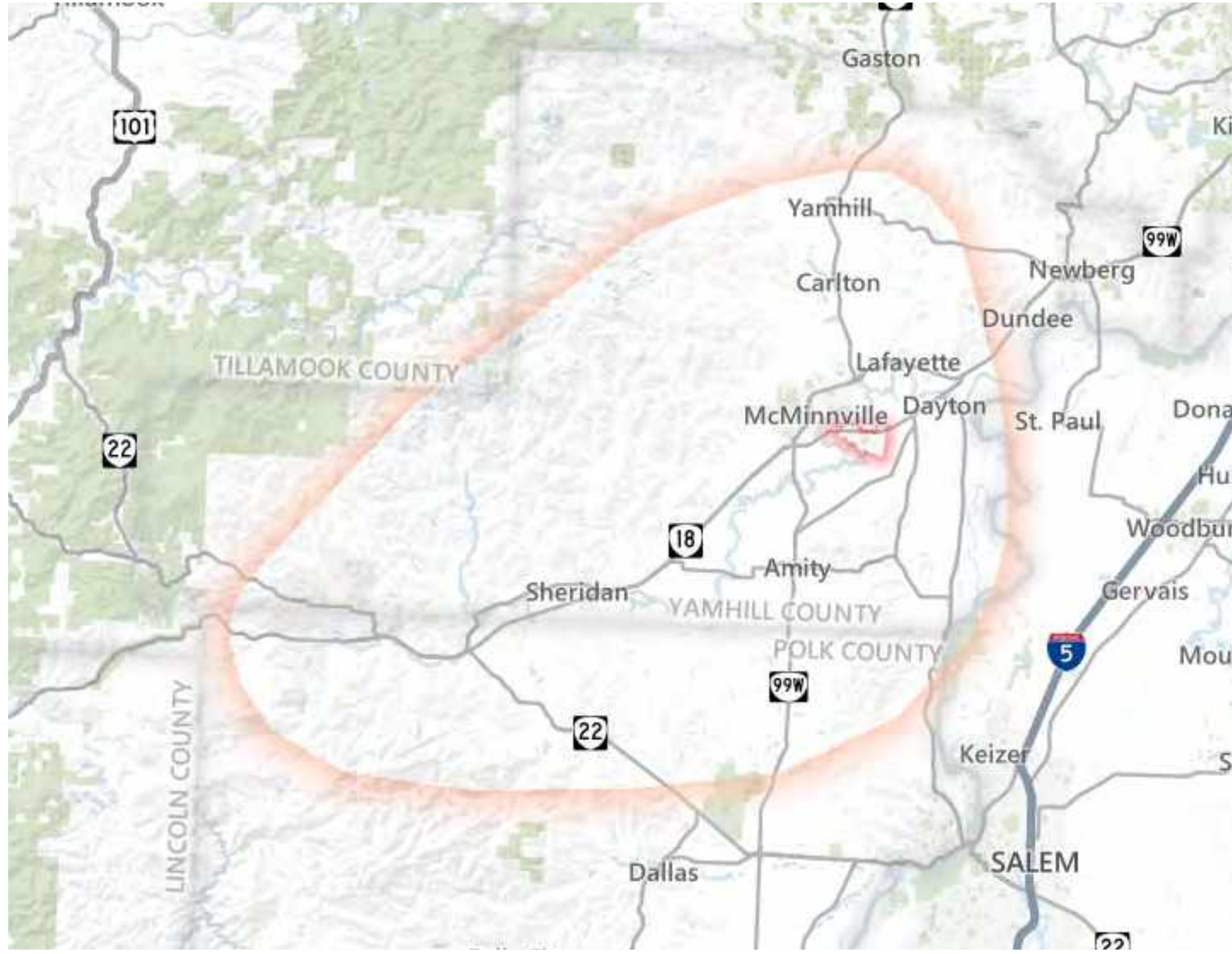


Area Plan

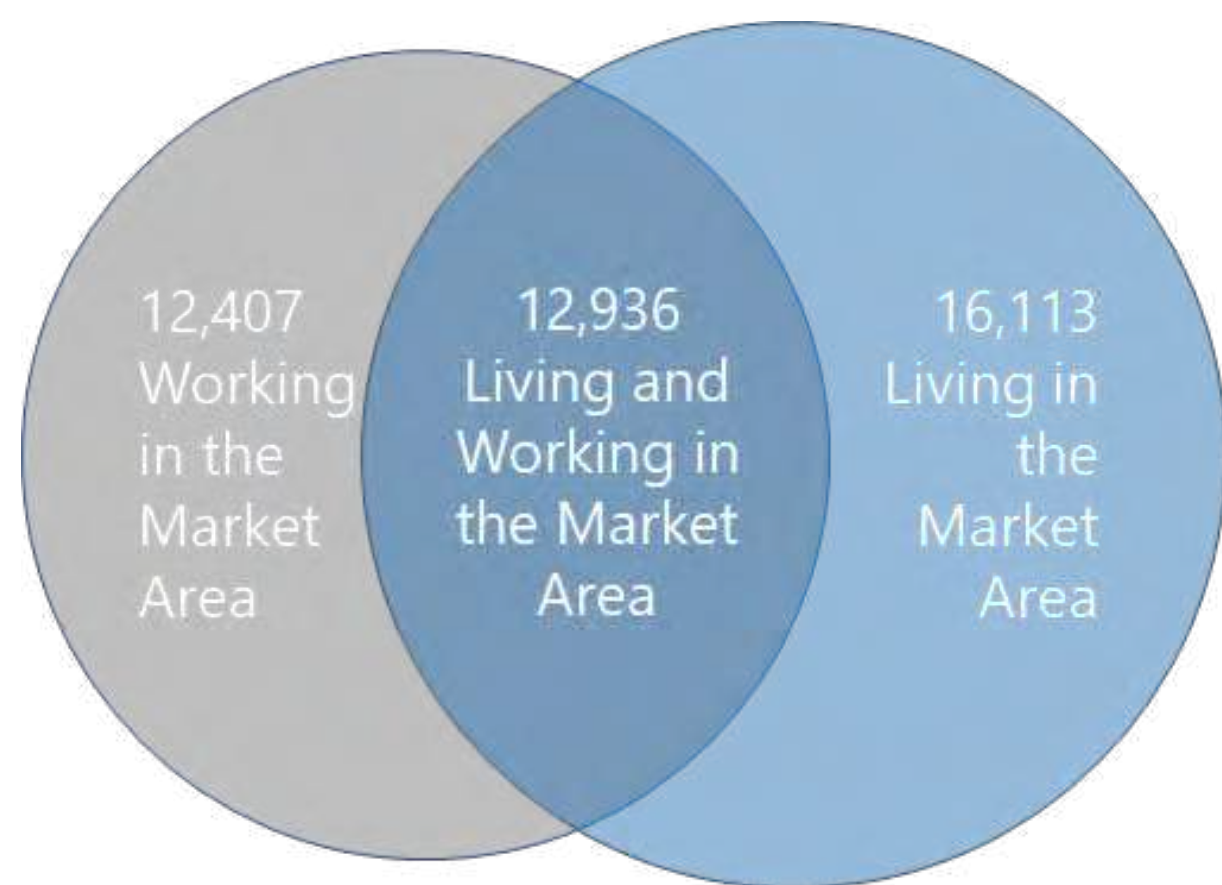
MARKET ANALYSIS

Background Information

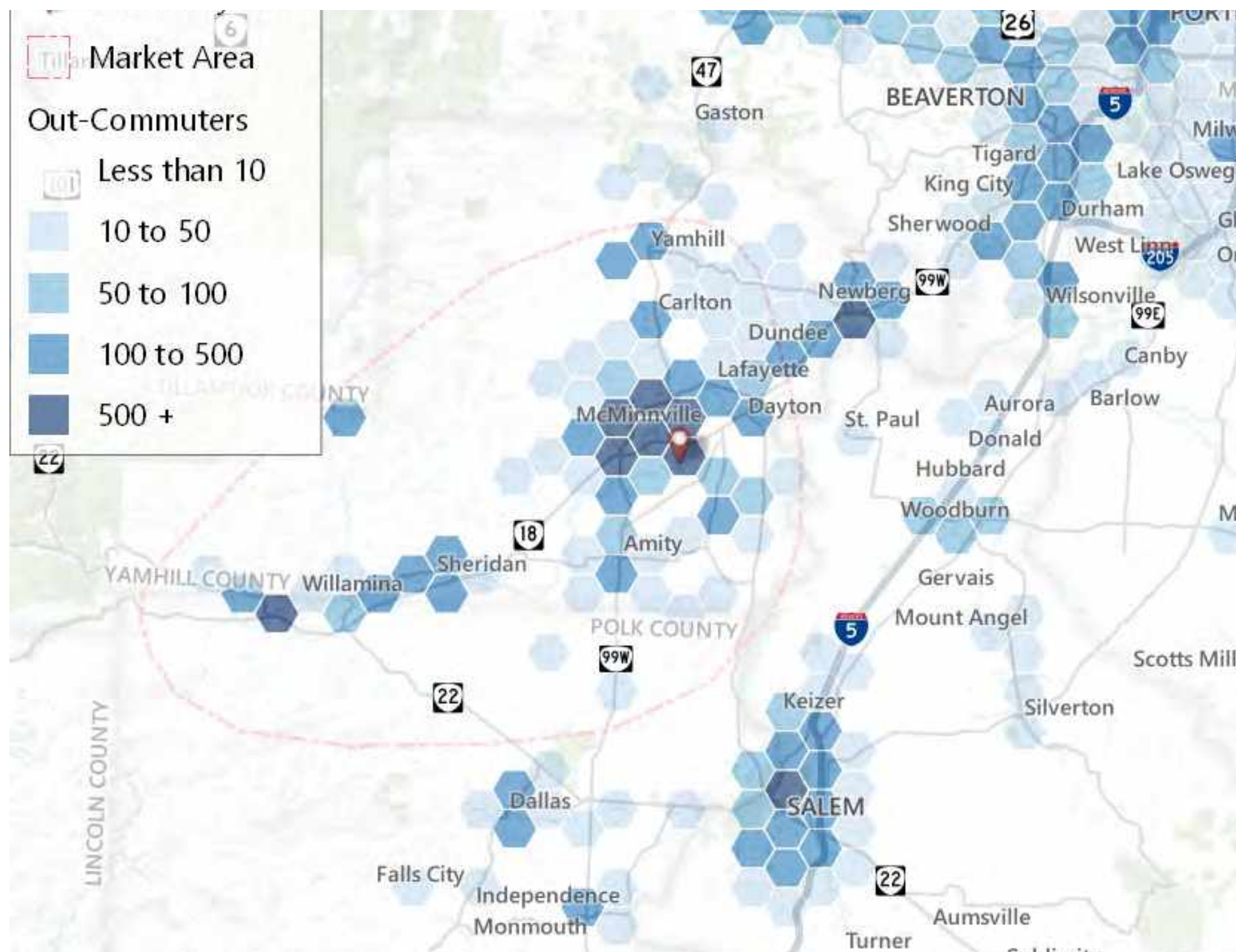
The market area represents the area from which most demand for residential, commercial, and industrial uses will originate and is used for most of the charts and statistics on these posters.



45% of residents live and work in the market area, compared to only 39% for McMinnville specifically.

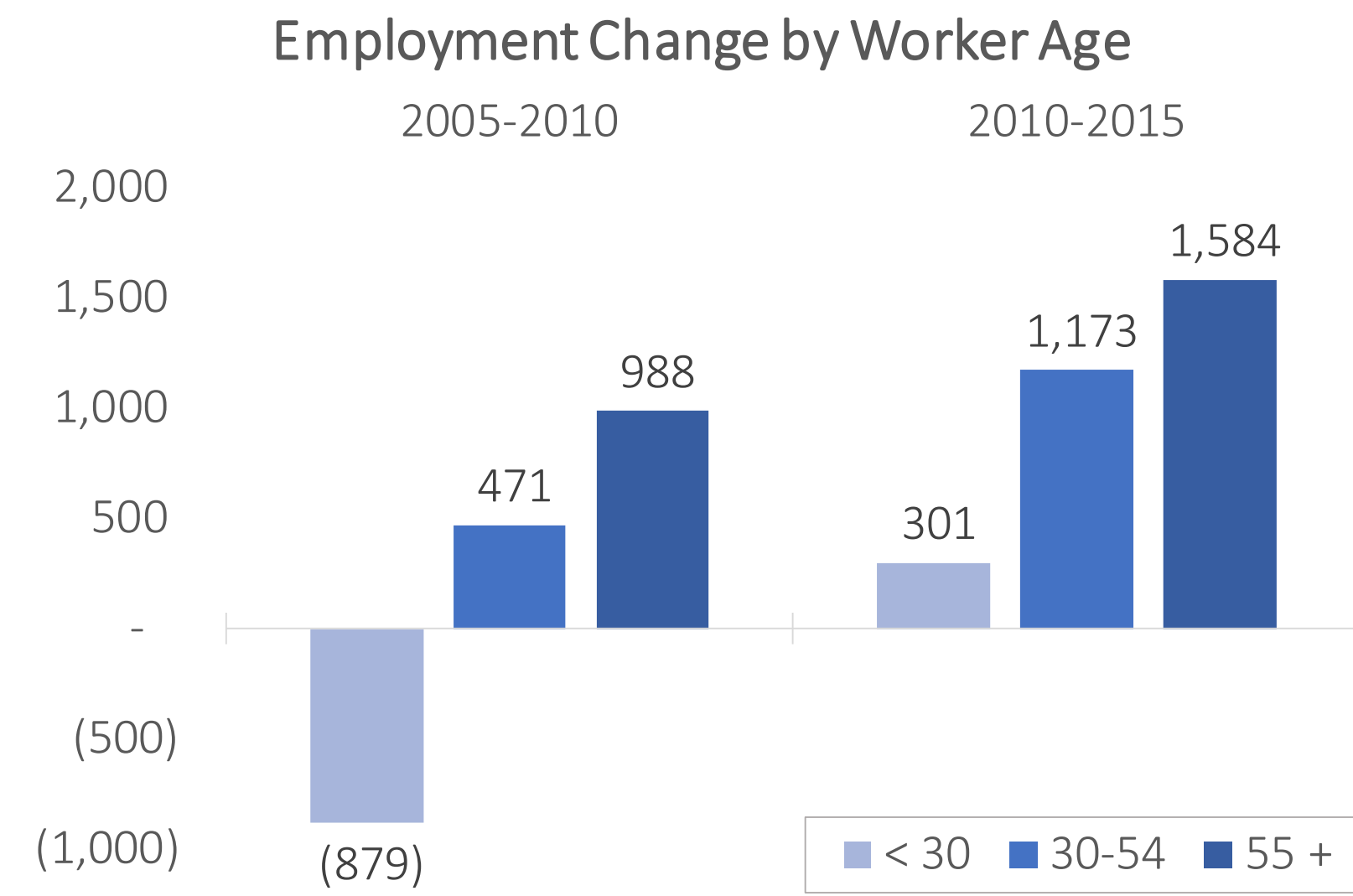


42% of market area residents work within 10 miles of home. Many people travel to parts of the Portland metro and Salem for work.



Employment Conditions

The number of young workers declined from 2005 to 2015, while workers over the age of 55 grew significantly, suggesting challenges in keeping younger workers.

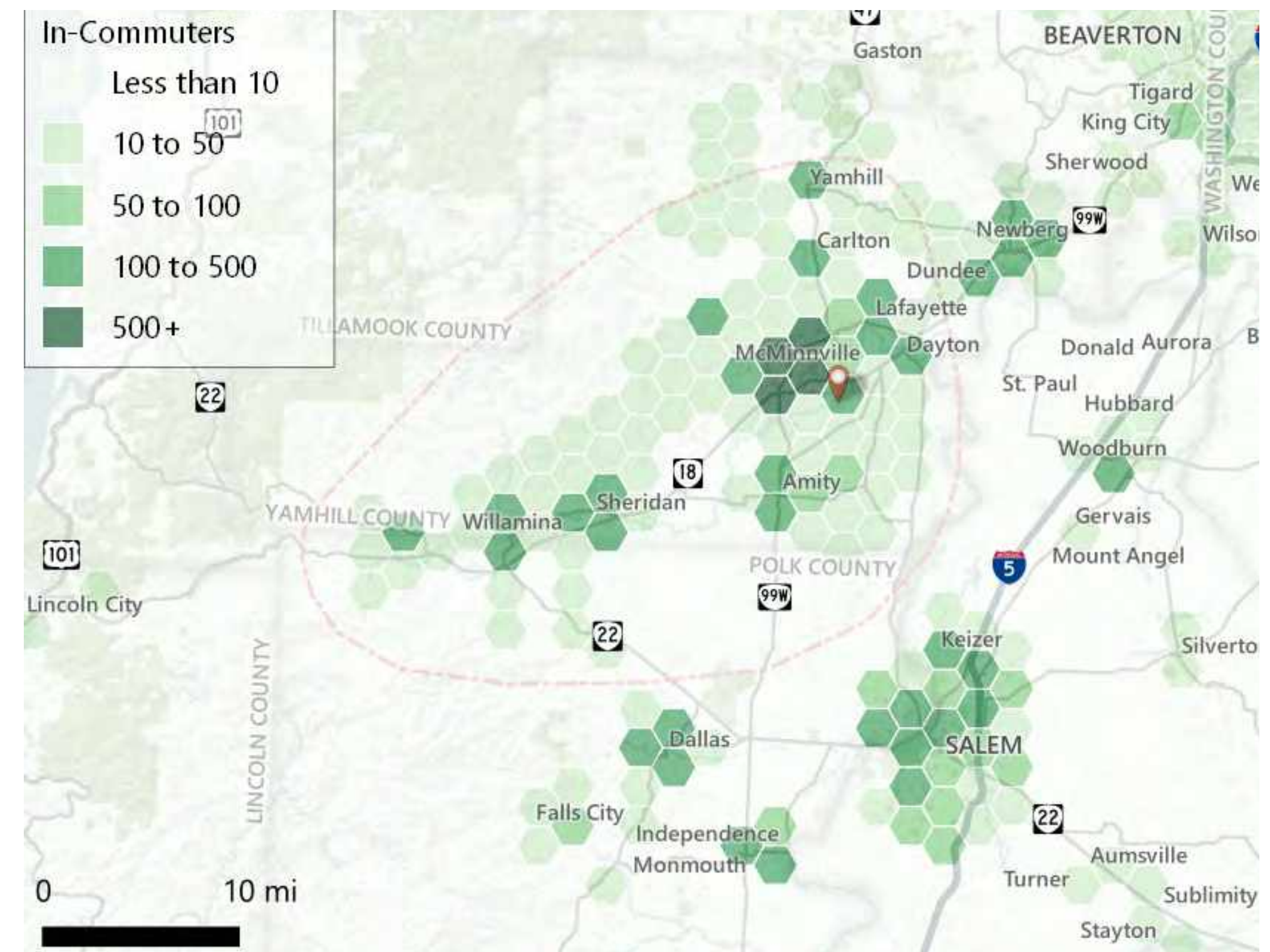


Agriculture, manufacturing, healthcare, and retail industries comprised 80% of all job growth over the past 5 years, a trend that is set to continue, driving demand for industrial, healthcare, and retail space.

5-yr Job Growth (3,060 total jobs)



50% of market area workers live within 10 miles of work. Most people commute to work in the market area from nearby, with fewer living in the Portland metro.



Area Plan

MARKET ANALYSIS

Housing & Demographics

By 2040, the senior population (65+) will comprise almost quarter of the population, increasing demand for walkable amenities, healthcare, and smaller housing units.



Smaller households suggest an opportunity for higher density residential development.



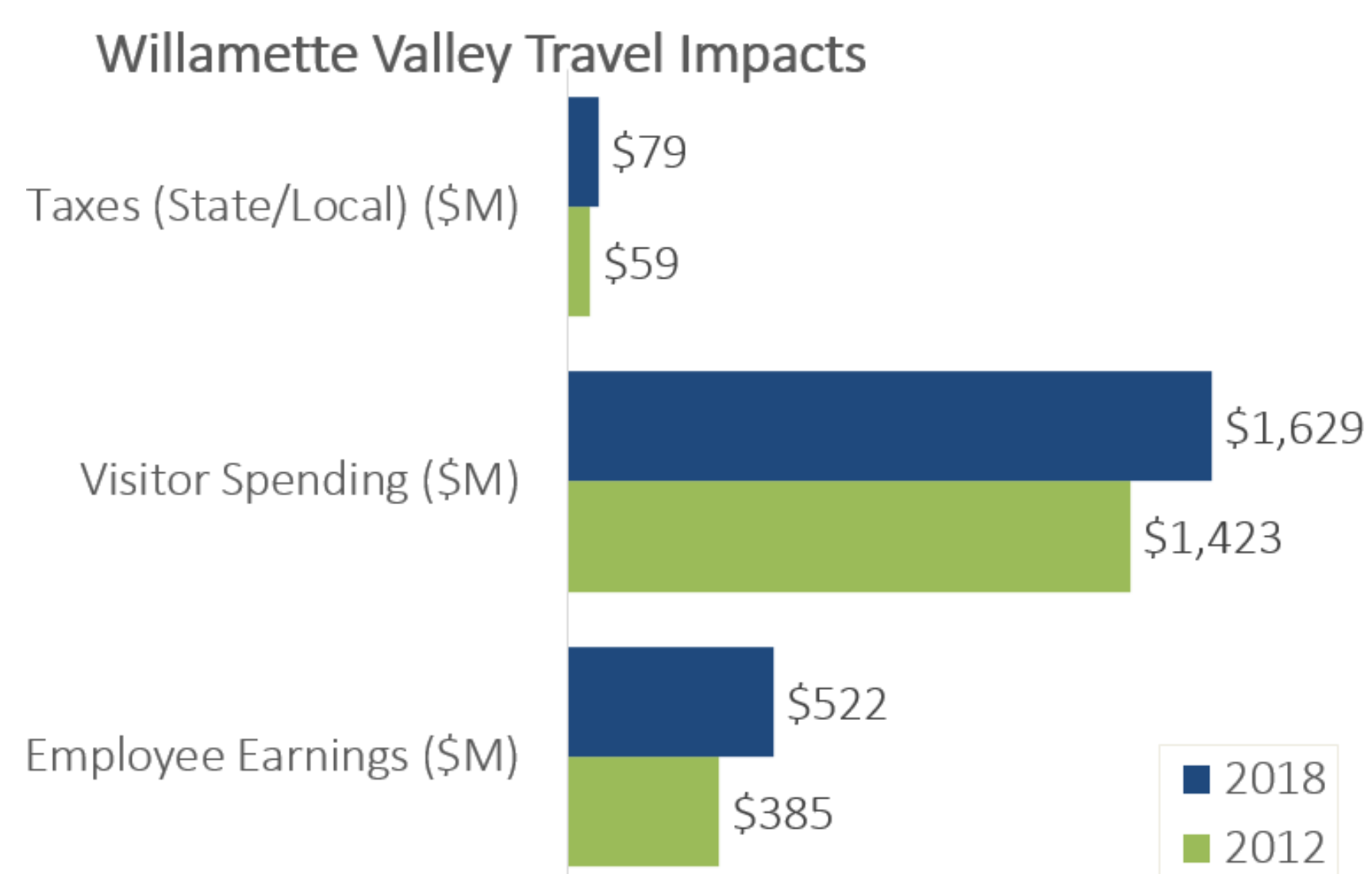
High projected growth rates indicate future demand for new housing and development related to high-growth employment industries (e.g., wine and agriculture, retail, and healthcare).

High Projected 10-year Growth



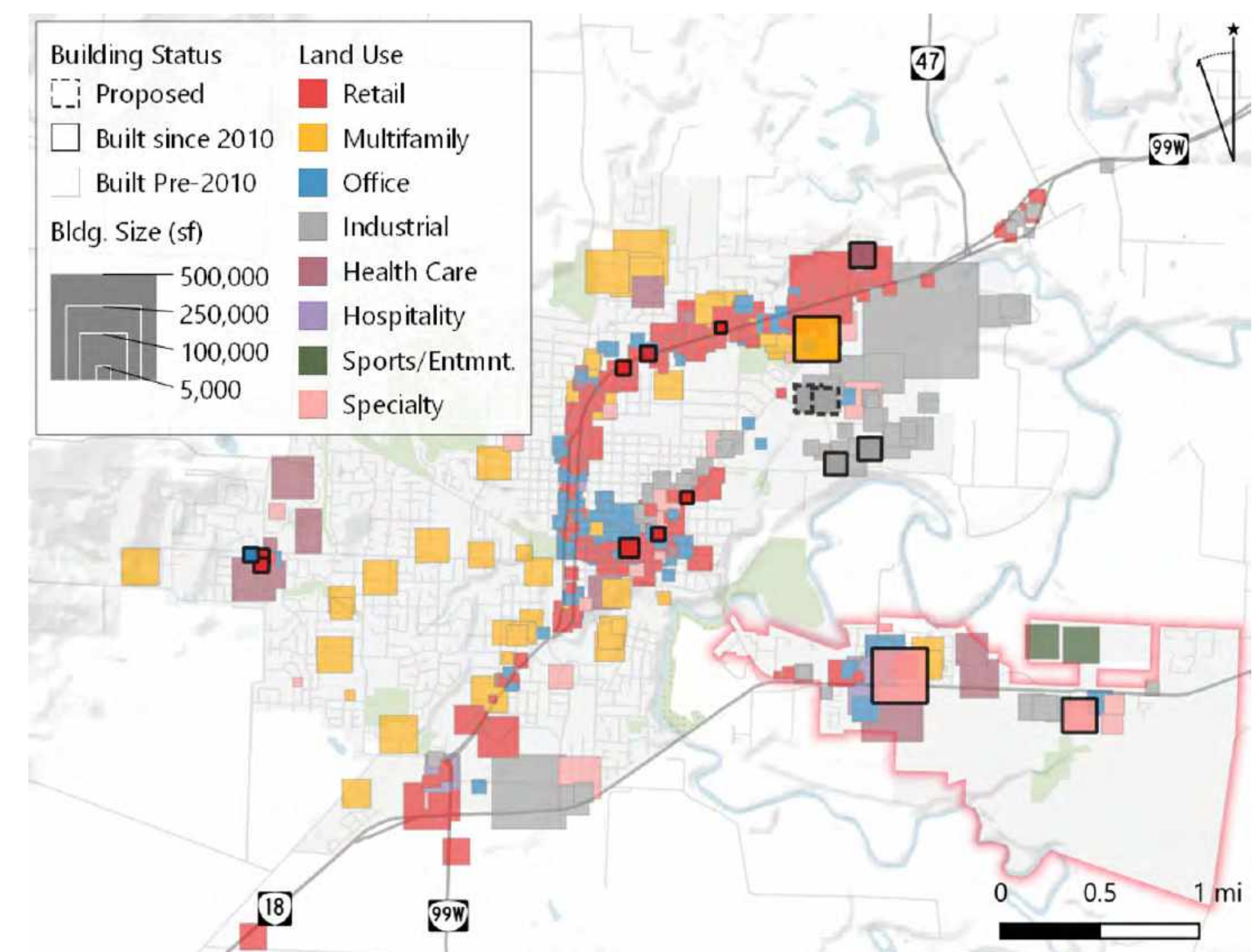
Tourism

More money is being spent on travel and tourism than ever before, with positive impacts projected for McMinnville's retail and lodging industries.



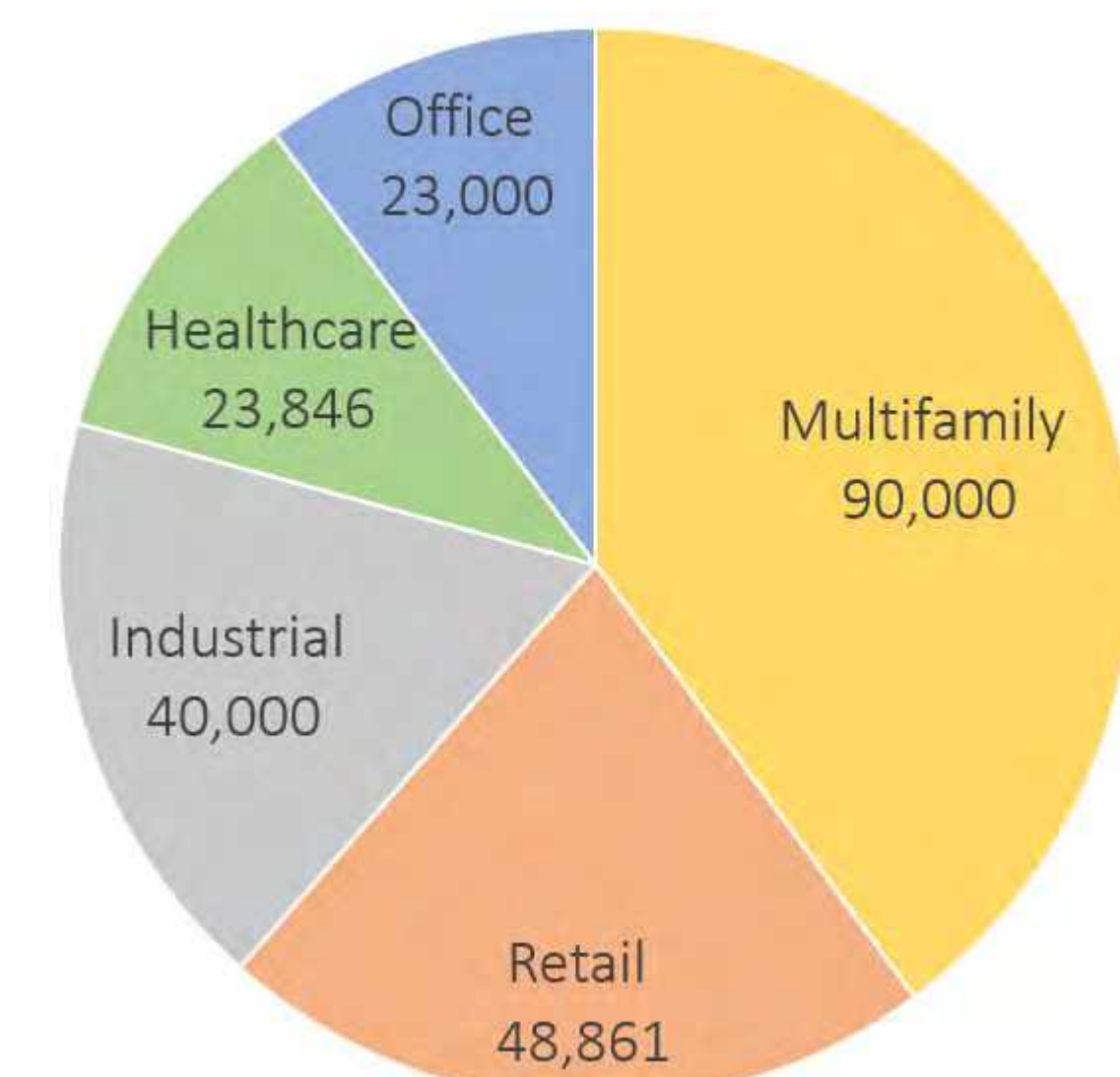
Real Estate Overview

The following map shows development in McMinnville. Shaded squares show pre-2010 development, new/proposed developments have a black outline.



New development (since 2010) in the McMinnville market area has been:

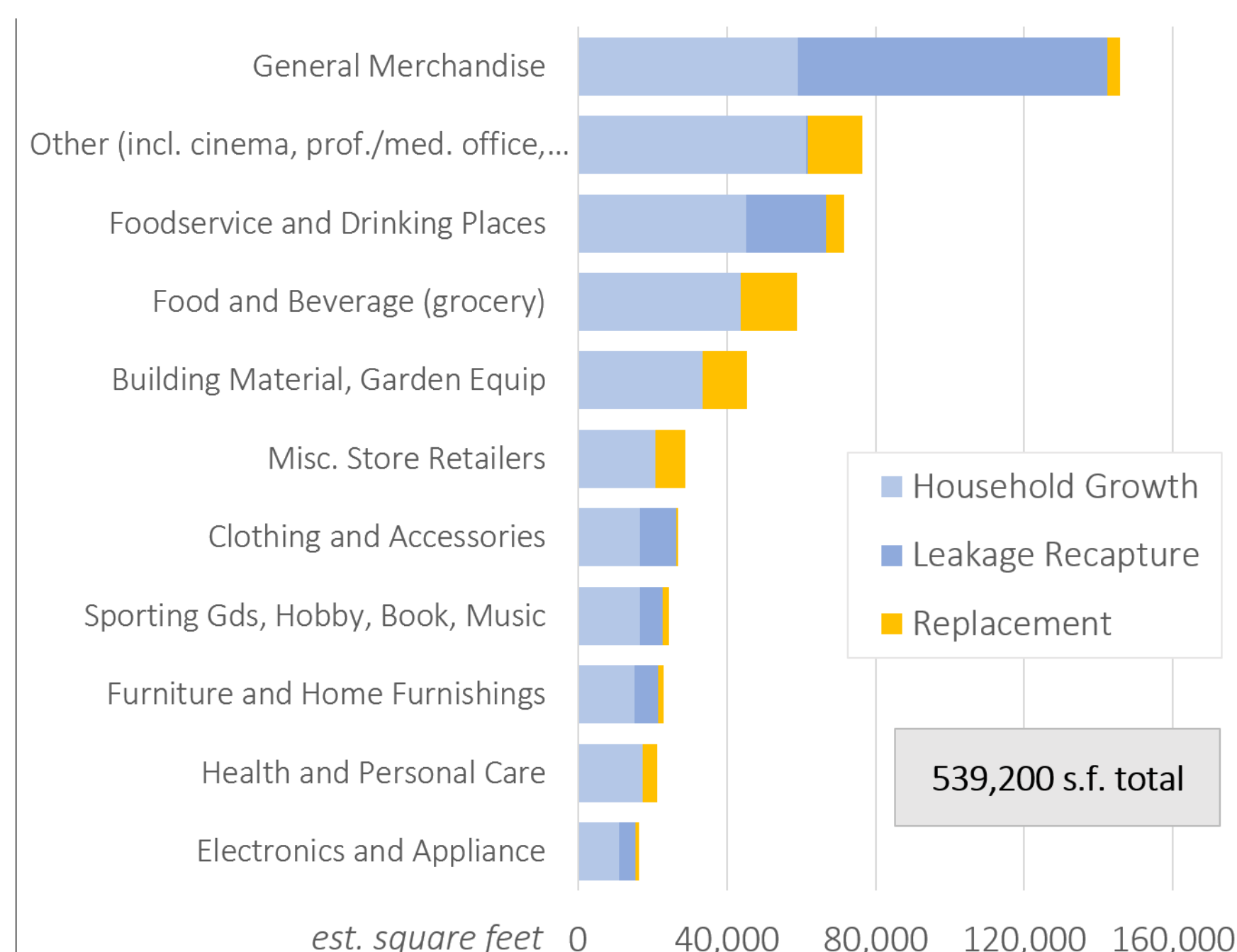
- **40% Multifamily Residential**, consistent with national trends and consumer preferences.
- **22% Retail**: Generally comprised of smaller, community-serving retailers, not big boxes, which are struggling nationally with ecommerce and shifting consumer behaviors.
- **18% Industrial**: Prospects have improved recently due to constrained supply and increased demand for distribution and warehousing.
- **11% Healthcare**: Aging demographics and high job growth have increased prospects.
- **10% Office**: The market for speculative office appears weak, although build-to-suit opportunities may remain.



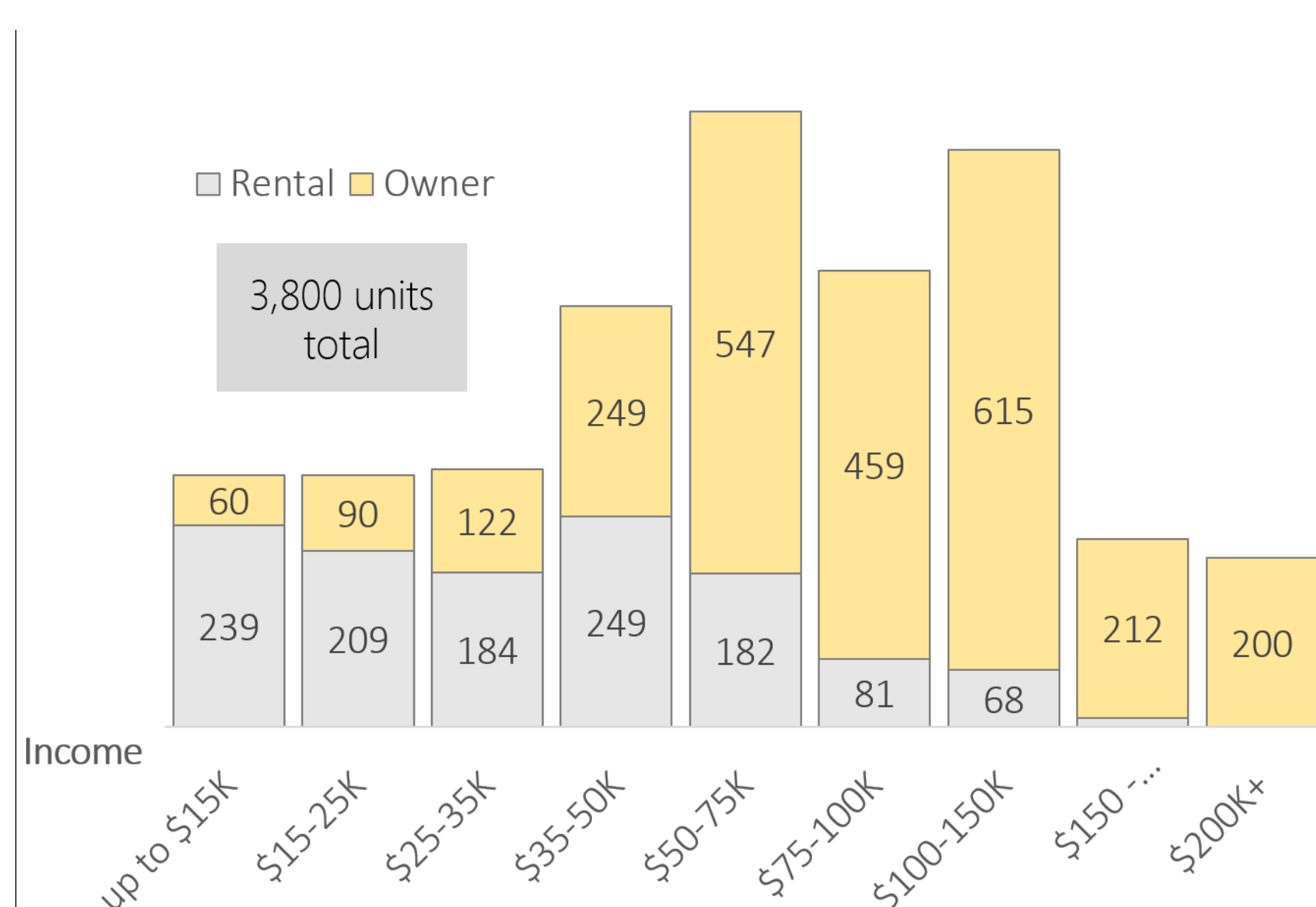
MARKET ANALYSIS

Market Area Demand

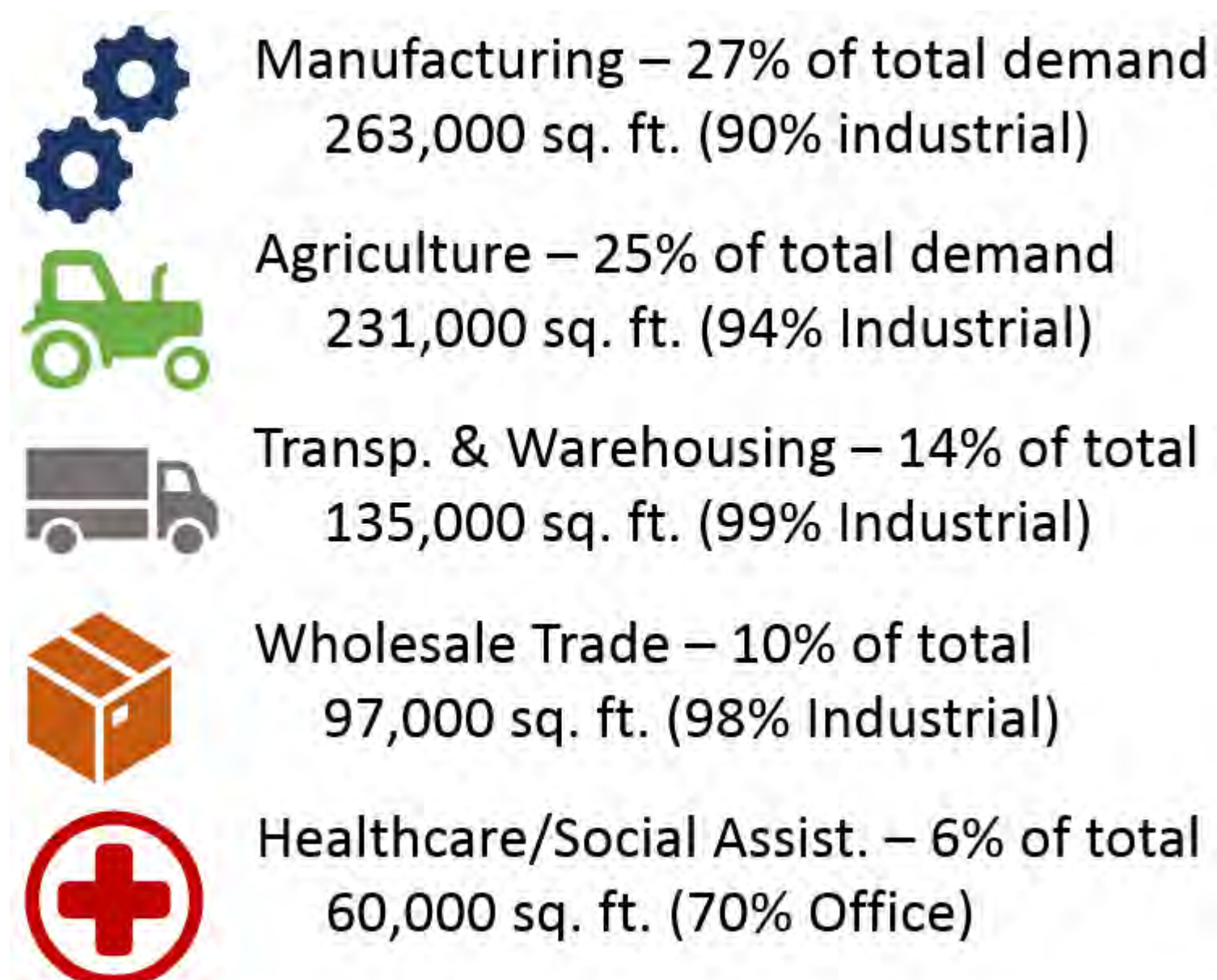
Retail: Spending data suggests immediate demand for general merchandisers, bars and restaurants, and clothing stores.



Housing: There is significant market area demand for housing, mostly within the middle-income categories.



Office and Industrial: Industrial demand linked mostly with manufacturing and ag. (e.g., wine), but not for office due to low growth in typical office-sector jobs. The following data shows market area demand for new development by industry.



Development Program

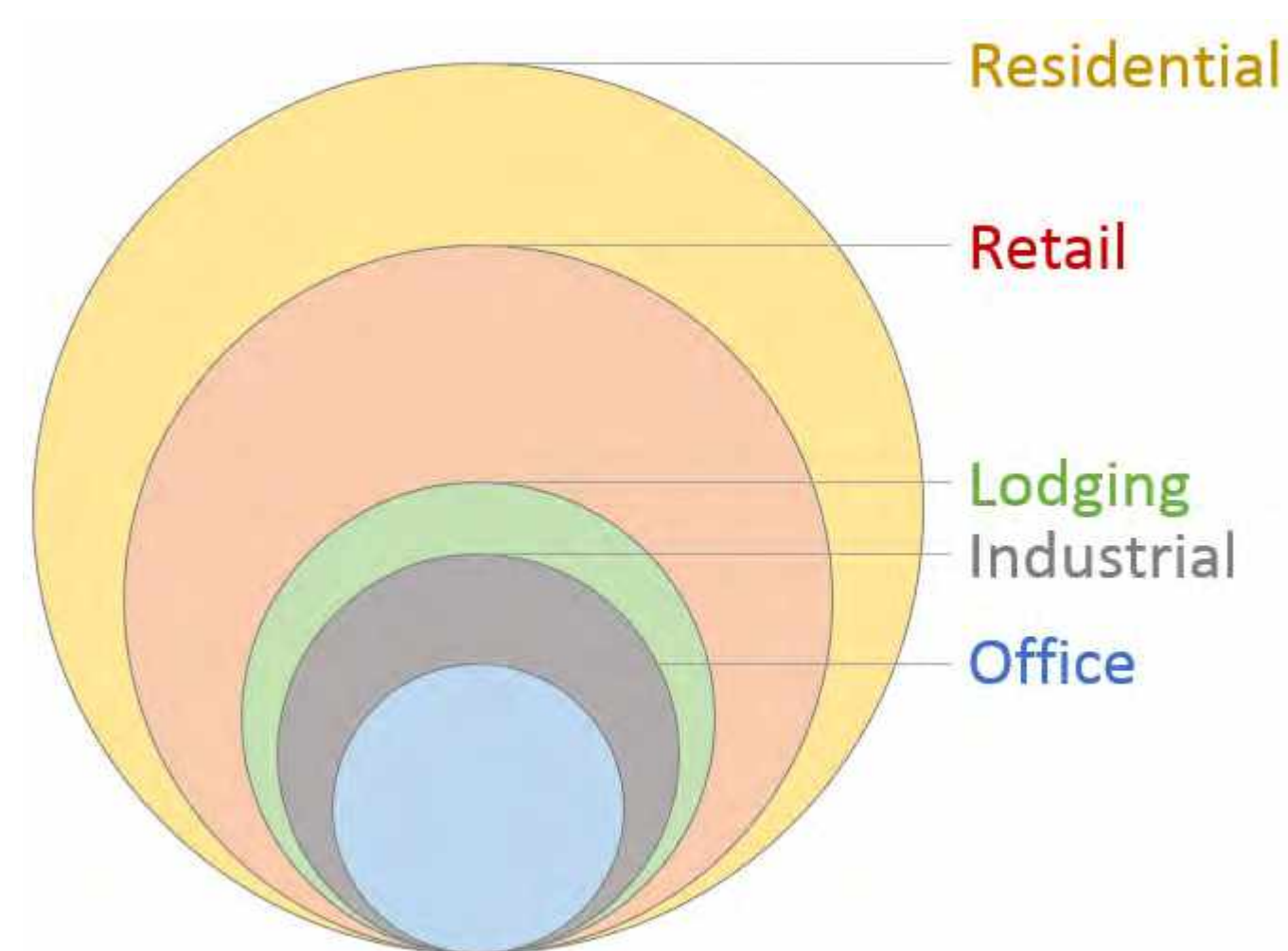
3 Mile Lane is poised to capture a significant portion of total regional demand.

Potential development in 3 Mile Lane is likely to be driven by strong demand for housing and retail.



Tourism, the airport, and existing needs for meeting space should drive demand for hotel.

With few large flat land tracts left in the area, there is potentially strong industrial demand, but industrial may not be compatible with significant residential development if that alternative is preferred.



Housing rents may only justify townhomes and apartments up to four stories. Single-family and multiplexes remain in demand.

Retail development will be surface parked, low-rise, with a potential grocery store, restaurants, etc.

Office will likely be limited, standalone, or above retail.

Industrial could be "craft" with retail components.





Area
Plan

City of McMinnville

Town Hall Meeting

July 11, 2019

Welcome and Project Update



Town Hall Meeting Overview

- 5:30 - 5:45 Check-in
- 5:45 - 6:10 Overview Presentation
- 6:10 - 6:15 Choose Breakout Session
- 6:15 - 6:35 Breakout Session
- 6:35 - 6:40 Switch Breakout Session
- 6:40 - 7:00 Breakout Session
- 7:00 - 7:10 Reconvene
- 7:10 - 7:30 Breakout Session Reports, Next Steps

Town Hall Meeting Objective:

Discuss the desired features of a future Three Mile Lane Area and the elements of a “preferred alternative” for analysis.

- Review project goals and objectives.
- Discuss land use and urban design elements.
- Consider the opportunities for multi-modal connectivity and access.
- Review and critique the preliminary preferred alternative to prepare for the next level of detailed analysis.



Project Goals

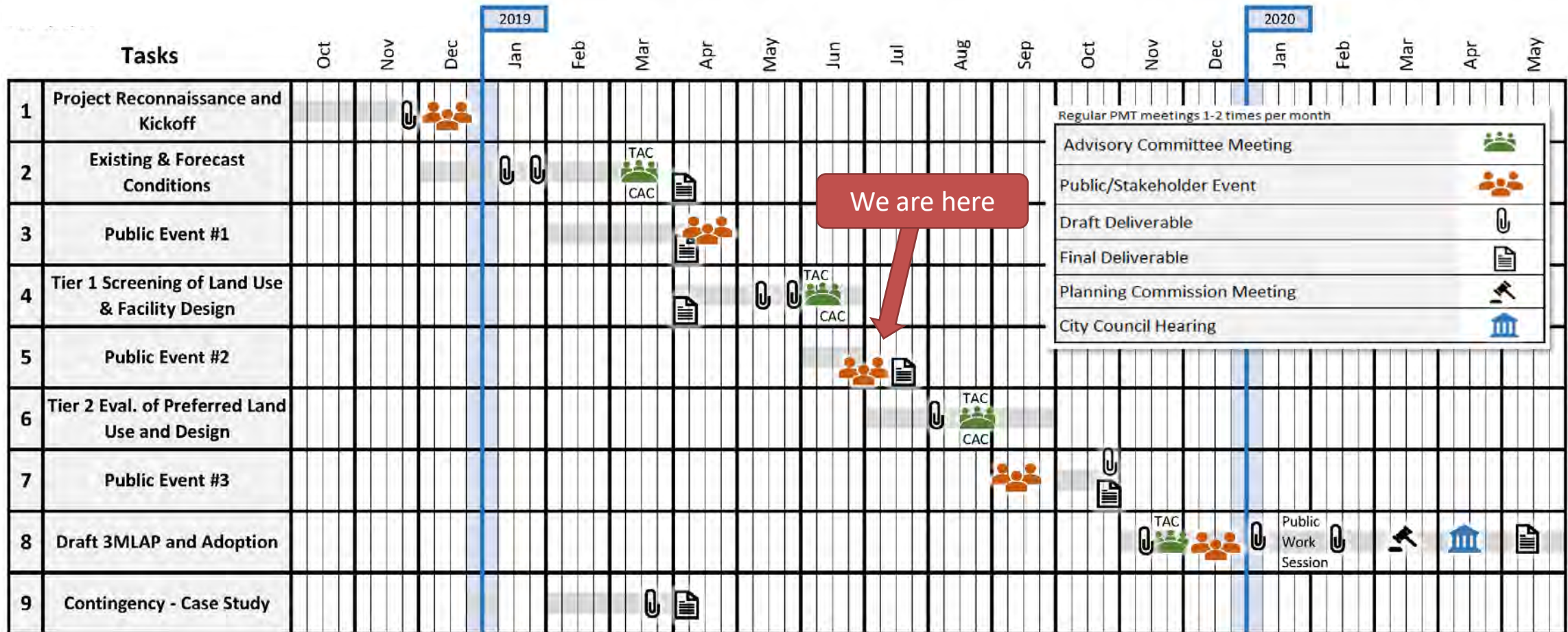
GOAL 1: Support and enhance the district's economic vitality and marketability

GOAL 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district

GOAL 3: Enhance multi-modal connections throughout the district.

GOAL 4: Create an aesthetically pleasing gateway to the City of McMinnville.

Project Schedule



Regular PMT meetings 1-2 times per month

- Advisory Committee Meeting
- Public/Stakeholder Event
- Draft Deliverable
- Final Deliverable
- Planning Commission Meeting
- City Council Hearing

We are here

Technical & Reference Documents

- Existing Land Use & Zoning
- Existing Transportation Operations & Safety
- Conditions Booklet
- Economic Analysis
- Case Study Report
- Evaluation Criteria Memorandum
- Design Booklet

Available at: <https://threemilelane.com/>

Public Outreach

- Advisory Committee Meeting & Design Charette
- Property Owners Work Session & Case Studies



July 11, 2019



Town Hall Meeting



Public Outreach

Open House and Survey

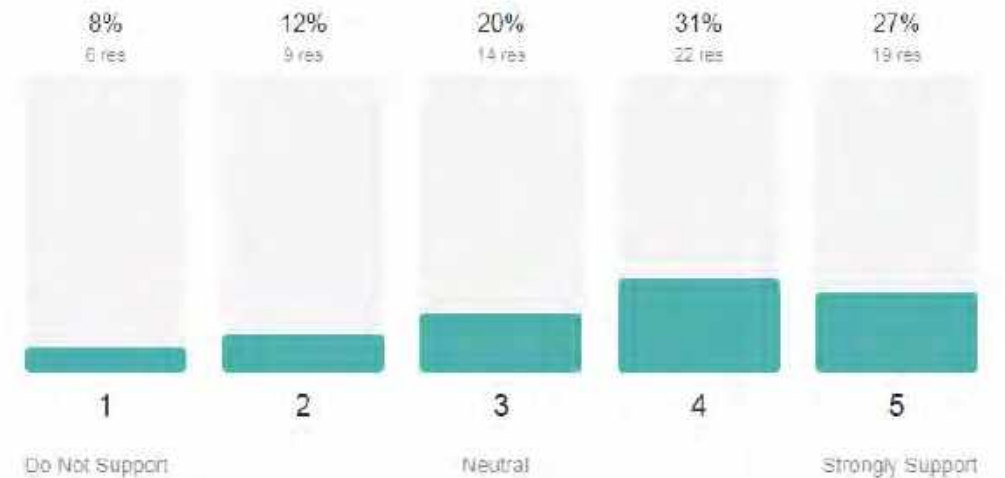


Goal 1: Support and Enhance the District's Economic Vitality and Marketability

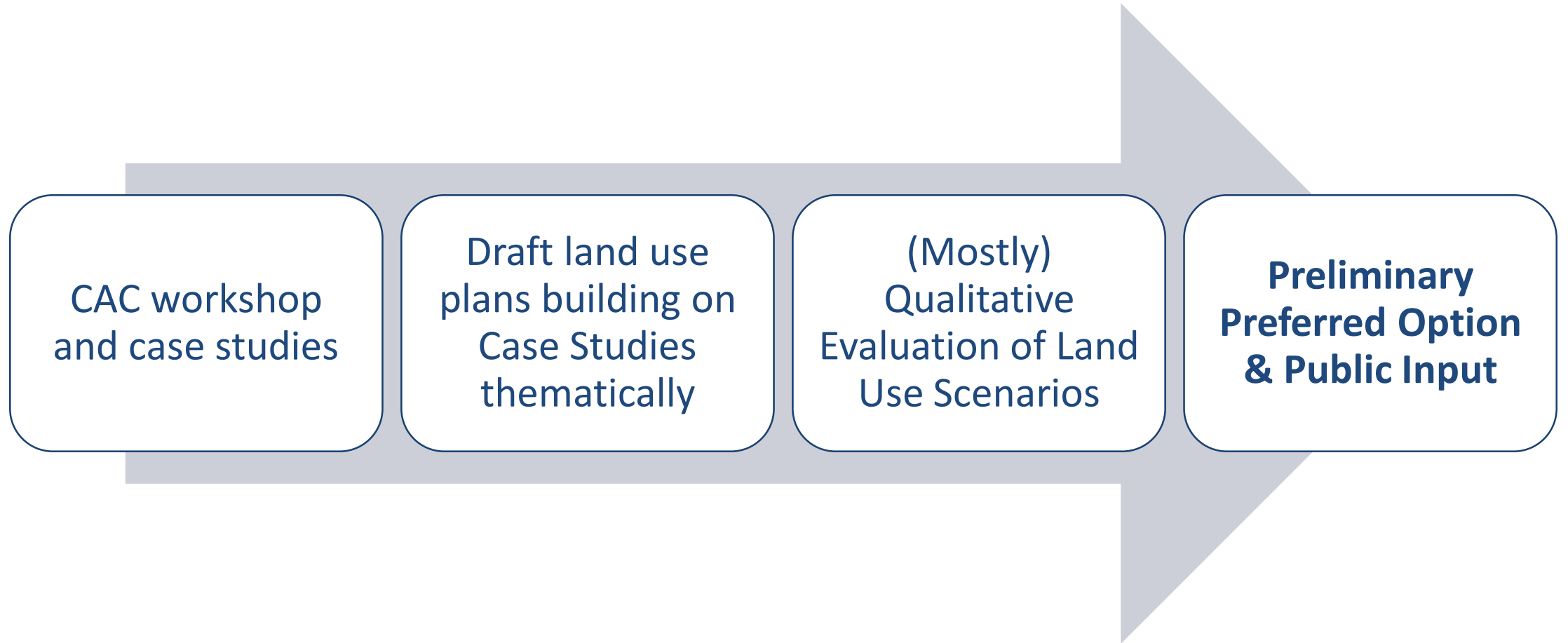
What is your level of support for **Goal 1**?

70 out of 70 answered

3.60 Average rating

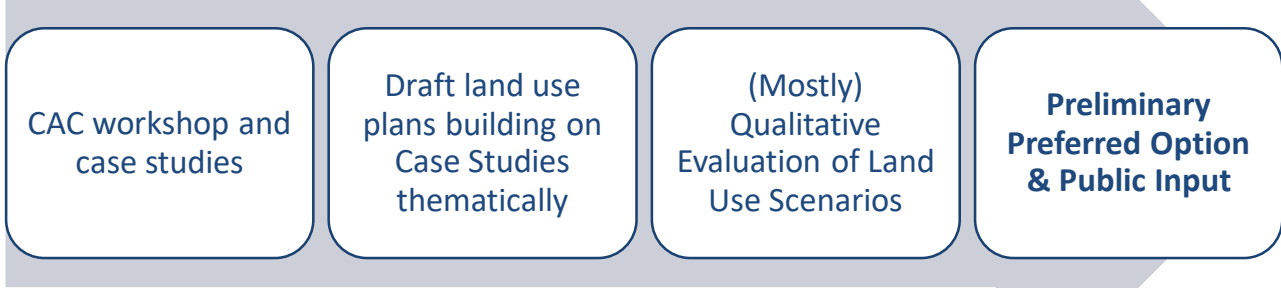


Process





Process



Land Use and Facility Design Options

Common Elements

- Boundaries remain the same: UGB is in the same location, developable land is roughly 400 acres
- Airport expected to develop per the 2004 Airport Plan
- Local roadway designs are adaptable to any land use concept



Common Elements: Transportation

- Cumulus Avenue is connected to SW Norton Lane through or adjacent to the Chemeketa Community College campus.
- New public 'complete' streets are added to new developments south of Three Mile Lane.
- Three Mile Lane bridge is improved for bicycle and pedestrian safety.
- New and improved bicycle and pedestrian connections throughout the area.



Common Elements: Urban Design

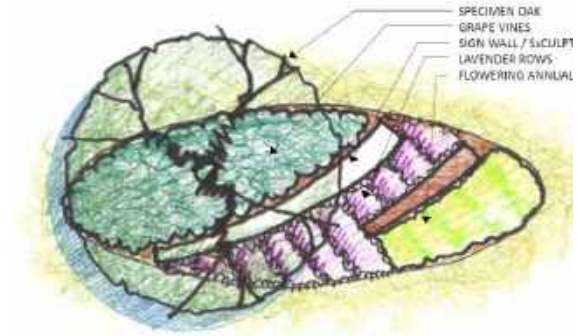
- Landscape and architectural design standards are recommended to ensure new development is designed to reflect regional agricultural and historic forms and support this area's function as a gateway to McMinnville.
- Preserve views to natural features like mountains and the river
- Gateway elements are included to mark the entrance to McMinnville



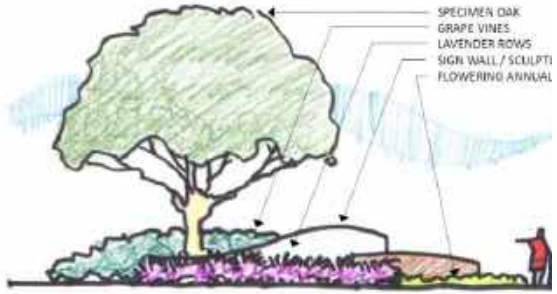
Common Elements: Parks and Trails

- A trail system connects the South Yamhill River, Galen McBee Airport Park, Evergreen Campus, and Joe Dancer Park along riparian corridors and through new development. The location of these trails changes slightly per concept, but they are always present.
- Recreational access is added to the Yamhill River and riparian corridors and oak stands are protected





PLAN VIEW



ELEVATION VIEW



Gateways

COMPLETE STREETS DESIGN

The following table summarizes the street standards proposed in McMinnville's 2010 TSP, with potential adjustments noted to enhance cyclist and pedestrian comfort.

	Major Collector Existing Standards	Notes	Local Residential Existing Standards	Notes
Right-of-Way	74'	<i>Increase to 80'</i>	50'	<i>Increase to 58'</i>
Speed	25-30 mph		15-25 mph	
Maximum Average Daily Traffic (ADT)	16,000		1,200	
Adjacent Land Use Intensity	Medium		Low	
Sidewalks	5' residential 10-12' commercial	6'	5'	<i>Increase to 6'</i>
Planter Strips	6' residential N/A commercial	8'	5'	<i>Increase to 6'</i>
Curb-to-Curb Street Width	44'	<i>Suggest 50'</i>	28'	
On-Street Parking Two Sides	N/A	<i>Possible in urban/town center area</i>	yes	<i>Switch to one side parking if travelway too narrow...see below</i>
Bike Facility	2 lanes (5')	<i>Change to 8' buffered bike lanes (or cycle tracks)</i>	Shared Lane	<i>OK, with sharrow markings</i>
Median / Center Turn Lane	12'	<i>Ensure canopy trees planted</i>	None	
Travel Lane Width	2 Lanes (11')		See street width	<i>With on-street parking on both sides, the resulting travelway will be 14', two-way, which is narrow.</i>



Buffered Bike Lane



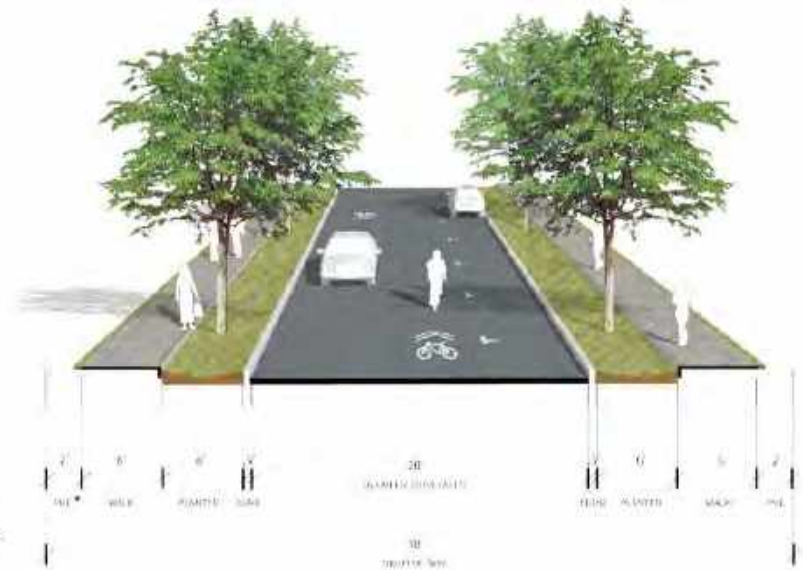
Cycle Track

Cross Sections



PROPOSED 3ML MAJOR COLLECTOR STREET CROSS-SECTION

July 11, 2019

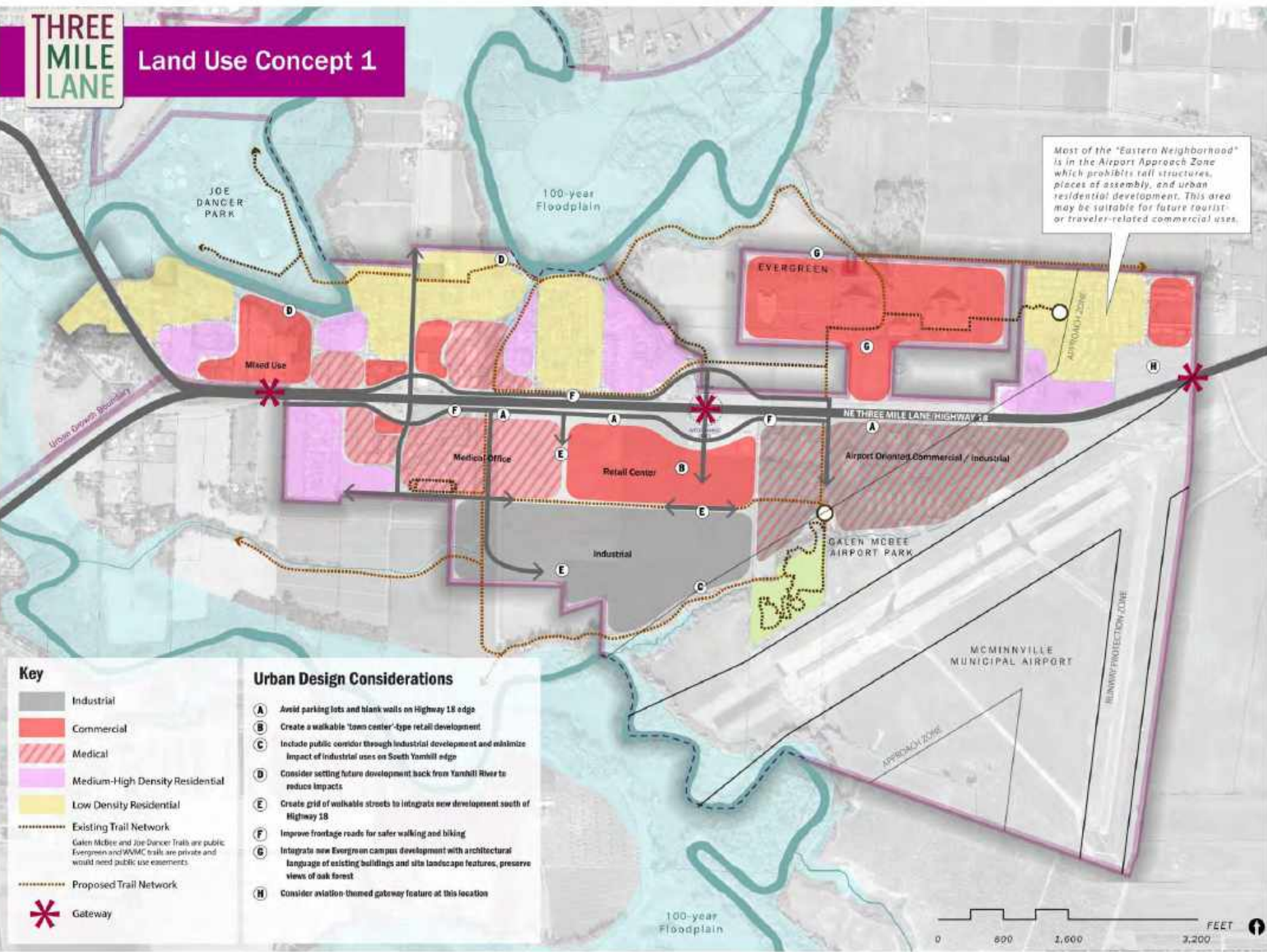


PROPOSED 3ML LOCAL RESIDENTIAL STREET CROSS-SECTION

Town Hall Meeting

THREE MILE LANE

Land Use Concept 1



Most of the "Eastern Neighborhood" is in the Airport Approach Zone which prohibits tall structures, pieces of assembly, and urban residential development. This area may be suitable for future tourist- or traveler-related commercial uses.

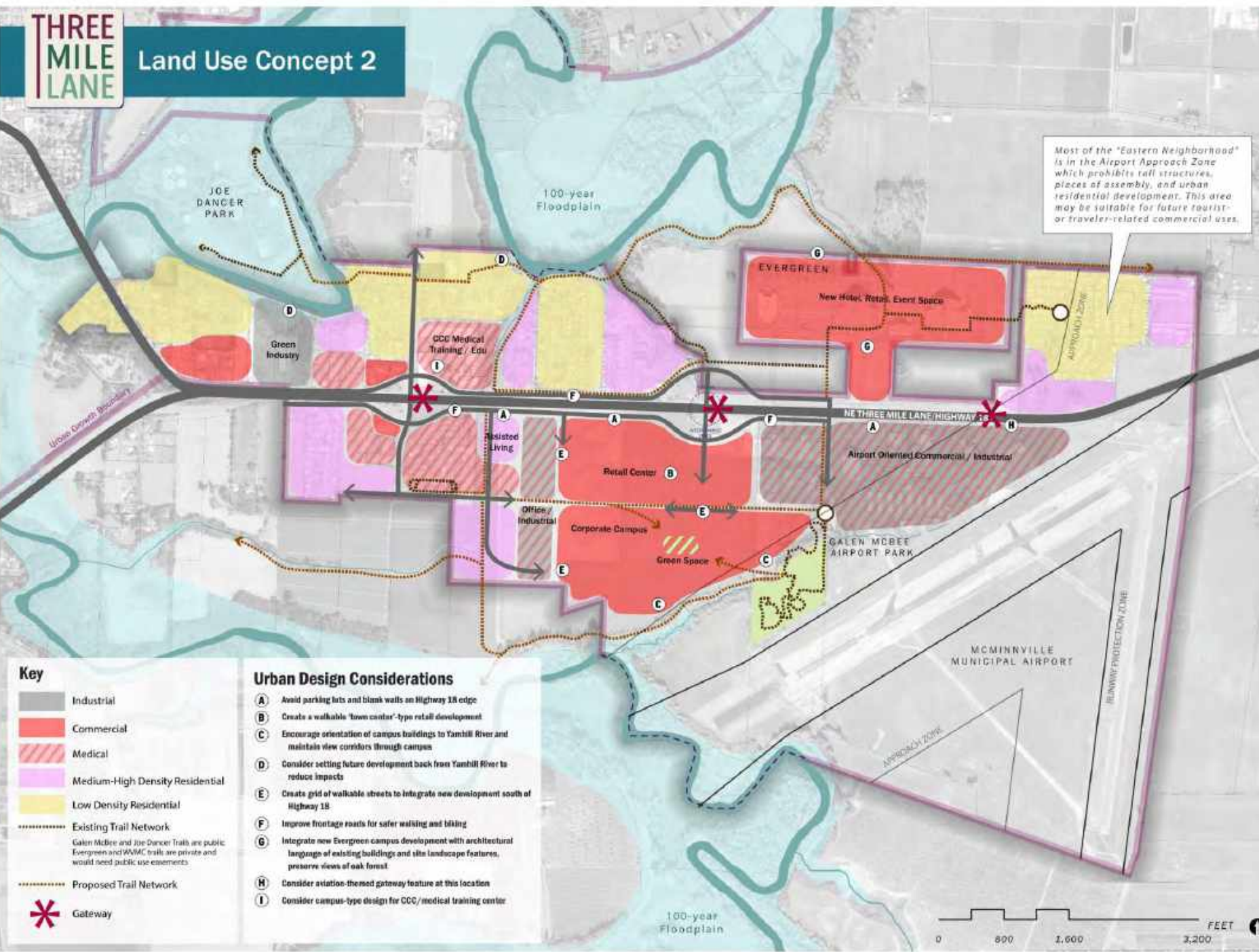
Key

- Industrial
- Commercial
- Medical
- Medium-High Density Residential
- Low Density Residential
- Existing Trail Network
Galen McBee and Joe Dancer Trails are public. Evergreen and WWMC trails are private and would need public use easements.
- Proposed Trail Network
- ✱ Gateway

Urban Design Considerations

- A** Avoid parking lots and blank walls on Highway 18 edge
- B** Create a walkable "town center"-type retail development
- C** Include public corridor through industrial development and minimize impact of industrial uses on South Yamhill edge
- D** Consider setting future development back from Yamhill River to reduce impacts
- E** Create grid of walkable streets to integrate new development south of Highway 18
- F** Improve frontage roads for safer walking and biking
- G** Integrate new Evergreen campus development with architectural language of existing buildings and site landscape features, preserve views of oak forest
- H** Consider aviation-themed gateway feature at this location





Most of the "Eastern Neighborhood" is in the Airport Approach Zone which prohibits tall structures, places of assembly, and urban residential development. This area may be suitable for future tourist- or traveler-related commercial uses.

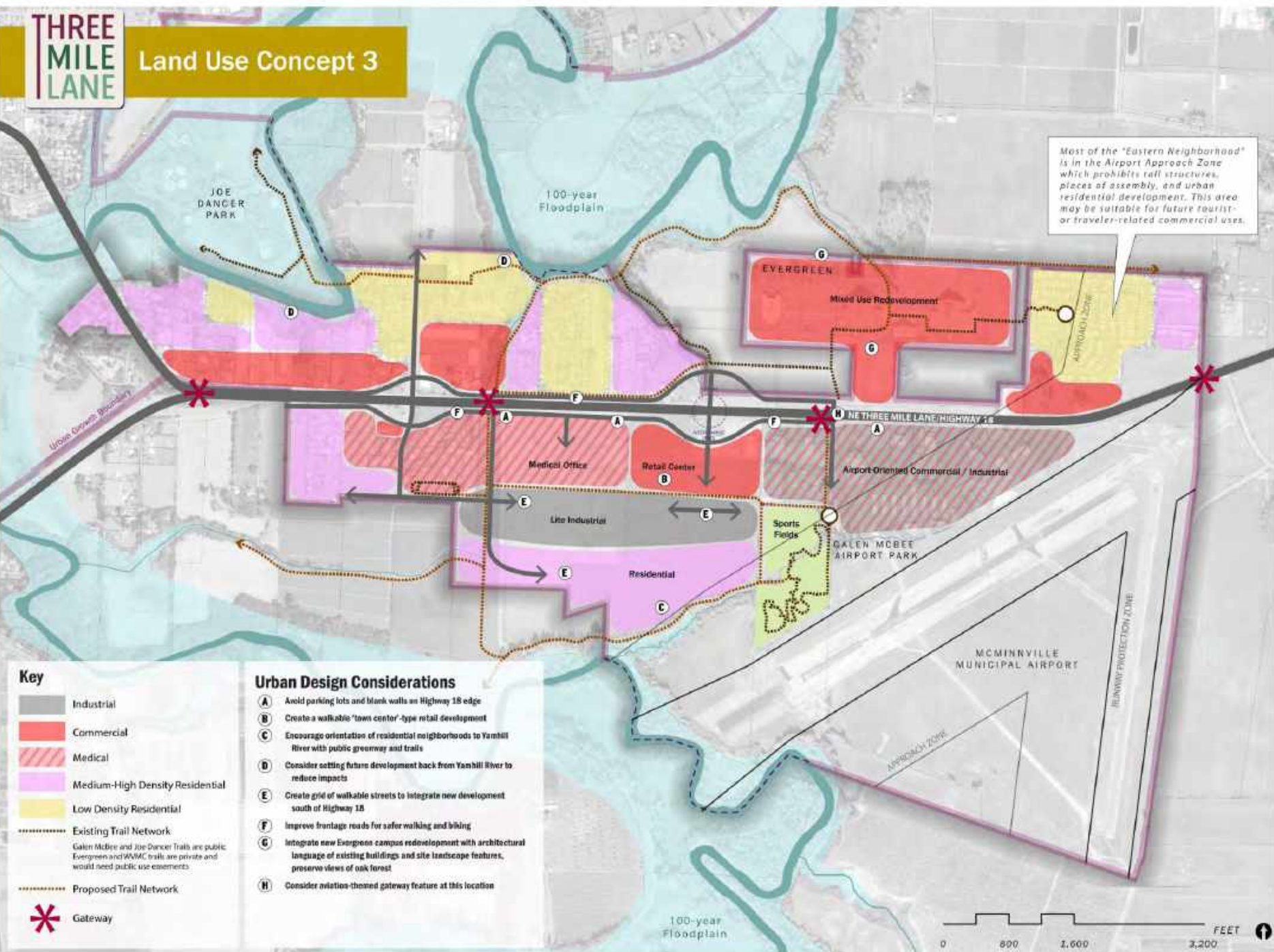
Key

- Industrial
- Commercial
- Medical
- Medium-High Density Residential
- Low Density Residential
- Existing Trail Network
Galen McBee and Joe Dancer Trails are public. Evergreen and WWAC trails are private and would need public use easements.
- Proposed Trail Network
- ✱ Gateway

Urban Design Considerations

- A** Avoid parking lots and blank walls on Highway 18 edge
- B** Create a walkable "town center"-type retail development
- C** Encourage orientation of campus buildings to Yamhill River and maintain view corridors through campus
- D** Consider setting future development back from Yamhill River to reduce impacts
- E** Create grid of walkable streets to integrate new development south of Highway 18
- F** Improve frontage roads for safer walking and biking
- G** Integrate new Evergreen campus development with architectural language of existing buildings and site landscape features, preserve views of oak forest
- H** Consider aviation-themed gateway feature at this location
- I** Consider campus-type design for CCC/medical training center





Most of the "Eastern Neighborhood" is in the Airport Approach Zone which prohibits tall structures, places of assembly, and urban residential development. This area may be suitable for future tourist- or traveler-related commercial uses.

Key

- Industrial
- Commercial
- Medical
- Medium-High Density Residential
- Low Density Residential
- Existing Trail Network
Galen McBee and Joe Dancer Trails are public Evergreen and WWAC trails are private and would need public use easements
- Proposed Trail Network
- ✱ Gateway

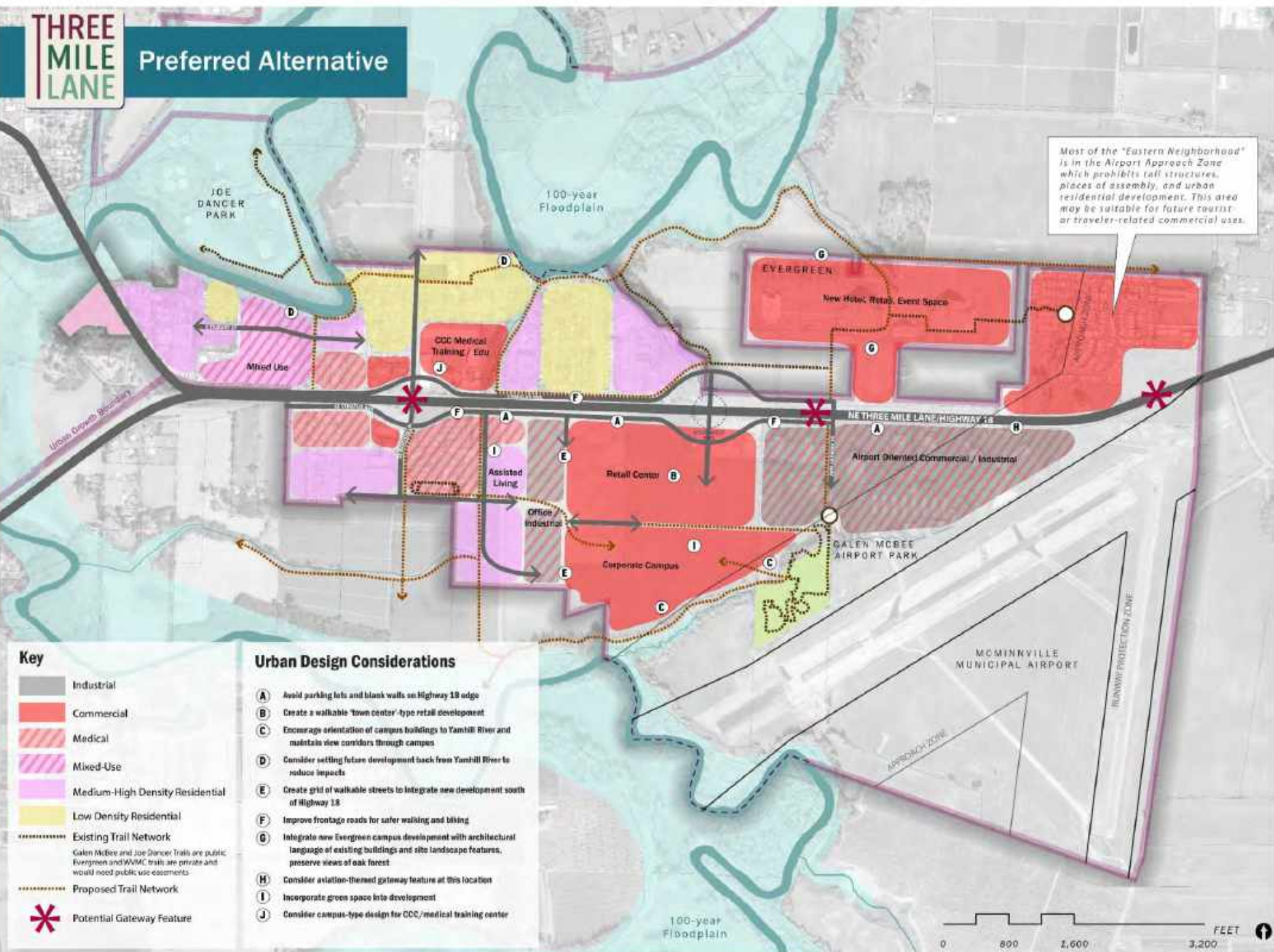
Urban Design Considerations

- (A)** Avoid parking lots and blank walls on Highway 18 edge
- (B)** Create a walkable 'town center'-type retail development
- (C)** Encourage orientation of residential neighborhoods to Yamhill River with public greenway and trails
- (D)** Consider setting future development back from Yamhill river to reduce impacts
- (E)** Create grid of walkable streets to integrate new development south of Highway 18
- (F)** Improve frontage roads for safer walking and biking
- (G)** Integrate new Evergreen campus redevelopment with architectural language of existing buildings and site landscape features, preserve views of oak forest
- (H)** Consider relation-themed gateway feature at this location



THREE MILE LANE

Preferred Alternative



Most of the "Eastern Neighborhood" is in the Airport Approach Zone which prohibits tall structures, pieces of assembly, and urban residential development. This area may be suitable for future tourist or traveler-related commercial uses.

Key

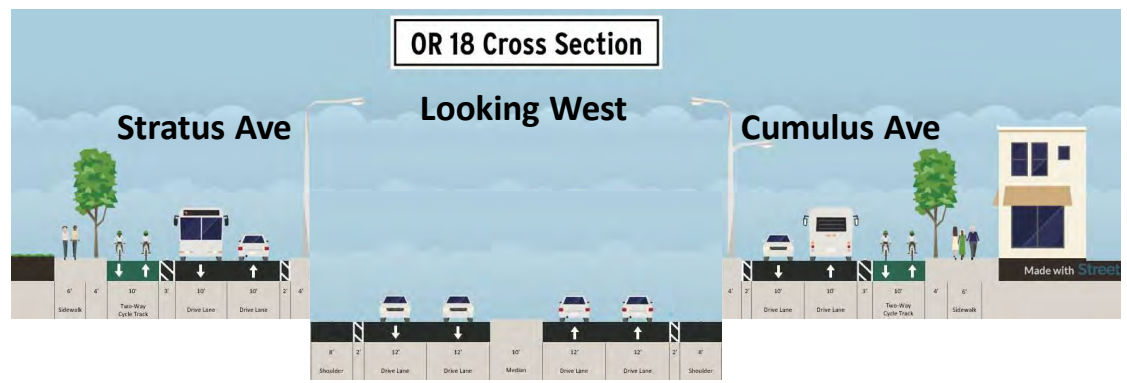
- Industrial
- Commercial
- Medical
- Mixed-Use
- Medium-High Density Residential
- Low Density Residential
- Existing Trail Network
- Proposed Trail Network
- Potential Gateway Feature

Galen McBee and Joe Dancer Trails are public. Evergreen and WMC trails are private and would need public use easements.

- Urban Design Considerations**
- A** Avoid parking lots and blank walls on Highway 18 edge
 - B** Create a walkable "town center" type retail development
 - C** Encourage orientation of campus buildings to Yamhill River and maintain view corridors through campus
 - D** Consider setting future development back from Yamhill River to reduce impacts
 - E** Create grid of walkable streets to integrate new development south of Highway 18
 - F** Improve frontage roads for safer walking and biking
 - G** Integrate new Evergreen campus development with architectural language of existing buildings and site landscape features, preserve views of oak forest
 - H** Consider aviation-themed gateway feature at this location
 - I** Incorporate green space into development
 - J** Consider campus-type design for CCC/medical training center

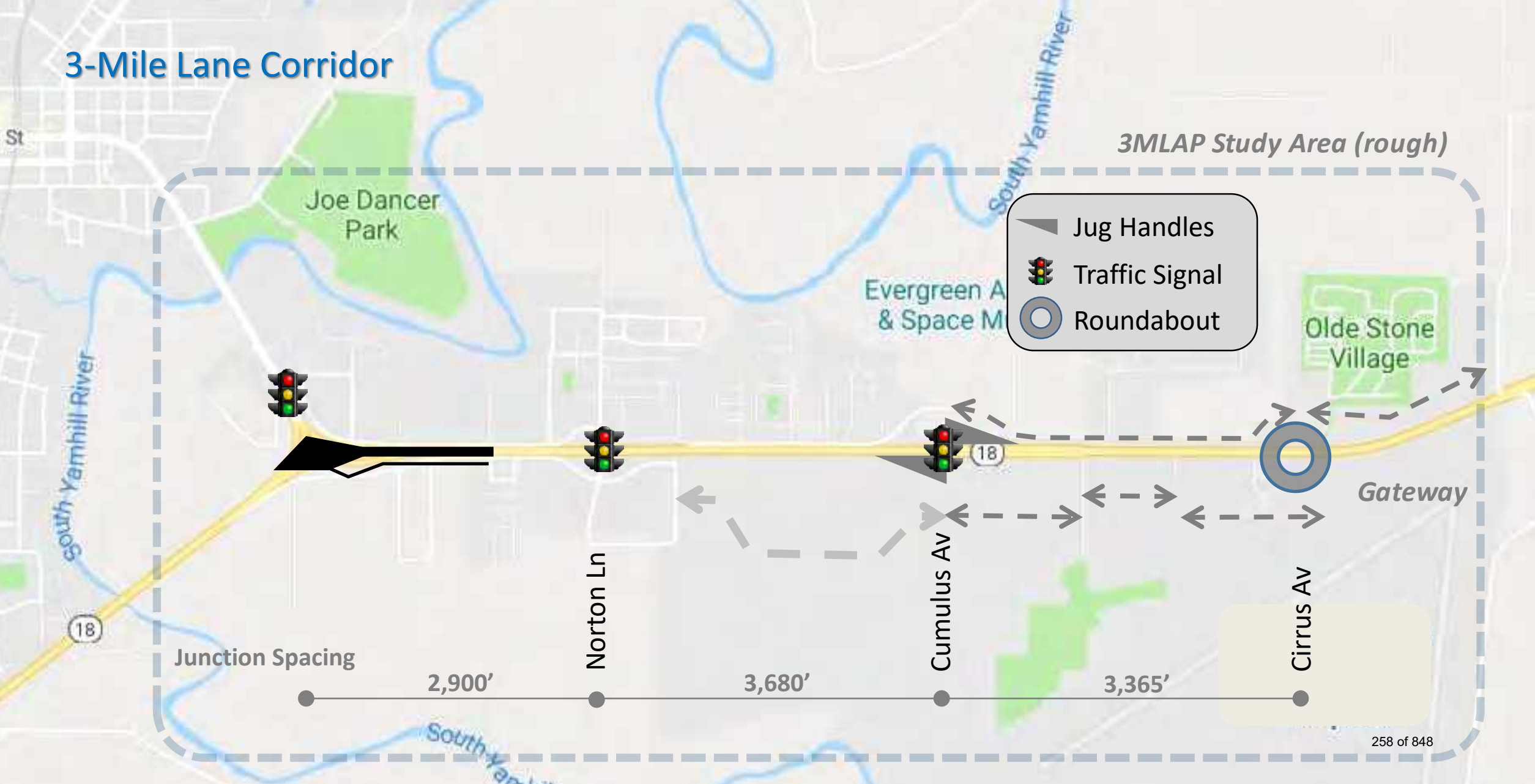
- Walkable retail development
- Corporate campus, with buildings oriented to Yamhill River; maintaining view corridors
- Mixed-use and medical-related uses
- New hotel, retail and event space; tourist-commercial
- Residential neighborhoods focused in the western parts of the study area to prevent isolated residences and implement Great Neighborhood Principles

Three Mile Lane Design Options



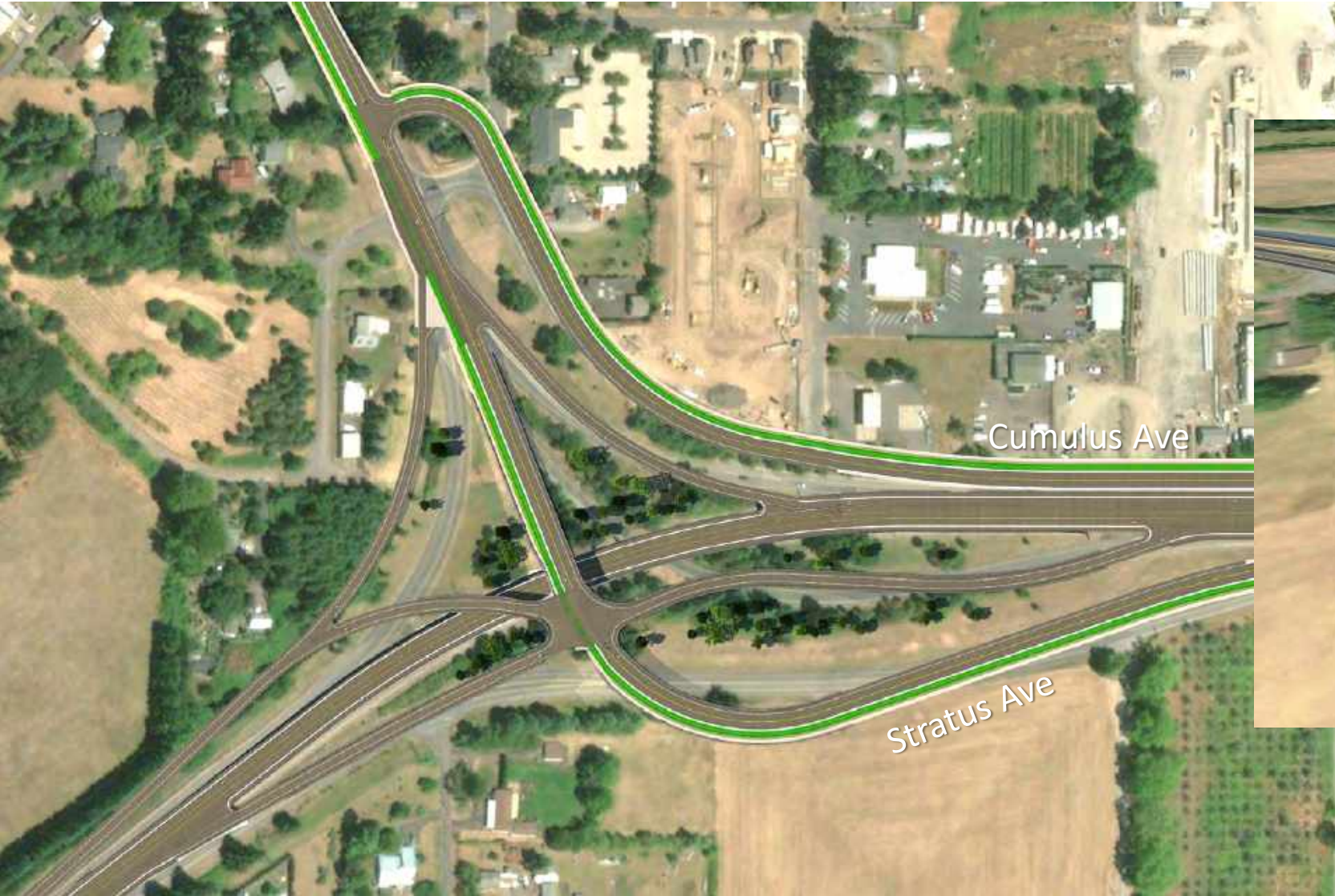
Preliminary Preferred Facility Design

3-Mile Lane Corridor



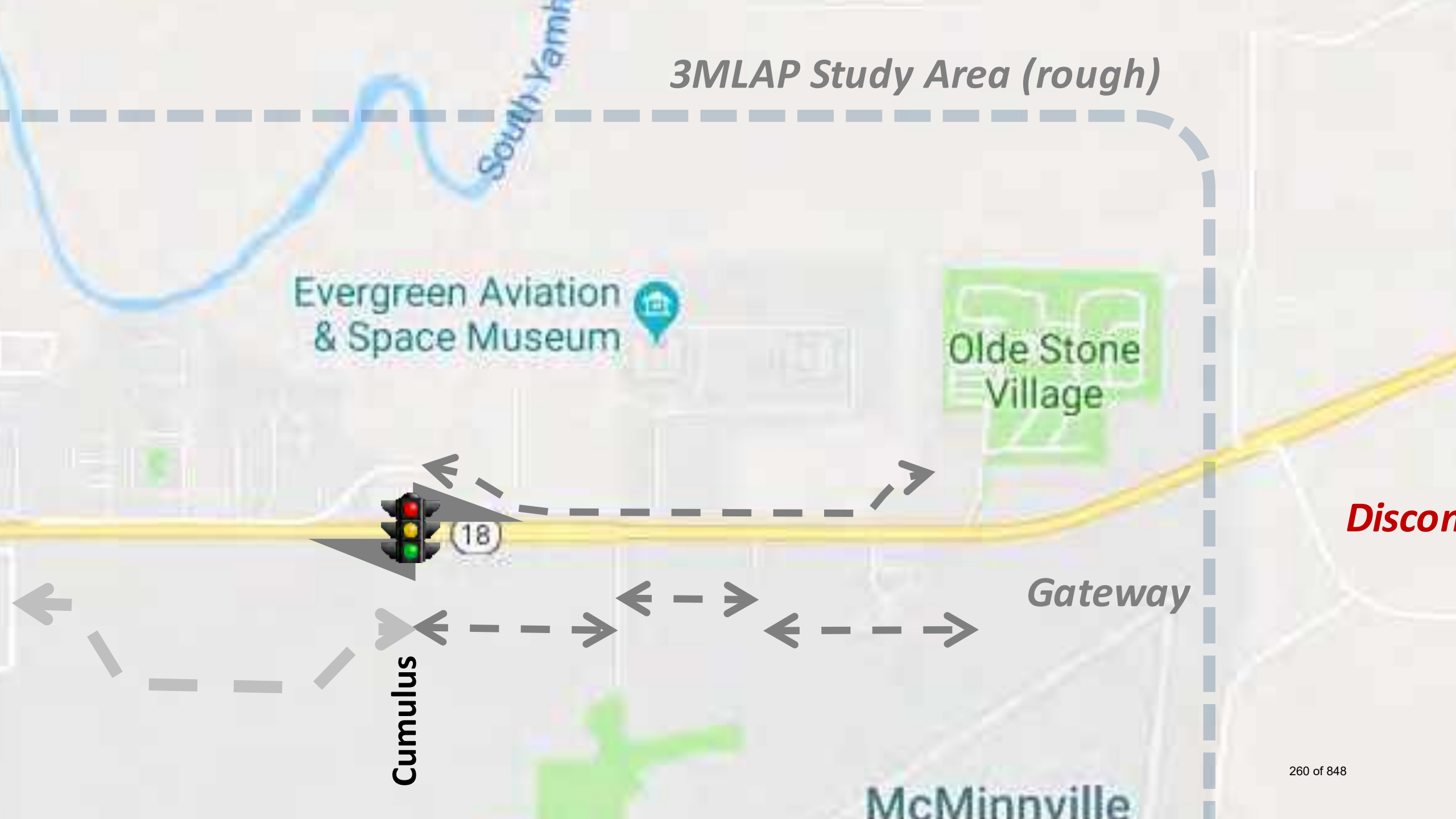
Preliminary Preferred Facility Design

OR 18 / 3-Mile Lane Interchange



3D – Looking West

3MLAP Study Area (rough)



Evergreen Aviation
& Space Museum

Olde Stone
Village

Discom

Gateway

Cumulus

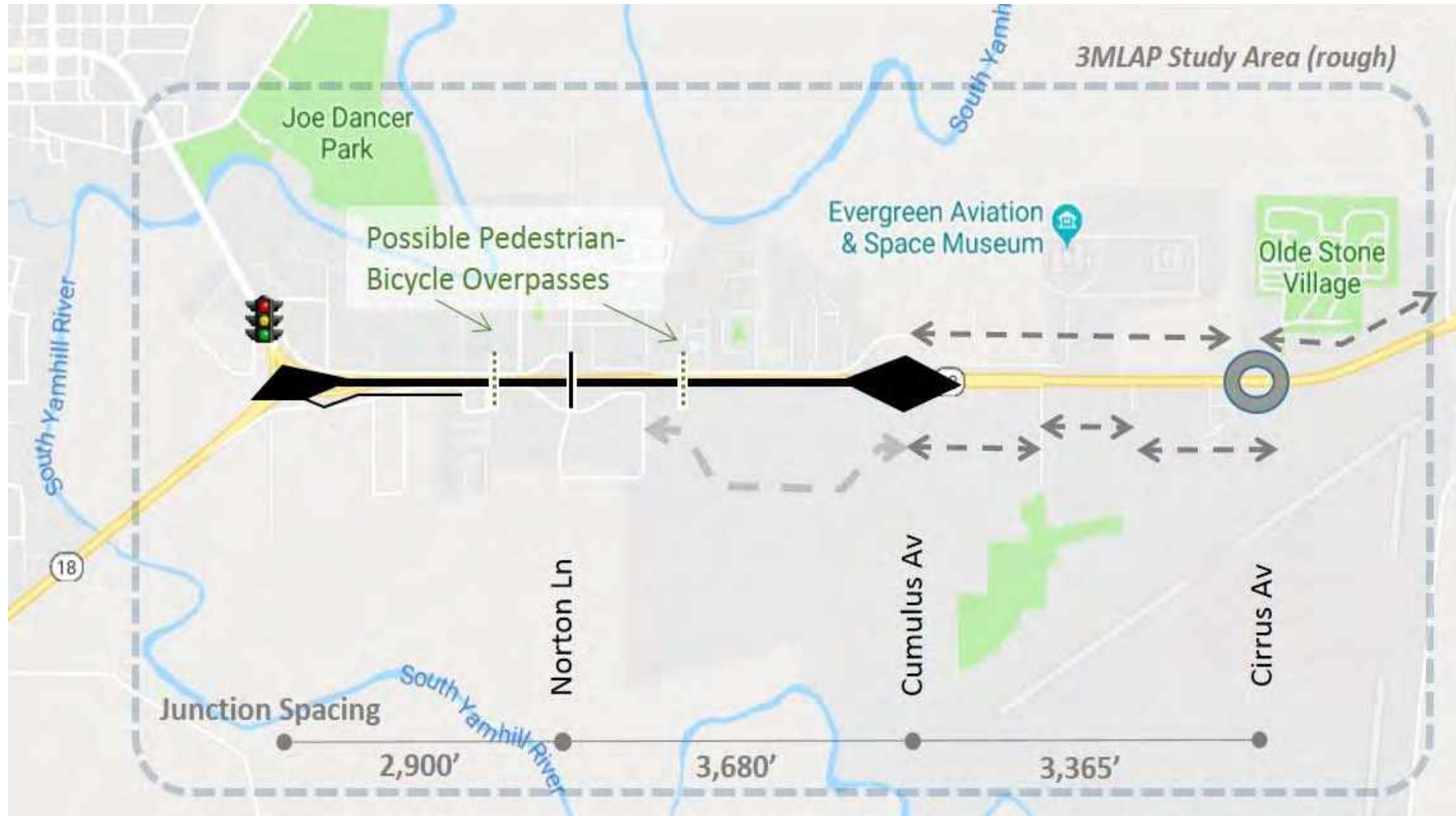
McMinnville

Preliminary Preferred Facility Design

OR 18 / Cirrus Roundabout



Facility Design Option 1: Interchanges



Facility Design Option 1: Interchanges



Area
Plan

West Section



Facility Design Option 1: Interchanges



Area
Plan

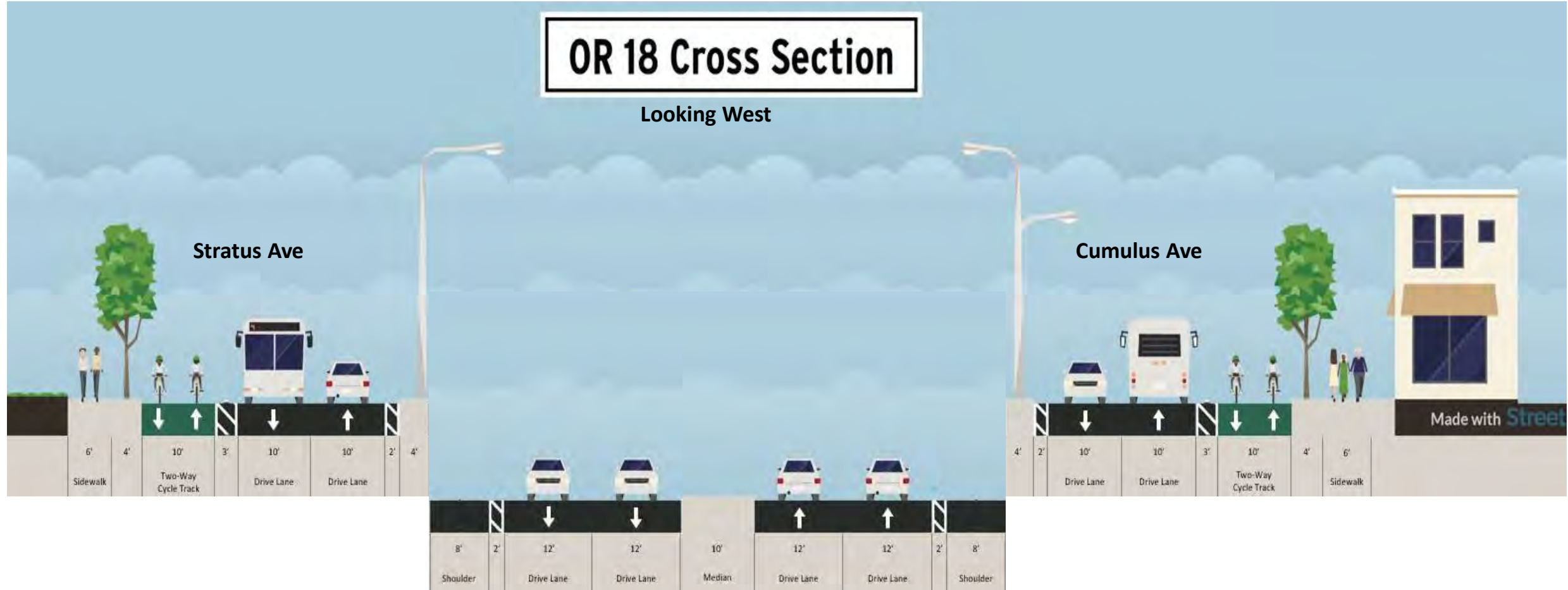
East Section



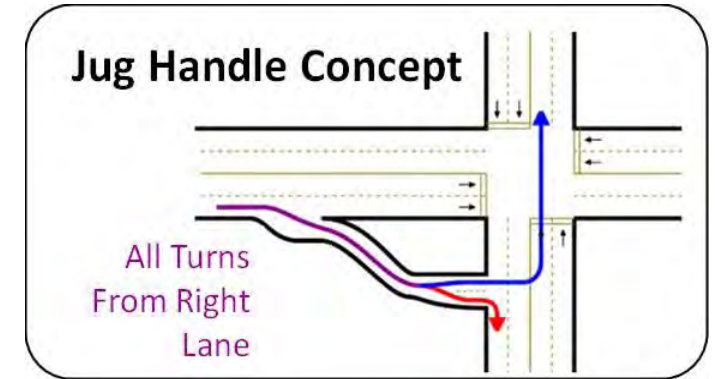
Facility Design Options

OR 18 Cross Section

Looking West



Facility Design Option 1: Interim Junction Enhancements

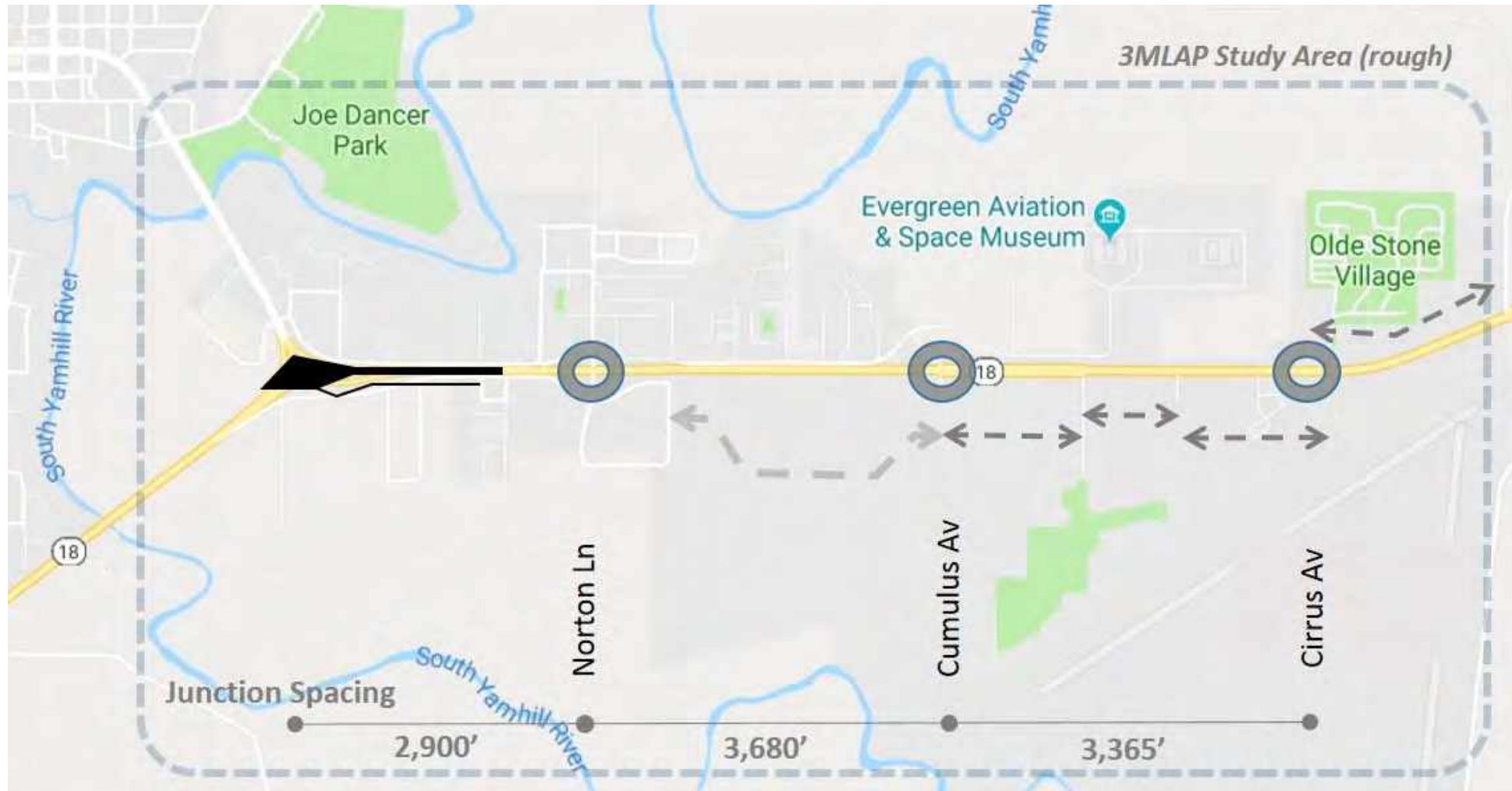


The Jug Handle concept removes all turn movements from the major highway and shifts them to the cross-street via a right-turn lane.

Facility Design Option 2: Roundabouts



Area
Plan



Facility Design Option 2: Roundabouts



Area
Plan

West Section



Facility Design Option 2: Roundabouts

Norton Lane



Facility Design Option 2: Roundabouts



East Section



Next Steps

- Preferred Alternative Design and Evaluation
 - Traffic operations, multimodal assessment, and safety analysis
 - Recommended changes to support land use
 - *New and updated policies*
 - *Land use and zoning amendments*
 - *Changes in development requirements*
- TAC & CAC Meeting #3
 - Late summer/early fall 2019
- Public Event
 - Fall 2019

Appendix B:

Existing Conditions



Three Mile Lane Area Plan

May 2021

MEMORANDUM

Existing Land Use and Zoning Analysis

McMinnville Three Mile Lane Area Plan

DATE January 25, 2019

TO Heather Richards and Jamie Fleckenstein, City of McMinnville

FROM Darci Rudzinski, Kate Rogers and Andrew Parish, Angelo Planning Group
Ken Pirie and Morgan Maiolie, Walker Macy

CC Michael Duncan, ODOT
PMT

INTRODUCTION

The purpose of this memorandum is to describe the existing pattern of land use, zoning, property ownership, urban design, and other characteristics of the Three Mile Lane area. After listing existing conditions, this memorandum provides a synthesis of issues and opportunities for the Three Mile Lane area.

The Three Mile Lane study area is shown in Figure 1. For the purposes of this memorandum, the study area is segmented into several subareas to aid with analysis and interpretation. These subareas were delineated based on land uses, zoning designations, and site characteristics.

LAND USE AND ZONING

Existing Conditions

Land Uses

Figure 1 provides a map of the current land uses within the study area. Land use data was summarized and modified from tax assessor data provided by Yamhill County. Following the map is an overview of land uses in the study area, followed by more detailed descriptions by subarea.

As illustrated in Figure 2, the study area includes a wide range of land uses. South of Three Mile Lane, the study area is dominated by the McMinnville Municipal Airport (identified as public/institutional use), industrial, and vacant land. A few commercial and manufactured home uses are also identified to the west. North of Three Mile Lane, the uses are more mixed, with fewer large parcels except for the Evergreen Aviation & Space Museum complex. The north side includes single-family and multi-family uses, mobile homes, and commercial, industrial, and vacant uses. Land uses in the study area are further described by subarea in Table 1. A series of images (Figure 3) follows the land use table and illustrates some of the uses found in the study area.

Figure 1: Three Mile Lane Study Area

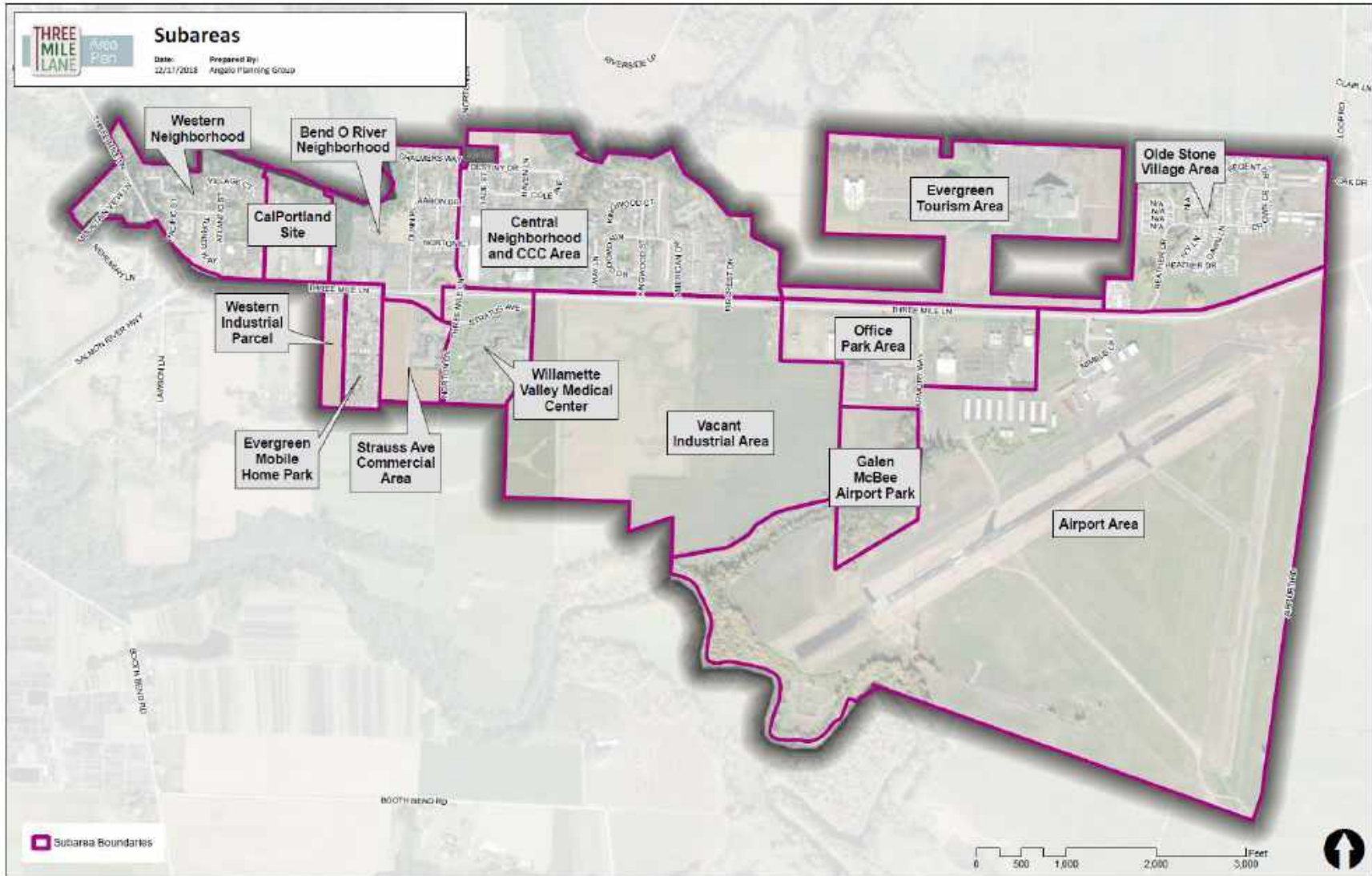


Figure 2: Study Area Land Uses

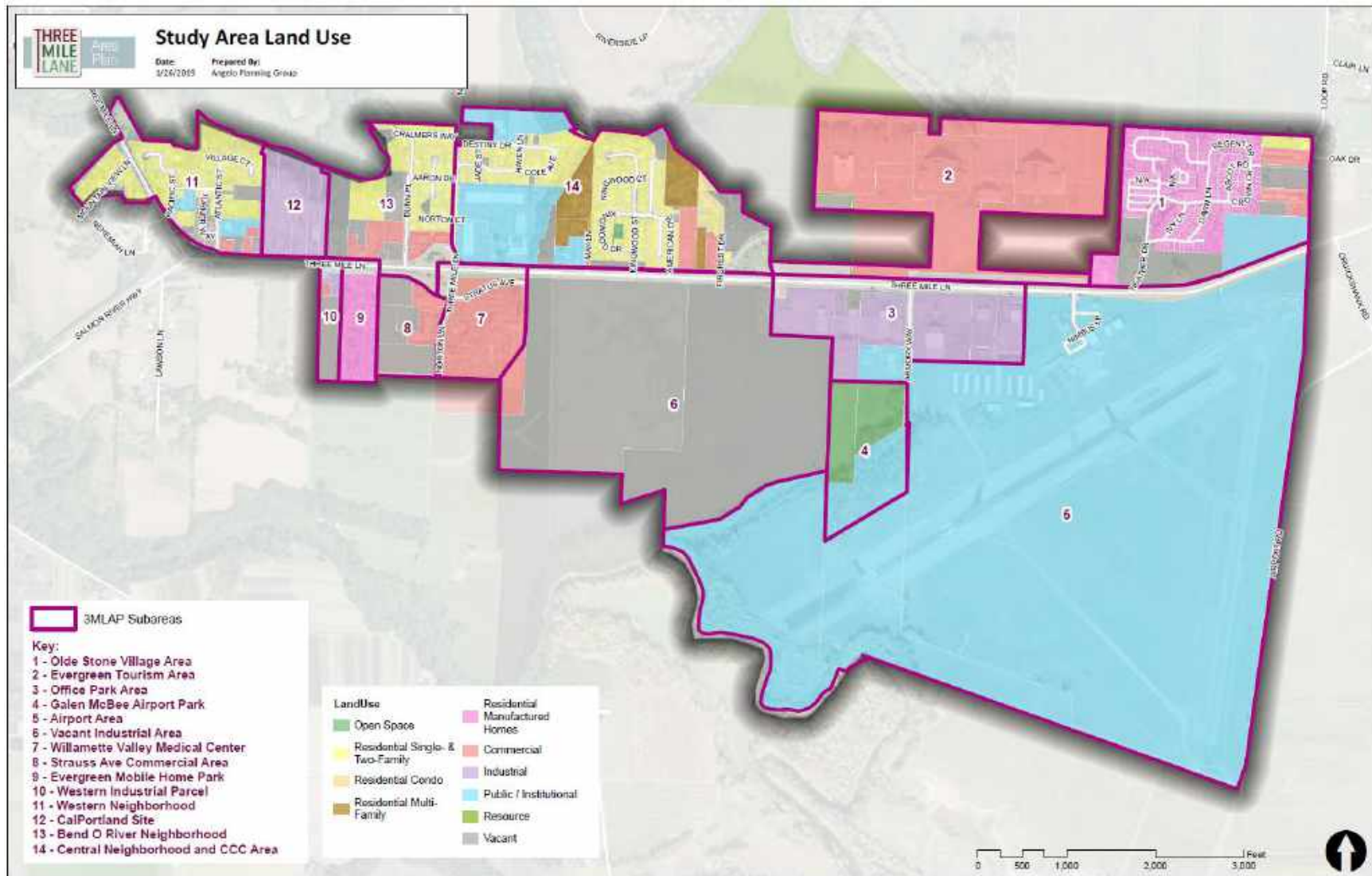


Table 1. Land Use Descriptions by Subarea

SUBAREA	LAND USE DESCRIPTIONS
<p>1 - Olde Stone Village Area</p>	<ul style="list-style-type: none"> At the east end of the study area, this subarea is largely comprised of the Olde Stone Village mobile home park. There are a few commercial sites at the eastern end of the subarea, including a storage facility and animal shelter, and a few vacant sites along Three Mile Lane. There is also an RV sales lot along Three Mile Lane at the southwest corner of the subarea. Olde Stone Village includes both manufactured homes on landscaped sites and RV trailers on concrete pads. The Village also includes recreational amenities at the center of the site.
<p>2 - Evergreen Tourism Area</p>	<ul style="list-style-type: none"> The Evergreen Tourism Area is identified as commercial, and includes four large buildings devoted to tourist uses. Buildings are mostly surrounded by lawn and a few scattered trees. Large airplanes are permanently on display in front of the museum, and are a prominent feature in this area.
<p>3 - Office Park Area</p>	<ul style="list-style-type: none"> The Office Park Area is identified as industrial, and is mostly developed with large office buildings sitting on large landscaped lots with surface parking.
<p>4 - Galen McBee Airport Park</p>	<ul style="list-style-type: none"> The Airport Park subarea is a combination of open field and heavily wooded park space. A series of walking trails weave through the park and a parking lot sits at the entry.
<p>5 - Airport Area</p>	<ul style="list-style-type: none"> The Airport Area is dominated by the McMinnville Municipal Airport, which is identified as a public/institutional use. Most of the land is occupied by the airport runways.
<p>6 - Vacant Industrial Area</p>	<ul style="list-style-type: none"> This subarea is vacant and portions may be in agricultural use.
<p>7 - Willamette Valley Medical Center</p>	<ul style="list-style-type: none"> The Willamette Valley Medical Center occupies the entirety of this subarea. The large building is surrounded by surface parking and lawn area.
<p>8 - Strauss Ave Commercial Area</p>	<ul style="list-style-type: none"> About a third of the Strauss Ave Commercial Area is developed with commercial uses, and the remainder is vacant. The commercial portion includes a Comfort Inn & Suites and an office building. The existing Planned Development Overlay Ordinance for a portion of this area allows for senior living facilities. There has been development interest in more of a mix of residential and commercial uses in this subarea.
<p>9 - Evergreen Mobile Home Park</p>	<ul style="list-style-type: none"> The Evergreen Mobile Home Park occupies the entirety of this subarea and is composed of manufactured homes and RVs.

<p>10 - Western Industrial Parcel</p>	<ul style="list-style-type: none"> • Close to Three Mile Lane/Stratus Ave in the Western Industrial Parcel, there is a small cluster of industrial and commercial buildings surrounding a large parking area. • The remainder of the subarea, to the rear of the industrial/commercial sites, is vacant.
<p>11 - Western Neighborhood</p>	<ul style="list-style-type: none"> • The Western Neighborhood is mostly residential, but includes a few commercial and vacant sites near Three Mile Lane, as well as a u-pick blueberry farm and fraternal/religious uses. • The commercial sites include a car repair shop and a gas station, and are characterized by older buildings and large, un-landscaped parking areas between the buildings and the street. • The Habitat for Humanity Aspire Subdivision is currently under construction near the middle of the subarea. A few homes have been built near NE Atlantic St and E Tilbury St. • The remaining area is identified as residential single- and two-family, and is characterized by older homes, some on larger lots.
<p>12 - CalPortland Site</p>	<ul style="list-style-type: none"> • The industrial site includes multiple buildings associated with the CalPortland concrete plant, as well as areas for aggregate loading/unloading and maneuvering of large vehicles.
<p>13 - Bend O River Neighborhood</p>	<ul style="list-style-type: none"> • This subarea includes a mix of commercial, residential, and vacant land uses and a range of building types. • The commercial area near Three Mile Lane includes a McDonald’s and Red Lion Inn & Suites, as well as retail, office, and medical office uses. • The residential area to the north of the commercial sites includes single-family and duplex homes built in the 1980s and 1990s, plus a few large parcels with older homes.
<p>14 - Central Neighborhood and CCC Area</p>	<ul style="list-style-type: none"> • This subarea is fairly large and includes a mix of commercial, residential, public/institutional, vacant, and open space land uses. The residential portions contain a range of housing types. • The shopping center that includes Chemeketa Community College (CCC) and the movie theater is identified on the map as public/institutional, but also includes commercial uses. The buildings are surrounded by a large surface parking area. Commercial buildings appear to be underutilized, as evidenced by the amount of vacant parking spaces during the space utilization review (see TM2). • The residential area north of the shopping center/CCC is developed with newer single-family homes. The New Horizons Church sits adjacent to this neighborhood. • A cluster of medical clinics is located between the shopping center and residential area to the east. This area includes newer buildings surrounded by well-maintained landscaping. • A drainageway runs from Cumulus Ave north to the South Yamhill River, bisecting the sub area and reducing connectivity. • Behind the medical clinics is a cluster of two-story multi-family buildings.

	<ul style="list-style-type: none"> • To the east of Villa del Sol, the Kingwood neighborhood includes single-family and duplex homes. Newer single-family homes on NE American Dr have smaller lots. Between Kingwood and American Dr is a long site that is currently under development with single family homes. • At the east end of the subarea is the Fircrest Community Senior Living development, which includes mostly condos and a memory care center. The adjacent Parkland Village Retirement Community includes an assisted living facility and independent living units. The vacant property in this area (larger parcel east of Fircrest Senior Living development) was recently rezoned to R-4 and has building permits in for a 66-unit apartment complex.
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Figure 3: Select Images of Land Uses in the Study Area



Evergreen Tourism Area



Office Park Area



Galen McBee Airport Park



Willamette Valley Medical Center



Strauss Ave Commercial Area



Evergreen Mobile Home Park



Western Neighborhood



CalPortland Site



Bend O River Neighborhood



Bend O River Neighborhood



Central Neighborhood and CCC Area

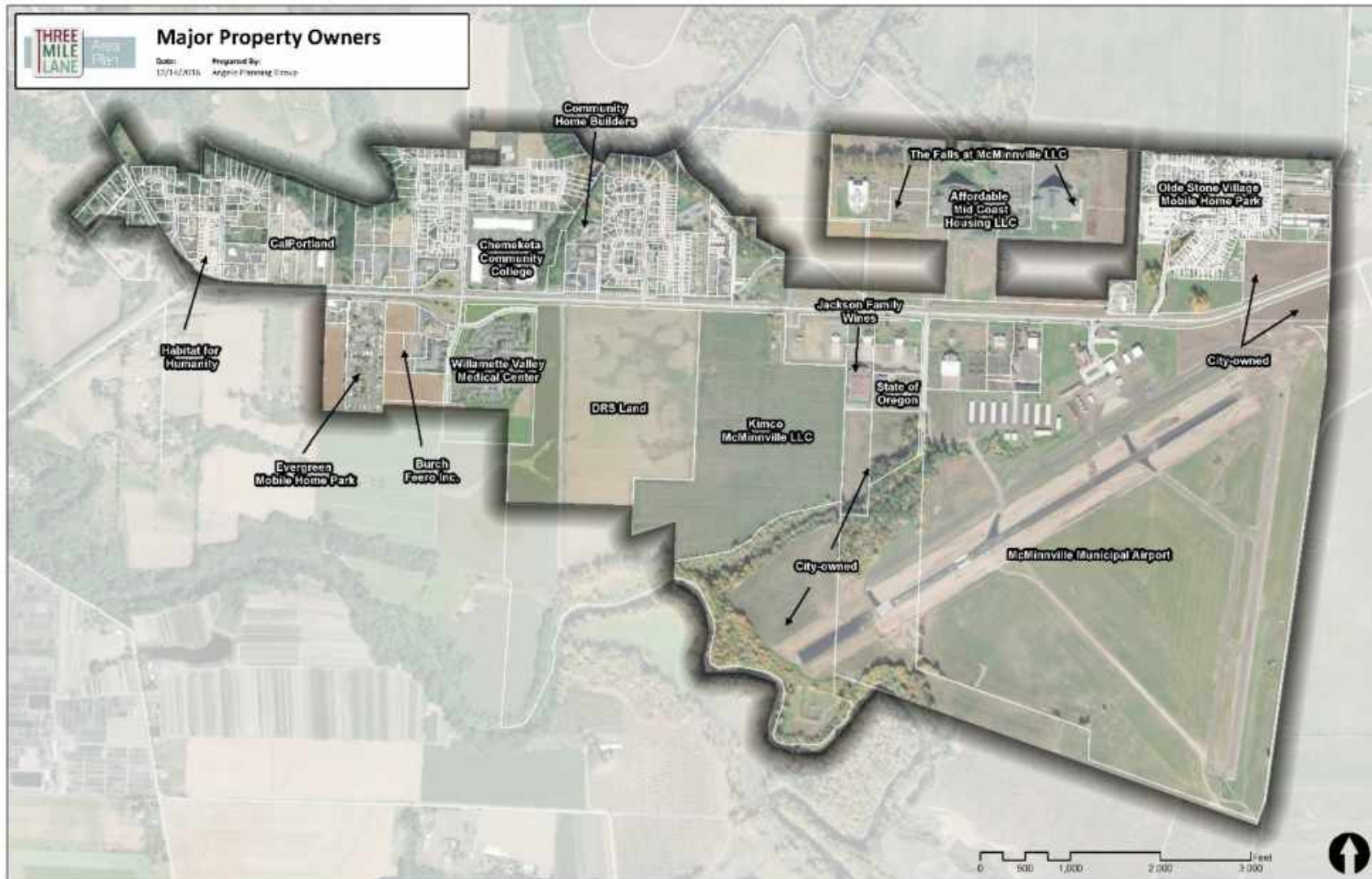


Central Neighborhood and CCC Area

Property Ownership

Figure 4 provides a map of major property owners in the study area. The City of McMinnville owns a significant portion of the study area—mostly around the airport, but also the two vacant properties at the east end of Three Mile Lane, as well as the public parks. The two large vacant sites to the west of the airport are owned by DRS Land and Kimco McMinnville LLC. Chemeketa Community College owns the entire shopping center in which its campus sits. The Falls at McMinnville LLC owns the Wings & Waves Waterpark and The Falls Event Center sites, but the Evergreen Aviation & Space Museum site is owned by Affordable Mid Coast Housing LLC. The museum itself is a nonprofit, and leases out the buildings. Other major landowners include Olde Stone Village, Baker Rock Resources West LLC, which owns the CalPortland site, and Habitat for Humanity, which owns the Aspire Subdivision in the Western Neighborhood Subarea.

Figure 4: Ownership Map for Major Properties



Comprehensive Plan Designations

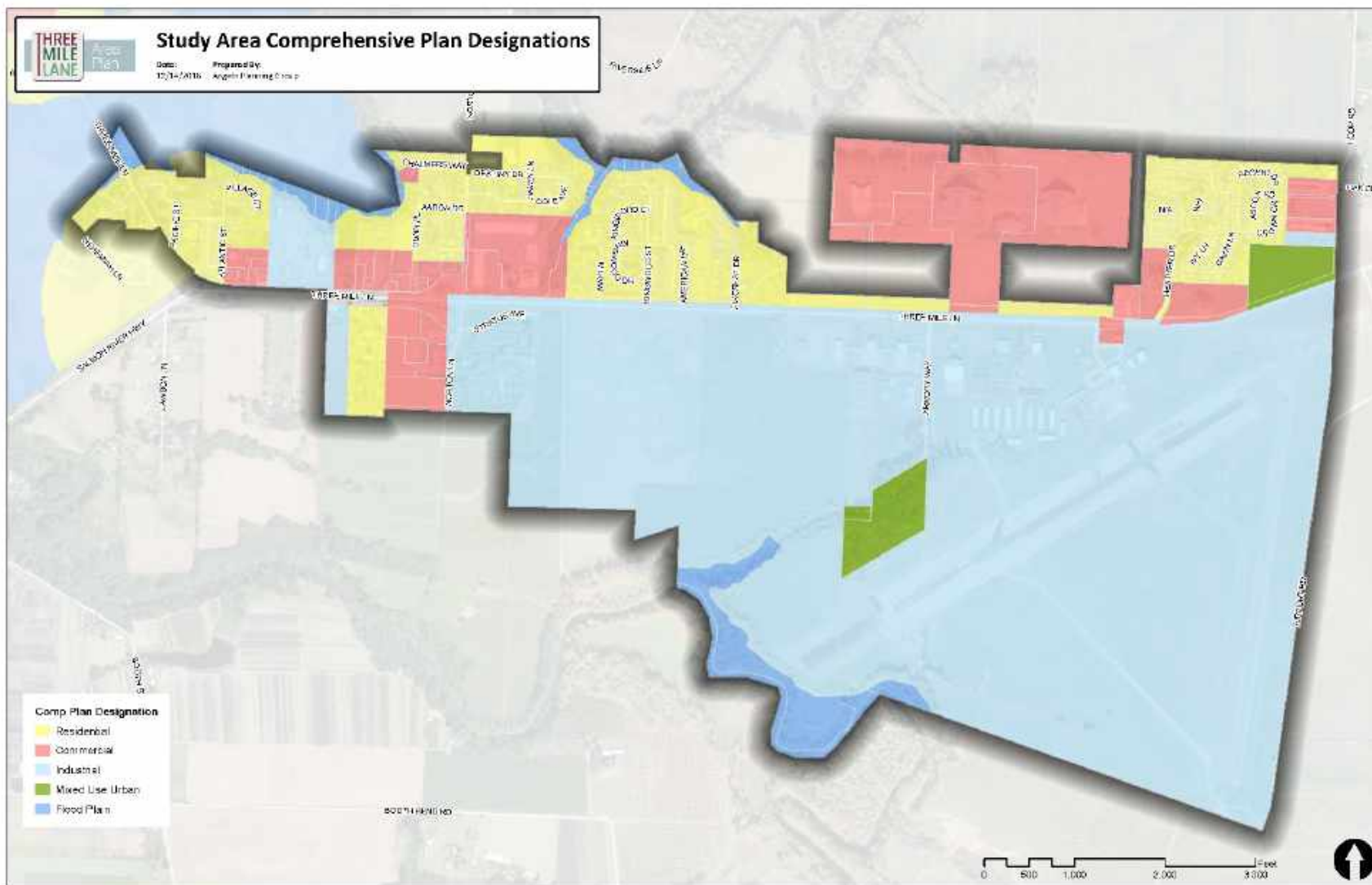
Figure 5 provides a map of the current comprehensive plan designations within the study area and Table 2 provides a description of each designation. Nearly all of the land in the study area south of Three Mile Lane is designated for Industrial use. Exceptions include a few Commercial parcels, a small area of Residential (the Evergreen Mobile Home Park), Galen McBee Airport Park, which is designated as Mixed Use Urban, and the Floodplain designation along the South Yamhill River.

The area north of Three Mile Lane contains a greater mix of comprehensive plan designations, with Residential and Commercial accounting for the greatest land area. There is also one area designated as Industrial (the CalPortland site), and one large vacant, City-owned parcel at the east end of the study area designated as Mixed Use Urban.

Table 2: Comprehensive Plan Designations Summary

COMPREHENSIVE PLAN DESIGNATION	DESCRIPTION
Residential	This designation covers all the zoning designations from R-1 through R-4, and any additional zones that may be created for residential uses.
Commercial	This designation covers all the commercial zoning designations, from C-1 to C-3, including the Office Residential zone, and any future zoning categories created for commercial uses.
Industrial	This designation covers all the industrial zones, from M-L through M-2, and any future industrial designations.
Mixed Use Urban	The Mixed Use Urban designation is applied to certain parcels of land which are located along Three Mile Lane for which the best future land use is undetermined. Development for these parcels will be judged individually against the criteria set out in the Three Mille Lane Planned Development Overlay.
Flood Plain	This designation corresponds to the flood plain zoning classifications.

Figure 5: Comprehensive Plan Map



Zoning Designations

Figure 6 provides a map of the base zoning designations within the study area, based on City of McMinnville GIS data.

The study area includes 11 different zones. High-level summaries of each zone, including its purpose, allowed uses, and development standards, are provided in Table 3. The predominant zoning designation (by acreage) within the study area is industrial. Most of the land in the study area south of Three Mile Lane is designated General Industrial (M-2) or Limited Light Industrial (M-L). Much of this industrial land is occupied by the McMinnville Municipal Airport. On the north side of Three Mile Lane, there are large areas zoned General Commercial (C-3), including the area that includes the Evergreen Aviation & Space Museum; a small area zoned Travel Commercial (C-2); and a mix of residential zoning. There is also one area zoned Office/Residential (O-R), between the R-1 and C-3 areas in the Central Neighborhood. Most of the area zoned for Single-Family Residential (R-1 and R-2) is found in the Western and Central Neighborhoods. Multiple-Family Residential (R-4) zoning is found in separate areas within the study area—including the two large mobile home parks, and in the Western Neighborhood, Bend O River, and Central Neighborhoods.

Additionally, there are many Planned Development Overlays within the Three Mile Lane area, which include regulations that may vary from the standard requirements of the underlying zone. These overlays are shown in Figure 7: Planned Development Overlays In the Three-Mile Lane AreaFigure 7.

Figure 6: Zoning Map

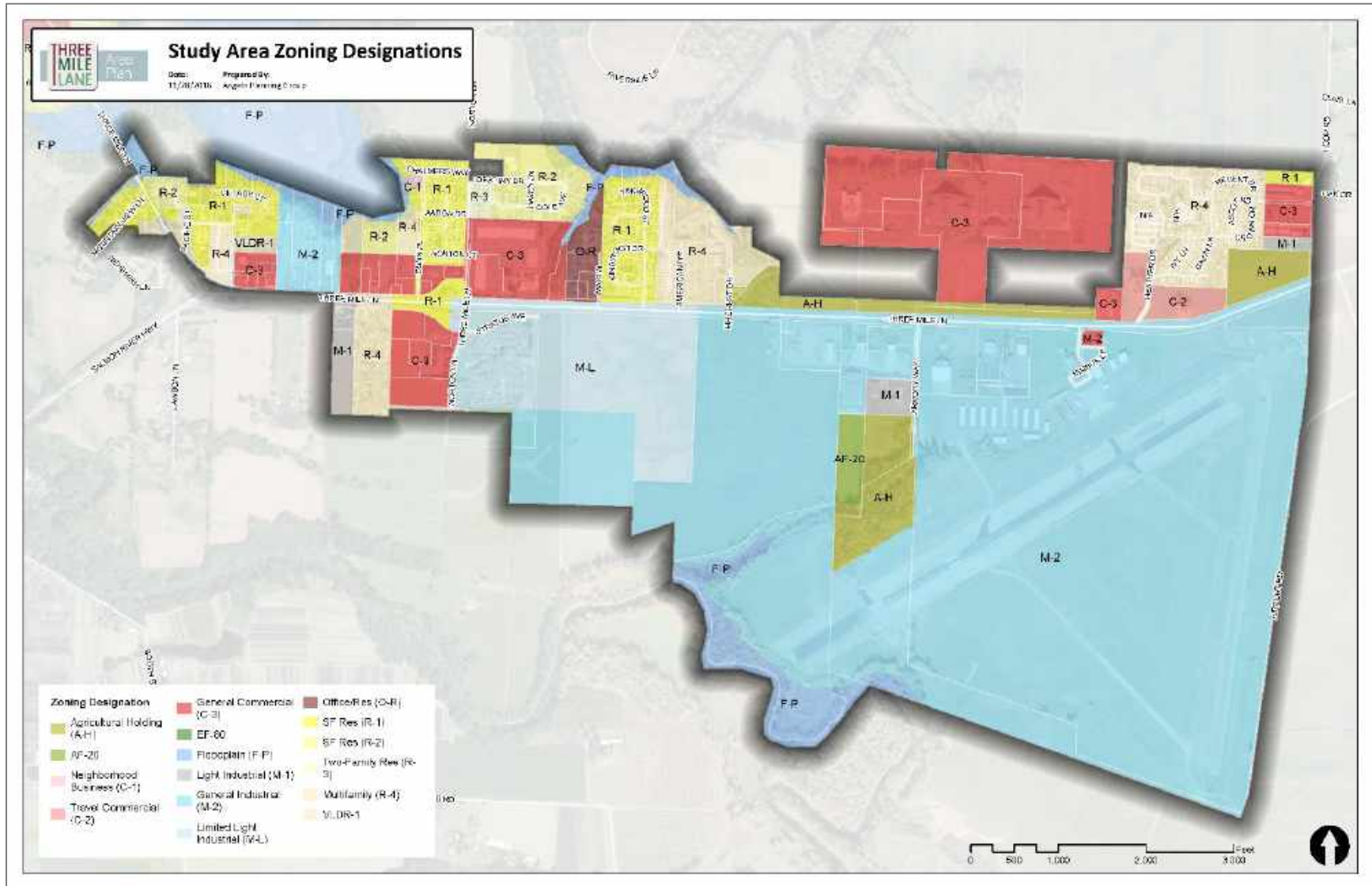


Figure 7: Planned Development Overlays In the Three-Mile Lane Area

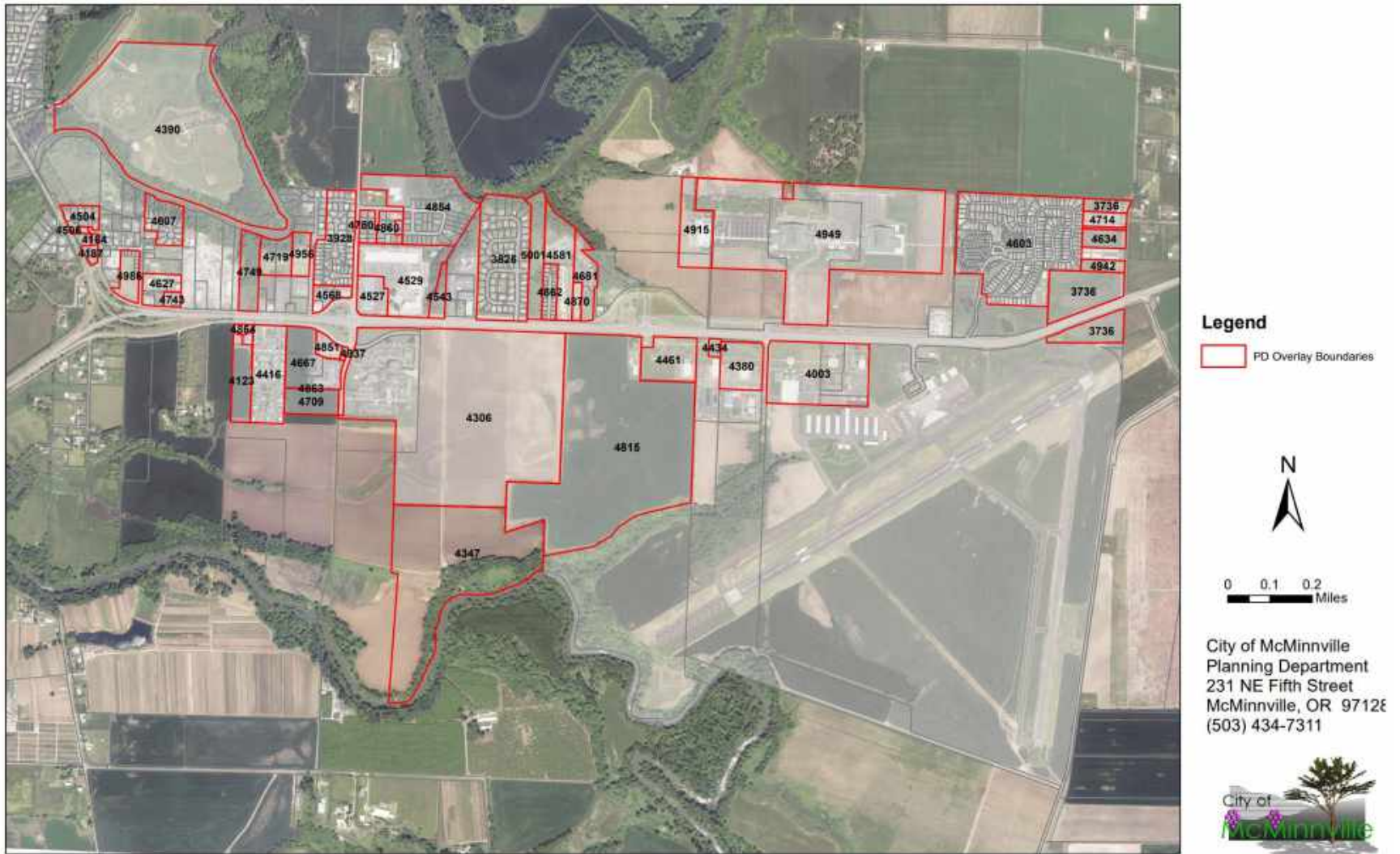


Table 3: Zoning Designations Summary

ZONING DESIGNATION	TOTAL ACRES	DESCRIPTION AND SUMMARY OF PERMITTED USES	SUMMARY OF DEVELOPMENT STANDARDS
INDUSTRIAL ZONES			
M-L: Limited Light Industrial	92 acres	<p>The M-L zone is intended to create, preserve, and enhance areas containing manufacturing and related establishments with limited external impact and with an open and attractive setting.</p> <p>Among the permitted uses are certain types of light manufacturing, aerospace industries, warehousing, wholesale distribution, hospitals/medical offices, and tasting rooms. Privately owned facilities for “leisure time activities” are allowed as conditional uses.</p>	<ul style="list-style-type: none"> • Max. height: 60 ft • Min. setback from Three Mile Lane: 120 ft from centerline. • No other min. setbacks, except adjacent to a residential zone (20 ft). • All development subject to approval by the Planning Commission, which will examine impacts such as noise, traffic generation, air and water pollution, and appearance in reviewing developments.
M-1: Light Industrial	14 acres	<p>The purpose of the M-1 zone is to provide appropriate locations for light industrial activities and to buffer these activities from adjacent commercial and residential development through the application of site development and environmental standards.</p> <p>Permitted uses include all uses permitted in the M-L zone, plus a wider range of manufacturing, assembly, packaging, or treatment of products from previously prepared or processed materials. Additional permitted uses include warehousing, wholesaling, and limited commercial uses.</p>	<ul style="list-style-type: none"> • Max. height: 80 ft • Min. setbacks: <ul style="list-style-type: none"> ○ Adjacent to residential zone/use: 40 ft ○ Adjacent to commercial zone/use: 15 ft ○ Adjacent to public roadway: 15 ft • Buffering and screening required adjacent to a residential or commercial zone/use or public roadway.
M-2: General Industrial	744 acres	<p>Permitted uses include all uses permitted in the M-1 and M-L zones, plus general manufacturing and airports. Privately owned facilities for “leisure time activities” are allowed as conditional uses.</p>	<ul style="list-style-type: none"> • Max. height: 80 ft • No min. setbacks, except adjacent to a residential zone (50 ft).
COMMERCIAL ZONES			
C-2: Travel Commercial	11 acres	<p>The C-2 zone primarily accommodates travel-related uses. Permitted uses include lodging, short-term rentals, RV parks, restaurants, and gas stations. Conditional uses include commercial recreation facilities.</p>	<ul style="list-style-type: none"> • Max. height: 45 ft • Min. front setback: 30 ft • No min. side/rear setbacks except adjacent to a residential zone (15 ft side; 20 ft rear).

<p>C-3: General Commercial</p>	<p>153 acres</p>	<p>The C-3 zone accommodates a wide range of commercial uses. Permitted uses include large format (“big box”) retailers, movie theaters, offices, hospitals, RV parks, and mini-storage. Multi-family dwellings and condos are also permitted.</p>	<ul style="list-style-type: none"> • Max. height: 80 ft • No min. setbacks, except adjacent to a residential zone (20 ft).
<p>O-R: Office/ Residential zone</p>	<p>9 acres</p>	<p>The O-R zone falls within the Commercial Comprehensive Plan designation. The purpose of the O-R zone is to:</p> <ul style="list-style-type: none"> • Provide a transition and buffer area between commercially zoned and residentially zoned areas; • Provide an incentive for the preservation of old and historical structures; and • Serve as a buffer zone along major arterials between the roadway and the interior residential areas. <p>Permitted uses include single-family dwellings (including common-wall), two-family dwellings, multi-family dwellings, condos, personal services, offices, artist studios, and short-term rentals.</p>	<ul style="list-style-type: none"> • Max. height: 35 feet • Min. front setback: 15 ft • Uses are subject to limitations and site requirements to reduce impacts on adjacent residential uses.
<p>RESIDENTIAL ZONES</p>			
<p>R-1: Single-Family Residential</p>	<p>68 acres</p>	<p>Permitted uses include single-family dwellings, Class A mobile homes, two-family dwelling on a corner lot, common-wall single-family dwellings on individual lots, ADUs subject to specific standards, home occupation, parks, and short-term rentals subject to specific standards.</p>	<ul style="list-style-type: none"> • Max. height: 35 feet • Min. front setback: 20 ft • Density – min. lot area per family: 9,000 sf (except min. lot area is 9,000 sf for a two-family corner lot)
<p>R-2: Single-Family Residential</p>	<p>27 acres</p>	<p>Permitted uses in the R-2 zone are similar to those permitted in the R-1 zone.</p>	<ul style="list-style-type: none"> • Max. height: 35 feet • Min. lot size: 6,000 sf • Min. front setback: 20 ft • Density – min. lot area per family: 7,000 sf (except min. lot area is 8,000 sf for a two-family corner lot)
<p>R-3: Two-Family Residential</p>	<p>3 acres</p>	<p>The R-3 zone permits two-family dwellings on interior lots in addition to corner lot. Other permitted uses are similar to R-1 and R-2.</p>	<ul style="list-style-type: none"> • Max. height: 35 feet • Min. front setback: 15 ft • Density – min. lot area per family: 4,000 sf (except min. lot area is 8,000 sf for two families, for common-wall single-family dwellings on individual lots)

<p>R-4: Multiple-Family Residential</p>	<p>97 acres</p>	<p>The R-4 zone permits multi-family dwellings and condos. Other permitted uses are largely similar to R-3.</p>	<ul style="list-style-type: none"> • Max. height: 60 feet • Min. front setback: 15 ft • All yards shall be increased 1 ft for each 2 ft of building height over 35 ft. • Density – min. lot area per unit: 1,500 sf per unit with 2 bedrooms or fewer; 1,750 sf per unit with three bedrooms
<p>AGRICULTURAL ZONES</p>			
<p>AH: Agricultural Holding</p>	<p>49 acres</p>	<p>The purpose of the AH zone is to provide for the continued practice of agriculture in areas where municipal sewer and water service exists or where an adopted city policy affecting the expansion of such services exists.</p> <p>Uses must be consistent with the comprehensive plan designation. Permitted uses are limited to farming, single-family dwellings, and sewage pump stations. Parks are allowed as conditional uses.</p>	<ul style="list-style-type: none"> • Max. height: <ul style="list-style-type: none"> ○ 25% of lot depth or 60 ft max. ○ Single-family dwellings: 35 ft • Min. front setback: 30 ft

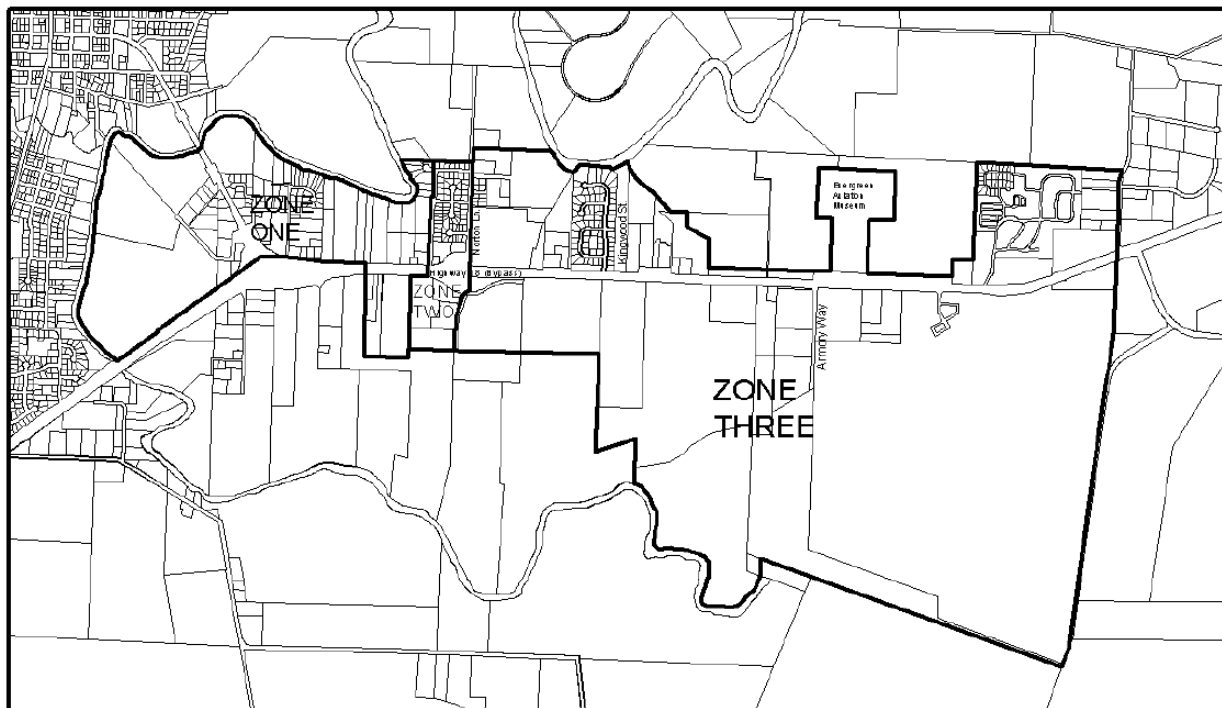
Three Mile Lane Overlay District

The Three Mile Lane Planned Development Overlay covers the entirety of the study area (see Figure 8). The overlay district was adopted in 1981 (Ordinance No. 4131) and amended in 1994 (Ordinance No. 4572). As stated in the original ordinance, the overlay was established to ensure: high quality and design; compatibility of living and working environments; provision of open spaces and parks; and buffering of residential uses from the highway. The 1994 amendments were adopted to replace outdated policies, as well as to regulate commercial signage along the Three Mile Lane corridor.

The overlay ordinance outlines a number of policies related to the development of properties in the Three Mile Lane area, including provisions for setbacks, access, landscaping and buffering, and desired housing types. These provisions are summarized below.

- 120 foot setback from the centerline of Three Mile Lane required
- Access requirements:
 - Minimize access onto Three Mile Lane
 - Provide on-site circulation systems connecting to adjoining properties
 - Provide acceleration-deceleration lanes and left-turn refuges when necessary
 - Provide bikeway connections
- Landscaping and buffering along the highway frontage may be required
- Mixed housing-type residential developments encouraged
- Temporary signage allowed

Figure 8: Three Mile Lane Planned Development Overlay



The ordinance also outlines a set of detailed provisions related to commercial signage. As described in the ordinance, signage in areas designated as commercial and industrial are subject to approval by the Three Mile Lane Design Review Committee. The committee may consider design aspects such as color, material, size, form, relationship to site and building design, and other aspects related to compatibility. The ordinance identifies three “sign zones” (shown in Figure 8), each with a set of specific policies related to the types of signs permitted, maximum height, maximum square footage, regulations related to illumination, and relation to building size (for wall-mounted signs).

While the Three Mile Lane Planned Development Overlay regulates certain aspects of development within the study area (highway setbacks, access, signage, etc.), development in this area is largely regulated by the underlying base zones, which are described above.

Airport Overlay Zone

Properties within the study area are also subject to standards in the Airport Overlay Zone, which is intended to prevent structures or uses that obstruct the safe flight of aircraft in the vicinity of the McMinnville Municipal Airport. As illustrated in Chapter 17.52 of the Zoning Ordinance, the Airport Overlay defines four different zones, based on proximity to expected flight paths: the Runway Protection Zone, Approach Zone, Horizontal Zone, and Conical Zone. While no development is permitted within the Runway Protection Zone, each of the remaining zones has a separate set of use and development standards. The Approach Zone is the most restrictive and prohibits structures over 209 feet, places of public assembly, and residential density greater than one dwelling per 20 acres. Height allowances in the Horizontal and Conical Zones are less restrictive. Since the

underlying base zones within the study area have much lower height limits, the Airport Overlay Zone height limits will not come into play.

Land Use Issues and Opportunities

Development Opportunities

The existing land use/zoning conditions in the Three Mile Lane study area present a number of opportunities for future development. South of Three Mile Lane, there is a significant quantity of vacant land (over 200 acres) that is largely served by existing infrastructure. Most of this vacant land is found in a few large parcels, which could be ideal for large-scale and cohesive development. Most of the vacant land is zoned for industrial use—either M-2, which allows a wide range of manufacturing and other industrial uses, or M-L, which allows a more limited range of light industrial uses. These sites are located along Highway 18/Three Mile Lane, which connects metropolitan Portland to the coast and provides significant opportunities for freight movement.

The owners of these parcels have also expressed interest in collaborating with the City in a master planning process for this area. The properties fall within an Opportunity Zone, which is a federal program that aims to encourage new development by incentivizing private investment through tax deferrals on capital gains from projects or businesses. The Opportunity Zone funds must be invested by the end of 2019; as such, the Three Mile Lane Area Plan process will serve an important role in facilitating the investment of funds by this deadline. The economic analysis associated with the 3MLAP process will likely inform any master plan developed for these sites, and may reveal that they present a better opportunity for mixed-use or commercial development. If that is the case, the industrial properties would need to be rezoned.

The adjacent McMinnville Municipal Airport also provides a singular opportunity for air transportation and additional development. The City-owned property has room to develop more aviation-related industrial uses. One of the opportunities identified by area stakeholders is for the airport to be better utilized for tourism uses, and to cater to businesspeople with the ability to work remotely. McMinnville's location at the heart of Oregon wine country makes it a desirable destination for executives and entrepreneurs. There may be opportunities, for example, to provide taxi service to Silicon Valley or to provide hangars for executive jets.¹

The study area also includes a number of amenities and attractors, including the airport; Evergreen Space & Aviation Museum, water park, and event center; the Yamhill River; and a number of large employers, including a hospital and clinics, and industrial and office sites. Given the density of employment, there may be opportunities to develop more amenities for employees as well as uses related to goods and services for business support.

Within the mixed residential and commercial areas on the north side of Three Mile Lane, there are smaller-scale development and infill opportunities. The Land Use map in Figure 2 shows a number of vacant sites in the Western, Bend O River, and Central Neighborhoods. Many of these sites are zoned commercial (C-3), and some are zoned residential (mostly R-4). Most of the sites have direct

¹ The City anticipates updating its Airport Layout Plan in 2021, an effort which may be influenced with the 3MLAP process.

access to the frontage road along Cumulus Avenue. The vacant site in the Strauss Ave Commercial Area has similar development potential. There may also be redevelopment opportunities for some of the older commercial sites in these areas, some of which have large, underutilized parking lots. Because of the diversity of land uses and transportation access (including transit along Three Mile Lane), there may be opportunities for mixed-use development in these areas. The C-3 zone permits multi-family dwellings and condominiums, and requires no minimum setbacks except adjacent to residential zones.

Two large vacant parcels at the east end of the study area, which are owned by the Airport. The parcel on the north side of Three Mile Lane is zoned Agricultural Holding (A-H), and the Comprehensive Plan designation is Mixed Use Urban, however proximity to the airport runway limits development potential.

Zoning Barriers

Despite the opportunities in the study area, the existing zoning designations could pose some barriers to development of pedestrian-friendly, mixed-use projects.

The City does not have a dedicated mixed-use zoning district. The C-3 commercial zone does permit multi-family uses, so mixed-use development is possible in this zone, but it is not required or incentivized in any way.

The R-4 zone requires that minimum setbacks must increase by 1 foot for each 2 feet of building height over 35 feet. That means that a 60-foot building (the maximum height allowed in the zone) would have the following setbacks:

- Front: 27.5 feet (base minimum is 15 ft)
- Side: 18.5 feet (base minimum is 6 ft)
- Rear: 32.5 feet (base minimum is 20 ft)

These are large setbacks for a multi-family or mixed-use development, and may serve to limit the density that is achievable on R-4-zoned sites.

Parking standards may also present barriers to mixed-use development. The minimum parking requirement for multi-family dwellings is 1.5 spaces per dwelling with less than 3 bedrooms, 2 spaces per dwelling unit with 3 or more bedrooms, and 1 space per dwelling unit which is expressly reserved for senior or handicapped persons. This means that 1.5 spaces are required even for studio and 1-bedroom apartments. The Model Development Code for Small Cities² recommends 1 parking space per dwelling unit regardless of the number of bedrooms. Surface parking can occupy significant amount of space on a site and limit the developable area; high minimum parking standards make development more difficult to finance. In addition, parking is currently allowed to be located between buildings and the street. Locating parking areas adjacent to the sidewalk is not conducive to a pedestrian-friendly environment.

² State of Oregon Transportation and Growth Management, *Model Development Code for Small Cities*, 3rd Edition.

Mixed Use Zoning Review

The City of McMinnville is interested in studying the feasibility of mixed-use development within the Three-Mile Lane study area. As part of this effort, this memorandum provides a brief review of existing mixed-use zones and overlay zones within the City of McMinnville in order to determine whether existing zones/overlays might facilitate desired development within the study area, or whether new tools are needed.

Existing City Zoning

While the City of McMinnville does not have an explicitly mixed-use zone, some existing zones have mixed-use characteristics, described below.

- The Office/Residential zone allows both residential uses (similar to R-4) and office/commercial uses. The zone is intended as a buffer between single family homes and commercial uses.
- The C-3 General Commercial Zone permits a variety of commercial and residential uses. Condominiums and multi-family dwellings are permitted subject to the provisions of the R-4 zone, and multi-family dwellings of a higher density than normally allowed in R-4 is conditionally allowed in the C-3 zone (however, only within the “Core Area” of downtown). As mentioned previously, the C-3 zone does not incentivize or encourage mixing of uses.

Planned Development Overlays (PDOs)

McMinnville has several existing planned development overlays, including Three Mile Lane. McMinnville’s Planned Development Overlay is intended to “encourage mixed uses in a planned area” through greater flexibility and planning commission/council oversight. The application process for a Planned Development overlay is similar to a zone change. Additionally, there are many PD overlays for specific developments within the Three-Mile Lane area, as noted previously. A brief description of some of these overlay zones follows.

- The Three Mile Lane Overlay (described in detail in the Land Use and Zoning Existing Conditions section) covers the project study area and primarily regulates setbacks, signage, and landscaping in the area.
- NE Gateway Planned Development Overlay is “designed to guide the transition of a light and heavy industrial area to a vital, mixed use, pedestrian-friendly neighborhood, consistent with the vision described in the adopted NE Gateway Plan.” This PDO provides a design framework and specific use standards that allows for a complementary mix of uses to include residential, employment, cultural/tourism, education, and neighborhood-scale support services. In addition, the PDO includes design standards and guidelines that are intended to reflect the area’s unique character and history, while promoting an attractive, walkable, and vibrant neighborhood. Contains several subareas with different zoning and intent. Allowed uses and development standards differ by subarea.

Implementing Mixed-Use Concepts within the Three Mile Lane Area Plan: Base Zone versus Overlay Zones

The implementation of the Three Mile Lane Area Plan will be addressed more specifically in later steps of the process. Table 4 summarizes general points about the use of base zones versus overlays to provide initial high-level thoughts on regulatory approaches.

Table 4 Evaluation of Base Zones and Overlay Zones

Base Zones	Overlay Districts
<p><i>Base zones implement comprehensive plan designations and can regulate development in a number of ways. Generally, only one base zone will apply to a given property.</i></p>	<p><i>Overlay districts apply to land across multiple zoning designations. They can guide development by modifying base zones - allowing or prohibiting uses, establishing additional design guidelines, and other means.</i></p>
<ul style="list-style-type: none"> • Existing base zones within the City of McMinnville likely do not meet the mixed-use intent of the study area • After creating a new base zone, the City or property owners may apply the zone in appropriate parts of the city outside of the study area. • New base zones might be appropriate for larger parcels that are currently undeveloped, if property owners are willing (i.e. within the Vacant Industrial subarea). Properties that have existing development, or smaller vacant parcels adjacent to existing development may be more problematic to re-zone. 	<ul style="list-style-type: none"> • An overlay zone for the study area currently exists, and modifying its language may be simpler than creating a new zone or overlay. • An overlay zone could use “subareas” where localized regulations are desired, while creating other regulations that apply generally to the rest of the overlay area. • It may be more difficult to apply this language to other parts of the city, if that is desired, unless a new overlay is created for that area. • Using an overlay zone creates another layer of complexity for property owners and developers. However, since an overlay zone already exists for the area, this is the case today. New code language must be clear about which set of regulations apply in case of conflict.

URBAN DESIGN

Existing Conditions

Table 5 includes descriptions of the urban design and site characteristics typically found in each subarea. The Three-Mile Lane Study Area Map is included again in this section for ease of reference.

Figure 1. Three Mile Lane Study Area

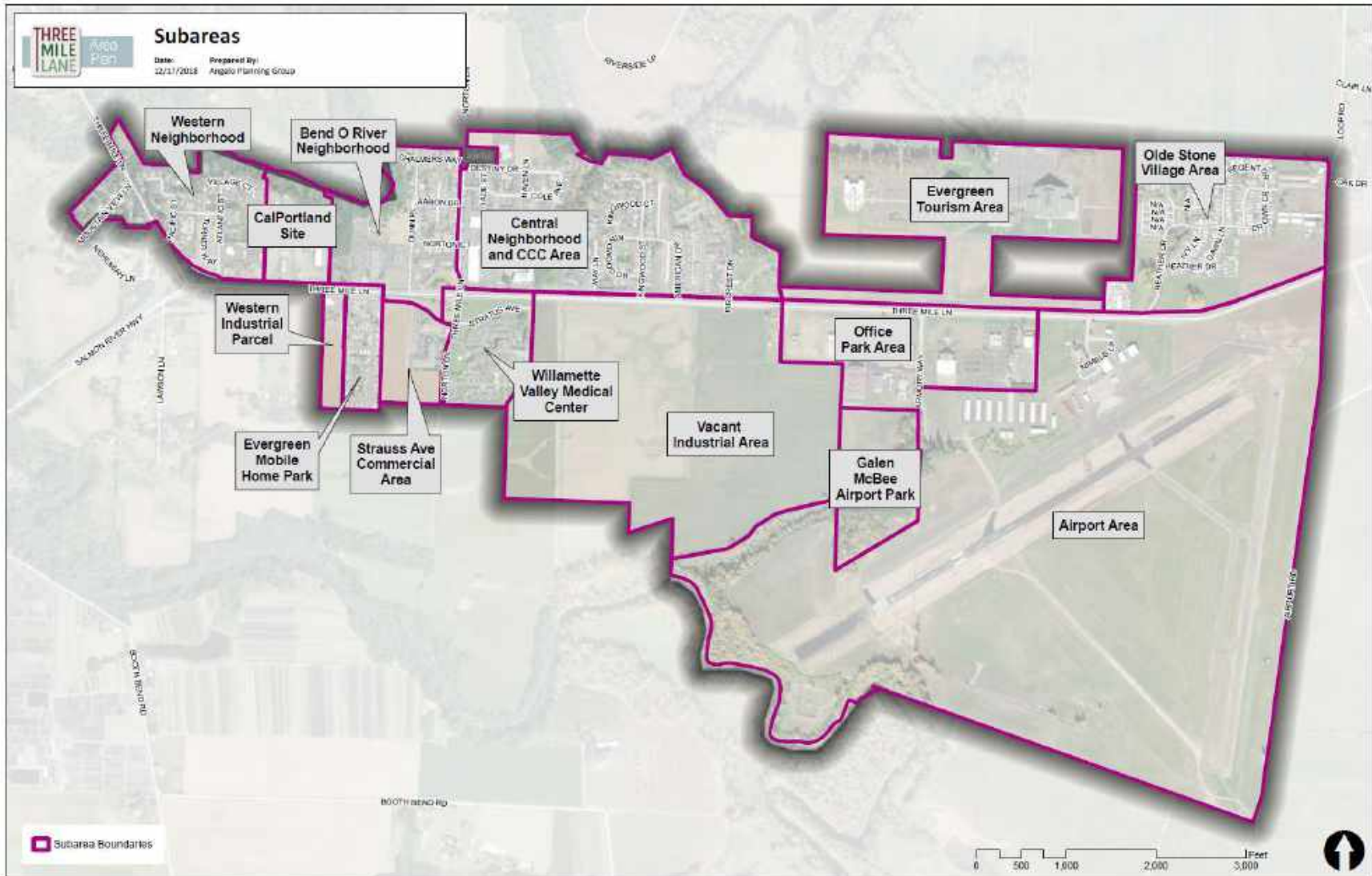


Table 5: Urban Design Summaries by Subarea

SUBAREA	SITE DESIGN QUALITIES
<p>1 - Olde Stone Village Area</p>	<ul style="list-style-type: none"> • This subarea is largely comprised of the Olde Stone Village mobile home park. The park is set back about 250' from Three Mile Lane at its nearest point, and separated from Three Mile Lane by a large open agricultural field. Parking is provided in driveways or carports. The community does not include sidewalks but has an internal walking trail loop. • The few commercial sites east of Olde Stone Village face onto SE Loop Road and have a low-density auto-oriented commercial/industrial character. • The community includes several large, mature trees with defining character, most notably at the entrance on NE Laurel. A central park is connected by a walking path to the Evergreen Tourism Area.
<p>2 - Evergreen Tourism Area</p>	<ul style="list-style-type: none"> • This area includes 4 large buildings set back about 930' from Three Mile Lane and fronted by agricultural land to the south and west that is currently growing grapes. A smaller chapel building is located at the northern edge of the subarea, behind a mature grove of oak trees. The large newer buildings have a cohesive architectural style inspired by regional agricultural forms and designed by a single architecture firm. The buildings are large volume exhibit display spaces with very tall ceilings. Several large airplanes are permanently on display outside and are a prominent feature in this area. • Sites are characterized by large lawn areas, some building-related landscape with trees and shrubs, and large surface parking areas located between and behind the buildings.
<p>3 - Office Park Area</p>	<ul style="list-style-type: none"> • This office park area consists of mostly large, 2-story buildings on large, landscaped lots. Buildings are set about 260' back from Three Mile Lane, and there is some parking and vehicle circulation between buildings and the street. • A prominent feature in this area is the old grain elevator building located adjacent to Cumulus Avenue, which inspired the design for the nearby Jackson Family Winery and processing center.
<p>4 - Galen McBee Airport Park</p>	<ul style="list-style-type: none"> • This area consists of open field and heavily wooded park space. The 21-acre park is accessible from SE Armory Way, and a small surface parking lot at the end of this street is available to visitors. • The wooded park area includes two loop trails that cross a small tributary stream that flows into the South Yamhill River and pass by several pieces of concrete artwork. The southern edge of this park area is defined by dramatic views to Mt Hood and Mt Jefferson on sunny days. Trails emerge from the park into nearby fields and the adjacent airport taxiways, which may require future security fencing.
<p>5 - Airport Area</p>	<ul style="list-style-type: none"> • The airport area is dominated by the airport runway zone and related airplane taxiways storage and maintenance facilities. A cluster of buildings closer to Three Mile Lane are mostly 1-story. Operations from a flight training business are common, with low-flying helicopters.

	<ul style="list-style-type: none"> The Comcast site has a large parking lot along the highway that is screened by an evergreen hedge. Chain-link fencing surrounds the entire airport area.
6 - Vacant Industrial Area	<ul style="list-style-type: none"> This area is currently made up of open fields, actively farmed. A gravel road accesses these parcels directly off Highway 18.
7 - Willamette Valley Medical Center	<ul style="list-style-type: none"> The medical center consists of one large, 4-story modern building set 450' back from Three Mile Lane. There is one large surface parking lot located between the medical center and Three Mile Lane with an 80' setback from the road. Two smaller surface lots are located to the side and rear.
8 - Strauss Ave Commercial Area	<ul style="list-style-type: none"> This area consists of a new restaurant, a 3-story hotel designed in a general Northwest style, surrounded by parking at the corner of Stratus Ave and Norton Lane and a 1-story strip office building to the south surrounded by parking lots. The roadway along Stratus Ave is lined with street trees that help screen the parking lot. This street and SE Norton Lane include curb-tight sidewalk and highway-scale cobra street-lighting. The remainder of the subarea is comprised of open fields including one farmed parcel that is currently marketed for sale. PD ordinance 4709 and 4863 allow for senior condos, senior apartments, or assisted living facilities.
9 - Evergreen Mobile Home Park	<ul style="list-style-type: none"> Mobile homes are set about 75' from Three Mile Lane and 30' from SE Stratus Ave, the latter of which provides access to the site at two points. Facing Three Mile Lane, the manufactured homes are mostly older without much site landscape. There is a row of RVs parked on a concrete pad along the property frontage. The 10-acre site is narrow and layout of this and other adjacent parcels could benefit from coordinated site planning. Homes to the rear of the park appear to be newer and are larger than those fronting Three Mile Lane. Roadways do not include sidewalks.
10 - Western Industrial Parcel	<ul style="list-style-type: none"> Along Three Mile Lane, this subarea includes a small cluster of single-story commercial buildings (logging supply and transmission service) surrounding a large parking/service area with minimal site landscaping. Fields sit behind the commercial buildings and include a U-Pick Blueberry patch.
11 - Western Neighborhood	<ul style="list-style-type: none"> The Western Neighborhood is mostly residential, but includes a few commercial sites near Three Mile Lane. Generally, homes do not face the roadway and the streetscape is dominated by rear fences. The commercial sites are characterized by older 1-story buildings with large, unlandscaped parking areas between the buildings and the street. A Habitat for Humanity development is currently under construction near the middle of the subarea. A few of the 2-story homes have already been built. The remaining single-family area is characterized by older 1- and 2-story homes on larger lots. At the far northwest edge of the study area, the highway is bordered by open fields as the bridge rises over the S Yamhill River.

<p>12 - CalPortland Site</p>	<ul style="list-style-type: none"> • The industrial site includes multiple buildings associated with the CalPortland concrete plant. The site is largely covered by paving, and a narrow landscape strip separates the site from NE Cumulus Ave, although the site generally presents a negative visual character to passing vehicles and pedestrians. • The industrial site fronts the wooded South Yamhill River on its northern edge and a large grove of fir trees frames the eastern edge of the parcel.
<p>13 - Bend O River Neighborhood</p>	<ul style="list-style-type: none"> • This subarea includes a mix of commercial and residential land uses and a range of building types. • The commercial area near Three Mile Lane includes restaurant, hotel, retail, office, and medical office uses. Buildings are 1- to 3-stories and a few have well-maintained landscaping between the building and the street. A few parcels along Three Mile Lane are vacant. • The residential area to the north of the commercial sites includes 1- and 2-story single-family and duplex homes built in the 1980s and 1990s, plus a few large parcels (2-3 acres) with older homes with Yamhill River frontage.
<p>14 - Central Neighborhood and CCC Area</p>	<ul style="list-style-type: none"> • This subarea is fairly large and includes a diverse mix of commercial, worship and residential land uses and a range of building types. • The shopping center that includes Chemeketa Community College (CCC) and the movie theater is characterized by large, mostly 1-story commercial buildings surrounding a large surface parking area. CCC itself is a new building with 3 stories. The campus has attractive site landscaping, including several mature oak trees. Additional parking is located between the building and the street and an off-street walking path extends from NE Cumulus Avenue through the landscaped highway frontage and north of NE Norton Lane. • A paved roadway connecting Chemeketa Community College to Cumulus Ave is blocked by a fence and sign that reads “Emergency Vehicles Only.” • The single-family residential area north of the CCC/shopping center site is mostly developed with newer homes and includes New Horizons Church and a few vacant parcels. • A cluster of medical clinics is located between the shopping center and residential area to the east. This area includes newer, single-story apartment buildings surrounded by well-maintained landscaping. • Behind the medical clinics are a cluster of well-designed two-story multi-family buildings (Villa del Sol), which house migrant farm workers and include community gathering spaces. • The Kingwood neighborhood to the east includes older one-story single-family and duplex homes on mid-size lots. Newer single-family homes on NE American Dr have smaller lots and typically two stories. • A long site between Kingwood and NE American Dr is currently under development with narrow lot single family homes with exposed stormwater collection bioswales along the streets. • The Fircrest Community Senior Living development at the east end of the subarea includes mostly 2-story condos and a memory care center. The adjacent Parkland Village Retirement Community includes 1-story independent living units.

- | | |
|--|---|
| | <ul style="list-style-type: none">• There are large, mature trees near CCC and in two forested drainages to the east of CCC and east of Fircrest Assisted Living that connect to the South Yamhill River. |
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Urban Design Issues and Opportunities

Below is an initial list of the urban design issues and opportunities that will be considered moving forward in the Three Mile Lane Area Plan process.

Circulation

- Highway 18/Three Mile Lane. This important connection into/out of McMinnville is also a significant barrier, effectively separating residential and commercial uses north of the highway from the uses south of the highway. This barrier with limited crossings may provide an opportunity to envision and design for the north and south sides of Three Mile Lane to function independently in the way these neighborhoods serve non-vehicular users.
- Internal circulation for many of the developments and subdivisions in the study area is focused inward within narrow parcels developed independently, with few (if any) connections to neighboring developments and large vacant parcels between subareas. This requires the use of Cumulus Ave, Stratus Ave, or Three Mile Lane to travel east or west. Both Cumulus Ave and Stratus Ave are interrupted at various points along the corridor. There are significant opportunities to increase east-west connections like those seen between Old Stone Village and the Evergreen Tourism Area or between the airport area and Willamette Valley Medical Center.
- Natural Resources in the area (the South Yamhill River and other water bodies), along with the shape of the Urban Growth Boundary in this area, make new roadway connections challenging in some areas. Parts of the study area are very close to amenities in Joe Dancer Park, but the only bridge accessing that part of the city is indirect and has small sidewalks and no bicycle lane. Improving non-motorized connections between areas that currently support pedestrians and cyclists and improving wayfinding would better connect people in Three Mile Lane to the rest of the city. Similarly, the South Yamhill River and Airport Park could provide welcome connections to the outdoors to Three Mile Lane residents and employees.

Building Design

- Many of the existing employers and other uses lack pedestrian access and are surrounded by large parking lots. A pedestrian-friendly development would generally have little or no setback from roadways and offer street-facing entrances, rather than orienting toward parking lots. The visual and aural presence of Highway 18 and required regulatory setbacks make this challenging.
- The large amount of land around buildings makes densification and the creation of walkable communities possible in some areas and the Three Mile Lane area as a whole may benefit from strategically locating denser, more walkable development near supportive uses.
- The typical goal of a walkable urban frontage may not be appropriate for a busy highway, but streets perpendicular to the highway (or parallel, interconnecting parcels) can be the focus of building orientation and streetscape.

- Three-Mile Lane is a prominent gateway to the City of McMinnville. As such, parking, storage, and blank walls should be minimized along Highway 18 frontage to encourage a more cohesive visual character to area visitors and people passing through on their way to the Oregon Coast.
- Larger buildings such as Chemeketa CC are an appropriate scale for highway frontage.
- Future buildings can be oriented to the stunning visual character of the area, which includes beautiful oak and fir forests, large actively-farmed fields, views west to the Coast Range and east to Mt Hood and Mt Jefferson.
- The architectural design language of several buildings is clearly inspired by regional barn and farmhouse vernacular and examples like the Jackson Family Winery and Villa Del Sol have a distinct design integrity. However, this may not be an appropriate predominant style for all future building design, which should allow for contemporary design that responds to site and program.

Open Space

- Galen McBee Airport Park has the potential to be a great community asset, but is only accessible via Three Mile Lane today and there is minimal wayfinding signage to direct area visitors to the park. There is great opportunity to add connections to this asset and extend trail loops to access the South Yamhill River. With future airport expansion, this park may require security fencing to stop trail users from walking onto runways.
- The area is characterized by large open fields, which reflects and honors McMinnville's agricultural heritage and its strategic position in the heart of the region's wine country. Future development should strive to maintain views of these spaces and even consider the potential for what the Urban Land Institute terms "Agri-hoods," where active farming is incorporated into new mixed-use community design.
- Existing mature oak and fir stands also lend a distinct natural character to the area and future development should continue to be encouraged to incorporate trees and plant new groves to complement protected ones.
- The north and south edges of the study area offer beautiful natural edges to future development and may be more appropriate for residential uses. A transect of uses could be considered, from commercial and light industrial along Highway 18, and residential uses farther away north and south.
- Land for future riverfront trails should be reserved if possible.



MEMORANDUM

Existing Transportation Operations and Safety Analysis McMinnville Three Mile Lane Area Plan

DATE February 28, 2019
TO Heather Richards and Jamie Fleckenstein, City of McMinnville
Michael Duncan, ODOT
FROM Andrew Mortensen, Matthew Hartnett, EIT, and Cameron Grile, PE, David Evans and Associates, Inc.
CC PMT

1 INTRODUCTION AND PURPOSE

The City of McMinnville, in partnership with the Oregon Department of Transportation (ODOT), is updating the Three Mile Lane Overlay/Area Plan (3MLAP), which was originally drafted in 1997. The Plan will be used to help guide future land use planning and investments in transportation operations, maintenance, and facilities. Consulting firm David Evans and Associates (DEA), and the Angelo Planning Group, are assisting the city with the Plan.

The purpose of the memorandum is to summarize the current transportation operations and safety analysis within the study area. Consistent with the project's scope of work, this memorandum summarizes the following:

- Multimodal Travel Volumes in the study area (Section 2)
- Current Transportation System (Section 3), including:
 - Pedestrian System – Network, performance (Pedestrian Multimodal Level of Service), safety evaluation and qualitative walkability assessment
 - Bicycle System – Network, performance (Bicycle Level of Traffic Stress), safety evaluation and qualitative bikeability assessment
 - Transit System – Study area network, performance (Transit Multimodal Level of Service) and safety evaluation
 - Vehicle System – Turn movements and system operations at key study area intersections (as outlined in the Methodology Memorandum¹ as attached in Appendix A), including:
 - Volume-to-capacity (v/c) ratio
 - Turn movements
 - 95th percentile queues
 - Off-Street Parking Inventory and Utilization

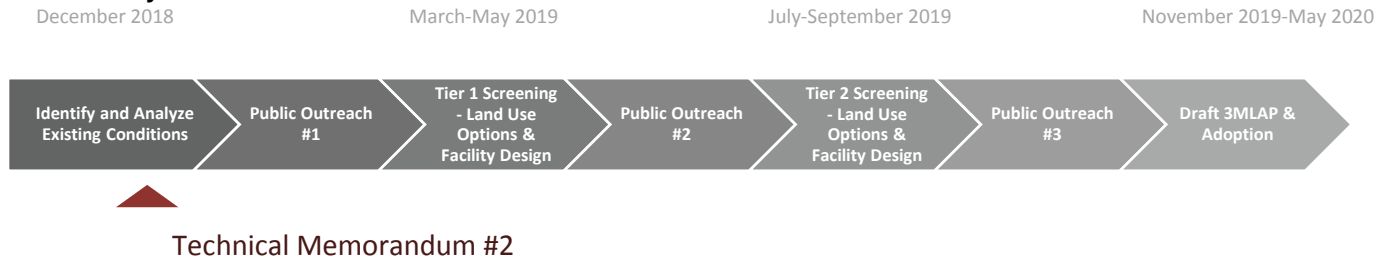
¹ Methodology Memorandum McMinnville Three Mile Lane Area Plan, David Evans and Associates, Inc., December 10, 2018

- Crash Analysis examining the most recent five-year crash history (2012-2016) of the study area using methods outlined in the Methodology Memorandum and summarized by mode as noted above
- Key Findings (Section 4)

1.1 FINDINGS FROM MEMORANDUM USED TO GUIDE PLAN UPDATE

As shown below, findings from *Technical Memorandum #2* will have important input to key tasks of the Three Mile Lane Area Plan (3MLAP).

3MLAP Project Timeline



1.2 ORGANIZATION OF THE MEMORANDUM

The memorandum is organized in four major sections as follows:

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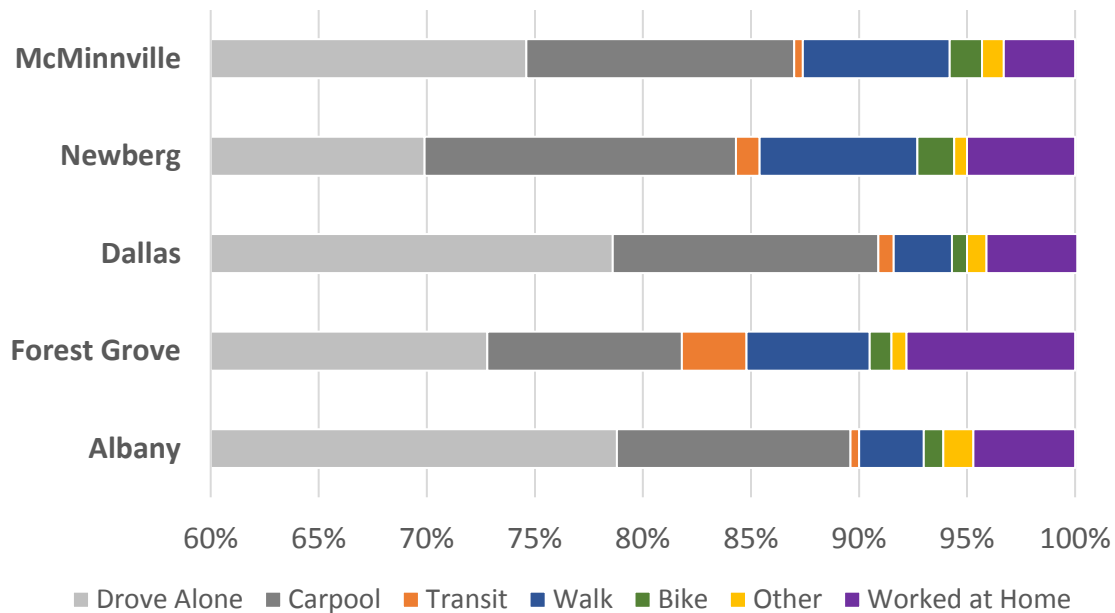
2 MULTIMODAL TRAVEL VOLUMES

2.1 COMMUTE-TO-WORK MODE SHARE

Resident workers in McMinnville are most likely to drive alone (75%) during their commute-to-work trip.² A notable portion of the work force either shares a ride (12%) or walks to work (7%). Three percent of McMinnville resident workers telecommute, and another 2% commute by bike. Less than 0.5% of McMinnville workers use transit for their commute.

Compared to neighboring cities in the Willamette Valley, McMinnville’s drive-alone commute-to-work mode share is roughly average (see **Figure 1**). McMinnville has among the highest commute mode shares for carpool, walk, and bike, but has the lowest rate of transit commuting, compared to neighboring communities.

Figure 1. City Comparisons: Commute-to-Work Mode Share



Given the relative isolation of 3MLAP study area residents, their commute-to-work, drive-alone mode share is likely higher than the McMinnville average.

2.2 MULTIMODAL TRAFFIC COUNTS

Figures 2 and 3 summarize the total vehicle, truck, bicycle, and pedestrian volumes during the PM peak hour (4:15-5:15 PM) for the ten study intersections (see Figure 12). **Figure 2** summarizes these volumes for the eight study intersections on OR 18 (Three Mile Lane), and **Figure 3** shows volumes by mode for the intersections of Norton Lane and Stratus Avenue, and Norton Lane and Cumulus Avenue.

² U.S. Census Bureau, 2012-2016 American Community Survey

Figure 2. PM Peak Hour Total Vehicle, Truck, Bike, and Pedestrian Counts, Three Mile Lane Intersections

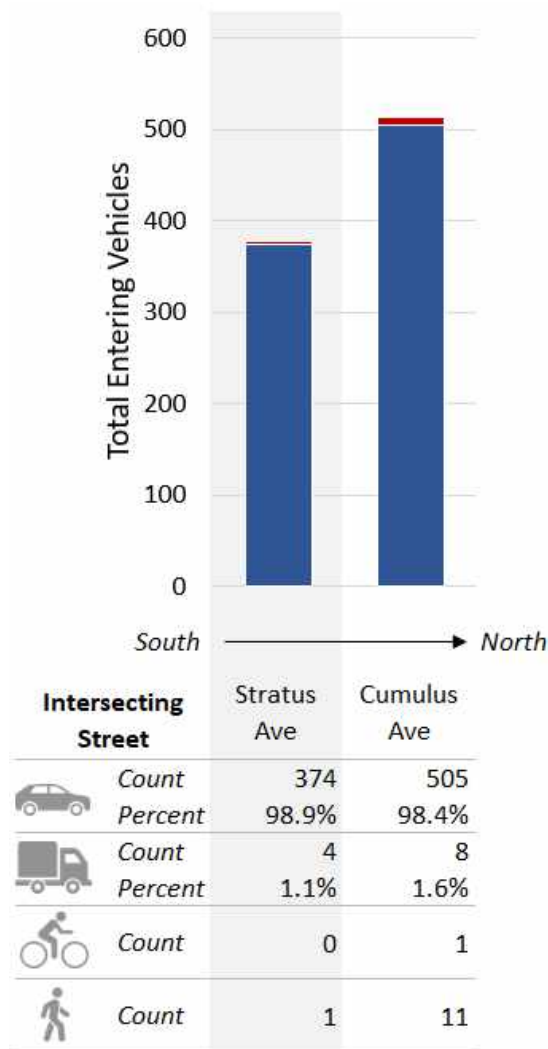


Counts shown in top row of table include all non-truck vehicular traffic; Trucks are defined as Single Unit Trucks, Single Trailer Trucks, and Multi Trailer Trucks; Data Source: ODOT, 2018

Intersection vehicle counts are highest at the intersection of OR 18 and Norton Lane. Study area pedestrian and bicycle counts are highest at the Three Mile Lane/First Street intersection, nearest the city center. There is relatively little or no bicycle travel on OR 18 east of the Three Mile Lane interchange.

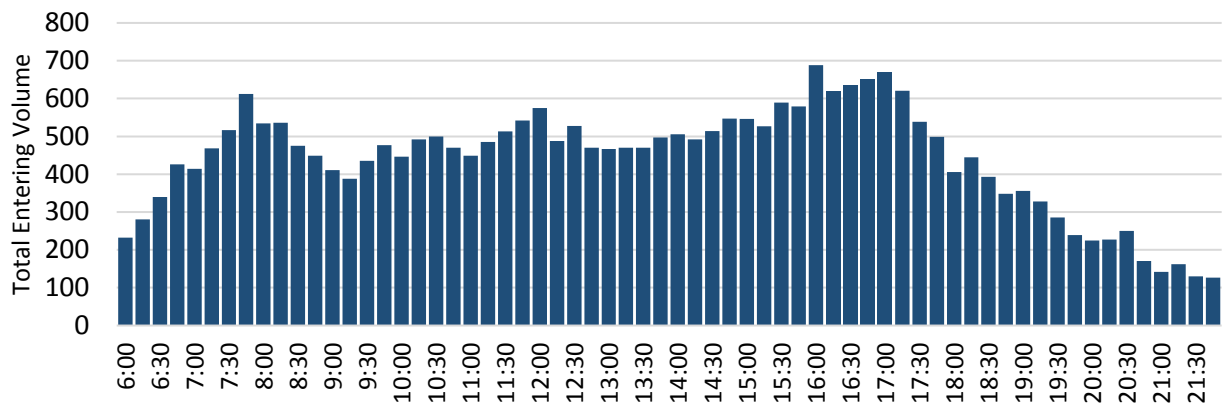
Figure 4 summarizes traffic volumes by time of day for the intersection of OR 18 (Three Mile Lane) and Norton Lane. The chart indicates the morning peak period (beginning about 7:30 a.m.), a slightly lower noontime peak, and the afternoon peak period beginning at about 4:00 p.m. - 4:30 p.m.

Figure 3. PM Peak Hour Total Vehicle, Truck, Bike, and Pedestrian Counts, Norton Lane Intersections



Data Source: ODOT, 2018

Figure 4. Total Entering Vehicle Volumes by Time of Day, OR 18 & Norton Lane



Data Source: ODOT, 2018

3 CURRENT TRANSPORTATION SYSTEM

Figure 5 maps the existing street network in the study area by functional classification. OR 18 is classified by ODOT, while other facilities are classified by the City of McMinnville or Yamhill County (see the City of McMinnville 2010 Transportation System Plan).

Figure 5. Street Functional Classification



3.1 PEDESTRIAN SYSTEM

3.1.1 Sidewalks and Pathways

Figure 6 illustrates the sidewalk network in the 3MLAP study area. While OR 18 lacks sidewalks or separated pathways, sidewalks are present on one side along most of Cumulus and Stratus Avenues (near the hospital), and on both sides of Norton Lane. While there are small gaps in the network, there is relatively good coverage in residential areas within the study area west of the intersection of OR 18 and Cumulus Avenue, with the exception of the mobile home park on Stratus Avenue. East of the intersection of OR 18 and Cumulus Avenue, there are very few sidewalks.

In recent years, private development has completed new sidewalk construction within new subdivisions (not illustrated in Figure 6), and the City of McMinnville has completed a number of new sidewalks and curb ramps along the north side of Cumulus Avenue.

Figure 6. Existing Pedestrian Network



3.1.2 Curb Ramps

In 2017 ODOT conducted a limited inventory and evaluation of intersection curb ramps on state highways, and in 2006, McMinnville conducted its curb ramp inventory. McMinnville’s inventory indicated that older sidewalks and curb ramps constructed in the area generally did not meet accessibility guidelines in support of the American’s with Disability Act (ADA). Since 2006, the city has constructed new sidewalks and replaced several older curb ramps along Cumulus Avenue, west of Norton Lane. Subdivisions that are under development, or that have been developed within the last ten years have constructed curb ramps and sidewalks that are generally compliant with ADA policy and design guidance.

The intersections of OR 18 at Norton Lane and Cumulus Avenue include sidewalk, curb ramps, and pedestrian signal buttons that provide general accessibility for a range of pedestrian use, including for those who are mobility-impaired. The remaining intersections along OR 18 do not have sidewalks or curb ramps.

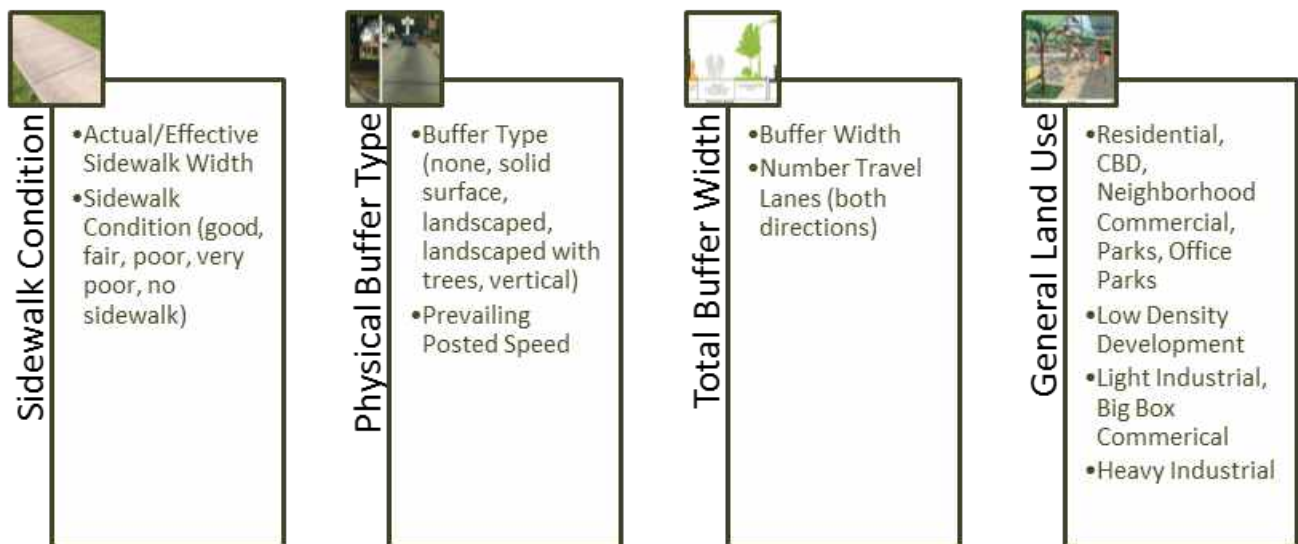
3.1.3 Pedestrian System Performance

ODOT’s Analysis Procedures Manual (APM) provides a detailed description of recommended multimodal analysis methodologies. For pedestrian analysis within the study area, the Pedestrian Level of Traffic Stress (PLTS) is applied.

The PLTS methodology classifies street segments according to the level of pressure or strain, or comfort level, experienced by pedestrians and other sidewalk users. Other users include non-motorized forms of transportation as well as motorized power chairs and scooters.

Methodology

PLTS incorporates street data to estimate the pedestrian’s view of comfort and perceived safety. Separate PLTS scores are estimated for the following categories:



The four PLTS levels are defined in **Figure 7**.

PLTS Targets

PLTS 2 is generally a reasonable minimum target for pedestrian routes. This level of accommodation will generally be acceptable to the majority of users. Higher stress levels may be acceptable in limited areas depending on the land use, population types, and roadway classifications, but they will generally not be comfortable for most users. Each land use has specific needs for the pedestrian network and study areas should have multiple targets for the different areas.

A target of PLTS 1 is appropriate for areas like downtown cores, medical facilities, areas near assisted living/retirement centers, near transit stops, and in areas where heavily used by children. Downtown cores, for example, should have wide sidewalks with street furniture. Roadways near medical facilities and residential retirement complexes should have sidewalks in good condition with adequate width.

PLTS Scores

Consistent with the APM, street segments within the study area which are within the worst of the four PLTS categories are reported and mapped. **Figure 7** illustrates the PLTS scores for OR 18 and McMinnville's collector street network within the 3MLAP study area. Key PLTS findings are:

- Norton Lane north of OR 18 and south of Stratus Avenue has curbside sidewalks on each side and is posted at 25 mph. These lower speed limits contribute toward the PLTS 2 score.
- Three Mile Lane is posted at 35 mph and the sidewalks across the Yamhill River Bridge are narrow – these factors contribute towards the PLTS 4 score.
- South of the bridge, Three Mile Lane is posted at 40 mph and has curbside sidewalks. A PLTS 4 score is due to the higher posted speed limit.
- Although Cumulus Avenue has sidewalks on the north side, the posted speed limits (35 mph) and lack of buffer between the sidewalk and vehicle travel lanes result in a PLTS 3 score. A wider sidewalk and/or a new buffered bike lane on Cumulus Avenue would raise the PLTS score to 2.
- The lack of sidewalks on OR 18 and portions of Stratus and Cumulus Avenues result in PLTS 4 scores.

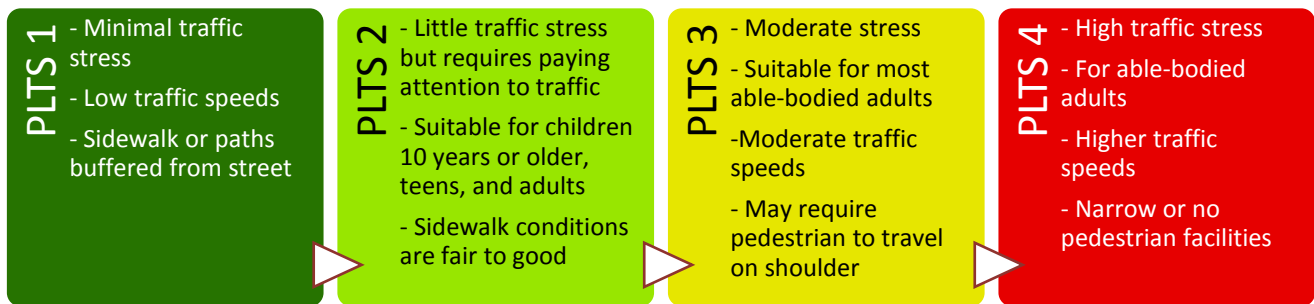


Pedestrian Features Along Cumulus Avenue



Limited Sidewalk Width on Yamhill River Bridge

Figure 7. Pedestrian Level of Traffic Stress



3.1.4 Pedestrian Safety Evaluation

For the five-year period (2012-2016), there were three crashes involving pedestrians within the study area. **Table 1** summarizes the location, severity, and possible contributing factors for these crashes. As shown, the higher vehicle speeds are likely a contributing factor to the severity of pedestrian injuries during collisions. The absence of street lighting and lack of sidewalks are also possible contributing factors to these pedestrian crashes.

3.1.5 Qualitative Assessment - Walkability

Many of the key existing streets and intersections in the 3MLAP study area arguably contain essential but limited pedestrian features. Some of the sidewalks are older, but are functional; and the system provides a baseline, though minimal, connected network within the study area. Linkage to the McMinnville city center is limited to the Yamhill River Bridge.

Table 1. Pedestrian Crashes, 2012-2016

Location	Crash Severity	Light Condition	Posted Speed (mph)	Drugs/ Alcohol?	Driver Action	Pedestrian Action
Cumulus Avenue (0.3 mile west of Norton Lane)	Pedestrian sustained moderate injuries	Dark (no street light)	35	No	Failure to yield right-of-way	-
Stratus Avenue (0.2 mile west of Norton Lane)	Pedestrian sustained serious injuries	Day	35	No		Pedestrian in roadway (no sidewalk in location)
OR 18 at Norton Lane	Pedestrian sustained minor injuries	Dark (with street light)	45	Yes	Disregarded traffic signal	-

In general, the primary transportation system design of the study area has historically been more focused on automobile capacity and circulation. Older pedestrian design features like curb-tight sidewalks are considered to be minimal under current guidelines. The existing pedestrian realm lacks important features that would otherwise contribute toward a safer and more inviting walking environment on Norton Lane, Cumulus Avenue, and Stratus Avenue.

Also, the original factory outlet mall development poses a barrier to more direct pedestrian and bicycle travel along Cumulus Avenue and the crossing of Norton Lane. This makes access more difficult for residents east of Norton Lane who walk and cycle to McMinnville’s central city. The landscaping perimeter provides only an informal and substandard pedestrian link to Norton Lane, and the absence of a designated crosswalk at the Norton Lane and Cumulus Avenue intersection makes walking more difficult in the corridor.



Development Patterns that Form Pedestrian Barriers

The 3MLAP will include further study and identification of supporting streetscape and network concepts that contain several important pedestrian features:

- Wider sidewalks – in context with adjacent land use
- Landscaped (with street trees) or hardscaped buffers between the street and sidewalk
- On-street bicycle lanes that further buffer the pedestrian from the street
- Pedestrian scale lighting that helps improve pedestrian visibility and safety
- Supplemental pedestrian crossing designs to increase motorist awareness and improve pedestrian safety
- Transit stop shelters and benches to improve rider comfort and access
- Possible new walking/cycling connector across Yamhill River to Joe Dancer Park



Features to Enhance the Pedestrian Realm
Source: NACTO

3.2 BICYCLE SYSTEM

3.2.1 Bicycle Facilities

Bicycle facilities provide improved mobility for users riding to the city center and seeking active transportation options that support a healthy lifestyle. Compared to pedestrian travel, bicycling is more suitable for longer trips. Bicycle facilities include bike lanes, bike boulevards (shared lane), cycle tracks and shared-use paths as illustrated in **Figure 8**.

Figure 8. Bicycle Facility Types



Source: NACTO

Designated bicycle facilities are very limited in the 3MLAP study area. The only arterial, collector street or state highway with bicycle facilities is Cumulus Avenue, which has bike lanes extending from the Chemeketa Community College (where Cumulus Avenue dead-ends) to the three-legged intersection of Cumulus Avenue, north of its intersection with OR 18.

3.2.2 Bicycle System Performance

The absence of continuous on-street bicycle lanes or parallel paths along Norton Lane and Cumulus Avenue constitute gaps in the bicycle network within the 3MLAP study area. Both streets have posted speeds of 35 mph and above, and therefore buffered bike lanes or entirely separated bicycle facilities would likely make these streets more attractive to cyclists. Improved OR 18 crossings for cyclists would also contribute to establishing a more comprehensive bicycle network.

Bicycle Level of Traffic Stress (BLTS)

BLTS serves as a high-level inventory and bikeability/connectivity performance rating, classifying street segments according to the level of pressure or strain experienced by cyclists.

Methodology

BLTS uses data on the characteristics of bike facilities and streets to estimate cyclists' likely view of comfort and perceived safety. The data used to calculate BLTS may differ based on the type of bike facility being evaluated. For separated bike facilities, most – if not all – of the characteristics used to calculate BLTS may not be applicable, in which case a BLTS of 1 would be assigned. For on-street facilities, the following data are factored into the calculation of BLTS:

- The number of vehicle travel lanes
- Total buffer width
- Posted speed
- Bike lane blockages

BLTS uses four levels of traffic stress as shown in **Figure 9**.

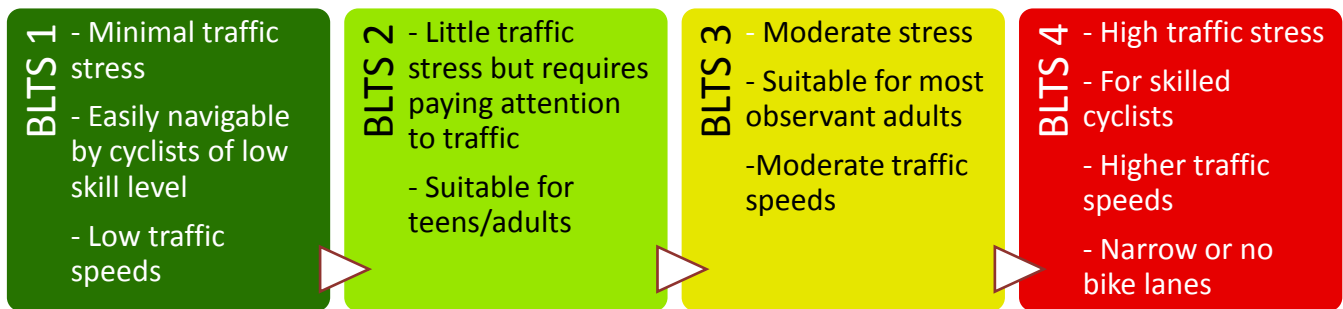
BLTS Targets

Similar to PLTS, BLTS 2 is generally a reasonable minimum target for bicycle routes and will provide reasonable accommodation for most cyclists. Higher stress level bicycle routes may still see significant use among confident and skilled cyclists but will not be attractive to other users. For bike routes used frequently by younger children, it is recommended that a target of BLTS 1 be used wherever possible. A target of BLTS 1 may also be established for other areas with certain land use, demographic, and network characteristics (e.g., downtown cores and transit stops).

BLTS Scores

Figure 9 illustrates the current BLTS rating of the collector and arterial streets, and state highways in the 3MLAP study area.

Figure 9. Bicycle Level of Traffic Stress



Key BLTS findings are:

- With two exceptions, all study area collector and arterial streets and OR 18 lack bike lanes and have posted speed limits of 35 mph or greater; thus these areas score high levels of traffic stress (BLTS 4).
- Cumulus Avenue, east of Chemeketa Community College, has on-street bike lanes and a posted speed limit of 35 mph, resulting in moderate levels of traffic streets (BLTS 3).
- With a posted speed limit of 25 mph, Norton Lane scores a BLTS 3 immediately north and south of OR 18, and a BLTS 2 elsewhere, even in the absence of bike lanes due to its lower posted speed limit of 25 mph.
- Creating attractive, low-stress bicycle facilities on key routes in the study area will require examining traffic calming design adaptations, lower speed limits, and the addition of buffered bike lanes or separated pathways.

3.2.3 Bicycle Safety Evaluation

For the five-year period between 2012-2016, three crashes involving cyclists occurred within the study area. **Table 2** summarizes the location, severity, and possible contributing factors for these crashes.

Table 2. Bicycle Crashes, 2012-2016

Location	Crash Severity	Light Condition	Posted Speed (mph)	Drugs/Alcohol?	Driver Action
Driveway along Norton Lane (near Cumulus Avenue)	Cyclist sustained moderate Injuries	Dusk	25	No	Reckless driving; driving too fast for conditions
Kingwood St & Kingwood Dr	Cyclist sustained minor Injuries	Day	< 25	No	Failure to yield right-of-way
OR 18 (near Cumulus Avenue)	Cyclist sustained moderate Injuries	Day	55	No	Careless driving; driver drowsy/fatigued

3.2.4 Qualitative Assessment - Bikeability

The Qualitative Multimodal Assessment for bicycles is similar to the assessment used for pedestrians. For study area segments, the factors listed below will be considered:

- Bicycle facility type
- Buffering from traffic lanes
- Grade
- Pavement condition
- Obstructions
- On-street parking
- Number of travel lanes
- Travel speeds

The 3MLAP study area has very limited bicycle facilities, and often the only option available to cyclists is to ride in general purpose travel lanes. Major streets in the area are generally flat with good pavement conditions, vehicular traffic volume and travel speeds are relatively high (35 mph and higher), and cyclists are required to share the travel lane with motor vehicles. The lack of separate bike lanes, buffered bike lanes, or separated facilities contribute to a poor overall environment for cyclists seeking to travel within the study area network.

OR 18 has high travel speeds, long crossing distances and represents a major barrier for crossing cyclists.

3.3 TRANSIT SYSTEM

As shown in **Figure 10**, Yamhill County Transit Area (YCTA) operates 11 routes, including four (4) local fixed routes in McMinnville and Newberg; and seven (7) commuter routes that operate Monday - Friday to Salem, Grand Ronde, Hillsboro and Tigard. As shown in Figure 10, YCTA’s Route #2 links the west and downtown areas of McMinnville to the 3MLAP study area with Willamette Valley Medical Center and Chemeketa Community College which occur as the end destinations. There are intermittent, flag stops along Norton Lane and Cumulus routes. Flag stops are noted along Route #2, and allow customers to flag down a YCTA bus where safe and convenient.



YCTA Service on Cumulus Avenue

Weekday service on Route #2 occurs hourly, with buses departing from the city center at 7:00 a.m. and the last bus departing at about 5:00 p.m. There is no Saturday service on Route #2.

Figure 10. YCTA Transit Routes

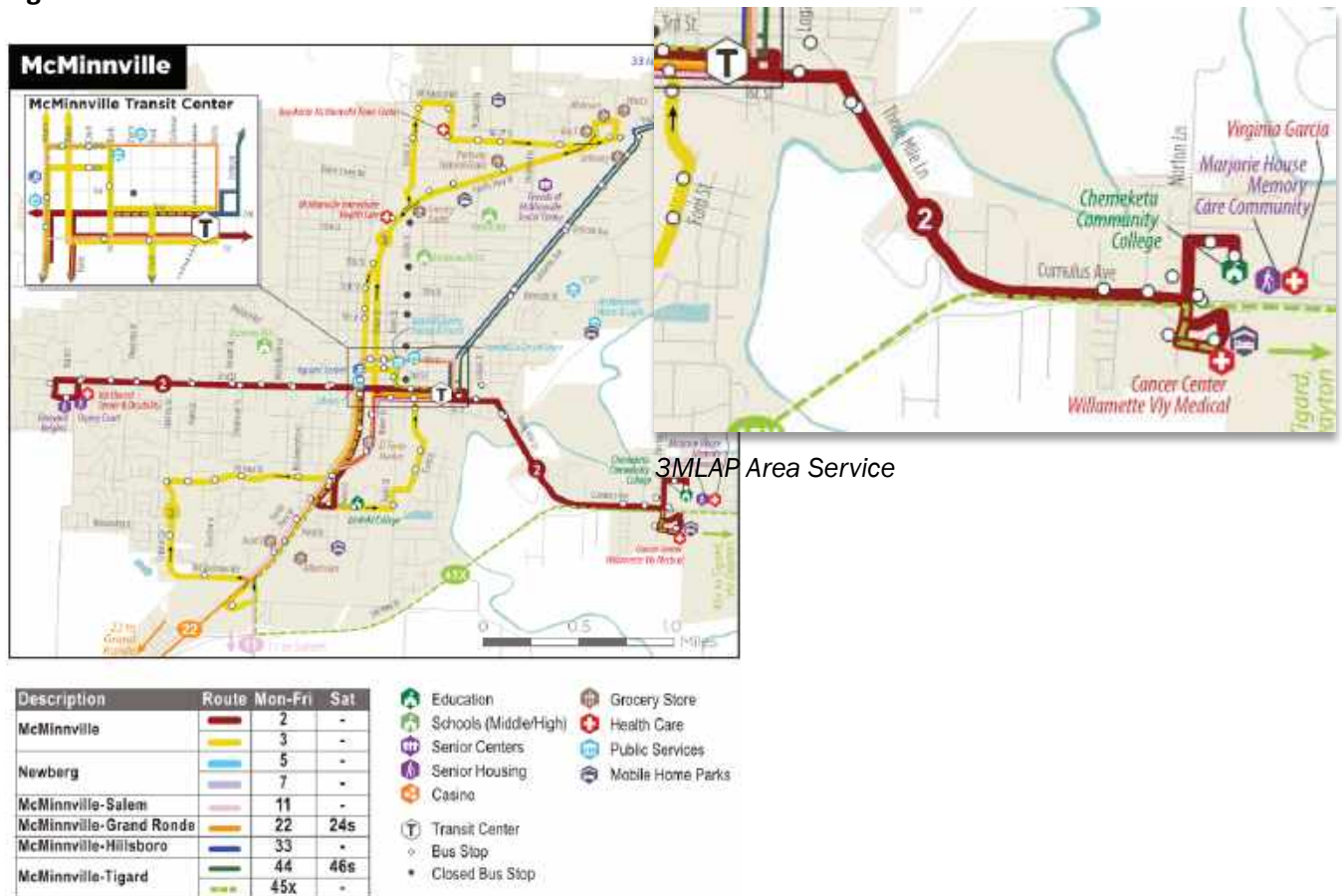
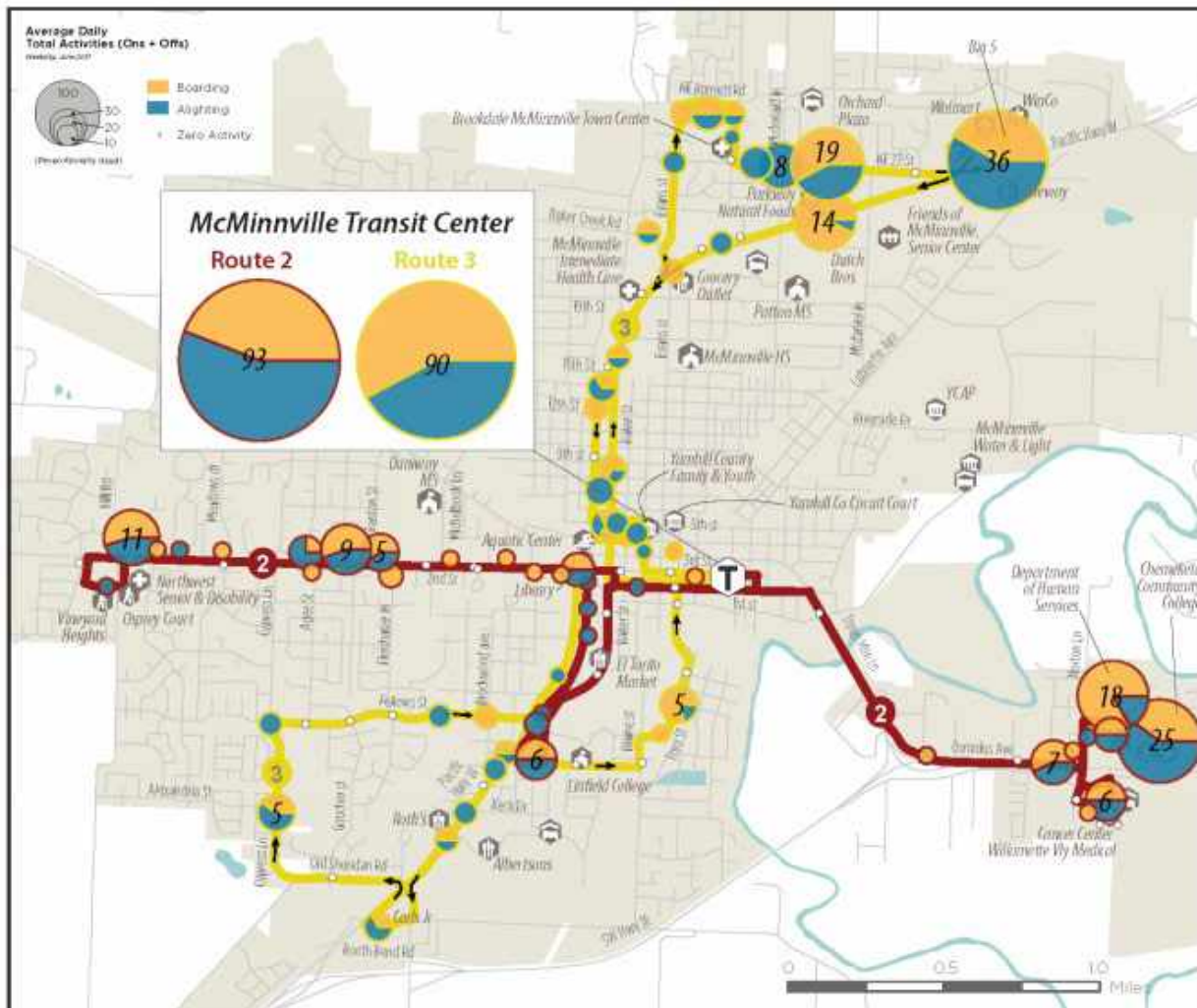


Figure 11 maps the 2017 daily ridership for local bus routes in McMinnville. Within the study area, boarding volumes are highest at Chemeketa Community College, Oregon Department of Human Services, Physician’s Medical Center, and the Willamette Valley Medical Center.

In 2018, YCTA adopted the Transit Development Plan (TDP). The TDP calls for the following future improvements to Route #2, serving the 3MLAP study area:

Short-term	<ul style="list-style-type: none"> Expand service hours from 8 a.m. – 6 p.m. to 8 a.m.-7 p.m. Extend Route #2 to serve Virginia Garcia Medical Center Transition from flag stops to signed stops
Mid-Term	<ul style="list-style-type: none"> Introduce Saturday service
Long-Term	<ul style="list-style-type: none"> Expand service hours from 8 a.m.-7 p.m. to 7 a.m.-7 p.m.
Long-Term Vision	<ul style="list-style-type: none"> Expand service hours from 8 a.m. -7 p.m. to 6 a.m.-9 p.m. Expand route frequency from 60 minutes to 30 minutes

Figure 11. YCTA Daily Ridership (2017)



Source: YCTA Transit Development Plan (2018)

3.3.1 Transit System Performance

ODOT’s APM also describes the Transit Multimodal Assessment Method used to assess transit service within the study area.

Methodology

The following factors are considered in the Transit Level of Service (LOS) for on-street and highway segments:

- Transit Schedule Speed
- Transit Frequency
- Passenger Load Factor
- Threshold for late bus arrival times

Transit MMLOS Scores

The Transit Multimodal LOS scores are also based on user perceptions (traveler satisfaction), and are graded like a report card from best (LOS A) to worst (LOS F). More frequent and on-time bus service will rate better than infrequent, often late arrival bus service.

The current, hourly transit service on Route #2 in the 3MLAP area is the primary factor considered in transit scoring, resulting in LOS E on Cumulus Avenue and Norton Lane.

McMinnville Route #2 Service

Transit Level of Service					
A	B	C	D	E	F

X

Other factors being equal, and if and when YCTA service increases to a 30 minute frequency, the future transit operations will improve to LOS C on the study area street system.

3.3.2 Transit Safety Evaluation

There were no reported transit bus crashes in the McMinnville urban area for the five-year period between 2012-2016.

3.4 VEHICLE SYSTEM

The adopted city and state traffic mobility targets and standards, study area intersections, and existing peak hour traffic operations and vehicle crash history are summarized in this section. **Figure 12** summarizes the ten study area intersections.

3.4.1 Mobility Targets

The 3MLAP update compares the study area intersections to mobility targets and standards, to indicate whether traffic operations maintain minimum levels of efficiency for motor vehicle travel. As identified in the Methodology Memorandum, both the city and ODOT use volume-to-capacity (v/c) ratios for their established mobility standards.

The volume-to-capacity ratio is the decimal representation (between 0.00 and 1.00) of the proportion of occupied capacity. Capacity is defined as the maximum motor vehicle throughput in one hour at an intersection turn movement or approach leg. Intersection v/c is the peak hour traffic divided by the hourly capacity of the intersection or movement. A ratio closer to 0 generally indicates smooth traffic operations and minimal delays. Ratios closer to 1.00 indicate increased congested and reduced intersection performance. A ratio exceeding 1.00 indicates that an individual turn movement, leg or total intersection is oversaturated, which typically results in excessive vehicle queues and long delays.

3.4.2 Intersection Traffic Operations

Intersection mobility targets vary by jurisdiction within the 3MLAP study area:

- For local city streets and intersections, McMinnville's 2010 Transportation System Plan (TSP) states a mobility standard v/c of 0.90 shall be used.
- All intersections under state jurisdiction in the study area must comply with the v/c mobility targets as defined in the Oregon Highway Plan (OHP), as outlined in **Appendix A**. The ODOT v/c targets are based on the state's classification of highways and posted speed limits.

Two of the ten study intersections were identified as intersections that do not meet performance targets during the peak hour in 2018. At these two intersections, motorists experience delays in excess of the mobility targets established by ODOT and McMinnville, for state and city streets, respectively. These two intersections, are located immediately outside of the study area, and include:

- Three Mile Lane @ First Street, and
- OR 18 @ Cruickshank Road

Existing (2018) Design Hour Traffic Volumes

Existing peak hour traffic volumes were developed as design hour volumes (DHV) to reflect the 30th highest hour of traffic in 2018. The procedure for determining 30th highest hour traffic volumes is specified in ODOT's APM³.

The 30th highest hour of traffic for the 3MLAP study area intersections typically occurs on weekdays from 4:15 p.m. to 5:15 p.m., during the peak season month of July. The 30th highest hour volumes for 2018 are summarized in **Appendix B**.

Intersection Operations

A complete list of existing study area traffic operations is given in **Appendix B**. **Figure 12** maps the summary v/c mobility scores indicating which study intersections are either under capacity, approaching capacity, or meeting or exceeding capacity. Further details regarding the traffic analysis methodology are included in **Appendix A**.

Signalized Intersections

Among the ten study intersections, two are signalized: OR 18 and Norton Lane, and OR 18 and Cumulus Avenue. These intersections have been found to operate at volume-to-capacity ratios well below ODOT's established standards (see **Table 3**).

³ Analysis Procedures Manual, Oregon Department of Transportation, Transportation Development Division Planning Section, Transportation Planning and Analysis Unit, Salem, Oregon, April, 2006, Section 4.3.

Table 3. Signalized Intersection Operations

Signalized Intersections				
ID	Name	v/c	LOS	Mobility Target
2	OR 18 & Norton Lane	0.62	C	0.80
3	OR 18 & Cumulus Avenue	0.56	B	0.80

Shaded cells indicate the movement fails to meet applicable mobility target

Notes:

1. At signalized intersections, the results are reported for the overall intersection performance.
2. The v/c ratios and LOS are based on the results of the macrosimulation analysis using Synchro, which cannot account for the influence of adjacent intersection operations.

Source: David Evans and Associates, Inc.

Unsignalized Intersections

Critical movements at unsignalized intersections are typically the minor street approach left-turn or through movements. These movements require yielding to all other movements at the intersection, and are subject to longer delays. Left-turn movements from the major street are also subject to delays for those motorists yielding to oncoming traffic. **Table 4** summarizes existing peak hour traffic operations during the study of unsignalized intersections.

Two of the study area unsignalized intersections fail to meet established mobility targets:

- Three Mile Lane & First Street** – Three Mile Lane is classified under the OHP as an urban principal arterial and in the McMinnville Transportation System Plan, as a Major Arterial. Three Mile Lane is the most direct connection between the 3MLAP study area and McMinnville’s downtown. Consequently, Three Mile Lane experiences high traffic volumes throughout the day, especially during the PM peak hour. There are limited gaps in the Three Mile Lane traffic flow for motorists turning from First Street.



Intersection Configuration: OR 18 & Cruickshank Road

- OR 18 & Cruickshank Road** – Located just outside of McMinnville’s UGB and the 3MLAP study area, Cruickshank Road serves as a primary route to locations that are south of McMinnville via OR 233 and OR 154. OR 18 has a posted speed of 55 mph.

Cruickshank Road is posted with a stop sign. The northbound left-turn from Cruickshank Road is channelized and becomes the second westbound travel lane on OR 18.

**Figure 12. Existing Traffic Operations:
Lane Configuration, Traffic Control, Peak Hour Volume, and Performance**

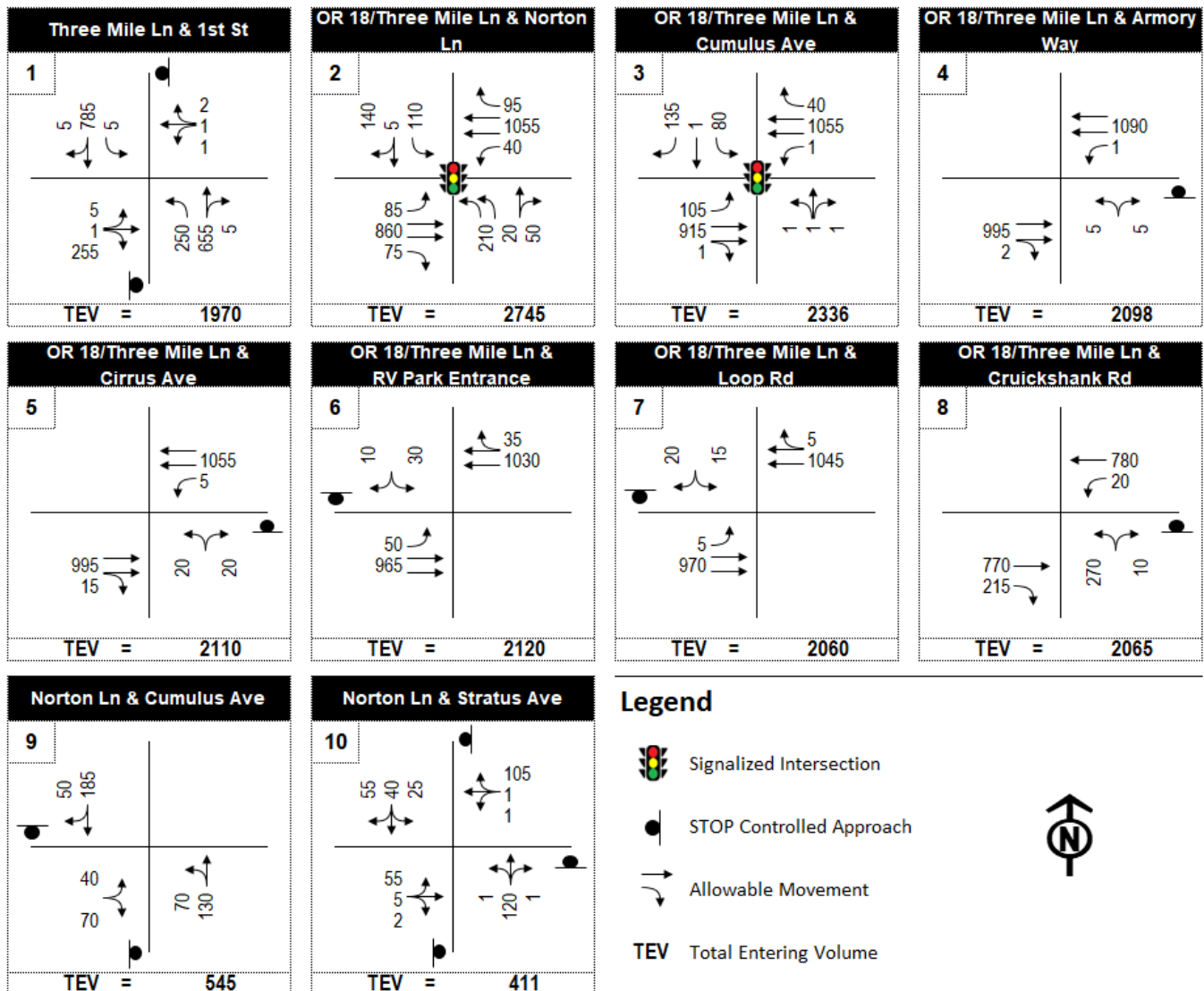


Table 4. Unsignalized Intersection Operations

Unsignalized Intersections		Northbound/Southbound				Eastbound/Westbound			
ID	Name	Critical Movement	v/c	LOS	Mobility Target	Critical Movement	v/c	LOS	Mobility Target
1	OR 18 & First St	NBL	0.34	B	0.90	EBLTR	0.99	F	0.90
4	OR 18 & Armory Way	NBLR	0.07	D	0.95	WBL	0.01	B	0.80
5	OR 18 & Cumulus Avenue	NBL	0.22	F	0.95	WBL	0.01	B	0.80
6	OR 18 & RV Park Entrance	SBLR	0.21	D	0.95	EBL	0.09	B	0.80
7	OR 18 & Loop Rd	SBLR	0.27	E	0.95	EBL	0.01	B	0.80
8	OR 18 & Cruickshank Rd	NBLR	0.94	F	0.75	WBL	0.03	B	0.70
9	Norton Lane & Cumulus Avenue	SBTR	0.51	C	0.90	EBLR	0.16	B	0.90
10	Norton Lane & Stratus Ave	NBLTR	0.22	B	0.90	WBLTR	0.13	A	0.90

Acronyms: EB = eastbound; WB = westbound; NB = northbound; and SB = southbound. L = left; T = through; and R = right.

Example: EBTR = eastbound through-right

Shaded cells indicate the movement fails to meet applicable mobility target

Notes:

1. At unsignalized intersections, the results are reported for the worst operating movements on major and minor approaches that must stop or yield the right of travel to other traffic flows.
2. The v/c ratios and LOS ratings are based on the results of the macrosimulation analysis using Synchro, which cannot account for the influence of adjacent intersection operations.
3. Mobility target is reported for the critical movement, as defined in Note 1.

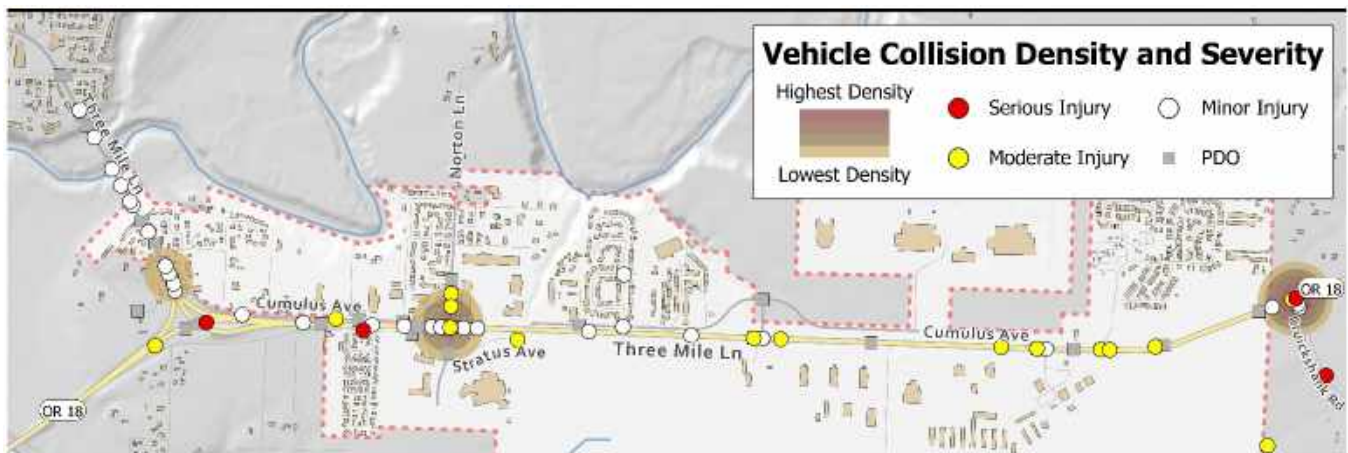
Source: David Evans and Associates, Inc.

3.4.3 Vehicle Safety Evaluation

Figure 13 maps the location of recent vehicle crashes within, and just outside of the 3MLAP study area.

A total of 173 crashes have been recorded for the study area (and immediate vicinity) for the five-year period of 2012-2016. The highest density of crashes are observed along OR 18, and particularly at its intersections with Cruickshank Road and Norton Lane.

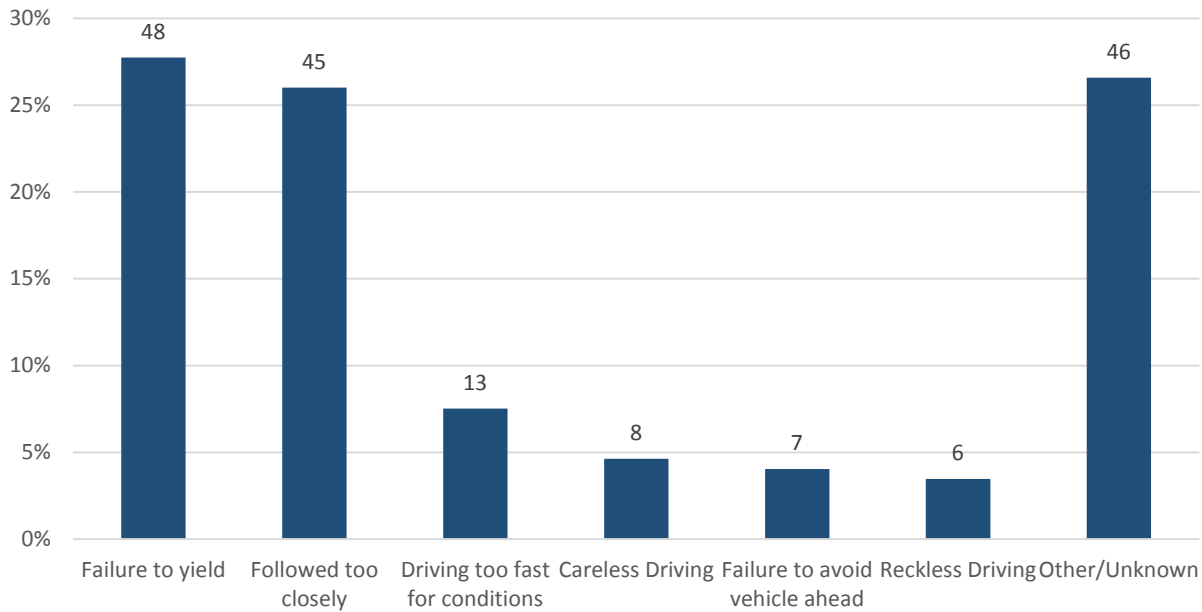
Figure 13. Vehicle Crashes: 2012-2016



Of the 173 crashes, the most commonly observed crash types were rear-end (40%) and turning movement (34%).

Figure 14 charts the general causes of vehicle crashes in the 3MLAP study area and vicinity.

Figure 14. Vehicle Crash Causes: 2012-2016



Data Source: ODOT Crash Data, 2012-2016

A more detailed safety analysis was conducted to determine whether any significant, documented safety issues exist within the study area, and whether findings can be used to inform future measures or general strategies to improve overall safety. This analysis includes a review of intersection crash history, intersection crash rates, and ODOT Safety Priority Index System (SPIS) data.

Serious Injury Vehicle Crashes

Over the five-year period of 2012-2016, there were no traffic fatalities recorded within or near the study area. During that period, six crashes within the study area and vicinity resulted in serious injuries. One of these crashes involved a pedestrian on Cirrus Avenue and is documented in **Table 1** above. **Table 5** summarizes the other five serious injury crashes. Three of the five serious injury crashes were observed at the intersection of OR 18 and Cruickshank Road, and all three crashes were the result of a driver failing to yield to vehicle traffic on OR 18, which is posted at 55 mph.

Table 5. Serious Injury Vehicle Crashes: 2012-2016

Location	Crash Type	Light Condition	Posted Speed (mph)	Drugs/Alcohol?	Driver Action
OR 18 (just west of Three Mile Lane off-ramp toward downtown)	Collision with a fixed object	Day	45	No	Driver drowsy/fatigued
Cruickshank Rd (south of intersection with OR 18)	Collision with another vehicle (head-on)	Dawn	35	No	Driving too fast for conditions; Drove left of center
OR 18 & Cruickshank Rd	Collision with another vehicle (turning movement)	Day	55	No	Driver failed to yield
OR 18 & Cruickshank Rd	Collision with another vehicle (turning movement)	Dark (with street light)	55	No	Driver failed to yield
OR 18 & Cruickshank Rd	Collision with another vehicle (turning movement)	Day	55	No	Driver failed to yield

Intersection Crash Rates

Crash rates for the 3MLAP study intersections are evaluated based on three methods, as defined in the Oregon Highway Safety Manual:

- **Critical Crash Rate** - compares individual intersection crash rates to similar intersections⁴ within the 3MLAP study area;
- **Statewide 90th Percentile** - compares study area intersection crash rates to similar intersections across Oregon; and,
- **Excess Proportion of Specific Crash Types** - identifies the type of crashes that are over-represented at an intersection when compared to similar intersections within the study area.

In support of the study, ODOT performed counts of ten study area intersections: two 4-legged signalized intersections (4SG), two 4-legged stop-controlled intersections (4ST), and six 3-legged stop-controlled intersections (3ST). Because of the limited number study intersections types, calculations for Critical Crash Rate and Excess Proportion of Specific Crash Types are not statistically valid for the 4SG and 4ST intersections. Only results for 3ST intersections in the study area are reported.

Critical Crash Rate and Statewide 90th Percentile

The intersection of OR 18 and Cruickshank Road is the only three-legged, stop-controlled intersection in the study area that has a Critical Crash Rate that exceeds either the crash rate for similar intersections in the study area, or the Statewide 90th Percentile rate (see **Table 6**). The most commonly observed crash type at the intersection was turning-related, which accounted for 33, or 79%, of the 42 crashes at this intersection over the five-year period. The most commonly cited cause of crashes was drivers failing to yield the right-of way.

⁴ Similar intersections are grouped into “Reference Populations” which define major characteristics common to these groups. Four Reference Populations are used: 3-legged signalized intersections (3SG), 3-legged stop-controlled intersections (3ST), 4-legged signalized intersections (4SG), and 4-legged stop-controlled intersections (4ST)

Table 6. Crash Rates for 3ST Study Intersections

ID	Intersection	Intersection Type	Total Crashes	Critical Crash Rate (per MEV**)	Statewide 90th Percentile Crash Rate	Observed Crash Rate (per MEV)
4	OR 18 & Armory Way	Urban 3ST	0	0.38	0.29	0.00
5	OR 18 & Cirrus Ave	Urban 3ST	2	0.38	0.29	0.05
6	OR 18 & RV Park Entrance	Urban 3ST	0	0.38	0.29	0.00
7	OR 18 & Loop Rd	Urban 3ST	1	0.38	0.29	0.03
8	OR 18 & Cruickshank	Urban 3ST	42	0.38	0.29	1.13
9	Norton Lane & Cumulus Avenue	Urban 3ST	3	0.38	0.29	0.28

Notes:

** Per MEV = Crashes per million entering vehicles; Critical crash rate (per Million Entering Vehicles) calculated based on 95% confidence level

Bolded and Shaded indicates a high crash rate compared to other similar intersections in the study area.

Source: ODOT crash data from January 1, 2012 to December 31, 2016

OR 18 and Cruickshank Road is located immediately east of the McMinnville urban area and has an operational crash rate of 1.13. For comparison purposes, the Statewide 90th Percentile crash rate for Rural 3ST intersections is 0.48. [Note: ODOT has included in the 2021-2024 STIP, funding to install a buffered eastbound right-turn lane on OR 18 at Cruickshank road. This improvement will likely help reduce the crash rate.]

Excess Proportion of Specific Crash Types

The Excess Proportion of Specific Crash Types method quantifies the extent to which a specific crash type (the target crash type) is overrepresented at an analysis site, compared to the average representation among similar intersections in the same study population.⁵ Analysis of excess proportion of specific crash types does not consider the overall frequency or rate of crashes; instead it considers only the types of observed crashes.

A greater than expected proportion of rear-end collisions is observed at the intersection of Norton Lane and Cumulus Avenue, see **Table 7**.

Although only two rear-end crashes occurred in the five-year period, the excess proportion value is an indicator of potential benefit from any intersection countermeasure: the greater the excess proportion value, the greater likelihood that the intersection will benefit from a countermeasure targeting rear-end collision types.⁶

⁵ ODOT Analysis Procedure Manual Version 2, Section 4.3.5, p. 4-76, 2016.

⁶ Highway Safety Manual 4-58

Table 7. Crash Rates for 3ST Study Intersections

REAR-END CRASHES				
ID	Intersection	Intersection Type	Probability	Excess Proportion
9	Norton Lane & Cumulus Avenue	3ST	1.00	0.54
<i>Notes:</i> A Limiting Probability of 0.90 was used Reference Populations: 3ST (6 study intersections)				
Source: ODOT crash data from January 1, 2012 to December 31, 2016				

Safety Priority Index System (SPIS)

SPIS is a method used in Oregon to identify safety problems along state highways. Highways are evaluated in approximately one-tenth mile increments (often grouped into larger segments). Each year these segments are ranked by assigning a SPIS score based on the frequency and severity of observed crashes, and prevailing traffic volume. ODOT conducts more detailed crash analyses, and corrective actions are considered for highway segments ranked in the top 10%. **Table 8** summarizes the only segment of OR 18 within the study area, and vicinity that is listed in the top 10% of the most recent SPIS rankings.

Table 8. Top 10% ODOT SPIS Site Summary

Route	BMP	EMP	ADT	Crashes	Fatalities	Serious Injuries	Connection	Percent	SPIS Score
OR 18	48.50	48.68	19,500	28	0	2	Loop Road	95	78.19

Source: ODOT SPIS Report 2016 (2013-2015 Data)

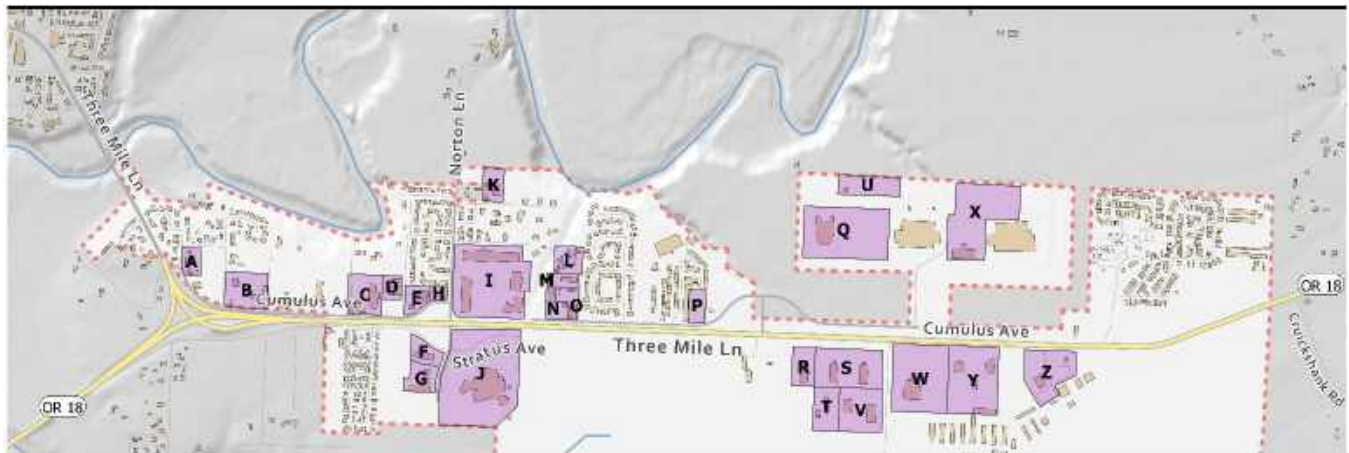
The SPIS site documented in the above table is located just outside the eastern extent of the study area on OR 18 in the vicinity of Loop Road and Cruickshank Road. Possible factors that contribute to the high SPIS score for this segment include high vehicle speeds on OR 18, the high volume of vehicles that turn left from Cruickshank Road onto OR 18 westbound (quickly needing to attain the posted 55 mph speed on OR 18), and the close proximity of Loop Road and Cruickshank Road.

3.5 OFF-STREET PARKING

For reference, **Figure 15** maps the off-street parking lot inventory in the study area, by specific land use. **Figure 16** charts the parking space inventory and utilization of the key land uses in the study area. The inventory and utilization analysis is predicated on a Google Earth review and enumeration of occupied and vacant spaces, based on the Google aerial photograph dated July 16 (Monday), 2018 (estimated time of day – mid-morning).

During the typical weekday mid-morning, the area parking utilization is quite high. Parking utilization picks up later in the afternoon, due to increased visitors at the Evergreen Air and Space Museum and Waterpark facilities. The hospital parking lots are also relatively full, with a utilization rate of about 70%.

Figure 15. Study Area Off-Street Parking Inventory



Map Key

A	Jehovah’s Witness ⁴	N	Assisted Living ⁵
B	American Legion ³	O	Virginia Garcia Health Center ¹
C	Physician’s Medical Center ¹	P	Fircrest Assisted Living ⁵
D	Yamhill County Housing Authority ²	Q	Evergreen Water Park ³
E	Red Lion Inns ³	R	Evergreen Intl’ Aviation ⁵
F	Comfort Inn, Restaurant ³	S	Evergreen Intl’ Aviation ⁵
G	Medical Offices ¹	T	Jackson Family Wines ³
H	McDonalds ³	U	Evergreen Intl’ Aviation ⁵
I	Chemeketa CC, Offices, Theater ²	V	US Army National Guard ²
J	Willamette Valley Medical Center ¹	W	Evergreen Intl’ Aviation ⁵
K	New Horizons Church ⁴	X	Evergreen Aviation Air & Space Museum ³
L	Apartments ⁷	Y	Evergreen Intl’ Aviation ⁵
M	Apartments ⁷	Z	McMinnville Airport & State Police ²

¹ Medical

² Institutional

³ Commercial/Lodging

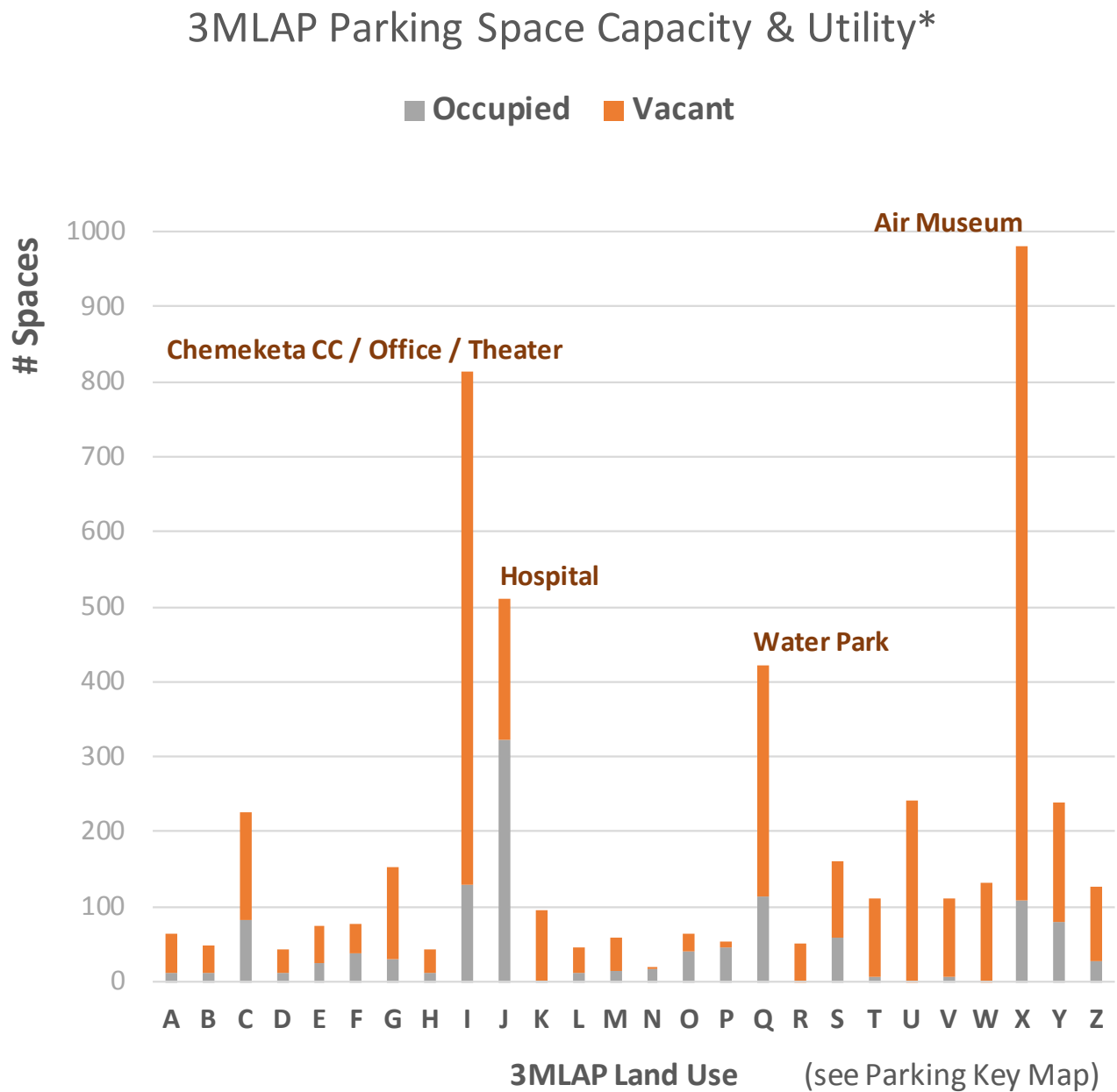
⁴ Religious

⁵ Business

⁶ Senior Housing / Assisted Care

⁷ Residential



Figure 16. Study Area Parking Capacity and Utilization





Source: Google Maps * July 16 (Monday), 2018 (mid-morning)

4 KEY FINDINGS

This section summarizes the existing, multimodal conditions within the 3MLAP study area:

	<ul style="list-style-type: none"> • Auto (vehicle) operation deficiencies are noted at the two intersections at the ends of the study area: Three Mile Lane and First Street, and OR 18 at Cruickshank Road. The two major signalized intersections on OR 18 at Norton Lane and Cumulus currently operate well within the mobility targets outlined in the Oregon Highway Plan. • There is a notable crash history at the intersection of OR 18 and Cruickshank Road. Three of the five serious injury crashes within the study area between 2012-2016 occurred at the intersection and all three were the result of a driver failing to yield to vehicle traffic on OR 18, which is posted at 55 mph. • Within the study, the OR 18/Cruickshank Road intersection is a logical location to consider including potential gateway streetscape improvements. Any gateway and traffic operation improvement options must consider limitations of vertical lighting and traffic control within the McMinnville Airport Vertical Clearance Zone. • There is an abundance of parking capacity serving several major land uses: Valley Medical Center, Evergreen Aviation/Air Museum/Water Park, and the original factory outlet center.
	<ul style="list-style-type: none"> • The 3MLAP study area has very limited bicycle facilities, and frequently the only option available to cyclists is to ride in general purpose travel lanes. While the major streets in the area are generally flat with good pavement conditions, vehicular traffic volume is relatively high and travel at higher speeds (35 mph and higher). The lack of separate bike lanes, buffered bike lanes, or separated facilities contribute to a poor overall environment for cyclists seeking to travel within the study area network. • OR 18 has high travel speeds, long crossing distances and represents a major barrier for crossing cyclists. • With two exceptions, study area streets and highway routes lack bike lanes, and have posted speed limits of 35 mph or greater, producing high levels of traffic stress (BLTS 4). <ul style="list-style-type: none"> ○ Cumulus Avenue, east of Chemeketa Community College, has on-street bike lanes and a posted speed limit of 35 mph, resulting in moderate levels of traffic streets (BLTS 3). ○ With a posted speed limit of 25 mph, Norton Lane scores a BLTS 3 immediately north and south of OR 18, and BLTS 2 elsewhere, even in the absence of bike lanes due to its lower posted speed limit of 25 mph. • Creating attractive, low-stress bicycle facilities on key routes within the study area will require examining traffic calming design adaptations and lower speed limits, and implementing buffered bike lanes or separated pathways.

	<ul style="list-style-type: none"> • Higher posted and operational speed limits along Cumulus and Cirrus Avenues (35 mph) are not conducive to an inviting, healthy, and comfortable pedestrian experience. • Many of the key existing streets and intersections in the 3MLAP study area contain essential but limited pedestrian features. Some of the sidewalks are older, but are functional; and the system provides a baseline, if minimal, connected network within the study area. Linkage to the McMinnville city center is limited to the Yamhill River Bridge. • Older pedestrian design features are considered to be minimal under current guidelines. The existing pedestrian realm lacks important features that would otherwise contribute to more safe and inviting walking environments on Norton Lane, Cumulus Avenue, and Stratus Avenue. • The original factory outlet mall development introduces a barrier to more direct pedestrian and bicycle travel along Cumulus Avenue and the crossing of Norton Lane, making it more difficult for residents east of Norton Lane to walk and cycle to McMinnville’s central city. The landscaping perimeter provides only an informal and substandard pedestrian link to Norton Lane, and the absence of a designated crosswalk at the Norton Lane and Cumulus Avenue intersection makes walking more difficult within the corridor.
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	<ul style="list-style-type: none"> • YCTA provides limited (hourly) service in the study area on Route 2, with direct links to downtown McMinnville and the city Transit Center. This limited service is the primary factor that contributes to the poor system performance rating. Other factors being equal, and if and when YCTA service increases to a 30 minute frequency, the future transit operations will improve to LOS C on the study area street system.
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The findings from this Memorandum will be used to help identify improvement projects in later phases of the 3MLAP development.

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5 APPENDIX A METHODOLOGY MEMORANDUM

6 APPENDIX B EXISTING PEAK HOUR (30TH HIGHEST DESIGN VOLUME) INTERSECTION TRAFFIC OPERATIONS ANALYSIS

HCM Reports

Attached are HCM 2000 reports for the two signalized study intersections and HCM 6th Edition reports for the eight unsignalized study intersections. The following should be noted when reviewing these reports:

Study Intersection 8 (OR 18/Three Mile Lane & Cruickshank Rd) – Due to this intersection’s non-traditional lane configuration characteristics, westbound through volumes were set to zero in order to model the northbound left turn to best simulate the intersection’s seagull configuration.

Study Intersection 9 (Norton Lane & Cumulus Avenue) – Due to this intersection’s non-traditional traffic control characteristics (stop-controlled for the EB and SB approaches and free for the NB), this intersection was remodeled as a conventional four-legged, two-way stop controlled intersection with entering volume of zero on the leg opposite the free NB approach. Volumes for the southbound, Norton Lane stop-controlled approach were moved to a remodeled westbound approach. This approach may slightly overestimate the v/c for some of the movements. Results indicate low v/c ratios for all movements at this intersection despite the possibility of an overestimation. Therefore, it is conservatively estimated that Intersection 9 performs at a v/c well below established mobility standards during the PM peak hour.

Study Intersection 10 (Norton Lane & Stratus Ave) - Due to this intersection’s non-traditional traffic control characteristics (stop-controlled for the EB, WB, and NB approaches and free for the SB), this intersection was modeled twice: first, with the EB and WB approaches stopped, and the NB and SB approaches free; and second, with the NB and SB approaches stopped, and the EB and WB approaches free. Using this methodology, the NB approach was found to have the maximum v/c ratio for any approach yielded by both Intersection 10 models. It should be noted, however, that this approach overestimates the v/c for this approach. With a v/c of 0.22, even with this overestimation, it is conservatively estimated that Intersection 10 performs at a v/c well below established mobility standards during the system PM peak hour.

7

McMinnville Three Mile Lane Area Plan: Market Analysis

Date April 16, 2019 | FINAL DRAFT
To McMinnville Three Mile Lane Area Plan
 Project Management Team
From Chris Zahas and Sam Brookham,
 Leland Consulting Group

Executive Summary

This executive summary provides an overview of the McMinnville Three Mile Lane Market Analysis, which assesses conditions for residential, commercial, office, and industrial development, as well as public recreational facilities. The executive summary includes a description of residential, commercial, office, and industrial forecasts and demand.

Population and Employment Forecasts

The Population Research Center at Portland State University (PSU) produces the annual Population Estimates for Oregon and its counties and cities, as well as the estimates by age and sex for the state and its counties. The population is projected to grow faster from 2020 onwards within the McMinnville UGB than in Yamhill County.

Table ES- 1. Population Forecasts, 2017-2040

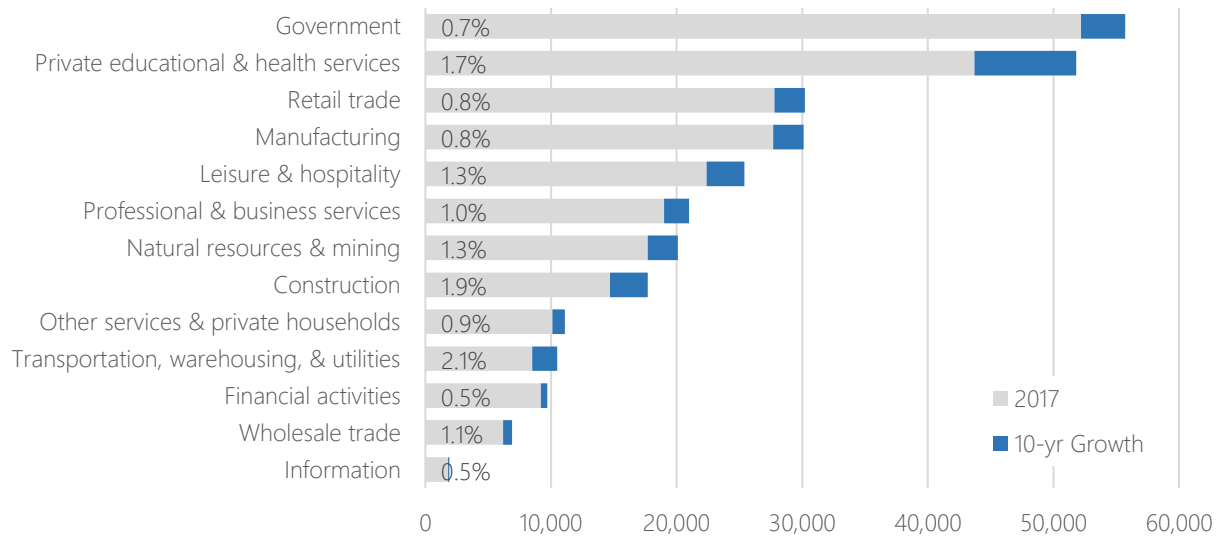
Area / Year	2017	2020	2025	2030	2035	2040
Yamhill County	106,555	111,101	119,339	127,404	135,096	142,311
Annual Growth Rate	N/A	1.40%	1.44%	1.32%	1.18%	1.05%
McMinnville UGB	34,293	35,709	38,437	41,255	44,122	46,956
Annual Growth Rate	N/A	1.36%	1.48%	1.43%	1.35%	1.25%

Source: Portland State University

The study area has a diversified employment base, reflecting the broad range of commercial and industrial businesses in the area. Key takeaways relating to regional employment forecasts include:

- More than one-quarter of all projected employment growth is expected to be in the educational and health services industries, with most in the health care field specifically.
- Industries that typically drive the majority of new office demand—namely Professional and Business Services, Financial Activities, and Information—are among the industries projected to see the slowest employment growth among all industries, and collectively account for eight percent of total projected employment growth.
- Manufacturing employment—the primary driver of industrial development—is projected to be responsible for eight percent of total employment growth.

Figure ES- 2. Projected New Employment Growth, Mid-Valley Region, 2017-2027



Source: Oregon Employment Department (QualityInfo.org).

Real Estate Market

Key takeaways relating to market conditions and real estate trends within the region, City, and Three Mile Lane study area specifically, are as follow.

- Residential prospects** are strong regionally and nationally, but market conditions are weaker in McMinnville. Significant growth in the Mid-Valley region has driven demand for household growth—for both multifamily and single-family. Growth projections for the region suggest demand will remain strong market-wide, although new development in McMinnville has clustered around the western and northern edges of the city. However, existing rents in the region are relatively low and may struggle to attract prominent multifamily developers in the region due to the continuously rising nature of construction costs. The single-family market is very tight, with strong absorption but very little inventory currently listed for sale—particularly in the sub-\$400,000 categories. Single-family homes, multiplexes, townhomes, cottage clusters, and low-rise “garden” apartments are all residential development types that would likely be feasible in the study area in the near-term. Higher-density developments may require additional incentives or other interventions.
- Retail prospects** are relatively strong for certain retail sectors, despite relatively weak market conditions (including rent, vacancy, absorption, etc.). The Three Mile Lane study area likely checks off many site selection criteria and market characteristics typically desired by prospective retailers. While there are few retailers currently in the area, desired physical characteristics, such as visibility, vacant developable land, and ease of access are all present. Further, McMinnville’s central location between the Oregon Coast, the Portland Metro, and Salem provides access to a wide variety of markets. Significant household growth and the burgeoning tourism industry will continue to improve retail prospects.
- Industrial users** are likely to find the Three Mile Lane area an attractive location given its separation from incompatible land users (like residential), ease of access, highway location, level terrain, and

proximity to the airport. While industrial development prospects at the national level are strong, especially warehouse and distribution—largely because of the rise of e-commerce—the Three Mile Lane corridor is not centrally located to large population centers and is therefore unlikely to capture much of this growing market. Instead, industrial growth is likely to be down to the growing agriculture and food and beverage production industry (including the wine industry). These latter users would be consistent with the existing industrial zoning while creating interesting places and improving walkable access to amenities.

- **Office prospects** are potentially strong but limited. Employment data shows few jobs and low historical growth for industry sectors that typically drive demand for new office space. Regionally, however, projections show significant employment growth in education, healthcare, and professional and business services—all of which drive the most demand for new office construction. If McMinnville is able to reposition its office market to capture a greater share of this regional growth, office prospects may expand. Indeed, two businesses recently relocated to the Three Mile Lane Area because of the lack of available office space downtown—reflecting the very low vacancy rate—but wished to remain in McMinnville because of the high quality of life. McMinnville’s quality of life not only has a positive impact on business retention, but there has also recently seen a significant uptick in small high-tech relocations from Silicon Valley that are struggling to find office space. Build-to-suit office opportunities may also arise and help build momentum in the local office market, especially with regard to healthcare and education where there are some existing major tenants and institutions.
- **Lodging** is likely to be a significant development type over the long-term, but the area may struggle to attract hotel developers due to its existing industrial character, lack of walkable amenities, and isolation from downtown. An assessment of the opportunities to capture demand associated with the burgeoning \$7 billion wine industry in the Willamette Valley and related tourism development requires further, more nuanced analysis.
- **Tourism** is a booming industry, particularly with regard to the wine industry, increasing market pressure for the new construction of compatible uses, such as experiential retail and restaurants, lodging, and craft industrial, as well as recreational amenities, such as trails and parks, that combined help to create an authentic, vibrant place.

Three Mile Lane in its entirety is located within an Opportunity Zone, a new tax program created by the 2017 Tax Cuts and Jobs Act designed to spur investment in distressed communities. Investors may defer tax on capital gains up to December 31, 2026, by making an appropriate investment through a qualified opportunity fund (QOF) in accordance with certain requirements. This will increase returns and should make investing in opportunity zones more appealing.

Demand and Forecasted Absorption

The following table provides a summary of market area demand for all applicable land uses. The table also includes an estimated development program for the Three Mile Lane study area, which is LCG’s projected “capture” of regional growth—based on historical trends, land supply, and anecdotal evidence based on the

two focus group discussion conducted to date.¹ The justification for both these numbers is included in the “Notes” column.

It is important to note that these numbers are not specific recommendations; rather, they simply provide an indication of the potential program mix based on market strength. Changes to the mix and specific numbers are anticipated with changes to the zoning, land supply, and public interventions, among other market disrupters.

Table ES- 3. Summary of Market Area Demand and Three Mile Lane Capture

Land Use	Market Area Demand	3ML Est. Program	Notes
Ownership Residential	2,555 units	NA	The market is strong for single-family, with high home values, household incomes, sales volumes, absorption, and construction activity. The quantity depends largely on the City’s vision for the area, applicable zoning, and buildable land.
Rental Residential	1,224 units	240 units	Despite solid national development prospects and strong market area demand due to high growth, low-rise rental apartments and multiplexes are likely the primary building types feasible in the study area because of relatively weak market characteristics.
Retail	539,200 sf	150,000 sf	The study area is well-positioned for new retail development, particularly large-format retail. Neighborhood-serving retail may be a mid- to long-term aspiration when additional residential construction occurs.
Office	144,500 sf	30,000 sf	The office market is relatively weak, and the absorption of significant speculative new development should not be expected. However, opportunities may arise because of McMinnville’s high quality of life, and the Three Mile Lane corridor’s proximity to the airport and institutional users, such as healthcare and education.
Industrial	793,000 sf	80,000 sf	The industrial market remains strong due to the growth of agriculture, food and beverage production, and manufacturing. Continued growth may generate demand in the study area, but development may negatively impact prospects for other land uses, such as lodging and multifamily.
Lodging	NA	NA	Lodging is a specialized development type, which may be feasible given McMinnville’s strong tourism industry. However, a weak office market may limit feasibility in the short-term.

Source: Leland Consulting Group

¹ Where applicable, LCG increased the projected growth rate to reflect higher spending due to tourism from the burgeoning wine industry. Spending generated from tourism would not otherwise get captured within LCG’s demand models as the majority of demand is typically generated by those that live and work within the primary market area.

Introduction

The Three Mile Lane Area Plan (3MLAP) project will develop an area plan for the Three Mile Lane corridor in McMinnville, updating the 1981 Three Mile Lane Overlay District (amended in 1994) and the 1996 Highway 18 Corridor Refinement Plan. The 3MLAP will integrate a wide range of land uses and a multi-modal transportation system that serves both local and state transportation needs and provides active connectivity within the plan area as well as to the City's downtown core. The project will consider how to maximize the opportunities for job creation, housing, and resiliency planning in the corridor by leveraging the land assets to their highest and best use for affordable housing, industrial development, tourism development, hospital expansion, airport expansion, and gateway improvements.

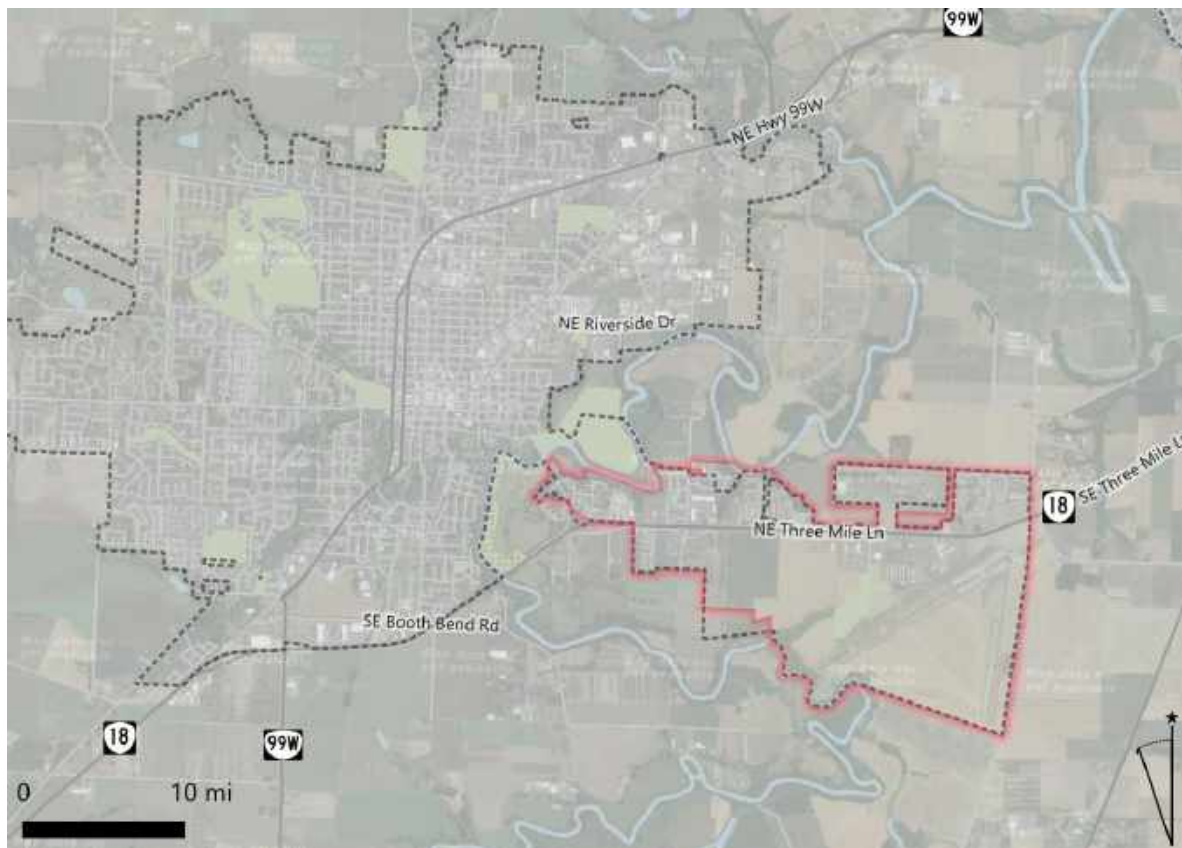
Task Overview

This Market Analysis includes existing and future market conditions for development in the Project Study Area based on current forecasts for population and employment growth; published forecasts for expected growth and development trends; contact with industry professionals; and information provided by participants project meetings and other public input.

Project Study Area

The project study area is located in the southeast arm of McMinnville, centered around State Highway 18/Three Mile Lane, as indicated below in Figure 1.

Figure 1. Three Mile Lane Study Area



Source: Google, TIGER, Leland Consulting Group

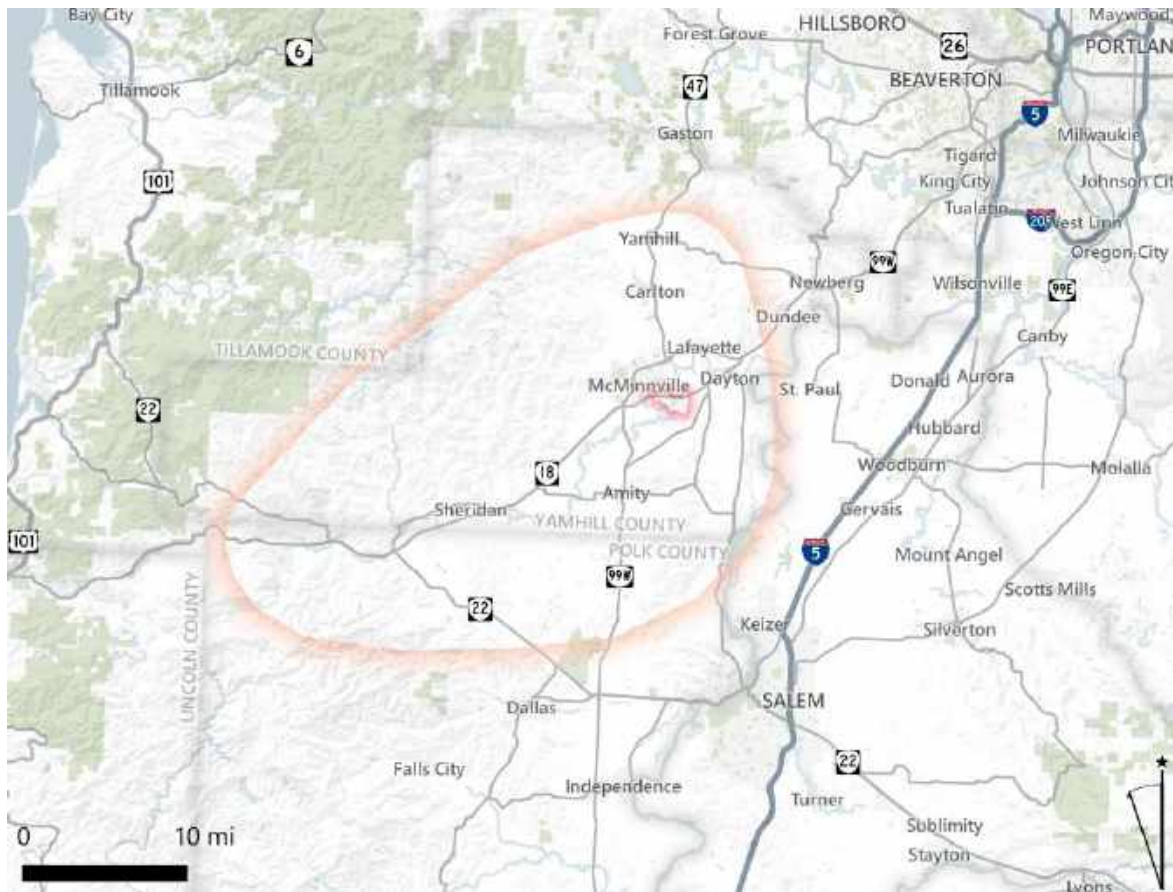
The Market Area

The market area, as defined in Figure 2, represents the area from which the most demand for residential, commercial, and industrial uses will originate, and where most of the competitive development is located. Residents and businesses located in this area are the primary groups to support retail on site, lease/utilize office space, and live in the study area. The market area is roughly bounded by the Willamette River to the east, Tillamook State Forest to the west, and Polk County to the south—although the market does extend into Polk County, there are few residents or jobs located in this area—and the City of Yamhill to the north.

The market area is defined based on several variables, including drive time, destinations, and commute patterns and other relationships to the City of McMinnville. As the most southwestern city of significance on the way to the coast, the market area extends further southwest than it does to the north and south, where McMinnville is unlikely to out-compete with Oregon’s major metropolitan regions—namely Portland and Salem. The pass-through traffic on Highway 18 from Portland to the coast is another market of importance to retailers and tourism-related developers, but not necessarily captured within this report. The retail leakage analysis, discussed in depth later in this report, would capture some of the retail spending, but impacts to hotels, wineries, and other important tourism-related organizations and development would not be cataloged.

McMinnville and other cities located on the western periphery are likely to capture the majority of demand in the Western Willamette Valley, while Newberg is closer to the Portland Metropolitan Area and more likely to capture demand for residents and businesses whose lives and livelihoods are oriented towards Portland.

Figure 2. Regional Overview and Market Area



Source: TIGER, Leland Consulting Group

National and Regional Context

Development Context and Market Trends

Development and Land Use Types

This section includes excerpts from the Urban Land Institute’s (ULI) Emerging Trends in Real Estate report for 2019, an annual publication that assesses the state of real estate markets both nationally and locally based on interviews and surveys with experts in development and finance. Both national and regional trends have an impact on future land uses in the study area: they set the stage for the types of investments that are desirable for real estate developers and investors.

*Emerging Trends*² suggests that access to talent (i.e., well-educated workers) is what drives the economies of many of the Pacific Northwest markets.

The Portland metropolitan region³ is described by ULI as a "solid 18-hour city" whose strengths include strong economic growth due to increased wealth in the market, a high quality of life and attractive outdoor activities, and a diverse workforce that helps to supply trained labor to industries.

While the regional economy is not considered as strong as other Pacific Coast major metropolitan regions, it has experienced the benefit of being able to offer a more competitive cost structure to its more expensive neighbors along with a high quality of life for residents. This is a prime example of how quality of life can drive an economy and one that McMinnville can continue to leverage, especially given the affordability challenges facing the Portland metro.

Indeed, the main challenges in the Portland metropolitan area are housing affordability and critical infrastructure enhancements, where the median home value is \$338,000 and the median household income is \$68,100. McMinnville’s relationship to the Portland metropolitan region may be nuanced, but affordability appears to be a factor. According to 2015-2016 migration data from the IRS (which is based on the address on annual tax returns), Yamhill County attracted approximately 230 households from Multnomah County, with only 173 households migrating *from* Yamhill to Multnomah during this same period. In general, Yamhill’s migratory relationship with other Oregon counties is more prevalent than Multnomah: approximately 65 percent of incoming households to Yamhill County in 2015 to 2016 were from Oregon, compared to only 37 percent for Multnomah. Further, 69 percent of households *leaving* Yamhill migrated to other Oregon counties, compared to only 51 percent of Multnomah households.

Figure 3. Local Outlook: Pacific Northwest



Source: ULI

² [URL](#)

³ Since McMinnville is on the periphery of the Portland metropolitan area, Portland directly impacts McMinnville’s economy.

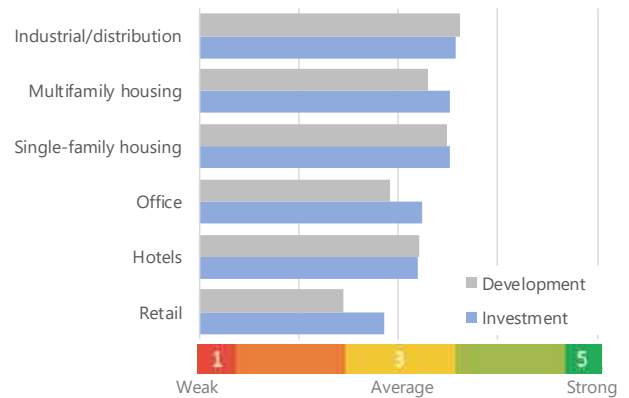
National Real Estate Development Prospects

Emerging Trends also provides guidance about the types of development that are likely to be most desirable in the coming years from a developer and investor perspective. While this is a national outlook, the guidance is relevant for most local markets, including McMinnville.

The following figure shows ULI’s high-level summary of national investment and development prospects for 2019. Several notable features are described below.

Industrial and distribution are favored development types, largely because of the acceleration of online retailing, and the need for distribution points for these goods. However, developers will seek to locate online distribution centers near the center of metropolitan areas where the density of residents and businesses is greatest, therefore the impact of this trend in McMinnville is likely to be modest. Single-family housing has picked back up significantly; for many years following the great recession the development of single-family housing was much slower. Multifamily housing is also seen as having fair to good development prospects. Hotel development is judged to be just above fair.

Figure 4. National Development Prospects, 2019



Source: ULI

LCG’s experience is that hotel development is a specialized form of development, which will continue to work in specific locations, often with an established base of major employers or a major tourism draw, as McMinnville has. Office development is less desirable,⁴ in part because the new generation of white-collar employees requires less space: many hard-wall offices have been eliminated in favor of open floor plans, more employees are working remotely, and paper filing and other “analog” space requirements have become digitized. A majority of new office development has also taken place in close proximity to central business subareas (e.g., downtown Portland), where many young professionals locate and where job growth has been fastest.

New retail development is seen by investors as the riskiest and least desirable type of development, primarily due to the rapid expansion of online retailers who are capturing market share from mall anchors and commodity retailers. Sears, Macy’s, Toys R Us, Sam’s Club, J.C. Penny, and Payless Shoes are among the chains that have completed major store closures. The retrenchment of these traditional retailers and years of high vacancies have made retail developers cautious. Nevertheless, there may be opportunities for retail growth in under-served markets or areas with significant population growth.

The Impact of Tourism on Development

There are several emerging trends in traveler behavior and consumer preferences that have a significant impact on tourism, and therefore should be considered in terms of potential investment decisions. While investments

⁴ However, two office-related businesses have recently moved to Three Mile Lane because they outgrew downtown locations. Office market characteristics provided later in this report shows a low vacancy rate in the office market of 1.4 percent, suggesting a significant lack of available office space.

are typically related to commercial estate, tourism can often also result in residential demand as visitors are drawn to a particular quality of life (for example, young, emerging professional looking to relocate or retirees looking for a place to retire). Some of these trends are described below.

- **Authenticity** – Travelers are increasingly seeking authenticity in the places they visit, where they can experience deeper and more personal connections. According to a travel trend poll of travel agents by American Express in 2014, more than one-third (34 percent) of respondents said customers are seeking to immerse themselves in unique and authentic aspects of their travel destinations.
- **Interactive/Experiential Tourism** – It is more likely that a visitor will be motivated to travel to a destination, extend their stay or return for a future visit if the attractions and assets allow for direct interaction. This has significant implications for the art/culture, entertainment/festival, culinary and other sectors of the McMinnville visitor offering.
- **Culinary/Food Tourism** – Authentic food experiences have become a popular motivator for travel, according to research conducted by TrekkSoft, an international tour operator software company. In a worldwide survey of nearly 150 tour operators, respondents described food markets, tasting sessions, cooking lessons and vineyard/farm visits as growing in popularity.
- **Health and Wellness** – Health-conscious consumers are now seeking to enhance their well-being through travel experiences. In 2017, Booking.com found that 40 percent of travelers are interested in a health and well-being travel experience, such as locally sourced menus, improved access to recreational activities such as yoga, and wellness- or fitness-oriented events.
- **Leveraging Waterfronts** – Both large- and mid-sized communities throughout the country have invested in their scenic waterfronts by planning and supporting the development of shopping districts, outdoor restaurants and river walks. Cities such as Grand Rapids (MI), Bend (OR), Pueblo (CO), Reno (NV) and many others have developed extensive plans and zoning adjustments to add riverside cafes, unique retail, gondolas, craft breweries and other assets that build on these invaluable natural assets.

The Impact of Airports on Development

The 650-acre McMinnville Municipal Airport is located within the Three Mile Lane Study Area on the south side of Highway 18. The facility can accommodate private jet aircraft, but there is no commercial airline that services McMinnville. Most of the aircraft housed at the airport are small planes owned by private individuals. There are also a few jets and a significant helicopter presence due to the helicopter flight school.

While there is not currently commercial air service operating out of the airport, it is important to acknowledge any impact it has on the area's prospects, including any related development opportunities. An assessment of national trends in general aviation and related development helps provide context for possible opportunities.

Nationally, many modern airports now generate most of their revenues from sources other than aviation. Airport authorities are no longer stale bureaucracies. They have quietly been morphing into what can best be called entrepreneurial landlords.

Depending on local circumstances, airports have seen the following types of development (in addition to the usual airport facilities like parking, etc.), either on their lands or directly adjacent to their lands (many of these are in high demand and, therefore, currently at a premium):

- Hotel developments
- Conference/convention centers
- High-end outlet malls
- Destination shopping centers
- Corporate head offices
- Mixed-use developments (shop, work, play, stay)
- Office buildings
- Post-secondary education facilities, specifically aerospace-related
- High-tech business parks
- Industrial developments (manufacturing, warehousing)
- Cargo facilities
- Casinos
- Entertainment destinations
- Recreational facilities
- Botanical gardens
- Butterfly gardens
- Residential developments
- Libraries
- International sports facilities
- Local amenities

Demographics

This section provides an overview of past, existing, and projected demographic conditions.

Household and Population Characteristics

In 2018, the project study area was home to just over 2,000 residents—approximately six percent of McMinnville’s total population and three percent of the market area. The market area—which is mostly located in Yamhill County—contains about three-quarters of the County’s population.

The study area’s population has grown at the fastest rate versus the city, county, and state, although total numerical growth has been relatively little. McMinnville, in general, has generally experienced significant population growth—particularly from 2000 to 2010.

Table 1. Population Counts

	Study Area	McMinnville	Market Area	Yamhill Co.	Oregon
2000 Total Population	1,536	27,198	59,834	84,992	3,421,399
2010 Total Population	1,856	32,187	69,597	99,193	3,831,074
2018 Total Population	2,086	34,366	75,125	104,675	4,185,014
00-10 Annual Growth Rate	1.9%	1.7%	1.5%	1.6%	1.14%
10-18 Annual Growth Rate	1.5%	0.8%	1.0%	0.8%	1.11%
00-18 Annual Growth Rate	1.7%	1.3%	1.3%	1.2%	1.13%

Source: ESRI and Leland Consulting Group

Selected household characteristics are provided in the following table. Generally, existing households in the Three Mile Lane study area are slightly smaller, have higher incomes, and are significantly older, more diverse, and less educated than McMinnville and the wider region. Further, home values are higher than the City and market area average, yet lower than the county and state, likely because despite there being relatively few homes in the study area, most were built post-2000.

Table 2. Select Demographic and Housing Characteristics, 2018

	Study Area	McMinnville	Market Area	Yamhill Co.	Oregon
Avg. Household Size	2.58	2.65	2.74	2.73	2.50
Median Home Value*	\$291,043	\$277,574	\$292,514	\$307,273	\$301,025
Median HH Income	\$55,460	\$53,456	\$57,553	\$61,863	\$57,902
Per Capita Income	\$27,729	\$26,783	\$27,420	\$28,571	\$31,775
Median Age	40.9	35.7	38.1	38.0	39.7
Non-white Pop	20.6%	17.8%	16.5%	14.6%	16.4%
Bachelor's +	19.0%	24.4%	22.2%	26.3%	33.4%

Source: ESRI and Leland Consulting Group

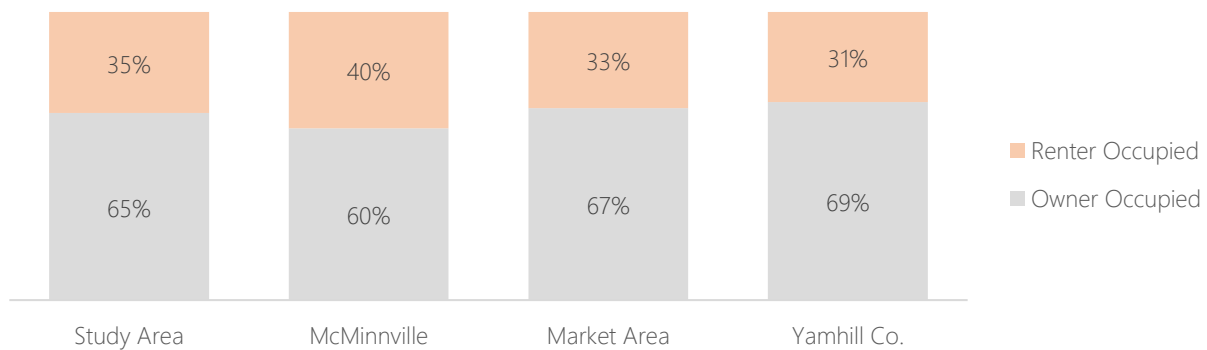
*Owner-occupied housing only

As shown in Figure 5, the study area has a greater proportion of renters compared to market area and county (where owner-occupied households are the norm), but less than the City of McMinnville. This is likely reflective of the higher proportion of older and higher-income households in the study area versus McMinnville.

The Pew Research Center indicates that certain demographic groups—such as young adults, nonwhites, and those with less educational attainment—have historically been more likely to rent than other groups, and rental rates have increased among these groups over the past decade. However, rental rates have also increased among some groups that have traditionally been less likely to rent, including whites and middle-aged adults.⁵

In fact, although renting is most common among young adults, nearly everyone rents at some point in their lives—whether by choice or by necessity. However, rental housing is particularly important for low-income and minority households, about half of whom are renters. As a result, supplying affordable units in a variety of structure types and neighborhoods is a critical national housing policy priority.^{6, 7}

Figure 5. Tenure, 2018



Source: ESRI and Leland Consulting Group

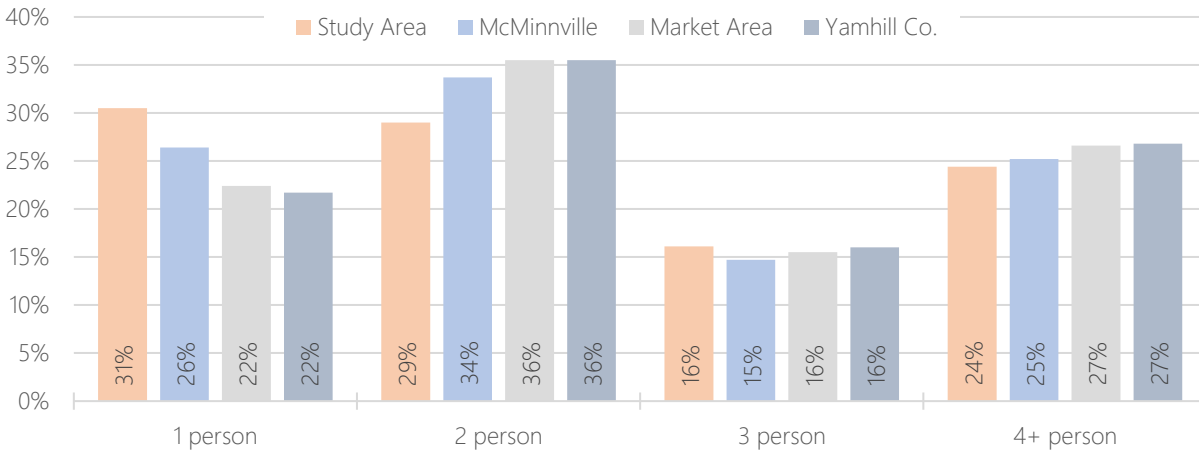
⁵ Pew Research Center, "More U.S. households are renting than at any point in 50 years," 2018, [URL](#)

⁶ From "Renter Demographics" by the Joint Center for Housing Studies of Harvard University, [URL](#)

⁷ At the time of writing, McMinnville was undertaking a Housing Needs Analysis (HNA), the preliminary results of which show housing affordability as a growing challenge in McMinnville.

Figure 6 shows the proportion of households by size for each comparison area. The study area currently has the greatest proportion of one-person households but is consistent with all comparison areas for households with three or more people. Generally, one- and two-person households are the most common household size.

Figure 6. Households by Size, 2010



Source: ESRI and Leland Consulting Group

Residential Forecasts

Population growth is a key indicator and driver of demand for both residential and commercial development, and therefore, population forecasts are critical in estimating future demand. The projected growth—or lack thereof—of the population, households, and employment help to inform future growth rates which are used in the demand analyses presented in this report.

The Population Research Center at Portland State University (PSU) produces annual population estimates for Oregon and its counties and cities, as well as estimates by age and sex for the state and its counties.

The population is projected to grow faster within the limits of the McMinnville UGB than in Yamhill County as a whole. As such, an increasing share of the county’s population is expected to reside in McMinnville over the next 40 years (32 percent in 2018 and 35 percent by 2067).

While McMinnville will have high actual population growth, other cities in Yamhill County have higher projected growth rates over the next two decades. These cities include Dundee (1.84 percent), Newberg (1.81 percent), Lafayette (1.7 percent), Carlton (1.6 percent), and Yamhill (1.2 percent).

Table 3. Population Forecasts, 2017-2040

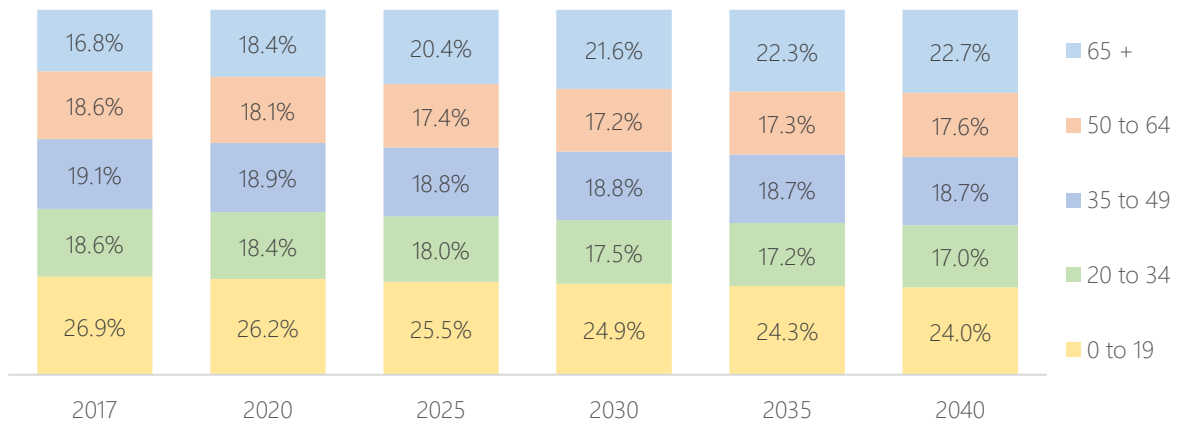
Area / Year	2017	2020	2025	2030	2035	2040
Yamhill County	106,555	111,101	119,339	127,404	135,096	142,311
Annual Growth Rate	N/A	1.40%	1.44%	1.32%	1.18%	1.05%
McMinnville UGB	34,293	35,709	38,437	41,255	44,122	46,956
Annual Growth Rate	N/A	1.36%	1.48%	1.43%	1.35%	1.25%

Source: Portland State University

The 65-and-over age group is projected to experience the most growth in the next two decades as the entire baby boomer generation enters retirement age. After 2030, the millennial presence is projected to significantly

increase the proportion of the population aged between 50 and 64. Access to essential services and a sufficient range of appropriate housing options will be critical in accommodating these aging demographics. These shifting demographics are likely to have a significant impact on residential development. For example, growth in the number of seniors will result in demand for senior housing (age-restricted apartments or assisted living facilities) and small and maintenance-free dwelling units. Growth in the Millennial generation will result in demand for affordable single-family, townhomes, and multifamily housing.

Figure 7. Population by Age, Yamhill County, 2018-2040



Source: Portland State University

Employment

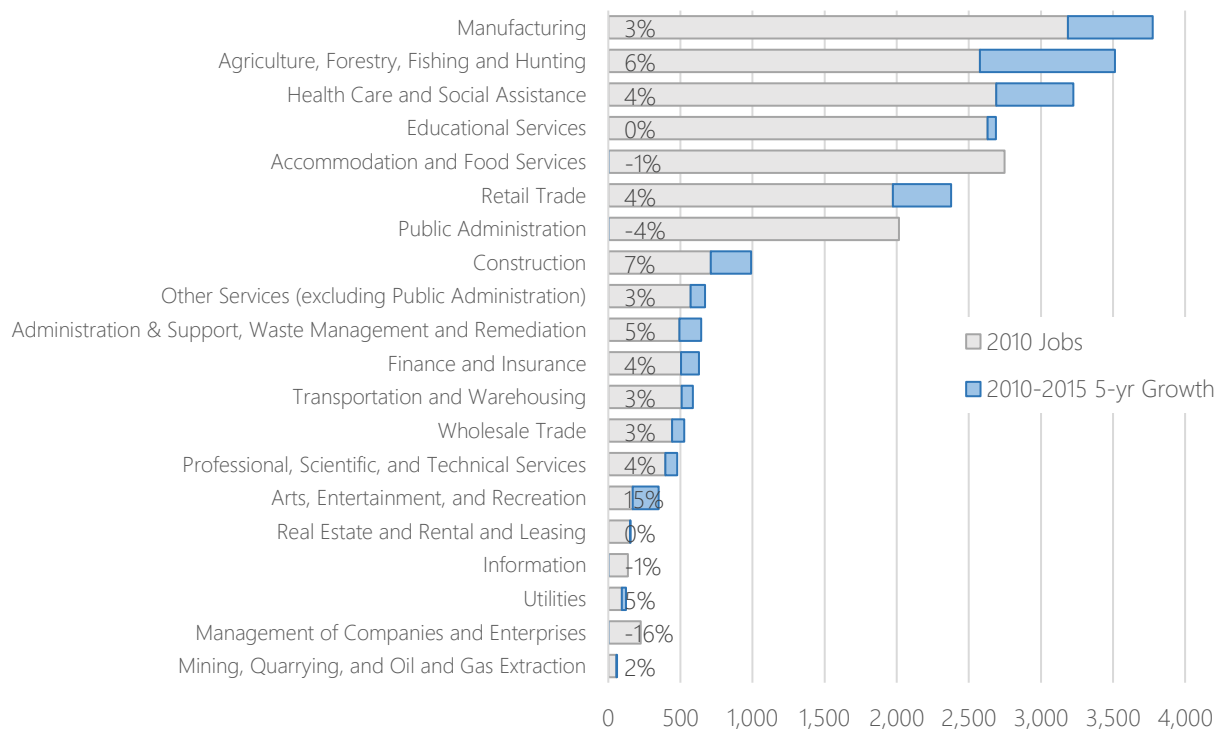
This section provides an overview of past, existing, and projected employment conditions.

Total job counts for 2010 and 2015 and annual employment growth are shown in Figure 8. Employment in the McMinnville market area predominantly consists of jobs in manufacturing, education, healthcare, accommodation and food services, and retail. These five industries were responsible for over 71 percent of all jobs in 2015. Approximately one-quarter of all jobs in 2015 were in the manufacturing industry. Of these top five industries, all but Educational Services experienced high annual growth of over two percent.

- The fastest growing industries between 2010 and 2015 were:
 - Arts and entertainment (15.5% annually). While this sector is relatively modest in size, its growth has been the highest among all other sectors, likely due to the increase in tourism in the area.
 - Construction (6.9% annually).
 - Agriculture, forestry, fishing, and hunting (6.4% annually). Not only in this the third-fastest growing sector in the market area, but it is also the second-largest in terms of total jobs. One of the inputs into this sector is the wine industry, in which McMinnville has continued to experience growth.
 - Administrative & support, waste management & remediation services (5.5% annually)
 - Utilities (5.4% annually)

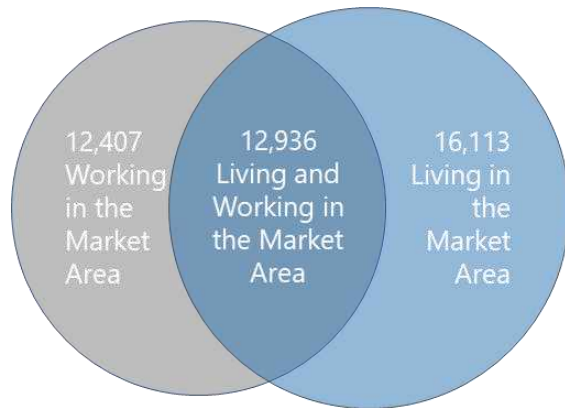
- Finance and insurance (4.5% annually). The majority of speculative office demand is typically generated by this sector and the following sector. This growth improves development prospects for new office development, but in terms of total jobs, these sectors remain relatively minor in the region.
- Professional, scientific and technical services (3.9% annually).
- The only industries to lose jobs in the five-year period between 2010 and 2015 were:
 - Management of companies and enterprises (-15.6% annually)
 - Public administration (-3.7% annually)
 - Information (-1.3% annually)
 - Accommodation and food services (-0.7% annually).

Figure 8. Employment Profile, McMinnville Market Area



Source: LEHD. Percentages shown above are compound annual growth rates for the past five years.

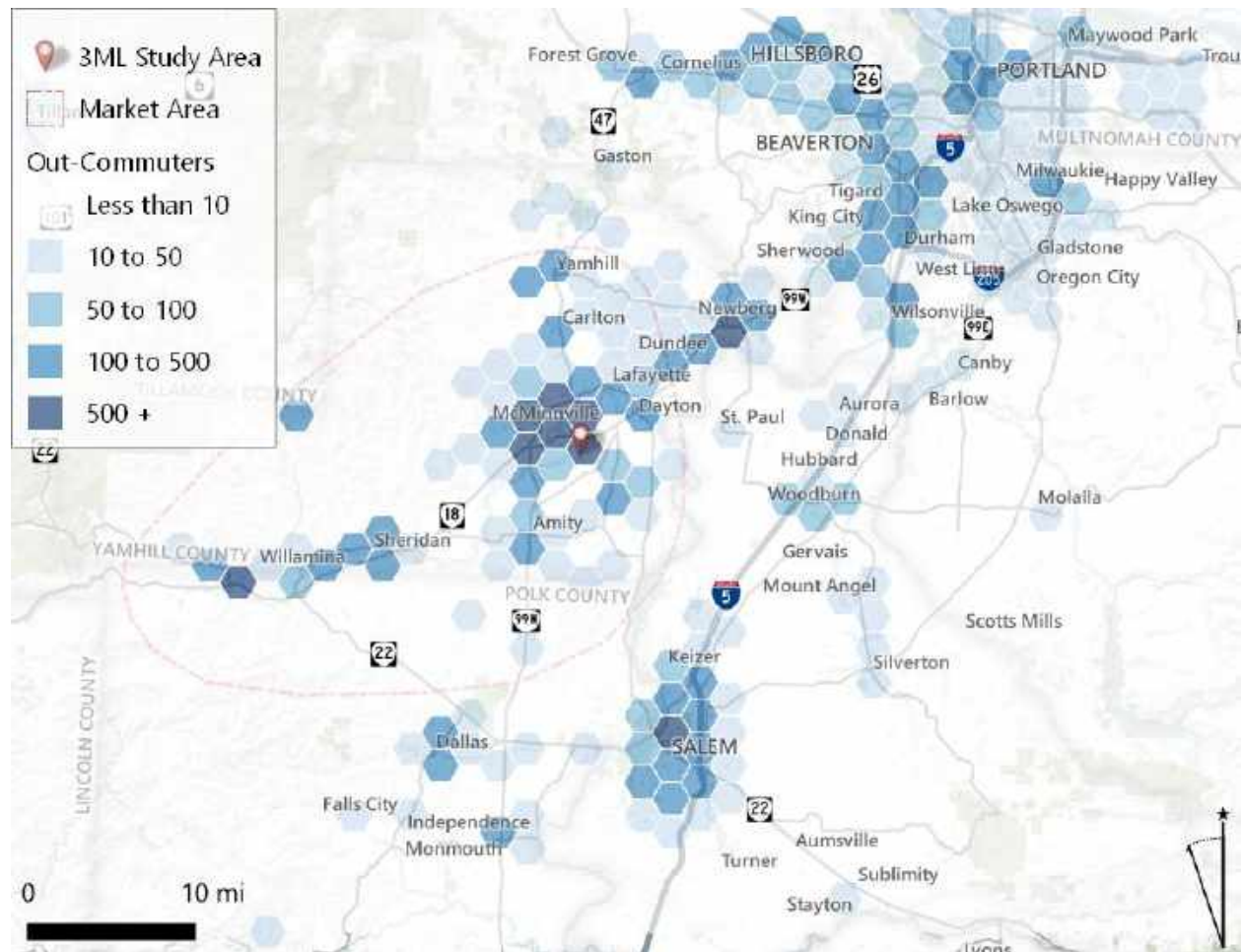
Figure 9. Commute Patterns, Inflow-Outflow, McMinnville Market Area, 2015



The number of people that both live and work in the McMinnville market area generally increased from 2005 to 2015, suggesting that McMinnville’s employment market has strengthened over the past decade. Approximately half of the people working in the market area as of 2015 also live there, up from 41 percent in 2005.

Figure 10 below shows where residents of the market area commuted to work in 2015. The highest concentration of employees living in the market area is within McMinnville. However, a significant number of market area residents commute to Newberg and Salem, as well as further afield to various cities in the Portland metropolitan area. Few residents commute to the coast, although there are small concentrations of employment in cities and towns to the southwest of McMinnville—namely Sheridan and Grand Ronde.

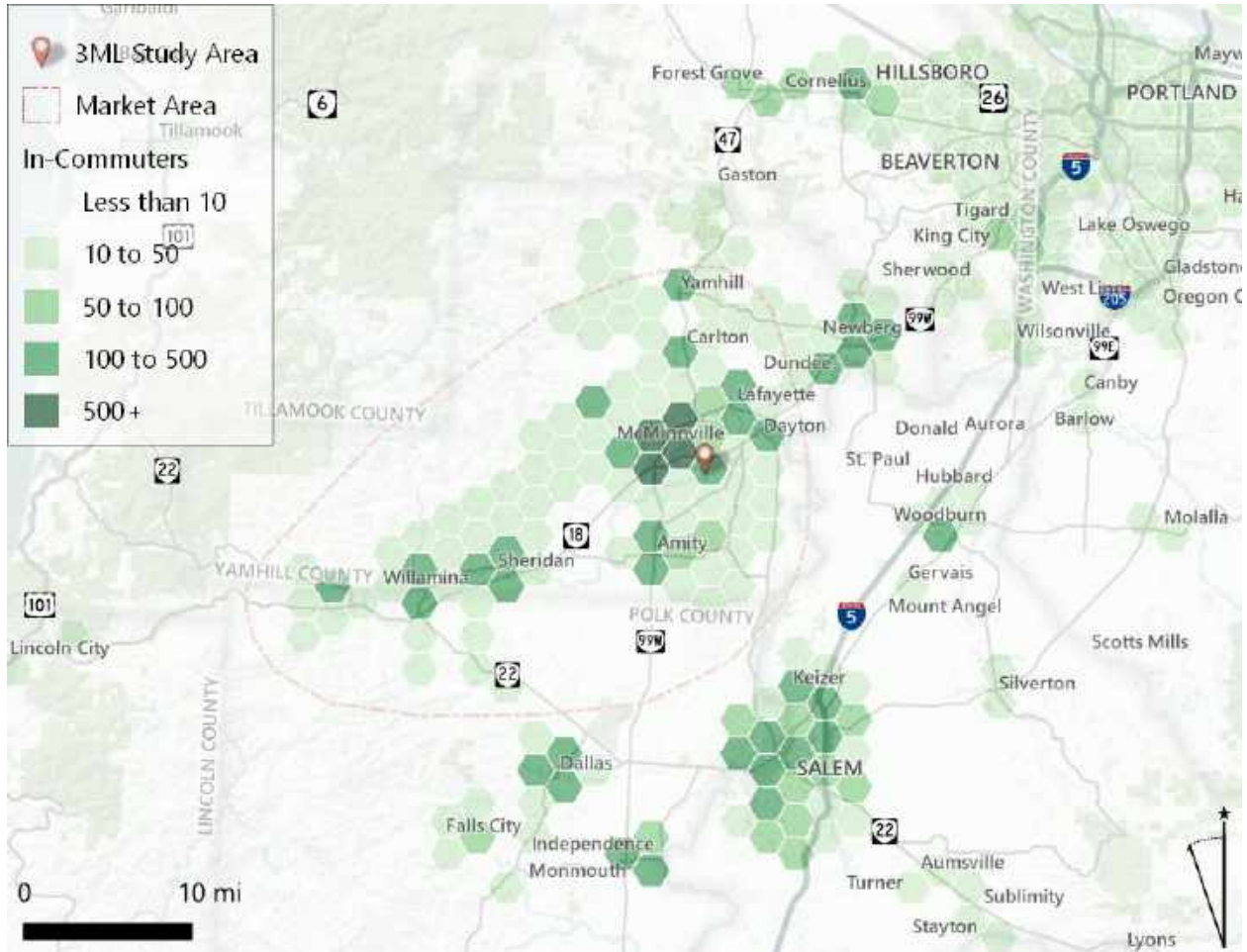
Figure 10. Where Market Area Residents Commute To, 2015



Source: LEHD OnTheMap and Leland Consulting

As the following map shows, there is a significantly greater concentration of employees that also live in the McMinnville area. Few employees working in McMinnville and the surrounding market area live in Salem and even fewer in areas of the Portland Metro.

Figure 11. Where Market Area Employees Commute From, 2015



Source: LEHD OnTheMap and Leland Consulting

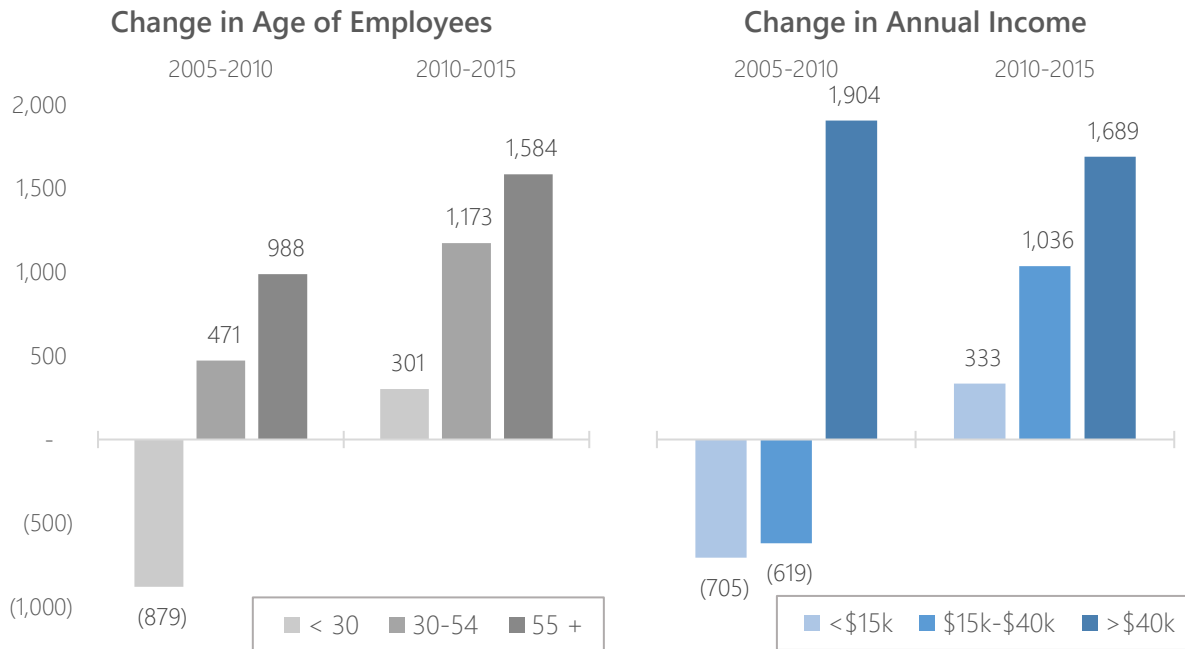
Figure 12 below shows the proportion of market area employees by both age and annual income in 2005, 2010, and 2015. Generally, employees in the market area were significantly older in 2015 than in 2005 but earned significantly more on an annual basis. In fact, employment grew by almost 2,600 jobs in the 55-and-over age category. During this same period, workers in the under-30 age category declined by almost 600.

Some of the key takeaways about McMinnville’s employment associated with both the aforementioned commute data and this trend data is summarized as follows.

- McMinnville as an aging community that is failing to attract or retain its younger workforce. Comparatively, the same data source shows a similar yet less significant trends for the City of Portland.
- People over the age of 55 are moving to McMinnville as they near retirement age, skewing the average employee age upwards. In contrast, almost half of all new employment growth in Portland between 2010 and 2015 was for employees aged between 30 and 54. Similarly, however, the metro

also showed a decline in workers younger than 30 between 2005 and 2010, and only modest growth between 2010 and 2015. Ultimately, this shows Oregon to be an attractive place for workers well into their career already rather than younger, entry-level workers.

Figure 12. Change in Number of Employees by Age and Annual Income, McMinnville, 2005-2015

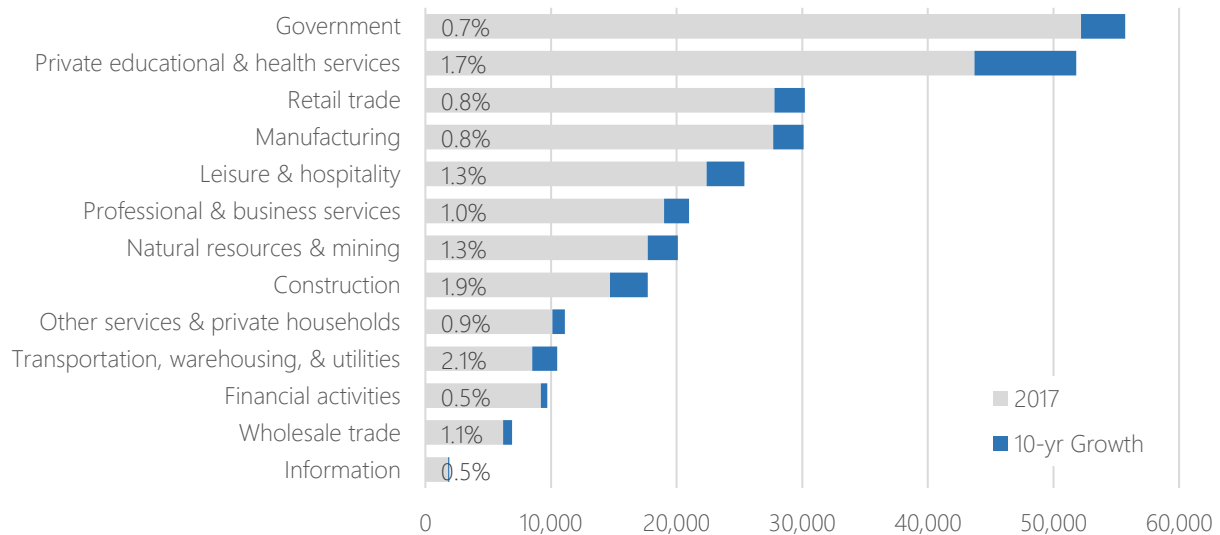


Source: LEHD

Employment Projections

For employment forecasts, we use the State Employment Department’s 10-year projections for each industry. Over half of all projected employment growth is expected to occur in the industries of Educational and Health Services, Government, Construction, and Leisure and Hospitality. The fastest growing industry is Transportation, Warehousing, and Utilities. New, specialized office demand may arise from significant growth in education and healthcare, while employment growth in leisure and hospitality is indicative of the region’s burgeoning tourism presence, particularly with regard to the wine industry.

Figure 13. Projected New Employment Growth, Mid-Valley Region*, 2017-2027



Source: Oregon Employment Department (QualityInfo.org)

*Includes the four-county region of Marion, Polk, Washington, and Yamhill

However, caution is required with these projections. Not only do they apply to a larger geographic area than the residential projections (a four-county region versus the McMinnville UGB), but the employment projections are given by industry, likely resulting in a significant margin of error. As such, it is likely to be just as instructive to consider historical trends (e.g. from the last five to 10 years) in projecting future employment in the market area. The demand estimates for new office and industrial development that are presented later in this report are based on an average of historical and future growth rates.

Real Estate Market

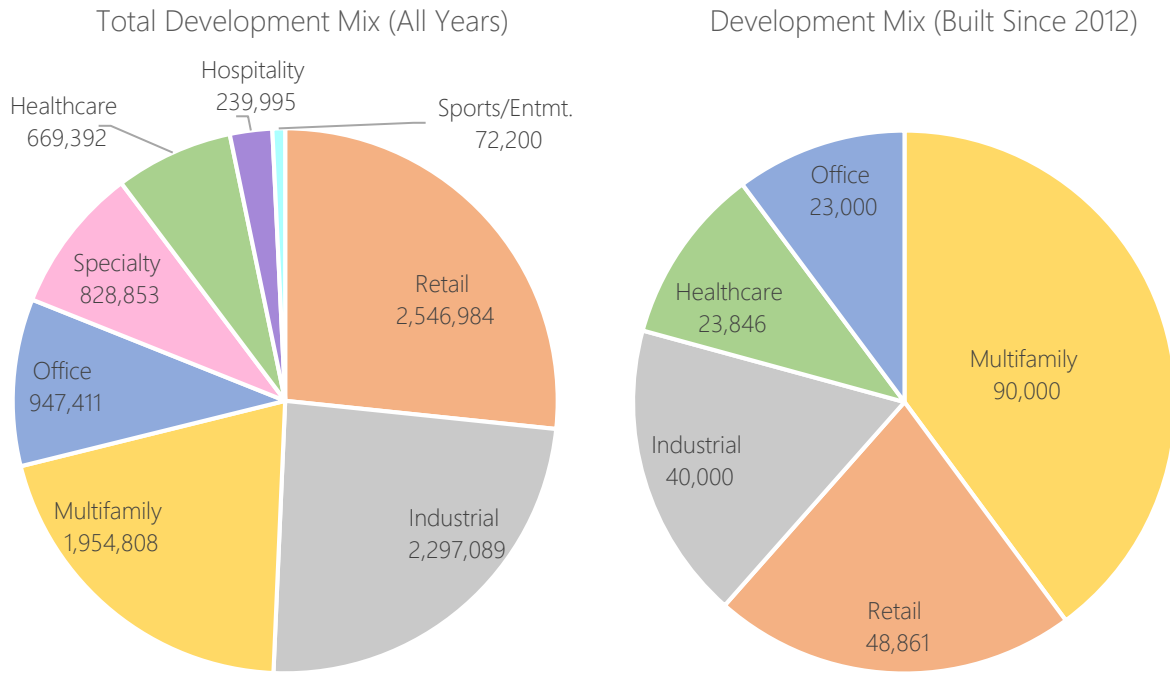
This section covers the residential market, which includes both single-family and multifamily housing; the retail market; and the market for “employment” space, which includes both industrial and office land uses. Market conditions—such as the development pipeline, building vacancies, rents, and other market trends—are critical to establishing the market’s strength and subsequent level of financial feasibility for new development.

However, more recent development in McMinnville has been mostly multifamily residential (predominately apartments), which is consistent with national trends and consumer preferences, despite weaker market conditions. With the growing demand among younger and older generations for apartments, tighter mortgage lending requirements, and many years of limited apartment production, there remains pent-up demand for apartments in most markets. Coupled with a changing commercial market in which office space use is declining every year and retailers are closing at an unprecedented rate in face of e-commerce, multifamily has generally become the dominant type of new development. This trend appears to be applicable to the McMinnville market area as well. With that said, construction costs and increasing land prices continue to increase feasibility barriers. If rents are not high enough to justify new construction to mitigate these barriers, then additional funding will be necessary to bridge the feasibility gap.

Figure 14 shows commercial and multifamily real estate development (excluding institutional and single-family residential) by total square footage within the market area. The chart on the left shows all development built

across all years. The land use mix is relatively evenly spread across many development types, with retail and industrial comprising over half of all development.

Figure 14. McMinnville Market Area Land Use Mix, Commercial and Multifamily Development (Square Feet)

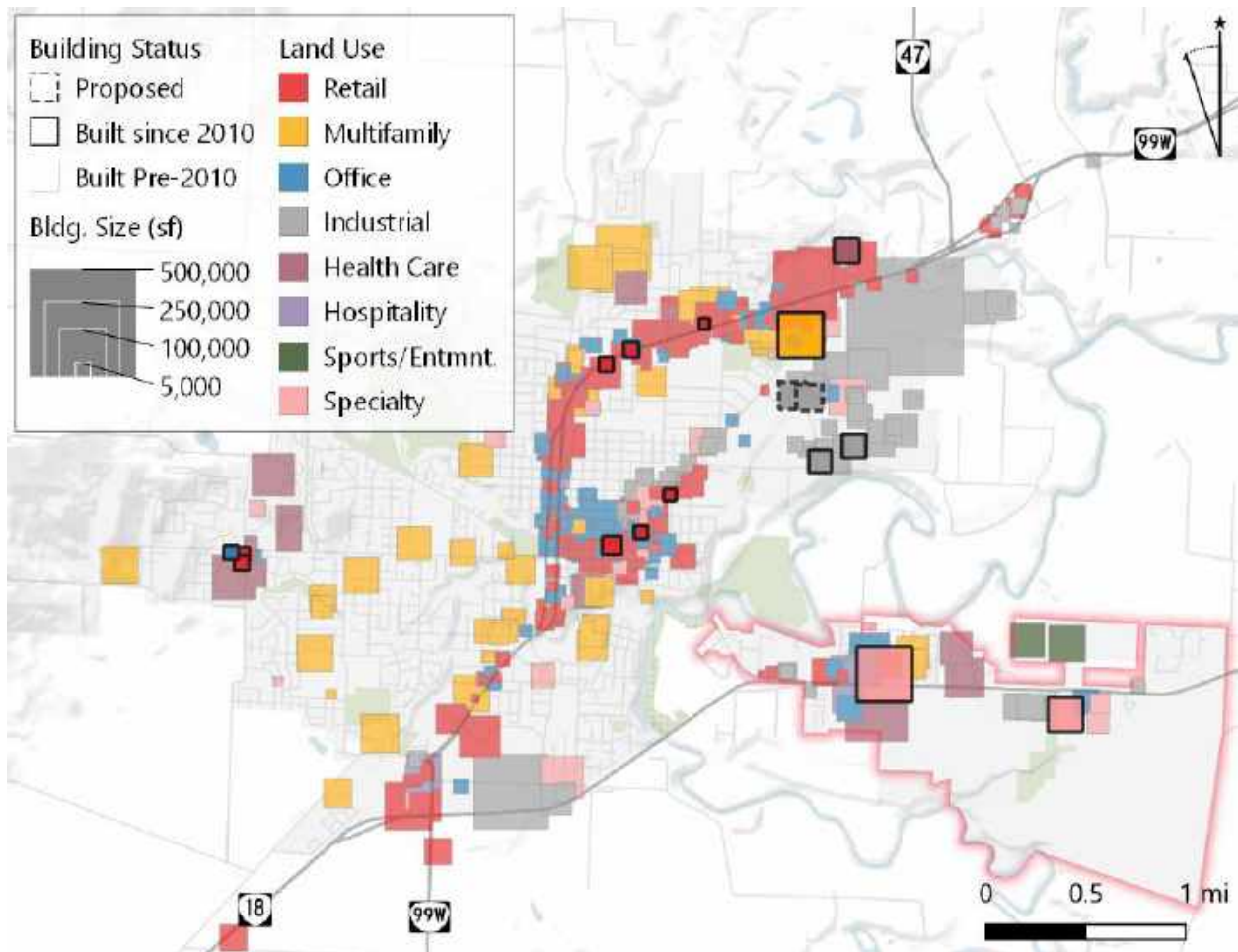


Source: Costar

Figure 15 shows the location and size (by total building square footage) for each land use. Squares with bold outlines indicate recent construction and buildings under construction, while squares with dashed or no outlines indicate proposed projects planned for 2019 or beyond. It is worth noting that some of these proposed projects have been in the pipeline for a long time, such as the proposed retail projects in the Three Mile Lane study area. This analysis—to a certain extent—will identify whether some of these projects are indeed feasible.

There has been relatively little new development in McMinnville, and most recent construction has occurred in the northern sections of the city, with some smaller retail projects along the Highway 99W corridor.

Figure 15. Development by Land Use* and Year Built, City of McMinville



Source: Costar and Leland Consulting Group
 *Excludes institutional and single-family residential land uses

Residential Market

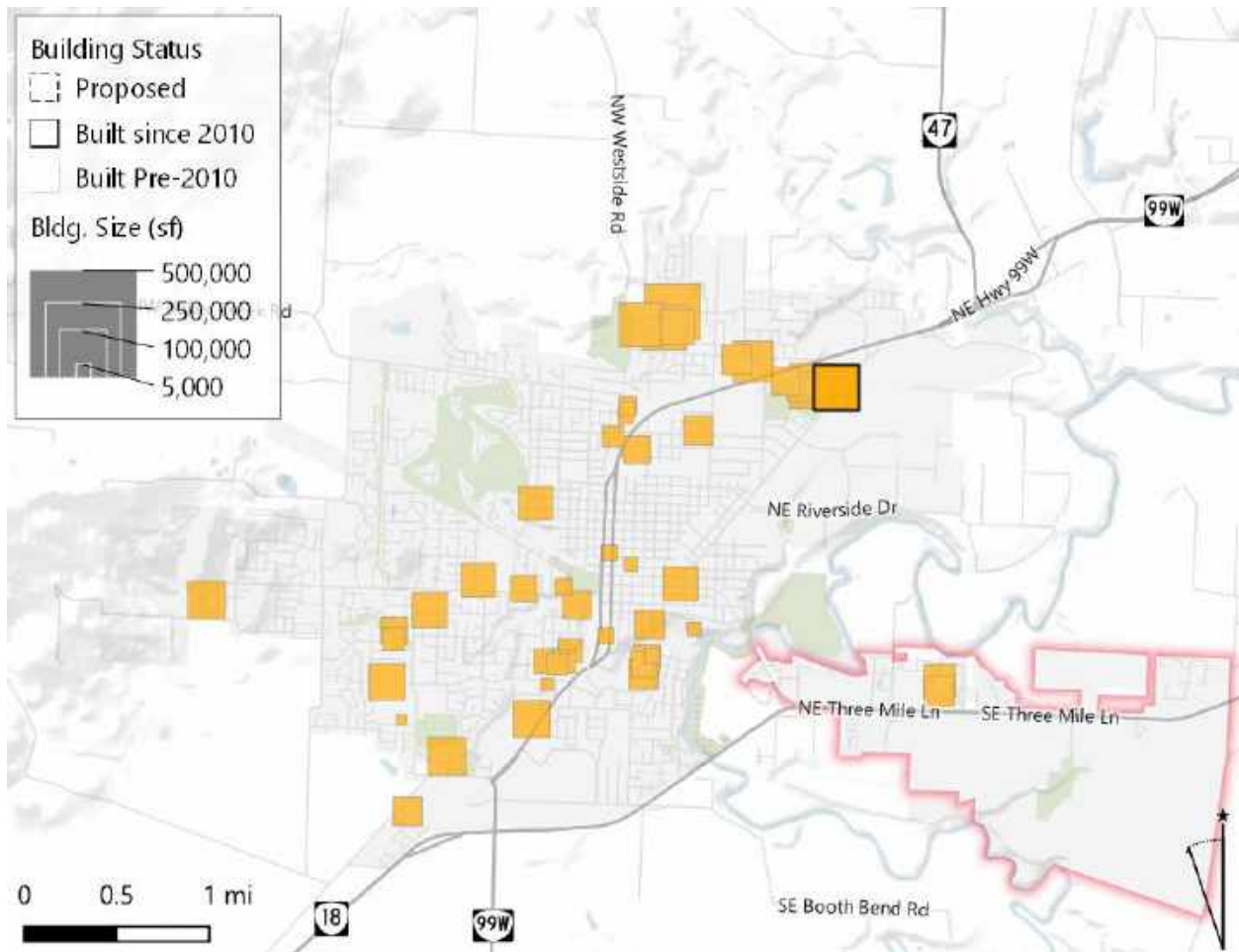
The residential market includes both single-family and multifamily development—both renter-occupied and owner-occupied.

Multifamily Rental Market Summary

Nationally, apartment demand and occupancy remain strong and demographics are favorable to the apartment sector. However, apartment growth tends to be most apparent closer to the center of large metropolitan areas.

The regional market is largely rural and features a sizable proportion of renters, underpinned by demand from students at several local colleges and universities. Deliveries have been limited in this cycle, though lease-up has been rapid in new projects. Generally, there have been tighter vacancies and higher rent growth than in the wider Portland metro region. The primary inventory is for “workforce housing,” and there are no high-end communities (designated by CoStar as 4 or 5 stars) in the submarket. Investment in Yamhill County is limited, with fewer than 10 properties typically trading each year between primarily local firms and investors.

Figure 16. Multifamily Residential Development



Source: Costar, Leland Consulting Group

Within McMinnville, 13 of the 37 apartment buildings with 20 or more units are non-market-rate⁸ (senior or affordable). Market-rate apartments rent—on average—from about \$1.00 to \$1.20 per square foot. The vacancy rate is very low, with the only vacancies near or above five percent in buildings older than 1980. Units in newer buildings typically achieve higher rents.

Only one apartment project has been completed within the market area since 2012—Lafayette Place Apartments. This project is pictured below along with a summary of its key attributes.

Lafayette Place Apartments. A 132-unit market-rate apartment project, completed in 2017, located in north McMinnville. The buildings are wood-frame, three-story “garden walk-ups”. At \$955 for a 1-bedroom apartment (\$1.32 per square foot) and \$1,196 for a 2-bedroom apartment (\$1.26 per square foot), the Lafayette Place Apartments are the highest renting multifamily



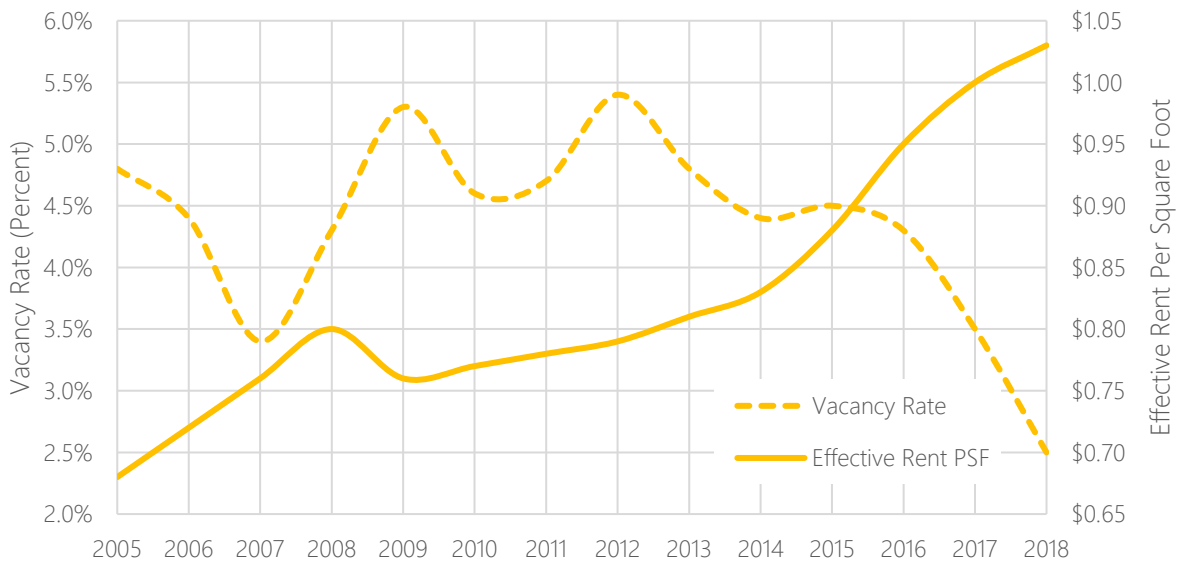
⁸ Market rate housing is an apartment that has no rent restrictions

property in the market area. Parking is 100 percent onsite surface lots.

Figure 17 below confirms that the multifamily market in the McMinnville market area is tight. Average rents have been climbing over the last decade, while vacancies have been very low and have rapidly declined since 2012, indicating demand for new multifamily construction.

In fact, this market strength and potential demand is underlined by the fact that vacancy rates in McMinnville’s multifamily housing market remained low and rent growth was largely positive during the recession—a period of time where most apartments in similar markets saw the exact opposite trends occurring.

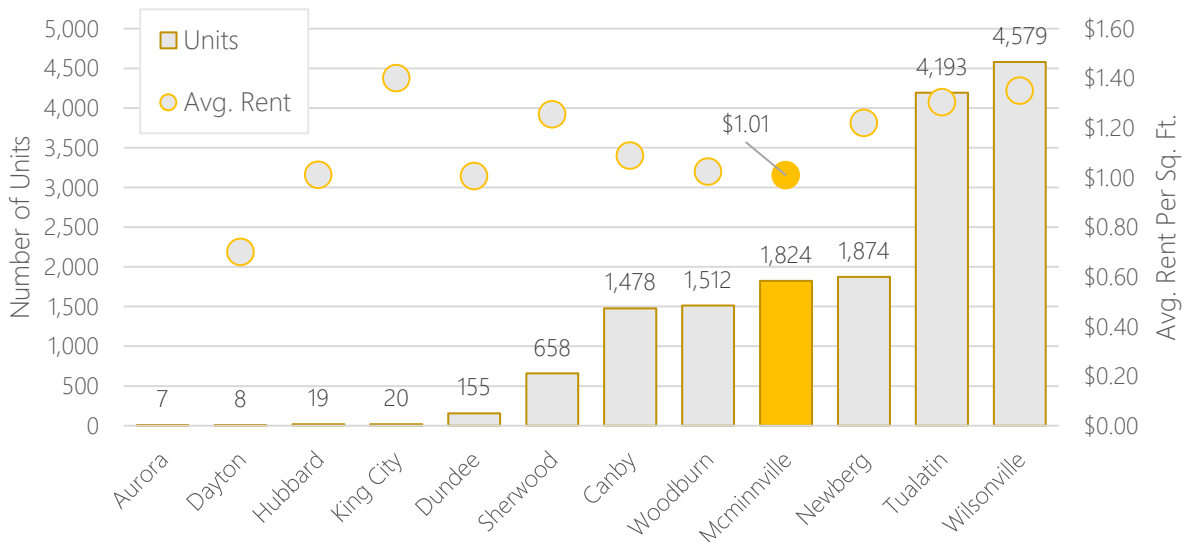
Figure 17. Market Area Multifamily Rent and Vacancy Trends, 2005-2018



Source: Costar, Leland Consulting Group

However, the average rent per square foot for multifamily apartments in McMinnville is lower than those in Newberg, Tualatin, and Wilsonville, which benefit from their proximity to the larger job centers in Portland and Washington County. Some of McMinnville’s newer or higher quality multifamily properties, however, have seen rents higher than the historical average. For market-rate properties only, the average rent increases to about \$1.11 per square foot.

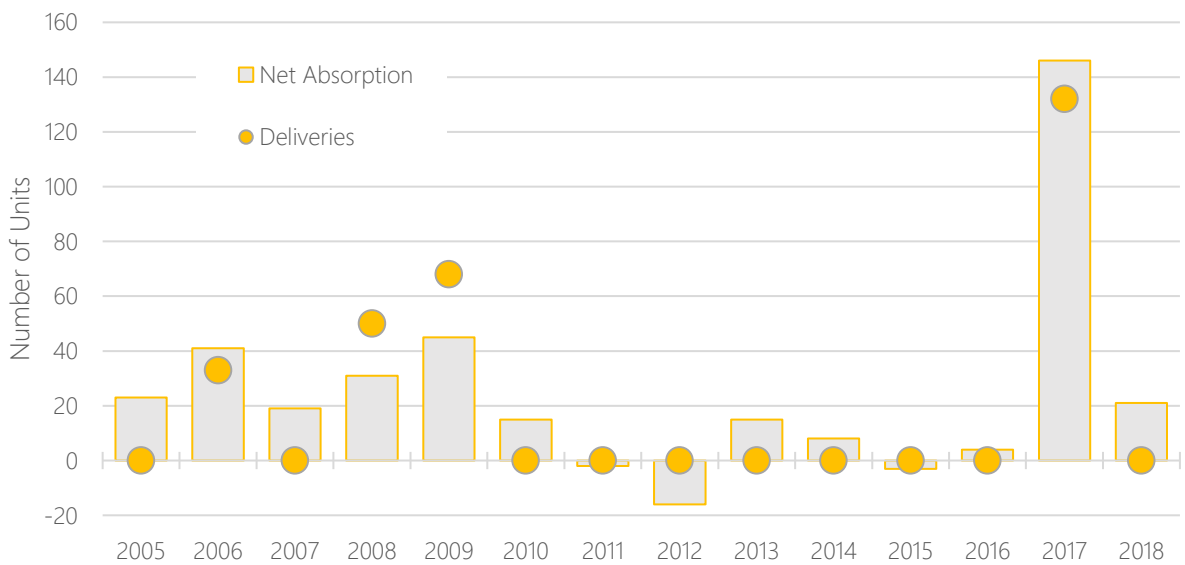
Figure 18. Regional Multifamily Residential Summary



Source: Costar, Leland Consulting Group

Vacancies decreased gradually and then significantly from 2012 through 2018, despite the completion of the 132-unit Lafayette Place Apartments in 2017, largely due to continued positive absorption. The instant absorption of the first new apartment project in a decade indicates strong demand for new rental housing.

Figure 19. Market Area Multifamily Net Absorption and Deliveries (units), 2005-2018



Source: Costar, Leland Consulting Group

Single Family Market Summary

Single-family home prices have been increasing rapidly since the 10-year low of \$158,000 in 2013 Q2. The pre-recession median price of \$239,000 was surpassed going into 2016. Per Figure 20, McMinnville’s single-family market appears strong and hasn’t experienced the same volatility in the market over the past 10 years as many other municipalities.

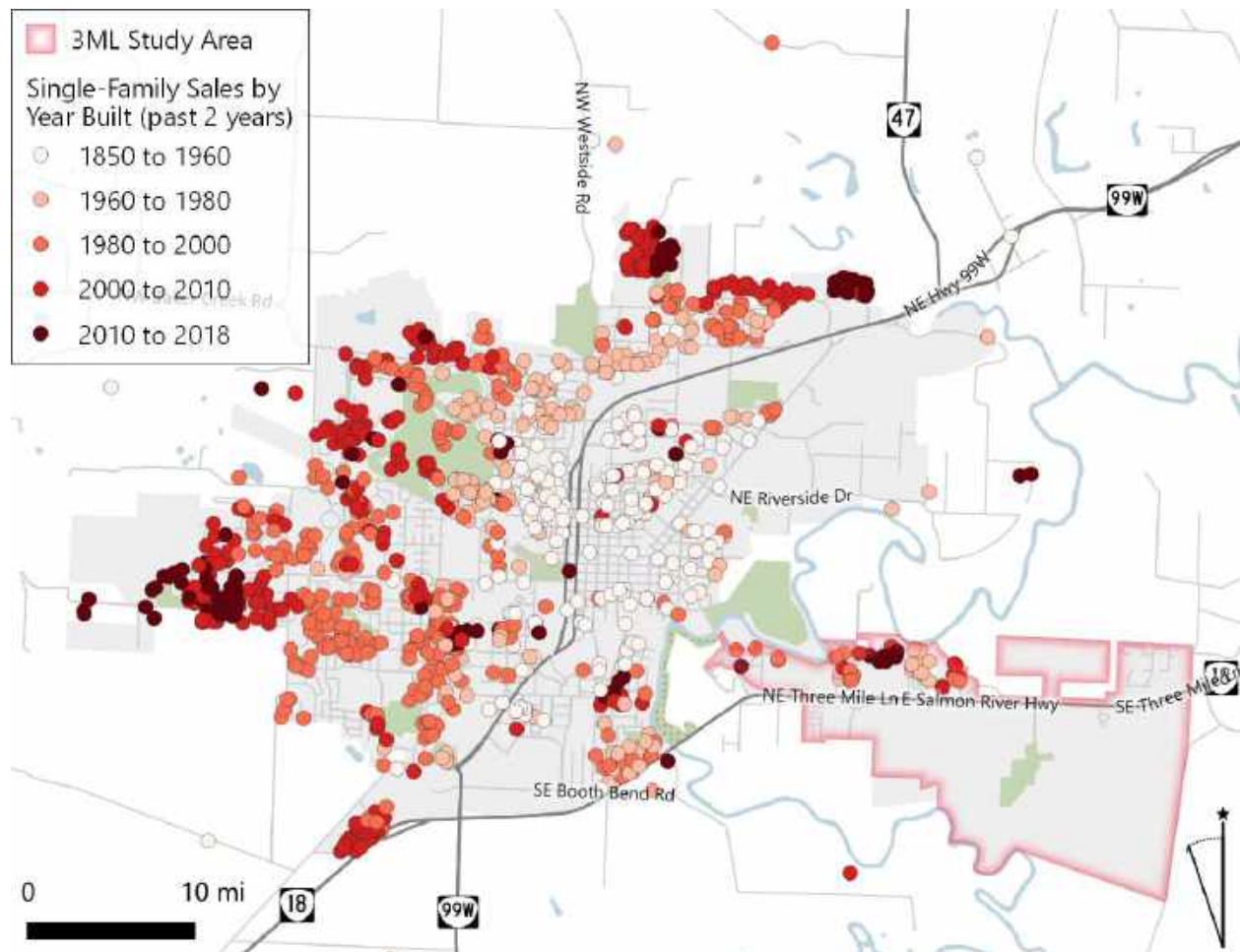
Figure 20. McMinnville Single-Family Median Home Sold Price (2008 to 2018)



Source: Zillow Real Estate Research

Figure 21 shows the location density of residential sales for the past two years. Sales have been driven by new single-family construction in subdivisions, mostly in the western and northern edges of the city. However, some new development has occurred in the Three Mile Lane project area.

Figure 21. Single-family Residential Sales, Past Two Years



Source: Redfin, Leland Consulting Group

Table 4 below shows data relating to single-family sales and absorption for the past 24 months, as well as current for-sale listings, and estimated months of inventory. Months of inventory are often referenced when determining whether it's a seller's market or a buyer's market: If there are zero to four months of inventory, meaning that all current listings can expect to be sold within 4 months, it is considered a seller's market because houses are selling very quickly.

Key findings and general takeaways include:

- Over the last 24 months, approximately 1,127 homes were sold (all new homes and resales), over 92 percent of which were single-family detached homes.
- There are no existing townhomes listed for sale.
- The single-family market is considered tight, with only three months of inventory currently listed for sale. The market for housing under \$400,000 is particularly tight, with very little inventory listed for sale and the highest rate of absorption across all home types and price ranges.

Table 4. Owner-occupied Housing Market Summary, McMinnville, 2018

	Sales in Last Two Years	Percent of Total	Absorption (Units Sold per Month)	Listings	Months of Inventory
Single-Family Homes					
Under \$200k	68	7%	3	0	0
\$200k to \$300k	373	36%	16	9	1
\$300k to \$400k	365	35%	15	31	2
\$400k to \$500k	141	14%	6	43	7
\$500k to \$600k	59	6%	2	12	5
\$600k +	38	4%	2	23	15
Subtotal	1,044		44	118	3
Attached Homes*					
Under \$200k	12	14%	1	0	0
\$200k to \$300k	58	70%	2	0	0
\$300k to \$400k	13	16%	1	0	0
\$400k +	0	0%	0	0	0
Subtotal	83		3	0	0
All Housing					
Under \$300,000	511	45%	21	9	0
Over \$300,000	616	55%	26	109	4
Total	1,127		47	118	3

Source: Redfin and Leland Consulting Group

*Attached includes condominiums and townhomes

The following table—which shows various data for sales over the past 24 months for all housing (all construction years) and new housing (built since 2010) by the number of bedrooms—provides further confirmation of the tight single-family market and relatively strong demand for middle-income, mid-sized, high-quality housing. Housing built since 2010 tends to cost about 22 percent more on average than the local single-family market. New housing—and homes with two and three bedrooms—spend the least time on the market (not including one-bedroom housing, which comprises only one percent of the market).

Table 5. Single-Family Sales Within the Last Two Years by Number of Bedrooms

Number of Bedrooms	Percent of Sales	Avg. Price	Avg. Price per Sq. Ft.	Avg. Size (sq. ft.)	Avg. DOM	Avg. Year Built
All Construction	100%	\$333,904	\$185	1,865	370	1985
1	1%	\$263,451	\$255	1061	188	1971
2	9%	\$254,814	\$205	1,276	374	1962
3	62%	\$315,474	\$188	1,710	368	1985
4	23%	\$393,456	\$173	2,303	375	1992
5	5%	\$424,828	\$156	2,772	382	1997
6	1%	\$498,520	\$151	3,344	351	1984
Built Since 2010	14%	\$408,298	\$203	2,029	313	2016
1	1%	\$275,000	\$393	700	133	2017
2	2%	\$328,000	\$201	1,648	288	2012
3	33%	\$379,286	\$199	1,902	283	2015
4	49%	\$408,915	\$186	2,202	375	2016
5	16%	\$442,392	\$171	2,590	366	2016

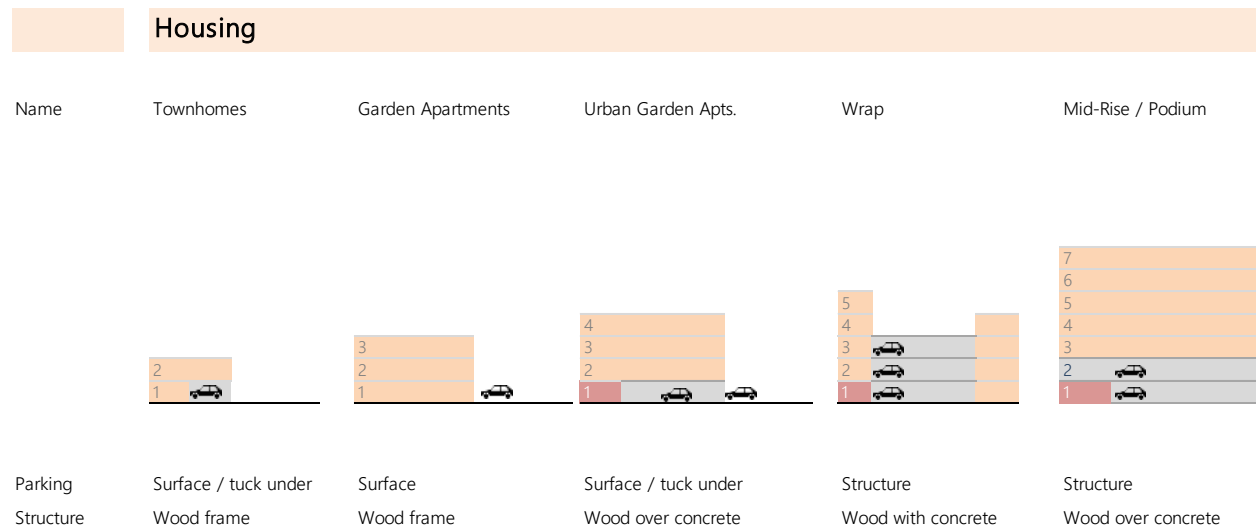
Source: Redfin, as of July 2018

Housing Development Prototypes

Most housing can be categorized within a set of “prototypes,” which are shown below (single-family residential is not included). The prototypes increase in scale and density moving from left to right. Parking is a key factor that affects housing density and financial feasibility. Typical types of parking are surface, tuck under, structured, and below-grade structured. Surface parking is the least expensive and below-grade structured parking is the most expensive. Structured parking can add tens of thousands of dollars of construction cost per housing unit, which often means that only hot housing markets with high rents can accommodate higher-density housing types with structured parking. Construction materials also change as housing density increases. Townhomes, low-rise (garden) apartments, and low-rise apartments with tuck-under parking (urban garden apartments) are typically entirely wood-frame buildings; while wrap and mid-rise/podium structures require concrete construction for parking areas; in addition, steel is sometimes used instead of wood for the apartment areas. The construction complexity and specialization required for these building types also increases costs.

Single-family, townhomes and low-rise apartments appear to be the most financially feasible housing development types in the near- and mid-term. Single-family homes will also be feasible. Urban garden apartments (which include tuck-under parking and sometimes ground-floor retail) may be feasible in the mid- and long-terms. Wrap and mid-rise projects are only likely to be feasible after significant “place-making” improvements have been made, and/or if the market changes. Affordable and/or mixed-income projects can sometimes achieve higher densities than market-rate projects since they have access to additional public funding sources. While the vacancy rate across multifamily apartments is practically zero and net absorption continues to increase, rents remain too low for market-driven high-density developments. However, the tight market may generate significant rent growth, subsequently improving the feasibility of higher density developments.

Figure 22. Housing Development Prototypes



Market Trends

The recession had a profound and lasting effect on the housing market, and while the recovery is now almost over, more people are renting than ever before. For many people, financial barriers such as rising student debts, access to credit, and large down payments have forced them to rent. For many others, the choice to rent is simply a choice. Indeed, it is well established that the two most populous generations—the Baby Boomers (ages 54 to 72) and the Millennials (ages 22 to 37)—are currently the primary drivers of demand for residential units in walkable, urban locations that offer flexibility and a range of amenities.

As Baby Boomers reach retirement age and see the last of their children leave home, they are increasingly attracted to smaller move-down or “lock-and-leave” housing which requires less maintenance and affords more flexibility. As such, age-restricted and senior multifamily housing has risen near the top of the list for best investment choices (per ULI’s “Emerging Trends in Real Estate 2018”).

For Millennials, the situation is more nuanced and difficult to forecast. The common rhetoric for many years was that Millennials desire urban living and will continue to reside in urban cities because of financial conditions and choice. However, while demand for urban rental apartments has remained high among Millennials, they are increasingly forming households and having children, looking at select suburbs and secondary markets because of the quality of life, lower cost, and space and yard availability. Indeed, 70 percent of Millennials expect to be homeowners by 2020, even though only 26 percent own today (per ULI’s “Gen Y and Housing”). With that said, generational trends associated with the next emerging generation—Gen Z (ages 21 and below)—are relatively unknown.

Other reports have recently documented important trends in housing. Findings include:

- Cost of housing, neighborhood safety; proximity to work; K-12 school quality; and community character, ambiance, and visual appeal were the top five critical community features for survey respondents.⁹

⁹ Urban Land Institute (ULI), Gen Y and Housing: What They Want and Where They Want it, 2015

- Urban setting; proximity to shopping, dining, and entertainment; walkability; and availability of mass transit are all also important—but not critical—features in a community.¹⁰
- The more walkable the community, the more satisfied residents are with their quality of life.¹¹
- Access to public transportation is much more important to those earning under \$50,000 per year, while walkability is also more important to those with lower incomes.¹²
- Sixty percent of residents would spend at least a little more for a house in a walkable community.¹³
- Four-in-ten people prefer a walkable community and a short commute. Millennials, in particular, are swayed by a shorter commute.¹⁴

Talk of generational shifts, however, sometimes misses the point. Ultimately, people are waiting longer to make significant life choices, such as buying a home or having children, and quality of place has emerged as a primary desire for almost all prospective residents across all demographic groups. Quality of place is simply the components that make any given place enjoyable to live, such as availability of and access to good schools, parks, quality healthcare, transit, shops, entertainment, and cultural amenities.

Residential Demand

As noted earlier, projected growth rates tend to vary significantly depending on the source and the geography in question. Therefore, it is important to carefully consider the “middle-of-the-road” option and note that actual demand is likely to change. With that said, PSU’s projections for the McMinnville Urban Growth Boundary align with projections for Yamhill County as well as the “baseline” growth rate, which applies the historical household growth rate from 2010 to 2018 in the market area to current households.

For the residential and retail demand forecasts, we assume that actual household growth will be approximately 1.3 percent. Based on this household growth rate, we project market area demand for an additional 3,800 units over the next 10 years within the market area, or about 380 units per year. We anticipate that the most demand for new *rental* units will be from households with incomes less than \$75,000, and the most demand for new owner-occupied housing to be from households earning between \$50,000 and \$150,000. We expect about 32 percent of future housing demand to be for renter-occupied units, resulting in about 1,200 rental units and 2,500 owned units.

¹⁰ Ibid.

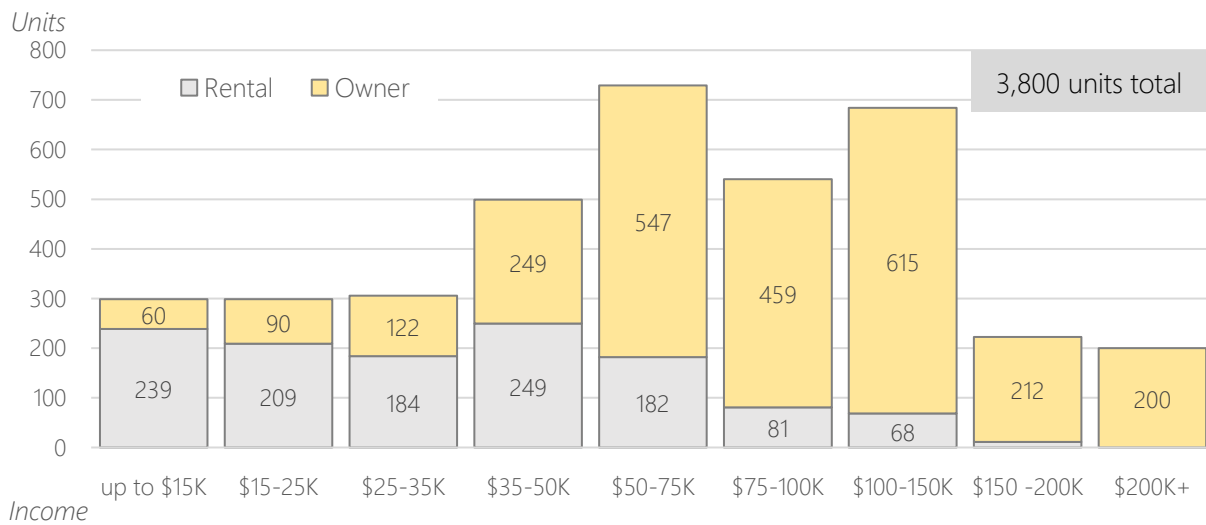
¹¹ National Association of Realtors (NAR), National Community and Transportation Preference Survey, 2018

¹² Ibid.

¹³ Ibid.

¹⁴ Ibid.

Figure 23. 10-year Market Area Unit Demand



Source: Leland Consulting Group

Table 6. Annual Income Range and Attainable/Affordable Monthly Rent and Housing Price

HH Income	\$15k	\$25k	\$35k	\$50k	\$75k	\$100k	\$150k	\$200k	\$200k+
Attainable Monthly Rent	\$375	\$625	\$875	\$1,250	\$1,875	\$2,500	\$2,500+	\$2,500+	\$2,500+
Attainable Home Price	\$45k	\$75k	\$105k	\$150k	\$225k	\$300k	\$450k	\$600k	\$600k+

Source: ESRI, Leland Consulting

While projected residential growth suggests demand for a total of 1,200 multifamily rental apartments, the past five years has only delivered a total of 132 multifamily apartment units, significantly lower than the necessary rate of development required to get to 1,200 within the next decade. Of course, townhomes and—to a lesser extent—single-family homes may also be renter-occupied, but multifamily apartments will be responsible for the majority of new renter-occupied units. With the trajectory of the past five years, the multifamily market will continue to be constrained, potentially increasing rents and attracting developers to the region. However, the City should explore ways in which to incentivize new housing development and bridge any potential feasibility gaps preventing new construction.

Table 7. Historical and Forecasted Multifamily Residential Trends, Market Area

	Past 5 Yrs.	Next 10 Years
Net MFR Absorption	175 units	275 units
MFR Deliveries	132 units	350 units

Source: Costar and Leland Consulting Group

Three Mile Lane Study Area Absorption

With such a tight single-family and multifamily market, as well as few major tracts of vacant tracts for greenfield development inside urban areas, we expect the project study area to capture a significant amount of new residential demand over the next 10 years.

While the vacancy rate is currently almost zero, development activity should theoretically increase, and we anticipate the multifamily market to subsequently stabilize near five percent vacancy (typically considered the point of market equilibrium for multifamily). For this reason, we anticipate deliveries to be higher in the Three Mile Lane project area than net absorption. This assumes that land supply and zoning is able to accommodate new multifamily development.

For single-family, we anticipate single-family development to build out to the extent allowed. Given the existing industrial zoning, there are few places which could accommodate such residential development. Much fewer single-family units could be accommodated simply due to the density of single-family development and land required relative to multifamily residential.

Retail Market

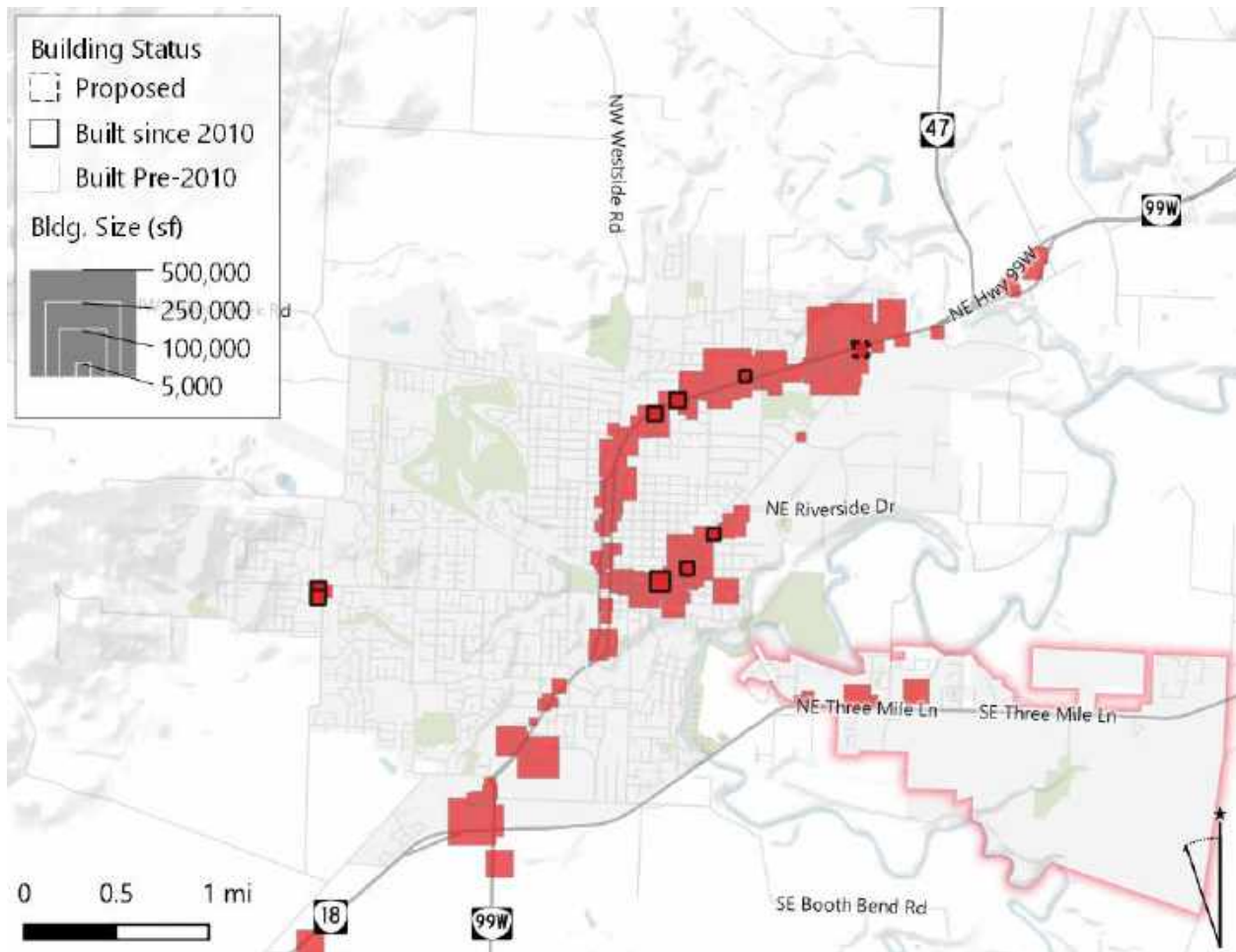
Market Summary

For retail, the analytic goal of defining a “market area” is generally to encompass likely customers whose spending power will fuel a significant majority of sales in future shops and eateries in the study area. Competitive supply (both existing and potential) will also, logically, tend to fall within that same market area. Neighborhood stores such as supermarkets tend to have much smaller market areas than big box stores, which in turn have smaller catchment areas than regional malls or other larger-scale projects.

CoStar reports that the McMinnville market area has 268 buildings totaling 2.5 million square feet of retail space. The market has a low vacancy rate of 1.4 percent. Rents vary widely by retail property type, condition, and configuration. Generally, asking rents for quality retail space range from around \$14 to \$18 per square foot, but a few quality, well-positioned retail spaces are achieving upwards of \$24 to \$30 per square foot triple-net, such as some pad sites along Highway 99W. No comps currently exist for brand new, first-generation retail space.

Figure 24 illustrates the relative size of retail development by total square footage. Retail development is largely concentrated along State Highway 99W. Generally, retail is small-scale—especially along Baker Street and near downtown—while larger neighborhood-serving retail—such as McMinnville Town Center, Lowe’s, Wal-Mart, WinCo Foods, and Bi-mart—is located in the northern and southern areas of the city.

Figure 24. Regional Retail Development



Source: Costar, Leland Consulting Group

Understanding the pattern of retail spending within a community is critical. By looking at estimated demand from existing households and current estimated sales, we can identify the relative strength or weakness of each retail category. Retail sectors in which household spending is not fully captured are called “leakage” categories, while retail categories in which sales are higher than estimated household demand generated by existing residents are called “surplus” categories.

A retail sales surplus indicates that a community pulls consumers and retail dollars in from outside the trade area, thereby serving as a regional market. Conversely, when local demand for a specific product is not being met within a trade area, consumers are going elsewhere to shop, creating retail leakage.

Table 8 shows the current annual retail leakage for various retail categories. Most retail categories show a sales leakage occurring, with Food and Beverage (grocery), Building Materials and Garden Equipment, Health and Personal Care, and Miscellaneous Retailers showing a surplus. This indicates that the McMinnville area is a weak retail market with a lot of spending potential leaving the area. General Merchandise shows the highest leakage, but these retailers—such as Walmart and Target—have large catchment areas and it’s very possible that McMinnville residents travel to larger metros, such as Salem and Portland to shop at these stores.

While leakage usually presents an immediate opportunity to increase new retail development activity and capture some of the demand leaving the area, this may be unlikely for many of the retail categories in the table and following chart below given McMinnville’s proximity to several regionally-significant retail centers. For example, both Bridgeport Village and the Woodburn Outlets—which provide an extensive range of low-cost, high-quality products—are about a 45-minute drive of McMinnville.

Table 8. Retail Leakage Analysis, McMinnville Market Area

	Est. HH Demand	Current Est. Sales	Current Leakage (\$)
Furniture and Home Furnishings	\$25,459,215	\$9,815,869	15,643,346
Electronics and Appliance	\$25,779,334	\$10,205,468	15,573,866
Building Material, Garden Equip	\$56,286,379	\$89,349,237	-33,062,858
Food and Beverage (grocery)	\$132,402,012	\$244,668,336	-112,266,324
Health and Personal Care	\$49,511,435	\$59,825,939	-10,314,504
Clothing and Accessories	\$39,384,538	\$5,785,467	33,599,071
Sporting Gds, Hobby, Book, Music	\$27,981,058	\$12,792,050	15,189,008
General Merchandise	\$138,540,476	\$41,383,114	97,157,362
Misc. Store Retailers	\$38,326,257	\$81,493,693	-43,167,436
Foodservice and Drinking Places	\$83,233,240	\$53,518,658	29,714,582
Other (including cinema, prof./med. office, consumer banks, etc.)	\$92,535,592	\$91,325,675	1,209,917

Source: ESRI

Figure 25. Market Area Retail Demand: Surplus/Leakage

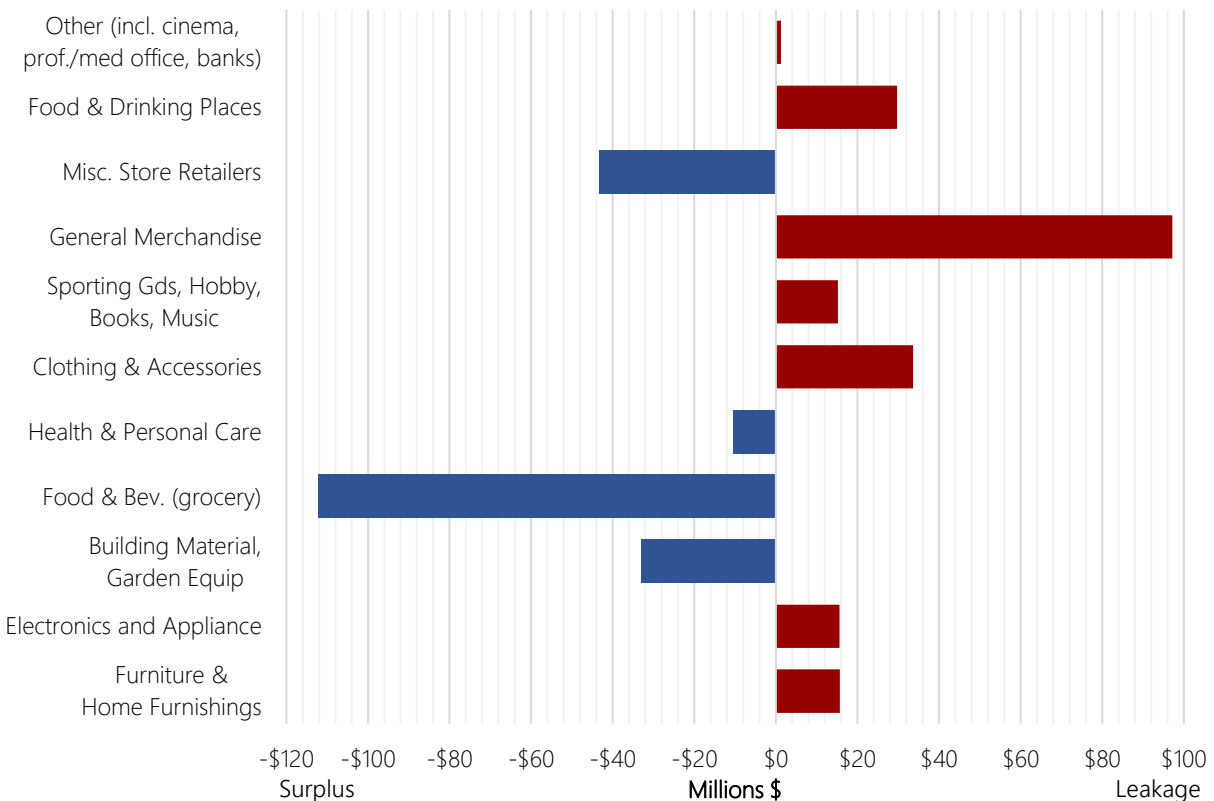
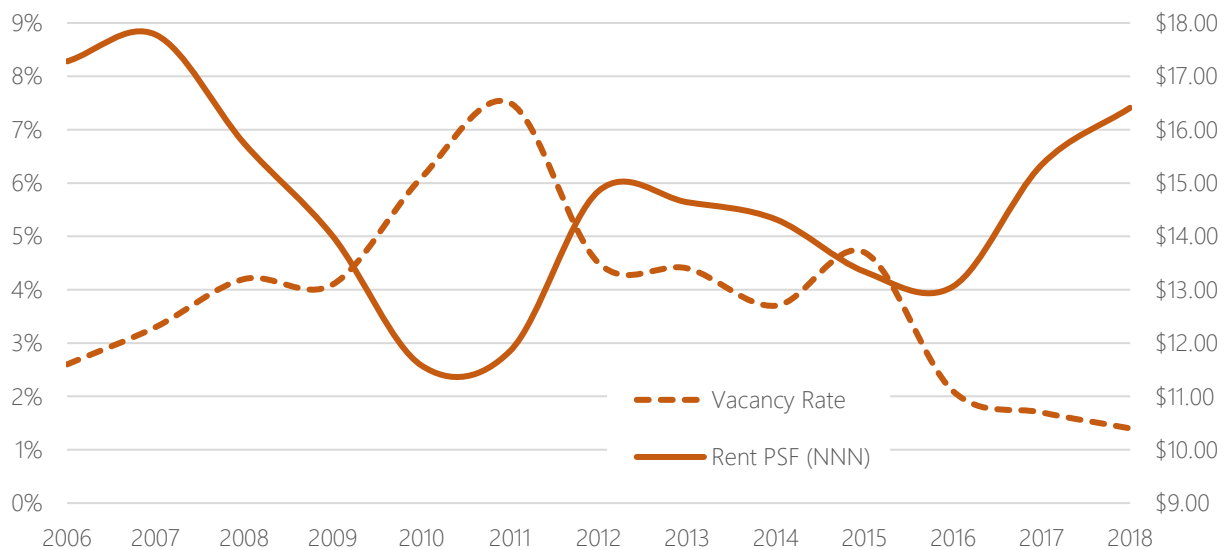


Figure 26 provides rent and vacancy trends for retail development in the McMinnville market area. Rents and vacancies tend to have an inverse relationship, and this has been the case with local retail. Rents were at their lowest rates and vacancy at its highest during the recession, and rents have yet to recover to the 12-year high of almost \$18 per square foot triple-net (NNN) in 2007, despite Costar data showing the vacancy rate at record lows.

While such low vacancies typically suggest demand for new retail development, this may be small-scale. The changing face of the retail sector is resulting in record closures of national retailers, and other large regional retail centers—such as the Woodburn outlet mall and Bridgeport Village—are far more competitive and already established.

Figure 26. Market Area Retail Rent and Vacancy Trends, 2006-2018



Source: Costar

Figure 27, which shows the net absorption and total retail deliveries by year for the past 12 years, demonstrates why the spike in the vacancy rate occurred in 2010 and 2011. Clearly, some major retail space was vacated during and immediately following the recession, but the market appeared to have bounced back in 2012 with a relatively strong year of positive absorption. In terms of deliveries, there have been few significant developments over the past decade.

Figure 27. Market Area Retail Net Absorption and Deliveries (sq. ft.), 2006-2018



Source: CoStar

Market Trends

The goods-based consumer retail industry is undergoing a seismic shift and transformation. Big name retailers are declaring bankruptcy and closing hundreds of stores as online purchases grow and American buying habits change. Last year saw a record number of store closings. This is having a trickle-down effect on communities, as some see their brick-and-mortar retail bases slowly eroding, with impacts felt in shopping centers and along traditional Main Streets.

Planners in some cities and counties are taking proactive approaches to the shifting retail landscape. They're commissioning studies of the marketplace and developing new strategies to maintain and foster better retail environments. Also, many retail-only zoning classifications are being modified to allow a variety of new uses in ground-floor, street-fronting spaces. The idea is to liven up the street with pedestrian activity without relying on retail, with new uses ranging from offices to fitness facilities.¹⁵



Table 9 summarizes the anticipated growth and decline of primary retail types. This information is based on research conducted by commercial real estate company Cushman & Wakefield and reflects changing preferences. Online shopping is having a significant impact on “commodity retail.” Retailers selling products that can easily be ordered and shipped from Amazon or others face a challenging environment and must have a competitive advantage against online competition—whether that is the convenience, experience, customer service, or something else. Commodity retailer categories include electronics, office supplies, and video stores.

By contrast, experiential consumerism is an emerging trend in which retailers offering a special experience, or offering services that cannot be procured online, have the potential to thrive. A prime example is dining—as one retail guru has said, “you can’t eat the internet;” and you certainly cannot dine with family and friends on the internet. Therefore, food and beverage establishments have become a larger and larger part of the retail

¹⁵ [URL](#)

experience, on both main streets and larger shopping centers. Another growing “retail” sector is healthcare. Small, neighborhood-scale providers are moving into both main street and retail center locations.

Table 9. Retail Trends: Growing and Declining Retail

Growing	Declining
	
<ul style="list-style-type: none"> • Retail that offers a special experience • Food! • “Fast Casual,” i.e. Little Big Burger • Food Halls, artisanal markets • Trucks to Bricks • Grocery: Ranging from discount, to organic, to small format, and ethnic • Medical users, incl. ZoomCare • Apparel: Fast fashion, off-price, active sportswear • Sporting clubs • Fitness/Health Clubs • Marijuana dispensaries • Auto repair • Convenience stores • Car dealerships • Home improvement and home furnishings 	<ul style="list-style-type: none"> • Commodity retail • Food: Casual dining, weaker fast food chains • Mid-priced apparel and shoes; children’s • Dollar Stores • Pet supplies • Electronics • Office Supplies • Bookstores • Toy Stores • Video stores • Bank Branches

Source: Cushman & Wakefield, Leland Consulting Group.

The Rise of E-commerce

Between 2001 and 2015, total online retail sales grew at a 21.8 percent annual growth rate and accounted for 22 percent of total retail sales growth. During the same period, brick-and-mortar stores grew at a rate of only 3.7 percent annually, decreasing their share of the total retail market from 98 percent to 89 percent. While still only

a small total market share, estimates indicate that up to 20 percent of total US sales will be attributed to e-commerce by 2019.

The rise of online retail has also had a major impact on the way retailers are doing business. As more people turn to the internet to do their shopping, traditional brick-and-mortar stores are altering their store formats and incorporating an online platform into their business concepts. Omnichannel retail strategies, where a retailer operates through both physical locations and online sales, have proven to be a necessity in today's market.

The list of top online retailers reinforces this point, as many also have a significant brick-and-mortar presence. Of the top 25 companies with the highest online retail sales in 2016, 18 were more traditional brick-and-mortar retailers. These include companies such as Walmart, Best Buy, Macy's Inc., Nordstrom Inc., Target Corp., Gap Inc., and Neiman Marcus.¹⁶ That said, Amazon remains king among online retailers, with almost six times the sales volume of the second-ranked retailer, Walmart.

Employment Market

The McMinnville market area has 97 office buildings with a total of 785,000 square feet of rentable space, comprising entirely of Class B and C buildings. Most are wood-framed buildings built between 1970 and 2000. Office vacancy stands at 3.2 percent according to CoStar; this is down from a 10-year high of 10.5 percent in 2011, indicating demand for new space.¹⁷ Gross office rents currently average around \$18.20 per square foot per year.

There are 85 industrial buildings with a total of 2.4 million square feet of rentable space, although almost one-quarter of this total is from the steel mill in the north of the city. Industrial vacancy stands at 0.4 percent according to Costar, down from a 10-year high of 15.8 percent in 2014. Industrial rents average around \$8.40 per square foot.

Market Summary

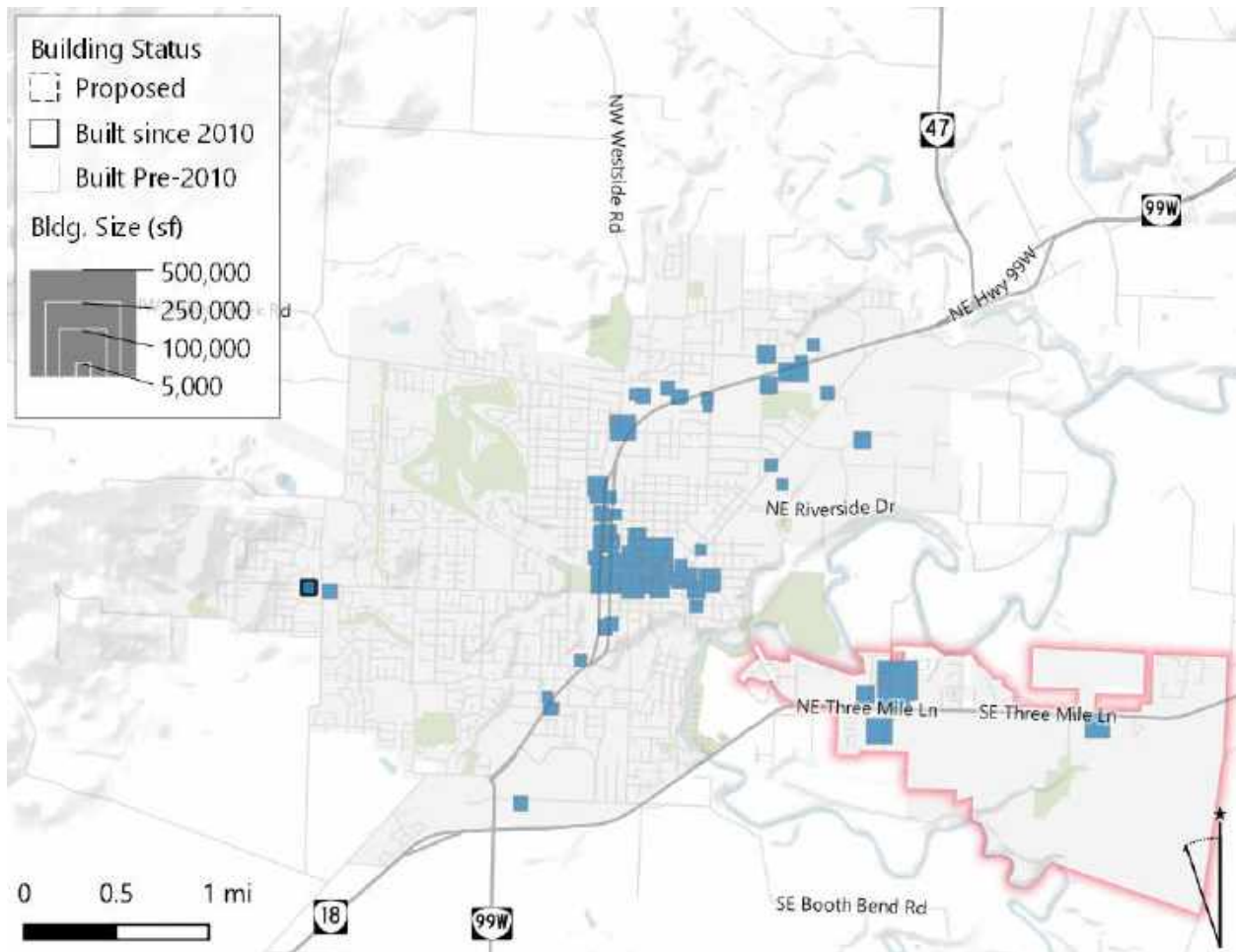
With an economy centered on agriculture, the Yamhill County office market is relatively quiet, and its tenants and investors are predominantly local. The vacancy rate is tight, due in part to moderate absorption but largely because of limited inventory and the lack of new construction. Rents experienced back-to-back years of growth in 2015 and 2016 but contracted in the past year. Over the cycle, the submarket has consistently posted minimal investment activity and nearly no new supply.

As shown in Figure 28, new office construction in the region has been limited to the Portland Metropolitan Area and other close-in cities.

¹⁶ www.wwd.com/business-news/financial/amazon-walmart-top-ecommerce-retailers-10383750/

¹⁷ Anecdotal evidence suggests an immediate need/demand for mid- and large-scale Class A office space, although the extent of which is likely limited, based on projected regional employment growth rates.

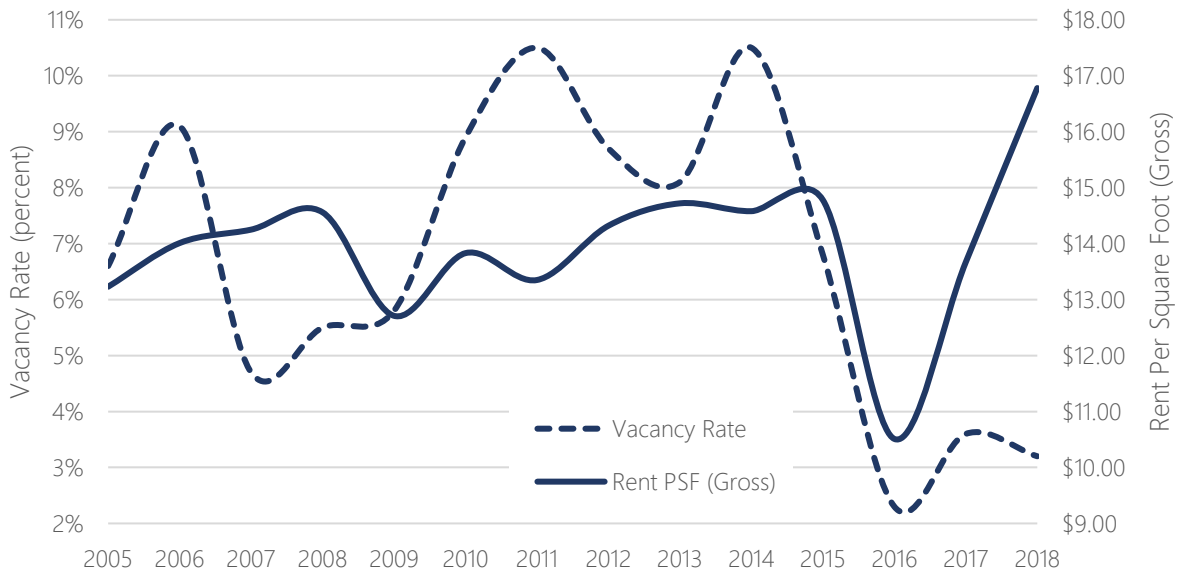
Figure 28. Regional Office Development



Source: Costar, Leland Consulting Group.

There has been little to no rent growth in the market area over the past decade, and vacancy rates have been erratic, declining significantly from 2014 and settling near three percent in 2018. However, the following chart shows the volatility of the office market.

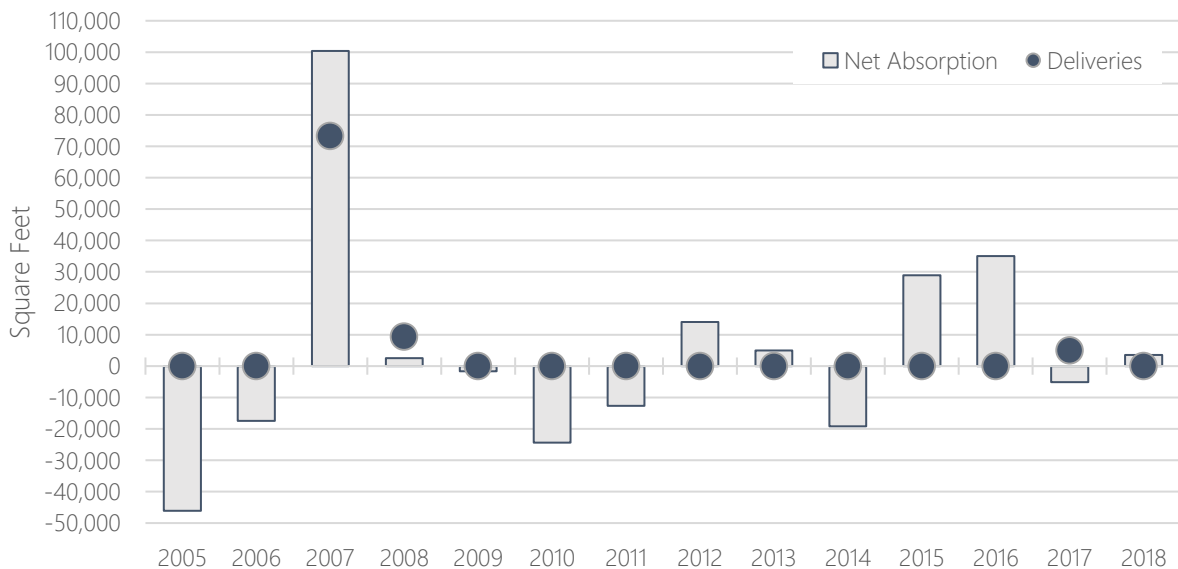
Figure 29. Market Area Office Rent and Vacancy Trends, 2005-2018



Source: Costar

Net absorption of office space has been largely positive, albeit minimal, and essentially no new office space has been constructed in the past decade. This is reflective of the fact that more competitive and significant employment clusters are located elsewhere in the region, largely throughout the Portland Metropolitan Area, such as Wilsonville. However, this may also partially due to the lack of appropriately zoned land for office.

Figure 30. Market Area Office Net Absorption and Deliveries (sq. ft.), 2005-2018



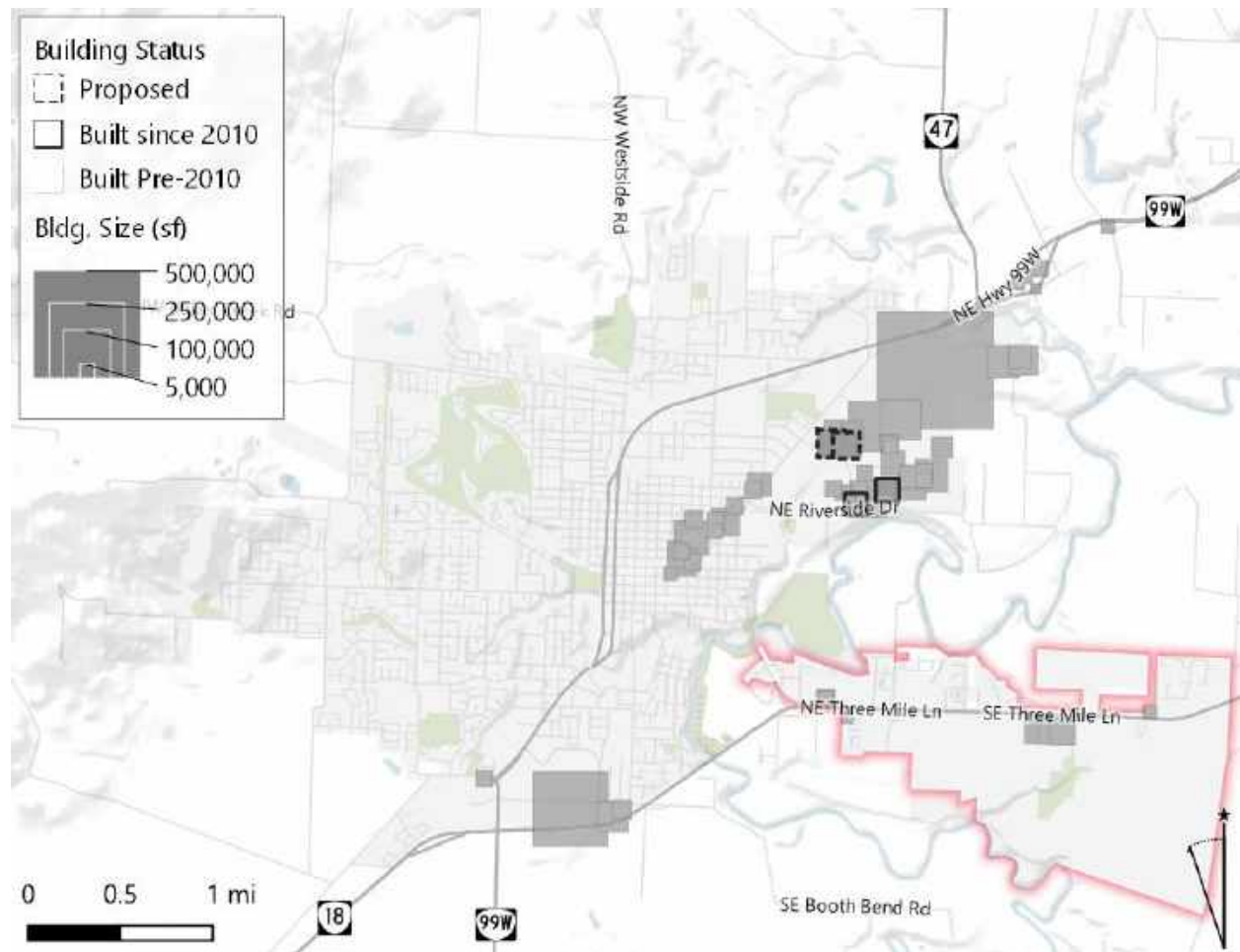
Source: Costar

For industrial, the market is marginally stronger than for office. However, like office, industrial development has also clustered elsewhere in the region in locations that are arguably better suited for continued expansion.¹⁸ Locations such as the Tualatin, Tigard, and Wilsonville benefit from close proximity to Interstate-5 and access to talent in Portland. These locations have rapidly built up their manufacturing industries, among others. While McMinnville has seen recent development, it is unlikely to compete with these other centers.

With that said, Three Mile Lane may have a locational advantage for industrial development due to its proximity and access to the airport. Nationally, many modern airports now generate most of their revenues from sources other than aviation. While small and lacking commercial service, the McMinnville airport may have positive impacts for a hotel (including conference spaces), office space, business parks, industrial development (particularly manufacturing and warehousing), cargo facilities, sports facilities, among others.

Extending the airport runway to accommodate larger aircraft may further improve development prospects and accelerate the rate of development. However, doing so is understood to be challenging as the only place to extend is to the northeast, which would require moving Highway 18.

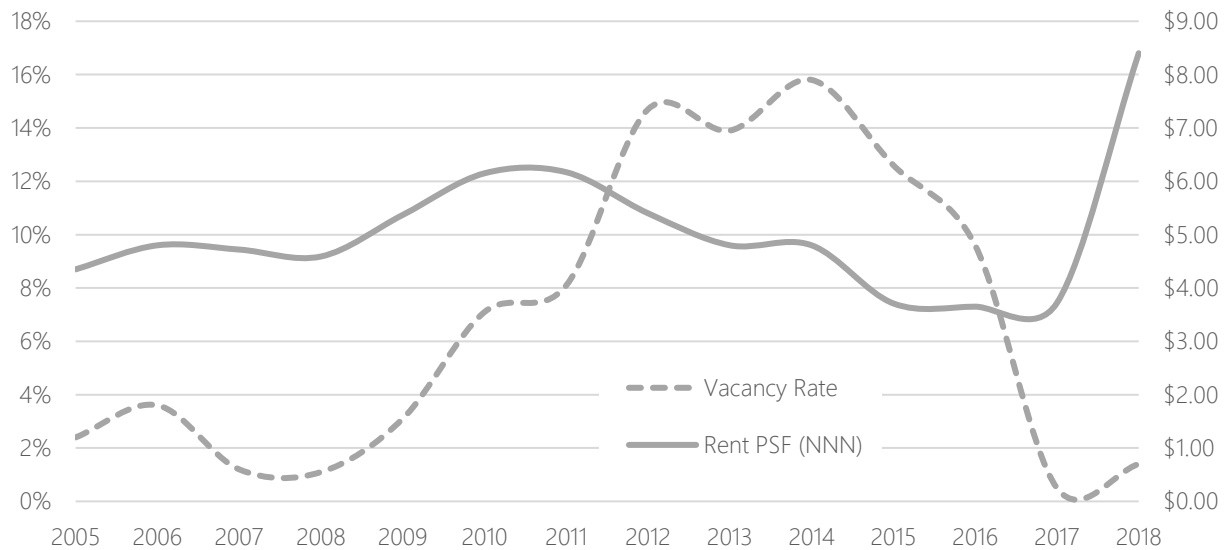
Figure 31. Regional Industrial/Flex Development



¹⁸ The data that populates the corresponding map often neglects to show owner-occupied buildings, such as the Jackson Family Wines building, built in 2017 in the Three Mile Lane corridor.

While the industrial vacancy rate is virtually zero, rents have only just climbed to pre-recession levels. A hike in vacancy rates between 2009 and 2014 resulted in negative rent growth. However, with the wine industry such a significant component of the Mid-Valley industrial market, there is a reason to believe that typical rent and vacancy characteristics may not truly represent the McMinnville market area’s industrial market.

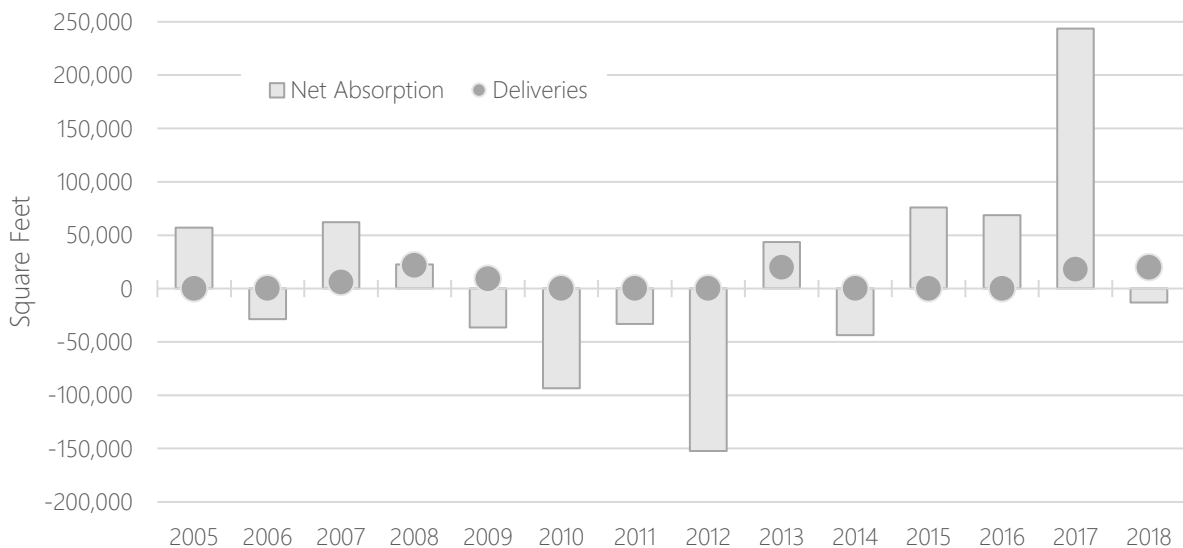
Figure 32. Market Area Industrial Rent and Vacancy Trends, 2009-2018



Source: Costar, Leland Consulting Group

Net absorption has been largely positive since several years of negative absorption between 2009 and 2012—likely as a result of the recession, with a huge surge in absorption in 2017 which has resulted in almost zero vacancies in the market area. There have been few industrial deliveries over the past decade.

Figure 33. Market Area Industrial Net Absorption and Deliveries (sq. ft.), 2005-2018



Source: Costar, Leland Consulting Group

Planned and Proposed Projects

Per Costar, there are only two proposed industrial buildings in the McMinnville area, both of which are planned for either office or industrial. Both buildings are located in McMinnville's industrial district (zoned General Industrial M-2) along a Portland Western Railroad rail spur.

Figure 34. Proposed Industrial Development, McMinnville



Source: Kidder Matthews

Market Trends

While people once followed the jobs, corporations and professional firms are now following people back to the city. These companies have increasingly seen prospective employees choosing to live, work, and play in more interesting—often urban—locations, and now they have realized that attracting these employees requires them to be in these places too. As such, the authenticity of a place has become a sought-after commodity. This is likely one of McMinnville's strongest assets. Companies and workers now look for the genuine, the idiosyncratic, the unique and, most importantly, the personality of a place that matches their own. In fact, a recent Newmark study identified a significant rent premium for office properties with transit access, dining operations, and open floor plans of around 50 percent higher than those with obsolescent characteristics.

For cities, this means that opportunity lies in attracting more investment and focusing on placemaking to make themselves the place where the best and brightest live, work, and shop. This might require updating office and industrial areas to reflect the way we now do business and work day-to-day. And, as the finance, utility, and even government sectors continue to consolidate, cities will need to backfill their buildings with new tenants to keep downtown an interesting and lively place.

Location Preferences

Across the United States, traditional office development is increasingly considered obsolete in today's shifting market. Since the Great Recession tenant preferences have shifted to central, walkable, amenity-rich locations as companies find it tougher to recruit the Millennial and emerging Gen Z workforce to sterile, single-use buildings and in auto-dependent neighborhoods. These locations have typically been in inner-city areas, but more recently office investors have been refocusing their attention to suburban communities that increasingly offer a better value for investors than urban products, mainly in areas where developers are creating live-work-play environments. The migration of millennials to the suburbs should ease investor concerns about demand for suburban office space.

Workplace Trends

General trends impacting the office workspace include a steady decline in the number of square feet per employee, the increase in standardized workspaces and non-dedicated (shared) office space with more

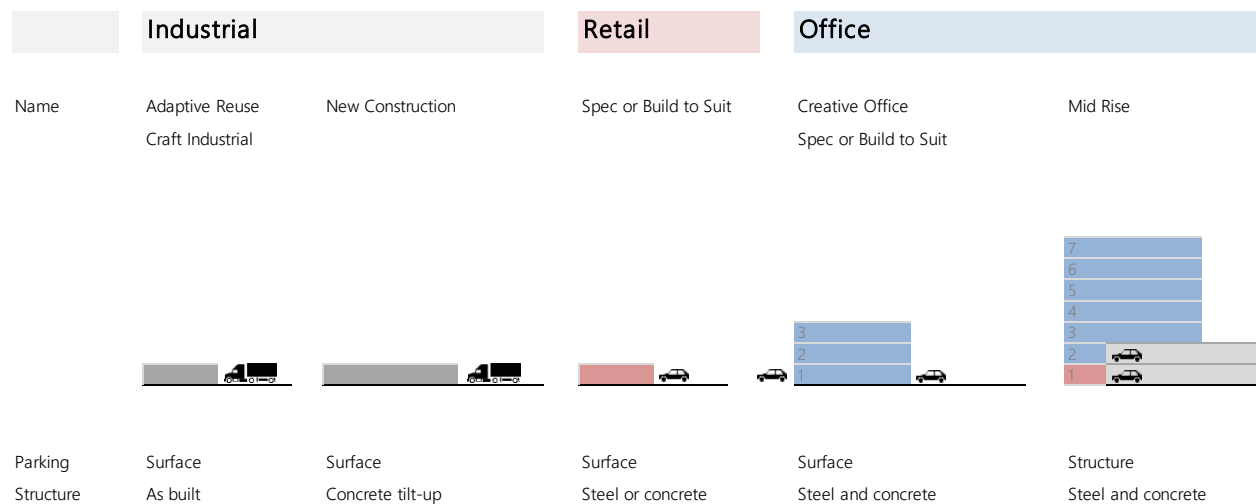
amenities, more tolerance for telecommuting and collaborative workspaces, and a greater emphasis on higher space utilization, innovation, and productivity. Within the private sector, Class A office space continues to be the primary driver of new office demand, yet “creative” office environments—the repositioning of established office space (typically Class B) to open, modern workspaces—are becoming ever more popular. Real estate investors are wondering whether the office sector is next in line for a painful shakeup, as tenants continue to use office space more efficiently.

The impact of tenants’ push for greater space efficiency has created winners and losers within the office market. Fitting more employees into less space has enabled office tenants to sign smaller leases or afford higher-end space. This is a particularly compelling tradeoff in the current market, as tenants are increasingly relying on amenity-rich office environments to help recruit the highly skilled workers who are now in short supply.

Commercial Development Prototypes

Commercial development prototypes are shown below. Once again, parking is a major driver of building form. Only one commercial development prototype—mid-rise office—includes structured parking; this building type is unlikely to be feasible due to the high cost of structured parking.

Figure 35. Commercial Development Prototypes

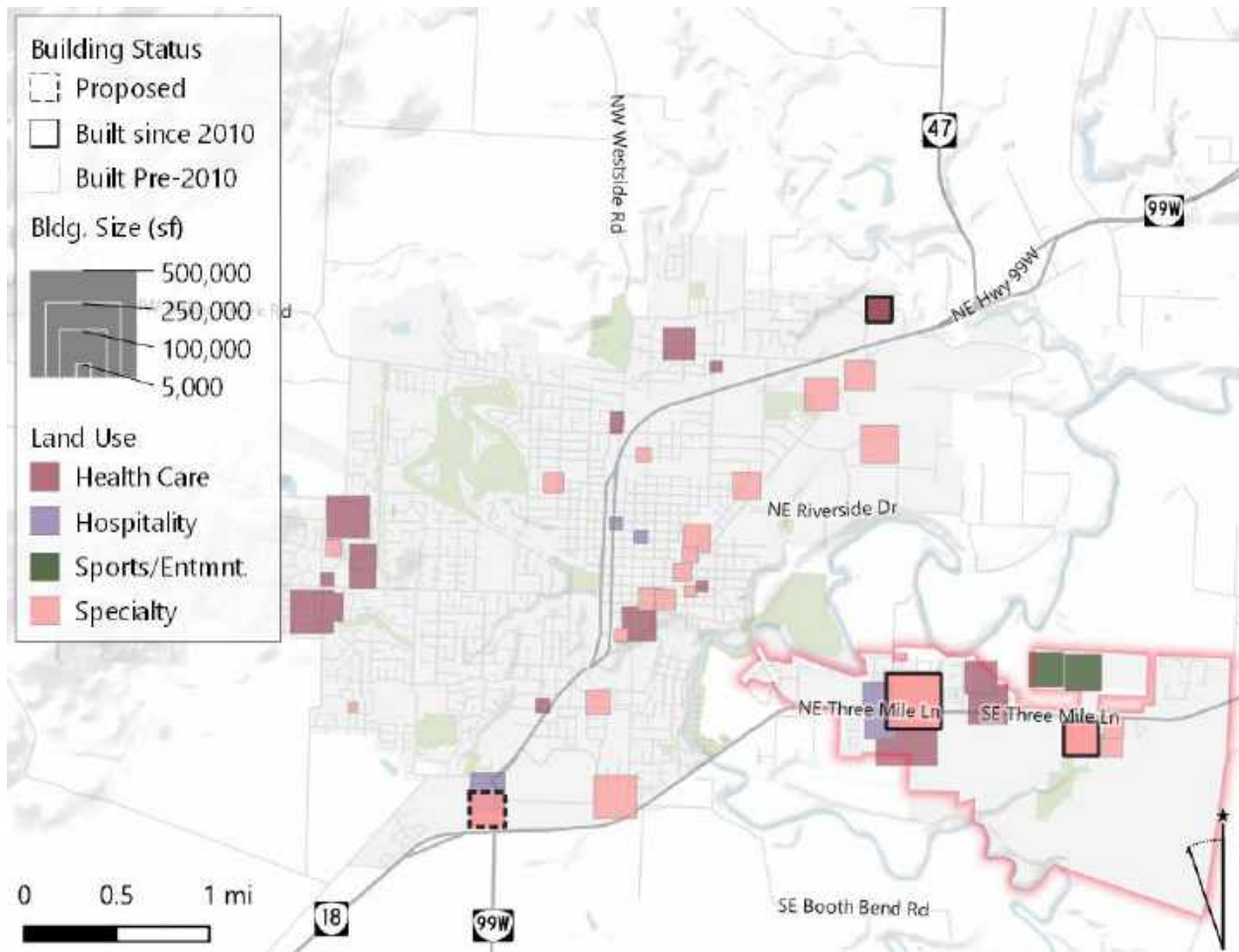


Lodging, Hospitality, Specialty, and Recreation

Development Summary

Since 2010, there have been only a handful of new properties built in these categories, including one health care facility (skilled nursing facility/assisted living), and two specialty properties (Chemeketa Community College and an airplane hangar).

Figure 36. Regional “Other” Development



Source: Costar, Leland Consulting Group

Tourism

The tourism region of the Willamette Valley includes Benton, Linn, Marion, Polk, Yamhill and portions of Clackamas and Lane counties. The region stretches from the crest of the coast range to the crest of the Cascade Range. The Willamette Valley offers more than 500 wineries in 150 miles, historic towns and cities, craft breweries, farm stands, and hiking, paddling, and cycling.

The region continues to be a big draw for locals and tourists alike, with tourism rates in Oregon rising 54 percent in the last three years¹⁹ (as of December 2018). In 2018, the Willamette Valley was the second-most visited destination in Oregon for overnight tourists, attracting almost 20 million visitors (Portland was first with 26.4 million, and the Oregon Coast was third with 18 million)²⁰. New wine country restaurants and boutiques have made the area even more appealing.

¹⁹ <http://www.wweek.com/culture/2018/10/09/two-oregon-natives-are-opening-a-bougie-new-hotel-in-downtown-mcminnville/>

²⁰ <http://industry.traveloregon.com/content/uploads/2018/05/Dean-Runyan-FINAL-2018.pdf>

The wine industry has brought new economic activity and tourism, and industry growth, bringing more jobs, increased tourism, and international recognition, and growing support of arts and culture opportunities.

The arts and culture environment in Yamhill County is a growing field of increasing vitality. Artist studios and monthly wine walks increasingly attract visitors from outside the region. Events such as the two annual international wine conferences at Linfield College and monthly art and wine walks provide critical exposure both for area artists and for local vineyards. Key institutions – such as Chehalem Cultural Center, George Fox University and Linfield College – play significant roles in providing robust art and cultural offerings to their communities. The vibrancy of the environment varies across the county, and the accessibility of arts and cultural opportunities may not be equitable across different populations.

High quality of life and robust arts and culture offerings are often considered the most attractive aspects of Yamhill County for residents or businesses considering the location. They are also tourism draws. Other attractors include the region’s natural beauty, small-town feel, good schools, and quality higher education institutions. The area’s proximity to Portland while remaining rural and independent is also a positive attribute.

The following table provides high-level tourism data for the Willamette Valley.

Table 10. Willamette Valley, Direct Travel Impacts, 2012-2018

	2012	2018	Change
Direct Employment	18,830	21,890	16%
Employee Earnings (\$M)	\$385	\$522	36%
Visitor Spending (\$M)	\$1,423	\$1,629	14%
Taxes (State/Local) (\$M)	\$59	\$79	34%

Source: Dean Runyan, *Oregon Travel Impacts, May 2018*

Per the Oregon 2015 Regional Visitor Report for the Willamette Valley Region,²¹ approximately seven percent of all overnight trips in 2015 were for business, 53 percent were to visit friends or relatives, and 40 percent were considered “marketable” (i.e. leisure). Of these marketable trips, most people were visiting for the outdoors, a special event, or touring—and mostly during the spring and summer months. In terms of spending, 30 percent of the \$706 million spent in the region was on lodging, and 27% was on restaurant food and beverage.

The Willamette Valley attracts visitors that are typically older, higher-income, and often childless or retired individuals and couples. The average age of overnight visitors to the Willamette Valley was 49 in 2015, older than the state average of 46. A significantly greater proportion of visitors aged 45 and over visit the Willamette Valley (61 percent of all visitors versus 49 percent).

Lodging & Hospitality

Near Term Hotel Development Prospects.

The primary demand driver for hotel development include:

- Tourism and tourist destinations,

²¹ <http://industry.traveloregon.com/content/uploads/2016/11/Oregon-Willamette-Valley-Region-2015-Visitor-Final-Report.pdf>

- Entertainment activities,
- Business activity (number of jobs and businesses),
- Business conferences and conventions, and
- Travel patterns (visibility).

McMinnville's Three Mile Lane arguably possesses three of the five drivers listed above, which is a positive sign for future lodging and hospitality development. Despite this, in the near term (zero to five years), hotel development in Three Mile Lane will be difficult for the following reasons:

- **Distance from downtown amenities.** Visitors to the hotel would probably drive, not walk, to the restaurants, wine-tasting, boutiques, retail, and other amenities in downtown. There are no commercial amenities at the Three Mile Lane today and therefore a hotel at the Three Mile Lane would need to create its own sense of place and stand on its own. This would require a significantly higher level of investment, potentially in place making amenities, restaurants, meeting facilities, etc.
- **The current setting is somewhat industrial.** This is not a highly desirable hotel setting. Uncertainty about what will happen to the Evergreen properties and the surrounding area will also make hotel developers more reluctant to invest.
- **Land constraints** impact the ability of the market to support the development of moderate-cost hotels, which are needed to support the burgeoning tourism industry.

Long Term Hotel Development Prospects.

In the long term, this could be an excellent site for a hotel. Numerous amenities would improve prospects for hotel development, including:

- Additional parks, open spaces, and festival venues.
- Restaurants and retail.
- Wine tasting and wine-related uses.
- Other residential and commercial development.

The more that a hotel developer needs to create these amenities "from scratch," the more difficult the economics will be.

Many of the new hotels recently built in the region are unique and interesting, with amenities oriented to local tourism draws—such as the wine industry. Some of these new hotels are profiled below.



The Allison, Newberg, Oregon. The Allison is an 85-room, 5-star resort hotel in Newberg, Oregon which opened in 2010. Room rates average between \$435 and \$475 per night.

Located in the Willamette Valley in 35 acres of grounds, this luxury spa resort is within 10 miles of dozens of wineries and 2 miles from Chehalem Glenn Golf Course. Amenities include an upscale restaurant and wine cellar, a spa offering wellness treatments, an indoor pool and hot tub, and yoga classes.



Atticus Hotel, McMinnville, Oregon. Atticus is a new 36-room luxury boutique hotel in downtown McMinnville, at the corner of N.E. 4th St. and N.E. Ford St. The property—which takes the place of a vacant parking lot—is a 22,640 square-foot, four-story building, and was developed by the Odd Fellows Building (OFB) LLC. It is leased in its entirety by Live McMinnville LLC., which will operate the Atticus Hotel.

Eighteen wineries and tasting rooms are located within walking distance along the town’s quaint and historic downtown stretch. The Atticus offers a variety of studio and one-bedroom suites from \$300 per night, as well as a 2-bedroom 2.5-bath penthouse. The hotel features amenities including a conference room, exercise facility, business center, private dining space, and a restaurant and bar. Guests can expect a full accoutrement of services, including valet parking, in-room dining, 24-hour concierge, and group sales coordination.



The Hotel at Independence Landing, Independence, Oregon. A boutique hotel is expected to open in Independence, Oregon in May 2019. The developer, Tokola Properties, was selected by the City of Independence after they bought the waterfront property in 2015 and sent out a request for qualifications for developers to outline their vision for the site.

The Independence hotel, featuring "warm and contemporary" architecture that compliments the historic downtown area, will have 75 rooms.

Embarcadero Hospitality Group will manage the hotel. Seasonal rates for rooms will range from around \$125 on winter weekdays up to \$300 or more for certain suites during summer weekends, developers said.

Recreation & Open Space

Infrastructure—the physical facilities and systems that support economic activity—is a key driver of real estate investment and development. Historically, real estate was influenced by the quality and location of roads, bridges, and other forms of auto-oriented infrastructure. The Interstate Highway System, for example, was a critical factor in the growth of suburban America.

More recently, transit-oriented development has become a common term in the lexicon of real estate and transportation officials. Transit-oriented development is characterized by compact, mixed-use, residential, and commercial development that is clustered around a transit stop or a rail station. Today, bike trails, bike lanes, bike-share systems, and other forms of active transportation infrastructure are helping spur a new generation of "trail-oriented development." This trend reflects the desire of people around the world to live in places where driving an automobile is just one of a number of safe, convenient, and affordable transportation options. The Urban Land Institute’s America in 2015 report found that, in the United States, over half of all people (52 percent) and 63 percent of millennials would like to live in a place where they do not need to use a car very often; half of U.S. residents believe their communities need more bike lanes.

Active transportation was, until recently, an overlooked mode of travel. However, in recent years, investments in infrastructure that accommodates those who walk and ride bicycles have begun to reshape communities.

Shared themes among active transportation projects include the following:

Active transportation infrastructure can catalyze real estate development. Trails, bike lanes, and bicycle-sharing systems can improve pedestrian and bicyclist access to employment centers, recreational destinations, and public transit facilities, thereby enhancing the attractiveness of developments along active transportation corridors. In some cases, former industrial districts and towns outside urban cores have benefited from active transportation infrastructure due to improved walking and cycling connectivity.

Investments in trails, bike lanes, and bicycle-sharing systems have high levels of return on investment. Regions and cities have found that relatively small investments in active transportation can have outsized economic returns due to improved health and environmental outcomes and reduced negative externalities, such as automobile traffic congestion and poor air quality.

Bike-friendly cities and towns are also finding that bicycle facilities boost the tourism economy and encourage extended stays and return visits. Tourism is one of the world's largest industries. The U.S. Travel Association explains that U.S. residents spend over \$800 billion a year on travel and recreation away from home.

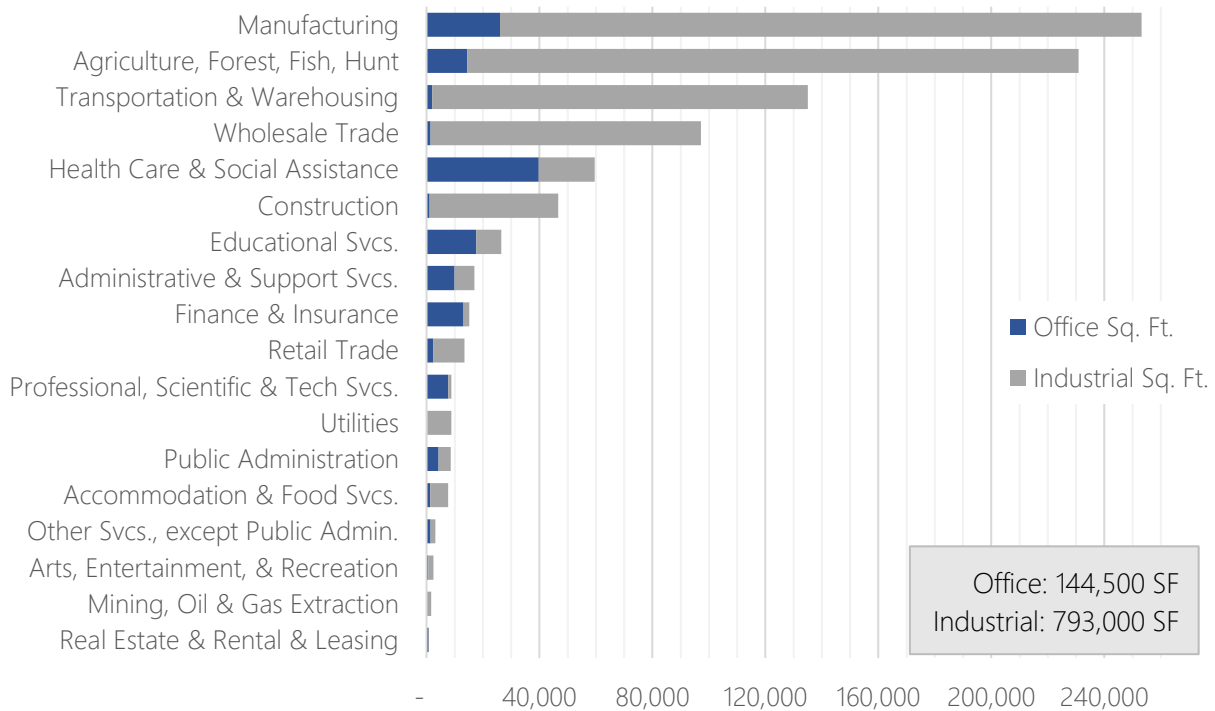
Demand for Commercial/Employment Development

This section provides an estimate of future 10-year market demand for residential development, office and industrial development, and retail development.

Office and Industrial Demand

Based on the respective strength of the office and industrial markets, most employment-based demand for new development is likely to be in the industrial sector, specifically manufacturing and agriculture (tied to the wine industry). With that said, this is largely dependent on McMinnville's ability to compete with other cities in the region where industrial development has been more prevalent. Figure 37 shows LCG's office and industrial development forecast for the market area, based on job growth forecasts made by the U.S. Census.

Figure 37. 10-Year Office and Industrial Demand



Source: Leland Consulting Group

For office, employment growth in the industries of healthcare and social assistance and educational services can be expected to drive most of the demand for new office development.

However, the Census’ employment forecast likely overstates demand for industrial and office space. The following table shows historical employment growth rates along with historical office and industrial deliveries documented over the past decade. These historical trends are useful in suggesting office and industrial construction for the next decade in the market area.

Because little new office space has been built (despite the addition of several thousand new employees), it is possible that there will be little to no demand for office space in the next decade; however, the limited development may be due to a limited supply of appropriately zoned land. Likewise, the total demand for new industrial space may be lower than would be projected using employment forecasts.

Three Mile Lane may be a prime location for **light or craft industrial** which could align with the City’s vision for the area and provide secondary tourism benefits if new development includes experiential or retail components. This is discussed further in the following “Retail Absorption” section. Larger or heavy industrial users are likely to be attracted to existing business and industrial parks, such as that in the north of the City.

Table 11. Historical and Forecasted Office and Industrial Trends, Market Area

	Past 5 Years	Next 10 Years
Net Office Absorption	48,102	70,000
Office Deliveries	5,000	75,000
Net Industrial Absorption	82,500	175,000
Industrial Deliveries	58,000	200,000

Source: Leland Consulting Group

Three Mile Lane Office Absorption

While employment is projected to continue to grow in the market area, the industries projected to experience the most growth and dominate future employment are not traditionally significant office users. This is also true of the past five years, during which time very little new office space was built, suggesting a limited office market outside of healthcare.

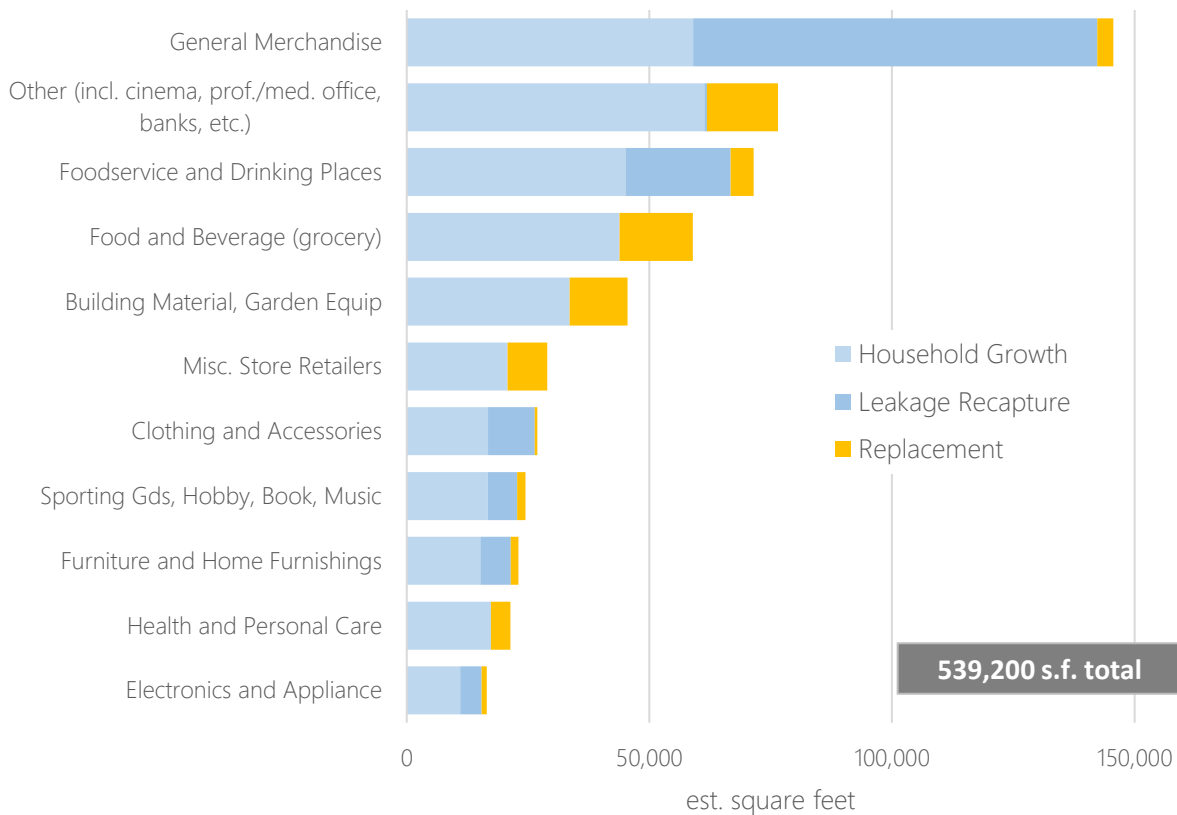
As office rents are too low to justify the high costs of new, high-quality speculative office development, new construction is only likely if large office users can be attracted to the area, or if one or more tenants are looking for a special site and campus environment, particularly near existing health care facilities. McMinnville's high quality of life, business incentives, and proximity to the Portland metro region may indeed be sufficient in attracting these larger companies, but this is almost impossible to forecast. Additionally, target users could include existing companies looking to expand.

Speculative office development is therefore likely to be minimal or nonexistent in the Three Mile Lane area in the near- and mid-term. On the other hand, recent trends for owner-occupied (often called build-to-suit) buildings in the Three Mile Lane corridor are positive indicators for both the office and industrial markets. The recent presence of two large companies—Jackson Family Wines (industrial/flex) and The Springs Living (office/flex)—in the corridor prove that a market exists for new space, reinforced by the very low vacancy rate in both markets. However, as build-to-suit opportunities are typically less driven by traditional market forces—because they are often to fill specific niches in the market and rent growth is less important—new build-to-suit opportunities are more challenging to forecast than speculative office.

Retail Demand

Using the household growth projections and leakage analysis described earlier, we forecast demand for approximately 529,000 square feet of additional retail development within the market area over the next decade. The general merchandise, "other" (cinema, medical and professional office, etc.), and foodservice and drinking places (restaurants and bars) retail categories are responsible for about half of total demand. Grocery demand would likely support one or two additional stores.

Figure 38. 10-year Market Area Retail Demand by Source



Source: Leland Consulting Group

The following table shows total retail absorption and development for the past five years, and forecasted development based on the same historical trends. Note that these forecasted numbers are significantly lower than those presented above. This is merely to highlight that there may be pent-up demand well into the future if the development trends of the past continue. Increasing the rate of development may, therefore, require significant public interventions.

Table 12. Historical and Forecasted Retail Trends, Market Area

	Past 5 Yrs.	Next 10 Years
Net Retail Absorption	117,900	200,000
Retail Deliveries	40,300	150,000

Source: Costar, Leland Consulting Group

Three Mile Lane Retail Absorption

The Three Mile Lane project area is relatively well-positioned for retail development due to high visibility, ease of access, high traffic counts along Highway 18, and there are few alternative urban areas between McMinnville and the coast, providing opportunities to capture spending from those visiting the Oregon coast.

Additionally, as one of the few locations in the market area with large, contiguous, vacant tracts of land within city limits, Three Mile Lane should be able to capture a significant portion of market area demand over the next 10 years.

However, significant challenges remain, including:

- Existing retail in the project area is virtually non-existent;
- Many retailers—particularly bars, restaurants, and other small-format stores—are likely to prefer a downtown location, where there is existing activity, authentic and interesting buildings, and less risk; and
- There are many other large, successful retail centers within a reasonable drive-time with which any major retail development would compete.

As such, retailers in Three Mile Lane are likely to be auto-oriented, with convenience and general merchandise retail potentially feasible in the short-term. Significant household growth in the area—as projected—is likely to generate demand for further dining and grocery options over the longer term, but not in the near-term as current retail spending data indicates a major surplus of grocery stores in the region.

The tourism and wine industry, especially, is burgeoning, increasing opportunities for development that would leverage the wave of visitors to the area during the warmer months. Specifically, this may take the form of experiential or “destination” retail and commercial uses. Commercial tenants in this category include restaurants, wine-tasting and wine sales, unique Willamette Valley food growers and vendors, other food and beverage vendors (coffee, ice cream, bakeries), and outdoor recreation suppliers. Secondary commercial tenants can fill space alongside these “anchor” tenants. Indeed, a larger building with production, warehousing or light manufacturing in the back and a front-facing retailer—such as a tasting room or craft store—would fit the existing industrial, auto-oriented character of the Three Mile Lane study area while increasing activity in the corridor.

Conclusion

This market analysis assessed the market conditions for residential, commercial, office, and industrial development, and subsequently identified opportunities for the Three Mile Lane corridor based on existing land assets.

Projected residential and employment growth over the next 20 years will drive demand for new residential, commercial, and industrial development. Potential development in the Three Mile Lane corridor is likely to be driven by these market forces, as well as more nuanced needs for housing and retail in particular. Existing market conditions indicate that development will likely remain low-density and surface parked, at least until rents increase and development feasibility of higher-density building types improves. For residential uses this may translate in the near-term to townhomes and apartments up to four stories, as well as single-family and multiplexes. Based on projected demand, retail development is likely to be surface parked, low-rise, and community-serving (potential grocery store, restaurants, etc.), and as part of mixed-use residential and/or office developments over a longer time period.

The growing tourism industry, airport activity, and existing needs for meeting space should drive demand for hotel. However, with speculative office demand relatively low in comparison to housing and retail, hotel prospects are reliant on existing employment and tourism.

With few large flat land tracts left in the area and moderate to high employment growth projected in the industries of manufacturing, agriculture, transportation and warehousing, and wholesale trade, there is strong industrial demand. However, a housing-focused vision for the area is likely to be incompatible with significant

industrial development. Less impactful industrial—light or “craft,” particularly if retail or experiential components are included—would be compatible with adjacent land uses and help generate a live-work-play environment.

In short, opportunities for new development are prevalent given the prevalence of large, greenfield sites in the study area. As such, it is positioned to capture a significant share of regional demand for retail and commercial development, as well as housing, industrial, and other mixed uses.

METHODOLOGY MEMORANDUM

DATE: December 10, 2018

TO: **Michael Duncan**, Transportation Growth and Management
Kristie Gladhill, ODOT Transportation Planning and Analysis
Keith Blair, ODOT Region 2

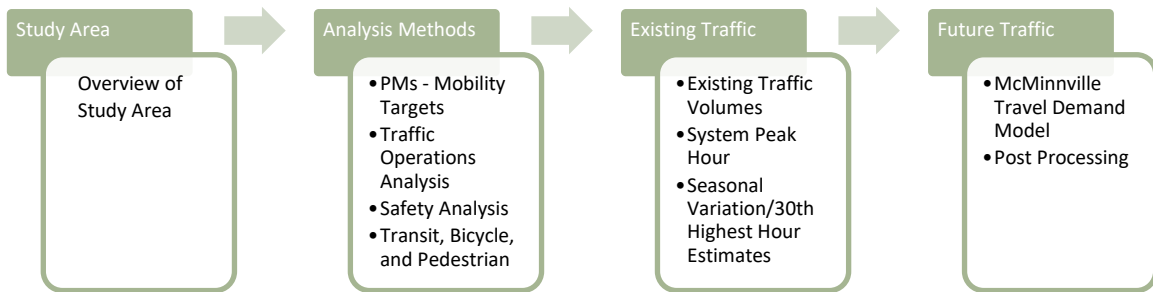
FROM: Andrew Mortensen, Associate, David Evans and Associates, Inc.
Cameron Grile, PE, PTOE, Associate, David Evans and Associates, Inc.
Matthew Hartnett, EIT, David Evans and Associates, Inc.

SUBJECT: **City of McMinnville Three Mile Lane Overlay/Area Plan Update**
Methodology Memorandum

Purpose of the Memorandum

The purpose of this memorandum is to summarize the proposed methods and assumptions that will inform an evaluation of traffic operations, safety, and the experience of transit users, bicyclists, and pedestrians for the Three Mile Lane Overlay/Area Plan Update (3MLAP). The ODOT Analysis Procedures Manual (APM)¹ will guide the methods and assumptions used for these analyses. This Methodology Memorandum summarizes the methods and assumptions used in developing existing and future traffic volumes for these analyses.

The memorandum includes four major sections:



Findings from Memorandum Used to Guide Plan Update

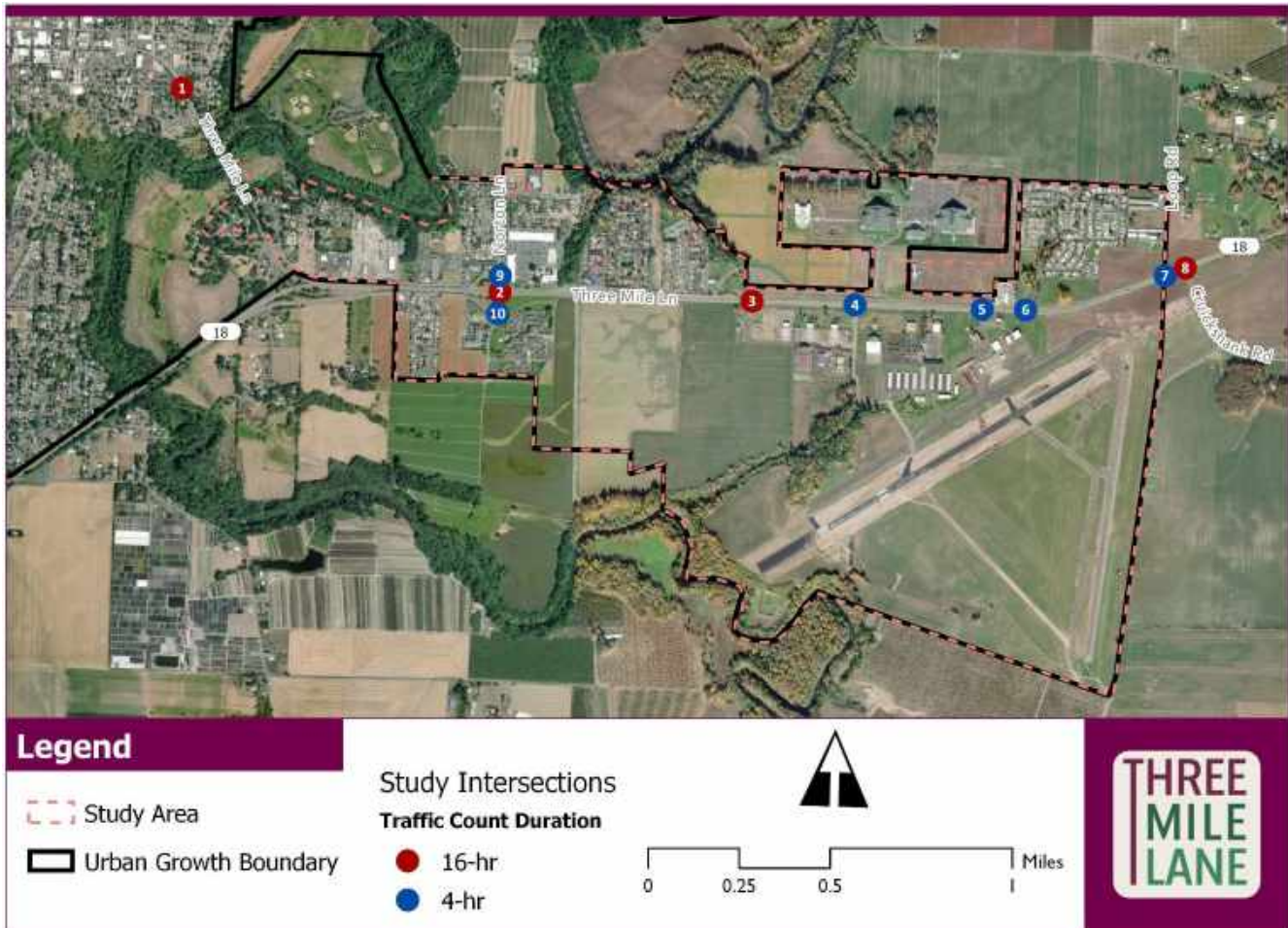
Findings from this memorandum will have important input to key tasks later in this project, including the identification of existing and forecasted future conditions and alternatives evaluation.

¹ Analysis Procedures Manual, Version 2.0, Oregon Department of Transportation, Transportation Planning & Analysis Unit (TPAU), 2018.

1. Study Area

The 3MLAP study area includes Three Mile Lane from city center to SE Loop Road and adjacent lands, totaling about 1,340 acres in southeastern McMinnville. The eastern portion of Three Mile Lane in the study area is also OR 18, and serves as a major connection between the Oregon Coast and the Portland metro area. Ten study intersections are identified for the study area, as summarized in Figure 1.

FIGURE 1: OVERVIEW OF STUDY AREA AND STUDY INTERSECTIONS



2. Performance Measures and Analysis Methods

Performance Measures - Mobility Standards

The 1999 Oregon Highway Plan (OHP) outlines specific performance measures to be maintained along ODOT facilities as part of the Highway Mobility Standards. As applied, these standards are intended to maintain mobility along important highway corridors and vary according to functional classification, location and designated role within the National Highway System (NHS). The OHP mobility targets assist in the planning phase and help determine future system deficiencies. The Highway Design Manual (HDM) standards are used

to develop a 20-year design life option that addresses said future deficiencies. Each roadway classification will be compared to its appropriate standard from the OHP and HDM.

For local City streets and intersections, McMinnville’s 2010 Transportation System Plan (TSP) states a mobility standard of volume-to-capacity ratio (v/c) of 0.90 shall be used.

The mobility targets applicable for the 3MLAP are summarized in **Table 1**.

TABLE 1: APPLICABLE MOBILITY TARGETS

ID	Intersection	Volume-to-Capacity Ratio Main route/intersecting route			Geographic Context
		ODOT Facilities		City Facilities	
		OHP ¹	HDM ²	TSP ³	
1	Three Mile Lane/1 st Street			0.90/0.90	Local Interest Road
2	OR 18/Norton Lane	0.80/0.95	0.65/0.75		Statewide Expressway (speed >= 45mph), inside UGB, Non-MPO
3	OR 18/Cumulus Lane	0.80/0.95	0.65/0.75		
4	OR 18/Armory Way	0.80/0.95	0.65/0.75		
5	OR 18/Cirrus Avenue	0.80/0.95	0.65/0.75		
6	OR 18/RV Park Entrance	0.80/0.95	0.65/0.75		
7	OR 18/Loop Road	0.80/0.95	0.65/0.75		
8	OR 18/Cruickshank Road	0.70/0.75	0.60/0.70		Statewide Expressway (speed >= 45mph), outside UGB, Rural
9	Norton Lane/Cumulus Avenue			0.90/0.90	Local Interest Road
10	Norton Lane/Stratus Avenue			0.90/0.90	Local Interest Road

¹ Oregon Highway Plan, OHP Policy 1F, revisions adopted through May 2015.

² Highway Design Manual, Table 10-2, 2012.

³ City of McMinnville Transportation System Plan, May 2010.

Traffic Operations Analysis Procedures

ODOT Transportation Planning and Analysis (TPAU) and Region 2 Traffic staff will review the analysis assumptions. Evaluation of study area and study intersection traffic operations will follow procedures outlined in the APM and apply analytical methods recommended in the Highway Capacity Manual (HCM), including those related to use of modeling tools as follows:

<u>Intersection Type</u>	<u>HCM Methods</u>	<u>Software</u>
Unsignalized	HCM 6 th Edition	Synchro (v10)
Signalized	HCM 2000	Synchro (v10)
Roundabouts (if any, in future improvement scenarios)	HCM 6 th Edition	Sidra

Safety Analysis

The study will analyze the 3LMAP study area crash history, performing the following:

- Obtain five (5) years of complete and available crash data from ODOT's Crash Analysis and Reporting Unit.
- Identify crash patterns and trends for any location in the study area:
 - Where the intersection crash rate exceeds the critical crash rate or the published 90th percentile rates in Table 4-1 of the APM.
 - That is a top 10% Safety Priority Index System (SPIS) site or has an excess proportion of specific crash types.

Critical Crash Rate and Excess Proportions of Specific Crash Types will be calculated as outlined in the APM.

Transit, Bicycle, and Pedestrian Evaluation

The study will identify the comfort and desirability of the study area for the following users:

- Transit: Evaluation of transit service frequency, transit service span, transit routes, and simplified multimodal level of service (MMLOS).
- Bicyclists: Bicycle Level of Traffic Stress (BLTS) as outlined in the APM for Three Mile Lane, OR 18/Three Mile Lane, Cumulus Avenue, and Norton Lane in the study area.
- Pedestrians: Simplified MMLOS.
- Qualitative assessments of bikeability and walkability.

3. Existing Traffic Conditions

Traffic Counts and Data Assembly

In April 2018, ODOT performed counts of bicyclists, pedestrians, and vehicle classification for the ten identified study intersections. The counts include 4- and 16-hour vehicle classification counts with 15-minute intervals. ODOT also performed 2- and 5-day tube counts at four additional locations. These study intersection traffic counts are summarized in **Figure 1**.

System Peak Hour

A single system peak hour is selected for analysis purposes, based on the prevailing peak hour from the ten study area intersection counts. Traffic counts are summarized in 15-minute intervals to determine the true peak hour for the entire study area. **Table 2** summarizes the peak hour and peak hour volume for each intersection where traffic counts were collected on April 3, 2018.

There are instances of slight variation in the peak hour for the ten study intersections, but a prevailing peak hour of **4:15-5:15 PM** is determined based on the total entering traffic for all study intersections in the April 2018 counts.

TABLE 2: PEAK HOUR AND PEAK HOUR VEHICLE VOLUME BY STUDY INTERSECTION

ID	Study Intersection	Peak Hour	Peak Hour Vehicle Volume	4:15-5:15 PM Vehicle Volume	Peak Hour vs. Prevailing Peak Hour Volume: % Difference
1	Three Mile Lane/1 st Street	4:30-5:30 PM	1,891	1,854	2.0%
2	OR 18/Norton Lane	4:00-5:00 PM	2,596	2,579	0.7%
3	OR 18/Cumulus Avenue	4:15-5:15 PM	2,200	2,200	0.0%
4	OR 18/Armory Way	4:15-5:15 PM	1,980	1,980	0.0%
5	OR 18/Cirrus Way	4:15-5:15 PM	1,996	1,996	0.0%
6	OR 18/RV Park entrance	4:15-5:15 PM	1,991	1,991	0.0%
7	OR 18/Loop Road	4:15-5:15 PM	1,934	1,934	0.0%
8	OR 18/Cruickshank Road	4:15-5:15 PM	1,945	1,945	0.0%
9	Norton Lane/Cumulus Avenue	3:15-4:15 PM	541	513	5.2%
10	Norton Lane/Stratus Avenue	3:15-4:15 PM	438	378	13.7%

*Data Source: ODOT, 2018

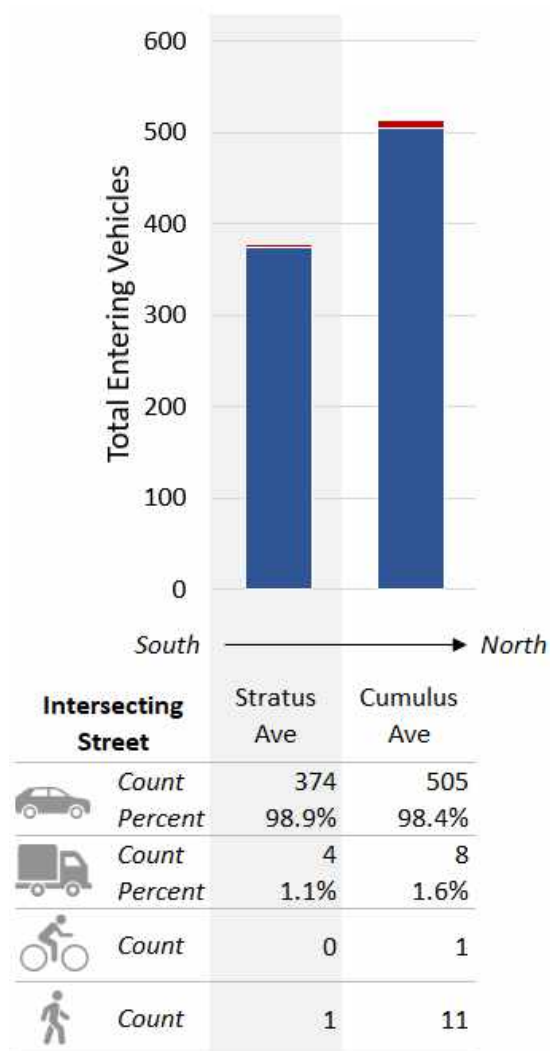
Figure 2 and Figure 3 summarize the total vehicle, truck, bicycle, and pedestrian volumes during the prevailing peak hour (4:15-5:15 PM) for the ten study intersections. **Figure 2** summarizes these volumes for the eight study intersections on Three Mile Lane, and **Figure 3** shows volumes by mode for the intersections of Norton Lane and Stratus Ave and of Norton Lane and Cumulus Ave.

FIGURE 2: PM PEAK HOUR TOTAL VEHICLE, TRUCK, BIKE, AND PEDESTRIAN COUNTS, THREE MILE LANE INTERSECTIONS



*Counts shown in top row of table include all non-truck vehicular traffic; Trucks are defined as Single Unit Trucks, Single Trailer Trucks, and Multi Trailer Trucks; Data Source: ODOT, 2018

FIGURE 3: PM PEAK HOUR TOTAL VEHICLE, TRUCK, BIKE, AND PEDESTRIAN COUNTS, NORTON LANE INTERSECTIONS



*Data Source: ODOT, 2018

Seasonal Variation and 30th Highest Hour Estimate

Spot traffic counts need to be converted to peak month equivalents using calculated seasonal adjustment factors. The APM outlines three optional methods for determining seasonal adjustment factors. Each are described below, including findings of the assessment and selection of the best method applied in the study.

Seasonal Adjustment Methods

- **On-Site ATR** - No ATRs are found within or immediately near the study area.
- **ATR Characteristics Methods** - no ATR or combination of ATRs are deemed appropriate and having similar travel characteristics of Highway 18 or other study area streets.
- **Seasonal Trend** – in consultation with ODOT Region 2 the seasonal Trend method is applied as the best option to determining seasonal adjustment factors for the 3MLAP study.

Interpolation of the 2018 Seasonal Trend Table as applied to the April 3, 2018 counts is summarized in **Table 3**.

TABLE 3: INTERPOLATION OF ODOT SEASONAL TREND TABLE - COMMUTER

	AVERAGE Interpolated		
	1-Apr	3-Apr	15-Apr
Commuter	0.9491	0.9463	0.9292

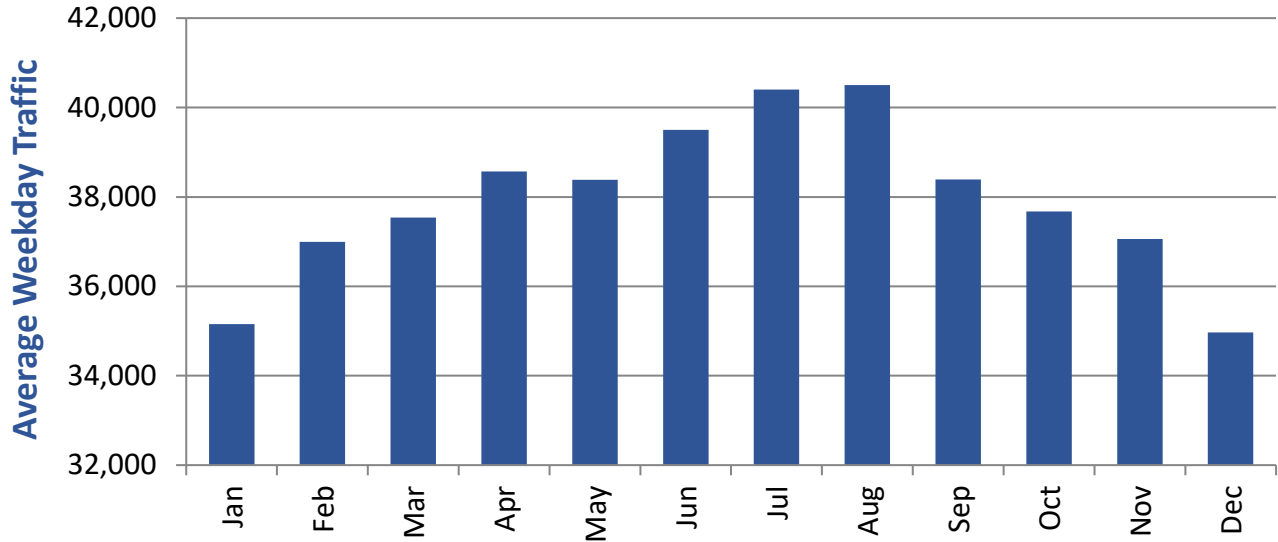
Adjustment Factor: **1.06**

A seasonal adjustment factor of **1.06** will be applied to the April 3, 2018 counts to obtain the 30th Highest Hour Volumes as outlined in the APM.

The nearest and relevant ATR site is located on OR 99W in Newberg (36-004), approximately 12 miles northeast of the study area, which has a peak month of **August** (and also yields a seasonal adjustment factor of 1.06 - matching the Seasonal Trend Method finding above). See **Figure 4**, which summarizes Average Weekday Traffic by month for 2016.

FIGURE 4: OR 99W, NEWBERG: AVERAGE WEEKDAY TRAFFIC BY MONTH, 2016

ATR 36-004: OR 99W, 0.1 Mile east of Brutcher St, Newberg



*Data Source: ODOT

4. Future Traffic Conditions

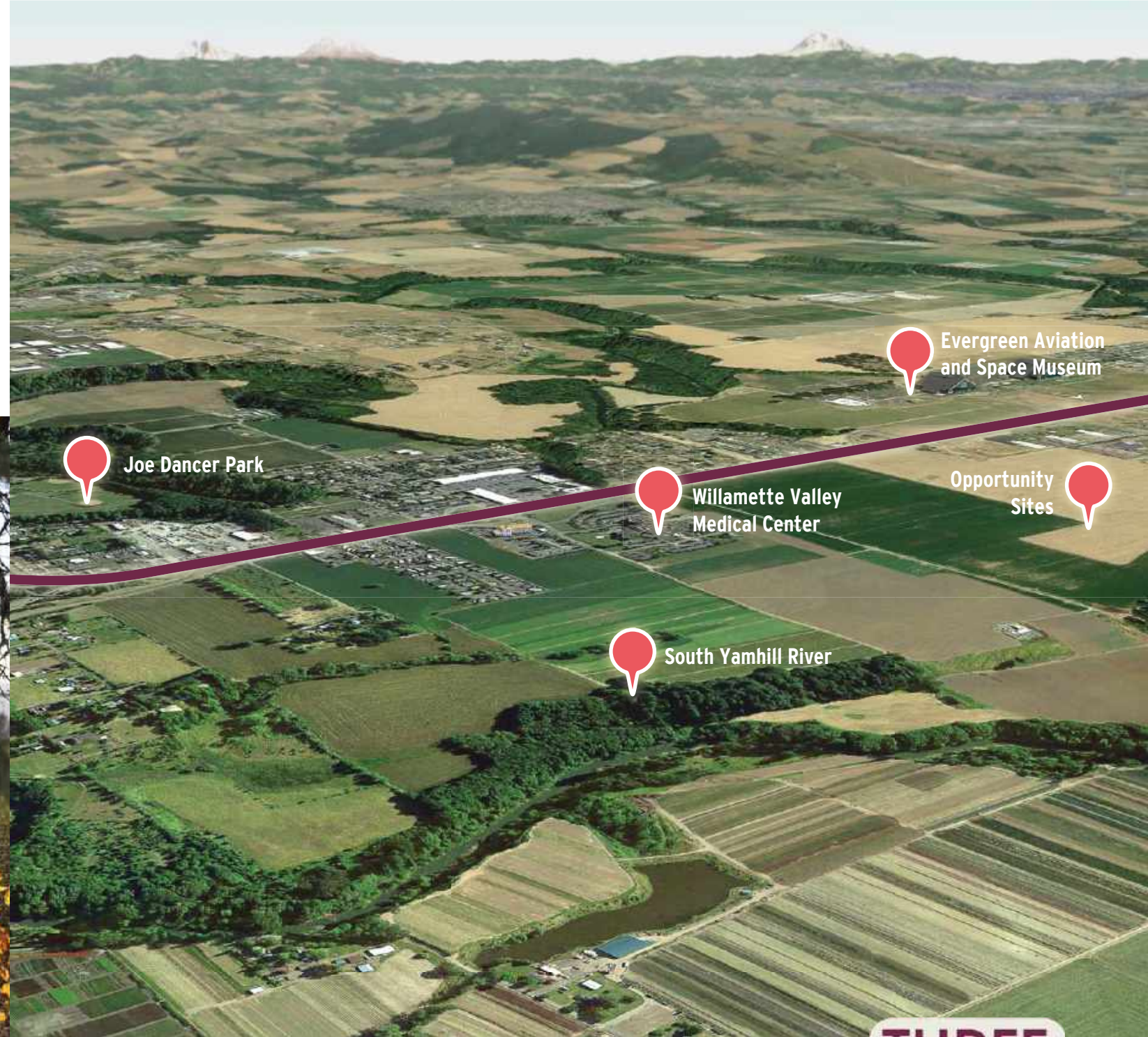
McMinnville OSUM (V3) Travel Demand Model

Base year (2018) and Future year (2040) model volumes from the McMinnville Oregon Small Urban Model (OSUM)² (V3) will be used as the primary tool to estimate future travel demand within the McMinnville Urban Growth Boundary (UGB).

Post-Processing

While the travel demand model is calibrated to local conditions and volumes, raw volumes from the travel demand model will not be used for capacity analysis. Rather, motor vehicle turn movement volume forecasts will be developed using post-processing methods consistent with the APM. This approach is derived from methodologies outlined in the National Cooperative Highway Research Program (NCHRP) Report 765, Highway Traffic Data for Urbanized Area Project Planning and Design.

² The Oregon Small Urban Model (OSUM) is managed by the Oregon Department of Transportation (ODOT) Transportation Planning and Analysis Unit (TPAU).



THREE MILE LANE AREA PLAN EXISTING CONDITIONS



March 7, 2019

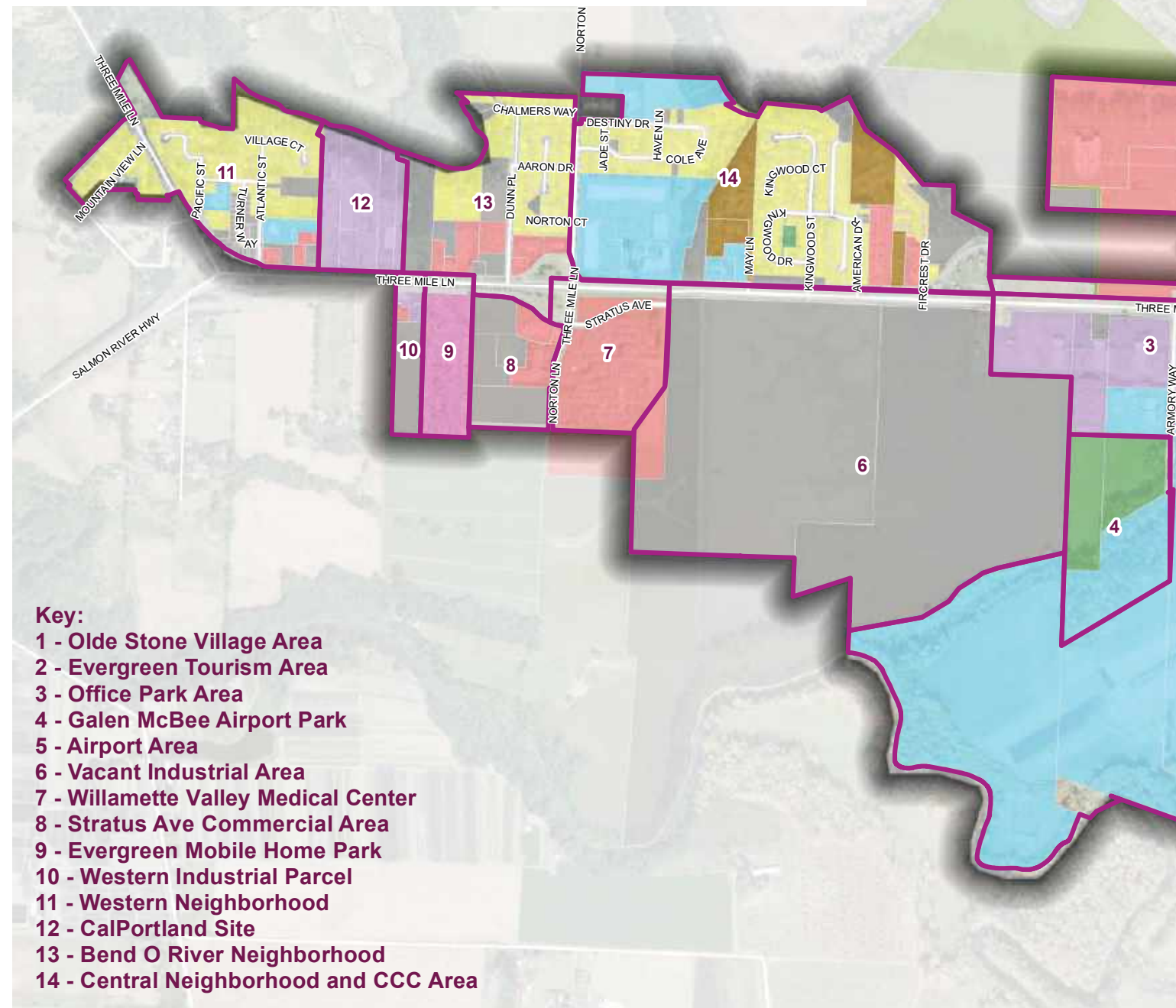
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Task 2.4: Conditions Booklet



March 7, 2019
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EXISTING LAND USES



OPPORTUNITIES



Joe Dancer Park

Highway 18/Three Mile Lane is an important connection but is also a significant barrier, effectively separating residential and commercial uses north of the highway from the uses south of the highway.

There are significant opportunities to increase E-W connections for example, between Old Stone Village and the Evergreen Tourism Area or between the airport area and Willamette Valley Medical Center. A new bridge across the S Yamhill River to Joe Dancer Park would improve connections with downtown.

Improving non-motorized connections between areas that currently support pedestrians and cyclists and improving wayfinding would better connect people in Three Mile Lane area to the rest of the city. Similarly, the South Yamhill River and Airport Park could provide welcome connections to nature.



Chemeketa Community College

Larger buildings such as Chemeketa Community College are an appropriate scale for highway frontage. Many existing buildings in the study area lack sidewalk pedestrian access and are surrounded by large parking lots, which limits the area's pedestrian friendliness.

Three Mile Lane area as a whole may benefit from strategically locating denser, more walkable development near land uses that support it. Agricultural building forms could integrate well with the existing character of the site and inspire future development; a current example of this is the Jackson Family Winery building.

Future buildings can be oriented to the stunning visual character of the area, which includes beautiful oak and fir forests, large actively-farmed fields, views west to the Coast Range and east to Mt Hood and Mt Jefferson.



Vacant land, zoned industrial

Galen McBee Airport Park has the potential to be a great community asset. There are opportunities to add connections to this park and extend trail loops to access the South Yamhill River. Existing mature oak and fir stands also lend a distinct natural character throughout the area. Land for future nature trails and mature trees should be preserved if possible.

The area is characterized by large open fields, which reflects McMinnville's agricultural heritage and it's strategic position in the heart of the region's wine country. Future development should strive to maintain views of these spaces and even consider the potential for what the Urban Land Institute terms "Agrihoods", where active farming is incorporated into new mixed-use community design.

NORTH
SOUTH

URBAN DESIGN: ISSUES +

CIRCULATION

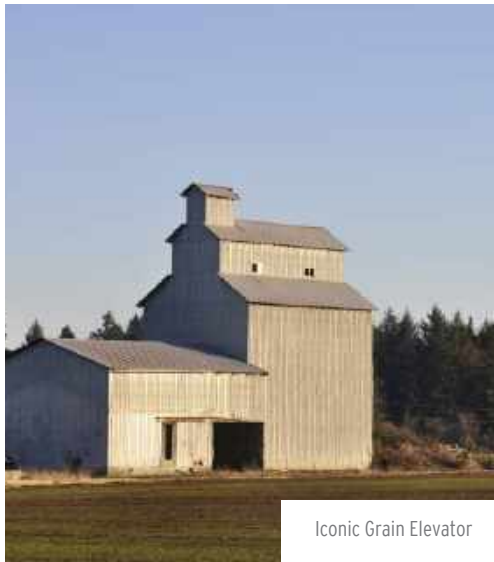


Hwy 18 Western Gateway



Hwy 18

BUILDING DESIGN



Iconic Grain Elevator



Industrial Welding Supply in Bend O'River



American Legion Post 21 in the Western Neighborhood

OPEN SPACE



Galen McBee Airport Park



Boy Scouts installation in a mature stand of trees



FirCrest Senior Living Community



McMinnville Cinema 10



Jackson Family Winery and Processing Center



Galen McBee Airport Park

North of Three Mile Lane, land uses are mixed, with fewer large parcels except for the Evergreen Aviation & Space Museum complex. The north side includes single-family and multi-family uses, mobile homes, and commercial, industrial, and vacant land.

South of Three Mile Lane, much of the land is utilized by the McMinnville Municipal Airport (identified as public/institutional use), industrial, and undeveloped land. Jackson Family Wines and several commercial and manufactured home uses are also located in this area.

LAND USE OPPORTUNITIES

LIGHT INDUSTRIAL



Light industry



Light industry



Agricultural building forms

The study area contains over 200 acres of vacant land largely served by existing infrastructure and zoned for industrial uses. Most of this vacant land is found in a few large parcels, which could be ideal for large-scale and cohesive development. There are many contemporary examples of light industrial development that integrate well with other land uses. Agricultural building forms could relate well with the existing character of the area. An old grain elevator building is a prominent feature at the west end of this area and inspired the design for the nearby Jackson Family Winery and processing center. Other development could follow suit with site-specific landscape and building forms.

AMENITIES AND TOURISM



Existing regional attraction



Industrial structure converted to community market



Gateway

The study area includes a number of amenities and attractions, including the airport; Evergreen Space & Aviation Museum, water park, and event center; the Yamhill River; and a number of large employers, including several medical centers and clinics, and industrial and office sites. These amenities and attractors have the opportunity to serve McMinnville residents as well as tourists from outside the city. For nearby residents safe and convenient connections to amenities will be key, as will new amenities that serve daily needs and local economic empowerment. There is a clear opportunity to provide a formal welcome to McMinnville as a marked destination with a distinct personality.



Auto operation deficiencies are noted at the two intersections at the ends of the study area: Three Mile Lane at First Street, and OR 18 at Cruickshank Road. The two major signalized intersections on OR 18 at Norton Lane and Cumulus currently operate well within the mobility targets outlined in the Oregon Highway Plan. There is a notable crash history at the intersection of OR 18 and Cruickshank Road. This intersection is a logical location to consider including potential gateway streetscape improvements.

YCTA provides limited (hourly) service in the study area on Route 2, with direct links to downtown McMinnville and the city Transit Center. If and when YCTA service increases to a 30 minute frequency, future transit access will improve within the Three Mile Lane area.



The study area has very limited bicycle facilities, and frequently the only option available to cyclists is to ride in general purpose travel lanes. While the major streets in the area are generally flat with good pavement conditions, vehicular traffic volume is relatively high and travel is at higher speeds (35 mph and higher). The lack of separate bike lanes, buffered bike lanes, or separated facilities contributes to a poor overall environment for cyclists seeking to travel within the study area network.

Creating attractive, low-stress bicycle facilities on key routes within the study area will require examining traffic calming design adaptations and lower speed limits, and implementing buffered bike lanes or separated pathways.



Many of the key existing streets and intersections in the study area contain essential but limited pedestrian features. Some of the sidewalks are older, but functional and the system provides a baseline, if minimal, connected network within the study area. Linkage to the McMinnville city center is limited to the Yamhill River Bridge.

The existing pedestrian realm lacks important features that would otherwise contribute to more safe and inviting walking environments on Norton Lane, Cumulus Avenue, and Stratus Avenue. The original factory outlet mall development introduces a barrier to more direct pedestrian and bicycle travel along Cumulus Avenue and the crossing of Norton Lane, making it more difficult for residents east of Norton Lane to walk and cycle to McMinnville's central city.

TRANSPORTATION



Intersection of OR 18 and Cruickshank Road



Example of a welcoming transit stop designed specifically for a district



Buffered bike lane



Nonvehicular multi-use path



Neighborhood Sharrow Lane



Closed street connection on NE Cumulus Ave



Goal: a connected network of comfortable pedestrian transportation for all ages and abilities

NEIGHBORHOODS



Diverse forms of housing development, e.g. cottages



Recreation



Complete streets

Within the mixed residential and commercial areas on the north side of Three Mile Lane, as well as on the south side, there may be opportunities for new mixed-use development, creating varied, diverse, complete neighborhoods that provide different types of housing, access to green space, and connect to walkable services. A key element will be the integration of complete streets; those that prioritize safe walking and biking for people of different ages and allow travel between homes, jobs, services, and recreation.

NATURAL FEATURES



Mature stands of trees within the Three Mile Lane study area



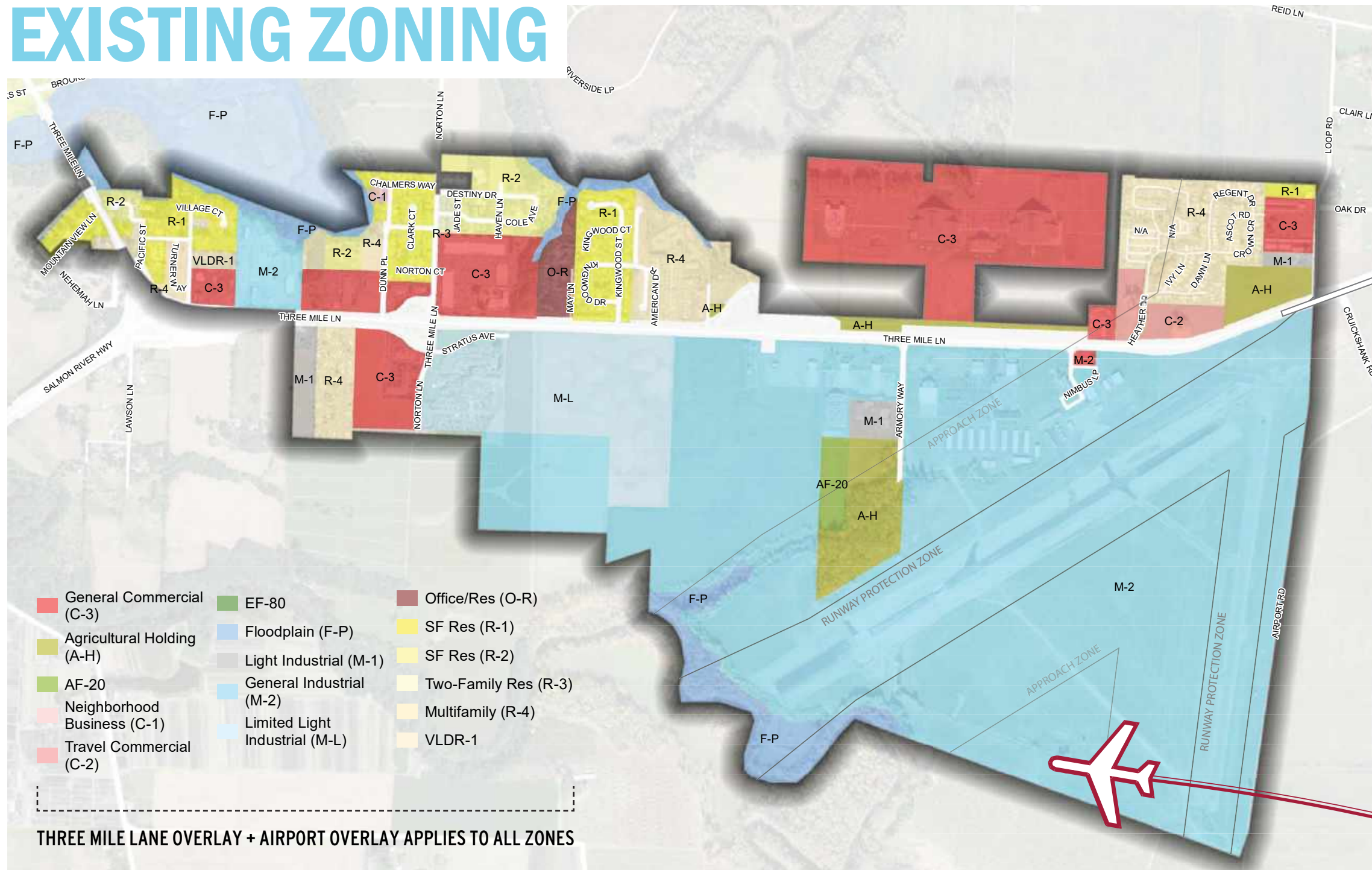
Access to outdoor activities / food production



Nature trails

The study area is bounded to both the north and south by the South Yamhill River and its associated natural areas. The study area also has several mature tree stands with defining character. Airport Park to the south includes two loop trails that cross a small tributary stream that flows into the South Yamhill River. This park is also defined by dramatic views to Mt Hood and Mt Jefferson on sunny days and features several pieces of quirky concrete artwork. People living and working in the Three Mile Lane area would benefit greatly from the preservation of and connection to these natural features.

EXISTING ZONING



The Existing Three Mile Lane Overlay Zone was Intended To:

- Encourage mixed-use and mixed housing types
- Ensure high quality and design
- Compatible living and working environments
- Provide open spaces and parks
- Buffer residences from the highway

120' Setback

from centerline of Three Mile Lane
- landscape and buffering may be required

ZONING THOUGHTS:

- * Existing base zones likely do not meet the mixed-use intent of the study area. New base zones may be appropriate for larger parcels that are currently undeveloped.
- * It's easier to change the language of the existing overlay than create a new zone or overlay
- * A single zone is easier to understand, as overlay zones create complexity for property owners and developers, even though they already exist in this area
- * The Three Mile Lane Overlay Zone could be modified to apply regulations to some subareas, but not the entire area, if desired.

THREE MILE LANE OVERLAY + AIRPORT OVERLAY APPLIES TO ALL ZONES

RESIDENTIAL ZONES

R-1 is low density, single family residential; R-2 single family with a slightly higher density; R-3 allows two-family dwellings throughout the zone; R-4 allows multi-family dwellings and condos.

COMMERCIAL ZONES

C-1 is smaller-scale neighborhood services; C-2 provides for travel-related uses like lodging and gas stations; C-3 accommodates a wide range of uses like big box stores and theaters.

AG HOLDING

49 acres held to provide for the continued practice of agriculture. Permitted uses are limited to farming, single-family dwellings, and sewage pump stations. Parks are allowed as conditional uses.

INDUSTRIAL ZONES

M-L provides for industries with limited external impact in an attractive setting; M-1 is for industrial uses that require buffering from other uses and environmentally sensitive areas, it includes a wide range of industrial uses; M-2 allows all uses in M-L and M-1, but also allows general manufacturing and airports as well as "leisure time activities" as conditional uses.

The Airport Overlay includes a Runway Protection Zone that prohibits development and an Approach Zone that limits structures to below 209', prohibits places of public assembly, and limits residential density over 1 dwelling /20 acres.

Appendix C:

Case Study Report



Three Mile Lane Area Plan

May 2021



Area
Plan

City of McMinnville

Case Study Report

May 2019

Contents:

- Introduction
- Existing Conditions
 - Study Area Context
 - Site Summary
- Market Summary
- Land Use Opportunities
- Case Study
 - Vision
 - Key Concepts
 - Alternatives
 - Evaluation Criteria
- Economic Analysis
- Conclusion & Next Steps

The Three Mile Lane Area Plan (“3MLAP”) will develop an Area Plan for the 3ML corridor in McMinnville, Oregon. The project will update the 1981 Three Mile Lane Overlay District (amended in 1994) and the 1996 Highway 18 Corridor Refinement Plan. The area contains approximately 1,340 acres of land with a variety of existing land uses and several large vacant parcels.

The 3MLAP will integrate a wide range of land uses (residential, industrial, commercial, tourism, hospital and airport) and a multi-modal transportation system (vehicular, bicycle, pedestrian and transit) that serves both local and state transportation needs and provides active connectivity within the plan area as well as to the City’s downtown core.

The project will also consider how to maximize the opportunities for job creation, housing, and resiliency planning in the corridor by leveraging the land assets to their highest and best use for affordable housing, industrial development, tourism development, hospital expansion, airport expansion and gateway improvements.

This project is partially funded by a grant from the Transportation and Growth Management (“TGM”) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Fixing America’s Surface Transportation Act (“FAST-Act”), local government, and State of Oregon funds. The contents of this site do not necessarily reflect views or policies of the State of Oregon.

This Case Study report summarizes a redevelopment analysis for three key properties in the 3ML study area, totaling approximately 180 acres. The case study involved a workshop with key property owners on March 13, 2019, followed by an evaluation of site conditions for these properties and the surrounding area—highlighting opportunities and constraints, the development of three building programs based on a market analysis, conceptual graphics of each program alternative, and an economic analysis that assesses the impact of each alternative on jobs, assessed property value, and other key indicators.

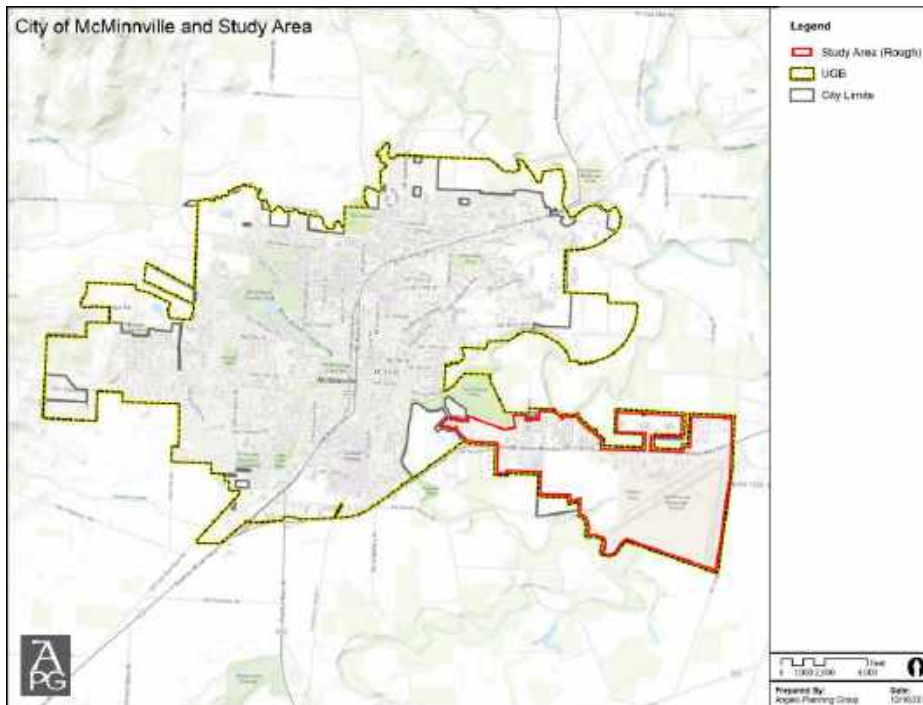
The Case Study shows stakeholders and the public how development could occur in the 3ML study area in order to better inform future planning and implementation.

As context for the case study concept [land use] alternatives, this document includes a summary of applicable work to date, including a market analysis, a workshop with property owners, and a charette for the entire 3ML study area.

Study Area Location

The map below shows the 3ML Plan Area relative to the McMinnville city limits. The study area is located in southeast McMinnville, centered around State Highway 18/3ML.

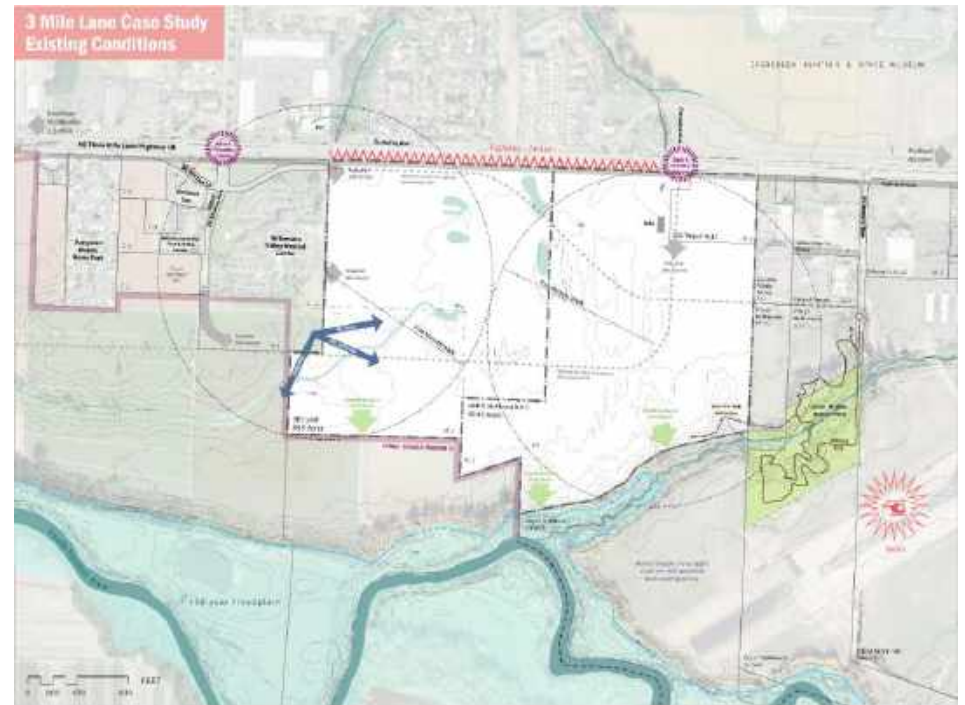
Highway 18/3ML is an important connection but is also a significant barrier, effectively separating residential and commercial uses north of the highway from the uses south of the highway.



Case Study Properties

The map below focuses on the 3ML Study Area and specifically identifies the three case study properties (shown in white), totaling 180 acres. This map was also the document that was used during the property owner workshop to develop the three land use alternatives presented later in this report.

The map also shows several other features including topography, five-minute walksheds, viewpoints, hydrology, potential access points, and challenges and threats to pedestrian connectivity and access.



Natural Features

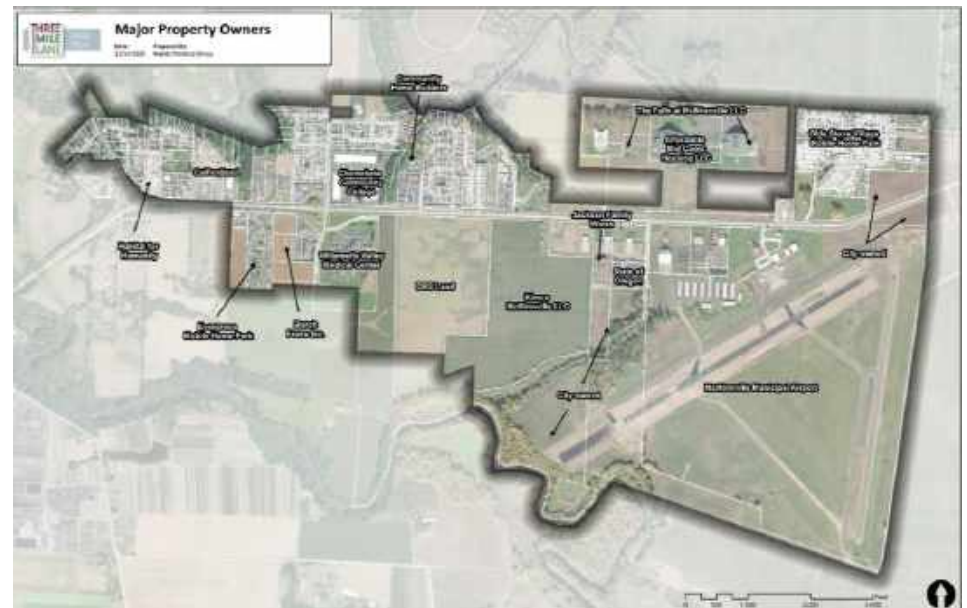
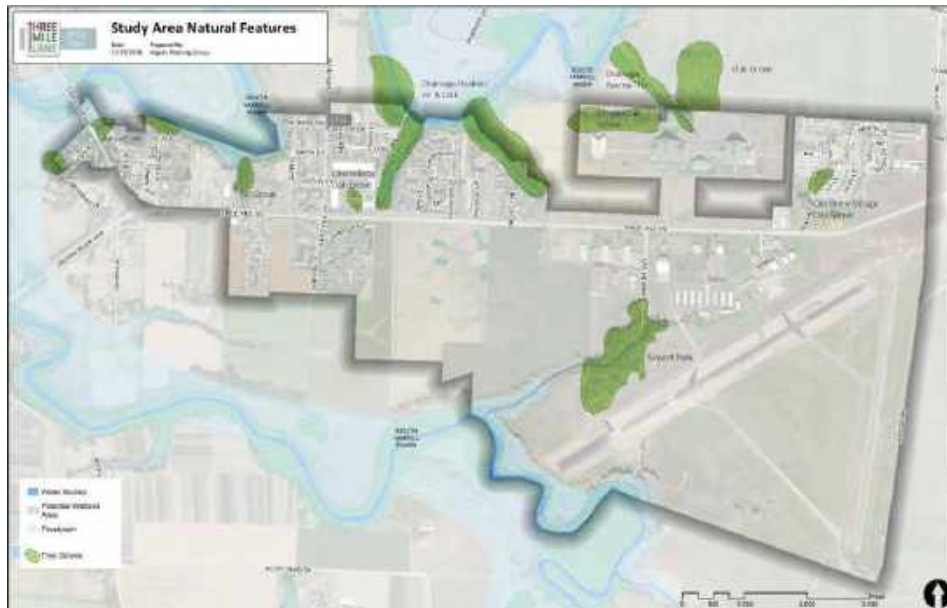
The south side of US 18 (Three Mile Lane) is particularly flat, with floodplains and wetlands infringing only slightly on the study area at the southwestern edge of the airport, as well as bordering the northern and northwestern sections of the study area.

Aside from wetlands, there are few other natural features that would impact development. A moderately-sized tree grove separates the airport from the case study focus properties.

Property Ownership

The north and south sides of US 18 have distinctly different land use and property ownership patterns. North of 3ML, land uses are mixed, with fewer large parcels except for the Evergreen Aviation & Space Museum complex. The north side includes single-family and multifamily uses, mobile homes, and commercial, industrial, and vacant land. South of 3ML, much of the land is utilized by the McMinnville Municipal Airport (identified as public/institutional use), industrial, and undeveloped land. Jackson Family Wines and several commercial and manufactured home uses are also located in this area.

McMinnville Municipal Airport is clearly the largest property in the study area. In terms of development potential, however, the largest greenfield sites (i.e., never developed) are to the immediate west, owned by Kimco and DRS Land (approximately 90 acres each). These parcels, along with the 10-acre parcel in the northeast of Kimco's property, comprise the case study focus area.



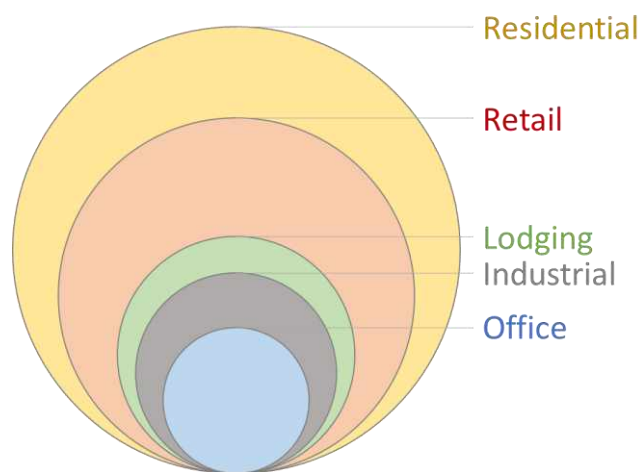
Market Analysis Key Takeaways



Early in the project, LCG conducted a market analysis to assess regional conditions for residential, commercial, office, and industrial development and to identify specific development opportunities within the Three Mile Lane (3ML) corridor by leveraging the land assets to their highest and best use. The market analysis identified significant household and employment growth in the region over the next 20 years, which will drive demand for new housing, commercial, and industrial construction. The 3ML area is positioned to capture a significant share of this regional demand given the presence of large greenfield sites within the area—a situation which is relatively rare in the broader region.

The market analysis highlighted the most feasible development typologies based on rents and development trends. Generally, these typologies share similar characteristics, such as surface parking and a low-rise scale. Higher density development—such as mid-rise buildings—may face feasibility challenges. **Residential demand** is strong for both single-family and multifamily, with high home values, household incomes, sales volumes, absorption, and construction activity. The quantity of what would be built in the study area depends largely on the City’s vision for the area, applicable zoning, and buildable land. Higher-density housing is also likely to be more feasible than other land uses. Likely typologies include townhomes, apartments up to four stories, single-family, and multiplexes. **Retail demand** is also strong, particularly for general merchandise—which typically large-format retail—and neighborhood-serving retailers that will support existing and future households and tourism. **Lodging demand** exists due to the burgeoning tourism industry, potential airport activity, and existing needs for meeting space, although the limited office market means the bulk of lodging demand will fall during the summer months when tourism activity is highest. Market conditions reflect strong **industrial demand** due to the growth of agriculture, food and beverage production, and manufacturing, with potential pent-up demand because of the lack of appropriate—particularly large—industrial sites. 3ML is poised to accommodate large industrial users, but heavily industrial may negatively impact prospects for other land uses such as lodging and multifamily. However, 3ML could also capture a proportion of regional demand by focusing on “craft” or light industrial users, which may or may not include retail components. The **office market** is relatively weak, but opportunities may arise because of McMinnville’s high quality of life and the corridor’s proximity to the airport and institutional users such as healthcare and education.

Land Use	Regional Demand	3ML Capture
Single-family Housing	2,555 units	N/A
Multifamily Housing	1,224 units	20%
Retail	539,200 sf	28%
Office	144,500 sf	20%
Industrial	793,000 sf	10%
Lodging	NA	NA



Potential program of users is provided in the table at left and corresponding diagram.

It is important to note that these numbers—particularly those presented as the potential 3ML land use program—are as much policy-driven as market-driven, and will vary depending on the eventual vision for the area.

Land Use Typologies



Area Plan

The market analysis indicates strong potential for **multifamily housing, retail, office, lodging, and light industrial** uses in the 3ML area.



Land Use Character



Area Plan

The projected land uses will support a district with a unique character that mixes **light industrial** employment around **amenities and tourism** uses, while also supporting **neighborhoods** and capitalizing on the area's **natural features**.

LIGHT INDUSTRIAL



Light industry



Light industry



Agricultural facility/terrace

AMENITIES AND TOURISM



Existing regional attraction



Industrial structure converted to community market



Signage

NEIGHBORHOODS



Diverse forms of housing development, e.g. cottages



Recreation



Complete streets

NATURAL FEATURES



Mature stands of trees within the Three Mile Lane study area



Access to outdoor activities / food production



Nature trails

Case Study Vision and Key Themes



Case Study

The conceptual land use alternatives presented in the following pages are the result of a workshop with three property owners in the 3ML study area to explore possible redevelopment scenarios. Each scenario represents a different exploration of how the market-driven land uses could be arrayed across the sites in ways that support the community's values and the goals, objectives, and criteria developed through the 3ML planning process. The property owner workshop involved a review of the findings and background information collected to date—including the market analysis—and a broader discussion of visions, criteria, and principles. The project team then applied these visions to the site to develop the three alternatives.

Each case study concept includes a description of its primary theme or differentiator as well as key aspects related to its interface with existing adjacent uses and potential phasing implications. Following the three alternatives is an analysis of economic impacts that summarize job creation, tax base increase, and other economic conditions that would change as a result of the area's development.

Design Charette

In addition to the focused property owner workshop, the City of McMinnville held a design charrette for the entire corridor study area with the Citizen Advisory Committee on April 8, 2019. Given the larger context, it is important for this case study to include the findings of the charette in design considerations. The key concepts and themes that resulted from these two events are summarized as follows.

Urban design considerations included: maintaining the local identity through gateway design elements and development opportunities; establishing formal view protection corridors for Mt Hood, Mt Jefferson, and Amity Hills; encouraging mixed uses whenever feasible; and mitigating the visual impact of development on the Highway 18 edge. Transportation and connectivity was a major theme throughout both processes. Participants identified connectivity—in terms of internal circulation to parks and recreational features and surrounding neighborhoods—as essential.

The community also provided input on parks and open space opportunities. Considerations included: prioritizing connections to existing trails and open space (such as connections into Joe Dancer Park), creating a public greenway along South Yamhill River with trail and connections to the study area and McBee Park, and increasing open space opportunities in the study area adjacent to residential uses.

Participants also identified a number of key strengths and opportunities, including: high visibility from Highway 18, many large and/or underutilized parcels, proximity to the airport, concentration of tourist amenities and medical uses, strong connections to regional assets, and an abundance of natural features. Specific opportunities the participants identified included: pedestrian bridges over the highway could provide needed connections at key points, the creation of special complete street standards to encourage biking and walking, requiring stormwater treatment and extensive street tree plantings on all study area streets, considering shared parking standards and 'shadow platting' to encourage future infill on surface lots, and opportunities for new residential at the south edge of the case study site and west of the hospital.

SWOT Analysis



The following page shows a SWOT analysis (strengths, weaknesses, opportunities, threats) for the 3ML area as developed by the Citizen Advisory Committee (CAC). The SWOT analysis provides the City and the project team a useful insight into the community’s perspective on the area and the aspects that they value the most.

	Helpful	Harmful
Internal	<p>Strengths</p> <ul style="list-style-type: none"> • High visibility from Highway 18 • Many large and/or undeveloped parcels • Airport • Concentration of tourist amenities • Concentration of medical uses • Variety of housing types • Strong connection to regional features – mountain views, agricultural land • Abundance of natural features (Yamhill River, wooded areas, Airport Park) • Expansive vista of McMinnville for pass-thru traffic • Placemaking started with Evergreen campus and vineyards • Gateway parcels owned by the City at eastern entrance • Proximity to Joe Dancer Park 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Geographical constraint of Yamhill River • Poor connectivity within study area • Poor connectivity from study area to downtown McMinnville & adjacent areas • Limited bicycle and pedestrian facilities • Limited transit service • Deficient intersections at ends of study area • Highway 18 is a north/south barrier within study area • Existing base zones may not meet mixed use intent of study area • Minimal commercial amenities • Lack of neighborhood identity • Lack of sense of place
External	<p>Opportunities</p> <ul style="list-style-type: none"> • Creation of Gateways – Hwy 18 into study area, and from study area into downtown McMinnville • Integration of Complete Streets • Development of greenways/trail network using existing natural features & corridors • Unifying urban design elements • Large-scale, cohesive development on undeveloped lots • Neighborhood serving amenities • Improved wayfinding • Integration of Great Neighborhood Principles • Reinforce McMinnville’s position in wine country • Leverage of airport as economic development asset • Reconstruction of the Yamhill River Bridge • Large contiguous tracts of developable land • Water Trail on Yamhill River • More river crossings for connectivity 	<p>Threats</p> <ul style="list-style-type: none"> • Loss of larger employers due to lack of office space/amenities • Uncertain status of Evergreen Space & Aviation Museum • Access to frontage development awkward • Pedestrian/Bicycle Safety Perceptions • Cut off from City Center and Amenities

The project is guided by the following goals and associated objectives. Feedback was received on project goals and objectives during three focus group meetings conducted in December 2018 and January 2019. The team developed qualitative and quantitative criteria related to the goals for use in evaluating alternatives developed as part of this project.

GOAL 1: Support and enhance the district's economic vitality and marketability

This plan aims to support development of significant industrial and commercial parcels within the study area, enhance existing business by diversifying goods and services available in the area, and increase tourism. Alternatives will be evaluated qualitatively for how well they address the area's development/redevelopment potential.

GOAL 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district

The study area contains several existing residential neighborhoods, including assisted-living and manufactured home residences, as well as major employers and tourism destinations. This plan aims to provide a mix of land uses that support one another to create a unique part of the city.

GOAL 3: Enhance multi-modal connections throughout the district.

This plan aims to create a complete, multimodal transportation network that serves the north and south side of Highway 18 within the district, and that connects the business community, the hospital, residential neighborhoods and tourism amenities to each other and to the city center. Alternatives will be evaluated through criteria measuring transportation safety and performance for all modes of travel: pedestrian, bicycle, transit, freight, and personal vehicles.

GOAL 4: Create an aesthetically pleasing gateway to the City of McMinnville.

The study area is a primary gateway to the City of McMinnville. Alternatives will be evaluated qualitatively for how well they provide an identity for the district, reflect McMinnville's intrinsic character and highlight the landscape features of the district.

Concept Alternative Foundations



All three land use alternatives share common characteristics, many of which have been identified in the base map below—as presented earlier in this report. The key defining features, potential opportunities, and themes that are common to all land use alternatives are as follows.

Road network. The concepts show main collectors only. At full build out there will be significantly more site circulation and connectivity as well as a local network that resembles a typical urban grid, creating defined blocks. Much of this internal or small-scale streetscape and right-of-way will be a developer responsibility and completed as development occurs. As such, the costs of these improvement do not factor into this analysis. Instead, the analysis simply assumes that a certain percentage of the gross acreage will be lost to right-of-way. This percentage changes based on land use. While the plan does not currently highlight any land use opportunities outside the city limits, potential future transportation connections are indicated.

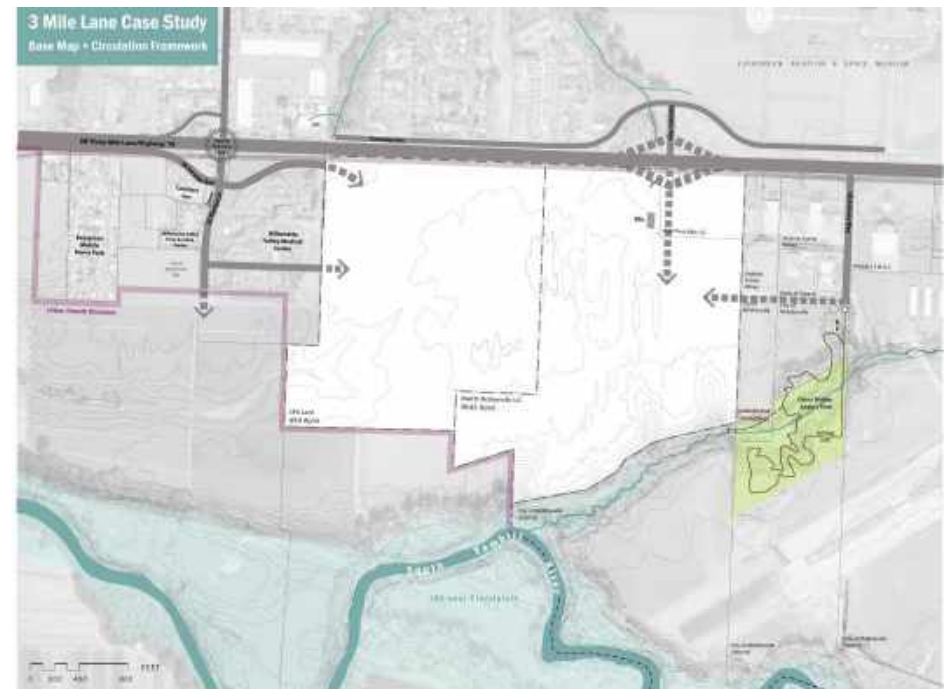
Open space and trails. While there are few existing trails and open space amenities within the case study area, each alternative equally highlights opportunities for a riverside greenway trail and/or connections with nearby parks to help develop the area’s identity.

River relationship. The river is a major asset to the 3ML area, particularly in the case study area. The alternatives look to leverage the river by placing land uses that will benefit from proximity to this asset. Further, the river provides an immovable edge, geographically constraining development.

Airport. The airport’s proximity to the case study area is likely to impact the types of desirable land uses, largely due to noise. As such, residential uses are kept away from the easternmost section of the area. However, the airport is also a major feature of the case study area and potentially improves prospects for office, employment, and other compatible uses.

ODOT interface. The land use programs and build-out patterns shown in the alternatives must align with the continued operation of Highway 18 as a major transportation route. As such, the transportation pattern is largely inward-facing, with limited connections or access points to Highway 18.

Gross to net calculations. Each land use “bubble” is portrayed as gross acreage—i.e., not including right of way and open space requirements, which will remove a portion of the gross acreage. Further, once a street grid is formalized, the larger land parcels might get further subdivided for smaller-scale private development. The analysis makes basic assumptions about these dedications in order to arrive at a net developable land area for use in the economic analysis.



Case Study Design Considerations



Area Plan

The following images provide examples of the desired quality of future development, as discussed during the case study workshop.



Consider visual impact of development on Highway 18 edge



Encourage mixed uses whenever feasible



Encourage low impact development stormwater design



Establish formal view protection corridors



Honor McMinnville's agricultural heritage



Establish grid of internal circulation and connectivity



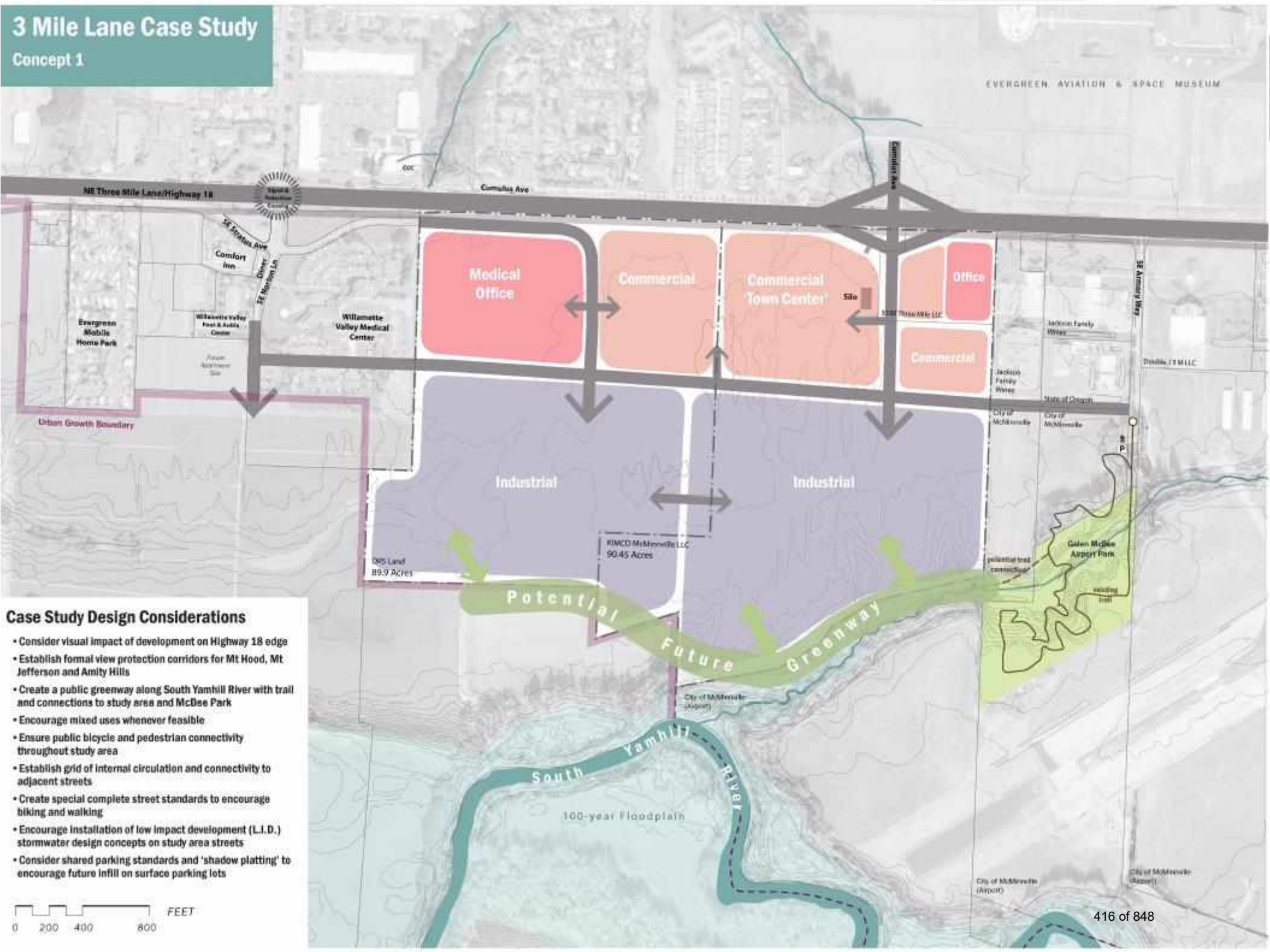
Create a public greenway along South Yamhill River with trail and connections to study area and McBee Park



Ensure public bicycle and pedestrian connectivity

3 Mile Lane Case Study

Concept 1



EVERGREEN AVIATION & SPACE MUSEUM

NE Three Mile Lane/Highway 18

Cumulus Ave

Medical Office

Commercial

Commercial Town Center

Office

Commercial

Industrial

Industrial

Potential Future Greenway

South Yamhill River

100-year Floodplain

Galen McBea Airport Park

Case Study Design Considerations

- Consider visual impact of development on Highway 18 edge
- Establish formal view protection corridors for Mt Hood, Mt Jefferson and Amity Hills
- Create a public greenway along South Yamhill River with trail and connections to study area and McDee Park
- Encourage mixed uses whenever feasible
- Ensure public bicycle and pedestrian connectivity throughout study area
- Establish grid of internal circulation and connectivity to adjacent streets
- Create special complete street standards to encourage biking and walking
- Encourage installation of low impact development (L.I.D.) stormwater design concepts on study area streets
- Consider shared parking standards and 'shadow platting' to encourage future infill on surface parking lots



Concept 1: Industrial Employment



Program summary

	Office	Commercial	Industrial	Residential	Corp. Campus	Total
Acres	21.5	41.5	104.5	0	0	168

Major theme.

Concept 1 is largely employment focused. Most of the land is identified for industrial uses, with the remaining land identified for medical and conventional office and commercial development.

Unique Features.

Concept 1 does **not** include any residential uses. Instead, the program takes advantage of 3ML's large, vacant land tracts, which provide the flexibility and separation from existing residential uses for industrial uses that may include heavy industrial operators.

Key relationships to adjacent uses.

Identifying the area next to the hospital for medical office will help create a medical hub that develops the area's identity.

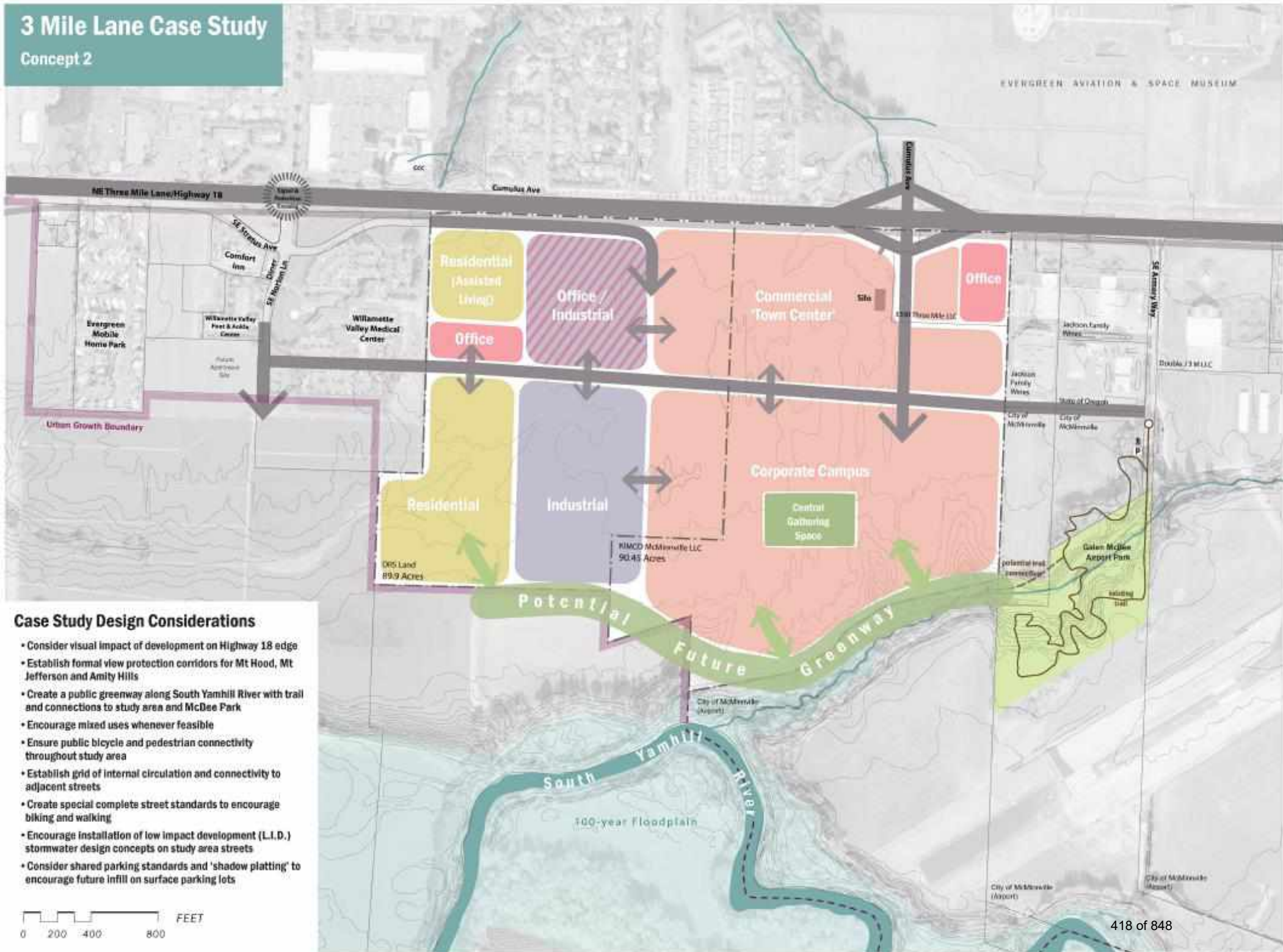
Phasing and development options.

This program offers a flexible approach to development. Large industrial users will dictate the size and location required for their operations. However, the site will need time to be prepared for new development with new infrastructure and utilities.

Immediate phases include retail development in the northeastern section of the case study area. The market analysis confirmed that there is significant demand for new retail development.

3 Mile Lane Case Study

Concept 2



Case Study Design Considerations

- Consider visual impact of development on Highway 18 edge
- Establish formal view protection corridors for Mt Hood, Mt Jefferson and Amity Hills
- Create a public greenway along South Yamhill River with trail and connections to study area and McDee Park
- Encourage mixed uses whenever feasible
- Ensure public bicycle and pedestrian connectivity throughout study area
- Establish grid of internal circulation and connectivity to adjacent streets
- Create special complete street standards to encourage biking and walking
- Encourage installation of low impact development (L.I.D.) stormwater design concepts on study area streets
- Consider shared parking standards and 'shadow platting' to encourage future infill on surface parking lots



Concept 2: Corporate Campus



Program summary

	Office	Commercial	Industrial	Residential	Corp. Campus	Total
Acres	20	37	20	26.5	62	166

Major theme.

Concept 2 reflects a scenario where much of the land is purchased by a single property owner and developed as a large corporate campus. A corporate campus consists of buildings in close proximity to each other with centralized support, amenities, and other internal functions for a single user. A corporate campus provides flexibility for open space and parking; there is often freestanding structured parking or surface parking or a combination of both. The western edges of the study area would allow for a mix of residential and service uses.

Unique Features.

About 7 acres of land is highlighted for assisted living in the northwestern section of the case study area in Concept 2 only. A large, internal area of open space is also included in the corporate campus land use designation.

Key relationships to adjacent uses.

Any office uses adjacent to residential and healthcare uses would be medical-related or serve community needs (e.g., banking).

Phasing and development options.

Residential development would serve an immediate need, and absorption is expected to be strong. Thus, residential construction should be considered an early phase.

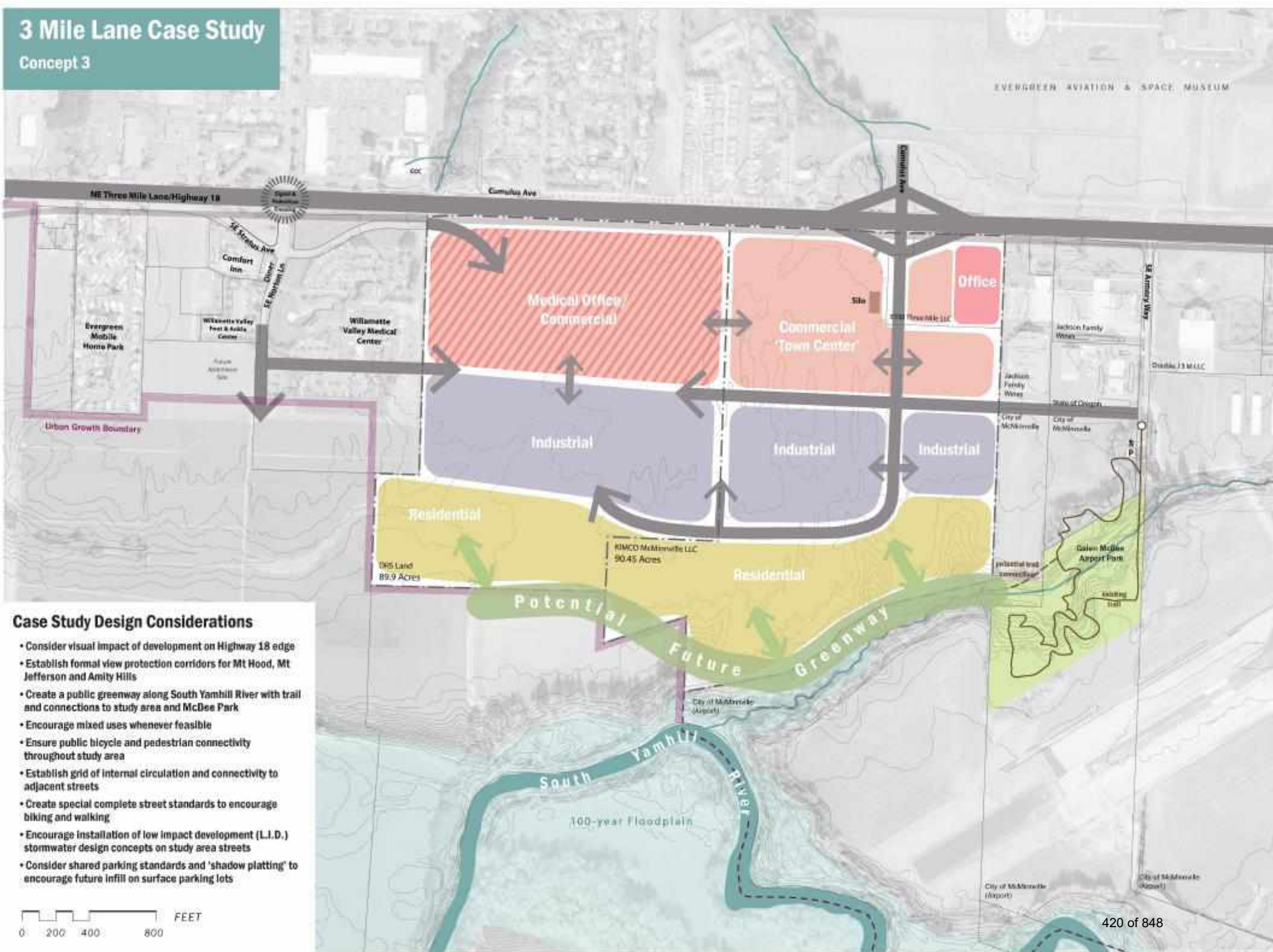
Immediate phases include retail development in the northeastern section of the case study area. The market study confirmed that there is significant demand for new retail development.

Flexibility is key to attracting a corporate campus. The City and/or developer would have to be opportunistic and actively market the property and McMinnville as a corporate destination. Full build out of the property, including new infrastructure, additional housing, and commercial amenities within walking distance would help attract a corporate user. Thus, a corporate campus is likely a long-term prospect.

3 Mile Lane Case Study

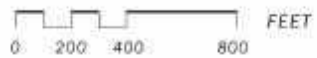
Concept 3

EVERGREEN AVIATION & SPACE MUSEUM



Case Study Design Considerations

- Consider visual impact of development on Highway 18 edge
- Establish formal view protection corridors for Mt Hood, Mt Jefferson and Amity Hills
- Create a public greenway along South Yamhill River with trail and connections to study area and McDee Park
- Encourage mixed uses whenever feasible
- Ensure public bicycle and pedestrian connectivity throughout study area
- Establish grid of internal circulation and connectivity to adjacent streets
- Create special complete street standards to encourage biking and walking
- Encourage installation of low impact development (L.I.D.) stormwater design concepts on study area streets
- Consider shared parking standards and 'shadow platting' to encourage future infill on surface parking lots



Concept 3: Mixed-Use Neighborhood



Program summary

	Office	Commercial	Industrial	Residential	Corp. Campus	Total
Acres	40	30	51.5	47	0	169

Major theme.

Concept 3 represents the most balanced alternative, with a relatively even split between office, retail, industrial, and residential uses.

Unique Features.

Industrial development under Concept 3 would be expected to be light or craft industrial due to its proximity to the residential uses on the southernmost edge of the case study area.

There is a large office area in the northwest section, which is envisioned as a flexible area in which either office, medical office, or retail could develop based on market demand.

Another feature of Concept 3 is that all residential development is parallel to the river to take advantage of the rare riverfront location. This location may attract developers of more upscale housing, or simply just improve residential prospects in general.

Key relationships to adjacent uses.

As noted already, heavy industrial is unlikely under Concept 3 due to the proximity to healthcare and residential land uses. Medical office is likely to occur mainly next to the existing hospital.

Phasing and development options.

With three distinct “bands” of land uses (residential, industrial, and commercial), this concept facilitates a flexible approach to development. Immediate demand and need for housing means that the first phase of development is likely to be residential, along with similarly high-demanded retail in the northeast portion. The industrial development in the middle of the two aforementioned uses can then be opportunistic as interest arises, as can the medical office and/or additional retail uses to the northwest.

Using the three land use alternatives presented on the previous pages, Leland Consulting Group conducted a high-level economic impact analysis to assess the impacts each concept has on job creation, wages, housing units, and added building value—with the latter providing valuable property tax generation for the City to use for critical programs and projects.

This summary of economic impacts of the proposed concepts and the benefits to the local and regional economy can provide helpful inputs for a discussion on policy, funding tools, and implementation efforts, which may include decisions about impact fees, urban renewal, and financial incentives.

It is important to note that this case study does not include a feasibility analysis. Such an analysis would test various development prototypes on specific sites and would require detailed cost estimates and architectural drawings. Given that the process is still high-level and conceptual, the type and scale of development is still unknown, and the site is a complete greenfield with no existing infrastructure, conducting a feasibility analysis for the case study sites would not be particularly useful. The strong demand for each of the land uses as described in the market analysis indicates that development on a flat, undeveloped site such as the case study area, would generally be economically feasible.

Prior to private investment, basic utility, road, and other infrastructure will need to be constructed through the site. While this infrastructure may be built by the developers, it is possible that this would be reimbursed by impact fees, as they serve a districtwide function. The assumption, however, is that internal circulation and smaller roads would be a developer expense. The exact implementation structure to construct this shared infrastructure would need to be the result of subsequent planning and negotiation with the City.

The following pages provide the findings of this economic impact analysis, specifically with regard to the following metrics.

- **New jobs created.** For job creation, the analysis uses industry standards for typical space use (square feet) per additional employee for office, retail, and industrial development. The analysis also assumes minimal job creation associated with residential development.
- **Total estimated wages generated from new jobs.** Wages are calculated using Yamhill County employment data for 2017 from the Bureau of Labor Statistics. Average wages for office, retail, and industrial¹ NAICS sectors were multiplied by the total number of jobs created.
- **New housing units development.** The analysis uses a range of 10 dwelling units per acre for single-family homes and townhomes, up to 30 per acre for low-rise apartments.
- **Total value of new construction.** For building value, the analysis uses hard construction cost data from RSMeans for 2018, using cost estimates for surface-parked typologies—which whenever possible.

¹ Office sectors include information, finance and insurance, professional and technical services, and management of companies and enterprises (NAICS 51, 52, 54, 55). Industrial sectors include manufacturing and transportation and warehousing (NAICS 31-33, 48-49). Retail includes only one sector (NAICS 44-45).

Economic Impact Analysis Findings



The following table summarizes the findings from the economic impact analysis for each of the three concept alternatives.

The analysis included a series of ranges for each of the five outputs, with a “low” and “high” reflecting the uncertainty with regard to the typology of any potential development. However, the ranges can also serve as two scenarios—conservative and aspirational.

The “high” scenario generally reflects higher-density development (potentially indicative of reduced parking standards or shared parking), including: more multifamily and townhome development than single-family residential; more food-based retail—which requires more employees per square foot than big box; and more flex and manufacturing-related industrial development—rather than warehousing or transportation.

Conversely, the “low” scenario generally reflects lower-density development, including: mostly single-family residential rather than multifamily; more warehouse and transportation-related industrial development, and larger-scale retail development (e.g. big box retail).

Key takeaways for the three concepts are as follow.

- Concept 1 generates the most overall building square footage but the lowest building value due to the focus on industrial development. In fact, the employment focus is clear, with the most number of jobs created under the “high” scenario and \$250 million in additional wages. However, under the “low” scenario—where industrial is largely low density warehousing and transportation-focused—job creation and wage generation is one of the lowest.
- Concept 2 is also employment focused, but more balanced between housing and office (campus), with the corporate campus driving higher job and wage generation. Significantly, concept 2 ranks high for all metrics under both “high” and “low” scenarios, demonstrating the flexibility of the concept. Under the “low” scenario, job and wage creation is the highest among the three concepts.
- Concept 3 is housing focused, with almost 1,000 units created under the “high” scenario, which would likely all be apartments as opposed to single-family homes and townhomes in the “low” scenario. Residential development helps drive the high building value, with significantly more value than either of the other two concepts despite the lowest total development square footage. However, the housing focus also means that fewer jobs and less total wages would be created.

	Building Sq. Ft.	Number of Jobs	Wages (\$m)	Bldg Val. (\$m)	Housing Units
"High" Scenario					
Concept 1	1,560,319	5,779	\$250	\$236	0
Concept 2	1,270,645	5,509	\$259	\$336	557
Concept 3	1,163,705	4,967	\$233	\$386	987
"Low" Scenario					
Concept 1	835,372	1,139	\$49	\$128	0
Concept 2	753,152	1,370	\$66	\$186	186
Concept 3	653,727	1,113	\$52	\$198	329

The three concepts present three distinct opportunities for the 3ML area to develop with new uses. They show that a wide range of opportunities is possible, allowing property owners and developers to react to changing market conditions. The concepts would significantly add jobs and tax base to McMinnville, ranging from 1,100 to 5,800 jobs and \$128 to \$386 million in added taxable value. Given the strong growth occurring throughout the region and McMinnville's constrained land supply, this is a unique opportunity for McMinnville to capture economic growth while simultaneously providing needed community services, housing, and jobs.

The three case study concepts will be incorporated into three land use options covering the entire 3MLAP planning area. The land use options will be discussed and evaluated by the Citizens Advisory Committee and the public to assess their merits, based on project goals, objectives, and evaluation criteria. Expected outcomes of the 3MLAP include proposed land use and zoning, as well as development standards, to support the preferred land use option. While development of the study area properties will ultimately be developer-driven, there are a number of actions that will lay the foundation for successful implementation. These include:

- **Continued engagement with ODOT:** Safe and convenient access to the area from Highway 18 is an essential component of any development on the sites. Current long-range plans assume a full interchange at Cumulus Avenue. Such an interchange would significantly change the way traffic flows in and out of the study area, but it is an expensive project that currently has no schedule for completion. As such, ongoing dialogue with ODOT should continue so that property owners can coordinate their plans with the necessary improvements to Highway 18 access.
- **Engage with the airport:** The airport is a major asset to the community, and it is rare to find so much developable land immediately adjacent to an airport. Improved access to the airport that avoids Highway 18 would enable the study area to attract users who would benefit from proximity to an airport. As plans for 3ML are refined, they should be integrated with the airport's development plan to ensure compatibility.
- **Explore interchange funding options:** The Cumulus interchange will be a major catalyst to allowing the project area to develop to its full potential. Given Oregon's constrained funding environment, the City and property owners should continue to explore funding options to accelerate development of this infrastructure. Possible options could include a local improvement district and an urban renewal district.
- **Continue property owner dialogue:** As private property, the case study site's implementation will largely be driven by private developers and based on market demand. However, such development cannot happen without significant public facilities such as an interchange, collector roads, parks, trails, and other assets. A continued dialogue, already underway through this planning effort, will help to coordinate public and private plans, explore joint funding opportunities, and build an atmosphere of mutual trust and cooperation.
- **Continue to engage with other groups:** Given its size, the site presents a unique opportunity to attract employers and other users to McMinnville. Continued planning for the site, and potential marketing, would benefit from the input of tourism and economic development organizations such as Visit McMinnville and the McMinnville Economic Development Partnership.

Appendix

Economic Impact Analysis: Concept 1



Area Plan

		Office	Retail	Industrial	Corporate Campus	Housing	Total
Concept	1	21.5	41.5	104.5	0	0	167.5
ROW	%	20%	20%	20%	20%	20%	
Open Space	%	20%	20%	10%	30%	10%	
Net Developable Area	Acres	12.9	24.9	73.2	0.0	0.0	111.0
Devt FAR	Low	0.25	0.20	0.15	0.25		
	High	0.40	0.35	0.30	0.40		
Bldg sf	Low	140,481	216,929	477,962	0	0	835,372
	High	224,770	379,625	955,924	0	0	1,560,319
Avg. Sq. Ft. per Employee	Low	200	150	450	300		
	High	400	700	1,000	500		
Jobs Generated	Low	351	310	478	0		1,139
	High	1,124	2,531	2,124	0		5,779
Average Per Capita Wage	Low	\$55,000	\$25,000	\$45,000	\$55,000		
	High	\$60,000	\$30,000	\$50,000	\$60,000		
Total Annual Wages	Low	\$19,316,138	\$7,747,457	\$21,508,295	\$0		\$48,571,889
	High	\$67,430,880	\$75,925,080	\$106,213,800	\$0		\$249,569,760
Construction Cost PSF	Low	\$200	\$150	\$140	\$200	\$180	
Bldg Value	Low	\$28,096,200	\$32,539,320	\$66,914,694	\$0	\$0	\$127,550,214
	High	\$44,953,920	\$56,943,810	\$133,829,388	\$0	\$0	\$235,727,118
Housing Density (du/ac)	Low					10	
	High					30	
Housing Units	Low					0	
	High					0	

Economic Impact Analysis: Concept 2



Area Plan

		Office	Retail	Industrial	Corporate Campus	Housing	Total
Concept	2	20	37	20	62	26.5	139.0
ROW	%	20%	20%	20%	20%	20%	
Open Space	%	20%	20%	10%	30%	10%	
Net Developable Area	Acres	12.0	22.2	14.0	31.0	18.6	79.2
Devt FAR	Low	0.25	0.20	0.15	0.25		
	High	0.40	0.35	0.30	0.40		
Bldg sf	Low	130,680	193,406	91,476	337,590	278,250	753,152
	High	209,088	338,461	182,952	540,144	612,150	1,270,645
Avg. Sq. Ft. per Employee	Low	200	150	450	300		
	High	400	700	1,000	500		
Jobs Generated	Low	327	276	91	675		1,370
	High	1,045	2,256	407	1,800		5,509
Average Per Capita Wage	Low	\$55,000	\$25,000	\$45,000	\$55,000		
	High	\$60,000	\$30,000	\$50,000	\$60,000		
Total Annual Wages	Low	\$17,968,500	\$6,907,371	\$4,116,420	\$37,134,900		\$66,127,191
	High	\$62,726,400	\$67,692,240	\$20,328,000	\$108,028,800		\$258,775,440
Construction Cost PSF	Low	\$200	\$150	\$140	\$200	\$180	
Bldg Value	Low	\$26,136,000	\$29,010,960	\$12,806,640	\$67,518,000	\$50,085,000	\$185,556,600
	High	\$41,817,600	\$50,769,180	\$25,613,280	\$108,028,800	\$110,187,000	\$336,415,860
Housing Density (du/ac)	Low					10	
	High					30	
Housing Units	Low					186	
	High					557	

Economic Impact Analysis: Concept 3



Area Plan

		Office	Retail	Industrial	Corporate Campus	Housing	Total
Concept	3	40	30	51.5	0	47	121.5
ROW	%	20%	20%	20%	20%	20%	
Open Space	%	20%	20%	10%	30%	10%	
Net Developable Area	Acres	24.0	18.0	36.1	0.0	32.9	78.1
Devt FAR	Low	0.25	0.20	0.15	0.25		
	High	0.40	0.35	0.30	0.40		
Bldg sf	Low	261,360	156,816	235,551	0	493,500	653,727
	High	418,176	274,428	471,101	0	1,085,700	1,163,705
Avg. Sq. Ft. per Employee	Low	200	150	450	300		
	High	400	700	1,000	500		
Jobs Generated	Low	653	224	236	0		1,113
	High	2,091	1,830	1,047	0		4,967
Average Per Capita Wage	Low	\$55,000	\$25,000	\$45,000	\$55,000		
	High	\$60,000	\$30,000	\$50,000	\$60,000		
Total Annual Wages	Low	\$35,937,000	\$5,600,571	\$10,599,782	\$0		\$52,137,353
	High	\$125,452,800	\$54,885,600	\$52,344,600	\$0		\$232,683,000
Construction Cost PSF	Low	\$200	\$150	\$140	\$200	\$180	
Bldg Value	Low	\$52,272,000	\$23,522,400	\$32,977,098	\$0	\$88,830,000	\$197,601,498
	High	\$83,635,200	\$41,164,200	\$65,954,196	\$0	\$195,426,000	\$386,179,596
Housing Density (du/ac)	Low					10	
	High					30	
Housing Units	Low					329	
	High					987	

Appendix D: Evaluation and Screening



Three Mile Lane Area Plan

May 2021



MEMORANDUM

Evaluation Criteria

McMinnville Three Mile Lane Area Plan

DATE March 7, 2018 *Last Revised May 24, 2019*

TO Heather Richards and Jamie Fleckenstein, City of McMinnville

FROM Darci Rudzinski, Kate Rogers, and Andrew Parish, Angelo Planning Group

CC Michael Duncan, ODOT
PMT

INTRODUCTION

The purpose of this memorandum is to propose qualitative and quantitative criteria for use in evaluating alternatives developed by the Three Mile Lane Area Plan (3MLAP) process. These criteria are based on the project goals and objectives, and feedback received from focus groups, advisory committee meetings, an online survey, and a public open house.

The purpose of the 3MLAP as described in the project's scope of work is as follows: *The Three Mile Lane Overlay/Area Plan ("3MLAP") will integrate a wide range of land uses (residential, industrial, commercial, tourism, hospital and airport) and a multi-modal transportation system (vehicular, bicycle, pedestrian and transit) that serves both local and state transportation needs to provide active connectivity amongst the land uses on the Three Mile Lane corridor as well as with the city center. Project will consider how to maximize the opportunities for job creation, housing, and resiliency planning in the corridor by leveraging the land assets to their highest and best use for affordable housing, industrial development, tourism development, hospital expansion, airport expansion and gateway improvements.*

VISION STATEMENT

The Three Mile Lane District is a vibrant community that serves as the gateway to Downtown McMinnville and Oregon Wine Country. Employment opportunities, attractive housing options, and tourist destinations characterize the area. Residents and workers enjoy safe and efficient options to travel to Downtown McMinnville and benefit from close proximity to a variety of goods and services, all easily reached by motorist, bicyclist, pedestrian, and transit rider alike. The connection to McMinnville's rich history and the surrounding landscape is reflected in urban design elements throughout the area, highlighting the uniqueness of this special place.

GOALS, OBJECTIVES, AND POTENTIAL EVALUATION CRITERIA

The following project goals and objectives are intended to reflect and implement the project vision statement. Within each goal, several potential evaluation criteria are listed for each goal. These criteria are draft and may change as more becomes known about the corridor and project participants share their knowledge and interests in the area.

Goal 1: Support and enhance the district's economic vitality and marketability

This plan aims to support development of significant industrial and commercial parcels within the study area, enhance existing business by diversifying goods and services available in the area, and increase tourism. Alternatives will be evaluated qualitatively for how well they address the area's development/redevelopment potential.

Objectives:

- Engage and gain support from property owners and other stakeholders.
- Leverage land uses for economic development, urban density, and family wage job creation and retention.
- Optimize existing economic drivers in the area, including the airport, developing business park, tourism areas, the hospital, and community college.
- Capitalize on opportunities for development on large contiguous vacant sites in the district by coordinating with property owners, evaluating potential development scenarios, and maximizing funding opportunities.
- Provide multi-modal access enabling development and redevelopment.
- Maximize the utilization of the McMinnville Municipal Airport as a unique asset to the area.
- Sustain the utility of Highway 18 as a major corridor for goods movement.
- Provide visibility and multi-modal access to tourism uses within the district.
- Create new economic opportunities that capitalize on the area's unique assets and support other uses, while not directly competing with McMinnville's downtown, Granary District, or other parts of the City.

Evaluation Criteria May Include:

- Estimated number of new employment uses.
- Estimated number of new jobs, economic development and business opportunities.
- Opportunity for additional goods and services for employees in the study area.
- Improved airport access for business and tourism.
- Economic feasibility of potential development scenarios for large contiguous vacant sites.
- Support for physical expansion and increased capacity of airport.
- Impacts to the functional integrity of Highway 18 for freight movement.
- Opportunity for enhanced or new tourism opportunities within the area.

GOAL 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district.

The study area contains several existing residential neighborhoods, including assisted-living and manufactured home residences, as well as major employers and tourism destinations. This plan aims to provide a mix of land uses that support one another to create a unique part of the city.

Objectives:

- Incorporate City of McMinnville Great Neighborhood Principles into residential development.
- Provide an appropriate amount of additional housing.
- Provide for a mix of housing types, including single-family detached, attached housing, and multi-family housing.
- Allow for mixed-use developments that provide housing and non-housing uses.
- Provide a transit-supportive land use pattern.
- Provide access to amenities for residents, employees, and visitors to the area.
- Maintain public access (visual and physical) to natural resources and amenities in the area.
- Create a bicycle/pedestrian trail/pathway system that integrates existing and proposed uses.

Evaluation Criteria May Include:

- Estimated number of City of McMinnville Great Neighborhood Principles achieved in the study area. (See draft list of principles attached.)
- Estimated number of new residential units accommodated in study area.
- Likely mix of residential units within the area at build-out.
- Number of existing and proposed residential units with multi-modal access to parks/natural areas and goods/services.
- Provides transit-supportive land uses.

GOAL 3: Enhance multi-modal connections throughout the district

This plan aims to create a complete, multimodal transportation network that serves the north and south side of Highway 18 within the district, and that connects the business community, the hospital, residential neighborhoods and tourism amenities to each other and to the city center. Alternatives will be evaluated through criteria measuring transportation safety and performance for all modes of travel: pedestrian, bicycle, transit, freight, and personal vehicles.

Objectives:

Pedestrian

- Improve pedestrian realm through design, land use, and connectivity.
- Provide pedestrian connections within the study area and to Joe Dancer Park, downtown McMinnville and the NE Gateway District.
- Improve safety and comfort of pedestrian travel throughout the study area.

Bicycle

- Improve bicycle realm through design, land use, and connectivity.
- Provide bicycle connections within the study area and to Joe Dancer Park, downtown McMinnville and the NE Gateway District.
- Improve safety of bicycle travel within the study area.
- Encourage bicycle use by a range of users, including commuters, students, children, and tourists.

Transit

- Improve connectivity for transit.
- Provide increased access to transit.

Auto/Truck

- Improve driver safety in the corridor.
- Achieve traffic operations on study area transportation facilities that meet state and city mobility targets.
- Sustain the mobility of Highway 18 through the area as a key intercity and freight route.
- Balance access to properties and overall transportation function of facilities in the area.

Evaluation Criteria May Include:

- Pedestrian Level of Traffic Stress (PLTS) of existing and proposed facilities
- Bicycle Level of Traffic Stress (BLTS) of existing and proposed facilities.
- Transit-supportive circulation.
- Traffic volumes (measured at key intersections and along key segments).
- Features that may increase travel time through the district.
- Intersection Operation (typically measured as Volume/Capacity).

GOAL 4: Create an aesthetically pleasing gateway to the City of McMinnville

The study area is a primary gateway to the City of McMinnville. Alternatives will be evaluated qualitatively for how well they provide an identity for the district, reflect McMinnville's intrinsic character and highlight the landscape features of the district.

Objectives:

- Include gateway feature that can be enjoyed from multiple vantage points (i.e. not just from drivers on the highway).
- Create development opportunities and streetscape improvements that are well-designed, beautiful, and signal one's arrival within the City of McMinnville.
- Create a cohesive design language that complements existing developments.
- Utilize context-appropriate landscape design to create a buffer to the highway as well as create a human scale and sense of place.

Evaluation Criteria May Include:

- Qualitative assessment of urban design elements.



Preferred Alternative: Land Use and Design Analysis

McMinnville Three Mile Lane Area Plan

DATE March 23, 2021

TO Heather Richards and Jamie Fleckenstein, City of McMinnville

FROM Darci Rudzinski and Andrew Parish, Angelo Planning Group
Ken Pirie, Walker Macy
Sam Brookham and Chris Zahas Leland Consulting Group

CC Michael Duncan, ODOT

INTRODUCTION

Background and Purpose

The goal of the McMinnville Three Mile Lane Area Plan planning project is to create a long-range, 20-year+ plan guiding future growth in the eastern-most area of the City. The purpose of this memorandum is to describe and evaluate the Preferred Alternative for the McMinnville Three Mile Lane Area Plan. The alternative is an outcome of a visioning and refinement process conducted with stakeholders, two advisory committees, and members of the public as described in the Process section.

This memorandum is organized as follows:

1. A brief overview of the process and context of the Three Mile Lane Area Plan project.
2. A detailed description of the Preferred Alternative along with illustrative graphics and precedent photographs.
3. An evaluation of the preferred alternative – how it meets the project’s goals and objectives and how the key features of the preferred alternative can be implemented.
4. A description of the next steps in developing the Three Mile Lane Area Plan.

Members of the project’s Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) will be asked to review this memorandum, provide suggested modifications to the Preferred Alternative, and provide direction for implementation. The material contained herein will be adapted for a public event, tentatively scheduled for April 2021.

Process

The Preferred Alternative reflects community comments, the work of the project's advisory committees, and collaborative efforts between City staff and the consultant team. It is informed by a series of technical memoranda that are available on the project website, www.threemilelane.com.

Goals, Objectives, and Scoring Criteria.

An aspirational vision statement, community goals and objectives, and potential criteria to evaluate land use and transportation options for the Three Mile Lane area were developed early in the project. They were created to articulate the Three Mile Lane Area Plan's desired outcomes and help in the evaluation of options for the area. These materials were discussed in project advisory committee meetings and the subject of an online survey and a public open house.

Three Mile Lane Area Plan: Vision Statement and Project Goals

Project Vision Statement: The Three Mile Lane District is a vibrant community that serves as the gateway to Downtown McMinnville and Oregon Wine Country. Employment opportunities, attractive housing options, and tourist destinations characterize the area. Residents and workers enjoy safe and efficient options to travel to Downtown McMinnville and benefit from close proximity to a variety of goods and services, all easily reached by motorist, bicyclist, pedestrian, and transit rider alike. The connection to McMinnville's rich history and the surrounding landscape is reflected in urban design elements throughout the area, highlighting the uniqueness of this special place.

Goal 1: Support and enhance the district's economic vitality and marketability

Goal 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district.

Goal 3: Enhance multi-modal connections throughout the district.

Goal 4: Create an aesthetically pleasing gateway to the City of McMinnville.

Based on this vision statement and project goals, the project team developed qualitative and quantitative criteria to evaluate land use and transportation alternatives. These will be discussed in the Evaluation section of this memorandum.

Alternatives Evaluation

Three alternative concepts were created to provide three distinct approaches for the buildout of new land uses, local street networks, and open space amenities. These land use concepts were

developed with input from the community and the project advisory committees, and through in-depth discussions between City staff and the consultant team. The purpose of this evaluation was to identify benefits and drawbacks, rather than to simply pick the highest-scoring concept, and incorporate the best-performing elements into the Preferred Land Use Alternative.

The three land use concepts are described generally below.

Concept 1: Industrial Campus. This concept is most similar to existing zoning south of Three Mile Lane. It allows for a large industrial user, potentially engaged in manufacturing or warehousing, in close proximity to retail services, Three Mile Lane, and other supportive or ancillary uses to the primary industrial employment use.

Concept 2: Corporate Campus. The most significant feature of this concept is a sizable commercially-zoned “corporate campus” and a mix of office/industrial uses south of Three Mile Lane, which would add a significant amount of new office space.

Concept 3: South Yamhill Neighborhood. Concept 3 includes residential land in the southern portion of the study area. Along with a greater number of housing units comes a greater need for amenities such as parks, trails, and services to serve the population.

These land use alternatives were complemented by two alternative designs for Three Mile Lane/Highway 18. The preferred facility option will be informed by additional transportation analysis and modeling and will be the focus of a separate memorandum.

Refinement of the Preferred Alternative

These three concepts were discussed and critiqued by City staff, the project’s TAC and CAC, and the broader public at a July 11, 2019 Town Hall meeting. Feedback received from these groups, particularly the CAC, led to the creation of the Preferred Alternative, described in detail in the next section. This feedback included:

- Support for a Retail Center and Corporate Campus for land south of Highway 18 (elements of Concept 2).
- Support for a mixed-use designation including residential uses at the CalPortland site (elements of Concept 1).
- Concern about the appropriateness of community-scale park uses and new residential uses in the eastern part of the study area due to their proximity to the McMinnville Municipal Airport.
- The need for road connections and public open space as part of the Corporate Campus concept.
- Concern with changing land use designations for developed residential areas.

Great Neighborhood Principles

In April 2019, the City of McMinnville adopted the Great Neighborhood Principles into the City’s Comprehensive Plan. Their purpose is to guide the land use patterns, design, and development of the places that McMinnville citizens live, work, and play. These 13 principles are listed in Figure 1, with additional details that suggest how these principles can be expressed in a site and context-specific way for the unique setting of the Three Mile Lane area.

Figure 1. Great Neighborhood Principles: Design Elements that express “McMinnville-ness”

1. Natural Feature Preservation

- Strive to protect tree groves
- Strive to protect individual trees
- Protect riparian corridors and adjacent native landscape



2. Scenic Views

- Provide and protect views to rolling hills and volcanoes
- Provide visual and physical access to North Yamhill River
- Orient streets and open spaces to views



3. Parks and Open Spaces

- Connect to Galen McBee Airport Park
- Create new gathering spaces that incorporate natural areas and views
- Plant landscapes that incorporate natives and exhibit seasonal variation



4. Pedestrian Friendly

- Provide a network of sidewalks and trails to connect people to key locations
- Incorporate shade streets with mature tree canopy

5. Bike Friendly

- Plan safe routes for residents and touring cyclists

6. Connected Streets

- Connect to existing street grid in the Three Mile Lane area



7. Accessibility

- Design new development for ease of use by all ages and abilities

8. *Human Scale Design*

- Respect typical scale of commercial uses in McMinnville
- Design to reflect the micro-climate—outdoor life, porches, balconies
- Promote inclusion and interaction within the right-of-way



9. *Mix of Activities*

- Encourage mixed-use development where feasible

10. *Urban-Rural Interface*

- Reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees
- Consider adjacency to agricultural fields and respect this heritage through careful transitions
- Design simple roof forms (industrial and agricultural). Height and distinctive forms of silos can be inspiration
- Consider functional site planning of vineyard and farm complexes as conceptual model for new development



11. *Housing for Diverse Incomes and Generations*

- Allow for a mix of future housing forms and types, respecting the current character of Three Mile Lane

12. *Housing Variety*

- Respect existing variety of housing types in Three Mile Lane and ensure diversity of design for future housing



13. *Unique and Integrated Design Elements*

- Ensure visibility from highway; Welcome to McMinnville
- Make functions of sites visible (airplanes, wine-making); continue expression of industry/making where applicable
- Aviation legacy: display large planes; consider sensation of low-flying planes, potential visual impact of sites from the air
- Consider local materials for cladding and building structure (timber, corrugated steel cladding, red brick)
- Use vibrant color

The Preferred Land Use Alternative

Key Features

The Preferred Land Use Alternative is shown in Figure 2. The defining characteristics south of the highway include a large (90-acre) area envisioned as a future retail center, and a large site for a potential corporate “Innovation Campus” to the south of this retail center. To the west, in areas near SE Norton Lane and the Willamette Valley Medical Center, opportunities for office and medical uses are envisioned. North of the highway a new mixed-use designation is proposed on the current Cal-Portland site.

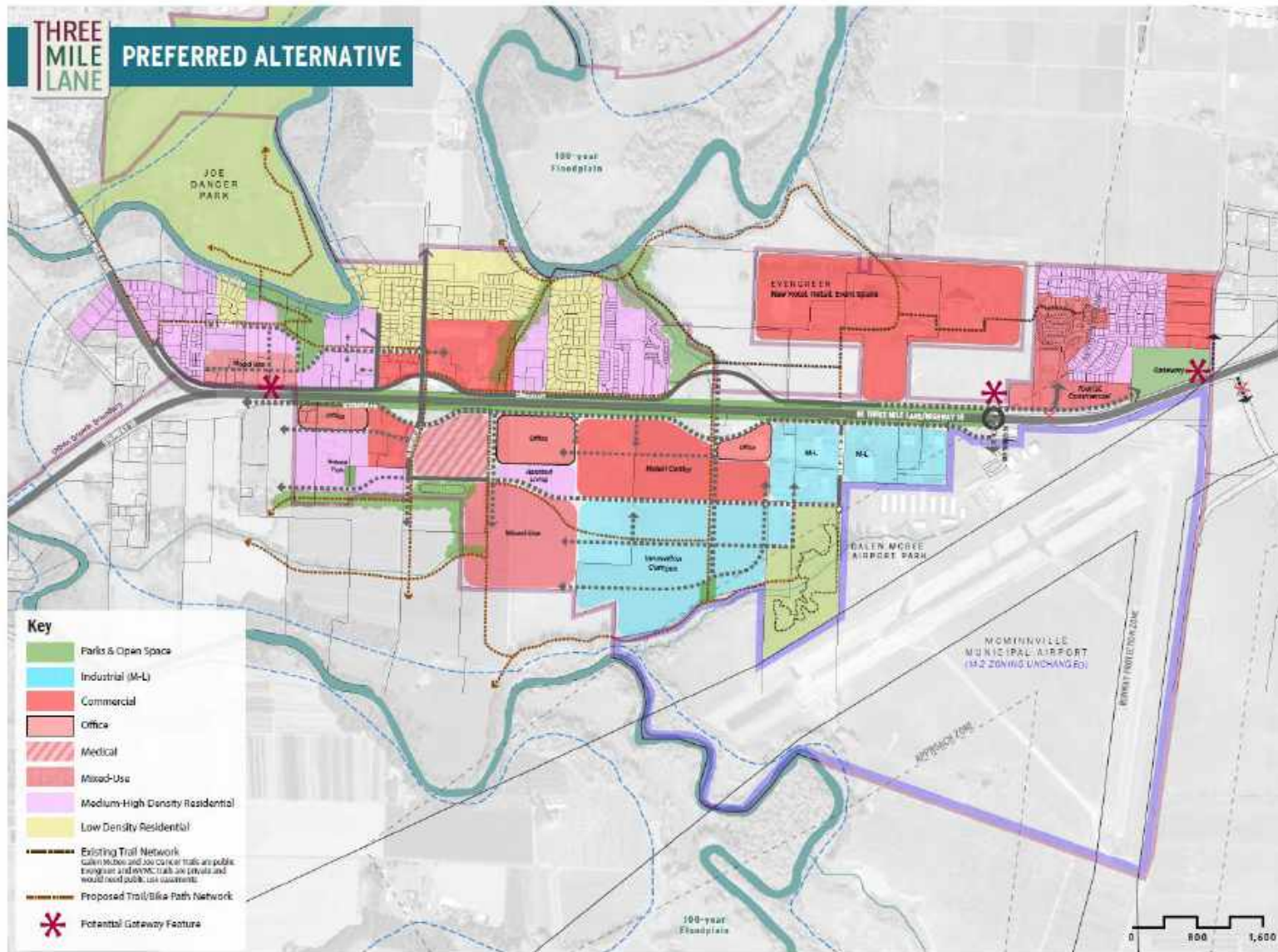
The Preferred Alternative is accompanied by context-sensitive urban design considerations that build on the Great Neighborhood Principles. These include:

- Avoid parking lots and blank walls on Highway 18 edge
- Create a walkable retail development with a “town center” feel (as described in following pages)
- Encourage orientation of industrial campus buildings to Yamhill River and maintain view corridors through campus
- Consider setting future development back from Yamhill River to reduce impacts
- Create grid of walkable streets
- Improve frontage roads for safer walking and biking
- Integrate new Evergreen campus development with architectural language of existing buildings and site landscape features, preserve views of oak forest
- Consider aviation-themed gateway features

Other land uses and features embodied in Figure 2 were discussed by project participants and viewed to be beneficial. Key features include the following:

- **Walkable Retail Development.** A central feature of the Preferred Alternative is a sizable, (over 30-acre) retail center south of Three Mile Lane at Cumulus. The quality of this development’s architecture and streetscape, the connectivity it provides to the street system south of Highway 18, and generally, how well it responds and contributes to McMinnville’s Great Neighborhood Principles will be key to the success of this plan in gaining public approval.
- South of this retail development is a prime location for a mix of corporate office and industrial users in an **Innovation Campus**. Due to its proximity to the Yamhill River, the campus has the potential for “Trail-Oriented Development,” an increasingly popular amenity-driven development trend which offers future users and tenants an appealing orientation to views of natural features.
- West of the retail center and industrial campus site, a **flexible zone of mixed office or industrial** uses is offered, providing potential sites for users drawn by the synergy of being close to larger corporate users, with subcontractors or suppliers in office or light industrial spaces.

Figure 2. Preferred Alternative Map



- **New mixed-use and health care-related uses** have been identified near the existing hospital. Housing, especially senior housing, is a very strong market opportunity. Building forms are expected to be horizontal mixed-use, rather than vertical mixed-use.
- The **Evergreen Tourism Area** is identified as a good location for new hotel, retail, and event space. The site is highly visible and suitable for a clustering of mutually beneficial uses. Travel-related commercial development is envisioned in the northeastern portion of the study area. This area is advantageously situated near the Evergreen complex, making it a good site for additional services and attractions for the traveling public.
- **New residential neighborhoods and continued development of existing neighborhoods** in locations in the western parts of the study area.
- **A cohesive trails system** that ties together major amenities and neighborhoods, with safe crossings of Highway 18 and a potential connection to Joe Dancer Park.

Opportunity Sites

The Preferred Alternative features some distinct areas where change is expected to occur over time. North of Three Mile Lane, the most notable change is the mixed-use designation in the northwest. South of the highway, land use designations that are distinctly different than what exists today include Medical commercial, office, and residential designations near the Willamette Valley Medical Center and the area of Commercial between the hospital and the McMinnville Municipal Airport. Specific features and design considerations for the Three Mile Lane's diverse areas are discussed in this section.

Mixed-use Area (CalPortland Site)

The Three Mile Lane Area Plan envisions continued growth and development in the northwest of the study area between Cumulus Ave and the Yamhill River. Additional households in the Three Mile Lane area will require and support local services, as well as the improved transportation connectivity envisioned with the Three Mile Lane Area Plan that will provide alternatives to Highway-18 for local trips. Existing residential neighborhoods are anticipated to see gradual infill and redevelopment in this area.

Locally serving retail and services have been a major discussion item during this planning process. As the area continues to evolve, providing more opportunities for a mix of uses, employment, and tourism, the existing industrial site on NE Cumulus Avenue may prove to be a more a lucrative site for something other than a ready-mix concrete plant. Allowing for a variety of commercial and residential uses in this area can provide additional housing, locally serving retail and other amenities, and enhanced multi-modal transportation connectivity. This area is well-suited for mixed-use development because it is large enough to accommodate and separate several uses in a way that responds to different context conditions. The site is also mostly flat with potential for good connections to the east and west.

This opportunity site extends between Highway 18 and a steep bluff overlooking the North Yamhill River, two adjacencies which will shape its eventual development. Most of McMinnville's Great Neighborhood Principles can be honored through future site master planning. This infill development can protect natural areas and views, connect to parks and open spaces, provide a

connected, bike and pedestrian-friendly neighborhood, and encourage mixed-use development with diverse housing types and unique, high-quality design. Retail or office uses are better suited to the more visible and accessible southern half of the site. Residential uses are best suited to the northern half, further away from the freeway, with views to the river and Joe Dancer Park.

KEY URBAN DESIGN ELEMENTS:

- Local street grid. Local streets can be logically extended through the site from the west (NE Atlantic) and the east (NE Dunn Place), creating access to the commercial and residential halves of the site, while a new central 'Main Street' can be extended north from NE Cumulus Avenue, bisecting the site and creating two crossroads intersections. The proposed street extending east-west across the northern half of the site follows the top of the bluff and should be designed as a well-landscaped parkway, with an adjacent multi-use trail which will eventually extend throughout the Three Mile Lane study area as a safe parallel route to Hwy 18.
- Building orientation. New buildings should be located to form an urban frontage, with no setbacks, at the intersections of local streets.
- Building and site design. Pedestrian-scaled ground floors, prominent entries, and canopies over sidewalks with street trees, on-street parking, and safe crossings. Surface parking will be located behind these frontages, separated from adjacent uses by well-landscaped green buffers.
- Natural features. Where the Main Street meets the bluff-top street, a public overlook can provide views to Joe Dancer Park and perhaps even a trailhead for a nature trail switch-backing down the bluff to a riverside trail system and a potential footbridge over the river connecting to the park and beyond to downtown.

Tourist Commercial

The Evergreen complex continues to draw visitors to McMinnville who support other local businesses in the Three Mile Lane area and beyond. The Preferred Alternative foresees the continuation and intensification of tourism-related uses as allowed by existing zoning designations. East of Evergreen, land is currently zoned for commercial uses along the highway and has the possibility of hosting more tourism- and travel-related commercial uses in the vicinity of the Aviation & Space Museum and waterpark. The Preferred Alternative envisions activities and uses related to visitors and the traveling public that could boost tourism and be mutually beneficial to existing attractions. A cluster of these uses in the northeast part of the study area could have a synergistic effect, strengthening McMinnville's and the region's reputation as a destination

KEY URBAN DESIGN ELEMENTS:

- Connectivity to the Evergreen complex. Perhaps the most important design element of this visitor-oriented area is connectivity to exiting Evergreen tourist uses. Providing a safe walking and biking connection parallel to Highway 18 would help integrate future development with the Evergreen attractions, which will continue to attract significant amounts of visitors.
- "Gateway" location. In addition, with a prominent location on the east entrance to McMinnville, this development opportunity area should be required to meet the City's Great Neighborhood Principles with high-quality design.

Health Care Area

Vacant parcels surrounding the Willamette Valley Medical Center are a significant opportunity for medical offices, housing for people reliant on medical services, and other uses that benefit from a health care cluster. As envisioned in the Preferred Alternative, existing industrial and high-density residential land and uses fronting the highway and in close proximity to the Medical Center could, over time, develop with housing – including assisted living and long-term care facilities - office uses, and services related to the hospital.

KEY URBAN DESIGN ELEMENTS

- Transitions between health care facilities and surrounding residential areas. Health care facilities are often active around the clock with bright lighting and they generate significant vehicle traffic. They also require a lot of delivery traffic and, in the case of a major medical center, helicopter use. Buffering between uses should be considered, particularly senior housing or market-rate apartments. Assisted living or nursing care facilities, however, would benefit from close proximity to the hospital.
- Transitions between health care facilities and other commercial uses. The scale and orientation of existing uses, as related to future uses should be considered. For example, while Senior Housing might benefit from a location within walking distance of a retail center, there should be careful site planning to ensure the housing isn't directly adjacent to loading or parking facilities. It may be most feasible to place health-care related housing with an orientation south towards views and the river.
- Walkability between uses. Convenient, safe connections between a variety of uses in this area will be important to current and future users.
- Visual quality of buildings facing Highway 18. New development should avoid placing loading docks or creating blank walls visible from passing vehicles.

Retail Center/Innovation Campus

A large area of currently vacant or farmed land stretching from the highway south to the Yamhill River provides a unique opportunity for future development. The design envisioned in the Preferred Alternative is the latest iteration in a process that began with a Property Owners' Workshop. This half-day workshop held at City offices included a presentation of existing site conditions, with confirmation from property owners of natural features, parcel ownership, access, and previous uses. A summary of market conditions was presented, with some suggested adjustments from the owners to reflect their individual research. The workshop concluded with a roundtable discussion of opportunities and constraints, including an exercise where prototypical program 'chips' scaled to the sites, were placed in a variety of potential arrangements to inform initial sketches of concept alternatives.

In addition to the focused property owner workshop, the City of McMinnville held a design charrette for the entire corridor study area with the Citizen Advisory Committee on April 8, 2019. Project participants have identified a number of key strengths, including high visibility from Highway 18, many large and/or underutilized parcels, proximity to the airport, concentration of

tourist amenities and medical uses, strong connections to regional assets, and an abundance of natural features. Specific opportunities the participants identified included: pedestrian bridges over the highway could provide needed connections at key points, the creation of special complete street standards to encourage biking and walking, requiring stormwater treatment and extensive street tree plantings on all study area streets, considering shared parking standards and ‘shadow platting’ to encourage future infill on surface lots, and opportunities for new residential at the south edge of the case study site and west of the hospital.

The retail market continues to evolve rapidly in response to the challenges of competing with online retail and market consolidation. One tactic that the retail industry has successfully used to attract and retain shoppers to brick and mortar establishments is the creation of mixed-use “town centers” that offer gathering spaces, walkable streets and more dining options than typical strip suburban developments or enclosed shopping centers. Mixed-use town centers offer a greater diversity of uses that typical retail developments, particularly as it pertains to entertainment and some office uses, with the latter providing critical daytime population for retailers.

Figure 3. Retail Center Precedent: Old Mill District, Bend, Oregon



Regionally-inspired architecture



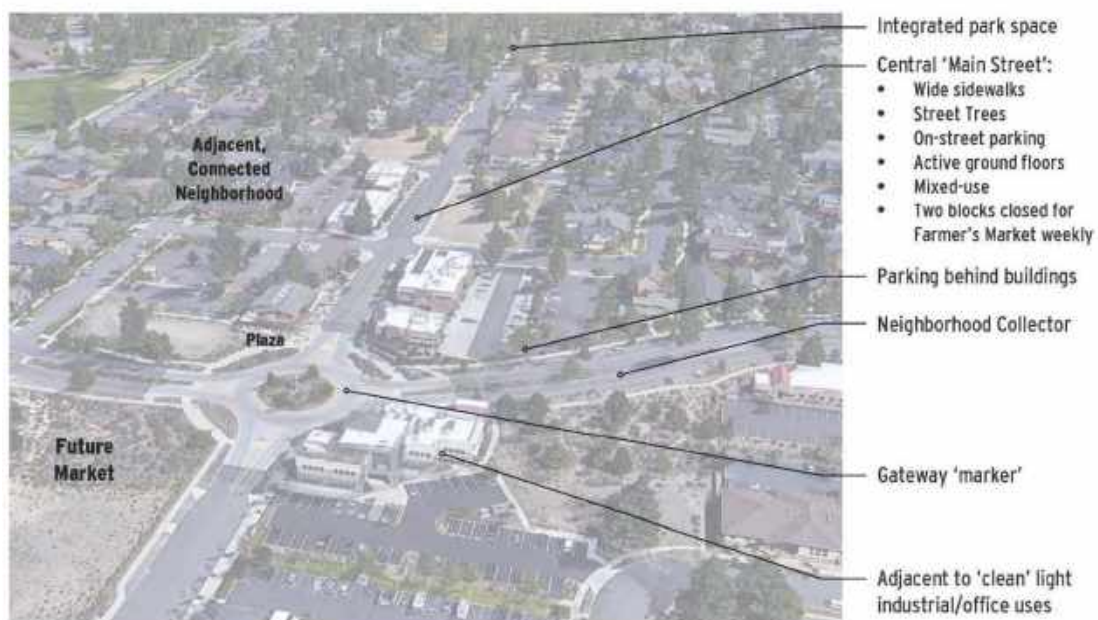
Walkable Streetscape with Active Ground Floors

A retail center at Cumulus Ave. is a central feature of the Preferred Alternative. The design of this development, the connectivity it provides to the street system south of Highway 18, and how well it contributes to McMinnville’s Great Neighborhood Principles will be key in the success of this plan.

This almost 60-acre parcel is one of the largest regional sites with easy highway access. The site is flat and developable—a unique characteristic for a site of this size, and has a locational advantage being both near to the highway and the McMinnville Municipal Airport. Attachment A provides an example of how this site could develop, implementing design features desired in the Three Mile Lane Area, as well as provides photographic examples of many of the design elements discussed for this area.

Flexibility is key to attracting a corporate Innovation Campus. The City and/or developer would have to be opportunistic and actively market the property and McMinnville as a corporate destination. Early infrastructure investments and construction of housing and commercial amenities within walking distance of the property would help attract a corporate user, as would a clear but flexible vision and development plan for the property.

Figure 4. Retail Center Precedent: Northwest Crossing, Bend, Oregon



The overall goal is for new developments in the Three Mile Lane Area is to echo the features of traditional, older retail districts like downtown McMinnville. Figures 3, 4, and 5 show examples from other Oregon communities, with similar common features that include:

- Walkable, narrow main streets connecting through the center, with parallel or angled on-street parking in front of retail storefronts.
- Public gathering spaces, bordered by dining and entertainment attractions, featuring play areas and flexible space for programmed public events.
- Parking lots, generally located behind buildings, featuring wide pedestrian walkways, integrated stormwater treatment and ample landscaping including shade trees.

- High-quality architecture, sometimes themed in a regionally appropriate way, with buildings placed in prominent locations that contribute to the quality of the pedestrian experience, versus behind large surface parking lots.
- Building edges that create ‘frontage’ on walkable streets or pedestrian walks, with higher-quality materials, generous windows and pedestrian-scale signage in the first 20-30’ of elevation.
- Proximity and connection to a mix of other uses, to encourage walking from residential or office areas to the retail center.
- Generous landscape buffers between the retail center and roadways or parking lots while maintaining maximum visibility for retailers.
- A prominent entry to the site, with signage or a gateway feature.

Figure 5. Retail Center Precedent: Orenco Station, Hillsboro, Oregon



KEY URBAN DESIGN ELEMENTS

- Local identity. Maintaining the local identity through gateway design elements and development opportunities; establishing formal view protection corridors for Mt Hood, Mt Jefferson, and Amity Hills encouraging mixed uses whenever feasible; and mitigating the visual impact of development on the Highway 18 edge.
- Connectivity. Transportation and connectivity have been major themes during the planning process. Connectivity—in terms of internal circulation to parks and recreational features and surrounding neighborhoods—is essential.
- Parks and open space. The community has provided input on parks and open space opportunities, identifying the following: prioritizing connections to existing trails and open space (such as connections into Joe Dancer Park), creating a public greenway along South

Yamhill River with trail and connections to the study area and McBee Park, and increasing open space opportunities in the study area adjacent to residential uses.

EVALUATION

The Preferred Alternative provides a framework for potential future land use, transportation, and design elements in the Three Mile Lane area. This section evaluates the merits of the alternative and highlights the changes it represents, as compared to existing land use and development requirements. The next sections examine how the alternative meets the expressed goals and objectives for the area, the changes in land use it suggests, and how desired design elements may be achieved. Answers to questions embedded under these topic areas will lead to recommended actions that will help the City realize the vision of the Preferred Alternative over time.

Meeting Project Goals

The land use concept is intended to meet the goals for the area, included earlier in this memorandum, and help the City realize specific objectives associated with each of these goals. Earlier in the planning process evaluation criteria were suggested to help assess how well alternatives meet community goals and objectives.¹ The evaluation table included in this section employs these criteria once again to show how the Preferred Alternative can help achieve the City’s goals. The table includes specific objectives related to individual project goals and indicates how elements of the land use concept perform.

Table 1. Project Goals and the Preferred Land Use Alternative

Evaluation Criteria	Preferred Land Use Alternative Findings
<i>Goal 1: Support and enhance the district’s economic vitality and marketability</i>	
Amount and Type of Employment Land	A significant amount of commercial land is envisioned south of Three Mile Lane, refined to suit desired characteristics of a retail “town center.” A corporate industrial campus is envisioned between the commercial area and the river. There is also an area identified for health-care related uses near the medical center and continued industrial/office opportunities near the McMinnville Municipal Airport.
Opportunities for Additional Goods and Services in the Area	The retail center, a mixed-use site, and the Evergreen complex and nearby Tourist Commercial area provide the opportunity for goods and services to serve locals and visitors alike.

¹ See Evaluation of Land Use Concepts Section in the *Land Use and Transportation Facility Options and Evaluation* memorandum, June 5, 2019.

Evaluation Criteria	Preferred Land Use Alternative Findings
Relationship with and Impacts To the McMinnville Municipal Airport	Land designated for employment uses within close proximity to the airport will not change; new opportunities for a neighborhood-serving commercial center and industrial campus with good connection to the airport.
Compatibility of uses adjacent to airport	The proposed commercial designation in the northeastern part of the study area and connections to the park and river have been refined from previous alternatives to better support the airport and its planned expansion.
Support for existing and new tourism opportunities	Significant commercial opportunities are identified throughout the district. Tourism-focused development of the Evergreen site and the “Tourist Commercial” area in the northeastern part of the study area will cater specifically to the travelling community.
<i>Goal 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district.</i>	
McMinnville Great Neighborhood Principles	New residential areas are located in the western portion of the study area to create a greater concentration of activity, support new mixed-use development, and increase the likelihood of success for neighborhood-serving commercial. New roadway and trail connections will better connect the neighborhoods of Three Mile Lane to surrounding amenities and services. <i>Also, see Figure 1 and Table 7.</i>
Residential uses, mix, and location	Residential uses are located in the western portion of the study area. The CalPortland site has the opportunity for mixed residential and employment uses, and areas south of Highway 18 may be suitable for senior housing due to the proximity to the medical center.
Transit-supportive land uses	Major new retail, corporate industrial campus, and tourism areas, as well as higher-density housing, can help support transit in the area. The reconnection of Cumulus through the Chemeketa Community College site will be important for improving transit access.
<i>Goal 3: Enhance multi-modal connections throughout the district</i>	
Impacts to OR 18 as a key intercity/freight route.	Key trail and local roadway connections are shown in Figure 2. <i>Specific impacts to OR 18 will be evaluated as part of more detailed analysis for the preferred land use alternative.</i>
Vehicular connectivity through land use types (street density)	
Bicycle/pedestrian connections to key locations outside of the study area	

Evaluation Criteria	Preferred Land Use Alternative Findings
<i>Goal 4: Create an aesthetically pleasing gateway to the City of McMinnville</i>	
Gateway features	The Preferred Alternative has three locations identified for gateway features to signal entry into the City of McMinnville and to help define the Three Mile Lane Area’s identity. Future design of Highway 18 improvements should consider opportunities for corridor design that respects the area’s agricultural heritage and landscape character. There will also be opportunities for specific gateway features that physically mark this entrance to McMinnville.
Building Design	Creating clear requirements for building and site design for the retail center, corporate industrial campus, and other opportunity areas is a priority for this process and will be expanded upon later in this memorandum.
Landscaping and Street Trees	The corporate industrial campus, retail center, and other uses can be compatible with high-quality landscaping. Implementation of these features will be the responsibility of private development and will be required as part of development review. Specific requirements for this area can be included in the City’s development requirements.

Economic Findings

Mixed-use

There is strong demand for additional housing development of all types in McMinnville, and the area shown in the Figure 2 for Mixed-use is an attractive location for significant new construction. Mid-rise development will not only help diversify the housing stock but also improve prospects for neighborhood-scale retail by adding rooftops. The dominant use should be residential, with small opportunities for retail to support the needs of the neighborhood, for reasons detailed below.

The CalPortland site is positioned between downtown and large development sites along Highway 18, both of which are either currently or are planned for significant retail development. Retail on this site, therefore, should focus on serving the needs of the local neighborhood rather than looking to compete with either of these locations. Retail should be limited to the south of the site along Cumulus Ave, which provide around 700 feet of frontage and therefore plenty of development flexibility. The combination of existing market conditions and more competitive retail projects may result in horizontal, rather than vertical mixed-use projects, with housing behind frontage retail. At 11 acres, the site is large enough to accommodate high-quality, horizontal mixed-use product.

While Cumulus, the frontage road, provides good access and connectivity to the surrounding neighborhoods, other nearby locations, such as Chemeketa Community College and uses on college-owned property, have more direct access and better visibility to and from the highway for

retail. Existing retail vacancies are therefore more likely to fill before there is demand for new development on the CalPortland site.

Parking will drive the scale and type of development on the CalPortland site. High minimum parking requirements for both residential and retail uses are likely to drive a low-density development type not necessarily in keeping with the City's vision for the area. While the market is unlikely to support the high costs of structured parking, alternative plans for parking should be explored to reduce the burden on the developer but still maintain an adequate parking supply, such as encouraging and codifying shared and on-street parking.

Developing a mixed-use project at greater density may require the City to explore incentives or partnerships that would bridge the feasibility gap. With that said, there are opportunities for additional development on adjacent land parcels, so this site could serve as a catalyst project and build market momentum, thereby improving prospects for a denser mixed-use project at a later date. Facilitating coordination efforts between property owners in the area can help.

For residential development, the existing frontage road (Cumulus) currently provides good access and connectivity to the surrounding area, but improving multimodal connectivity to adjacent land is critical to fostering a high-quality, pedestrian-friendly place. The site benefits from proximity to the river, so improving access to this amenity should be prioritized.

For retail, visibility, access, parking, and signage are critical. Enhancing Cumulus as a multimodal thoroughway to downtown and the center to the east would improve retail prospects for the CalPortland site, as well as for retail in general.

Travel Commercial

While the existing aviation-oriented uses in the Evergreen Tourism Area are already a regional attraction, there is a significant opportunity to build a substantial tourism hub which integrates additional compatible uses that leverage the region's strong wine industry and build and refine McMinnville's brand.

Specifically, the development of additional lodging and hospitality-related uses would help this area become a premium destination that continues to attract tourists of many different backgrounds and brings additional revenue into the City. Lodging would also likely add to the area's event space inventory, improving McMinnville's marketability for conferences and other events.

The Three Mile Lane Area plan provides a platform to develop a clear vision and brand for the Evergreen Tourism Area. A vision can provide the development community with the confidence to pursue a particular type of development that is consistent with what the City wants for the area. A land use program for the area could include a phasing plan that is consistent with current and future market conditions and trends.

Health Care

The economic analysis shows that medical uses is a growing retail type nationally. There is a forecasted demand for approximately 529,000 square feet of additional retail development within the market area over the next decade and part of that demand is for medical and professional offices that typically occupy retail spaces such as dentists and small medical clinics. Housing demand, too, is strong in the area, especially the demand for senior housing given the forecasted growth in senior age groups. Areas in close proximity to Willamette Valley Medical Center provides opportunities for medical related goods, services, office, and housing.

Retail Center

The property owner workshop provided an opportunity to discuss ideas and information about future land uses and development with key property owners. This discussion was founded on information in the market analysis and a broader discussion of visions, criteria, and principles. The market analysis, for example, provides high-level trends and analysis to indicate development opportunity. Meeting with property owners revealed specific details about the sites, project phasing, and realistic goals and visions for development.

With information from the workshop, the project team develop three alternatives (i.e., case study concepts). Each concept included a description of its primary theme or differentiator as well as key aspects related to its interface with existing adjacent uses and potential phasing implications. A high-level economic impact assessment for each alternative provided an estimated summary of the number of jobs created, the increase in the tax base, and other economic impacts that would result due to the area's development.

The property owner workshop and resulting Case Study Report helped identify opportunities for large-scale retail and employment, as well as continuing housing development. The area's existing industrial designation limits the number of uses allowed in the area; changing to a commercial designation provides for a greater degree of flexibility to respond to fluctuations in market dynamics.

McMinnville is poised to capitalize on strong retail demand and its location in the region. The McMinnville retail trade area extend all the way to the Oregon Coast due to the lack of prominent commercial centers between the Willamette Valley and the coast. However, much of this retail market remains untapped, and the Three Mile Lane study area is poised to capture a significant portion of demand with a diverse array of commercial development. Such development would help foster a sense of place, provide amenities for residents and visitors, and have a significantly greater economic impact than a development build-out comprising simply of traditional industrial.

Corporate Industrial Campus

A large, flat, developable site of this scale is unique in the region and should attract interest from regional and national employers. The campus may be a prime location for light or craft industrial that could align with the City's vision for the area and provide secondary tourism benefits if new development includes experiential or retail components.

With that said, the development of a large campus is likely to be a market-driven initiative. Employment growth in the industries of healthcare and education can be expected to drive most of the demand for new office development. Demand for campus-style industrial is likely tied to food product manufacturing or aviation. However, the emergence of a large corporate user is difficult to forecast, and successful recruitment and the timing of development will require coordinated marketing efforts between the property owner, the City, and local and regional economic development partners.

In fact, development of such a site requires the City to actively market to the development community. Marketing a prospective campus should also involve a compelling story for why McMinnville is an attractive for a corporation to locate. McMinnville's high quality of life, cultural amenities, business incentives, and proximity to the Portland metro region may indeed be sufficient in attracting a larger company. Additionally, target users could include existing companies looking to expand.

This should also be tied to economic development efforts that consider the broader city-wide needs that would come with the addition of a large employer. These needs would include workforce, housing, transit and transportation, and others. For example, a large corporate user would require additional housing to meet growth from employment. Infrastructure investment will also be critical. The City should not necessarily make early investments without knowing the needs of a prospective corporate user, as these infrastructure needs will greatly vary. They should, however, develop a plan that outlines their intent and be prepared to act quickly in order to attract a user.

Existing Regulatory Framework

The following is an overview of existing requirements that govern how land can be used within the Three Mile Lane area and an evaluation of the changes envisioned with the Preferred Alternative. The most pronounced differences between what is allowed today and the Preferred Alternative lie within the opportunity areas; these are the focus of the evaluation.

Existing Requirements

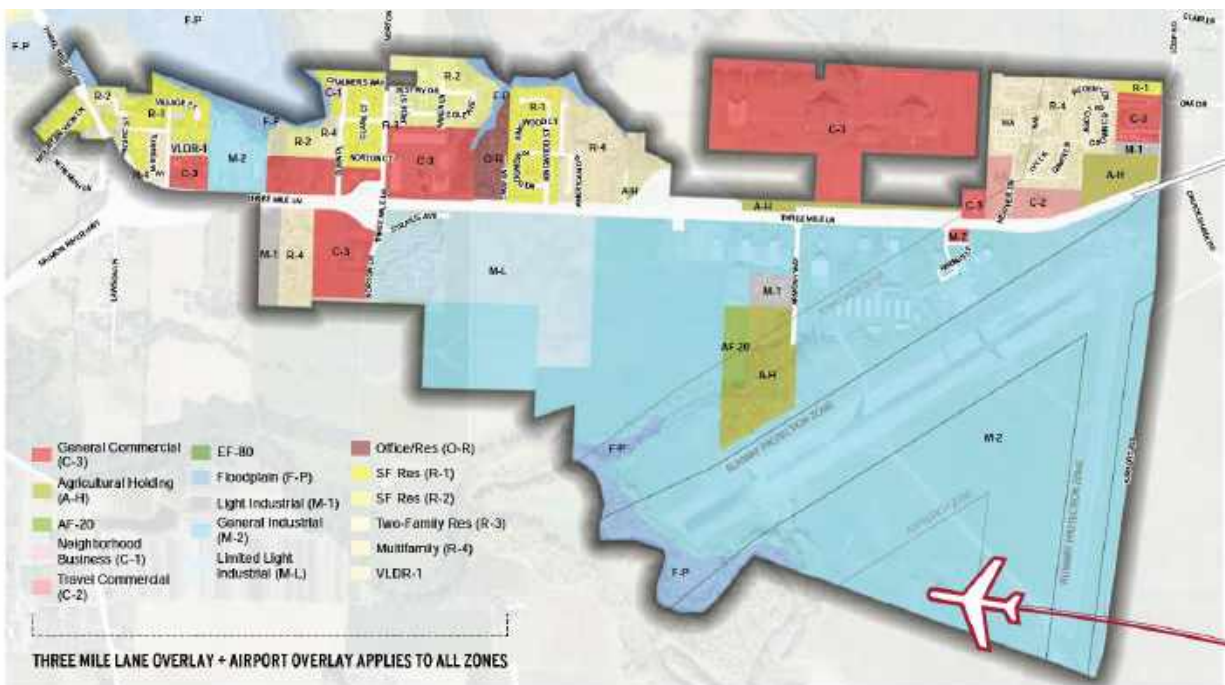
Land use and development in the Three Mile Lane area are currently regulated by the City's Zoning Ordinance and the Three Mile Lane Planned Development Overlay. The Zoning Ordinance governs uses, density, and dimensional requirements for zoning districts in the area, as well as site design and permitting requirements. The Planned Development Overlay contains requirements specific to the Three Mile Lane area that either modify or are in addition to underlying zoning standards.

Zoning

Zoning Ordinance Chapters 17.12 – 17.48 specify the allowed uses and associated regulations for each zoning district in the City. The predominant zoning designation (by acreage) within the study area is Industrial. Most of the land in the study area south of Three Mile Lane is designated General Industrial (M-2) or Limited Light Industrial (M-L). Much of this industrial land is occupied by the McMinnville Municipal Airport. On the north side of Three Mile Lane, there are large areas zoned General Commercial (C-3), including the area that includes the Evergreen Aviation & Space Museum and water park; a small area zoned Travel Commercial (C-2); and a mix of residential zoning. Most of the area zoned for Single-Family Residential (R-1 and R-2) is found in the northwest portion of

the study area. Multiple-Family Residential (R-4) zoning is found in separate areas in the northwest, northeast, and southwest portions of the study area.²

Figure 6. Existing Zoning Designations



Development Standards

In the industrial districts, the M-L zone is largely limited to manufacturing and related uses with limited external impacts, while the M-2 zone allows most industrial uses. In the M-L zone, properties are subject to maximum building heights of 60 feet and minimum setbacks from Three Mile Lane of 120 feet from the centerline. Development in the M-2 zone is not subject to these review requirements. Maximum building height in the M-2 zone is 80 feet and no minimum yard setbacks are required, except adjacent to residential zones.

A wide variety of commercial uses are permitted in the C-3 zone, including commercial recreation facilities, large format retailers, gas stations, and hotels. The maximum height in the C-3 zone is 80 feet and no minimum yard setbacks are required, except adjacent to residential zones. The C-2 zone only covers a small area near the eastern edge of the study area. Permitted uses are largely limited to travel-related uses such as lodging, restaurants, and gas stations. Building height is limited to 45 feet, and the minimum front setback is 30 feet.

² The Airport Overlay Zone (Zoning Ordinance Chapter 17.52) also regulates uses in the Three Mile Lane area. Its intent is to prevent structures or uses that obstruct the safe flight of aircraft in the vicinity of the McMinnville Municipal Airport. Requirements of this overlay are not detailed here, as the Preferred Land Use Alternative assumption is that Airport-related uses will continue to be permitted according to existing City code requirements. The area adjacent to the airport is expected to continue to develop as an airport-oriented commercial and industrial center, reflecting the economic value and potential of this infrastructure.

In the residential zones, density is controlled by minimum lot area per family (or per unit). Within the study area, minimum lot areas are as follows:

- R-1 – 9,000 sf (9,000 sf for two-family corner lots)
- R-2 – 7,000 sf (8,000 sf for two-family corner lots)
- R-3 – 6,000 sf (8,000 sf for two-family corner lots)
- R-4 – 1,500 sf per unit with 2 bedrooms or fewer; 1,750 sf per unit with three bedrooms

The maximum height in the R-4 zone is 60 feet, while the remaining residential zones are limited to 35 feet.

Development within the study area is also subject to floodplain (Chapter 17.48), landscaping (Chapter 17.57), tree (Chapter 17.58), off-street parking (Chapter 17.60), and sign regulations (Chapter 17.62, Planned Development Overlay) requirements.

Three Mile Lane Planned Development Overlay

The 1981 Three Mile Lane Planned Development Overlay outlines several provisions related to the development of properties in the Three Mile Lane area. A 1994 ordinance amending the overlay added a set of detailed provisions related to commercial signage. Provisions include:

- Required 120-foot setback from the centerline of Three Mile Lane
- Access requirements:
 - Minimize access onto Three Mile Lane
 - Provide on-site circulation systems connecting to adjoining properties
 - Provide acceleration-deceleration lanes and left-turn refuges when necessary
 - Provide bikeway connections
- Landscaping and buffering along the highway frontage may be required
- Mixed housing-type residential developments encouraged
- Temporary signage allowed

Development Approval

Development subject to a land use review process within the Three Mile Lane area include the following:

- Plans for proposed uses in the M-L zone. Industrial uses in the M-L zone must be approved by the Planning Commission, after evaluating impacts such as noise, traffic generation, air and water pollution, and appearance.
- Zone changes within the Three Mile Lane Planned Development Overlay. Zone changes in this area are evaluated using Planned Development Overlay standards and procedures and approved by Planning Commission.
- New commercial structures larger than 25,000 square feet of gross floor area. Director approval is required through Large Format Commercial Design Review.

- Signage in areas designated commercial and industrial. Approval by the Three Mile Lane Design Review Committee, after evaluating compatibility and design elements such as color, material, size, form, and relationship to site and building design.

All development within the Three Mile Lane Planned Development Overlay must be approved by the Three Mile Lane Design Review Committee (Ordinance 4572, Section 6(A)).

Preferred Alternative

As described previously, there are particular areas within the Three Mile Lane area that present the greatest opportunities for change. This section compares proposed designations and current zoning for each opportunity area in a series of tables. For each area, there are a series of questions, the answers to which will guide implementation of the Three Mile Lane Area Plan.

As part of plan adoption, the City has an opportunity to modify land uses and requirements either through rezoning or as part of an overlay.

Mixed-use Area (CalPortland)

Table 2. Land Use: Mixed-use Area

Mixed-use Area	
Proposed Designation	Current Zoning
Mixed-use	R-1
Medium-High Density	R-2
	M-2
	C-3

NOTES

- Uses permitted in the City’s Multiple Family Residential (R-4) and General Commercial (C-3) zones generally meet the purpose statement of the Mixed-Use designation.
- The R-4 zone allows single family dwellings (including attached), duplexes, and accessory dwelling units. Building height is limited to sixty feet.
- Uses permitted in the C-3 zone include commercial recreation facilities, large format retailers, gas stations, and hotels. The maximum height in the C-3 zone is 80 feet and there are no minimum yard setbacks required for commercial uses.

QUESTIONS

- Should all residential use types be allowed outright in the Mixed-Use designation?
- Are there commercial use types that are should be restricted in the Mixed-Use designation?
- Should a mix of uses be *required*? If so, should this requirement apply to development proposals over a certain size? Would the requirement apply to only multi-story development?

Tourist Commercial

Table 3. Land Use: Tourist Commercial

Tourist Commercial	
Proposed Designation	Current Zoning
Tourist Commercial	R-4
	C-2
	C-3

NOTES

- The R-4 zone allows single family dwellings (including attached), duplexes, and accessory dwelling units. Building height is limited to sixty feet.
- Uses permitted in the C-3 zone include commercial recreation facilities, large format retailers, gas stations, and hotels. The maximum height in the C-3 zone is 80 feet and there are no minimum yard setbacks required for commercial uses.
- Uses in C-2 Travel Commercial Zone are limited:
 - **Permitted Uses:**
 - Automobile Service Station
 - Gift Shop
 - Lodging
 - RV Park
 - Restaurant
 - Bed and Breakfast
 - Short term rentals
 - **Conditional Uses:**
 - Commercial recreation
 - Repair garage
 - School

QUESTIONS

- Considering the existing uses on the Evergreen site and the land available for development, should the existing C-3 zoning be retained? Are there any use additions or exemptions that should be captured in the plan?
- Given that one of the Preferred Alternative’s focus is to provide more opportunities for tourism-related uses, are C-2 uses appropriate for areas east of the Evergreen complex?

Health Care

Table 4. Land Use: Health Care

Health Care	
Proposed Designation	Current Zoning
Office	R-4
Medium-High Density Residential	C-3
Medical	M-1
Mixed-use	M-L

NOTES

- The R-4 zone allows single family dwellings (including attached), duplexes, and accessory dwelling units. Building height is limited to sixty feet.
- Uses permitted in the C-3 zone include high-density residential and office. Allowed conditional uses include adult day care, or similar use called by a different name or that is a State licensed facility.
- The M-L (Limited Light Industrial) zone is intended to create, preserve, and enhance areas containing manufacturing and related establishments with limited external impact and with an open and attractive setting. Hospitals and medical offices are permitted uses, as is light manufacturing, aerospace industries, warehousing, wholesale distribution, and tasting rooms.
- M-1 (Light Industrial) zone allows all the uses permitted in the M-L zone, plus a wider range of manufacturing, assembly, packaging, or treatment of products from previously prepared or processed materials. Additional permitted uses include warehousing, wholesaling, and limited commercial uses.

QUESTIONS

- Should the overlay restrict commercial uses to those related to medical office and medical services?
- For areas currently zoned for industrial or high-density residential and could not develop/redevelop with all the use types envisions, should the areas be allowed to rezone to C-3, with overlay restrictions?

Retail Center

Table 5. Land Use: Retail Center

Retail Center	
Proposed Designation	Current Zoning
Commercial	M-2

NOTES

- The M-2 General Industrial Zone allows for large and impactful industrial development, including all uses allowed in the M-L and M-1 zones.

- A commercial designation of C-3 would allow a broad range of commercial development. The specific uses, site design, and architectural features envisioned by this planning effort are not required in the code today, and are therefore recommended for inclusion in the Three Mile Lane Overlay Zone.

QUESTIONS

- What level of regulatory control should the City use to implement requirements for the Retail Center? What site design standards should be required? What design elements related to future structures should be included in guidelines or codified as requirements?
- Highway visibility and the style/quality of signage will be important for retail users and for the community as a whole. Are there specific sign requirements/restrictions desired?

Innovation Campus

Table 6. Land Use: Corporate Campus

Corporate Campus	
Proposed Designation	Current Zoning
Industrial (<i>no proposed change</i>)	M-2
	AF-20
	A-H

NOTES

- No change in land use designation is recommended
- Portions of the area are zoned AF-20 and A-H (Agricultural Holding). These are generally associated with Galen McBee Airport Park and not expected to change.

QUESTIONS

- Should the overlay zone require a minimum lot size or other measure to ensure that this space is available specifically for a corporate campus or similar user?
- Design of such a campus will ultimately depend on the needs of the end user. What are the most important elements (e.g., a publicly-accessible park, a connected street grid) that the plan should address or the City should require?

Design Features

Community expectations for the future of the Three Mile Lane Area Plan include ensuring that future development will reflect and respect the unique features of the area and will enhance a neighborhood feel. This section evaluates how the City currently addresses the design features explored in the Preferred Land Use Alternative section through development requirements. Table 7

lists the features, existing requirements, and recommendations on how they might be achieved in the Three Mile Lane area.

Through the development and implementation of the Three Mile Lane Area Plan the City has the opportunity to set land use and transportation policy and create and implement standards and guidelines that will help the community realize the vision for this area.

Table 7. Design Requirement Evaluation

Design Feature	Existing Requirements <i>(Zoning Ordinance, Three Mile Lane Planned Development Overlay)</i>	Possible Three Mile Lane Area Plan (3MLAP) Recommendations and Overlay Requirements
1. Natural Feature Preservation		
<ul style="list-style-type: none"> • <i>Strive to protect tree groves</i> • <i>Strive to protect individual trees</i> 	<p>Proposed multi-family, commercial, office and industrial development must be landscaped (§17.57.030). Landscaping plans must show the existing locations of trees over six inches in diameter, their variety, and if they are to remain or be removed (§17.57.060).</p> <p>The removal of individual significant or historic trees or the removal of trees as part of a proposed development subject to site plan, tentative subdivision, or partition review is subject to City approval (§17.58.040).</p>	<p>New policy, adopted as part of 3MLAP. Consider identifying tree groves and tree types to be protected and develop requirements for preservation.</p>
<ul style="list-style-type: none"> • <i>Protect riparian corridors and adjacent native landscape</i> 	<p>Flood Area Zone (§17.48) restrictions.</p> <p>Landscaping required for all development except single-family and two-family residential (§17.57.030).</p>	<p>Confirm riparian corridors are mapped and subject to Chapter 17.48.</p> <p>Require mapping and protection of stream corridors and re-vegetation with native plantings.</p>
2. Scenic Views		
<ul style="list-style-type: none"> • <i>Provide and protect views to rolling hills and volcanoes</i> • <i>Provide visual and physical access to North Yamhill River</i> • <i>Orient streets and open spaces to views</i> 	<p>None.</p>	<p>New policy, adopted as part of 3MLAP.</p> <p>Require watershed protection as part of Design Review.</p>

Design Feature	Existing Requirements <i>(Zoning Ordinance, Three Mile Lane Planned Development Overlay)</i>	Possible Three Mile Lane Area Plan (3MLAP) Recommendations and Overlay Requirements
3. Parks and Open Spaces		
<ul style="list-style-type: none"> • <i>Connect to Galen McBee Airport Park</i> 	None.	<p>Proposed trail connecting to Galen McBee Airport Park loop trails and extending access to the South Yamhill River shown in the preferred alternative; plan adoption will modify transportation system plan.</p> <p>Require connection to proposed trail, trail right-of-way dedication, and trail construction as part of Design Review/development approval.</p>
<ul style="list-style-type: none"> • <i>Create new gathering spaces that incorporate natural areas and views</i> 	None.	New policy, adopted as part of 3MLAP; require as part of Design Review.
<ul style="list-style-type: none"> • <i>Plant native landscapes with seasonal variation</i> 	Proposed multi-family, commercial, office and industrial development must be landscaped (§17.57.030). For industrial, commercial, and parking lot uses landscaping must be 7% of gross area; for multi-family the requirement is 25% of gross area. The Landscape Review Committee approves proposed landscaping; an approval criterion is compatibility with the proposed project and the surrounding and abutting properties.	New policy, adopted as part of 3MLAP. Define approved planting list in plan or in overlay zone.
4. Pedestrian Friendly		
<ul style="list-style-type: none"> • <i>Provide a network of sidewalks and trails to connect people to key locations</i> 	Complete Streets standards require sidewalks (§17.53.101 Streets). Sidewalks must be 10'-12' feet wide in commercial areas to accommodate the Pedestrian zone. Street trees must be placed in tree wells; street trees, furniture and	<p>Proposed trail system shown in the preferred alternative; plan adoption will modify transportation system plan.</p> <p>Proposed Complete Streets Design increases sidewalk width.</p> <p>Expand pedestrian walkway/connectivity standards to</p>

Design Feature	Existing Requirements <i>(Zoning Ordinance, Three Mile Lane Planned Development Overlay)</i>	Possible Three Mile Lane Area Plan (3MLAP) Recommendations and Overlay Requirements
	<p>business accesses must meet ADA requirements.</p> <p>Pedestrian ways, 10' or greater in width, may be required to "connect to recreation or public areas such as schools, or to connect to existing or proposed pedestrian ways (§17.53.103 Blocks)."</p> <p>Pedestrian walkway standards apply to Large Format Retail; site design requires connections between buildings and from building entrances to streets (§17.56.050.C.2).</p>	<p>apply to all commercial and office development.</p>
<ul style="list-style-type: none"> • <i>Shade streets with mature tree canopy</i> 	<p>Street Tree Planting (§17.58.080) and Planting Plan (§17.58.100) required for new multi-family development, commercial or industrial development, subdivisions, partitions, or parking lots.</p>	<p>New policy, adopted as part of 3MLAP. Define approved tree list in plan or in overlay zone. Require as part of Design Review.</p>
<p>5. Bike-Friendly</p>		
<ul style="list-style-type: none"> • <i>Plan safe routes for residents and touring cyclists</i> 	<p>Complete Streets standards require bike facilities (§17.53.101 Streets). Minimum bike lane width is 5' on arterial and 4' on collector streets.</p>	<p>Modified Complete Street standards require buffered bike lanes (or cycle tracks) on collector streets and sharrow markings for shared lanes on local residential streets.</p>
<p>6. Connected Streets</p>		

Design Feature	Existing Requirements <i>(Zoning Ordinance, Three Mile Lane Planned Development Overlay)</i>	Possible Three Mile Lane Area Plan (3MLAP) Recommendations and Overlay Requirements
<ul style="list-style-type: none"> • <i>Connect to existing street grid in 3ML</i> 	<p>Street locations must be consistent with adopted comprehensive plan and subdivision standards (§17.53.101 Streets).</p>	<p>Proposed local street connections shown in the preferred alternative; plan adoption will modify transportation system plan.</p>
7. Accessibility		
<ul style="list-style-type: none"> • <i>Design new development for ease of use by all ages and abilities</i> 	<p>Complete Streets standards require sidewalks and bike lanes (§17.53.101 Streets). Sidewalks must be 10’-12’ feet wide in commercial areas to accommodate the Pedestrian zone. Street trees must be placed in tree wells; street trees, furniture and business accesses must meet ADA requirements.</p>	<p>New policy, adopted as part of 3MLAP. Modified Complete Street standards increase sidewalk and planter strip widths and require buffered bike lanes (or cycle tracks) on collector streets and sharrow markings for shared lanes on local residential streets.</p>
8. Human Scale Design		
<ul style="list-style-type: none"> • <i>Respect typical scale of commercial uses in McMinnville</i> 	<p>Building heights in C-3 zone limited to eighty feet (§17.33.040). No size limits; new commercial structures over 25,000 square feet gross floor area subject to Director’s Review/notification. Large Format Retail (Chapter 17.56) requirements address building façade, roof features, and site design (buffering, pedestrian walkways, parking, landscaping), and innovative energy efficient design and construction technologies.</p>	<p>Requirements for commercial building size and massing. Additional guidelines or standards related to façade treatments. Standards for parking maximums for all uses. Parking lot location requirements for commercial uses.</p>

Design Feature	Existing Requirements <i>(Zoning Ordinance, Three Mile Lane Planned Development Overlay)</i>	Possible Three Mile Lane Area Plan (3MLAP) Recommendations and Overlay Requirements
	<p>Parking spaces shall be provided at no more than 120 percent of the minimum required</p> <p>Large Format Retail site design requirements (§17.56.050) set an off-street parking maximum (no more than 120 percent of the minimum required by Chapter 17.60, Off-Street Parking and Loading).</p>	
<ul style="list-style-type: none"> • <i>Design to reflect the micro-climate— outdoor life, porches, balconies</i> 	<p>Large Format Retail pedestrian walkway standards include awning requirements (§17.56.050.C.2.b). Awning are included in Downtown Design Standards and Guidelines (§17.59.070).</p> <p>No residential standards.</p>	<p>New policy for development within the overlay.</p> <p>Develop clear and objective design standards for multi-family and mixed-use residential.</p>
<ul style="list-style-type: none"> • <i>Promote inclusion and interaction within the right-of-way</i> 	<p>None.</p>	<p>Requirements for building orientation (set-to, building orientation).</p> <p>Additional guidelines or standards related to façade treatments, including transparency.</p> <p>Provision of on-street parking for ground-floor commercial uses (new requirements allowing on-street spaces to be counted toward parking minimums, new cross-section standards for streets with ground-floor retail).</p>
9. Mix of Activities		
<ul style="list-style-type: none"> • <i>Encourage mixed-use development where feasible</i> 	<p>None.</p>	<p>New policy, adopted as part of 3MLAP.</p>
10. Urban-Rural Interface		
<ul style="list-style-type: none"> • <i>Reflect patterns of wine industry—eg, rows of vines, southern</i> 	<p>None.</p>	<p>New policy, adopted as part of 3MLAP.</p> <p>Examples in Design Booklet.</p>

Design Feature	Existing Requirements <i>(Zoning Ordinance, Three Mile Lane Planned Development Overlay)</i>	Possible Three Mile Lane Area Plan (3MLAP) Recommendations and Overlay Requirements
<i>orientation, shelter belts of trees</i>		
<ul style="list-style-type: none"> • <i>Consider adjacency to agricultural fields and respect this heritage through careful transitions</i> 	None.	New policy articulating transitions; buffer/perimeter requirements.
<ul style="list-style-type: none"> • <i>Design simple roof forms (industrial and agricultural). Height and distinctive forms of silos can be inspiration</i> 	Large Format Retail development standards require architectural variability in the roof design((§17.56.050.B). Proposed buildings must incorporate two out of three standards: parapets with cornices; overhanging eaves or cornices, and; prominent portions of the roof design exhibiting slopes with a plane of between 4/12 (33 degrees) and 6/12 (45 degrees).	Require roof features consistent with Large Format Retail standards for all future development in the 3ML area. Design examples in Design Booklet.
<ul style="list-style-type: none"> • <i>Consider functional site planning of vineyard and farm complexes as conceptual model for new development</i> 	None.	Examples in Design Booklet.
11. Housing for Diverse Incomes and Generations		
<ul style="list-style-type: none"> • <i>Allow for a mix of future housing forms and types, respecting the current character of 3ML</i> 	Existing residential and commercial zoning allows for a variety of housing types.	3MLAP increases the areas available for housing with the change in designation from industrial to Mixed-use use north of Three Mile Lane, and from industrial to residential in the vicinity of the hospital.
12. Housing Variety		
<ul style="list-style-type: none"> • <i>Respect existing variety of housing types in 3ML and ensure diversity of design for future housing</i> 	Housing variety and design not addressed. Site design requirements for Large Format Retail require buffering, (§17.56)	Guidelines in Design Booklet Buffer/perimeter requirements for Mixed-use, Medical, and Commercial.

Design Feature	Existing Requirements <i>(Zoning Ordinance, Three Mile Lane Planned Development Overlay)</i>	Possible Three Mile Lane Area Plan (3MLAP) Recommendations and Overlay Requirements
	Light industrial uses (M-1) must include perimeter treatments to buffer adjacent residential uses.	
13. Unique and Integrated Design Elements		
<ul style="list-style-type: none"> • <i>Ensure visibility from highway; Welcome to McMinnville</i> 	None.	Guidelines in Design Booklet. Requirements for landscape buffering fronting Three Mile Lane. Requirements for façades facing Highway 18, including addressing blank walls and requiring articulation and materials or color variation; design guidelines to encourage a more cohesive visual character along the corridor.
<ul style="list-style-type: none"> • <i>Make functions of sites visible (airplanes, wine-making); continue expression of industry/making where applicable</i> 	None.	Examples in Design Booklet.
<ul style="list-style-type: none"> • <i>Aviation legacy: display large planes; consider sensation of low-flying planes, potential visual impact of sites from the air</i> 	None.	Examples in Design Booklet.
<ul style="list-style-type: none"> • <i>Consider local materials for cladding and building structure (timber, corrugated steel cladding, red brick)</i> 	Large Format Retail (Chapter 17.56) requirements address building façade, roof features, and site design (buffering, pedestrian walkways, parking, landscaping), and innovative energy efficient design and construction technologies.	Additional guidelines or standards related to façade treatments. Expand requirements to uses other than commercial, including office, mixed-use, and multi-family.

Design Feature	Existing Requirements <i>(Zoning Ordinance, Three Mile Lane Planned Development Overlay)</i>	Possible Three Mile Lane Area Plan (3MLAP) Recommendations and Overlay Requirements
<ul style="list-style-type: none"> • <i>Use vibrant color</i> 	None.	Additional guidelines or standards related to façade treatments; define acceptable color palate. Require for all new commercial, office, mixed-use, and multi-family.

NEXT STEPS

This memorandum and associated materials will be presented to the Three Mile Lane TAC and CAC at their next meetings. The committees are expected to evaluate elements of the Preferred Alternative and provide additional direction and suggestions for refinement, including:

- Refinement of the attributes that define the Three Mile Lane Area.
- Refinement of the specific attributes desired in the opportunity areas.
- Desired policy, design elements, and code concepts to implement the plan and effectively guide and regulate development within the Three Mile Lane Area.

Following the advisory committee meetings, the project team will bring a revised set of materials to the broader public at Public Event #3, tentatively scheduled for early 2021. The plan concepts of the Preferred Alternative and land use implementation measures will be the focus of this event.

A companion memorandum to this piece (TM 8b) evaluates the transportation impacts of proposed land uses and provides recommendations for the design of Highway 18 through this area. This work is based on a detailed transportation analysis, performed in partnership with the City and Oregon Department of Transportation.

Reflecting revisions informed by public involvement and City review, a final plan document will be created and prepared for adoption. The adoption process will include a public Planning Commission/City Council work session, a Planning Commission hearing, and a City Council hearing. Each of these points provide an opportunity for public participation to review and provide comments on the Three Mile Lane Area Plan.



Vehicle Streetscape with Active Ground Floors



Regularly inflected architecture

PRECEDENT STUDY:
Old Mill District, Bend



Nationally renowned architecture

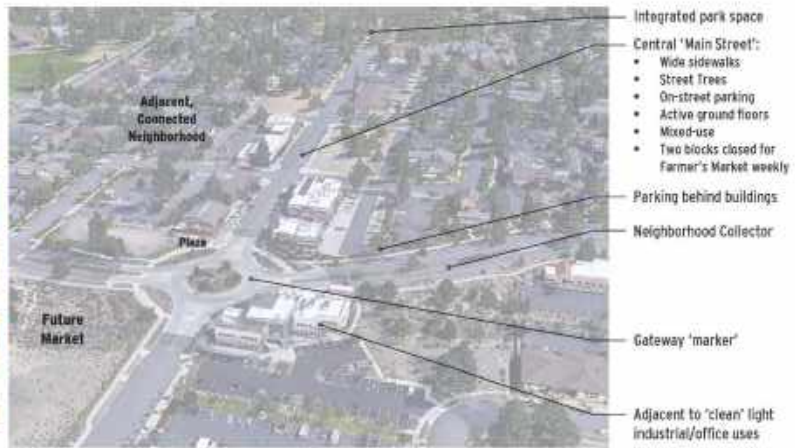


Distinctive entry & Commercial Center



Protected scenic view

PRECEDENT STUDY:
NorthWest Crossing, Bend



PRECEDENT STUDY:
Orenco Station, Hillsboro, OR

COMMERCIAL DESIGN OPPORTUNITIES
Three Mile Lane Area Plan
March 2021



MEMORANDUM

Preferred Facility Design Option

McMinnville Three Mile Lane Area Plan

DATE March 31, 2021

TO Heather Richards and Jamie Fleckenstein, City of McMinnville
Michael Duncan, ODOT

FROM Andrew Mortensen, David Evans and Associates, Inc.

CC Darci Rudzinski, Angelo Planning

1 INTRODUCTION AND PURPOSE

The City of McMinnville, in partnership with the Oregon Department of Transportation (ODOT), is updating the Three Mile Lane Overlay/Area Plan (3MLAP), which was originally drafted in 1997. The Plan will be used to help guide future land use planning and investments in transportation operations, maintenance, and facilities. The consulting team of David Evans and Associates (DEA), Angelo Planning Group, Walker Macy and Leland Consulting are assisting the city with the Plan.

The purpose of the memorandum is to summarize the Preferred Facility Design Option supporting the Preferred Land Use Plan. Consistent with the project's scope of work, this memorandum summarizes the following:

- Indicate how the Facility Design alternative would be accommodated within the right-of-way and at street intersections.
- Identified design and facility configuration elements that vary from City and ODOT standards (if any) and why those deviations are recommended.
- Show where alteration of existing public and private approaches (driveways) would be required, and where opportunities exist for landscaped medians or where opportunities exist to alter existing public and private approaches to improve operation of the street or to mitigate safety concerns.
- Include a high-level cost estimate of the Facility Design alternative. The cost estimate must include demolition, pavement, curb, sidewalk, signing and striping, drainage and landscaping.
- Outline general implementation strategy, such as potential phasing approach that identifies conceptual packages of near-term and longer-term improvements.

1.1 FINDINGS FROM MEMORANDUM USED TO GUIDE PLAN UPDATE

As shown below, findings from this *Memorandum* (#8c) will have important input to key tasks of the Three Mile Lane Area Plan (3MLAP).

2 FACILITY DESIGN OPTIONS

2.1 OPTIONS CONSIDERED

Two significant facility design options for Oregon Highway 18 (OR 18) major study accesses were originally reviewed and considered by the TAC and CAC in 2020, during which a third option was defined as the Preferred Option by the CAC. In March of 2021, the Preferred Alternative design option was slightly refined following analysis of future year 2041 traffic operations. The traffic analysis focused on future operations at key study area intersections reflecting both the (a) adopted Comprehensive Plan land uses for the McMinnville urban area and study area, and (b) the Preferred Land Use Plan for the study area.

2.2 OPTION 1: OR 18 INTERCHANGES

Option 1 generally adheres to the historic (1997) corridor plan for OR 18 in study area, as shown in Figure 1.

Figure 1. OR 18 Facility Design Option – Interchanges



Figure 1 Notes:

- a) Three Mile Lane interchange - reconstructed for full access and crossing, including extension of Stratus Avenue and the potential to signalize the OR 18 eastbound off-ramp and Stratus Avenue.
- b) Norton Lane - replacement of at-grade traffic signal with a street overcrossing.
- c) Cumulus Avenue - replacement of at-grade traffic signal with a new diamond interchange.
- d) Cirrus Avenue - new roundabout on OR 18, with McMinnville gateway features.
- e) New pedestrian/bicycle overpass connectors located east and west of Norton Lane, linking Cumulus Avenue and Stratus Avenue, and areas beyond.
- f) Removal of at-grade street and driveway accesses to OR 18 between Cumulus Avenue and the eastern edge of the study area, including Loop Road and Cruickshank Road¹ (not shown in Figure 1, as Cruickshank Road is external to the Three Mile Lane Study area).
- g) New east-west frontage streets along OR 18 linking Cirrus Avenue, Cumulus Avenue and Norton Lane.
- h) New traffic signal at Three-Mile Lane and Cumulus Avenue (will require further study and design to determine feasibility of new signal placement in proximity of new interchange ramp termini).

¹ Consistent with the McMinnville Airport Layout Plan (2004), future plans are to close the Cruickshank Road connection and re-direct county traffic to a new roundabout on OR 18 at the current junction of Lafayette Highway.

Figure 2 (west section) and **Figure 3** (east section) illustrate a more detailed plan view of Option 1.

The reconstruction of the Three-Mile Lane interchange provides full connectivity from OR 18 to downtown McMinnville and land uses on both sides of OR 18 in the study area. New route options afforded by the new interchange include:

- Linking OR 18 from the west (eastbound) to downtown McMinnville. Currently, drivers need to travel east to Norton Lane, turn left onto Norton Lane and then left again to Cumulus Avenue and travel west to Three Mile Lane.
- Linking downtown McMinnville and the Willamette Valley Medical Center and other lands south of OR 18 via new Stratus Avenue connection. Currently, drivers travel from downtown on Three Mile Lane to OR 18 and turn right at Norton Lane to access these destinations (and vice-versa).

As shown in **Figure 2**, Lawson Lane is the existing county road connecting to Stratus Avenue immediately south of the Three-Mile Lane interchange. In this option, Lawson Lane would be realigned eastward, paralleling Stratus Avenue, to a new connection at Martin Lane.

Figure 2. OR 18 Interchange Design Option – West Section Plan View



As shown in **Figures 2** and **3**, motorists traveling westbound on OR 18 (Three Mile Lane) wanting to get to the Willamette Valley Medical Center (and other immediate area destinations) will be required to exist OR 18 at the new Cumulus interchange and travel west along a new network of local street connectors (shown in Figure 1). Today, motorists turn left at the existing traffic signal on OR 18 at Norton Lane to make this connection. Motorists leaving the Willamette Valley Medical Center area will travel east on the new network of street connectors to the Cumulus Avenue interchange to connect back to OR 18, and be able to travel either westbound or eastbound on OR 18.

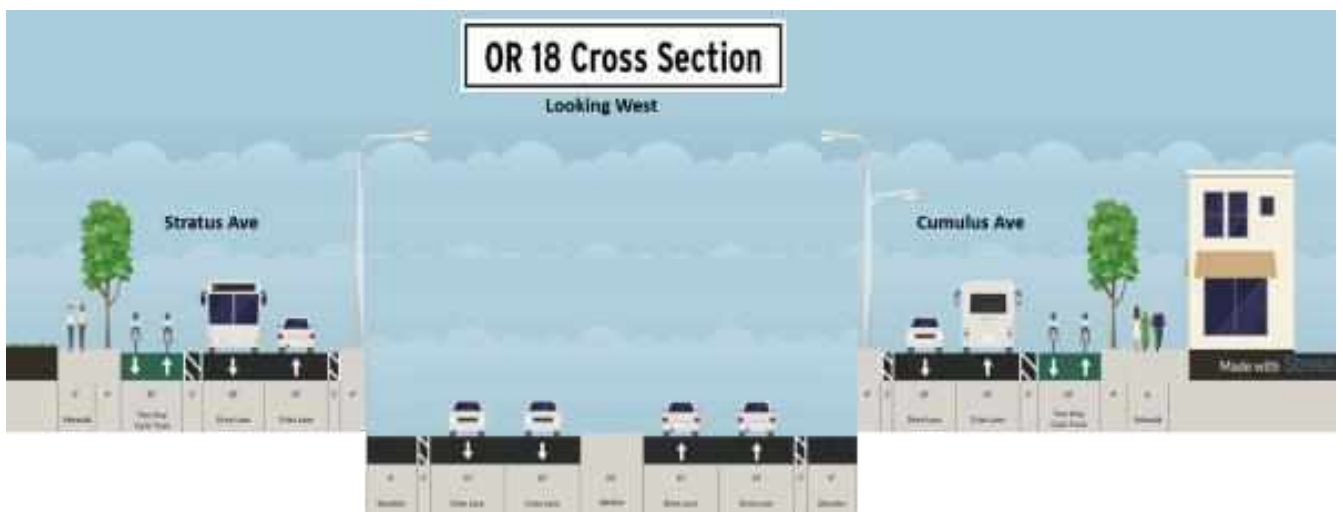
Figure 3. OR 18 Interchange Design Option – East Section Plan View



Figure 4 illustrates a cross-sectional view of OR 18 taken in a location just west of Norton Lane. OR 18 would need to be re-constructed at a lower elevation and cross under Norton Lane, and include a median, two travel lanes in each direction, and wide shoulder lanes (consistent with the Oregon Highway Design Manual, with sufficient width to accommodate buffered bike lanes in the even they are desired at some time in the future).

Bi-directional cycle tracks are located on both Stratus Avenue and Cumulus Avenue. Buffer strips and sidewalks are reconstructed adjacent to land use activities on the north side of Cumulus Avenue and south side of Stratus Avenue.

Figure 4. OR 18 Interchange Design Option – Cross-Section View



Full page format of Figure 4 is shown in Appendix A.

2.3 OPTION 2: OR 18 ROUNDABOUTS

Option 2 incorporates roundabouts as a consistent junction design in the study area, as shown in Figure 5.

Figure 5. OR 18 Facility Design Option – Roundabouts



Figure 5 Notes:

- Three Mile Lane interchange - reconstructed for full access and crossing (identical to Option 1), including extension of Stratus Avenue and the potential to signalize the OR 18 eastbound off-ramp and Stratus Avenue.
- Norton Lane - replacement of at-grade traffic signal with a multilane roundabout.
- Cumulus Avenue - replacement of at-grade traffic signal with a multilane roundabout.
- Cirrus Avenue - new roundabout on OR 18, with McMinnville gateway features.
- Removal of at-grade street and driveway accesses to OR 18 in the section between Cumulus Avenue and the eastern edge of the study area, including Loop Road and Cruickshank Road (Cruickshank Road is not shown in Figure 5, as Cruickshank Road is external to the Three Mile Lane Study area).
- New east-west frontage streets along OR 18, linking Cirrus Avenue, Cumulus Avenue and Norton Lane.
- New traffic signal at Three-Mile Lane and Cumulus Avenue (will require further study and design to determine feasibility of new signal placement in proximity of new interchange ramp termini).

Figure 6 (west section) and **Figure 7** (east section) illustrate a more detailed plan view of Option 2.

Like Option 1, the reconstruction of the Three-Mile Lane interchange provides full connectivity from OR 18 to downtown McMinnville and land uses on both sides of OR 18 in the study area.

Figure 6. OR 18 Roundabout Design Option – West Section Plan View



Figure 7. OR 18 Roundabout Design Option – East Section Plan View



As shown in **Figures 6** and **7**, access to and from lands north and south of OR 18 are made via roundabouts at Norton Lane, Cumulus Avenue and Cirrus Avenue, and then along a new network of local street connectors (shown in Figure 5). Both Cumulus Avenue and Cirrus Avenue will need to be re-aligned at Norton Lane in order to provide sufficient spacing from the new roundabout.

2.4 EVALUATING THE OPTIONS

2.4.1 Initial TAC and CAC Evaluation

Both the Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) reviewed and discussed the two main OR 18 facility design options. For their further consideration, the project team developed evaluation criteria to help compare and contrast the two options. As listed in **Table 1**, the applied criteria include:

- Foster Economic Development
 - Ease of access to existing/future land use
 - Land use visibility from Three-Mile Lane
- Sustain OR 18 as a Key Intercity Freight Route
 - Desired travel speed on OR 18
 - OR 18 truck maneuverability
- Enhance Multimodal Connectivity
 - Within the Three-Mile Lane study area
 - Between the Study Area and City Center
- Minimize Rights-of-Way and Cost Requirements
 - Rights-of-way
 - Cost

Option 1 (interchanges) best meets the criteria to sustain OR 18 as a key intercity freight route, but is more expensive (conceptually) because of needed additional rights-of-way and infrastructure.

Option 2 (roundabouts) best meets the criteria to foster economic development because it provides more direct access to area land uses.

Both options enhance multimodal connectivity, improving connectivity within the study area and between the study area and the city center. Both options also provide access management which should reduce crashes and help sustain OR 18 as a key intercity freight route.

The CAC considered these inputs and determined that they could not reach consensus supporting either option. Through continued deliberation the CAC concluded that their preferred facility design option is to replace the existing interchange on OR 18 at Three-Mile Lane as depicted in both Options 1 and 2, but retain the at-grade traffic signals on OR 18 at Norton lane and Cumulus Avenue, and construct a new roundabout at Cirrus Avenue.

The CAC recommendations formed the initial Preferred Facility Design, which was intended for more detailed discussion in Section 3.

Table 1. Evaluating the OR 18 Facility Design Options

Evaluation Criteria	OR 18 Facility Design Options	
	1 - Interchanges	1 - Roundabouts
<i>Facility Design Features Help:</i>		
A. Foster Economic Development		
Ease of Access** to Existing and Planned Land Use	Interchange at Cumulus Avenue and Norton Lane overcrossing reduces direct accessibility to Willamette Valley Medical Center and other Norton lane destinations.	Multiple, dual lane roundabouts provide more direct access to existing and planned land uses both north and south of OR 18.
Land Uses are Visible from Three Mile Lane (OR 18)	Land uses are visible from Three Mile Lane (OR 18), when highway is lowered to fit interchange and overcrossings.	Land uses are more visible with OR 18 at grade through the three conceptual roundabouts.
B. Sustain OR 18 as a Key Intercity Freight Route		
Desired Travel Speed on OR 18	Limited access highway with single roundabout at Cirrus Avenue and interchange at Cumulus Avenue facilitates desired travel speed along OR 18.	Multiple, dual lane roundabouts (modestly) impeded desired speed along OR 18.
OR 18 Truck Maneuverability	Limited access highway with single roundabout at Cirrus Avenue and interchange at Cumulus Avenue facilitates intercity truck maneuverability.	Multiple, dual lane roundabouts impeded truck maneuverability.
C. Enhance Multimodal Connectivity		
Within the Three Mile Lane Study Area	Overcrossing of Norton Lane, interchange at Cumulus Avenue, roundabout at Cirrus Avenue and potential pedestrian-bicycle overcrossings are good vehicle (including transit), pedestrian and bicycle connectivity across OR 18.	Evenly-spaced roundabout provide good vehicle (including transit), pedestrian and bicycle connectivity across OR 18. Dual lane roundabouts may intimidate north-south pedestrian and bicycle connectivity, especially as OR 18 traffic increases in the future.
Between the Study Area and City Center	Replacement of OR 18/Three Mile Lane interchange with new Stratus Avenue connection, and new two-way cycle tracks and sidewalks along Cumulus and Straus Avenues, significantly improve connectivity between the study area and city center.	Replacement of OR 18/Three Mile Lane interchange with new Stratus Avenue connection, and new two-way cycle tracks and sidewalks along Cumulus and Straus Avenues, significantly improve connectivity between the study area and city center.
D. Minimize Rights-of-Way Cost Requirements***		
Rights-of-Way	ROW requirements for diamond interchange at Cumulus Avenue is greater than roundabout (Option #2).	ROW requirement for dual lane roundabout at Cumulus Avenue expected to be less than tight diamond interchange (Option #1). Roundabout at Norton lane will require additional ROW and impact several homes and possible businesses to realign Cumulus and Stratus Avenues.
Cost (conceptual)	Costs are significant: new interchange at Cumulus Avenue, lowering OR 18, and overcrossings at Norton lane and possible pedestrian-bicycle crossings.	Cost of roundabouts at Cumulus Avenue is modest. Cost to re-align Cumulus and Stratus Avenues at Norton Lane is significant.
Notes		Key
* Within the Three Mile Lane Study Area		Meets Criteria
** Auto, Truck, Pedestrian, Bicycle and Transit		Marginally Meets Criteria
*** As differentiated between options 1 and 2		Does Not Meet Criteria

2.5 OVERVIEW OF FUTURE TRAFFIC ANALYSIS

The analysis of future vehicle traffic conditions for the study area is predicated on three key steps:

1) **Housing and Employment Demographic Data**

Demographic data within the McMinnville UGB was prepared and summarized for year 2015, 2041 Base and 2041 Tier 2 land use plan, based housing and employment demographics (McMinnville UGB) for ODOT model inputs.

- Year 2015 demographic data were prepared and agreed to by the City of McMinnville and ODOT.
- Year 2041 Base demographic data was developed by David Evans and Associates, Inc. (Memorandum - McMinnville OSUM Input Demographic Data Refinement and Excel file dated January 15, 2021, reviewed and agreed to by the City of McMinnville, and submitted to ODOT).
- Year 2041 Tier 2 Land Use Plan demographic data was developed by David Evans and Associates, Inc. (E-mail and Excel file reviewed and agreed to by the City of McMinnville, and submitted to ODOT, March 15, 2021).

2) **ODOT OSUM Model Network Refinement – Preferred Alternative**

David Evans and Associates, Inc. coordinated with ODOT Region 2 and ODOT TPAU to incorporate results from Draft Memorandum #8B to develop assumptions for the OSUM travel demand model of the preferred land use option and future OR 18 facility design and street system network reflecting the Preferred Alternative.

3) **OSUM Model Outcomes and Study Area Intersection Analysis**

David Evans and Associates, Inc. obtained future year (2041) model volumes and select-link volumes from TPAU. The analysis for the street design alternative used the travel demand model results to generate traffic forecasts at study area Intersections consistent with the Methodology Memorandum (December 10, 2018). David Evans and Associates, Inc. conducted detailed traffic analysis using the model to evaluate future intersection operations in the Study Area.

2.6 FUTURE VEHICLE TRAFFIC ANALYSIS RESULTS – 2041 BASE

Signalized Intersections

Table 2 summarizes the v/c mobility scores for year 2041 Base traffic conditions at the two study area signalized intersections. Year 2041 Base traffic conditions generally reflect the City of McMinnville’s current Comprehensive Plan for the study area (and city-wide). Further details regarding the traffic analysis outcomes are included in **Appendix B**.

Both the OR 18 and Norton Lane, and OR 18 and Cumulus Avenue intersections are found to operate at volume-to-capacity ratios below ODOT’s established standards under year 2041 Base traffic conditions.

Table 2. Signalized Intersection Operations – 2041 Base Traffic

Signalized Intersections				
ID	Name	v/c	LOS	Mobility Target
2	OR 18 & Norton Lane	0.74	C	0.80
3	OR 18 & Cumulus Avenue	0.63	B	0.80

Shaded cells indicate the movement fails to meet applicable mobility target

Notes:

1. At signalized intersections, the results are reported for the overall intersection performance.
2. The v/c ratios and LOS are based on the results of the macrosimulation analysis using Synchro, which cannot account for the influence of adjacent intersection operations.

Source: David Evans and Associates, Inc.

Unsignalized Intersections

Critical movements at unsignalized intersections are typically the minor street approach left-turn or through movements. These movements require yielding to all other movements at the intersection, and are subject to longer delays. Left-turn movements from the major street are also subject to delays for those motorists yielding to oncoming traffic. **Table 3** summarizes the year 2041 Base traffic operations (peak hour) at the study area unsignalized intersections.

Five of the study area unsignalized intersections fail to meet established mobility targets based on estimates of future year 2041 Base traffic:

- **Three Mile Lane & First Street** – Three Mile Lane experiences high traffic volumes throughout the day, especially during the PM peak hour. There are limited gaps in the Three Mile Lane traffic flow for motorists turning from First Street. The intersection also doesn’t meet mobility targets based on 2018 traffic conditions.
- **Three Mile Lane & Cumulus Avenue** – The westbound and eastbound approaches are controlled with stop signs. There is no separate left-turn lane on the north leg of Three Mile Lane. Future traffic on Three Mile Lane and Cumulus Avenue is sufficiently high that westbound motorists will find insufficient gaps to turn and travel north or south through the intersection.

- OR 18 & RV Park Entrance** – Future traffic on OR 18 is sufficiently high that RV park motorists will have difficulty finding sufficient gaps to turn left onto eastbound OR 18.
- OR 18 & Cruickshank Road** – Located just outside of McMinnville’s UGB and the 3MLAP study area, Cruickshank Road serves as a primary route to locations that are south of McMinnville via OR 233 and OR 154. OR 18 has a posted speed of 55 mph. Cruickshank Road is posted with a stop sign. The northbound left-turn from Cruickshank Road is channelized and becomes the second westbound travel lane on OR 18. The intersection also doesn’t meet mobility targets based on 2018 traffic conditions. The City of McMinnville Airport Master Plan recommends disconnecting Cruickshank Road from OR 18.
- Norton Lane & Cumulus Avenue** – Both southbound and eastbound approaches are controlled with stop signs. The northbound approach is uncontrolled to help ensure traffic queuing on Norton lane does not back into the OR 18/Norton Lane signalized intersection. Future traffic on both Cumulus Avenue and Norton Lane is sufficiently high that southbound motorists will find insufficient gaps to travel south through the intersection.

Table 3. Unsignalized Intersection Operations – 2041 Base Traffic

Unsignalized Intersections		Northbound/Southbound				Eastbound/Westbound			
ID	Name	Critical Movement	v/c	LOS	Mobility Target	Critical Movement	v/c	LOS	Mobility Target
1	Three Mile Lane & First St	NBL	0.52	C	0.90	EBLTR	1.70	F	0.90
4	OR 18 & Armory Way	NBLR	0.26	F	0.95	WBL	0.01	B	0.80
5	OR 18 & Cirrus Avenue	NBL	0.53	F	0.95	WBL	0.01	B	0.80
6	OR 18 & RV Park Entrance	SBLR	1.64	F	0.95	EBL	0.20	B	0.80
7	OR 18 & Loop Rd	SBLR	0.38	F	0.95	EBL	0.01	B	0.80
8	OR 18 & Cruickshank Rd	NBLR	4.48	F	0.75	WBL	0.07	B	0.70
9	Norton Lane & Cumulus Avenue	SBTR	1.05	F	0.90	EBLR	0.16	B	0.90
10	Norton Lane & Stratus Ave	SBLTR	0.09	A	0.90	EBLTR	0.71	F	0.90
11	Three Mile Ln & Cumulus Ave	SBLTR	0.16	B	0.9	WBLTR	1.54	F	0.9

Acronyms: EB = eastbound; WB = westbound; NB = northbound; and SB = southbound. L = left; T = through; and R = right.

Example: EBTR = eastbound through-right

Shaded cells indicate the movement fails to meet applicable mobility target

Notes:

- At unsignalized intersections, the results are reported for the worst operating movements on major and minor approaches that must stop or yield the right of travel to other traffic flows.
- The v/c ratios and LOS ratings are based on the results of the macrosimulation analysis using Synchro, which cannot account for the influence of adjacent intersection operations.
- Mobility target is reported for the critical movement, as defined in Note 1.

Source: David Evans and Associates, Inc.

3 PREFERRED FACILITY DESIGN

3.1 Preferred OR 18 Facility Design Concept

Figure 8 shows the preferred facility design concept for OR 18.

Figure 8. Preferred Facility Design Concept

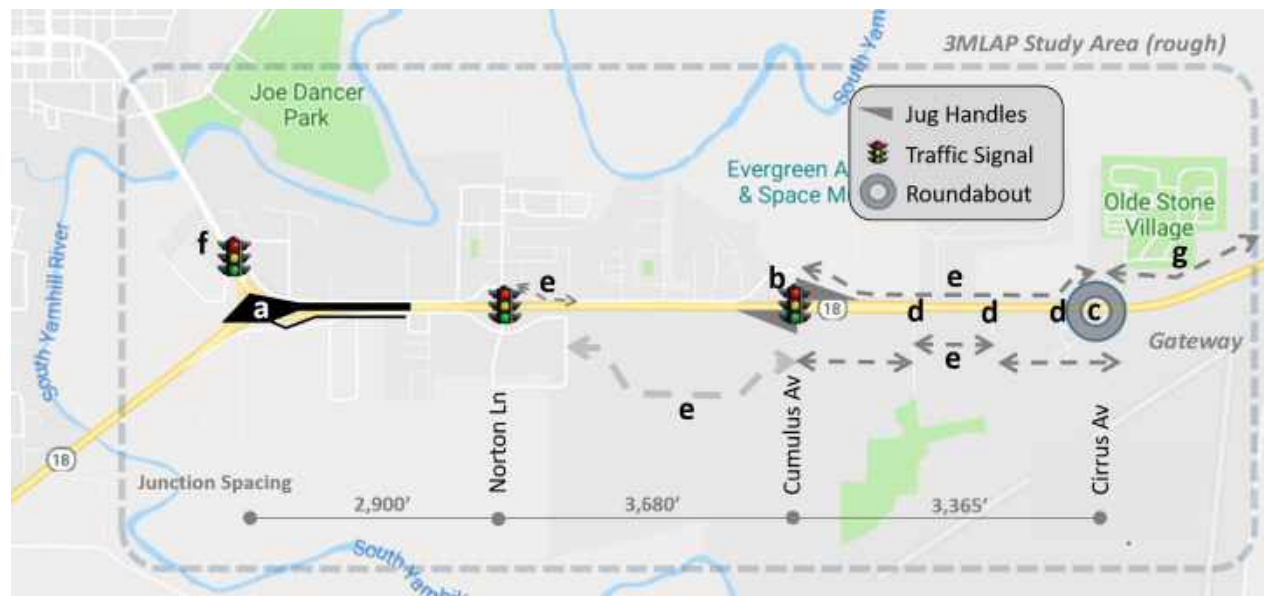


Figure 8 Notes:

- a) Three Mile Lane interchange - reconstructed for full directional access and crossing, with new connector to Stratus Avenue - see **Figure 9**).
- b) Cumulus Avenue – construct new “jug handles” for local traffic exiting OR 18, as shown in **Figure 10**, and modify or replace the existing at-grade traffic signal.

Note: The draft Preferred Facility Design was developed in coordination with the CAC prior to the development and evaluation of future traffic volumes and operations. The later traffic operations analysis indicates that the traffic signal at OR 18/Cumulus Avenue will accommodate year 2041 traffic operations under both the Base and Preferred Alternative scenarios, without the need for additional jug handles. Jug handles may be needed beyond the 20-year planning horizon.

- c) Cirrus Avenue - new roundabout on OR 18, with McMinnville gateway features.
- d) Removal of at-grade street and driveway accesses to OR 18 in the section between Cumulus Avenue and the eastern edge of the study area, including Loop Road and Cruickshank Road (Cruickshank Road is not shown in Figure 8, as Cruickshank Road is external to the Three Mile Lane Study area).
- e) New east-west frontage streets north and south of OR 18, linking Cirrus Avenue, Cumulus Avenue and Norton Lane. These and other local street connectors are depicted in **Figure 11**.
- f) New traffic signal (or roundabout) at Three-Mile Lane and Cumulus Avenue.
- g) Loop Road - disconnect from OR 18 and realign to new Cirrus Avenue connector and roundabout.

Figure 9 illustrates the reconstructed interchange of OR 18 at Three Mile Lane. The interchange modifications allow full vehicular movement to and from OR 18 in all directions, and a bi-directional connection between the southern half of the Study Area and McMinnville's city center via Stratus Avenue. These new connections will likely carry significant local traffic demand that would otherwise travel on OR 18 between the study area and McMinnville's city center. The Stratus Avenue connection also provides direct connectivity for pedestrian and cyclists traveling between the southern half of the Study Area and McMinnville's city center. Separated, two-way cycle tracks on both Cumulus Avenue and Stratus Avenue will improve rider comfort and significantly reduce level of traffic stress on these routes.

Figure 9. OR 18 / Three Mile Lane Interchange Preferred Facility Design



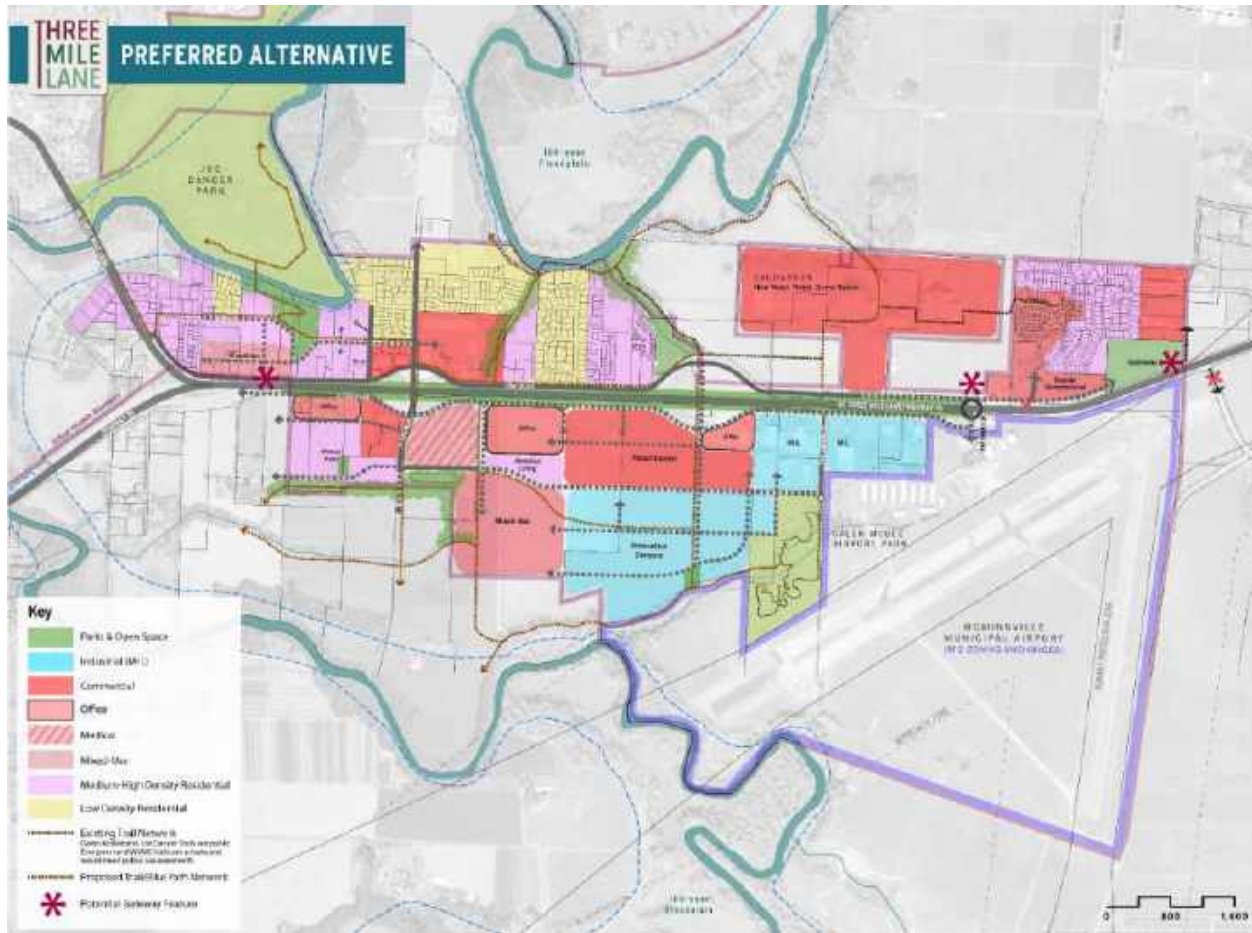
As noted in **Figure 9**, there are interchange layout and traffic control concepts that will require further study and engineering analysis, including:

- A. Re-alignment of Cumulus Avenue (and Nehemiah Lane) intersection with Three Mile Lane.
- B. New traffic signals (whether MUTCD warrants are met) or roundabouts.
- C. Spacing sufficiency on Three Mile Lane between the new traffic signal and OR 18 westbound off-ramp.
- D. Re-alignment of Lawson Lane and its new connection to Martin Lane.
- E. The Urban Growth Boundary (UGB) is approximately coterminous with Stratus Avenue. The Stratus Avenue extension to the new interchange (and Lawson Lane re-alignment) will likely not require a UGB amendment (see ORS 215.283).

3.1 STUDY AREA TRANSPORTATION NETWORK PLAN

Enhancements to the existing local street network supporting the Preferred Alternative Land Use plan are illustrated in **Figure 11**. The network includes completion of parallel and intersecting streets both north and south of OR 18 and network extension within currently undeveloped lands. New shared-use paths complement the planned street network that link neighborhoods with planned activity centers and the Galen McBee Airport and Joe Dancer Parks.

Figure 11. Preferred Alternative – Land Use and Local Street/Pathway Network



Full page format of Figure 11 is shown in Appendix A.

3.2 FUTURE VEHICLE TRAFFIC ANALYSIS RESULTS – 2041 PREFERRED ALTERNATIVE

Signalized Intersections

Table 4 summarizes the v/c mobility scores for year 2041 ‘Preferred Alternative’ traffic conditions at the two study area signalized intersections, generally reflecting the Preferred Land Use Plan and street network for the study area (see Figures 9 and 11). Further details regarding the traffic analysis outcomes are included in **Appendix B**.

Both the OR 18 and Norton Lane, and OR 18 and Cumulus Avenue intersections are found to operate at volume-to-capacity ratios below ODOT’s established standards under year 2041 Preferred Alternative traffic conditions.

Table 4. Signalized Intersection Operations – 2041 Preferred Alternative Traffic

ID	Signalized Intersection	v/c	LOS	Mobility Target
2	OR 18 & Norton Lane	0.76	C	0.80
3	OR 18 & Cumulus Avenue	0.64	B	0.80

Shaded cells indicate the movement fails to meet applicable mobility target

Notes:

- At signalized intersections, the results are reported for the overall intersection performance.
- The v/c ratios and LOS are based on the results of the macrosimulation analysis using Synchro, which cannot account for the influence of adjacent intersection operations.

Source: David Evans and Associates, Inc.

Unsignalized Intersections

Critical movements at unsignalized intersections are typically the minor street approach left-turn or through movements. These movements require yielding to all other movements at the intersection, and are subject to longer delays. Left-turn movements from the major street are also subject to delays for those motorists yielding to oncoming traffic. **Table 5** summarizes the 2041 Preferred Alternative traffic operations (peak hour) at the study area unsignalized intersections.

Two of the study area unsignalized intersections fail to meet established mobility targets:

- Three Mile Lane & First Street** – Three Mile Lane experiences high traffic volumes throughout the day, especially during the PM peak hour. There are limited gaps in the Three Mile Lane traffic flow for motorists turning from First Street. The intersection also doesn’t meet mobility targets based on 2018 traffic conditions.
- Three Mile Lane & Cumulus Avenue** – The westbound and eastbound approaches are controlled with stop signs. There is no separate left-turn lane on the north leg of Three Mile Lane. Future traffic on Three Mile Lane and Cumulus Avenue is sufficiently high that eastbound and westbound motorists will find insufficient gaps to turn and travel north or south through the intersection.

Table 5. Unsignalized Intersection Operations – 2041 Preferred Alternative Traffic

Unsignalized Intersections		Northbound/Southbound				Eastbound/Westbound			
ID	Name	Critical Movement	v/c	LOS	Mobility Target	Critical Movement	v/c	LOS	Mobility Target
1	Three Mile Lane & First St	NBL	0.52	C	0.90	EBLTR	1.76	F	0.90
5	OR 18 & Cirrus Avenue	Replaced with OR 18/Cirrus Avenue roundabout – See Table 6							
7	OR 18 & Loop Rd	Disconnected – Loop Road re-aligned to new roundabout at OR 18/Cirrus Avenue							
8	OR 18 & Cruickshank Rd	Disconnected – Cruickshank Rd re-aligned to new roundabout at OR 18/Lafayette Highway							
9	Norton Lane & Cumulus Avenue	NBLTR	0.17	A	0.90	EBLT	0.89	F	0.90
10	Norton Lane & Stratus Ave	SBLTR	0.02	A	0.90	EBLTR	0.26	C	0.90
11	Three Mile Ln & Cumulus Ave	SBLTR	0.24	B	0.9	EBLTR	2.17	F	0.9

Acronyms: EB = eastbound; WB = westbound; NB = northbound; and SB = southbound. L = left; T = through; and R = right.

Shaded cells indicate the movement fails to meet applicable mobility target

Notes:

1. At unsignalized intersections, the results are reported for the worst operating movements on major and minor approaches that must stop or yield the right of travel to other traffic flows.
2. The v/c ratios and LOS ratings are based on the results of the macrosimulation analysis using Synchro, which cannot account for the influence of adjacent intersection operations.
3. Mobility target is reported for the critical movement, as defined in Note 1.

Source: David Evans and Associates, Inc.

Table 6 summarizes the operations at the proposed OR 18/Cirrus Avenue roundabout. The Preferred Alternative assumes two approach lanes to the roundabout on OR 18, and single-lane approaches from Cirrus Avenue. The intersection is estimated to operate at volume-to-capacity ratios below ODOT’s established standards under year 2041 Preferred Alternative traffic conditions.

Table 6. OR 18/Cirrus Avenue Roundabout Operations - 2041 Preferred Alternative Traffic

ID	Name	OR 18				Cirrus			
		Critical Movement	v/c	LOS	Mobility Target	Critical Movement	v/c	LOS	Mobility Target
5	OR 18 & Cirrus Avenue	EB Approach	0.55	A	0.80	NB Approach	0.41	B	0.80
		WB Approach	0.55	B	0.80	SB Approach	0.20	B	0.80

Acronyms: EB = eastbound; WB = westbound; NB = northbound; and SB = southbound. L = left; T = through; and R = right.

Shaded cells indicate the movement fails to meet applicable mobility target

Notes:

1. At roundabout intersections, the results are reported for all approaches, including major and minor approaches that must stop or yield the right of travel to other traffic flows.
2. The v/c ratios and LOS ratings are based on the results of the Sidra analysis, which cannot account for the influence of adjacent intersection operations.
3. Mobility target is reported for the critical movement, as defined in Note 1.

3.3 MULTIMODAL PLAN ASSESSMENT

3.3.1 Future Transit Performance

The extension of frontage roads east along the north and south sides of OR 18 identified in the Preferred Alternative (see Figure 11) will provide opportunity for YCTA to extend Route 2 service within the study area.

The Transit Multimodal Level of Service (LOS) scores are based on user perceptions (traveler satisfaction) and are graded like a report card from best (LOS A) to worst (LOS F). More frequent and on-time bus service will rate better than infrequent, often late arrival bus service.

Figure 12. YCTA Route 2 Service in the 3MLAP Area



Transit Level of Service					
A	B	C	D	E	F

Route #2 Service

X

As shown in **Figure 12**, the current, hourly transit service on Route #2 in the 3MLAP area is the primary factor considered in transit scoring (regardless of possible service area expansion partially enabled by the Preferred Alternative), resulting in LOS E on Cumulus Avenue and Norton Lane. Other factors being equal, and if and when YCTA service increases to a 30 minute frequency, the future transit operations will improve to **LOS C** on the study area street system.

3.3.2 Future Pedestrian System Performance

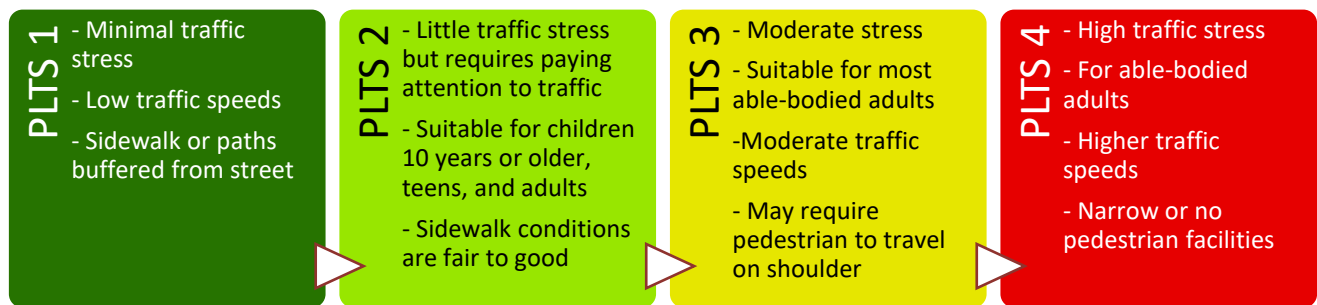
ODOT’s Analysis Procedures Manual (APM) provides a detailed description of recommended multimodal analysis methodologies. For analysis of future pedestrian system performance in the study area, the Pedestrian Level of Traffic Stress (PLTS) is applied to existing and future collector and arterial streets, similar to existing conditions (see Technical Memorandum #2, February 28, 2019).

The PLTS methodology classifies street segments according to the level of pressure or strain, or comfort level, experienced by pedestrians and other sidewalk users. Other users include non-motorized forms of transportation as well as motorized power chairs and scooters.

Methodology

PLTS incorporates assumed pedestrian facility and overall street profile features to estimate the pedestrian’s view of comfort and perceived safety. The four PLTS levels are defined in **Figure 13**.

Figure 13. Future Pedestrian Level of Traffic Stress



PLTS Targets

PLTS 2 is generally a reasonable minimum target for pedestrian routes. This level of accommodation will generally be acceptable to the majority of users.

PLTS Scores

Consistent with the APM, **Figure 13** illustrates the future PLTS scores for OR 18 and McMinnville's collector street network (existing and planned) within the 3MLAP study area. Key PLTS findings are:

- The re-purposing and reconstruction of bicycle and pedestrian facilities along Cumulus Avenue and Stratus Avenue will significantly enhance pedestrian mobility and comfort. These factors contribute toward the PLTS 2 score. Extensions of these routes include similar pedestrian environmental features, resulting in PLTS 2 scores.
- The extension of collector street routes in the study area along OR 18 and central to new land developments will each include sufficiently wide sidewalks and planting or buffer strips that provide pedestrian comfort, mobility and access. A PLTS 2 score is expected on these facilities.
- The Study does not estimate the need for sidewalks along OR 18. The absence of sidewalks results in future PLTS 4 scores.
- The current reconstruction of the Three Mile Lane bridge across the Yamhill River will include wider sidewalks, and new bike lanes that will help buffer pedestrians from adjacent vehicular traffic. Vehicular traffic will likely travel at about 30-35 mph, however. These factors contribute towards the PLTS 3 score.

The combination of pedestrian facility improvements along existing and planned collector streets, and planned pathway improvements in the study area will significantly improve overall pedestrian access, mobility and comfort for all users.

3.3.3 Future Bicycle System Performance

The Preferred Alternative includes recommended bicycle system improvements on existing streets and new connectors to help form a more complete bicycle network within the 3MLAP study area.

Bicycle facilities provide improved mobility for users riding to the city center and seeking active transportation options that support a healthy lifestyle. Bicycle facilities considered in the study include bike lanes, buffered bike lanes, bike boulevards (shared lane), cycle tracks and shared-use paths as summarized here:



Bike Lane



**Raised
Cycle Track**



**Buffered
Bike Lane**



**Two-Way
Cycle Track**



Shared Lane



**Shared-Use
Path**

Source: NACTO

Bicycle Level of Traffic Stress (BLTS)

BLTS serves as a high-level inventory and bikeability/connectivity performance rating, classifying street segments according to the level of pressure or strain experienced by cyclists.

Methodology

BLTS uses data on the characteristics of bike facilities and streets to estimate cyclists' likely view of comfort and perceived safety. The data used to calculate BLTS may differ based on the type of bike facility being evaluated. For separated bike facilities, most – if not all – of the characteristics used to calculate BLTS may not be applicable, in which case a BLTS of 1 would be assigned. For future on-street facilities, the following factors are considered in the BLTS estimates:

- The number of vehicle travel lanes
- Total buffer width
- Posted speed

BLTS uses four levels of traffic stress as shown in **Figure 14**.

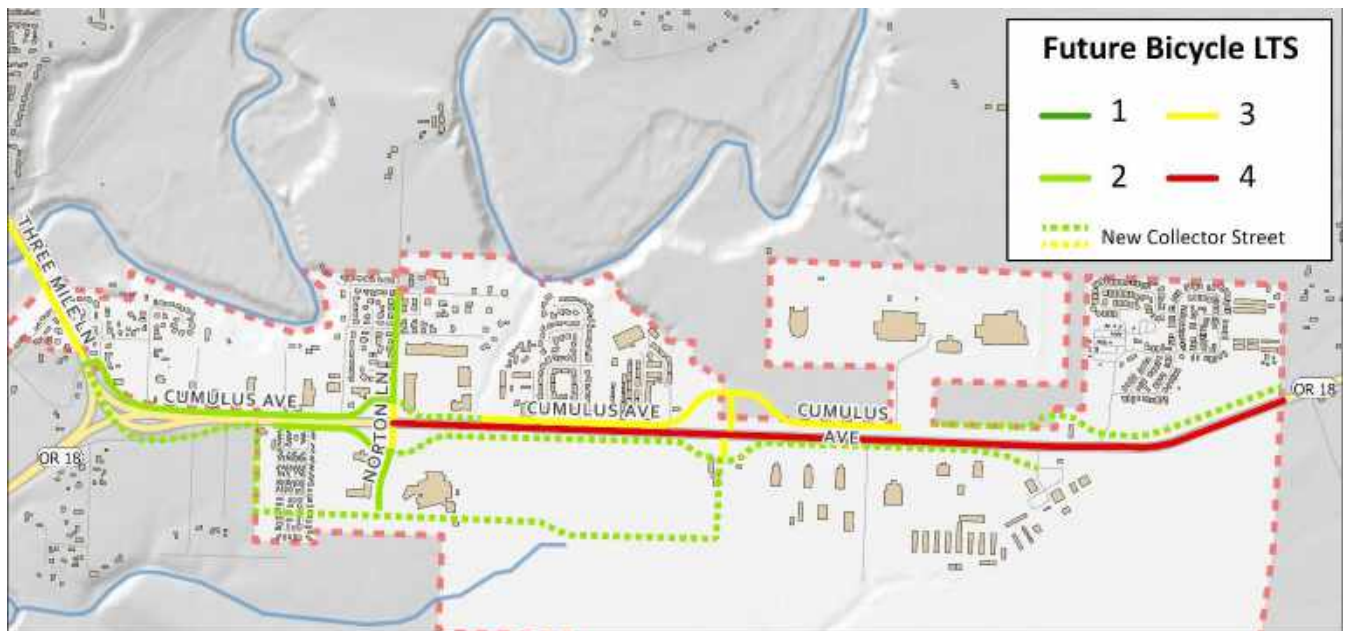
BLTS Targets

Similar to PLTS, BLTS 2 is generally a reasonable minimum target for bicycle routes and will provide reasonable accommodation for most cyclists. Higher stress level bicycle routes may still see significant use among confident and skilled cyclists but will not be attractive to other users.

BLTS Scores

Figure 14 illustrates the future BLTS rating of the collector and arterial streets, and state highways in the 3MLAP study area.

Figure 14. Future Bicycle Level of Traffic Stress



BLTS 1 - Minimal traffic stress
 - Easily navigable by cyclists of low skill level
 - Low traffic speeds

BLTS 2 - Little traffic stress but requires paying attention to traffic
 - Suitable for teens/adults

BLTS 3 - Moderate stress
 - Suitable for most observant adults
 - Moderate traffic speeds

BLTS 4 - High traffic stress
 - For skilled cyclists
 - Higher traffic speeds
 - Narrow or no bike lanes

Key BLTS findings are:

- The re-purposing and reconstruction Cumulus Avenue and Stratus Avenue west of Norton Lane includes new, two-way cycle tracks that will significantly enhance bicycle mobility and comfort. These factors contribute toward the BLTS 2 score.

- The extension of collector street routes in the study area (south of OR 18) central to new land developments will each include either buffered bicycle lanes or two-way cycle tracks, either of which provide bicycling comfort, mobility and access. A BLTS 2 score is expected on these facilities.
- The new connection of Cumulus Avenue to Norton Lane will likely include buffered bike lanes on both sides of the street to match the existing Cumulus Avenue street profile. A BLTS score of 2 is expected on this facility.
- East of Cumulus Avenue, NE Cumulus Avenue (Evergreen Aviation and Space Museum connector) will be reconstructed with buffered bike lanes. The extension of NE Cumulus Avenue east to the new Cirrus Avenue connection with OR 18, and the re-alignment of Loop Road to the Cirrus Avenue connection will both include buffered bike lanes. A BLTS score of 2 is expected on these facilities.
- The current reconstruction of the Three Mile Lane bridge across the Yamhill River will include wider sidewalks, and new bike lanes that will help buffer pedestrians from adjacent vehicular traffic. However, vehicular traffic will likely travel at about 30-35 mph. These factors contribute towards the BLTS 3 score.
- The OR 18 facility design west of Norton Lane and existing OR 18 route east of Norton Lane include sufficiently wide shoulder lanes that can be re-purposed to buffered bike lanes if and when bicycle travel demand warrants the modification.

The combination of bicycle facility improvements along existing and planned collector streets, and planned pathway improvements in the study area will significantly improve bicycle access, mobility and comfort for users of all ages and confidence levels.

3.4 SAFETY ANALYSIS

The analysis of historic vehicle crashes in the study area is detailed in the Existing Conditions Memorandum (January 24, 2019). This section restates the major safety analysis findings by crash category and summarizes safety countermeasures identified in the study.

3.4.1 Critical Crash Rate and Statewide 90th Percentile

The intersection of OR 18 and Cruickshank Road is the only intersection near the study area that has a Critical Crash Rate that exceeds either the crash rate for similar intersections in the study area, or the Statewide 90th Percentile rate.

Safety Countermeasures

The study recommends implementing the McMinnville Airport Master Plan, which recommends disconnecting Cruickshank Road from OR 18. Cruickshank Road traffic would be re-directed to OR 18 at the Lafayette Highway junction. The Yamhill County Transportation Plan recommends a new roundabout at the OR 18/Lafayette Highway junction. These county road and state highway junction improvements are appropriate safety counter measures for OR 18 at the current junction of Cruickshank Road.

3.4.2 Excess Proportion of Specific Crash Types

The Excess Proportion of Specific Crash Types method quantifies the extent to which a specific crash type (the target crash type) is overrepresented at an analysis site, compared to the average representation among similar intersections in the same study population. Analysis of excess proportion of specific crash types does not consider the overall frequency or rate of crashes; instead it considers only the types of observed crashes.

A greater than expected proportion of rear-end collisions is observed at the intersection of Norton Lane and Cumulus Avenue, although only two rear-end crashes occurred in the five-year period.

Safety Countermeasures

The Preferred Alternative, including the OR 18/Three Mile Interchange reconstruction, extension of Stratus Avenue, and extension of Cumulus Avenue east of Norton Lane will provide traffic routing alternative that relieves future traffic congestion at the Norton Lane/Cumulus Avenue intersection.

3.4.3 Safety Priority Index System (SPIS)

SPIS is a method used in Oregon to identify safety problems along state highways. Highways are evaluated in approximately one-tenth mile increments. The only segment of OR 18 within the study area that ranks in the state's top 10% includes the junction of Loop Road.

Safety Countermeasures

The Preferred Alternative includes recommendations to disconnect Loop Road at OR 18 and realign Loop Road west to Cirrus Avenue and the proposed OR 18/Cirrus Avenue roundabout. These local road and state highway junction improvements are appropriate safety countermeasures for OR 18 at the current junction of Loop Road.

3.5 RECOMMENDED ACCESS MODIFICATIONS

Recommended access modifications under the Preferred Facility Design include:

- Replace existing unsignalized intersection of OR 18 at Cirrus Avenue with a new roundabout (see Figure 8).
- Removal of at-grade street and driveway accesses to OR 18 in the section between Cumulus Avenue and the eastern edge of the study area (see Figure 8), including the re-alignment of Loop Road to the new Cirrus Avenue connection and roundabout at OR 18.
- Re-alignment of Lawson Lane and its new connection to Martin Lane (see Figure 9). Both Lawson lane and Martin Lane are outside of the McMinnville Urban Growth Boundary (UGB). The re-alignment of Lawson Lane will likely not require a UGB amendment (see ORS 215.283).

3.6 PLANNING-LEVEL COST ESTIMATES AND A PHASING APPROACH

Table 7 summarizes the planning-level costs associated with the OR 18 Preferred Facility Design. Cost estimates are in 2021 dollars and include preliminary estimates of capital improvements and new rights-of-way where likely needed. A preliminary approach to the phasing of key transportation projects in the study area is also noted.

Table 7. Planning Level Cost Estimates and Phasing - OR 18 Preferred Facility Design

Phase	Description	Notes	Cost - 2021 Dollars (millions)	
			Low	High
1 Independent State and/or City Projects				
	New Multi-Lane Roundabout at OR 18 and Cirrus Avenue		\$8.0	\$10.0
	Construct Bicycle Lanes and Sidewalks on NE Cumulus Avenue from Cumulus Avenue to Evergreen Air and Space Museum Entrance		\$0.4	\$0.6
	Extend Cumulus Avenue East from Norton Lane and Modify Intersection Traffic Control at Existing Norton Lane/Cumulus Avenue Intersection	[1]	To be determined	
2 City/State Projects Reliant on Completion of New OR 18/Cirrus Roundabout				
	Disconnect Loop Road from OR 18 and Re-align to Cirrus Avenue		\$2.5	\$3.0
	New OR 18 Frontage Roads Between Cumulus Avenue and Cirrus Avenue (both north and south of OR 18)	[2]	To be determined	
3 City/State Projects Commensurate with/Reliant on New Extension of Cumulus Avenue South of OR 18				
	Construct Cumulus Avenue south of OR 18	[2]	To be determined	
	Revise Traffic Signal at OR 18/Cumulus Avenue Intersection		\$1.1	\$1.2
	Construct Bicycle Lanes and Sidewalks on Cumulus Avenue from OR 18 to NE Cumulus Avenue		\$0.5	\$0.7
4 State and City Projects Commensurate with/Reliant on New OR 18/Three Mile Lane Interchange				
	Reconstruct OR 18/Three Mile Lane Interchange	[3]	\$65.0	\$95.0
	Re-align Cumulus Avenue and Nehemiah Lane at Three Mile Lane		\$2.4	\$2.6
	New Traffic Signal on Three-Mile Lane at Cumulus Avenue		\$0.5	\$0.6
	Re-align Lawson Lane		\$1.5	\$1.7
Total			\$81.9	\$115.4

Notes

- [1] Subject to coordination and approval between City of McMinnville and Chemeketa Community College.
- [2] Subject to private development access needs.
- [3] Including general cost items of demolition, pavement, curb, sidewalk, signing and striping, drainage and landscaping, and new traffic signal or roundabout at junction of OR 18 eastbound ramps and Stratus Avenue.

These cost estimates are for planning purposes only and are subject to refinement during concept development and preliminary engineering. Neither ODOT, City of McMinnville or private development roles and responsibilities in funding these projects have been identified.

3.7 DESIGN STANDARD EXCEPTIONS

Repurposing streets, highways and land use with new, multimodal transportation infrastructure sometimes requires taking exception to design standard so that new projects fit within existing rights-of-way, natural and built environmental constraints. As the concepts identified in the Plan are taken forward into preliminary engineering and final design, there will likely be the need to examine exceptions to roadway and junction design standards. **Table 8** summarizes those projects identified in the Plan that may require design exceptions.

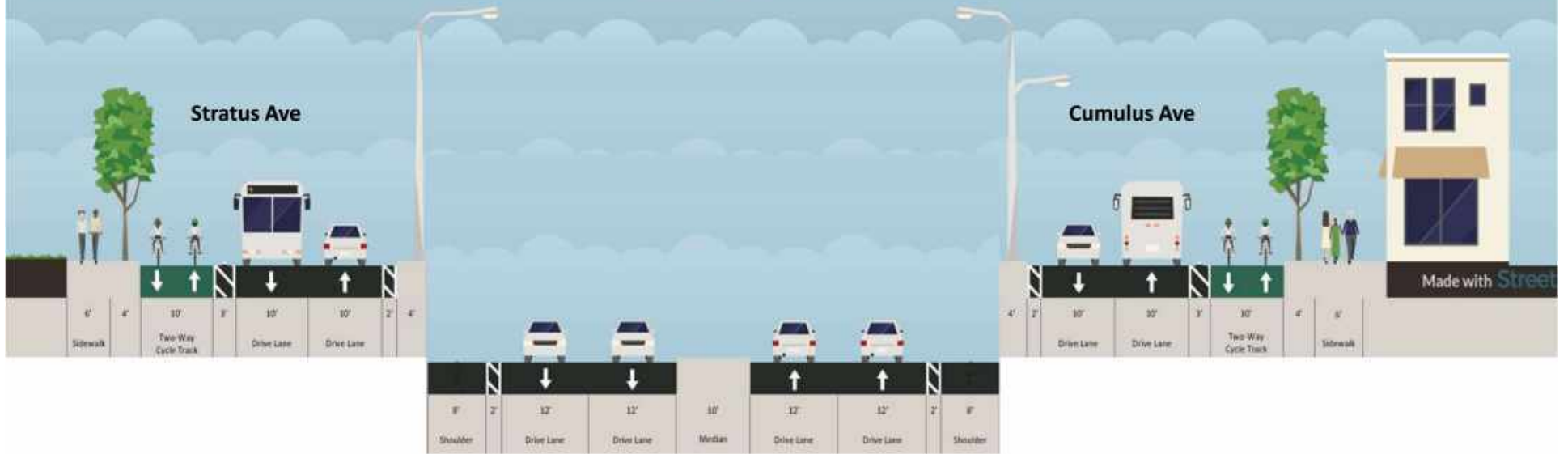
Table 8. Plan Projects That May Require Design Exceptions

Recommended Plan Project	Constraints	Design Standard Issues or Possible Exceptions
Reconstruct OR 18/Three Mile Lane Interchange (see Figure 9)	Proximity of Yamhill River Bridge, Cumulus Avenue/Nehemiah Lane intersection, OR 18 eastbound off-ramp junction, and UGB boundary (current alignment of Stratus Avenue).	Junction spacing and traffic control at: <ul style="list-style-type: none"> a. Three Mile Lane / Cumulus Avenue b. OR 18 Westbound Off-Ramp at Three Mile Lane c. OR 18 Eastbound Off-ramp at Three Mile Lane/Stratus Avenue
New Roundabout at OR 18 and Cirrus Avenue	Standard two-lane roundabout likely requires additional rights-of-way. OR 18 posted and design speeds entering McMinnville UGB.	Roundabout geometric design treatments to: <ul style="list-style-type: none"> a. Reduce approaching vehicle speeds and accommodate multi-axle trucks on OR 18 b. Accommodate bicycle and pedestrian traffic
Re-purposing Cumulus and Stratus Avenues with two-way cycle tracks (see Figure 4)	Limited street rights-of-way and need to accommodate future bus stops amenities.	Two-way cycle tracks are not currently incorporated in the City’s design standards. Reference ODOT Blueprint for Urban Design, AASHTO and NACTO for design guidance.

APPENDIX A Large Scale Maps

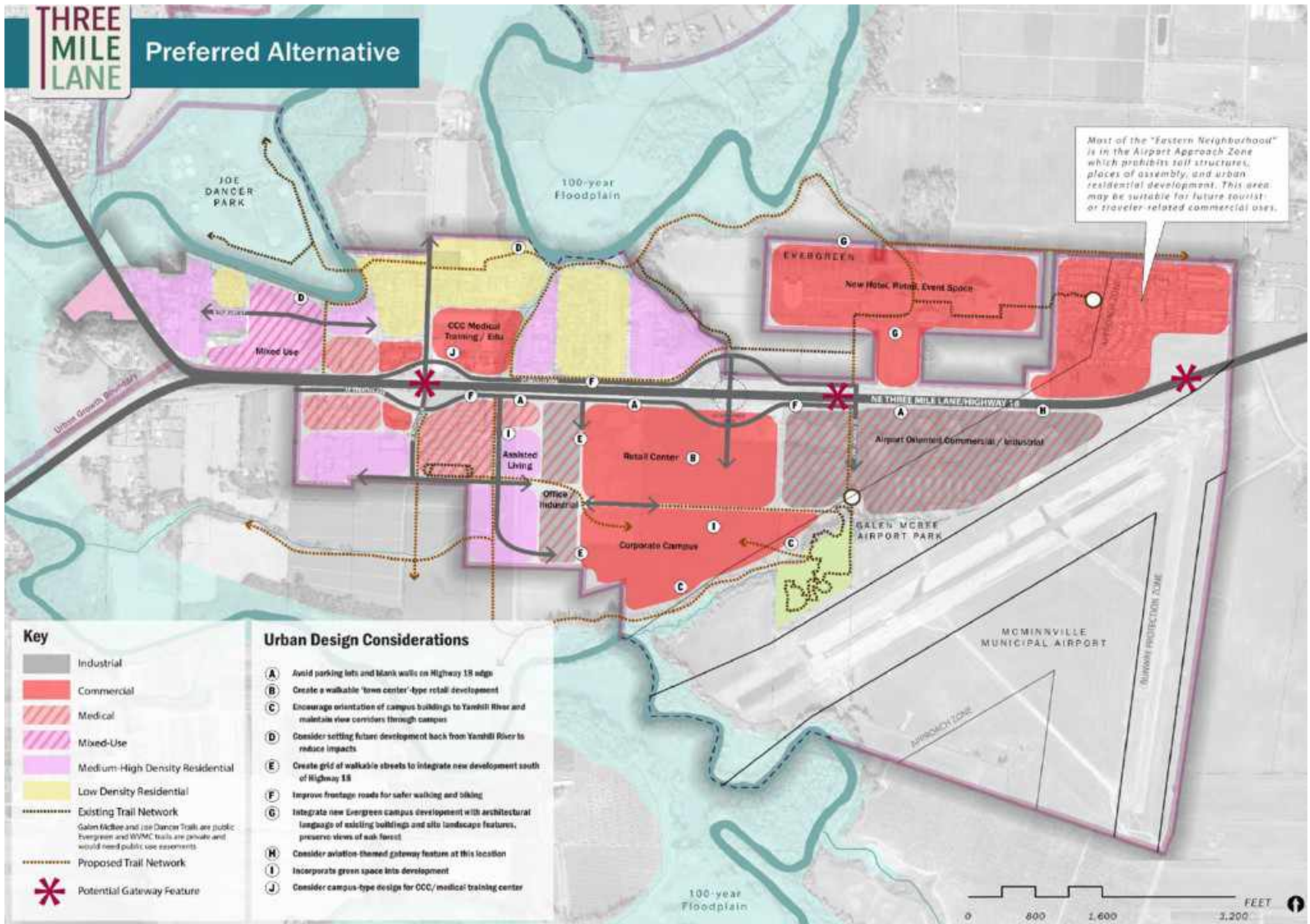
OR 18 Cross Section

Looking West



THREE MILE LANE

Preferred Alternative



Most of the "Eastern Neighborhood" is in the Airport Approach Zone which prohibits tall structures, places of assembly, and urban residential development. This area may be suitable for future tourist- or traveler-related commercial uses.

Key

- Industrial
- Commercial
- Medical
- Mixed-Use
- Medium-High Density Residential
- Low Density Residential
- Existing Trail Network
Salem McBee and Joe Dancer Trails are public. Evergreen and WVMC trails are private and would need public use easements.
- Proposed Trail Network
- ✱ Potential Gateway Feature

Urban Design Considerations

- (A)** Avoid parking lots and blank walls on Highway 18 edge
- (B)** Create a walkable "town center"-type retail development
- (C)** Encourage orientation of campus buildings to Yamhill River and maintain view corridors through campus
- (D)** Consider setting future development back from Yamhill River to reduce impacts
- (E)** Create grid of walkable streets to integrate new development south of Highway 18
- (F)** Improve frontage roads for safer walking and biking
- (G)** Integrate new Evergreen campus development with architectural language of existing buildings and site landscape features, preserve views of oak forest
- (H)** Consider aviation-themed gateway feature at this location
- (I)** Incorporate green space into development
- (J)** Consider campus-type design for CCC/medical training center

APPENDIX B Traffic Analysis Summary Report (separate for TAC only)

Appendix E: Implementation



Three Mile Lane Area Plan

May 2021

The following is model code language that implements the recommendations in the Implementation Plan of the Three Mile Lane Area Plan. Specifically, text is intended to guide future amendments to the Three Mile Lane Planned Development Ordinance, with the intended outcome of strengthening existing Zoning Ordinance requirements and ensuring that the urban design elements described in the Area Plan are addressed and included in future proposed development.

Site Design - Non-Residential, Large Format Developments

Land divisions within the Three Mile Lane Planned Development Overlay and plans for new non-residential or mixed-use developments, or any phase thereof, with a total floor plate area (ground floor area of all buildings) greater than [40,000] square feet shall meet all of the following standards in subsections 1-9, below. The Planning Commission may approve adjustments to the standards as part of a Planned Development approval, pursuant to Chapter 17.51.

1. The site plan or preliminary subdivision plan, as applicable, shall comply with the street connectivity standards of Section 17.53.070 and the Complete Streets Design Standards. The plan approval shall bind on all future phases of the development, if any, to the approved block layout.
2. Except as provided by subsection (7)-(9), below, the site shall be configured into blocks with building pads that have frontage onto improved streets meeting City standards.
3. The build-to line standards in [see proposed under Non-Residential and Mixed-use Development Standards] shall be met across not less than [50] percent of the site's street frontage, consistent with subsection [Building Orientation, proposed new section], except the build-to standard does not apply where Three Mile Lane, the Yamhill River, topographic constraint, or similar physical constraint makes it impractical to orient buildings to a particular street or highway.
4. Walkways shall connect the street right-of-way to all primary building entrances, and shall connect all primary building entrances to one another, including required pedestrian crossings. Walkways within a site with multiple structures shall be located and aligned to directly and continuously connect all buildings. Walkways within parking lots shall be raised or enhanced with a paved surface not less than six (6) feet in width. Drive aisles leading to main entrances shall have walkways on each side of the drive aisle.
5. Where it is necessary for the primary pedestrian access to cross drive aisles or other internal roadways, the pedestrian crossing shall emphasize and place priority on pedestrian access and safety. The material and layout of the pedestrian access shall be continuous as it crosses the driveway, with a break in continuity of the driveway paving and not in the pedestrian access way. The pedestrian crossings must be well-marked using pavement treatments, signs, striping, signals, lighting, traffic calming techniques, median refuge areas, or other design elements as may be approved.
6. Where the proposed development abuts land zoned for residential use, and no public street separates the residential zoned land from the subject property, the proposed use shall provide screening in the form of sight-obscuring, evergreen plantings, shade trees, fences, walls, or combinations of plantings and screens. Where plant material is used, emphasis shall be placed

on achieving an effective year-round vegetative screen, with an emphasis on native plantings, as approved by the Landscape Review Committee. Chain-link fencing shall not be permitted.

7. All buildings shall orient to a street, pursuant to [Building Orientation, proposed new section]. Where it is not practical to orient all buildings to streets due to existing parcel configuration or a similar site constraints, buildings may orient to a private “shopping street” providing, at a minimum, on-street parking (parallel or angled parking), [8-10]-foot sidewalks (which shall include a [four]-foot zone for street trees and furnishings such as benches and other street furniture), and pedestrian-scale lighting.
8. Each building that is proposed as orienting to a shopping street shall comply with the orientation standards of Section [Building Orientation, proposed new section] in reference to the shopping street, and shall have at least one primary entrance oriented to the shopping street.
9. Where a building fronts both a shopping street and a public street, that building shall contain at least one primary entrance oriented to each street; except that an entrance is not required where the public street is not improved with a sidewalk and the City determines that sidewalk improvements to the public street cannot required as a condition of approval.

Non-Residential and Mixed-use Development Standards

Build-to standards.

Build-To Line (feet): The build-to line for new non-residential buildings and mixed-use buildings shall be [60] feet. For new buildings, at least one primary building entrance shall be built no farther from the street right-of-way than the build-to line; except where a greater setback is required for a Planned Street Improvement, then the build-to line increases proportionately. The build-to line may also be increased through Design Review when pedestrian amenities are provided between a primary building entrance and the street right-of-way.

Building Orientation.

- A. **Applicability.** Non-residential and mixed-use buildings are subject to this Section and shall conform to the applicable build-to line standard.
- B. **Build-to line.** The standard is met when at least [50] percent of the abutting street frontage has a building placed no farther from at least one street property line than the build-to line. The Planning Director, through Design Review, may waive the build-to line standard where one or more of the conditions in subsections (a)-(g) occurs.
 1. A proposed building is adjacent to a single-family dwelling, and an increased setback promotes compatibility with the adjacent dwelling.
 2. The standards of the roadway authority preclude development at the build-to line.
 3. The applicant proposes extending an adjacent sidewalk or plaza for public use, or some other pedestrian amenity is proposed to be placed between the building and public right-of-way, [Pedestrian Amenities and Civic Space] and subject to Design Review approval.
 4. The build-to line may be increased to provide a private open space (e.g., landscaped forecourt), between a residential use in a mixed-use development (e.g., live-work building with ground floor residence) and a front or street property line.

5. A significant tree or other environmental feature precludes strict adherence to the standard and will be retained and incorporated in the design of the project.
 6. A public utility easement or similar restricting legal condition that is outside the applicant's control makes conformance with the build-to line impracticable. In this case, the building shall instead be placed as close to the street as possible given the legal constraint, and pedestrian amenities (e.g., plaza, courtyard, landscaping, outdoor seating area, etc.) shall be provided within the street setback in said location pursuant to Section [Pedestrian Amenities and Civic Space].
 7. An expansion is proposed on an existing building that was lawfully created but does not conform to the above standard, and the building addition moves in the direction of compliance where practicable.
- C. Except as provided in subsection (F), below, all buildings shall have at least one primary entrance (i.e., tenant entrance, lobby entrance, breezeway entrance, or courtyard entrance) facing an abutting street (i.e., within 45 degrees of the street property line); or if the building entrance must be turned more than 45 degrees from the street (i.e., front door is on a side or rear elevation) due to the configuration of the site or similar constraints, a pedestrian walkway must connect the primary entrance to the sidewalk in conformance with Section Chapter 17.53
- D. Off-street parking, trash storage facilities, and ground-level utilities (e.g., utility vaults), and similar obstructions shall not be placed between building entrances and the street(s) to which they are oriented. To the extent practicable, such facilities shall be oriented internally to the block and accessed by alleys or driveways.
- E. Off-street parking shall be oriented internally to the site to the extent practicable, and shall meet the Access and Circulation requirements of Chapter 17.53, the Landscape and Screening requirements of Chapter 17.57, and the Parking and Loading requirements of Chapter 17.60.
- F. Where a development contains multiple buildings and there is insufficient street frontage to meet the above building orientation standards for all buildings on the subject site, a building's primary entrance may orient to plaza, courtyard, or similar pedestrian space containing pedestrian amenities, subject to Design Review approval. When oriented this way, the primary entrance(s), plaza, or courtyard shall be connected to the street by a pedestrian walkway conforming to Section [Pedestrian Walkways, new section based on 17.56.050(C).(2.), Large Format Retail Development Standards].

Windows

- A. The following standards apply to new non-residential buildings and building additions that are subject to Site Design Review. The Planning Director may approve adjustments to the standards as part of a Design Review approval.
1. Windows – General. Except as approved for accessory structures, the front/street-facing elevations of buildings shall provide display windows, windowed doors, and where applicable, transom windows to express a storefront character.
 2. Storefront Windows. Storefront windows shall consist of framed picture or bay windows, which may be recessed. The ground floor, street-facing elevation(s) of all buildings shall comprise at least [50] percent transparent windows, measured as a section extending the width of the street-facing elevation between the building base (or [30] inches above the sidewalk grade, whichever is less) and a plane [72] inches above the sidewalk grade.

3. **Buildings Not Adjacent to a Street.** Buildings that are not adjacent to a street or a shopping street, such as those that are setback behind another building and those that are oriented to a civic space (e.g., internal plaza or court), shall meet the [60] percent transparency standard on all elevations abutting civic spaces(s) and on elevations containing a primary entrance.
4. **Side and Rear Elevation Windows.** All side and rear elevations, except for zero-lot line or common wall elevations, where windows are not required, shall provide not less than [30] percent transparency.
5. **Window Trim.** At a minimum, windows shall contain trim, reveals, recesses, or similar detailing of not less than [four] inches in width or depth as applicable.
6. **Projecting Windows, Display Cases.** Windows and display cases shall not break the front plane of the building (e.g., projecting display boxes are discouraged). For durability and aesthetic reasons, display cases, when provided, shall be flush with the building façade (not affixed to the exterior) and integrated into the building design with trim or other detailing. Window flower boxes are allowed provided they do not encroach into the pedestrian through-zone.

Parking

- A. **Credit for on-street parking.** The amount of required off-street parking shall be reduced by one off-street parking space for every on-street parking space adjacent to the development. On-street parking shall follow the established configuration of existing on-street parking, subject to City standards. The configuration of the on-street parking and allowable credit toward off-street parking requirements shall be addressed during Design Review.
- B. **Reduce or waive minimum off-street parking standards.** The applicant may request a reduction to or waiver of parking standards based on a parking impact study. The study allows the applicant to propose a reduced parking standard based on estimated peak use, reductions due to easy pedestrian accessibility; availability of transit service; and adjacent on-street parking. The parking study is subject to review and approval or modification by the City.
- C. **Maximum parking ratio.** Surface parking shall not exceed 110% of the minimum parking requirement for the subject land use(s). Exemptions to the standard can be approved through site/design review for developments that provide parking structures, shared parking, valet parking spaces, market rate parking, or similarly managed parking facilities;

Pedestrian Amenities and Civic Space

- A. **Applicability.** All new non-residential developments with more than (x) square feet of gross leasable floor area or (y) square feet of site area within the Three Mile Lane Planned Development Overlay are required to meet the standards of this section.
- B. **Standards.**
 1. **Minimum Pedestrian Shelter Coverage.** Permanent awnings, canopies, recesses, or similar pedestrian shelters shall be provided along at least [75] percent of the ground floor elevation(s) of a building where the building abuts a sidewalk, civic space, or pedestrian access way. Pedestrian shelters used to meet the above standard shall extend at least [five] feet over the pedestrian area; except that the Planning Director, through Design Review, may reduce the above standards where it is found that existing

- right-of-way dimensions, easements, or building code requirements preclude standard shelters.
2. Civic Space Standards. Except as provided by subsection (C), below, at least [3] percent of every development site shall be designated and improved as civic space (plaza, landscaped courtyard, or similar space) that is accessible to the general public, pursuant to all of the following standards in subsections a-e:
 - a. The highest priority locations for civic space improvements are those with the highest pedestrian activity (e.g., street corners and pedestrian access ways), as generally illustrated.
 - b. Civic spaces shall abut a public right-of-way or otherwise be connected to and visible from a public right-of-way by a sidewalk or pedestrian access way. Access ways shall be identifiable with a change in paving materials (e.g., pavers inlaid in concrete or a change in pavement scoring patterns or texture).
 - c. Where public access to a civic space is not practical due to existing development patterns, physical site constraints, or other hardship presented by the applicant, the City may allow a private area, such as an outdoor eating area attached to a restaurant, in finding the project complies with the standard.
 - d. All civic spaces shall have dimensions that allow for reasonable pedestrian access. For example, by extending the width of an existing sidewalk by [four] feet, a developer might provide space for an outdoor eating area; whereas a larger development at a street corner could meet the standard by creating a plaza adjacent to a building entrance.
 - e. Civic space improvements shall conform to Chapter 17.57 Landscaping.
 3. Pedestrian Improvements in Civic Spaces. Except as provided by subsection (C) below, where this section requires the provision of civic space, such space shall be improved with pedestrian amenities, pursuant to the following standards in subsections a-e:
 - a. Pedestrian amenities shall be provided in an amount equal to or greater than [0.5] percent of the estimated construction cost of the proposed building(s). A licensed architect, landscape architect, or other qualified professional, shall prepare cost estimates for civic space improvements, which shall be subject to review and approval by the Planning Director.
 - b. Pedestrian amenities include plaza surfaces (e.g., pavers, landscapes, etc.), sidewalk extensions (e.g., with outdoor cafe space), street furnishings (e.g., benches, public art, pedestrian-scale lighting, water fountains, trash receptacles, bus waiting shelters, shade structures, or others), way-finding signs, or similar amenities, as approved by the [Planning Director/ Planning Commission].
 - c. Where a civic space adjoins a building entrance it should incorporate a permanent weather protection canopy, awning, pergola, or similar feature, consistent with subsection B.1.
 - d. The City may accept pedestrian amenities proposed within a public right-of-way (e.g., street corner or mid-block pedestrian access way) and grant the developer credit toward fulfilling the above improvement standard.
 - e. The cost of a proposed public parking facility may be subtracted from building costs used in the assessment of civic space improvements.

- C. Exception for Minor Projects. Building additions and remodels are not required to provide civic space where the estimated cost of the proposed building improvement is less than [50] percent of the existing assessed value of improvements on the subject site. Cost estimates are based on those used to estimate building permit fees, or other independent and credible source, subject to review and approval by the [Planning Official]. Assessed values shall be the market value of record at the [name] County Assessor's Office.

Landscaping

Landscaping plans submitted to meet subsection 17.57.060 shall include a list of native plants to be installed and maintained as part of the completed landscape project.

Allowed Uses

Innovation Campus

- A. Permitted office uses include all professional, administrative and business offices, subject to the following:
1. Retail sales are not allowed except for those sales incidental to the principal occupation conducted therein.
 2. Office uses:
 - a. Are associated with the production or development of products or services on site and/or
 - b. Serve as the corporate or regional headquarters for products that are manufactured off-site.



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

www.mcminnvilleoregon.gov

PROPOSED AMENDMENTS TO THE MCMINNVILLE COMPREHENSIVE PLAN,
VOLUME II
CHAPTER VI, TRANSPORTATION SYSTEM

DOCKET G 7-21: THREE MILE LANE AREA PLAN

New proposed language is represented by ***bold italic font***, deleted language is represented by ~~strikethrough~~ font.

SYSTEM PLAN

132.23.00 *The McMinnville Transportation System Plan shall be updated as necessary to remain consistent with: (a) the city's land use plan; (b) regional and statewide plans; and (c) the applicable local, State, and federal law. (Ord. 4922, February 23, 2010)*

[Insert new proposal after policy 132.23.00]

20.05 *The comprehensive plan map amendments and any associated rezones consistent with the 3MLAP could be initiated by the City or property owners through future map amendment applications, at which time any necessary changes to the TSP would need to be made. Until the comprehensive plan map amendments are adopted for individual properties, the properties would continue to be subject to the use provisions of current Comprehensive Plan map and zoning map designations and provisions of any property-specific PD overlay zones. Those properties would still be subject to any new development standards of the new Three Mile Lane Overlay Zone.*



Three Mile Lane Area Plan

FAQ SHEET

What is an Area Plan?

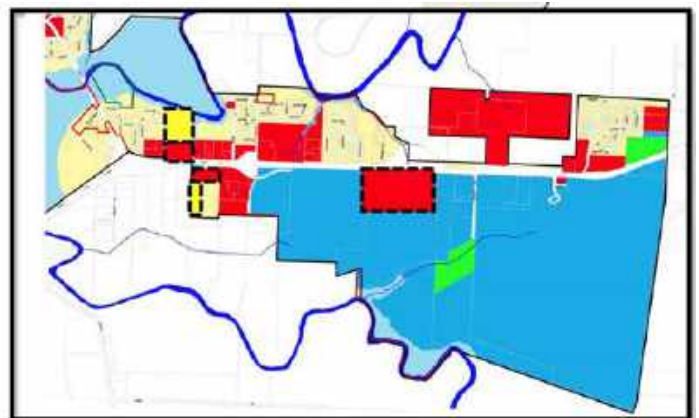
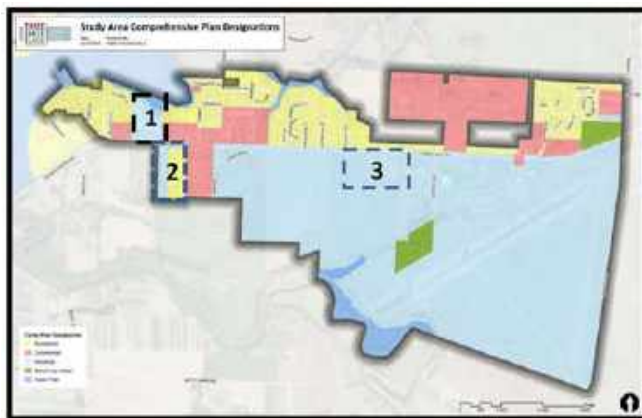
An area plan is a community vision for a specific area in the community developed by community members.

An area plan is a high-level guidance document illustrating how a community would like to see a specific area develop in the future. It is meant to help future planning efforts in terms of planning infrastructure and amenities to support the vision of the Area Plan. It is very conceptual. Exact locations, engineering, and design of public improvements occur at a future date. Land development is based on the underlying comprehensive plan map designation and zoning. The Three Mile Lane Area Plan recommends three different areas of comprehensive plan map changes but does not actually change the comprehensive plan map. See below. (Red = Commercial, Blue = Industrial, and Yellow = Residential)

Specific land uses highlighted on the preferred land use alternative plan are the city’s desired land uses for that area. The property owner has the right to develop their land per the allowed land uses in the underlying zoning on the property.

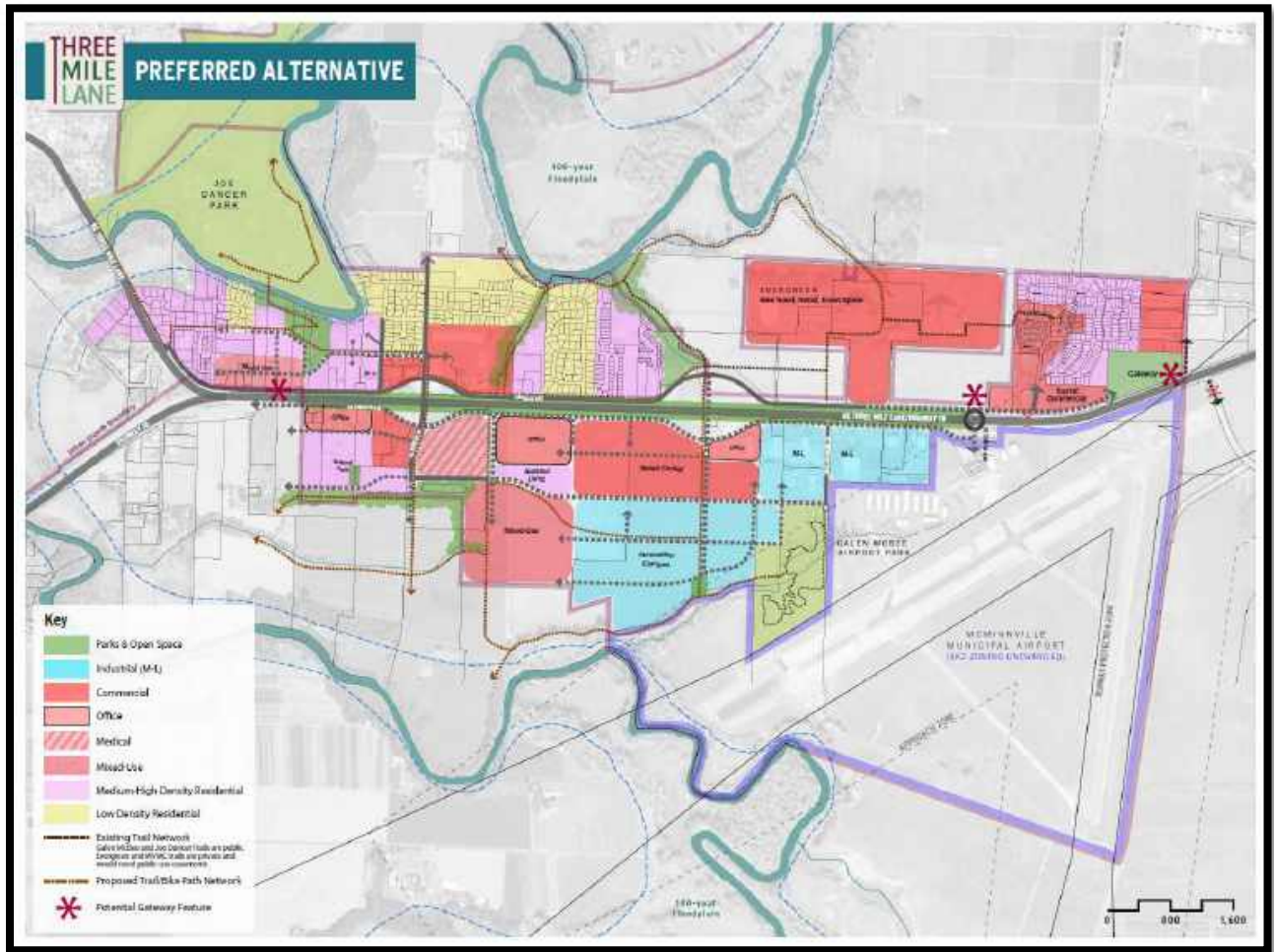
Existing Comprehensive Plan Map

Proposed Comprehensive Plan Map



Site 1 = (13.5 Net Acres)	Site 2 = (7.6 Net Acres)	Site 3 = (33 Net Acres)
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Net acres = buildable acres minus acreage for streets



Three Mile Lane Area Plan Preferred Land Use Plan

What is the value of an Area Plan?

An area plan can put all of the pieces of the puzzle together to ensure that there is a coherent and cohesive plan for development in an area in terms of the larger land-use classifications, zoning, and necessary public amenities and improvements. It also serves to communicate the city’s desired future development for the area on a conceptual level.

I heard that the Area Plan will make Highway 18 a congested road similar to Highway 99 and that it will jeopardize the long worked for Bypass efforts?

The Area Plan does not change the classification of Highway 18 as a bypass (which technically is classified as an expressway in the state highway system). The Oregon Department of Transportation (ODOT) has adopted standards for mobility and congestion on all of their highways based on the classification of that highway. An expressway and freight route (which

is the classification for Highway 18 – is the second highest classification for mobility just after an interstate (ie I-5 and I-84). The Three Mile Lane Area Plan was funded by ODOT, managed by ODOT and the transportation analysis was conducted by ODOT and consultants hired by ODOT to ensure that the standards for Highway 18 as an expressway and freight route are not compromised by the Three Mile Lane Area Plan.

Highway 99 is a regional highway – it has a much lower mobility standard, this is evidenced by how close the signalized intersections and driveways are to each other on 99 W.

Next time you drive down 99W in McMinnville, take a look around at how many driveways access the highway, how close those driveways are to each other and how closely spaced the signalized intersections are to each other. Then drive down Highway 18 and look for driveways (there are very few), how many signalized intersections there are (two) and how far apart they are. This is what ensures that Highway 18 functions as an expressway and differentiates it from Highway 99W.

OREGON HIGHWAY PLAN (1999)

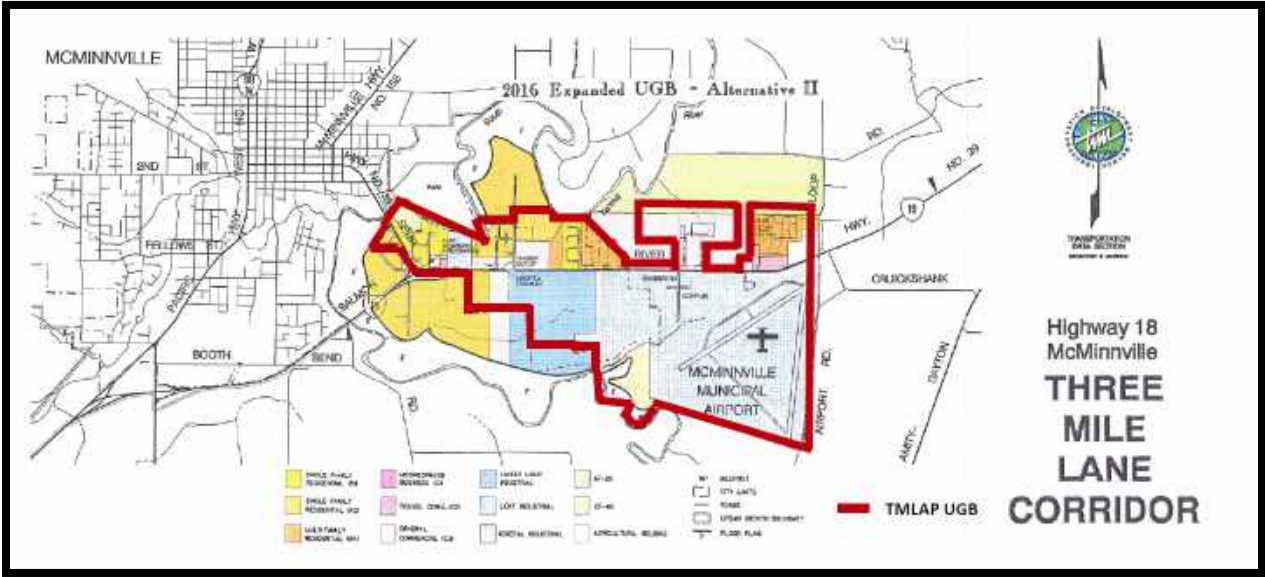
VOLUME TO CAPACITY RATIO TARGETS OUTSIDE METRO ^{T, R, C, D}							
Highway Category	Inside Urban Growth Boundary					Outside Urban Growth Boundary	
	STA ^E	MPO	Non-MPO Outside of STAs where non-freeway posted speed <= 35 mph, or a Designated UBA	Non-MPO outside of STAs where non-freeway speed > 35 mph but < 45 mph	Non-MPO where non-freeway speed limit >= 45 mph	Unincorporated Communities ^F	Rural Lands
Interstate Highways	N/A	0.85	N/A	N/A	0.80	0.70	0.70
Statewide Expressways	N/A	0.85	0.85	0.80	0.80	0.70	0.70
Freight Route on a Statewide Highway	0.90	0.85	0.85	0.80	0.80	0.70	0.70
Freight Route (Statewide or District)	0.95	0.90	0.90	0.85	0.80	0.75	0.70
Freight Route on a regional or District Highway	0.95	0.90	0.90	0.85	0.85	0.75	0.70
Expressway on a Regional or District Highway	N/A	0.90	N/A	0.85	0.85	0.75	0.70
Regional Highways	1.0	0.95	0.90	0.85	0.85	0.75	0.70
District/Local Interest Roads	1.0	0.95	0.95	0.90	0.90	0.80	0.75

Table 6: Volume to Capacity Ratio Targets for Peak Hour Operating Conditions

Volume to capacity ratio indicates the amount of accepted congestion at intersections and represents the percentage of overall capacity – ie 0.80 = 80% of overall capacity.

I heard that the City worked with ODOT on a Highway 18 plan in 1996 to ensure that Highway 18 functioned as a bypass and that this Plan will prevent that plan from moving forward.

The 1996 Oregon Highway 18 Corridor Refinement Plan is still in play. It is predicated on three phases of transportation improvements on Highway 18 based on how much growth and development occurs and how many vehicular trips are using the system. When it was first developed, it contemplated both a larger urban growth boundary (UGB) and more commercial land in the Three Mile Lane area than what is contemplated in the Three Mile Lane Area Plan.



Oregon Highway 18 Corridor Refinement Plan – Growth Scenario with Three Mile Lane Area Plan UGB juxtaposed on it.

This growth scenario contemplates significantly more housing to the north and the southwest, as well as extended industrial to the south, and more commercial south of the Hospital and west of the Evergreen Campus.

Data analysis from the Three Mile Lane Area planning effort estimates that we are currently in Phase I of the Oregon Highway 18 Corridor Refinement Plan moving into Phase II and that the Three Mile Lane Area Plan at buildout is within the Phase II scenario of the Oregon Highway 18 Corridor Refinement Plan.

I heard that the Three Mile Lane Area Plan will add signals and intersections to Highway 18 that we do not need and will also remove a much-needed interchange from the Plan?

The Three Mile Lane Area Plan does not remove any interchanges from existing or future plans for Highway 18. The transportation analysis conducted for the Plan, which contemplated full build-out of the land within the city limits as illustrated in the Three Mile Lane Area Plan demonstrates that the interchange is not yet needed in the next twenty years even with the anticipated population growth in McMinnville in that time period. Determination of need is calculated by how many vehicular trips are anticipated to use the highway at its peak times and the v/c ratio at the intersections. Per state law the planning horizon for a comprehensive planning process is 20 years. For the Three Mile Lane Area Plan, the planning horizon is 2021-2041, and the transportation analysis was based on the full build-out of the Three Mile Lane Area Plan as proposed.

The interchange will probably be needed in the future beyond 20 years and ODOT and the City are working with property owners to preserve the land for it, however, if the data does not demonstrate the need for it, it will not be funded and constructed until such time the data indicates it is warranted. This is the way that ODOT ensures that public money is not building public improvements that are not yet needed. If the City wants to build it prior to the data supporting the need for it, the City would need to finance it. An interchange is currently estimated to be \$50 - \$80 million dollars.

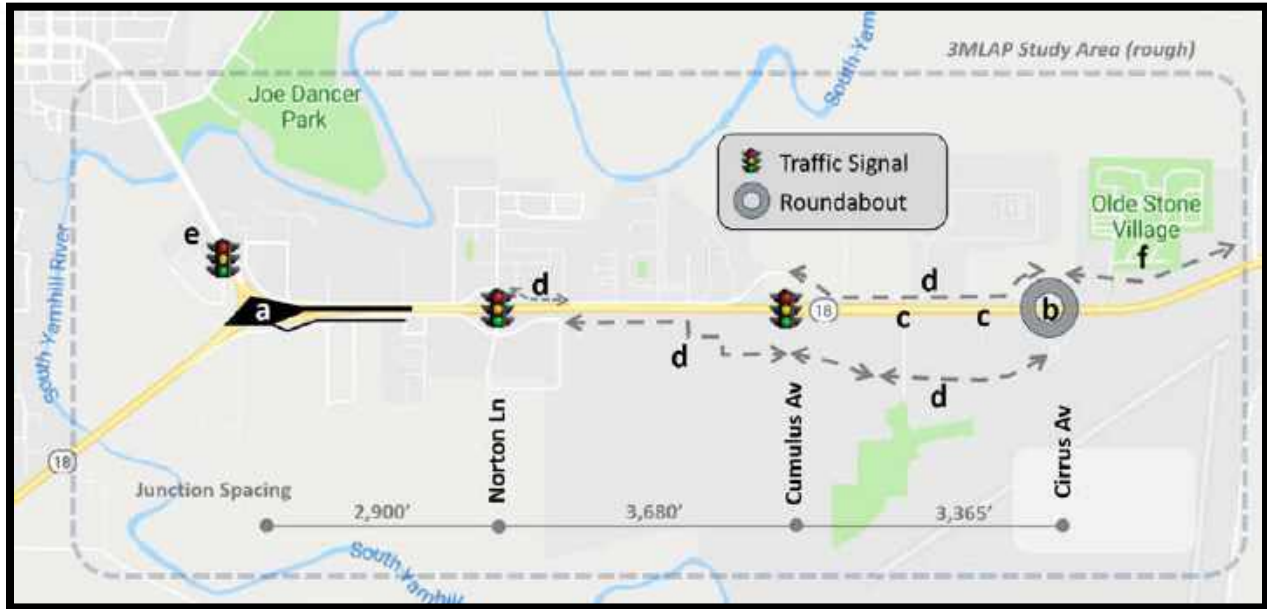
If development exceeds the transportation projections of the Plan than ODOT and the City can require the construction of the needed improvement. Traffic impact analysis is required for comprehensive plan map amendments, rezones and development review. For each stage of land use that becomes more detailed – ie a development review is more detailed than a rezone which is more detailed than a comprehensive plan map amendment – the traffic impact analysis becomes more detailed and refined. The Oregon Highway Plan requires traffic impact analysis for each stage of land use when the proposed land use application is impacting a state highway or facility.

The Plan does highlight a planned controlled intersection at Cirrus and Highway 18 – either a signal or a round-about – that does not exist today. This intersection improvement is identified in the Oregon Highway 18 Corridor Refinement Plan and is based on the premise that a controlled intersection will be needed at Cirrus when the local access points to Highway 18 between Cumulus and Cruickshank Road are closed to increase safety and mobility on the highway which are also identified in the Oregon Highway 18 Corridor Refinement Plan.

The consultants proposed a round-about, city leadership did not want to commit to a roundabout as the best solution and wanted more time to study whether the needed

improvement should be a roundabout or a signalized intersection with the City's Transportation System Plan update.

The two signalized intersections on the Three Mile Lane Area Plan exist today.



Preferred Transportation Plan for Three Mile Lane Area Plan

- a) Three Mile Lane interchange - reconstructed for full directional access and crossing, with new connector to Stratus Avenue - see Figure 13).
- b) Cirrus Avenue - new roundabout on OR 18, with McMinnville gateway features.
- c) Removal of at-grade street and driveway accesses to OR 18 in the section between Cumulus Avenue and the eastern edge of the study area, including Loop Road and Cruickshank Road (Cruickshank Road is not shown in Figure 8, as Cruickshank Road is external to the Three Mile Lane Study area).
- d) New east-west frontage streets north and south of OR 18, linking Cirrus Avenue, Cumulus Avenue and Norton Lane. These and other local street connectors are depicted in Figure 11.
- e) New traffic signal (or roundabout) at Three-Mile Lane and Cumulus Avenue.
- f) Loop Road - disconnect from OR 18 and realign to new Cirrus Avenue connector and roundabout.

I heard that the Three Mile Lane Area Plan removes a planned interchange at Cumulus Avenue and Highway 18 from McMinnville's Transportation System Plan.

The McMinnville Transportation System Plan does not contemplate an interchange at Cumulus Avenue and Highway 18, because it was not considered needed during the planning horizon of the Transportation System Plan, 2003-2023.



Transportation System Plan map.

Note that the urban growth boundary modeled in the Three Mile Lane area is larger than the current urban growth boundary (UGB) in this area. In 2003 the City submitted an urban growth boundary amendment to the state to meet identified future residential, industrial and commercial land need. That UGB submittal was challenged and appealed resulting in a remand in 2013 that did not allow the additional land in the Three Mile Lane area to come into the UGB. The McMinnville Transportation System Plan conducted in 2010 was based on the 2003 UGB submittal.

I don't want to see the farmland on the south side of Highway 18 developed.

The reality is that much of the farmland on the south side frontage of Highway 18 is located within the city limits and is zoned for development whether the Three Mile Lane Area Plan is adopted or not. The question is what will be developed on that land. Currently, it is zoned mostly M2, which is the city's general and heavy industrial zone. This zoning allows for everything from an asphalt batch plant to heavy and light industrial manufacturing, and industrial research and development office space, as well as education facilities, etc. The Three Mile Lane Area Plan tries to proactively state that McMinnville would rather see some of it developed as commercial to meet McMinnville's future commercial land need and the majority of it developed as a mixed-use Industrial Innovation Center with light industrial uses, industrial incubator space, office space, and supportive educational facilities. The Three Mile Lane Area Plan also calls for distinctive design and development standards to ensure that the development reflects McMinnville's unique sense of place as this is McMinnville's gateway and the first impression for travelers on Highway 18.

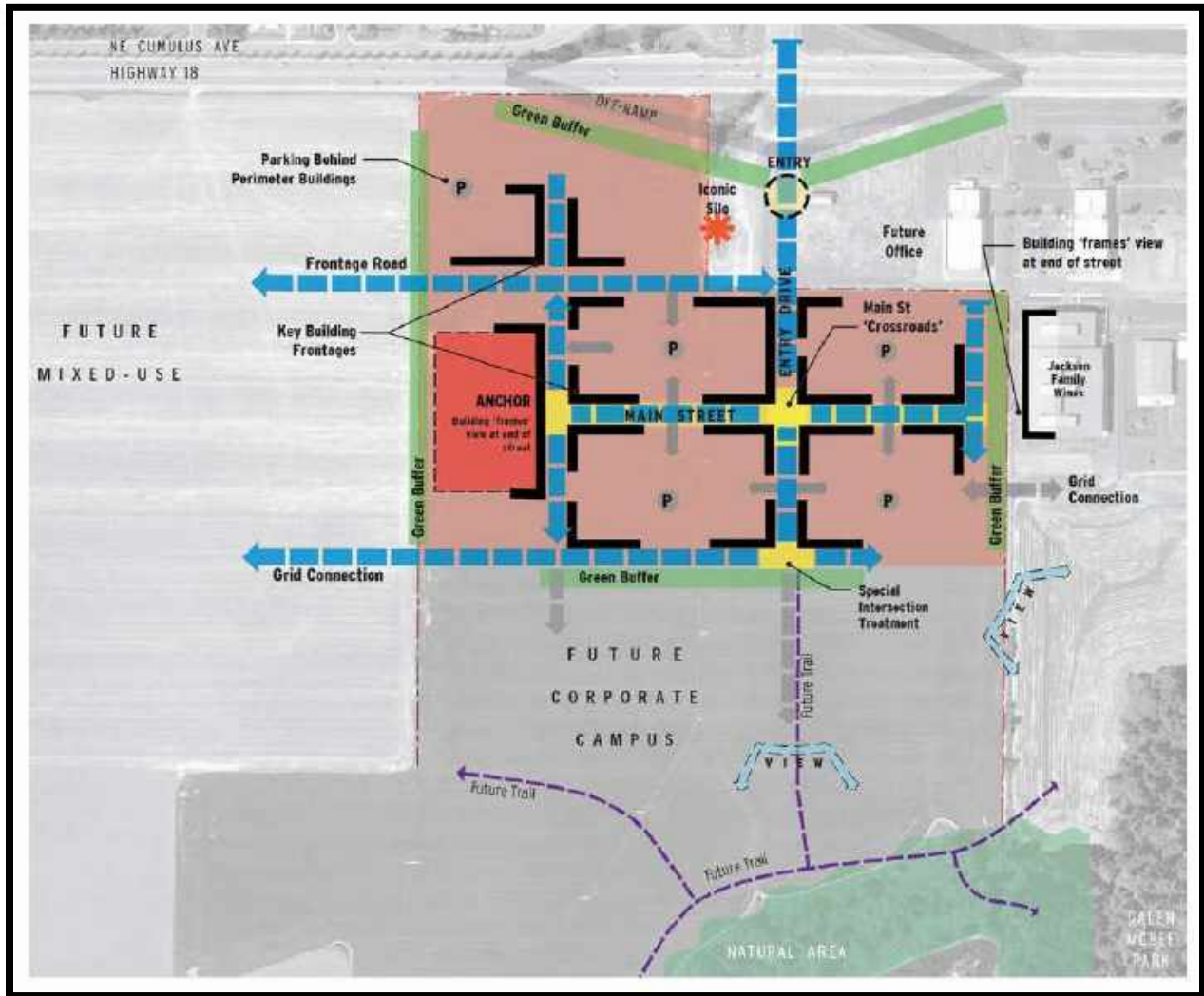
I heard that the commercial plan for the south side of Highway 18 will be the largest shopping center in Yamhill County and the region – we don't want a Washington Square Mall or Keizer Station in McMinnville.

The commercial site on the south side of Highway 18 that is contemplated is called out as 40 – 60 acres in the Plan, however, only 33 net buildable acres were modeled in the transportation plan. Land that is not already developed needs to set aside acreage for public roads to access the land. In this particular area of the Three Mile Lane Area Plan major street infrastructure has not been constructed yet, including the necessary frontage road network and the improvements at the intersection of Cumulus Avenue and Highway 18. The City is also hopeful that it can work with the property owners to set aside land for the future interchange at Cumulus so that it is available when the interchange is needed.

For some size perspective, consider that:

- 33 net acres is comparable to the Walmart, Winco and Wilco sites combined in McMinnville on Highway 99 W (those are 34 net acres).
- The Safeway complex and the Lowe's complex are both approximately 20 net acres.
- Keizer station is 237 acres and Washington Square Mall is 135 acres.

Conceptual rendering from Three Mile Lane Area Plan of Retail Center on south side of Highway 18

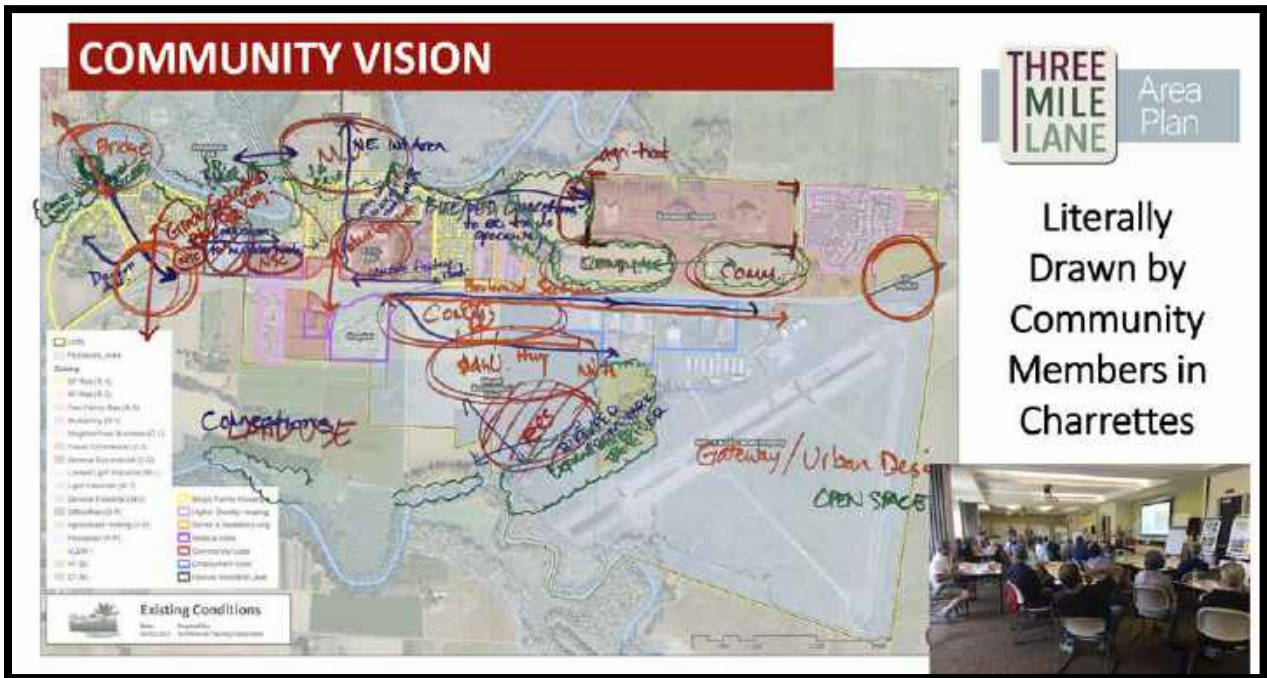


I heard that the Plan is based on what KIMCO, an outside developer wanted to see happen in the Three Mile Lane study area.

The Three Mile Lane Area Plan is the result of three years of community planning led by a project advisory committee comprised of McMinnville residents and business owners. KIMCO is a partial owner in a 90-acre site on Highway 18 that is currently vacant. They own the property with Alan Roodhouse who was a long-term McMinnville resident and member of McMinnville Industrial Promotions. The final map for the Three Mile Lane Area Plan is derived from public design charrettes, public open houses and town halls. The project advisory committee reviewed what the public said they wanted, the studies provided by the consultants and their own work to collaborate on the final recommended Plan document.



Design Charette for Three Mile Lane Area, Summer 2017



Drawing from design charrette in 2019

If the commercial site on the south side of Highway 18 is actually only intended to be 33 net buildable acres of commercial development, why is it considered a regional shopping center in the Plan document?

McMinnville’s commercial amenities serve many of the smaller communities around it. The commercial market area expands beyond the McMinnville city limits thus it is defined as a regional shopping center.

Do we need more commercial land in McMinnville?

That probably depends on who you talk to. Many different land-use studies have identified the need for more commercial land in McMinnville. The 40-acre site contemplated in the Three Mile Lane Area Plan is representative of the 40 acres that the city adopted as a land-use efficiency in its recent Urban Growth Boundary amendment. A land-use study conducted in 2001 identified the need for additional commercial land. The city had to show the state how it was going to meet that land need. The city could either expand its urban growth boundary to meet the need or it could rezone land to commercial to meet the need. At the same time, studies have shown that McMinnville has a surplus of industrial land. After lengthy community dialogues, the city opted to rezone 40 acres of industrial land on the south side of Highway 18 to meet the commercial land need within the city limits rather than expand its UGB for that land need. This was adopted by the City in December 2020 and memorialized in its Comprehensive Plan goals and policies document.

Additionally, the City has conducted many different studies over the past 10 – 15 years that demonstrate a significant retail leakage in McMinnville of general merchandise dollars. What this means is that McMinnville residents are driving to other communities to shop for general merchandise. The most recent study indicated an annual retail leakage of approximately \$97 million dollars. One of the roles of city planning is to ensure that residents have access to needed amenities in their own communities to prevent the need to drive somewhere else to access them. This is done for equity and climate change purposes. Driving 70 miles round trip to another community to shop for ongoing necessities puts a cost burden on low-income families and encourages gas emissions that we should be trying to reduce.

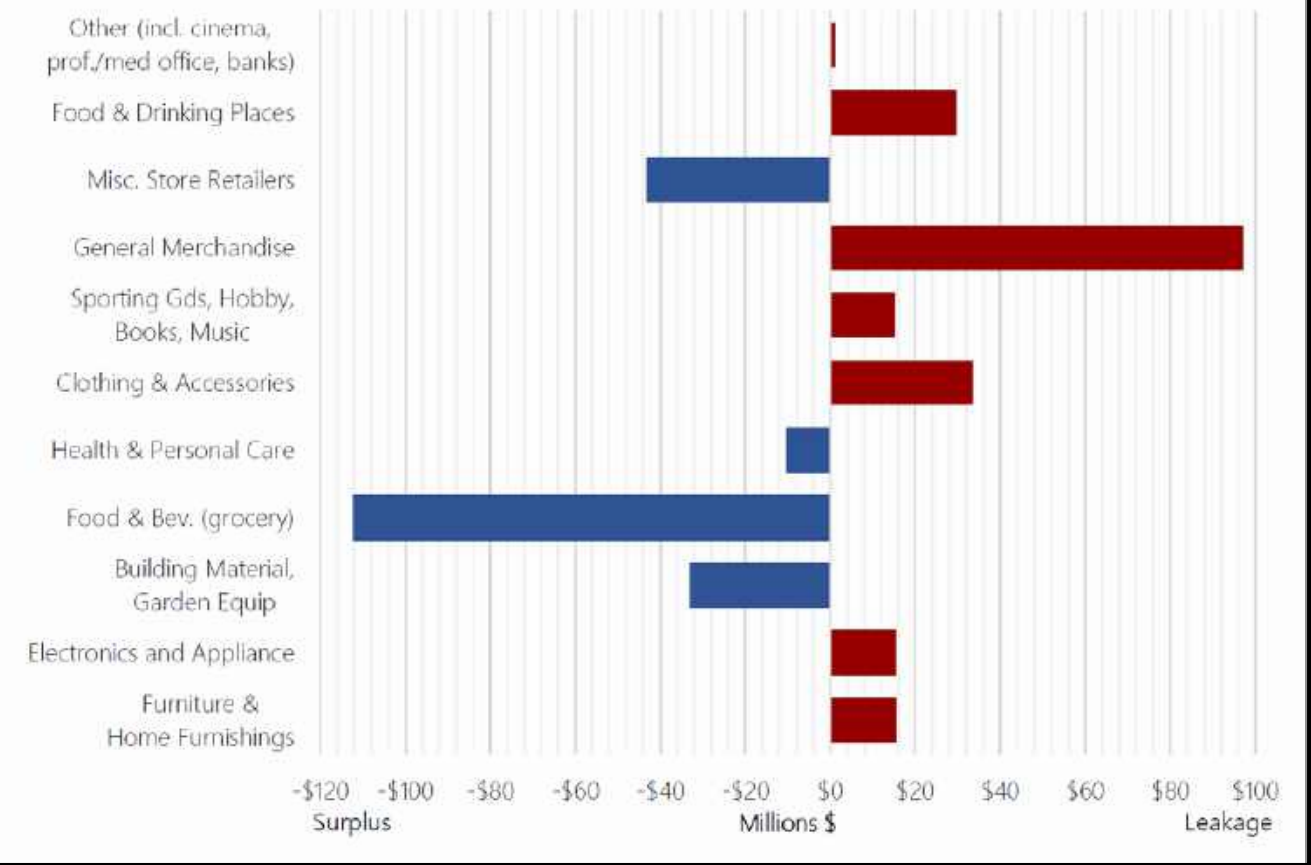
The following table is from a Market Analysis conducted by Leland Consulting Group in 2019 for the Three Mile Lane Area Plan project advisory committee to identify market needs in McMinnville. Those items illustrated in red indicate annual dollars that McMinnville residents spend on goods outside of town, which is often labeled as retail leakage.

Table 8. Retail Leakage Analysis, McMinnville Market Area

	Est. HH Demand	Current Est. Sales	Current Leakage (\$)
Furniture and Home Furnishings	\$25,459,215	\$9,815,869	15,643,346
Electronics and Appliance	\$25,779,334	\$10,205,468	15,573,866
Building Material, Garden Equip	\$56,286,379	\$89,349,237	-33,062,858
Food and Beverage (grocery)	\$132,402,012	\$244,668,336	-112,266,324
Health and Personal Care	\$49,511,435	\$59,825,939	-10,314,504
Clothing and Accessories	\$39,384,538	\$5,785,467	33,599,071
Sporting Gds, Hobby, Book, Music	\$27,981,058	\$12,792,050	15,189,008
General Merchandise	\$138,540,476	\$41,383,114	97,157,362
Misc. Store Retailers	\$38,326,257	\$81,493,693	-43,167,436
Foodservice and Drinking Places	\$83,233,240	\$53,518,658	29,714,582
Other (including cinema, prof./med. office, consumer banks, etc.)	\$92,535,592	\$91,325,675	1,209,917

Source: ESRI

Figure 25. Market Area Retail Demand: Surplus/Leakage



McMinnville Three Mile Lane Area Plan, Market Analysis, April 16, 2019

I don't want or think that McMinnville needs more large retailers.

As part of this planning effort the City conducted surveys, town halls and public open houses, where the majority of participants indicated that they did feel that McMinnville needed more large retailers and wanted to see those commercial amenities in McMinnville.

Develop new commercial spaces along Three Mile Lane (ie gas station, grocery, retail).

Community Priorities

Land Use Flexibility and Diversity

- Develop new commercial spaces along Three Mile Lane (ie gas station, grocery, retail).

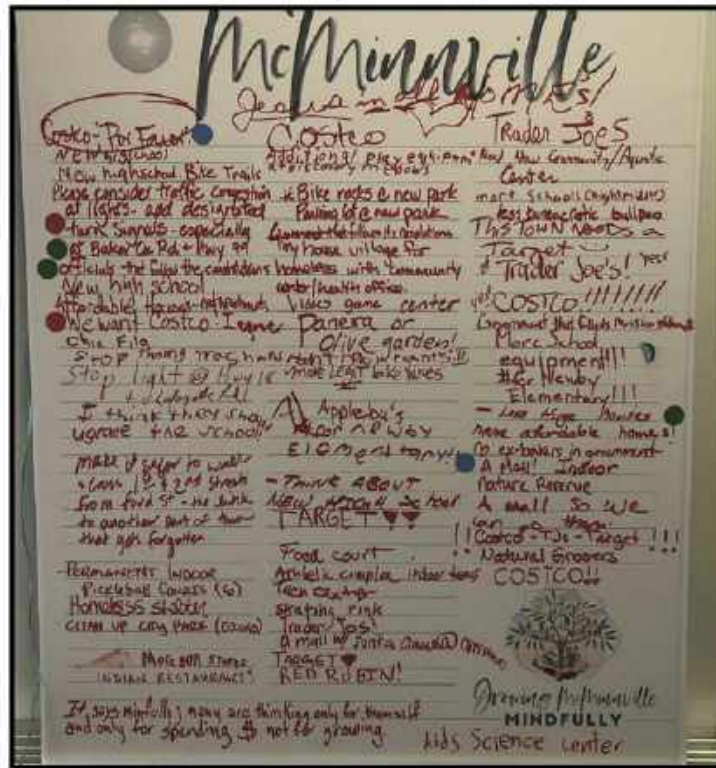
Accessibility, Connectivity, Energy

- Design bike and pedestrian trail alternatives.
- Improve accessibility and include options for universal access.

Sense of Place and Public Space

- Improve signage/guidance.

Green Cities Survey, Summer 2017, #1 priority identified is the development of new commercial spaces along Three Mile Lane (ie gas station, grocery, retail)



2018 – “What would you like to see in McMinnville in the future” interactive boards placed at community events.

I don't need to go elsewhere to shop for what I need, I can find everything in McMinnville, why can't everyone else find that as well?

McMinnville is comprised of many different types of households – ranging from young families with many mouths to feed and kids to cloth on a limited income to retired couples maintaining a household of two people. What are one household's experience and need is not always representative of another household's experience and need. The city needs to consider all households. The data is clear that many McMinnville households are buying general merchandise elsewhere than in McMinnville.

I heard that the Plan will be trading good-paying industrial jobs for low-paying retail jobs.

The consultants actually conducted an economic study of what would be the best combination of land uses to achieve the city's goals of good-paying jobs. Industrial jobs have a fairly large scale of payroll, from minimum wage to higher wage management jobs. The Plan focuses on how to incentivize the industrial acreage so that it is attracting the higher paying industrial jobs through the development of a 140-acre innovation center with office space for research and development, incubators for industrial entrepreneurs and industrial manufacturers, and 33 net acres of commercial development.

There is a lot of discussion of Great Neighborhood Principles in this Plan. Is the whole study area meant to be a Great Neighborhood?

No, the whole study area is not meant to be one great neighborhood. There are actually intended to be many different neighborhoods in the plan area on both the north side of Highway 18 and the south side of Highway 18. The great neighborhood principles are in place to ensure that each neighborhood is designed with intent and with the appropriate amenities to make it a great neighborhood.

Why are we trying to put housing on the south side of Highway 18 when it appears to be disconnected from everything else?

McMinnville has a need for future housing. McMinnville also has a need for land for housing. Due to many years of planning challenges, land supply and housing supply is very constrained. There is vacant land on the south side of Highway 18 that could serve this future housing need. It is adjacent to a fixed-route transit system and has close proximity to medical services. The viewsheds from this land are beautiful with views of the eastern mountain ranges and the south Yamhill River. The Area Plan then identifies a bike/ped trail system to connect it to Airport Park, and the commercial site on the south side of Highway 18 has been identified as a site for a future grocery store and other amenities.

NOTES:

These FAQs are meant to answer the most common questions in the community today about the Three Mile Lane Area Plan. Everyone is encouraged to review the Plan documents themselves. The actual plan document is only fifty (50) pages long. It has five appendices that provide some of the background information.

The plan website is at www.threemilelane.com

The public record for the adoption process is found on the city website at www.mcminnvilleoregon.gov on the Planning Department webpages under “Planning Projects Underway – City Initiated Projects”.

The McMinnville City Council will be hosting a public hearing on the Three Mile Lane Area Plan on May 10, 2022. You can participate in the meeting both in-person or online. The meeting will be held at the Civic Hall, 200 NE Second Street, and on zoom: <https://mcminnvilleoregon.zoom.us/j/84406790324?pwd=anNEVUI2WW9jQTVNaVc3MkZubzhvdz09>: Zoom Meeting ID: 844 0679 0324 Zoom Password: 520711.

* Masks will be strongly encouraged while in the building. If you are sick please stay home and join the meeting online or submit written testimony.

You can participate in the hearing process in the following ways:

Written Testimony: Email Heather.Richards@mcminnvilleoregon.gov before 12:00 pm on Monday, May 9th to provide written testimony or mail to Planning Director, 231 NE 5th St. McMinnville, OR 97128. Written testimony must be received by 12:00 pm on Monday, May 9th.

Teleconference Testimony: Pre-register to speak during the public hearing by providing your name and phone number, or Zoom name, to the Planning Director's Office before 4:00 pm on Monday, May 9th. During the public hearing, the Mayor will read the list of those who pre-registered. When the Mayor calls out your name, you will have three minutes to speak. You can preregister by emailing Heather.Richards@mcminnvilleoregon.gov or calling 503-474-5107.

If you need more information please contact the planning department at 503-434-7311 or planning@mcminnvilleoregon.gov.



PLANNING COMMISSION MINUTES (Docket G 7 – 21)

- December 16, 2021
- January 20, 2022
- February 17, 2022
- March 17, 2022

Three Mile Lane Area Plan



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

www.mcminnvilleoregon.gov

MINUTES

December 16, 2021
Planning Commission
Work Session Meeting

6:30 pm
Zoom Online Meeting
McMinnville, Oregon

Members Present: Roger Hall, Robert Banagay, Lori Schanche, Gary Langenwalter, Brian Randall, Beth Rankin, Dan Tucholsky, and Sidonie Winfield

Members Absent: Sylla McClellan

Staff Present: Heather Richards – Planning Director, Tom Schauer – Senior Planner, Amanda Guile-Hinman – City Attorney, and Adam Tate – Associate Planner

1. Call to Order

Chair Hall called the meeting to order at 6:30 p.m.

2. Citizen Comments

None

3. Public Hearing:

A. Legislative Hearing: Proposed Comprehensive Plan Amendments (G 7-21)

Request: This is a legislative action initiated by the City of McMinnville to amend the McMinnville Comprehensive Plan by adopting the Three Mile Lane Area Plan as a supplemental document and to amend the Comprehensive Plan, Volume II, Chapter VI, Transportation System, to add a proposal to amend the Comprehensive Plan Map and Transportation System Plan consistent with the Three Mile Lane Area Plan, and to amend the McMinnville Municipal Code by adding a special overlay zone for the Three Mile Lane Area.

Application: City of McMinnville

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.

Planning Director Richards said staff requested that this hearing be continued.

Commissioner Langenwalter MOVED to CONTINUE the hearing for G 7-21 to January 20, 2022. The motion was seconded by Commissioner Banagay and PASSED 8-0.

B. Quasi-Judicial Hearing: Comprehensive Plan Map Amendment (CPA 2-20) and Zone Change, including Planned Development Overlay Designation (ZC 3-20)

Request: Approval to amend the Comprehensive Plan Map from Industrial to Commercial, and an amendment to the Zoning Map from M-2 (General Industrial) to C-3 PD (General Commercial with a Planned Development Overlay), for approximately 37.7 acres of a 90.4-acre property.

The 37.7 acres includes 4.25 acres intended for right-of-way dedication for a future frontage road. The application also shows a portion of the area subject to the map amendment intended for a north-south extension of Cumulus Avenue and future east-west street connectivity.

The request is submitted per the Planned Development provisions in Section 17.51.010(B) of the Zoning Ordinance, which allows for a planned development overlay designation to be applied to property without a development plan; however, if approved, no development of any kind can occur on the portion of the property subject to the C-3 PD overlay until a final development plan has been submitted and approved in accordance with the Planned Development provisions of the Zoning Ordinance. This requires the application for the final development plan to be subject to the public hearing requirements again at such time as the final development plans are submitted.

Location: The subject site is located at 3310 SE Three Mile Lane, more specifically described at Tax Lot 700, Section 26, T.4S., R 4 W., W.M.

Applicant: Kimco McMinnville LLC, c/o Michael Strahs

Disclosures: Chair Hall opened the public hearing.

Staff Presentation: Senior Planner Schauer said this was a request for a Comprehensive Plan Map amendment and zone change with planned development overlay for a portion of a 90.4 acre parcel on Three Mile Lane. About 33.5 acres was proposed to go from Industrial (M-2) to Commercial (C-3 PD). There would be 4.25 acres for future transportation improvements and 52.7 acres would remain Industrial/M-2. The initial public hearing for the application was held on May 20, 2021 and was most recently continued to tonight's meeting. The applicant requested that the hearing be opened for public testimony, then at the conclusion continue to January 20, 2022. Planning Commission deliberation would not occur this evening. Staff was continuing to work with the applicant and did not have a substantive update for tonight's hearing regarding transportation mitigation. He explained the additions to the record, Attachments A and B, as well as additional written public testimony.

Applicant's Testimony: Dana Krawczuk, land use attorney at Stoel Rives LLP, thought the timing was good because the Three Mile Lane Plan was coming to the Commission in January as well as this application and this application would implement that plan. They had been working with the neighbors and were excited about the collaboration. They were also working diligently on the transportation issues and concerns about how much employment land was available for rezoning. She encouraged the Commission to bring up any new concerns so they could be addressed at the next hearing.

Public Testimony:

Proponents: None

Opponents: Sid Friedman, speaking for Friends of Yamhill County. They did not think this action was in McMinnville's best interest. Rezoning industrial to commercial retail would result in low wage jobs rather than high wage jobs, negative impacts to the Highway 99W corridor, and traffic problems that had no identified solutions. Low wage jobs would exacerbate the housing affordability problems in the City and the oversupply of commercial land would have a negative impact on existing businesses.

Rebuttal: Ms. Krawczuk agreed industrial land was an important component of the region's economy which was why two-thirds of the land would retain the industrial zoning. That was consistent with the Three Mile Lane Area Plan.

Commissioner Schanche MOVED to CONTINUE the hearing for CPA 2-20/ZC 3-20 to January 20, 2022. The motion was seconded by Commissioner Rankin and PASSED 8-0.

Commissioner Winfield left the meeting at this time.

C. Quasi-Judicial Hearing: Short Term Rental (STR 6-21)

Request: Approval to allow for the operation of a short term rental establishment within an existing residence.

Location: The subject site is located at 713 NW Cedar Street and is more specifically described as Tax Lot 10800, Section 20AA, T.4 S., R. 4 W., W.M.

Applicant: Kari Mamizuka

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. Commissioner Winfield lived in the area and recused herself from participating so she could testify in the hearing.

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.

Staff Presentation: Senior Planner Schauer said this was a request for a short term rental on NW Cedar Street. A neighborhood meeting was conducted by the applicant before the application was submitted. Short term rentals were typically a Planning Director decision. However, during the public comment period, there was a request for a public hearing before the Planning Director issued a decision. When that occurred, the Planning Commission became the decision-making body. The same standards still applied. He discussed the public testimony provided in the packet and how no additional written testimony had been received after the packet was distributed. The proposal was to use the existing single-family dwelling as a short term rental. The property was zoned R-2, and short-term rentals were permitted uses in the R-2 zone. Staff recommended

approval with conditions. He then showed pictures of the site and site plan as well as a map of other nearby short term rentals. He reviewed staff's findings and how the requirements were satisfied with conditions.

Commissioner Tucholsky asked about enforcement of the regulations for short term rentals. Planning Director Richards said they had not received any complaints about existing short term rentals in the past five years. These were annual renewal permits and if they did get complaints, they would be used as the basis to deny the annual renewal. If it was a noise complaint during the night, the Police Department would respond. If it was during the day, it would be Code Enforcement. Any other complaints would be Code Enforcement.

Commissioner Schanche asked the applicant how long this would be a short term rental. Kari Mamizuka, applicant, had not thought about a time frame.

Commissioner Tucholsky said all the surrounding neighbors were opposed to this. What would the applicant do to mitigate the concerns. Ms. Mamizuka said she would be a good neighbor and keep the property in good working order. She would be spending part of the time on the property as well. She had family and friends who lived in the City and came as often as she could.

Public Testimony:

Proponents: None

Opponents: William Sykes, McMinnville resident, said he and the surrounding neighbors opposed this application. The house was not accessible to people with disabilities. The proposal was not consistent with the Comprehensive Plan and objectives of the zoning ordinance and other applicable policies of the City specifically in regard to inclusion and physical ability. It was both state and federal law that prohibited against discrimination of people with disabilities including public accommodations.

Ted Cutler, McMinnville resident, said all of the surrounding neighbors were against this and were doing what they could to oppose it. He asked that the record be kept open.

Sidonie Winfield, McMinnville resident, was concerned about the lack of parking. She suggested adding a condition that only one on street parking was allowed. She thought they needed to look at the conditions for short term rentals in the future and the number of short term rentals allowed. She hoped the applicant would be in town more often.

Dean Klaus, McMinnville resident, said this was an old, unique neighborhood with long term residents and a short term rental did not fit in. It should be used for a home where neighbors could get to know each other.

Dallas Pederson, McMinnville resident, spoke about the people who lived in the neighborhood and how they had a great community. He thought this vacation rental would impact the community.

Commissioner Langenwalter asked if they needed to add a condition to make the rental ADA accessible.

Commissioner Schanche did not think that requirement applied to individual houses.

Chair Hall noted most of the comments had to do with quality of life issues which were not criteria.

Rebuttal: Ms. Mamizuka thought having the house as a short term rental would be a positive part of the neighborhood and the application met the criteria.

City Attorney Guile-Hinman said generally ADA did not apply, although it was unknown how often the owner would live in the home. She recommended continuing the hearing in case they needed to add a condition to address the ADA issue.

Planning Director Richards could consult with the Building Official to determine if accessibility would be required.

Commissioner Tucholsky MOVED to CONTINUE the hearing for STR 6-21 to January 20, 2022. The motion was seconded by Commissioner Langenwalter and PASSED 4-3-1 with Commissioners Schanche, Randall, and Banagay opposed and Commissioner Winfield recused.

The Commission took a short break.

D. Quasi-Judicial Hearing: Zone Change (ZC 1-21)

Request: Approval to rezone the property at 436 SE Baker Street from O-R (Office Residential) to C-3 (General Commercial).

Location: The subject site is located at 436 SW Baker Street and is more specifically described as Tax Lot 9800, Section 21CB, T.4 S., R. 4 W., W.M.

Applicant: Teresa Drevdahl

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.

Staff Presentation: Planning Director Richards presented on the request for a rezone from O-R to C-3 for a property on SE Baker Street. She described the subject site. The owner held a neighborhood meeting prior to submitting the application. The application was deemed complete on November 22, 2021 and the 120 day land-use decision time limit expired on March 21, 2022. Staff thought the proposed change was consistent with the relevant goals and policies of the Comprehensive Plan and code. The proposed amendment was orderly and timely. The property was located on Highway 99W which was built out primarily as a general commercial strip corridor. There were C-3 properties to the south and west, O-R to the north, and R-4 to the east. The property currently had services. She discussed the existing conditions on the site and the new zone, agency comments received, and public comments received.

Questions for Staff: Commissioner Tucholsky asked if there was another vacation rental nearby. Planning Director Richards said there was one. They were only considering the zone change and vacation rentals were outright permitted uses in commercial zones.

Commissioner Langenwalter asked if there needed to be the 200 foot buffer. Planning Director Richards said if it was zoned commercial, the 200 foot buffer did not apply. The intention of the

short term rental code was to encourage rentals in the commercial zones and discourage them in residential.

Commissioner Schanche said the reason for the zone change was to make this a vacation rental. She thought the site would be served better as Office-Residential.

Commissioner Randall asked if the City regulated the interior modification or use of historic structures. Planning Director Richards said no, the City only regulated the exterior.

Applicant's Testimony: Steve Elzinga, representing the applicant, said staff's analysis showed the application met all of the requirements. They agreed with staff's recommendation for approval with conditions. The property was located directly along 99W, in walking distance of downtown, and next to several small stores. The City had designated this property as Commercial in the Comprehensive Plan. It was also next to several stores. The owner had spent a lot of time and money to restore this historic property to use as a short term rental. The applicant did mail notices to all addresses on the official mailing list that came from the City. The issues raised in the public comment were discussed at the neighborhood meeting. Short term rentals benefitted businesses and tourism. This was an ideal location for a short term rental. The property had six on-site parking spaces and the City had already decided it was ideal for commercial use in the Comprehensive Plan. He asked for approval.

Public Testimony:

Proponents: None

Opponents: None

Chair Hall closed the public hearing.

Commission Deliberation: Commissioner Banagay clarified the Commission would be making a recommendation to the City Council on this application. Planning Director Richards said that was correct. If the Commission chose to recommend approval, it would move forward to the City Council. If they chose to deny the application, it failed here and the applicant had the opportunity to appeal it to the City Council.

Commissioner Randall said it was a landmark structure and set up to be a house, not a business. It seemed like the best use of the property was lodging which would preserve the historic nature of the house. He was in support of the request.

Commissioner Langenwaller wished the applicant had left the zoning as Office-Residential and requested the short term rental use. If the property was rezoned to Commercial, they could do whatever they wanted to the interior and turn it into a commercial use.

Commissioner Banagay said they had done a good job restoring the house, and little businesses were popping up in this area. He did not think a residential home would work on that street because it was so busy. It was not a residential neighborhood.

Commissioner Randall said they could create different office suites in the house with the current O-R zoning. He thought the best use would be lodging to maintain the house as a residential use. It would also help preserve the character of the historic house.

Commissioner Schanche read the purpose statement of the O-R zone. She thought the property was already in the right zone.

Commissioner Langenwalter asked if the historic exterior would still be preserved in the C-3 zone. Planning Director Richards said exterior renovations would need to be approved through the Historic Landmarks Committee in a quasi-judicial process. There would be no change to the historic designation of the structure if the zoning was changed.

There was discussion regarding the requirements for demolition and how those requests had to be taken to the Historic Landmarks Committee for historic structures.

Based on the findings of fact, conclusionary findings for approval, and materials submitted by the applicant, Commissioner Randall MOVED to RECOMMEND APPROVAL of ZC 1-21 to the City Council. SECONDED by Commissioner Banagay. The motion PASSED 6-1 with Commissioner Schanche opposed.

E. Quasi-Judicial Hearing: Variance (VR 3-21)

Request: Approval of a variance to the maximum fence height standards of MMC Section 17.54.090 and the provisions of MMS Section 8.10.210 governing authorized location of electric fences, in order to authorize a 10-foot tall perimeter “suspended wire security alarm system” electric fence approximately 1900 linear feet around the perimeter of a portion of the property containing buildings and a bus storage area. The fence is proposed to be located one foot behind the existing fence along the frontage of the 20th Street right-of-way and the railroad right-of-way and along an interior portion of the property.

Location: The subject site is located at 1936 NE Lafayette Avenue and is more specifically described as Tax Lot 1900, Section 15, T.4 S., R. 4 W., W.M.

Applicant: Danielle Hufford, on behalf of property owner Lee Larson Properties LLC, c/o Dave Kiersey/Kiersey & McMillan

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. Commissioner Schanche spoke to three people about this project, Heather Phillips, Student Transportation Director for Anchorage School District, Linda Lees, McMinnville School District, and Nora Martin from First Student in Portland. She had asked them questions about their alarm systems, past problems with break-ins, and if other school districts were doing this. She thought none of these contacts influenced her decision and she could still participate.

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. Commissioner Schanche noticed on her site visit that there were five buses parked outside of the fences. She was there around 2 p.m. today.

Staff Presentation: Associate Planner Tate discussed the request for a variance to put in a 10 foot tall fence. He explained the subject site, showed pictures of the bus parking area, and example of the fence the applicant wished to install.

Chair Hall asked if the current fence would be demolished and new fence installed or if they would add a taller fence. Associate Planner Tate said it would be a new fence inset one foot from the existing fence.

Applicant's Testimony: Michael Pate, representing the applicant, explained how the alarm panel and cameras worked. Catalytic converter theft was common. The facility was in a remote location and was vulnerable. They were carrying school children and could not be out several buses. This was a safe, reliable product. These devices were being used all around the area. He requested approval to go to ten feet. The height would force criminals to the lower level and they would see the warning signs for electric shock.

Commissioner Schanche asked how many buses were stored at the facility. Mr. Pate did not know.

Commissioner Schanche questioned the need for this. She asked how many thefts had occurred and if the fence was dangerous. Mr. Pate said the electric fence was only on at night when the site was locked up, not when people were on the site. There had been robberies of catalytic converters.

Commissioner Langenwalter asked about damage from the electric shock. Mr. Pate said it did not do damage to humans, it was similar to electric fences for livestock.

Commissioner Tucholsky asked if any of the other adjacent properties had approached them for a similar fence. Mr. Pate said no, they had not.

Public Testimony:

Proponents: None

Opponents: None

Commission Deliberation: Commissioner Schanche discussed the applicability of the variance criteria. She thought this was a self-created hardship and did not warrant a special right. No one else was complaining that the area was dangerous and needed a ten foot electric fence.

Chair Hall thought the danger was property theft.

Commissioner Tucholsky said there was a unique need and these might be the first people to act and there might be others that followed. There were more lucrative items to steal from this facility and that might be why they were experiencing it more than other facilities.

Commissioner Randall did not think this facility could be seen easily when driving by. He did not think a ten foot fence would affect the public view. He was in support.

Commissioner Banagay looked up catalytic converter thefts in McMinnville and there was an uptick in this type of theft. The buses took kids to school and without the converter, the buses could not do that.

Commissioner Schanche said it was happening, but they did not know how much. There was no documentation for the need.

Commissioner Langenwalter would have liked to hear from First Student instead of from the fence vendor.

Commissioner Randall asked if the electric part of the application was in the Commission's jurisdiction. Planning Director Richards said staff did not bring that forward as part of the variance request because the code said it was required if the fence was abutting the property line. Staff thought a foot away from the property line was not abutting. That was staff's interpretation.

There was discussion regarding whether or not to continue the hearing for more information.

Commissioner Schanche MOVED to CLOSE the public hearing, SECONDED by Commissioner Langenwalter. The motion PASSED 7-0.

Chair Hall closed the public hearing.

Based on the findings of fact, conclusionary findings for approval, and materials submitted by the applicant, Commissioner Schanche MOVED to APPROVE VR 3-21. SECONDED by Commissioner Randall. The motion PASSED 6-1 with Commissioner Schanche opposed.

Commissioner Rankin suggested that the applicant or property owner be present for public hearings.

4. Discussion Item

- **Planning Commission Work Plan**

This item was tabled to the January meeting.

5. Commissioner/Committee Member Comments

The Commission thanked Chair Hall for his time on the Planning Commission.

6. Staff Comments

There was discussion regarding the Three Mile Lane Area Plan, staff recruitment, and new Planning Commissioner.

7. Adjournment

Chair Hall adjourned the meeting at 9:42 p.m.



Heather Richards
Secretary

MINUTES

**January 20, 2022
Planning Commission
Regular Meeting**

**6:30 pm
Zoom Online Meeting
McMinnville, Oregon**

Members Present: Robert Banagay, Lori Schanche, Gary Langenwalter, Brian Randall, Beth Rankin, Dan Tucholsky, Sidonie Winfield, Matt Deppe, and Sylla McClellan

Members Absent:

Staff Present: Heather Richards – Planning Director, Tom Schauer – Senior Planner, and Amanda Guile-Hinman – City Attorney

1. Call to Order

Vice Chair Schanche called the meeting to order at 6:30 p.m.

2. Swear In New Members

City Attorney Guile-Hinman swore in new Planning Commissioner Matt Deppe.

3. Election of Chair and Vice-Chair

Commissioner Banagay nominated Lori Schanche for chair. Commissioner Schanche declined.

Commissioner Langenwalter nominated Sidonie Winfield for chair. The nomination passed unanimously.

Commissioner Tucholsky nominated Gary Langenwalter for vice chair.

Commissioner Langenwalter nominated Robert Banagay for vice chair.

The majority voted for Commissioner Langewalter for vice chair.

4. Citizen Comments

None

5. Minutes

- January 21, 2021

- **November 18, 2021**

Commissioner Langenwalter noted in the November 18 minutes that his and Commissioner Rankin's names were misspelled.

Commissioner Langenwalter moved to amend the November 18, 2021 minutes. The motion was seconded by Commissioner McClellan and passed 9-0.

Commissioner Banagay moved to approve the January 21 and November 18, 2021 minutes as amended. The motion was seconded by Commissioner Tucholsky and passed 9-0.

6. Public Hearing:

A. Quasi-Judicial Hearing: Short Term Rental (STR 6-21)

(Continued from December 16, 2021, PC Meeting)

Request: Approval to allow for the operation of a short term rental establishment within an existing residence.

Location: The subject site is located at 713 NW Cedar Street and is more specifically described as Tax Lot 10800, Section 20AA, T.4 S., R. 4 W., W.M.

Applicant: Kari Mamizuka

Disclosures: Chair Winfield recused herself from the hearing because she lived in this neighborhood.

Vice Chair Langenwalter 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.

Commissioner Deppe would be abstaining because he had not been on the Commission for the previous hearing. Commissioner McClellan disclosed that she owned a vacation rental in another state, but felt comfortable participating.

Vice Chair Langenwalter 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.

Commissioner Tucholsky said on December 30 and January 5 he had email conversations with Mr. Sykes about procedures and best practices and Commissioner Tucholsky had directed him to staff.

Vice Chair Langenewalter asked if any Commissioner had visited the site. If so, did they wish to discuss the visit to the site? Several Commissioners had visited the site, but had no comments to make on the visit.

Staff Report: Senior Planner Schauer presented the request for a short term rental on NW Cedar Street. The hearing had been continued from December 16, 2021. He described the subject site and procedural requirements. At the December 16 hearing, staff recommended approval with conditions.

The public testimony received on this application asserted that the Planning Commission must deny the application, alleging that the approval would violate other local, state, and federal law and/or policies discussed in the background section of the staff report. This assertion was that the Planning Commission must, as part of their decision, treat laws other than the applicable standards specified in the Zoning Ordinance as land use standards for short term rentals. The testimony did not cite any applicable provision of the cited federal, state, or local laws/policies with which the proposal would not comply and did not identify how the proposal would not comply with any provisions of those laws. It also did not indicate what would be required for the proposal to comply with any provisions of the cited laws. There was no evidence in the record referencing any provision of those laws with which the proposed use wouldn't comply, and none identifying how the proposal would not comply with any applicable provisions of those laws. There was no evidence in the record identifying what would be required for the proposal to comply with those laws and no evidence citing any provisions of state or local laws which would conflict with and be pre-empted by federal law. In general, there were provisions of federal, state, and local law with which private entities must comply which did not constitute standards as part of a land use application review for permitted uses. The question of whether other laws not listed as standards should be applied as approval standards for this land use decision was a matter of legal interpretation rather than policy interpretation. Guidance on this issue was provided by the City Attorney. Staff found that the proposed use was a permitted use and with conditions, the proposal complied with the applicable standards specified in the Zoning Ordinance for the proposed use. Staff recommended approval with conditions and supplemental findings in the decision document. He then reviewed the supplemental findings.

Commissioner Randall asked how neighbors could contact the owner or property manager after hours if there was a noise issue. Planning Director Richards said they would call the non-emergency police number.

Commissioner Banagay asked what had been the experience with short term rentals as far as violations. Planning Director Richards said there was an annual renewal of the permit, so if there were too many violations, they could revoke the permit. Violations did not happen very often.

Applicant: Michael Devlin, representing the applicant, noted the application met all of the requirements.

Public Testimony:

Proponents: None

Opponents: William Sykes, McMinnville resident, said as a neighbor, he was concerned about the quality of life and economic health for the community. He did not think the application was compliant with federal accessibility laws. Also the submitted application was inaccurate and thus incomplete. He listed several City, state, and federal laws that were not being followed regarding accessibility. He thought both the applicant and City would be liable should future ADA discriminations be brought forward if this application was approved. Also the neighborhood meeting was not accessible.

Ted Cutler, McMinnville resident, thought the Commission should deny the application due to the non-compliance to ADA and neighborhood meeting requirements. Some options moving forward were to hire an expert agency to provide a site survey per ADA guidelines for accessibility issues. They could also develop a barrier removal plan. This process could be incorporated into the application criteria.

Dallas Pederson, McMinnville resident, was disappointed that the testimony was limited to three minutes.

Rebuttal: Mr. Devlin said the testimony was not relevant to the situation at hand. The application met all of the criteria.

Vice Chair Langenwalter closed the public hearing. There was discussion regarding whether or not to keep the record open for additional written testimony.

Commissioner Randall said the ADA issue was more of a building official/City process, not something the Planning Commission looked at as a land use standard.

The majority of the Commission did not want to keep the record open.

Based on the findings of fact, conclusionary findings for approval, materials submitted by the applicant, and evidence in the record, Commissioner Schanche MOVED to APPROVE STR 6-21 with conditions and supplemental findings. SECONDED by Commissioner Rankin.

Commissioner Randall moved to amend the motion to add a condition that the applicant provide neighbors within a 300 foot radius with an after-hours phone number. The amendment died for lack of a second.

Commissioner Schanche said the ADA regulations were for public facilities and a private home was not rated or sued for ADA.

City Attorney Guile-Hinman said the distinction here was that although the ADA might apply, it was imputed on the owner of the property and not part of the land use decision. Staff did not see any evidence of any violation of ADA.

The motion PASSED 7-0-2 with Commissioners Winfield and Deppe recused.

There was discussion regarding making amendments to the STR code in the future.

B. Legislative Hearing: Proposed Comprehensive Plan Amendments (G 7-21)

(Continued from December 16, 2021, PC Meeting)

Request: This is a legislative action initiated by the City of McMinnville to amend the McMinnville Comprehensive Plan by adopting the Three Mile Lane Area Plan as a supplemental document and to amend the Comprehensive Plan, Volume II, Chapter VI, Transportation System, to add a proposal to amend the Comprehensive Plan Map and Transportation System Plan consistent with the Three Mile Lane Area Plan.

Applicant: City of McMinnville

Disclosures: Chair Winfield opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application.

Commissioner Langenwalter received two unsolicited emails from Friends of Yamhill County. He glanced at them and when he realized they were already in the packet, he did not read

further. Chair Winfield said she saw something on social media from Friends of Yamhill County and it was already in the packet.

Chair Winfield asked if any Commissioner had visited the site. Several Commissioners had visited the site, but had no comments to make on the visit.

Staff Report: Planning Director Richards said this was a request to adopt the Three Mile Lane Area Plan and appendices as a supplemental document to the Comprehensive Plan and amend Volume II of the Comprehensive Plan, Goals, Policies and Proposals, Chapter VI (Transportation) to add a proposal to amend the Comprehensive Plan Map and Transportation System Plan consistent with the adopted Three Mile Lane Area Plan. She explained what an area plan was. Last week there was a "call to action" sent out which created a lot of angst. She planned to walk through the plan and give highlights and some specificity to respond to the testimony and dispel some of the misinformation. She then discussed the study area along with major property owners and zoning designations and the land use plan and transportation plan for the area. She explained the project goals and common elements such as transportation, urban design, and parks and trails. There had been a robust public engagement process and she discussed the public input that was received as well as work with the Project Advisory Committee and property owners. She reviewed the economic analysis that was done. There was a residential demand in this area and significant opportunities in general merchandise and dining/drinking businesses. This area was a food desert and there was a demand for tourism and office space. Three land use concepts were developed and a preferred alternative was chosen. The key features were walkable commercial center, innovation campus, and mixed use neighborhoods. She discussed the recommended Comprehensive Plan Map amendments.

Planning Director Richards explained the reasons for the commercial rezone on the south side of Highway 18, especially in land use efficiency and meeting the commercial land need. She explained the concerns from Friends of Yamhill County and 1,000 Friends of Oregon. She described the proposed design and development standards for the mixed use town centers, key urban design elements, and how it would bring family wage jobs. She clarified Highway 18 was still a bypass and met the mobility standards of a state expressway and freight route. She reviewed the transportation plan for the area with signals and roundabout, intersection traffic operations, transportation analysis, vehicle performance, concept phasing and costs, relationship between access and mobility, state standards for expressways, management of Highway 18 and improvements, and vehicle system safety. The next step was to adopt a regulatory framework through the Zoning Ordinance and Planned Development Overlay. She then reviewed the public testimony that had been received.

Questions for Staff: Commissioner Rankin asked if the need was demonstrated, could they improve the flow of traffic before the 20 year expected timeframe. Planning Director Richards said it was a 20 year planning horizon and as projects came in, applicants would do a traffic impact analysis and if needed, transportation improvements to mitigate the impact.

Commissioner Schanche asked about the future overpass. Planning Director Richards thought the overpass would be the interchange on Highway 18 and Cumulus for vehicles.

Commissioner Schanche thought they should retain the grade separated crossing for pedestrians/bicyclists. Planning Director Richards said there would be signalized intersections that could serve that purpose.

Commissioner Langenwaller asked about dropping Highway 18 below grade level. Planning Director Richards said that was the proposed rehab for the existing interchange at Three Mile Lane and Highway 18. It would take time to get funding for the project.

Commissioner Tucholsky asked what the alternatives were to dropping Highway 18 due to the cost. Planning Director Richards could bring back the consultant to discuss the alternatives.

Public Testimony:

Proponents: None

Opponents: Sid Friedman, Friends of Yamhill County, supported most of the elements in the plan, but opposed the regional retail shopping center because of traffic, wages, impacts to other business districts, and pressure for additional rezone applications to commercial. Highway 18 was an expressway with limited local access. The proposed retail uses would generate up to 33 times more traffic than industrial uses. A new retail center would harm existing retailers. Wages in retail and dining were by far lower than any other job sector in McMinnville. Housing costs were just a piece of housing affordability, it was also wages. He asked the Commission to consider the recommendations in their written testimony.

Mark Davis, McMinnville resident, discussed the daily average traffic counts for Highway 18. Retail would increase the amount of traffic. There were no bike and pedestrian amenities and everyone going to this area would have to do it by vehicle. The only housing was high density, which did not meet the Great Neighborhood Principles.

Commissioner Langenwalter thought the bus system would expand to that area. Mr. Davis said more service would be great, but it was not as reliable as a personal automobile or bicycle.

Steve Iversen, McMinnville resident, said there was no commitment to pedestrian overpasses in the plan. Traffic would be a huge problem and access would only be by cars.

Rebecca Hillyer, Chemeketa Community College, said the college was concerned about the proposed jughandle that would cut through their campus coming off of Cumulus. They objected to having Cumulus go behind the campus as it put a road close to a classroom building and medical center.

Ilsa Perse, McMinnville business owner, owned a business on 3rd. She thought the retail center would conflict with the retail on 3rd Street. People would still have to go places to get what they needed and the affordable housing would be separated from the rest of City and would not follow the Great Neighborhood Principles.

Planning Director Richards recommended continuing the hearing for staff to bring back additional information. Regarding housing, she agreed that as it currently was planned, it was not a good situation. The Three Mile Lane Area Plan included open space, trail connectivity, and ways to make it a great neighborhood. There were some downtown business owners on the Project Advisory Committee and the impact to businesses was an active discussion in that group and in the public meetings. Retail in the downtown did not serve the whole community and there needed to be more discussion about getting people off of Highway 18 to downtown.

Commissioner Langenwalter MOVED to CONTINUE the hearing for G 7-21 to February 17, 2022. The motion was seconded by Commissioner Tucholsky and PASSED 9-0.

The Commission discussed what additional information staff should bring back to the next hearing.

C. Quasi-Judicial Hearing: Comprehensive Plan Map Amendment (CPA 2-20) and Zone Change, including Planned Development Overlay Designation (ZC 3-20)

(Continued from December 16, 2021, PC Meeting)

Request: Approval to amend the Comprehensive Plan Map from Industrial to Commercial, and an amendment to the Zoning Map from M-2 (General Industrial) to C-3 PD (General Commercial with a Planned Development Overlay), for approximately 37.7 acres of a 90.4-acre property.

The 37.7 acres includes 4.25 acres intended for right-of-way dedication for a future frontage road. The application also shows a portion of the area subject to the map amendment intended for a north-south extension of Cumulus Avenue and future east-west street connectivity.

The request is submitted per the Planned Development provisions in Section 17.51.010(B) of the Zoning Ordinance, which allows for a planned development overlay designation to be applied to property without a development plan; however, if approved, no development of any kind can occur on the portion of the property subject to the C-3 PD overlay until a final development plan has been submitted and approved in accordance with the Planned Development provisions of the Zoning Ordinance. This requires the application for the final development plan to be subject to the public hearing requirements again at such time as the final development plans are submitted.

Location: The subject site is located at 3310 SE Three Mile Lane, more specifically described at Tax Lot 700, Section 26, T.4S., R 4 W., W.M.

Application: Kimco McMinnville LLC, c/o Michael Strahs

Disclosures: Chair Winfield opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

Commissioner Tucholsky MOVED to CONTINUE the hearing for CPA 2-20/ZC 3-20 to February 17, 2022. The motion was seconded by Commissioner McClellan and PASSED 9-0.

7. Discussion Item

- **Planning Commission Work Plan**

Planning Director Richards suggested postponing this discussion to a future meeting.

There was discussion regarding the time limit for verbal public comments and the deadline for written comments to be turned in.

There was consensus to hold a Work Session at 5:30 p.m. on February 17 to discuss the Planning Commission Work Plan.

8. Commissioner Comments

None

9. Staff Comments

Planning Director Richards discussed upcoming agenda items and staff recruitment.

10. Adjournment

Chair Winfield adjourned the meeting at 10:19 p.m.

Heather Richards
Secretary

MINUTES

February 17, 2022
Planning Commission
Work Session Meeting

5:30 pm
Zoom Online Meeting
McMinnville, Oregon

Members Present: Robert Banagay, Lori Schanche, Gary Langenwaller, Brian Randall, Beth Rankin, Dan Tucholsky, Sidonie Winfield, Matt Deppe, and Sylla McClellan

Members Absent:

Staff Present: Heather Richards – Planning Director, Tom Schauer – Senior Planner, Monica Bilodeau – Senior Planner, and Amanda Guile-Hinman – City Attorney

WORK SESSION

Chair Winfield called the Work Session to order at 5:30 p.m.

- **Planning Commission Agreement**
- **Planning Commission Work Plan**

Planning Director Richards discussed items on the Work Plan including the long range plans, Comp Plan amendments, and Zoning Ordinance amendments as well as funding for the projects. Other items requested by the Planning Commission including parking lot, proprietary rental buying in neighborhoods, and short term rentals.

Commissioner Rankin reviewed her research on proprietary rental buying. She was still researching to find out if there really was a problem and if there was something they could do about it.

Commissioner McClellan was looking into properties that were vacation rentals but did not have a City permit and other cities' policies regarding short term rentals.

There was discussion regarding impacts of short term rentals to neighborhoods, current spacing standard, affordable housing, staff time, and putting in a moratorium.

There was consensus for staff to bring back a recommendation regarding a moratorium timeline and background on the current process for short term rentals.

There was discussion regarding upcoming agenda items and possibly meeting twice per month to get through the workload and changing the deadline for written public testimony.

There was consensus for staff to bring back a recommendation for a deadline that met state law.

Planning Director Richards discussed the neighborhood meeting requirement and how these meetings sometimes became hostile.

The Commission thought it was a valuable communication tool with the neighborhood. Commissioner Randall recommended sign postings at the sites.

Chair Winfield adjourned the Work Session at 6:28 p.m.

1. Call to Order

Chair Winfield called the meeting to order at 6:30 p.m.

2. Citizen Comments

None

3. Minutes

- **December 16, 2021**

Chair Winfield said she had to leave the December meeting early, which was not noted in the minutes.

Commissioner Langenwaller moved to approve the December 16, 2021 minutes as amended. The motion was seconded by Commissioner Schanche and passed 9-0.

4. Public Hearing:

A. Legislative Hearing: Proposed Comprehensive Plan Amendments (G 7-21)

(Continued from January 20, 2022, PC Meeting)

Request: This is a legislative action initiated by the City of McMinnville to amend the McMinnville Comprehensive Plan by adopting the Three Mile Lane Area Plan as a supplemental document and to amend the Comprehensive Plan, Volume II, Chapter VI, Transportation System, to add a proposal to amend the Comprehensive Plan Map and Transportation System Plan consistent with the Three Mile Lane Area Plan.

Applicant: City of McMinnville

Disclosures: Chair Winfield opened the public hearing and asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

Staff Presentation: Planning Director Richards gave a background on the Three Mile Lane Area Plan including the study area, project goals, public input, land use plan, and transportation plan. She then addressed credibility and accountability, planning staff's role, desire for commercial from the community, Friends of Yamhill County's testimony on retail leakage, Comprehensive Plan Map amendments, plan elements and overlay requirements, south side housing opportunities, and public testimony received since the last hearing on January 20.

Naomi Zwerdling, ODOT Planning and Development Review Manager, said ODOT had reviewed the technical aspects of the project. They supported the plan and would help to successfully implement it.

Michael Duncan, ODOT Senior Region Planner, explained the funding availability for implementation of the plan, how mobility targets were established and how the plan met the targets, models used and methodologies they were based on, how Highway 18 would retain its current classification as an expressway, how Highway 18 was access controlled, and how the plan would not change the speed limit.

Andrew Mortensen, Senior Transportation Planner with David Evans and Associates, discussed the preferred facility design for the area including grade changes, connectivity to downtown, pedestrian/bicycle amenities, and options for local street circulation.

Questions for Staff: Commissioner Langenwalter supported a pedestrian/bicycle overpass over Highway 18 at Norton Lane and Cumulus Avenue. He asked why they were not included in the design. Planning Director Richards said that was discussed, however funding and the highway width were issues. Mr. Mortensen did not think it was reasonable to assume they would get the state funding for all the interchanges at once in this 20 year planning horizon.

Commissioner Schanche thought it should be included in the plan in case there was funding in the future.

Commissioner Langenwalter thought without a bridge, more people would use their cars instead. He also wanted to leave the bridges in the plan at both Norton and Cumulus.

Mr. Mortensen discussed Option 1 for the facility design interchanges and staging of these bridges. It became a question of when to make the investment and what the ultimate design configuration would be.

Planning Director Richards suggested amending the plan to add the bridges in the Future Considerations section.

Commissioner Tucholsky suggested a ped/bike tunnel instead of a bridge. Mr. Mortensen said safety was an issue for tunnels.

Commissioner Schanche thought they should add a note that more detailed design would occur for the jughandle and Chemeketa College.

Commissioner Banagay asked how they could ensure they had the land in the future to build the bridges. Could they require developers to dedicate the land? Planning Director Richards said if they could not show a basis for it, they could not require the dedication.

Josh Anderson, David Evans and Associates, said there was an option that upon development they could require additional setbacks to accommodate a potential future ped/bike facility.

Commissioner Langenwalter asked about local traffic to the new retail area as opposed to destination traffic. Planning Director Richards said the data showed that people were

leaving McMinnville to shop at various shopping destinations. If the retail was here, that money would be spent here.

Public Testimony:

Proponents: None

Opponents: Sid Friedman, Friends of Yamhill County, said McMinnville already had a human-scaled, pedestrian-friendly town center on 3rd Street and it did not need another across an expressway from the rest of town. He compared the commercial developments in Bend and Hillsboro with McMinnville's proposed regional shopping center. He thought the commercial uses in this area should be neighborhood-scaled and neighborhood-serving. McMinnville had a commercial land surplus of at least 31 acres with the recent UGB expansion. He explained the Friends' recommendations.

Mark Davis, McMinnville resident, thought the reports were technically correct. However, they should look at the numbers for the volume to capacity ratio for Cumulus which he thought were in error. The roundabout would change the speed limit on Highway 18. The volume to capacity ratios did not speak to drivers' personal experiences, which was how the public perceived it and adding more lights would slow traffic even more. He did not think the plan met all of the Great Neighborhood Principles. There was no safe way for pedestrians/bicyclists to cross Highway 18. He thought they should keep the existing industrial designations and try to find an employer that would provide good paying jobs.

Steve Iversen, McMinnville resident, said the land use plan gave the impression that they were also approving the zoning. The transportation plan did not include the pedestrian crossings, which he thought were essential. He did not think pedestrians and bicyclists would use the connection to downtown. Instead of using the funding for the interchange reconfiguration at Three Mile Lane and Highway 18, the funding should go to the Norton Lane interchange.

Jim Croytsbender, McMinnville resident, discussed current speeding and traffic accidents on Highway 18. He was also concerned about people getting on the frontage roads before the new bridge was built. He thought the bridge should be built first before any development. He was concerned about national chains putting local businesses out of business. Retail jobs would not pay enough for people to live here, but industrial jobs would. He did not think they should rezone for more commercial.

Margaret Cross, McMinnville resident, addressed the process and how community engagement suffered due to Covid. The public was not aware of the plan and needed more time to review and comment on it. She thought the public involvement process needed to be started over.

Ilsa Perse, McMinnville business owner, said there was a lot of controversy over the kind of retail that a development like this would attract. If the land was rezoned to commercial, they needed to look at innovative solutions for the neighborhood they wanted to create there. The descriptions in the plan were vague and would not require developers to do what the community wanted.

Cheryl Lambright, McMinnville resident, thought they needed to slow the process down and make thoughtful plans. She agreed with what had been stated by the other commenters.

Rebuttal: Planner Director Richards said part of the efficiency standards for the recent UGB amendment was to rezone 40 acres of industrial land to commercial land in this area. There were concerns about the design of the commercial development. There was discussion

regarding sustainable design, but it did not make it into the goals or document. However, it could be included. Regarding adding traffic to Highway 18, there was a lot of vacant land in the City limits in this area that would be developed. What they were talking about was how it would be developed and serve the community. If they wanted more community process, she would have to get additional resources through the City Council. They were going to be adding trips to Highway 18, but they were also going to improve the functionality of the highway by removing local access points. Housing was an issue in McMinnville. This type of master planning was what would put the foundation on the ground for how they wanted to see things move forward.

Mr. Duncan clarified the volume to capacity ratio on Norton and Cumulus, which were below the mobility targets.

Mr. Mortensen discussed the traffic safety analysis that was done and safety solutions proposed. The frontage road improvements could still be done regardless of the reconstruction of the interchange at Three Mile Lane. They would need to be a part of future development to ensure connectivity.

Planning Director Richards explained they had looked at the examples from other cities to see how they could bring the need for additional commercial in a way that was not generic and was an asset to McMinnville. She listed the possible uses for the commercial, which did allow multi-family housing as well as office and retail space. They were hesitant to put in housing due to the proximity of the airport. That was the reason the housing was focused further west.

Commissioner Langenwalter did not think they wanted 40 acres of shopping center. Planning Director Richards said it was not meant to create the big pad, big box situation. It should be unique architecturally and something that represented McMinnville. Some of the testimony was the implementing language did not go far enough to clarify that in the standards. They could work to make it clearer.

Commissioner McClellan thought clearer design standards should be a future discussion.

Commissioner Schanche asked about setting a maximum square footage. Planning Director Richards said the large format commercial standards applied to all commercial development for a certain size regardless of where it was located. It limited the overall impact of the size of a building and broke it up. It did not limit the interior layout in terms of space devoted to one tenant. She did not want to set the standards so high that something could not be developed even if it met the value system for McMinnville.

Commissioner Randall suggested setting up a block pattern for each block that would not allow a big box retailer.

Commissioner Tucholsky clarified by adopting the plan, they were not giving up the opportunity to adopt design standards. Those would be done at a later date. Planning Director Richards said that was correct.

Commissioner Tucholsky MOVED to CLOSE the public hearing, SECONDED by Commissioner Langenwalter. The motion PASSED 9-0.

Chair Winfield closed the public hearing.

Commission Deliberation: Commissioner McClellan suggested staff bring back amended language in the plan that strengthened the need for unique design and development standards.

Commissioner Langenwalter asked for amended language regarding the bike/ped bridges.

Commissioner Schanche MOVED to CONTINUE G 7-21 to the March 17, 2022 meeting with direction to staff to bring back amended language to address the bike/ped bridges and design standards. SECONDED by Commissioner Rankin. The motion PASSED 9-0.

B. Quasi-Judicial Hearing: Comprehensive Plan Map Amendment (CPA 2-20) and Zone Change, including Planned Development Overlay Designation (ZC 3-20)

(Continued from January 20, 2022, PC Meeting)

Applicant has requested a continuance to March 17, 2022

Request: Approval to amend the Comprehensive Plan Map from Industrial to Commercial, and an amendment to the Zoning Map from M-2 (General Industrial) to C-3 PD (General Commercial with a Planned Development Overlay), for approximately 37.7 acres of a 90.4-acre property.

The 37.7 acres includes 4.25 acres intended for right-of-way dedication for a future frontage road. The application also shows a portion of the area subject to the map amendment intended for a north-south extension of Cumulus Avenue and future east-west street connectivity.

The request is submitted per the Planned Development provisions in Section 17.51.010(B) of the Zoning Ordinance, which allows for a planned development overlay designation to be applied to property without a development plan; however, if approved, no development of any kind can occur on the portion of the property subject to the C-3 PD overlay until a final development plan has been submitted and approved in accordance with the Planned Development provisions of the Zoning Ordinance. This requires the application for the final development plan to be subject to the public hearing requirements again at such time as the final development plans are submitted.

Location: The subject site is located at 3310 SE Three Mile Lane, more specifically described at Tax Lot 700, Section 26, T.4S., R 4 W., W.M.

Application: Kimco McMinnville LLC, c/o Michael Strahs

Disclosures: Chair Winfield opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

Commissioner Rankin asked why this application was being continued again. Planning Director Richards said they had paused for the other two property owners to put together proposals based on the Planning Commission's request. They also had to do a more in depth transportation analysis and the ODOT personnel for the review had taken some time off.

Commissioner Langenwalter MOVED to CONTINUE the hearing for CPA 2-20/ZC 3-20 to March 17, 2022. The motion was seconded by Commissioner McClellan and PASSED 9-0.

C. Quasi-Judicial Hearing: Comprehensive Plan Map Amendment (CPA 1-21) and Zone Change, including Planned Development Overlay Designation (ZC 2-21)

Applicant has requested a continuance to March 17, 2022

Request: Approval to amend the Comprehensive Plan Map from Industrial to Commercial, and an amendment to the Zoning Map from M-2 (General Industrial) to C-3 PD (General Commercial with a Planned Development Overlay), for a property of approximately 8 acres.

The request is submitted per the Planned Development provisions in Section 17.51.010(B) of the Zoning Ordinance, which allows for a planned development overlay designation to be applied to property without a development plan; however, if approved, no development of any kind can occur on the portion of the property subject to the C-3 PD overlay until a final development plan has been submitted and approved in accordance with the Planned Development provisions of the Zoning Ordinance. This requires the application for the final development plan to be subject to the public hearing requirements again at such time as the final development plans are submitted.

Location: The subject site is located at 3330 SE Three Mile Lane, more specifically described at Tax Lot 600, Section 26, T.4S., R 4 W., W.M.

Applicant: Ken Sandblast, Westlake Consultants, Inc. representing property owner 3330 TML, c/o Bryan Hays

Disclosures: Chair Winfield opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

Commissioner Tucholsky MOVED to CONTINUE the hearing for CPA 1-21/ZC 2-21 to March 17, 2022. The motion was seconded by Commissioner McClellan and PASSED 9-0.

D. Quasi-Judicial Hearing: Comprehensive Plan Map Amendment (CPA 2-21) and Zone Change, including Planned Development Overlay Designation (ZC 3-21)

Applicant has requested a continuance to March 17, 2022

Request: Approval to amend the Comprehensive Plan Map from Industrial to Commercial, and an amendment to the Zoning Map from M-L (Limited Light Industrial) to C-3 PD (General Commercial with a Planned Development Overlay), for approximately 21.1 acres of an 89.9-acre property, plus an additional 1.5 acres of the 89.9-acre property proposed to be dedicated for right-of-way at the time of development.

The request is submitted per the Planned Development provisions in Section 17.51.010(B) of the Zoning Ordinance, which allows for a planned development overlay designation to be applied to property without a development plan; however, if approved, no development of any kind can occur on the portion of the property subject to the C-3 PD overlay until a final development plan has been submitted and approved in accordance with the Planned Development provisions of the Zoning Ordinance. This requires the application for the final development plan to be subject to the public hearing requirements again at such time as the final development plans are submitted.

Location: The subject site is located at Three Mile Lane and Cumulus Avenue, more specifically described at Tax Lot 100, Section 27, T.4S., R 4 W., W.M.

Applicant: Ken Sandblast, Westlake Consultants, Inc. representing property owner DRS Land, LLC c/o Dan Bansen

Disclosures: Chair Winfield opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

Commissioner Banagay MOVED to CONTINUE the hearing for CPA 2-21/ZC 3-21 to March 17, 2022. The motion was seconded by Commissioner Tucholsky and PASSED 9-0.

E. Quasi-Judicial Hearing: Historical Parking Variance (VR 4-21)

Request The applicant has requested a historical structure parking variance to reduce the existing required number of off-street parking spaces by fifty percent, from twenty-six (26) parking spaces to thirteen (13) parking spaces.

Location: The subject site is located at 425 NE Evans Street; R4421BC02800.

Applicant: David Queener, JADA Ventures, LLC

Disclosures: Chair Winfield opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none. Chair Winfield 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 Winfield 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.

Staff Presentation: Senior Planner Bilodeau said this was a request for a historic structure parking variance to reduce the existing required number of off-street parking spaces by 50%. She described the subject site and gave a brief history of the historic telephone register site. The applicant requested reduction of the parking spaces from 26 to 13. The property was zoned C-3 and the existing space was 5,200 square feet to be used as a taphouse. It required one space per 100 square feet of floor area, which was 52 off street parking spaces. The downtown reduction allowed this number to be reduced in half to 26 spots. She reviewed the criteria for the variance, parking plan, and agency and public comments received. Staff recommended approval with conditions.

Questions for Staff: Commissioner Rankin asked about access to the back parking lot of the adjacent property. Senior Planner Bilodeau said this variance would not change any current access.

Commissioner Langenwalter asked about the previous owner's requirement for office space parking. Senior Planner Bilodeau said office use had a lower standard for parking requirements. They were able to meet the requirements without a variance.

Commissioner Deppe asked if the variance would be allowed for any future use. Senior Planner Bilodeau said the variance would only be for the current application. A new use would need to go through the process.

Commissioner Deppe asked if there was concern about people backing out of the parking spots onto 4th. Senior Planner Bilodeau said Engineering did not have any concerns.

Commissioner Deppe asked if the parking requirements were for the whole building or only the dining area. Senior Planner Bilodeau said the calculations were based on the total square footage.

Applicant: David Queener, business owner, said he was moving his business to this location. He explained his operation of a lunch and dinner restaurant. There was additional parking for customers at the parking garage and on street parking. It was also a walkable area.

Commissioner McClellan asked if he planned to use the parking lot for any outdoor seating. Mr. Queener said he did not have plans to use it for that purpose. He would like to have sidewalk seating.

Commissioner Rankin thought he would be getting a larger volume of customers in this new location, especially for lunch. However, she thought there was enough parking that people could find a place to park.

Commissioner Deppe asked if he had contacted the owner of the parking to the north that would help with circulation and people not backing onto 4th. Mr. Queener was open to reaching out to them.

Public Testimony: None

Chair Winfield closed the public hearing.

The applicant waived the 7 day period for submitting final written arguments in support of the application.

Based on the findings of fact, conclusionary findings for approval, and materials submitted by the applicant, Commissioner Schanche MOVED to APPROVE VR 4-21 with conditions. SECONDED by Commissioner Tucholsky. The motion PASSED 9-0.

5. Commission Comments

None

6. Staff Comments

Planning Director Richards discussed staff recruitment.

7. Adjournment

Chair Winfield adjourned the meeting at 11:20 p.m.

Heather Richards
Secretary

MINUTES

March 17, 2022
Planning Commission
Work Session Meeting

5:30 pm
Zoom Online Meeting
McMinnville, Oregon

Members Present: Robert Banagay, Lori Schanche, Gary Landenwaller, Brian Randall, Beth Rankin, Dan Tucholsky, Sidonie Winfield, Matt Deppe, and Sylla McClellan

Members Absent:

Staff Present: Heather Richards – Planning Director, Tom Schauer – Senior Planner, and Amanda Guile-Hinman – City Attorney

WORK SESSION

Chair Winfield called the Work Session to order at 5:30 p.m.

- **Planning Commission Agreement**

Planning Director Richards said this was an agreement among the Commission for how they would conduct themselves. There were no comments about the agreement.

- **Planning Commission Meeting Calendar**

Planning Director Richards reviewed the Commission's work plan and meeting calendar.

There was discussion regarding items on the calendar and options for affordable housing.

- **Planning Commission Work Plan – Short Term Rentals**

Planning Director Richards said the Commission wanted to re-evaluate the code regarding short term rentals, and she suggested requesting a moratorium while they were re-evaluating. They would have to provide one month's notice of the moratorium, and the City Council would have to approve it. She discussed how it could be included in the work calendar.

There was discussion regarding inquiries about rentals, moratorium timeframe, and proportion of owner occupancy and rentals in the community.

There was consensus for staff to take the moratorium request to Council.

Planning Director Richards said they planned to offer in-person meetings starting in April.

Chair Winfield adjourned the Work Session at 6:20 p.m.

1. Call to Order

Chair Winfield called the meeting to order at 6:30 p.m.

2. Citizen Comments

None

3. Minutes

- **April 1, 2021**

Commissioner McClellan moved to approve the April 1, 2021 minutes. The motion was seconded by Commissioner Tucholsky and passed unanimously.

4. Public Hearing:

A. Legislative Hearing: Proposed Comprehensive Plan Amendments (G 7-21)

(Continued from February 17, 2022, PC Meeting)

Request: This is a legislative action initiated by the City of McMinnville to amend the McMinnville Comprehensive Plan by adopting the Three Mile Lane Area Plan as a supplemental document and to amend the Comprehensive Plan, Volume II, Chapter VI, Transportation System, to add a proposal to amend the Comprehensive Plan Map and Transportation System Plan consistent with the Three Mile Lane Area Plan.

Applicant: City of McMinnville

Chair Winfield said the Planning Commission heard public testimony on this item at both the January and February meetings and closed the hearing on February 17, postponing deliberation to tonight.

Staff Presentation: Planning Director Richards said this was a request to adopt the Three Mile Lane Area Plan and appendices as a supplemental document to the Comprehensive Plan and to amend Volume II of the Comprehensive Plan, Goals, Policies and Proposals, Chapter VI (Transportation) to add a proposal to amend the Comprehensive Plan Map and Transportation System Plan consistent with the adopted Three Mile Lane Area Plan. The draft plan was from January 20, 2022. She discussed the study area, what an area plan was, project goals, land use plan, transportation plan, community vision and Comprehensive Plan Map amendments, and where they were at in the process. She explained the recommended language for a potential bike/pedestrian overpass and reviewed the design principles and policies and design specific to major developments as well as the implementation recommendations. The design principles were put in a booklet for clarity and it was entered into the record. There had been a request to reopen the hearing by Sid Friedman on the basis that the booklet was new information. It was not new information as everything in the booklet was included in the plan document. Staff recommended adopting the booklet as an appendix to the Three Mile Lane

Area Plan. However, if it was an issue, staff recommended not adopting it as an appendix and using the booklet for informational purposes only.

There was discussion regarding moving forward with the process, whether or not to adopt the booklet as an appendix, adding a bullet point under housing for diverse incomes to allow for a mix of housing types that served a variety of household incomes, encouraging a grocery store into the area, future planning of the land around the Evergreen campus, road connectivity around Chemeketa Community College, trails and bridges, and how this was a conceptual plan.

There was consensus not to include the booklet as an appendix and to add the bullet point about variety of incomes.

Commissioner Schanche MOVED to RECOMMEND APPROVAL of G 7-21 to the City Council, amending the McMinnville Comprehensive Plan by adopting the Three Mile Lane Area Plan as a supplemental document to the McMinnville Comprehensive Plan and to amend the McMinnville Comprehensive Plan, Volume II, Chapter VI, Transportation System, as presented in Docket G 7-21 and to add a bullet point about variety of incomes; SECONDED by Commissioner Tucholsky. The motion PASSED unanimously.

B. Quasi-Judicial Hearing: Comprehensive Plan Map Amendment (CPA 2-20) and Zone Change, including Planned Development Overlay Designation (ZC 3-20)

(Continued from February 17, 2022, PC Meeting)

Applicant has requested a continuance to April 21, 2022

Request: Approval to amend the Comprehensive Plan Map from Industrial to Commercial, and an amendment to the Zoning Map from M-2 (General Industrial) to C-3 PD (General Commercial with a Planned Development Overlay), for approximately 37.7 acres of a 90.4-acre property.

The 37.7 acres includes 4.25 acres intended for right-of-way dedication for a future frontage road. The application also shows a portion of the area subject to the map amendment intended for a north-south extension of Cumulus Avenue and future east-west street connectivity.

The request is submitted per the Planned Development provisions in Section 17.51.010(B) of the Zoning Ordinance, which allows for a planned development overlay designation to be applied to property without a development plan; however, if approved, no development of any kind can occur on the portion of the property subject to the C-3 PD overlay until a final development plan has been submitted and approved in accordance with the Planned Development provisions of the Zoning Ordinance. This requires the application for the final development plan to be subject to the public hearing requirements again at such time as the final development plans are submitted.

Location: The subject site is located at 3310 SE Three Mile Lane, more specifically described at Tax Lot 700, Section 26, T.4S., R 4 W., W.M.

Application: Kimco McMinnville LLC, c/o Michael Strahs

Commissioner McClellan MOVED to CONTINUE the hearing for CPA 2-20 and ZC 3-20 to April 21, 2022. The motion was seconded by Commissioner Schanche and PASSED unanimously.

C. Quasi-Judicial Hearing: Comprehensive Plan Map Amendment (CPA 1-21) and Zone Change, including Planned Development Overlay Designation (ZC 2-21)

(Continued from February 17, 2022, PC Meeting)

Applicant has requested a continuance to April 21, 2022

Request: Approval to amend the Comprehensive Plan Map from Industrial to Commercial, and an amendment to the Zoning Map from M-2 (General Industrial) to C-3 PD (General Commercial with a Planned Development Overlay), for a property of approximately 8 acres.

The request is submitted per the Planned Development provisions in Section 17.51.010(B) of the Zoning Ordinance, which allows for a planned development overlay designation to be applied to property without a development plan; however, if approved, no development of any kind can occur on the portion of the property subject to the C-3 PD overlay until a final development plan has been submitted and approved in accordance with the Planned Development provisions of the Zoning Ordinance. This requires the application for the final development plan to be subject to the public hearing requirements again at such time as the final development plans are submitted.

Location: The subject site is located at 3330 SE Three Mile Lane, more specifically described at Tax Lot 600, Section 26, T.4S., R 4 W., W.M.

Applicant: Ken Sandblast, Westlake Consultants, Inc. Representing property owner 3330 TML, c/o Bryan Hays

Disclosures: Chair Winfield opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none. Staff recommended continuance of this hearing.

Commissioner Tucholsky MOVED to CONTINUE the hearing for CPA 1-21 and ZC 2-21 to April 21, 2022. The motion was seconded by Commissioner Schanche and PASSED unanimously.

D. Quasi-Judicial Hearing: Comprehensive Plan Map Amendment (CPA 2-21) and Zone Change, including Planned Development Overlay Designation (ZC 3-21)

(Continued from February 17, 2022, PC Meeting)

Applicant has requested a continuance to April 21, 2022

Request: Approval to amend the Comprehensive Plan Map from Industrial to Commercial, and an amendment to the Zoning Map from M-L (Limited Light Industrial) to C-3 PD (General Commercial with a Planned Development Overlay), for approximately 21.1 acres of an 89.9-acre property, plus an additional 1.5 acres of the 89.9-acre property proposed to be dedicated for right-of-way at the time of development.

The request is submitted per the Planned Development provisions in Section 17.51.010(B) of the Zoning Ordinance, which allows for a planned development overlay designation to be applied to property without a development plan; however,

if approved, no development of any kind can occur on the portion of the property subject to the C-3 PD overlay until a final development plan has been submitted and approved in accordance with the Planned Development provisions of the Zoning Ordinance. This requires the application for the final development plan to be subject to the public hearing requirements again at such time as the final development plans are submitted.

Location: The subject site is located at Three Mile Lane and Cumulus Avenue, more specifically described at Tax Lot 100, Section 27, T.4S., R 4 W., W.M.

Applicant: Ken Sandblast, Westlake Consultants, Inc.
representing property owner DRS Land, LLC c/o Dan Bansen

Disclosures: Chair Winfield opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none. Staff recommended continuance of this hearing.

Commissioner Langenwalter MOVED to CONTINUE the hearing for CPA 2-21 and ZC 3-21 to April 21, 2022. The motion was seconded by Commissioner Tucholsky and PASSED unanimously.

E. Legislative Hearing: Proposed Comprehensive Plan Amendments (G 6-21)

Request: This is a legislative action initiated by the City of McMinnville to amend the McMinnville Municipal Code and the McMinnville Comprehensive Plan by adding Chapter 17.11, "Residential Design and Development Standards" to Title 17, Zoning Ordinance, and to amend the McMinnville Municipal Code and the McMinnville Comprehensive Plan to support Chapter 17.11. The proposed code amendments will satisfy the requirements of HB 2001 (2019 legislative session), and community interest in housing design and development standards that allow for a greater variety of housing types to serve the housing needs of McMinnville, built in such a way that it reflects the aesthetic values and sense of place of McMinnville.

Applicant: City of McMinnville

Disclosures: Chair Winfield opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

Staff Report: Planning Director Richards said this was a request to add a new chapter on residential design and development standards to the zoning ordinance and amend the Municipal Code and Comprehensive Plan to support the new chapter. Included in the changes was changing the term "single family dwelling" to "single dwelling." She explained the reasons for the additional chapter, meeting the Great Neighborhood Principles, Housing Needs Analysis and Housing Strategy work, HB 2001 requirements, and what was included in the new chapter. The residential development and design standards would include standards for tiny homes, cottage clusters, plexes, single dwellings, townhouses, ADUs, single room occupancy, and apartments. The development standards were divided into two applications—subdivision and infill, and planned development.

Planning Director Richards then described the development and design standards for all the different housing types as well as the universal design standards and additional amendments proposed. She discussed the public engagement and proposed amendments suggested by Planning Commissioners and staff. Testimony was received today by Friends of Yamhill County and 1,000 Friends of Oregon which was generally supportive, but suggested changes to the parking requirements. She explained the next steps and timeframe.

Public Testimony:

Proponents: Alexis Biddle, representing 1,000 Friends of Oregon, said they were in support of the amendments. They suggested reducing parking requirements or counting street parking on lot frontages as a credit towards parking requirements. He gave reasons for this suggestion.

Commissioner Tucholsky asked if cost was the only concern.

Mr. Biddle said cost was their largest concern. Impervious surface creating more stormwater runoff was also a concern.

Commissioner Deppe asked about possible conflicts with the parking requirements.

Mr. Biddle did not think less parking would result in higher density.

Commissioner Rankin was concerned about reducing parking too much, especially for streets that already had a problem with on street parking.

Mr. Biddle thought many developers would build parking to meet expectations for developments.

Commissioner Tucholsky asked for an example of what he was proposing.

Mr. Biddle said the city of Bend had no parking requirements for duplexes or triplexes and for quadplexes, they required half parking spaces per unit. This was recently adopted, and nothing had been built to these standards yet.

Sid Friedman, representing Friends of Yamhill County, urged the Commission to consider reduced parking requirements which could lead to more efficient land use.

Opponents: None

Rebuttal: Planning Director Richards said regarding the parking, the data showed that over 50% of households in McMinnville had two or more cars. She saw it as an equity issue for people to have the ability to park their cars in a convenient spot instead of searching for places to park their cars, especially since they did not have the transit infrastructure to support people getting to work and amenities without a car. There were also instances of extended family living together and that affected the parking opportunities as well.

Chair Winfield closed the public hearing.

Discussion: Commissioner Tucholsky discussed current parking issues where there was a lack of parking in higher density developments. He was not in support of reducing the parking.

Commissioner Deppe asked what the cost would be for applicants who wanted to reduce the parking in their development.

Planning Director Richards said it was unclear who would apply for a variance and how it would be incorporated on the lot if there was no more land to put the parking on. Currently the requirement was two parking stalls per unit. Smaller lots did not have the length and sometimes vehicles parked in the driveway hung over the sidewalk. The cost for a variance was \$2,200 and the process took about three months. They did have the ability to allow for reduced parking based on data the applicant provided if they were deed restricted for low income and were on a transit corridor.

Chair Winfield clarified that could apply to the infill concerns in areas like the downtown corridor where there was easier access to work and amenities. However, outside of that corridor they did not have the transportation that other cities had to reduce parking. She was comfortable with the parking as proposed.

Planning Director Richards noted in the new chapter, one parking space per dwelling unit was required for middle housing developments, but for units two bedrooms or less serving 80% AMI or less, half a space per dwelling unit was required.

Commissioner Tucholsky MOVED to RECOMMEND APPROVAL of G 6-21 to the City Council, proposed Municipal Code and Comprehensive Plan amendments, with the additional amendments proposed by staff; SECONDED by Commissioner Langenwalter. The motion PASSED unanimously.

5. Commissioner Comments

None

6. Staff Comments

None

7. Adjournment

Chair Winfield adjourned the meeting at 8:30 p.m.



Heather Richards
Secretary



PUBLIC RECORD

(Docket G 7 – 21)

Due to size, the electronic public record for the Three Mile Lane Area Plan can be found at: [G 7-21 – Three Mile Lane Area Plan \(3MLAP\) Comprehensive Plan Amendment | McMinnville Oregon](#)

Three Mile Lane Area Plan



TESTIMONY RECEIVED SINCE APRIL 25, 2022 (Docket G 7 – 21)

The McMinnville City Council received the full public record for Docket G 7-21 on April 25, 2022.

Attached is the testimony that has been received since April 25, 2022.

This is all contained in the public record on the project webpage at: [G 7-21 - Three Mile Lane Area Plan \(3MLAP\) Comprehensive Plan Amendment | McMinnville Oregon](#)

Three Mile Lane Area Plan

MEMORANDUM

DATE: May 3, 2022
TO: Mayor and City Councilors
FROM: Heather Richards, Planning Director
SUBJECT: New Public Testimony for G 7-21, Three Mile Lane Area Plan

Mayor and Councilors,

You were provided a binder with all of the public record for the Three Mile Lane Area Plan up until April 25, 2022. Following is what has been added to the public record since that time:

Public Testimony:

- Email from Terry Peasley, 04.25.22
- Email from Marcia Thomassen, 04.25.22
- Email and Letter from Tim Cross, 05.02.22
- Letter from Margaret Cross, 05.02.22
- Email from Steve Iversen, 05.02.22
- Resubmittal of News Register Viewpoint with Citations, Mark Davis, 05.02.22
- Letter from Friends of Yamhill County and 1000 Friends of Oregon, with attachments, 05.02.22
 - Friends Proposed Edits to TMLAP
 - Chapter 17.50 NAC Standards
- Email from Phyllice Bradner, 05.02.22
- Email from Peter and Linda Enticknap, 05.03.22
- Letter from Mike Sullivan, 05.03.22

ENTERED INTO THE RECORD
DATE RECEIVED: 4/25/2022
SUBMITTED BY: Terry Peasley
SUBJECT: Three Mile Lane Area Plan
Public Hearing

From: [Terry Peasley](#)
To: [Claudia Cisneros](#)
Subject: Three Mile Lane Plan
Date: Monday, April 25, 2022 6:47:36 AM

This message originated outside of the City of McMinnville.

Please reconsider the plan to rezone 60 acres along Hwy 18 Expressway. The Expressway is just that, an expressway to circumvent McMinnville without impacting the downtown core with traffic. By changing the zoning to commercial only opens the door for shopping complexes that will hinder the original purpose of the expressway. Besides, the argument on family wage jobs is indisputable. Lets focus on the current local businesses we have. Shop locally and keep them vibrant.

Thank you for your consideration.

Terry Peasley
Sandy Kollenburn
1051 SE Shady st
McMinnville, OR

Sent from my iPad

From: [Marcia Thomassen](#)
To: [Claudia Cisneros](#)
Cc: [Marcia Thomassen](#)
Subject: Three Mile Lane Area Plan Comments
Date: Monday, April 25, 2022 2:33:09 PM

This message originated outside of the City of McMinnville.

I appreciate the hard work everyone has put into this project over the last 3 years. There are many aspects I like about this long range plan but I have some concerns that I'd like to submit:

Top on the list is the loss of Hwy 18 as a bypass. We only need to look at Newberg onward north to see the stop and go traffic congestion at most times of the day.

Which brings me to my second issue which is the type of businesses proposed for this site. How many chain businesses do we want in McMinnville? As the trend to online shopping and a strong move towards limited consumerism increases, large and small stores and malls are already struggling to repurpose their empty space. I'd prefer to see Industries that provide true living wages. We need to strive to keep our young families here in town, rather than moving (or commuting) to towns that have higher paying jobs. Industrial jobs would also generate less traffic than Malls do.

Altho I don't live within the city limits, I have been here for 43 years and I would really like to see the growth that is necessary be done in a way that keeps this a unique place to live.

Thank you,

Marcia Thomassen
16845 SE Walnut Hill Rd
Amity, OR 97101

ENTERED INTO THE RECORD
DATE RECEIVED: 05/02/2022
SUBMITTED BY: Tim Cross
SUBJECT: Three Mile Lane Area Plan
- Public Hearing

From: [Tim Cross](#)
To: [Claudia Cisneros](#)
Subject: letter to be entered into the record for the May 10 City Council meeting
Date: Monday, May 2, 2022 8:48:13 AM
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This message originated outside of the City of McMinnville.

McMinnville City Council:

Please add these comments to the record for the May 10 meeting of the City Council.

The fundamental question before the Council is whether the McMinnville community desires to have a large commercial center (shopping mall) developed in the area near the airport (also known as the 3MLAP) as opposed to alternative usages of the land. The best way to determine whether that is what the community wants is to ask. This has not been done.

A less robust way to assess whether such a large commercial center would be more beneficial to the community than using the land for other purposes is a cost/benefit analysis. Such an analysis would evaluate the impacts, both positive and negative, such a large mall would have on the community. This also has not been done. It seems that a vote on the 3MLAP that is before the Council is premature.

Is a large mall really needed? There is abundant vacant commercial space in McMinnville on 99W and there is an additional 30+ acres at the Baker Rock Quarry north of Hwy 18. Certainly, more is not needed now and when it is needed additional space can be found.

What effect would a large mall have on existing businesses? High-density commercial along 99W and Hwy 18 will act as two linear magnets sucking anything movable from downtown. Previous experiences elsewhere predict loss of about 30 successful businesses within 18 months of construction. The revitalized Grain Station area and Alpine District will return to warehouses. The current refurbishment of Victorian and Craftsman houses in neighborhoods north and south of downtown will be stymied.

What effect would a mall have on traffic? It would eliminate Hwy 18 as a rapid bypass conduit. Such a mall would double to triple traffic on Hwy 18. According to ODOT's OTMS data, current (2022) daily traffic volumes in McMinnville are 17k/day on Hwy18, 15k/day on 99W, and (2018) 15k/day on Lafayette. Traffic to and from shopping malls add 16k to 30k vehicles per day. Modification of Hwy 18 would be required and would be an unnecessary huge expense to the taxpayers. It would present undesired delays to emergency vehicles.

Would alternative uses of the land be more beneficial to the community than yet another strip mall? Imagine the addition to the community of more light manufacturing industry, high-tech industry (join the Silicon Forest), a neighborhood activity center to meet community needs, medical support and appliance industry, an Oregon Trail Museum with a relocated Yamhill Valley Heritage Center, a recycling research center, a wine research center in collaboration with Linfield, a library extension, schools and parks.

What would be the appearance of a mall? If developed by Kimco, the current land owner and presumptive rezoning applicant, it would look like other Kimco malls on the west coast. Typical anchor stores in Kimco Malls are Best Buy, BB&B, Ross, Winco, TJMax, RiteAid, OfficeDepot, Dick's Sporting Goods, Joann and H-Mart. Notably, high-end retail stores are uncommon in Kimco malls. Many of the franchise fill-in stores in Kimco malls already exist on 99W.

Tim Cross, 1102 SW Russ Lane, McMinnville, 503 474 0322

May 2, 2022

I respectfully request that this letter be included in the written testimony for the May 10, 2022, meeting of the McMinnville City Council.

Dear Council members:

Area Plans are “high level” documents that, nonetheless, create a factual basis for development. Therefore, they cannot be taken lightly and should reflect community agreement and buy-in. Since the citizens are the ones living here, it is vital to important to determine what *they* like about their city and what *they* want to preserve and/or change as the city grows. It is important to note that national or international corporations based elsewhere in the country or the world have little interest in local affairs or local livability; their concern is corporate profit. An Area Plan should not place their interests above those of the citizens. When an Area Plan is approved, there should be some certainty that citizens’ interests will be served as promised.

Regrettably, in the case of the 3MLAP, I am not sure that citizen input was given sufficient weight throughout the process. I reached this conclusion after studying the process and the supporting documents. The community involvement process was relatively short and the overall time frame was complicated by Covid. I expressed these concerns to the Planning Department, the Planning Commission and my council representatives both in writing and in person. Unfortunately, my concerns have not been allayed.

The community involvement process started and ended between December, 2018 and June, 2019 (the virtual survey in 2021 was not statistically important). *The general public heard nothing about this plan after July, 2019, until January, 2022, a time span of **thirty-two months**.* By the time the 3MLAP was put on the Planning Commission agenda for the Feb. 17, 2022, I doubt that many people even remembered what was done in early 2019, after two years of Covid isolation.

To refresh my memory, I went back to the material documenting the process in late 2018 and the first half of 2019. There were two components of the public involvement process: meetings open to the public and the Citizens’ Advisory Committee meetings.

a) Meetings Open to the Public

a) The three Focus Group meetings (Dec. 2018 – Jan. 2019) invited participants and property owners from the neighborhoods within the Three Mile Lane Area to brainstorming sessions. Ideas and comments were all over the map (see Appendix A, Feb. 1, 2019). Commercial development did not dominate the conversations, which were limited to neighborhood residents and property owners. There were no stated goals.

b) The April 10, 2019 Open House at Chemeketa was an overview/ brainstorming meeting open to the general public. There were no definite plans to respond to, no maps showing a proposed large format retail center south of OR 18. Responses indicate of enthusiasm for trails, residential housing, affordable housing and a neighborhood grocery store. The goals, however, were clearly stated, having been presented at the first Citizens Advisory Committee meeting on March 14, 2019, a month earlier.

c) On July 11, 2019, the Town Hall was held. Photographs indicate that the inclusion of a large format retail center was now the central feature of alternatives presented. A survey form didn't ask if people actually wanted this preferred alternative; the survey questions were phrased to see if the preferred alternative met the project goals and elicited comment on the Design Booklet – which the public had not contributed to. I couldn't find a complete summary of participant comments, the survey results, or attendee information. The photographs, however, indicate that not everyone liked the idea of big box stores.

d) During May-June, 2021 a "Virtual Survey" was conducted and participants were asked to rate their agreement or disagreement with various statements. Participation in the survey was low and results were mixed. Statistically, as a measure of community involvement and consensus, it was not significant.

b) Citizen Advisory Committees

Under state law (ORS 197.60), Advisory Committees are supposed to be representative and inclusive of the community as a whole, including representatives from different income levels, ethnicities, disabled, age groups, community land use organizations, transit users, schools, etc. This did not happen. The CACs (both Citizen and Technical) were drawn primarily from the business community and organizations tied to the business community.

The CACs had a significant role in the decision-making process, but diverse community interests – as required by the state - were not represented on the CACs.

The Citizens' Advisory Committee first met on March 14, 2019, and received an overview of the area, the existing conditions, and demographic information. There was a strong statement of the goals provided in the presentation. It is unclear who set these goals or the basis for them since the comments from the Focus Groups were all over the map (see Appendix A). The *general* public, to date, had not been involved.

In the second CAC meeting on April 7, 2019, members brainstormed in a charrette. The summary of the meeting shows much of the focus was on connecting residential and mixed-use development. The inclusion of a large format commercial center emerged during this meeting as only one of many concepts.

However, by June 12, 2019, in a joint meeting of the two advisory committees and the property owners, a large format retail center was central and embedded in all three alternatives. The inclusion of a large retail center drove the discussion on transportation needs. Ideas for development of other areas within the Three Mile Area became secondary

to the “central feature” of a large format retail center. The former became “possibilities” while the latter emerged as a central, desired feature of the Plan.

As noted in the 3MLAP, public buy-in to the idea of a large format retail center is critical to the Plan’s success. I personally think that this will lead to undesirable sprawl, increased traffic, harm to locally owned businesses, and financial commitments we may not be able to afford. I also think it doesn’t meet the Great Neighborhood Principles we espouse as a community. However, that is only my opinion. What matters is *community* buy-in.

Sadly, it is my observation that the general public remains unaware of the Three Mile Lane Area Plan. When I ask people what they think about it, they generally don’t know anything about it. If public buy-in is critical, it is the Council’s responsibility to make sure the community is well-informed and supportive, even if the adoption process is delayed for a while. As a community, we have an obligation, despite future uncertainties, to try to get this right.

Even as a high-level document, passage of the 3MLAP establishes a factual basis for extensive re-zoning and commitments to future road changes and costs that we may not be prepared to undertake.

Ambiguities remain sprinkled throughout the Plan that need to be clarified, particularly relating to the actual acreage intended for C-3 zoning; the numbers have ranged from 20 to 30 to 40 to 60 to 90 acres south of OR-18 at various times in the process. The latest number I heard was 33 acres, but in the 3MLAP it is 60 acres. To approve an Area Plan with this level of uncertainty is taking a big gamble.

Site designs for the proposed large format retail center are generally phrased as possibilities or suggestions, not as requirements, so, at least for me, it is unclear as to what this retail center might actually include or look like. There are references in the 3MLAP referring to site-design ordinances that have not even been introduced for public comment, much less passed. Shouldn’t relevant ordinance changes be completed first?

It should be made clear to the public that C-3 developers have no obligation whatsoever to incorporate Great Neighborhood Principles; the underlying base zoning applies and this is very loose. If pictures of Orenco Station are included as a possible development option (albeit unlikely), then pictures of big box malls should also be included as possible. Valid comparisons with similar acreage and demographics should be provided as reference.

Language should be tightened to ensure that the stated goals of the Great Neighborhood Principles are followed, not just “encouraged.”

The issue of connectivity, a subject of intense concern throughout the process, remains unresolved; are we talking about two separate neighborhoods, north and south, or are we talking about a 3MLA community as a whole?

Are the retail leakage numbers still valid after ten years and a massive shift to e-sales? Nationwide, malls are closing and big box stores are either in bankruptcy or drastically trimming their store inventories.

What would be the impact of large format commercial retail on existing, locally owned businesses or local franchise holders? What services, precisely, are needed?

What are the anticipated costs to the city of road improvements, service provision, interchange modifications, roundabouts, trail construction and maintenance?

These are only a few of the issues that the public needs to be able to discuss and reach agreement on. The 3MLAP should be put out for small and large group discussions within the community. Hard-copies should be available at the library since not everyone can read it on line. Diverse sectors of the community should be contacted directly (not just an e-mail or a tweet) and their ideas elicited on the final plan. A community survey along the lines of the one done for the Great Neighborhood Principles might be in order. I urge you not to be hasty. While acknowledging the amount of work and money that has gone into this project to date, let's also acknowledge that it may need more time and input from the general public. This is McMinnville's future you are voting on!

Respectfully,

Margaret Cross
1102 SW Russ Lane
McMinnville, OR 97128

May 2, 2022

To: McMinnville City Council

From: Steve Iversen, 1033 SW Courtney Laine Drive, McMinnville 97128

Subj: Planning Docket G 7-21, Three Mile Lane Area Plan

If I were in the city's shoes and needed a plan for the Three Mile Lane corridor, what kind of plan would I want? First, the plan should be an accurate reflection of city needs and aspirations. Second, the plan should focus on livability for residents and workers in the area, and visitors to the area. Third, it should consider linkage of the area to the rest of the city, and, fourth, consideration of impacts of its development to the city at large. How does the Three Mile Lane Area Plan stack up on these metrics?

1. The plan itself

There is good recognition in the Area Plan of what needs to be done to serve the area and to better integrate it with the city, but it's full of aspirational language and woefully short on requirements or assurances that any of the highlighted changes will happen in a reasonable timeframe. Following are a few of many such examples in the plan.

The *Great Neighborhood Principles*, pages 16-17, really are great at first glance, but there is no mention of how binding they are or what the city will do to ensure they're obeyed. Words like "strive to", "plan", "respect", "encourage", should be dropped or replaced by "design", "design and implement", "require", etc. They read more like Great Neighborhood "Hopes" than like true Principles.

The section *Economy* on pages 12-13 is shockingly slanted toward large-format retail development, making it clear that the property owners' plans are the main priority, regardless of what is actually good for the city or wanted by the majority of its citizens. This needs to be rewritten to be a more neutral representation of economic opportunities, among other things **emphasizing the need for neighborhood-centric retail.**

The *Preferred Alternative* (pages 18-20) is the only land-use option given! This seems grossly biased. If I were a city decision-maker I would instead like to see several options. These could range from one extreme, that of leaving the land zoned industrial, thereby seeking to attract higher-wage jobs to the area; to a middle ground of modest neighborhood-serving retail and commercial development coupled with an Innovation Center (a very good, if very vague, concept); to the other extreme of the Preferred Alternative, with large-format retail coupled with residential, industrial and other types of commercial development. If a range of alternatives were offered, we would not be locked into this zero-sum game of arguing the merits of the One True Plan.

2. Quality of life in the Three Mile Lane area

When I first read through the Three Mile Lane Area Plan, it was immediately apparent that development, no matter how carefully done, would have significant impacts on residents, visitors and workers in the area. The 3ML corridor is isolated from the central city by the Yamhill River, and the north and south sides are isolated from each other by Hwy 18.

Due to this isolation, the highest priority for development must be neighborhood-serving retail. From comments in the Appendix A document and directly from people who live in the neighborhood, at the top of their list are a grocery store and a gas station.

At one time I thought that it didn't really matter where these amenities are located (on the north or the south side of Hwy 18) as long as they are right-sized (modest) and combined with other useful services (pharmacy, salons, restaurants, and so on) and are accessible by residents throughout the 3ML corridor.

But by now it has finally dawned on me that, despite the strong inference in the plan that the land under CalPortland cement plant is readily available when needed, it may be years, perhaps many years, until the plant actually shuts down. Not only does this represent a land-use that doesn't really fit with the surrounding neighborhood, but it means that, much as it pains me to say it, the industrial land on the south side of Hwy 18 could be the only readily available land for near-term neighborhood retail. **If so, it must be appropriately neighborhood-sized, and by this I mean not big-box oriented.**

And this leads to a final point about neighborhood amenities. If the neighborhood shopping center is located on the south side of the highway, full access must be ensured. Mentioned at least a couple of times in the 3MLAP is the possibility of pedestrian bridges over Hwy 18. The Planning Commission took a brief run at getting this into the plan, and succeeded only in getting a page 50 paragraph that kicked that can down the road indefinitely, the wording being so watered down that it became meaningless.

Yes, it will cost some money to build a bridge. But there will not be anything approaching neighborhood connectivity if it's not built. The two sides of the highway will be cut off to all but vehicular traffic.

3. Connection of 3ML area to the city

The river is a formidable barrier. The new Yamhill River Bridge will help, with pedestrian/bicycle lanes on both sides (although it's still awkward for such traffic on the Westside path to get through the Cumulus/Neahmiah intersection). I do not like the Transportation Facility Plan, due to its retention of the traffic signals at Cumulus and Norton, addition of a Cirrus roundabout, a new signal at Neahmiah, and the wasteful and disruptive rebuild of the existing, limited interchange where 3ML meets Hwy 18. But, again, this is the only option we are given, and even this is

expensive and highly contingent on funding being available. Thus it may not happen for a long, long time, and the plan gives it little urgency.

One plan feature that would make a difference, mentioned no less than six times in the Area Plan, is a pedestrian bridge connecting the north side of the plan area to Joe Dancer Park. It shows up as a bullet under Great Neighborhood Principal #3 (page 16), is shown as a feature on one of the maps (Fig. 7, page 22), and even rates a mention in Policy #5 (page 35). However, it's not clear whether the policies carry any force, as policies should, because here again the wording is more wishful than forceful.

4. Impacts of 3ML development

As the 3ML corridor is developed it will gradually sprawl out along Hwy 18. No matter what our aspirations may be or what constraints are put on the development it will shortly resemble the generic look we're so used to seeing wherever we go – that much seems unavoidable. That said, the last thing we want to do is start right off with considering only a single option, an option that has the potential to put a big-box mall up-front and clearly visible. I hope the Council can recognize the folly in that.

A secondary, but also immediate impact will be on the amount of traffic on Hwy 18 and the roads in the 3ML area. It would please me no end if the city were to decide that it wanted to do away with both traffic signals on the highway, building interchanges and making it a true expressway. I see no appetite for that.

But at least we have the opportunity now, and perhaps only now, to be mindful in developing the area by prioritizing industrial zoning and jobs over commercial and retail. That approach will also lead to less traffic impact, pollution and noise for the local residents.

As you see, in my opinion the Three Mile Area Plan has serious shortcomings. In its generic and toothless language and its enthusiasm for ill-fitting economic and transportation plans it reads as if it were written from a standard template by an outside consultant (and very well might have been). I believe the Planning Department wants to serve the best interests of the city, and sees this plan as a way to achieve that goal. I happen to disagree, and I hope the City Council can take the pulse of the city and find a path to a better plan that fits our needs.

Signed:

Steve Iversen, McMinnville

Davis: Don't turn bypass into a bottleneck

The Three Mile Lane Area Plan, currently under consideration by the city of McMinnville, will have a profound impact on McMinnville's future.

That plan, approved last week by the planning commission, recommends rezoning 60 acres of land south of Highway 18 past the hospital¹ for a very large shopping center², up to and including big box stores more than 135,000 square feet in size.³ For comparison, Walmart is just over 100,000 square feet.

The rezoning applications for the shopping center are still pending before the planning commission, but the overall plan, which provides the framework, is headed for the city council. Taken together, adoption of the plan and rezoning applications would have lasting negative implications for traffic, existing business and family-wage employment in McMinnville.

The Three Mile Lane stretch of Highway 18 has long been known locally as the Highway 18 Bypass, or just the "bypass." If you're going shopping, you head downtown or down Highway 99W. If you want to get where you're going quickly, you swing over and take the "bypass."

That distinction is going to disappear if the Three Mile Lane Area Plan is adopted.

While the plan was drafted to cover a 20-year period ending in 2041, Kimco, the national shopping center developer that owns the largest open parcel, filed to rezone its land from industrial to commercial in December 2020. That was long before the city held its first public hearing on the plan.

¹ The text of the TMLAP (p. 38) says 40-60 acres. The 3 pending rezone applications total 68.35 acres which includes 4.75 acres of future right-of-way. See CPA-02-20/ZC3-20 at [2020 Comprehensive Plan Map and/or Zone Change Applications | McMinnville Oregon](#) and CPA 1-21/ZC 2-21 and CPA 2-21/ZC 3-21 at [2021 Comprehensive Plan Map and/or Zone Change Applications | McMinnville Oregon](#)

² The traffic modeling for the 3 pending rezone applications assumes a total retail sq. footage of 681,823 sq. ft. See pp. 77-78 of pdf at [cpa 2-21 zc 3-21 submittal.pdf \(mcminnvilleoregon.gov\)](#)

³ The proposed conditions for the Kimco zone change application allow at least two anchor tenants of over 135,000 sq. ft with no maximum size. See proposed condition V.2 for docket ZC 3-20 (Kimco). Planning Commission packet May 20,2022, p. 79 of 2268 at https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/planning_commission/meeting/packets/22013/pc_5-20-21_packet_final.pdf

Two additional property owners have since filed similar rezoning applications. So the daily impact of thousands of cars accessing a big box regional shopping center via a Highway 18 traffic light could soon become reality.

The Oregon Department of Transportation controls access to Highway 18. The agency underwrote a 2019 modeling exercise showing that as things stood, traffic would remain within its parameter for expressways, the designation of Highway 18 in this area, through 2041.

But the city has since increased the retail acreage 50 percent⁴ on the south side of the highway and added 27 acres of commercial⁵ on the north side by the Evergreen Aviation & Space Museum. So the modeling is already woefully out of date.

In addition to all the new traffic congestion generated by the proposed shopping center developments, ODOT is proposing a new roundabout or light at Cirrus Avenue to further slow or stop traffic.⁶

Modeling doesn't guarantee real world results. In fact, the much more detailed traffic studies for the shopping center applications show several key intersections failing within the next 15 years, meaning running over capacity to the point of causing excessive delays.⁷

While the additional traffic will cause maddening delays for the more than 20,000 motorists⁸ using the bypass every day, the new shopping center's biggest impact will be on existing McMinnville merchants. With retail sales already slumping in the face of stiff online competition, the corporate chains that congregate in such large shopping venues will further reduce purchases at existing storefronts.⁹

With corporate ownership of big box stores, all the overhead, advertising, marketing, accounting, legal and so forth, is typically handled at the head office. So the economic "benefit"

⁴ The draft TMLAP called for rezoning 40 acres when the modeling was done in 2019.

⁵ This acreage was added as part of the 2020 MCMUP remand process; see Appendix F at <https://www.mcminnvilleoregon.gov/planning/page/mgmup-2003-ugb-remand-project>

⁶ See Figure 3, p. 10 at [pc three mile lane area plan staff report 1.20.22.pdf \(mcminnvilleoregon.gov\)](#)

⁷ See p. 67 and pp. 89-90 of pdf at [cpa 2-21 zc 3-21 submittal.pdf \(mcminnvilleoregon.gov\)](#)

⁸ 2019 average daily traffic count .10 miles east of Norton Lane was 22,500 vehicles. See "State Highway Traffic Volumes" for Salmon River Highway No. 39 at <https://www.oregon.gov/odot/Data/Pages/Traffic-Counting.aspx>

⁹ The 3 pending rezone applications state: *"it is expected that the commercial uses under the rezoning will result in a re-allocation of trips to and from the downtown area. For example, many trips... that currently travel to the downtown area today will alter their trips to visit the new commercial businesses and thus reduce trips entering the downtown areas"* See p. 79 at [cpa 2-21 zc 3-21 submittal.pdf \(mcminnvilleoregon.gov\)](#) The same language is found in the other two zone change applications.

McMinnville gains is measured mainly in low-wage retail jobs not paying enough to support access to market rate housing.

The land in question is currently zoned for industrial use, and industrial workers typically earn wages twice what retail workers do.¹⁰ Further, siting high-paying industrial jobs in that area would generate less than one-tenth of the traffic that commercial venues would.¹¹

The plan does promote significant improvements for the residents on the north side of Three Mile Lane.

The Cumulus Avenue frontage road would be completed, allowing vehicles to travel to and from downtown without getting on Highway 18. Bike and pedestrian paths would be added and upgraded, while the existing sand and gravel site would be repurposed into a mixed use area, including local-scale retail shops for residents.

The plan proposes similar bicycle and pedestrian amenities on the south side of the highway. But crossing four lanes of Highway 18 to get there would discourage most people. Planning commissioners lobbied for a pedestrian and bike overpass allowing multi-modal access, but were informed that would be too expensive.

The real head-scratcher in the Three Mile Lane Area Plan is the contrast with what is going on several miles northeast along Highway 18 around Dundee and Newberg, where hundreds of millions of dollars are being spent to create a limited access bypass around those cities.

The city of McMinnville borrowed \$3.2 million¹² to help pay for the Newberg-Dundee Bypass, and has spent hundreds of thousands of dollars lobbying for its completion. And that bypass does not call for lights to stop traffic so vehicles can turn in and out of a regional retail shopping complex.

A few miles farther, however, where westbound traffic from Newberg arrives in McMinnville, the new city plan is proposing addition of a new roundabout or light to existing traffic lights, luring a minority of motorists to stop and shop while the majority sit and fume.

It looks to all the world like the city is trying to create the same experience on our bypass that we are paying to eliminate in Newberg and Dundee.

¹⁰ See McMinnville Economic Opportunities Analysis, Figure 8, p. 15 at [5_mcminnville_eoa_final_draft_11-19-13.pdf \(mcminnvilleoregon.gov\)](#)

¹¹ See P. 17 of 30 at [additional_public_record_for_g_7-21_three_mile_lane_area_plan_02.16.22.pdf \(mcminnvilleoregon.gov\)](#)

¹² See P. 60 of the City of McMinnville FY 21 Annual Comprehensive Financial Report at <https://www.mcminnvilleoregon.gov/finance/page/financial-reports>

Tying our economic prosperity to a regional shopping center serving to significantly increase traffic congestion would serve as a long-term disaster not only for our community, but also an already overheated planet.

Let's keep our bypass a real bypass, not turn it into another stretch of strip commercial emulating Highway 99W. Let's support existing McMinnville merchants, not national and international chains. Let's plan for family-wage jobs, not minimum-wage counterparts.

The Three Mile Lane Area Plan is slated for council consideration on May 10. Make your voice heard by e-mailing the council through the city recorder at claudia.cisneros@mcminnvilleoregon.gov.



May 2, 2022

McMinnville City Council
Heather Richards, McMinnville Planning Director
231 NE Fifth Street
McMinnville, OR 97128

Re: Three Mile Lane Area Plan

Dear City Councilors and staff:

Friends of Yamhill County (FYC) works to protect natural resources through the implementation of land use planning goals, policies, and laws that maintain and improve the present and future quality of life in Yamhill County for both urban and rural residents. 1000 Friends of Oregon is a non-profit, charitable organization dedicated to working with Oregonians to support livable communities. Our organizations' memberships include McMinnville residents who support the mission and values of the Oregon land use program. Our members care deeply about the future of their community.

We have previously submitted written testimony to the Planning Commission on Docket G-7-21, the Three Mile Area Lane Plan (TMLAP).¹

Summary

The Three Mile Area Lane Plan covers an area of over two square miles, north and south of Highway 18, and has far-reaching implications for the City of McMinnville and its character. Because it will be an element of the comprehensive plan, its adoption controls future land use decisions.²

McMinnville's future rests on a healthy downtown and commercial core on Highway 99W; the expansion and retention of existing businesses; and new employers providing family-wage jobs.

¹ See p. 38 of 121 at [public testimony received - january 12 2022.pdf \(mcminnvilleoregon.gov\)](#) and p. 10 of 30 at [additional public record for g 7-21 three mile lane area plan 02.16.22.pdf \(mcminnvilleoregon.gov\)](#)

² Per McMinnville's ordinance, an Area Plan is a guiding land use document that "specifically identifies land uses [and] their locations." Its adoption is a land use decision that amends the comprehensive plan. McMinnville zoning ordinance 17.10.030-17.10.050. While it doesn't rezone land, future map amendments must be consistent with, and conform to the Area Plan. Therefore, its adoption controls future land use decisions, including the city's decisions on the pending applications to rezone land for a large-format shopping center.

As currently drafted, the TMLAP puts this future at risk.

The plan has many good elements that we support, including the mixed-use neighborhood uses planned for the Baker Rock/Cal Portland site, the mix of uses west of the hospital, and the additional urban design features, residential uses, mixed office/industrial area, and trail system.

However, the large-format regional retail shopping center proposed for industrial land south of Highway 18 jeopardizes downtown and the 99W corridor; jeopardizes the highway's function as a free-flowing expressway around McMinnville; and will provide retail sector jobs that, on average, pay only half the wage of manufacturing jobs.

Instead of a large-format regional retail shopping center, new commercial uses south of the expressway should be *neighborhood-serving* and *neighborhood-scaled*. In 2020 McMinnville incorporated appropriate standards for neighborhood-serving and neighborhood-scaled services into the zoning code with the adoption of the Neighborhood Activity Center Overlay District.³

The McMinnville Growth and Urbanization Management Plan adopted in 2003 called for a Neighborhood Activity center south of Three Mile Lane, albeit on land that was ultimately not included in the UGB. Rather than the large-format regional shopping center and General Commercial zoning proposed between the hospital and airport, we propose that a Neighborhood Activity Center be located in this area and the Neighborhood Activity Center overlay district be applied to the area now labeled "Retail Center."

The city has already approved two apartment complexes south of Highway 18 and west of NW Logging. One is to be owned by the Housing Authority and one is being privately developed. These residents, at least some of who will be lower-income, will be segregated from the rest of the city by Highway 18. Also, the proposed senior housing south of the highway by the hospital will attract residents who are less likely to drive, and less able to walk longer distances.

While the Area Plan as currently drafted states that any neighborhood-serving retail is merely "a mid- to long-term aspiration,"⁴ these residents will clearly benefit from neighborhood-serving commercial services. Equity and common sense suggest the city should prioritize their development by implementing the city's previously adopted vision for a Neighborhood Activity Center south of Three Mile Lane, rather than prioritize a large-format regional shopping center.

We also note that the plan surrounds, but does not address, approximately 27.5 acres between the air museum and Highway 18 recently added to the urban growth boundary (UGB). This land, which was brought in to meet commercial land needs, is surrounded by, and is functionally an integral part of, the Three Mile Lane Area. It fronts Highway 18 at the proposed roundabout gateway to the city. It is in close proximity to the existing higher-density neighborhood in Olde Stone Village. For these reasons, we urge the city to include it within the boundary of the Area

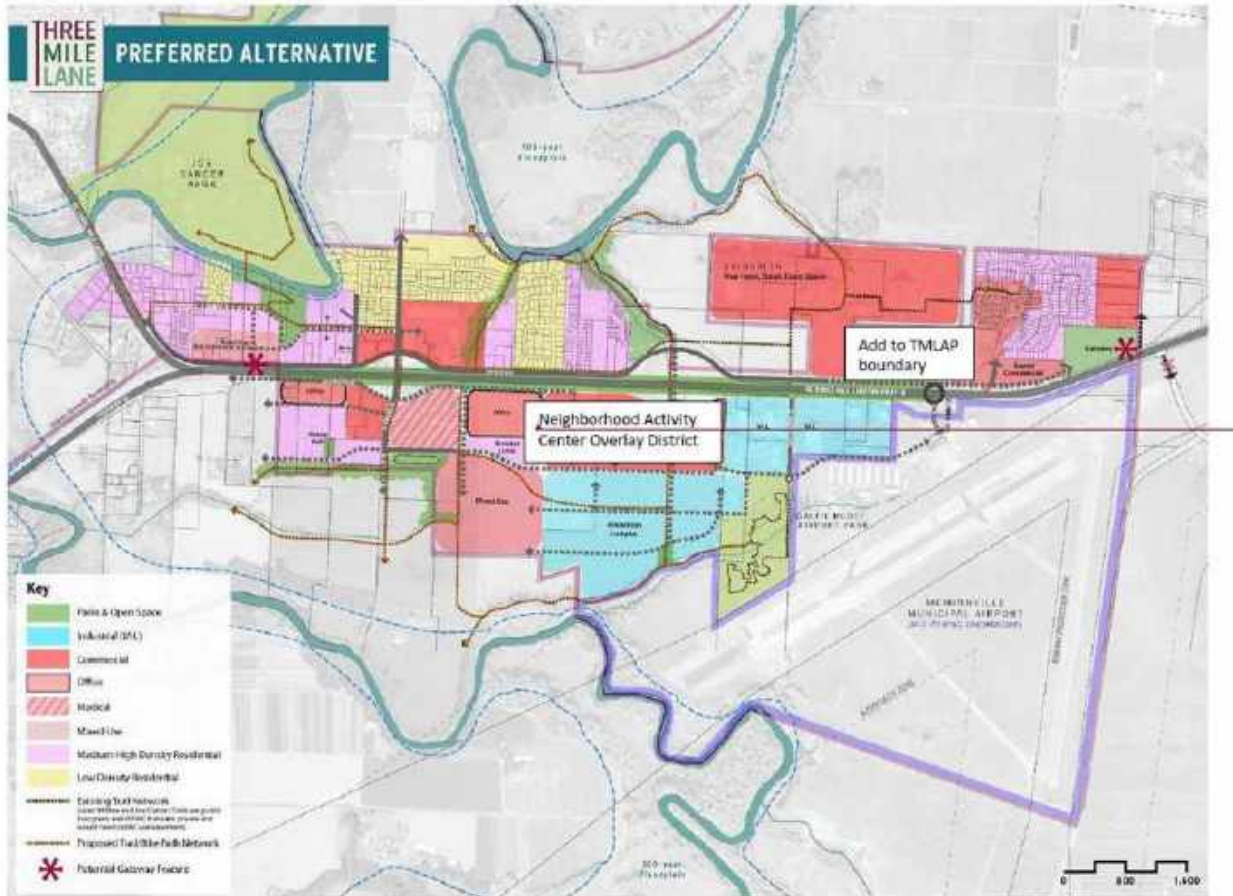
³ See Attachment 1: Chapter 17.50 of the zoning ordinance.

⁴ Final Plan document, p. 13

Plan, consider its potential future uses, and incorporate appropriate provisions for it within the Area Plan.

These changes are depicted in the map below:

Figure 6. Three Mile Lane Area Plan



Finally, we propose that adherence to the Great Neighborhood Principles and to the plan’s key urban design elements and polices be required, rather than merely encouraged.

We have attached a “track changes” version of the Three Mile Lane Area Plan that incorporates these changes.⁵

These issues are addressed more fully below.

⁵ See Attachment 2: Proposed amendments to Three Mile Lane Area Plan

The Neighborhood Activity Center

The 2003 *McMinnville Growth Management and Urbanization Plan* included a Three Mile Lane Neighborhood Activity Center south of the expressway on land that was ultimately not included in the Urban Growth Boundary. We propose that its location be shifted eastward and the Neighborhood Activity Center overlay district be applied to the area now labeled “Retail Center.”

The City Council adopted Neighborhood Activity Standards into the comprehensive plan and zoning ordinance in 2020.

Chapter 17.50.10 of the zoning ordinance describes the purpose of a Neighborhood Activity Center:

“17.050.10 Purpose. The purpose of the Neighborhood Activity Center Planned Development Overlay is to enable the development of lands in areas designated as activity centers on the McMinnville Framework Plan into fully integrated, high quality, mixed-use pedestrian oriented neighborhoods. The intent is to minimize traffic congestion, suburban sprawl, infrastructure costs, and environmental degradation.”

The Neighborhood Activity Policies call for a combined focus and support area of 40-80 acres (including housing), with a core commercial area of up to 10 acres with. The focus area should have “facilities vital to the day-to-day activity of a neighborhood (e.g., neighborhood grocery store, drug store, church, coffee shop) located in close proximity to residential uses. The NAC should contain the neighborhood’s highest-density housing and link pedestrian, bike, and transit networks from adjacent residential areas to the NAC.”⁶

The Neighborhood Activity standards limit the commercial area to 10 acres, with a 25,000 to 100,000 total retail floor space. The maximum size of the largest non-grocery retailer is 10,000 to 30,000 square feet, and the maximum size of grocery/supermarket is 20,000 to 40,000 sq. ft.⁷ Additional focus area land could be offices, day care, plazas, churches, etc.

Future residents south of Three Mile Lane would also benefit from a pedestrian bridge over the expressway to connect them to the rest of the city, but cost considerations cited by staff at the planning commission hearing make it clear that will not happen in the foreseeable future.

All too often neighborhood services for lower and moderate income households are deemed “aspirational” or too expensive. We believe a Neighborhood Activity Center meets the needs of the people who will actually live in the area, as opposed to serving a larger region extending far beyond McMinnville. And, unlike a large-format shopping center, it will not have the outsized negative impacts described below.

⁶ Chapter 17.50.40

⁷ McMinnville Zoning Ordinance section 17.050.40. C

The proposed commercial uses south of the bypass jeopardize downtown, the Highway 99W corridor and the bypass

We oppose the new town center/regional retail center planned for industrial land south of Highway 18. At full build-out, housing south of the bypass will accommodate about 2,000 people. The shopping center is not scaled or designed for them; it is designed as a regional magnet.

The TMLAP asserts an unmet need for large-format retailers. We disagree that a purported need for large-format retail in an unadopted plan is a need that the city is obligated to meet.

McMinnville already has a town center— 3rd Street

The community has invested tremendous resources into promoting and developing our existing downtown and the adjacent Alpine District into a vibrant town center that is the envy of other communities around the state. Building a new town center on the other side of the expressway undermines the investment in McMinnville’s real downtown. It is a risky bet that many other communities have taken and lost.⁸

It is entirely foreseeable that the new town center/regional shopping center will harm the *existing* town center, the Alpine/Gateway district, and the *existing* Highway 99W corridor. It will also jeopardize the successful development of the neighborhood commercial areas planned within the recent UGB expansion.

The town center/regional retail center is supposedly modeled on Orenco Station in Hillsboro but there are vast differences in scale and location.

The largest anchor tenants at Orenco Station and the Old Mill District are under 30,000 sq. ft.⁹ Neither the Old Mill District nor Orenco Station are connected to a “large-format” shopping center.

⁸ “We got involved with the Valley River Center, which was working its way through the City of Eugene government. It was a big regional shopping center, I guess a couple miles from downtown, and there were many people concerned about what that might do to downtown Eugene. There was a private lawyer involved, Bob and I worked with him a bit, and tried to develop some testimony related to what was happening in the state and the legislature. Not successful, of course. Valley River Center was built, and it had exactly the effects that we feared.” Statement of Dick Benner, former Director of the Oregon Department of Land Conservation and Development, May 14, 2015. His involvement with Valley River Center predated his work at DLCD.

⁹ Orenco Station’s largest anchor tenant is a 29,000 sq. ft. grocery store. The Old Mill District’s largest retail anchor tenant is REI, at about 28,000 sq. ft.

In contrast, the proposed new town center/large-format retail center south of the expressway contemplates at least two large-format anchor tenants of over 135,000 sq. ft.¹⁰ (For comparison, McMinnville's existing Walmart is 101,365 sq. ft.).

Orenco Station has about 40,000 sq. ft. of total retail floor space¹¹ and 125,000 sq. ft. of floor space total, *including office and medical space*.¹² The much larger Old Mill District a retail area of 17 acres with a total of about 267,000 sq. ft. of retail floor space.¹³

In contrast, the proposed new town center south of the expressway will have between 33 and 62 net acres of retail shopping center¹⁴ and 364,000 sq. ft. to 681,000 sq. ft. of retail floor space.¹⁵

The Old Mill District and Orenco Station examples—and Bend and Hillsboro—are vastly different from McMinnville. Bend and Hillsboro are cities of over 100,000—triple the size of McMinnville.

Orenco Station and downtown Hillsboro are connected by both light rail and a continuous network of local streets. The Old Mill District is directly connected to downtown Bend, which is ¾ mile to a mile away, by continuous local street and sidewalk connections. A pedestrian path along the Deschutes River also connects the two and a pedestrian bridge connects to the other side of the river.

¹⁰ See proposed condition V.2 for docket ZC 3-20 (Kimco). Planning Commission packet May 20,2022, p. 79 of 2268 at https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/planning_commission/meeting/packets/22013/pc_5-20-21_packet_final.pdf

¹¹ Oral conversation with Leslie Hamilton, Senior Planner, City of Hillsboro

¹² https://images2.loopnet.com/d2/tJLXK6F00PU_EawA2lIW-lhERt_CYDbsaCM_AxjmOzM/document.pdf

¹³ https://www.envisionrealtysw.com/_files/ugd/6fadec_61b8edb399b546e7b31b766967c0a143.pdf

¹⁴ While the TMLAP calls for redesignation 33 acres of land for the large-format shopping center, the 3 pending rezone applications that implement the plan's shopping center component total 62 net acres.

<https://www.mcminnvilleoregon.gov/planning/page/comprehensive-plan-map-amendmentzone-change-cpa-2-20zc-3-20>

<https://www.mcminnvilleoregon.gov/planning/page/comprehensive-plan-map-amendmentzone-change-cpa-2-21zc-3-21>

<https://www.mcminnvilleoregon.gov/planning/page/comprehensive-plan-map-amendmentzone-change-cpa-1-21zc-2-21>

¹⁵ The traffic modeling submitted with the pending rezone applications assume 683,000 sq. ft. of retail floor space on 62 net acres. See Tables 6, 7, 8 & 9 at pp. 77-78 of PDF at

<https://www.mcminnvilleoregon.gov/planning/page/comprehensive-plan-map-amendmentzone-change-cpa-2-21zc-3-21>

McMinnville’s new proposed “town center” is over twice that distance from downtown, separated from the rest of the city by a high-speed expressway.

Because of these stark differences of scale and location, the city cannot reach conclusions regarding the new town center’s impacts on existing business districts based on Orenco Station or the Old Mill District.

“Retail Leakage” has been cited as a justification for the regional retail shopping center; i.e., the potential for more retail expenditures to be spent within McMinnville. However, McMinnville’s existing retailers already enjoy higher than average per capita retail spending.

The city’s Economic Opportunities Analysis (EOA) found *county-wide* retail leakage, as opposed to McMinnville leakage. This isn’t to say that McMinnville residents don’t shop elsewhere for some goods and services, but on the whole, *McMinnville has a net inflow of retail dollars*:

<u>Geographic Area</u>	<u>Annual Retail Sales Per Capita</u>
McMinnville	\$15,677
Newberg	12,734
Yamhill County	8,844
Oregon	12,690
United States	13,443

Source: <https://www.census.gov/quickfacts>

It seems clear that the proposed regional shopping center will harm existing retailers, many of whom are already losing sales to online shopping. Indeed, the traffic modeling for the applications that implement the plan’s shopping center component assume that many trips that currently travel downtown will instead go to the new shopping center.¹⁶

Even if closures are limited, the new commercial retail land will make redevelopment and new development along the existing 99W commercial corridor, the city center, and the Alpine District far less likely.

The staff presentation to the Planning Commission implied that the city is legally bound to redesignate at least 33 acres of industrial land to commercial in order to accommodate the regional retail shopping center. This implication is wrong. The city’s acknowledged Economic

¹⁶ “Within the City of McMinnville, it is expected that the commercial uses under the rezoning will result in a reallocation of trips to/from and within the downtown area. For example, many trips... that currently travel to the downtown area today will alter their trips to visit the new commercial businesses and thus reduce trips entering the downtown areas. Conversely, a proportion of the trips already occurring in the downtown areas (e.g., trips from the residential areas to the west of OR-99W that travel to downtown and the southwest commercial areas by the college) may travel to the new commercial area creating new trips on OR-18.” See p. 79 at <https://www.mcminnvilleoregon.gov/planning/page/comprehensive-plan-map-amendmentzone-change-cpa-2-21zc-3-21>. The same language is found in the other two zone change applications.

Opportunities Analysis, adopted in 2013, governs this decision.¹⁷ It identified a commercial land deficit of 36 acres.¹⁸

Since then the city has added some 67 acres of commercial land to the UGB. In 2020 the city brought 27 acres of commercial land north of the highway into the UGB and an additional 40 acres of neighborhood-serving commercial that will go on land added to the UGB on the west side of the city. The 36 acre deficit of commercial land has been more than satisfied. The city now has a surplus of at least 31 acres:¹⁹

Commercial Land Deficit (2013 Economic Opportunity’s Analysis)	(36 acres)
Commercial land added to the UGB since 2013 north of Highway 18	27 acres
<u>Commercial land added to the UGB since 2013 on the west side of the city</u>	<u>40 acres</u>
Current (deficit) or surplus of commercial land	31 acres

The Planning Director also pointed to a plan policy calling for the city to initiate a plan amendment and zone change for 40 acres of land south of Highway 18. That policy *did not and legally could not* commit the city to approval, nor did it suggest the General Commercial district, as opposed to a Neighborhood Activity Center or the Neighborhood Commercial district.

It may be the case that the city could make a policy choice to redesignate industrial land for a regional retail shopping center/town center, the city is not legally bound to do so. For the reasons set forth in this letter and in the testimony of others, this choice would recklessly gamble the city’s future.

The plan will dramatically increase traffic on the bypass

Highway 18/Three Mile Lane was intended to be, and functions as, the bypass around McMinnville. It is classified as an expressway in McMinnville’s Transportation System Plan (TSP), with speeds of 50-55 miles per hour and no or limited local access:

¹⁷ Any suggestion that the old 2001 EOA somehow applies to this decision is misplaced. That position has no legal merit. The 2001 EOS was superseded in 2013 by the adoption of current EOA.

¹⁸ Due to changes in assumptions and an updated inventory of buildable land, this is smaller deficit than the 2001 EOA identified.

¹⁹ The draft TMLAP also calls for separate plan amendments from industrial and residential to commercial on the Baker Rock/Cal Portland site north of the highway and on other land west of the hospital. These total an additional 7 acres of commercial land. If approved, these will further add to the city’s surplus of commercial land.

Table 2-1 Street Functional Classification Descriptions

Street Classification	Description and Land Use Context
Expressway	The portion of Highway 18 through McMinnville west of Norton Lane is currently grade separated and functions as a single-lane expressway with speeds of 30-55 mph. The Highway 18 Corridor Refinement Plan (mutually adopted by ODOT and the City) recommends full grade separation for that section of Highway 18 east of Three Mile Lane. Upon completion of the Highway 18 Corridor Plan, Highway 18 can be re-classified from Major Arterial to Expressway. Expressways serve regional and statewide through-traffic at higher but managed speeds, with no or very limited local access.

Virtually all development south of the Highway 18 expressway will be auto-dependent, and will rely on cars for access to, and across, the expressway. This access will be at the signalized intersections at Norton Lane and Cumulus Avenue, which seems inconsistent with the Expressway designation in the TSP.²⁰

The new commercial and office uses will generate dramatically more vehicular traffic than the currently planned manufacturing and light industrial uses. While the modeling for the TMLAP was based on general land uses rather than trip generation rates for specific uses, a trip generation chart from the City of Dupont, Washington is excerpted and highlighted below. It shows that a 100,000 sq. ft. discount superstore generates 6 times as much traffic as a similarly sized manufacturing plant at PM peak hour:²¹

Example Trip Generation Average Rates

Land Use	ITE Land Use Code	Daily Trip Rate	PM Peak Hour Trip Rate	Unit of Measure
Industrial:				
General Light Industrial	110	6.97	0.97	1000 SF GFA
Industrial Park	130	6.83	0.85	1000 SF GFA
Manufacturing	140	3.82	0.73	1000 SF GFA
Warehousing	150	3.56	0.32	1000 SF GFA
Mini-Warehouse	151	2.50	0.26	1000 SF GFA
High Cube Warehouse/ Distribution Center	152	1.68	0.12	1000 SF GFA

²⁰ The TMLAP (p. 47) includes a proposal for future amendments to the Transportation System Plan to resolve other inconsistencies. An "Action Item" to the TSP for future amendments to resolve inconsistencies is insufficient. Plan amendments, including amendments to the TSP, are discretionary land use decisions which may or may not be adopted. Thus, their future adoption cannot be relied upon.

²¹ Source: City of DuPont Washington www.dupontwa.gov/DocumentCenter/View/2122/Updated-DuPont-Example-Trip-Generation-Rates---Copy?bidId=

Business/Commercial:				
Hotel	310	8.17	0.60	Room
All-Suites Hotel	311	4.90	0.40	Room
Discount Superstore	813	50.75	4.35	1000 SF GFA
Nursery	817	66.10	6.94	1000 SF GFA
Specialty Retail Center	826	44.32	2.71	1000 SF GFA
Supermarket	850	102.24	9.48	1000 SF GFA
Home Improvement Superstore	862	30.74	2.33	1000 SF GFA
Pharmacy Drug Store w/Drive-Through	881	96.91	9.91	1000 SF GFA
Drive-In Bank	912	148.15	24.30	1000 SF GFA
High Turnover Sit-Down Restaurant	932	127.15	9.85	1000 SF GFA
Coffee/Donut Shop w/Drive-Through	937	818.58	42.80	1000 SF GFA

Office:				
Clinic	630	8.01	0.96	Employee
General Office Building	710	11.03	1.49	1000 SF GFA
Medical-Dental Office Building	720	36.13	3.57	1000 SF GFA
Research & Development Center	760	8.11	1.07	1000 SF GFA
Business Park	770	12.44	1.26	1000 SF GFA

Notes:

1. Source: ITE *Trip Generation* manual (9th Edition, 2012)
2. PM peak hour: 4-6 PM
3. SF = square feet; GFA = gross floor area

We have engaged a traffic engineer who will provide additional traffic comments under separate cover, but we note herein that the modeling did not account for the 662 acres of land added to the UGB in 2020, which includes the 27 acres of commercial land directly across the highway from the proposed retail center. We also note that while the modeling for the plan was based on 33 net acres of redesignation to general commercial, the pending rezone applications total 62 net acres.

McMinnville has long had a vehicular overpass over the expressway in its Transportation System Plan. Our previous testimony incorrectly stated that it would be removed from the plan. Instead, it has been pushed past the 20-year planning period. However, it is unlikely to ever be built, regardless of traffic conditions. The same is true of a pedestrian overpass.

If the overpasses aren't built concurrent with development south of the highway, when developers will share in their cost, funding will be nearly impossible to secure. After development occurs, the funding for these improvements will unfairly fall upon taxpayers and is unlikely to materialize. It is not clear why local and state taxpayers should subsidize transportation improvements to serve private development south of the highway.

No funding source for "financially constrained projects" in the plan has been identified, let alone secured. When funding predictably fails to materialize, the transportation projects in the plan will not be built and traffic flow will suffer.

The Norton Lane intersection comes close to exceeding mobility thresholds over the course of the 20 year planning period. If these thresholds are exceeded, additional transportation improvements will be needed. These additional improvements also lack funding.

If past history is a guide, McMinnville cannot rely on ODOT to protect its bypass. One need look no farther than Bend and Seaside for examples of the costly consequences that resulted when regional retail magnets were allowed to locate on bypass routes. Bend needed to build a *second* bypass after the first was compromised.

The vacant industrial land is an irreplaceable asset for family-wage jobs

180 acres of flat shovel-ready industrial land in the city limits on a free-flowing state highway, near an airport, and in two adjacent parcels is an extremely uncommon asset for any city. If converted to other uses, it is extremely unlikely McMinnville could ever replace it with an industrial site of similar size and quality.

Proposing a Neighborhood Activity Center where the retail center is proposed is not easy for us. We do so out of a spirit of compromise. We continue to believe that the best location for an NAC would be further west, closer to the recently approved apartments. This would preserve McMinnville's flagship industrial site for living-wage industrial jobs.

Goal One of McMinnville's Economic Development Strategic Plan is to "Accelerate Growth in Living-Wage Jobs." That document goal explicitly ties living wage jobs to issues of housing affordability, because household income determines what housing a family can afford.²²

The city's adopted Economic Opportunities Analysis (EOA) shows that wages in retail and dining are *by far* the lowest of any job sector in McMinnville – less than half that of manufacturing.²³

²² www.mcminnvilleoregon.gov/sites/default/files/fileattachments/planning/page/1675/ed_strategic_plan.pdf

²³ EOA, p. 15. The EOA (p. 14) also shows that McMinnville's employment base is *already* skewed towards retail jobs compared to the other geographies the EOA examined.

Figure 8. Covered Employment Trends in McMinnville UGB (2003-10)

NAICS	Employment Sector	2010 Characteristics			% Change (AAGR) 2003-10		
		Firms	Jobs	Avg Wage	Firms	Jobs	Avg Wage
	Total Employment	1,074	13,383	\$34,976	2.7%	1.8%	1.8%
11-21	Agriculture & Mining	17	268	\$26,635	11.4%	7.2%	-6.4%
23	Construction	97	381	\$47,175	1.6%	-1.5%	0.0%
31-33	Manufacturing	71	1,790	\$43,163	3.2%	0.0%	1.8%
22, 48-49	Transportation & Utilities	18	488	\$47,731	2.6%	0.7%	2.2%
42	Wholesale Trade	44	194	\$37,955	1.0%	-6.9%	1.2%
44-45, 722, 99	Retail & Dining	218	2,933	\$21,202	0.9%	1.0%	1.9%
52-53	Finance, Insurance, & Real Estate	103	660	\$46,612	0.6%	-0.5%	2.9%
51, 54-56, 62, 71-72	Services	468	4,320	\$34,274	4.4%	4.3%	2.0%
61, 92	Institutional	38	2,349	\$40,036	1.6%	2.2%	2.9%

Manufacturing: \$43,163 Retail & Dining \$21,202

Source: McMinnville Economic Opportunities Analysis, 2014

Similar wage gaps are documented in the city’s unadopted draft EOA:

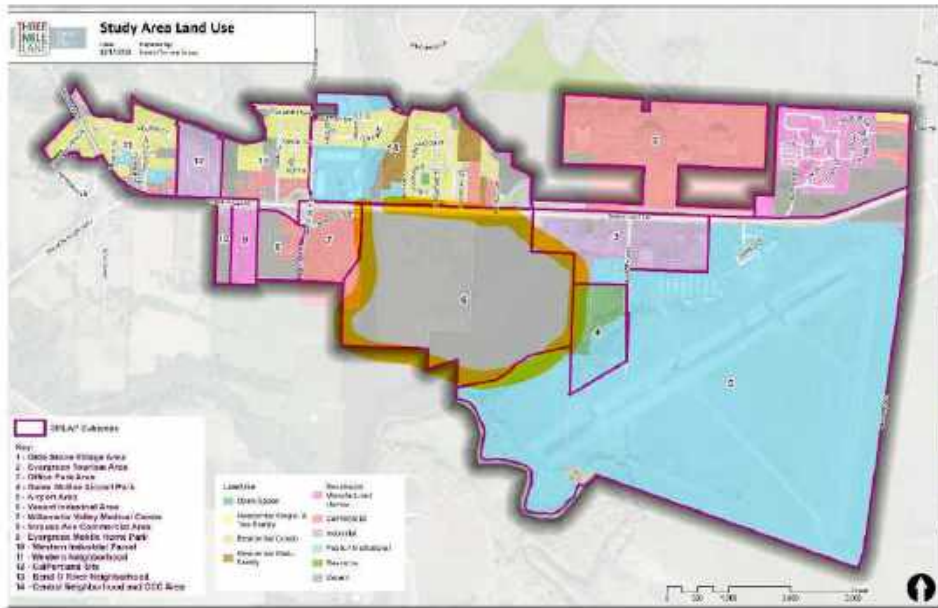
Exhibit 6. Covered Employment and Average Pay by Sector, McMinnville UGB, 2017

Sector	Establishments	Employees	Payroll	Average pay per employee
Agriculture, Forestry, and Mining	24	356	\$ 11,188,173	\$ 31,427
Construction	104	585	\$ 27,931,863	\$ 47,747
Manufacturing	71	2,277	\$ 113,267,986	\$ 49,744
Wholesale Trade	41	127	\$ 7,778,100	\$ 61,245
Retail Trade	141	2,170	\$ 62,991,136	\$ 29,028
Transportation and Warehousing and Utilities	20	140	\$ 4,582,386	\$ 32,731
Information	19	127	\$ 5,010,927	\$ 39,456
Finance and Insurance	51	459	\$ 29,183,634	\$ 63,581
Real Estate and Rental and Leasing	38	113	\$ 3,815,372	\$ 33,764
Professional and Technical Services	100	367	\$ 21,852,471	\$ 59,544
Management of Companies	9	117	\$ 7,033,600	\$ 60,116
Admin. and Support/Waste Mgmt/Remediation Serv.	49	584	\$ 14,681,454	\$ 25,139
Health Care and Social Assistance; Private Education	173	3,159	\$ 144,631,456	\$ 45,784
Arts, Entertainment, and Recreation	9	168	\$ 3,128,546	\$ 18,622
Accommodation and Food Services	99	1,503	\$ 27,941,666	\$ 18,591
Other Services	218	630	\$ 13,857,430	\$ 21,996
Government	42	2,082	\$ 101,259,952	\$ 48,636
Total	1,208	14,964	\$ 600,136,152	\$ 40,105

Source: Oregon Employment Department, Quarterly Census of Employment and Wages, 2017.

The Three Mile Lane area south Highway 18 is the city’s premier site to attract a flagship industrial user, like an electric vehicle or chip fabrication plant. It contains about 180 acres of prime developable industrial land, in two contiguous parcels of about 90 acres each.²⁴ Adjacent industrial land recently attracted a major investment from Jackson Family Wines for a new production facility. As shown on Slide 11 of the January 20 staff presentation, these parcels are “Regional Priority Industrial Development Sites.”

²⁴ Additional industrial land includes the city-owned airport and the national guard armory



THREE MILE LANE Area Plan

Land Use

- Open Space
- Residential Single- & Two-Family
- Residential Condo
- Residential Multi-Family
- Industrial
- Commercial
- Public / Institutional
- Resource
- Vacant
- Residential Manufactured Homes

Land Use & Zoning

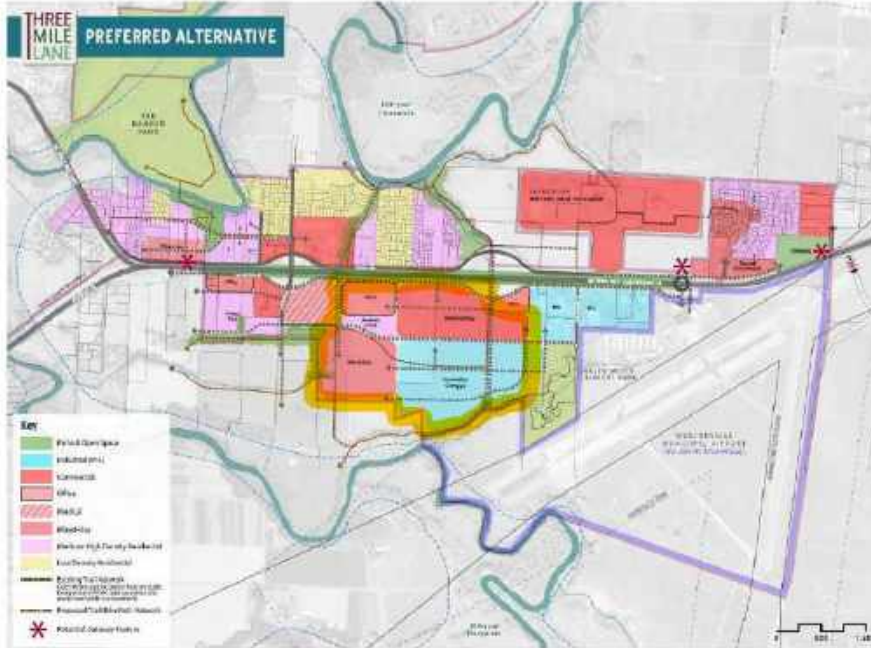
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The TMLAP commits most, and potentially all of it, to non-industrial uses. As shown in the preferred alternative map below, the 180 acres of “regional priority” industrial land would

become, in approximate acreages, a 50 acre retail center; 53 acres of mixed use, assisted living, and offices; and a 77 acre corporate/innovation campus.²⁵



- Land Use Efficiencies – More Job Density and More Housing Density
- Walkable McMinnville Retail Center reflecting McMinnville’s unique charm.
- Corporate campus, with buildings oriented to Yamhill River; maintaining view corridors.
- Mixed-use and medical-related uses.
- Trails, Connectivity, Open Space, Protected Natural Features

50

The only vacant land left for industrial uses would be the site of the planned corporate campus, labeled on the map as the “innovation campus.”

The proposed code amendment language in Appendix E would allow the entire Innovation Center site to be used for corporate offices with no industrial component whatsoever:

Allowed Uses

Innovation Campus

- A. Permitted office uses include all professional, administrative and business offices, subject to the following:
 1. Retail sales are not allowed except for those sales incidental to the principal occupation conducted therein.
 2. Office uses:
 - a. Are associated with the production or development of products or services on site and/or
 - b. Serve as the corporate or regional headquarters for products that are manufactured off-site.

Appendix E, P. 6

²⁵ At the January 20 hearing, Director Richards referred to this area as a corporate campus. (Zoom recording time stamp 1:47). The text of the TMLAP (p. 18) refers to “a large (140 – 160 acres) site for a potential corporate “Innovation Campus” but the area depicted on the preferred alternative map is nowhere near this size.

Regardless, “craft industries” can readily locate on Riverside drive or other industrial sites in the city. Unlike a large flagship manufacturer for which this site was intended, craft industries do not typically create the traded sector jobs that the Planning Director referred to in her January 20 presentation.²⁶

The TMLAP (p. 13) acknowledges that, “The industrial market remains strong due to the growth of agriculture, food and beverage production, and manufacturing.”

The factors that the TMLAP cites as advantageous for low-wage retail and hospitality uses are the same factors that make it attractive for industrial development:

“This... is one of the largest regional sites with easy highway access. The site is flat and developable—a unique characteristic for a site of this size, and has a locational advantage being both near to the highway and the McMinnville Municipal Airport.” (TMLAP, p. 26)

This site is prime industrial land. A recent OPB story highlighted the scarcity of large prime industrial sites like this one, and highlighted the high wage jobs that are generated by the industries that they attract.²⁷ The importance of this site is also highlighted in the city’s 2013 Economic Opportunities Analysis:

“McMinnville has one industrial site already certified with the State of Oregon. Creation of an additional certified site potentially could be useful to provide an added competitive large site option and better position McMinnville in the running for the relatively limited number of large traded sector site investments occurring regionally and statewide.”²⁸

Potential industrial users for large sites like this are not common, but preserving this site for industrial use will almost certainly provide greater long-term benefits to the community than a shopping center.

Other proposed changes

We believe that adherence to the Great Neighborhood Principles and to the plan’s key urban design elements and polices should be required, rather than merely encouraged. In Attachment

²⁶ ORS 285B.280 Definition of “traded sector.” As used in ORS 285B.280 to 285B.286, unless the context requires otherwise, “traded sector” means industries in which member firms sell their goods or services into markets for which national or international competition exists.

²⁷ www.opb.org/article/2022/02/02/oregon-loses-out-on-new-semiconductor-manufacturing/

²⁸ Economic Opportunities Analysis, p. 73

2, we propose three edits on (p, 21, 22, and 34, as paginated in the document) that would accomplish this.

We also propose language (p. 22) that encourages greater opportunities for vertical and geographical mixing of uses on the Baker Rock/Cal Portland site rather than separating uses by zone.

We propose various edits to the plan text that reflect a shift in emphasis to a complete neighborhood south of the highway 18 expressway.

We propose edits to the Economy section (pp. 13-14) that, (a) reflect the city's Economic Development Strategy adopted in 2019; and (b) better reflect key findings from the plan's marketing analysis found in Appendix B.

Conclusion

As detailed above and in our previous testimony, there are many good elements in the plan, a major problem, and areas for improvement. For the foregoing reasons, we urge the City Council to amend the plan to:

- Reject the redesignation of industrial land to accommodate a new "Town Center/Large-Format Retail Shopping Center.
- Prioritize neighborhood-serving commercial uses with the Neighborhood Activity Overlay provisions that are already in the code and a pedestrian overpass, and the park near the recently approved apartments.
- Include the commercially-designated island of land recently added to the UGB, north of the expressway. This land is surrounded by, and is functionally an integral part of, the Three Mile Lane Area.
- Encourage geographically and/or vertically mixed use on the Baker Rock/ Cal Portland site.

And, as explained in our prior testimony:

- Reconsider appropriate commercial uses near the Loop Rd. gateway to the city.

Thank you for the opportunity to provide these comments. We hope you find them helpful. Please include them in the official record of this proceeding and notify us of your decision in this matter.

Sincerely,

Alvin Biddle



Alexis Biddle
Great Communities Program Director and Staff Attorney
1000 Friends of Oregon
454 Willamette St, Ste 213
Eugene, OR 97401

Sid Friedman
Friends of Yamhill County
PO Box 1083
McMinnville, OR 97128

cc: DLCD
ODOT

Attachment 1: Chapter 17.50 of the zoning ordinance
Attachment 2: Proposed amendments to Three Mile Lane Area Plan

City of McMinnville



Three Mile Lane Area
Plan January, 2022

Citizen Advisory Committee:

Planning Commission	<i>Lori Schanche</i>
City Council	<i>Zach Geary Scott Hill Wendy Stassens</i>
Representatives of Property and Business Owners in the Study Area	<i>Robert Banagay Paul Davis Danielle Hoffman Peter Hoffstetter Kit Johnston Stewart Kircher Chris Norville Alan Roodhouse Chris Shelby Mary Stern</i>
Partner Agencies	<i>Scott Cooper – MEDP Kitri McGuire – Visit McMinnville Gioia Goodrum – McMinnville Chamber of Commerce</i>
Community Stakeholders	<i>Courtney Cunningham Ken Denier Alan Fox Phil Frischmuth David Hayes Galen McBee</i>

Technical Advisory Committee:

Planning Staff	<i>Heather Richards Jamie Fleckenstein Chuck Darnell Tom Schauer Adam Tate</i>
Engineering Staff	<i>Mike Bisset</i>
Parks and Recreation Staff	<i>Susan Muir</i>
McMinnville Water and Light	<i>John Dietz</i>
ODOT	<i>Michael Duncan Dan Fricke Keith Blair Dorothy Upton Jenna Berman Kristie Gladhill</i>
DLCD	<i>Angela Carnahan</i>
YCTA	<i>Cynthia Thompson</i>

Consultant Team:
*Angelo Planning Group
 David Evans and Associates, Inc.
 Leland Consulting Group
 Walker Macy*

McMinnville Three Mile Lane Area Plan

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This Project is partially funded by a grant from the Transportation and Growth Management ("TGM") Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Fixing America's Surface Transportation Act ("FAST-Act"), local government, and State of Oregon funds.

The contents of this document do not necessarily reflect views or policies of the State of Oregon.

INTRODUCTION

The Three Mile Lane area is a unique district in the southeast portion of the City of McMinnville. The area contains approximately 1,340 acres of land with a variety of existing land uses and several large vacant parcels. The Three Mile Lane Area Plan is intended to create an implementable vision for the area's future land uses and multi-modal transportation system.

As an Area Plan, the Three Mile Lane Area Plan shall serve as a guiding document for land uses and public facilities in the delineated area of this plan. Specific standards for development will be identified in McMinnville's Master Plans and Municipal Code.

Planning Process

The project began in Fall 2018, with an overarching objective of creating a plan that integrates land uses and a multimodal transportation system that serves both local and state transportation needs and provides active connectivity within the plan area as well as to the City's downtown core. The process of developing the Three Mile Lane Area Plan has been guided by the community at many points, including:

- Three Focus Group meetings
- Three Citizen Advisory Committee meetings
- Citizen Advisory Committee Design Charrette
- Property Owners Work Session & Case Studies
- Three Technical Advisory Committee meetings
- Two Community Open Houses
- A Town Hall Meeting



AREA DESCRIPTION

The Three Mile Lane area is shown in Figure 1. It contains roughly 1,340 acres in total with a wide range of existing uses, including the McMinnville Municipal Airport, Evergreen Aviation and Space Museum, the Chemeketa Community College (CCC) Yamhill Valley campus, Willamette Valley Medical Center, and existing residential neighborhoods. Along with these existing uses, the area contains a significant amount of vacant land within the City's Urban Growth Boundary (UGB). This Area Plan is intended to guide growth in a way that is consistent with the McMinnville community's desires and coordinated with the City's other planning efforts.

Figure 1. Study Area Context



Figure 2. Study Area



Neighborhoods

The existing neighborhoods in the area include the land south of the Yamhill River Bridge, which connects the study area to downtown McMinnville; the Evergreen Mobile Home park and Olde Stone Village manufactured homes/RV park; and apartments and senior living communities north of Cumulus Avenue.

Within the residential and commercial areas on the north side of Three Mile Lane there are opportunities for new mixed-use development, creating varied, diverse, complete neighborhoods that provide different types of housing, access to green space, and connections to walkable services. A key element will be the integration of complete streets; those that prioritize safe walking and biking for people of different ages and allow travel between homes, jobs, services, and recreation.

Existing Residential Neighborhoods



Industrial

There are over 200 acres of vacant land in the Three Mile Lane area that are largely served by existing infrastructure and zoned for industrial uses. Most of this vacant land is found in a few large parcels, which could support a large employer offering living wage jobs and a cohesive planned Neighborhood Activity Center that embodies McMinnville's Great Neighborhood Principles.



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Amenities and Attractions

Amenities and attractions in the area include the airport; Evergreen Space & Aviation Museum, water park, and event center; and the Yamhill River. The Three Mile Lane area is also host to several large employers, including medical centers and clinics, and industrial and office sites. These amenities and attractors serve McMinnville residents as well as tourists from outside the city. For nearby residents, safe and convenient connections to amenities will be key as the area develops, as will creating the opportunity for new amenities that serve daily needs and fuel economic development. There is a clear opportunity to provide a formal welcome to McMinnville as a marked destination with a distinct personality.



Zoning

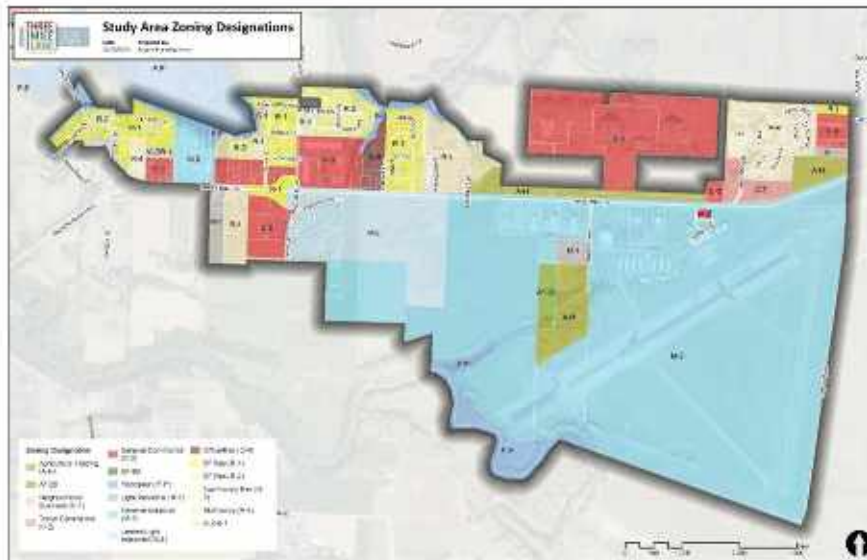
The Three Mile Lane area contains land in several zoning designations shown in Figure 3, as follows:

- **Industrial.** M-L provides for industries with limited external impact in an attractive setting; M-1 is for industrial uses that require buffering from other uses and environmentally sensitive areas, it includes a wide range of industrial uses; M-2 allows all uses in M-L and M-1, but also allows general manufacturing and airports as well as "leisure time activities" as conditional uses.
- **Residential** R-1 is low density, single family residential; R-2 single family with a slightly higher density; R-3 allows two-family dwellings throughout the zone; R-4 allows multi-family dwellings and condos.
- **Commercial.** C-1 is smaller-scale neighborhood services; C-2 provides for travel-related uses like lodging and gas stations; C-3 accommodates a wide range of uses like big box stores and theaters.

- Agricultural Holding.** 49 acres held to provide for the continued practice of agriculture. Permitted uses are limited to farming, single-family dwellings, and sewage pump stations. Parks are allowed as conditional uses.
- The Three Mile Lane Planned Development Overlay** covers the entirety of the study area. The overlay district was adopted in 1981 (Ordinance No. 4131) and amended in 1994 (Ordinance No. 4572). As stated in the original ordinance, the overlay was established to ensure high quality design, compatibility of living and working environments, provision of open spaces and parks, and buffering of residential uses from the highway. The 1994 amendments were adopted to replace outdated policies, as well as to regulate commercial signage along the Three Mile Lane corridor. The overlay ordinance outlines a number of policies related to the development of properties in the Three Mile Lane area, including provisions for setbacks, access, landscaping and buffering, and desired housing types. The ordinance also outlines a set of detailed provisions related to commercial signage. While the Three Mile Lane Planned Development Overlay regulates certain aspects of development within the study area (highway setbacks, access, signage, etc.), development in this area is largely regulated by the underlying base zones.

Appendix B contains a detailed evaluation of the existing zoning within the study area.

Figure 3. Three Mile Lane Area Zoning Designations



Transportation

The existing street network in the Three Mile Lane area includes Three Mile Lane (OR 18), minor collectors Cumulus Ave and Norton Lane, and a network of local streets that are not well connected.

Figure 4. *Street Network Functional Classification*



Vehicular Traffic. There are operational deficiencies at the two intersections at the ends of the study area: Three Mile Lane at First Street, and OR 18 at Cruickshank Road. The two major signalized intersections on OR 18 at Norton Lane and Cumulus currently operate well within the mobility targets outlined in the Oregon Highway Plan. There is a notable crash history at the intersection of OR 18 and Cruickshank Road. Though it is not within the city limits and city jurisdiction, this intersection is a logical location to consider in this planning effort relative to safety mitigation and opportunity for potential gateway streetscape improvements.

Transit. The Yamhill County Transit Authority (YCTA) provides limited (hourly) service in the study area on Route 2, with direct links to downtown McMinnville and the city Transit Center. If and when YCTA service increases to a 30-minute frequency, future transit access will improve within the Three Mile Lane area.

Bicycle Facilities. Today the area has very limited bicycle facilities, and frequently the only option available to cyclists is to ride in general purpose travel lanes. While the major streets in the area are generally flat with good pavement conditions, vehicular traffic volume is relatively high and travel is at higher speeds (35 mph and higher). The lack of separate bike lanes, buffered bike lanes, or separated facilities contributes to a poor overall environment for cyclists seeking to travel within the study area network. Creating attractive, low-stress bicycle facilities on key routes within the study area will require examining traffic calming design adaptations and lower speed limits, and implementing buffered bike lanes or separated pathways will make cycling more attractive and safe.

Pedestrian Facilities. Many of the key existing streets and intersections in the area contain essential but limited pedestrian features. Some of the sidewalks are older, but functional and the system provides a baseline, if minimal, connected network within the study area. Linkage to the McMinnville city center is limited to the Yamhill River Bridge. The existing pedestrian realm lacks important features that would otherwise contribute to more safe and inviting walking environments on Norton Lane, Cumulus Avenue, and Stratus Avenue. The original factory outlet mall development building is a barrier to more direct pedestrian and bicycle travel along Cumulus

Avenue and the crossing of Norton Lane, making it more difficult for residents east of Norton Lane to walk and cycle to McMinnville’s central city.

Natural Features

The Three Mile Lane Area is bounded to both the north and south by the South Yamhill River and its associated natural areas, including several mature tree stands with defining character. Airport Park to the south includes two loop trails that cross a small tributary stream that flows into the South Yamhill River. This park is also defined by dramatic views to Mt. Hood and Mt. Jefferson on sunny days and features several pieces of quirky concrete artwork. People living and working in the Three Mile Lane area would benefit greatly from the preservation of and connection to these natural features.



Mature Stands of Trees within the Three Mile Lane Area



Example of Nature Trail Along Sensitive Riparian Area

Economy

In 2019, McMinnville adopted an Economic Development Strategic Plan. As stated in adopting Resolution 2019-16, The plan identifies three foundational goals and strategies that are meant to be broadly beneficial across multiple industry sectors:

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

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

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

A detailed market analysis for the area was prepared and is included in Appendix B. Some of its key points are discussed below.

- **Ownership residential.** The market is strong for single-family, with high home values, household incomes, sales volumes, absorption, and construction activity. The quantity depends largely on the City’s vision for the area, applicable zoning, and buildable land.
- **Rental Residential.** Despite solid national development prospects and strong market area

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demand due to high growth, low-rise rental apartments and multiplexes are likely the primary building types feasible in the study area because of relatively weak market characteristics.

- **Retail.** Retail prospects are relatively strong for certain retail sectors, despite relatively weak market conditions (including rent, vacancy, absorption, etc.). The Three Mile Lane study area likely checks off many site selection criteria and market characteristics typically desired by prospective retailers.
- **Office.** The office market is relatively weak, and the absorption of significant speculative new development should not be expected. Regionally, however, projections show significant employment growth in education, healthcare, and professional and business services—all of which drive the most demand for new office construction. Opportunities may arise because of McMinnville’s high quality of life, and the Three Mile Lane corridor’s proximity to the airport and institutional users, such as healthcare and education.
- **Industrial.** Industrial users are likely to find the Three Mile Lane area an attractive location given its separation from incompatible land users (like residential), ease of access, highway location, level terrain and proximity to the airport. The industrial market remains strong due to the growth of agriculture, food and beverage production, and manufacturing. Continued growth may generate demand in the study area, but development may negatively impact prospects for other land uses, such as lodging and multifamily due to concerns over air and noise pollution as well as truck traffic.
- **Lodging** is likely to be a significant development type over the long-term, but the area may struggle to attract hotel developers due to its existing industrial character, lack of walkable amenities, and isolation from downtown. An assessment of the opportunities to capture demand associated with the burgeoning \$7 billion wine industry in the Willamette Valley and related tourism development requires further, more nuanced analysis.
- **Tourism** is a booming industry, particularly with regard to the wine industry, increasing market pressure for the new construction of compatible uses, such as experiential retail and restaurants, lodging, and craft industrial, as well as recreational amenities, such as trails and parks, that combined help to create an authentic, vibrant place

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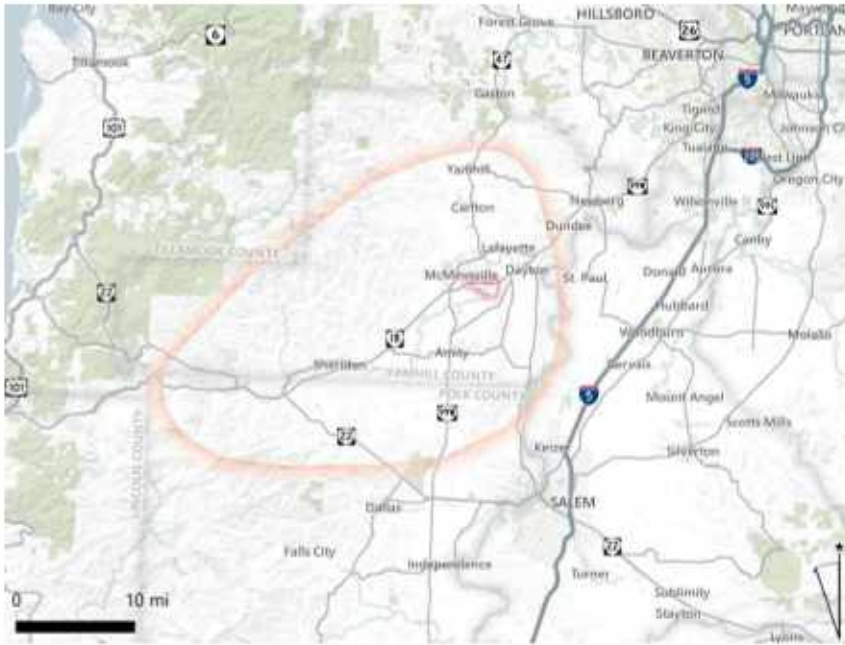
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Figure 5. Three Mile Lane Market Area



Source: TIGER, Leland Consulting Group

COMMUNITY VISION AND GOALS

An aspirational vision statement, community goals and objectives, and potential criteria to evaluate land use and transportation options for the Three Mile Lane area were developed early in the project. They were created to articulate the Three Mile Lane Area Plan's desired outcomes and help in the evaluation of options for the area. Plan objectives were further refined using McMinnville's Great Neighborhood Principals.

Three Mile Lane Vision and Goals

The Three Mile Lane District is a vibrant community that serves as the gateway to Downtown McMinnville and Oregon Wine Country. Employment opportunities, attractive housing options, and tourist destinations characterize the area. Residents and workers enjoy safe and efficient options to travel to Downtown McMinnville and benefit from close proximity to a variety of goods and services, all easily reached by motorist, bicyclist, pedestrian, and transit rider alike. The connection to McMinnville's rich history and the surrounding landscape is reflected in urban design elements throughout the area, highlighting the uniqueness of this special place. The following goals capture the community's desire to enhance this special area.

GOAL 1: Support and enhance the district's economic vitality and marketability.

This plan aims to support development of significant industrial and commercial parcels within the study area, enhance existing business by diversifying goods and services available in the area, and increase tourism. Alternatives will be evaluated qualitatively for how well they address the area's development/redevelopment potential.

GOAL 2: Provide opportunities for a complementary mix of land uses, consistent with the vision of a diverse and vibrant district.

The study area contains several existing residential neighborhoods, including assisted-living and manufactured home residences, as well as major employers and tourism destinations. This plan aims to provide a mix of land uses that support one another to create a unique part of the city.

GOAL 3: Enhance multi-modal connections throughout the district.

This plan aims to create a complete, multimodal transportation network that serves the north and south side of OR 18 within the district, and that connects the business community, the hospital, residential neighborhoods and tourism amenities to each other and to the city center. Alternatives will be evaluated through criteria measuring transportation safety and performance for all modes of travel: pedestrian, bicycle, transit, freight, and personal vehicles.

GOAL 4: Create an aesthetically pleasing gateway to the City of McMinnville

The study area is a primary gateway to the City of McMinnville. Alternatives will be evaluated qualitatively for how well they provide an identity for the district, reflect McMinnville's intrinsic character and highlight the landscape features of the district.

GOAL 5: Improve the district for existing and future McMinnville residents in the area.

The City of McMinnville's Great Neighborhood Principles identify amenities and facilities that should be present in all residential areas, including a variety of housing types, pedestrian and bicycle connectivity, preservation of scenic views and natural features, access to open space and access to commercial necessities. This plan aims to support those Great Neighborhood Principles for residents in the study area by providing multi-modal connectivity, single-family and multi-family housing, provisions for open spaces, and commercial amenities, such as grocery stores, restaurants, and more.

Great Neighborhood Principles

In April 2019, the City of McMinnville adopted the Great Neighborhood Principles into the City's Comprehensive Plan. Their purpose is to guide the land use patterns, design, and development of the places that McMinnville citizens live, work, and play. These 13 principles are listed below. Under each principle are specific policies that detail how these principles are expected to be expressed in a site and context-specific way within the Three Mile Lane Area.

1. *Natural Feature Preservation*

- Strive to protect tree groves
- Strive to protect individual trees
- Protect riparian corridors and adjacent native landscape



2. *Scenic Views*

- Provide and protect views to rolling hills and volcanoes
- Provide visual and physical access to North Yamhill River
- Orient streets and open spaces to views



3. *Parks and Open Spaces*

- Connect to Galen McBee Airport Park
- Connect to Joe Dancer Park
- Create new gathering spaces that incorporate natural areas and views
- Plant landscapes that incorporate natives and exhibit seasonal variation



4. *Pedestrian Friendly*

- Provide a network of sidewalks and trails to connect people to key locations
- Incorporate shade streets with mature tree canopy



5. *Bike Friendly*

- Plan safe routes for residents and touring cyclists

6. *Connected Streets*

- Connect to existing street grid in the Three Mile Lane area

7. *Accessibility*

- Design new development for ease of use by all ages and abilities

8. *Human Scale Design*

- Respect typical scale of commercial uses in McMinnville
- Design to reflect the micro-climate—outdoor life, porches, balconies
- Promote inclusion and interaction within the right-of-way



9. *Mix of Activities*

- Encourage mixed-use development where feasible

10. *Urban-Rural Interface*

- Reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees
- Consider adjacency to agricultural fields and respect this heritage through careful transitions
- Design simple roof forms (industrial and agricultural). Height and distinctive forms of silos can be inspiration
- Consider functional site planning of vineyard and farm complexes as conceptual model for new development



11. *Housing for Diverse Incomes and Generations*

- Allow for a mix of future housing forms and types, respecting the current character of Three Mile Lane



12. *Housing Variety*

- Respect existing variety of housing types in Three Mile Lane and ensure diversity of design for future housing

13. *Unique and Integrated Design Elements*

- Ensure visibility from highway; Welcome to McMinnville
- Make functions of sites visible (airplanes, wine-making); continue expression of industry/making where applicable
- Aviation legacy: display large planes; consider sensation of low-flying planes, potential visual impact of sites from the air
- Consider local and/or sustainable materials for cladding and building structure (timber, corrugated steel cladding, red brick)
- Use vibrant color



THE THREE MILE LANE AREA PLAN

This section describes the land use, urban design, and transportation elements that will guide future development and planning decisions in the Three Mile Lane Area. These elements are part of the "Preferred Alternative," arrived at through conversation with the community at several online and in-person open houses and refined by City staff and stakeholders. The Area Plan's combination of desired uses and transportation connections achieves the community's vision and goals while uniquely realizing the City's Great Neighborhood Principles.

Land Use Summary

The Three Mile Lane Area Plan's land uses are shown in Figure 4. The defining characteristics south of the highway include a Neighborhood Activity Center, (40-60 acre combined focus and support area), embodying the city's Great Neighborhood Principles, and a large (140 – 160 acres) site for a potential corporate "Innovation Campus" to the south of this center. To the west, in areas near SE Norton Lane and the Willamette Valley Medical Center, opportunities for office and medical uses are envisioned. North of the highway is a new mixed-use designation proposed on the current Baker Rock site.

The Three Mile Lane Area Plan is accompanied by context-sensitive urban design considerations that build on the Great Neighborhood Principles. These include:

- Avoid parking lots and blank walls on OR 18 edge
- Create a walkable Neighborhood Activity Center with an "identifiable center" (as described in the McMinnville comprehensive plan and section 17.50 of the McMinnville zoning code)
- Encourage orientation of industrial campus buildings to Yamhill River and maintain view corridors through campus
- Consider setting future development back from Yamhill River to reduce impacts
- Create grid of walkable streets
- Improve frontage roads for safer walking and biking
- Integrate new Evergreen campus development with architectural language of existing buildings and site landscape features, preserve views of oak forest
- Consider aviation-themed gateway features

Key features of the Area Plan include:

- **Walkable Neighborhood Activity Center**, A central feature is a sizable, (over 40-acre) Neighborhood Activity Center south of Three Mile Lane at Cumulus. The quality of this development's architecture and streetscape, the connectivity it provides to the street system south of OR 18, and generally, how well it responds and contributes to McMinnville's Great Neighborhood Principles will be key to the success of this plan in gaining public approval.
- South of this neighborhood activity center is a prime location for a mix of corporate office and industrial users in an **Innovation Campus**. Due to its proximity to the Yamhill River, the campus has the potential for "Trail-Oriented Development," an increasingly popular amenity-driven development trend which offers future users and tenants an

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appealing orientation to views of natural features and use of outdoor space for employee wellness.

- West of the activity center and industrial campus site, a **flexible zone of mixed office or industrial** uses is offered, providing potential sites for users drawn by the synergy of being close to larger corporate users, with subcontractors or suppliers in office or light industrial spaces.
- **New mixed-use and health care-related uses** have been identified near the existing hospital. Housing, especially senior housing, is a very strong market opportunity. Building forms are expected to be horizontal mixed-use, rather than vertical mixed-use.
- The **Evergreen Tourism Area** is identified as a good location for new hotel, retail, and event space. The site is highly visible and suitable for a clustering of mutually beneficial uses. Travel-related commercial development is envisioned in the northeastern portion of the study area. This area is advantageously situated near the Evergreen complex, making it a good site for additional services and attractions for the traveling public.
- **New residential neighborhoods and continued development of existing neighborhoods** in locations in the western parts of the study area.
- **A cohesive trails system** that ties together major amenities and neighborhoods, with safe crossings of OR 18 and a potential connection to Joe Dancer Park.

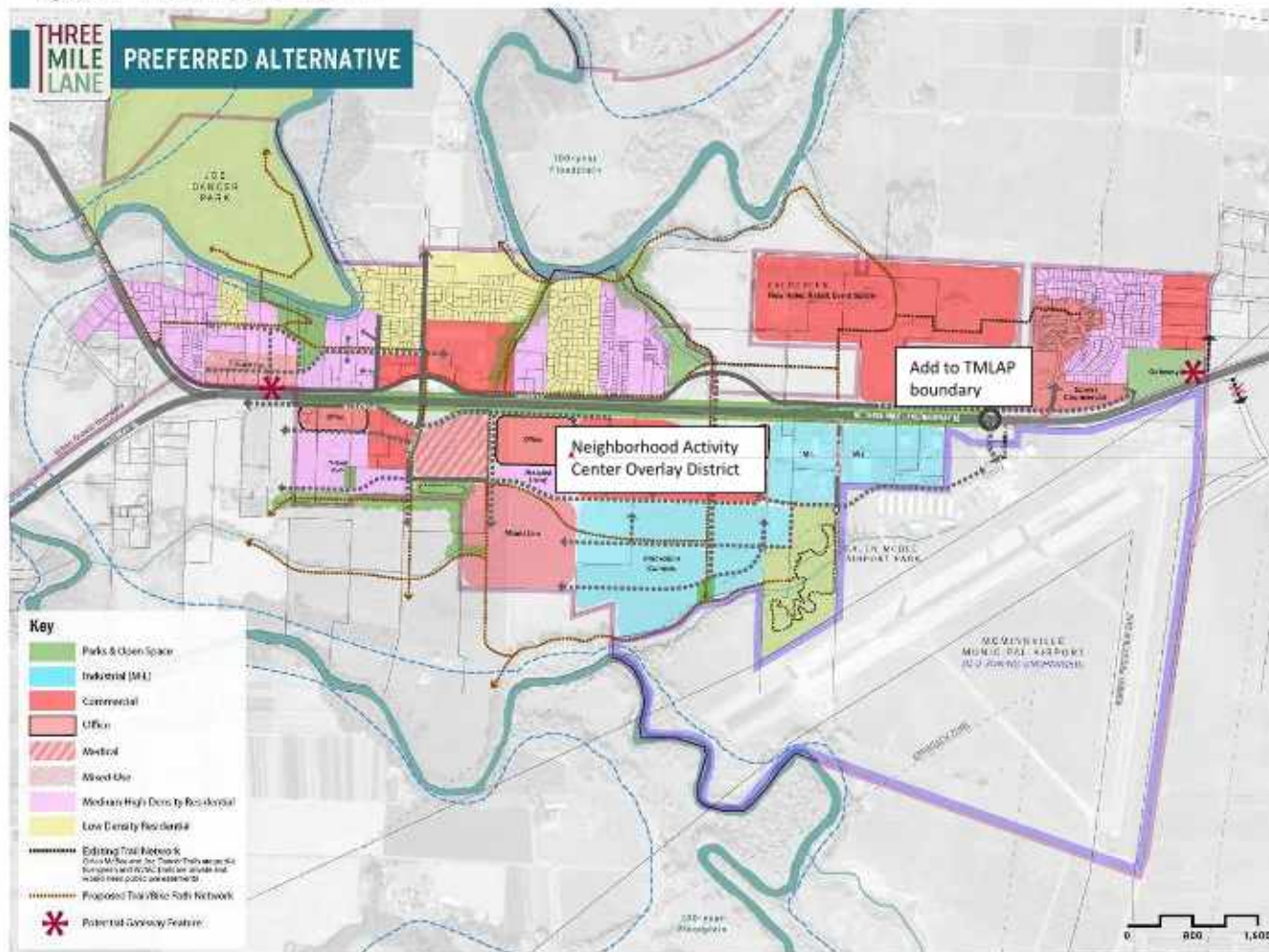
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Figure 6. Three Mile Lane Area Plan

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Urban Design Elements

The plan features some distinct areas where change is expected to occur over time. North of Three Mile Lane, the most notable change is the mixed-use designation in the northwest. South of the highway, land use designations that are distinctly different than what exists today include medical commercial, office, and residential designations near the Willamette Valley Medical Center and the [Neighborhood Activity Center](#) between the hospital and the McMinnville Municipal Airport. Specific features and design considerations for the Three Mile Lane’s diverse areas are discussed in this section. Key urban design elements that will be incorporated into future development are listed below, as well as illustrated in “precedent” images and conceptual site designs.

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Mixed-use Area

The Three Mile Lane Area Plan envisions continued growth and development in the northwest of the study area between Cumulus Ave and the Yamhill River. Existing residential neighborhoods are anticipated to see gradual infill and redevelopment in this area. New households in the Three Mile Lane area will require and support local services. The improved transportation connectivity envisioned with the Three Mile Lane Area Plan will provide alternatives to OR 18 for local trips.

Locally-serving retail and services have been a major discussion item during this planning process. As the area continues to evolve, providing more opportunities for a mix of uses, employment, and tourism, the existing industrial site (Baker Rock Site) on NE Cumulus Avenue may prove to be a more suitable location for something other than a ready-mix concrete plant. Allowing for a variety of commercial and residential uses in this area can provide additional housing, locally serving retail and other amenities, and enhanced multi-modal transportation connectivity. This area is well-suited for mixed-use development because it is large enough to accommodate and separate several uses in a way that responds to different context conditions. The site is also mostly flat with potential for good connections to the east and west.

Figure 7. Mixed Use Area (Baker Rock Site) Conceptual Design

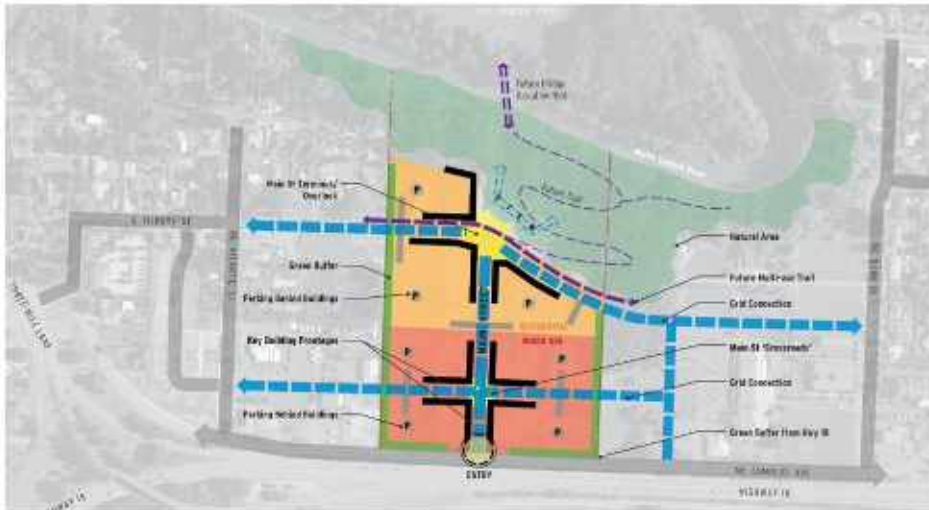


Figure 7 shows this site, which extends between OR 18 and a steep bluff overlooking the North Yamhill River, two adjacencies that will shape its eventual development. McMinnville’s Great Neighborhood Principles shall be honored through future site master planning. This infill development can protect natural areas and views, connect to parks and open spaces, provide a connected, bike and pedestrian-friendly neighborhood, and encourage mixed-use development with diverse housing types and unique, high-quality design. Retail or office uses are better suited to the more visible and accessible southern half of the site. Residential uses are best suited to the northern half, further away from OR 18, with views to the river and Joe Dancer Park, but opportunities for vertical and geographical mixing of uses should be provided for.

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Key Urban Design Elements:

- Local street grid. Local streets can be logically extended through the site from the west (NE Atlantic) and the east (NE Dunn Place), creating access to the commercial and residential halves of the site, while a new central 'Main Street' can be extended north from NE Cumulus Avenue, bisecting the site and creating two crossroads intersections. The proposed street extending east-west across the northern half of the site follows the top of the bluff and should be designed as a well-landscaped parkway, with an adjacent multi-use trail which will eventually extend throughout the Three Mile Lane study area as a safe parallel route to OR 18.
- Building orientation. New buildings should be located to form an urban frontage, with no setbacks, at the intersections of local streets.
- Building and site design. Pedestrian-scaled ground floors, prominent entries, and canopies over sidewalks with street trees, on-street parking, and safe crossings. Surface parking could include EV charging stations, bicycle parking and a transit stop and be located behind these frontages, separated from adjacent uses by well-landscaped green buffers.

- Natural features. Where the Main Street meets the bluff-top street, a public overlook can provide views to Joe Dancer Park and perhaps even a trailhead for a nature trail switch-backing down the bluff to a riverside trail system and a potential footbridge over the river connecting to the park and beyond to downtown. This could serve as a valuable pedestrian and cycling connection to downtown to supplement the new Three Mile Lane Bridge.

Tourist Commercial

The Evergreen complex continues to draw visitors to McMinnville who support other local businesses in the Three Mile Lane area and beyond. The Area Plan foresees the continuation and intensification of tourism-related uses as allowed by existing zoning designations. East of Evergreen, land is currently zoned for commercial uses along the highway and has the possibility of hosting more tourism- and travel-related commercial uses in the vicinity of the Aviation & Space Museum and waterpark. The Area Plan envisions activities and uses related to visitors and the traveling public that could boost tourism and be mutually beneficial to existing attractions. A cluster of these uses in the northeast part of the study area could have a synergistic effect, strengthening McMinnville's and the region's reputation as a destination.

Key Urban Design Elements:

- Connectivity to the Evergreen complex. An important design element of this visitor-oriented area is connectivity to existing Evergreen tourist uses. Providing a safe walking and biking connection parallel to OR 18 will help integrate future development with the Evergreen attractions, which will continue to attract significant amounts of visitors.
- "Gateway" location. In addition, with a prominent location on the east entrance to McMinnville, this development opportunity area should be required to meet the City's Great Neighborhood Principles with high-quality design.

Health Care Area

Vacant parcels surrounding the Willamette Valley Medical Center are a significant opportunity for medical offices, housing for people reliant on medical services, and other uses that benefit from a health care cluster. As envisioned in the Area Plan existing industrial and high-density residential land and uses fronting the highway and in close proximity to the Medical Center could, over time, develop with housing – including assisted living and long-term care facilities - office uses, and services related to the hospital.

Key Urban Design Elements

- Transitions between uses: Health care facilities and surrounding residential areas. Health care facilities are often active around the clock with bright lighting and they generate significant vehicle traffic. They also require a lot of delivery traffic and, in the case of a major medical center, helicopter use. Buffering between uses should be considered, particularly senior housing or market-rate apartments with trees, landscaping and other treatments. Assisted living or nursing care facilities, however, would benefit from close proximity to the hospital.

- Transitions between uses: Health care facilities and other commercial uses. The scale and orientation of existing uses, as related to future uses should be considered. For example, while Senior Housing might benefit from a location within walking distance of a Neighborhood Activity Center, there should be careful site planning to ensure the housing isn't directly adjacent to loading or parking facilities. It may be most feasible to place health-care related housing with an orientation south towards views and the river.
- Walkability between uses. Convenient, safe connections between a variety of uses in this area will be important to current and future users.
- Visual quality of buildings facing OR 18. New development should avoid placing loading docks or creating blank walls visible from passing vehicles.

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Neighborhood Activity Center/Innovation Campus

A large area of currently vacant or farmed land stretching from the highway south to the Yamhill River provides a unique opportunity for future development. The City of McMinnville held a design charrette for the entire corridor study area with the Citizen Advisory Committee on April 8, 2019. Project participants identified a number of key strengths, including high visibility from Oregon OR 18, many large and/or underutilized parcels, proximity to the airport, concentration of tourist amenities and medical uses, strong connections to regional assets, and an abundance of natural features. Specific opportunities the participants identified included: pedestrian bridges over the highway could provide needed connections at key points, the creation of special complete street standards to encourage biking and walking, requiring stormwater treatment and extensive street tree plantings on all study area streets, considering shared parking standards and 'shadow platting' to encourage future infill on surface lots, and opportunities for new residential at the south edge of the case study site and west of the hospital.

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Deleted: design envisioned in the Area Plan is the latest iteration in a process that began with a Property Owners' Workshop. This half-day workshop held at City offices included a presentation of existing site conditions, with confirmation from property owners of natural features, parcel ownership, access, and previous uses. A summary of market conditions was presented, with some suggested adjustments from the owners to reflect their individual research. The workshop concluded with a roundtable discussion of opportunities and constraints, including an exercise where prototypical program 'chips' scaled to the sites, were placed in a variety of potential arrangements to inform initial sketches of concept alternatives.¶ In addition to the focused property owner workshop, the

The 2003 McMinnville Growth Management and Urbanization Plan included a Three Mile Lane Neighborhood Activity Center on land that was ultimately not included in the Urban Growth Boundary. The Three Mile Lane Area Plan shifts its location eastward, while retaining its original Design Concept:

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Development Concept:

The development concept for the Three Mile Lane Neighborhood Activity Center builds upon the patterns that now exist, and that are planned for the area. As such, plans should include land for the future expansion of the hospital to the south. It should also include low intensity office uses along the area's eastern edge to buffer the planned industrial area inside the current McMinnville city limits from future residential development in the neighborhood activity center. Existing low-density residential development patterns should be respected and allowed to transition to higher densities as they move east of Lawson Lane. Finally, all development must be done in a manner that provides for full implementation of the circulation concepts and plans articulated in the approved "McMinnville Corridor Refinement Plan."

Central to this concept plan would be the development of a neighborhood commercial activity center at or near the intersection formed by the future extensions of Norton Lane (to the south) and east interchange road. Adjacent to this node would be sited multi-family housing. Lower density housing would be arranged adjacent to Lawson Lane (as noted earlier) and the South Yamhill River floodplain. Medium density housing would be situated in a band running west to east through this neighborhood's midsection. Additional commercial development should be

encouraged adjacent to Stratus Lane and existing commercial businesses to provide additional services to the nearby residents and traveling public. Open space or developed parkland should be provided near the multi-family housing and river (south end of Norton Lane extension). Land for churches and park-and-ride facilities might also be appropriate for this area (Figure 10).

Other key development concepts and benchmarks relative to this area are as follows:

- Land for multi-family housing (four-plex and higher density housing) should occupy at least 15 total gross acres but no more than 25 total gross acres of land. A minimum of 15% and a maximum of 30% of the gross area of the neighborhood shall be designated for attached houses (multi-family) and small lot (50 ft or less in width) detached houses.
- The overall residential density of this neighborhood is targeted at 7.5 dwelling units per net acre.
- The Activity Center should be located south of the existing medical office complex and west of Norton Lane. The center should be limited in size to no more than 10 acres, and uses should be limited to those that cater to the needs of the neighboring residents.
- A neighborhood park should be located adjacent to the South Yamhill River. In addition, the City should acquire land adjacent to the river as necessary to create a recreation trail that would provide connection to other McMinnville neighborhoods and the Three Mile Lane activity center.
- The location of multi-family housing should be limited to locations adjacent to the commercial activity center, parkland, and other commercial areas.
- Medium density residential development should be encouraged adjacent to multi-family housing.
- Low-density residential development should be limited to areas immediately adjacent to the South Yamhill River (environmentally sensitive areas) and existing Lawson Lane residential area.
- The City should be proactive in acquiring land necessary to provide a recreation trail corridor adjacent to the South Yamhill River that provides connection to other McMinnville neighborhoods and the Three Mile Lane commercial activity center.

A mixed-use commercial core within the neighborhood activity center can offer a greater diversity of uses than typical retail developments.

An activity center at Cumulus Ave. is a central feature of the Area Plan. The design of this development, the connectivity it provides to the street system south of OR 18, and how well it contributes to McMinnville’s Great Neighborhood Principles will be key in the success of this plan. This almost 60- acre parcel is one of the largest regional sites with easy highway access. The site is flat and developable—a unique characteristic for a site of this size, and has a locational advantage being both near to the highway and the McMinnville Municipal Airport.

Flexibility is key to attracting a corporate Innovation Campus. The City and/or developer would have to be opportunistic and actively market the property and McMinnville as a corporate destination. Early infrastructure investments and construction of housing and commercial amenities within walking distance of the property would help attract a corporate user, as would a clear but flexible vision and development plan for the property.

The overall goal is for new developments in the Three Mile Lane Area is to echo the features of traditional, older retail districts like downtown McMinnville. Figure 11 shows an example from other Oregon communities, with similar common features that include:

- Human-scale development that is pedestrian friendly.
- Walkable, narrow main streets connecting through the center, with parallel or angled on-street parking in front of retail storefronts.
- Public gathering spaces, bordered by dining and entertainment attractions, featuring play areas and flexible space for programmed public events.
- Shared parking lots, generally located behind buildings, featuring wide pedestrian walkways, EV charging stations, bicycle parking, and transit stops. As well as integrated stormwater treatment and ample landscaping including shade trees.
- Sustainable high-quality architecture, themed in a regionally appropriate way, with buildings placed in prominent locations that contribute to the quality of the pedestrian experience, versus behind large surface parking lots.
- Building edges that create ‘frontage’ on walkable streets or pedestrian walks, with higher-quality materials, generous windows and pedestrian-scale signage in the first 20-30’ of elevation.
- Proximity and connection to a mix of other uses, to encourage walking from residential or office areas to the retail center.
- Generous landscape buffers between the retail center and roadways or parking lots while maintaining maximum visibility for retailers.
- A prominent entry to the site, with signage or a gateway feature.

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The retail market continues to evolve rapidly in response to the challenges of competing with online retail and market consolidation. One tactic that the retail industry has successfully used to attract and retain shoppers to brick and mortar establishments is the creation of mixed-use “town centers” that offer gathering spaces, walkable streets and more dining options than typical strip suburban developments or enclosed shopping centers.

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Deleted: , particularly as it pertains to entertainment and some office uses, with the latter providing critical daytime population for retailers

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Deleted: Figure 9. Retail Center Precedent: Old Mill District, Bend, Oregon

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Deleted: Figure 8 provides an example of how this site could develop, implementing design features desired in the Three Mile Lane Area.

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Deleted: Figure 10. Retail Center Precedent: Northwest Crossing, Bend, Oregon

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Figure 11. Retail Center Precedent: Orenco Station, Hillsboro, Oregon



Key Urban Design Elements

- **Local identity.** Maintaining the local identity through gateway design elements and development opportunities; establishing formal view protection corridors for Mt Hood, Mt Jefferson, and Amity Hills encouraging mixed uses whenever feasible; and mitigating the visual impact of development on the OR 18 edge.
- **Connectivity.** Transportation and connectivity have been major themes during the planning process. Connectivity—in terms of internal circulation to parks and recreational features and surrounding neighborhoods—is essential, including for pedestrians and cyclists.
- **Parks and open space.** The community has provided input on parks and open space opportunities, identifying the following: prioritizing connections to existing trails and open space (such as connections into Joe Dancer Park), creating a public greenway along South Yamhill River with trail and connections to the study area and McBee Park, and increasing open space opportunities in the study area adjacent to residential uses.

Transportation

Enhancements to the existing local street network supporting the Area Plan are illustrated in Figure 12. The network includes completion of parallel and intersecting streets both north and south of OR 18 and network extension within currently undeveloped lands.

New shared-use paths complement the planned street network that link neighborhoods with planned activity centers and the Galen McBee Airport and Joe Dancer Parks.

Future vehicle traffic conditions for the Three Mile Lane Area, as detailed in Appendix D, were analyzed using three key steps:

1. **Housing and Employment Demographic Data.** Demographic data within the McMinnville UGB was prepared and summarized for year 2041, assuming the no-change “base” land use condition and what conditions would be if the area developed according to the preferred alternative described in this Plan and 2041 Tier 2 land use plan, based housing and employment demographics (McMinnville UGB) for ODOT model inputs.
2. **Transportation Model Network Refinement – Preferred Alternative.** The consultant team coordinated with ODOT to incorporate results from the preferred land use analysis (see Appendix D) to develop assumptions for the Oregon Small Urban Models (OSUM) travel demand model, reflecting the preferred land use option, future OR 18 facility design, and local street system network.
3. **OSUM Model Outcomes and Study Area Intersection Analysis.** ODOT provided future year (2041) model volumes. The analysis for the street design alternative used the travel demand model results to generate traffic forecasts at study area Intersections.¹ The consultant team also did detailed traffic analysis using the model to evaluate future intersection operations in the Three Mile Lane Area.

The results of the analysis confirmed that both signalized intersections in the area –OR 18 and Norton Lane and OR 18 and Cumulus Avenue - will operate at volume-to-capacity ratios below ODOT’s established standards under year 2041 Preferred Alternative traffic conditions. However, two of the study area unsignalized intersections fail to meet established mobility targets:

- **Three Mile Lane & First Street** – Three Mile Lane experiences high traffic volumes throughout the day, especially during the PM peak hour. There are limited gaps in the Three Mile Lane traffic flow for motorists turning from First Street. The intersection also doesn’t meet mobility targets based on 2018 traffic conditions.
- **Three Mile Lane & Cumulus Avenue** – The westbound and eastbound approaches are controlled with stop signs. There is no separate left-turn lane on the north leg of Three Mile Lane. Future traffic on Three Mile Lane and Cumulus Avenue is sufficiently high that eastbound and westbound motorists will find insufficient gaps to turn and travel north or south through the intersection.

¹ This work was conducted in accordance with the Methodology Memorandum, December 10, 2018. See Appendix D.

Preferred Facility Design

Figure 12. Preferred Facility Design Concept



- a) Three Mile Lane interchange - reconstructed for full directional access and crossing, with new connector to Stratus Avenue - see Figure 13).
- b) Cirrus Avenue - new roundabout on OR 18, with McMinnville gateway features.
- c) Removal of at-grade street and driveway accesses to OR 18 in the section between Cumulus Avenue and the eastern edge of the study area, including Loop Road and Cruickshank Road (Cruickshank Road is not shown in Figure 8, as Cruickshank Road is external to the Three Mile Lane Study area).
- d) New east-west frontage streets north and south of OR 18, linking Cirrus Avenue, Cumulus Avenue and Norton Lane. These and other local street connectors are depicted in Figure 11.
- e) New traffic signal (or roundabout) at Three-Mile Lane and Cumulus Avenue.
- f) Loop Road - disconnect from OR 18 and realign to new Cirrus Avenue connector and roundabout.

Figure 13 illustrates the reconstructed interchange of OR 18 at Three Mile Lane. The interchange modifications allow full vehicular movement to and from the highway in all directions, and a bi-directional connection between the southern half of the Study Area and McMinnville's city center via Stratus Avenue. These new connections will likely carry significant local traffic demand that would otherwise travel on OR 18 between the study area and McMinnville's city center. The Stratus Avenue connection also provides direct connectivity for pedestrian and cyclists traveling between the southern half of the Study Area and McMinnville's city center. Separated, two-way cycle tracks on both Cumulus Avenue and Stratus Avenue will improve rider comfort and significantly reduce level of traffic stress on these routes.

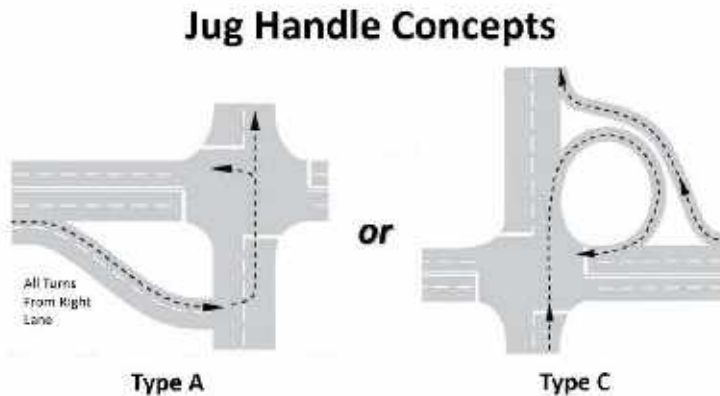
Figure 13. OR 18 / Three Mile Lane Interchange Preferred Facility Design



This plan includes interchange layout and traffic control concepts that will require further study and engineering analysis, including:

- A. Re-align Cumulus Avenue (and Nehemiah Lane) intersection approximately 200 feet north with Three Mile Lane to provide additional spacing from future OR 18 interchange ramps.
- B. New traffic control (signal or roundabout) if supported by MUTCD signal warrant analysis.
- C. Spacing sufficiency on Three Mile Lane between the new traffic signal and OR 18 westbound off-ramp.
- D. Re-alignment of Lawson Lane and its new connection to Martin Lane.
- E. The Urban Growth Boundary (UGB) is approximately coterminous with Stratus Avenue. The Stratus Avenue extension to the new interchange (and Lawson Lane re-alignment) will likely not require a UGB amendment (see ORS 215.283).

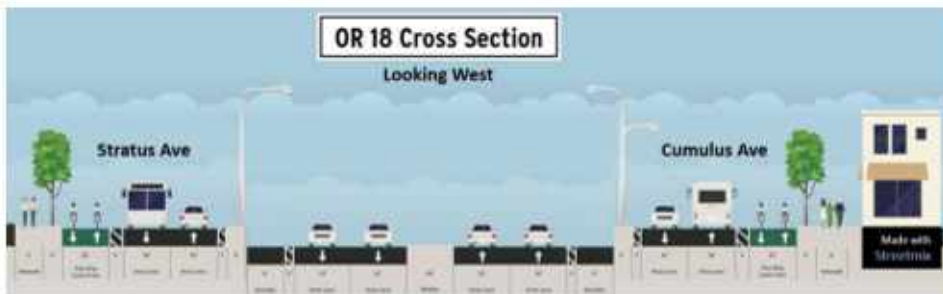
Figure 14. Cumulus Avenue Jug Handle Concept Options



Source: New Jersey Department of Transportation

Note: The draft Preferred Facility Design was developed in coordination with the CAC prior to the development and evaluation of future traffic volumes and operations. The later traffic operations analysis indicates that the traffic signal at OR 18/Cumulus Avenue will accommodate year 2041 traffic operations under both the Base and Preferred Alternative scenarios, without the need for additional jug handles. Jug handles may be needed beyond the 20-year planning horizon.

Figure 15. Proposed OR 18 Cross Section



Multimodal Plan

Complete Streets

Local connectivity is accomplished through special "complete street" standards to encourage biking and walking and that require stormwater treatment and extensive street tree plantings on all area streets. Complete street cross-sections for Major Collector and Local Residential streets are included below.

Figure 16. Major Collector Street Cross Section

Major Collector



Figure 17. Local Residential Street Cross Section

Local Residential



Pedestrian Facilities

The combination of pedestrian facility improvements along existing and planned collector streets, and planned pathway improvements in the study area will significantly improve overall pedestrian access, mobility, and comfort for all users. A detailed evaluation of pedestrian facilities in the plan is included in Appendix D.

Bicycle Facilities

The Preferred Alternative includes recommended bicycle system improvements on existing streets and new connectors to help form a more complete bicycle network within the 3MLAP study area. Bicycle facilities provide improved mobility for users riding to the city center and seeking active transportation options that support a healthy lifestyle. Bicycle facilities considered in the study include bike lanes, buffered bike lanes, bike boulevards (shared lane), cycle tracks and shared-use paths as summarized in Figure 18.

The combination of bicycle facility improvements along existing and planned collector streets, and planned pathway improvements in the study area will significantly improve bicycle access, mobility and comfort for users of all ages and confidence levels. A detailed evaluation of bicycle facilities is included in Appendix D.

Figure 18. Types of Bicycle Facilities



Source: NACTO

Transit Connections

The extension of frontage roads east along the north and south sides of OR 18 identified in the Area Plan (see Figure 12) will provide opportunity for YCTA to extend Route 2 service within the study area.

Figure 19. YCTA Route 2 in the Three Mile Lane Area



Policies

The following policies *shall* guide development and future planning decisions in the Three Mile Lane area. These policies implement the Three Mile Lane Area Plan goals and describe how Great Neighborhood Principals are expected to be expressed in the future growth and development of the Three Mile Lane Area.

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1. *Require future development to be consistent with the design elements of the Three Mile Lane Area Plan.*
2. *Public improvements and private development shall strive to protect tree groves and mature individual trees.*
3. *Riparian corridors and adjacent native landscape shall be protected.*
4. *The built environment will be designed to provide and protect views to rolling hills and volcanoes and to enhance visual and physical access to the North Yamhill River. New streets and open spaces will be oriented to capture views.*
5. *Enhancing connections to existing trails and open space, such as connections into Joe Dancer Park and McBee Park, and creating a public greenway along South Yamhill River with trails and connections to the Three Mile Lane Area is a priority.*
6. *New gathering spaces will be designed to incorporate natural areas and views.*
7. *Require native landscape plantings with seasonal variation and tree plantings that include shade streets with mature tree canopy.*
8. *A network of sidewalks and trails will connect people to key locations within the Three Mile Lane Area.*
9. *The Three Mile Lane Area will have safe bicycle routes for residents and touring cyclists.*

10. *Proposed new streets will connect to the existing local street grid, consistent with the conceptual designs in the Three Mile Lane Area Plan and in compliance with Transportation System Plan standards.*
11. *New commercial developments should be designed to be at a walkable, human scale and for ease of use by all ages and abilities.*
12. *New commercial, office, mixed-use, and multi-family developments should be designed to reflect the micro-climate and enhance outdoor life through the incorporation of features such as porches, balconies, courtyards, plazas, etc.*
13. *New commercial, office, mixed-use, and industrial campus developments should promote inclusion and interaction within the right-of-way.*
14. *Encourage mixed-use development where feasible.*
15. *Proposed site landscape for new development should strive to reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees – and consider functional site planning of vineyard and farm complexes as conceptual models.*
16. *New development should consider adjacency to agricultural fields and respect this heritage through careful transitions.*
17. *Architectural building design that includes simple roof forms (industrial and agricultural) is encouraged in the Three Mile Lane Area.*
18. *Encourage a diversity of future housing forms, types, and design that respect the current character of the area .*
19. *Ensure that new commercial and industrial campus development creates a welcoming and visible interface with Three Mile Lane.*
20. *Encourage site design and architecture that visibly convey the historic or current industry on the site (e.g., aviation, wine-making).*
21. *New commercial, mixed-use, office, and industrial campus development should consider using local materials for cladding and building structure (timber, corrugated steel cladding, red brick), and incorporating vibrant color.*

IMPLEMENTATION PLAN

Overview

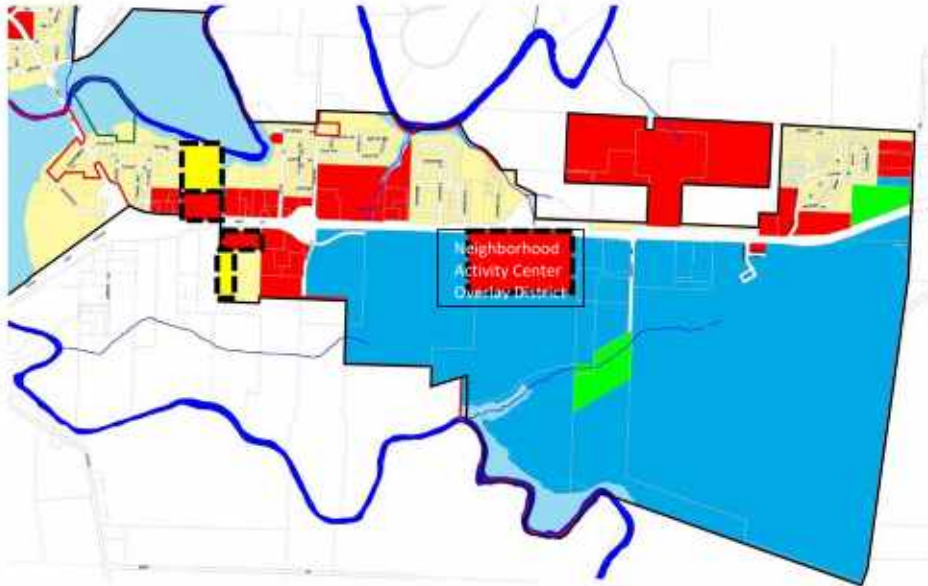
Through the development and implementation of the Three Mile Lane Area Plan, McMinnville has the opportunity to establish land use and transportation policy for the area and set standards and guidelines that will help the community realize the vision for this area. The Area Plan will be adopted as an element of the City's Comprehensive Plan to guide future land use, transportation improvements, and development decisions. This plan will be implemented through the City's Master Plans, Zoning Ordinance, Municipal Code, and the Three Mile Lane Planned Development Overlay. This section details the recommended modifications to the City's Comprehensive Plan and the Planned Development Overlay Ordinance.

Comprehensive Plan Amendments

Comprehensive Plan Map

In addition to the Three Mile Lane Area Plan being adopted as an element of the Comprehensive Plan, a map amendment will be a necessary implementation action. As described in the previous section, the Area Plan envisions land uses that are different than what is currently planned for on the City's Comprehensive Plan map. To allow for the area to develop consistent with the vision for the Three Mile Lane Area, the City will need to change the Comprehensive Plan Land Use Map in the areas indicated by the dashed black line in Figure 20.

Figure 20. Comprehensive Plan Map Amendments



The predominant change is from an Industrial designation to accommodate a [Neighborhood Activity Center Overlay District](#) for approximately 40 – 60 acres south of OR 18. The other change south of the highway, west of Norton Lane, is from Industrial to Commercial and Residential. The Industrial Comprehensive Plan amendment on the northern side shown in Figure 20, entails proposed Commercial and Residential Comprehensive Plan redesignations.

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Policies

Policies in the Three Mile Lane Area Plan are intended to supplement policies in the City’s existing Comprehensive Plan and support implementation of the Area Plan. The policies were developed to implement the Three Mile Lane Area Plan goals and describe how Great Neighborhood Principals are expected to be expressed in the future growth and development of the Three Mile Lane Area.

Transportation System Plan

To support the changes represented in the preferred land use option and the facility design for OR 18 there will need to be key improvements to the transportation system. The City of McMinnville’s 2010 Transportation System Plan will need to be updated to capture these improvements. Complete Street design will require changes to City street standards in the TSP as well as the Zoning Ordinance. Modifications are noted in Table 1 and include an increase in sidewalk widths and planter strip widths along residential streets. To enhance cyclists’ comfort, the revised standards require buffered bike lanes (or cycle tracks) on collector streets and sharrow markings for shared lanes on local residential streets.

Table 1: Complete Street Standards

	Major Collector Existing Standards	Notes	Local Residential Existing Standards	Notes
Right-of-Way	74'	Increase to 80'	50'	Increase to 58'
Speed	25-30 mph		15-25 mph	
Maximum Average Daily Traffic (ADT)	16,000		1,200	
Adjacent Land Use Intensity	Medium		Low	
Sidewalks	5' residential 10-12' commercial	6'	5'	Increase to 6'
Planter Strips	6' residential N/A commercial	8'	5'	Increase to 6'
Curb-to-Curb Street Width	44'	Suggest 50'	28'	
On-Street Parking Two Sides	N/A		yes	Switch to one side parking if travelway too narrow... see below
Bike Facility	2 lanes (5')	Change to 8' buffered bike lanes (or cycle tracks)	Shared Lane	OK, with sharrow markings
Median / Center Turn Lane	12'		None	
Travel Lane Width	2 lanes (11')		See street width	

Project phasing, costs, and design standards related to implementing the preferred OR 18 improvements will also need to be reflected in the updated TSP, consistent with what is shown in Table 2.

Table 2: OR 18 Improvements – Planning-Level Cost Estimates and Phasing

Phase	Description	Notes	Low Cost 2021 (millions)	High Cost 2021 (millions)
1. Independent State and/or City Projects				
	New Multi-Lane Roundabout at OR 18 and Cirrus Avenue		\$8.0	\$10.0
	Construct Bicycle Lanes and Sidewalks on NE Cumulus Avenue from Cumulus Avenue to Evergreen Air and Space Museum Entrance		\$0.4	\$0.6
	Extend Cumulus Avenue East from Norton Lane and Modify Intersection Traffic Control at Existing Norton Lane/Cumulus Avenue Intersection	[1]	To be determined	
2. City/State Projects Reliant on Completion of New OR 18 / Cirrus Roundabout				
	Disconnect Loop Road from OR 18 and Re-align to Cirrus Avenue		\$2.5	\$3.0
	New OR 18 Frontage Roads Between Cumulus Avenue and Cirrus Avenue (both north and south of OR 18)	[2]	To be determined	
3. City/State Projects Commensurate with/Reliant on New Extension of Cumulus Avenue South of OR 18				
	Construct Cumulus Avenue south of OR 18	[2]	To be determined	
	Revise Traffic Signal at OR 18/Cumulus Avenue Intersection		\$1.1	\$1.2
	Construct Bicycle Lanes and Sidewalks on Cumulus Avenue from OR 18 to NE Cumulus Avenue		\$0.5	\$0.7
4. State and City Projects Commensurate with or Reliant on New OR 18/Three Mile Lane Interchange				
	Reconstruct OR 18/Three Mile Lane Interchange	[3]	\$60.0	\$90.0
	Re-Fit Cumulus Avenue (north side) with 2-Way Cycle Track, Buffer Strip and Wider Sidewalk: Three Mile Lane to Norton Lane		\$3.1	\$3.4
	Re-Fit Stratus Avenue (south side) with 2-Way Cycle Track, Buffer Strip and Wider Sidewalk: Martin Lane to Norton Lane		\$1.6	\$1.8
	Re-align Cumulus Avenue and Nehemiah Lane at Three Mile Lane		\$2.4	\$2.6
	New Traffic Signal on Three-Mile Lane at Cumulus Avenue		\$0.5	\$0.6
	Re-align Lawson Lane		\$1.5	\$1.7
Total			\$81.6	\$115.6

Notes:

- [1] Subject to coordination and approval between City of McMinnville and Chemeketa Community College.
 [2] Subject to private development access needs.
 [3] Including general cost items of demolition, pavement, curb, sidewalk, signing and striping, drainage and landscaping, and new traffic signal or roundabout at junction of OR 18 eastbound ramps and Stratus Avenue.

These cost estimates are for planning purposes only and are subject to refinement during concept development and preliminary engineering. Neither ODOT, City of McMinnville or private development roles and responsibilities in funding these projects have been identified.

The cost estimates for the recommended projects in Table 2 are for planning purposes only and are subject to refinement during concept development and preliminary engineering. Identifying ODOT, City of McMinnville or private development roles and responsibilities in funding these projects have not been identified. Redesigning and retrofitting streets, highways and land use with new, multimodal transportation infrastructure sometimes requires taking exception to design standards so that new projects fit within existing rights-of-way, natural and built environmental constraints. As the concepts identified in the Plan are taken forward into preliminary engineering and final design, there will likely be the need to examine exceptions to roadway and junction design standards. Table 3 summarizes those projects identified in the Area Plan that may require design exceptions.

Table 3: OR 18 Improvements – Design Phase Issues

Recommended Plan Project	Constraints	Design Standard Issues or Possible Exceptions
Reconstruct OR 18/ Three Mile Lane Interchange	Proximity of Yamhill River Bridge, Cumulus Avenue/Nehemiah Lane intersection, OR 18 eastbound off-ramp junction, and UGB boundary (current alignment of Stratus Avenue)	Junction spacing and traffic control at: <ul style="list-style-type: none"> • Three Mile Lane • OR 18 Westbound Off-Ramp at Three Mile Lane • OR 18 Eastbound Off-ramp at Three Mile Lane/ Stratus Avenue
New Roundabout at OR 18 and Cirrus Avenue	Standard two-lane roundabout likely requires additional rights-of-way. OR 18 posted and design speeds entering McMinnville UGB.	Roundabout geometric design treatments to: <ul style="list-style-type: none"> • Reduce approaching vehicle speeds and accommodate multi-axle trucks on OR 18 • Accommodate bicycle and pedestrian traffic
Re-purposing Cumulus and Stratus Avenues with two-way cycle tracks	Limited street rights-of-way and need to accommodate future bus stops amenities.	Two-way cycle tracks are not currently incorporated in the City's design standards. Reference ODOT Blueprint for Urban Design, AASHTO and NACTO for design guidance.

The designation of OR 18 as a freight route on the State Highway Freight System also has implications for roadway design and mobility standards. Oregon statute states that the Oregon Transportation Commission may not permanently reduce the "vehicle-carrying capacity" of an identified freight route unless safety or access considerations require the reduction, or a local government requests an exemption and the Commission determines it is in the best interest of the state and freight movement is not unreasonably impeded.² The design of proposed improvements on OR 18 will need to be closely coordinated with ODOT, including the Mobility Services Team

² Oregon Revised Statute 366.215, https://www.oregonlegislature.gov/bills_laws/ors/ors366.html. In the context of this statute, "vehicle-carrying capacity" refers to the vertical and horizontal clearance of a highway section that can physically carry motor vehicles.

whose responsibility is to invite statewide transportation stakeholders to participate in required Stakeholder Forums considering improvements that may impact vehicle-carrying capacity on a freight route.³

Zoning Ordinance Amendments

This planning effort included a land use evaluation (see Appendix D) which considered the adequacy of existing policies and development regulations in implementing the Preferred Alternative. Specifically, the analysis considered the design features desired for future development in the Three Mile Lane Area and determined whether existing zoning and development ordinances would enable or require these features. The results of this analysis and recommended modifications to development requirements are summarized below. Model text amendments to update City ordinances are found in Appendix E.

Regulatory Framework

Land use and development in the Three Mile Lane area is regulated by the City's Zoning Ordinance and the Three Mile Lane Planned Development Overlay. The Zoning Ordinance governs uses, density, and dimensional requirements for zoning districts in the area, as well as site design and permitting requirements. The Planned Development Overlay contains requirements specific to the Three Mile Lane area that either modify or add to underlying zoning standards.

No changes to existing zoning designations are proposed with the Area Plan. Changes to the underlying Comprehensive Plan are recommended (see Figure 20), and will allow for property owners to initiate rezoning in these key areas over time. Also, no changes related to the type of development subject to a land use review process within the Three Mile Lane area are proposed. The following requirements will continue to apply:

- **Development Approval.** The review and approval process for land use applications is through Three Mile Lane Design Review, Director's Review with Notification.
- **Zone changes.** Zone changes within the Three Mile Lane Planned Development Overlay area are evaluated using Planned Development Overlay standards and procedures and approved by Planning Commission.
- **Industrial Campus/M-L Zoning.** Proposed Industrial uses in the M-L zone must be approved by the Planning Commission, after evaluating impacts such as noise, traffic generation, air and water pollution, and appearance.
- **Commercial Zoning.** New commercial structures larger than 25,000 square feet of gross floor area require Director approval through Large Format Commercial Design Review.
- **Signage.** Signage in areas designated commercial and industrial require approval by the Three Mile Lane Design Review Committee, after evaluating compatibility and design elements such as color, material, size, form, and relationship to site and building design.

³ For more information about the process and ORS 366.215 requirements see https://www.oregon.gov/ODOT/Planning/Documents/ORS_366.215_Implementation_Guidance.pdf.

Future development proposals can address the special urban design elements described in this Area Plan - specifically in the mixed-use, and [Neighborhood Activity Center](#), and innovation campus areas - through the planned development approval process (Chapter 17.51 Planned Development Overlay).⁴

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Table 4 lists recommended changes to development requirements that will strengthen the City's current Zoning Ordinance provisions and that, when implemented, will better reflect the future development outcomes envisioned for the Three Mile Lane Area. The table lists the policies describing desired features and outcomes and where modifications to existing requirements or specific actions are needed. Some proposed recommendation items from the earlier analysis have not had a robust community conversation or require additional study or analysis. These items are noted as recommended future action items for the City to consider.

Within the recommendations in the Overlay Amendment column in Table 4 there is a further distinction between requirements that should be applicable to all development in the Three Mile Lane Area and requirements that are more appropriate for larger, planned developments.

⁴ Today, development proposals within the Three Mile Lane Planned Development Overlay do not have to go through a planned development process and the City cannot require a master plan. Master plans are defined in the Zoning Ordinance as the "maps, illustrations and supported text associated with a planned development which conveys the approved uses for the site along with any associated conditions, phasing schedules and other agreements."

Table 4: Implementation Recommendations

Policy	Overlay Amendment	Recommended Future Action
1. Require future development to be consistent with the design elements of the Three Mile Lane Area Plan.	<p>Include specific development standards (see amendments in this table) in the Three Mile Lane Planned Development Overlay to implement the Three Mile Lane Area Plan. Note that the review and approval process for land use applications is through Three Mile Lane Design Review, Director's Review with Notification.</p> <p>Require Mixed-use, Commercial, or Industrial development proposals over [10] acres to be subject to Planned Development Overlay (Chapter 17.51) and Planning Commission approval.</p> <p>In the Innovation Campus allow office uses that support products and services that are manufactured or developed on site or that serve as corporate offices for products that are manufactured elsewhere.</p>	
2. Public improvements and private development shall strive to protect tree groves and mature individual trees.		Identify tree groves and tree types to be protected and designate as significant or historic trees.
3. Riparian corridors and adjacent native landscapes shall be protected.	Require mapping and protection of stream corridors and re-vegetation with native plantings.	
4. The built environment will be designed to provide and protect views to rolling hills and volcanoes and to enhance visual and physical access to the North Yamhill River. New streets and open spaces will be oriented to capture views.	Require viewshed analysis as part of Design Review.	
5. Enhancing connections to existing trails and open space, such as connections into Joe Dancer Park and McBee Park, and creating a public greenway along South Yamhill River with trails and connections to the Three Mile Lane Area is a priority.	Require connection to proposed trail, trail right-of-way dedication, and trail construction as part of Design Review/development approval.	
6. New gathering spaces will be designed to incorporate natural areas and views.	When proposed as part of a Planned Development master plan, require gathering spaces be designed to incorporate natural areas and views as a condition of approval.	
7. Require native landscape plantings with seasonal variation and tree plantings that include shade streets with mature tree canopy.	Require native landscaping and plantings of all development through Design Review.	Develop and define approved planting list and approved tree list.

Policy	Overlay Amendment	Recommended Future Action
8. A network of sidewalks and trails will connect people to key locations within the Three Mile Lane Area.	Apply pedestrian walkway and connectivity standards to all non-residential development. Note: Pedestrian walkway standards, currently are applied to Large Format Retail; site design requires connections between buildings and from building entrances to streets (§17.56.050.C.2).	
9. The Three Mile Lane Area will have safe bicycle routes for residents and touring cyclists.	Require transportation improvements consistent with the Area Plan through Design Review.	
10. Proposed new streets will connect to the existing local street grid, consistent with the conceptual designs in the Three Mile Lane Area Plan and in compliance with Transportation System Plan standards.	Require transportation improvements consistent with the Area Plan through Design Review.	
11. New commercial developments should be designed to be at a walkable, human scale and for ease of use by all ages and abilities.	Requirements for commercial building size and massing. Standards for parking maximums for all uses, Parking lot location requirements for commercial uses.	Additional guidelines or standards related to façade treatments. 17.56.050 Development Standards
12. New commercial, office, mixed-use, and multi-family developments should be designed to reflect the micro-climate and enhance outdoor life through the incorporation of features such as porches, balconies, courtyards, plazas, etc.	Require as part of Design Review: <ul style="list-style-type: none"> • Standards for non-residential buildings to include minimum pedestrian shelter coverages along ground floor elevations/street frontages and main entrances. • Residential design features to include clear and objective building design standards/architectural elements. 	Additional guidelines or standards related to façade treatments.
13. New commercial, office, mixed-use, and industrial campus developments should promote inclusion and interaction within the right-of-way.	Require as part of Design Review: <ul style="list-style-type: none"> • New requirements for building orientation (set-to, building orientation); • Additional guidelines or standards related to façade treatments, including transparency. • Provision of on-street parking for ground-floor commercial uses (new requirements allowing on-street spaces to be counted toward parking minimums, new cross-section standards for streets with ground-floor retail). 	
14. Encourage mixed-use development where feasible.		Consider additional guidelines or requirements for the Mixed Use area.

Policy	Overlay Amendment	Recommended Future Action
15. Proposed site landscaping for new development should strive to reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees – and consider functional site planning of vineyard and farm complexes as conceptual models.	Require landscaping proposed as part of a Planned Development master plan to demonstrate how it reflects existing patterns.	
16. New development should consider adjacency to agricultural fields and respect this heritage through careful transitions.	Buffer/perimeter requirements for new non-residential development adjacent to a dissimilar use.	Determine if specific buffering requirements are needed for proposed development abutting land zoned exclusive farm use.
17. Architectural building design that includes simple roof forms (industrial and agricultural) is encouraged in the Three Mile Lane Area.		Develop design guidelines or architectural standards.
18. Encourage a diversity of future housing forms, types, and design that respect the current character of the area.	Buffer/perimeter requirements for new non-residential development adjacent to a dissimilar use.	Evaluate Zoning Ordinance to ensure there are clear and objective design standards for new residential development.
19. Ensure that new commercial and industrial campus development creates a welcoming and visible interface with Three Mile Lane.	Requirements for landscape buffering fronting Three Mile Lane. Requirements for non-residential development related to building facades, including addressing blank walls and requiring articulation and materials or color variation.	Develop design guidelines to encourage a more cohesive visual character along the corridor.
20. Encourage site design and architecture that visibly convey the historic or current industry on the site (e.g., aviation, wine-making).		Develop design guidelines or architectural standards.
21. New commercial, mixed-use, office, and industrial campus development should consider using local materials for cladding and building structure (timber, corrugated steel cladding, red brick), and incorporating vibrant color.	Requirements for non-residential development related to building facades, including addressing blank walls and requiring articulation and materials or color variation.	Develop additional design guidelines or standards related to façade treatments; define acceptable color palate.

NEXT STEPS

Incorporate Three Mile Lane Area Plan Findings

Both the City of McMinnville and Oregon Department of Transportation (ODOT) will consider actions to implement key findings of the Three Mile Lane Area Plan as part of their transportation and land use (city) plans as follows:

Joint City/ODOT Project Development

1. OR 18 / Cirrus Avenue Junction

Future project development, development driven or otherwise, will likely require the City, State, and developer to coordinate project concept development, investigate rights-of-way requirements, and begin preliminary design of new junction traffic control (roundabout or traffic signal) at the intersection of OR 18 and Cirrus Avenue. Project includes closing Laurel Lane, Loop Road, and the RV sales private driveway and consolidating these accesses to the OR 18/Cirrus Avenue intersection via a new frontage road constructed along the north side of OR 18. Project development will require specific coordination with the State Traffic Engineer and the Mobility Advisory Committee. An intergovernmental agreement and memorandum of agreement may be used to formalize this coordinated effort.

Project Purpose and Need: Resolve highway safety problem at OR 18/Loop Road (see Appendix A) and revise local access to Cirrus Avenue (city/public street) and removal of private driveways in accordance with Oregon Highway Plan Access Management and Spacing standards, adopted as Appendix to the McMinnville Transportation Systems Plan (2010).

City of McMinnville

1. Update the Comprehensive Plan Land Use Map to reflect proposed land uses in the Three Mile Lane Area Plan.
2. Adopt an Ordinance amending Ordinance 4131 (Three Mile Lane Planned Development Overlay) and Ordinance 5472 (Three Mile Lane Amendment) by adding new sections that reflect the implementation recommendations of the Three Mile Lane Area Plan.
3. Update the 2010 Transportation System Plan to adopt city and state highway improvements projects identified in the Area Plan.
4. Revise and update the Transportation Systems Development Charge to incorporate transportation capacity improvements that serve new development needs as identified in the Area Plan.
5. Review and administer site plan proposals, zone change and/or comprehensive plan change applications within the Area Plan area seeking landowner and/or developer cooperation in reserving rights-of-way for the OR 18 / Cumulus Avenue interchange. *Note that this is not an identified capacity improvement requirement within the current (2021-2041) 20-year planning horizon.*
6. Amend the UGB agreement with Yamhill County.

7. Consider needed refinements to other City Capital Improvement Plans and amend and adopt City Master Plan updates as needed to support future growth in the Three Mile Lane Area.

ODOT

1. Consider the adoption of the 3MLAP as a Facility Plan.
2. Coordinate with the City of McMinnville to identify funding (City, State, and developer), and carry out design and re-construction of the OR 18/Three Mile Lane interchange as identified in the 3MLAP.

Planning Guidance - Post 20-Year Planning Horizon

The City of McMinnville and ODOT will continue to coordinate and monitor land development proposals in the 3MLAP area and evaluate OR 18 traffic trends to determine when the full interchange, as identified in the 1997 OR 18 Corridor Refinement Plan and McMinnville's current TSP, or additional interim traffic capacity improvements are needed at the junction of OR 18 and Cumulus Avenue.

The 1997 OR 18 Corridor Refinement Plan indicates closure of the Norton Lane crossing of OR 18 with no additional OR 18 crossings. Minimum pedestrian highway crossing spacing guidelines outlined in Oregon's Blueprint for Urban Design will be administered as part of any future OR 18/Cumulus Avenue interchange project development.

OR-18/Cumulus Avenue – Potential Interim Capacity Improvements

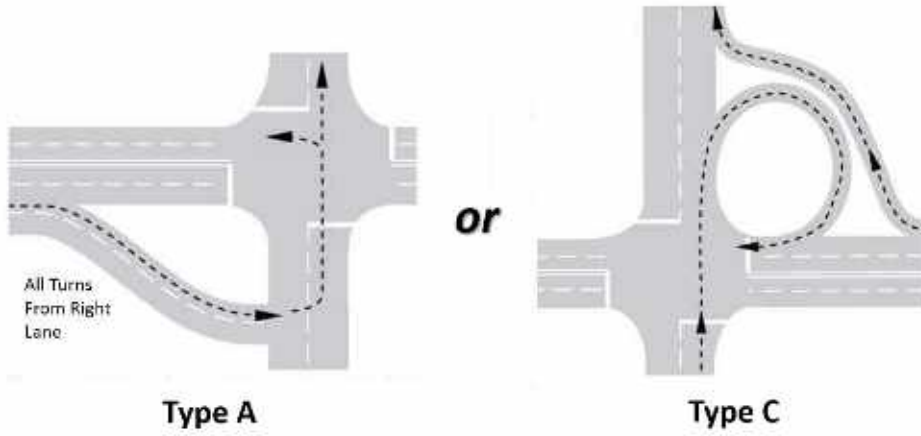
In the drafting of facility design options, the 3MLAP identified a potential need for interim capacity improvements in the form of "jug handles" at the intersection of OR 18 at Cumulus Avenue. The analysis of future traffic operations later indicated that the existing traffic signal at OR 18/Cumulus Avenue will accommodate year 2041 traffic demand without need for additional, vehicle capacity-increasing capital improvements. "Jug Handles" should be considered as a future phase improvement if warranted by mobility standards.

At such a time when the traffic signal can no longer accommodate future traffic and operate within the mobility targets of the OHP, ODOT and the City will require further assessment of potential intersection capacity improvements.

An intersection control evaluation will be needed to determine the final configuration of this intersection, should the existing configuration, jug-handle, or a roundabout improvement be best suited. Final design to be determined through a refinement or project development effort should assess the above-noted considerations.

Any reconfiguration of the intersection traffic control design will need to consider existing traffic patterns and user compliance, as well as the feasibility to operate safely and efficiently with the recommended frontage roads identified in the 3MLAP. Figure 1. Sample Jug Handle Concept Options

Figure 21. Jug Handle Concepts



Source: New Jersey Department of Transportation

Chapter 17.50

NEIGHBORHOOD ACTIVITY CENTER OVERLAY DISTRICT

(as adopted per Ordinance 5098, December 8, 2020)

Sections:

- 17.50.010 Purpose
- 17.50.020 Applicability/Location
- 17.50.030 Notation on Zoning and Comprehensive Plan Maps
- 17.50.040 Policies and Procedures
- 17.50.050 Procedures for Review

17.50.010 Purpose. The purpose of the Neighborhood Activity Center Planned Development Overlay is to enable the development of lands in areas designated as activity centers on the McMinnville Framework Plan into fully integrated, high quality, mixed-use pedestrian oriented neighborhoods. The intent is to minimize traffic congestion, suburban sprawl, infrastructure costs, and environmental degradation. Its provisions are based on the following design principles:

- All neighborhoods have identifiable centers and edges.
- All lots within the neighborhood are readily accessible to retail and recreation by non-vehicular means (a distance not greater than 1/4 mile).
- Uses and housing types are mixed and in close proximity to one another.
- Street networks are interconnected and blocks are small.
- Civic buildings are given prominent sites throughout the neighborhood.

17.50.020 Applicability/Location. The Neighborhood Activity Center Planned Development Overlay that is created and implemented by this ordinance shall be subject to the following location guidelines:

<i>Minimum Separation between Neighborhood Activity Centers:</i>	<u>0.50 to 1 miles</u>
<i>Minimum Separation from Downtown McMinnville:</i>	<u>1 - 1.5 miles</u>
<i>Maximum distance that nonresidential uses may radiate outwards from the center of the activity center (along streets):</i>	<u>800-1000</u> <u>(about 1/4 mi.)</u>
<i>Maximum distance away from edge of the Focus Area that high-density housing (a part of the Support Area) should be located:</i>	<u>1/8 mi.</u>
<i>Maximum distance away from edge of the Focus Area that medium-density housing (a part of the Support Area) should be located:</i>	<u>1/4mi.</u>

17.50.030 Notation on Zoning and Comprehensive Plan Maps. An activity center overlay district may be applied to a site designated as an activity center on the McMinnville Framework Plan, Comprehensive Plan Map, and/or the McMinnville Zoning Map.

17.50.040 Policies and Procedures. The following policies and procedures shall apply to lands within designated Neighborhood Activity Centers:

- A. The Neighborhood Activity Center (NAC) is intended to facilitate the development of an activity center at the neighborhood scale. Neighborhoods are contiguous areas, generally containing approximately 600 to 1500 dwellings, or approximately 1500 to 3500 people. The NAC should contain facilities vital to the day-to-day activity of a neighborhood (e.g., neighborhood grocery store, drug store, church, coffee shop) located in close proximity to residential uses. The NAC should contain the neighborhood's highest-density housing and link pedestrian, bike, and transit networks from adjacent residential areas to the NAC.
- B. Approval of a Neighborhood Activity Center Concept Plan that addresses the NAC planning requirements is required in locations that are not covered by an approved Area Plan or Master Plan. Approval of an NAC Concept Plan shall follow the approval steps for an Area Plan and Master Plan set forth in Comprehensive Plan Policy 187.80 and 187.90.
- C. An approved Neighborhood Activity Center Concept Plan and/or development plan is required prior to any development or redevelopment within these overlay areas. At a minimum, a concept plan shall encompass the entire land area within a designated activity center overlay that is proposed for development. The specific boundaries of the activity center shall be reviewed with City staff to determine an appropriate boundary.

The following chart should be used as a guiding principle for the NAC Plan. Variances up to 20% will be allowed if the variance helps to achieve the purposed of the NAC as stated in Section 1.

	Average Area
<i>Combined focus and support areas</i>	<i>40 to 80 acres</i>
<i>Support Area</i>	<i>30 to 50 acres</i>
Focus Area, Acreage	
<i>focus area total acreage</i>	<i>8 to 30 acres</i>
<i>focus area, commercial portion</i>	<i>2.5 to 10 acres</i>
<i>focus area, office portion</i>	<i>2.5 to 10 acres</i>
<i>focus area, institutional portion</i>	<i>1 to 10 acres</i>
<i>focus area, public space (park, plaza)</i>	<i>0.25 to 2.5 acre</i>
Focus Area, Floor Space	
<i>total retail floor space, acceptable range</i>	<i>50,000 to 100,000 sq. ft.</i>
<i>total office floor space, acceptable range</i>	<i>25,000 to 100,000 sq. ft.</i>
<i>total institutional floor space, acceptable range</i>	<i>2,500 to 25,000 sq. ft.</i>
<i>max. size of largest non-grocery retailer</i>	<i>10,000 to 30,000 sq. ft.</i>
<i>max. size of grocery/supermarket</i>	<i>20,000 to 40,000 sq. ft.</i>

- D. A Neighborhood Activity Center Concept Plan addresses the general density, mix of uses, and development patterns within an activity center. They are less detailed than the development plans required for full site plan or subdivision review. The intent is to provide sufficient information to determine consistency with the land use plan and this ordinance.
1. An Activity Center Concept Plan shall, at a minimum, include the following:
 - a. Size and location of the land proposed for development as all or part of an activity center;
 - b. Proposed gross density of the activity center included the maximum number of units and square footage of uses;
 - c. A general concept plan showing major and minor transportation corridors and pedestrian linkages throughout including appropriate linkages between uses; and
 - d. Uses proposed for the activity center, including approximate total percentages of land area and general locations devoted to residential, office, commercial, and institutional uses. The Plan should show how the mixing of uses is being achieved.
 - e. Information on how the plan meets the requirements of this ordinance, the applicable McMinnville Comprehensive Plan policies, McMinnville's Great Neighborhood principles, and other applicable implementing ordinances.
- E. Approval of an Activity Center concept plan shall be based upon compliance with the following criteria where deemed appropriate (i.e., it may not be practical for some existing or partially built activity centers to achieve certain design standards). The guidelines under each criterion must be used to satisfy the criterion, or the applicant may propose an alternative approach, as approved by the City, that better achieves the intent of the guidelines.
1. Plan Consistency: The concept plan has been prepared consistent with the requirements of this ordinance;

2. **Compact Development:** The site layout is compact, and enables future intensification of development and changes in land use over time.
 - a. Guidelines:
 - 1) Opportunities for shared parking are utilized in the proposal; and
 - 2) If the site contains more than one use, the site layout clusters buildings on the site to promote linked trips. A cluster is a group of buildings that are attached, oriented on adjacent street corners, or are close together such that a pedestrian need not walk across more than one double-loaded row of parking (not inclusive of sidewalks, pathways, landscaping, plazas, and other pedestrian facilities) between building entrances; or
 - 3) The proposal contains an equally good or superior way to achieve the above criterion.
3. **Mixed Land Use:** Where appropriate, land uses are mixed on-site or are mixed in combination with adjacent uses (existing or planned); the combining of land uses should promote easy access among stores and services by pedestrians.
 - a. Guidelines:
 - 1) The proposal is a "mixed-use" development or contributes to a mixed-use district. For the purposes of this ordinance, "mixed-use" means a combination of residential and commercial/industrial/civic uses, arranged vertically (in multiple stories of buildings) or horizontally (adjacent to one another); or
 - 2) The proposal is designed in such a way that it is well integrated with adjacent land uses. "Integrated" means that uses are within a comfortable walking distance (1/8 mile) and are connected to each other with direct, convenient and attractive sidewalks and/or pathways; or
 - 3) The existing and planned land uses on, or in the vicinity of, the site make it impracticable to meet Guideline A or B; or
 - 4) The proposal contains an equally good or superior way to achieve the above criterion.
4. **Pedestrian Access, Safety and Comfort:** All portions of the development are accessible by a direct, convenient, attractive, safe, and comfortable system of pedestrian facilities, and the development provides appropriate pedestrian amenities. The design of buildings supports a safe and attractive pedestrian environment.
 - a. Guidelines:
 - 1) Commercial building(s) shall have at least one primary entrance facing *abutting* streets, or the primary entrance is directly accessed by a public
 - 2) In any zone, pedestrian facilities, as described below, connect the development to adjacent land uses and provide connections through the development to the public street right-of-way;
 - 3) Sidewalks and/or plazas are provided with weather protection (*e.g.*, awnings/canopies), and a street furnishing zone on both sides of

every public and private street. Appropriate pedestrian amenities (e.g., street tree well cut-outs, and space for outdoor seating, bus waiting areas, trash cans, newspaper vending machines, mail boxes, sidewalk displays, public art, etc.), are provided in the street furnishing zone; and

- 4) Parking and vehicle drives are located away from building entrances, and not between a building entrance and the street, except as may be allowed when a direct pedestrian connection is provided from the sidewalk to the building entrance;
 - 5) Surface parking is oriented behind or to the side of a building when possible and shall be screened from the sidewalk by low walls, fences or hedges; for corner lots, buildings should generally be located and oriented to the corner portion of the lot, with parking to the rear or interior side;
 - 6) Landscape buffering is provided between parking lots and all adjacent sidewalks; or
 - 7) The proposal contains an equally good or superior way to achieve the above criterion.
5. Street Connections: The development is part of a connected street system that serves vehicles, pedestrians and bicycles.
- a. Guidelines:
 - 1) Public or private streets connect the development to adjacent neighborhoods;
 - 2) No block face shall have a length greater than 500 feet without a dedicated alley or pathway providing through access;
 - 3) The long axis of the street shall have appropriate termination with either a public monument, specifically designed building facade, or a gateway to the ensuing space;
 - 4) Public streets are preferred over private streets to accommodate through traffic; and
 - 5) The proposal implements all planned street connections, as designated by the City's Master Plan; or
 - 6) The proposal contains an equally good or superior way to achieve the above criterion.
6. Parking and Land Use Efficiency: All of the following methods are used whenever possible to minimize the amount of land developed as surface parking.
- a. Guidelines:
 - 1) **Shared Parking**. "Shared parking" means that multiple uses share one or more parking facilities. Parking demands must "peak" during different times of the day.
 - 2) **Credit for on-street parking**. The amount of required off-street parking shall be reduced by one off-street parking space for every on-street parking space adjacent to the development. On-street parking shall follow the established configuration of existing on-street parking, subject to City standards, except that angled parking

may be allowed for some streets, as approved by the City. The configuration of the on-street parking and allowable credit toward off-street parking requirements shall be addressed during site/design review. The City shall maintain a written record of credits granted per each use;

- 3) *Reduce or waive minimum off-street parking standards.* The applicant may request a reduction to or waiver of parking standards based on a parking impact study. The study allows the applicant to propose a reduced parking standard based on estimated peak use, reductions due to easy pedestrian accessibility; availability of transit service; and adjacent on-street parking. The parking study is subject to review and approval or modification by the City;
 - 4) *Maximum parking ratio.* Surface parking shall not exceed 110% of the minimum parking requirement for the subject land use(s). Exemptions to the standard can be approved through site/design review for developments that provide parking structures, shared parking, valet parking spaces, market rate parking, or similarly managed parking facilities;
7. Creating and Protecting Public Spaces: The proposal provides usable public space, and recognizes and responds appropriately to existing or planned public spaces (e.g., parks, civic buildings and spaces, transit stops, sidewalks, plazas, and similar spaces). Public spaces are "public" when they are within view of a street or other public space, accessible by pedestrians, and can be occupied by people. All developments shall meet or exceed the following guidelines.
- a. Guidelines:
 - 1) The development does not diminish the safety, function, comfort or attraction of an existing public space, as described in 1-4, below.
 - i. "Safety" means both pedestrian safety near vehicles, and safety related to crime prevention; and
 - ii. The "function" of a public space may include transportation, in the case of the sidewalk; recreation and socialization, in the case of a plaza or park; and
 - iii. "Comfort" means the ability of a public space to reasonably accommodate expected uses; and
 - iv. "Attraction" relates to the reason people use the public space; and/or
 - 2) The proposal contains an equally good or superior way to achieve the above criterion. A superior design may enhance an existing public space and/or create a superior public space(s).
8. Human Scaled Building Design: Building facades are designed to a human-scale, for aesthetic appeal, pedestrian comfort, and compatibility with the design character of the neighborhood.
- a. Guidelines:

- 1) Existing architectural character of the neighborhood/district, which may or may not be an appropriate guide for new development or redevelopment;
 - 2) The continuity of the building sizes;
 - 3) How the street-level and upper-level architectural detailing is treated;
 - 4) Roof forms;
 - 5) Rhythm of windows and doors; and
 - 6) General relationship of buildings to public spaces such as streets, plazas, other open space, and public parking.
9. General Use and Design Standards. The proposal complies with the following guidelines:
- a. Guidelines:
 - 1) The entire Activity Center land area shall be divided into blocks, streets, and lots and optional open space areas.
 - 2) Similar land categories shall generally front across streets. Dissimilar categories shall abut at rear lot lines. Corner lots which front on streets of dissimilar use shall be set back the same as the adjacent use with the lesser setback.
 - 3) Any commercial use which encourages patrons to remain in their automobiles while receiving goods or services, except service stations and banks; storage or warehousing facilities; auto sales; or retail uses that exceed 10,000 square feet in size (except grocery stores, which may be a maximum of 50,000 square feet in size) shall be prohibited. All commercial uses shall be conducted within complete enclosed buildings unless otherwise specified, except for sidewalk and pedestrian oriented uses, such as outdoor dining or sidewalk merchandise sales.
 - 4) All streets shall terminate at other streets within the neighborhood and connect to existing and projected through streets outside the development.

17.50.050 Procedures for Review.

- A. Annexations to the City of lands within the area covered by this ordinance shall meet the requirements of the annexation ordinance. An Activity Center Concept Plan, as described in this ordinance, shall accompany applications for annexation. Such plan shall be part of the Concept Master Plan required for annexation necessary to satisfy the annexation ordinance's requirement for submittal of a general land use plan.
- B. Zone changes and land divisions submitted for approval shall be processed under the requirements and standards of Chapter 17.51 (Planned Development Overlay) of the McMinnville Zoning Ordinance. If standards and requirements of Chapter 17.51 differ from those established elsewhere by the City, the more restrictive standards and requirements shall be adhered to.
- C. Land division requests (partition, subdivision) shall be processed under the requirements of Chapter 17.53 of the Zoning Ordinance.

From: [Phyllice Bradner](#)
To: [Claudia Cisneros](#)
Subject: comment on Three Mile Lane development
Date: Monday, May 2, 2022 6:01:20 PM

This message originated outside of the City of McMinnville.

To McMinnville City Council:

When I moved to Oregon eighteen years ago, I chose McMinnville as my new home because it was charming, just the right size, graced with beautiful surroundings, offered every necessary convenience and is centrally located. I banded with local artists and we soon opened a business on beautiful Third Street. Now in our eighteenth year, our gallery is thriving, but I fear that the Three Mile Lane Area Plan is about to bring devastating changes to our small local businesses. As a downtown resident, I am also concerned that this massive project will change the character of our town.

Our Highway 18 Bypass will become clogged with big box shoppers, and our local business district will suffer. That Three Mile Lane Area was originally zoned for light industrial development and should remain so. Developing additional housing, offices and parks in the area would also be an asset for McMinnville. Please don't allow 680,000 square feet of retail space to gobble us up!

--

Phyllice Bradner
203 SE Davis St.
McMinnville, OR 97128
503-474-3235, Cell 971-237-7564
pbradner@gmail.com

www.bradnerartstudio.com

From: [LindsayPeter E.](#)
To: [Heather Richards](#)
Cc: [Kellie Menke](#)
Subject: NO Three Mile Lane Commercial Rezone
Date: Tuesday, May 3, 2022 8:31:14 AM

This message originated outside of the City of McMinnville.

We oppose rezoning 3 Mile Lane for commercial use, opening the door for a massive Town Center shopping mall and big box stores on sixty acres.

1. If your goal is to destroy decades of work restoring 3rd Street as a vibrant center for the City and local business-this plan is it.
2. If your goal is to clog the Highway 18 Bypass, built with millions of taxpayer dollars-this plan will work.
3. If your goal is to subsidize the profits of out of town and out of state developers and send our retail dollars out of state-this plan will do that.
4. Before proceeding, complete a new and thorough traffic and economic impact study.

We're already seeing the impacts of high density development and poor planning in the NW corner of McMinnville at Baker Creek and Hill Road. Try crossing 99W at noon or late in the day. I've waited for three light changes to get across 99W and Baker Creek. Our City services are already stressed and under funded. This plan will make it worse.

Just say NO to Commercial rezoning Three Mile Lane.

Peter y Linda ENTICKNAP

2019 NW Doral St.

McMinnville, OR 97128

Mailto:lindaypeter@gmail.com
971-901-2614

To the Editor;

When I came to McMinnville in 1979 for a scheduled job interview, I went to a tee-shirt shop to buy a shirt for my 2-year-old. I told the owner I was going back to Indiana and needed one. He said, "I have the perfect shirt." He came back with a yellow tee-shirt and in black lettering it said, "where the hell is McMinnville." Well, eventually the word got out about wine country...etc. I have always worried that Mac would end up like Beavertown where there are stop lights everywhere. I think of the efforts of Marilyn Dell and others would help to get the National Historical rating for 3rd St. What would happen to that effort?

I remember replying to a letter that Merilyn Reeve's had on the then Newberg-Dundee Bypass in 2017 in which she called it a Trojan Horse. She stated that it would only move the congestion down the road. I pointed out that I was at an ODOT meeting at the Community Center in the mid 1980's when the officials of ODOT stated that Hwy 18 was one of the most traveled highways in Oregon. In the 1980's Oregon's population rough 2.7 million the census of 2020 puts Oregon population at 4,237 million. There are now two casinos on the way to the coast.

Today's Three Mile Area Plan which as is, would add the congestion problem with more traffic lights makes no sense unless it's about cents. We need housing for the workers that would work in the industrial zones that have already been

proposed in zoning. Industrial sites wouldn't add to the congestion like "big box stores" would.

I live on the NE of Mac and shop at Albertson's ect. One would think that I would take Hwy 99w which is the shortest route. But I don't. I take the McMinnville By-Pass which loops around all the traffic lights in McMinnville proper that I would have to take and cause more pollution with all the idling vehicles. What would I do if there were "big boxes" stores and all their traffic? My current route saves time, money and most definitely eases pollution.

In conclusion, lets take a page from long time Speaker of the US House, Tip O'Neil. When asked why he campaigned so hard when his district is a sure thing, his answer, "All politics is local." There is and will be development of the Willamette Valley. Let us keep this to a locally accepted development not one that would be done by the powers that be (TPTW) Lets keep Mac as the "little town" that could, the one we love.

Mike Sullivan

McMinnville



EMAIL WITH DLCD RE: TRAFFIC MODELING (Docket G 7 – 21)

Attached is an email thread with Department of Land Conservation and Development staff regarding traffic modeling concerns that were brought up by Sid Friedman, representing the Friends of Yamhill County on March 9, 2022.

Three Mile Lane Area Plan

From: [HOWARD Gordon * DLCD](#)
To: [MARDELL Nicole * DLCD](#); [Heather Richards](#)
Cc: [DUNCAN Michael W](#); [CRALL Matt * DLCD](#); [HAVIG Erik M](#); [FRICKE Daniel L](#)
Subject: RE: McMinnville TMLAP - Friends of Yamhill County Opposition
Date: Thursday, March 17, 2022 10:49:13 AM
Attachments: [image005.png](#)

This message originated outside of the City of McMinnville.

Hello Heather, Nicole and I have discussed with Matt and we have no concerns with your planning for the Three Mile Lane area at this time.

Gordon Howard

Community Services Division Manager
Oregon Department of Land Conservation and Development
635 Capitol Street NE, Suite 150 | Salem, OR 97301-2540 | Cell: 503-856-6935 | Main: 503-373-0050
gordon.howard@dlcd.oregon.gov



From: MARDELL Nicole * DLCD <Nicole.MARDELL@dlcd.oregon.gov>
Sent: Thursday, March 17, 2022 10:26 AM
To: Heather Richards <Heather.Richards@mcminnvilleoregon.gov>; HOWARD Gordon * DLCD <Gordon.HOWARD@dlcd.oregon.gov>
Cc: DUNCAN Michael W <Michael.W.DUNCAN@odot.oregon.gov>; CRALL Matt * DLCD <Matt.CRALL@dlcd.oregon.gov>; HAVIG Erik M <Erik.M.HAVIG@odot.oregon.gov>; FRICKE Daniel L <Daniel.L.FRICKE@odot.oregon.gov>
Subject: RE: McMinnville TMLAP - Friends of Yamhill County Opposition

Thanks Heather – I don't have any questions/concerns at this time.



Nicole Mardell

Mid-Willamette Valley Regional Representative | Community Services Division
Pronouns: She/her/hers
Oregon Department of Land Conservation and Development
635 Capitol Street NE, Suite 150 | Salem, OR 97301-2540
Cell: 971-718-2401 | Main: 503-373-0050
nicole.mardell@dlcd.oregon.gov | www.oregon.gov/LCD

From: Heather Richards <Heather.Richards@mcminnvilleoregon.gov>
Sent: Tuesday, March 15, 2022 12:45 PM

To: MARDELL Nicole * DLCD <Nicole.MARDELL@dlcd.oregon.gov>; HOWARD Gordon * DLCD <Gordon.HOWARD@dlcd.oregon.gov>
Cc: DUNCAN Michael W <Michael.W.DUNCAN@odot.oregon.gov>; CRALL Matt * DLCD <Matt.CRALL@dlcd.oregon.gov>; HAVIG Erik M <Erik.M.HAVIG@odot.oregon.gov>; FRICKE Daniel L <Daniel.L.FRICKE@odot.oregon.gov>
Subject: McMinnville TMLAP - Friends of Yamhill County Opposition

Hi Nicole,

I am happy to meet and discuss the Three Mile Lane Area Plan with you if you have any questions about the Plan or the process that was followed. Throughout the planning effort (2018 – 2021), city staff met with ODOT and DLCD staff to discuss the transportation modeling relative to McMinnville’s UGB (the existing acknowledged UGB boundary, the UGB boundary that was challenged by Friends of Yamhill County in the Court of Appeals and any current dialogues that were underway) with the anticipation that Friends of Yamhill County would oppose the adoption of the Plan.

We wanted to ensure that each decision-making milestone met the test of Oregon land-use laws.

Matthew Crall was involved in those discussions and would probably also be a good resource for you.

At this point, City staff feels that it followed the appropriate process in developing the Three Mile Lane Area Plan.

Have a great day!

Heather



Heather Richards, PCED
Planning Director
City of McMinnville
231 NE Fifth Street
McMinnville, OR 97128

503-474-5107 (phone)
541-604-4152 (cell)

Heather.Richards@mcminnvilleoregon.gov

www.mcminnvilleoregon.gov

From: [Heather Richards](#)
To: [MARDELL Nicole DLCD](#); [HOWARD Gordon DLCD](#)
Cc: [DUNCAN Michael W](#); [Crall, Matthew](#); [HAVIG Erik M](#); [FRICKE Daniel L](#)
Subject: McMinnville TMLAP - Friends of Yamhill County Opposition
Date: Tuesday, March 15, 2022 12:45:00 PM
Attachments: [Traffic modeling issues- TMLAP rezone applications.msg](#)
[image002.png](#)

Hi Nicole,

I am happy to meet and discuss the Three Mile Lane Area Plan with you if you have any questions about the Plan or the process that was followed. Throughout the planning effort (2018 – 2021), city staff met with ODOT and DLCD staff to discuss the transportation modeling relative to McMinnville’s UGB (the existing acknowledged UGB boundary, the UGB boundary that was challenged by Friends of Yamhill County in the Court of Appeals and any current dialogues that were underway) with the anticipation that Friends of Yamhill County would oppose the adoption of the Plan.

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503-474-5107 (phone)
541-604-4152 (cell)

Heather.Richards@mcminnvilleoregon.gov
www.mcminnvilleoregon.gov

From: [Sid Friedman](#)
To: [DUNCAN Michael W](#); [Heather Richards](#)
Cc: [Rick Nys](#); [Dan Fricke](#); nicole.mardell@dlcd.oregon.gov
Subject: Traffic modeling issues- TMLAP & rezone applications
Date: Wednesday, March 9, 2022 5:46:10 PM

This message originated outside of the City of McMinnville.

Michael and Heather,

The traffic modeling for the Three Mile Lane Area Plan (TMLAP) was done in late 2020 and January of 2021. In late 2020, McMinnville adopted and submitted to DLCD a UGB expansion. That expansion was acknowledged in April of 2021. In November of 2021, the TMLAP plan amendment application was submitted to DLCD.

It has come to our attention that the modeling for the TMLAP didn't reflect the impacts of the UGB expansion. Instead, the city's housing and employment growth to 2041 was applied across the city's existing UGB (prior to April, 2021) proportionately.

The location of the UGB expansion has obvious traffic implications for Highway 18 and the other facilities that were modeled. This is especially true for the 27 acres of commercial land that were added to the UGB directly across highway 18 from the proposed regional retail center. Even without including the expanded UGB in the modeling, the Norton Lane/Hwy 18 intersection comes very close to exceeding mobility thresholds during the planning period.

Statewide planning goal 2 requires an adequate factual base (including use of up-to-date information) for plan amendments and requires internal consistency between the various comprehensive plan elements. Because the application to adopt the TMLAP was submitted in November of 2021, some seven months *after* the UGB expansion was adopted and acknowledged by the state, we believe a legally adequate modeling of its traffic impacts must include the UGB expansion in its assumptions.

Regardless of whether or not an up-to-date traffic analysis is legally required, it certainly seems like better policy for the city and ODOT to fully understand the transportation impacts before reaching a decision on the area plan.

The impact of the UGB expansion on the long-term area plan model, in turn impacts the modeling for the 3 pending zone change/comprehensive plan amendment applications that implement the retail center component of the area plan.

The Kimco application was filed prior to adoption of the UGB expansion and so does its traffic modeling. Presumably, its traffic modeling didn't account for the UGB expansion in either the background conditions or the conditions with the proposed zone change. The other two plan amendments (DSR and 3330 TML) were filed in November of 2021, well *after* the UGB expansion was finalized and acknowledged as legally compliant.

The Transportation Analyses for these latter two plan amendment/zone change applications state that their assumptions and methodology reflect the assumptions and methodology used for the adjacent Kimco rezone application. Since the Kimco application assumed the pre-April 2021 UGB, we believe that the modeling for these latter applications didn't account for the intervening UGB expansion, either. Please let us know if we are mistaken. If we are not mistaken, then we believe their traffic modeling is legally and factually inadequate.

Thank you for your continued work on this matter.

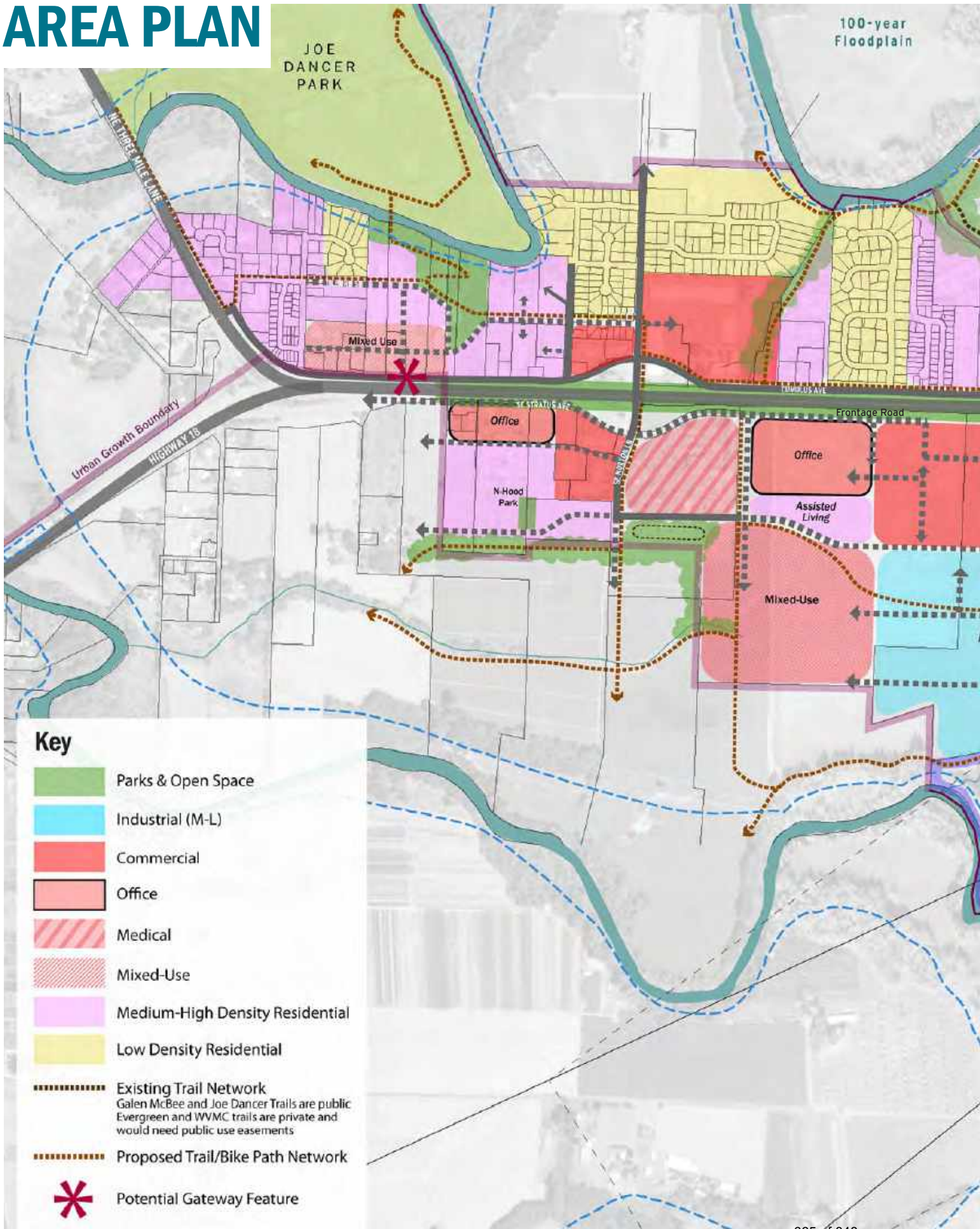
Sid Friedman
503-662-1076

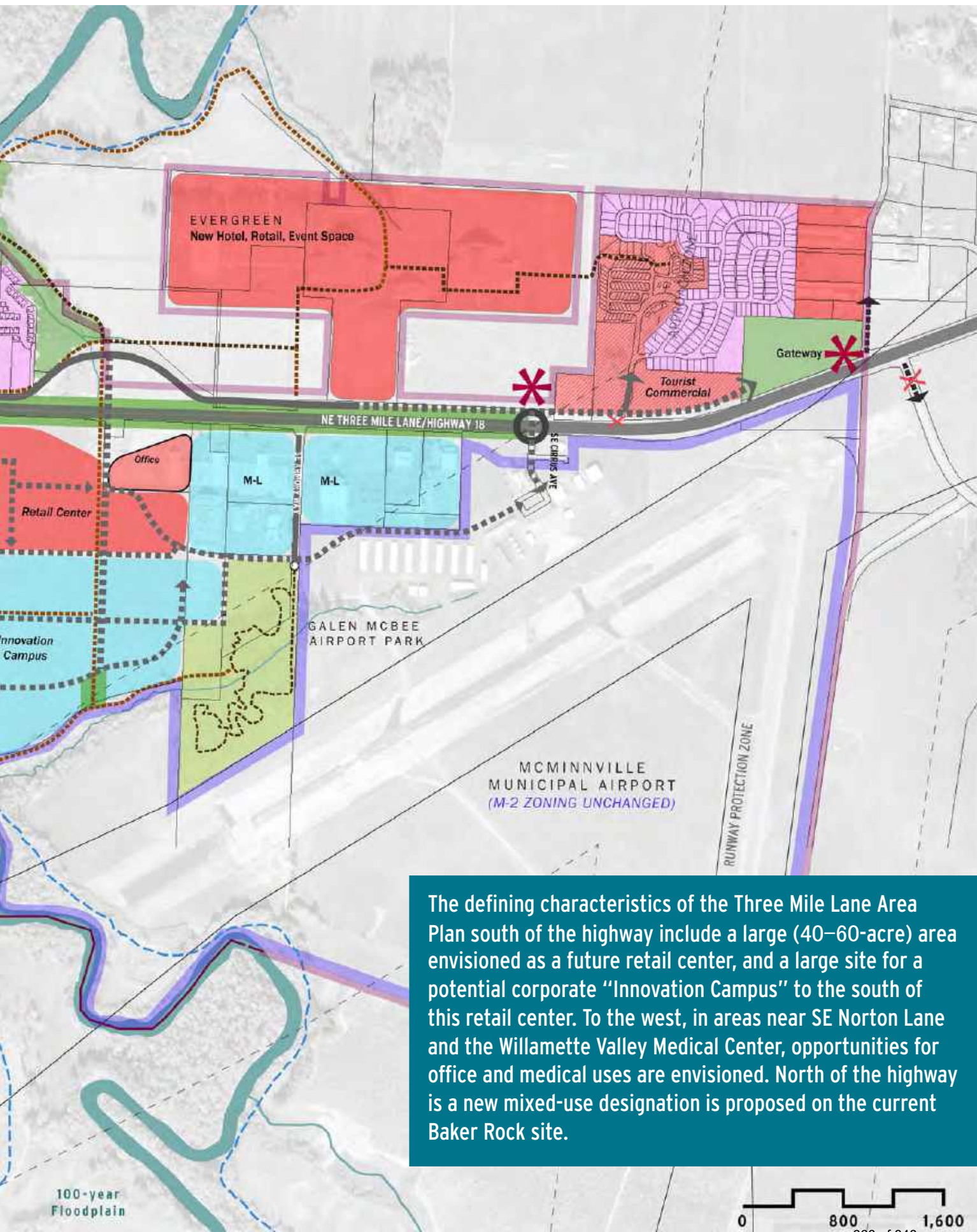


THREE MILE LANE AREA PLAN RECOMMENDED DESIGN

March 2022

AREA PLAN





The defining characteristics of the Three Mile Lane Area Plan south of the highway include a large (40–60-acre) area envisioned as a future retail center, and a large site for a potential corporate “Innovation Campus” to the south of this retail center. To the west, in areas near SE Norton Lane and the Willamette Valley Medical Center, opportunities for office and medical uses are envisioned. North of the highway is a new mixed-use designation is proposed on the current Baker Rock site.

DESIGN FEATURES FOR NEW DEVELOPMENT

The overall goal for new developments in the Three Mile Lane Area is that they echo the features of traditional, older retail districts like downtown McMinnville, with similar common features that include:

- Walkable, narrow main streets connecting through the center, with parallel or angled on-street parking in front of retail storefronts.
- Public gathering spaces, bordered by dining and entertainment attractions, featuring play areas and flexible space for programmed public events.
- Parking lots, generally located behind buildings, featuring wide pedestrian walkways, integrated stormwater treatment and ample landscaping including shade trees.
- High-quality architecture, sometimes themed in a regionally appropriate way, with buildings placed in prominent locations that contribute to the quality of the pedestrian experience, versus behind large surface parking lots.
- Building edges that create 'frontage' on walkable streets or pedestrian walks, with higher-quality materials, generous windows and pedestrian-scale signage in the first 20-30' of elevation.
- Proximity and connection to a mix of other uses, to encourage walking from residential or office areas to the retail center.
- Generous landscape buffers between the retail center and roadways or parking lots while maintaining maximum visibility for retailers.
- A prominent entry to the site, with signage or a gateway feature.



MIXED USE AREA CONCEPTUAL DESIGN

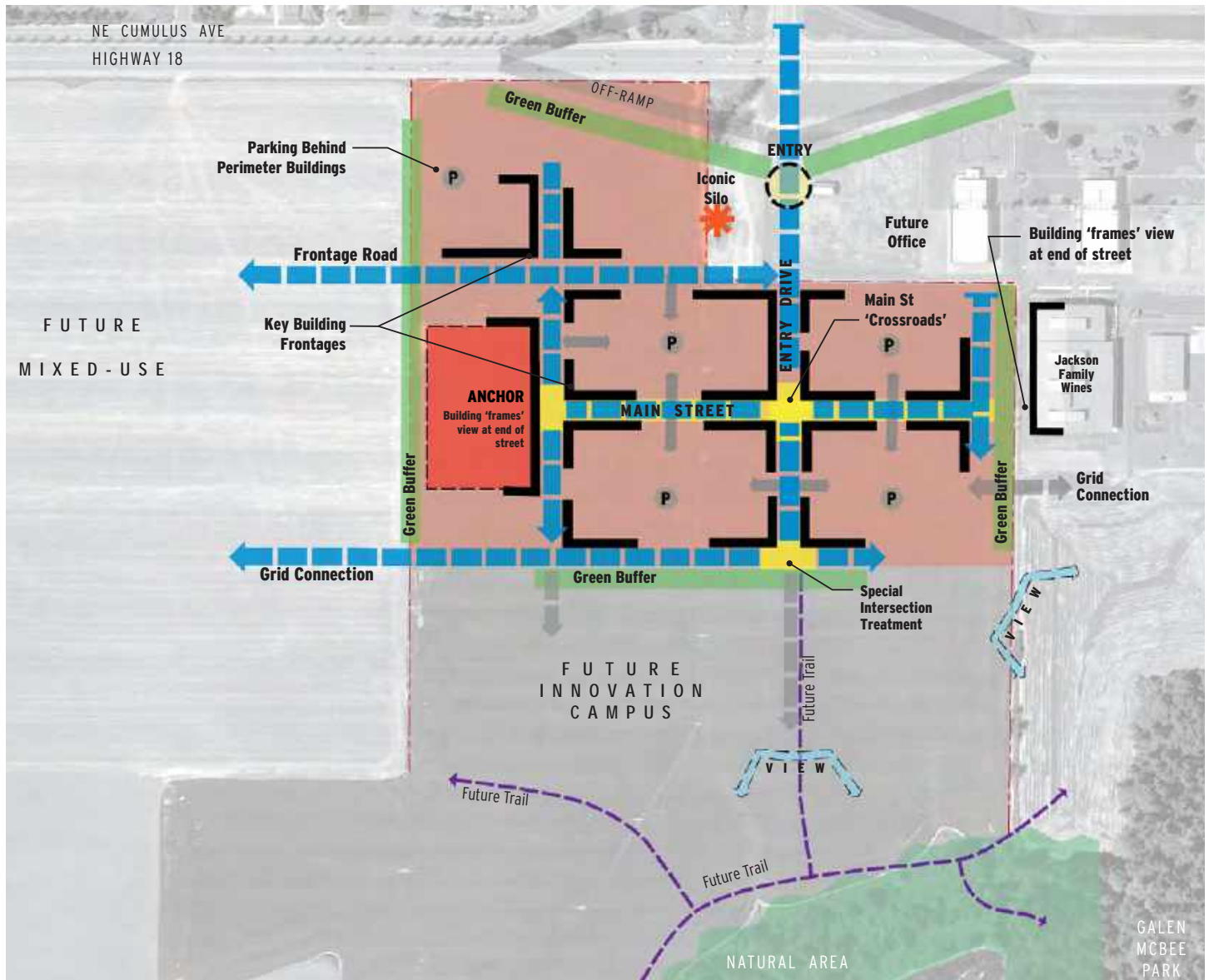


KEY URBAN DESIGN ELEMENTS

- Local streets can be logically extended through the site from the west (NE Atlantic) and the east (NE Dunn Place), creating access to the commercial and residential halves of the site, while a new central 'Main Street' can be extended north from NE Cumulus Avenue, bisecting the site and creating two crossroads intersections.
- Where the Main Street meets the bluff-top street, a public overlook can provide views to Joe Dancer Park and perhaps even a trailhead for a nature trail switch-backing down the bluff to a riverside trail system and a potential footbridge over the river connecting to the park and beyond to downtown.
- The proposed street extending east-west across the northern half of the site follows the top of the bluff and should be designed as a well-landscaped parkway, with an adjacent multi-use trail which will eventually extend throughout the Three Mile Lane study area as a safe parallel route to Hwy 18.
- New buildings should be located to form an urban frontage, with no setbacks, at the intersections of local streets. They should feature pedestrian-scaled ground floors, prominent entries, and canopies over sidewalks with street trees, on-street parking, and safe crossings. Surface parking will be located behind these frontages, separated from adjacent uses by well-landscaped green buffers.



RETAIL CENTER/INNOVATION CAMPUS CONCEPTUAL DESIGN



The retail market continues to evolve rapidly in response to the challenges of competing with online retail and market consolidation. One tactic that the retail industry has successfully used to attract and retain shoppers is the creation of mixed-use “town centers” that offer gathering spaces, walkable streets and more dining options than typical strip suburban developments or enclosed shopping centers. Mixed-use town centers offer a greater diversity of uses that typical retail developments, particularly as it pertains to entertainment and some office uses, with the latter providing critical daytime population for retailers.

A retail center at Cumulus Avenue is a central feature of the Area Plan. The design of this development, the connectivity it provides to the street system south of Highway 18, and how well it contributes to McMinnville’s Great Neighborhood Principles will be key in the success of this plan. This 40–60

acre parcel is one of the largest regional sites with easy highway access. The site is flat and developable—a unique characteristic for a site of this size, and has a locational advantage being both near to the highway and the McMinnville Municipal Airport. The diagram on this page provides an example of how this site could develop, implementing design features desired in the Three Mile Lane Area.

Flexibility is key to attracting a corporate Innovation Campus. The City and/or developer would have to be opportunistic and actively market the property and McMinnville as a corporate destination. Early infrastructure investments and construction of housing and commercial amenities within walking distance of the property would help attract a corporate user, as would a clear but flexible vision and development plan for the property.

KEY URBAN DESIGN ELEMENTS: PRECEDENTS



- Landscape Buffer
- Parking behind buildings
- Central 'Main Street':
 - Wide sidewalks
 - Street Trees
 - On-street parking
 - Active ground floors
- Public gateway plaza
- Gathering and event space
- Access and orientation to natural features

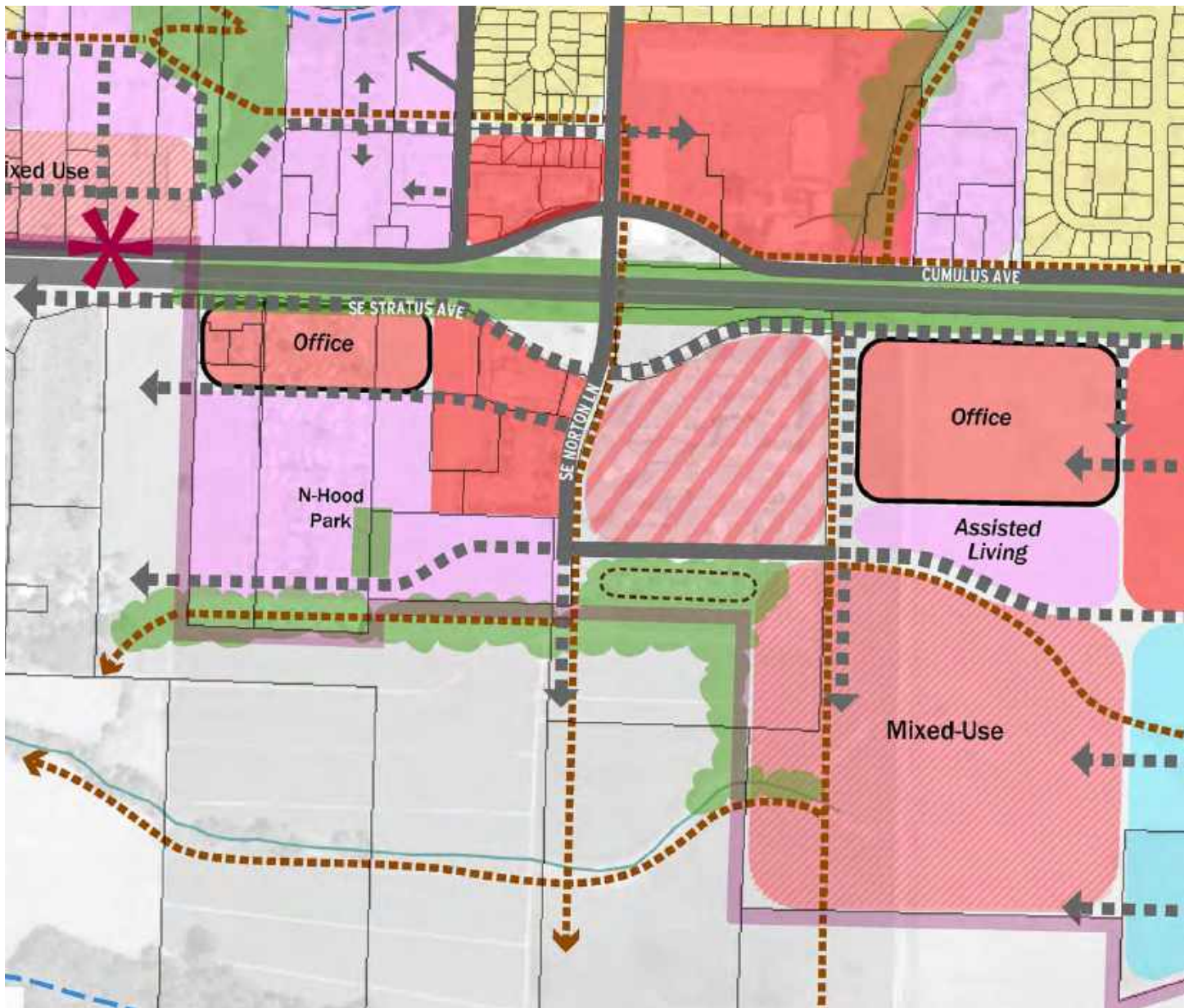
Old Mill District, Bend



- Integrated park space
- Central 'Main Street':
 - Wide sidewalks
 - Street Trees
 - On-street parking
 - Active ground floors
 - Mixed-use
 - Two blocks closed for Farmer's Market weekly
- Parking behind buildings
- Neighborhood Collector
- Gateway 'marker'
- Adjacent to 'clean' light industrial/office uses

NorthWest Crossing, Bend

HEALTH CARE AREA



Vacant parcels surrounding the Willamette Valley Medical Center are a significant opportunity for medical offices, housing for people reliant on medical services, and other uses that benefit from a health care cluster. As envisioned in the Area Plan existing industrial and high-density residential land and uses fronting the highway and in close proximity to the Medical Center could, over time, develop with housing - including assisted living and long-term care facilities - office uses, and services related to the hospital.

KEY URBAN DESIGN ELEMENTS

- **Transitions between uses: Health care facilities and surrounding residential areas.** Health care facilities are often active around the clock with bright lighting and they generate significant vehicle traffic. They also require a lot of delivery traffic and, in the case of a major medical center, helicopter use. Buffering between uses should be considered, particularly senior housing or market-rate apartments. Assisted living or nursing care facilities, however, would benefit from close proximity to the hospital.
- **Transitions between uses: Health care facilities and other commercial uses.** The scale and orientation of existing uses, as related to future uses should be considered. For example, while Senior Housing might benefit from a location within walking distance of a retail center, there should be careful site planning to ensure the housing isn't directly adjacent to loading or parking facilities. It may be most feasible to place health-care related housing with an orientation south towards views and the river.
- **Walkability between uses.** Convenient, safe connections between a variety of uses in this area will be important to current and future users.
- **Visual quality of buildings facing Highway 18.** New development should avoid placing loading docks or creating blank walls visible from passing vehicles.



TOURIST COMMERCIAL



The Evergreen complex continues to draw visitors to McMinnville who support other local businesses in the Three Mile Lane area and beyond. The Area Plan foresees the continuation and intensification of tourism-related uses as allowed by existing zoning designations. East of Evergreen, land is currently zoned for commercial uses along the highway and has the possibility of hosting more tourism- and travel-related commercial uses in the vicinity of the Aviation & Space Museum and waterpark. The Area Plan envisions activities and uses related to visitors and the traveling public that could boost tourism and be mutually beneficial to existing attractions. A cluster of these uses in the northeast part of the study area could have a synergistic effect, strengthening McMinnville's and the region's reputation as a destination.

KEY URBAN DESIGN ELEMENTS

- **Connectivity to the Evergreen complex.** An important design element of this visitor-oriented area is connectivity to existing Evergreen tourist uses. Providing a safe walking and biking connection parallel to Highway 18 will help integrate future development with the Evergreen attractions, which will continue to attract significant amounts of visitors.
- **“Gateway” location.** In addition, with a prominent location on the east entrance to McMinnville, this development opportunity area should be required to meet the City’s Great Neighborhood Principles with high-quality design.



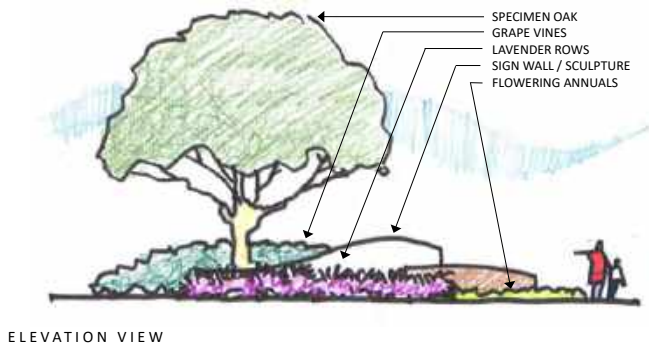
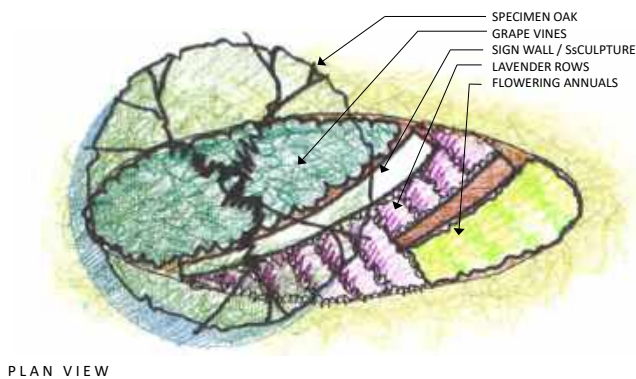
Visitor-oriented facilities with distinctive design elements

GATEWAYS

Three Mile Lane will serve as a figurative gateway to McMinnville, and future design of Highway 18 improvements should consider opportunities for corridor design that respects the area’s agricultural heritage and landscape character (see below). There will also be opportunities for specific gateway features that physically mark this entrance to McMinnville. These images present some design considerations for these features.



Large landscape design gestures, visible from fast-moving vehicles (and the air)

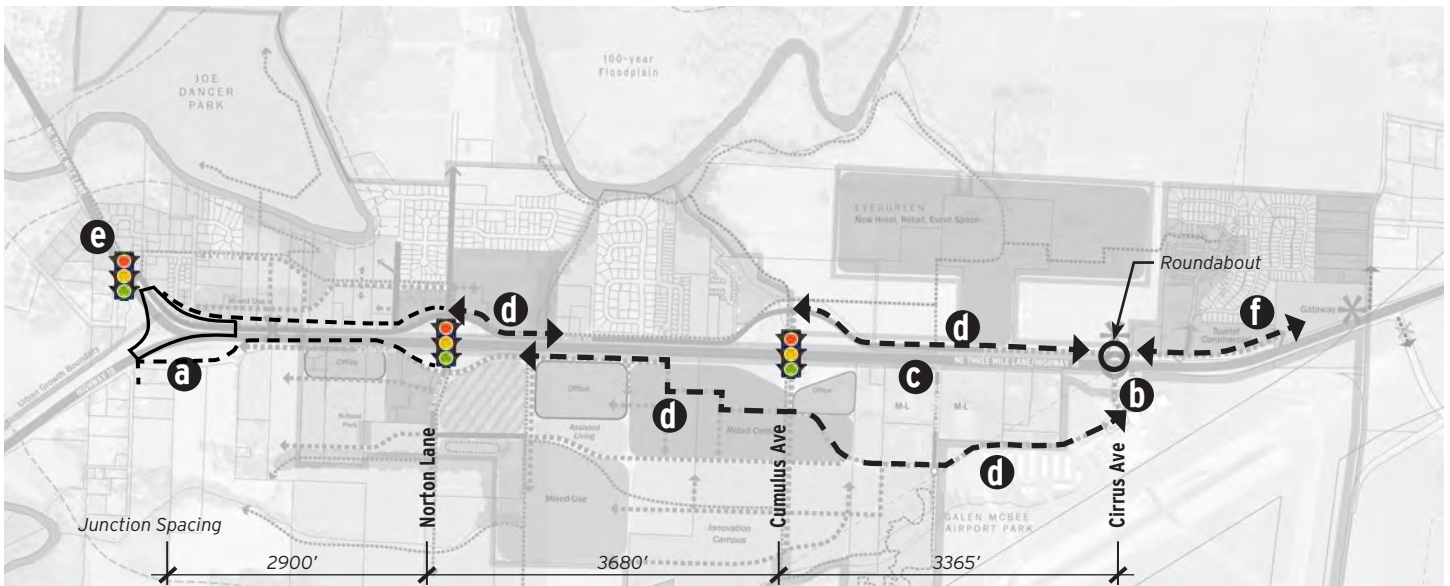


A large-scale public art piece, perhaps dramatically lit at night

TRANSPORTATION

Transportation analysis confirmed that both signalized intersections in the area - Oregon Highway 18 and Norton Lane and Oregon Highway 18 and Cumulus Avenue - will operate at volume-to-capacity ratios below ODOT's established standards under year 2041 Preferred Alternative traffic conditions. However, two of the study area unsignalized intersections fail to meet established mobility targets, as described at right:

- **Three Mile Lane & First Street:** Three Mile Lane experiences high traffic volumes throughout the day, especially during the PM peak hour. There are limited gaps in the traffic flow for motorists turning from First Street. The intersection also doesn't meet mobility targets based on 2018 traffic conditions.
- **Three Mile Lane & Cumulus Avenue:** The westbound and eastbound approaches are controlled with stop signs. There is no separate left-turn lane on the north leg of Three Mile Lane. Future traffic on Three Mile Lane and Cumulus Avenue is sufficiently high that eastbound and westbound motorists will find insufficient gaps to turn and travel north or south through the intersection.



Preferred Facility Design Concept

Design Concept Notes:

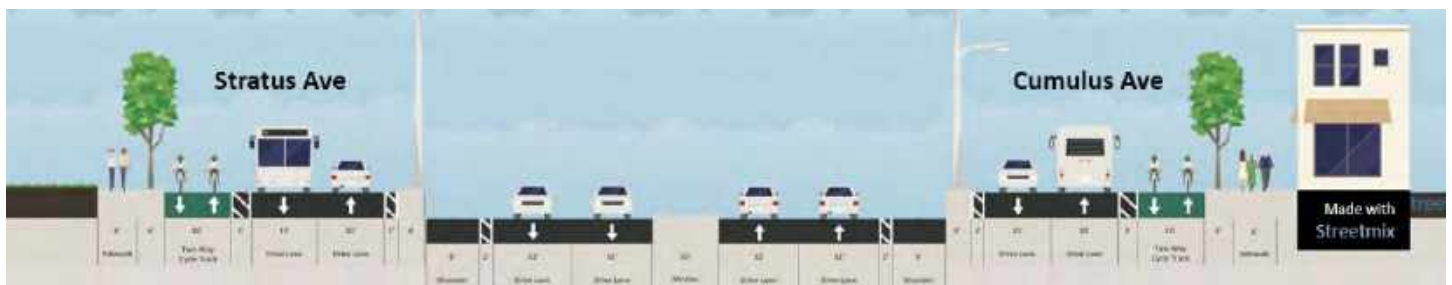
- Three Mile Lane interchange: reconstructed for full directional access and crossing, with new connector to Stratus Avenue - see facing page).
- Cirrus Avenue: new roundabout on OR 18, with McMinnville gateway features.
- Removal of at-grade street and driveway accesses to OR 18 in the section between Cumulus Avenue and the eastern edge of the study area, including Loop Road and Cruickshank Road.
- New east-west frontage streets north and south of OR 18, linking Cirrus Avenue, Cumulus Avenue and Norton Lane.
- New traffic signal (or roundabout) at Three-Mile Lane and Cumulus Avenue.
- Loop Road: disconnect from OR 18 and realign to new Cirrus Avenue connector and roundabout.



Oregon Highway 18 / Three Mile Lane Interchange Preferred Facility Design

The diagram above illustrates the reconstructed interchange of Oregon Highway 18 at Three Mile Lane. The interchange modifications allow full vehicular movement to and from the highway in all directions, and a bi-directional connection between the southern half of the Study Area and McMinnville's city center via Stratus Avenue. These new connections will likely carry significant local traffic demand that would otherwise travel on Oregon Highway 18 between the study area and McMinnville's city center.

The Stratus Avenue connection also provides direct connectivity for pedestrian and cyclists traveling between the southern half of the Study Area and McMinnville's city center. Separated, two-way cycle tracks on both Cumulus Avenue and Stratus Avenue will improve rider comfort and significantly reduce level of traffic stress on these routes (see below).



Proposed Oregon Highway 18 Cross Section

COMPLETE STREETS DESIGN

The Three Mile Lane Area Plan includes special complete street standards to encourage biking and walking, requiring stormwater treatment and extensive street tree plantings on all study area streets. These standards are compared to exiting standards applicable elsewhere in the City in the table below; complete street cross-sections for Major Collector and Local Residential streets are shown on the facing page.

	Major Collector Existing Standards	Notes	Local Residential Existing Standards	Notes
Right-of-Way	74'	Increase to 80'	50'	Increase to 58'
Speed	25-30 mph		15-25 mph	
Maximum Average Daily Traffic (ADT)	16,000		1,200	
Adjacent Land Use Intensity	Medium		Low	
Sidewalks	5' residential 10-12' commercial	6'	5'	Increase to 6'
Planter Strips	6' residential N/A commercial	8'	5'	Increase to 6'
Curb-to-Curb Street Width	44'	Suggest 50'	28'	
On-Street Parking Two Sides	N/A		yes	Switch to one side parking if travelway too narrow.
Bike Facility	2 lanes (5')	Change to 8' buffered bike lanes (or cycle tracks)	Shared Lane	OK, with sharrow markings
Median / Center Turn Lane	12'		None	
Travel Lane Width	2 lanes (11')		See street width	



PROPOSED 3ML MAJOR COLLECTOR STREET CROSS-SECTION



PROPOSED 3ML LOCAL RESIDENTIAL STREET CROSS-SECTION

BICYCLE FACILITIES

The Preferred Alternative includes recommended bicycle system improvements on existing streets and new connectors to help form a more complete bicycle network within the 3MLAP study area. Bicycle facilities provide improved mobility for users riding to the city center and seeking active transportation options that support a healthy lifestyle. Bicycle facilities considered in the study include bike lanes, buffered bike lanes, bike boulevards (shared lane), cycle tracks and shared-use paths as shown on this page.

The combination of bicycle facility improvements along existing and planned collector streets, and planned pathway improvements in the study area will significantly improve bicycle access, mobility and comfort for users of all ages and confidence levels.



Buffered Bike Lane



Cycle Track



Two-Way Cycle Track



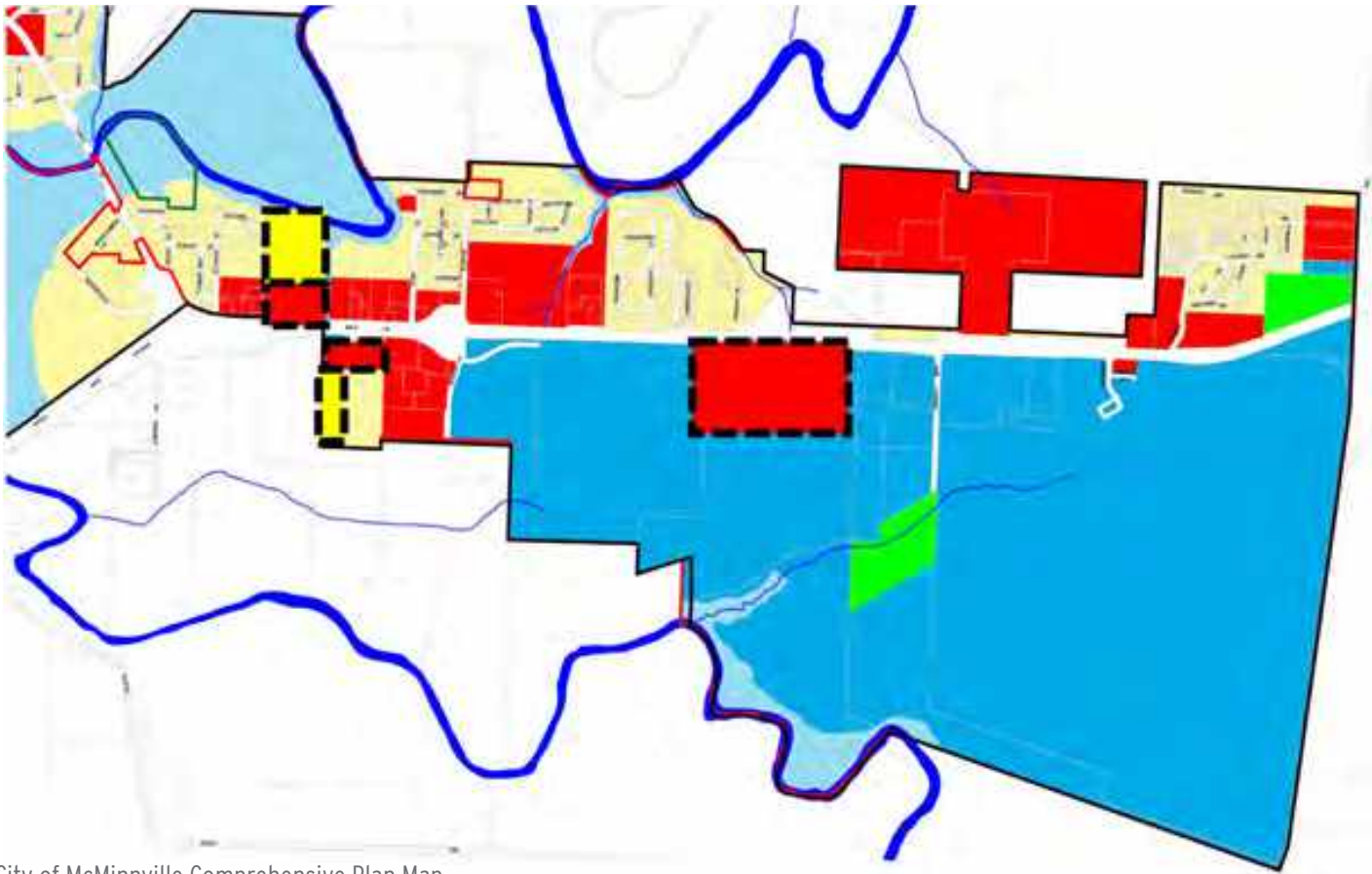
Shared Lane (sharrows)

POLICIES

The following policies are intended to guide development and future planning decisions in the Three Mile Lane area. These policies implement the Three Mile Lane Area Plan goals and describe how Great Neighborhood Principles are expected to be expressed in the future growth and development of the Three Mile Lane Area.

1. Require future development to be consistent with the design elements of the Three Mile Lane Area Plan.
2. Public improvements and private development shall strive to protect tree groves and mature individual trees.
3. Riparian corridors and adjacent native landscape shall be protected.
4. The built environment will be designed to provide and protect views to rolling hills and volcanoes and to enhance visual and physical access to the North Yamhill River. New streets and open spaces will be oriented to capture views.
5. Enhancing connections to existing trails and open space, such as connections into Joe Dancer Park and Galen McBee Airport Park, and creating a public greenway along South Yamhill River with trails and connections to the Three Mile Lane Area is a priority.
6. New gathering spaces will be designed to incorporate natural areas and views.
7. Require native landscape plantings with seasonal variation and tree plantings that include shade streets with mature tree canopy.
8. A network of sidewalks and trails will connect people to key locations within the Three Mile Lane Area.
9. The Three Mile Lane Area will have safe bicycle routes for residents and touring cyclists.
10. Proposed new streets will connect to the existing local street grid, consistent with the conceptual designs in the Three Mile Lane Area Plan and in compliance with Transportation System Plan standards.
11. New commercial developments should be designed to be at a walkable, human scale and for ease of use by all ages and abilities.
12. New commercial, office, mixed-use, and multi-family developments should be designed to reflect the micro-climate and enhance outdoor life through the incorporation of features such as porches, balconies, courtyards, plazas, etc.
13. New commercial, office, mixed-use, and industrial campus developments should promote inclusion and interaction within the right-of-way.
14. Encourage mixed-use development where feasible.
15. Proposed site landscape for new development should strive to reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees – and consider functional site planning of vineyard and farm complexes as conceptual models.
16. New development should consider adjacency to agricultural fields and respect this heritage through careful transitions.
17. Architectural building design that includes simple roof forms (industrial and agricultural) is encouraged in the Three Mile Lane Area.
18. Encourage a diversity of future housing forms, types, and design that respect the current character of the area .
19. Ensure that new commercial and industrial campus development creates a welcoming and visible interface with Three Mile Lane.
20. Encourage site design and architecture that visibly convey the historic or current industry on the site (e.g., aviation, wine-making).
21. New commercial, mixed-use, office, and industrial campus development should consider using local materials for cladding and building structure (timber, corrugated steel cladding, red brick), and incorporating vibrant color.

COMPREHENSIVE PLAN AMENDMENTS



City of McMinnville Comprehensive Plan Map

In addition to the Three Mile Lane Area Plan being adopted as an element of the Comprehensive Plan, a map amendment will be a necessary implementation action. The Area Plan envisions land uses that are different than what is currently planned for on the City's Comprehensive Plan map. To allow for the area to develop consistent with the vision for the Three Mile Lane Area, the City will need to change the Comprehensive Plan Land Use Map in the areas indicated by the dashed black line above. The predominant change is from an Industrial designation to a Commercial designation for 40 acres south of Highway 18. The other change south of the highway, west of Norton Lane, is from Industrial to Commercial and Residential. The needed amendment north of the highway and west of Norton Lane changes Industrial designated land to Commercial and Residential designations to enable the subject properties to develop as a mixed-use area.

REGULATORY FRAMEWORK

The Three Mile Lane Planned Development Overlay covers the entirety of the Three Mile Lane Area. Adopted in 1981, the overlay was established to ensure high quality design, compatibility of living and working environments, provision of open spaces and parks, and buffering of residential uses from the highway. Amendments in 1994 replaced outdated policies and added regulations for commercial signage along the Three Mile Lane corridor. The Three Mile Lane Area Plan recommends another update to address development requirements. Future development in this area will continue to be regulated by the underlying base zones, with additional or modified standards applied as applicable, based on the updated Three Mile Lane Planned Development Overlay.

Policy	Overlay Amendment	Recommended Future Action
<p>1. Require future development to be consistent with the design elements of the Three Mile Lane Area Plan.</p>	<p>Include specific development standards (see amendments in this table) in the Three Mile Lane Planned Development Overlay to implement the Three Mile Lane Area Plan. Note that the review and approval process for land use applications is through Three Mile Lane Design Review, Director’s Review with Notification.</p> <p>Require Mixed-use, Commercial, or Industrial development proposals over [10] acres to be subject to Planned Development Overlay (Chapter 17.51) and Planning Commission approval.</p> <p>In the Innovation Campus allow office uses that support products and services that are manufactured or developed on site or that serve as corporate offices for products that are manufactured elsewhere.</p>	
<p>2. Public improvements and private development shall strive to protect tree groves and mature individual trees.</p>		<p>Identify tree groves and tree types to be protected and designate as significant or historic trees.</p>
<p>3. Riparian corridors and adjacent native landscapes shall be protected.</p>	<p>Require mapping and protection of stream corridors and re-vegetation with native plantings.</p>	
<p>4. The built environment will be designed to provide and protect views to rolling hills and volcanoes and to enhance visual and physical access to the North Yamhill River. New streets and open spaces will be oriented to capture views.</p>	<p>Require viewshed analysis as part of Design Review.</p>	
<p>5. Enhancing connections to existing trails and open space, such as connections into Joe Dancer Park and McBee Park, and creating a public greenway along South Yamhill River with trails and connections to the Three Mile Lane Area is a priority.</p>	<p>Require connection to proposed trail, trail right-of-way dedication, and trail construction as part of Design Review/development approval.</p>	
<p>6. New gathering spaces will be designed to incorporate natural areas and views.</p>	<p>When proposed as part of a Planned Development master plan, require gathering spaces be designed to incorporate natural areas and views as a condition of approval.</p>	

REGULATORY FRAMEWORK

Policy	Overlay Amendment	Recommended Future Action
7. Require native landscape plantings with seasonal variation and tree plantings that include shade streets with mature tree canopy.	Require native landscaping and plantings of all development through Design Review.	Develop and define approved planting list and approved tree list.
8. A network of sidewalks and trails will connect people to key locations within the Three Mile Lane Area.	Apply pedestrian walkway and connectivity standards to all non-residential development. Note: Pedestrian walkway standards, currently are applied to Large Format Retail; site design requires connections between buildings and from building entrances to streets (§17.56.050.C.2).	
9. The Three Mile Lane Area will have safe bicycle routes for residents and touring cyclists.	Require transportation improvements consistent with the Area Plan through Design Review.	
10. Proposed new streets will connect to the existing local street grid, consistent with the conceptual designs in the Three Mile Lane Area Plan and in compliance with Transportation System Plan standards.	Require transportation improvements consistent with the Area Plan through Design Review.	
11. New commercial developments should be designed to be at a walkable, human scale and for ease of use by all ages and abilities.	Requirements for commercial building size and massing. Standards for parking maximums for all uses. Parking lot location requirements for commercial uses.	Additional guidelines or standards related to façade treatments. 17.56.050 Development Standards
12. New commercial, office, mixed-use, and multi-family developments should be designed to reflect the micro-climate and enhance outdoor life through the incorporation of features such as porches, balconies, courtyards, plazas, etc.	Require as part of Design Review: <ul style="list-style-type: none"> Standards for non-residential buildings to include minimum pedestrian shelter coverages along ground floor elevations/street frontages and main entrances. Residential design features to include clear and objective building design standards/architectural elements. 	Additional guidelines or standards related to façade treatments.
13. New commercial, office, mixed-use, and industrial campus developments should promote inclusion and interaction within the right-of-way.	Require as part of Design Review: <ul style="list-style-type: none"> New requirements for building orientation (set-to, building orientation); Additional guidelines or standards related to façade treatments, including transparency. Provision of on-street parking for ground-floor commercial uses (new requirements allowing on-street spaces to be counted toward parking minimums, new cross-section standards for streets with ground-floor retail). 	
14. Encourage mixed-use development where feasible.		Consider additional guidelines or requirements for the Mixed Use area.

Policy	Overlay Amendment	Recommended Future Action
15. Proposed site landscaping for new development should strive to reflect patterns of wine industry—eg, rows of vines, southern orientation, shelter belts of trees – and consider functional site planning of vineyard and farm complexes as conceptual models.	Require landscaping proposed as part of a Planned Development master plan to demonstrate how it reflects existing patterns.	
16. New development should consider adjacency to agricultural fields and respect this heritage through careful transitions.	Buffer/perimeter requirements for new non-residential development adjacent to a dissimilar use.	Determine if specific buffering requirements are needed for proposed development abutting land zoned exclusive farm use.
17. Architectural building design that includes simple roof forms (industrial and agricultural) is encouraged in the Three Mile Lane Area.		Develop design guidelines or architectural standards.
18. Encourage a diversity of future housing forms, types, and design that respect the current character of the area.	Buffer/perimeter requirements for new non-residential development adjacent to a dissimilar use.	Evaluate Zoning Ordinance to ensure there are clear and objective design standards for new residential development.
19. Ensure that new commercial and industrial campus development creates a welcoming and visible interface with Three Mile Lane.	Requirements for landscape buffering fronting Three Mile Lane. Requirements for non-residential development related to building facades, including addressing blank walls and requiring articulation and materials or color variation.	Develop design guidelines to encourage a more cohesive visual character along the corridor.
20. Encourage site design and architecture that visibly convey the historic or current industry on the site (e.g., aviation, wine-making).		Develop design guidelines or architectural standards.
21. New commercial, mixed-use, office, and industrial campus development should consider using local materials for cladding and building structure (timber, corrugated steel cladding, red brick), and incorporating vibrant color.	Requirements for non-residential development related to building facades, including addressing blank walls and requiring articulation and materials or color variation.	Develop additional design guidelines or standards related to façade treatments; define acceptable color palate.

CONCEPT PHASING & COSTS

Cost in 2021
(millions of \$)

Phase	Description	Notes	Low	High
1	Independent State and/or City Projects			
	New multi-lane roundabout at OR 18 and Cirrus Avenue		\$8.0	\$10.0
	Construct bicycle lanes and sidewalks on NE Cumulus Avenue from Cumulus to Evergreen Air and Space Museum Entrance		\$0.4	\$0.6
	Extend Cumulus Avenue east from Norton Lane and modify intersection traffic control at existing Norton Lane/Cumulus Ave intersection	(1)	tbd	tbd
2	City/State Projects Reliant on Completion of New OR 18/Cirrus Roundabout			
	Disconnect loop road from OR 18 and realign to Cirrus Avenue		\$2.5	\$3.0
	New OR 18 frontage roads between Cumulus Avenue and Cirrus Avenue (both north and south of OR 18)	(2)	tbd	tbd
3	City/State Projects Commensurate With/Reliant on New Extension of Cumulus Avenue South of OR 18			
	Construct Cumulus Avenue south of OR 18	(2)	tbd	tbd
	Revise Traffic Signal at OR 18/Cumulus Avenue intersection		\$1.1	\$1.2
	Construct bicycle lanes and sidewalks on Cumulus Avenue from OR 18 to NE Cumulus Avenue.		\$0.5	\$0.7
4	City/State Projects Commensurate With/Reliant on New OR 18/Three Mile Lane Interchange			
	Reconstruct OR 18/Three Mile Lane Interchange	(3)	\$60.0	\$90.0
	Re-Fit Cumulus Avenue (north side) with 2-Way cycle track, buffer strip and wider sidewalk: Three Mile Lane to Norton Lane		\$3.1	\$3.4
	Re-Fit Stratus Avenue (south side) with 2-Way cycle track, buffer strip and wider sidewalk: Martin Lane to Norton Lane		\$1.6	\$1.8
	Re-align Cumulus Avenue and Nehemiah Lane at Three Mile Lane		\$2.4	\$2.6
	New Traffic Signal on Three Mile Lane at Cumulus Avenue		\$0.5	\$0.6
	Re-align Lawson Lane		\$1.5	\$1.7
			\$81.6	\$115.6





600 NE Evans Street • McMinnville, Oregon 97128

STAFF REPORT

DATE: April 18, 2022
TO: City Council
FROM: Susan Muir, Parks & Recreation Director
SUBJECT: Parks Recreation and Open Space Master Plan Update Contract Award

Report in Brief:

This action is the consideration of a resolution to award a contract with a budget not to exceed \$250,000 to MIG for the Parks Recreation and Open Space (PROS) Master Plan Update.

Background:

McMinnville developed a Parks, Recreation and Open Space Master Plan in 1999 and has completed many park projects through the visionary work of the community reflected in that plan. Now, more than 20 years later, it is time for the city to update that plan and chart a path for parks and open space for the next 20 years in McMinnville.

Discussion:

City staff issued a Request for Proposals on February 11, 2022, seeking a consulting team to design a roadmap for the next 20 years of park development, programming, and maintenance by creating a modern park system based on sufficient funding and equity. More specifically, staff requested that modern park and public engagement concepts be included in this planning process such as the 10-minute walk initiative, equitable park and recreation access, community engagement resources for equitable and community engagement, climate smart parks as well as any wildfire mitigation connections to the McMinnville park system.

Related to recent City Council conversations, this project also includes revising the parks system development charge methodology in alignment with the Capital Improvement Plan that will be included in the plan.

The City received a total of 2 submissions, both of very high quality. The reviewing team included 3 internal staff: the city's Communication & Engagement Manager from Administration, the Senior Planner from Planning, the Public Works Superintendent and a community member. At the end of the scoring and discussion process, all members of the reviewing team selected MIG as the winning proposal.

Although not a part of the scoring or selection process, McMinnville has worked with MIG successfully in the past. They were the original consultant on the 1999 PROS Plan and they were also a subcontractor on phase I of the Library and Recreation facilities planning work. Their portfolio includes the [Tualatin Parks and Recreation Master Plan](#), the [West Linn Parks, Recreation and Open Space Master Plan](#), as most recently, the [Albany Parks and Recreation Master Plan and update](#).

A critical component of a parks master plan is community engagement and public involvement. Staff and MIG are having conversations about a robust and inclusive engagement plan and the importance of that in a process related to access to parks for all. On April 14, 2022 staff made a proposal to the City's DEIAC that they act as a project advisory committee helping to ensure accountability related to inclusion and equity. The DEIAC agreed to serve in that role for the PROS Plan Update.

Although this agenda item is a contract award to meet legal procurement requirements, staff wants Council to know one of the first steps under the contract will be to have a project kickoff meeting with the City Council tentatively scheduled for June 22, 2022, so you'll be included early in this approximately 14 month planning process.

Attachments:

1. Resolution No. 2022-18
2. Project Contract

Fiscal Impact: This planning effort is funded out of the Park Development Fund, not through the General Fund. The Park Development Fund and this project are primarily funded with system development charge revenue.

Recommendation:

Staff recommends that the City Council adopt the attached resolution awarding the PROS Master Plan Update to MIG.

RESOLUTION NO. 2022-18

A Resolution Awarding the Contract for the Parks, Recreation and Open Space Master Plan Update (PROS Plan Update), to MIG.

RECITALS:

Whereas, McMinnville's 1999 Parks, Recreation, and Open Space Master Plan (PROS Plan) was the first such plan to describe residents' vision for the future of the City's parks, recreation services, trails, and open space facilities; and

Whereas, the 1999 PROS Plan guided and planned for park acquisition and development for a period of 20 years and needs to be updated to create a vision for the next 20 years, taking new conditions into account including but not limited to population growth, Urban Growth Boundary changes, equity and livability; and

Whereas, residents look to the City to provide quality parks, open spaces and recreation services that will meet their needs today and well into the future; and

Whereas, to continue the visionary past, the City is creating an update that provides a modern park system based on sufficient funding that is grounded in equity; and

Whereas, this update will include 4 main phases: Inventory, Assessment, Strategy and Action Planning. Each phase includes opportunities for community and staff engagement; and

Whereas, at 2:00pm on March 15, 2022, the City received 2 responses for the Request for Proposals and a scoring team including staff from parks maintenance, planning, communication, and a community member, scored and ranked both proposals, with MIG being the top firm; and

Whereas, this project is funded out of the Park Development Fund, the main revenue source being System Development Charges.

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

1. That entry into a contract with MIG, not to exceed \$250,000 with an approximately 14-month timeline for the PROS Plan Update, is hereby approved.
2. That the City Manager is hereby authorized and directed to execute contract.

3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 10th day of May, 2022 by the following votes:

Ayes: _____

Nays: _____

Approved this 10th day of May, 2022.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

**CITY OF McMinnville
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement ("Agreement") for the 2022 Parks, Recreation and Open Space Master Plan Update (PROS plan update) Project ("Project") is made and entered into on this _____ day of _____ 2022 ("Effective Date") by and between the City of McMinnville, a municipal corporation of the State of Oregon (hereinafter referred to as the "City"), and _____ a(n) _____ [state] _____ [corporation/limited liability company, etc.] (hereinafter referred to as "Consultant").

RECITALS

WHEREAS, the City requires services which Consultant is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Consultant represents that Consultant is qualified to perform the services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Consultant is prepared to provide such services as the City does hereinafter require,

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

Section 1. Scope of Work

Consultant shall diligently perform the master planning services according to the requirements and deliverable dates identified in the Scope of Work for the Project, attached hereto as **Exhibit 1** and incorporated by reference herein (the "Services").

Section 2. Term

The term of this Agreement shall be from the Effective Date until all Services required to be performed hereunder are completed and accepted, or no later than _____, 20____, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City.

Section 3. Consultant's Services

3.1. All written documents prepared by Consultant in conjunction with the Services shall bear the signature, name, or logo of, or otherwise be identified as coming from, Consultant's authorized Project Manager.

3.2. Consultant will not be deemed to be in default by reason of delays in performance due to circumstances beyond Consultant's reasonable control, including but not limited to strikes, lockouts, severe acts of nature, or other unavoidable delays or acts of third parties not under Consultant's direction and control ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Services will be extended accordingly and proportionately by the City, in writing; however, no additional compensation will be provided due to a Force Majeure event. Lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

3.3. The existence of this Agreement between the City and Consultant shall not be construed as the City's promise or assurance that Consultant will be retained for future services beyond the Scope of Work described herein.

3.4. Consultant shall maintain the confidentiality of any confidential information that is exempt from disclosure under state or federal law to which Consultant may have access by reason of this Agreement. Consultant warrants that Consultant's employees assigned to the Services provided in this Agreement shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Agreement.

Section 4. Compensation

4.1. Except as otherwise set forth in this **Section 4**, the City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed _____ (\$ _____), for performance of the Services ("Compensation Amount"). Any compensation in excess of the Compensation Amount will require an express written Addendum to be executed between the City and Consultant.

4.2. During the course of Consultant's performance, if the City, through its Project Manager, specifically requests Consultant to provide additional services that are beyond the Scope of Work described on **Exhibit 1**, Consultant shall provide such additional services and bill the City at the hourly rates outlined on Consultant's Rate Schedule, as set forth in **Exhibit 2**. Any Additional work beyond the Scope of Work, or any compensation above the amount shown in **Subsection 4.1**, requires a written Addendum executed in compliance with the provisions of **Section 16**.

4.3. Except for amounts withheld by the City pursuant to this Agreement, Consultant will be paid for Services for which an itemized invoice is received by the City within thirty (30) days of receipt, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Consultant as promptly as is reasonably possible.

4.4. The City will be responsible for the direct payment of required fees payable to governmental agencies, including but not limited to plan checking, land use, zoning, and all other similar fees resulting from this Project, that are not specifically covered by **Exhibit 1**.

4.5. Consultant's Compensation Amount and Rate Schedule are all inclusive and include, but are not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits and similar contributions and benefits, technology and/or software charges, licensing, trademark, and/or copyright costs, office expenses, travel expenses, mileage, and all other indirect and overhead charges.

Section 5. City's Rights and Responsibilities

5.1. The City will designate a Project Manager to facilitate day-to-day communication between Consultant and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

5.2. Award of this contract is subject to budget appropriation. Funds are approved for Fiscal Year 2021-22. If not completed within this fiscal year, funds may not be appropriated for the next fiscal year. The City also reserves the right to terminate this contract early, as described in Section 14.

Section 6. City's Project Manager

The City's Project Manager is Susan Muir. The City shall give Consultant prompt written notice of any re-designation of its Project Manager.

Section 7. Consultant's Project Manager

Consultant's Project Manager is _____. In the event that Consultant's designated Project Manager is changed, Consultant shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project, Consultant's Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Consultant that is not from Consultant's designated Project Manager, the City may request verification by Consultant's Project Manager, which verification must be promptly furnished.

Section 8. Project Information

Except for confidential information designated by the City as information not to be shared, Consultant agrees to share Project information with, and to fully cooperate with, those corporations, firms, contractors, public utilities, governmental entities, and persons involved in or associated with the Project. No information, news, or press releases related to the Project, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

Section 9. Subcontractors and Assignments

9.1. Unless expressly authorized in **Exhibit 1** or **Section 10** of this Agreement, Consultant shall not subcontract with others for any of the Services prescribed herein. Consultant shall not assign any of Consultant's rights acquired hereunder without obtaining prior written approval from the City, which approval may be granted or denied in the City's sole discretion. Some Services may be performed by persons other than Consultant, provided Consultant advises the City of the names of such subcontractors and the work which they intend to perform, and the City specifically agrees in writing to such subcontracting. The City hereby agrees that Consultant will contract with _____ to provide its _____ services, which is a critical part of this Agreement. Consultant acknowledges such work will be provided to the City pursuant to a subcontract(s) between Consultant and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). Unless otherwise specifically provided by this Agreement, the City incurs no liability to third persons for payment of any compensation provided herein to Consultant. Any attempted assignment of this Agreement without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for work performed by others on behalf of Consultant shall not be subject to additional reimbursement by the City.

9.2. The City shall have the right to enter into other agreements for the Project, to be coordinated with this Agreement. Consultant shall cooperate with the City and other firms, engineers or subcontractors on the Project so that all portions of the Project may be completed in the least possible time and within normal working hours. Consultant shall furnish other engineers, subcontractors and affected public utilities, whose designs are fitted into Consultant's design, detail drawings giving full information so that conflicts can be avoided.

9.3. Consultant shall include this Agreement by reference in any subcontract and require subcontractors to perform in strict compliance with this Agreement.

Section 10. Consultant Is Independent Contractor

10.1. Consultant is an independent contractor for all purposes and shall be entitled to no compensation other than the Compensation Amount provided for under **Section 4** of this Agreement. Consultant will be solely responsible for determining the manner and means of accomplishing the end result of Consultant's Services. The City does not have the right to control or interfere with the manner or method of accomplishing said Services. The City, however, will have the right to specify and control the results of Consultant's Services so such Services meet the requirements of the Project.

10.2. Consultant may request that some consulting services be performed on the Project by persons or firms other than Consultant, through a subcontract with Consultant. Consultant acknowledges that if such services are provided to the City pursuant to a subcontract(s) between Consultant and those who provide such services, Consultant may not utilize any subcontractor(s), or in any way assign its responsibility under this Agreement, without first obtaining the express written consent of the City, which consent may be given or denied in the City's sole discretion. For all Services performed under subcontract to Consultant, as approved by the City, Consultant shall

only charge the compensation rates shown on the approved Rate Schedule (Exhibit 2). Rate schedules for named or unnamed subcontractors, and Consultant markups of subcontractor billings, will only be recognized by the City as set forth in Consultant's Rate Schedule, unless documented and approved, in writing, by the City pursuant to a modification to Consultant's Rate Schedule, per Section 16 of this Agreement. In all cases, processing and payment of billings from subcontractors is solely the responsibility of Consultant.

10.3. Consultant shall be responsible for, and defend, indemnify, and hold the City harmless against, any liability, cost, or damage arising out of Consultant's use of such subcontractor(s) and subcontractor's negligent acts, errors, or omissions. Unless otherwise agreed to, in writing, by the City, Consultant shall require that all of Consultant's subcontractors also comply with, and be subject to, the provisions of this Section 10 and meet the same insurance requirements of Consultant under this Agreement.

Section 11. Consultant Responsibilities

11.1. Consultant must make prompt payment for any claims for labor, materials, or services furnished to Consultant by any person in connection with this Agreement as such claims become due. Consultant shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Consultant. If Consultant fails, neglects, or refuses to make prompt payment of any such claim, the City may, but shall not be obligated to, pay such claim to the person furnishing the labor, materials, or services and offset the amount of the payment against funds due or to become due to Consultant under this Agreement. The City may also recover any such amounts directly from Consultant.

11.2. Consultant must comply with all applicable Oregon and federal wage and hour laws, including BOI.I wage requirements, if applicable. Consultant shall make all required workers compensation and medical care payments on time. Consultant shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Consultant shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Consultant shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of assistants or employees shall be Consultant's responsibility. Consultant shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses.

11.3. No person shall be discriminated against by Consultant [or any subcontractor] in the performance of this Agreement on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Agreement, in whole or in part, by the City. [References to "subcontractor" mean a subcontractor at any tier.]

Section 12. Indemnity

12.1. Indemnification. Consultant acknowledges responsibility for liability arising out of the performance of this Agreement, and shall defend, indemnify, and hold the City harmless from

any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Consultant's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Agreement, or from Consultant's failure to perform its responsibilities as set forth in this Agreement. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Consultant shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Consultant of its responsibility to perform in full conformity with the City's requirements, as set forth in this Agreement, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Consultant's negligent performance of this Agreement, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 12.2**. Consultant shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Consultant. As used herein, the term "Consultant" applies to Consultant and its own agents, employees, and suppliers, and to all of Consultant's subcontractors, including their agents, employees, and suppliers.

12.2. **Standard of Care.** In the performance of the Services, Consultant agrees to use at least that degree of care and skill exercised under similar circumstances by reputable members of Consultant's profession practicing in the Portland metropolitan area. Consultant will re-perform any Services not meeting this standard without additional compensation. Consultant's re-performance of any Services, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Consultant's failure to perform in accordance with the applicable standard of care of this Agreement and within the prescribed timeframe.

Section 13. Insurance

13.1. **Insurance Requirements.** Consultant shall maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Agreement. Such insurance shall cover all risks arising directly or indirectly out of Consultant's activities or work hereunder. Any and all agents, contractors, or subcontractors with which Consultant contracts to work on the Services must have insurance that conforms to the insurance requirements in this Agreement. Additionally, if a subcontractor is an engineer, architect, or other professional, Consultant must require the subcontractor to carry Professional Errors and Omissions insurance and must provide to the City proof of such coverage. The amount of insurance carried is in no way a limitation on Consultant's liability hereunder. The policy or policies maintained by Consultant shall provide at least the following minimum limits and coverages at all times during performance under this Agreement:

13.1.1. **Commercial General Liability Insurance.** Consultant and all subcontractors shall obtain, at each of their own expense, and keep in effect during the term of this Agreement, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Agreement and shall be for the following minimum insurance coverage amounts: The

coverage shall be in the amount of \$2,000,000 for each occurrence and \$3,000,000 general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of \$2,000,000 per occurrence, Fire Damage (any one fire) in the minimum amount of \$50,000, and Medical Expense (any one person) in the minimum amount of \$10,000. All of the foregoing coverages must be carried and maintained at all times during this Agreement.

13.1.2. Professional Errors and Omissions Coverage. Consultant agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the Services hereunder with a limit of no less than \$2,000,000 per claim. Consultant shall maintain this insurance for damages alleged to be as a result of errors, omissions, or negligent acts of Consultant. Such policy shall have a retroactive date effective before the commencement of any work by Consultant on the Services covered by this Agreement, and coverage will remain in force for a period of at least three (3) years after termination of this Agreement.

13.1.3. Business Automobile Liability Insurance. If Consultant or any subcontractors will be using a motor vehicle in the performance of the Services herein, Consultant shall provide the City a certificate indicating that Consultant and its subcontractors have business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$2,000,000.

13.1.4. Workers Compensation Insurance. Consultant, its subcontractors, and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Consultants who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than \$500,000 each accident.

13.1.5. Insurance Carrier Rating. Coverages provided by Consultant and its subcontractors must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

13.1.6. Additional Insured and Termination Endorsements. The City will be named as an additional insured with respect to Consultant's liabilities hereunder in insurance coverages. Additional Insured coverage under Consultant's Commercial General Liability, Automobile Liability, and Excess Liability Policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory.

Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: "The City of McMinnville, its elected and appointed officials, officers, agents, employees, and volunteers." An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days' written notification of any termination or major modification of the insurance policies required hereunder. Consultant must be an additional insured on the insurance policies obtained by its subcontractors performing work on the Services contemplated under this Agreement.

13.1.7. Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Consultant shall furnish a Certificate of Insurance to the City. This Agreement shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Consultant agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days' prior advance notice and Consultant will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

13.2. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Consultant shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are "Claims Made" policies, Consultant will be required to maintain such policies in full force and effect throughout any warranty period.

Section 14. Early Termination; Default

14.1. This Agreement may be terminated prior to the expiration of the agreed upon terms:

14.1.1. By mutual written consent of the parties;

14.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Consultant by mail or in person; or

14.1.3. By Consultant, effective upon seven (7) days' prior written notice in the event of substantial failure by the City to perform in accordance with the terms through no fault of Consultant, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

14.2. If the City terminates this Agreement, in whole or in part, due to default or failure of Consultant to perform Services in accordance with the Agreement, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Consultant shall be liable for all costs and damages incurred by the City as a result of the default by Consultant, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Agreement. This Agreement shall be in full force to the extent not terminated by written notice from the City to Consultant. In the event of a default, the City will provide Consultant

with written notice of the default and a period of ten (10) days to cure the default. If Consultant notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Agreement and seek remedies for the default, as provided above.

14.3. If the City terminates this Agreement for its own convenience not due to any default by Consultant, payment of Consultant shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Consultant against the City under this Agreement.

14.4. Termination under any provision of this Section shall not affect any right, obligation, or liability of Consultant or the City that accrued prior to such termination. Consultant shall surrender to the City items of work or portions thereof, referred to in Section 18, for which Consultant has received payment or the City has made payment.

Section 15. Suspension of Services

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Consultant. An adjustment in the time of performance or method of compensation shall be allowed as a result of such delay or suspension unless the reason for the delay is within Consultant's control. The City shall not be responsible for Services performed by any subcontractors after notice of suspension is given by the City to Consultant. Should the City suspend, delay, or interrupt the Services and the suspension is not within Consultant's control, then the City shall extend the time of completion by the length of the delay.

Section 16. Modification/Addendum

Any modification of the provisions of this Agreement shall not be enforceable unless reduced to writing and signed by both the City and Consultant. A modification is a written document, contemporaneously executed by the City and Consultant, which increases or decreases the cost to the City over the agreed Compensation Amount in Section 4 of this Agreement, or changes or modifies the Scope of Work or the time for performance. No modification shall be binding or effective until executed, in writing, by both Consultant and the City. In the event Consultant receives any communication of whatsoever nature from the City, which communication Consultant contends gives rise to any modification of this Agreement, Consultant shall, within five (5) days after receipt, make a written request for modification to the City's Project Manager in the form of an Addendum. Consultant's failure to submit such written request for modification in the form of an Addendum shall be the basis for refusal by the City to treat said communication as a basis for modification or to allow such modification. In connection with any modification to this Agreement affecting any change in price, Consultant shall submit a complete breakdown of labor, material, equipment, and other costs. If Consultant incurs additional costs or devotes additional time on Project tasks, the City shall be responsible for payment of only those additional costs for which it has agreed to pay under a signed Addendum. To be enforceable, the Addendum must describe with particularity the nature of the change, any delay in time the Addendum will cause, or any increase

or decrease in the Compensation Amount. The Addendum must be signed and dated by both Consultant and the City before the Addendum may be implemented.

Section 17. Access to Records

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Consultant as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts during the term of this Agreement and for a period of four (4) years after termination of the Agreement, unless the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Agreement.

Section 18. Property of the City

18.1. All documents, reports, and research gathered or prepared by Consultant under this Agreement, including but not limited to spreadsheets, charts, graphs, drawings, modeling, maps, data generation, papers, diaries, and inspection reports, shall be the exclusive property of the City and shall be delivered to the City prior to final payment. Any statutory or common law rights to such property held by Consultant as creator of such work shall be conveyed to the City upon request without additional compensation.

18.2. Consultant shall not be held liable for any damage, loss, increased expenses, or otherwise, caused by or attributed to the reuse by the City or its designees of all work performed by Consultant pursuant to this Agreement without the express written permission of Consultant.

Section 19. Notices

Any notice required or permitted under this Agreement shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of McMinnville
Attn: Susan Muir, Parks and Recreation Director
230 NE Second Street
McMinnville, OR 97128

To Consultant: _____
Attn: _____

Section 20. Miscellaneous Provisions

20.1. Integration. This Agreement, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral

discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Agreement shall control.

20.2. Legal Effect and Assignment. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Agreement may be enforced by an action at law or in equity.

20.3. No Assignment. Consultant may not assign this Agreement, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

20.4. Adherence to Law. In the performance of this Agreement, Consultant shall adhere to all applicable federal, state, and local laws (including the McMinnville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Consultant is required by law to obtain or maintain in order to perform the Services described on **Exhibit I**, shall be obtained and maintained throughout the term of this Agreement.

20.5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws. All contractual provisions required by ORS Chapters 279A, 279B, 279C, and related Oregon Administrative Rules to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth herein.

20.6. Jurisdiction. Venue for any dispute will be in Yamhill County Circuit Court.

20.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Agreement, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

20.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Agreement shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

20.9. Severability. If any provision of this Agreement is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Agreement shall remain in full force and effect, to the greatest extent allowed by law.

20.10. Modification. This Agreement may not be modified except by written instrument executed by Consultant and the City.

20.11. Time of the Essence. Time is expressly made of the essence in the performance of this Agreement.

20.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Agreement, the first day from which the designated period of time begins to run shall not be included.

20.13. Headings. Any titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

20.14. Number, Gender and Captions. In construing this Agreement, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Agreement.

20.15. Good Faith and Reasonableness. The parties intend that the obligations of good faith and fair dealing apply to this Agreement generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Agreement. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Agreement gives the City "sole discretion" or the City is allowed to make a decision in its "sole judgment."

20.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

20.17. Interpretation. As a further condition of this Agreement, the City and Consultant acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the Agreement, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

20.18. Entire Agreement. This Agreement and all documents attached to this Agreement represent the entire agreement between the parties.

20.19. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement but all of which together shall constitute one and the same instrument.

20.20. Authority. Each party signing on behalf of Consultant and the City hereby warrants actual authority to bind their respective party.

The Consultant and the City hereby agree to all provisions of this Agreement.

CONSULTANT:

CITY:

CITY OF McMinnville

By: _____

By: _____

Print Name: _____

Print Name: _____

As Its: _____

As Its: _____

Employer I.D. No. _____

APPROVED AS TO FORM:

Amanda Guile-Hinman, City Attorney
City of McMinnville, Oregon

Exhibit 1: Proposed Work Plan/Scope of Work

Phase 1: Inventory

- 1.1. **Project Kickoff Meeting and Data Request:** MIG will meet with the City's Project Manager and key staff in a 1.5 or 2-hour videoconference to initiate the project and discuss the desired project outcomes, available background materials, communication protocols, engagement strategies, and schedule. MIG will host the call on Zoom and provide an agenda.
- 1.2. **City Council Meeting #1:** MIG will facilitate a City Council discussion of project goals and directions at a regular Council meeting via video conference call. MIG will provide a presentation.
- 1.3. **PMT Meeting #1:** MIG will hold a 1.5-hour video conference call with the City Project Manager and key staff to discuss schedule, draft materials, upcoming meetings and any coordination with other ongoing planning processes. MIG will provide an agenda and meeting notes.
- 1.4. **Community Involvement Strategy:** MIG Team member Talitha Consults will develop the Community Involvement Strategy that will outline an equitable and effective communications and engagement strategy that coincides with other planning efforts. This task includes two preliminary drafts and final draft. The final draft will include demographic diversity survey templates, guidance on collecting data in an inclusive way, examples of strategies to increase diversity and inclusion, and relevant case studies.
- 1.5. **Parks and Facilities Tour (in person):** The MIG team will tour the park system to observe park and facility conditions, access, and opportunities, accompanied by City staff to discuss and photograph operational issues and opportunities. Key findings will be provided in Brief #1 (Task 1.8).
- 1.6. **System Inventory, Conditions, and Capacity Assessment:** MIG will cross-check inventory data provided by the City against GIS parks data to create an Excel spreadsheet accounting for park sites, park acreage and recreation facilities. (Amenities such as tables, benches, trash receptacles, parking spaces, etc., are not counted.) MIG will document conditions and capacity and include findings as part of Task 1.8.
- 1.7. **Base Mapping:** Using GIS data provided by the City, MIG will produce one draft citywide base map (11" x 17") showing existing City parks, open space, major recreation facilities, and trails on an overlay of information including City planning areas, water bodies, roadways, and schools. The draft base map will be revised into final form based on one round of consolidated comments from the City.
- 1.8. **Brief #1: Existing System Summary:** MIG will summarize existing conditions and assets that contribute to the park and recreation system. This includes an analysis of parks, facilities, trails, programs, arts, events, and tourism-related activities provided by the City. MIG will map parks and recreation facilities, looking geographically at the

opportunities and constraints of the park and recreation system. This information will be incorporated into an overview of the current state of McMinnville's parks and recreation system and operations. MIG will provide a draft Summary and then provide a final draft based on one round of consolidated comments from City staff.

- 1.9. **DEIAC Meeting #1 (in person):** MIG will facilitate a 1.5-hour meeting with the DEIAC to identify the strengths, weaknesses, opportunities, and challenges the Master Plan should address. MIG will provide an agenda, presentation and notes from the meeting.
- 1.10. **Planning Commission Meeting #1:** MIG will meet with the Planning Commission at a regularly scheduled meeting via video conference call to discuss outcomes of this first phase and considerations for next steps. MIG will provide a presentation for this meeting.
- 1.11. **Project Website, Administration and Updates (project duration):** MIG will develop a project website using ArcGIS StoryMaps during this first phase and provide monthly updates as needed to the site throughout the plan process. This task includes one draft outline for discussion with the PMT, and one draft and final webpage with content as well as monthly updates. Feature items will also be provided in Spanish.
- 1.12. **Project Team Coordination and Management:** This task includes routine progress and coordination videoconferences between MIG and the City's Project Manager, schedule management and invoicing, project administration, communication, and coordination.

Phase 1 Assumptions for City Staff Involvement:

- Organize advisory committee members
- Lead tour
- Coordinate meeting logistics and review draft materials
- Coordinate timing of concurrent planning efforts and outreach
- Confirm and refine baseline information

Phase 2: Assessment

- 2.1. **Online Mapping Survey:** MIG will develop a draft of the survey for City review. Following any changes to the draft, MIG will create the online mapping survey (Maptionnaire) in English and Spanish through the project website. Based on the final online mapping survey questions, MIG will provide a basic paper version using a subset of questions that are not based on the online mapping software. The City will be responsible for administering the paper version, collecting responses and compiling any responses. MIG will provide an online form for City staff to upload compiled responses. The Community Involvement Strategy will help provide guidance on the survey instrument. This task includes survey development, hosting the online survey, and summary of results (Draft and Final).

- 2.2. **In-depth Interviews (10):** Team member Talitha Consults will lead a series of in-depth interviews held via telephone (up to 10) in English and Spanish. The Community Involvement Strategy will help provide guidance on interview participants and discussion questions. This task includes a schedule of interviews and a moderator's guide which will include interview questions for PMT review. Outcomes will be summarized together with results of the focus group meetings (Task 2.3).
- 2.3. **Focus Group Meetings (2):** Team member Talitha Consults will lead two 1.5-hour video conference call focus group meetings in English and Spanish with up to 35-45 participants each event. Discussion questions and content will be provided to the PMT for review prior to the events. Outcomes will be summarized together with the results of the interviews (Task 2.2).
- 2.4. **PMT Meeting #2:** MIG will hold a 1.5-hour video conference call with the City Project Manager and key staff to discuss schedule, draft materials, upcoming meetings and any coordination with other ongoing planning processes. MIG will provide an agenda and meeting notes.
- 2.5. **GIS Access Analysis and Equity Index Mapping:** Building on the updated system inventory, MIG will use ArcGIS Network Analyst™ to map and identify underserved areas, followed by an assessment of partnerships and other opportunities to address those needs. This mapping will inform an evaluation of service-level standards that benchmarks McMinnville with similar communities noted in NRPA's Park Metrics and TPL's ParkServe® data. Results will be included with the Community Needs Assessment Summary (Task 2.7).
- 2.6. **SDC Analysis and Staff Work Session:** Team Member CAI will analyze existing park SDCs to inform the updated methodology, including identifying methodology alternatives and choices. Results of this initial research will be presented to the PMT and any additional City Staff via video conference call to identify next steps. MIG will provide a meeting agenda, presentation materials and meeting notes.
- 2.7. **Brief #2: Community Needs Assessment Summary:** MIG will summarize outreach and technical findings together in an attractive, easy-to-read brief, identifying current deficiencies as well as opportunities to meet existing and future needs. The MIG Team will use publicly available demographic and recreation data, information from the MGMUP related to park land needs, plus our knowledge of recreation trends, to project changing needs for parks and recreation facilities. This will include an overview of key trends and innovations for providing parks, facilities, and programs in built-out communities. The Needs Assessment will identify overarching key themes across all outreach and engagement tasks. It will summarize existing service levels and service gaps. MIG will provide a draft Summary and then provide a final draft based on one round of consolidated comments from City staff.
- 2.8. **DEIAC Meeting #2: Community Needs, Goals, and Objectives (in person):** MIG will facilitate an in-person 1.5-hour meeting with the DEIAC to discuss outcomes of Phase 2

outreach, key needs and technical analysis of the system. Participants will then work through materials to identify systemwide goals and objectives. MIG will provide an agenda, presentation and notes from the meeting.

- 2.9. **Planning Commission Meeting #2:** MIG will present Phase 2 results to the Planning Commission at a regular meeting via video conference call and solicit feedback for the next phase. MIG will provide a presentation for this meeting.
- 2.10. **City Council Meeting #2:** MIG will present Phase 2 results at a regular meeting via video conference call to the City Council and solicit feedback for the next phase. MIG will provide a presentation for this meeting.
- 2.11. **Project Team Coordination and Management:** This task includes routine progress and coordination videoconferences between MIG and the City's Project Manager, schedule management and invoicing, project administration, communication, and coordination.

Phase 2 Assumptions for City Staff Involvement:

- Support publicizing online mapping survey
- Support coordinating focus group and interview participants
- Coordinate meeting logistics and review draft materials
- Coordinate timing of concurrent planning efforts and outreach

Phase 3: Strategy

- 3.1. **Brief #3: Strategic Framework for Parks and Recreation:** MIG will work with the City to develop a new systemwide vision, goals, policies, and standards for a 20-year period, providing a firm foundation for updates to the Comprehensive Plan and related zoning code amendments. MIG will use relevant information from the MGMUP to inform the Strategic Framework for Parks and Recreation. As a functional plan for the City's Comprehensive Plan, this task will include relevant goals and policies related to systemwide parks, recreation and open spaces in McMinnville and will reference adopted Comprehensive Plan policies. (Note: this task does not include a comprehensive Goal 5 inventory and analysis) This task includes an internal review draft and public draft. Any additional changes will be incorporated into the Draft Plan (Phase 4).
- 3.2. **Capital Project List, Prioritization Criteria, and Cost Matrix:** A capital and operations module will be created to assess costs for acquisition, capital development and renovations, capital reinvestment, operations, and maintenance to make informed decisions about the prioritization of capital projects. This includes identifying the planning-level costs for recommended capital projects, along with facility lifecycle replacement costs and maintenance costs for each project. MIG will provide a draft cost spreadsheet and revise it based on one round of edits from City staff.

- 3.3. **PMT Meeting #3:** MIG will facilitate a video-conference call discussion with the PMT to discuss draft recommendations (Task 3.1 and 3.2) and identify next steps. MIG will provide an agenda and meeting notes.
- 3.4. **Draft Park SDC Methodology:** CAI will develop an updated SDC methodology that is based on the recommended capital project list and the specific methodological choices made by City staff, DEIAC, and City Council. This information will be reviewed during Phase 3 review meetings.
- 3.5. **Future System Map:** MIG will map projects and recommendations for the 20-year future to illustrate the proposed park and recreation system. In addition, off-street trail recommendations will be coordinated with the Transportation Plan project list. This task includes a draft and final version of the Future System Map.
- 3.6. **Plan Outline and Template:** MIG will develop an outline of the draft plan as well as mock-up of the online plan format for ease of online access.
- 3.7. **Draft Comp Plan and Zoning Updates:** MIG will develop a Draft Park Comprehensive Plan Map Designation and Park Zone or Overlay for the McMinnville Municipal Code. This task includes updates to the Comprehensive Plan, Volume I (data) and Volume II (Goals and Policies) for Parks and Open Spaces. MIG will provide findings related to Goal 8, Recreational Needs. (Note: this task does not include a comprehensive Goal 5 inventory and analysis) A draft of the materials will be discussed with the PMT (Task 3.9), followed by a second draft to present to the Planning Commission and City Council (Task 3.10).
- 3.8. **Online Focus Groups/Town Hall Workshop:** Team member Talitha Consults will lead a series of online focus groups or a town hall workshop with the larger community to discuss potential alternatives, tradeoffs, and priority projects to focus on for the next five years. MIG will provide an agenda, presentation and summary for this task. City staff will be responsible for promoting the events, securing locations, and recruiting participants. DEIAC members may be invited to help host this workshop so they can hear community priorities directly.
- 3.9. **DEIAC Meeting #3: Recommendations and Priorities (in person):** MIG will hold a 1.5-to 2-hour in-person meeting with the DEIAC to discuss outcomes of community outreach findings and draft materials from Phase 3 to refine priorities for the Draft Plan. MIG will provide an agenda, presentation and notes from the meeting.
- 3.10. **Planning Commission/City Council Work Session (Meeting #3):** MIG will present recommendations, proposed amendments to the Comprehensive Plan and Municipal Code and outcomes of the community event (Task 3.8) in a 1.5-hour video conference call. Results from this meeting will help define any necessary refinements for the Administrative Draft Plan (Phase 4). MIG will provide an agenda and presentation.

- 3.11. **Project Team Coordination and Management:** This task includes routine progress and coordination videoconferences between MIG and the City's Project Manager, schedule management and invoicing, project administration, communication, and coordination.

Phase 3 Assumptions for City Staff Involvement:

- Review project list and SDC methodology
- Support drafting amendments to Comp Plan and zoning
- Coordinate meeting logistics and review draft materials
- Coordinate timing of concurrent planning efforts and outreach

Phase 4: Action Plan

- 4.1. **Short-Term Funding and Financing Plan:** MIG will refine the five-year CIP and define project phasing and partnership strategies in a five-year implementation and action plan. This will be matched with a five-year Funding and Financing Plan that will assess park funding options and recommend a financing and funding plan that considers funding sources to support capital projects and operations. This information will be summarized in a presentation for PMT Meeting #4 (Task 4.3) and included in the Administrative Draft Plan.
- 4.2. **Revised SDC Methodology:** CAI will develop a revised SDC methodology based on the recommended capital project list and the specific methodological choices made by City staff, DEIAC, and City Council. This information will be reviewed during Phase 4 review meetings.
- 4.3. **PMT Meeting #4:** MIG will facilitate a discussion with the PMT to discuss the funding and financing plan (Task 4.1) and revised SDC methodology (Task 4.2). MIG will provide an agenda and meeting notes.
- 4.4. **Administrative Draft Plan:** MIG will create an Administrative Draft Plan for internal City review, formatted as an attractive, graphic-oriented and easily readable document providing strategic and practical guidance for the future. The document will highlight community outreach findings and appropriate technical materials, providing details in appendices to serve as a useful tool for annual capital improvement planning and recreation service decision-making. This task includes a complete Word document draft of the plan for PMT review.
- 4.5. **Public Draft Plan:** Based on a single set of consolidated comments from the PMT, MIG will revise the Administrative Draft Plan and create a Public Draft Plan and Comprehensive Plan Map Designation and implementing zoning designation. This version will be formatted into the e-reader-friendly template.
- 4.6. **Joint DEIAC/Planning Commission Work Session (in person):** MIG will present the Public Draft Plan to the DEIAC and Planning Commission in a 1.5-hour in-person joint work session. MIG will provide an agenda, presentation and notes from the meeting.

- 4.7. **PMT Meeting #5:** MIG will meet with the PMT to discuss outcomes of the joint meeting (Task 4.6) and discuss and changes for the Final Plan. MIG will provide an agenda and meeting notes.
- 4.8. **City Council Work Session (Meeting #4, in person):** MIG will present the Public Draft Plan and Comprehensive Plan Map Designation and implementing zoning designation for discussion with the City Council. MIG will provide a presentation.
- 4.9. **Planning Commission Hearing:** MIG will present the Public Draft Plan and Comprehensive Plan Map Designation and implementing zoning designation for a recommendation by the Planning Commission for the City Council. MIG will provide a presentation.
- 4.10. **City Council Hearing:** MIG will present the Public Draft Plan and Comprehensive Plan Map Designation and implementing zoning designation for adoption by the City Council. MIG will provide a presentation.
- 4.11. **Final Plan:** Based on feedback from Phase 4 meetings and any direction from the Planning Commission and City Council, MIG will create a Final Plan that will be provided in English and Spanish.
- 4.12. **Final Comp Plan and Zoning Updates:** Based on feedback from Phase 4 meetings and any direction from the Planning Commission and City Council, MIG will create a Final Comprehensive Plan Map Designation and implementing zoning designation.
- 4.13. **Project Team Coordination and Management:** This task includes routine progress and coordination videoconferences between MIG and the City's Project Manager, schedule management and invoicing, project administration, communication, coordination and project close-out.

Phase 4 Assumptions for City Staff Involvement:

- Review draft plan materials
- Coordinate meeting logistics and review draft materials
- Support noticing and staff reports for public hearings
- Coordinate timing of concurrent planning efforts and outreach

Work Plan Assumptions

The project management budget assumes a 14-month project. It averages two hours per month for coordination between MIG and the City's Project Manager.

- MIG assumes five trips to McMinnville for in-person meetings. For any in-person meetings or activities, MIG will work with the City to confirm local health and safety guidelines prior to scheduling events.

- The City will provide any additional information to include on the project website and post to existing official social media communications channels and promote community events and opportunities for involvement.
- MIG will provide digital files (PDFs) of all deliverables. The City will be responsible for printing and distributing copies of documents.
- Interim deliverables will be formatted as an attractive communications-focused document with details presented in appendices. Other documents are anticipated to be analysis deliverables/discussion papers for review, with edits incorporated into later deliverables.
- City staff will provide a single, consolidated set of comments in electronic format for all documents where requested. If possible, changes will be provided using track changes or similar digital comment format.
- The City will arrange, advertise, promote, host, recruit participants, schedule, and identify locations for meetings, interviews, and outreach activities. MIG will provide content, present, and facilitate discussions.
- MIG will host all PMT meetings via Zoom unless otherwise stated. City staff will help with communicating and scheduling meetings.



City of McMinnville
Public Works Department
3500 NE Clearwater Drive
McMinnville, OR 97128
(503) 434-7313
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: May 5, 2022
TO: Jeff Towery, City Manager
FROM: Leland Koester, Wastewater Services Manager
SUBJECT: Public Works Operations and Wastewater Administration Building Analysis

Report in Brief:

This action is the consideration of a resolution to award a Professional Services Contract to Jacobs (formerly CH2MHill) for the Public Works Operations and Wastewater Administration building Analysis Phase I Project 2022-1.

Background:

In January of 2022, the City advertised a formal request for proposals for a consultant to perform a space needs analysis of the Public Works Operations and Wastewater Administration building needs for the next 20 years. This work would cover the following items:

- Analyze the space needs of each facility
- Consider if staff should be combined at one facility or have separate facilities
- Consider seismic upgrades as needed to meet current code
- Evaluate the old Sewer Treatment Plant (STP)
- Develop plans for demolition of old STP
- Have infrastructure in place to support green vehicles

Several different vendors participated in the pre-bid meeting for this project, but the City only received one response to the RFP and that was from Jacobs Engineering Group. The proposal was considered responsive and meet the requirements of the RFP.

The estimate for this scope of work is \$ 401,124.

Attachments:

1. Resolution 2022-30
 - a. Exhibit A: Jacobs Engineering Group INC Professional Service Agreement
2. Exhibit A Scope of work
3. Fee Summary
4. Jacobs Proposal

Fiscal Impact:

Funds for the design work are included in the FY21/22 and FY 22/23 Wastewater Capital Fund (77).

Recommendation:

Staff recommends that the City Council adopt the attached resolution approving a Professional Services Contract with Jacobs for the Public Works Operations and Wastewater Administration Building Analysis Phase I, Project 2022-1.

RESOLUTION NO. 2022 – 30

A Resolution Approving the Award of a Professional Services Contract to Jacobs Engineering Group Inc. for the Public Works Operations and Wastewater Administration Building Analysis Phase I, Project 2022-1.

RECITALS:

Whereas, On April 7, 2022, one proposal was received for the Public Works Operations and Wastewater Administration Building Analysis Phase I, Project 2022-1; and

Whereas, Jacobs Engineering Group Inc. met all the RFP requirements and had the only responsive proposal; and

Whereas, The City has negotiated the type of services, work scope, project team, sub-consultants, fee, and schedule with Jacobs for Phase 1 of the project. Future detailed design and construction phases are anticipated; and

Whereas, The estimate for this scope of work is \$ 401,124

Whereas, Project funding is included in the adopted FY 22 and FY 23 Wastewater Capital Fund (77) budget for the professional services of the Administration Building Addition/Upgrade.

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

1. That entry into a Professional Services Agreement with Jacobs for Phase 1 of the Public Works Operations and Wastewater Administration Building Analysis Project 2022-1, in the amount of \$ 401,124 is hereby approved.
2. The City Manager is hereby authorized and directed to execute the Professional Services Contract with Jacobs is attached hereto as **Exhibit 1**.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 10th day of May 2022 by the following votes:

Ayes: _____

Nays: _____

Approved this 10th day of May 2022.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

Exhibit 1:

- Professional Services Agreement with Jacobs Engineering Group Inc

CITY OF McMinnville PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) for the Public Works Operations and Wastewater Administration Building Analysis Project Phase I (“Project”) is made and entered into on this 10 day of May 2022 (“Effective Date”) by and between the **City of McMinnville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and Jacobs Engineering Group INC., a Delaware corporation (hereinafter referred to as “Consultant”).

RECITALS

WHEREAS, the City requires services which Consultant is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Consultant represents that Consultant is qualified to perform the services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Consultant is prepared to provide such services as the City does hereinafter require.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

Section 1. Scope of Work

Consultant shall diligently perform the professional design services according to the requirements and deliverable dates identified in the Scope of Work for the Project, attached hereto as **Exhibit A** and incorporated by reference herein (the “Services”).

Section 2. Term

The term of this Agreement shall be from the Effective Date until all Services required to be performed hereunder are completed and accepted, or no later than June 30, 2023 whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City.

Section 3. Consultant’s Services

3.1. All written documents, drawings, and plans submitted by Consultant in conjunction with the Services shall bear the signature, stamp, or initials of Consultant’s authorized Project Manager. Any documents submitted by Consultant that do not bear the signature, stamp, or initials of Consultant’s authorized Project Manager, will not be relied upon by the City. Interpretation of plans and answers to questions regarding the Services or Scope of Work given by Consultant’s Project Manager may be verbal or in writing, and may be relied upon by the City, whether given

verbally or in writing. If requested by the City to be in writing, Consultant's Project Manager will provide such written documentation.

3.2. Consultant will not be deemed to be in default by reason of delays in performance due to circumstances beyond Consultant's reasonable control, including but not limited to strikes, lockouts, severe acts of nature, or other unavoidable delays or acts of third parties not under Consultant's direction and control ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Services will be extended accordingly and proportionately by the City, in writing. Lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

3.3. The existence of this Agreement between the City and Consultant shall not be construed as the City's promise or assurance that Consultant will be retained for future services beyond the Scope of Work described herein.

3.4. Consultant shall maintain the confidentiality of any confidential information that is exempt from disclosure under state or federal law to which Consultant may have access by reason of this Agreement. Consultant warrants that Consultant's employees assigned to the Services provided in this Agreement shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Agreement.

Section 4. Compensation

4.1. Except as otherwise set forth in this **Section 4**, the City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed four hundred and one thousand one hundred twenty-four DOLLARS (\$401,124), ("Compensation Amount"). Any compensation in excess of the Compensation Amount will require an express written Addendum to be executed between the City and Consultant.

4.2. During the course of Consultant's performance, if the City, through its Project Manager, specifically requests Consultant to provide additional services that are beyond the Scope of Work described on **Exhibit A**, a written Addendum to this Agreement must be executed in compliance with the provisions of **Section 17**.

4.3. Except for amounts withheld by the City pursuant to this Agreement, Consultant will be paid for Services for which an itemized invoice is received by the City within thirty (30) days of receipt, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Consultant as promptly as is reasonably possible.

4.4. The City will be responsible for the direct payment of required fees payable to governmental agencies, including but not limited to plan checking, land use, zoning, permitting, and all other similar fees resulting from this Project, that are not specifically covered by **Exhibit A**.

4.5. Consultant's Compensation Amount and Rate Schedule are all inclusive and include, but are not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits and similar contributions and benefits, technology and/or software charges, licensing, trademark, and/or copyright costs, office expenses, travel expenses, mileage, and all other indirect and overhead charges.

Section 5. City's Rights and Responsibilities

5.1. The City will designate a Project Manager to facilitate day-to-day communication between Consultant and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

Section 6. City's Project Manager

The City's Project Manager is Leland Koester. The City shall give Consultant prompt written notice of any re-designation of its Project Manager.

Section 7. Consultant's Project Manager

Consultant's Project Manager is Michael McCann. In the event that Consultant's designated Project Manager is changed, Consultant shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project, Consultant's Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Consultant that is not from Consultant's designated Project Manager, the City may request verification by Consultant's Project Manager, which verification must be promptly furnished.

Section 8. Project Information

Except for confidential information designated by the City as information not to be shared, Consultant agrees to share Project information with, and to fully cooperate with, those corporations, firms, contractors, public utilities, governmental entities, and persons involved in or associated with the Project. No information, news, or press releases related to the Project, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

Section 9. Duty to Inform

If at any time during the performance of this Agreement or any future phase of this Agreement for which Consultant has been retained, Consultant becomes aware of actual or potential problems, faults, or defects in the Project or Scope of Work, or any portion thereof; or of any nonconformance with federal, state, or local laws, rules, or regulations; or if Consultant has any objection to any decision or order made by the City with respect to such laws, rules, or regulations, Consultant shall

give prompt written notice thereof to the City's Project Manager. Any delay or failure on the part of the City to provide a written response to Consultant shall neither constitute agreement with nor acquiescence to Consultant's statement or claim, nor constitute a waiver of any of the City's rights.

Section 10. Subcontractors and Assignments

10.1. Consultant shall not assign any of Consultant's rights acquired hereunder without obtaining prior written approval from the City, which approval may be granted or denied in the City's sole discretion. Some Services may be performed by persons other than Consultant, provided Consultant advises the City of the names of such subcontractors and the work which they intend to perform, and the City specifically agrees in writing to such subcontracting. Consultant acknowledges such work will be provided to the City pursuant to a subcontract(s) between Consultant and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). Unless otherwise specifically provided by this Agreement, the City incurs no liability to third persons for payment of any compensation provided herein to Consultant. Any attempted assignment of this Agreement without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for work performed by others on behalf of Consultant shall not be subject to additional reimbursement by the City.

10.2. The City shall have the right to enter into other agreements for the Project, to be coordinated with this Agreement. Consultant shall cooperate with the City and other firms, engineers or subcontractors on the Project so that all portions of the Project may be completed in the least possible time and within normal working hours. Consultant shall furnish other engineers, subcontractors and affected public utilities, whose designs are fitted into Consultant's design, detail drawings giving full information so that conflicts can be avoided.

10.3. Consultant shall include this Agreement by reference in any subcontract and require subcontractors to perform in strict compliance with this Agreement.

Section 11. Consultant Is Independent Contractor

11.1. Consultant is an independent contractor for all purposes and shall be entitled to no compensation other than the Compensation Amount provided for under **Section 4** of this Agreement. Consultant will be solely responsible for determining the manner and means of accomplishing the end result of Consultant's Services. The City does not have the right to control or interfere with the manner or method of accomplishing said Services. The City, however, will have the right to specify and control the results of Consultant's Services so such Services meet the requirements of the Project.

11.2. Consultant may request that some consulting services be performed on the Project by persons or firms other than Consultant, through a subcontract with Consultant. Consultant acknowledges that if such services are provided to the City pursuant to a subcontract(s) between Consultant and those who provide such services, Consultant may not utilize any subcontractor(s), or in any way assign its responsibility under this Agreement, without first obtaining the express written consent of the City, which consent may be given or denied in the City's sole discretion. In

all cases, processing and payment of billings from subcontractors is solely the responsibility of Consultant.

11.3. Consultant shall be responsible for, and defend, indemnify, and hold the City harmless against, any liability, cost, or damage arising out of Consultant's use of such subcontractor(s) and subcontractor's negligent acts, errors, or omissions. Unless otherwise agreed to, in writing, by the City, Consultant shall require that all of Consultant's subcontractors also comply with, and be subject to, the provisions of this **Section 11** and meet the same insurance requirements of Consultant under this Agreement.

Section 12. Consultant Responsibilities

12.1. Consultant must make prompt payment for any claims for labor, materials, or services furnished to Consultant by any person in connection with this Agreement as such claims become due. Consultant shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Consultant. If Consultant fails, neglects, or refuses to make prompt payment of any such claim, the City may, but shall not be obligated to, pay such claim to the person furnishing the labor, materials, or services and offset the amount of the payment against funds due or to become due to Consultant under this Agreement. The City may also recover any such amounts directly from Consultant.

12.2. Consultant must comply with all applicable Oregon and federal wage and hour laws, including BOLI wage requirements, if applicable. Consultant shall make all required workers compensation and medical care payments on time. Consultant shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Consultant shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Consultant shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of assistants or employees shall be Consultant's responsibility. Consultant shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses.

12.3. No person shall be discriminated against by Consultant or any subcontractor in the performance of this Agreement on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Agreement, in whole or in part, by the City. References to "subcontractor" mean a subcontractor at any tier.

Section 13. Indemnity

13.1. Indemnification. Consultant acknowledges responsibility for liability arising out of the performance of this Agreement, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim to the extent caused by Consultant's negligent acts, omissions, error, or willful or reckless misconduct pursuant to this Agreement. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by

Consultant shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Consultant of its responsibility to perform in full conformity with the City's requirements, as set forth in this Agreement, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Consultant's negligent performance of this Agreement, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 13.2**. Consultant shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Consultant. As used herein, the term "Consultant" applies to Consultant and its own agents, employees, and suppliers, and to all of Consultant's subcontractors, including their agents, employees, and suppliers.

13.2. Standard of Care. In the performance of the Services, Consultant agrees to use the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services at the time said services are performed. Consultant will re-perform any Services not meeting this standard without additional compensation. Consultant's re-performance of any Services, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Consultant's failure to perform in accordance with the applicable standard of care of this Agreement and within the prescribed timeframe.

Section 14. Insurance

14.1. Insurance Requirements. Consultant shall maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Agreement. Such insurance shall cover all risks arising directly or indirectly out of Consultant's activities or work hereunder. Any and all agents, contractors, or subcontractors with which Consultant contracts to work on the Services must have insurance that conforms to the insurance requirements in this Agreement. Additionally, if a subcontractor is an engineer, architect, or other professional, Consultant must require the subcontractor to carry Professional Errors and Omissions insurance and must provide to the City proof of such coverage. The amount of insurance carried is in no way a limitation on Consultant's liability hereunder. The policy or policies maintained by Consultant shall provide at least the following minimum limits and coverages at all times during performance under this Agreement:

14.1.1. Commercial General Liability Insurance. Consultant and all subcontractors shall obtain, at each of their own expense, and keep in effect during the term of this Agreement, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Agreement and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All

of the foregoing coverages must be carried and maintained at all times during this Agreement.

14.1.2. Professional Errors and Omissions Coverage. Consultant agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the Services hereunder with a limit of no less than **\$2,000,000** per claim. Consultant shall maintain this insurance for damages alleged to be as a result of errors, omissions, or negligent acts of Consultant. Such policy shall have a retroactive date effective before the commencement of any work by Consultant on the Services covered by this Agreement, and coverage will remain in force for a period of at least three (3) years after termination of this Agreement.

14.1.3. Business Automobile Liability Insurance. If Consultant or any subcontractors will be using a motor vehicle in the performance of the Services herein, Consultant shall provide the City a certificate indicating that Consultant and its subcontractors have business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

14.1.4. Workers Compensation Insurance. Consultant, its subcontractors, and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Consultants who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

14.1.5. Insurance Carrier Rating. Coverages provided by Consultant and its subcontractors must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

14.1.6. Additional Insured and Termination Endorsements. The City will be named as an additional insured with respect to Consultant's liabilities hereunder in insurance coverages. Additional Insured coverage under Consultant's Commercial General Liability, Automobile Liability, and Excess Liability Policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: "The City of McMinnville, its elected and appointed officials, officers, agents, employees, and volunteers." An endorsement shall also be provided requiring the insurance carrier to give the City at least

thirty (30) days' written notification of any termination or major modification of the insurance policies required hereunder. Consultant must be an additional insured on the insurance policies obtained by its subcontractors performing work on the Services contemplated under this Agreement.

14.1.7. Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Consultant shall furnish a Certificate of Insurance to the City. This Agreement shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Consultant agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days' prior advance notice and Consultant will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

14.2. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Consultant shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are "Claims Made" policies, Consultant will be required to maintain such policies in full force and effect throughout any warranty period.

Section 15. Early Termination; Default

15.1. This Agreement may be terminated prior to the expiration of the agreed upon terms:

15.1.1. By mutual written consent of the parties;

15.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Consultant by mail or in person; or

15.1.3. By Consultant, effective upon seven (7) days' prior written notice in the event of substantial failure by the City to perform in accordance with the terms through no fault of Consultant, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

15.2. If the City terminates this Agreement, in whole or in part, due to default or failure of Consultant to perform Services in accordance with the Agreement, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Consultant shall be liable for all costs and damages incurred by the City as a result of the default by Consultant, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Agreement. This Agreement shall be in full force to the extent not terminated by written notice from the City to Consultant. In the event of a default, the City will provide Consultant with written notice of the default and a period of ten (10) days to cure the default. If Consultant notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to

an agreed upon time period, or the City may elect to terminate this Agreement and seek remedies for the default, as provided above.

15.3. If the City terminates this Agreement for its own convenience not due to any default by Consultant, payment of Consultant shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Consultant against the City under this Agreement.

15.4. Termination under any provision of this Section shall not affect any right, obligation, or liability of Consultant or the City that accrued prior to such termination. Consultant shall surrender to the City items of work or portions thereof, referred to in **Section 19**, for which Consultant has received payment or the City has made payment.

Section 16. Suspension of Services

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Consultant. An adjustment in the time of performance or method of compensation shall be allowed as a result of such delay or suspension unless the reason for the delay is within Consultant's control. The City shall not be responsible for Services performed by any subcontractors after notice of suspension is given by the City to Consultant. Should the City suspend, delay, or interrupt the Services and the suspension is not within Consultant's control, then the City shall extend the time of completion by the length of the delay.

Section 17. Modification/Addendum

Any modification of the provisions of this Agreement shall not be enforceable unless reduced to writing and signed by both the City and Consultant. A modification is a written document, contemporaneously executed by the City and Consultant, which increases or decreases the cost to the City over the agreed Compensation Amount in **Section 4** of this Agreement, or changes or modifies the Scope of Work or the time for performance. No modification shall be binding or effective until executed, in writing, by both Consultant and the City. In the event Consultant receives any communication of whatsoever nature from the City, which communication Consultant contends gives rise to any modification of this Agreement, Consultant shall, within five (5) days after receipt, make a written request for modification to the City's Project Manager in the form of an Addendum. Consultant's failure to submit such written request for modification in the form of an Addendum shall be the basis for refusal by the City to treat said communication as a basis for modification or to allow such modification. In connection with any modification to this Agreement affecting any change in price, Consultant shall submit a complete breakdown of labor, material, equipment, and other costs. If Consultant incurs additional costs or devotes additional time on Project tasks, the City shall be responsible for payment of only those additional costs for which it has agreed to pay under a signed Addendum. To be enforceable, the Addendum must describe with particularity the nature of the change, any delay in time the Addendum will cause, or any increase or decrease in the Compensation Amount. The Addendum must be signed and dated by both Consultant and the City before the Addendum may be implemented.

Section 18. Access to Records

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Consultant as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts during the term of this Agreement and for a period of four (4) years after termination of the Agreement, unless the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Agreement.

Section 19. Property of the City

19.1. Originals or certified copies of the original work forms, including but not limited to documents, drawings, tracings, surveying records, mylars, spreadsheets, charts, graphs, modeling, data generation, papers, diaries, inspection reports, and photographs, performed or produced by Consultant under this Agreement shall be the exclusive property of the City and shall be delivered to the City prior to final payment. To the extent that the Work Product includes notes, terms, or details that have been developed by Consultant, or it's consultants, in the course of their practice over the years, then the Consultant, or it's sub-contractors, shall retain the ownership of such notes, terms, or details. Any statutory or common law rights to such property held by Consultant as creator of such work shall be conveyed to the City upon request without additional compensation. Upon the City's written approval, and provided the City is identified in connection therewith, Consultant may include Consultant's work in its promotional materials. Drawings may bear a disclaimer releasing Consultant from any liability for changes made on the original drawings and for reuse of the drawings subsequent to the date they are turned over to the City.

19.2. Consultant shall not be held liable for any damage, loss, increased expenses, or otherwise, caused by or attributed to the reuse by the City or its designees of all work performed by Consultant pursuant to this Agreement without the express written permission of Consultant.

19.3. Reuse or modification of the Consultant's Work Product in any manner, or authorization of reuse or modification by others, without the Consultant's professional involvement will be at the user's sole risk and without liability to the Consultant.

Section 20. Notices

Any notice required or permitted under this Agreement shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of McMinnville
 Attn: Leland Koester
 3500 NE Clearwater Drive
 McMinnville, OR 97128

21.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Agreement shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

21.9. Severability. If any provision of this Agreement is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Agreement shall remain in full force and effect, to the greatest extent allowed by law.

21.10. Modification. This Agreement may not be modified except by written instrument executed by Consultant and the City.

21.11. Time of the Essence. Time is expressly made of the essence in the performance of this Agreement.

21.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Agreement, the first day from which the designated period of time begins to run shall not be included.

21.13. Headings. Any titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

21.14. Number, Gender and Captions. In construing this Agreement, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Agreement.

21.15. Good Faith and Reasonableness. The parties intend that the obligations of good faith and fair dealing apply to this Agreement generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Agreement. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Agreement gives the City "sole discretion" or the City is allowed to make a decision in its "sole judgment."

21.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

21.17. Interpretation. As a further condition of this Agreement, the City and Consultant acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the Agreement, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

21.18. Entire Agreement. This Agreement and all documents attached to this Agreement represent the entire agreement between the parties.

21.19. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement but all of which together shall constitute one and the same instrument.

21.20. Authority. Each party signing on behalf of Consultant and the City hereby warrants actual authority to bind their respective party.

The Consultant and the City hereby agree to all provisions of this Agreement.

CONSULTANT:

CITY:

Jacobs Engineering Group Inc.

CITY OF McMinnville

By: _____

By: _____

Print Name: _____

Print Name: _____

As Its: _____

As Its: _____

Employer I.D. No. _____

APPROVED AS TO FORM:

Amanda Guile-Hinman, City Attorney
City of McMinnville, Oregon

Exhibit A

Agreement for Professional Services for the City of McMinnville Public Works Operations and Wastewater Administration Building Phase 1 – Facility Planning and Analysis Project 2022-1

PROJECT DESCRIPTION

The City of McMinnville's (City) adopted Wastewater Services Financial Plan calls for the addition or upgrade of the Water Reclamation Facility (WRF) Administration Building. This building houses the Wastewater (WW) Operations, Maintenance, Conveyance, and Environmental Services Staff. The first component of Phase 1 – Facility Planning and Analysis of Project 2022-1 (Project Phase 1) will determine what is required to bring the existing building up to code to meet seismic requirements and address the needs of housing the wastewater staff for the next 20 years.

A second component of Project Phase 1 is to determine space and facility needs for Public Works (PW) Operations for the next 20 years. Presently PW Operations is housed at the 1900 Riverside Drive address and is the center of operations for the Streets Maintenance Crews and the Parks Maintenance Crews. This staff is responsible for all the maintenance and repair work that happens in the City's parks, streets, and right of ways.

The third major component of Project Phase 1 is to evaluate requirements for demolition of the old wastewater treatment plant (WWTP) adjacent to PW facilities. The WWTP was abandoned in 1995 when the WRF was constructed.

The City has engaged Jacobs Engineering Group (Consultant) for Project Phase 1 to conduct the facility planning and analysis necessary to identify a recommended alternative(s), including budgetary cost estimate(s) and preliminary project schedule(s), to secure funding and approval by City Council. Following approval, the City intends to initiate detailed design and construction of facility improvements for WW and PW staff.

BASIS OF DESIGN SCOPE AND FEE DEVELOPMENT

The following are key assumptions made in the compilation of this scope of work and the estimation of the level of effort:

1. Project Phase 1 is scheduled to be completed within 42 weeks, from Notice to Proceed to delivery of the Facility Planning and Analysis final report.
2. Workshops will be held virtually and scheduled for two-hour duration unless specifically identified. Attendance by Consultant's team will be based on pertinence and need.
3. The work is conceptual in nature. Preparation of schematic design, detailed design, and construction documents are part of Phase 2 and are excluded from this scope of work.
4. Consultant will research similar municipal agencies' facilities to inform the list of alternatives developed, and, pending travel restrictions, will conduct site visit(s) with the City to representative facilities. However, comparable cities analysis for the purpose of evaluating the City's staffing levels is excluded from this scope of work.
5. Environmental and historic property surveys required for project completion have been excluded from this scope of work and are assumed to be completed during a subsequent phase.
6. Existing master plans and facility condition assessments will be relied upon for this work. New facility conditions assessment reports are excluded from this scope of work.
7. Consultant will rely on previous geotechnical reports and geotechnical investigation at the WRF site currently scoped under other City projects. New geotechnical exploration and investigation are excluded from this scope of work.
8. Existing information will be used to identify natural features (floodplains) and utility rights-of-way for Project Phase 1. Ground surveys and environmental feature delineation are excluded from this scope of work.
9. Evaluation of the Raw Sewage Pump Station and Pre-Screening Facility at the old WWTP site are excluded from this scope of work. Consultant will rely on the City to identify existing yard piping at the old WWTP that must remain in service.

City-Provided Services

1. City will provide to Consultant all data in City's possession relating to Consultant's services on the Project Phase 1. Consultant will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by the City.
2. City will make its facilities accessible to Consultant as required for Consultant's performance of its services and will provide labor and safety equipment as required by Consultant for such access.
3. City will identify stakeholders to be engaged in the planning and alternatives analysis and make those stakeholders available to Consultant for their engagement, as required.
4. City will provide organization charts, work-group descriptions, and current forecasts of future staffing needs and operational levels for Consultant's use in space planning.
5. City will give prompt notice to Consultant whenever City observes or becomes aware of any development that affects the scope or timing of Consultant's services, or of any defect in the work of Consultant.
6. City will examine information submitted by Consultant and render in writing or otherwise provide reviews, comments and decisions in a timely manner.
7. City will furnish required information and approvals in a timely manner.

8. City will provide a utility locate service to mark existing utilities, if necessary.
9. City will develop any required permit applications, supporting information, and required reports and pay all permit processing fees.

WORK APPROACH

The Project Phase 1 will be carried out using a phased delivery approach to assure a logical and progressive completion of the work. A specific list of work products and deliverables are identified in the tasks below. Workshops will be conducted with the City's personnel, key individuals from the Consultant's project team and others as needed; the workshops will be conducted at critical design milestones as identified in the following sections.

- Task 1: Project Management
- Task 2: Discovery, Survey and Evaluation
- Task 3: Site Planning and Analysis
- Task 4: Alternatives Development
- Task 5: Recommendations and Reporting
- Task 6: Phase 2 Funding Assistance (Allowance)

Workshops are planned to be conducted in a virtual environment (Microsoft Teams Video Conference) using digital tools to facilitate collaboration and solicit input from City stakeholders.

The schedule critical path for this Project Phase 1 is the engagement of City stakeholders in multiple workshops where Consultant will collaborate on the discovery, analysis, creation, and solutions for a preferred alternative. While engaged in focused workshops on one topic, Consultant's other team members will be concurrently evaluating and developing material for other components of the Project Phase 1. The proposed schedule distributes workshops across the span of the Project Phase 1 with adequate intervals for City feedback between each workshop.

- ❖ Workshops appear in this scope as bullet points in the diamond shape

Task 1 - Project Management

The purpose the Project Management task is to establish and monitor compliance with project budget and schedule.

Task 1.1: Progress Meetings and Updates

The Consultant's project manager will talk or email with the City's project manager weekly to review Project Phase 1 progress and discuss upcoming work activities. The Consultant's project manager will provide monthly email summaries of work completed, upcoming activities and unresolved issues. The primary engagement with City staff is expected to be via video conference. Meetings held in person will be held either at the WRF Administration Building or at the PW Operations Building.

Task 1.2: Project Management Plan

The Project Management Plan includes project instructions and a project health and safety plan for the Consultant's team. The plan will be developed and delivered to the City prior to the Kick-off Workshop.

Task 1.3: QA/QC Plan

Included as part of the Project Management Plan, the QA/QC Plan defines the quality procedures used by the Consultant in the preparation of deliverables.

Task 1.4: Invoicing, Cost and Schedule Control

The Consultant's project manager will manage, administer, coordinate, and integrate work of the Consultant's team as required to deliver the Project Phase 1 within budget and on schedule. The Consultant's project manager will prepare and submit to the City's project manager on a monthly basis, a brief cost and schedule status report and updated summary project schedule showing actual versus projected. The report shall include a narrative description of progress to-date, actual costs for each major task, estimates of percent complete, and potential cost variances.

Deliverables: *Monthly status reports and invoices. Draft Project Management Plan, including QA/QC Plan.*

Task 2 - Discovery, Survey and Evaluation

Task 2.1: Project Definition

Consultant will develop the Project Management Plan and the project approach to be presented at the kick-off workshop.

❖ Kick-off Workshop

- Consultant will facilitate a two-hour workshop with the City to review the project approach, collect feedback, and establish the Project Phase 1 success factors.
- Up to 8 staff from the Consultant's team will attend the kick-off workshop.

Based on feedback from the kick-off workshop, Consultant will finalize the Project Management Plan and proceed with Task 2.2 and 2.3.

Deliverables: *Kick-off Workshop Agenda (PowerPoint Slides), Kick-off Meeting Minutes including Project Success Factors (PowerPoint Slides), Final Project Management Plan*

Task 2.2: Environmental Surveys

Environmental surveys for regulated materials will be necessary to inform and guide demolition planning for the old WWTP. During this Phase 1, Consultant will determine the scope and breadth of the surveys necessary to appropriately characterize existing buildings and structures within the footprint of the project area.

The surveys will then be completed during subsequent phases of the work as required by the work. Assumptions and allowances will be included in the demolition estimates included in this Phase 1 based on the age of the facilities and observations made during the site visits.

Environmentally regulated materials that could be present at the WWTP site include asbestos-containing materials (ACM), lead-based paint and materials, mercury-containing products and equipment, PCB light ballasts and other electrical equipment, PCB-containing building sealants, chlorofluorocarbons, fluorescent light tubes and other forms of regulated universal waste, radiological waste, e-waste, and oil-containing waste.

Consultant will work with the City to identify process tanks or piping on the WWTP site that are to be decommissioned (removed or abandoned in place) that may contain process fluids or wastes that will need to be managed. Samples will be collected and analyzed as necessary during subsequent phases of the work. Sampling and analysis costs for process fluids or wastes have not been included in this contract.

Hazardous material surveys required for the removal or renovation of WRF or PW facilities will also be scheduled later in the process, potentially during Phase 2, once renovation plans and future uses have been identified.

Deliverables: *None*

Task 2.3: Facility Evaluation

Consultant will review record drawings and conduct limited field assessment to supplement the recently published facility condition assessments of the WRF and PW that have been provided by the City¹². These activities may occur prior to or concurrent with Task 3. Consultant will:

- Note any substantive changes that may have occurred since the 2018 facility condition assessments
- Document the facilities toured with photographs or walk-through video for use during subsequent analysis
- Evaluate WRF Administration Building structure for consideration of potential seismic upgrades to meet current codes
- Evaluate and document building mechanical, HVAC, and fire protection systems in WRF Administration Building for the purpose of identifying needed upgrades
- Evaluate and document existing electrical and mechanical equipment at the old WWTP site to determine what systems will be required to remain in service and which systems can be decommissioned

Deliverables: none

¹ Facility Condition Assessment of Wastewater and Police Evidence / NE Clearwater Building, EMG, December 7, 2018

² Facility Condition Assessment of Public Works / Riverside Drive Buildings, EMG, February 11, 2019

Task 3 – Analysis

The purpose of this task is to establish the boundary conditions and develop the building blocks that will be the design-basis for the alternatives analysis. Task 3 subtasks will occur concurrently.

Task 3.1: Site Analysis

This task will:

- Identify the real estate owned by the City that will be considered in the alternatives analysis
 - Identify existing easements, floodplains, environmental buffers or restrictions, topographical restrictions, or other regulatory constraints on the use of the land
 - Identify applicable code governing the use of the available land as it pertains to future development
 - Update the seismic assessment memorandum published in 2014 for the WRF site, with specific focus on the WRF Administration Building³
- ❖ Site Analysis Workshop
- Consultant will facilitate a two-hour workshop with the City to review the site analysis results and present a summary of the site(s) available for consideration in the development of alternatives.
 - Five members of the Consultant’s team will participate in the workshop.

Deliverables: *Site Analysis Workshop Agenda (PowerPoint Slides), Site Analysis Workshop Minutes (PowerPoint Slides), Seismic Assessment Memorandum for WRF Administration Building*

Task 3.2: Space Planning, Staffing and Programming

This task will:

- Provide a list of space planning questions to City for consideration in advance of interviews
 - Conduct interviews via MS Teams with selected City staff to develop an understanding of work groups’ space needs and wants. Interviews will be conducted separately at WRF and PW facilities; Interviews are assumed to be conducted first with City leadership, and then subsequently with supervisors or other staff as directed by the City
 - Identify facility needs and wants based on current and forecasted City staffing levels
 - Identify operational requirements for emergency management and other needs not specific to individual staff or work groups
 - Evaluate adjacencies and overlaps of work group functions and identify how program elements fit together
 - Develop a Space Planning Matrix organized by work group function showing determinations of square footages to be used
- ❖ Space Planning Workshop

³ City of McMinnville Water Reclamation Facility Seismic Assessment, CH2M Hill, February 21, 2014

- Consultant will facilitate a two-hour workshop with the City to review the discoveries of the space planning task and define the programming to be used in the development of alternatives.
 - Consultant will solicit feedback from the City on similar space planning projects performed by the Consultant to inform the development of floor plans.
 - Three members of the Consultant’s team will participate in this workshop.
- ❖ Tours of Similar Facilities (Site Visits)
- Consultant will engage City to make one or more site visits to similar municipal administration and operations facilities within reasonable driving distance.
 - This sub-task includes an allowance for one full day of site visits with the City and with the Consultants Project Manager and Lead Architect, pending availability of the City and feasibility due to local health restrictions.
 - Notes documenting the findings of the site visits will be shared with the City.
 - Two members of the Consultant’s team will lead the site visits.

Deliverables: *Organizational Space Planning Matrix, Site Analysis Workshop Agenda (PowerPoint Slides), Site Analysis Workshop Minutes (PowerPoint Slides), Site Visit Notes.*

Task 3.3: Existing Facility Analysis

This task will:

- Identify needed improvements in existing facilities expected to be used in the future, relying on previous facility condition assessments as a guide
 - Identify security, telecommunication, and networking requirements, including SCADA infrastructure, applicable to renovated or new construction facilities based on current condition and direction from the City
 - Identify life-safety and resiliency requirements applicable to renovated or new-construction facilities based on current condition and direction from the City
- ❖ Existing Facility Analysis Workshop
- Consultant will facilitate a two-hour workshop with the City to review the discoveries of the existing facility analysis.
 - Up to 8 members of the Consultant’s team will participate in the workshop.

Deliverables: *Existing Facility Analysis Workshop Agenda (PowerPoint Slides), Existing Facility Analysis Workshop Minutes (PowerPoint Slides)*

Task 3.4: WWTP Decommissioning Evaluation

The old WWTP site may provide opportunities for facility alternatives for WRF and PW facilities. To be prepared for the overall facility alternatives analysis, it is necessary to identify the decommissioning alternatives in this task. A historic property evaluation and consultation with the Oregon State Historic Preservation Office (SHPO), necessary because of the age and ownership of the facility will be conducted during subsequent phases of the work and is not included here.

This task will:

- Evaluate potential environmental concerns and identify potential requirements for remediation of hazardous materials
 - Evaluate potential reuse of existing WWTP buildings identified in the facility evaluation task
 - Coordinate with the City to identify the existing facilities that must remain and their associated capacities or performance requirements, whether regulatory or other
 - Identify the safety and security concerns of existing facilities to be addressed by the decommissioning
 - Identify electrical hazards and electrical equipment which must remain energized and in-service
 - Identify decommissioning alternatives to address the City's safety and security aims for the WWTP site
 - Develop budgetary high- and low-cost estimates for WWTP demolition (excluding the facilities that are to remain):
 - High-cost scenario: complete decommissioning, demolition, and restoration of land to natural grade
 - Low-cost scenario: decommissioning and limited demolition as required to secure the site and mitigate safety hazards
- ❖ WWTP Decommissioning Workshop
- Consultant will facilitate a two-hour workshop with the City to review the WWTP Decommissioning task results and present preliminary decommissioning alternatives.
 - Up to 5 members of the Consultant's team will participate in the workshop.

Deliverables: *WWTP Decommissioning Workshop Agenda (PowerPoint Slides), WWTP Decommissioning Workshop Minutes (PowerPoint Slides);*

Task 4 – Alternatives Development

The purpose of this task is to develop and prioritize the facility alternatives. Site layouts and floor plans, with visual aids, will be developed, along with cost and non-monetary evaluations, environmental and permitting considerations and preliminary schedules.

Task 4.1: Alternative Development Initiation

Consultant will prepare preliminary concepts, one per alternative, for the initial requested list of alternatives, including:

- Expanding the existing WRF Admin building
- Constructing a new building at the WRF
- Renovating facilities at the PW site
- Expanding facilities at the PW site
- Complete replacement of facilities at the PW site
- Co-locating WW and PW staff at the PW site
- Abandoning the existing PW site and relocating PW Operations to the WRF site

Prior to the Alternatives Analysis Kick-off Workshop, Consultant will provide to the City a list of non-monetary evaluation factors to consider and rank prior to the workshop.

❖ Alternatives Analysis Kick-off Workshop

- Consultant will facilitate a two-hour workshop with the City to kick-off the task of identifying alternatives (in addition to the above list) which fit within the boundary conditions established by the previous analysis task.
- Consultant will engage the City to provide feedback on a list of weighted, non-monetary criteria to be used in the ranking of alternatives. This list of weighted evaluation criteria will be used to objectively rank alternatives independent of cost.
- The primary outcome of this workshop will be a list of alternatives (up to 8) to be developed further by the Consultant for presentation at the next workshop.
- The secondary outcome of this workshop will be to establish a direction between the two primary staff location concepts: To co-locate PW and WRF staff in a single location, or to locate PW and WRF staff separately. Continuing past this milestone with alternatives that incorporate both concepts will limit the available resources of both Consultant and City teams.
- Up to 8 members of the Consultant's team will participate in the workshop.

Task 4.2: Alternatives Development Presentation

Following the Alternatives Analysis Kick-off Workshop, Consultant will evaluate the feasibility of the listed alternates and begin generating preliminary site layouts and floorplans to explore the alternatives. Consultant will internally rank the listed alternatives based on the non-monetary evaluation criteria and then develop specific site layouts, floor plans, and high-level cost estimates, environmental and permitting considerations, and preliminary schedules for the top eight (8) alternatives. The rough-order-of-magnitude cost estimates prepared prior to these workshops will be based on primarily narrative scope lists, square-footages, and limited preliminary site layouts, and will be useful for comparative purposes only.

❖ Alternatives Analysis Workshop 1

- Consultant will facilitate a four-hour workshop with the City to review the alternatives developed from the kick-off workshop and identify benefits, issues, and further inquiries.
- The workshop will be hosted in-person at WRF Administration Building. Consultant Project Manager, Assistant Project Manager, and Lead Architect plan to attend in person, with additional Consultant team members available to attend virtually.
- Up to 8 members of the Consultant's team will participate in the workshop.
- Consultant can supply additional video conferencing hardware to facilitate this hybrid virtual/in-person workshop, if needed.
- The outcome of this workshop will be a list of detailed alternatives prioritized both by non-monetary evaluation criteria and by budgetary cost.

Utilizing the feedback and priority of alternatives generated in the first Alternatives Analysis workshop, Consultant will revisit and make revisions, as necessary, to the preliminary site layouts, floor plans, and high-level cost estimates (AACE Class 5) of up to four alternatives.

❖ Alternatives Analysis Workshop 2

- Pending the number of alternatives identified, Consultant expects that a second four-hour workshop with the City will be necessary to continue the evaluation of alternatives.
- The workshop will be hosted in-person at WRF Administration Building. Consultant Project Manager, Assistant Project Manager, and Lead Architect plan to attend in person, with additional Consultant team members available to attend virtually.
- Up to 8 members of the Consultant's team will participate in the workshop.
- Consultant can supply additional video conferencing hardware to facilitate this hybrid virtual/in-person workshop, if needed.

Deliverables: *Alternatives Workshop Agenda (PowerPoint Slides), Alternatives Workshop Minutes (PowerPoint Slides)*

Task 5 – Recommendations and Reporting

Task 5.1: Draft Report

The Facility Planning and Analysis Report will record the outcomes of site analysis, space planning, staffing, and programming analysis, existing facility analysis, old WWTP decommissioning evaluation, and alternatives analysis. Based on City feedback from the Alternatives Analysis workshops, Consultant will prioritize the alternatives and produce budgetary cost estimates for the top four alternatives. The cost estimates developed for the report phase will represent AACE Class 5 estimates based on the available site layouts and/or floor plans. The reports will include the scope, schedule, and budgetary items needed by the City to carry the plan forward for funding and approval. Consultant will submit a draft report for City review and comment.

❖ Draft Report Review Workshop

- Following delivery of the draft Facility Planning and Analysis report to the City, Consultant will facilitate a two-hour workshop with the City to review the report and seek consensus on final decisions to be made before finalizing the report.
- Four members of the Consultant’s team will attend this workshop.

Deliverables: *Draft Facility Planning and Analysis Report, including cost estimates.*

Task 5.2: Final Report and Recommendations

Consultant will incorporate City comments and finalize the report for delivery to the City.

Deliverables: *Final Facility Planning and Analysis Report, including cost estimates.*

Task 6: Phase 2 Funding Assistance

Consultant will assist the City as requested in the preparation of agenda packages and supporting documentation for submittal to the City Council in pursuit of approval of the approved alternative(s). Consultant will also assist City in exploring outside funding opportunities, including Federal grant programs if requested. Preparation of applications for funding can be provided but is not included. This task will be provided with an allowance of 40 hours to be used as directed by the City.

Estimated Level of Effort
McMinnville Public Works Operations and Wastewater Administration
Building Analysis Phase 1

Task No.	Jacobs Labor		Mileage and Additional	Total Jacobs Labor	Subconsultant	
	Hours	\$			Hours	Labor
1.0 Project Management		\$35,968	\$0	\$35,968		\$ -
1.1 Progress Meeting and Updates	63				0	
1.2 Project Management Plan	14				0	
1.3 QA/QC Plan	12				0	
1.4 Invoicing, Cost and Schedule Control	84				0	
Task Hours	173				0	
2.0 Discovery, Survey, Evaluation		\$35,975	\$650	\$36,625		\$ 3,120
2.1 Project Definition	27				4	
<i>Kickoff Workshop (virtual)</i>	22				8	
2.2 Environmental Surveys	10				4	
2.3 Facility Evaluation (incl. site visits)	96		\$650		8	
Task Hours	155				24	
3.0 Analysis		\$103,838	\$400	\$104,238		\$ 13,350
3.1 Site Analysis	86				32	
<i>Site Analysis Workshop (virtual)</i>	12				10	
3.2 Space Planning, Staffing, Programming	96				0	
<i>Space Planning Workshop (virtual)</i>	9				0	
Tour of Similar Facilities (in person)	20		\$400		0	
3.3 Existing Facility Analysis	76				8	
<i>Existing Facility Workshop (virtual)</i>	24				3	
3.4 WWTP Decommissioning Evaluation	166				24	
<i>WWTP Decommissioning Workshop (virtual)</i>	15				7	
Task Hours	504				84	
4.0 Alternatives Development		\$107,061	\$800	\$107,861		\$ 16,960
4.1 Alternatives Development Initiation	120				32	
<i>Alternatives Kickoff Workshop (virtual)</i>	24				8	
4.2 Alternatives Development Presentation	278				50	
<i>Alternatives Analysis Workshop 1 (hybrid in-person)</i>	40		\$400		12	
<i>Alternatives Analysis Workshop 2 (hybrid in-person)</i>	40		\$400		12	
Task Hours	502				114	
5.0 Recommendations and Reporting		\$66,288	\$250	\$66,538		\$ 5,820
5.1 Draft Report	208				28	
<i>Draft Report Review Workshop (virtual)</i>	10				4	
5.2 Final Report and Recommendations	97		\$250		10	
Task Hours	315				42	
6.0 Phase 2 Funding Assistance		\$10,624	\$0	\$10,624		\$ -
Phase 2 Funding Assistance	40				0	
Task Hours	40				0	
TOTAL	1689	\$359,754	\$2,100	\$361,854	264	\$ 39,270
TOTAL PROJECT HOURS					1953	
TOTAL PROJECT COST					\$401,124	

Proposal for [Project 2022-1](#)
CITY OF MCMINNVILLE

PUBLIC WORKS OPERATIONS AND WASTEWATER ADMINISTRATION BUILDING ANALYSIS PHASE I

February 3, 2022



Jacobs

Challenging today.
Reinventing tomorrow

February 3, 2022

Josh Adelman, Engineering Services Manager

City of McMinnville
231 NE Fifth Street
McMinnville, OR 97128

Dear Josh,

The City of McMinnville made a step-change in your wastewater services beginning in the 1990s by building the Water Reclamation Facility (WRF), and subsequently investing over \$90 million in the wastewater system to consistently meet some of the most stringent discharge requirements in the state. The City has received numerous recognitions and awards for the wastewater system and has every right to be proud of this legacy of stewardship and service. Jacobs (formerly CH2M) initially designed the WRF and, since then, has been there with the City every step of the way. The City now has an opportunity to make a similar step-change to provide long-needed improvements for the City's Public Works Campus and demolition of the old wastewater treatment plant (WWTP). We are excited for the opportunity to partner with the City for this important project to serve the community and your front line Public Works professionals.

Josh Koch has worked with the City on numerous projects since 2012, so he knows City staff, processes, and infrastructure well, but more importantly, he understands the City's expectations. While Josh serves as Project Manager for other ongoing work with the City, he will serve as Client Service Manager and QA/QC Leader for this Project (defined in this RFP Project 2022-1). Combining his intimate knowledge of City staff and Jacobs resources, Josh selected the proposed Jacobs team based on their experience tackling exactly the issues identified by the City in the Request for Proposal (RFP):

- **Mike McCann**, Project Manager and **Spencer Adams**, Assistant Project Manager are senior staff who have recent experience in your shoes – as the Owner, executing major capital programs for Public Works, Facilities, Maintenance Operations, and Office Space for their respective utilities.
- Leading the space planning activities for the Public Works and WRF facilities will be **Geoff Kirsten**. Geoff has been the architectural lead or reviewer on almost every major project out of Jacobs' Corvallis Design Center for the last 25 years. He excels at developing "people spaces" for water and wastewater facilities, particularly when space needs must be balanced with budget constraints.
- **John Simonds** and **Jennifer Koch** recently completed design services for demolition of a major WWTP in Clark County, NV. They will be supported by **Shannon Bartow**, who just completed permitting and design for demolition of major facilities at Portland's Columbia Boulevard WWTP, now under construction.
- We know that complete and accurate cost estimating is important to the City, and **Tom Jones** our Corvallis-based professional cost estimator brings his experience working with the City to this Project.
- We've supplemented our team with **Greg Winterowd of Winterbrook Planning** for land use planning and permitting services and **Mike Faha of GreenWorks, P.C.** for site planning and landscape architecture. Both Greg and Mike bring history and experience with the City, and we have worked extensively with them in the past.

Our team cares about the City and the success of this Project for the City. Since the 1990s, we have sustained our partnership with the City through a relationship built on trust and focus on budget, schedule and quality. This long relationship and understanding means that we save the City time and money as we initiate this Project, and our experienced team will help the City reach its goals again. We look forward to continuing to be a part of the City of McMinnville success story. **Mark Johnson** (mark.johnson6@jacobs.com), Principal in Charge, is authorized to sign any agreement that may result from this proposal. Please contact **Josh Koch** or **Mike McCann** if you have questions or for additional information. You can reach Josh at 541.768.3689 or by email at joshua.koch@jacobs.com, and Mike at 541.579.4288 or michael.mccann@jacobs.com.

Sincerely,



Joshua Koch, PE
Client Service Manager



Michael McCann, PE
Project Manager



Mark Johnson, PE
Principal in Charge

1 | Project Understanding



The City of McMinnville has both challenges and opportunities related to the Water Reclamation Facility (WRF) Administration Building and Public Works campus. In addition, the old Wastewater Treatment Plant (WWTP) is overdue for demolition. The needs are apparent. The WRF Administration Building maintenance and office areas are space-constrained, the locker and lunchrooms are full, the building requires seismic upgrades, and the HVAC system requires substantial work. The Public Works campus is constrained and many of the indoor spaces are undersized. Buildings at the Public Works site have reached or exceeded their service life, including the Public Works Operations Building. Parks and Public Works operations staff compete for limited space. The old WWTP is a security and safety risk. The opportunities lie in considering all three areas together to develop alternatives that meet the City's overall operational needs, budget, schedule and space limitations. The Jacobs Team – both internal and our strategic partners – was carefully assembled to overcome all these challenges and develop the best alternatives for the City.

1.1 PROJECT PURPOSE

In its most basic sense, this is a planning and evaluation project. The purpose is to evaluate the City's space needs for present and future operations of the WRF, Public Works and Parks Departments, and to develop alternatives for meeting those needs, either through combined operations at one of the current locations or separate operations at or near their respective current locations. Accurate, reliable cost estimates for each alternative are critical to the Project's success. In addition, the City asks for decommissioning alternatives for the old WWTP that identify potential environmental issues and provide schedule and budgetary estimates for the alternatives. Taken together, the City wants to evaluate current and future space needs for the WRF and Public Works operations sites and identify a preferred alternative to address those needs using available space and budget. If the City chooses to fund all or part of the recommended alternative, design and construction phases will follow.


The City's Public Works staff carry out crucial tasks to meet the needs of the City around the clock. Their offices, storage spaces, laboratories, and operations centers must comfortably and practically support their ability to deliver these services, and the most important aspect of this Project is to reflect the needs of these personnel. We will carefully document the input of the stakeholders and work with the City to refine and incorporate those needs into the project alternatives analysis. While we would be glad to see every single stakeholder need met, we know the practical limitations of funding and will work with the City to maximize the utility of each of the planned spaces to deliver the best possible alternative for the City and City's staff.

1.2 EXPERTISE AND EXPERIENCE

The Jacobs' Team is uniquely qualified to complete this work. Project Team leadership has both extensive history supporting the City with complex projects and has stood in your shoes as the Owner on similar projects. **Josh Koch** has worked on all aspects of complex projects with the City for almost a decade, including the last three major projects at the WRF. **Mike McCann** and **Spencer Adams** recently joined Jacobs after spending years at public utilities, including managing major projects

with many aspects similar to the City's Project. Together, we are the right management team to lead the City through this evaluation and analysis because we know your people and your processes, and we have direct applicable experience with projects like this one. This translates directly into savings of time and money for the City.

Our lead architect, **Geoff Kirsten**, has a career's worth of experience doing space planning and layouts for public works, water, wastewater and industrial facilities at both the state and federal level. Geoff has been the architectural lead or quality control reviewer on almost every major project out of the Jacobs' Corvallis Design Center for the last 25 years and has worked with the City of McMinnville since 2014. Geoff excels at developing "people spaces" for water and wastewater facilities, particularly when budget is a concern. He is versed in carefully working through a detailed process with key stakeholders to gather critical information regarding staffing needs, space needs, adjacency requirements and other pertinent design elements and turning that information into a concise and meaningful programming document. This programming document is used as a roadmap for alternative analysis and decision-making regarding future development and related cost implications. Working with the client, this process can be scaled to address a simple set of data points or an exhaustive collection of input.

 *Mike and Spencer bring public works experience and perspective especially for facility layout. While at EWEB, Mike was the lead environmental staff for the development of their new 14-acre Roosevelt Operations Center campus, and later managed EWEB's fleet services, dispatch, and electric operations functions. Spencer, as both a civil engineering consultant and an Owner's project manager, has contributed to multiple public works facility and plant campus site development and master planning projects.*

Addressing the former WWTP is an important part of this Project.

Challenges with decommissioning and demolition typically involve detailed planning and work sequencing, especially where treatment and conveyance processes need to remain in service, as is the case with the Raw Sewage Pump Station and Prescreening Facility. To overcome these challenges, we have strategically added three members to our team, each with a specialized skill set, and each with direct, recent experience with wastewater treatment plant demolition. **John Simonds** was Mechanical Lead and **Jennifer Koch** was Design Manager on the recently completed demolition of the Clark County, Nevada wastewater treatment plant (including major portions of two separate treatment campuses), and **Shannon Bartow** was Environmental Lead on the recent demolition of facilities at Columbia Boulevard Wastewater Treatment Plant Portland to create new people spaces and process facilities.

We understand that accurate cost estimating is an important part of the alternatives evaluation and funding process for the City. Our lead cost estimator, **Tom Jones**, has 24 years of construction cost estimating background and has been performing cost estimates for Jacobs for 14 years. Tom and **Josh Koch** have worked together on several projects

1 | Project Understanding (cont.)



for the City and together have a history of delivering accurate cost estimates, including for the City on the recent WRF Tertiary Treatment and Disinfection Project where the engineer's estimate was within 1.6% of the average of all bidders.

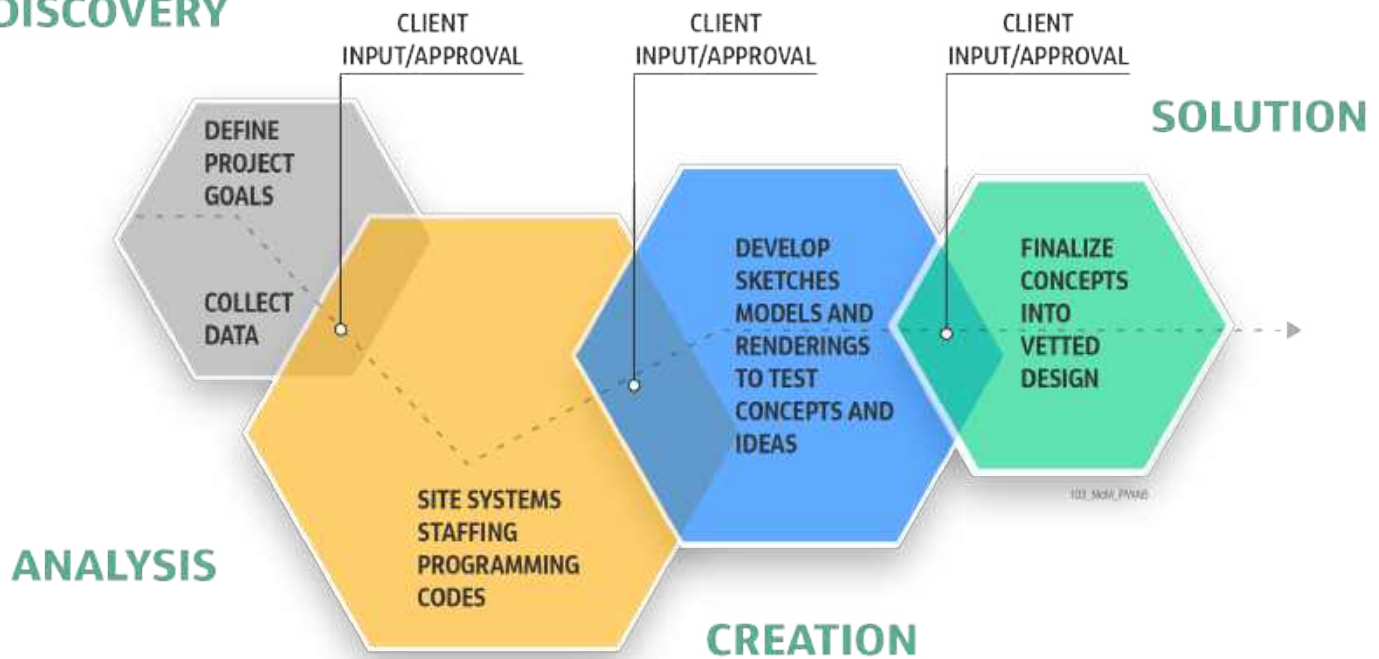
We've filled out our team with Jacobs' professionals, many of whom have worked previously with the City of McMinnville, to provide needed expertise to address geotechnical, site security, building mechanical and HVAC, fire protection, laboratory services, instrumentation and control, and SCADA, to name a few. All of these areas were identified by the City in either the RFP or during the pre-proposal tour. We are confident that we have the complete team with the experience and expertise necessary to successfully deliver this Project for the City.

We've added GreenWorks P.C., a landscape architecture and environmental design firm, to the team for their site master planning and visioning expertise. Winterbrook Planning adds valuable land use planning and permitting experience with specific knowledge of the City of McMinnville and Yamhill County. Both GreenWorks P.C. and Winterbrook Planning previously worked with Jacobs' on the WRF Secondary Expansion Project, and together we have a strong collaborative relationship.

1.3 APPROACH AND MILESTONES

Ultimately the City seeks a preferred alternative that addresses the space and facility needs of the Public Works and Parks Maintenance operations and WRF administrative functions, and meets the City's space, budgetary and schedule constraints. The path to the preferred alternative has a number of important steps and key milestones that we've highlighted below.

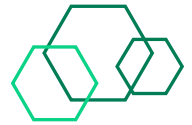
DISCOVERY



First and foremost, **Jacobs will work with City staff to identify and understand the design criteria, the stakeholders, the budget and the schedule.** This Discovery period in the Project includes a kick-off workshop outlining the project approach and understanding that will guide our subsequent efforts. What are the City's needs, commitments, and desires? What are "must haves", and what are limitations? What are the City's sustainability goals? What features would help make your staff excited to come to work? This work seeks to daylight the criteria that will drive the rest of the process. One way we'll help to facilitate this conversation is to present examples of similar facilities. During the discovery period Jacobs will also launch into the space planning, environmental surveys and facility evaluations necessary to set the framework for the next step.

“When Mike had responsibility for Fleet Services, he did an outstanding job listening and working with me to improve our fleet facilities and processes. He took an interest in how we did our work with an eye towards safety, environmental responsibility and public resources.”
- Gary Lentsch, CAFM, Fleet Services Supervisor, EWEB, P: 541.685.7470.

1 | Project Understanding (cont.)

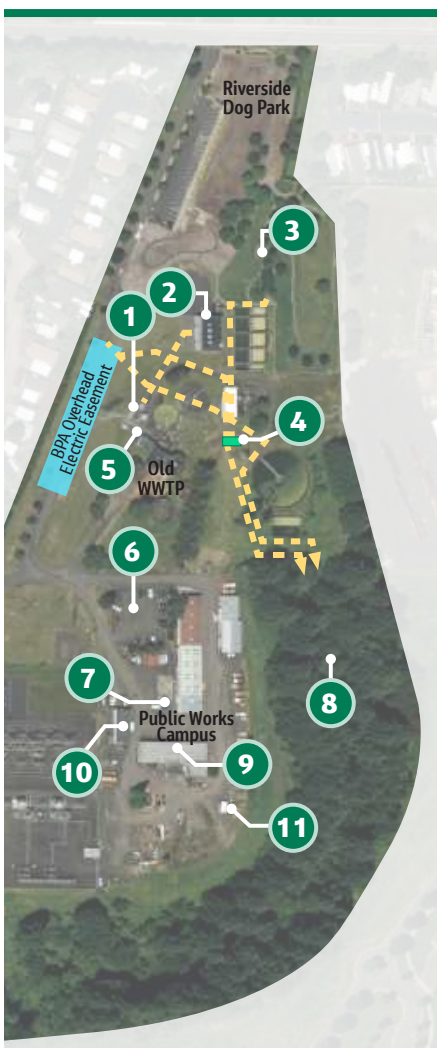


The Analysis period is the heart of the space and site planning evaluation. Stakeholders will be interviewed, both individually and in groups, to identify facility needs, desires and preferences. These discussions will include, for instance, emergency operations, SCADA, and site security requirements. Hazardous material surveys will be completed where needed. Historic property requirements will be evaluated and addressed. Existing master plans will be reviewed and upcoming master plans for Parks and Wastewater will be consulted as they develop. This work will lead to multiple planning and analysis workshops, the result of which will be the design-basis for the alternatives list.

With the design basis in hand, the Creation period begins and developing alternatives for both addressing the identified space needs and covering the breadth of criteria identified by the City. While space and facility planning for the Wastewater, Public Works, and Parks functions will occur separately from evaluation of the old WWTP demolition, the work will proceed concurrently in order to present the greatest possible range of alternatives to address future space needs. Layouts, with visual aids, will be developed for a range of alternatives, along with budgetary cost estimates, environmental and permitting considerations and estimated schedules. This work will be presented to City stakeholders in a design workshop where feedback, ideas and concerns can be shared.



The Project team will then move to the Solutions period to revise the alternatives based upon stakeholder feedback and develop draft and final reports presenting a recommended alternative encompassing all three areas- the WRF Administration Building, the Public Works campus, and the former WWTP. The reports will include the scope, schedule, and budgetary items needed by City staff to carry the plan forward for funding and approval, and the Jacobs team will support City staff as requested during this process. Our project managers are comfortable presenting project findings to elected officials and we have experience aiding clients in seeking funding support through State or Federal grant opportunities. Jacobs's visualization capabilities, including architectural renderings and virtual facility fly-throughs, play a critical role in presenting complex concepts to new audiences.



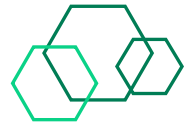
Every step of this planning process is collaborative, and we understand the importance of engaging the City's stakeholders at every level. With experience in the City's shoes, our Project Managers are practiced at curating workshop presentations to solicit the best feedback from the City's staff and incorporating that feedback into actionable solutions. However, no planning project of this nature is without compromise, and we will work with the City's leadership to develop practical solutions that economically meet staff needs. Our workshops will be carefully facilitated to frame and define each challenge, collaboratively brainstorm solutions, and then list, screen, and evaluate alternatives. Behind the scenes and between workshops, our Jacobs team will review the City's feedback and evaluate the different approaches, fatal flaws, risks, and impacts of the alternatives.

There are several potential regulatory issues and permits associated with the work that would be conducted during Phase II and these issues will be identified and planned for during Phase I. None of them appear to be significant or onerous. Many of the issues are associated with the old WWTP site, where the age of the facility will require some level of historic property review and an environmental assessment for lead and asbestos. These issues fall under the purview of the State Historic Properties Office and the Department of Environmental Quality (DEQ). The WRF is on city-owned property but outside of the city limits. Expansion beyond the current facility footprint will require approval from Yamhill County. The Jacobs team has substantial relevant experience with all of the potential regulatory issues identified.

- 1 Prescreening Facility** expansion to be evaluated in upcoming Wastewater Master Plan
- 2 Raw Sewage Pump Station** must remain in service
- 3 Wetlands** previously identified within existing park area
- 4 Sanitary and Storm Piping** to be evaluated
- 5 Geotechnical Information** from 1993 provides limited information for evaluation
- 6 Sludge Drying Beds** previously decommissioned with unknown conditions below
- 7 Underground Storage Tank** previously located here with unknown current conditions
- 8 South Yamhill River Floodplain** boundary to be confirmed
- 9 Public Works and Parks** share limited space
- 10 Public Works Operations** is due for replacement
- 11 Chemical Storage** should be evaluated throughout the site



1 | Project Understanding (cont.)

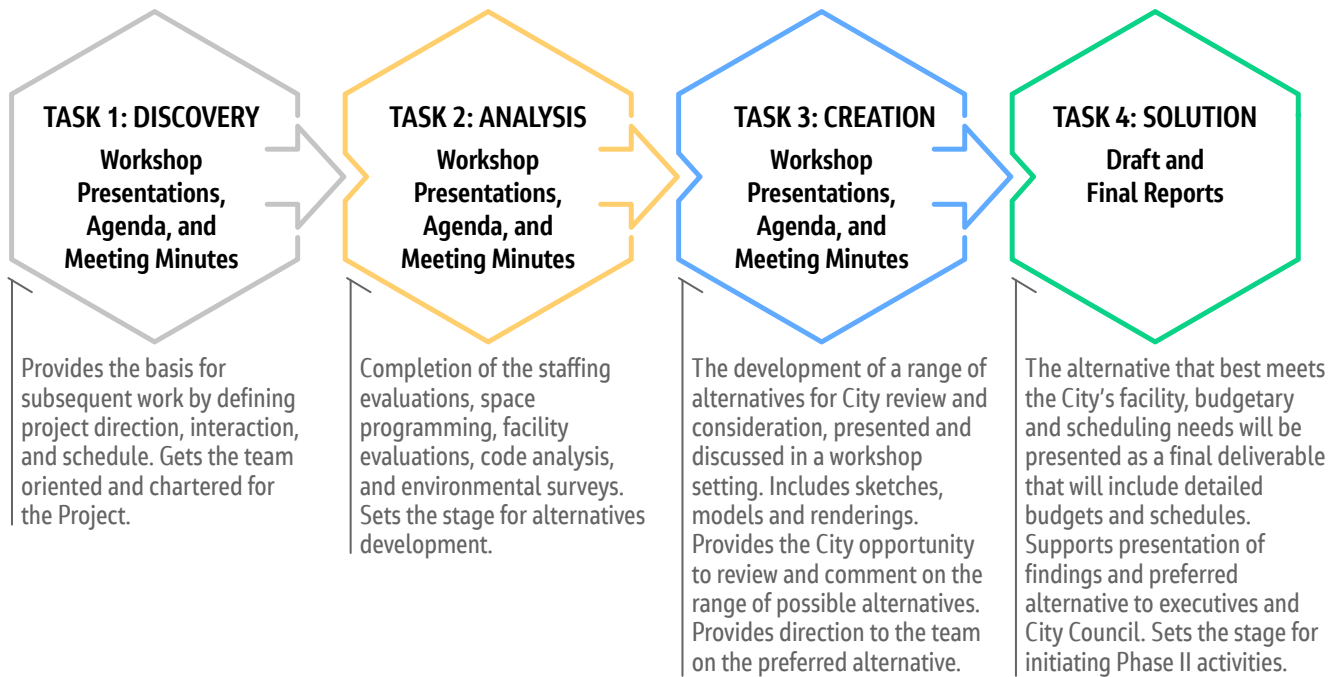


- 1** **Liquifiable Soils** mean costly foundation systems for new structures
- 2** **Yamhill County** zoning requires special attention
- 3** **Conveyance and Police Evidence Buildings** could be evaluated for additional space alternatives
- 4** **RV Dump Station** could be relocated to open site space
- 5** **Maintenance Shop** is at capacity
- 6** **Office Space** requires expansion to accommodate new staff
- 7** **Conference Room** currently doubles as Emergency Operations Center
- 8** **Parking and Traffic** must be considered with expansion alternatives
- 9** **Stormwater System** must be expanded if additional buildings or impervious surface added

1.4 KEY DELIVERABLES

As identified above, there are several key deliverables that will document understanding, direction, and agreement as we work together towards the selection of a preferred alternative. These deliverables are focused on workshops, which are shown in more detail in the proposed project schedule in Section 5:

KEY DELIVERABLES | DEFINITIONS AND BENEFITS



1 | Project Understanding (cont.)

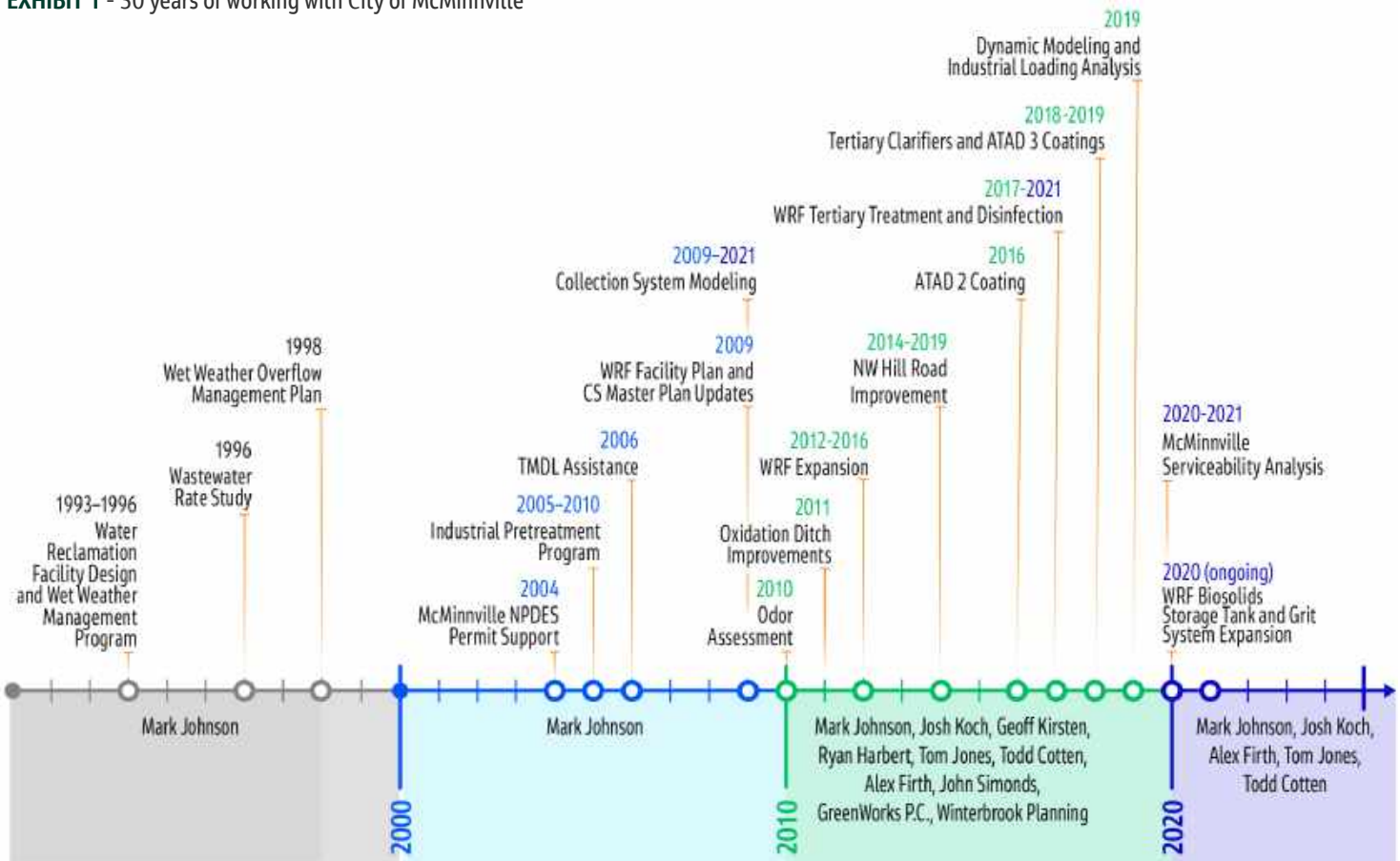


1.5 FAMILIARITY WITH THE CITY AND WRF AND PUBLIC WORKS PROCESSES

Our team's extensive experience working with the City of McMinnville over the past 30 years provides us with a deep familiarity with the City and the community. This includes not only Jacobs staff but our team members **GreenWorks, P.C.** and **Winterbrook Planning**, as well. **Josh Koch** has spent over half of his career working on projects with the City of McMinnville, and many of the key members of our team have likewise worked with the City's Planning, Public Works, and Wastewater staff on numerous projects in the past 10 years. **Exhibit 1** identifies the projects that we have worked on together over the past 30 years as a demonstration of our familiarity with the City organization, staff, and WRF and Public Works Operations processes.

Adding strength and depth to the Jacobs team, **Mike McCann** and **Spencer Adams** are seasoned professionals with significant relevant experience as both owners and consultants. Mike joined Jacobs in 2021 after spending nearly 19 years with the Eugene Water & Electric Board, holding staff, operations management, and executive positions for the utility. Mike has a breadth and depth of understanding and familiarity of utility operations processes and direct experience working with City staff, executives, and elected officials. Spencer also joined Jacobs in 2021 after relocating to the Willamette Valley with his family. His background in both engineering and operations over the last 10 years brings a unique perspective to his work on projects for municipalities like the City of McMinnville.

EXHIBIT 1 - 30 years of working with City of McMinnville



2 | Qualifications and Experience



Jacobs is often known for our work with water and water-related issues in our society – we have specialized in water production, treatment, conveyance, storage, and distribution since our founding in 1947 – but our capabilities extend far beyond water work. For our water and wastewater projects, we often design “people spaces”, including office, operations, laboratory, public works and maintenance facilities. We stand out from the competition because we do all this work in-house, providing our clients with a seamless design informed by our specific understanding of the needs of our municipal clients. As a firm, we built a reputation for not just meeting but exceeding our clients’ expectations. Our people, robust delivery tools, and thoughtful processes enable us to deliver the highest quality work. Our design projects consistently out-perform the industry by experiencing a lower change order rate during construction. We stand by our clients to make sure they are fully satisfied with our work. Our firm continues to attract and retain the best talent in the business. One reflection of this is the longevity our team brings. The average tenure of our Corvallis office staff is 15 years. We have worked with the City of McMinnville for more than 30 years. In addition to projects for the City’s water (MW&L), wastewater, sanitary collection, and storm water systems, Jacobs has completed transportation projects and supported the Planning Department with urban growth boundary (UGB) evaluations. From our Portland and Corvallis offices, Jacobs offers the City a full range of design, engineering, and permitting services.

Our local services cover a wide range of project types, applying engineering expertise to encompass all aspects of the work identified in the RFP. These include space planning and architecture, geotechnical and seismic resiliency, cost estimating, site security, demolition and decommissioning, and environmental survey and permitting. Comfortable engaging with multidisciplinary design teams or teams focused on targeted solutions, our engineers are skilled at delivering a full range of projects –small to large, simple to complex – that fit the unique context of the community.

<p>2021 Engineering News-Record</p> <p>#1 Top 500 Design Firms</p>	<p>2021 Engineering News-Record</p> <p>#1 Top 100 Construction Management Firms</p>
<p>2021 Engineering News-Record</p>	<p>#1 Top 20 Combined Design and CPM Services Firm</p>

We are a publicly traded, U.S. based company that excels at providing innovative, “can do” project teams to challenging technical and management assignments. We serve municipal, state, federal, and private-sector clients in water, environmental, transportation, industrial, and related fields. Our 80-percent volume of follow-on and repeat business attests to the quality of our services and the level of customer satisfaction generated by those services.

We have worked with municipalities throughout Oregon and the Pacific Northwest, completing hundreds of projects involving planning, design, condition assessments, and construction assistance. We provided design services (including multi-discipline engineering)—in recent years—for many of the Northwest’s major wastewater treatment plants, including those in McMinnville, Medford, Albany, Coos Bay, Eugene, Portland, Vancouver, Centralia, and Seattle. In support of those projects, **we provided a full range of engineering and architectural services, including site layout, space planning, structural and geotechnical engineering, site security design, and communications.** These experiences relate directly to the range of services that McMinnville is requesting.

What is especially noteworthy is that we delivered these projects, as well as other large and innovative projects, from our Corvallis office. Though people may realize that our firm has national and international experts, many people are unaware of the national and international caliber of our engineers and architects available locally.

We will save McMinnville time and money by tapping our deep knowledge of McMinnville’s goals, facilities, and processes. Our knowledge of your facilities, staff, and project delivery requirements will provide continued efficiencies in delivering the Public Works Operations and Wastewater Administration Building Analysis Phase I Project. We know your systems, and you know us through years of previous work (see Past Project Experience Timeline in Section 1 above.). We are accessible and responsive to you through a dedicated team of local professionals who are familiar with your facilities and known by your staff.

Specific and Relevant Experience of Our Project Management Team

MIKE McCANN, PE

Project Experience. 36 years in staff, program and project management with engineering firms, a regulatory agency and municipal government.

Type of Projects. Owner’s Project Manager on a \$160M hydroelectric project recommissioning; Owner’s lead environmental staff on a \$100M public works campus brownfield development; Program Manager for a regional shipyard assessment and cleanup program; Project Manager on numerous environmental cleanup projects of up to \$100M in value, including brownfield redevelopment for public space.

Management Experience. Operations and Engineering Manager for an electric utility, including Fleet Services and Environmental Management. Experienced working with executives, legislators, and regulatory staff at the local, regional and federal level.

SPENCER ADAMS, PE

Project Experience. Over 10 years’ experience in engineering, construction, and operation of municipal utility facilities and infrastructure.

Type of Projects. Owner’s Project Manager for a \$33M water utility innovation campus and utility staff training center; Owner’s Project Manager for numerous maintenance and rehabilitation projects at water treatment and pump station facilities; Project Manager for the build-out of a 32-acre brownfield city park; Project Manager for the 11-acre headquarters expansion for a large Florida electric cooperative.

Management Experience. Operations, engineering, and project management for a water utility serving a population of close to 1,000,000 people. Licensed as both a Professional Engineer and Water Treatment Operator. Experienced working with multi-discipline teams to delivery complex facility projects.




2 | Qualifications and Experience (cont.)



Working with local, regional, and state government agencies, **GreenWorks, P.C.** has provided planning and design services for many infrastructure projects throughout the Northwest ranging from water reservoirs, treatment plants and pump stations, to operations and maintenance facilities, to stormwater management and green street facilities. **GreenWorks, P.C.** also provides master-planning services on a variety of projects for public and private clients, including master planning that integrates existing land-use patterns, economic and demographic issues, and green infrastructure into implementable plans. **GreenWorks, P.C.** plans and designs for adjacent parks and open space, trail and boardwalk design, restoration and native planting plans, site-specific sustainable strategies, and neighborhood mitigation strategies. The integration of sustainable design is a key distinction of their work. **Winterbrook Planning** was an integral part of the project team that delivered the WRF expansion project for McMinnville in 2014 and they've continued to work for the City and in the area since. Of significance for this Project, **Winterbrook Planning** recently completed the Natural Hazards Inventory and Natural Features Inventory for Yamhill County. As a firm, they focus on land use permitting and environmental and natural resource planning.

2.1 SELECTED PAST PROJECT EXPERIENCE

We are pleased to present the following reference projects completed by our project team. These projects, selected among many, emphasize experience that is relevant to the work requested in the RFP.

WWTP 1 - City of Coos Bay, Oregon	
	<p>The Coos Bay project culminated in a report that documented investigation of existing site and facility conditions, stakeholder interviews and site analysis relative to the City's current administrative, operations, laboratory, maintenance, and vehicle storage facilities at their WWTP 1 site. The final predesign report included several design options that looked at expanding existing facilities and building new ones and the pros and cons and projected costs associated with each option. Additionally, the analysis considered ways to mitigate flood hazards, that had become a growing threat to the site, and addressing seismic upgrades required for retrofitting existing buildings. The client used this document to inform decisions on how to address critical infrastructure needs while meeting their budgetary constraints.</p>
<p><i>Site Plan Image showing possible building footprints for one option.</i></p> <p>PROJECT DETAILS Scope: Predesign report including recommendations for new facilities and upgrades to existing Type of facility: Administration, Operations and Maintenance Completed: May, 2020 Size: 5,800 sf Setting: Commercial/industrial and residential</p>	<p>Relevance to Project: Programming, Space Planning, Site Master Planning, Cost Estimating</p>
<p>Key Personnel Directly Involved: Geoff Kirsten, Jeremy Bishop, and Tom Jones Owner Reference: Jennifer Wirsing/City of Coos Bay, Public Works & Development Department, 541.269.1181, ext. 2247, jwirsing@coosbay.org</p>	

2 | Qualifications and Experience (cont.)



3Kings Water Treatment Facility - Park City, Utah



Rendering view of Administration and Public Entry

PROJECT DETAILS

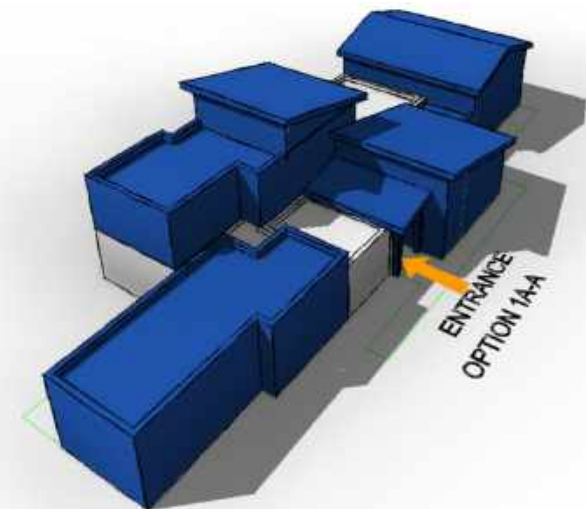
Scope: Predesign through Contract Documents | **Type of facility:** New Water Treatment Plant | **Completed:** Designed February 2020 Actively under construction. | **Size:** 52000 sf total (14,500 for Administration, Operations & Laboratory and Maintenance) | **Setting:** Surrounded on three sides by the municipal golf course and directly across from a ski resort and associated retail businesses

The 3Kings Project included a site alternatives investigation that looked at 7 options over 4 different possible sites, 2 of which were in the Municipal Golf Course. This investigation used high level facility sizing from Jacobs in house planning tool (CPES) and included multiple criteria for the evaluation of each option. Once a site was selected, the preliminary design phase included rigorous programming activities for the Administrative, Operations and Maintenance functions of the project. Geoff worked closely with stakeholders from the Park City Municipal Corporation (PCMC), Park City Public Works, and the Park City Municipal Golf Course among others to develop a detailed staffing list (current and projected future) and space needs program. This was followed by the development of building layout concepts demonstrating how to implement defined goals. Specialized functions, such as the Laboratory, included focused workshops with lab technicians and lab designers to discuss specific design options and elements that informed criteria such as room size, location within the building, major equipment types, and interior view windows as required for public tours. Using the new project criteria three lab layout options were developed for client consideration and an eventual preferred alternative was selected.

Relevance to Project: Reuse of former WWTP site – Client selected to build on the site of their existing treatment plant. Previous WWTP was demolished.

Key Personnel Directly Involved: Geoff Kirsten and Jeremy Bishop | **Owner Reference:** Roger McClain, Public Utilities Engineering Manager, PCMC, p: 435.615.5329; roger.mcclain@parkcity.org

South Truckee Meadows WRF Operations & Maintenance Facility - Washoe County, Nevada



Massing study during concept development showing new and existing building elements.

PROJECT DETAILS

Scope: Predesign report including analysis of needs, alternatives and preferred design concept informed by cost estimating | **Type of facility:** Administration, Operations and Maintenance | **Completed:** June, 2020 | **Size:** 7500 sf | **Setting:** Located within the treatment plant and surrounded by rural use.

The South Truckee Meadows Water Reclamation O&M Facility project was intended to produce a document that would define staffing approaches and building requirements to support successful operation of the plant for the next 20 years and beyond relative to operations and maintenance functions. Geoff worked with client stakeholders including the Public Works Director, Plant Manager, Lead Operator and Facilities/Maintenance Staff to identify a long-term staffing scenario that would close to double the current staff on site. Once the staffing plan was confirmed, Geoff led workshops with the client to establish the minimum space needs for existing and new staff.

The plant had an existing Control Building that was undersized and could be expanded but also had space on site to build a new facility. The Jacobs team developed several design options related to three themes: 1) upgrade and expand the existing Control Building, 2) build a new Operations and Maintenance building and 3) combine the needs of O&M with new process buildings also planned for the site. Expansion of the existing building required careful investigation and design approaches to avoid possible seismic upgrade triggers that could be very costly to mitigate. After a detailed cost analysis, it was determined that upgrading and expanding the existing control building was feasible and least costly overall.

Relevance to Project: Space Planning, Site Master Planning, Site Master Planning

Key Personnel Directly Involved: Geoff Kirsten and Jeremy Bishop | **Owner Reference:** Alan Jones, PE, Sr. Licensed Engineer, Community Services Department Engineering and Capital Projects - Utilities; 775.954.4651; ajones@washocounty.gov



2 | Qualifications and Experience (cont.)



Flamingo Road Demolition of Retired Facilities, Clark County Water Reclamation District - Clark County, Nevada



Decommissioning of the former WWTP.

PROJECT DETAILS

Scope: Demolition of Retired Facilities | **Type of facility:** Retired Wastewater Treatment Plant | **Completed:** 2019 - Present | **Size:** 60 acres | **Setting:** WWTP, Industrial

The project consisted of demolition of most of the 1976-vintage 90 mgd advanced waste treatment plant that had been retired by the District as well as retired portions of an adjacent treatment plant to make way for the construction of a major plant expansion. In addition to reclaiming valuable land area for the construction of new facilities, completion of this project will provide a safer working environment for CCWRD staff. The facilities are in different phases of decommissioning with some structures having been fully decommissioned while others remain operating at a greatly reduced capacity or providing unintended functions like housing process chemicals, fiber, and electrical components. This unintended usage requires staff to access areas in and around deteriorating facilities on a regular basis. Additionally, removal of these structures will reduce the number of surface and subsurface constructability obstacles encountered during the construction of future capital improvement projects and eliminate the costs associated with maintaining infrastructure in these various states of use and disrepair. The scope of the work included demolition and removal of major structures (thickeners, clarifiers, filters, chemical storage, pump stations, etc.), a tunnel system that connected most of the structures, supporting electrical infrastructure, controls, leaving only a few areas functional and operative during the project.

Relevance to Project: WWTP Demolition

Key Personnel Directly Involved: Jennifer Koch, John Simonds, Tom Jones | **Owner Reference:** Heather Savanapridi, Project Manager: FWRC Demolition of Retired Facilities – Project No. 19002; Clark County Water Reclamation District; p: 702-668-8182; hsavanapridi@cleanwaterteam.com

Columbia Boulevard WWTP, City of Portland - Portland, Oregon



Site Plan Image showing areas of site improvements (shaded areas).

PROJECT DETAILS

Scope: Secondary Treatment Expansion Program (STEP) includes the construction of two new secondary clarifiers and a new Solids Facility (SOFA), along with a combination of projects that are either in close proximity or operationally connected including a complete upgrade of its biosolids thickening and dewatering facilities. | **Type of facility:** Water Treatment Plant | **Completed:** December, 2024 | **Size:** 5 acres | **Setting:** Commercial/Industrial

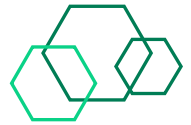
Jacobs provides engineering services to the City of Portland to expand secondary treatment capacity. As part of STEP, specific existing facilities and systems will be deconstructed, including a decommissioned Composter Facility, Sludge Processing Building, associated Solids Truck Loadout Facility, abandoned piping and equipment in various onsite tunnels, the existing odor control system, non-process modular office spaces, and buildings currently used for storage or maintenance facilities. Additionally, several temporary systems will be constructed at the start of the project to support STEP construction efforts.

Part of the support Jacobs provides is environmental services, including a demolition and decommissioning plan to provide guidelines for the general contractor and to manage and dispose of all environmentally regulated material.

Relevance to Project: WWTP Decommissioning and Demolition, Site Planning and Reuse

Key Personnel Directly Involved: Shannon Bartow | **Owner Reference:** Muriel Gueissaz-Teufel, WW Engineering Manager, Portland BES, p: 503.823.2498; Muriel.gueissaz-teufel@portlandoregon.gov

2 | Qualifications and Experience (cont.)



WRF Expansion Project, City of McMinnville - Oregon



Expansion of the WRF in McMinnville.

PROJECT DETAILS

Scope: Treatment plant expansion, permitting, landscape architecture | **Type of facility:** Water Reclamation | **Completed:** 2016 | **Size:** 3 acres | **Cost:** \$10.4M | **Setting:** Existing facility adjacent to light industrial and farmland

Key Personnel Directly Involved: Mark Johnson, Josh Koch, Geoff Kirsten, John Simonds, Alex Firth, Todd Cotten, Ryan Harbert, Tom Jones, Greg Winterowd/Winterbrook Planning; Mike Faha/GreenWorks, P.C. | **Owner Reference:** Leland Koester, Wastewater Services Manager, City of McMinnville, 503.434.7313, leland.koester@mcminnvilleoregon.gov

Our team designed a third secondary treatment train to increase secondary capacity to 32 MGD, including a new Orbal oxidation ditch, secondary clarifier, RAS pumping station, mixed liquor split box and associated large diameter piping. We teamed with Winterbrook Planning to successfully navigate the land use and permitting process with Yamhill County and with Greenworks P.C. to design landscaping and stormwater systems. The design includes permeable pavers integrated with a large bioswale utilizing native plantings irrigated by recycled plant effluent. **The project received the 2014 Pacific Northwest Clean Water Association – Lower Columbia Section “Project of Year Award”.**

Relevance to Project: Successful delivery of planning, permitting, design and landscape architecture by the Jacobs/Greenworks P.C./Winterbrook Team.

Tryon Creek WWTP Facilities Plan and Screening/Odor Enhancement, City of Portland - Oregon



Presentation rendering for project openhouse.

PROJECT DETAILS

Scope: Landscape Architectural Master Plan | **Type of facility:** Wastewater Treatment Plant | **Completed:** 2014 | **Size:** 9,000 sf | **Setting:** Urban Riverfront

Key Personnel Directly Involved: Mike Faha/GreenWorks | **Owner Reference:** Jim Brown, Portland BES; P: 503.823.2484 e: James.Brown@portlandoregon.gov

GreenWorks P.C. worked as part of a team alongside Jacobs and with the City of Portland BES on the development of a landscape architectural master plan for the Tryon Creek WWTP Facilities.

The landscape architectural master plan worked in conjunction with architectural improvements to the site that were meant to address community concerns about site aesthetics and to ensure future development compatibility.

Collaboration with architects and engineers yielded a simple and effective landscape design approach. Rather than enclosing the WWTP in a conventional wall of conifers, the design embraces the facility with a variety of landscape features that improve the human experience in and around the site both aesthetically and functionally.

The final design incorporated pedestrian pathways, living walls, and an interpretive entry plaza to enhance the facility and structures, and to strengthen the relationship between the facility and the adjacent Foothills Park, surrounding neighborhoods, and anticipated future development of this evolving riverfront site. The design complements the natural features of the Tryon Creek Corridor while maintaining plant security.

Relevance to Project: Landscape architectural master planning effort for public space adjacent to a public works facility.

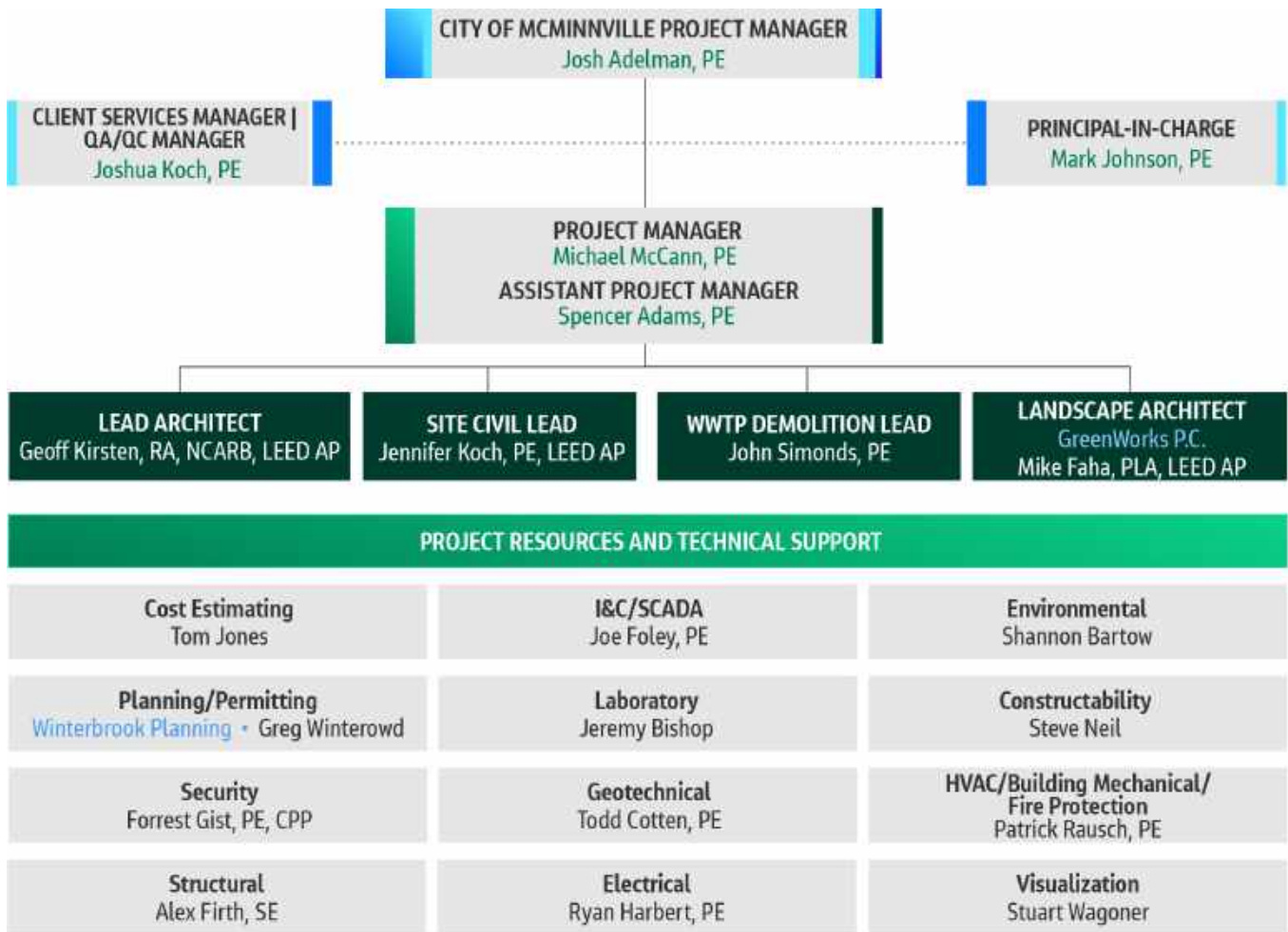
3 | Project Staffing



3.1 RIGHT TEAM FOR THE PROJECT

The City of McMinnville is embarking on a significant project, and selection of the right team to deliver the Public Works Operations and Wastewater Administration Building Analysis Phase I Project is a key decision. From our history of working together, along with meetings and discussions with your staff, we believe you understand our careful approach to selecting the right staff for the Project. We have also teamed with two local firms, GreenWorks, P.C. and Winterbrook Planning, for their assistance respectfully in landscape architecture and in land use planning and permitting support.

Our discipline leads are seasoned veterans, which is essential to assist you with making the right decisions during the alternatives development and evaluation phase of the work. Our team will then guide the City through the selection of a preferred alternative and support staff in the subsequent approval process. As the Project moves into Phase II, design and construction, the team will be augmented as needed by other designers in our Corvallis and Portland offices; even then, the City can be assured of having a familiar and experienced design team that understands and embodies collaboration and total system knowledge that will make this Project a success.



Leadership in Project and Design Management – Project Manager, Mike McCann, PE, is a Corvallis-based project manager with 36 years of professional experience, including nearly 19 years with the Eugene Water & Electric Board before joining Jacobs in 2021. While at EWEB, Mike managed, among other groups, dispatch, fleet services and electric operations. In 2009-2010, Mike was lead environmental staff for the design and construction of their new operations center, and he later managed electric operations space planning for a building remodel/expansion project. When needed, Mike served as Planning Chief for EWEB’s Incident Command Team. Mike will be your primary contact and will communicate with McMinnville’s project manager on a regular basis, at least weekly, to discuss task(s) progress and obtain continuous feedback on the delivery team and assist the City with identifying and prioritizing future work phases.



3 | Project Staffing (cont.)



Assistant Project Manager, Spencer Adams, PE, has over 10 years of experience in the design and construction of municipal utility infrastructure, coming most recently from a Capital Projects Manager role with a large water utility in Georgia. With licensure as both a Professional Engineer and a Water Treatment Operator, Spencer's background in both consulting and the public utility sector work brings a unique perspective to his work. Most recently as an Owner's Project Manager for Gwinnett County, he led the design and construction of a water innovation facility with state-of-the-art laboratories, classrooms, SCADA operations center, and office space. Spencer will be Mike's back-up point of contact.



"Spencer managed the contracts for a \$33MM program to develop the headquarters campus for my organization, The Water Tower at Gwinnett. His engagement galvanized the project team through the design phase, value engineering, and the first 8- months of construction. He is a highly capable project manager and an accomplished facilitator of multi-disciplinary teams, and he is driven by a genuine passion for the water industry."

- Melissa Meeker, CEO; The Water Tower at Gwinnett; P: 470.822.0501;
Melissa@theh2otower.org

Quality Review will be led by Josh Koch, PE, and focused on providing complete, high-quality evaluations and designs, providing you confidence to make decisions based on our work and avoiding surprises. Should the Project move into Phase II, this focus on quality provides the basis for effectively managing the design and construction phases through setting up to manage construction costs later through:

- Preparing the most complete contract documents that create the basis for clear competitive bidding. This includes telling contractors all information pertinent to them to develop their bids and how those bids will be evaluated.
- Providing rigorous services during construction supported by the original design team and seasoned professionals.
- Creating a working environment and weekly communication habit during which questions and suggestions from the City and the contractor are welcomed and valued—and providing quick responses to encourage further collaboration.

Our project delivery approach, especially our rigorous QC review process and the extensive involvement of the design team during construction, results in contract modification rates that are often 50 percent below the industry standard for this type of construction. This approach, while anticipated here, will be important during Phase II of this work.

Principal-in-Charge, Mark Johnson, PE, has over 40 years of experience and specializes in multi-disciplinary water projects. Mark has worked with every member of our proposed team and will be accountable to the City of McMinnville for our delivery, quality, and staffing, providing the City with executive-level contact for project delivery.

Design Visualization – Our team offers a deep resume of all types of design visualization. We commonly help our clients facilitate collaborative decision making through the use of 3D+ design visualization. Jacobs, and in particular our Corvallis office, has been a leader in developing 3D+ designs. We develop our design drawings using 3D+, with the result that clients can better understand the design as it progresses and therefore, provide better review comments, guidance, and improve the coordination and quality of the project. It allows you to be more certain of how the finished product will look. We also find it reduces bid costs, as contractors gain a better understanding of the project and because there are fewer chances of inconsistencies between drawings. The "+" part of our 3D+ design is the database associated with the design that supports cost estimating by providing a takeoff of material quantities in a design. In addition, this model information can be used to support the ongoing operation and maintenance of facilities.

GREEN WORKS **Landscape Architecture – GreenWorks, P.C.** specializes in sustainable landscape architecture and environmental design. They are on our team because they provide innovative solutions linking natural resources, urban environments, and people.

Mike Faha is a pioneer of sustainable landscape architecture in the Northwest and was a member of the Jacobs team that delivered the WRF expansion project in 2014. Mike and GreenWorks, P.C. have a long history of successful project work alongside Jacobs, including planning and designing water, wastewater, and public utility projects.



Land Use Planning and Permitting – Winterbrook Planning brings a wealth of experience with federal, state, and local agencies navigating complex land use and environmental permitting issues. **Greg Winterowd** has worked with the City and Jacobs for many years and has good working relationships with all of the local permitting agencies. This experience and those relationships will help the City navigate the permit and approval process during Phase II of the Project.

Site Security - One issue that frequently arises with new or retrofitted facilities is inadequate or outdated physical security. Our security lead, **Forrest Gist, PE**, has deep expertise in this area, having worked on over 50 retrofit projects with a variety of security needs from schools to prisons to office buildings. We understand the importance of working closely with stakeholder teams to correct the balance of convenient access for staff with effective and discreet entry controls. We design with current technologies- RFID access control, mobile phone access credentials for hands-free entry, and various kinds of intrusion detection- and will explore security options during alternatives development.

3 | Project Staffing (cont.)



A Strong Local Presence – Our team members are Oregon-based in our Corvallis and Portland offices, with additional technical resources throughout the Pacific Northwest and northern California. We have proudly served numerous Northwest communities and clients, including the City of McMinnville, McMinnville Water and Light, and numerous others in water, infrastructure, planning, and design projects, while delivering on schedule and under budget. Our collaborative experience will enable us to partner with you to the precise degree you desire to facilitate regular and efficient interface with the diversity of City stakeholders who will contribute to this Project’s success.

3.2 AVAILABILITY AND RESPONSIVENESS

Mike and Spencer, as well as the rest of the team, are available to deliver this project. Our team’s efforts will focus on helping the City reach the right conclusion during this Phase I and moving seamlessly into Phase II. Over the life of the Project staff engagement will fluctuate, with some periods of 100% engagement and other periods less. As in the past, we remain committed to the City of McMinnville for the duration of the work and promise to meet the City’s scheduled milestones and completion dates. As a consulting firm, Jacobs is well-versed in balancing project schedules and focusing on our clients’ needs in a timely manner. The proof of our commitment to the City of McMinnville is our performance on previous projects, providing prompt, attentive, and collaborative services to your City’s needs. Our Project Manager, **Mike McCann**, prefers to take issues as they come up and is comfortable talking with his clients whenever the need arises. Our local project team will continue to work closely with City staff and our Design Center in Corvallis in continuing to deliver unmatched quality of service.

3.3 PROPOSED TEAM’S BENEFIT TO THE PROJECT

Our proposed team has extensive experience supporting design, permitting and construction of complex water system infrastructure projects, including campus designs, communication centers, and community spaces throughout Oregon. Permitting teams are fully integrated with our design team to drive efficiency and improve communication, resulting in streamlined permit issuance and avoidance of costly redesign.

MIKE MCCANN, PE
Project Manager



Availability: 50% | **Time Commitment:** 30% | **Length at Jacobs:** 1 year | **Office:** Corvallis, OR

- ✓ **Responsibilities:** Coordination with McMinnville to set and maintain project goals, facilitate workshops
- ✓ **Why on team:** 36 years of relevant project experience, including 19 years as a client/owner for a municipal government.
- ✓ **Prior McMinnville Projects:** None.
- ✓ **Prior Similar Projects:** EWEB Roosevelt Operations Center planning, construction, and remodel. Manager of EWEB’s Electric Operations Division, Fleet Services, and Electric Dispatch Center. Planning Chief for emergency operations.
- ✓ **Current Assignments:** PM for City of Newport Big Creek Dam #2 repair project; Assistant PM for EWEB’s Carmen-Smith Hydroelectric Project facility upgrades.

SPENCER ADAMS, PE
Assistant Project Manager



Availability: 25% | **Time Commitment:** 25% | **Length at Jacobs:** 1 year | **Office:** Corvallis, OR

- ✓ **Responsibilities:** Coordination with Jacobs team to produce deliverables, facilitate workshops
- ✓ **Why on team:** Unique experience as Owner’s Project Manager, Engineer, Operator, and Consultant
- ✓ **Prior McMinnville Projects:** None
- ✓ **Prior Similar Projects:** McMinnville Water & Light Zone 2 Distribution Study; The Water Tower Innovation Hub
- ✓ **Current Assignments:** Assistant PM - MWMC Administration and Operations Building Upgrades Project; Design Manager - Portland Water Bureau Bull Run Filtration Pipelines Project; Engineering PM - Maintenance and Rehabilitation Projects at Seattle Public Utilities Cedar Water Treatment Facility

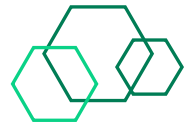
JOSH KOCH, PE
QA/QC Manager and
Client Services Manager



Availability: 25% | **Time Commitment:** 10% | **Length at Jacobs:** 16 years | **Office:** Corvallis, OR

- ✓ **Responsibilities:** Provide overall quality assurance and coordination of quality control team exceeding expectations
- ✓ **Why on team:** Longevity of experience working with McMinnville and knowledge of processes and systems
- ✓ **Prior McMinnville Projects:** PM, McMinnville WRF Tertiary Treatment and Disinfection Project; PM, McMinnville WRF Secondary Expansion Project; Resident Engineer, McMinnville WRF Oxidation Ditch Improvements
- ✓ **Prior Similar Projects:** Design Manager, Sunnyvale Secondary Treatment and Dewatering (including Maintenance Building); PM, Durham 5B2 Hydraulic Improvements, Clean Water Services, Durham, OR; Quality Manager, Tri-City WRRF Solids Handling Improvements, Clackamas County Water; Environment Services (WES); Current Assignments: PM – McMinnville WRF Solids Treatment Capacity Improvements; Design Manager – Durham WRRF UFAT Project.

3 | Project Staffing (cont.)



MARK JOHNSON, PE
Principal-in-Charge (PIC)



Availability: 15% | **Time Commitment:** 5% | **Length at Jacobs:** 36 years | **Office:** Portland, OR

- ✓ **Responsibilities:** As PIC, will hold the Jacobs team accountable on quality, schedule, and budget goals
- ✓ **Why on team:** Delivered projects for the City for almost three decades and regional management role with Jacobs ensures the City's project has Jacobs' attention.
- ✓ **Prior McMinnville Projects:** PIC – WRF Secondary Expansion, Tertiary Treatment and Disinfection Project, Solids Treatment Capacity Improvements; PM– Collection System Modeling
- ✓ **Current Assignments:** MWMC Administration Building & Communications Center, Eugene, OR

GEOFF KIRSTEN, RA,
NCARB, LEED AP, AIA
Lead Architect



Availability: 60% | **Time Commitment:** 40% | **Length at Jacobs:** 25 years | **Office:** Portland, OR

- ✓ **Responsibilities:** Senior Project Architect and Technologist
- ✓ **Why on team:** 25 years of project experience designing buildings with Operations, Administration, Laboratory and Maintenance functions with clients throughout the western US and beyond.
- ✓ **Prior McMinnville Projects:** 2014 Expansion Project, 2018 UV Project
- ✓ **Prior Similar Projects:** 3 Kings WTP, Coos Bay WWTP, STMWRF, Sunnyvale WWTP, Leonard WTP, Enterprise Operations and Maintenance Facility
- ✓ **Current Assignments:** Leonard WTP Phase 2, National Park Service Projects for Yellowstone, Yosemite and Grand Canyon, Coachella Valley Water District WRP7 Control Building

JENNIFER KOCH, PE,
LEED AP BD+C, CESCL
Site Civil Lead



Availability: 40% | **Time Commitment:** 15% | **Length at Jacobs:** 17 years | **Office:** Corvallis, OR

- ✓ **Responsibilities:** Focusing on leading site civil and yard piping designs for all aspects of the project
- ✓ **Why on team:** Skilled in demolition, implementation of stormwater management design and practices, stormwater hydraulics, wastewater conveyance, erosion control, permitting, site grading, underground utility and yard piping design, sanitary sewer and conveyance pipeline design, and pavement design. She is experienced with conventional, design-build (DB), construction manager at risk (CMAR), CM/GC and design-build-operate (DBO) delivery methods
- ✓ **Prior McMinnville Projects:** None
- ✓ **Prior Similar Projects:** Demolition of Flamingo Water Resource Center, CCWRD; Wilsonville Wastewater Improvements Design-Build-Operate; Northern Treatment Plant, Metro Reclamation District
- ✓ **Current Assignments:** Clark County Water Reclamation District, Beaver Creek Water Supply Project, Silverton WTP Replacement Project

JOHN SIMONDS, PE
WWTP Demolition Lead



Availability: 25% | **Time Commitment:** 10% | **Length at Jacobs:** 30 years | **Office:** Corvallis, OR

- ✓ **Responsibilities:** WWTP demolition; responsibilities will primarily be with the planning and coordination of the old WWTP
- ✓ **Why on team:** Expertise in municipal and industrial water and wastewater design and construction, incorporating the design and selection of piping systems and components, control valve sizing, pump station design, I&C, control system software engineering, hydraulic analysis, and computer-aided engineering application and development.
- ✓ **Prior McMinnville Projects:** Scott Water Treatment Plant Improvements, McMinnville Water & Light
- ✓ **Prior Similar Projects:** Clark County Water Reclamation District, Flamingo Road Demolition of Retired Facilities Project; Facility Lead, Residuals Renovations and Improvements to Building D/2, Upper Occoquan Service Authority
- ✓ **Current Assignments:** Clark County Water Reclamation District, Stanislaus Regional Water Authority, Nampa WWTP Design, North City Water Reclamation Plant (San Diego), Spokane WRF

MIKE FAHA, PLA, LEED AP
Landscape Architect/
Greenworks, P.C.

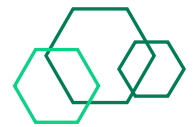


Availability: 20% | **Time Commitment:** 20% | **Length at GreenWorks, P.C.:** 35 years | **Office:** Portland, OR

- ✓ **Responsibilities:** Responsibilities: Site visioning and master planning, landscape architecture and site layout.
- ✓ **Why on team:** Brings substantial relevant experience in sustainable layout design and facility master planning,
- ✓ **Prior McMinnville Projects:** 2014 WRF Expansion Project
- ✓ **Prior Similar Projects:** McMinnville Wastewater Treatment Facilities Improvements (McMinnville, OR)* (with Jacobs), Tryon Creek WWTP Facilities Plan and Screening/Odor Enhancement, City of Portland BES (Lake Oswego, OR)* (With Jacobs), Salem Natural Reclamation, City of Salem (Salem, OR)* (With Jacobs), Lake Oswego–Tigard Water Treatment Plant, Ridgewood View Reservoir and Park, Tualatin Valley Water District (Beaverton, OR)
- ✓ **Current Assignments:** Sherwood Hwy 99 W Pedestrian Bridge, Astoria Riverwalk, Bend Mirror Pond Deschutes River Trail, Pendleton Bus Barn.



3 | Project Staffing (cont.)



3.4 OUR TECHNICAL RESOURCE STAFF ARE READY TO ADD VALUE TO YOUR PROJECT

JOE FOLEY
I&C/SCADA

Availability: 40% | **Time Commitment:** 10% | **Length at Jacobs:** 40+years | **Office:** Corvallis, OR

- ✓ **Why on team:** Expertise in specifying plant networking system design and selection of all field instrumentation, programmable controllers, human-machine interface (HMI) equipment, application software, and associated networking. Specialist in I&C design integration with electrical systems and process mechanical systems. Experience includes lead control systems engineer on a variety of wastewater and industrial projects.
- ✓ **Prior Similar Projects:** : Recent construction phase work includes serving as Control System Integration Manager for Metro Wastewater Reclamation District's Northern Treatment Plant in Denver, CO and the City of Spokane's Riverside Park Water Reclamation Facility in WA
- ✓ **Current Assignments:** MWMC Administration Building & Communications Center, Eugene, OR

SHANNON BARTOW
Environmental

Availability: 50% | **Time Commitment:** 10% | **Length at Jacobs:** 9 years | **Office:** Corvallis, OR

- ✓ **Why on team:** Supports all phases of remedial investigations, feasibility studies, and remedial actions. Shannon has been the task manager or primary author of work plans, quality assurance project plans, sample and analysis plans, and other associated reports. She has extensive field experience at project sites across the United States to support sampling of environmental media (air/groundwater/soil)
- ✓ **Prior Similar Projects:** Columbia Boulevard Wastewater Treatment Plant, City of Portland; Navy CLEAN, Department of the Navy
- ✓ **Current Assignments:** Columbia Boulevard Wastewater Treatment Plant, City of Portland; Navy CLEAN, Department of the Navy, a number of smaller projects.

GREG WINTEROWD
Planning/Permitting

Availability: 30% | **Time Commitment:** 10% | **Industry Experience:** 24 years | **Office:** Portland, OR

- ✓ **Why on team:** Extensive experience working with municipal and regional plans and development codes, in cities and counties throughout the Metro region, the Pacific Coast, the Willamette Valley, and Central, Southern and Eastern Oregon. Projects have ranged from residential subdivisions and master planning, to siting and developing public facilities, to comprehensive plan and urban growth boundary amendments
- ✓ **Prior Similar Projects:** Public Facilities Land Use and Environmental Permits, Various Cities and Agencies, OR: Cities of McMinnville, Portland, Gresham, Yamhill, Sandy, Springfield, Ontario, Troutdale, Tigard, Gresham, Portland, and numerous educational facilities and special service districts.
- ✓ **Current Assignments:** Currently working on Portland Water Bureau Filtration Facility conditional use application, a Columbia County analysis of conflicts between riparian corridor and wetland protection programs and industrial development, and an industrial development application in Portland. These projects will be near completion by March 1, 2022. Other projects include a few small land use applications on the in the Portland Metro area and Oregon coast, and completing a SB 16 (rural housing) implementation project in Malheur County. Winterbrook may be completing required economic analyses for implementation of McMinnville's draft natural features management program.

STEVE NEIL
Constructability

Availability: 30% | **Time Commitment:** 5% | **Industry Experience:** 19 years | **Office:** Denver, CO

- ✓ **Why on team:** Relevant experience includes project management, membrane installation, project supervision, field layout, quality control, cost control, estimating, CPM scheduling, change order coordination, contract negotiations, submittals, and shop drawing review.
- ✓ **Prior Similar Projects:** The Marcy Gulch WWTP Expansion – Phase II Improvements \$72.7M bid-build project. MWRD PAR 1225 South Headworks and Grease Processing Improvements Project
- ✓ **Current Assignments:** McCarrons Water Treatment Plan

FORREST GIST, PE, CPP
Security

Availability: 25% | **Time Commitment:** 10% | **Length at Jacobs:** 30 years | **Office:** Corvallis, OR

- ✓ **Why on team:** Security expertise gained through design and construction management of over 250 security projects on a wide variety of critical infrastructure sectors including water/wastewater facilities, administration buildings, communication centers, and public works campuses. He has deep subject knowledge in video surveillance technology, particularly in planning large enterprise video management systems and within the areas of video analytics, video storage and bandwidth. He is a registered Professional Electrical Engineer and Certified Protection Professional through the American Society of Industrial Security.
- ✓ **Prior Similar Projects:** : Security Improvement Planning, Central Contra Costa Sanitation District, Martinez, California – Multiple Projects; Helix Water District, La Mesa, California; San Diego County Water Authority, San Diego, California
- ✓ **Current Assignments:** MWMC Administration Building & Communications Center, Eugene, OR

3 | Project Staffing (cont.)



TODD COTTEN, PE **Availability:** 35% | **Time Commitment:** 5% | **Length at Jacobs:** 26 years | **Office:** Portland, OR
Geotechnical

- ✓ **Why on team:** 26 years' experience in design and construction management, resident engineering, and geotechnical engineering for WWTPs, including design of foundations and seismic mitigation systems. Extensive experience with local geotechnical conditions, seismic standards, and proven mitigation. Understands unique challenges associated with potential liquefiable soils present at the WRF
- ✓ **Prior Similar Projects:** Yakima River Floodplain Reconnection Project (Schake Property); U.S. Bureau of Reclamation, Pacific Northwest Region; Ellensburg, WA; Aurora Reservoir Water Treatment Facility Lagoons; Aurora, CO
- ✓ **Current Assignments:** Willamette Water Supply Program PLM 5.0 Pipeline Project, Columbia Blvd.; Wastewater Treatment Plant STEP, Clark Regional Wastewater Salmon Creek Outfall Project

PATRICK RAUSCH, PE **Availability:** 25% | **Time Commitment:** 10% | **Length at Jacobs:** 35 years | **Office:** Corvallis, OR
HVAC/Building
Mechanical/Fire protection

- ✓ **Why on team:** Skilled in design management, systems analysis, and technical design of fire protection and other building mechanical discipline for wastewater treatment processes and support facilities. Experienced with water resource-related projects varying from small task agreements to multi-year detailed designs.
- ✓ **Prior Similar Projects:** CBWTP STEP, City of Portland BES, OR; Secondary Treatment and Dewatering Project, City of Sunnyvale, CA; Southeast Plant Biosolids Digester Facilities Project (BDFP), San Francisco Public Utilities Commission (SFPUC), San Francisco, CA
- ✓ **Current Assignments:** Columbia Boulevard WWTP STEP, City of Portland BES, OR; Fire Protection Design/Engineer of Record.

ALEX FIRTH, SE, LEED AP **Availability:** 20% | **Time Commitment:** 5% | **Length at Jacobs:** 32 years | **Office:** Corvallis, OR
Structural

- ✓ **Why on team:** Alex is a senior structural engineer specialized in physical security engineering services, such as seismic retrofits/upgrades and structural inspections that meet U.S. Government criteria. He has years of experience applying his engineering skills in complex diplomatic and federal facilities with high physical and technical security features.
- ✓ **Prior Similar Projects:** P193 WTP Design, MCAS Cherry Point, NC; NAVFAC Mid-Atlantic; Progressive Collapse/Blast Resistant Design. Size: 6 MGD facility. Cost: \$2.8M (prof. services); Yongsan Relocation Plan, The Land Partnership Plan, U.S. Forces Korea Relocation Program, ROK
- ✓ **Current Assignments:** McMinnville Solids Treatment Capacity Improvements, South Truckee Meadows Phase 4 Design, Leonard Texas Phase 2 Design, Multiple small projects

RYAN HARBERT, PE, LEED AP **Availability:** 20% | **Time Commitment:** 20% | **Length at Jacobs:** 20 years | **Office:** Corvallis, OR
Electrical

- ✓ **Why on team:** 18+ years of wastewater electrical design experience, including work performed previously at the WRF. Familiarity with the electrical systems and plant staff will enhance the efficient delivery of electrical design to this project.
- ✓ **Prior Similar Projects:** 3Kings WTP, Park City Utah, Park City Municipal Corporation, Park City, UT; Columbia Blvd, City of Portland Environmental Services, Portland, OR
- ✓ **Current Assignments:** Columbia Blvd., City of Portland BES; Quality Control reviews for projects at EWEB, Clean Water Services, Medford Water Commission

STUART WAGNER **Availability:** 60% | **Time Commitment:** 10% | **Length at Jacobs:** 7 years | **Office:** Corvallis, OR
Visualization

- ✓ **Why on team:** Expertise with 2D, 3D and BIM Modelling technologies creating photorealistic renderings
- ✓ **Prior Similar Projects:** 3Kings WTP, Park City Utah, Park City Municipal Corporation, Park City, UT; Columbia Blvd, City of Portland Environmental Services, Portland, OR
- ✓ **Current Assignments:** Southern Nevada Water Authority, City of Henderson. Nampa, ID WWTP, Columbia Blvd, South Truckee Meadows Water Reclamation Facility, EWEB Carmen-Smith

4 | Project Management



Our project management team is not only experienced but also is unique by bringing an Owner's perspective. **Our experience with McMinnville demonstrates that we deliver on time and within budget.** Our design processes drive visualization and collaboration. We will move this Project forward, delivering the solutions you need, on schedule and on budget. While avoiding surprises is our goal, successful project management is defined by the way we work together through challenges.

4.1 MANAGEMENT TO ENSURE SCHEDULE AND BUDGET

Put simply, project management consists of planning and executing. Both require experience and the ability to communicate clearly with the City and team members. Jacobs has a disciplined project management system that we use on all projects. This system establishes our standards, procedures, and protocols and is focused on building predictability and certainty into our project delivery, with the goal of supporting the success of our project teams with consistent use of our best practices. Our project execution plan includes the scope of work, team member responsibilities, budget broken down by individuals' milestones, and schedule. This document will be issued before work begins and serve as a road map for the Project. Our experience with the City points to this simple fact: **We stay on schedule and we deliver on budget.** We do this through our tools (planning) and our engagement (execution).

Mike McCann has many years' experience managing schedules and budgets for a municipal utility, EWEB. This included capital programs, individual projects, and operational unit budgets. Planning, monitoring, and communication are the three principals that Mike uses to guide his project management style.

4.2 OUR PROJECT MANAGEMENT TECHNIQUES WORK

Our Project Manager **Mike McCann** manages his projects by continually monitoring progress and communicating frequently with his clients. Our team will meet project milestones by planning the work realistically, engaging the City for key input and decisions at the right time, managing our QA program to avoid re-work, and delivering on our commitments. When project changes occur, we will identify the potential change, provide alternatives and recommendations for City consideration, gain City endorsement of the required approach, and implement that change — all with an eye on the project schedule and total project cost. Mike will track the project budget on a weekly basis through Jacobs' system and produce updates for the City either monthly or more frequently if preferred.

Similar to other projects Mike has managed, he will schedule regular meetings with Josh Adelman to provide status updates on all ongoing tasks. Mike will issue brief meeting notes from these calls documenting action items. Where work involves communication with third parties or other City staff, Mike or the assigned task lead will summarize communication in an email or memorandum and submit it to the City for project documentation. We will clearly identify project communication protocols at the kickoff meeting and follow these protocols to ensure effective communication.

4.3 OUR QUALITY MANAGEMENT PLAN WILL ENSURE SUCCESS

Delivering quality work through all phases of a project is the cornerstone of our success. We will implement our standard practices for QA/QC, completing required internal reviews of all work products prior to client delivery. **Josh Koch** will serve as QA/QC Lead and develop a Quality Management Plan that dictates QA/QC practices for the Project and the team's roles and responsibilities for this Project. Josh has worked with the City of McMinnville for over 10 years, and his familiarity with McMinnville's expectations fulfills a crucial role in the QA/QC process: ensuring that the knowledge transfer of both historical information and current context are represented in the solutions that Jacobs presents to the City.

4.4 SUBCONSULTANT COORDINATION

Because we can deliver this Project almost entirely in-house, the effort of managing sub-consultants is minimal. **Our two sub-consultants, Winterbrook Planning and GreenWorks P.C.,** have worked successfully with Jacobs on other projects including the WRF Secondary Expansion Project for the City of McMinnville. In his role as Project Manager, Mike will communicate weekly with sub-consultants to ensure their full integration as part of the Jacobs team.

4.5 FACILITATING STAKEHOLDER INPUT AND APPROVAL

Around the clock, the City's Public Works staff carryout crucial tasks to meet the needs of the people of McMinnville. Their offices, storage spaces, laboratories, and operations centers must comfortably and practically support their ability to deliver these services, and the most important aspect of this Project is to reflect the needs of these personnel. We will carefully document the input of the stakeholders and work with the City to refine and incorporate those needs into the project alternatives analysis. While we would be glad to see every single stakeholder need met, we know the practical limitations of funding and will work with the City to maximize the utility of each of the planned spaces.

4 | Project Management (cont.)



4.6 REGULATORY INPUT AND PERMITTING

There are several potential regulatory issues and permits associated with any work that would be conducted during Phase II and these issues will be identified and planned for during Phase I. None of them appear to be significant or onerous at this point. Many of the issues are associated with the former WWTP site, where the age of the facility will require some level of historic property review and an environmental assessment for lead and asbestos. These issues fall under the purview of the State Historic Properties Office and the Department of Environmental Quality (DEQ). This site also contains potential wetlands and abuts the 100 year floodplain for the South Yamhill River. The Department of State Lands and US Army Corps of Engineers have jurisdiction over wetlands and floodplains. The Public Works facility previously had an underground storage tank for onsite fueling and is located on areas of fill and former sludge drying beds. DEQ will have records for the UST decommissioning. The WRF is on city-owned property but outside of the city limits. Expansion beyond the current facility footprint will require approval from Yamhill County. The Jacobs team has substantial relevant experience with all of the potential regulatory issues identified.

4.7 APPROACH TO ADDRESSING ERRORS AND/OR OMISSIONS

Jacobs understands that the future of this Project depends on the development of reliable, accurate cost estimates for proposed alternatives and an understanding of the current volatile market conditions. Our in-house construction cost estimators are keenly aware of the current volatility of global supply chains and escalations in construction bids. As a starting point, Jacobs will utilize Engineering New-Record Construction Cost Indexes, RS Means Data, and AACE Class 5 estimating requirements as the basis for our estimates. Where possible, we will talk with actual vendors and contractors for specific project components to incorporate up-to-date pricing based on the McMinnville market. Lastly, we apply a Market Adjustment Factor to account for local market volatility, plus additional Design Contingency to account for further development in the design. **Tom Jones** has been successful with this approach, as evidenced by his accuracy on several recent McMinnville projects. With the perspective of recent owner level experience, Mike and Spencer understand that the current market conditions are less than ideal for any owner trying to plan for their future. We cannot know with certainty what the construction market conditions will be in the future, but we can help you to plan for the uncertainty, and there is no better organization of architects, engineers, and construction professionals to do it.

4.8 EFFECTIVE PROJECT DELIVERY AND CONSTRUCTION CONTRACT ADMINISTRATION

Phase I of the Project will not involve construction, but Jacobs will nevertheless bring a construction mindset to the evaluation of alternatives and the recommendation of project delivery pathways. **Spencer Adams** is a Certified Construction Contracts Administrator and a Designated Design-Build Professional, and he will work closely with our in-house construction professionals to evaluate the advantages of traditional or collaborative delivery methods so that we can advise the City on options and recommendations for project delivery mechanisms.

We recognize that completing the Design Phase is just the start of a successful project. We will engage **Steve Neil**, our project Constructability Lead, during alternatives development for constructability reviews. Once design and construction begins during Phase II, our team is committed to seeing their designs through construction and startup.

4.9 FOSTER SUCCESSFUL RELATIONSHIPS

Experienced owners, project managers, construction managers, and contractors understand that challenging situations are inevitable, and while minimizing these situations should be a goal, the way the team works together to overcome challenges is the true test of a successful team. Engaging McMinnville stakeholders at every level will be critical to create the framework of this alternatives analysis and to ensure that both management and other stakeholders agree that the Project is moving in the right direction and have opportunities to make course corrections if needed.

5 | Project Schedule



5.1 PLANNED APPROACH TO MANAGING THE SCHEDULE

Our Project Manager will maintain close control over the project schedule, with multiple internal milestones tracked for each deliverable to the City. The critical path for this Project is the engagement of City stakeholders in multiple workshops where we will collaborate on the discovery, analysis, creation, and solutions for a preferred alternative. While engaged in focused workshops on one topic, our broader team will be concurrently evaluating and developing material for other components of the Project. Our proposed schedule aims to maximize the engagement of the City's stakeholders by distributing workshops across the span of the Project with adequate intervals for City feedback between each workshop. This allows our team to correct course as needed and continue in a forward direction, while still minimizing the duration of Phase I. Shortening the schedule by running concurrent tasks helps both the Jacobs and City teams to keep focus and work toward the final preferred approach.

ATTACHMENT - RESUMES





Michael James McCann, PE

PROJECT MANAGER

Education/Qualifications

M.S., Environmental Engineering,
Clarkson University, New York

B.S., Chemical Engineering,
University of Notre Dame, Indiana

Certifications/Training

- ✓ Registered Professional
Chemical Engineer (Oregon)

Years of Experience

36 years

Michael (Mike) McCann is a seasoned project manager with 36 years progressive, relevant experience at public and private organizations. He has managed large and diverse project teams over multiple disciplines with project values of up to \$165M. Mike joined Jacobs in 2021 after concluding a nearly 19-year career with the Eugene Water & Electric Board (EWEB), where he served in several key positions. He served as EWEB's Electric Generation Manager responsible for operations, engineering, and regulatory compliance for six years before joining Jacobs. Responsibilities prior to that included managing EWEB electric operations and the utility's Fleet Services Department and serving as the utility's acting Chief Energy Officer. Mike also served as the Planning Chief for EWEB's Emergency Response Team for four years, directing the outage response team through two of the largest outage events in utility history.

Prior to joining the utility's management structure, Mike was a project manager for Environmental Services and Electric Generation, managing regulatory and capital improvement projects for public works, facilities, maintenance operations, and office space. Prior to EWEB, Mike spent 17 years in the environmental clean-up arena working on and ultimately managing contaminated soil and water projects for private and public entities around the world. This included work in Corvallis, Oregon, for Jacobs (formerly CH2M HILL). Mike managed Superfund site clean-up projects, state-directed projects and clean-up projects for private clients. He also helped secure regulatory permitting and approval for industrial clients across the U.S. Mike's diverse expertise positions him to successfully deliver this important WRF project for the City of McMinnville.

Relevant Project Experience

Carmen-Smith Hydroelectric Project Engineering Design Criteria Report, Eugene Water and Electric Board (EWEB), Eugene, OR: *Design Manager*. Design Manager for this task order; Assistant Project Manager for the overall project. Led the design team through conceptual design and the production of an engineering design criteria report (EDCR) for client review and comment on a projected \$10M project to add spillway capacity and an instream flow release system at an existing hydroelectric dam. The EDCR was used to establish design criteria for the client and Jacobs team prior to initiating preliminary (30%) design. Jacobs is the prime engineering contractor on this project with an estimated total construction cost exceeding \$100M. Mike brought vision, leadership, management, and team coordination to this project, as well as project knowledge and regulatory experience from similar projects.

Big Creek Dam #2, City of Newport, Newport, OR: *Project Manager*. Project Manager for the evaluation, design and completion of emergency repairs to the City of Newport's Big Creek Dam #2 spillway. Jacobs investigated the spillway condition, developed a repair strategy, secured regulatory approval, and assisted the City with contracting for the repair. Jacobs provided contractor oversight and documented the repairs for the City. Jacobs continues to monitor the repairs in anticipation of completing full repairs of the spillway in 2022. Developed and implemented a repair strategy with a condensed/short schedule. Secured regulatory approval to allow the City to continue to use the reservoir. Delivered the emergency repairs on schedule and under budget.

Energy Division, EWEB, Eugene, OR: *Electric Generation Manager*. Managed the department responsible for EWEB-owned electric generating resources, including owner-operated and contract-operated facilities (hydroelectric, wind, co-generation). Served as a member of the utility's management team and risk management committee. Managed generation engineering, generation operations, environmental services, FERC license compliance and EWEB's dam safety program. Responsibilities included staff management, budget development, management and reporting, contract negotiations, cost and performance benchmarking and public presentations. Oversaw hydroelectric license implementation and compliance. Mike's added value included executive office and public board experience, and legislative experience.

Representative Projects: Negotiated O&M agreements with owners/operators. Negotiated sales agreements for generating assets. Voting member on EWEB's Risk Management Committee. Presentations to Council, Congressional Representatives and bond-rating agencies. Led EWEB's efforts to develop a green hydrogen production facility in Eugene. Managed electric generation's emergency response to the Holiday Farm Fire. Planning chief for 2019 snowstorm outage restoration and subsequent FEMA reimbursement process.



Electric Division, EWEB, Eugene, OR:* *Electric Operations Manager.*

Managed all electric utility operational workgroups and technical shops including dispatch, power trading, generation, transmission and distribution line crews, substation, meter, relay and communication functions. Led space planning efforts for electric operations and associated shops as part of a facility resizing and remodel. Planning Chief for large-scale electric outage restoration efforts. Provided staff management, budget development, management and reporting, space planning and analysis, contract negotiations, and public presentations. **Representative Projects:** Completed electric division staffing analysis for utility-wide reorganization effort. Planning chief for 2016 ice storm outage restoration and subsequent FEMA reimbursement process.

Electric Division, EWEB, Eugene, OR:* *Electric Generation and Fleet Services Manager.*

Managed operations of utility's electric generation assets (hydroelectric, wind, co-generation). Oversaw operations and regulatory staff. Managed the utility fleet services department, overseeing fleet administrative and supervisory staff and mechanics. Provided staff management, budget development, management and reporting, and contract negotiations. **Representative Projects:** Supervised implementation of alternative fuels program for the utility. Outsourced fleet parts department responsibilities. Served as a member of management's contract negotiation team.

Electric Division, EWEB, Eugene, OR:* *Licensing Implementation Project Manager.*

Owner's project manager for the procurement and implementation of the federal operating license for EWEB's Carmen-Smith hydroelectric facility. Managed budget, schedule and staff development for the project. Built a multidisciplinary project team of staff and consultants. Led engineering design contractor solicitation and selection. Led alternative project delivery (CM/GC) process and contractor selection. Authored, negotiated, and secured the Clean Water Act 401 Certification for the project. Represented EWEB in multi-year license negotiations with FERC and associated regulatory agencies. Managed engineering and environmental contracts exceeding \$15M.

Owner's project manager for the design of a \$45M fish screen and bypass structure and a \$15M fish ladder for the Carmen-Smith facility. Owner's representative to the project's value engineering efforts. Numerous presentations to the public, agencies and utility groups. Funding presentations to City Council and bond-rating agencies.

Corporate Services Division, EWEB, Eugene, OR:* *Environmental Specialist. Carmen-Smith Project Team-*

Managed multiple study teams of environmental contractors. Authored terrestrial, social science and water quality management plans. Perfected and secured project water rights. Negotiated settlement agreement terms and license conditions with regulatory agencies and environmental organizations. Secured project NPDES discharge permit from Oregon DEQ. Environmental lead for design and construction of EWEB's **Roosevelt Operations Facility.** Assisted management and design team with brownfield redevelopment issues and contaminated soils remediation. Worked with state and federal wetlands permitting agencies for mapping, planning, and mitigating impacts from the development. Worked with the design team on facility design to meet environmental regulatory requirements.

Western Region Cleanup Program, Oregon Department of

Environmental Quality (DEQ), Eugene, OR:* *Senior Engineer and Project Manager* Managed project teams of staff and environmental contractors doing environmental cleanup work at hazardous waste sites across western Oregon. Represented DEQ on regional mine site and contaminated sediment task forces. Managed south coast shipyard initiative team. Member of the DEQ New Carissa response team. Negotiated cleanup terms for site remediation with responsible parties. Facilitated public presentations and comment collection on proposed cleanup alternatives. Served as DEQ's project manager for remediation of the Salem Riverfront and Opal Creek Amalgamated Mine Site, among many others.

* Projects with previous employers





Spencer Adams, PE, CCCA, DBIA

ASSISTANT PROJECT MANAGER

Spencer Adams is a skilled project manager, providing strategic and tactical leadership for municipal water projects. He recently joined Jacobs, coming from a large public water utility where he managed major projects with aspects similar to the City of McMinnville's WRF project. His previous role as an engineer and capital projects manager brings an operations-focused perspective to every project and an engrained aspiration for quality. With over 10 years in the industry, Spencer's experience managing multi-disciplinary teams in the execution of utility, infrastructure, and facility projects makes him an invaluable contributor in scope definition, constructability reviews, and design conflict resolution.

Education/Qualifications

B.S., Civil Engineering, Georgia Institute of Technology

Certifications/Training

- ✓ Professional Engineer (Oregon, Georgia, Texas)
- ✓ Water Treatment Operator, Class III (Georgia)
- ✓ Designated Design-Build Professional (DBIA)
- ✓ Certified Construction Contracts Administrator (CSI)

Years of Experience

10

Relevant Project Experience

The Water Tower Global Innovation Hub Phase 1, Gwinnett County Department of Water Resources, Buford, GA: *Owner's Project Manager*. \$33M program to deliver the greenfield campus development and headquarters building construction for Gwinnett County. The County initiative supports applied research, technology innovation, workforce development, and community engagement. Phase 1 includes 55,000 SF of office space, training classrooms, operations demonstration center, and laboratory space, with associated campus planned for future expansion. Pilot-research-trailer connections at the campus allow connections to real wastewater flows from the adjacent F. Wayne Hill Water Resources Center for live scientific research and testing. As DWR's project manager, responsible for contract administration of multiple prime design contracts and the CM at-risk construction contract.

Field Training Center, Gwinnett County Department of Water Resources, Buford, GA: *Owner's Project Manager*. \$2.5M greenfield development of an outdoor training facility for Gwinnett County DWR and The Water Tower at Gwinnett, including a commercial driver's license (CDL) driving range, heavy equipment training yard, and training pavilion. As DWR's project manager, responsible for contract administration of design contracts and the CM at-risk construction contract.

Headquarters Expansion, Clay Electric Cooperative, Keystone Heights, FL: *Project Manager*. Expansion of the primary office campus of a major north Florida electric cooperative including five buildings and site infrastructure. Project included the civil grading, drainage, and water and wastewater utility design, with a new onsite wastewater lift station. A 1,300-foot 12-inch water main loop extension across the site required a 140-foot jack-and-bore beneath a state highway.

Depot Park, Gainesville Community Redevelopment Agency, Gainesville, FL: *Project Manager*. Prime design consultant for the final infrastructure and amenities build-out of a 32-acre city park in Gainesville, Florida, using a CM at-risk procurement. The park site was a historical brownfield and past remediation efforts were disturbed prior to construction. Responsible for design and construction administration for the park infrastructure, playground, trails, and access facilities.

Bull Run Filtration Pipeline Project, Portland Water Bureau, Portland, OR: *Design Manager*. Responsible for management of design team for this CM/GC contract including multiple sub-consultants in the delivery of design for 40,000 linear feet of new 72-, 66-, and 60-inch steel pipeline to deliver raw water to a new filtration plant and convey finished water to the City of Portland and other customers, including construction by open-cut, trenchless methods, and tunnelling, and including an intertie flow control facility downstream of the City's new filtration plant.

Zone 2 Distribution Study, McMinnville Water & Light, McMinnville, OR: *Project Engineer*. Evaluation of alternatives to develop a new drinking water system pressure zone on the west side of the City of McMinnville at an elevation higher than the existing water system. Responsible for authoring the alternatives analysis report, coordinating conceptual pump and equipment selections, and coordinating the cost estimating.

Lanier Filter Plant Water System Improvements, Gwinnett County Department of Water Resources, Buford, GA: *Owner's Project Manager*. 4,000 LF of 8-inch water main to loop the existing plant water system at Gwinnett County's flagship drinking water plant to eliminate single points of failure and add redundancy. Responsible for design consultant management and construction management of a contractor under Annual Contract with DWR to perform water main construction. Active role included field engineering and field inspection during construction.



Campus Water and Sewer Construction, Private Client, Cobb County, GA: *Resident Engineer*. Provided construction observation on behalf of the owner for the construction of water and sewer improvements on a campus of existing industrial buildings, including a new wastewater pump station and 3,200 LF of sewer force main. Responsible for daily and monthly reports, coordination between the contractor, owner, and adjacent property owners for utility connection and disconnection.

Fulton-Cobb Wastewater Diversion RFP, Fulton County, Sandy Springs, Georgia: *Project Engineer*. Developed RFP for Design/Build execution of a pump station and force main project to divert 10 MGD of wastewater to an adjacent county for treatment during the long-term upgrade of the owner's water reclamation facility. Responsible for development of route options for six-mile-long wastewater force main and preliminary design of a packaged booster-style pump station to take wastewater from an existing force main. Authored a technical memorandum detailing the route options and final route recommendation and prepared design criteria and supporting documents for RFP package.

Central Regional Wastewater System (CRWS) Potable Water Improvements, Trinity River Authority of Texas, Grand Prairie, TX: *Project Engineer*. Redesign of potable water system at a CRWS wastewater treatment plant to replace aging and oversized system and mitigate stale water issues. Project included upsizing of the potable water service beneath a United States Army Corps of Engineers (USACE) levee system to serve the plant.

Gwinnett County DWR Standard Contracting Documents Update, Gwinnett County DWR, Lawrenceville, Georgia: *Owner's Project Manager*. Leading the in-house effort to upgrade DWR's standard front-end procurement and contract documents for traditional competitive bid construction projects to the latest Engineers Joint Contract Documents Committee (EJCDC) Construction Series contracts, including upgrading Division 01 General Requirements specifications to support new standards for in-house construction management and change management.

Alcovy River Pump Station Improvements, Gwinnett County DWR, Lawrenceville, GA: *Owner's Project Manager*. Major improvement project for a 7.5 MGD regional wastewater pump station to eliminate single points of failure in the electrical system, rehabilitate the wet well structure, and replace aging mechanical equipment. As DWR's project manager, responsible for contract administration of the prime consultant contract and leading DWR stakeholder engagement in the design. Estimated construction cost \$6.3M.

Country Club of Gwinnett Pump Station Improvements, Gwinnett County DWR, Snellville, GA: *Owner's Project Manager*. Improvements project for a subdivision wastewater pump station. Responsible for public engagement during design and construction, contract administration for the design consultant and contractor, and coordination for owner-furnished equipment.

Citico Pump Reliability Improvements, City of Chattanooga, Chattanooga, TN: *Project Engineer, Assistant Project Manager*. Improvements for reliability of the existing Citico Pump Station site to

add a 45 MGD submersible wastewater pump station with redundant wastewater channel grinders, upgraded odor control system, on-site standby generator, and electrical system upgrades to eliminate single points of failure. Project was delivered on an expedited schedule to bring reliability improvements online as soon as possible. Responsible for overall process design and development of process and civil engineering design documents. As assistant project manager, responsible for coordination of all in-house design production.

Citico CSO Treatment Facility Pump Improvements, City of Chattanooga, Chattanooga, Tennessee: *Construction Administrator*. Improvements to an existing combined sewer overflow facility to add pumps in the effluent chamber to maintain overflow capacity during high river water events. Responsible for construction administration including submittal review, RFI review and response, contractor coordination for schedule and pay application approval, and coordination with the client's Program Manager to deliver Operations and Maintenance Manuals, owner training, and start-up activities. During construction, also oversaw the coordination of significant SCADA revisions to the overall facility.

Spillway S65D Renovation, South Florida Water Management District, Okeechobee, FL: *Assistant Project Manager, Discipline Lead*. Renovation of a 55-year-old four-gate spillway control structure on the Kissimmee River in south Florida, including concrete surface refurbishment, gate and hoist replacement, sheet pile wall reconstruction, stilling well construction, and canal scour repair. Lead civil engineer for the project, responsible for site/civil coordination, civil drawing and specification production, coordination of CFD modeling and scour analysis, riprap, and scour repair design. As assistant project manager, coordinated with internal design disciplines as the primary author of the project's overall design reports, and lead for internal design production.

Recycling Center NPDES Permit Review and Stormwater Pollution Prevention Plan (SWPPP), City of Roswell, Roswell, GA: *Project Manager*. Responsible for review of newly released, state-wide NPDES permit for the City facility's compliance with industrial stormwater discharge regulation. Following permit review, responsible for developing a completely revised SWPPP for the facility and conducting training for the facility staff on the SWPPP and associated Best Management Practices (BMPs).

Specialty Equipment Relocation Logistics, Private Client, Cobb County, GA: *Project Manager*. Responsible for the planning and logistics to relocate 50,000 SF of specialty engineering testing laboratories for a private manufacturing client in Georgia. Project includes comprehensive review of existing facilities and equipment inventory, integrated design of necessary utilities in the new laboratory space, and the development of scopes-of-work for multiple equipment manufacturers, specialty moving companies, riggers, and electrical and mechanical contractors. The equipment move was executed as part of the Design-Build delivery of the new laboratory facility.

*Projects with previous employers





Joshua Koch, PE

CLIENT SERVICES MANAGER | QA/QC MANAGER

Education/Qualifications

M.S., Civil and Environmental Engineering, University of Wisconsin

B.S., Civil and Environmental Engineering, University of Wisconsin

Certifications/Training

- ✓ Professional Engineer (Oregon, Washington, Hawaii)

Years of Experience

15

Josh Koch has 15 years of experience in water and wastewater treatment projects worldwide. Within the past several years his focus has shifted almost exclusively to project management and quality management, primarily in Oregon, including multiple projects for the City of McMinnville. Josh has intimate knowledge of the WRF, having worked with the City on all aspects of complex projects for almost 10 years. He brings a focus on delivering projects from start to finish – from preliminary design to construction and startup. His specialized design experience includes hydraulic evaluation, water quality analysis, and physical/chemical treatment options. He has held a variety of field positions, including construction management, client representative, resident engineering, and inspection on drinking water and wastewater treatment projects, and is highly qualified as a Client Services Manager and QA/QC manager for this important project.

Relevant Project Experience

McMinnville WRF Biosolids Expansion Evaluation Project, City of McMinnville, McMinnville, OR: Project Manager. Managed the engineering services for preliminary design phase, which focused on a planning-level evaluation of the solids processing and Class A biosolids handling side of the WRF. Project required closely reviewing the 2009 Master Plan and providing a comprehensive update to the solids treatment portion, including flow/load projections, solids treatment and biosolids alternatives analysis, odor control evaluation, and CIP recommendations. Project required close coordination with Oregon DEQ.

McMinnville WRF Tertiary Treatment and Disinfection Project, City of McMinnville, McMinnville, OR: Project Manager. Managed the engineering services for retrofit of the City's existing UV system and tertiary filters from planning through construction on a \$1.9M project. Project required closely reviewing the WRF Master Plan assumptions, adjusting where necessary, and implementing solutions that provide exceptional value for the City. Project required development of detailed construction sequencing that incorporated complicated constraints based on maintaining existing WRF operations.

McMinnville WRF Multiple Coating Projects, City of McMinnville, McMinnville, OR: Project Manager. Managed the engineering and inspection services for multiple coatings projects at the facility. Projects included coating of existing steel digesters, secondary clarifiers, and tertiary clarifiers.

McMinnville WRF Secondary Expansion Project, City of McMinnville, McMinnville, OR: Project Manager, Assistant Design Manager, and Process Lead. Led facility design of new Orbal oxidation ditch, secondary clarifier, return sludge pump station, and hydraulic modifications to multiple existing facilities on \$10.4M water reclamation facility expansion. Negotiated sole-source equipment package with vendor for \$530,000 of aeration equipment. Coordinated Engineer's construction cost estimate within 1% of average of all Contractor bids. Managed day-to-day design activities, resulting in design project that was on time and under budget. Managed design team during construction.

McMinnville WRF Oxidation Ditch Improvements, City of McMinnville, McMinnville, OR: Construction Manager. Worked with the contractor and the owner to successfully complete the improvements project. Small construction project contained many of the same obstacles as larger projects, including sequencing constraints, changed site conditions, safety concerns, and construction scope changes. Duties included site safety coordinator, daily inspection, management, pay request review, change order review, startup sequencing, and owner coordination.

Scott Water Treatment Plant Upgrade and Expansion, McMinnville Water & Light, McMinnville, OR: Resident Engineer. Worked as resident observer with construction management, resident engineering, inspection, and Site Safety Coordinator duties on a challenging, remote \$30M CM/GC drinking water treatment plant upgrade and expansion. Construction management duties included tracking contractor's schedule, reviewing pay requests and contingency adjustments, presenting construction progress to client, managing Special Inspection subcontractor, and organizing Jacobs' on-site staffing. Project was on schedule and on budget. Minimal contingency usage exceeded expectations and was well-below industry average. Resident engineering duties included reviewing and approving RFI and submittal responses, coordination between contractor and design engineers, and coordinating startup activities. Inspection duties included



soil and rock compaction, concrete, masonry, grout, rebar and anchor, process pipe and hydraulic structure leak testing, and equipment performance testing. Site Safety Coordinator duties included responsibility for all Jacobs (formerly CH2M HILL) staff and subcontractor safety with no reportable incidents.

Secondary Treatment and Dewatering Project, City of Sunnyvale, Sunnyvale, CA: *Design Manager*. Managed the design team for the solids handling portion of the \$200M project, including thickening, dewatering, polymer feed, odor control, digested sludge storage, and sidestream treatment. Project structure required complex coordination with other consultants to deliver several facilities and engineer disciplines as part of a larger program of projects.

Tri-City WRRF Solids Handling Improvements Project, Clackamas County Water Environment Services, Oregon City, OR: *Quality Manager*. Managed the team of senior quality control (QC) review engineers to ensure continuous QC and coordination with engineering leads, documentation of review comments and responses, and facilitation of high-level coordination between disciplines.

Phase 5B2 Primary Treatment and Hydraulics Improvements Project, Clean Water Services, Durham, OR: *Project Manager and Design Manager*. Managed design of new headworks effluent structure, primary influent piping, biofilter, chemical metering pumps, and various site improvements on \$4.9M project. Developed construction sequence to meet complicated existing conditions and constraints. Coordinated Engineer's construction cost estimate within 2.5% of average of all Contractor bids. Design schedule was constrained, but on time and under budget. Managed design team during construction under budget.

Air Emissions Control Equipment Replacement, Hollingsworth & Vose, Corvallis, OR: *Project Manager*. Managed two projects, from inception through startup, which replaced existing wet scrubbing emissions control equipment dry filtration technology to drastically reduce emissions, improve site appearance, and reduce noise. Project was highly visible to the community and encompassed complicated permitting aspects, including the Willamette River Greenway, floodplain, conditional development review, and PIPC scope.

Upgrade and Expansion Projects, Hollingsworth & Vose, Corvallis, OR: *Project Manager and Design Manager*. Managed multiple projects from design through construction for an industrial facility with continuous operations. Worked closely with Owner and designers to ensure continuous operation of existing facilities. Projects included significant electrical, instrumentation, and controls upgrades and seismic retrofit of existing facilities.

Dallas WWTF Recycled Water Project, City of Dallas, Dallas, OR: *Design Manager*. Managed the design team from preliminary design through bid document development for addition of a Class A recycled water system to the existing treatment facility. Unit processes included continuously backwashed sand filters, hypochlorite storage and feed, chlorine contact basin, effluent cooling towers, and replacement of existing UV disinfection equipment. Estimated project cost was \$8M.

North Las Vegas Water Reclamation Facility, City of North Las Vegas, North Las Vegas, NV: *Mechanical Quality Control Inspector*. Provided full-time, independent inspection of mechanical subcontractor on \$300M membrane bioreactor water reclamation facility with CMAR construction delivery. Performed pipe pressure testing, critical path identification, and schedule coordination. Worked with Engineer and Contractor to solve mechanical installation issues involving piping, pumps, valves, and pipe support systems.

Residuals Renovations and Improvements to Building D/2, Upper Occoquan Service Authority, Centreville, VA: *Design Manager*. Managed the design team on complicated replacement of existing digester pipe gallery, addition of centrifuges, and extensive electrical upgrades. CM/CG delivery required significant coordination with contractor during design on this \$18.3M project.

Denver Metro Northern Treatment Plant, Denver Metro Wastewater Reclamation District, Denver, CO: *Tertiary Treatment Design Lead*. Managed team of engineers to complete 50 percent and 70 percent designs of 10 facilities comprising the tertiary treatment portion of a \$250M wastewater treatment plant. Facilities included multiple pump stations, flocculation, inclined plate sedimentation, gravity filters, UV disinfection, and cascade aerator outfall. Performed detailed design for vertical turbine pump station with surge system, super-oxygenated water system, and liquid oxygen system.

Secondary Process Improvements Project, City of Pullman, Pullman, WA: *Process Mechanical Lead*. Designed secondary clarifier mechanism replacement, addition of aeration basins, and retrofit of process piping systems. Coordinated complicated construction sequence activities to meet strict process and discharge limitations. Construction activities include frequent Contractor coordination to plan challenging process connections.

Enterprise Water Resource Center (WRC), Clark County Water Reclamation District, Clark County, NV: *Pre-Procurement Package Engineer – Tertiary Membranes*. Treatment process engineer responsible for writing process-related specifications for Enterprise WRC's tertiary membrane facility. Researched technologies and developed specification sections required for pre-procurement of tertiary wastewater MF/UF system to treat 32 mgd of municipal wastewater secondary effluent.

Inner Doha Resewerage Implementation Strategy Sewage Treatment Works, Ashgal, Doha, Qatar: *Project Engineer*. Led preliminary design for primary effluent balancing facilities and sludge processing facilities for \$1 billion wastewater treatment facility in Doha, Qatar. Facility average flow of 500,000 m³/d resulted in sludge processing facility that included eight 1.0-m thickening centrifuges, four 1.0-m dewatering centrifuges, six storage and pumping systems, four cake storage silos, two truck loadout bays, and a dry polymer batching and feed system.





Mark Johnson, PE

PRINCIPAL-IN-CHARGE

Education/Qualifications

M.S., Civil Engineering
(Infrastructure Planning and
Management/Water Studies),
Stanford University, California

B.S., Civil Engineering, University of
Santa Clara, California

Certifications/Training

- ✓ Professional Engineer (Oregon)

Years of Experience

35 years

Mark Johnson brings extensive experience managing planning work for the City of McMinnville's collection system over the past three decades. As a project manager, collection system engineer, and water resources engineer with 35 years of experience, Mark specializes in the assessment, rehabilitation, design, analysis, and management of sanitary and stormwater collection systems. He has managed numerous master plan sanitary sewer projects, combined sewer plans, and infiltration and inflow (I&I) cost effectiveness analyses. These projects have included the use of GIS tools and dynamic hydrologic and hydraulic models. Mark's work has also included the design, installation, and management of sanitary, combined, and flood and drainage control structures to meet specific capacity and water quality objectives. He has provided master plan level input to Utility Rate and System Development Charge (SDC) development, and production of implementable improvement plans.

Mark's expertise includes leading interdisciplinary teams to develop the decision tools and multiple-objective decision analysis needed to efficiently manage data, compare options, develop alternatives, and implement design projects. Mark also has a regional management team role at Jacobs to oversee the successful delivery of a portfolio of projects to our clients in the Northwest. This combined experience will be applied to his role on the City's WRF project to meet quality, schedule, and budget goals established jointly by Jacobs and City staff. As Principal in Charge, Mark will hold our project team accountable to deliver on our commitments for this important project.

Relevant Project Experience

Multiple Collection System Analysis Projects, City of McMinnville, McMinnville, OR: *Project Manager.*

Extensive experience managing planning work for the City of McMinnville's collection system includes the Sanitary Sewer Facilities Plan and other tasks to assess impacts to collection system capacity due to various proposed developments. The model used for these analyses was developed as part of previous projects including the Sanitary Sewer Conveyance Master Plan Update that identified conveyance improvements and inflow and infiltration (I&I) reduction requirements to manage sanitary sewer overflows. This work was an update to the previous Wet Weather Overflow Management Plan. These projects developed cost effective solutions for flow management and service to growth areas including a combination of infiltration and inflow control, conveyance, and treatment. The Master Plan Update included a sensitivity analysis of design storm duration, frequency, and historical system performance to contribute to the facilities plan recently approved by DEQ and the completion of a CMOM checklist.

Sanitary Sewer Facilities Plan, City of McMinnville, McMinnville, OR: *Collection System Lead.* Developed a plan to manage sanitary sewer overflows as an update to the Wet Weather Overflow Management Plan. Reassessed cost-effective solutions for flow management including a combination of infiltration and inflow control, conveyance, and treatment. The project included a sensitivity analysis of design storm duration, frequency, and historical system performance to contribute to the facilities plan recently approved by DEQ and the completion of a CMOM checklist.

Lafayette Avenue Upgrade, City of McMinnville, McMinnville, OR: *Storm Drainage Design.* Provided storm drainage system analysis and design for this heavily traveled 2-mile urban arterial. The project included public involvement, extensive storm and sanitary sewer improvements, pedestrian amenities, roadway widening, one new and two upgraded existing railroad crossings, realignment and improvements to two intersecting roadways, and two new signalized intersections.

Wet Weather Overflow Management Plan, City of McMinnville, McMinnville, OR: *Task Leader.* Led the production of Wet Weather Flow Management Plan that included elements of peak flow storage, conveyance improvements, and infiltration and inflow reduction. Wet weather flow control alternatives included the evaluation of retrofitting the former plant site for intermittent wet weather flow treatment. Regulatory acceptance, operational requirements and construction feasibility were all considered in the evaluation and selection of the final combination of control technologies.

Sanitary Sewer Master Plan, Clackamas County Water Environment Services, Clackamas County, OR: *Project Manager.* Working with a highly collaborative group of Clackamas County staff, completed the



management of the WES \$1.05M master plan in March 2019. The Plan identified immediate needs in the sanitary sewer system and developed a corresponding set of capital improvement opportunities that WES can implement through the year 2040. The Plan was developed to provide a least-cost combination of conveyance and treatment improvements that provide maximum value across the system, including local infrastructure rehabilitation (tributary collection and local laterals), trunk line gravity conveyance upsizing, regional and intertie pump station upsizing, and wastewater treatment expansion. The Plan built on an existing asset management framework to create a prioritized list of sustainable, long-term service alternatives, and provides guidance to member cities on future flow rates and rainfall-derived infiltration and inflow reduction targets and locations.

Sanitary Sewer Master Plan, Clackamas County Water Environment Services, Hoodland Area and Service District No. 1, Clackamas County, OR: *Project Manager*. Performed capacity and condition assessments of the collection system, treatment plant and outfall to the Sandy River. This project applied many of the same approaches used in the Master Plan for then Service District #1 completed in 2009, also managed by Mark. Both the North Clackamas and Hoodland Plans (completed in 2017) combine condition assessment of the collection system (including pump stations) with a capacity assessment using a risk-based asset management approach.

Upper Tualatin Interceptor Master Plan and Owner's Advisor for Progressive Design-Build Contract, Clean Water Services (CWS), Hillsboro, OR: *Project Manager*. Project identified sanitary sewer collection system impacts for near- and long-term growth in the western and southern boundary of the Durham Basin. The project considered growth within the existing Urban Growth Boundary and potential future growth areas within the Urban Reserve adjacent to the Cities of Beaverton, Tigard, King City, Sherwood, and Tualatin and within the District boundaries. A long-term infrastructure plan and capital improvement plan was developed that includes pump station and large diameter pipeline infrastructure to serve the planned growth areas. As a follow-on to the Master Plan project, Jacobs served as an advisor to CWS on the progressive Design-Build project that implements the early phases of the Master Plan improvements.

Sanitary Sewer Model Calibration and GIS Integration, CWS, Hillsboro, OR: *Project Manager*. The project resulted in the calibration of converted InfoSWMM hydraulic models for the Rock Creek and Durham basins for the sanitary sewer system. The project involved review of the model data that represents the existing system and identification of continuity or other discrepancies that would impact model function and output, development of new flow-based design storms, and assessment of deficiencies for multiple land use and design storm combinations. The model has been applied in the Durham basin to assess and mitigate sanitary sewer overflows, resulting in the design and construction of an in-line storage facility. At the conclusion of the project, the model output was integrated with the District's GIS to allow for efficient access to model output including peak flow rates and hydraulic grade line elevations for a variety of storm frequencies and land use conditions.

Post-2011 Combined Sewer Overflow (CSO) Facilities Plan, City of Portland Bureau of Environmental Services (BES), Portland, OR: *Project Manager*. Project demonstrates application of Jacobs' Project Delivery System tools under strict schedule conditions. The project's aggressive schedule was driven by a stringent regulatory deadline for submitting the Plan to the Department of Environmental Quality (DEQ) and ultimately the Environmental Quality Commission (EQC). The project started on time in April of 2010 and successfully met all interim deliverable dates to accommodate BES's review, and ultimately the September 1, 2010 deadline for submittal to DEQ. In December 2010 the report was formally submitted to the EQC. In parallel, the project required an update to the City's Nine Minimum Controls report that started in September. It was completed and submitted to DEQ in December 2010.

Sanitary Sewer Master Plan, Clackamas County Service District No. 1, Clackamas County, Oregon: *Project Manager*. Identified and developed solutions for collection system hydraulic deficiencies, performed condition assessment of district pump stations, developed a framework for asset management of district facilities, and produced a prioritization process that can be expanded to other Clackamas County Water Environment Services-managed infrastructure elements. A critical element of the analysis included the service to growth areas that impacted downstream system elements.

Beech/Essex and Oak Basin Combined Sewer Overflow Predesign Project, City of Portland BES, Portland, OR: *Alternatives Assessment Task Lead*. Managed the alternatives analysis elements of this CSO predesign project. The purpose of the project was to perform a detailed basin-wide predesign for the Beech/Essex and Oak combined basins that addressed basement flooding, pipe capacity, and structural condition deficiencies identified in the basins. Of equal purpose was the design of a system that controls CSOs to the Willamette River to the level defined in the Amended Stipulation and Final Order (ASF0) for one overflow every three years during the summer period and four overflows in a year during the winter period. A key element of the project was the evaluation of stormwater inflow control technologies for CSO control and basement flooding reduction. Inflow controls were combined with separation, conveyance and storage solutions to produce the final recommended alternative. The identification and evaluation of alternatives addressed the City of Portland's goals to generate cost-effective solutions that achieve water quantity, water quality, and watershed health benefits.

West Side and East Side Combined Sewer Overflow Tunnel Predesign and Design Projects, City of Portland BES, Portland, OR: *Task Lead*. Task lead to support hydraulic performance and operations for the design of Portland's deep tunnel system. The East and West Side Tunnel projects were the primary means to meet CSO control objectives for the City. For both projects, led the analysis of system performance to assure regulatory compliance of the designed system. Coordinated hydraulic analyses of the tunnel system for transient flows, venting and filling analyses. The project included accommodation for real time control of first flush separated stormwater inflow into the tunnel to achieve stormwater treatment from highly urbanized drainage basins.



Geoffrey Kirsten, RA, NCARB, LEED AP

LEAD ARCHITECT

Education/Qualifications

BAARC, Architecture, University of North Carolina

Certifications/Training

- ✓ Registered Architect (Oregon, Washington, Nevada, Colorado, California, Hawaii, Utah, Texas, Arizona)
- ✓ National Council of Architectural Registration Boards (NCARB), Certified
- ✓ Accredited Professional: Leadership in Energy and Environmental Design (LEED®),
- ✓ Accredited Professional: Leadership in Energy and Environmental Design (LEED®) BD&C

Years of Experience

25

Geoffrey (Geoff) Kirsten is a highly qualified senior project architect with more than 25 years of experience successfully delivering water and wastewater projects throughout the northwest and southwest. He specializes in architecture for administration, operations, laboratory, and maintenance facilities associated with water and wastewater treatment plants, and excels at developing “people spaces”, especially when space needs must be balanced with budget constraints. He is experienced in a wide variety of building systems and materials, and is a LEED® accredited professional with expertise in sustainable design practices. His architectural responsibilities include programming, report preparation, final design, specification production, project coordination, quality control, and services during construction. He is experienced in coordinating projects that involve many disciplines, including structural, mechanical, electrical, HVAC, plumbing, instrumentation and control, and landscape architecture. His expertise with industrial building design includes design for hazardous occupancies.

Relevant Project Experience

McMinnville WRF Expansion Project, City of McMinnville, McMinnville, OR: *Quality Control Reviewer.*

Provided quality control review for architectural scope of work that included a new pump station. The new structures consisted primarily of load-bearing masonry walls with brick veneer and low-slope roof over steel roof framing.

Coos Bay WWTP Plant 1 Upgrade, City of Coos Bay, Coos Bay, OR: *Architect.* Architectural scope included a preliminary design report to address alternatives and recommendations to meet current and future needs specifically for administration, operations, laboratory, and maintenance functions for the plant. The report included documentation of staffing needs, space needs and cost estimating for options developed.

South Truckee Meadows Water Reclamation Facility 2020 Expansion Project, Washoe County Department of Water Resources, Reno, NV: *Architect.* Architectural scope initially included a preliminary design focused on evaluation of an existing operations, lab and maintenance building and alternatives for meeting future needs. The project continued with final design for additions and retrofits for four existing buildings a one new blower building. Responsible for concept design, design development, construction documents and services during construction.

Maintenance Facility, City of Sunnyvale, Sunnyvale, CA: *Architect.* Architectural scope included a preliminary design to document staffing and space requirements for a new central maintenance, operations, and warehouse building. The preliminary design included concept design drawings and renderings.

3Kings Water Treatment Plant, Park City Municipal Corporation, Park City, UT: *Architect.* Architectural scope of work included replacement of an existing water treatment plant that was embedded in the Park City Municipal Golf Course and directly adjacent to restaurants and shops. The new plant consisted of eight new buildings housing functions that included administrative, operations, laboratory and maintenance, process and pumping, electrical equipment, and chemical storage that were organized to fit between two holes of the golf course. The architectural treatment for the project sought to reflect the local mountain resort and traditional mining influences. The visual treatment of the buildings and the associated landscaping was carefully selected to address stringent architectural review board requirements. Responsible for concept design, design development, construction documents and services during construction.

Albany Wastewater System Improvements Project, City of Albany, Albany, OR: *Designer and Quality Control Reviewer.* Provided architectural design assistance and quality control review for architectural scope of work that included three new buildings: administration/lab, electrical, and headworks. The new structures consisted primarily of load-bearing masonry walls with sheet metal roofing over steel roof framing.

Pima County Water Reclamation Facility Design-Build-Operate, Pima County Regional Wastewater Reclamation Department, Pima County, AZ: *Designer.* Architectural scope of work included two new buildings: administration/lab and maintenance. The new structures consisted primarily of load-bearing masonry walls and tilt-up concrete walls with combination of sloped metal roofing and single-ply membrane roofing over-metal joists. The operations building achieved LEED® Silver certification.



Ina Road Water Reclamation Facility – Project Improvements, Pima County Regional Wastewater Reclamation Department, Pima County, AZ: *Design Manager and Quality Control Manager*. Managed design for extensive remodel of existing administration, central maintenance, and operations control buildings.

Carmen-Smith Headquarters Compound, Eugene Water and Electric Board, Foster, OR: *Architect*. Lead architect for developing a master plan concept to upgrade and expand the current headquarters facilities to include new residential, administrative, storage and maintenance space while preserving the historical character of the existing facilities on site.

Regional Surface Water Supply Project (DB), Stanislaus Regional Water Authority (SRWA), Stanislaus, CA: *Architect*. Architectural scope of work included seven new buildings (administration/operations/lab, maintenance, raw water pump station, ozone, filtration, chemical, and finished water pump station). The administration/operations building utilized load bearing CMU walls with steel roof framing and CMU veneer and metal panel siding and roofing. The remaining structures consisted primarily of pre-engineered metal building structures with insulated metal panel roofs and walls. Responsible for concept design, design development, construction documents and services during construction.

Hayden Bridge Water Filtration Plant Upgrades, Eugene Water and Electric Board, Springfield, OR: *Architect*. Lead architect for developing a water quality lab master plan concept to upgrade the existing laboratory facilities on site.

Enterprise Water Resource Center Site Development, Clark County Water Reclamation District, Enterprise, NV: *Architect*. Architectural scope of work included two new buildings: administration and public building and operations and maintenance. The new structures consist of steel framed structural systems with masonry veneer walls with combination of sloped metal roofing and single-ply membrane roofing over-metal joists. The project included a nine-acre park and targeted LEED® Gold certification. Responsible for concept design, design development and construction documents.

Southwest Water Reclamation Facility Phase 1, City of Henderson, Henderson, NV: *Architect*. Architectural scope of work included six new buildings: administration and lab, membrane, blower, headworks, chemical, and UV. The structures consisted primarily of concrete walls with single-ply membrane roofing over steel roof framing. The overall goal of the project was to build a new plant capable of treating 8 MGD (16 MGD at buildout conditions) of water for reuse water. Extensive work was also done to address site context sensitivity. Responsible for concept design, design development, construction documents and services during construction.

Southeast Water Pollution Control Plant Biosolids Digester Facilities Project, City and County of San Francisco, Public Utilities Commission, San Francisco, CA: *Quality Control Reviewer for Architectural Design*. Provided quality control review for architectural scope of work through 65% completion that included several new buildings including anaerobic digester complex, dewatering building, solids pretreatment, energy recovery and maintenance shops.

Davis Woodland Water Supply Project (DBO), Woodland-Davis Clean Water Agency, Woodland, CA: *Architect*. Architectural scope of work included four new buildings (maintenance, ozone, chemical, and electrical) and coordination with sub-consultants for two more buildings (operations/lab, finished water pump station). The new structures consisted primarily of pre-engineered metal building structures with insulated metal panel roofs and walls. Responsible for concept design, design development, construction documents and services during construction.

Northern Treatment Plant, Metro Wastewater Reclamation District (Design-Build), Denver, Colorado: *Architect*. Architectural scope of work included more than 20 new buildings. Most of new structure consisted of load-bearing masonry or concrete walls with brick veneer with single-ply membrane roofing over steel roof framing. Responsible for concept design, design development, construction documents and services during construction.

Goodyear Raw Water Pump Station and Water Treatment Facility, City of Goodyear, Goodyear, AZ: *Quality Control Reviewer*. Architectural scope of work included a new raw water pump station, ozone facility, filtration facility, finished water pump station, chemical facility, operations/lab building, maintenance building and electrical building.

Joint Water Commission (JWC) Water Treatment Plant Expansion, JWC, Forest Grove, OR: *Quality Control Reviewer*. Architectural scope of work included a new Filter building and retrofit of an existing Administration Building.

Leonard Water Treatment Plant Phase 1, North Texas Municipal Water District, Leonard, TX: *Architect*. Architectural scope of work includes fifteen new buildings (operations/lab, maintenance, warehouse, influent pump station, lime, ozone, four chemical buildings, electrical and various pump stations). The new structures consisted primarily of insulated precast concrete walls with insulated metal panel roofs or low-slope single-ply membrane roofs. Responsible for concept design, design development, construction documents and services during construction.

Oxnard Advanced Water Purification Facility, City of Oxnard, Oxnard, CA: *LEED AP™*. Coordinated LEED services for the entire campus to achieve GOLD certification under the U.S. Green Building Council (USGBC) Green Building Rating System. Responsible for writing specifications, managing the documentation process, and providing quality control reviews to ensure compliance with LEED requirements.

Camp Pendleton Advanced Water Treatment Plant (Design-Build), NAVFAC Southwest, Marine Corps Base Camp Pendleton, San Diego County, CA: *Quality Control Reviewer*. Provided quality control review for architectural and LEED scope of work that included four new buildings: operations/lab, chemical storage, reverse osmosis, and plant pump station. The new structures consisted primarily of load-bearing masonry walls with sheet metal roofing over steel roof framing. The project targeted LEED® Silver certification.



Jennifer P. Koch, PE, LEED AP BD+C, CESCL

SITE CIVIL LEAD

Jennifer Koch is a site civil engineer and design manager with a combined total of 17 years of design experience and specialized expertise leading site civil and yard piping designs for all sizes of water and wastewater treatment plants. Her experience includes government, federal, transportation, hydropower, and reservoir projects. Her skills include demolition, implementation of stormwater management design and practices, stormwater hydraulics, wastewater conveyance, erosion control, permitting, site grading, underground utility and yard piping design, sanitary sewer and conveyance pipeline design, and pavement design.

Education/Qualifications

B.S., Civil and Environmental Engineering, University of Wisconsin

Graduate Level Coursework, Construction Engineering Management (CEM), Oregon State University

Study Abroad, Hydrology and Hydrosience, Technical University of Denmark

Certifications/Training

- ✓ Professional Engineer (Oregon, Rhode Island, Texas, Washington)
- ✓ Engineer in Training (Arizona)
- ✓ Grade 1 Field Technician, American Concrete Institute (Expired)
- ✓ ICC Structural Masonry Inspector (Expired)
- ✓ ICC Spray Applied Fireproofing Inspector (Expired)
- ✓ Certified Erosion and Sedimentation Control Specialist (CESCL) (Washington)

Years of Experience

17

Jennifer is experienced with conventional, design-build (DB), construction manager at risk (CMAR), CM/GC and design-build-operate (DBO) delivery methods. Additional experience includes construction management with projects requiring local funding and knowledge of EJCDC contract documents and requirements. She has extensive experience in DB, DBO, DBo, design-build operate-finance (DBOF), and operate-design-build-operate (ODBO) project deliveries. Previous experience prior to Jacobs included materials testing, geotechnical, field and structural inspection, and residential engineering work, with proven ability to successfully manage teams. Additionally, Jennifer brings software experience in grading and site layout design, including Microstation XM, InRoads XM, AutoCAD 2017, Civil 3D, Plant Space and Navigator, and Flowmaster.

Relevant Project Experience

Flamingo Road Demolition of Retired Facilities, Clark County Water Reclamation District, Clark County, NV: *Design Manager and QC Manager.* Led team of discipline engineers responsible for preparing plans, specifications and details for a demolition project for both east and west campuses. This was a CMAR delivery with an estimated \$60M construction cost.

Wilsonville Wastewater Improvements Design-Build-Operate, City of Wilsonville, Wilsonville, OR: *Lead Civil Engineer.* Lead civil engineer responsible for site grading, stormwater management, underground utilities, erosion control, and site layout for \$41M design-build-operate project. Project challenges included site complexity and fast-paced schedule. Stormwater design incorporated water quality swales with a series of interconnecting storm drain pipes.

North City Water Reclamation Plant Expansion and Pipeline, City of San Diego, San Diego, CA: *Assistant Design Manager and Design Manager and Quality Control Manager on Packages.* Complete project broken up into multiple packages and phases. Currently assistant design manager for the Plant Expansion (package 2) work and design manager for the Flow Equalization (package 1) and Early Sitework (package 4). This project consists of a retrofit and expansion to an existing wastewater plant: new secondary clarifiers, bioreactors, chemicals influent pump station, flow equalization and primary sedimentation basin. Managed and led a team of subconsultants and design team members, very complex site with multiple projects occurring at the same time. Total construction cost estimate at \$200M.

Northern Treatment Plant, Metro Reclamation District, Denver, CO: *Yard Piping Engineer.* As the assistant yard piping engineer for this progressive design-build, coordinated with engineers and technicians and subconsultants over the course of a 16-month design schedule for this 24-mgd, \$250M greenfield wastewater treatment facility, including early work package deliverables, various client milestone review packages, and the final construction documents package consisting of 3,100 drawings and nearly 100 specification sections.

Lebanon Cannibal Wastewater Treatment Plant Improvements Design-Build Project, City of Lebanon, OR: *Lead Civil Engineer.* Civil lead for addition of new Cannibal Solids Reduction Process. Tasks included erosion control, site grading, yard piping, stormwater conveyance, and sitelayout.

Tulsa Northside Wastewater Treatment Plant Anaerobic Digester Improvements, Tulsa Metropolitan Utility Authority, Tulsa, OK: *Lead Civil Engineer.* Led civil design for rehabilitation of digester complex. Project components included a new asphalt access road, digester gas piping, and manholes. Limited as-built information on existing underground utilities required emphasis on coordination with all disciplines.



Hood River Biofilters Wastewater Treatment Plant Odor Control Improvements, City of Hood River, Hood River, OR: *Lead Civil Engineer.* Provided engineering support for improvements to the Primary Clarifier and Septage Receiving Station. Tasks included grading for a biofilter, yard piping, site layout, and erosion control.

Lebanon Clarifier Expansion, City of Lebanon, Lebanon, OR: *Lead Civil Engineer.* Lead civil engineer for construction of new clarifier. Project challenges included investigation of the existing underground utility system and a constrained site.

Pima County Regional Water Reclamation Facility Design-Build-Operate, Pima County, AZ: *Lead Civil Engineer.* Assistant civil engineer responsible for site grading, yard piping, and site layout on \$164M design-build-operate project. Assisted lead civil engineer on LEED® accreditation requirements. Coordinated stormwater design, tie-ins with utilities, and permitting.

Centennial Wastewater Treatment Plant, City of Centennial, Centennial, CO: *Lead Civil Engineer.* Lead civil on site plan, grading, erosion control, stormwater and yard piping design, worked with the Denver office design team

Spokane County Regional Water Reclamation Facility Design-Build-Operate, Spokane County, WA: *Assistant Civil Engineer.* Assistant civil engineer responsible for site grading, yard piping, and site layout. Assisted lead civil engineer on LEED® accreditation requirements.

200 West Pump and Treat—Lime System Design, CH2M HILL Plateau Remediation Company, Hanford, WA: *Lead Civil Engineer.* Lead civil engineer in interdisciplinary design team for a lime stabilization system. Project included a lime stabilization system for a groundwater pump and treat system.

Woonsocket Regional Wastewater Reclamation Facility Design-Build-Operate, City of Woonsocket, Woonsocket, RI: *Lead Civil Engineer.* Lead engineer responsible for site improvements, pavement design, site grading, yard piping and permitting figures for \$43M wastewater treatment plant upgrade. Project challenges included identification of existing underground utilities from record drawings and field reconnaissance, coordination of major piping tie-ins, redesign of existing storm drain system to accommodate new work, and a high groundwater table.

Grants Pass WRP Phase 2 Upgrades DB Project, City of Grants Pass, Grants Pass, OR: *Civil Engineer.* Civil Engineer for 30% phase of delivery of a plant-wide upgrade to the City of Grants Pass WRP. The Project consists of the design, construction, and acceptance testing of a new rectangular primary clarifier, odor control system, aeration basin, vacuum truck unloading facility, modifications to the existing headworks, electrical systems upgrades, and various process/seismic upgrades throughout the existing plant. Contract value is \$25M.

Silverton WTP Replacement Project, City of Silverton, Silverton, OR: *Design Manager.* Led a team of 20 engineers and technicians to deliver a 4MGD conventional water treatment plant including a packaged system, pump station, offsite pipelines, chemical trenches, metal building and offsite street improvements.

Phase IV Beaver Creek Water Supply Membrane Treatment Plant, City of Seal Rock, Seal Rock, OR: *Design Manager and Assistant Project Manager.* Managing a team of 20 engineers and technicians for a 2.9MG membrane filtration plant which consists of a raw intake structure, RW intake building, HDPE pipeline, water treatment plant and raw and finish water pipelines. Total construction cost is estimated at \$11M.

Tucson Sweetwater Recharge Basins 9, 10, and 11, Tucson Water Department, Tucson, AZ: *Design and Quality Control Manager.* Managed a team of 12 engineers and cad technicians. Led the preparation of final construction drawings and specifications for Recharge Basins 9, 10, and 11. Deliverables included 60 percent, 90 percent, and final construction documents until project was shelved due to funding resources.

City of North Las Vegas Water Treatment Plant, City of North Las Vegas, North Las Vegas, NV: *Staff Civil Engineer.* Provided assistance to senior engineers on utility design, coordination, design of site details, and general civil design.

East Park Reservoir 60 MG Prestressed Tanks, City of Philadelphia, Philadelphia, PA: *Design and Quality Control Manager.* Design manager for two new prestressed concrete storage tanks to replace membrane lined and covered, currently operation Northeast Basin Reservoir. Construction estimate cost around \$80M. Led a multi-disciplinary team across multiple offices.





John Simonds, PE

WWTP DEMOLITION LEAD

Education/Qualifications

M.S., Mechanical Engineering,
Oregon State University

B.S., Mechanical Engineering,
Oregon State University

Certifications/Training

- ✓ Professional Engineer (Oregon, California, Virginia, Nevada)
- ✓ Jacobs Certified Associate Project Manager

Years of Experience

30

John Simonds is a principal mechanical engineer with the Jacobs Engineering Group in Corvallis, Oregon. His technical background is in both the mechanical and control system technologies. John's expertise includes municipal and industrial water and wastewater design and construction, incorporating the design and selection of piping systems and components, control valve sizing, pump station design, instrumentation and control engineering, control system software engineering, hydraulic analysis, and computer-aided engineering application and development. His experience and training includes mechanical and control system design and startup, quality control reviews, control system software configuration, installation, testing, and startup, process control troubleshooting, and industrial energy analysis, including thermodynamics, heat transfer, cogeneration, and energy conservation techniques.

Relevant Project Experience

Scott Water Treatment Plant Improvements, McMinnville Water & Light, McMinnville, OR: *Lead Mechanical Engineer and Facility Lead*. Improvements included the addition of new filters, modifications to the existing filters, new flocculation/sedimentation basin, a filter-to-waste collection and recycle system, chemical storage and feed facilities, and a finished water clear well. This work also included a review of plant hydraulics, integration of the new filters into the existing mechanical systems, and engineering services during the construction and startup effort.

Flamingo Road Demolition of Retired Facilities, Clark County Water Reclamation District, Clark County, NV: *Lead Mechanical Engineer*. Project consisted of demolition almost all of the 1976-vintage 90 mgd advanced waste treatment plant that had been retired by the District, as well as portions of a second treatment plant adjacent to it. The scope of the work included demolition and removal of major structures (thickeners, clarifiers, filters, chemical storage, pump stations, etc.), a tunnel system that connected most of the structures, supporting electrical infrastructure, controls, leaving only a few areas functional and operative during the project. Simonds' responsibilities included defining all necessary piping terminations, handling of any residuals left in tanks and pipes, and coordination with the District regarding the few systems that were to be maintained and in service during the construction effort.

SCADA System Improvements and Taylor WTP Automation System Upgrade, City of Corvallis, Corvallis, OR: *Project Manager*. Managed \$1.9M design-build project (with CH2M HILL as the general contractor) to provide a variety of hardware and software improvements for the City at their primary water treatment facility, as well as to their remote lift/booster station SCADA system. The project consisted of two primary tasks, a 2-year task to provide improvements (primarily software) at the Taylor WTP, and a 5-year conversion of the lift/booster station SCADA system from a Motorola RTU-based system to a Siemens PLC-based system using Ethernet Radios. Responsibilities included overall budget and schedule management, coordination of all design, construction, and startup tasks with the City and all subcontractors, and CH2M HILL's software development team.

Combined Sewer Overflow (CSO) Facilities Design, City of Corvallis, Corvallis, OR: *Lead I&C Engineer*. The facilities are also located at, and integrated with, the City's wastewater reclamation plant (WWRP). Responsibilities included design and specification of the controls for the influent pump station, primary clarifiers, storage lagoons, and the disinfection system. The design also included software and hard-wired interlocks for process control, and integration and coordination of package system controls into the existing plant control system. The existing control system consists of a Bailey Controls DCS integrated with PC workstations running the man-machine interface software. The new facilities are entirely automated for startup and shutdown during significant wet weather events.

Spokane NLT Project, City of Spokane, Spokane, WA: *Lead Facility Engineer*. Responsibilities have included mechanical design support for the NLT piloting, conceptual design of facilities for the two competing technologies and associated balance of plant modifications, contributing to the technical portion of the RFP for membrane technology, support of the associated cost estimates for the Owner's use during selection, and optimization of the facilities based on the selected vendor. Serving as the lead facility engineer for the membrane facility, which will be one of the largest in North America. The facility will reduce phosphorous to meet stringent discharge limits for the Spokane River.



Biosolids Digester Facilities Project, San Francisco Public Utilities Commission (SFPUC), San Francisco, CA: *Lead Mechanical Engineer for CH2M HILL.* The mechanical discipline team consists of mechanical engineers from Brown and Caldwell, Black and Veatch, and CH2M HILL, and is responsible for establishing the mechanical design criteria for the project. The Biosolids Digester Facilities Project at the City's Southeast Treatment Plant will implement modern technologies for treatment, seismic safety and odor control, and produce treated biosolids that can be used for beneficial purposes. The project will also work to minimize impacts to the neighborhood through visual and aesthetic improvements.

Facility Lead, Residuals Renovations and Improvements to Building D/2, Upper Occoquan Service Authority (UOSA), Centreville, VA: *Lead Mechanical Engineer.* Project includes a number of improvements to UOSA's digester complex, decommissioning their older dewatering building, demolition of pump and piping systems, and adding two new dewatering centrifuges in Building D/2.

Testing, Start-Up, and Commissioning of the Southerly Renewable Energy Facility (REF), Southerly Wastewater Treatment Plant, Northeast Ohio Regional Sewer District, Cleveland, OH: *I&C Specialist.* Supported the startup, testing, and commissioning activities for this project, helping to coordinate the efforts of the District's three major contracts for the work, C-28, C-28B, and PSIM. Duties included review of the contractors' coordination and execution plans for the project-specific testing, start-up, and commissioning of the facilities, witnessing factory control system testing, and assisting the District with potential change order reviews and cost estimating. Other tasks included assisting in contract compliance, inspections, and contract closeout paperwork. The project was completed in 2014.

Testing, Start-Up, and Commissioning of Headworks and Primary Treatment Improvements, Willow Lake Water Pollution Control Facility, Slayden Construction Group Inc., Salem, OR: *Lead Instrumentation and Control Engineer.* Supported all startup, testing, and commissioning activities for this \$92M project. Duties included the coordination and execution of the project-specific testing, start-up, and commissioning management plan and detailed mechanical, electrical, instrumentation and control (I&C) and software test procedures and schedules for the project. Witnessed and documented all such project activities. Supported preparation of final TSC documents for submission to the design engineer and the City of Salem. The project was completed in 2010.

Biological Nitrogen Removal System Facility and Waste Activated Sludge (WAS) Thickening Modifications, Water Reclamation Facility Expansion Final Design, Tahoe-Truckee Sanitation Agency, Truckee, CA: *Facility Lead.* Responsibilities included assisting the Agency in the selection and procurement of the nitrogen removal treatment technology and the subsequent facility design to incorporate the selected technology into the treatment plant. This facility includes eight nitrification cells and four denitrification cells, a blower room, piping galleries, an electrical room and backup engine generator, sampling stations, and a backwash waste tank and associated pumping system. Also responsible for design of a second WAS thickening centrifuge and cake pumping system, to be located in existing facilities at the plant.

Wastewater Treatment Plant Expansion Services During Construction (SDC), Tahoe-Truckee Sanitation Agency, Truckee, CA: *Engineering Manager.* Responsibilities include day-to-day interactions with the construction manager, weekly meetings, review and coordination of RFI's, contract modifications, change orders, and overall coordination between CH2M HILL, the owner, design engineers, and the construction manager. This was a 3-year construction effort.

Davis Woodland Water Supply Project, Woodland-Davis Clean Water Agency, Cities of Davis and Woodland, CA: *Facility Lead Engineer.* Responsible for the design of the ozonation processes and facilities including liquid oxygen storage, gaseous oxygen production, ozone generation and diffusion, ozone off-gas destruction, and ozone process sampling. This work also included early procurement of the ozone generation system package, design of the ozone production facility, and the two ozone contactors. Also responsible for engineering services during the construction and startup support.

Robert Duff Water Redundant Backwash Pump, Medford Water Commission, Medford, OR: *Lead Mechanical Engineer and Assistant Design Manager.* Improvements included the addition of a second backwash pump, variable speed drives for the two backwash pumps, miscellaneous demolition work, and control system modifications to support the addition of the new pump.

Robert Duff Water Raw Water Pump 2 Replacement, Medford Water Commission, Medford, OR: *Lead Mechanical Engineer and Assistant Design Manager.* Improvements included the addition of a second backwash pump, variable speed drives for the two backwash pumps, miscellaneous demolition work, and control system modifications to support the addition of the new pump.

Nutrient Compliance Facilities, Upper Occoquan Service Authority (UOSA), Centreville, VA: *Lead Mechanical Engineer, Facility Lead, Asst. Design Manager.* Project included a number of improvements to a variety of facilities including rehab of four 125-foot diameter secondary clarifiers, one of two RAS pump stations, 6 aeration basins, and a new centrate pump station. In addition to design, responsibilities include construction support (submittal review, clarifications, and operations training). The project is currently under construction, to be completed in 2014.

Facility Lead and Assistant Design Manager, Carbon Regeneration Facility, Upper Occoquan Service Authority (UOSA), Centreville, VA: *Lead Mechanical Engineer.* Project included expansion of an existing furnace building to allow installation of a 2nd carbon regeneration furnace, carbon dewatering tanks, carbon defining tanks, and other related systems. In addition to design, responsibilities include construction support (submittal review, clarifications, and operations training).

WWRP Hypochlorite System Replacement, City of Corvallis, Corvallis, OR: *Lead Mechanical and I&C Engineer.* Led the mechanical and I&C design for the replacement of the sodium hypochlorite pumps and related piping. Responsibilities included design and specification of controls for sodium hypochlorite pumps and distribution piping, and integration with the existing hypochlorite pump control panels and piping systems. Provided construction inspection and startup support.



Mike Faha, PLA, FASLA, LEED AP

LANDSCAPE ARCHITECT

Education/Qualifications

Bachelor of Science, Oregon State University

Certifications/Training

- ✓ Professional Landscape Architect in Oregon(LA242)
- ✓ LEED Accredited Professional
- ✓ Fellow of the American Society of LandscapeArchitects (FASLA), Member and Past President, Oregon Chapter

Years of Experience

39 years

Mike Faha is a landscape architect who partners with municipalities, agencies, and institutions to create livable communities. A pioneer of sustainable landscape architecture and stormwater management in the Pacific Northwest, Mike believes that good design addresses economic, ecological, and social needs. With three and a half decades of experience leading multidisciplinary teams to design complex parks, transportation, and natural resources projects, Mike knows how to anticipate problems before they arise, saving his clients time, money, and resources. He collaborates with agencies and organizations of all sizes to develop design guidelines, manuals, and handbooks for stormwater, green infrastructure, transit, streetscapes, and parks. The founding principal of GreenWorks, Mike is the recipient of numerous national awards including APWA's 2016 Individual Sustainable Practices Award and ASLA's Honor Award for Zidell Yards Green Infrastructure in 2014.

Relevant Project Experience

McMinnville Wastewater Treatment Plant, City of McMinnville, McMinnville, OR. (with Jacobs)

Tryon Creek Wastewater Treatment Plant Enhancement Plan and Facilities Plan, City of Portland BES, Lake Oswego, OR. (with Jacobs)

Salem Natural Area Reclamation, City of Salem, Salem, OR. (with Jacobs)

Gresham WWTP, City of Gresham, Gresham, OR. (with Jacobs)

Hillsboro Reservoir Projects, City of Hillsboro, Hillsboro, OR. (with Jacobs)

Teufel Reservoir Wetland, Tualatin Valley Water District, Portland, OR. (with Jacobs)

Tri-City Water Pollution Control Plant Site Plan, Clackamas County, Oregon City, OR. (with Jacobs)

Wilsonville WWTP, City of Wilsonville, Wilsonville, OR. (with Jacobs)

Lake Oswego Water Treatment Plant Upgrade, Lake Oswego/Tigard Water Partnership, Lake Oswego, OR.

Ridgewood View Reservoir and Park, Tualatin Valley Water District, Tualatin, OR.

Willamette Water Supply Program Water Treatment Plant, WWSP, Sherwood, OR.

Oak Harbor Clean Water Facility and Windjammer Park, City of Oak Harbor, Oak Harbor, WA.

BES Water Pollution Control Lab, City of Portland BES, Portland, OR.

Corvallis Orleans Natural Area TMDL, City of Corvallis, Corvallis, OR.

CWS Fernhill Wetlands, Clean Water Services (Forest Grove, OR.

Lacamas Creek Pump Station, City of Camas (Camas, WA.

Lake Oswego Finish Water Pipeline (Lake Oswego, OR.

Lake Oswego Raw Intake Pump Station Gladstone, OR.

LIDA Handbook, Clean Water Services, Washington County, OR.

Marylhurst Pump Station Replacement, Lake Oswego, OR.

Memorial Park Pump Station, City of Wilsonville, Wilsonville, OR.

MWMC Operations and Maintenance Facilities, MWMC, Eugene, OR.

Sandy Public Works Operations and Maintenance Center, City of Sandy, Sandy, OR.

McMinnville Wastewater Treatment Facilities Improvements, McMinnville, OR (with Jacobs): *Principal in Charge*. GreenWorks worked alongside Jacobs Engineering to provide design services for the McMinnville Water Reclamation Facility (WRF). The existing facilities consisted of preliminary, secondary, and tertiary treatment and solids processing facilities, and the City of McMinnville hired the team to expand the secondary treatment capacity of the WRF. The final design visually integrates the new facility through the use of porous pavement and stormwater facilities on the property, while collecting and treating on-site runoff. The large bioswale on the eastern edge of the property artfully captures, diffuses, and treats stormwater runoff from the impervious asphalt driveway. Plantings on site are native or adapted to the region and were selected for their high degree of drought tolerance as well as to add to site's aesthetics. In order to ensure long-term health of the adapted plant material, irrigation water is supplied through recycled plant water.

Tryon Creek WWTP Facilities Plan and Screening/Odor Enhancement, City of Portland BES, Lake Oswego, OR (with Jacobs): *Principal in Charge*. GreenWorks worked as part of a team alongside Jacobs Engineering and with the City of Portland BES on the development of a landscape architectural master plan for the Tryon Creek WWTP Facilities. The landscape architectural master plan worked in conjunction with architectural improvements to the site that were meant to address community concerns about site aesthetics and to ensure future development compatibility. Collaboration with architects and engineers yielded a simple and effective landscape design approach. Rather than enclosing the WWTP in a conventional wall of conifers, the design embraces the facility with a variety of landscape features that improve the human experience in and around the site both aesthetically and functionally. The final design incorporated pedestrian pathways, living walls, and an interpretive entry plaza to enhance the facility and structures, and to strengthen the relationship between the facility and the adjacent Foothills Park, surrounding neighborhoods, and anticipated future development of this evolving riverfront site. The design complements the natural features of the Tryon Creek Corridor while maintaining plant security.

Salem Natural Reclamation, City of Salem, Salem, OR (with Jacobs): *Principal in Charge*. GreenWorks worked as part of team with Jacobs Engineering to develop a planting design for this 9-acre wetland treatment system at the Willow Lake Wastewater Treatment Facility. GreenWorks co-lead an effort to incorporate public interests for the plan and design on non-process related facilities. Design included public access, trails, interpretive facilities and signage, site buffers, and public parking.

Lake Oswego–Tigard Water Treatment Plant, LOTWP, Lake Oswego, OR: *Principal in Charge*. Since 2010, GreenWorks has collaborated with numerous partners to aid in the design and implementation of major Lake Oswego–Tigard Water Partnership facilities and initiatives, including the recent Lake Oswego Water Treatment Plant Expansion. Completed in 2017, the Water Treatment Plant expansion services the demands forecasted for the future needs of the Lake Oswego and Tigard water services areas. GreenWorks provided landscape design to manage stormwater, improve the aesthetic quality of residential areas, and provide amenities for neighborhood use, including a nature trail, public

open space, and native woodland enhancement. During the public engagement process, GreenWorks met with the community to listen to their concerns, and through a series of workshops, the team presented design elements for public comment.

Ridgewood View Reservoir and Park, Tualatin Valley Water District, Beaverton, OR: *Principal in Charge*. GreenWorks aided Tualatin Valley Water District (TVWD) in replacing an outdated reservoir with a new one adjacent to Ridgewood View Park in Beaverton. The new water project required extensive piping and construction staging on the Tualatin Hills Parks and Recreation District (THPRD) park site. In turn, TVWD needed to upgrade the amenities in Ridgewood View. GreenWork's proposed new park elements including open lawn, paths, parking, picnic shelters, access to natural areas, playgrounds, and a bocce ball and tennis court on top of the reservoir. Innovative elements for the project included terraced rain gardens that treat and convey stormwater from the roof of the reservoir. The park's new rain gardens help screen the 15' wall of the reservoir in the park and provide an educational resource for TVWD, THPRD, and the residents of the neighborhood.

Willamette Water Supply Program Water Treatment Plant, WWSP, Sherwood, OR: *Principal in Charge*. GreenWorks provided landscape design services for the Willamette Water Supply Water Treatment Plant in Sherwood. GreenWorks worked closely with a multidisciplinary team to ensure site security by laying out and detailing walls, fencing, and plantings around the plant. The plant was designed to have an administrative building with a GreenWorks designed courtyard for use by employees and the public. The space incorporates an interactive education component that leads to a preserved kolk pond, accessed by a boardwalk. The kolk pond was created over 15,000 years ago by the Missoula Floods. Other elements that GreenWorks provided included landscape design for plant entries, stormwater facilities, and interior improvements.

Oak Harbor Clean Water Facility and Windjammer Park, City of Oak Harbor, Oak Harbor, WA: *Principal in Charge*. GreenWorks' work in Oak Harbor began with the renovation of the Oak Harbor Wastewater Treatment Facility. Since the facility is located within Windjammer Park, funds from the renovation were also allocated to develop an integration plan for the park. The GreenWorks team led the design effort for Windjammer Park Integration Plan by working closely with the City of Oak Harbor and the Community Advisory Group. With the feedback gathered at the first CAG meeting, the team developed three design options representing an array of desired elements. During the process, the team conducted two in-person open houses and an online open house to solicit comments from the public on the three options, assisting in determining a preferred concept. The Windjammer Park Integration Plan is a long-term plan that integrates existing and new program elements into this 28.5-acre waterfront park. The park includes a popular RV site, playground, lagoon, trail network, and waterfront access. The final concept included a renovation of the swimming lagoon, improved pedestrian walking trails, reconfigured parking lots, anew events plaza, and a splash park outside the facility, as well as a performance stage, new playgrounds, and multi-use fields. The Windjammer Park Plan was implemented in segments over time, according to a phasing plan developed by GreenWorks to guide the future programming of the park. The integration plan was adopted by City Counsel in May 2016, construction began in 2017, and the park opened in Summer 2019.





Tom Jones

COST ESTIMATING

Education/Qualifications

Undergraduate Classes, University of New Mexico

Engineering Assistant Training, United States Air Force

Certifications/Training

- ✓ Member AACE International

Years of Experience

25 years

Tom Jones is a senior cost estimator who has over 25 years of experience in overall construction project management. His experience includes developing construction and cost estimates for a range of projects, including conveyance facilities, water and wastewater facilities, institutional and transportation facilities. He has in-depth expertise in estimating, contract administration, scheduling, material and equipment procurement, and communications with Owner and Engineer. Tom is responsible for the survey and pricing of complex self-performed and subcontracted work. He is skilled in managing the bid team, developing the bid strategy, and maintaining subcontractor relationships. Tom has extensive experience in hard bid cost estimating while working of a large utility contractor. He was responsible for preparing competitive hard bid cost estimates by using an estimating team, coordinating and negotiating with subcontractors, and review and problem solving on how to construct large, complex projects. Tom specializes in structural, civil, architectural, and process mechanical cost estimating, but is skilled in estimating all trades and disciplines to produce complete cost estimates on his own.

Relevant Project Experience

McMinnville WRF Tertiary Treatment and Disinfection Project, City of McMinnville, McMinnville, OR: Lead Cost Estimator. Responsibilities included preparing a Class 3 and Class 2 cost estimates based on 60% and 90% design documents. Collected data and performed quantity take-offs to use as inputs for the cost estimate to determine and reconcile project scope. Applied costs to scope items and compiled the information into a Basis of Estimate document. Worked with the project team to review and confirm project scope and estimate pricing. This \$2.7M project is for the improvement to the tertiary treatment and disinfection systems of the McMinnville WRF. Improvements include replacement of the existing UV system, modifications to the existing Tertiary Filter system, recoating of the Tertiary Clarifiers No. 1 and 2, and recoating ATAD No. 3.

McMinnville WRF Secondary Expansion Project, City of McMinnville, McMinnville, OR: Lead Cost Estimator. Preparation of a Class 2 cost estimate based upon 90% design documents for expansion of the secondary treatment capacity of the WRF. The Facilities Plan Update from 2008 recommended construction of a third Orbal and secondary clarifier in order to increase dry weather nitrification capacity so that one Orbal can be taken off line for maintenance, and increase wet weather capacity to at least 32MGD to eliminate blending. The project definition phase focused on confirming that a third Orbal and secondary clarifier were the best solution for the secondary treatment expansion. Performed duties of lead cost estimator and delegating cost estimating assignments to cost estimating team. Tasks included collecting data and performing quantity take-offs to uses as inputs for the cost estimate to determine and reconcile project scope, applying costs to scope items and compiling the information into a Basis of Estimate document, and working with project team to review and confirm project scope and estimate pricing. Approximate construction cost is \$10.4M.

Coos Bay Wastewater Treatment Plant 1 Expansion Project, Coos Bay, OR: Lead Cost Estimator. Preparation of a Class 3 cost estimate based upon 10% design documents for the purpose of evaluating the costs for improvements at the Coos Bay Wastewater Treatment Plant 1 (WWTP 1). Performed duties of lead cost estimator and delegating cost estimating assignments to cost estimating team. Tasks included collecting data and performing quantity take-offs to uses as inputs for the cost estimate to determine and reconcile project scope, applying costs to scope items and compiling the information into a Basis of Estimate document, and working with project team to review and confirm project scope and estimate pricing. Approximate construction cost is \$17M.

South Truckee Meadows Water Reclamation Facility – 2020 Expansion, Reno, NV: Lead Cost Estimator. Preparation of a Class 3, and Class 2 cost estimates based upon design documents. Collecting data and performing quantity take-offs to uses as inputs for the cost estimate to determine and reconcile project scope with CMAR and ICE cost estimates. Applying costs to scope items and compiling the information into a basis of estimate document. Working with project team to review and confirm project scope and estimate pricing. The proposed site expansion will assist with current treatment processes and provide an increased capacity to the existing system. The facility expansion will provide adequate space for future expansion of facilities in

addition to the proposed expansion facilities. Performed duties of lead cost estimator and delegating cost estimating assignments to cost estimating team. Tasks included collecting data and performing quantity take-offs to uses as inputs for the cost estimate to determine and reconcile project scope, applying costs to scope items and compiling the information into a Basis of Estimate document, and working with project team to review and confirm project scope and estimate pricing. Approximate construction cost is \$45M.

City of Tracy WWTP – Phase 2 Expansion, Tracy, California: *Lead Cost Estimator*. Preparation of a Class 3, Class 2, and Class 1 cost estimates based upon design documents. Collecting data and performing quantity take-offs to uses as inputs for the cost estimate to determine and reconcile project scope. Applying costs to scope items and compiling the information into a basis of estimate document. Working with project team to review and confirm project scope and estimate pricing. This project includes the work required to expand the treatment capacity of the existing WWTP, including site work, septage receiving, headworks, grit removal, primary clarifier, dewatering pump station, aeration basin, digesters, dewatering facility, and modifications to existing facilities.

Columbia Boulevard WWTP Secondary Process Improvements, City of Portland BES, OR: *Lead Cost Estimator*. Responsibilities include preparation of Class 3 to Class 1 cost estimates based upon design documents, collecting data and performing quantity take-offs to uses as inputs for the cost estimate to determine and reconcile project scope, applying costs to scope items and compiling the information into a Basis of Estimate document, and working with project team to review and confirm project scope and estimate pricing. The project improved the reliability and maximized the capacity of the secondary treatment system, including aeration basins, RAS/WAS system, and secondary clarifiers.

Ina Road WRF Capacity and Effluent Quality Upgrade and Interim Biosolids, Pima County, Tucson, AZ: *Lead Cost Estimator*. The project will expand the Ina Road Wastewater Reclamation Facility (WRF) from its current design capacity of 37.5 million gallons per day (mgd) to the 50-mgd average capacity projected in the November 2007 Regional Optimization Master Plan Final Report (ROMP) for the year 2030. The project will also provide handling capacity for solids from both the Ina Road WRF plus from the future Water Reclamation Campus (WRC) at its projected year 2030 capacity of 32 mgd. The project was constructed under a Construction Manager At Risk (CMAR). Approximate construction costs of \$210 million. Delegated cost estimating assignments to cost estimating team for preparation of a 3 separate cost estimates based upon 30%, 60%, and 90% design documents. Collecting data and performing quantity take-offs to uses as inputs for the cost estimate to determine and reconcile project scope. Applying costs to scope items and compiling the information into a Basis of Estimate document. Working with project team to review and confirm project scope and estimate pricing. Reconciling cost estimates with CMAR contractor at each level of design.

Haikey Creek Activated Sludge Management Rehabilitation, Oklahoma Department of Environmental Quality, Regional Metropolitan Utility Authority, Tulsa, OK: *Lead Cost Estimator*. Preparation of a Class 3, Class 2, and Class 1 cost estimates based upon

design documents. Collecting data and performing quantity take-offs to uses as inputs for the cost estimate to determine and reconcile project scope. Applying costs to scope items and compiling the information into a basis of estimate document. Working with project team to review and confirm project scope and estimate pricing. The purpose of the Regional Metropolitan Utility Authority (RMUA) Haikey Creek Wastewater Treatment Plant (HCWWTP) Activated Sludge project is to improve operations at HCWWTP by increasing the Maximum Month Average Day capacity to 16 MGD. The facilities that are included in this project are a new Blower Building, Aeration Basins, Headworks Junction Box and a Mixed Liquor Junction Box.

Enterprise Water Resource Center, Clark County Water Reclamation District, Clark County, NV: *Lead Cost Estimator*. Lead cost estimator for a 16-mgd advanced water reclamation facility. This \$200 million project is a new water reclamation plant that includes influent pumping, headworks, primary treatment, enhanced biological nutrient removal, membrane filtration, and ozone treatment to provide both disinfection and EDC (endocrine disrupting compound) removal. All tankage is covered and odor scrubbed with a two- or three-stage odor control process. The plant is designed to be easily expandable to 40 mgd and is located southwest of the Las Vegas Strip. Delegated cost estimating assignments to cost estimating team to prepare Class 3 cost estimate based upon 30% design documents. Collecting data and performing quantity take-offs to uses as inputs for the cost estimate to determine and reconcile project scope. Applying costs to scope items and compiling the information into a Basis of Estimate document. Working with project team to review and confirm project scope and estimate pricing

Palo Alto Sludge Dewatering and Loadout Facility, City of Palo Alto, CA: *Lead Cost Estimator*. This \$20M sludge dewatering and loadout facility includes four belt filter presses (BFPs), designed to dewater undigested sludge and thermally hydrolyzed and digested biosolids. Additional process elements include conveyance of the dewatered cake to three cake storage bins, and loading of the cake from the bins into trucks. The existing sludge equalization/blend tank, mix pumps, and aeration blower will continue to be used. New BFP feed pumps will replace the existing feed pumps at the blending facility. New dry polymer makeup systems and polymer solution feed pumps will be provided. A new scum concentrator will be provided in the facility to replace the existing unit in the solids incineration building.

Peak Flow Management Improvements, Metropolitan Wastewater Management Commission, Eugene, OR: *Lead Cost Estimator*. This \$20M project included the following improvements to the existing wastewater treatment facility: new chlorine contact basin, modification to the existing aeration basin, and the installation of 96 inch and 84-inch conveyance lines. Responsibilities: Delegated cost estimating assignments to cost estimating team to prepare 3 separate cost estimates based upon 30%, 60%, and 90% design documents. Collecting data and performing quantity take-offs to uses as inputs for the cost estimate to determine and reconcile project scope. Applying costs to scope items and compiling the information into a Basis of Estimate document. Working with project team to review and confirm project scope and estimate pricing.



Joe Foley

I&C/SCADA

Joe Foley is a project engineer with Jacobs' People & Places Solutions in Corvallis, Oregon, who brings 44 years of diversified experience. He is responsible for the design, construction and startup of process instrumentation and control (I&C) systems, including conventional controls, programmable controllers, distributed control systems, and computer-based control systems. Joe manages a number of projects, including control system integration for the Riverside Park Water Reclamation Facility in Spokane, Washington, and I&C engineering for the SCADA upgrade for the City of Vancouver, Washington.

Education/Qualifications

B.S., Electrical Engineering,
University of Vermont

Certifications/Training

- ✓ Professional Engineer (Oregon)
(Expired)

Years of Experience

44 years

Relevant Project Experience

Riverside Park Water Reclamation Facility (WRF) SCADA Upgrade, City of Spokane, Spokane, WA: *Control System Integration Manager*. The 100+ mgd facility involves the upgrade to the existing Rockwell Automation PLC control system, the upgrade and replacement of existing MCCs to "smart" MCCs over Ethernet, and the conversion of the existing General Electric iFix HMI to the Rockwell Automation PlantPAx platform. The project, presently under construction, involves a very detailed construction sequence to upgrade the facility without undo interference with plant operation.

SCADA Upgrade Project, City of Vancouver, Vancouver WA: *I&C Engineer*. Joe developed control loop descriptions for the design-build delivery of a large control system upgrade at two wastewater treatment plants and six associated remote stations. Major improvements include replacement of the obsolete PLC and HMI systems with state-of-the-art supported platforms, construction of secure server and control rooms, replacement of all computer and network equipment to increase redundancy and reliability, replacement of outdated telephone-based communication links between the facilities with new high-speed private Ethernet networks, replacement of VFDs for large motors with new "smart" Ethernet-connected drives, and implementation of a variety of process instrumentation and control improvements.

SCADA Master Plan, Hefner WTP, Oklahoma City, OK: *I&C Lead*. Joe conducted and documented an assessment of the existing control system at the Hefner WTP to increase the level of understanding of the existing SCADA system. Based upon our control system assessment, Jacobs developed a control system architecture strategy and basis for design to transition incrementally to a reliable SCADA and control system. The raw water supply systems, water treatment facilities, water distribution facilities, and the wastewater lift stations have been migrated to the new enterprise SCADA system.

Metropolitan Water District, Los Angeles, CA: *Control System Technology Expert*. Metropolitan Water District is in the process of replacing their SCADA system that controls multiple water treatment plants ranging in size from 450 mgd to 750 mgd. We are in the process of developing the RFP for the project and will act as the Owner's Engineer for the duration of the 10-year project.

Spokane County Regional WRF Design-Build-Operate (DBO) Project, Spokane, WA: *I&C Design Lead*. Lead control systems engineer for the 14 MGD advanced wastewater treatment plant. Responsible for the design of the plant control system, including the development of the process and instrumentation diagrams, specifying of all field instrumentation, programmable controllers, HMI equipment, application software, and associated networking. Also responsible for providing assistance during systems verifications, startup, and commissioning. The control system included redundant Allen- Bradley ControlLogix programmable logic controllers (PLCs), Factory Talk View HMI software, and Factory Talk Historian. The plant needed to be highly automated as it was staffed only 8 hours/day with a crew of six people.

Northern Wastewater Treatment Plant (WWTP) Design-Build Project, Denver Metro Wastewater Reclamation District, Denver, CO: *I&C Design Lead and Integration Manager*. Lead control systems engineer in the design and control systems integration of the green field advanced WWTP. The control system was based upon a Rockwell Automation platform using fieldbus technology to communicate to electrical equipment and field instrumentation. The 4000 PLC (ControlLogix) input/output had seven redundant pairs and 20 non-redundant pairs. The project incorporated some unique features, including an audio-visual video wall in the plant control room and the use of Apple iPads for remote monitoring and control over a secure wireless system. Also included motor control centers (MCCs), variable frequency drives (VFDs), power

monitors, valve actuators using Ethernet, DeviceNet, and Profibus networks. Supervisory control and data acquisition (SCADA) system (FactoryTalk View) hardware included two SE HMI servers, one thick client, and 10 thin clients.

West Boise Wastewater Treatment Plant, City of Boise, Boise, ID: *Lead Control System Engineer.* Responsible for the West Boise WWTP design, including some 600 point-to-point wiring diagrams, software development, utilizing some sixteen Allen-Bradley programmable controllers (PLC) with 1,200 hardwired I/O points with a Wonderware supervisory system, and startup. Communication between the PLCs and the operator workstation is over a fiber optic Ethernet network.

Wastewater Treatment Plant, City of Centralia, Centralia, WA: *Lead Design I&C Engineer.* Responsible for plant control system design for the WWTP and a remote influent pump station. The control system included redundant Allen-Bradley ControlLogix PLC's and RSView HMI workstations, over a fiber optic Ethernet communications network. Communication to the motor control centers was over DeviceNet fieldbus. Additionally, 24 pump stations were added to the plant control system SCADA. The plant also underwent an upgrade to HMI. The project involved upgrading from RSView to FactoryTalk View and from RSSQL to FactoryTalk Historian. This upgrade kept the facility current with the Rockwell Automation HMI platform.

Tri-City Water Pollution Control Plant Liquids Expansion Project, Clackamas County Water Environment Services (WES), Clackamas, OR: *Lead Control System Engineer.* Responsible for control system design for an expansion of the liquids treatment capacity of the Tri-City WPCP. This project will expand the baseload capacity of the facility from 11.2 mgd to 16.8 mgd by adding a fifth and sixth aeration basin and a third secondary clarifier. The project will provide fully automated step-feed operation for existing and new aeration basins. The new and existing basins will be provided with full-floor coverage of fine bubble disc diffusers to improve efficiency. These improvements will increase operational flexibility so that operations staff can more efficiently nitrify if ammonia limits are required in the future.

Design, Expanded Computer- Based Process Control System, San Jose/Santa Clara Water Pollution Control Plant, San Jose, CA: *Lead I&C Engineer.* The system included numerous programmable controller-based subsystems for process control improvements, including generation of 5.6 MW of commercial power from digester gas. Construction responsibilities included services during construction and startup.



Shannon Bartow

ENVIRONMENTAL

Shannon Bartow is part of the Federal and Environmental Services Group in the Portland, Oregon office. Prior to joining Jacobs in January of 2013, she had 2-years of environmental engineering laboratory experience developing a high-throughput activity assay that investigated the impact of silver nanoparticles on the beneficial bacteria *Nitrosomonas europaea*.

At Jacobs, her current role is to support commercial and federal remediation projects, while acting as a talent supervisor for the Portland Site Remediation staff. She supports all phases of remedial investigations, feasibility studies, and remedial actions. She has been the task manager or primary author of work plans, quality assurance project plans, sample and analysis plans, and other associated reports. She has extensive field experience at project sites across the United States to support sampling of environmental media (air/groundwater/soil).

Additionally, she has supported the City of Portland Bureau of Environmental Services as an Environmental Manager for the Secondary Treatment Expansion Program (STEP), which includes the demolition of existing facilities and the construction of two new secondary clarifiers and a new Solids Facility, along with a combination of projects that are either in close proximity or operationally connected. As part of the work she was the lead author for a demolition and decommissioning (D&D) plan and is the task manager of numerous subsurface investigations that are a part of STEP.

Prior to her current role she was a lab lead for treatability testing and the non-aqueous phase liquid (NAPL) mobility program in conjunction with the CH2M Applied Sciences Laboratory (ASL) in Corvallis, Oregon. Treatability tests involved multiple technologies to investigate possible remedial solutions and included: adsorption, solidification/stabilization, liquid and solid material degradation, chemical oxidation and reduction, and biological reduction (anaerobic and aerobic). NAPL mobility program tests included NAPL physical characterization analyses, pore fluid saturation, and NAPL mobility analyses.

Education/Qualifications

M.S., Environmental Engineering,
Oregon State University

Graduate GIS Certificate, Oregon
State University

B.S., Biology, University of Oregon

Certifications/Training

- ✓ Engineer In Training, State of Oregon
- ✓ 40 Hour OSHA Health and Safety (HAZWOPER)
- ✓ First Aid/CPR/AED
- ✓ NOLS Wilderness First Responder
- ✓ Site Safety Liaison training for both construction and environmental remediation projects
- ✓ Transportation Worker Identification Credential (TWIC)
- ✓ OSHA 10 Hour Construction
- ✓ UPRR and BNSF Contractor Orientation and the Railroad On-Track training
- ✓ Certified Erosion and Sediment Control Lead
- ✓ Kinder Morgan ISN, Core Safety, and Gold Shovel Training

Years of Experience

11

Relevant Project Experience

Columbia Boulevard Wastewater Treatment Plant, City of Portland BES, Portland, OR: *Environmental Manager*. Lead author for a D&D plan that developed guidelines to manage and dispose of all environmentally regulated material. Assisted in developing all other guidelines for the general contractor to use in cost estimation. Task manager and lead author for all subsurface sampling and analysis plans and results technical memorandums. Acted as a liaison between the general contractor and the client to ensure that the D&D plan was carried out and that the project followed the client's guidelines. Environmental support for STEP, which will increase treatment capacity and upgrade associated equipment and facilities.

Navy CLEAN, Department of the Navy, Multiple Locations, East and West Coast: *Assistant Project Manager, Task Manager, Field Coordinator and Sample Manager; Lead Author*. Assistant Project Manager of a rapid response drinking water sampling effort for PFAS. Task management of numerous remedial reports and assessments. Tasks included database management, sample management, and development of daily workplans for all other team members. Support Navy CLEAN per- and polyfluoroalkyl substances PFAS projects on east and west coast naval facilities to identify potential or actual PFAS sources under the Department of the Navy (Navy), Naval Facilities Engineering Command (NAVFAC) under Comprehensive Long-term Environmental Action—Navy (CLEAN) 9000 Contract.

Confidential Project, Confidential Client, OR and MA: *Lead Author, Field Team Lead*. Lead author of a D&D plan to identify and manage environmentally regulated material and provide guidelines for all project phases for contractors to follow. Acted as a liaison between the general contractor and the client to ensure that the D&D plan was carried out and that the project followed the client's guidelines. Development of a D&D Plan for two former fabrication facilities.



Gregory Winterowd

PLANNING/PERMITTING

Relevant Project Experience

Gregory (Greg) Winterowd is a Principal of Winterbrook Planning, a firm focused on land use permitting and environmental and natural resource planning. For more than 30 years, Winterbrook professionals have provided leadership in land use and natural resource planning across the Pacific Northwest, delivering creative, locally-tailored solutions and quality service to public, private and non-profit clients while earning the respect of regulators, advocacy groups and local communities.

Winterbrook has a strong land use permitting track record in preparing successful land use planning development applications for public and private clients. They bring in-depth understanding of complex and inter-related land use and environmental permit requirements, the ability to understand clients' objectives, and effective working relationships with local, state and federal permitting agencies. Land use permitting services provided include conditional use, design review, master plan, adjustments and modifications, variances, environmental, historic review, adopted master plans, bond requirements (school bonds), and permitting. Winterbrook has also provided leadership in natural resource planning across the Pacific Northwest. The company has earned a reputation for developing innovative and successful plans to address local and state goals, including natural, scenic, and open space conservation goals. They help clients to design projects that are sensitive to environmental resources, while also meeting their goals and receiving the appropriate local, state, and federal permits.

With this strong background, Greg brings valuable experience and specific knowledge of the City of McMinnville and Yamhill County. Winterbrook Planning was an integral part of the project team that delivered the WRF expansion project for McMinnville in 2014 and they've continued to work for the City and in the area since then. Of significance for this Project, Winterbrook recently completed the Natural Hazards Inventory and Natural Features Inventory for Yamhill County. Working with economic, transportation and natural resource consultants, Greg served as Winterbrook project manager for the representative projects listed below.

McMinnville WRF Expansion Project, City of McMinnville, McMinnville, OR: *Planning and Permitting Services.* In 2014-2015, Winterbrook worked closely with Jacobs (then CH2M Hill) and Yamhill County planning staff to obtain approval of a proposed WRF located on agricultural land just outside the McMinnville Urban Growth Boundary (UGB). The County approved the WRF expansion plan based on a finding of substantial compliance with the approved 1992 master plan (which avoided the need for a public hearing) based on a carefully written Winterbrook memorandum and landscape mitigation plan.

McMinnville Natural Hazards Inventory and Policy Recommendations, City of McMinnville, McMinnville, OR: *Planning Services.* Winterbrook prepared the 2020 McMinnville Natural Hazards Inventory based on the GIS data available in statewide inventories, the Yamhill County Natural Hazards Mitigation Plan, and the draft McMinnville Natural Hazards Mitigation Plan. Winterbrook worked with city planning staff to create an integrated ranking system that provided an objective basis for mapping low, moderate and high geographic hazard areas. Based on this analysis, Winterbrook prepared draft Comprehensive Plan management policies in mapped flood, steep slope, landslide, earthquake (liquefaction and shaking) and wildfire hazard areas. The City used Winterbrook maps to evaluate alternative UGB expansion areas, as required by Statewide Planning Goal 14 Urbanization.

McMinnville Natural Features Inventory, Goal 5 ESEE Analysis, Policy Recommendations and Implementation Measures, City of McMinnville, McMinnville, OR: *Planning Services.* Building on work completed in 2020, Winterbrook prepared an Integrated Natural Features Inventory in 2021 based on mapping that included both Goal 5 (riparian corridors, associated wetlands, upland forests and scenic resources) and inventoried Goal 7 natural hazards for all land within the recently adopted UGB. Winterbrook evaluated the economic, social, environmental and energy consequences of alternative management programs for natural resources and recommended a new integrated Comprehensive Plan Chapter XI Natural Features management program. Finally, Winterbrook drafted a series of overlay zones to implement the draft Chapter XI policies.

Education/Qualifications

MURP, University of Oregon
Master of Political Studies, Queen's University, Canada

Bachelor of Arts, *Phi Beta Kappa*, University of Minnesota

Certifications/Training

- ✓ National APA, Chair, Emerging Issues Committee; Chair, Elections Committee, Latinos and Planning
- ✓ Oregon Chapter – APA Board Member | Legislative Liaison, Vice President, President
- ✓ City Planning Directors Association, Legislative Liaison, Vice President, President

Years of Experience

30

Notably, the management program allows for the replacement of existing public facilities and construction of new facilities consistent with facility master plans.

Other McMinnville Projects, City of McMinnville, McMinnville, OR: *Planning Services*. McMinnville School District: Conditional Use Permits for Two McMinnville High School Expansions and Three Elementary Schools; UGB Amendment, Zone Change and Annexation for Potential High School. The Air Venture Museum UGB Expansion, Zone Change, Annexation and Planned Development Approval.

Natural Features White Paper – 2020. In this White Paper, Winterbrook recommended using GIS mapping technology and available state and local information to create a series of overlay maps that show the relationships that exist among Statewide Planning Goal 7 Natural Hazards (Flooding, Slope and Landslide, Earthquake Liquefaction and Shaking, and Wildfire) and Goal 5 Natural Resources (Wetlands, Riparian Corridors and Upland Forests). Based on this information, Winterbrook recommended an integrated management approach consistent with statewide planning requirements, objective ranking of composite functions and values, and local policy preferences. This information is valuable for conducting buildable lands inventories and evaluating trade-offs between urban development and natural features management objectives.

UGB Amendments and/or Supporting Housing, Economic, and Public Facilities Studies and Related Comprehensive Plan and Code Updates, Various Cities, OR: *Project Manager*: Cities of McMinnville, Yamhill, Newberg, Dundee, Donald, Woodburn, Portland Metro, Scappoose, Molalla, Sandy, Albany, Junction City, Cottage Grove, Springfield, Eugene, Canyonville, Island City, Union, Grants Pass, The Dalles, Ontario, Nyssa, Vale, Ashland, Pendleton, Klamath Falls, Medford, Seaside, Rockaway Beach.

Natural Features Inventory, ESEE Analyses and Management Programs (and related Comprehensive Plan and Code Update Recommendations), Various Cities and Agencies, OR and WA: *Project Manager*: Cities of McMinnville, Newberg, Prineville, Albany, Tigard, Medford, Troutdale, Sandy, Damascus, Lake Oswego, West Linn, Woodburn, Tualatin, Seaside, Corvallis, Eugene, Hillsboro, McMinnville, Portland, Gresham Barlow, Vernonia School Districts, Catlin Gabel School; Multnomah and Clackamas Counties, and Clackamas and Portland Community Colleges; Ridgefield, WA.

Public Facilities Land Use and Environmental Permits, Various Cities and Agencies, OR: *Project Manager*: Cities of McMinnville, Portland, Gresham, Yamhill, Sandy, Springfield, Ontario, Troutdale, Tigard, Gresham, Portland, and numerous school and special service districts.



Jeremiah Bishop

LABORATORY

Education/Qualifications

M.S., Forensic Science (Chemistry),
The George Washington University

B.S., Chemistry, Oregon State
University

Certifications/Training

- ✓ Hazardous Waste Site Worker, 40-hour
- ✓ International Society of Environmental Forensics Workshop: Environmental Forensics: Theory, Applications and Case Studies
- ✓ How to be a Laboratory Quality Manager by Advanced Systems, Inc.

Years of Experience

20

Jeremiah (Jeremy) Bishop is a program chemist and lead of the chemistry focus area for Jacobs. He has extensive experience in laboratory operations, project and program chemistry support, and environmental forensic chemistry. He has 20 years of experience performing, reviewing, and validating complex analytical procedures in highly regulated environments. Jeremy previously served as the Manager of Consulting for the Jacobs Applied Sciences Laboratory. He has extensive experience with difficult sample matrices (biological tissues, polymeric materials, fabrics, consumer products), extremely small sample sizes (blood, milk, dust), and unique samples (one time only air samples, filters, industrial fragments) for the analysis of low level contaminants. Analytical procedures employed include GC, GC/MS, ICP, ICP/MS, GFAA, CVAA, Ion Chromatography, Flow Injection Analysis, spectrometric and other standard analytical procedures for a wide variety of organic and inorganic methods. Jeremy has been responsible for the development and implementation of new analytical methods (an example includes large volume injection HRGC/MS selected ion monitoring analysis for PCBs as individual congeners) as well as the modification of current analytical methods (examples include modifications to US EPA 625 for the low-level analysis of organochlorine pesticides and HSPME GC/MS analysis of taste and odor compounds). Jeremy has extensive experience writing, reviewing, and controlling standard operating procedures, and laboratory quality assurance plans in a highly regulated environment for both laboratory operations and project-specific operations.

Jeremy has performed the assessment of client laboratory processes to determine the compliance with current standards and gap analysis to future standards. He has routinely been involved in the performance of not only internal audits of laboratory processes for the Applied Sciences Laboratory, but also external quality audits of contract laboratory and as a service to municipal laboratory customers. He routinely completes all levels of data validation of laboratory data deliverables.

Jeremy has been called on as a technical expert in the analysis of unique compounds of concern and difficult analytical processes. As such he has provided senior review of unconventional analytical methods and results. These reviews have often required the ability to interface with the contract laboratory to resolve technical analytical issues.

Jeremy is actively involved in the design of laboratories as part of the larger facility design provided by Jacobs. His role in these designs has included laboratory space estimation, laboratory layout for work efficiency, equipment selection, and quality assurance review of the design documents.

Relevant Project Experience

Coos Bay WWTP Plant 1 Upgrade, City of Coos Bay, Coos Bay, OR: *Laboratory Designer*. Review of laboratory space provided in the design of the Coos Bay WWTP to ensure sufficient space for testing needs and compliance with safety standards. Provided recommendations to improve workflow of laboratory space and needed protective and safety equipment based on testing performed and quantities of chemicals used in the laboratory.

South Truckee Meadows Water Reclamation Facility 2020 Expansion, Washoe County Department of Water Resources, Reno, NV: *Laboratory Design Quality Reviewer*. Ensured compliance of laboratory with design criteria, standards, and client needs by performing continuous review of the laboratory design. Provided quality review and suggestions to design and specifications for laboratory to improve workflow of finished laboratory.

3Kings WTP, Park City Municipal Corporation, Park City, UT: *Laboratory Designer*. Conducted laboratory design workshops with City laboratory staff to identify needs and future requirements for expected lifetime of the laboratory. Developed laboratory concepts, recommended equipment, and provided quality review of detailed design and final specifications.

Chemistry Quality Assurance, Confidential Client, Worldwide: *Program Chemist*. Coordination with 14 project chemists worldwide supporting all aspects of projects providing technical assistance with program approved chemistry applications including contract review with preferred laboratories, approval and review of non-standard analytical techniques. Support for the program's quality assurance program and coordination

with client chemists. Coordination with data management teams for implementation of new processes and software. Development and implementation of strategic initiatives in coordination with the client technical staff.

Jacobs' Laboratory Services Master Service Agreements (MSA): Category Chemist. Working with Jacobs procurement staff develop, negotiate, and implement master service agreements for laboratory services in the United States. The negotiated MSAs with eleven laboratories serve Jacobs' total annual laboratory expenditures in the United States of greater than \$20M.

Laboratory Design Review, Confidential Client, Qatar: Laboratory Designer. Review of laboratory design for middle school educational laboratory complex for biology, chemistry, and physics lessons. Coordination of planned laboratory casework and equipment with mechanical, electrical, and plumbing practices to ensure proper installation and application for the planned curriculum.

Laboratory Design, NAS Fallon, Fallon, NV: Laboratory Designer. Development of a laboratory space design to allow for all required on-site wastewater testing to be performed in a 170-square foot space, from concept through value engineering and to final design. Coordination with all disciplines to ensure adequate facilities for the safe testing of required operational parameters.

Laboratory Design, Confidential Client, United Arab Emirates: Laboratory Designer. Interpreted oil production process into testing needs to develop initial laboratory program. Provided design and layout recommendations to architectural team for a full-scale petroleum production quality assurance laboratory. Interpreted methods and requirements to ensure proper space and services were provided for all areas of the facility. Coordinated layout for work production and cultural needs. Specified more than 120 unique items of advanced analytical equipment required for testing.

Laboratory Design, Marine Corps Base Camp Pendleton, Camp Pendleton, CA: Laboratory Designer. Design and layout of analytical laboratory component of water treatment facility including writing specifications and recommendations for analytical equipment. Coordination with mechanical, electrical, and plumbing practices for the proper design and installation of general laboratory equipment, including safety showers, eyewashes, and laboratory hoods.

Laboratory Design Review, Marine Corps Air Station Cherry Point, Havelock, NC: Laboratory Design Quality Reviewer. Provided concurrent quality review and suggestions to design and specifications for a water treatment plant facility that included both an analytical and process laboratory. Recommended equipment and assisted with identification of equipment needs as well as coordination with other design practices.

Analyst, Confidential Client, Bahamas: Project Chemist. Development of sampling approaches, recommending methods, contracting with laboratories, and third party expert for the evaluation of petroleum hydrocarbon sources and migration from off-site properties to on-site properties and to surface waters. Development of an appropriate sampling and analysis plan to collect forensic samples.

Consulting, Confidential Client, United States: Sampling and Analysis Task Lead. Provided sampling, analysis, and evidentiary guidance to field and laboratory staff for municipal water facilities. Evaluated rapid screening field tests for chemical and biological contaminants in drinking water supplies. Prepared and conducted blind performance testing during field training exercises for standard and unknown contaminants of municipal and contract laboratories.

Consulting, Confidential Client, Hillsboro, OR: Project Chemist. Review of multiple international regulations, testing methods, and client requirements related to restricted substance lists (RSL) for natural and synthetic fibers, textiles, polymers, thermoplastics, leather, inks, paints, adhesives, and other production materials to assist with the continuous development of the client's RSL list and associated testing requirements. The RSL includes leachable metals, PFOA/PFOS, dyes, phthalates, PAHs, nitrosamines, and organotin compounds.

Consulting, Confidential Client, Phoenix, AZ: Laboratory Consultant. Review of currently laboratory procedures for the analysis of polychlorinated biphenyls related to power generation facilities and environmental releases. Consultation with current laboratory staff, management, and environmental stakeholders to develop a robust quality assurance program and standard operating procedures for field and laboratory operations. Training of laboratory staff in the new procedures and assistance in implementation. Development of laboratory procedures to assist operations with sustainability and waste reduction parameters.

Consulting, Confidential Client, Camacari, Brazil: Project Chemist. Develop scope and budget to conduct investigation into the presence of identity of unknown chemical components in non-aqueous phase liquids (NAPL) impacted soil and groundwater as well as NAPL products. Develop sampling and analysis plan (SAP) for the collection of impacted soils as discrete samples and in-tact cores. Direct the analytical work at multiple laboratories. Provide status reports to internal project team and client. Prepare written reports of findings.

Consulting, Confidential Client, Williamsburg, VA: Project Chemist. Provide analytical support to subcontract laboratory during the development of Carbon Stable Isotope Analysis (CSIA) of Polychlorinated Biphenyls (PCBs) in extracts of fish tissue samples. Troubleshooting of analytical methods, suggesting method development steps, and supporting the laboratory and client.

Consulting, City of Eugene Wastewater Laboratory, Eugene, OR: Laboratory Specialist. Led a team that consisted of MEP engineer, architect, and laboratory specialist to review existing laboratory facility and work practices to provide recommendations for updates and modifications for future use of the facility. Review included the development of multiple options for future use that included refreshing, renovation, and new construction.

Consulting, Confidential Client, East Rutherford, NJ: Project Chemist. Review of forensic identification and correlation of PCB contamination identified at the client site with PCB identifications from nearby off-site locations. Literature review to determine PCB dechlorination pathways the impact this may have on site PCB contamination and how this may impact risk assessments for the site.



Steven Neil

CONSTRUCTABILITY

Steven (Steve) Neil brings over 26 years of experience in the construction industry. Steve's experience includes project management, membrane installation, project supervision, field layout, quality control, cost control, estimating, CPM scheduling, change order coordination, contract negotiations, submittals, and shop drawing review. He also has many years of experience negotiating and coordinating subcontractor agreements, as well as managing subconsultants on the jobsite. He has managed multiple project closeouts, including overseeing and coordinating the completion of punch-list items, as well as startup and commissioning. Steve has served as project manager, operations manager, construction manager, project superintendent, assistant superintendent, and field engineer on numerous water and wastewater treatment plant projects ranging from \$3M to \$73M. Steve's expertise in construction and constructability brings significant value to the City's important WRF project.

Education/Qualifications

Project Supervision Academy,
National Center for Construction
Education and Research, Clemson
University

Certifications/Training

- ✓ MSHA Part 46 Surface Miner
- ✓ OSHA 10-hour Safety
- ✓ Associated Builders & Contractors Blueprint Reading
- ✓ Crane Safety, Wire & Cable Inspection
- ✓ Trenching & Excavation
- ✓ Fall Protection
- ✓ All Terrain Forklift
- ✓ Confined Space Supervisor
- ✓ 40 hour OSHA
- ✓ Competent Person
- ✓ Scaffold Inspection

Years of Experience

26 years

Relevant Project Experience

The Marcy Gulch Wastewater Treatment Plant Expansion – Phase II Improvements, Centennial Water and Sanitation District, Highlands Ranch, CO: *Construction Manager*. The \$72.7M Phase II Improvements for the existing 8-MGD plant were wide ranging, touching on nearly every treatment stage of the facility. The most challenging aspect of this project was coordinating the retrofit construction associated with the improvements, while maintaining operation of the treatment plant.

PAR 1225 South Headworks and Grease Processing Improvements Project, Metro Wastewater Reclamation District (MWRD), Denver, CO: *Construction Manager*. This is a \$53M design-bid-build project that includes improvements to the south headworks and grease processing system. This project includes a new south barscreen building, demolition of the two existing grit basins and pump station, construction of new south grit basins and pump station, construction of the new south grit handling building and modifications to the grease processing building. Once milestone number 1 is completed, the east south bar screen facility starts with installation of temporary bulkhead and dewatering systems. Demolition of existing equipment takes place allowing for concrete work to start.

Loveland Wastewater Treatment Plant Improvements, Loveland, CO: *Assistant Superintendent*. Served as an assistant superintendent for the expansion of the Loveland Wastewater Treatment Plant. This \$7M project consisted of the construction of two new aeration basins, a new blower and electrical building, and a new UV-disinfection building. Also included on this project were electrical improvements, retro-fitting of existing aeration basins and other associated equipment replacement and installation. Project responsibilities included initial field layout, subcontractor and supplier coordination, CDM Smith staff supervision and other project coordination. I was one of the key supervisory personnel in all of the planned plant shutdowns for numerous tie-ins and temporary bypasses.

Section 18 Wastewater Treatment Plant Expansion, Bullhead City, AZ: *Project Superintendent*. This \$17M design-build project consists of a new process basin along with aeration diffusers and submersible pumps. Additionally, the system involves a two-train membrane system with Siemens submerged membranes, a chemical system consisting of sodium hypochlorite and citric acid, and a control building equipped with five PD blowers. Responsibilities included scheduling in-house crews and subcontractors, along with ordering materials and coordinating equipment deliveries. Also responsible for overseeing quality and safety, as well as maintaining the client's satisfaction.

Mariposa and Cabezón Water Reclamation Facilities, High Desert Investment Corporation and Curb North Inc., Rio Rancho, NM: *Project Superintendent*. Served as a project superintendent for two projects. These design-build projects were coinciding new membrane bioreactor wastewater plants in northwest Albuquerque, New Mexico. Mariposa was a 0.5-mgd, \$6.5M project, Cabezón was a 0.75-mgd, \$7.8M project. The membrane equipment and instrumentation was supplied by Zenon and the plants are built out for future expansion. Project responsibilities included subcontractor and vendor coordination, in addition to coordinating design issues with engineering. Duties included subcontractor oversight and installation coordination in the field. Also built and updated the overall CPM construction schedule, monitored and processed project costs, and conducted all weekly client meetings.



USCG TRACEN Petaluma Wastewater Facility, United States Coast Guard, Petaluma, CA: *Senior Project Manager*. Assigned as project manager on this \$36M design-build wastewater facility one year after it commenced. The job included demolition of the existing facility, including their sludge ponds. Using the same footprint, the team built a new sludge pond and new grit removal facilities. This advanced wastewater treatment facility used tertiary process treatment. Responsible for getting the project back on schedule and coordinating the changes requested by the client. Other responsibilities included startup and commissioning, punch-list development and distribution, and demobilization from the site.

Big Dry Creek Wastewater Treatment Plant Expansion, Westminster CO: *Field Engineer*. Served as the field engineer on the \$5.9 million plant expansion. This project included the construction of new anaerobic digesters, a new clarifier, new chemical feed system, sludge thickener pump station and associated process piping modifications. Project responsibilities included field layout and control, along with crew and subcontractor coordination.

Water Purification Facility Expansion, Weatherford, TX: *Project Superintendent*. This \$5.9M design-build water treatment purification expansion project consisted of a pressurized membrane system supplied by PALL Corporation Inc. It also consisted of a blending vault for mixing the existing tertiary filter system and the new pressurized membrane system. The project was a retrofit of existing piping and equipment. Responsible for the scheduling and coordinating subcontractors, as well as overseeing all construction activities and quality control.

Pebble Beach Design Build Advanced Treatment Project, Carmel, CA: *Construction Manager/QA/QC*. This \$20M design-build project consisted of a state of the art MBR process that increased the quality and amount of recovered water. Assisted with startup and commissioning and worked closely with the city and project staff during construction activities.

Water Recovery and Reuse Project and 5 Mega Watt Solar Field, Frito-Lay, Casa Grande, AZ: *Construction Manager*. This \$28M design-build project is a Net-Zero discharge facility. Aimed at treating food processing wastewater for re-use in food processing, it consists of a combination membrane bioreactor (MBR) system and low pressure reverse osmosis (LPRO) system. The rest of the treatment process incorporates a 1.8-MG bolt-up bioreactor tank, two clarifiers, solids handling screens, a 200,000-gallon water storage tank, and three 250HP PD blowers, as well as a state-of-the-art LEED Silver control building that is designed to showcase the LPRO system. The \$30M design and construction of a 5 Mega Watt solar field was installed to take the entire manufacturing facility off the power grid. Primarily responsible for safety on this project. Worked very closely with the design team to ensure the key components of this project were developed in time for construction. Was also responsible for the quality and scheduling of all construction activities, including subcontractors and deliveries. Worked closely with the client to ensure complete satisfaction.

Solar Infrastructure, Advanced Water Treatment Facility DBOM, Camp Pendleton, CA: *Project Superintendent*. This project was part of a \$500M design-build project that consisted of a 382.8 kw solar field that supplied power to the Advanced Water Treatment Facility. Responsible for planning all construction and tie in activities.

Simplot Process Water Treatment Plant, City of Caldwell, Caldwell, ID: Participated in the constructability review for a \$15.4M Design-Build project that consisted of the design and construction of a process water treatment and recovery plant (PWTRP) at a new state of the art potato production facility.

Pebble Beach Design Build Advanced Treatment Project, Carmel, CA: *Construction Manager/QA/QC*. This \$20M design-build project consisted of a state of the art MBR process that increased the quality and amount of recovered water. I assisted with startup and commissioning and worked closely with the city and project staff during construction activities.

Solar Infrastructure, Advanced Water Treatment Facility DBOM, Camp Pendleton, CA: *Project Superintendent*. This project was part of a \$500M Design Build Project that consisted of a 382.8 kw solar field that supplied power to the Advanced Water Treatment Facility. I was responsible for planning all construction and tie in activities.

Simplot Process Water Treatment Plant, Caldwell, ID: *Constructability Review*. Participated in the constructability review for a \$15.4M design-build project that consisted of the design and construction of a process water treatment and recovery plant (PWTRP) at a new state of the art potato production facility.

Pueblo West Water Treatment Plant Expansion, Pueblo, CO: *Assistant Superintendent*. Project's assistant superintendent for the \$8 million expansion of the Pueblo West Water Treatment Plant. This project consisted mainly of the installation of a packaged filter system for water treatment.

Bi-City Wastewater Treatment Plant Expansion, Englewood, CO: *Field/Project Engineer*. Served as both a field engineer and project engineer for the \$17.3 million expansion of the Bi-City Wastewater Treatment Plant. This project featured the construction of a new sludge processing facility, including centrifuges, the replacement of five clarifier mechanisms, the construction of new and recharging of existing trickle filters, the addition of a de-nitrification basin, and the re-piping of the entire digester complex. Also featured on this project was the construction of "co-generation" facilities, in which the bio-gases from the plant were converted to energy. Responsibilities included field layout and control, staff supervision, submittal review and coordination, along with other construction tasks, both field-related and administrative.

Semper Water Treatment Plant, Westminster, Colorado: *Field Engineer*. Served as a carpenter and the field engineer on the \$14.1 million plant expansion.

*Projects with previous employers



Forrest Gist, PE, CPP

SECURITY

Forrest Gist has over 30 years of security expertise gained through design and construction management of over 250 security projects on a wide variety of critical infrastructure sectors including aviation, marine, high tech, data center, water/wastewater, electrical and nuclear power, banking/finance, food, correctional, education, healthcare, and military.

Forrest is Jacob's subject matter expert in risk assessments and security planning. He is specialized in security risk assessment services, identifying security threats, vulnerability assessments, and developing mitigation plans and upgrade recommendations. He had deep subject knowledge in video surveillance technology, particularly in planning large enterprise video management systems and within the areas of video analytics, video storage and bandwidth. He is a registered Professional Engineer (Electrical) and Certified Protection Professional (CPP) through the American Society of Industrial Security.

Education/Qualifications

M.S., (In progress) Computer Engineering, Portland State University

B.S., Electrical Engineering, Oregon State University

Certifications/Training

- ✓ Certified Protection Professional, American Society of Industrial Security (expires 2022)
- ✓ Profession Engineer, Electrical (California)
- ✓ Profession Engineer (Oregon, Colorado, Arizona)
- ✓ American Water Works (AWWA) Utility Risk and Resilience Certification Program
- ✓ American National Standards Institute (ANSI)/AWWA J100-10 Risk Analysis and Management for Critical Asset Protection (RAMCAP®).
- ✓ Safeguards Information Qualified – United States Nuclear Regulatory Commission (NRC)

Years of Experience

30 years

Relevant Project Experience

Security Improvement Planning (Multiple Projects), Central Contra Costa Sanitation District, Martinez, CA: *Project Manager and Security Lead.* Responsible for all project communication, planning, organization, quality, schedule and budget performance and client satisfaction. Jacobs conducted a security system study and related work to address the needs of the District to continue to protect its personnel, critical assets, and facilities from potential physical damage, natural hazards and physical and malevolent threats to its computer and Supervisory Control and Data Acquisition (SCADA) systems. The team reviewed physical security measures at all District facilities and developed recommendations to improve physical security, establish cyber security specifications, and implement a District-wide security upgrade plan. The plan was developed in a risk-based and cost-effective manner consistent with the current state of the practice in the water/wastewater industry, incorporating security recommendations and cost estimates for the implementation of improvements. Cyber security specifications were developed in accordance with guidance from the National Institute of Standards and Technology (NIST) SP 800-82 R2 Guide for Industrial Control System Security and the NIST Framework for Improving Critical Infrastructure Cybersecurity. Policies were based on NIST SP 800-53 with special guidance from appendix F of 800-53 and appendix G of 800-82.

Utility Security Vulnerability Assessment and Security Upgrade, City of North Miami Beach, North Miami Beach, FL: *Security Task Lead and Primary Security Technologist.* The City of North Miami Beach included a comprehensive risk and security vulnerability assessment, which identified security issues and vulnerabilities across the water and wastewater utility. A subsequent security planning and design phase of work then commenced, with construction specifications and detail design drawings produced. Follow-on work included developing an all-hazards risk and resilience assessment in compliance with the America's Water Infrastructure Act. Upgrades included security video improvements, new video cameras, new digital video recording system, video servers, remote operated electric gate control, door access control system, card readers, intercom system, and integration of security system across a multi-facility campus and remote locations.

Risk and Resilience Assessment, Helix Water District, La Mesa, CA: *Primary Physical Security Lead.* Responsible for determining security vulnerabilities, risk evaluation and risk mitigation recommendations. Jacobs conducted an America's Water Infrastructure Act – Risk and Resilience Assessment. This was a comprehensive all-hazards risk and resilience assessment for water utility serving over 100,000 people. It included the review of malevolent hazards, natural hazards, dependency threats, and proximity threats. Incorporated operational and maintenance risk and resilience evaluation.

Risk and Resilience Assessment, San Diego County Water Authority, San Diego, CA: *Primary Physical Security Lead.* Responsible for determining security vulnerabilities, risk evaluation and risk mitigation recommendations. Jacobs conducted an America's Water Infrastructure Act – Risk and Resilience Assessment, a comprehensive all-hazards risk and resilience assessment for the Authority. It included the review of malevolent hazards, natural hazards, dependency threats, and proximity threats. Provided risk and resilience evaluation of over 350 individual threat-asset pairs.



Security Improvement Planning and Design (Multiple Projects and Task Orders), San Francisco Public Utility Commission (SFPUC), San Francisco, CA: *Project Manager and Security Lead*. Responsible for all project communication, planning, organization, quality, schedule and budget performance and client satisfaction. Served as security lead for over 20 separate task orders and projects. Work included a comprehensive evaluation of existing security policies and procedures and recommendations for improvement. Work also included development of an agency-wide security design criteria, an update of the technical specification sections for security hardware and software, including the development of a specification for ensuring security during construction, the upgrade and design for electronic security turnstiles at the corporate facility lobby, and several security upgrades at various facilities. Developed master security specifications, security design guidance documents, and standard security details.

Risk and Resilience Assessment, City of Escondido Water, Escondido, CA: *Primary Physical Security Lead*. Responsible for determining security vulnerabilities, risk evaluation, risk mitigation recommendations. Jacobs conducted a America's Water Infrastructure Act – Risk and Resilience Assessment. This was a comprehensive all-hazards risk and resilience assessment for water utility serving over 100,000 people. It included the review of malevolent hazards, natural hazards, dependency threats, and proximity threats. Developed cost-benefit analyses for security mitigation recommendations.

Risk and Resilience Assessment, City of Tucson Water, Tucson, AZ: *Primary Physical Security Lead*. Responsible for determining security vulnerabilities, risk evaluation, risk mitigation recommendations. Jacobs conducted an America's Water Infrastructure Act – Risk and Resilience Assessment. This was a comprehensive all-hazards risk and resilience assessment for water utility serving over 100,000 people. It included the review of malevolent hazards, natural hazards, dependency threats, and proximity threats. Included an analysis of financial resilience and resilience of chemical handling, use and storage.

Security Upgrade, City of Cocoa, Cocoa, FL: *Security Task Lead and Primary Security Technologist*. The City of Cocoa Security Design project included a comprehensive planning and design phase of work with construction specifications and detail design drawings as the final deliverable. Plant locations included in the design are the Dyal Groundwater treatment plant, Dyal Surface Water treatment plant, Wewahootee treatment plant, Taylor Creek, Industrial Park booster station, Banana River booster station, Viera booster station, and one elevated tank. Upgrade included security video improvements, new video cameras, new digital video recording system, video servers, a ground-based radar for perimeter intrusion detection, remote operated electric gate control, door access control system, card readers, intercom system, and integration of security system across a multi-facility campus and remote locations.

Portland International Airport, Port of Portland, Portland, OR: *Security Engineer*. Two separate projects provided project management

and security engineering services for the design of confidential improvements to the airport security checkpoint screening areas. Design required extensive coordination with the Transportation Security Authority (TSA), airport engineering staff, and Port Police. Systems included public address, master clock, security access control and video surveillance for this multi-national project.

Medinah International Airport (Prince Mohammed Bin Abdul-Aziz), Medinah Saudi Arabia: *Security Engineer*. Provided project security design review for video surveillance, access control, security data network, public address, and master clock systems for an international airport. This iconic project consists of a new terminal of 150,000 square metres of terminal space on three floors, 16 aircraft stands served by passenger boarding bridges and 17 remote apron stands. The project also includes the implementation of a widened and extended runway, with 10 km of taxiways capable of accommodating A380 size aircraft linking the runway to the terminal building and ensuring the fast and efficient movement of aircraft. Project challenges included the multi-cultural coordination among stakeholders, Saudi (Client), Turkish (Prime Architect), UK (Halcrow-Prime Engineer) and USA (Security Engineer).

King Khaled International Airport, Riyadh Saudi Arabia: *Security Engineer*. Provided project security design review for video surveillance, access control, security data network, public address, and master clock systems for an international airport expansion project. Project challenges included development of additional design drawings in support of a comprehensive tender offer for the overall project security systems.

Mumbai International Airport, Mumbai India: *Security Engineer*. Provided project engineering for security design review for the comprehensive design of an international airport. Systems for this multi-national project included public address, master clock, security access control, and video surveillance.

Ontario International Airport, Los Angeles World Airports, Ontario, CA: *Security Engineer*. Project included set up and installation of temporary time-lapse digital video cameras and recording equipment at the airport facilities in support of an overall security upgrade effort. Work included locating and installing camera units. Multiple closed-circuit color television camera units were positioned at key airport security locations and downloaded to computer for offline viewing and analysis using statistical modeling and analysis software.

Risk and Resilience Assessment, North Jersey District Water Supply Commission, Wanaque, NJ: *Primary Physical Security Lead*. Responsible for determining security vulnerabilities, risk evaluation, risk mitigation recommendations. Jacobs conducted an America's Water Infrastructure Act – Risk and Resilience Assessment for the Commission, a comprehensive all-hazards risk and resilience assessment. It included the review of malevolent hazards, natural hazards, dependency threats, and proximity threats. Visited each site to identify vulnerabilities and suggest potential risk mitigation strategies.



Todd Cotten, PE

GEOTECHNICAL

Education/Qualifications

M.S., Engineering/Geotechnical Engineering, Colorado State University

B.S., Civil Engineering, Colorado State University

Certifications/Training

- ✓ Professional Engineer (Oregon, Washington, Virginia, Alaska)

Years of Experience

26 years

Todd Cotten is a senior geotechnical engineer with the Tunnel and Earth Engineering group in Jacobs Engineering's Portland, Oregon office. He has 26 years of professional experience on a variety of environmental, energy, water and wastewater, and transportation projects. He has experience managing complex multi-firm design projects, design management, resident engineering and geotechnical engineering skills. His project experience includes a variety of design, construction, and environmental projects, including wastewater and water treatment facilities, earth dams, reservoir tanks, large diameter pipelines, dredging and sediment capping, highway expansion, hard rock tunnels, auger boring, horizontal directional drilling, tunnel grouting, landslide investigation and stabilization, and petroleum refinery facilities. His construction management roles include work on numerous challenging geotechnical sites, roadways, bridges, pipelines, water/wastewater treatment plants, braced excavations, ground improvement, and trenchless pipeline installations.

Todd regularly serves as a Senior Technical Consultant (STC) for a variety of dams and impoundment projects with Jacobs Engineering's Dams, Levees, and Impoundments technical practice group. He has experience developing contract documents for construction projects, including geotechnical baseline reports that establish the contractual understanding of geotechnical and groundwater condition anticipated to be encountered during construction. Todd has performed numerous geological hazard assessments for projects located in the Pacific Northwest and he has thorough knowledge of the primary geologic hazards of seismicity, liquefaction and lateral spread, tsunami, and landslides.

Relevant Project Experience

McMinnville WRF Secondary Expansion Project, City of McMinnville, McMinnville, OR: *Geotechnical Lead.* Developed geotechnical exploration plan and conducted geotechnical analysis for design and construction of \$11M secondary expansion of this treatment facility. The treatment plant expansion consists of remote influent pumping, preliminary treatment, Orbals, chemical clarification and filtration. Geotechnical challenges included the presence of deep deposits of potentially liquefiable silt, sand, and silty sand. An initial evaluation of liquefaction and lateral spread potential suggested that ground improvement beneath the proposed facilities would be required to limit seismically induced settlement and lateral spread to acceptable levels. A site-specific seismic analysis with development of site-specific ground response was performed to refine the evaluation of seismically induced liquefaction and lateral spread. The analyses allowed for design and construction of Orbals and clarifiers without ground improvement, which resulted in an estimated cost savings of approximately \$3M.

Ina Road Wastewater Reclamation Facility Capacity and Effluent Quality Upgrade Project, Pima County, AZ: *Geotechnical Lead.* Geotechnical task lead for the design of new preliminary, primary, and biosolids treatment and storage facilities, including overseeing a field exploration (17 borings) and laboratory testing. Evaluated and incorporated existing site-specific geotechnical information, developed seismic design recommendations, and conducted traditional geotechnical analyses. Developed geotechnical design and construction recommendations and detailed design of biosolids storage lagoon liner and floating geomembrane cover.

Wilsonville WWTP DBO, City of Wilsonville, Wilsonville, OR: *Geotechnical Lead.* Completed geotechnical design and developed earthwork specifications as part of this \$34 million Design-Build-Operate project for a major retrofit of a 4-mgd facility. Project includes new headworks, aeration basin, secondary clarifier, tertiary filters, UV facility and solids handling and drying facilities. Completed geotechnical analysis and developed design recommendations for steep slope stabilization, slope drainage, facility foundations, construction sequencing, retaining walls, and dewatering. Provided special inspections and interfaced with construction management team to provide geotechnical solutions during construction of the facilities.

85 MGD Water Treatment Expansion Project, Joint Water Commission, Hillsboro, OR. *Geotechnical Lead.* Project included expansion of facility water treatment capacity to 85MGD (from 75MGD) through design and construction of new filters and sedimentation basins available. Also included was a new 0.25MG surge basin, and two new engineered solids drying beds. Led the geotechnical field exploration and analyses, including



seismic evaluations and design of deep foundations for new facilities. Unique to this project was the inclusion of all new facilities on auger cast piles (134 total) ranging in size from 24" to 36", drilled to a dense bearing layer 80' bgs for seismic stability. The project also incorporated earthquake resistant pipe (ERDIP), up to 48" in size. Involvement included leading the geotechnical observations of the site grading, dewatering, excavation, pile installation, and construction approximately 2,000 lf of earthen embankment for the new solids drying beds. This project was constructed using the CM/GC delivery platform with the contractor and was completed in mid-2020.

Portland Terminal Expansion, NuStar Energy, Portland, OR: *Geotechnical Lead.* Responsible for complete geotechnical services for the addition of two new aboveground steel storage tanks at the NuStar Portland terminal adjacent to the Willamette River. Project included a site-specific seismic hazard evaluation, including evaluation of near source effects from the Portland Hills Fault. Planned and directed the geotechnical site investigation and laboratory testing program. Performed and oversaw foundation evaluations for the steel tanks included bearing pressure, liquefaction analyses, static and seismically induced settlement analyses, overturning, base sliding, and global stability. Designed ground improvement and prepared technical contract documents for a jet grout ground improvement zone paralleled the Willamette River to prevent lateral movement of the steel tanks during a seismic event.

Brown Grease Receiving and Cogeneration Project, Clean Water Services, Washington County, OR: *Geotechnical Lead.* Project consisted of design and construction of \$15M of new facilities including cogeneration facility and \$5M brown grease receiving facility. Geotechnical challenges included developing recommendations for stabilization of poor subgrade beneath the brown grease receiving facility to allow the facility to be supported on a shallow foundation. Developed earthwork specifications, geotechnical drawings and details, and performed geotechnical special inspections during construction.

Silver Creek Reservoir Potential Failure Modes Analyses, City of Silverton, OR: *Geotechnical Task Lead and Project Manager.* Geotechnical lead for review and assessment of a potential failure modes analysis (PFMA) conducted by the USACE to evaluate significant and credible failure modes and develop a Capital Improvements and Maintenance Plan for addressing potential failure modes. Coordinated review activities with Oregon Department of Water Resources Dam Safety Engineer and USACE staff.

Vancouver Water Station 1, City of Vancouver, Vancouver, WA: *Geotechnical Technical Reviewer.* Led planning and completion of geotechnical explorations and served as technical reviewer of geotechnical evaluations, specifications, and drawing development for design of two 4.0-million-gallon prestressed, post-tensioned concrete reservoir and a 1.0-million-gallon steel standpipe reservoir. Unique to the project was construction of a sand-bentonite low-permeability layer below the two large reservoirs to serve as a leak detection barrier.

Dallas Floodway Extension, Upper Chain of Wetlands, USACE Fort Worth District, Dallas, TX: *Geotechnical Engineer.* Led the design of three water-holding impoundments with a combined area of approximately 57 acres. The project for the Fort Worth District of the USACE is located along the Trinity River. The project consists of a series of wetlands that provide secondary storage and reduce flood flows on the Trinity River in Dallas. Evaluated subsurface conditions, performed seepage analysis and stability analysis for steady-state seepage, end-of-construction, and rapid-drawdown loading conditions. Developed recommendations for design and construction of the facilities and prepared the geotechnical design documentation report. Cost: \$15.9M

Youngs River Estuary Mitigation Area and Levee Relocation, Confidential Client, Astoria, OR: *Design Manager and Lead Geotechnical Engineer.* Project involved preliminary design of approximately 1.4 miles of setback levee and breaching of portions of the Youngs River Dike No. 22 to reconnect approximately 120 acres of historical floodplain to the tidal estuary and create new wetlands. The project included development of levee geometry and stability evaluations of the proposed setback levee for a variety of loading, including end of construction and seismic conditions. Challenging aspects of the project included the location near the Cascadia Subduction Zone and the presence of deep deposits of soft alluvium in the foundation.

Big Sand Wash Dam Enlargement, Central Water Conservancy District, Roosevelt, UT: *Geotechnical Engineer.* Participate in a multi-office design team responsible for approximately 200 drawing designs for the Big Sand Wash Enlargement Project. Responsible for development of embankment and toe drain design and other analyses, and developing drawings and specifications for the main and saddle dams.

Ham Branch Levee Project, Central City Project, Upper Trinity River, Fort Worth, TX: *Geotechnical Engineer.* Completed stability analysis to evaluate the adequacy of the existing levee embankment to provide flood protection and alternatives for regrading of the embankment crest.

Bonneville Dam, U.S. Army Corps of Engineers Portland District, Portland, OR: *Geotechnical Engineer.* Design of \$2M seismic mitigation of the Ambursen Section at the Bonneville Dam on the Columbia River. Onsite engineer during backfilling of the Ambursen sections of a gravity concrete dam using mass concrete. The oversight included observation of grouting of an underdrain system initially installed to mitigate the potential for high uplift pressures during construction. The grouting was completed using grout nipples installed through the mass concrete after the concrete was cured.

City of Woodburn Natural Treatment System Improvements, Woodburn, OR: *Geotechnical Task Lead.* Geotechnical lead for design of modifications to an existing off-channel holding pond, which included raising the existing earth berm and adding embankment penetrations and toe drainage. Coordinated the review of modifications and contract documents with the Oregon Department of Water Resources Dam Safety Department to gain approval of the proposed modifications.



Patrick Rausch, PE

HVAC/BUILDING MECHANICAL/FIRE PROTECTION

Education/Qualifications

M.S., Engineering & Science Management, University of Alaska

B.S., Mechanical Engineering, University of Minnesota

Certifications/Training

- ✓ Professional Engineer, Mechanical (Arkansas, Washington, Nevada, Arizona, Rhode Island)

Years of Experience

35 years

Patrick Rausch brings a set of personal skills in design management, systems analysis, and technical design of fire protection and other building mechanical discipline for wastewater treatment processes and support facilities. Adding value to the team, he respects the importance of working with our clients' internal staff responsible for the operations and maintenance of the building mechanical and fire protection systems. He designs systems to meet all aspects of national wastewater processing facility safety standards while keeping the design simple to control, energy efficient, reliable, and accessible for routine maintenance and repair. He recognizes and conforms his deliverables to respect the client's standards for CAD, equipment naming guidelines, and consistently executes from task to task.

His 23-year career at Jacobs has included water resource-related projects varying from small task agreements to multi-year detailed designs, both for local and international projects. He brings the ability to manage technical resources, routinely collaborating with technologists within our Fire Protection and Building Mechanical Communities of Practice.

Relevant Project Experience

Columbia Boulevard Wastewater Treatment Plant STEP, City of Portland BES, OR: *Fire Protection Design/Engineer of Record*. Established the fire protection design criteria for the Concept Design Report and contributed to evaluations of the new facility hazard classifications based on the latest version of NFPA 820. STEP includes the design of two new 145-foot-diameter secondary clarifiers, along with a combination of projects in proximity or operationally connected, including a completely new biosolids co-thickening and dewatering facility and biosolids storage and loading facility. The project includes demolition of aging facilities, modifications to remote boilers, replacement of the medium voltage system, design of non-process facilities, and ground improvements for new facilities. The project design budget is \$29M. Facilitated meaningful engagement of client, program, construction manager general contractor (CMGC) and STEP design staff to help BES design cost-effective, constructible facilities. Project involves making lasting plant improvements around secondary treatment needs that are operationally sound, seismically resilient, and that account for important maintenance considerations for a \$300M construction project.

Secondary Treatment and Dewatering Project, City of Sunnyvale, CA: *Fire Protection Design Engineer of Record*. Leads the design of fire protection systems, including wet-pipe automatic sprinklers and clean agent suppression systems for this wastewater treatment plant expansion. Three facilities will include fire protection systems with design criteria established on the basis of NFPA 13. Coordination with yard piping for fire hydrants, fire truck access, and fire alarm systems monitoring of supply valve tamper switches, sprinkler riser flow switch, and water flow alarm bell are significant elements of this design. As a subconsultant, proactively organized cross-discipline meetings to accelerate development of fire water supply system to each new facility. Provided critical analysis of NFPA 820 to summarize fire protection requirements to gain early acceptance by client.

Southeast Plant Biosolids Digester Facilities Project (BDFP), San Francisco Public Utilities Commission (SFPUC), San Francisco, CA: *Mechanical Engineer of Record/HVAC Discipline Lead*. Worked closely with SFPUC to establish design criteria and lead three contributing design teams to consistent execution of the criteria. This biosolids project includes combined heat and power utilizing digested sludge bio-gas to generate power and high pressure steam for process and building heating systems. One of the largest and most complex construction manager general contractor (CMGC) projects SFPUC has undertaken as part of its Sewer System Improvement Program (SSIP). The scope of work is to replace the existing and aging solids facilities with a new biosolids processing solution that reliably meet the SSIP Goals and levels of service (LOS). The project will help minimize plant impacts on the neighborhood. Steady, comprehensive management of the HVAC discipline designs across three firms to maintain CAD standards, approved design criteria, consistency in HVAC Instrumentation Diagrams and Control Descriptions.

Riverside Park Water Reclamation Facility, Egg-Shaped Digester Facility, City of Spokane, WA: *Mechanical Engineer of Record.*

Completed the design for the HVAC and plumbing systems. Designed ventilation and fire protection measures to the latest version of NFPA 820. The project involved the installation of 2 new egg-shaped digesters and the associated digester equipment rooms. The design includes

accommodations for future digester replacement adjacent to this project site. Heating included 30-pounds-per-square-inch (psi) steam connected to the plant-wide distribution system. Simple design concepts led to accessible equipment for maintenance and compliance with wastewater facility safety standards. Provided allowances for future design included and retained through construction services.



Alex Firth, SE, LEED AP

STRUCTURAL

Alex Firth is a senior structural engineer with Jacobs' Water Business Group in Corvallis, Oregon. He has worked on a variety of structural projects, including water and wastewater treatment plants, Industrial facilities, resident construction inspection, and bridge inspection. He is also the firm's source matter expert in the structural engineering aspects of anti-terrorism and force protection (AT/FP) design. Alex is an instructor at Oregon State University in the Civil Engineering Department. He teaches a senior/graduate level course that focuses on the use of the International Building Code in determination of building forces.

Alex specializes in physical security engineering services, such as seismic retrofits/upgrades and structural inspections that meet U.S. Government criteria. He has years of experience applying his engineering skills in complex diplomatic and federal facilities with high physical and technical security features. He has delivered more than 50 federal facility projects throughout the U.S. and internationally.

Education/Qualifications

B.S., Civil Engineering, Oregon State University

Graduate Studies, Structural Engineering, Oregon State University

Certifications/Training

- ✓ Professional Engineer, Structural (Oregon)
- ✓ U.S. Green Building Council (USGBC): LEED Accredited Professional

Years of Experience

35 years

Relevant Project Experience

McMinnville WRF Expansion Project, City of McMinnville, McMinnville, OR: *Structural Engineer*. Designer of a new ATAD complex at the water reclamation facility. The facility is a reinforced concrete treatment basin and an elevated concrete masonry building. The facility will include foundation improvements to limit settlement due to soil liquefaction in an earthquake.

Mt. Angel Elementary School, Mt. Angel, OR: *Structural Engineer*. Designed a preliminary repair and retrofit of an auditorium/gymnasium damaged during an earthquake. The school was a large unreinforced masonry school that was damaged during the spring break Scott's Mill Earthquake. The auditorium/gymnasium was severely damaged during the earthquake. Provided on-site inspection of the damaged facility. The retrofit of the school was designed to meet the criteria of UBC Seismic Zone 3.

509J School District, Cheldelin Middle School, Corvallis, OR: *Structural Engineer*. Analyzed and prepared a concept level design retrofit report for Cheldelin Middle School. The retrofit concept design included analysis of the existing lateral load resisting systems within the structure. Concept level retrofit details were prepared. The structure included classrooms, a library, second story mechanical mezzanines, a cafeteria with long span structure and a two-story gymnasium. The school's original construction included masonry, wood, and both precast and cast-in-place concrete

Willagillespie Elementary School Seismic Retrofit, Eugene, OR: *Structural Engineer*. Designed and detailed the seismic upgrade of an existing elementary school to meet the requirements of UBC Seismic Zone 3. The large wood-framed building required an economical and expedient method of providing lateral support for several unbraced concrete corridor walls, and long window walls. In an existing wing, several classrooms were expanded and the lateral force resisting system was upgraded to meet current code requirements. In addition to the upgrade, several new classrooms, a library expansion, and an entire south wing housing an office were designed for the school.

ARC Complex Design, Army Reserve Center, Kirkland Air Force Base, NM. *Structural Engineer*. Checker for structural engineering of a complete design of a new ARC complex. The complex includes an 82,000-SF training facility, 23,000 SF organizational maintenance shop (OMS) and area maintenance support activity (AMSA) facility, and a 2,000 SF unheated storage facility as well as associated military equipment parking (MEP) areas and privately-owned vehicle (POV) parking areas. Structural design includes permanent construction with reinforced concrete foundations, concrete floor slabs, and steel frames. Coordinated with mechanical engineer to assure proper loads and placement of structural support for mechanical equipment. Construction cost was \$24.6M.

Directorate of Information Management Facility, USACE Louisville District, Fort McCoy, WI. *Structural Engineer*. Provided independent senior structural and AT/FP review of a design-build (DB) RFP package using RFP Wizard for a 21,400-SF facility to house a central data center for the Army Reserve. Review included documents prepared by the DB Contractor's structural engineer. Review was conducted for compliance with DB RFP documents, Unified Facilities Criteria, and International Building Code. Received "Exceptional" ACASS rating. Construction cost was \$10M.



Aeromedical Evacuation Squadron Facility, USACE Louisville District, Scott AFB, IL. *Structural Engineer.* Provided independent structural review for a DB RFP package consisting of a 21,500 SF aeromedical evacuation facility. Assisted in review of the structural documents for design concepts to meet latest AT/FP criteria, including setbacks. Checked energy calculations as part of concept development for an energy efficient design. Designed IAW UFC 3-400-01 and ASHRAE Standard 90.1-2001. Received a "Very Good" ACASS rating. Cost: \$7.4 million (construction).

176th Wing Relocation, Elmendorf AFB, AK: *Structural Engineer.* Const Served as structural QC for the 176th Relocation project and overall design professional in charge of compliance with the UFC 4-010-01. Ensured compliance with project standards and required building codes. Confirmed consistency among facilities in creating design, drawings, and specifications with regards to structural systems. Developed window supporting structure details for steel stud wall and concrete masonry walls. Designed window reinforcing details requiring blast analysis for the standard UFC charge weights at the appropriate standoff distances. Wrote a compliance checklist used by designers. Construction cost was \$141M.

AT/FP Upgrades to Installation Gates/Barriers, AFCEA, USAF and ANG Installations, Worldwide: *Structural Engineer.* Led structural Title I services for 32 entry control points and two master plans located at 18 AF and ANG installations. Assessed each facility for current AT/FP requirements and prepared documentation detailing any changes required. Prepared construction drawings and specifications ensuring projects were designed to meet applicable code requirements, including UFC 4-022-01 and SDDCTEA Pam 55-15. Project received a "Very Good" ACASS rating for high-quality delivery.

Army Reserve Center, U.S. Army Corps of Engineers (USACE), Louisville District, Fort Bliss, TX: *Structural Engineer.* Checker for structural engineering of a complete design of \$9.5 million, 34,400-square-foot new Army Reserve Center complex. The complex consists of a 30,000-square-foot training center, a 3,200-square-foot organizational maintenance shop, a 1,280-square-foot unheated storage building, along with the necessary parking for privately owned vehicles and military equipment. Structural design includes permanent construction with reinforced concrete foundations, concrete floor slabs,

and steel frames. The center design uses a steel frame, which supports steel studs and gypsum board on the interior and a 4-inch CMU veneer that includes different textures of CMU and color "banding" on the exterior to add architectural interest to the facility.

Multiple One-Story Building Structures, Air Force Center for Engineering and the Environment (AFCEE), Taji Military Base, Iraq, *Structural Design.* Designed modular single-story concrete frame system with multiple roofing structures. Due to local availability of materials, designed several roofing systems detailed to allow for flexibility in selection of systems. Systems included precast double tee beams, structural steel beams, and structural steel trusses. The modular concrete frame system was adapted to a number of different building types depending upon occupancy. Designs incorporated provisions of the International Building Code and local construction practices for practical and buildable structure. Cost: (construction). \$ 80 million

Armed Forces Reserve Center, U.S. Army Corps of Engineers (USACE), Louisville District, Huntsville, TX: *Structural Engineer.* Checker for the structural systems for construction and design services of a 48,620-square-foot AFRC training center, 7,620-square-foot vehicle maintenance facility, 4,640-square-foot unheated storage facility, and 5,050-square-yard organizational parking for all military and privately-owned vehicles. Project included permanent construction with reinforced concrete foundations, concrete floor slabs, structural steel frames, masonry veneer walls, and standing seam metal roof. Design compliance with DoD AT/FP criteria. Construction cost: \$16 million.

Army Reserve Center, Fort Custer, MI: A-E Services IDIQ, USACE Louisville District. *Structural Engineer.* Senior structural reviewer for the structural design for a 51,132-SF ARC that will provide 200- member training center adequate for the relocation of multiple Army Reserve Units. Responsible for quality review that includes permanent construction with reinforced concrete foundations, concrete floor slabs, structural steel frames, masonry structural system, and standing seam metal roof. Also participated in construction phase services including: reviewed contractor submittals (data, products, and samples, warranties, schedules), and design clarification. Design compliance with DoD AT/FP criteria. Received an "Exceptional" ACASS rating. Cost: \$18.5M (construction).



Ryan Harbert, PE, LEED AP

ELECTRICAL

Education/Qualifications

B.S., Electrical Engineering, Oregon State University

Certifications/Training

- ✓ Professional Engineer (Oregon, Maryland, Rhode Island, Hawaii, Washington, California)
- ✓ LEED Accredited Professional, (LEED AP™)

Years of Experience

20 Years

Ryan Harbert has 20 years of experience working on a variety of projects, including public and private facilities design, water and wastewater treatment plants, and lighting systems for airports. He provides detailed electrical design for required facility systems with his primary responsibility for delivery of the electrical project work deliverables (drawings, specifications, and reports as required). Additionally, Ryan is the technology leader in photovoltaic power systems, including technical specification coordinator for the firm's master specification on grid-tied photovoltaic systems, and completion of North American Board of Certified Energy Practitioners certification training for grid-direct solar electric facilities.

Relevant Project Experience

McMinnville WRF Tertiary Treatment and Disinfection, City of McMinnville, McMinnville, OR: *Electrical Engineer, Senior Review and Stamping.* Performed overall design guidance and quality control reviews for upgrade work on existing tertiary filters and expansion work for UV disinfection systems. Design included analysis of system harmonics to ensure proper plant electrical system operation in tandem with new UV disinfection loads.

McMinnville WRF Main Electrical Switchgear Transfer Control Upgrades, City of McMinnville, McMinnville, OR: *Electrical Engineer, Consulting.* Worked closely with City staff to investigate existing transfer controls schemes. Helped communicate and coordinate technical details and project scope with an electrical service provider (General Electric) who performed the transfer controls upgrade work. This work was completed without stamped drawings or specifications, which was a benefit to the City in terms of keeping processes relatively simple and lowering overall project costs.

McMinnville WRF Secondary Treatment Expansion Project, City of McMinnville, McMinnville, OR: *Lead Electrical Engineer.* Led an electrical design team to support a secondary treatment expansion project. A new electrical room with a new motor control center was established within a return activated sludge pump station. This new electrical system served new sludge pumps, scum pits, aeration basin (ORBAL style), secondary clarifier, and miscellaneous other small facilities.

Water Resource Recovery Facility Project, City of San Luis Obispo, San Luis Obispo, California: *Lead Electrical Engineer.* Acted as lead electrical engineer on a design project to support the expansion of an existing wastewater facility. Project included upgrades to existing plant liquids and solids handling facilities, and construction of new UV disinfection, Membrane Bioreactors, and effluent cooling towers. Electrical upgrades include new service equipment, medium voltage distribution, low voltage distribution, and networkable motor control centers. Worked closely with a local controls subconsultant to coordinate electrical design with instrumentation and controls.

North City Water Reclamation Plant Expansion and North City Pure Water Facility Influent Pump Station and Pipeline Clean Water Services, San Diego, California: *Lead Electrical Engineer.* Managed and lead an electrical design team to support the expansion at this existing wastewater facility. Project included four distinct design packages, and work was shared with electrical design sub-consultants. Work included four new secondary clarifiers, new equalization tank, expanded primary treatment facilities, new and refurbished secondary treatment processes, new influent pump station to a new pure water facility (pure water facility by others), replacement of all unit substations, provisions for new 15kV service switchgear, relocation of existing

Durham AWWTF Cogeneration and Brown Grease Facilities, Clean Water Services, Tigard, Oregon: *Lead Electrical Engineer.* Performed electrical design for a new Cogeneration Facility and Brown Grease Facility at the Durham AWWTF. Cogeneration uses digester and natural gas, and is sized to provide the majority of plant electricity on an annual basis. Project included new unit substation with paralleling switchgear, and all motor control equipment required to support the Cogeneration, gas handling, and Brown Grease facility processes.

Durham AWWTF Phase 5B1 Headworks Improvements, Clean Water Services, Tigard, Oregon: *Lead Electrical Engineer.* Performed all electrical design for modifications and expansion of an existing headworks facility. New facilities and processes included influent screens, washer compactors, odor control, and modified grit classifiers. Electrical improvements included new outdoor medium voltage switchgear, site



distribution and duct banks, redundant 13.2kV-480V unit substations and a main-tie-main motor control center.

Durham AWWTF Phase 5D1 Preliminary Solids Handling Modifications, Clean Water Services, Washington County, Oregon:

Electrical Design Lead. Electrical designer for solids handling modifications. Work included modifications to various existing MCCs to support process improvements (new sludge grinders, gas booster, and electrically actuated valves) and considerations for NEC hazardous/classified areas.

Hillsboro Wastewater Treatment Facility Aeration Basin Modifications, Clean Water Services, Washington County, Oregon:

Electrical Design Lead. Electrical designer for secondary process improvements. Work included expansion of existing MCCs, new air compressors, new high speed turbo blower, new mixers, and electrically actuated valves.

Scott Water Treatment Plant, McMinnville Water and Light, McMinnville, Oregon: Lead Electrical Engineer.

Performed all electrical design for retrofit and upgrade of an existing water plant. New facilities included filters, a clearwell, and a new chemical building. Existing control building and filters were also upgraded. A new electrical service was designed for the plant, along with a standby generator. The project used a database to enhance quality and provide a means to use in-house automation tools, such as automatically generated one-line diagrams, panelboard schedules, and a complete circuit and raceway schedule.

Columbia Boulevard Wastewater Treatment Plant, City of Portland Bureau of Environmental Services, Portland, Oregon: Lead Electrical Engineer.

Performed all electrical design for retrofit and upgrade of an existing, unused screening facility. Project involved complete gutting of the existing building and installation of a new screening process. Project also included a new biofilter and upgrades to odor control equipment. Major design components were automated screens and washer/compactors, a standby generator, new control system, and National Fire Protection Association (NFPA) 820 hazardous area analysis.

Secondary Process Improvements Project, Columbia Boulevard WWTP, City of Portland Bureau of Environmental Services, OR:

Electrical Quality Control Engineer. Performed design review and oversight, and some detailed design for retrofit and upgrade of existing secondary process facilities. Project involved modifying existing motor control centers, wiring for new and replaced equipment, lighting, and wiring for power, control, and instrumentation.

Wilsonville Wastewater Treatment Plant (WWTP) Improvements, City of Wilsonville, Oregon: Lead Electrical Engineer.

Performed all electrical design for modifications and expansion of the existing treatment plant. New or modified facilities and processes included a new headworks facility (with influent screens and washer compactors) odor control, secondary clarification, UV disinfection, disk filtering, upgrading and expanding existing aeration basins and secondary process facility (including high speed turbo blowers), and a new dewatering and drying facility (with dryer system and centrifuges). Electrical work included a

new service established with Portland General Electric, "smart" networked motor control centers, two standby generators, medium and low voltage distribution design, security and fire alarm systems, and National Fire Protection Association (NFPA) 820 hazardous area analysis.

Water Reclamation Facility, Spokane County, Spokane, Washington:

Electrical Designer. Assisted with all aspects of electrical design for a new wastewater treatment facility. Project included a headworks facility, primary clarifiers, membrane/bioreactor facilities, solids handling facilities, anaerobic and aerobic digesters, and cogeneration. Project also included maintenance and administrative type facilities. Project delivery was design-build-operate (DBO). Portions of the project were LEED certified.

Fort Irwin Army Base, U.S. Army, Fort Irwin, California: Renewable Energy Consultant.

Prepared a feasibility study for the addition of a photovoltaic (PV) system at a new water treatment plant that had been designed by CH2M HILL. The study included suggestions for mounting the PV either on roofs or on the ground, output calculations, financial payback periods, incentives investigation, etc. Two years later, the client requested an update to the memo to discuss a one megawatt stand-alone PV system, separate from the water treatment plant.

Advanced Water Purification Facility, City of Oxnard, Oxnard, California:

Electrical Designer. Assisted with electrical design for a new water treatment plant, specifically lighting and photovoltaic systems design. The project used a database to enhance quality and provide a means to use in-house automation tools, such as automatically generated one-line diagrams, panelboard schedules, and circuit and raceway schedules. Project was LEED-certified, and included more than 200kW of photovoltaics installed on building rooftops.

Aurora Reservoir Water Purification Facility, City of Aurora, Aurora, Colorado: Electrical Designer.

Assisted with all aspects of electrical design for a new water treatment plant, including distribution, lighting, detailed circuiting, site work, cable tray, and standby power generation. Plant included incoming raw water facilities, ultraviolet disinfection, flocculation/sedimentation basin filtration, adsorber facilities, various chemical treatments, and finished water facilities. The project used a database to enhance quality and provide a means to use in-house automation tools, such as automatically generated one-line diagrams and panelboard schedules.

Water Pollution Control Facility Photovoltaic System, City of Las Vegas, Las Vegas, Nevada: Renewable Energy Consultant.

Assisted the City in writing a Request for Proposals (RFP) for a 3- to 4-megawatt, ground-mounted photovoltaic facility to be located adjacent to their plant. Responsible for the technical portion of the RFP, discussing utility interconnection issues, minimum requirements for solar panels and associated equipment, site improvements such as roads and fencing, communication with existing plant supervisory control and data acquisition (SCADA) system, etc. Also helped the client with bidding requirements, selection criteria, and cost estimating. Future work will include technical review of bidders' proposals.





Education/Qualifications

B.A., 3D Modeling and Animation,
Southern New Hampshire University

A.S., Drafting and Engineering
Graphics, Linn Benton Community
College

Certifications/Training



Years of Experience

7 Years

Stuart Wagoner

VISUALIZATION

Stuart has seven years of visualization, project delivery and BIM modeling experience with Jacobs' Water Business Group in Corvallis, OR. He is an expert in the use of standard 3D and Jacobs' BIM technologies. Stuart has worked on a variety of projects, from small 2D projects to large 3D and BIM modeling efforts with a focus on visualization. In addition to his project work, Stuart has contributed to expanding the use of computer-generated visualization throughout the Corvallis Design Center. He helped develop state-of-the-art methods to create photorealistic renderings, construction sequencing animations and virtual project walk-throughs. He also works frequently with the Jacobs' Global Technology Group to help promote the understanding and use of new technologies and visualization software.

Stuart will be the lead for developing our design drawings using 3D+. This will facilitate better understanding of the design as it progresses and therefore, provide better review comments, guidance, and improve the coordination and quality of the project. It allows the City of McMinnville to be more certain of how the finished product will look. It also helps to reduce bid costs, as contractors gain a better understanding of the project and because there are fewer chances of inconsistencies between drawings. A database will be associated with the design that supports cost estimating by providing a takeoff of material quantities. In addition, this model information can be used to support the ongoing operation and maintenance of facilities.

Relevant Project Experience

Columbia Blvd WWTP, City of Portland BES, Portland, OR: *Visualization Designer*. The purpose of the project is to add two new 150-foot-diameter secondary clarifiers, along with a combination of projects that are either in close proximity or operationally connected, including a complete upgrade of the biosolids thickening and dewatering facilities. Created concept renderings with a variety of materials and colors, site renderings, facility renderings, construction sequencing and equipment installation animations. Worked with creating custom textures, lighting and equipment rigging to give realistic representation early in the modeling stages. Provided clarification that large pumps could be swapped and transferred throughout the facility by animating equipment and simulating clash detection.

3Kings WTP, Park City Municipal Corporation, Park City, UT: *Visualization Designer*. Preliminary and final design for 7.2 million gallons per day water treatment facility treating mining-influenced water from two tunnel sources on a constrained site with significant visual appeal requirements. Stuart prepared renderings of the site and facilities. Worked closely with architects and landscaping to visualize a wide variety of materials, colors and plants. These renderings were key in meeting the requirements of the visual impact the project site would have. Overlaid BIM models on drone images to give the client a look at a completed project, while also creating animation fly-throughs with roughly 25,000 acres of computer-generated terrain. This provided ability to quickly visualize different materials and colors provided from the architect on the BIM models and helped with decision-making for path forward.

Dallas WWTF Recycled Water Project, City of Dallas, Dallas, OR: *Digital Delivery Lead*. Project scope includes adding a tertiary treatment to the Dallas WWTF to create recycled water for industrial and irrigation use. Project includes treatment package preselection for filtration, and design of pumping and recycled water disinfection facilities. Project also includes the replacement of the plant effluent UV disinfection system. Stuart managed interdisciplinary CAD design team for each phase of the project. Responsible for the CAD standards and BIM models which included designs for headworks, sludge pump station, filters, chlorine contact basin, UV building, cooling towers, hypochlorite facility and electrical building. Created renderings from project site photos to convey completed concepts to client. Ran clash detection and prepped submittal sets for client delivery team. Reduced design change costs by following CAD standards and hosting bi-weekly review meetings with the design team.

San Jose Headworks Design-Build, City of San Jose, San Jose, CA: *Visualization Designer*. This project consisted of constructing a new Headworks 3, making minimal improvements to existing Headworks 2, decommissioning the existing aging Headworks 1, and making improvements to the influent conveyance facilities. The facilities will be capable of treating current flows and extreme peak hour wet weather design condition of 2040 of 396 million gallons per day. Served as the project's visualization designer. Produced facility renderings, site renderings and videos throughout each design phase. The images were used in the



contractor documents and workshop meetings to help with coordination. Created a video featuring the complex work being done by yard piping and electrical, as well as assisted with clash detection efforts. Increased coordination with client and design team being able to fly around a realistic virtual site.

Regional Surface Water Supply Project, Stanislaus Regional Water Authority (SRWA), Stanislaus County, CA: *Visualization Designer.*

Leading the visualization efforts during the proposal stage for this progressive design-build project for a new raw water intake facility and delivery pipeline for the Turlock Irrigation district, and a Water Treatment facility and a finished water pipeline for SRWA. The project is still in early stages of construction and has produced 30% drawings. Working directly with the design team to create realistic site and facility renderings. Created a live virtual model that could be toured during the proposal meeting with roughly 384 acres of surface terrain, civil work, landscaping, existing features, and BIM models. Overlaid models into images taken from neighboring homes to display future views, create animations and update renderings during each design phase in the contractor documents.

CWWTP Aeration Improvements, City of Dallas, Dallas, TX: *Visualization Designer.* Project included design on a new complex blower facility, elevated air pipe and drop leg modifications. Stuart created a short and long video used by the City of Dallas to give contractors scope of work when the site was closed due to COVID-19. Overlaid BIM models into drone footage, construction sequencing, visualize contractor staging areas and modification being done around the site. Allowed contractors a visual scope of work when sites were closed due to COVID-19.

Goodyear RWPS/WTF, City of Goodyear, Goodyear, AZ: *Visualization Designer.* This was a progressive design-build project for a new raw water intake facility and delivery pipeline and a water treatment facility and a finished water pipeline for the City of Goodyear, AZ. The project is in the final stages of construction. Stuart put together site and facility renderings as the lead visualization designer. Created large scale civil surfaces so the project models could be viewed with realistic landscape. Used real-world sun positions with the BIM models to better understand facility coverings and shade. Rendered project animations used during design review phases.



Challenging today.
Reinventing tomorrow.

Contact:

Michael McCann, PE

Project Manager

M: 541.579.4288

E: Michael.McCann@jacobs.com

Joshua Koch, PE

Client Services Manager

M: 608.772.6250

E: Joshua.Koch@jacobs.com



1100 NE Circle Boulevard | Suite 300 | Corvallis, OR 97330

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Elk Cove Vineyards Inc dba: Pike Road Wines
BUSINESS LOCATION ADDRESS: 701 NE 3rd Street
LIQUOR LICENSE TYPE: Winery 3rd 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: Sunday – Thursday 12pm to 6pm, Friday – Saturday 12pm to 7 pm
Entertainment: Live Music
Hours of Music: Friday – Sunday 12pm to 6pm
Seating Count: 39; 31 lounge and 8 outdoor

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

LIQUOR LICENSE APPLICATION

Page 1 of 3

Check the appropriate license request option:

New Outlet | Change of Ownership | Greater Privilege | Lesser Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location Primary License #348490
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: 2nd 3rd 4th 5th 6th

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Application received:

4/25/22

Minimum documents acquired:

4/25/22

LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received: 5/5/2022

Optional: Date Stamp

- Recommend this license be granted
- Recommend this license be denied

Printed Name

Date

Return this form to:

Investigator name:

S. Rudberg

Email:

susan.rudberg@oregon.gov



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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: May 4, 2022
TO: Mayor and City Councilors
FROM: Claudia Cisneros, City Recorder
SUBJECT: Ward Three Vacancy

Report in Brief:

Mayor Hill announced his resignation at the April 12, 2022, effective May 24, 2022. At the April 26, 2022 Council President was voted to Interim Mayor. Effective April 27, 2022 there will be a vacant seat for the Ward Three position.

Background:

The City Charter states that when a vacancy in an elective city office occurs, a temporary replacement shall be appointed by a majority vote of the council and that the term of the temporary replacement shall begin immediately upon their appointment and continue until a permanent replacement is elected at the next general election. The City Charter also requires a Council Member to reside in the ward from which they are appointed. The next general election will take place on November 8, 2022.

The current Ward 3 term expires December 31, 2022 and is currently up for election on November 8, 2022 for the next four year term of January 2023 – December 2026.

Discussion:

Staff are seeking direction from the City Council on how they wish the current vacancy handled, and take a formal resolution action declaring the position vacant and the action to be taken.

Questions to Answer:

1. How does Council wish to address Ward 3 Vacancy?
 - a. To leave the position vacant for the remainder of the year.
 - b. To recruit for the position.

- c. To recruit for the position but exclude anyone running for Ward 3 office for the current election.
 - d. To hold the position vacant until November 8th, and consider asking the winning candidate to take office earlier than January 2023.
2. If direction is to recruit for the position, what is the potential timeline Council wishes to take:
- a. 2-week recruitment: May 12 – 26 – interviews at a special council meeting week of May 30th or June 6th with appointment the same evening or at the next regular meeting on June 14th.
 - b. 3-week recruitment: May 12 – June 2 – interviews at a special council meeting week of June 6th with appointment the same evening or at the next regular meeting on June 14th.
 - c. 4-week recruitment: May 12 – June 9 – interviews June 22nd with appointment the same evening or at the next regular meeting on June 28th.

Attachments:

- City of McMinnville Charter
- Resolution No. 2022-31: A Resolution Declaring a Vacancy and Announcing the Advertisement for Qualified Persons for Appointment to Fill the Ward 3 Vacancy.
 - Exhibit B – Ward Map

Recommendation:

If Council wishes to recruit; staff recommend approval of Resolution No. 2022-31.

CITY CHARTER

McMINNVILLE CHARTER OF 1971

To provide for the government of the City of McMinnville, Yamhill County, State of Oregon; and to repeal all charter provisions of the city enacted prior to the time that this charter takes effect, except those herein retained.

Be it enacted by the people of the City of McMinnville, Yamhill County, State of Oregon:

CHAPTER I

NAME AND BOUNDARIES

Section 1. TITLE OF ENACTMENT. This enactment may be referred to as the McMinnville Charter of 1971.

Section 2. NAME OF CITY. The City of McMinnville, Yamhill County, State of Oregon, shall continue to be a municipal corporation with the name "City of McMinnville."

Section 3. BOUNDARIES. The city shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by a majority of voters. Unless mandated by State Law, any annexation, delayed or otherwise, to the City of McMinnville may only be approved by a prior majority vote among the electorate. (Ballot Measure 36-32, May 21, 1996).

CHAPTER II

POWERS

Section 4. POWERS OF THE CITY. The city shall have all the rights, powers, privileges, and immunities which the constitutions, statutes, and common law of the United States and of this state expressly or impliedly grant or allow municipalities, including those rights, powers, privileges, and immunities which a city can exercise upon specifically accepting them or upon being granted the power to exercise them by the people of the city or the legislature of the state, as fully as though this charter expressly stated each of those rights, powers, privileges, and immunities, and as though each of them had been specifically accepted by the city or granted to it by the people of the city or by the legislature of the state. The powers contained herein from previously enacted charter shall be deemed a part of the powers of the city. The city is further empowered to

assess, levy, and collect taxes of all types for any and all lawful municipal purposes.

Section 5. CONSTRUCTION OF THE CHARTER. In this charter no mention of a particular power, right, privilege, or immunity shall be construed to be exclusive or to restrict the scope of all powers, rights, privileges, or immunities which the city would have if the particular power was not mentioned. The charter shall be liberally construed to the end that the city may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to the laws and to the municipal home-rule provisions of the constitution of the State of Oregon.

Section 6. EXERCISE OF POWERS. All rights, powers, privileges, and immunities of the city shall be exercised in the manner prescribed in this charter, or, if the manner be not prescribed in this charter, then in the manner provided by ordinance or resolution of the council or the laws of the State of Oregon.

Chapter III

FORM OF GOVERNMENT

Section 7. POWER IN WHOM VESTED. The power and authority given to the municipal corporation of the City of McMinnville by this charter is vested in the mayor and council, and their successors in office, to be exercised in the manner hereinafter provided.

Section 8. COUNCIL. The council shall consist of six members, two from each ward of the city, and they shall hold office for the term of four years and until their successors are elected and qualified, and the elective term of such councilmen shall be so arranged that one councilman shall be elected from each ward of said city at each general biennial election. The official term of the Mayor shall be four years.

Section 9. COUNCILMEN. The councilmen in office at the time this charter is adopted shall continue in office, each until the end of his term of office as fixed by the charter of the city in effect at the time this charter is adopted. At each biennial general election after this charter takes effect, three councilmen shall be elected, each for a term of four years.

Section 10. MAYOR. At the next biennial general election after this charter takes effect, a mayor shall be elected for a term of four years, and at each alternate general election thereafter.

Section 11. APPOINTED ADMINISTRATIVE OFFICERS. Additional officers of the city shall be a municipal judge, a city recorder, a

city manager, a city attorney, a director of public works, a chief of police, a fire chief, a treasurer, and such other officers as the council deems necessary. Each of these officers shall be appointed and may be renewed by a majority of the council. The council may designate any appointive officer to supervise any other appointive officer except the municipal judge in the exercise of his judicial functions. (Res. No. 1978-47 §3(a)).

Section 12. SALARIES. The compensation for the services of each city officer and employee shall be the amount fixed by the council.

Section 13. QUALIFICATIONS OF ELECTIVE OFFICERS. No person shall be elected to, appointed to, or retained in an elective office of the city unless he is a qualified elector within the meaning of the state constitution and a resident of the city for twelve months immediately preceding his nomination. In addition to these qualifications, no person shall be elected to, appointed to, or retained in the office of council member unless he resides in the ward from which he is elected or appointed. The council shall be final judge of the qualifications and election of its own members, subject, however, to review by a court of competent jurisdiction. (Res. No. 1978-47 §3(b)).

Section 13A. WARDS. The city shall be divided by ordinance into three geographical areas representing as near as practical the same number of electors. Whenever the ward boundaries are reapportioned to comply with this section, the council members in office at that time shall not lose their qualification for office by reason of the boundary change and shall continue in office for the remainder of their terms unless otherwise disqualified. (Res. No. 1978-47 §3(c)).

Chapter IV

COUNCIL

Section 14. MEETINGS. The council shall hold a regular meeting at least once each month in the city at a time and place which it designates. It shall adopt rules for the government of its members and proceedings. The mayor upon his motion may, or at the request of three members of the council shall, by giving notice thereof to all members of the council then in the city, call a special meeting of the council for a time not earlier than 24 hours nor later than 96 hours after the notice is given. Special meetings of the council may also be held at any time by the common consent of all members of the council. Notice of all meetings held by the council shall be consistent with notice requirements for public meetings. (Res. No. 1978-47 §4(a)).

Section 15. QUORUM. A majority of members of the council shall constitute a quorum for its business, but a smaller number may meet

and compel the attendance of absent members in a manner provided by ordinance.

Section 16. RECORDS. The council shall cause minutes of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken, and a record of the vote entered in the minutes. The council shall determine the manner in which withdrawals shall be made from the respective funds.

Section 17. PROCEEDINGS TO BE PUBLIC. No action by the council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 18. MAYOR'S FUNCTIONS AT COUNCIL MEETINGS. The mayor shall be chairman of the council and preside over its deliberations. He shall have authority to preserve order, enforce the rules of the council, and determine the order of business under the rules of the council. He shall have a vote on all questions before the council in order to resolve a tie vote of the council members. (Res. No. 1978-47 §4(b)).

Section 19. PRESIDENT OF THE COUNCIL. At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council shall elect a president from its membership. In the mayor's absence from a council meeting, the president shall preside over the council. Whenever the mayor is unable to perform the functions of his office the president shall act as mayor, preside over council deliberations, have authority to preserve order, enforce the rules of the council, determine the order, determine the order of business under the rules of the council, and continue to vote as a councilman. (Res. No 1978-47 §4(c)).

Section 20. VOTE REQUIRED. Except as this charter otherwise provides, the concurrence of a majority of the members of the council present at a council meeting shall be necessary to decide any question before the council.

Chapter V

POWERS AND DUTIES OF OFFICERS

Section 21. MAYOR. The mayor shall appoint the committees provided by the rules of the council. After the council approves a bond for a city officer or a bond for a license, contract, or proposal, the mayor shall endorse the bond.

Within twenty-four hours after the adjournment of any council meeting, the city recorder shall present to the mayor all ordinances passed and adopted at the meeting. The mayor within five days of

receipt of an ordinance shall return it to the city recorder with or without the approval, or with his veto. If an ordinance is vetoed, the mayor shall attach a written statement explaining the reasons for his veto. Ordinances vetoed by the mayor shall be considered at the next meeting of the council, and the council may pass the ordinance over the veto by the affirmative vote of four of its members. The effective date of an ordinance passed over the mayor's veto shall not be less than fifteen days after the date of final passage.

Section 22. CITY MANAGER. The city manager shall have general supervision of the administrative affairs of the city and general control over all nonelective officers and employees of the city excepting those of the Water and Light Department and municipal judge, and shall perform such other duties as may be prescribed by the council. Before taking office, he shall give a bond in such amount and with such surety as may be approved by the council. The premiums on such bond shall be paid by the city.

Section 23. MUNICIPAL JUDGE. The municipal judge shall be the judicial officer of the city. If available, the municipal judge shall be a member of the Oregon State Bar in good standing or have a legal background or training satisfactory to the council. He shall hold within the city a court known as the municipal court for the City of McMinnville, Yamhill County, Oregon. The court shall be open for the transaction of judicial business at times specified by the council. All area within the city shall be within the territorial jurisdiction of the court. The municipal judge shall exercise original and exclusive jurisdiction of all crimes and offenses defined and made punishable by ordinances of the city and of all actions brought to recover or enforce forfeitures of penalties defined or authorized by ordinances of the city. He shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the city, to commit any such person to jail or admit him to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause before him, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of the court. When not governed by ordinances or this charter, all proceedings in the municipal court for the violation of city ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.

Section 24. RECORDER. The recorder shall serve ex officio as clerk of the council, attend all its meetings unless excused therefrom by the council, and keep an accurate record of its proceedings. In the recorder's absence from a council meeting, the mayor shall appoint a clerk of the council pro tem who, while acting in that capacity, shall have all the authority and duties of the recorder.

Chapter VI

ELECTIONS

Section 25. REGULAR ELECTIONS. Regular city elections shall be held at the same time and place as the general state elections, in accordance with applicable state election laws. The recorder, pursuant to directions from the council, shall give at least 10 days notice of each regular and special city election by publishing notice thereof in a newspaper in general circulation throughout the city. The notice shall state the officers to be elected, the ballot title of each measure to be voted upon, and the time and place of the election. (Res. No. 1978-47 §5(a)).

Section 26. SPECIAL ELECTIONS. The council shall provide the time, manner, and means for holding any special election. The recorder shall give at least ten days notice of each special election in the manner provided by the action of the council ordering the election.

Section 27. REGULATION OF ELECTIONS. Except as this charter provides otherwise and as the council provides otherwise by ordinances relating to elections, the general laws of the state shall apply to the conduct of all city elections, recounts of the returns therefrom, and contests thereof.

Section 28. CANVASS OF RETURNS. In all elections held in conjunction with state and county elections, the state laws governing the filing of returns by the county clerk shall apply. The certified election results of the county clerk may be approved by the council in lieu of a canvass by the council in any election held in conjunction with a state or county election. In each special city election the returns therefrom shall be filed with the recorder on the day following, and not later than 5 days after the election, the council shall meet and canvass the returns. The results of all elections shall be made a matter of record of the proceedings of the council. The record shall contain a statement of the total number of votes cast at each election, the votes cast for each person and for and against each proposition, the name of each person elected to office, the office to which he has been elected, and a reference to each measure enacted or approved. Immediately after the canvass is completed, the recorder shall make and sign a certificate of election of each person elected and deliver the certificate to him within 1 day after the canvass. A certificate so made and delivered shall be prima facie evidence of the truth of the statements contained in it. (Res. No. 1978-47 §5(b)).

Section 29. TIE VOTES. In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the council.

Section 30/31. OATH OF OFFICE AND COMMENCEMENT OF ELECTIVE TERM. The term of office of a person elected in accordance with this charter

shall commence the first of the year immediately following the election and upon the elected candidate taking an oath or affirmation that said officer will support the constitution and laws of the United States and the State of Oregon and will faithfully perform the duties of the office. The oath or affirmation shall be administered at the first council meeting conducted in the year immediately following the election at which the elected officer is present. An incumbent shall continue in office until said oath or affirmation is administered. (Res. No. 1978-47 §5(c)).

Section 32. NOMINATIONS. Any qualified person may be nominated for an elective city office. Nominations shall be by petition specifying the position sought in a form prescribed by the council. Such petition shall be signed by not fewer than 50 electors from the ward in which the council person is a candidate and from the entire city for a candidate seeking the office of mayor. No elector shall sign more than one petition for each vacant position. If he does so, his signature shall be valid only on the first petition filed for the office.

The signature to a nomination petition need not all be appended to one paper, but to each separate paper of the petition shall be attached an affidavit of the circulator thereof, indicating the number of signers of the paper and stating that each signature appended thereto has been made in his presence and is the genuine signature of the person whose name it purports to be. With each signature shall be stated the signer's place of residence, identified by its street and number or other sufficient description.

All nomination papers comprising a petition shall be assembled and filed with the recorder as one instrument at a time which is in accordance with the election laws set by the State of Oregon. The recorder shall make a record of the exact time at which each petition is filed and shall take and preserve the name and address of the person by whom it is filed.

If the petition is not signed by the required number of qualified electors, the recorder shall notify the candidate and the person who filed the petition within 5 days after the filing. If the petition is insufficient in any other particular, the recorder shall return it immediately to the person who filed it, certifying in writing wherein the petition is insufficient. Such deficient petition may be amended and filed again as a new petition, or a substitute petition for the same candidate may be filed, within the regular time for filing nomination petitions.

The recorder shall notify an eligible person of his nomination, and such person shall file with the recorder his written acceptance of nomination in such form as the council may require, within 5 days of notification of nomination. Upon receipt of such acceptance of nomination, the recorder shall cause the nominee's name to be printed on the ballots. The petition of nomination for a successful candidate

at an election shall be preserved in the office of the recorder until the term of office for which the candidate is elected expires. (Res. No. 1978-47 §5(d)).

Chapter VII

VACANCIES IN OFFICE

Section 33. WHAT CREATES VACANCY. An office shall be deemed vacant upon the incumbent's death; adjudicated incompetence, conviction of a felony, other offense pertaining to his office, or unlawful destruction of public records; resignation; recall from office; or ceasing to possess the qualifications for the office; upon the failure of the person elected or appointed to the office to qualify therefor within ten days after the time for his term of office to commence; or in the case of a mayor or councilman, upon his absence from the city for 60 days without the consent of the council or upon his absence from meetings of the council for 90 days without like consent, and upon a declaration by the council of the vacancy.

Section 34. FILLING OF VACANCIES. When a vacancy in an elective city office occurs, a temporary replacement shall be appointed by a majority vote of the council. The term of office of the temporary replacement shall begin immediately upon his appointment and continue until a permanent replacement is elected at the next general election, but said election shall not occur less than 60 days after the office has been declared vacant or an individual appointed by the council. The newly elected council person shall take office at the first regular meeting of the council occurring subsequent to the election. The term of office of the elected replacement shall be the unexpired term of the elected predecessor. (Res. No. 1978-47 §6(a)).

Chapter VIII

ORDINANCES

Section 35. ENACTING CLAUSE. The enacting clause of all ordinances hereafter enacted shall be, "The City of McMinnville ordains as follows:"

Section 36. MODE OF ENACTMENT.

(1) Except as this section provides to the contrary, every ordinance of the council shall, before being put upon its final passage, be read fully and distinctly in open council meeting on two different days.

(2) Except as this section provides to the contrary an ordinance may be enacted at a single meeting of the council by unanimous vote of

all council members present, upon being read first in full and then by title.

(3) Any of the readings may be by title only (a) if no council member present at the meeting requests to have the ordinance read in full or (b) if a copy of the ordinance is provided for each council member and three copies are provided for public inspection in the office of the city recorder not later than one week before the first reading of the ordinance and notice of their availability is given forthwith upon the filing, by (i) written notice posted at the city hall and two other public places in the city; and(ii) advertisement in a newspaper of general circulation in the city. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless each section incorporating such a difference is read fully and distinctly in open council meeting as finally amended prior to being approved by the council.

(4) Upon the final vote on an ordinance, the ayes and nays of the members shall be taken and recorded in the journal.

(5) Upon the enactment of an ordinance the recorder shall sign it with the date of its passage and his name and title of office, and within three days thereafter the mayor shall sign it with the date of his signature, his name and the title of his office.

Section 37. WHEN ORDINANCES TAKE EFFECT. An ordinance enacted by the Council shall take effect on the thirtieth day after its enactment. When the council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

Chapter IX

PUBLIC IMPROVEMENT

Section 38. CONDEMNATION. Any necessity of taking property for the city by condemnation for the water system or electrical generation and distribution system shall be determined by the Water and Light Commission pursuant to Chapter X of this charter. Any necessity of taking property for any other purposes for the city by condemnation shall be determined by the council and declared by a resolution of the council describing the property and stating the uses to which it shall be devoted.

Section 39. IMPROVEMENTS. The procedures for making, altering, vacating, or abandoning a public improvement shall be governed by the general ordinance or, to the extent not so governed, by the applicable general laws of the state. Action on any proposed public improvement, except a sidewalk or except an improvement unanimously declared by the

council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance thereto by the owners of two thirds of the property to be specially assessed therefor. For the purpose of this section "owner" shall mean the record holder of a legal title to the land, except that, if there is a purchaser of the land according to a recorded land sale contract or according to a verified writing by the record holder of legal title to the land filed with the city recorder, the said purchaser shall be deemed the "owner."

Section 40. SPECIAL ASSESSMENT. The procedure for levying, collecting, and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance.

Section 41. BIDS. A contract in excess of \$5,000 for a public improvement to be made by a private contractor shall be let to the lowest responsible bidder for the contract and shall be done in accordance with plans and specifications approved by the council. (Res. No. 1978-47 §7(a)).

Chapter X

WATER AND LIGHT COMMISSION

The Water and Light Commission is continued in existence.

Section 42. MEMBERSHIP AND QUALIFICATIONS. The mayor of the City of McMinnville shall ex officio be a member of the Water and Light Commission. In case of the absence of the mayor from the city, or his complete disability or disqualification to act, then during such absence, disqualification or disability, the president of the council shall ex officio act in place of the mayor as a member of the Water and Light Commission. In addition to the mayor, there shall be four members of the Water and Light Commission appointed by the mayor for a term of four years, whose appointments shall severally be approved by the council before any new commissioner shall enter upon the discharge of the duties of his office. The four commissioners in office at the date of the adoption of this provision shall serve out their respective terms, subject to removal as hereinafter provided. In case of a vacancy caused by death, removal or resignation, the mayor shall appoint a successor to fill such vacancy for the balance of the term, which appointment also shall be subject to confirmation by the council.

Section 43. REMOVAL OF COMMISSIONERS. The mayor, with the consent of the council, may remove any member of the Water and Light Commission for cause. No commissioner shall be removed, except upon written charges filed by the mayor with the clerk of the Water and Light Commission, a copy of which shall be served upon such

commissioner. A copy of such charges shall also be filed with the recorder of the City of McMinnville and brought before the council, together with the order of the mayor removing any such commissioner; and the question of whether or not such removal shall be sustained by the council shall be submitted to the council as any other city business is submitted to and considered by the council, and the question shall thereupon be submitted to the council in the following form:

"Shall the action of the mayor in removing _____, a member of the Water and Light Commission of the City of McMinnville, be sustained?"

If the majority of the membership of the city council shall vote in the affirmative, said removal shall be sustained, and said commissioner shall thereupon be out of office; otherwise, said removal shall not be sustained and said commissioner shall remain in office for the balance of his term, except in the case of death, disqualification or removal as herein provide.

Section 44. QUALIFICATIONS OF COMMISSIONERS. No person shall be appointed to the Water and Light Commission, or retain any such office, who does not fulfill the following requirements: He must be a citizen and resident of the City of McMinnville for at least one year, and a legal voter, and shall not have a financial interest adverse to the interests of the City of McMinnville in any manners over which the Water and Light Commission has jurisdiction. (Res. No. 1978-47 §8(a)).

Section 45. ORGANIZATION OF COMMISSION. The Water and Light Commission shall, at its first meeting in January in each year, elect from among the four appointed members thereof, a chairman, and shall also elect a clerk of the commission. At all meetings attended by the mayor he shall preside and in his absence, the president of the council shall preside. In case neither the mayor nor the president of the council is present at any meeting of the Water and Light Commission, the chairman shall preside, and if the chairman is also absent, then a chairman pro tem shall be appointed by the members present.

The Clerk of the Commission shall sign all minutes of all meetings, together with the officer who has presided at such meeting.

Section 46. EXECUTION OF CONTRACTS AND HANDLING OF FUNDS. All contracts and documents on behalf of the Water and Light Commission shall be signed by the mayor, or in case of his absence, disqualification, or disability, then by the president of the council, and shall be attested by the clerk of the commission. All funds coming under the jurisdiction of the Water and Light Commission shall be paid to the clerk of the commission, and a complete book account thereof shall be kept by the clerk of the commission, or employees of the commission under his direction. Said funds shall be paid by the

clerk of the commission to the city treasurer, who also shall keep a book account of all such funds.

Section 47. CLERK. The clerk of the Water and Light Commission shall serve during the pleasure of the Commission, and be subject to removal at any time and for any reason.

Before entering upon the duties of the office of clerk of the commission, the clerk shall take and file with the recorder of the City of McMinnville an oath of office to support and defend the constitutions and laws of the United States and of the State of Oregon, and faithfully to perform the duties of the office of clerk of the Water and Light Commission of the City of McMinnville, according to law, and shall also execute with a surety, satisfactory to the Water and Light Commission, and undertaking running for the benefit of the City of McMinnville for the faithful discharge of the duties and his office, and accounting for and paying over all money and property coming into his possession, which official undertaking shall be in such amount and upon such form as shall be required by the Water and Light Commission, and shall be signed by a surety company authorized to do a surety business in the State of Oregon, and shall be filed with the mayor.

Section 48. QUORUM. Three members of the commission shall constitute a quorum for the transaction of all business.

Section 49. MEETINGS. The Water and Light Commission shall hold a regular meeting at least once each month at a time and place to be fixed and publicly announced. Special meetings may be convened at any time upon such call and the giving of appropriate notice not less than 24 hours nor later than 96 hours after said meeting has been duly called and required notice given. Special meetings of the Water and Light Commission may also be held at the time by the common consent of all the members of the Water and Light Commission. Notice of all meetings held by the Water and Light Commission shall be consistent with notice requirements for public meetings. (Res. No. 1978-47 §8(b)).

Section 50. COMPENSATION. The Water and Light Commission shall have the authority to fix the compensation of the clerk and other employees of the Water and Light Commission and change same from time to time. Said Commission shall have the authority to employ a general manager and such superintendents, attorneys, bookkeepers, laborers, mechanics and other employees, as may be determined, and fix the compensation thereof, and discharge the same at pleasure, and for any reason.

Section 51. POWER OF COMMISSION. The Water and Light Commission shall have charge of the water works and the lighting plants of the city located within or without the city. Said commission shall have power and authority for and in behalf of the City of McMinnville to construct, erect, maintain, rebuild, repair or enlarge, manage,

operate, and control the water plant and electric light plants and system and to change the same and to that end to construct or purchase, keep, conduct, repair, rebuild, enlarge, and maintain water works and electric generating plants and system with all necessary plants or facilities of a character and capacity sufficient to furnish to the City of McMinnville and to the inhabitants thereof, as well as to other places and people desiring such service, whether within or without the corporate limits of the city, with such water and electric energy as may be called for, or required by any consumer, with the right reserved at all times to the City of McMinnville, acting through the Water and Light Commission, to withhold enlarging the plant and facilities within or without the City, or to extend the same, according to the sole judgment and discretion of said commission.

For the purposes of carrying into effect the provisions of this charter, said commission may acquire by purchase, condemnation or otherwise, for and on behalf of said city, and own and possess in the name of the city, such real estate and interest in real estate and personal property within and without the city limits of said city, as in the judgment of the commission may be deemed necessary or convenient.

In carrying on the management of said water and light system, said commission may, in enlarging the same, exercise its own judgment having in view the present and future requirements of said system, its customers present and prospective, within and without the corporate limits.

Power is also given to said commission to furnish electric energy for any useful purpose, and at any place or places. Said commission shall also have the power to construct such pole lines, transmission lines, and other devices within or without the corporate limits, as shall be necessary to carry out the powers herein granted, and may construct or otherwise acquire such buildings, power plants, dynamos, and other instrumentalities as may be necessary, convenient, or desirable to the complete equipment, enlargement, reconstruction, maintenance, and operation of a complete electric light or other lighting system.

The commission may contract with any individual, company, corporation, public or private utility, and the United States of America, through the Bonneville Administrator, or other agency, for the purchase of such electric power and energy as may be desirable and resell the same to the customers of the City of McMinnville in such manner and on such terms as said commission may prescribe. The commission may contract to sell electric power and energy to any individual, company, corporation, public or private utility as may be desirable in such manner and on such terms as said commission may prescribe. (Res. No. 1978-47 §8(c)).

Section 52. POWER TO CONDEMN. The Water and Light Commission shall have power to acquire by purchase, or otherwise, or by condemnation proceedings in the name of the City of McMinnville, all rights of way over the land of other persons or other property which may be necessary or convenient for dams, reservoirs, reserves, water sheds, pipe lines, electric lines, or other purpose for said water system and electric light system, whether within or without the corporate limits of said city; and said commission shall also have the power to extinguish all riparian rights which would otherwise interfere with the establishment and use of said water system or electric system. Where condemnation proceedings are necessary to acquire such property and rights, said proceedings shall be instituted by the commission in the name of the City of McMinnville as plaintiff, and shall be conducted in accordance with the provisions of the laws of the State of Oregon respecting condemnation proceedings by cities and other municipalities of the State of Oregon.

Section 53. POWER TO MAKE RULES. Said Water and Light Commission is hereby given the power and authority:

1. To make all needed rules and regulations for the conduct and management of the business delegated to said commission.

2. To establish rates for the use and consumption of water and electric energy furnished and sold by said commission.

3. To provide for the payment of water and electric rates, and to shut off such water and electric energy from any customer for nonpayment of rates, or for the violation of any rule or regulation established by the commission.

4. To do any other act or make any regulations necessary and convenient for the conduct of the business delegated to said commission, and for the due execution of the power and authority given said commission by this charter and not contrary to law.

Section 54. WARRANT INDEBTEDNESS. In order that said Water and Light Commission may carry on and control the business delegated to it by this charter, the Water and Light Commission is authorized to execute its warrants upon the city treasurer of the City of McMinnville, drawn on the water and lights funds in said treasury in excess of the current cash on hand, but not in an amount exceeding one half of the estimated annual income from the water and light department of said city. Warrants so drawn in excess of the cash on hand in the water and light funds shall be endorsed by the city treasurer "Not paid for want of funds," and shall bear interest not exceeding six percent (6%) per annum from the date of such endorsement until the date of payment, and shall be paid for the current receipts of said water and light department, and such warrant indebtedness shall not be considered or construed within the limitations of this charter respecting the municipal debt.

Section 55. ANNUAL ESTIMATE REPORT. The commission shall annually before the first day of July make a written estimate of the probable expense of maintaining and conducting the water plant and electric light system during the next ensuing year including the cost of any contemplated alterations, improvements, additions, or extensions, together with the probable amount necessary for the redemption of any unpaid warrants, together with the interest thereon, as well as the amount required for the payment of interest and maturing principal on any outstanding water and light bonds of the City of McMinnville; and shall thereupon ascertain and prescribe, as nearly as can be conveniently done, a water rate and electric current rate for such ensuing year, which will create a fund at least sufficient to meet all of said requirements, and in addition thereto the commission may include a further amount sufficient to create such fund as in the judgment of the commission may be desirable in the event of any contemplated additions, improvements, or extensions to such plants.

Section 56. ANNUAL REPORT OF RECEIPTS AND DISBURSEMENTS. The Water and Light Commission shall annually make a statement in duplicate containing a detailed report of its receipts and disbursements. The same, when so made, shall be signed by its chairman and attested by the clerk, and one copy thereof shall be filed with the recorder and the other filed with the clerk of the commission, and shall be preserved by and remain on file in each of said offices as public documents subject to inspection by all citizens of the City of McMinnville, and as a part of said report the commission shall include an inventory or statement of all the property, implements, and materials in its possession or control pertaining to the water works and the electric system, together with the condition and approximate value thereof

Section 57. CUSTODY OF PROPERTY AND BOOKS. The Water and Light Commission of the City of McMinnville shall be custodian of said water plant and electric system and of all property pertaining thereto, together with all books, papers, and accounts relating thereto, except that the oath of office of the clerk of said commission shall be filed with the recorder and the official bonds of said clerk, city treasurer, and the general manager shall be filed with the mayor of said city.

Section 58. BOND OF CITY TREASURER. The city treasurer of the City of McMinnville, as custodian of the water and light funds of said city, shall give such bond in addition to the bond now required for the other funds of said city in his possession as the commission shall require.

Section 59. DUTIES OF CITY TREASURER. All of the water and light funds of said city shall be kept by the city treasurer separate and apart from the other funds of the city, the water fund to be kept as one fund, and the light fund as another fund. The Water and Light

Commission shall determine the manner in which withdrawals shall be made from the respective funds under its jurisdiction.

Section 60. BOND OF GENERAL MANAGER. The general manager shall give an official undertaking running for the benefit of the City of McMinnville, in such amount and form as shall be required by the Water and Light Commission, to the effect that the general manager will account for, pay over, and deliver all money and property belonging to the City of McMinnville, which may come into his possession. Such undertaking shall be executed by a surety company authorized to do a surety business in the State of Oregon and shall be filed with the mayor.

The premium on the official bonds of the general manager, the clerk of the Water and Light Commission, and the bond of the city treasurer given in connection with the water and light funds shall be paid from the funds under the jurisdiction of the Water and Light Commission.

Section 61. FLUORIDATION. The Water and Light Commission of the City of McMinnville, Oregon, is hereby authorized and directed to provide the means for and proceed with the addition of appropriate amounts of fluorides to the municipal water supply of the City of McMinnville, Oregon. The equipment to be used by the Water and Light Commission for the above purposed and the method of distribution of fluorides shall be at all times subject to the regulations of the Oregon State Board of Health.

Section 61A. PUBLIC HEARINGS. The Water and Light Commission shall not establish or change its rate for either the use or consumption of water or electrical energy without first advertising and holding a public hearing. (Res. No. 1978-47 §8(d)).

Chapter XI

MISCELLANEOUS PROVISIONS

Section 62. BOARDS AND COMMISSIONS. The Water and Light Commission is continued in existence in accordance with this charter. All other boards and commissions are continued in existence at the pleasure of the council. The name, membership, powers, and duties of such boards and commissions shall be provided by ordinance.

Section 63. FIRE DEPARTMENT. The McMinnville Fire Department, consisting of voluntary and/or paid firemen, is continued in existence. The appointment of the fire chief shall also be approved by the fire department. The organization of the fire department, the executive committee thereof, the powers, and the duties thereof shall be provided by ordinances.

Section 64. DEBT LIMIT. Except by consent of the voters, the city's voluntary floating indebtedness shall not exceed \$100,000.00 at any one time. For purposes of calculating the limitation, however, the legally authorized debt of the city shall not be considered. All city officials and employees who create or officially approve any indebtedness in excess of this limitation shall be jointly and severally liable for the excess.

Section 65. TORTS. The provisions of Sections 30.260 to 30.000 (inclusive), Oregon Revised Statutes, as amended, shall govern and apply in connection with all claims against the city for alleged torts.

Section 66. EXISTING ORDINANCES CONTINUED. All ordinances of the city consistent with this charter and in force when it takes effect shall remain in effect until amended or repealed.

Section 67. CONTINUATION OF RIGHT AND LIABILITIES. No right or liability of the city existing at the time this charter takes effect shall be impaired or discharged by the adoption and enactment of this charter, except as this charter otherwise provides.

Section 68. BONDED INDEBTEDNESS. All outstanding general obligation bonds of the city shall continue to be general obligations of the city, though not specifically mentioned herein, and the council shall each year, at the time of making the annual tax levy for city purposes, include in such levy sums sufficient to be used jointly with other revenues, to pay the interest due on such outstanding bonds and to retire the principal thereof at maturity.

Section 69. REPEAL OF PREVIOUSLY ENACTED PROVISIONS. All charter provisions of the city enacted prior to the time that this charter takes effect, except as herein otherwise provided; are hereby repealed.

Section 70. PROVISIONS OF PRIOR CHARTER RETAINED. The following provisions of prior charter are hereby retained:

(a) Authorizing Special Tax Levy for Firemen's Compensation. The council may by ordinances prescribe such compensation for the officers and members of the fire department as may be just and reasonable; and in order to create a fund with which to pay such officers and members of the fire department for their services, the council shall have power and authority at the time of making the annual tax levy for municipal purposes to specially and additionally levy annually such an amount necessary for this purpose, but not to exceed three mills on each and every dollar's assessed valuation of taxable property in said city. Such levy shall be in addition to and in excess of the constitutional six (6) per cent limitation upon the city's tax levy. Said fund when so created shall not be used for any other purpose than that for which the same is by this section

provided. (Adopted by the people at a general primary election May 21, 1948.)

(b) Authorizing Special Tax Levy for Fire Equipment. It shall be the duty of the council to appropriate from time to time such sums of money as may be necessary to keep the present apparatus of the fire department in perfect working order and to add thereto engines, hose, hose carriages, and other necessary apparatus whenever the same may be required. It may also at such time as conditions may require appropriate such sums of money as may be necessary to build and furnish engine houses for the accommodation of said equipment. In order to create a fund with which to purchase new fire equipment and maintain the same, the council shall have power municipal purposes to specially and additionally levy annually such an amount necessary for this purpose, but not to exceed one-half mill each and every dollar's assessed valuation of taxable property in said city. Such levy shall be in addition to and in excess of the constitutional six percent (6%) limitation upon the citizens' tax levy. Said fund when so created shall not be used for any other purpose than that for which the same is created by this section. (Adopted by the people at a general election, November 4, 1952)

(c) Authorizing Special Tax Levy for Park Betterment. The council shall have power and authority to levy annually upon all the assessed valuation of the taxable property of the city a special tax not exceeding two mills for park betterment purposes, and such levy shall be in addition to and in excess of the constitutional six (6) percent limitation upon the city's tax levy, all of which shall be paid over to the treasurer and by him transferred to an account kept by him to be designated as the Park Betterment Fund, and each year as the taxes are levied and collected under the provisions of this section, and all moneys collected for rent of the municipal park grounds or received from donations for other park betterment purposes to said Park Betterment Fund. (Adopted by the people at a general primary election May 21, 1948)

Section 71. TIME OF EFFECT OF CHARTER. This charter shall take effect January 1, 1971.

Section 72. AMENDMENTS. Amendments to the charter may be proposed and submitted to the legal voters and qualified electors of the city by resolution of the council, but such proposed amendment shall be filed with the recorder for submission not later than 20 days before the election at which the same is to be voted upon, and no charter amendment shall become effective until it is approved by a majority of the votes cast thereon by the legal voters of the city.

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RESOLUTION NO. 2022-31

A Resolution Declaring a Vacancy and Announcing the Advertisement for Qualified Persons for Appointment to Fill the Ward 3 Vacancy.

RECITALS:

Whereas, on April 12, 2022 Mayor Scott A. Hill announced his resignation to focus on personal matters effective May 24, 2022; and

Whereas, the City Charter states that when a vacancy in an elective city office occurs, a temporary replacement shall be appointed by a majority vote of the council; and

Whereas, that the term of the temporary replacement shall begin immediately upon their appointment and continue until a permanent replacement is elected at the next general election; and

Whereas, the next general election will take place on November 8, 2022; and

Whereas, on April 26, 2022 Council President Remy Drabkin was voted as Interim Mayor; and

Whereas, effective May 25, 2022 the City Council hereby declares the Ward 3 position occupied by Council President Drabkin is hereby vacant; and

Whereas, The Council announces to the citizens of the City of McMinnville the vacancy has occurred and applications for this position are being received from qualified persons to fill this position; and

Whereas, Attached is a map of the McMinnville City Council wards showing the location of Ward 3, which is hereby attached as Exhibit "A" and by this reference incorporated; and

Whereas,

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

1. The McMinnville City Council declares a vacancy for Ward 3, effective May 25, 2022.

2. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 10th day of May, 2022 by the following votes:

Ayes: _____

Nays: _____

Approved this 10th day of May, 2022.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

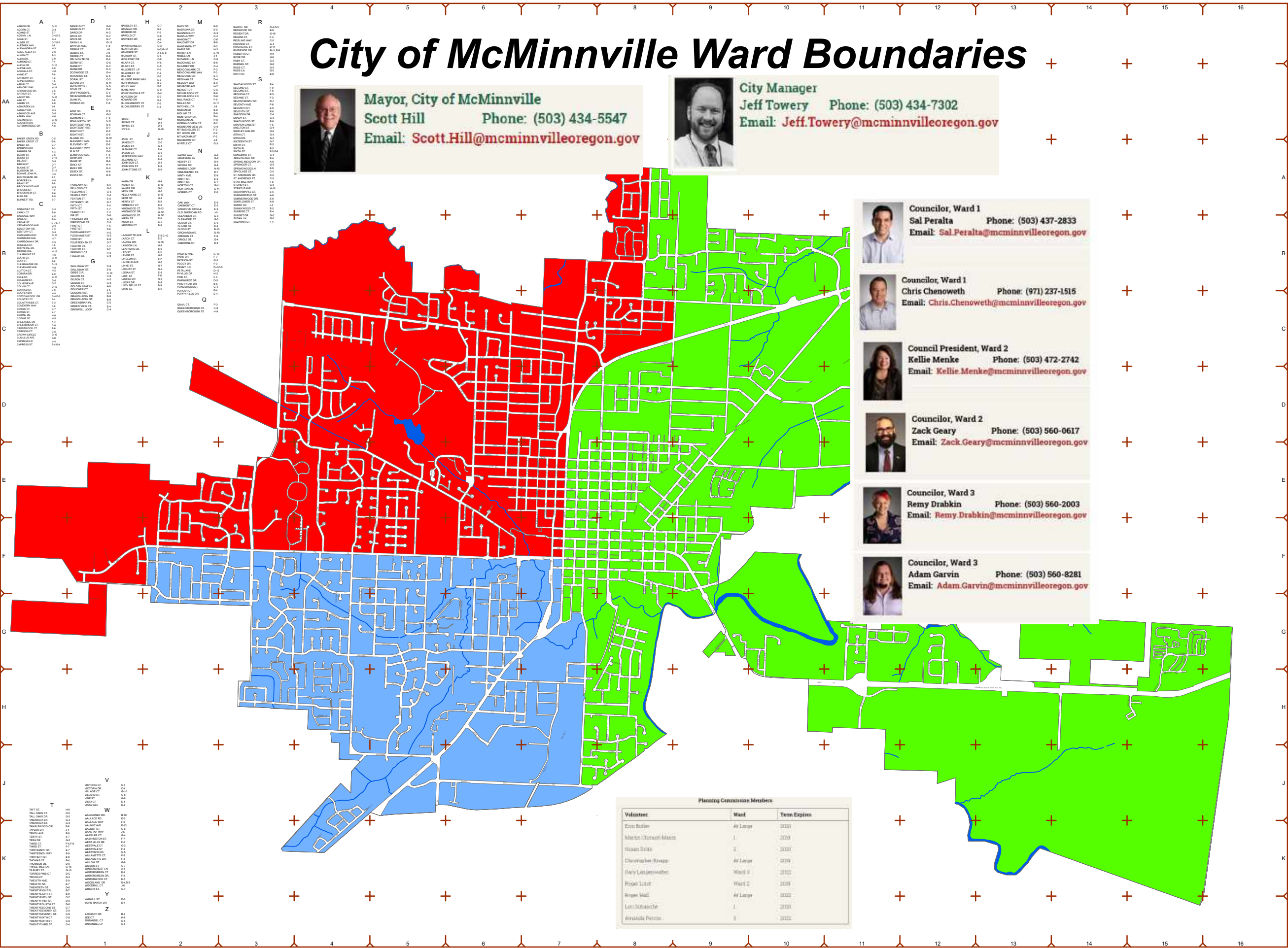
City of McMinnville Ward Boundaries



Mayor, City of McMinnville
Scott Hill
 Phone: (503) 434-5547
 Email: Scott.Hill@mcminnvilleoregon.gov

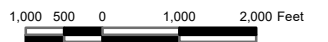


City Manager
Jeff Towery Phone: (503) 434-7302
 Email: Jeff.Towery@mcminnvilleoregon.gov



Legend

- Wards**
- Ward 1
 - Ward 2
 - Ward 3



January 2019

Councilor, Ward 1
Sal Peralta Phone: (503) 437-2833
 Email: Sal.Peralta@mcminnvilleoregon.gov

Councilor, Ward 1
Chris Chenoweth Phone: (971) 237-1515
 Email: Chris.Chenoweth@mcminnvilleoregon.gov

Council President, Ward 2
Kellie Menke Phone: (503) 472-2742
 Email: Kellie.Menke@mcminnvilleoregon.gov

Councilor, Ward 2
Zack Geary Phone: (503) 560-0617
 Email: Zack.Geary@mcminnvilleoregon.gov

Councilor, Ward 3
Remy Drabkin Phone: (503) 560-2003
 Email: Remy.Drabkin@mcminnvilleoregon.gov

Councilor, Ward 3
Adam Garvin Phone: (503) 560-8281
 Email: Adam.Garvin@mcminnvilleoregon.gov

Planning Commission Members

Volunteer	Ward	Term Expires
Eric Butler	Air Large	2020
Robert Christian-Morris	1	2019
Thomas Drake	3	2020
Christopher Kopp	Air Large	2019
Emily Leppin-Miller	Ward 2	2020
Roger Lind	2	2019
Brian Neal	Air Large	2020
Lori Schaefer	1	2020
Annalisa Perini	3	2020

For questions or additional information, please call (503) 434-7405.

City of McMinnville
 Engineering Department
 230 NE Second St
 McMinnville, OR 97128
 (503) 434-7312

Ward 3 Council Vacancy

May 10, 2022
Council Regular Meeting

Staff need direction from City Council how does Council wish to address Ward 3 Vacancy?

- Question 1 – How does Council wish to address Ward 3 Vacancy???
- a. To leave the position vacant for the remainder of the year.
- b. To recruit for the position.
- c. To recruit for the position but exclude anyone running for Ward 3 office for the current election.
- d. To hold the position vacant until November 8th, and consider asking the winning candidate to take office earlier than January 2023.

If Council chose to recruit; staff need direction on the timeline for recruitment, interviews, and appointment.

- Potential timelines discussion:
- Question 2 – How long of a recruitment period???
 - a. 2-week recruitment from May 12 – May 26.
 - b. 3-week recruitment from May 12 – June 2.
 - c. 4-week recruitment from May 12 – June 9.

Question 3 – Interviews at Special Council Meeting or Regular Council Meetings?

- a. 2-week recruitment – interviews at a special council meeting week of May 30th or June 6th.
- b. 3-week recruitment – interviews at a special council meeting week of June 6th.
- c. 4-week recruitment – interviews on June 22nd.

Question 4 – Appointment same night as interviews or following Council Meeting?

- a. 2-week recruitment – special council meeting week of May 30th or June 6th following meeting would be June 14th.
- b. 3-week recruitment – interviews at a special council meeting week of June 6th following meeting would be June 14th.
- c. 4-week recruitment – interviews on June 22nd; following meeting would be June 28th.



City of McMinnville
Fire Department
175 NE 1st Street
McMinnville, OR 97128
(503) 435-5800

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: April 15, 2022
TO: Mayor and City Councilors
FROM: Rich Leipfert, Fire Chief
SUBJECT: Resolution # 2022-27 Approving Purchase of new Ambulance for Fire Department
STRATEGIC PRIORITY & GOAL:



COMMUNITY SAFETY & RESILIENCY

Proactively plan for & responsively maintain a safe & resilient community.

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

Report in Brief: The cost of this project requires City Council Authorization. This resolution authorizes the purchase of the new ambulance from ARPA capital funds. The quote has been obtained through a cooperative purchasing procurement process of which we are a member.

Background: On (date) the City Council authorized the addition of one 24-hour ambulance. That authorization included the capital funds from ARPA to purchase the ambulance and funds from GEMT to fund the staff for that new ambulance.

Discussion: The additional ambulance is key in addressing our increasing call volume and improving our ability to provide timely service to our community. The purchase will be through a cooperative purchasing process that we have used for capital equipment in the past. HGACbuy conducted a bid proposal process and the City of McMinnville as a member of HGACbuy can use those bids to purchase the ambulance.

The City has on file the General and Special provisions of the HGACbuy agreements for the bids. A notice of intent to award was published in the Daily Journal of Commerce with no comments.

Attachments:

1. Quote from Braun NW
2. Resolution No. 2022-27

Fiscal Impact: \$236,713

Recommendation: Approval of Resolution # 2022- 27

BRAUN NORTHWEST inc.

150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

PROPOSAL

March 23, 2022

McMinnville Fire District
ATTN: Chris Burton
175 NE 1st
McMinnville, OR 97128
Chris.burton@mcminnvilleoregon.gov

RE: One (1) 2023 North Star 171-1 module ambulance

Braun Northwest is pleased to offer the following proposal which is based upon HGAC Contract AM10-20

One (1) 2023 North Star 171-1 ambulance on a 2023 Ford F450 4x2 diesel chassis per enclosed specifications dated 03/22/22 and drawings dated 02/10/22.

Base Price HGAC CA07	\$182,158.00
Published/Unpublished options taken	\$ 53,555.00
HGAC Fee	<u>\$ 1,000.00</u>
Total F.O.B. Chehalis, Washington	<u>\$236,713.00*</u>

Sales tax not included

F.O.B.: Chehalis, Washington

DELIVERY: Approximately 400 – 420 days, based upon current manufacturing plan and chassis arrival.

TERMS: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

***Note: The above pricing is based upon estimated 2023 model year chassis and is subject to change when new pricing is released by Ford.*

Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.

(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.

Respectfully Submitted by:
BRAUN NORTHWEST, INC.



Tami McCallum, V.P. Sales

We agree to accept the above proposal:
McMinnville Fire District

Signature

Date

Printed Name

Title



EMERGENCY VEHICLES

TM
 Cc DW
 Enclosures: Specifications, drawings

www.braunnorthwest.com

RESOLUTION NO. 2022-27

A Resolution authorizing the City Manager to enter into a contract with Braun NW through the Houston Galveston Area Cooperative Purchasing Program (HGAC) for the purchase of a new 2023 North Star 171-1 module ambulance # AMCA07.

RECITALS:

Whereas, during the 2022 ARPA Funding process, funding was authorized for the purchase of a new ambulance. This ambulance would be an additional ambulance to our fleet to increase our response capability to four 24 hour ambulances; and

Whereas, the Braun NW ambulance met our requirements and were competitively bid through the HGAC process and awarded Contract number AM 10-20. It has been verified that purchases for goods and services made through HGAC meet purchasing requirements as established by Oregon Revised Statutes. Braun NW is the Vendor for North Star Ambulance; and

Whereas, funding for the new ambulance is included in the proposed FY 22-23 Fire Department. Ambulance Capital Fund.

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

1. That entry into the Contract with Braun NW for the purchase of One (1) 2023 North Star 171-1 module ambulance in the amount of \$236,713 is hereby approved.
2. The City Manager is hereby authorized and directed to execute the contract with Braun NW.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 10th day of May, 2022 by the following votes:

Ayes: _____

Nays: _____

Approved this 10th day of May 2022.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder



City of McMinnville
Fire Department
175 NE 1st Street
McMinnville, OR 97128
(503) 435-5800
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: April 18, 2022
TO: Mayor and City Councilors
FROM: Rich Leipfert, Fire Chief
SUBJECT: Resolution # 2022- 28 Approving Purchase of Refurbish Ambulance for Fire Department
STRATEGIC PRIORITY & GOAL:



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

Report in Brief: The cost of this project requires City Council Authorization. This resolution authorizes the purchase of the remount/refurbish ambulance from capital funds. The quote has been obtained through a cooperative purchasing procurement process of which we are a member.

Background: City Council authorized to purchase one new and refurbish one ambulance in the process of replacing an ambulance that had broken down and adding a new 24 hour ambulance. Due to the length of time to get a chassis this purchase was pushed into the next fiscal year .

Discussion: The refurbished ambulance is key in addressing our increasing call volume and improving our ability to provide timely service to our community. The purchase will be through a cooperative purchasing process that we have used for capital equipment in the past. HGACbuy conducted a bid proposal process and the City of McMinnville as a member of HGACbuy can use those bids to purchase the ambulance.

The City has on file the General and Special provisions of the HGACbuy agreements for the bids. A notice of intent to award was published in the Daily Journal of Commerce with no comments.

Attachments:

1. Quote from Braun NW
2. Resolution No. 2022-28

Fiscal Impact: \$149,253

Recommendation: Approval of Resolution # 2022- 28

BRAUN-NW inc.

150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

HGAC PROPOSAL

April 5, 2022

McMinnville Fire District
 Attn: Chris Burton
 175 Northeast 1st
 McMinnville, OR 97128
Chris.burton@mcminnvilleoregon.gov

RE: Remount/Refurbish one (1) 2012 Lifeline 169" module

Braun Northwest is pleased to offer the following proposal which is based upon HGAC Contract AM10-20:

Remount/Refurbish one (1) 2012 Lifeline 169" module onto a 2023 Ford E450 4x2 gas chassis per enclosed specifications dated 3/31/22.

Base price HGAC CE05	\$ 72,510.00
Published/Unpublished options taken	\$ 76,143.00
HGAC Fee.....	\$ 600.00
Total F.O.B. Chehalis, WA	<u>\$149,253.00*</u>

Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: Remount/Refurbish to be completed within ninety (90) days after receipt of new chassis and existing vehicle. Start of process to be schedules based upon new chassis delivery and agency's operational schedule

Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

It is understood that the used chassis is not road legal due to the transfer of such items as lights and mud flaps to new chassis. Transportation of used chassis remains the responsibility of agency unless chassis is traded-in. Any parts or pieces not transferred to the new chassis or reused, unless specifically noted, shall be included in trade-in value of chassis to reduce overall cost of this project.

**Vehicle must be in drivable condition, capable of completing the trip to Chehalis, WA. If vehicle becomes disabled, Customer is responsible for any additional charges related to getting the vehicle to the Braun Northwest, Inc. Chehalis, WA facility. Customer is responsible for the transportation of the unit to Chehalis, WA. Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request. (Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.*

Respectfully Submitted by:
 Braun Northwest, Inc.



 Tammy McCallum, V.P. Sales

We agree to accept the above proposal:
 McMinnville Fire District

 Signature Date

 Printed Name Title



TM
 cc DW
 Enclosure: Specifications

EMERGENCY VEHICLES

www.braunnw.com

RESOLUTION NO. 2022-28

A Resolution authorizing the City Manager to enter into a contract with Braun NW through the Houston Galveston Area Cooperative Purchasing Program (HGAC) for the purchase of a remount /refurbish of one 2012 Lifeline 169” module onto a new 2023 Ford E450 4x2 gas chassis.

RECITALS:

Whereas, this ambulance would refurbish and remount and existing ambulance box from ambulance that is no longer mechanically safe to a new chassis; and

Whereas, the Braun NW ambulance met our requirements and were competitively bid through the HGAC process and awarded Contract number AM 10-20. It has been verified that purchases for goods and services made through HGAC meet purchasing requirements as established by Oregon Revised Statutes. Braun NW is the Vendor for North Star Ambulance; and

Whereas, funding for the new ambulance is included in the proposed FY 22-23 Fire Department. Ambulance Capital Fund.

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

1. That entry into the Contract with Braun NW for the purchase of One (1) 2023 Ford E 450 4X2 gas chassis and remounting (1) 2012 Lifeline 169” module onto it for the amount of \$149,253. is hereby approved.
2. The City Manager is hereby authorized and directed to execute the contract with Braun NW.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 10th day of May, 2022 by the following votes:

Ayes: _____

Nays: _____

Approved this 10th day of May 2022.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

STAFF REPORT

DATE: April 19, 2022
TO: Mayor and City Councilors
FROM: Rich Leipfert, Fire Chief
SUBJECT: Resolution amending the Fire and EMS FEE Schedule
STRATEGIC PRIORITY & GOAL:



COMMUNITY SAFETY & RESILIENCY

Proactively plan for & responsively maintain a safe & resilient community.

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

Report in Brief:

The Fire Department is authorized to charge fees to recover costs for Fire and EMS services authorized by City Ordinance and the International Fire Code as adopted by the State of Oregon.

Background:

The increases recommended to the EMS service charges will be a 7.5% CPI increase.

Discussion:

The revision of the Fee Schedule is designed to keep pace with the cost of increasing EMS supplies and services. It also covers the addition of charging for structure fires when those structures are not in an area covered by a Fire Protection service area.

Attachments:

1. Resolution No. 2022-29 (repeal and replace resolution (2021-48)
 - a. Exhibit A – Fee Schedule

Fiscal Impact:

Expected Gross revenue after the Fee adjustments for ambulance will be \$55,000

Recommendation:

Suggest Council adopt Resolution No. 2022-29.

RESOLUTION NO. 2022-29

A Resolution providing for certain increases to the Fire Department 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.

RECITALS:

Whereas, the City of McMinnville has adopted Fire Codes as amended by the State of Oregon in accordance with Chapter 15.04 of the McMinnville Municipal Code; and

Whereas, the current Fire Code as adopted by the State of Oregon provides for fees under Section 113 of the Fire Code; and

Whereas, the City of McMinnville has established the Fire Prevention Division under Section 15.08 under the McMinnville Municipal Code for the enforcement of the Fire Code.

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

1. The City of McMinnville adopts the attached fee schedule (Exhibit "A").
2. This Resolution shall take effect July 1, 2022 and shall continue in full force and effect until revoked or replaced.
3. Resolution 2021- 48 is repealed, effective July 1, 2022.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 10th day of May, 2022 by the following votes:

Ayes: _____

Nays: _____

Approved this 10th day of May 2022.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

EXHIBITS:

- A. McMinnville Fire Department Fee Schedule.

Exhibit "A"

MCMINNVILLE FIRE DEPARTMENT FEE SCHEDULE

ADMIN FEES:

Fire Reports	\$20.00
Photos	\$50.00
Environmental Reports	\$50.00

CODE ENFORCEMENT

Fire Inspection Fees

First Fire Inspection	No Charge
First Re-inspection	No Charge
2nd Re-inspections	\$100.00
3rd Re-inspection	\$200.00
4th Re-inspection	\$400.00
Failure to Comply - compounds weekly until hazards are abated	Class 3 Code Violation
After Hours and Weekend Inspections	\$150.00

STATE OR FEDERAL REQUIRED INSPECTIONS FOR LICENSING

0-3,000 sq ft	\$50.00
3,001-10,000	\$125.00
10,000-20,000	\$200.00
Over 20,000	\$250.00

REQUESTED INSPECTIONS

Per Building Per Request	\$100.00
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VIOLATION FEES:

Illegal Burn - Fire suppression response	Full Reimbursement
Fee is tied to Oregon State Conflagration rates for vehicles and crew	

Food Carts - Annual	\$50.00
Food Carts- 3 day event	\$25.00
Places of Assembly (A-2 occupancy) Food and beverage, nightclub, etc.	\$100.00

CONSTRUCTION PERMITS:

Above and Underground Tank Installation/Removal	\$200.00
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FIRE SERVICE FEES:

Fire and Rescue Standby	Full Reimbursement
Fee is tied to Oregon State Conflagration rates for and crew costs	
Hazardous Material Response Costs	Full Reimbursement
Fee is tied to Oregon State Conflagration rates for vehicles and crew	
Vehicle Accident Non-resident	Full Reimbursement
Fee is tied to Oregon State Conflagration Rates	
Vehicle Fire Non-Resident	Full Reimbursement
Fee is tied to Oregon State Conflagration Rates	
Structure Fire Response in Non-Fire Service Area	Full Reimbursement
Fee is tied to Oregon State Conflagration Rates	

EMS FEES:

Ambulance Standby	\$250.00
Per hour or fraction thereof	
Advance Life Support	\$2124.00
Base Rate In City	
Advanced Life Support	\$2391.00
Base Rate Outside of City	
Basic Life Support	\$2036.00
Base Rate In City	
Basic Life Support	\$2291.00
Base Rate Outside of City	
Specialty Care Transport	\$2846.00
Medical Aid	\$600.00
Mileage	\$30.00
Waiting Time -Per hour or fraction thereof	\$100.00
Fire Med Subscription -Per family within 97128 zip code	\$75.00
Fire Med Subscription - per family w/in 97128 zip code	\$95.00