



**City Council Meeting Agenda**

**Tuesday, June 14, 2022**

**6:00 p.m. – City Council Work Session Meeting - **CANCELED****

**7:00 p.m. – City Council Regular Meeting**

*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, June 13th** to [claudia.cisneros@mcminnvilleoregon.gov](mailto:claudia.cisneros@mcminnvilleoregon.gov)*
- *If appearing via telephone only please sign up prior by **12 p.m. on Monday, June 13th** by emailing the City Recorder at [claudia.cisneros@mcminnvilleoregon.gov](mailto: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:  
[THREE MILE LANE AREA PLAN PUBLIC HEARING INSTRUCTIONS.](#)**

---

*You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331,  
Frontier 29 or webstream here:  
[www.mcm11.org/live](http://www.mcm11.org/live)*

**CITY COUNCIL REGULAR MEETING:**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/88231793504?pwd=Ukc5UGRXdjZrZVrdWZzQnNrb0Vkdz09>

*Zoom ID: 882 3179 3504*

*Zoom Password: 509279*

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

*ID: 882 3179 3504*

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

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. ELECTION OF COUNCIL PRESIDENT
4. PROCLAMATIONS
  - a. Parks and Recreation Month Proclamation and Summer Fun
  - b. LGBTQIA+ Pride Month Proclamation
  - c. Juneteenth Proclamation

**5. 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 Recorder and then any citizen participating via Zoom.

## 6. PRESENTATIONS

- a. Recology Presentation

## 7. 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). Please note that this public hearing will be continued to the July 26, 2022 City Council Regular Meeting.
- b. Public Hearing to consider **Resolution No. 2022-37**: A Resolution adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule AND consider **Resolution No. 2022-38**: A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.
- c. Public Hearing on the Proposed Fiscal Year 2022-2023 Budget as approved by the Budget Committee.
- d. Public Hearing on the Proposed Uses of State Revenue Sharing for Fiscal Year 2022-2023 as approved by the Budget Committee.
- e. Public Hearing for the FY2022 Transient Lodging Tax (TLT) Supplemental Budget.

## 8. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports

## 9. CONSENT AGENDA

- a. Consider request from MOD Super Fast Pizza, LLC dba: MOD Pizza for Limited on-premises, OLCC Liquor License located at 2275 NE 27<sup>th</sup> Street Suites C & D.
- b. Consider request from Thistle 8VA, LLC dba: Thistle for Full on-premises, Commercial, OLCC Liquor License located at 228 NE Evans Street.
- c. Consider request from McMinnville Properties LLC dba: Wings and Waves Waterpark, Evergreen Events for Full on-premises, Commercial, OLCC Liquor License located at 460 NE Captain Michael King Smith Way.

## 10. RESOLUTIONS

- a. Consider **Resolution No. 2022-37**: A Resolution adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.
- b. Consider **Resolution No. 2022-38**: A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.

**Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice:** Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702 or [Claudia.Cisneros@mcminvilleoregon.gov](mailto:Claudia.Cisneros@mcminvilleoregon.gov).

- c. Consider **Resolution No. 2022-39**: A Resolution adopting a supplemental budget for fiscal year 2021-2022 and making supplemental appropriations for the Transient Lodging Tax Fund.
- d. Consider **Resolution No. 2022-40**: A Resolution adopting a supplemental budget for fiscal year 2021-2022 and making supplemental appropriations for the General Fund and Information Services Fund for approved American Rescue Plan Act (ARPA) projects.
- e. Consider **Resolution No. 2022- 41**: A Resolution of the City of McMinnville Approving a Collection Rate Increase Not to Exceed 4% for Recology Inc.

## 11. ADJOURNMENT OF REGULAR MEETING



# PROCLAMATION

## Designation of July as Park and Recreation Month

WHEREAS McMinnville's parks and recreation programs enhance and improve the social, economic and ENVIRONMENTAL fabric of our community; and

WHEREAS our parks and recreation programs are important to making McMinnville a SUPER COOL place to live; and

WHEREAS parks and recreation programs make people want to LIVE here; and

WHEREAS parks and recreation areas help the environment and give us fresh air to BREATHE; and

WHEREAS our parks and natural recreation areas make for FUN places for kids and adults to go outside and PLAY; and

WHEREAS the City of McMinnville recognizes the benefits of AWESOME parks and recreation resources.

NOW, THEREFORE, I, Remy Drabkin, Mayor of McMinnville, do hereby extend the spirit of FUN to the residents of McMinnville in recognizing the month of July as National Park and Recreation Month.

IN WITNESS WHEREOF, I have hereunto set my hand, this sixteenth day of June, in the year two thousand twenty-two.

---

Remy Drabkin, Mayor



# PROCLAMATION

## Designation of June as LGBTQIA + PRIDE Month

**WHEREAS**, the fight for equality continues for lesbian, gay, bisexual, transgender, and queer or questioning (LGBTQIA+) and other historically marginalized members of our community, and the responsibility falls on each of us to form a more equitable and inclusive society; and

**WHEREAS**, the City of McMinnville pledges to honor, exhibit, and otherwise live out our core values of stewardship, accountability, COURAGE, and EQUITY; and

**WHEREAS**, June 28, 2021 marks the fifty-second anniversary of the Stonewall Uprising, six days of demonstrations led by Marsha P. Johnson, a Black transgender woman, sparked by the targeting and arrest by police of lesbian, gay, and transgender bar patrons in violation of their civil rights, an event widely recognized as the beginning of the modern gay rights movement; and

**WHEREAS**, on June 2, 2000, President Bill Clinton declared June to be “Gay & Lesbian Pride Month” to commemorate the June 28, 1969, Stonewall Uprising, and on June 1, 2009 President Barack Obama expanded the commemoration by declaring June to be “Lesbian, Gay, Bisexual, and Transgender Pride Month;” and

**WHEREAS**, the City of McMinnville stands with the LGBTQIA+ community in the struggle to ensure equal treatment for all and to defend and advocate for LGBTQIA+ rights as human rights; and

**WHEREAS**, despite this extraordinary and inspiring progress LGBTQIA+ Americans continue to face discrimination simply for being who they are; and

**WHEREAS**, the City of McMinnville commits to advocate for protections for all LGBTQIA+ individuals to make our City a place where all people, regardless of their sexual orientation, gender identity, or gender expression are treated with dignity and respect;

**NOW, THEREFORE**, I, Remy Drabkin, Interim Mayor of McMinnville, do hereby proclaim the month of June as:

## LGBTQIA+ PRIDE Month

**IN WITNESS WHEREOF**, I have hereunto set my hand, this fourteenth day of June, in the year two thousand twenty-two.

---

Remy Drabkin, Interim Mayor



# PROCLAMATION

## **A PROCLAMATION FOR THE COMMEMORATION OF JUNETEENTH AS AN ANNUAL CELEBRATION OF BLACK AFRICAN AMERICAN LIBERATION.**

*Whereas*, Juneteenth is recognized as the end of chattel slavery in the United States; and

*Whereas*, President Abraham Lincoln first issued the Emancipation Proclamation effective January 1st, 1863, declaring enslaved people in the Confederate States to be legally free. However, that proclamation could not be enforced in lands under Confederate control. On April 9th, 1865, Confederate forces surrendered, effectively ending the Civil War. On June 19th, 1865, Union soldiers arrived in Galveston, Texas bringing news of the president's order freeing enslaved people two-and-a-half years after it was first decreed. This day has since come to be known as Juneteenth; and

*Whereas*, Oregon's Exclusion Laws lay the foundation for generations of economic hardship, exclusion, and discrimination against Oregon's Black African American community; and

*Whereas*, through other systems of oppression such as sharecropping, Jim Crow, exclusionary and destructive housing and transportation policies, denial and disruption of voting access, and mass incarceration, the plunder of Black bodies and Black wealth continued past slavery and persists to this day, affecting the physical and mental health, safety, and education of Black African Americans; and

*Whereas*, despite these obstacles, Black African Americans in Oregon have been and continue to be vital community members and leaders within our state; and

*Whereas*, Juneteenth has been celebrated in Oregon since 1945, when Clara Peoples moved to Portland from Oklahoma to work at the Kaiser Shipyards and introduced it to her co-workers; and

*Whereas*, the Oregon Legislature has unanimously voted to recognize Juneteenth as a legal state holiday beginning in 2022.

***NOW, THEREFORE***, I, Remy Drabkin, Interim Mayor of the City of McMinnville do hereby recognize and proclaim

## **JUNETEENTH, JUNE 19TH**

recognize and proclaim Juneteenth, June 19th, as an annual celebration of the past, present, and future of Black African American liberation and those who continue the work to realize that liberation.

***IN WITNESS WHEREOF***, I have hereunto set my hand and caused the OFFICIAL Seal of the City of McMinnville to be affixed this 14<sup>th</sup> day of June, 2022.

---

Remy Drabkin, Interim Mayor

**From:** [Erin Butler](#)  
**To:** [Claudia Cisneros](#)  
**Subject:** Fwd: library  
**Date:** Tuesday, May 24, 2022 6:45:38 PM

---

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

---

I'm worried I'm not going to get there in time to read this. Hopefully there's still time to submit.

Hello Mayor Hill, Council President Drabkin, and City Councilors,

Thank you for the opportunity to speak today. My name is Erin Butler, and I'm here to voice my support of raising revenue for city services, and specifically the library, because that's the one I'm most familiar with. I encourage you to support our community's library, and all our city's core services in return. We all want to live in a thriving, robust town, which is just what McMinnville is.

Councilors, I am concerned that without sustainable funding sources to fuel the City's annual operating budget, the Library will not be able to continue its core services and programming, operate at full hours, maintain its facility, or operate even at base level.

Our public Library is a vital resource to our community. It offers the opportunity to preserve our past, empower our citizens through knowledge, provide resources for job seekers and families, and inspire our future through imagination. Our Library staff goes above and beyond to offer support to the seen and unseen people of our community without question or judgment – all are welcome at the Library.

I urge you to continue to seek out permanent sustainable funding pathways and partnerships that not only cover the budget shortfall, but that will also allow the City to invest in our community's future. Let's take actions today that will preserve the benefits of the library for tomorrow's citizens.

Thank you for all the work you do on behalf of our citizens and our town.

--

Erin Butler; WSET III, Italian Wine Scholar  
Media and Shipping Director: [Join our wine club](#)  
My Office Hours: Sunday through Wednesday 11-6  
[connect@RemyWines.com](mailto:connect@RemyWines.com)  
Tasting Room: 503.864.8777  
Cell: 503.437.4184  
17495 NE McDougall Road  
Dayton, OR 97114



Let me ship wine to you or for you! Visit our [online store](#) or give me a call. **Did you know shipping to a UPS access point can be very convenient?** There's always someone of age to sign and hold the package for you! [Find one near you.](#)

### **Carbon Neutral Shipping**

Vinoshipper is part of UPS's Carbon Neutral and Carbon Offset program. UPS's carbon neutral program supports projects that offset the climate impact of each of the packages shipped through the Vinoshipper platform. Together, in 2021, we helped mitigate over 1,200 metric tons of CO<sub>2</sub>e!





# City of McMinnville

## PLANNING

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

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

## STAFF REPORT

**DATE:** June 14, 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 continuation of the public hearing from May 10, 2022 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 City Council elected to host a public hearing prior to their consideration and the first City Council public hearing was conducted on May 10, 2022. At that time, staff recommended that the City Council continue the public hearing to June 14, 2022, to allow the community to engage in more dialogue and due diligence. **Staff is recommending that the City Council again continue the public hearing to July 26, 2022, to allow for more community engagement and dialogue.**

### Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

**Background:**

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 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.

There are two proposed actions:

- 1.) *Adopt the Three Mile Lane Area Plan and its appendices as a supplemental document to the McMinnville Comprehensive Plan.*

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

These documents can be found on the project website at: [G 7-21 - Three Mile Lane Area Plan \(3MLAP\) Comprehensive Plan Amendment | McMinnville Oregon.](#)

- 2) *Amend the Comprehensive Plan, Volume II, Chapter VI, Transportation System, to add a proposal after policy 132.23.00 (below) that reads as follows (on the next page):*

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)*

---

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

***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.***

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 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:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

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).*

***After hearing testimony on May 10, 2022, the City Council elected to continue the public hearing to June 14, 2022, asking staff to bring back some information on the process for reviewing land-use developments and their relative impact to both state and local transportation facilities. (Please see Discussion Section of this staff report).***

### **History of the Planning Process:**

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 (DLCDC) 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 DLCDC 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-

---

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

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. 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.

---

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

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

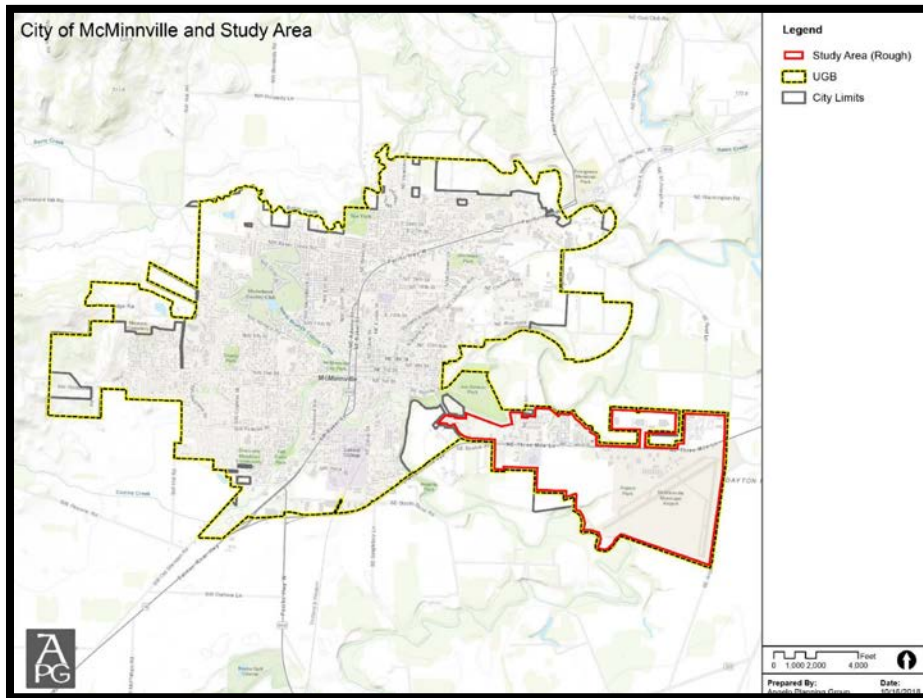
<b>Technical Advisory Committee (TAC)</b>	
<b>Planning Staff</b>	Heather Richards Jamie Fleckenstein Chuck Darnell Tom Schauer
<b>Engineering Staff</b>	Mike Bisset
<b>Parks and Recreation Staff</b>	Susan Muir
<b>McMinnville Water and Light</b>	John Dietz
<b>ODOT</b>	Michael Duncan Dan Fricke Keith Blair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

**Map of Study Area**

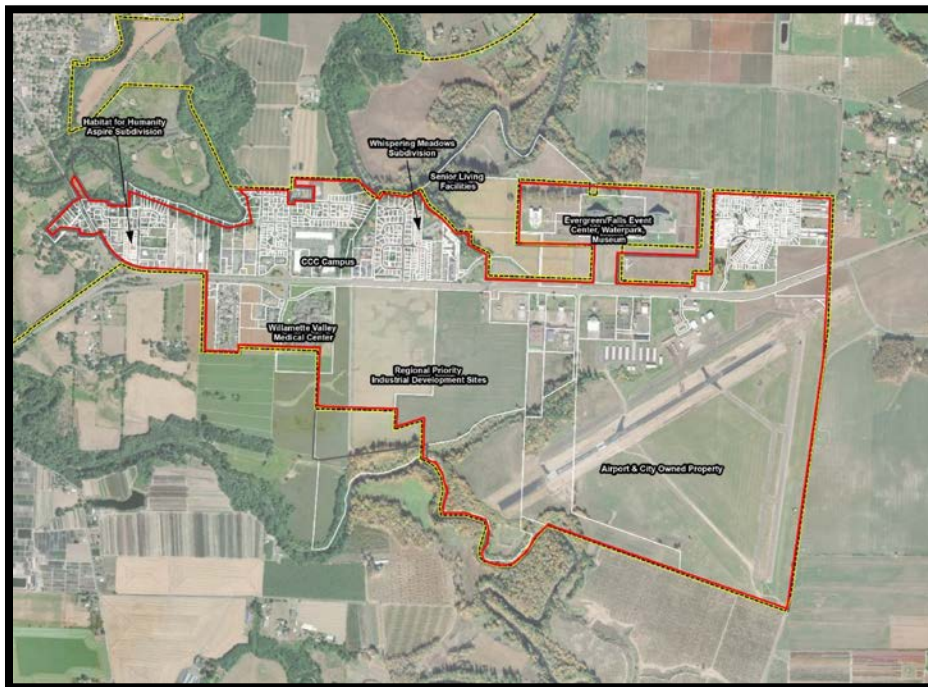
On the following page are Maps 1 and 2 showing the relationship of the Three Mile Lane area relative to the rest of the city, as well as the area’s more prominent features.

**Attachments:**

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ



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.

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

**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](http://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.

The *Three Mile Lane Area Plan* is predicated on a “Preferred Land Use Alternative” (Figure 1) and a “Preferred Transportation Facilities Plan” (Figure 3). The preferred land use alternative represents the community vision for how this study area will develop over the next twenty years (2021-2041) to serve the community’s current and future land-use needs. The preferred transportation facilities plan is the transportation elements that will need to be implemented to ensure that the local and state transportation facilities still function at their standard of functionality as the study area develops to full

---

Attachments:

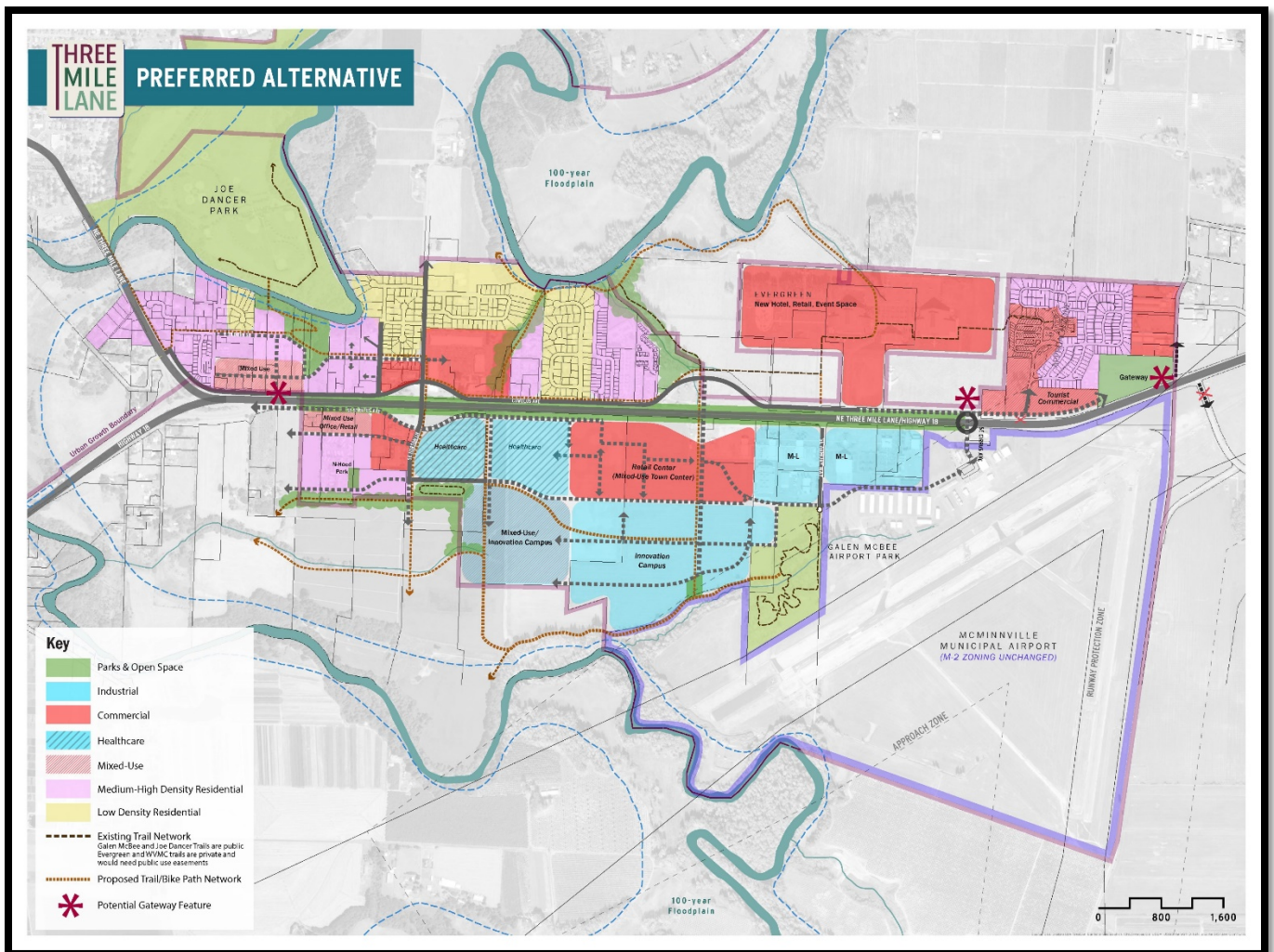
- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ



buildout in 2041. This transportation facilities plan builds on the Oregon Highway 18 Corridor Refinement Plan developed in 1996 for this section of Highway 18 and identifies those elements of that plan that are necessary to maintain the throughput and functionality of Highway 18 as a state expressway and freight route.

To analyze the impact of the community land-use vision on the state and local transportation facilities in the study area, ODOT updated the Transportation Model for the City of McMinnville for this project, and then the existing land-use opportunities were analyzed for transportation compliance with the *Oregon Highway Plan* and Oregon Administrative Rules, Division 51 standards (OAR 734-051), and the proposed community vision was 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 Vision for the Three Mile Lane Study Area



This is the revised land-use plan that staff entered into the record on May 10, 2022, to help clarify some misunderstandings between preferred land-uses and underlying zoning that was part of the public dialogue during the public hearing process.

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

In order to enable the preferred land-use community vision to develop, three comprehensive plan map amendments are recommended. 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 either by future city initiatives or private property owner initiatives.

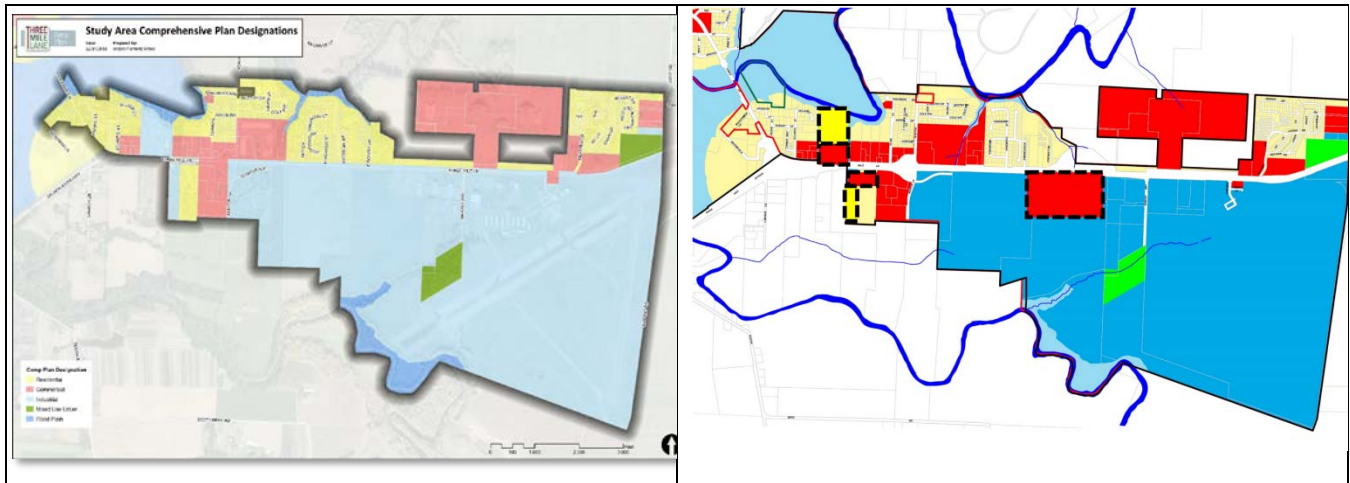


Figure 2: Three Proposed Comprehensive Plan Map Amendments

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).

All of these transportation improvements are already contemplated in the *McMinnville Transportation System Plan* except for the intersection improvement at Cirrus Avenue and Highway 18, and the optimization of the existing signalized intersections. Those transportation projects will be added to the *McMinnville Transportation System Plan* when the plan is updated in 2022 and 2023. The current *McMinnville Transportation System Plan* contemplates the improvements needed for a planning horizon of 2003-2023, and the updated transportation system plan will contemplate the improvements needed for a planning horizon of 2021-2041. (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 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 Three Mile Lane Area Plan 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.

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

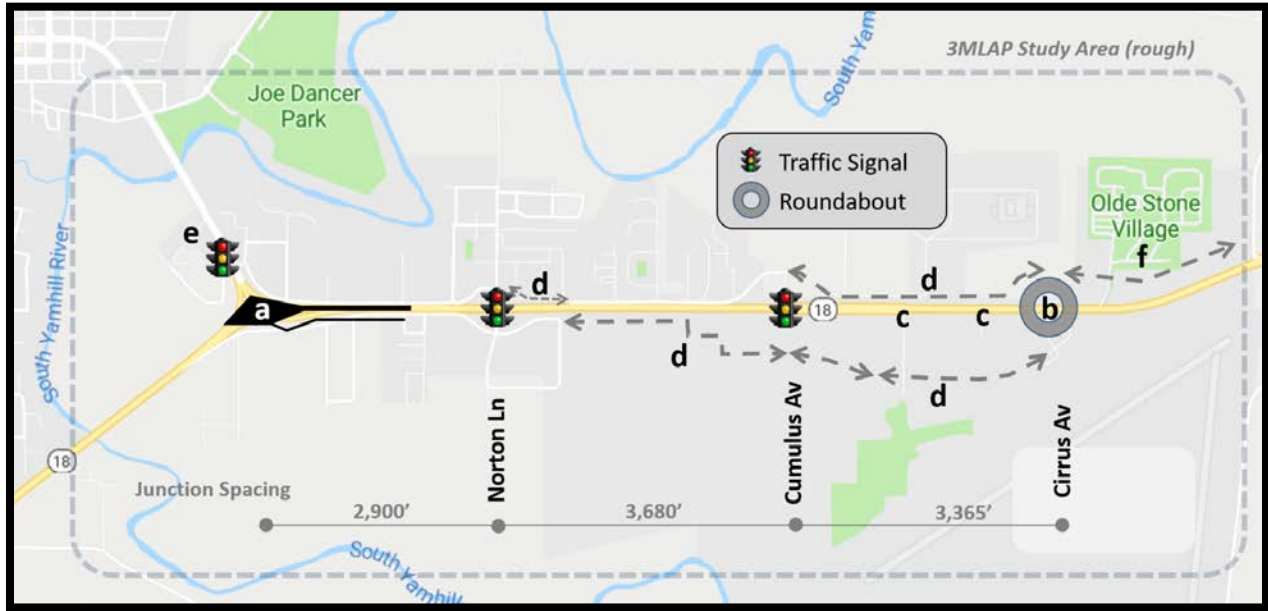


Figure 3: Preferred Transportation Plan for Three Mile Lane Area Plan

- 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 intersection improvement on OR 18 (signal or roundabout), with McMinnville gateway features. *(Staff recommended amending this language to indicate that an intersection improvement was needed, but that it could be either a signal or a roundabout at the May 10 City Council public hearing. The figure will be adjusted to reflect that amendment).*
- 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;

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

*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:**

***History of Planning Commission Public Hearing and Deliberation:*** 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, 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

---

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

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.*

### **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.

---

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

**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.

---

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

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

---

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

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



---

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ



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.*
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.*

---

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

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.
- 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:

---

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

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 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, and Planning Commission approval.  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.  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.	
2. Public improvements and private development shall strive to protect tree groves and mature individual trees.		Identify tree groves and types to be protected; designate as significant 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 a planting list and approval list.

**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 or developed 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.**

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

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 standards related to 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: - 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 standards related to 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: - New requirements for building orientation (set-to, building orientation); - Additional guidelines or standards related to facade 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.

**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.**

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

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 façade 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”.
- 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.

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

- 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 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.

---

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

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.

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](#).

**May 10, 2022 City Council Public Hearing:** The City Council heard a staff report and public testimony on May 10, 2022. Staff recommended two amendments as part of the staff report relative to two different figures in the Three Mile Lane Area Plan:

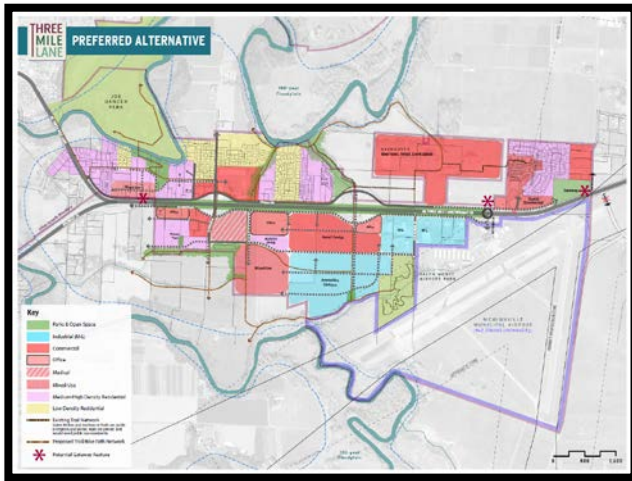
- 1) a revised Community Land-Use Vision Preferred Alternative Map to better reflect the proposed underlying comprehensive plan designations needed to facilitate the community vision per below; and
- 2) proposed language and figure indicating that the proposed traffic improvement at Cirrus Avenue and Highway 18 has not yet been decided and could be a signal or a roundabout.

---

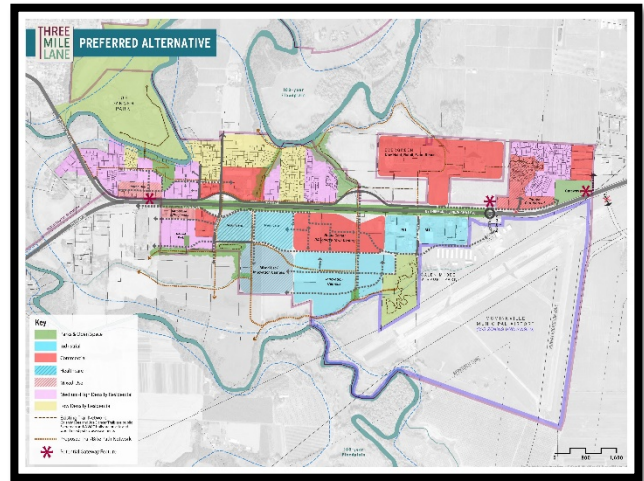
Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

Proposed community land-use vision map amended to more clearly reflect the narrative in the plan document, with descriptions per the following: Mixed-Use Area, Tourist Commercial, Health Care Area, Retail Center (Mixed-Use Town Center) / Innovation Campus, and underlying colors that more clearly illustrate the comprehensive plan designation needed to achieve that vision. Note that Hospital, Medical and Hospital Ancillary Uses, Medical Professional Uses, Research and Development Offices, Business School or Trade College, and other similar uses are all allowed in McMinnville's industrial zones.

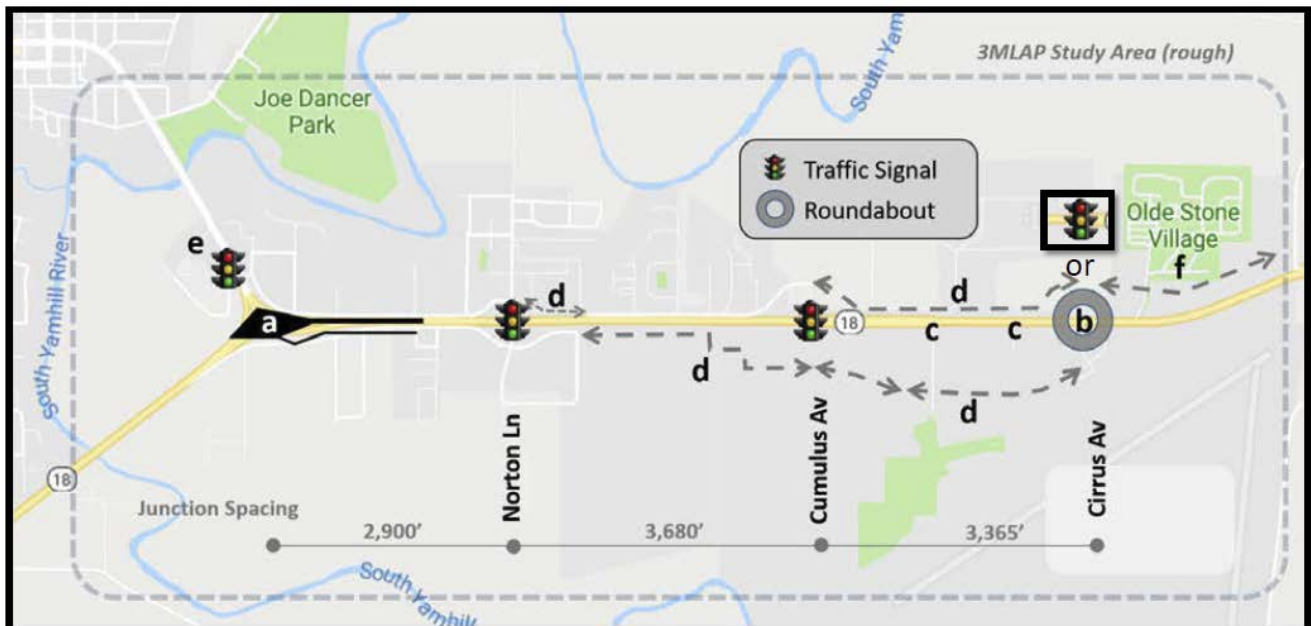


Original Preferred Alternative Land-Use Vision Map



Amended Preferred Alternative Land-Use Vision Map

Amended Preferred Transportation Facility Figure showing both a signal and roundabout at Cirrus Ave.



Attachments:

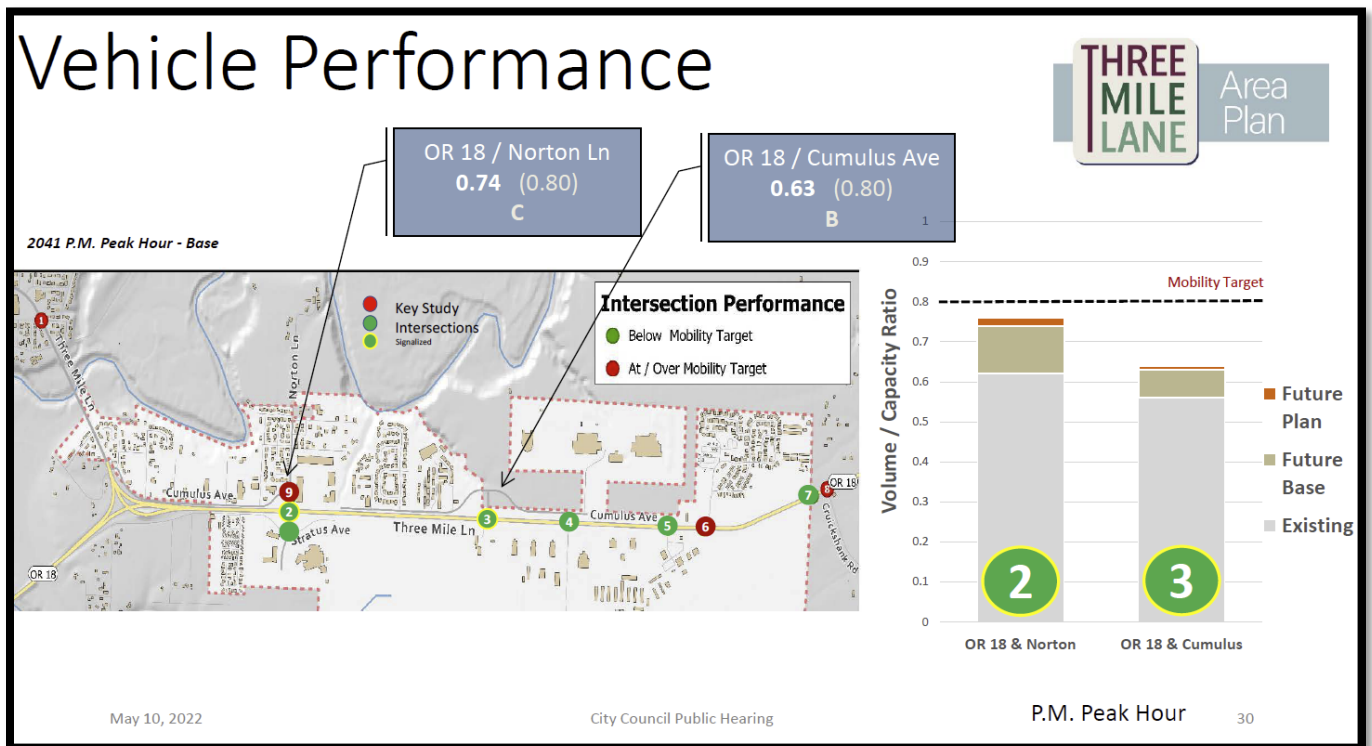
- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ



**Managing the Highway System:** There was some dialogue at the May 10, City Council public hearing about the impact of the proposed Three Mile Lane Area Plan on Highway 18, especially relative to its functionality as an expressway and freight route.

The adopted Oregon Highway Plan (OHP) classifies Highway 18 as a state expressway and freight route. To protect the functionality of its highway system, ODOT’s Oregon Highway Plan has standards that manage the functionality of the highway as congestion grows on the system. The standard for a state expressway and freight route is to not allow intersections to exceed 80% of its vehicular capacity at peak travel times. (v/c ratio = 0.80).

To study the impact of the preferred community land-use vision on the highway facility, the consultant team and ODOT modeled the transportation performance of the highway at 2041 with the full build-out of the existing land within the city limits developed per the existing comprehensive plan map designations. This is the measurement of what is forecasted to happen without adopting the proposed comprehensive plan map amendments in the Three Mile Lane Area Plan. That analysis showed that, at the peak hour of the day, the two highway intersections performed at 74% and 63% of capacity (or 0.74 and 0.63) respectively per the illustration below. This means that with full build-out of the current land within the city limits at the current comprehensive plan map designations, the highway operates within the state adopted standards for state expressways and freight routes.

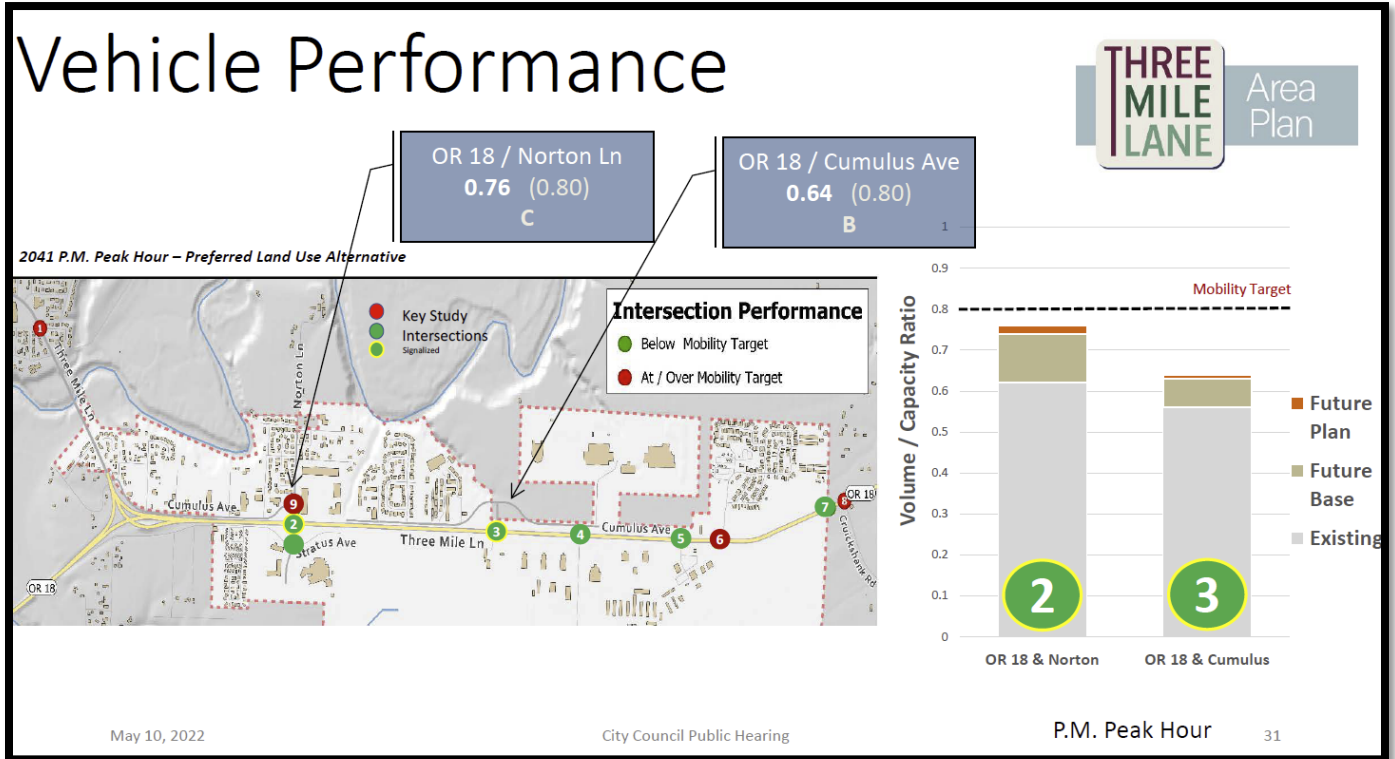


Then the consultant team and ODOT modelers analyzed what would happen to the two Highway 18 intersections if the land in the study area developed per the comprehensive plan map amendments needed to support the community vision for the Three Mile Lane Study Area at full build-out in 2041. With those amendments, the performance of the two intersections went from 74% and 63% of capacity to 76% and 64% of capacity at the transportation peak hour. A difference of 2% and 1% increase in

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

capacity respectively. And the system still operates within the adopted state standards for state expressways and freight routes. See figure below.



This is a high-level analysis based on comprehensive plan amendments. As the amendments become more refined, then the analysis will become more refined since there is more detailed knowledge about what will occur in terms of development. For instance, with a rezone, the applicant will need to provide a traffic impact analysis of the worst-case traffic scenario that could occur within that particular zone. And when a development plan is presented the applicant will need to provide another traffic impact analysis specific to that development plan. And if the land-use application impacts state facilities both ODOT and the city have jurisdictional review of impact and conditions of approval for the development.

City Council asked for the process for ODOT review of land-use applications at the May 10, 2022 public hearing. Below is their response.

*For comp plan amendments and zone changes ODOT reviews according to the requirements of the TPR – OAR 660-012-0060 – and the OHP Mobility Policy (1F.) Note that action 1F.2 states, in the case of plan amendments and zone changes, the analysis year is 15 years or the horizon year of the local TSP, whichever is greater. The policy also establishes standards for mitigation where the mobility target is met and where it is exceeded prior to development. The policy also establishes a threshold for where an increase in traffic is not considered significant (small increase in traffic) where the target has already been exceeded.*

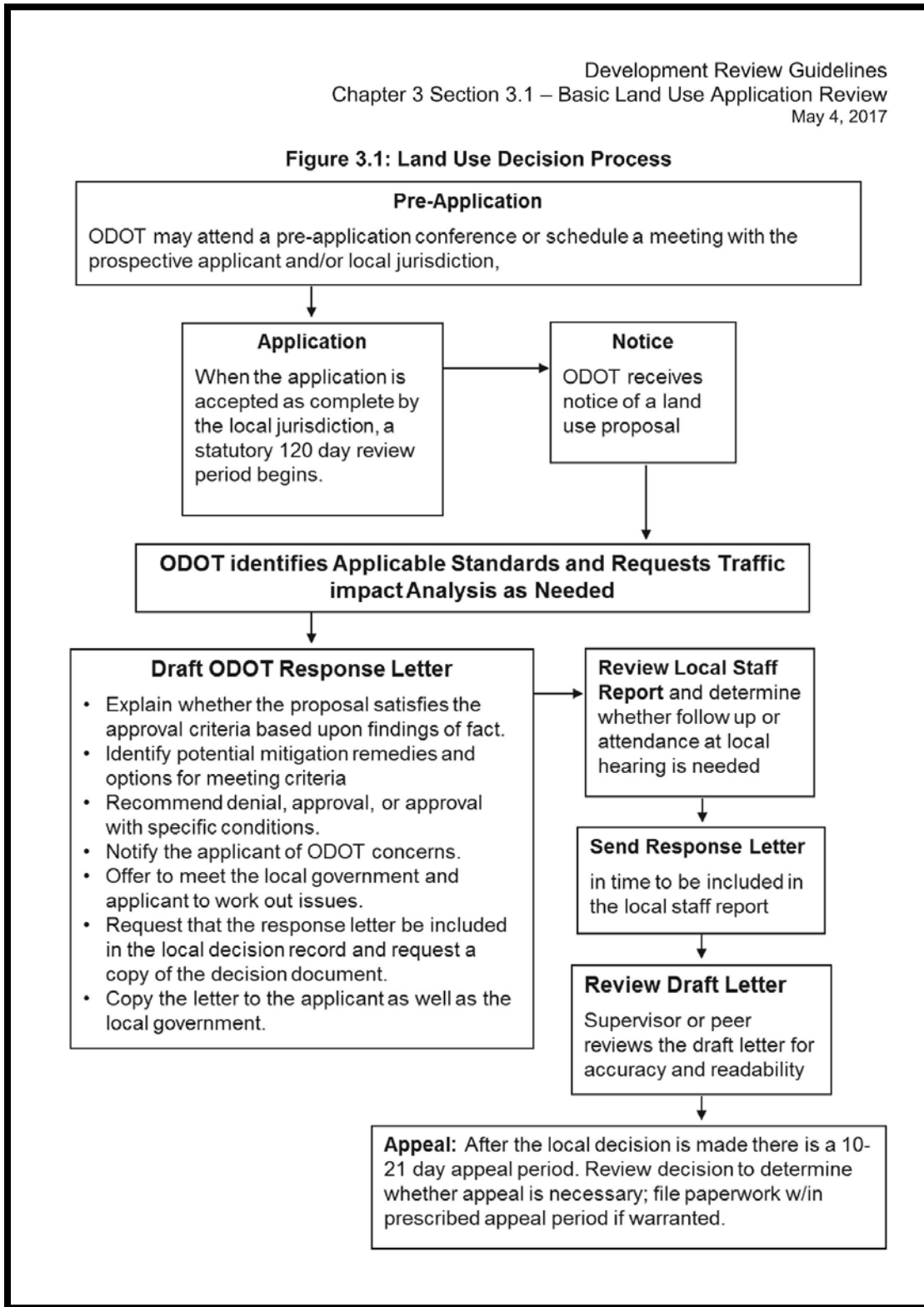
*For development review (site plans, conditional use permit, etc.) ODOT's review is limited to the Agency's statutory authority to regulate access to state highways and to require mitigation for project-related impacts. ODOT has limited ability to require off-site mitigation and it must be directly related to the impacts of the project.*

*The Development Review Guidelines take a deep dive into this, but unfortunately contain no easy to read one-pagers. <https://www.oregon.gov/odot/Planning/Documents/Development-Review-Guidelines.pdf>*

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

Flow Chart from the ODOT Design Review Guidelines , page 58.



Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

**Staff Recommendation:** Staff recommends continuing the public hearing to July 26, 2022. There are many different dialogues now occurring on social media and in community groups, with people reaching out for more information to learn more about the Plan, the process undertaken to develop the Plan, the implications of adopting the Plan, and future community needs that can be resolved with this planning effort. Some entities have stepped forward and volunteered to help with encouraging more community engagement and dialogue and distributing information about the Plan.

Planning staff will work with the City's Communications Manager on developing more FAQs like the attached (but much more succinct and easier to read), social media messaging and public information sessions with a goal of engaging a broader spectrum of the community and encouraging more people to participate in the dialogue.

Additionally, several recommended amendments have been provided as part of recent testimony. Staff would like to review those and bring them back to the July 26 public hearing for the City Council's consideration.

**Attachments:**

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ

**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 on June 14, 2022, and continue the public hearing until July 26, 2022.

---

Attachments:

- Testimony Received, 05.11.22 – 06.06.22
- Three Mile Lane Area Plan FAQ



# MEMORANDUM

**DATE:** June 6, 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,

Following is the public testimony that has been received 05.11.22 – 06.06.22 for the Three Mile Lane Area Plan public hearing. We are including testimony that we received from Britt Block on May 10, that was entered into the public record at the public hearing that evening but has not yet been included in your meeting materials.

You will note from the testimony that there is still some confusion conflating the three quasi-judicial rezone applications that are currently being considered by the Planning Commission in the Three Mile Lane area, and the Three Mile Lane Area Plan that is being considered by the City Council. Staff and legal counsel continue to advise you to focus on the testimony that is germane to the Three Mile Lane Area Plan.

**Public Testimony:**

- Email from Britt Block, 5.10.22
- Email from Eleanor Fuhrer, 5.29.22
- Letter from Patty O’Leary, 6.5.22
- Letter from Steve Iversen, 6.6.22.

ENTERED INTO THE RECORD  
DATE RECEIVED: 05/10/2022  
SUBMITTED BY: Britt Block  
SUBJECT: Three Mile Lane Area Plan -  
Public Hearing

From: [Britt Block](#)  
To: [Claudia Cisneros](#)  
Subject: Re: Please vote to Modify!  
Date: Tuesday, May 10, 2022 11:12:40 AM  
Attachments: [image001.png](#)

---

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

---

Hi Claudia:

Britt Block  
845 SE Morgan Lane  
McMinnville OR

I hope the outcome favors a livable city.  
Thanks for you work,  
Britt

Get [Outlook for iOS](#)

---

**From:** Claudia Cisneros <Claudia.Cisneros@mcminnvilleoregon.gov>  
**Sent:** Tuesday, May 10, 2022 10:53:10 AM  
**To:** brittblock@hotmail.com <brittblock@hotmail.com>  
**Subject:** RE: Please vote to Modify!

Good Morning Britt,

Thank you for submitting your public comment, because this is a land-use decision we will need your address for the record to have standing so that we can mail you a copy of the decision when it is completed.

Thank you,  
Claudia

---

 **City of  
McMinnville**  
Claudia Cisneros  
City Recorder  
503-435-5702 (desk)  
230 NE Second Street  
McMinnville, OR 97128

Website: <http://www.mcminnvilleoregon.gov> | [Recorder Page](#) |

PUBLIC RECORDS LAW DISCLOSURE: Messages to and from this e-mail address are public records of the City of McMinnville and may be subject to public disclosure. This e-mail is subject to the State Retention Schedule.

---

**From:** Scott Hill <Scott.Hill@mcminnvilleoregon.gov>  
**Sent:** Tuesday, May 10, 2022 9:00 AM  
**To:** Claudia Cisneros <Claudia.Cisneros@mcminnvilleoregon.gov>  
**Subject:** Fwd: Please vote to Modify!

Received this morning. Mayor

Begin forwarded message:

**From:** Britt Block <[brittblock@hotmail.com](mailto:brittblock@hotmail.com)>  
**Subject:** Please vote to Modify!  
**Date:** May 10, 2022 at 8:53:19 AM PDT  
**To:** "[Scott.Hill@mcminnvilleoregon.gov](mailto:Scott.Hill@mcminnvilleoregon.gov)" <[Scott.Hill@mcminnvilleoregon.gov](mailto:Scott.Hill@mcminnvilleoregon.gov)>, "[Remy.Drabkin@McMinnville.gov](mailto:Remy.Drabkin@McMinnville.gov)" <[Remy.Drabkin@McMinnville.gov](mailto:Remy.Drabkin@McMinnville.gov)>, "[Adam.Garvin@McMinnville.gov](mailto:Adam.Garvin@McMinnville.gov)" <[Adam.Garvin@McMinnville.gov](mailto:Adam.Garvin@McMinnville.gov)>

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

---

Honorable Mayor and Ward 3 Council Members:

I am a Ward 3 resident, close to both Hwy 18 and Linfield. I don't mind the housing aspects of the 3 Mile plan. I am however entirely opposed to the big box retail center aspect of the plan!

I don't want Mac to become a magnet for anything other than 3<sup>rd</sup> street! Nearby towns have all the big box retailers a person could want. What they don't have is character, and this plan does not increase livability, which is Mac's main draw.

Hwy 99 is mostly an eyesore, however convenient it's retail might be. We do not need more of th1s!

Please vote no to the ill-conceived big box retail aspect of the 3 Mile plan.

Sincerely,  
Britt Block

**From:** [emfuhrer@onlinenw.com](mailto:emfuhrer@onlinenw.com)  
**To:** [Heather Richards](#)  
**Subject:** Three Mile Lane plan  
**Date:** Sunday, May 29, 2022 5:32:33 PM

---

This message originated outside of the City of McMinnville.

City Council

I think this Council must be too young to recall the development -- or lack of it, previously along the "Bypass".

There was, once, an outlet mall. It closed for lack of business.

The "bypass" was developed to "bypass" the commercial traffic and signals on Hwy 99W and move traffic, more or less non-stop north and south. It has worked well in that regard.

I just recently returned from a vacation (senior style tour) of Oklahoma and SE Kansas. I took particular notice in three locations, two in Oklahoma and one in Kansas of prior large mall the theater properties. All were huge areas of ugly broken concrete (buildings removed) and grown over parking lots. They were failures in part due to bankrupt stores because of lack of shoppers and also thefts that happen more and more and have little law enforcement. Shop owners, big and small gave up.

Your spokesperson said there wouldn't be a significant increase in traffic on our 'bypass'. Hogwash! Without traffic, meaning shoppers, you're reinforcing failure.

While at least one commissioner, (her words, not mine), and perhaps city fathers want to make McMinnville a "mid-sized city", I think most folks living hereabouts would prefer to remain a smaller homier town with our own friends and neighbors providing the shops and services we need and want.

Eleanor Fuhrer  
15654 SW Shilo Way  
McMinnville, OR 97128



June 5, 2022

McMinnville City Council

Testimony concerning the Three Mile Lane Plan and Zoning changes

At the Three Mile Lane Public Hearing held on May 10, the planning director expressed frustration at the level of citizen “confusion” regarding the TML area plan. Citizens aren’t expressing confusion. They are expressing lack of trust in the planning department and, by association, the city leadership.

The planning director stated that the TML plan and the zoning change from industrial to commercial didn’t necessarily mean that big box retail development would happen. While technically that may be true, it is also equally true that the zone change from industrial to commercial establishes big box retail as a real possibility. It would be naïve to open that door, and then be shocked when Kimco, a developer known for mall development, walks through it, especially when Costco, Home Depot and Target are examples used in the developer’s application. WinCo, BiMart, Lowes and Walmart might take exception to Kimco’s application statement regarding hypothetically unavailable goods and services in McMinnville. It is disingenuous of planning to tell the city council and citizens to ignore the existing developer application while considering the TML area plan.

Retail leakage has been cited as the reason for increasing commercial land. Those numbers need to be looked at more thoroughly. How much of that leakage is from residents who work outside of McMinnville? If I worked in Salem, I guarantee that I would not drive back to McMinnville for lunch no matter how much commercial land is available. Stating that retail leakage will be significantly limited by changing zoning strikes me as questionable logic based on the information we’ve been provided. We’ve been given an overview of WHAT is happening, but there’s been no details as to WHY it is happening other than speculating needing more commercial land. “Build it and they will come” didn’t work out so well for the mall on the other side of Highway 18.

The planning director also assured attendees that development and zone changes along Highway 18 would have no significant impact on traffic or the highway’s designation as a “bypass.” Yet the Norton intersection was called out as degrading to a .76 level of performance, just .04 away from requiring improvement. In case it slipped everyone’s mind, the Norton intersection is the hospital intersection. Is allowing a performance level of .76 at such a critical intersection or moving emergency traffic from a highway to a frontage road in the best interests of citizens?

One thing I haven’t been able to figure out based on the available “traffic science:” how does increasing the traffic on Highway 18 result in lower greenhouse gases? Is it new science?

Over the past five years, I've learned to be skeptical of traffic assurances from a department that accepted a developer-funded July traffic count on Baker Creek Road, the main feeder from the west directly to the high school. The summer timing was justified because there weren't any schools nearby. A citizen-funded study done during the school year showed significantly higher traffic levels but it was tossed by planning. So much for traffic "science." During that memorable Stafford hearing, a city representative told the citizens to "live with it." That experience may be why I seem to be hearing that same sentiment now, regarding the TML area plan. Will the response be the same during the Kimco hearing as well?

Our planning department states they want citizen input, but at the TML plan hearing, the planning director seemed discouraged with the citizen comments that had been received. Is it because the citizens aren't falling in line with the department's wishes?

Citizens have had five years to observe how projects have been presented versus how those projects have been built, and whether those projects fit McMinnville. Bait and switch is something we've become all too familiar with: we're told the largest, highest density development is required to provide affordable housing, and so planning pushes it through. Instead, we get acres of cookie cutter houses that are far from affordable, the traffic headaches that come with that level of development, and all located in an area of town that previous city leaders recommended have limited development because of east-west connector restrictions. Is anyone really surprised that citizens don't trust planning's assertion that a zoning change doesn't mean a town-killing mall?

Despite requesting citizen input, planning rarely seems to consider the input. In 2017, the city planning commission denied the initial Stafford development at the southeast corner of Baker Creek and Hill Roads because of errors in the planning staff report – discovered by citizen testimony – and the confusion of having to pass multiple ordinance changes at one time. Instead of correcting the staff report, the planning department recommended that the city council ignore the planning commission's decision on the largest and highest density development in McMinnville, a development that would fundamentally change the way McMinnville looked and lived. It's worth noting that for Stafford, all six ordinances "had" to change at the same time, but for the TML plan, we're told to ignore an existing follow-up application, submitted by an acknowledged mall developer, that hinges on the zoning change.

An aside related to the Stafford development: the planning department made a unilateral decision to allow the removal of a grove of century oak trees. The planning department underestimated how much those trees meant to the citizens, but then again, planning never asked. Does anyone really believe an oak tree logo and a park bench are adequate replacements for century-old trees?

Lest one thinks that only citizen input is ignored, Mac Parks did not want the approximately 15 acres of unbuildable land that Stafford wanted to "donate" as a park. The planning department overrode the Parks' input and accepted the unbuildable land, taking it off the tax rolls and adding to the Parks' overhead and maintenance responsibility.

Issues with planning inconsistencies aren't limited to the northwest corner of McMinnville. The planning department has frequently stated that downtown housing is needed. Yet the department has allowed almost all of the housing units on Third Street to be converted to vacation rentals. The Taylor Hardware building renovation is the most recent example of lost affordable housing.

An affordable mobile home park on First Street was allowed to be removed for market rate apartments at a significantly lower density than zoned.

And an affordable multi-unit motor court and a large house between Adams and Baker were demolished to provide for a five-story building that was to include both office (two floors) and residential units (three floors). Is it surprising that the end result is a two-story office building with no housing? I don't know that the revised plans ever went back to the city council for approval.

Personally, I have had the opportunity to sit on three citizen advisory committees. Each committee started with about 20 enthusiastic people. By the third meeting of each committee, half to two-thirds of the people had dropped out. I asked a couple of people why they quit attending the meetings and was told that they felt there was no option for real input and that they were being led to a foregone conclusion. Out of three committees, to the best of my recall, only three original citizen members attended through the entire process: Mark Davis, Sid Friedman, and myself. Yet anyone who attended one of the three original meetings was listed on the final reports, implying that they had provided input and were in agreement with the results, a less than forthright representation of what really occurred.

A few weeks ago, I went to the citizen input meeting for Third Street. I left when I discovered that decisions had already been made about the functionality of Third Street and citizen input was limited to tree and garbage can choice. I shouldn't have been surprised since that's the usual point when citizen input is sought.

During my citizen advisory committee service, the planning director kept admonishing us that our input would lead to decisions that would influence the next 100 years, the next five generations. I don't think anyone expects trash cans to have a useful life of 100 years, yet that appears to be the only type of topic for which citizen input is taken seriously. We live in McMinnville. We shop here. We deal with traffic. We pull together when our city faces challenges from the economy or pandemics. And we have to foot the bill, both financially and in our quality of life, for the decisions made by city leaders.

McMinnville has spent decades protecting and promoting Third Street. That effort has resulted in national recognition as a great small town and Third Street is one of the primary tourist draws. McMinnville isn't Sherwood or Tualatin, nor does it want to be. Yet the planning department continues to be tone-deaf to McMinnville's core identity. The proof is right there on the Three Mile Lane area plan. It's labeled "Town Center."

Patty O'Leary

June 6, 2022

To: McMinnville City Council  
Heather Richards, Planning Director

From: Steve Iversen  
1033 SW Courtney Laine Dr  
McMinnville

Subj: Comments on Three Mile Lane Area Plan for public hearing June 14, 2022

As the Three Mile Lane Area Plan has come to the Council for consideration, we are seeing some excellent public testimony, and now this initiative is finally getting the vigorous discussion such an ambitious plan deserves. I've read a good deal of the voluminous documentation and have followed the process fairly closely, and wish to submit the following comments and suggestions for Council consideration.

Upon a cursory reading, the plan has immediate appeal as a positive vision for the Three Mile Lane area and the city at large. It's only after digging more deeply that one begins to realize that while the vision is grand, many features of the plan will probably be implemented far in the future. Primary obstacles will be the cost of improvements, and the availability of land for locating them. For example:

- The frontage road extensions and associated closures of access points along Hwy 18, as critical as they are to improving connectivity within the area, could prove difficult and expensive to implement;
- Bikeways along the frontage roads and elsewhere in the area may be contingent on extension of frontage roads, thus will be delayed, and will certainly incur a non-trivial cost;
- Likewise, the installation of a roundabout/signal at Cirrus and Hwy 18, although treated in the Plan as if it's a sure thing, now seems to suffer the same fate as other transportation improvements – it will not be implemented “until traffic conditions warrant it”;
- Likewise, the rebuild of the 3ML/Hwy 18 interchange, also treated as a foundation of the transportation plan, will clearly not be done for a long, long time, and a root cause is scarcity of state funding in the face of other high-priority needs;
- Likewise, implementation of interchanges at Norton and/or Cumulus will not happen for at least 20 years, even though such interchanges would yield a huge improvement in Hwy 18 mobility, as well as ease of access for pedestrians and bicycles from north to south;
- What should be a top priority to serve people in the 3ML area, pedestrian bridges across Hwy 18, has been demoted to an afterthought on page 50 of the Plan, so that this too seems unlikely to happen within a 20-year window.

**Recommendation:** I do not yet see concern from the City on these issues, nor do I have much hope for funding to be made available for any of them. Therefore, what I ask of the City is that it at least recognize that this is a problem, and in the Plan, instead of giving the impression that all this will start happening before our very eyes, some cautionary language is inserted that calls attention to the roadblocks we face and the timelines people should expect.

Now I'll turn to addressing specific parts of the Plan that I feel need improvement, in a format that starts with a recommendation, followed by a description of the related context.

**Recommendation:** Give strong consideration to a Neighborhood Activity Center on Stratus Avenue west of the hospital, and amend the Plan to include it if agreed upon.

Background: This is one of the best ideas that has arisen from the public discussion. The Planning Director told the Council at the May 10 meeting that she will address this at the June 14 meeting, and I'm eager to see where it goes from there.

**Recommendation:** Amend the Plan to recommend rezoning the industrial land to the south of Hwy 18 to M-L. Drop any specific depiction of a "retail center" or "retail town center" in this area (as in the map on page 20), as this is not an appropriate designation at this stage of the Plan.

Background: The M-L zoning excludes undesirable heavy industrial activities in this area but still allows for a variety of uses, and would shift the retail emphasis toward the neighborhood-serving scale found in a Neighborhood Activity Center. As Planning Director Richards pointed out in the May 10 staff report, M-L allows activities such as medical uses, medical professional services, R&D offices, business and trade schools, etc.

**Recommendation:** Amend the section "Economy", pages 12-13 of the Plan, to de-emphasize the general retail potential, and to give strong emphasis to neighborhood-serving retail.

Background: The way it's written now seems to brazenly favor the known goals of a current property owner in the area. This is not good optics for the City. Friends of Yamhill County has submitted suggestions for rewriting this section, and I certainly have ideas of my own.

**Recommendation:** Amend the Plan to strengthen the language in the Great Neighborhood Principles (pages 16-17); in fact, go back to the foundational documents

for the GNP to amend them. While you're at it, do the same for the Policies listed in the 3MLAP on pages 35-36.

Background: I thank Councilor Peralta for bringing this up on May 10. And I appreciate what Planning Director Richards had to say about the language in response – that it's due to a lack of regulatory guidelines that will be implemented gradually going forward. But what's the point of cranking up our Plan with weak, non-directive language from the get-go? For a plan like this with such lofty aspirations, let's not mince words. Let's say what we want clearly and strongly from the start, and not plan on backing into it later.

**Recommendation:** Amend the Plan to strongly support pedestrian bridge(s) across Hwy 18, by acknowledging the value of this for local residents and expressing strong City support for making it happen, including a commitment to finding the funding.

Background: I cannot say this often enough or strongly enough. This should be non-negotiable for the City, particularly since any other pedestrian-friendly pathways (e.g., interchanges or grade-level crossings) are non-starters. The language inserted on page 50 of the Plan is an embarrassment to the City.

Thank you for considering my suggestions.

Signed,  
Steve Iversen  
McMinnville



# Three Mile Lane Area Plan

# FAQ SHEET

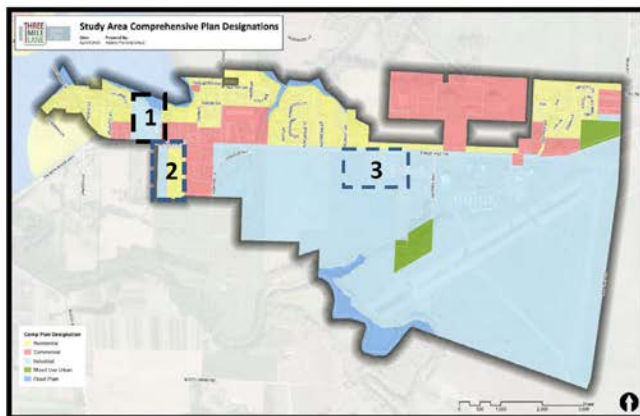
### *What is an Area Plan?*

An area plan is a community vision for a specific area in the community developed by community members.

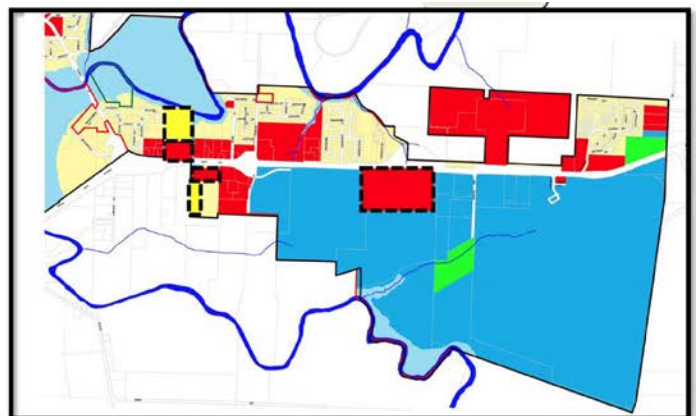
An area plan is a high-level guidance document illustrating how a community would like to see a specific area develop in the future. It is meant to help future planning efforts in terms of planning infrastructure and amenities to support the vision of the Area Plan. It is very conceptual. Exact locations, 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*

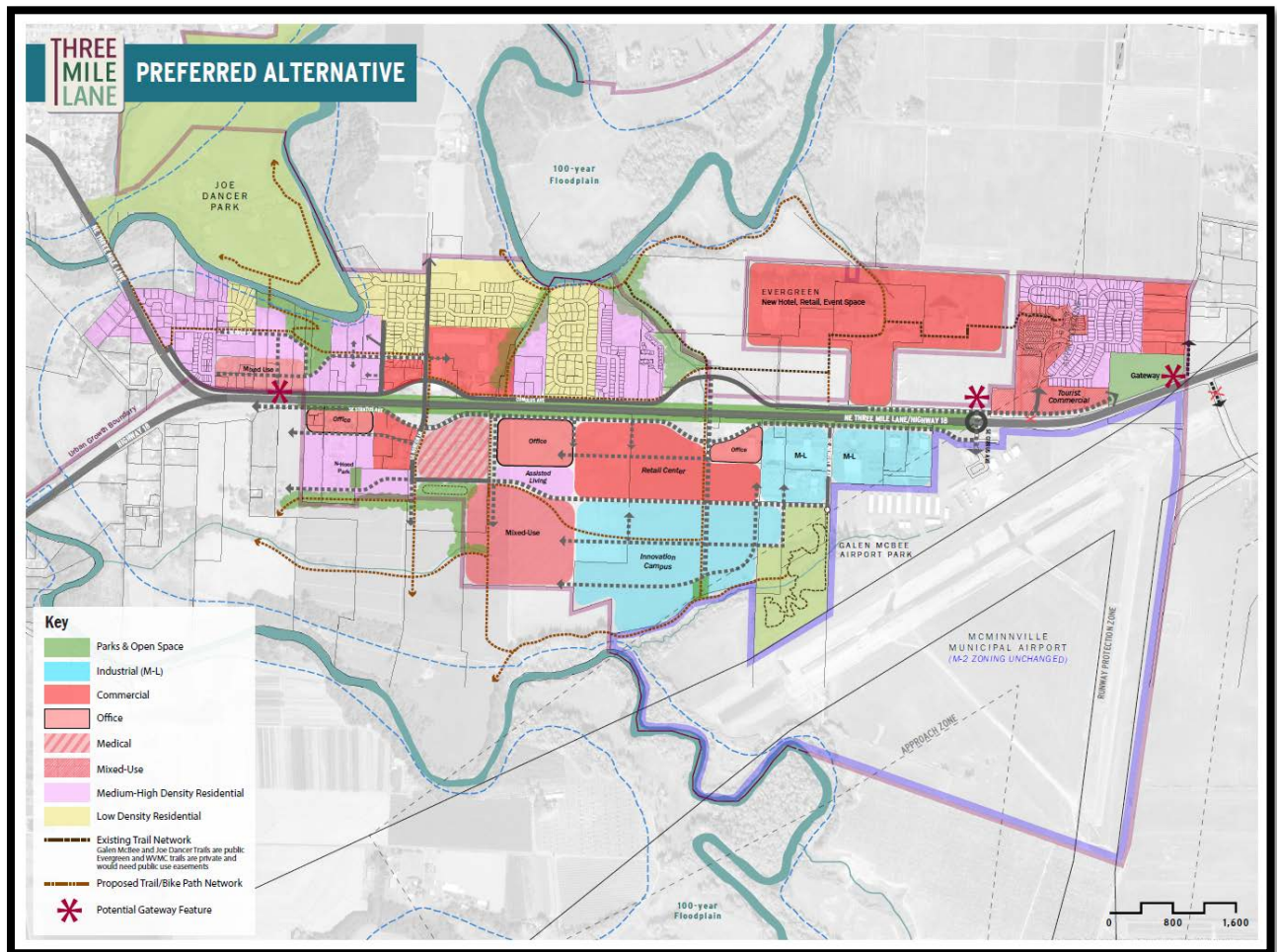


*Proposed Comprehensive Plan Map*



Site 1 = (13.5 Net Acres)	Site 2 = (7.6 Net Acres)	Site 3 = (33 Net Acres)
---------------------------	--------------------------	-------------------------

*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)

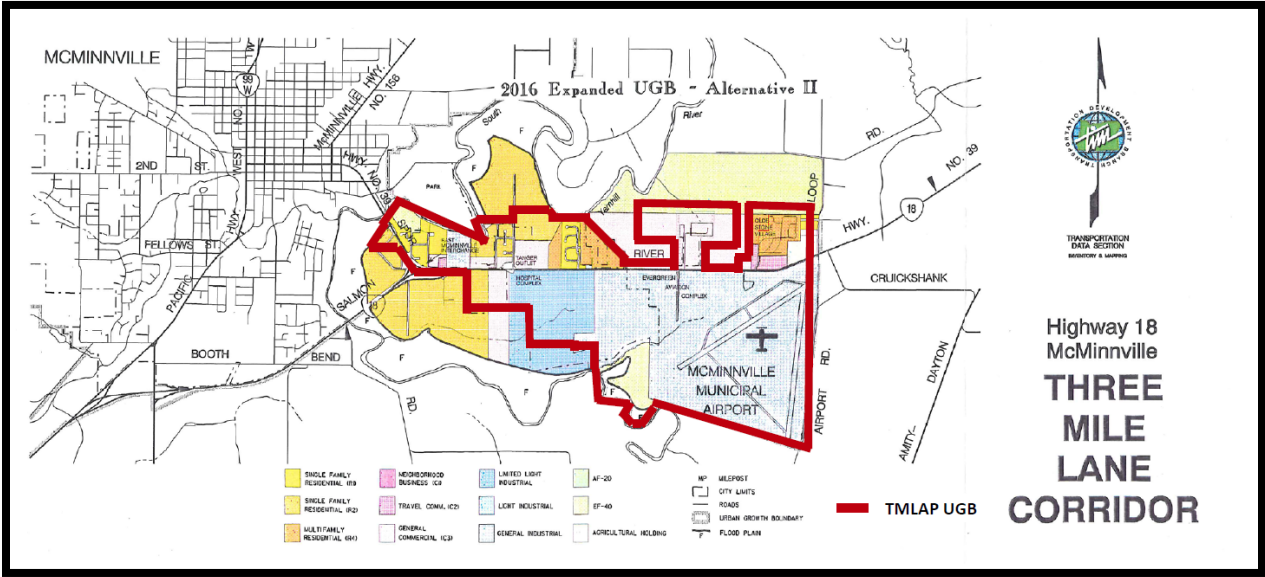
VOLUME TO CAPACITY RATIO TARGETS OUTSIDE METRO <sup>17A, B, C, D</sup>							
Highway Category	Inside Urban Growth Boundary					Outside Urban Growth Boundary	
	STA <sup>E</sup>	MPO	Non-MPO Outside of STAs where non-freeway posted speed <= 35 mph, or a Designated UBA	Non-MPO outside of STAs where non-freeway speed > 35 mph but < 45 mph	Non-MPO where non-freeway speed limit >= 45 mph	Unincorporated Communities <sup>F</sup>	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 on a Regional or District Highway	0.95	0.90	0.90	0.85	0.80	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.

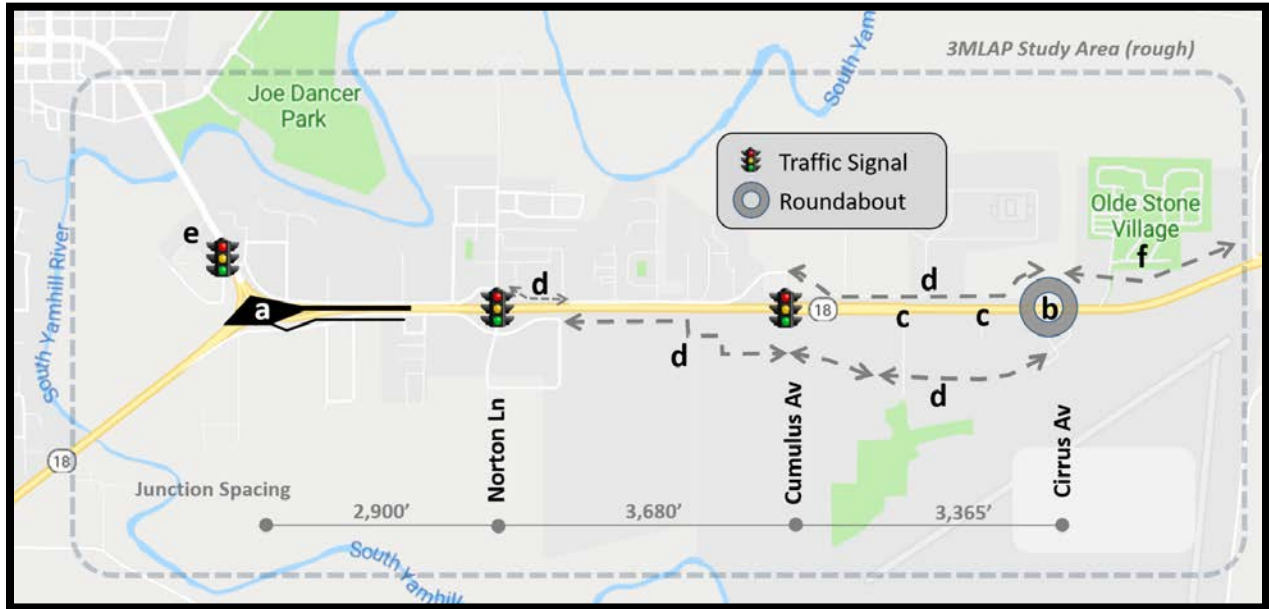
If development exceeds the transportation projections of the Plan than ODOT and the City can require the construction of the needed improvement. Traffic impact analysis is required for comprehensive plan map amendments, rezones and development review. For each stage of land use that becomes more detailed – 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.

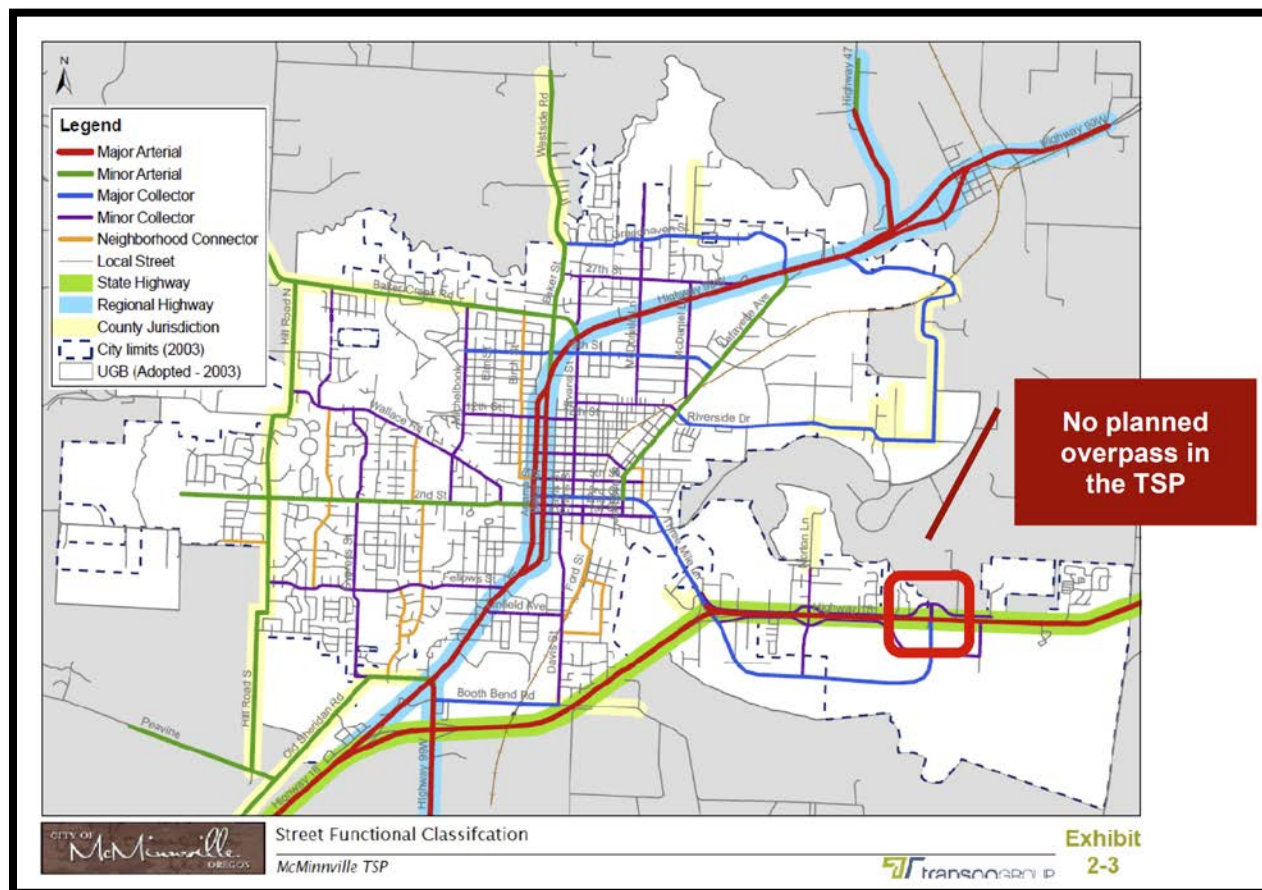


*Preferred Transportation Plan for Three Mile Lane Area Plan*

- 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.

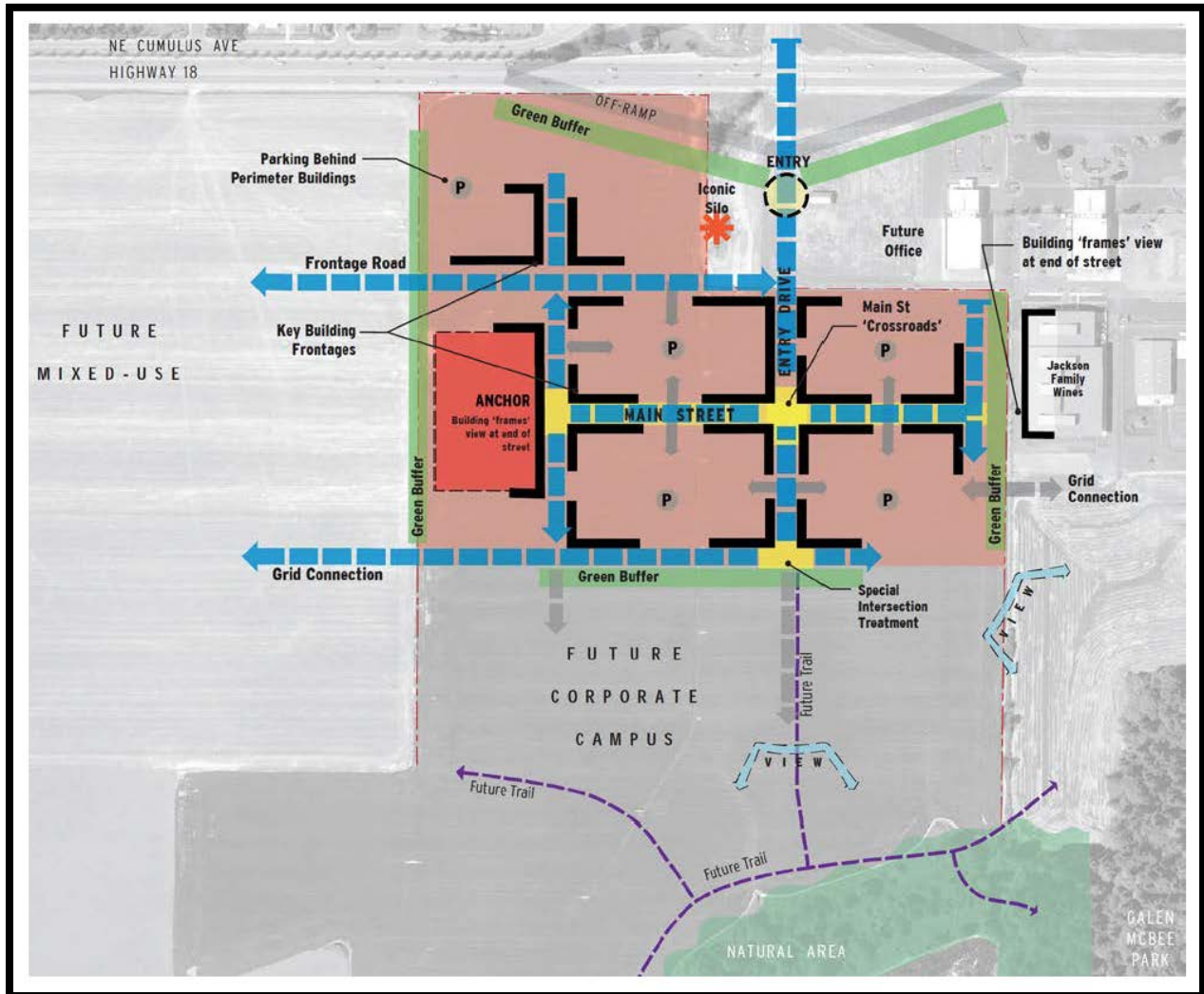
***I heard that the commercial plan for the south side of Highway 18 will be the largest shopping center in Yamhill County and the region – we don't want a Washington Square Mall or Keizer Station in McMinnville.***

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 each 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

## COMMUNITY VISION

**THREE MILE LANE** Area Plan

Literally  
Drawn by  
Community  
Members in  
Charrettes

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.

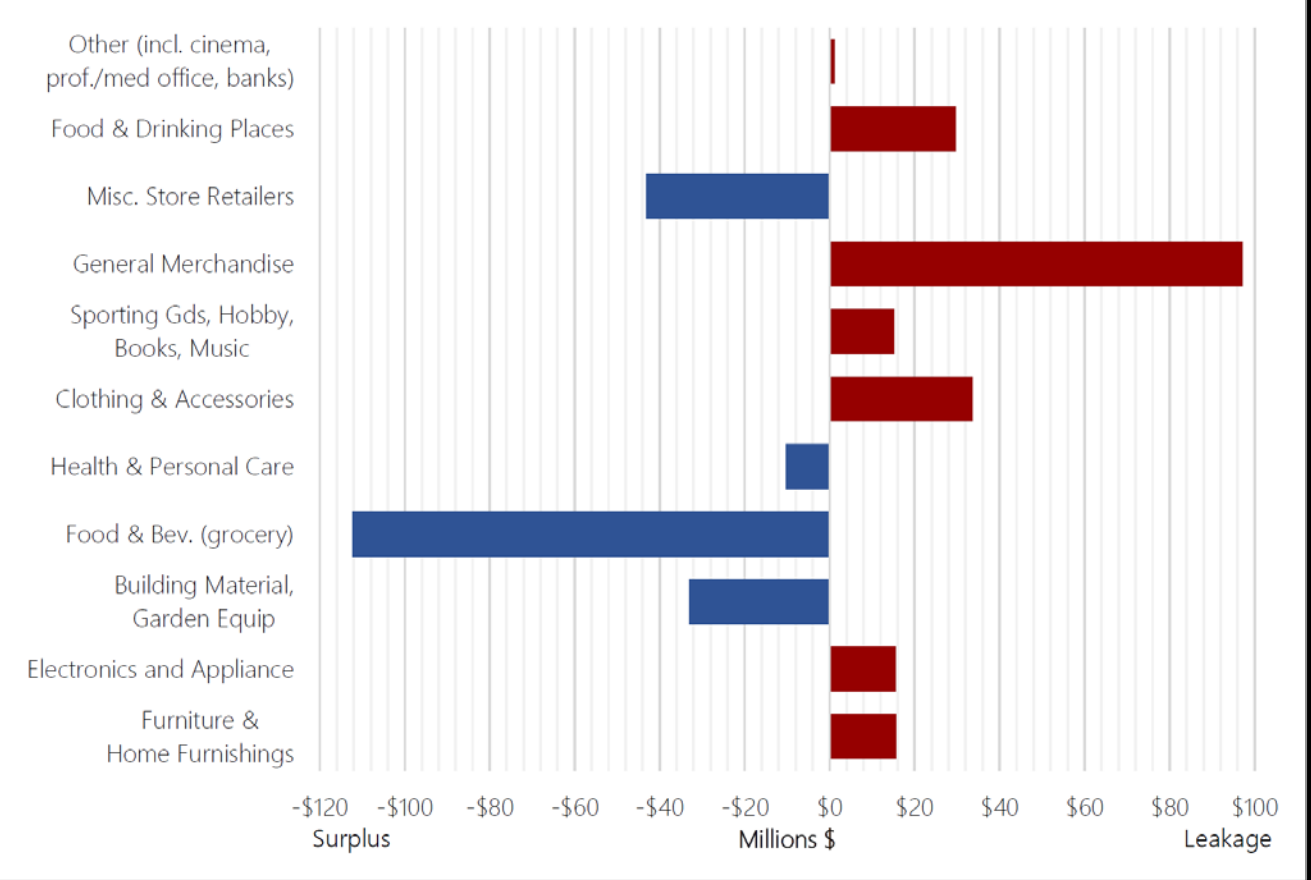
The following table is from a Market Analysis conducted by Leland Consulting Group in 2019 for the Three Mile Lane Area Plan project advisory committee to identify market needs in McMinnville. Those items illustrated in red indicate annual dollars that McMinnville residents spend on goods outside of 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

The University of Oregon "Green Cities" research team conducted a design charrette to better understand the opportunities and constraints associated with the McMinnville Three Mile Lane corridor study area. The participants (listed in Acknowledgments) identified and ranked the issues of highest priority, and these scores are shown below. The overall highest scoring topics focus on employment land use, mobility and diversity; multi-modal mobility and connectivity; and Three Mile Lane sense of place. These focus topics form the foundation for this report.

**Land Use Flexibility and Diversity**

(20) Develop new commercial spaces along Three Mile Lane (ie gas station, grocery / retail).

### Community Priorities

- (5) Amplify the McMinnville Airport as an asset for tourism and commerce
- (4) Expand wine industry near McMinnville Airport. Play up all local economic "not just wine!" breweries, breweries.
- (3) Address the transportation needs for more retail and restaurant sites
- (2) Create urban renewal / enterprise zone
- (1) Design bike and pedestrian trail into downtown
- (1) Provide access to Joe Dancer Park
- (1) Improve accessibility and increase emphasis to natural areas
- (1) Construct new three Mile Lane multi-modal bridge to downtown
- (1) Add/expand sidewalks and setbacks. Finish Cummins sidewalk.
- (1) Build bike/ped bridge access from Joe

### Community Priorities

- (3) Construct second bridge to north - Norton Lane. Keep new bridge more rural. The existing bridge should remain the main entry point to town.
- (4) Improve vehicular, bike and pedestrian connectivity. Create attractive, multi-modal arterial roadways. Add pedestrian overpasses/ways to connect the whole area (north/south). Develop eastbound access from Highway 48 to downtown. Install traffic light and turn lane at west end of Cummins. Build bypass roads for trucks and locals to reduce traffic on 3<sup>rd</sup> Street through City Center.
- (2) Add more bike lanes that are easily accessible, safe routes - residential. Construct bike lanes on Cummins
- (1) Provide access to river
- (4) Construct Joe Dancer Park amphitheater. Create amphitheater for 1000+ people
- (1) Improve signage/gateway
- (3) Update streetscapes (trees, lights, theme signs) with safety in mind
- (2) Enhance natural amenities. Maintain and update Airport Park that provides family friendly use. Update Airport Park
- (4) Move and create better fairgrounds with multi-use amphitheater
- (3) Build more affordable housing. Readdress parking/safety plans for Habitat for Humanity site
- (2) Create setbacks between road and new commercial / industrial development
- (2) Maintain architectural themes in new development
- (2) Add park at west end of study area

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.

Draft, 04.29.22

Page | 13

Amended on 06/15/2022  
59 of 169

***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 is 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](http://www.threemilelane.com)

The public record for the adoption process is found on the city website at [www.mcminnvilleoregon.gov](http://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](mailto:Heather.Richards@mcminnvilleoregon.gov) before 12:00 pm on Monday, May 9<sup>th</sup> to provide written testimony or mail to Planning Director, 231 NE 5<sup>th</sup> St. McMinnville, OR 97128. Written testimony must be received by 12:00 pm on Monday, May 9<sup>th</sup>.

**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 9<sup>th</sup>. 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](mailto: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](mailto:planning@mcminnvilleoregon.gov).



# MEMORANDUM

**DATE:** June 13, 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,

Following is the public testimony that has been received 06.07.22 – 06.13.22 for the Three Mile Lane Area Plan public hearing. If we receive any testimony tomorrow on June 14, 2022, we will forward it to you prior to the meeting and enter it into the public record at the public hearing tomorrow night.

**Public Testimony:**

- Email from Charles Hillstead, 06.07.22
- Email from Sharon Morgan, 06.08.22
- Email from Dahe Good, 06.09.22
- Email from Linda Peterson, 06.09.22
- Email from Marie Vicksta, 06.13.22
- Letter from Patty O-Leary, 06.13.22

**From:** [Zack Geary](#)  
**To:** [Claudia Cisneros](#)  
**Subject:** Fw: Rezoning  
**Date:** Monday, June 13, 2022 3:25:24 PM

---

---

**From:** Chuck <charleshillestad@cs.com>  
**Sent:** Tuesday, June 7, 2022 1:12 PM  
**To:** Zack Geary <Zack.Geary@mcminnvilleoregon.gov>  
**Subject:** Rezoning

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

---

Dear Councilman Geary,

Please do not let the Council approve the rezoning that will allow developers to stick us with a massive new shopping center near the airport.

Among other things, that could be the death blow for the vitality of 3rd Street Downtown. The poor merchants there are already going to get a shotgun blast in the gut in the near future when the city gets around to chopping down all the magnificent trees there along with tearing up the street itself for months on end. Why will anyone want to go there anymore after such a double whammy? It'll be like another Covid surge hitting the merchants, a fully preventable one this time. How many will survive?

You don't think the trees on 3rd Street or 3rd Street itself are important? How do you suppose the residents and potential residents will react when much of what makes us unique and attractive among similar towns is trashed? I can personally testify that tunnel of trees is a key component of what attracts both visitor and new residents. It is certainly not going to be yet another dreary shopping center that attracts them.

Speaking of the trees Downtown, even if the city puts back *some* of the trees it plans to wipe out, the current planned idiocy is to not put back *all* of them. And worse, the plan is to not use any types that would grow anywhere near as big or as dramatic as we have now. On top of that, the proposed new vegetation to be used once all the good trees are gone are apparently deliberately going to be smaller, shorter species. Moreover, it will be years, literally decades, before any of the replantings will mature especially when the

plan is for only inch to three inch caliper twigs to be used.

Besides the damage the rezoning will do to Downtown, and more directly to the point on the rezoning issue, we simply don't need or want any more of the big box monstrosities you are apparently trying to encourage. Is it your intention to siphon business away from Downtown. Walmart? We already have one which is almost never crowded. Costco? The few times a year I actually need something from Costco, it is easy to combine a visit with a trip to Salem or Portland for other purposes. I can't think of a single store that we need so desperately locally that could not also be solved with buying on-line. Especially not needed in McMinnville is the giant run-of-the-mill commercial franchise ones the rezoning will allow. On top of that, think about future generations of McMinnville having to contend with an ugly dying or dead albatross like Tangiers became. Between buying on-line and other economic changes is this one more likely to succeed or less? I suspect the latter.

I know it is not likely to influence those involved when money is to be reaped, but it wouldn't be nice if for once some thought is given in advance to the collateral damage likely to be caused. Shouldn't there be some consideration for existing merchants and residents?

Charles Hillestad

home phone: 503-687-1732

postal address: PO Box 9, McMinnville, OR 97128

physical address: 1256 NW Oakmont Ct., McMinnville

email address: charleshillestad@cs.com



ENTERED INTO THE RECORD  
DATE RECEIVED: 06/08/2022  
SUBMITTED BY: Sharon Morgan  
SUBJECT: Three Mile Lane Area Plan  
Public Hearing

---

**From:** [Sharon Morgan](#)  
**To:** [Claudia Cisneros](#)  
**Subject:** Three Mile Lane Plan  
**Date:** Wednesday, June 8, 2022 10:09:33 PM  
**Attachments:** [We sent you safe versions of your files.msg](#)  
[Three Mile Lane.docx](#)

---

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

---

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

---

June 8, 2022

Dear Mayor and Council Persons:

A “new town center”? Why, when we have a nationally recognized “best small town main street? I am very much opposed to developing, or rather permitting the development, of the Three Mile Lane Area Plan.

The Alpine/Granary District has yet to reach its potential. Designed as a natural extension of Third Street’s appeal to pedestrian traffic, it will also increase the value of properties within the Urban Renewal District. Encouraging and supporting local investments in this area assures an organic growth to McMinnville’s core without distracting from established, sustainable businesses and services.

Plans for new recreation facilities, library improvements and consolidation of county offices are underway. These are necessary investments for McMinnville that will enhance its services to residents as well as Yamhill County as a whole. There will, however, be increased costs to tax payers. Local use of a new commercial “mall” might well be in conflict with voters’ stretched financial resources. It would be very sad if healthful, meaningful, multi-generational benefits lost out to yet more consumerism cloaked as economic progress.

The expectation that the Three Mile Lane Plan will increase McMinnville’s appeal as a destination shopping experience is flawed. Why forego continuing attention and development of our town’s charm and unique qualities to become an “Any Town Anywhere”?

Thank you for your consideration.

Sincere regards,

Sharon Morgan  
367 SE Cows Street  
McMinnville

**From:** [dahe@goodlandcompany.com](mailto:dahe@goodlandcompany.com)  
**To:** [Heather Richards](#)  
**Subject:** Comments for Three Mile Lane Area Plan (Docket G 7-21)  
**Date:** Thursday, June 9, 2022 3:00:59 PM

---

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

---

I've lived in Yamhill County since 2002, and I work in McMinnville, where I own my company, Good Land Company. I focus on commercial and agricultural real estate, and my associate works almost entirely with Hispanic families purchasing homes, many for the first time. I served for several years on the board of McMinnville Habitat for Humanity and I have a background previously developing low income housing. McMinnville is benefitting from a surge in demand for rural lifestyle homes, but with this demand has come a loss of existing affordable housing, increased commuter traffic, and a conversion of farmland into suburban homes for mid- and upper middle income families. With the Three Mile plan, the city has an opportunity to help balance these effects. I believe good wage jobs and affordable housing are key to the health of our region. I don't think big box retail will be the best answer – it takes up a huge amount of land and provides little in return - primarily low wage jobs (and more stuff we don't need!) Please consider the long range value to our region of including more affordable housing, including incentives for very low income housing, as well as policies and incentives for job-creating commercial and industrial development. These polices will help families stay and grow in McMinnville.

Thank you for the great work you do,

*Stay safe...there's no place like home!*

Dahe Good  
971-219-1344  
[dahe@goodlandcompany.com](mailto:dahe@goodlandcompany.com)  
[www.goodlandcompany.com](http://www.goodlandcompany.com)

Principal Broker  
licensed in Oregon  
**The Good Land Company**  
117 NW 8th St., Suite 4  
McMinnville OR 97128

Land For Living™

**From:** [Linda Peterson](#)  
**To:** [Heather Richards](#)  
**Subject:** TMLAP  
**Date:** Thursday, June 9, 2022 7:19:42 PM

---

This message originated outside of the City of McMinnville.

My name is Linda Peterson, and I live in Olde Stone Village Manufactured home park on TML.

With all of the residential areas out here...2 mobile home parks, our RV park, Kingwood, Fircrest, Apartments next to Fircrest...it seems unreasonable that there be no amenities out here to serve the residents or businesses that exist. You have the hospital, Chemeketa, the airport, motels, the museums and water park. People visiting these places would surely appreciate having access to restaurants, gas, minor shopping (not necessarily big box) stores.

If we are low on gas, we and people from the Dayton area, have to drive clear into downtown to fill up, then backtrack our drive to go to Salem or Portland. If I'm out of eggs while baking something, I either have to go downtown or to Dayton to grab some.

Yes, it is a bypass. Travelers, campers at the RV parks, patrons of the motels, may be just passing by and avoid going into downtown, and would enjoy and appreciate gas and grocery available along their way. Some people come just to visit downtown. These are two separate entities. Two different purposes of being here. Two types of tourists and travelers.

If I was traveling on the bypass (TML), just to get to the coast or the casino, I'd be relieved to see that I wouldn't have to enter the busy downtown areas, or far North end of Mac, to get what I needed along the way.

I think it's time that the city expands out this way for convenience, not to mirror what the downtown is popular for.

I just wanted to give my opinion on this issue, as I don't be in town to attend the meeting on the 14th or 26th, if changed.

-Linda Peterson  
4155 NE Three Mile Ln Space 64  
McMinnville OR 97128  
Phone 971-706-0583  
Email: [ljpete1956@gmail.com](mailto:ljpete1956@gmail.com)

Sent from my iPhone

**From:** [Marie Vicksta](#)  
**To:** [Heather Richards](#)  
**Subject:** Comment on three mile lane  
**Date:** Monday, June 13, 2022 7:05:47 AM

---

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

---

Good morning,

I live in McMinnville and would like to provide comment on the proposed TMLAP. I agree with the comment from Ms O'Leary in the paper that, "Citizens aren't expressing confusion. They are expressing lack of trust in the planning department and, by association, the city leadership. The planning director stated that the (TMLAP) and the zoning change from industrial to commercial didn't necessarily mean that big box retail development would happen. While technically that may be true, it is also equally true that the zone change from industrial to commercial establishes big box retail as a real possibility. ... It is disingenuous of planning to tell the city council and citizens to ignore the existing developer application while considering (TMLAP)."

I believe Mark Davis in his letter to the editor and Friends of Yamhill County have brought up very valid points that depending on future frontage road development some time in the future when applications for zone changes are in hand now seems like a recipe for commuter traffic headaches for decades.

As a citizen, I don't need more big box stores in McMinnville.

Thank you,  
Marie Vicksta  
247 NW 12th St, McMinnville, OR 97128

June 13, 2022

City Council

TMLAP June 14<sup>th</sup> Hearing

I'm unclear as to why a continuance to July was listed in the agenda for the June 14<sup>th</sup> city council meeting. It is my understanding that the council votes on continuing hearings, so how did that vote happen prior to the scheduled public hearing?

Planning has had several years to prepare a document for which there is no legal requirement, and yet still needs additional time to "clear up confusion." I haven't seen requested clarification of specifics, for example, asking Mac Water & Light to provide costs and timing of getting additional water service to that area since it is pretty much at capacity now, or information about how much road modifications will cost and who will be footing the bill for the modifications. I have seen notices about additional public presentations. It might have been more efficient to have had those presentations earlier in the process to get an accurate feel for public opinion as well as the supporting technical aspects of a proposal of this scale.

After disregarding the City Planning Commission's decision on Stafford, it is interesting that the planning-initiated TMLAP online documentation starts with:

Three Mile Lane Area Plan: (Docket G 7 – 21), Consideration of the Planning Commission recommendation to adopt the Three Mile Lane Area Plan as a Supplemental Document

I guess the value of the planning commission's decision depends on the topic.

Patty O'Leary

Thank you for continuing this hearing.

The case cannot be made that this plan enjoys widespread public support.  
This may be due to flaws in the public process.

- \*The focus groups, Open House and Town Hall were 3 years ago.
- \*The public only had one opportunity to comment on the proposed alternatives, all of which included a large retail center. No other alternatives were offered.
- \*We have no attendance records or summaries from either the public or Advisory Committee meetings;
- \*The Advisory Committees did not meet diversity and inclusion standards;
- \*The public didn't hear about the final plan again until early this year.
- \*The hundreds of pages of plan materials are only available on-line where they are difficult to read; and,
- \*The limited reporting of public comments has not been not accurate.

For example, a poster from July 11, 2019, was put into evidence to show public support for a large retail center. However, analysis of the 64 comments actually shows more people wanted affordable housing, recreational facilities and improvements to existing infrastructure and schools. A total of 36 % expressed interest in additional commercial

development of various types. 14% made totally unrelated comments. Fifty percent wanted improvements or expansion of civic infrastructure.

The comments and analysis are attached for the record.

The May, 2019, Virtual Survey had weak results. Only two questions pertained to the plan. Twenty-one people responded to the proposed land use question and only 13 responded to the transportation question. Support was mixed. An analysis is attached.

Concerns center on the proposed large retail center and the impacts and costs of the transportation plan. However, support exists for other elements of the plan. Friends of Yamhill County provided thoughtful alternatives for the parcels south of OR 18 that better accord with our Great Neighborhood Principles. These suggestions have merit and should be considered.

*We need public dialogue to reach consensus before moving forward.*

Before you vote on this plan, the general public needs to be better informed about it and given opportunities to express their opinions in open forums. The validity of some of the supporting documents deserves careful scrutiny and discussion. Social media and flyers do not accomplish this.

I suggest that a summary, with readable maps, be published in the newspaper. Hard copies, with supporting documents, should be available



for checkout from the library. We should hold additional public meetings.  
We should have accurate records of the attendance and public input.

I've communicated my thoughts to Director Richards.

Thank you.

Margaret Cross  
1102 SW Russ Lane  
McMinnville, OR 97128  
6/14/22

## ANALYSIS OF POSTER FROM TOWN HALL, JULY 11, 2019

Number of attendees: not known

Number of comments: 64

This does not give us information about the number of attendees, since at least one person combined three requests ("Costco-TJ-Target) in one comment. Recording each of those separately gave undue weight to one person's comments, but I didn't see any other way to do it.

Recording method:

The comments were apparently written on large sheet of paper by a single recorder who had a singular preference for writing COSTCO in large letters while other comments are almost unreadable.

I divided the comments into four groups:

- \* **Large Format Commercial Activities** (Costco and malls in general)
- \* **Small Format Commercial Activity** (grocery stores, restaurants, and even Target since Target has a new program of building stores with smaller footprints, similar to Wal-Mart. Note that all of these stores can build here now if they felt there was a viable market.
- \* **Civic Activities and Improvements**, including schools, a variety of recreation facilities and activities, traffic, etc.
- \* **Unrelated Comments** since they are not helpful in the planning process and largely reflect personal political or religious views. One of these comments does pertain to the planning process but it was not useful in expressing actual preferences.

In summary, more people had concerns relating to improvement or expansion of civic activities than any other category. The results are listed below. Again, remember that these numbers are based only the written comments since we do not have attendance records. Results are rounded to the nearest number.

• Large Scale Format Commercial Activities	19%
• Small Format Commercial Activities	17%
Subtotal of all Commercial .....	36%
• Civic Activities, Facilities & Improvements	50%
• Irrelevant Comments	14%

**CATEGORIES:**

**1. Large format commercial activities**

**TOTAL: 12**

**Malls/Food Court**

**(4)**

- a mall so we can go
- a mall with Santa Claus @ Xmas
- a mall Indoor
- food court

**Costco**

**(8)**

- Costco, por favor
- Costco
- Costco, yes
- We want Costco
- I agree (we want Costco)
- Costco
- Costco
- Costco

**2. Small Scale Commercial Activities**

**TOTAL: 11**

**Grocery Stores**

**(3)**

- Trader Joe's {2}
- Natural Grocers {1}

**Restaurants**

**(5)**

- Chickfila
- Applebees near Newby Elementary
- Panera or Olive Garden
- Red Robin
- An Indian Restaurant

**Target**

**(3)**

- This town needs a Target
- Target
- Target

3. Civic Activities and facilities

TOTAL: 32

Traffic Concerns (3)

- Stoplight at 18 & Lafayette Road
- Make it easier to walk and cross 1<sup>st</sup> and 2<sup>nd</sup> streets at Ford – the link to another part of town that's forgotten
- Please consider congestion at traffic lights; add designated turn signals especially at Baker Creek Road/Highway 99

Schools (5)

- New High School
- I think they should upgrade the school
- Think about new High School
- More schools – High/middle
- More school equipment for Newby Elementary

Housing (4)

- Affordable houses, not apartments
- Homeless shelter
- Tiny house village for homeless with center/health office
- Less huge houses & more affordable homes

Recreation (includes parks, athletic facilities, bikes and other related activities) (20)

- Bike trails
- Permanent indoor pickleball courts {6}
- Clean up City Park (drugs)
- Additional play equipment at Discovery Meadows
- Bike racks and new park parking at new park
- Video game center
- More legit bike lanes
- Athletic complex
- Indoor tennis
- Teen center
- Skating rink
- Nature reserve
- New community/Aquatic Center
- Kids Science Center

4. Unrelated Comments:

TOTAL: 9

- Jesus in all Homes
- Officials that follow the Constitution
- Government that follows mission statement
- No throwing trash and (unreadable) fights (?)
- No ex-bankers in government
- Less bureaucratic b.s.

- It says mindfully; many are thinking only of themselves and for spending \$ not for growth
- Government that follows its resolutions
- Need more Sun stores

Submitted: June 14, 2022

Margaret Cross  
1102 SW Russ Lane  
McMinnville, OR 97128

## VIRTUAL SURVEY RESULTS ANALYSIS

### SUMMARY OF COMMENTS FROM VIRTUAL OPEN HOUSE. APRIL-MAY 2021

Background material is provided using a slide deck. It is not noted that the public only saw the proposal for a 30 + acres commercial retail center ONCE, at the Town Hall on July 11, 2019.

The introduction states that “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.”

#### Question 1: What is your overall level of support for the Great Neighborhood Principles, as applied in the 3MLAP?

- 12 strong supported principles
- 7 somewhat supported
- 1 was neutral
- 1 somewhat did not support

Subtotal: 21

Eight people elaborated. There was a tilt toward avoiding more traffic and serving bike/ped users, although 1 person wanted airport expansion for private jets. Two mentioned the need for a grocery store (Market of Choice mentioned once) One decried the lack of minority or indigenous representation. Three responses liked the idea of retail shopping and dining.

#### Question 2: What is your overall level of support for the key features of the land use plan

- 10 strongly supported
- 5 somewhat supported
- 3 were neutral
- 2 somewhat didn’t support
- 1 strongly did not support

Subtotal: 21

Ten comments: There are two mentions of a Market of Choice. One “liked the whole idea.” One wanted a Costco. One was unhappy about lack of child care centers. Three concerned about connectivity and bike/ped issues. One said it was “lipstick on a pig” and another didn’t want changes and more traffic lights.

#### Question 3: What is your overall level of support for the preferred highway 18 improvements?

- 8 strongly supported
- 3 somewhat supported
- 2 strongly did not.

Subtotal: 13

There were no responses elaborating on their opinions

**Question 4: What is your overall level of support for the Complete Streets standards for the local roadway network?**

6 strongly supported

5 somewhat supported

1 did not support

Subtotal: 12

There were 6 comments: One wanted a pedestrian overpass. Two had concerns about traffic congestion. One wanted a high-speed exit onto Third street from the east, Two wanted more attention to bike/ped paths, with one of these suggesting a master plan for bike paths.

Submitted June 14, 2022

Margaret Cross  
1102 SW Russ Lane  
McMinnville, OR 97128

## STAFF REPORT

**DATE:** June 14, 2022  
**TO:** Mayor and City Councilors  
**FROM:** Heather Richards, Planning Director  
**SUBJECT:** Resolution No. 2022-37, Building Fee Schedule

### STRATEGIC PRIORITY & GOAL:



#### CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

**OBJECTIVE/S:** Identify and focus on the City's core services

---

### Report in Brief:

This is the consideration of Resolution No. 2022-37, adopting a Building Fee Schedule for the City of McMinnville. This Resolution appeals all previous resolutions adopting building fee schedules and takes effect on July 1, 2022.

Notice of the proposed building fee schedule was provided to the Oregon Building Codes Division on April 15, 2022 for a required 45-day notice period per OAR 918-020-0220(1)(a).

A public hearing will be conducted to solicit public comment per ORS 294.160. Public notice of the proposal and the public hearing was provided in the News Register on Tuesday, June 7, and Friday, June 10, 2022.

### Background:



The McMinnville Building Division administers the State of Oregon Building Codes within the City of McMinnville except for electrical permits which are handled by Yamhill County Building Division.

The Building Division is fully fee supported and uses a reserve to weather the variable nature of permit revenue year over year.

McMinnville historically aims to maintain a reserve of 6 – 12 months of operating expenses. Best practices are shifting to 12 – 24 months to retain staff during a short economic downturn rather than layoff and rehire which dampens recovery with delayed permitting.

If McMinnville did not administer the building code programs, administration would be assumed by another entity.

**Discussion:**

This proposed updated Building Fee Schedule raises all fees by 6% to account for construction CPI increases.

- The fully loaded hourly rate will be \$82.00
- Print or copy fee will increase from \$0.10 to \$0.25 for each page to discourage using City staffing for a service readily available elsewhere
- A new surcharge of \$200 will be added for each medical gas inspection that must be performed by a specialty subcontractor
- A hourly fee will be added for digitizing paper plan submittals which are now accepted online
- A copy or print fee will be added for copies larger than 11x17
- A fee of \$35 will be added to create or change a building address

This fee schedule update also:

- Assumes full cost recovery. The operating cost of the Building Division is defined as the direct cost of operating the Division and the indirect costs identified in the 2018 Indirect Cost Allocation Plan.
- Generally, fees will increase three percent across all categories.
- The intent of the fee schedule is to maintain a reserve equivalent to 6 – 12 months operating budget.

- The fees identified in the Building Fee Schedule are those charged by the City of McMinnville. Any surcharges or other applicable fees adopted by the State of Oregon or Yamhill County shall be in addition to the above fees.
- The Building Fee Schedule adopted in this resolution shall be the maximum fee schedule for each program and shall not be exceeded without further Council action.

**Attachments:**

- Notice to Oregon Building Codes Division
- Table of Full Cost Recovery and Proposed Fees
- Resolution No. 2022-37 with Proposed Planning Fee Schedule

**Fiscal Impact:**

It is anticipated that the Building Fee Schedule will increase building permits by 6% per the CPI (Portland).

**Recommendation:**

"I move to adopt Resolution No. 2022-37"



April 15, 2022

BCD Rules Coordinator  
Oregon Building Codes Division,  
Dept. of Consumer & Business Services ***Sent via email***

RE: City of McMinnville Notice of Proposed Fee Adoption

Please accept this as notification that the City of McMinnville is proposing to amend its fee schedule for the Building, Mechanical, and Plumbing Code programs. The last fee update took effect January 1, 2021.

The proposed fees capture an inflationary adjustment of approximately 6% across all program areas.

The proposed fees will be reviewed by the City of McMinnville City Council on May 24, 2022. This will be a public hearing that will be noticed in the local newspaper on two occasions. The Council meeting agenda will be available no less than a week prior to the meeting date.

This notice is being forwarded to the Division 45 days prior to the adoption date as required by OAR 918-020-0220.

If you or any other interested parties have any questions regarding the proposed fees, please contact me at 503-474-7504 or by email to [Stuart.Ramsing@mcminnvilleoregon.gov](mailto:Stuart.Ramsing@mcminnvilleoregon.gov).

# Proposed Building Fee Schedule for Effective Date July 1, 2022

## STRUCTURAL FEES

<b>STRUCTURAL PERMIT</b>		
<p><b>Project Valuation:</b> According to Oregon Administrative Rule 918-050-0100</p>		
<p><b>New Construction, Residential:</b> The valuation is determined using the ICC Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the dwelling, addition, garage or accessory structure. Project value is then applied to the table below to determine the building permit fee.</p> <ul style="list-style-type: none"> <li>Residential carports, covered porches, patios and decks use 50% of the value of a private garage (“utility, miscellaneous”) from the valuation table.</li> </ul>		
<p><b>New Construction, Commercial:</b> The valuation is the higher of:</p> <ol style="list-style-type: none"> <li>The valuation based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure; or</li> <li>The value stated by the applicant</li> </ol> <p>Project value is then applied to the table below to determine the building permit fee.</p>		
<p><b>Alteration or Repair:</b> Based on the fair market value as determined by the building official, and then applying the valuation to the fee schedule below.</p>		
<p>When the construction or occupancy type does not fit the ICC Building Valuation Data Table, the valuation shall be determined by the building official with input from the applicant</p>		
<p>Use total value of construction work determined above to calculate the Building Permit fee below:</p>		
<b>Valuation</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
<b>\$1 - \$500</b>	<b>\$17.67</b>	<b>\$18.74</b>
\$501 - \$2,000	\$17.67 for the first \$500 plus \$2.30 for each additional \$100 or fraction thereof, to and including \$2,000	\$18.74 for the first \$500 plus \$2.44 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$50,000	<b>\$2,001 - \$25,000 –</b> \$52.71 for the first \$2,000 plus \$10.53 for each additional \$1,000 or fraction thereof to and including \$25,000.	<b>\$2,001 - \$25,000 –</b> \$55.34 for the first \$2,000 plus \$11.16 for each additional \$1,000 or fraction thereof to and including \$25,000.
	<b>\$25,001 - \$50,000 –</b> \$294.36 for the first \$25,000 plus \$5.26 for each additional \$1,000 or fraction thereof to and including \$50,000.	<b>\$25,001 - \$50,000 –</b> \$317.60 for the first \$25,000 plus \$5.58 for each additional \$1,000 or fraction thereof to and including \$50,000.
\$50,001 - \$500,000	<b>\$50,001 - \$100,000</b> \$425.86 for the first \$50,000 plus \$5.26 for each additional \$1,000 or fraction thereof to and including \$100,000.	<b>\$50,001 - \$100,000</b> \$456.98 for the first \$50,000 plus \$5.58 for each additional \$1,000 or fraction thereof to and including \$100,000.

	<b>\$100,001-\$500,000</b> \$688.86 for the first \$100,000 plus \$4.21 for each additional \$1,000 or fraction thereof to and including \$500,000.	<b>\$100,001-\$500,000</b> \$734.65 for the first \$100,000 plus \$4.21 for each additional \$1,000 or fraction thereof to and including \$500,000.
\$500,001 and above	<b>\$500,001-\$1,000,000</b> \$2372.86 for the first \$500,000 plus \$3.57 for each additional \$1,000 or fraction thereof to and including \$1,000,000.  <b>\$1,000,001 Plus</b> \$4157.86 for the first \$1,000,000 plus \$2.74 for each additional \$1,000 or fraction thereof.	<b>\$500,001-\$1,000,000</b> \$2519.01 for the first \$500,000 plus \$3.78 for each additional \$1,000 or fraction thereof to and including \$1,000,000.  <b>\$1,000,001 Plus</b> \$4410.23 for the first \$1,000,000 plus \$2.90 for each additional \$1,000 or fraction thereof.
<b>OTHER STRUCTURAL FEES</b>	<b>PROPOSED FEE</b>	
Structural Plan Review	<b>65% of structural permit fee</b>	<b>65% of structural permit fee</b>
Fire Life Safety Plan Review	<b>40% of structural permit fee</b>	<b>40% of structural permit fee</b>
Additional Plan Review after initial review	<b>\$77.00/hour (min of ½ hour)</b>	<b>\$82.00/hour (min of ½ hour)</b>
Reinspection – per each	<b>\$77.00 each</b>	<b>\$82.00 each</b>
Each additional inspection, above allowable – per each	<b>\$77.00 each</b>	<b>\$82.00 each</b>
Inspections for which no fee is specifically indicated (as required) - hourly	<b>\$77.00/hour</b>	<b>\$82.00 / hour</b>
Inspection outside of normal business hours - hourly	<b>\$116.00/hour (minimum of 2 hour)</b>	<b>\$123.00/hour (minimum of 2 hour)</b>
Deferred Submittal Plan Review Fee – in addition to project plan review fees	<b>Hourly plan review with \$160.00 minimum</b>	<b>Hourly plan review with \$170.00 minimum</b>
Phased Project Plan Review Fee – in addition to project plan review fees	<b>\$266.00 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1591.00 per phase</b>	<b>\$282.00 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1686.00 per phase</b>
Structural demolition – complete demolition, not subject to State Surcharge	<b>\$111.00</b>	<b>\$118.00</b>
Structural alteration ( <u>not</u> demo) – partial, soft, interior	<b>Fee as per Structural Permit Fee table by valuation.</b>	<b>Fee as per Structural Permit Fee table by valuation.</b>
Seismic Hazard Plan Check Fee (authorized by ORS 455.447(3))	<b>1% of total structure and mechanical specialty code fees for essential and hazardous facilities, and major and special occupancy structures.</b>	<b>1% of total structure and mechanical specialty code fees for essential and hazardous facilities, and major and special occupancy structures.</b>
Temporary Certificate of Occupancy	<b>\$160.00</b>	<b>\$170.00</b>
Structural Minimum Permit Fee	<b>\$135.00</b>	<b>\$143.00</b>

Residential Fire Suppression – Standalone System 13R, fee includes plan review [See Plumbing Fee section for Continuous Loop/Multipurpose System 13D]		
Square Footage of Area to be Covered		
0 – 2000 sq ft	\$185.00	\$196.00
2001 – 3600 sq ft	\$260.00	\$276.00
3601 - 7200 sq ft	\$278.00	\$295.00
7201 sq ft and greater	\$324.00	\$343.00
Commercial Fire Suppression		Fee as per Structural Permit Fee table by valuation sprinkler system
Solar Permit – Prescriptive Path System, fee includes initial plan review	155.00	\$164.00
Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails, and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>
Investigation Fee – hourly	\$77.00/hour (minimum of 2 hour)	\$82.00/hour (minimum of 2 hour)

# MANUFACTURED DWELLING FEES

MFD DWELLING PLACEMENT	CURRENT FEE	PROPOSED FEE
Manufactured Dwelling Placement Fee *	\$228.00	\$242.00
State (Cabana) Fee	\$30.00	\$30.00
Manufactured Home Awning	Fee as per Structural Permit Fee table by valuation, incurs State Surcharge	Fee as per Structural Permit Fee table by valuation, incurs State Surcharge
Manufactured Home Alteration	Fee as per Structural Permit Fee table by valuation, incurs State Surcharge	Fee as per Structural Permit Fee table by valuation, incurs State Surcharge
Investigation Fee	\$77.00/hour (minimum of 2 hour)	\$82.00/hour (minimum of 2 hour)
<p><i>* Includes the concrete slab, runners or foundations that are prescriptive, plumbing connections, and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.</i></p>		
<p>-- See Structural schedule by valuation for non-dwelling modular structure placements</p>		
<p><b>MANUFACTURED DWELLING/RV PARKS – AREA DEVELOPMENT PERMIT (ADP)</b></p>		
<p>The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park &amp; Organizational Camp – and applying the valuation amount to the Structural Permit Fee table included in this schedule.</p>		

# MECHANICAL FEES

RESIDENTIAL MECHANICAL	CURRENT FEE	PROPOSED FEE
Air conditioner	\$54.00	\$57.00
Air handling unit of up to 10000 cfm	\$54.00	\$57.00
Air handling unit 10001 cfm and over	\$54.00	\$57.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories	\$54.00	\$57.00
Attic or crawl space fans	\$54.00	\$57.00
Chimney/liner/flue/vent	\$54.00	\$57.00
Clothes dryer exhaust	\$54.00	\$57.00
Decorative gas fireplace	\$54.00	\$57.00
Evaporative cooler other than portable	\$54.00	\$57.00
Floor furnace, including vent	\$54.00	\$57.00
Flue vent for water heater or gas fireplace	\$54.00	\$57.00
Furnace – greater than 100000 BTU	\$54.00	\$57.00
Furnace – up to 100000 BTU	\$54.00	\$57.00
Furnace/burner including duct work/vent/liner	\$54.00	\$57.00
Gas or wood fireplace/insert	\$54.00	\$57.00
Gas fuel piping outlets	\$54.00 (1-4 Outlets) \$16 each additional outlet in excess of 4	\$57.00 (1-4 Outlets) \$17 for each additional outlet in excess of 4
Heat pump	\$54.00	\$57.00
Hood served by mechanical exhaust, including ducts for hood	\$54.00	\$57.00
Hydronic hot water system	\$54.00	\$57.00
Installation or relocation domestic/type incinerator	\$54.00	\$57.00
Mini split system	\$54.00	\$57.00
Oil tank/gas diesel generators	\$54.00	\$57.00
Pool or spa heater, kiln	\$54.00	\$57.00
Range hood/other kitchen equipment	\$54.00	\$57.00
Repair, alteration, or addition to mechanical appliance including installation of controls	\$54.00	\$57.00
Suspended heater, recessed wall heater, or floor mounted heater	\$54.00	\$57.00
Ventilation fan connected to single duct	\$54.00	\$57.00



Ventilation system not a portion of heating or air-conditioning system authorized by permit	<b>\$54.00</b>	<b>\$57.00</b>
Water heater	<b>\$54.00</b>	<b>\$57.00</b>
Wood/pellet stove	<b>\$54.00</b>	<b>\$57.00</b>
Other heating/cooling	<b>\$54.00</b>	<b>\$57.00</b>
Other fuel appliance	<b>\$54.00</b>	<b>\$57.00</b>
Other environment exhaust/ventilation	<b>\$54.00</b>	<b>\$57.00</b>
If a plan check is required	<b>65% of mechanical permit fee with a \$212.00 minimum.</b>	<b>65% of mechanical permit fee with a \$225.00 minimum.</b>

<b>COMMERCIAL MECHANICAL FEES TABLE</b>		
<b>Valuation</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
\$0 - \$5,000	<b>\$1-\$1,000 \$58.35</b>  <b>\$1,001-\$5,000</b> \$58.35 for the first \$1,000 plus \$1.70 for each additional \$100 or fraction thereof, to and including \$5,000.	<b>\$1-\$1,000 \$61.85</b>  <b>\$1,001-\$5,000</b> \$61.85 for the first \$1,000 plus \$1.80 for each additional \$100 or fraction thereof, to and including \$5,000.
\$5,001 - \$10,000	<b>\$5,001-\$10,000</b> \$126.35 for the first \$5,000 plus \$10.61 for each additional \$1,000, or fraction thereof, to and including \$10,000	<b>\$5,001-\$10,000</b> \$145.18 for the first \$5,000 plus \$11.25 for each additional \$1,000, or fraction thereof, to and including \$10,000
\$10,001 - \$100,000	<b>\$10,001-\$50,000</b> \$179.40 for the first \$10,000 plus \$9.55 for each additional \$1,000 or fraction thereof, to and including \$50,000  <b>\$50,001-\$100,000</b> \$561.40 for the first \$50,000 plus \$8.49 for each additional \$1,000 or fraction thereof, to and including \$100,000.	<b>\$10,001-\$50,000</b> \$200.29 for the first \$10,000 plus \$10.12 for each additional \$1,000 or fraction thereof, to and including \$50,000  <b>\$50,001-\$100,000</b> \$604.08 for the first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 and above	\$985.90 for first \$100,000 plus \$8.49 for each additional \$1,000 or fraction thereof	\$1045.05 for first \$100,000 plus \$9.00 for each additional \$1,000 or fraction thereof
<b>OTHER MECHANICAL FEES</b>	<b>PROPOSED FEE</b>	<b>PROPOSED FEE</b>
Mechanical Plan Review	<b>50% of mechanical permit fee</b>	<b>50% of mechanical permit fee</b>
Additional Plan Review-per hour	<b>\$77.00/hour</b>	<b>\$82.00/hour</b>
Reinspection – per each	<b>\$77.00/per each</b>	<b>\$82.00/per each</b>
Each additional inspection, above allowable – per each	<b>\$77.00/per each</b>	<b>\$82.00/per each</b>
Inspections for which no fee is specifically – per each indicated (as required)	<b>\$77.00/hour, minimum 1 hour</b>	<b>\$82.00/hour, minimum 1 hour</b>
Investigation Fee – hourly	<b>\$77.00/hour (minimum of 2 hour)</b>	<b>\$82.00/hour (minimum of 2 hour)</b>
Mechanical Minimum Permit Fee	<b>\$54.00</b>	<b>\$57.00</b>

# PLUMBING FEES

<b>RESIDENTIAL NEW CONSTRUCTION</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
1 Bath	\$77.00	\$82.00
2 Bath	\$115.00	\$123.00
3 Bath	\$155.00	\$164.00
Additional Bathroom	\$38.00	\$40.00
Additional Kitchen	\$38.00	\$40.00
<b>COMMERCIAL AND NON-NEW RESIDENTIAL</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
Sanitary Sewer - First 100 feet or less	\$42.00	\$45.00
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$35.00	\$37.00
Storm – first 100 feet or less	\$42.00	\$45.00
Storm – Each additional 100 feet or fraction thereof	\$35.00	\$37.00
Water – first 100 feet or less	\$42.00	\$45.00
Water – Each additional 100 feet or fraction thereof	\$35.00	\$37.00
<b>FIXTURES – FEE PER EACH</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
Absorption valve	\$54.00	\$57.00
Backflow preventer	\$54.00	\$57.00
Backwater valve	\$54.00	\$57.00
Catch basin or area drain	\$54.00	\$57.00
Clothes washer	\$54.00	\$57.00
Dishwasher	\$54.00	\$57.00
Drinking fountain	\$54.00	\$57.00
Ejectors/sump pump	\$54.00	\$57.00
Expansion tank	\$54.00	\$57.00
Fixture cap	\$54.00	\$57.00
Floor drain/floor sink/hub drain	\$54.00	\$57.00
Garbage disposal	\$54.00	\$57.00
Hose bib	\$54.00	\$57.00
Ice maker	\$54.00	\$57.00
Primer	\$54.00	\$57.00
Residential fire sprinklers	\$54.00	\$57.00
Sink/basin/lavatory	\$54.00	\$57.00
Stormwater facility	\$54.00	\$57.00
Swimming pool piping	\$54.00	\$57.00
Tub/shower/shower pan	\$54.00	\$57.00
Urinal	\$54.00	\$57.00
Water closet	\$54.00	\$57.00
Water heater	\$54.00	\$57.00
Other – plumbing	\$54.00	\$57.00
Alternate potable water heating system	\$54.00	\$57.00
Interceptor/grease trap	\$54.00	\$57.00

Manholes	<b>\$54.00</b>	<b>\$57.00</b>
Roof drain (commercial)	<b>\$54.00</b>	<b>\$57.00</b>
If a plan check is required	<b>65% of plumbing permit fee with a \$212.00 minimum.</b>	<b>65% of plumbing permit fee with a \$225.00 minimum.</b>

**PLUMBING, MEDICAL GAS – fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixtures and appliances \*\*\*see inspection surcharge below\*\*\***

<b>Valuation</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
\$0 - \$5,000	<b>\$1-\$1,000 \$58.35</b>  <b>\$1,001-\$5,000</b> \$58.35 for the first \$1,000 plus \$1.70 for each additional \$100 or fraction thereof, to and including \$5,000.	<b>\$1-\$1,000 \$61.85</b>  <b>\$1,001-\$5,000</b> \$61.85 for the first \$1,000 plus \$1.80 for each additional \$100 or fraction thereof, to and including \$5,000.
\$5,001 - \$10,000	<b>\$5,001-\$10,000</b> \$126.35 for the first \$5,000 plus \$10.61 for each additional \$1,000, or fraction thereof, to and including \$10,000	<b>\$5,001-\$10,000</b> \$145.18 for the first \$5,000 plus \$11.25 for each additional \$1,000, or fraction thereof, to and including \$10,000
\$10,001 - \$100,000	<b>\$10,001-\$50,000</b> \$179.40 for the first \$10,000 plus \$9.55 for each additional \$1,000 or fraction thereof, to and including \$50,000  <b>\$50,001-\$100,000</b> \$561.40 for the first \$50,000 plus \$8.49 for each additional \$1,000 or fraction thereof, to and including \$100,000.	<b>\$10,001-\$50,000</b> \$200.29 for the first \$10,000 plus \$10.12 for each additional \$1,000 or fraction thereof, to and including \$50,000  <b>\$50,001-\$100,000</b> \$604.08 for the first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 and above	\$985.90 for first \$100,000 plus \$8.49 for each additional \$1,000 or fraction thereof	\$1045.05 for first \$100,000 plus \$9.00 for each additional \$1,000 or fraction thereof

Residential Fire Suppression – Standalone System 13R, fee includes plan review [See Structural Fee section for Continuous Loop/Multipurpose System 13R]

<b>OTHER PLUMBING FEES</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
Square Footage of Area to be Covered		
0 – 2000 sq ft	<b>\$185</b>	<b>\$196.00</b>
2001 – 3600 sq ft	<b>\$260</b>	<b>\$276.00</b>
3601 - 7200 sq ft	<b>\$278</b>	<b>\$295.00</b>
7201 sq ft and greater	<b>\$324</b>	<b>\$343.44</b>
Plumbing Plan Review	<b>40% of plumbing permit fee</b>	<b>40% of plumbing permit fee</b>
Med-gas surcharge for contracted inspection service		<b>\$200/inspection payable prior to approval of final inspection</b>

Re-piping in-building water supply lines	<b>\$155 for first floor \$39 for each additional story excluding basement</b>	<b>\$164 for first floor, including basement \$41 for each additional story excluding basement</b>
Additional Plan Review – per hour	<b>\$77.00/hour</b>	<b>\$82.00/hour</b>
Reinspection – per each	<b>\$77.00/each</b>	<b>\$82.00/each</b>
Each additional inspection, above allowable – per each	<b>\$77.00/each</b>	<b>\$82.00/each</b>
Inspections for which no fee is specifically indicated (as required) – per hour	<b>\$77.00/each</b>	<b>\$82.00/hour</b>
Inspection outside of normal business hours – per hour	<b>\$116.00/hour (minimum of 2 hour)</b>	<b>\$123.00/hour (minimum of 2 hour)</b>
Investigation Fee – hourly	<b>\$77.00/hour (minimum of 2 hour)</b>	<b>\$82.00/hour (minimum of 2 hour)</b>

# MISC FEES

TYPE OF APPLICATION	CURRENT FEE	PROPOSED FEE
Permit Reinstatement fee – to renew already expired permit for which no changes have been made to the original plans and specifications. Renewal is discretionary by the Building Official	<b>\$26.00 (Reinstate within 60 days) plus state surcharge</b>	<b>\$28.00 (Reinstate up to 60 days of expiration) plus state surcharge.</b>  <b>The renewal fee for a permit expired 61 days or more shall be one half the amount required for a new permit.</b>
Investigation Fee – hourly	<b>\$77.00/hour (minimum of 2 hour)</b>	<b>\$82.00/hour (minimum of 2 hour)</b>
Inspection outside of normal business hours – per hour	<b>\$116.00/hour (minimum of 2 hour)</b>	<b>\$123.00/hour (minimum of 2 hour)</b>
Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	<b>\$77.00</b>	<b>\$82.00</b>
Copy fees (up to 11"x17")	<b>\$0.10 each</b>	
Copy/print fees: Up to 11" x 17" Oversized prints		<b>\$0.25 each side</b> <b>Time &amp; materials</b>
Digitizing paper plans		<b>\$82.00/hour (minimum ½ hour)</b>
Returned Check fee (NSF)	<b>Refer to City policy</b>	<b>Refer to City policy</b>
Master Plans – Structural – setup fee	<b>\$309.00</b>	<b>\$328.00</b>
Master Plans – Structural – Initial review	<b>65% of structural permit fee</b>	<b>65% of structural permit fee</b>
Master Plans – Structural – second and subsequent reviews	<b>10% of structural permit fee</b>	<b>10% of structural permit fee</b>
Seismic Surcharge – Structural/Mechanical – review required on all essential structures	<b>1% of building permit fee</b>	<b>1% of building permit fee</b>
Refund processing fee – not subject to State Surcharge	<b>\$77.00</b>	<b>\$82.00</b>
Scanning & oversized prints	<b>Time &amp; materials</b>	
Address fee for new or changed address		<b>\$35/address</b>

Building permit fees for qualifying affordable housing projects per McMinnville Municipal Code, Section 3.10.060, are reduced by 50% (Resolution No. 2016-81).

**---End---**

## **RESOLUTION NO. 2022-37**

A Resolution adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.

### **RECITALS:**

**Whereas**, per ORS 455.210, the City of McMinnville is authorized to establish full cost recovery fees to administer and manage a building program in the City of McMinnville; and

**Whereas**, the City desires to adjust fees annually in response to inflationary and program changes; and

**Whereas**, on May 25, 2021, City Council adopted Resolution No. 2021-34, approving the most recent fee schedule effective, July 1, 2021; and

**Whereas**, the State of Oregon, Building Codes Division was provided the necessary notice of fee change more than 45 days in advance of the scheduled adoption date.

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

1. That the City of McMinnville's Building Fee Schedule will be as established by the fee schedule attached to this Resolution.
2. That this fee schedule will take effect July 1, 2022.

### **MISCELLANEOUS PROVISIONS:**

The attached Building Fee Schedule –

- Assumes full cost recovery. The operating cost of the Building Division is defined as the direct cost of operating the Division and the indirect costs identified in the 2018 Indirect Cost Allocation Plan.
- Generally, fees will increase approximately six percent across all categories.
- Specifically, several new fees are added to address process changes.
  - cost to digitize plans not submitted online
  - inspection surcharge for contracted medical-gas inspection services
  - photo copying and printing charges
  - fee for new and changed address

- The intent of the fee schedule is to maintain a reserve equivalent to no less than six months operating budget.
- The fees identified in the Building Fee Schedule are those charged by the City of McMinnville. Any surcharges or other applicable fees adopted by the State of Oregon or Yamhill County shall be in addition to the above fees.
- The Building Fee Schedule adopted in this resolution shall be the maximum fee schedule for each program and shall not be exceeded without further Council action.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 14<sup>th</sup> day of June 2022 by the following votes:

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

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

Approved this 14<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
INTERIM MAYOR

Approved as to form:

Attest:

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

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

EXHIBITS:

1. Building Fee Schedule, July 1, 2022

## Building Fee Schedule, Effective July 1, 2022

### STRUCTURAL FEES

Valuation	FEE
<b>\$1 - \$500</b>	<b>\$18.74</b>
\$501 - \$2,000	\$18.74 for the first \$500 plus \$2.44 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$50,000	<b>\$2,001 - \$25,000 –</b> \$55.34 for the first \$2,000 plus \$11.16 for each additional \$1,000 or fraction thereof to and including \$25,000.
	<b>\$25,001 - \$50,000 –</b> \$317.60 for the first \$25,000 plus \$5.58 for each additional \$1,000 or fraction thereof to and including \$50,000.
\$50,001 - \$500,000	<b>\$50,001 - \$100,000</b> \$456.98 for the first \$50,000 plus \$5.58 for each additional \$1,000 or fraction thereof to and including \$100,000.
	<b>\$100,001-\$500,000</b> \$734.65 for the first \$100,000 plus \$4.21 for each additional \$1,000 or fraction thereof to and including \$500,000.
\$500,001 and above	<b>\$500,001-\$1,000,000</b> \$2519.01 for the first \$500,000 plus \$3.78 for each additional \$1,000 or fraction thereof to and including \$1,000,000.
	<b>\$1,000,001 Plus</b> \$4410.23 for the first \$1,000,000 plus \$2.90 for each additional \$1,000 or fraction thereof.
<b>OTHER STRUCTURAL FEES</b>	<b>FEE</b>
Structural Plan Review	<b>65% of structural permit fee</b>
Fire Life Safety Plan Review	<b>40% of structural permit fee</b>
Additional Plan Review after initial review	<b>\$82.00/hour (min of ½ hour)</b>
Reinspection – per each	<b>\$82.00 each</b>
Each additional inspection, above allowable – per each	<b>\$82.00 each</b>
Inspections for which no fee is specifically indicated (as required) - hourly	<b>\$82.00 / hour</b>
Inspection outside of normal business hours - hourly	<b>\$123.00/hour (minimum of 2 hour)</b>
Deferred Submittal Plan Review Fee – in addition to project plan review fees	<b>Hourly plan review with \$170.00 minimum</b>
Phased Project Plan Review Fee – in addition to project plan review fees	<b>\$282.00 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1686.00 per phase</b>
Structural demolition – complete demolition, not subject to State Surcharge	<b>\$118.00</b>
Structural alteration ( <u>not</u> demo) – partial, soft, interior	<b>Fee as per Structural Permit Fee table by valuation.</b>



EXHIBIT 1 – Resolution No. 2022-37

Seismic Hazard Plan Check Fee (authorized by ORS 455.447(3))	<b>1% of total structure and mechanical specialty code fees for essential and hazardous facilities, and major and special occupancy structures.</b>
Temporary Certificate of Occupancy	<b>\$170.00</b>
Structural Minimum Permit Fee	<b>\$143.00</b>
<b>Residential Fire Suppression – Standalone System 13R, fee includes plan review [See Plumbing Fee section for Continuous Loop/Multipurpose System 13D]</b>	
Square Footage of Area to be Covered	
0 – 2000 sq ft	<b>\$196.00</b>
2001 – 3600 sq ft	<b>\$276.00</b>
3601 - 7200 sq ft	<b>\$295.00</b>
7201 sq ft and greater	<b>\$343.00</b>
Commercial Fire Suppression	<b>Fee as per Structural Permit Fee table by valuation sprinkler system</b>
Solar Permit – Prescriptive Path System, fee includes initial plan review	<b>\$164.00</b>
Solar Permit – Non-Prescriptive Path System	<b>Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails, and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i></b>
Investigation Fee – hourly	<b>\$82.00/hour (minimum of 2 hour)</b>

## MANUFACTURED DWELLING FEES

<b>MFD DWELLING PLACEMENT</b>	<b>FEE</b>
Manufactured Dwelling Placement Fee *	<b>\$242.00</b>
State (Cabana) Fee	<b>\$30.00</b>
Manufactured Home Awning	<b>Fee as per Structural Permit Fee table by valuation, incurs State Surcharge</b>
Manufactured Home Alteration	<b>Fee as per Structural Permit Fee table by valuation, incurs State Surcharge</b>
Investigation Fee	<b>\$82.00/hour (minimum of 2 hour)</b>
<i>* Includes the concrete slab, runners or foundations that are prescriptive, plumbing connections, and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.</i>	
-- See Structural schedule by valuation for non-dwelling modular structure placements	
<b>MANUFACTURED DWELLING/RV PARKS – AREA DEVELOPMENT PERMIT (ADP)</b>	
The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to the Structural Permit Fee table included in this schedule.	

# MECHANICAL FEES

RESIDENTIAL MECHANICAL	FEE
Air conditioner	\$57.00
Air handling unit of up to 10000 cfm	\$57.00
Air handling unit 10001 cfm and over	\$57.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories	\$57.00
Attic or crawl space fans	\$57.00
Chimney/liner/flue/vent	\$57.00
Clothes dryer exhaust	\$57.00
Decorative gas fireplace	\$57.00
Evaporative cooler other than portable	\$57.00
Floor furnace, including vent	\$57.00
Flue vent for water heater or gas fireplace	\$57.00
Furnace – greater than 100000 BTU	\$57.00
Furnace – up to 100000 BTU	\$57.00
Furnace/burner including duct work/vent/liner	\$57.00
Gas or wood fireplace/insert	\$57.00
Gas fuel piping outlets	\$57.00 (1-4 Outlets) \$17 for each additional outlet in excess of 4
Heat pump	\$57.00
Hood served by mechanical exhaust, including ducts for hood	\$57.00
Hydronic hot water system	\$57.00
Installation or relocation domestic/type incinerator	\$57.00
Mini split system	\$57.00
Oil tank/gas diesel generators	\$57.00
Pool or spa heater, kiln	\$57.00
Range hood/other kitchen equipment	\$57.00
Repair, alteration, or addition to mechanical appliance including installation of controls	\$57.00
Suspended heater, recessed wall heater, or floor mounted heater	\$57.00
Ventilation fan connected to single duct	\$57.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$57.00
Water heater	\$57.00
Wood/pellet stove	\$57.00
Other heating/cooling	\$57.00
Other fuel appliance	\$57.00
Other environment exhaust/ventilation	\$57.00
If a plan check is required	65% of mechanical permit fee with a \$225.00 minimum.

<b>COMMERCIAL MECHANICAL FEES TABLE</b>	
<b>Valuation</b>	<b>FEE</b>
\$0 - \$5,000	<b>\$1-\$1,000 \$61.85</b>  <b>\$1,001-\$5,000</b> \$61.85 for the first \$1,000 plus \$1.80 for each additional \$100 or fraction thereof, to and including \$5,000.
\$5,001 - \$10,000	<b>\$5,001-\$10,000</b> \$145.18 for the first \$5,000 plus \$11.25 for each additional \$1,000, or fraction thereof, to and including \$10,000
\$10,001 - \$100,000	<b>\$10,001-\$50,000</b> \$200.29 for the first \$10,000 plus \$10.12 for each additional \$1,000 or fraction thereof, to and including \$50,000  <b>\$50,001-\$100,000</b> \$604.08 for the first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 and above	\$1045.05 for first \$100,000 plus \$9.00 for each additional \$1,000 or fraction thereof
<b>OTHER MECHANICAL FEES</b>	<b>FEE</b>
Mechanical Plan Review	<b>50% of mechanical permit fee</b>
Additional Plan Review-per hour	<b>\$82.00/hour</b>
Reinspection – per each	<b>\$82.00/per each</b>
Each additional inspection, above allowable – per each	<b>\$82.00/per each</b>
Inspections for which no fee is specifically – per each indicated (as required)	<b>\$82.00/hour, minimum 1 hour</b>
Investigation Fee – hourly	<b>\$82.00/hour (minimum of 2 hour)</b>
Mechanical Minimum Permit Fee	<b>\$57.00</b>

## PLUMBING FEES

<b>RESIDENTIAL NEW CONSTRUCTION</b>	<b>FEE</b>
1 Bath	<b>\$82.00</b>
2 Bath	<b>\$123.00</b>
3 Bath	<b>\$164.00</b>
Additional Bathroom	<b>\$40.00</b>
Additional Kitchen	<b>\$40.00</b>
<b>COMMERCIAL AND NON-NEW RESIDENTIAL</b>	<b>FEE</b>
Sanitary Sewer - First 100 feet or less	<b>\$45.00</b>
Sanitary Sewer - Each additional 100 feet or fraction thereof	<b>\$37.00</b>
Storm – first 100 feet or less	<b>\$45.00</b>
Storm – Each additional 100 feet or fraction thereof	<b>\$37.00</b>
Water – first 100 feet or less	<b>\$45.00</b>
Water – Each additional 100 feet or fraction thereof	<b>\$37.00</b>

<b>FIXTURES – FEE PER EACH</b>	<b>FEE</b>
Absorption valve	\$57.00
Backflow preventer	\$57.00
Backwater valve	\$57.00
Catch basin or area drain	\$57.00
Clothes washer	\$57.00
Dishwasher	\$57.00
Drinking fountain	\$57.00
Ejectors/sump pump	\$57.00
Expansion tank	\$57.00
Fixture cap	\$57.00
Floor drain/floor sink/hub drain	\$57.00
Garbage disposal	\$57.00
Hose bib	\$57.00
Ice maker	\$57.00
Primer	\$57.00
Residential fire sprinklers	\$57.00
Sink/basin/lavatory	\$57.00
Stormwater facility	\$57.00
Swimming pool piping	\$57.00
Tub/shower/shower pan	\$57.00
Urinal	\$57.00
Water closet	\$57.00
Water heater	\$57.00
Other – plumbing	\$57.00
Alternate potable water heating system	\$57.00
Interceptor/grease trap	\$57.00
Manholes	\$57.00
Roof drain (commercial)	\$57.00
If a plan check is required	65% of plumbing permit fee with a \$225.00 minimum.

<b>PLUMBING, MEDICAL GAS – fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixtures and appliances ***see inspection surcharge below***</b>	
<b>Valuation</b>	<b>PROPOSED FEE</b>
\$0 - \$5,000	<b>\$1-\$1,000 \$61.85</b>  \$1,001-\$5,000 \$61.85 for the first \$1,000 plus \$1.80 for each additional \$100 or fraction thereof, to and including \$5,000.
\$5,001 - \$10,000	<b>\$5,001-\$10,000 \$145.18</b> for the first \$5,000 plus \$11.25 for each additional \$1,000, or fraction thereof, to and including \$10,000
\$10,001 - \$100,000	<b>\$10,001-\$50,000</b> \$200.29 for the first \$10,000 plus \$10.12 for each additional \$1,000 or fraction thereof, to and including \$50,000  <b>\$50,001-\$100,000</b> \$604.08 for the first \$50,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.

EXHIBIT 1 – Resolution No. 2022-37

\$100,001 and above	\$1045.05 for first \$100,000 plus \$9.00 for each additional \$1,000 or fraction thereof
Residential Fire Suppression – Standalone System 13R, fee includes plan review <i>[See Structural Fee section for Continuous Loop/Multipurpose System 13R]</i>	
Square Footage of Area to be Covered	
0 – 2000 sq ft	<b>\$196.00</b>
2001 – 3600 sq ft	<b>\$276.00</b>
3601 - 7200 sq ft	<b>\$295.00</b>
7201 sq ft and greater	<b>\$343.44</b>
<b>OTHER PLUMBING FEES</b>	<b>PROPOSED FEE</b>
Plumbing Plan Review	<b>40% of plumbing permit fee</b>
Med-gas surcharge for contracted inspection service	<b>\$200/inspection payable prior to approval of final inspection</b>
Re-piping in-building water supply lines	<b>\$164 for first floor, including basement \$41 for each additional story excluding basement</b>
Additional Plan Review – per hour	<b>\$82.00/hour</b>
Reinspection – per each	<b>\$82.00/each</b>
Each additional inspection, above allowable – per each	<b>\$82.00/each</b>
Inspections for which no fee is specifically indicated (as required) – per hour	<b>\$82.00/hour</b>
Inspection outside of normal business hours – per hour	<b>\$123.00/hour (minimum of 2 hour)</b>
Investigation Fee – hourly	<b>\$82.00/hour (minimum of 2 hour)</b>

## MISC FEES

TYPE OF APPLICATION	FEE
Permit Reinstatement fee – to renew already expired permit for which no changes have been made to the original plans and specifications. Renewal is discretionary by the Building Official	<b>\$28.00 (Reinstate up to 60 days of expiration) plus state surcharge.</b>  <b>The renewal fee for a permit expired 61 days or more shall be one half the amount required for a new permit.</b>
Investigation Fee – hourly	<b>\$82.00/hour (minimum of 2 hour)</b>
Inspection outside of normal business hours – per hour	<b>\$123.00/hour (minimum of 2 hour)</b>
Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	<b>\$82.00</b>
Copy fees (up to 11"x17")	
Copy/print fees: Up to 11" x 17" Oversized prints	<b>\$0.25 each side</b> <b>Time &amp; materials</b>
Digitizing paper plans	<b>\$82.00/hour (minimum ½ hour)</b>
Returned Check fee (NSF)	<b>Refer to City policy</b>
Master Plans – Structural – setup fee	<b>\$328.00</b>
Master Plans – Structural – Initial review	<b>65% of structural permit fee</b>
Master Plans – Structural – second and subsequent reviews	<b>10% of structural permit fee</b>
Seismic Surcharge – Structural/Mechanical – review required on all essential structures	<b>1% of building permit fee</b>
Refund processing fee – not subject to State Surcharge	<b>\$82.00</b>
Scanning & oversized prints	
Address fee for new or changed address	<b>\$35/address</b>

**Building permit fees for qualifying affordable housing projects per McMinnville Municipal Code, Section 3.10.060, are reduced by 50% (Resolution No. 2016-81).**

# CONSTRUCTION EXCISE TAX – AFFORDABLE HOUSING

Adopted by Ordinance No. 5112, April 26, 2022

TYPE OF APPLICATION	FEE
Commercial Improvements	1% of valuation
Industrial Improvements	1% of valuation
Residential Improvements	1% of valuation

**"Improvement"** means a permanent addition to, or modification of, real property resulting in a new structure, additional square footage to an existing structure, or addition of living space to an existing structure

## Exemptions

1. Private school improvements.
2. Public improvements as defined in ORS 279A.010 (Definitions for Public Contracting Code).
3. Residential housing that is guaranteed to be affordable, under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more than 80 percent of the median household income for the area in which the construction tax is imposed, for a period of at least 60 years following the date of construction of the residential housing.
4. Public or private hospital improvements.
5. Improvements to religious facilities primarily used for worship or education associated with worship.
6. Agricultural buildings, as defined in ORS 455.315 (Exemption of agricultural buildings, agricultural grading and equine facilities) (2)(a).
7. Facilities that are operated by a not-for-profit corporation and that are:
  - a. Long term care facilities, as defined in ORS 442.015 (Definitions);
  - b. Residential care facilities, as defined in ORS 443.400 (Definitions for ORS 443.400 to 443.455); or
  - c. Continuing care retirement communities, as defined in ORS 101.020 (Definitions).
8. Residential housing being constructed on a lot or parcel of land to replace residential housing on the lot or parcel of land that was destroyed or damaged by wildfire or another event or circumstance that is the basis for a state of emergency declared under ORS 401.165 or 401.309 or for the exercise of authority under ORS 476.510 to 476.610.

**---End---**

## STAFF REPORT

**DATE:** June 14, 2022  
**TO:** Mayor and City Councilors  
**FROM:** Heather Richards, Planning Director  
**SUBJECT:** Resolution No. 2022-38, Planning Fee Schedule

### STRATEGIC PRIORITY & GOAL:



#### CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

**OBJECTIVE/S:** Identify and focus on the City's core services

---

### **Report in Brief:**

This is the consideration of Resolution No. 2022-38, adopting a Planning Fee Schedule for the City of McMinnville. This Resolution appeals all previous resolutions adopting planning fee schedules and takes effect on July 1, 2022.

A public hearing will be conducted to solicit public comment per ORS 294.160. Public notice of the proposal and the public hearing was provided in the News Register on Tuesday, June 7, and Friday, June 10, 2022

### **Background:**

In 2003, the McMinnville City Council adopted Resolution No. 2003-35, establishing that, "it is the belief of the City Council that developers and others using the services of the Planning Department should pay a proportionate share of the costs associated with their projects."



In 2018, the City commissioned a planning fee study to evaluate how much the fees that developers were paying with land-use permits contributed to the costs of reviewing those land-use applications. At that time, it was determined that the planning fee schedule captured a 12% cost recovery of the costs associated with reviewing private development current planning applications. The general fund and McMinnville taxpayer was underwriting 88% of the overall program costs.

After discussion, in 2018, the City Council directed city staff to propose a fee schedule that would allow the City to work towards a 100% cost recovery goal for current planning application review on the basis that private developers and applicants were the direct beneficiary of this service and that the City's General Fund and the McMinnville taxpayer should not be underwriting this service.

On December 11, 2018, the McMinnville City Council adopted Resolution No. 2018-63, a resolution that updated the planning fee schedule so that it reflected a 55% cost recovery for development services related to land-use application review, with the direction to increase the planning fee schedule by 10% plus CPI (Portland's CPE-W Index) on July 1 every year over the next five years towards a full cost recovery model.

Due to the pandemic in 2020, the City elected not to move forward with a Planning Fee Schedule update.

Resolution No. 2022-38 reflects a planning fee schedule that has a 10% increase plus 6% CPI (Portland's CPE W Index) increase.

### **Discussion:**

In 2018, the City made some conscientious decisions to reduce certain fees in order to promote public participation in the land-use process and to support the business community, by maintaining significantly reduced appeal fees, sign permits and downtown design review fees.

In the attached fee schedule, those fees are only increased by 6% to reflect the City's interest in underwriting those services.

Some new fees have been added to the planning fee schedule to reflect needs that have been identified in the past year, they are highlighted in blue in the attached comparison spreadsheet.

The 50% reduction of planning permit fees for qualifying affordable housing projects per McMinnville Municipal Code, Section 3.10.060 (Resolution No. 2016-81) is retained as well.

A comparison table of how the new fee schedule compares with other cities of similar size is included as an attachment to this staff report. Newberg, although not a similar population size is included in the comparison table as a local comparison.

A table reflecting the full cost recovery and proposed fees is attached as well.

**Attachments:**

- Comparison Table of McMinnville and Comparable Cities Fee Schedules
- Table of Full Cost Recovery and Proposed Fees
- Resolution No. 2022-38 with Proposed Planning Fee Schedule

**Fiscal Impact:**

As the City continues to work towards full cost recovery for land-use application review, the City's General Fund will need to subsidize the program less and less.

**Recommendation:**

"I move to adopt Resolution No. 2022-38"

## Planning Fees: Chart of Comparison

Type of Permit	McMinnville	Albany	Redmond	Newberg	Grants Pass	Oregon City	West Linn
<b>Planned Development</b>	<b>\$5,934.00</b>	\$5,249.00 \$794 TIA	\$22,589.45 (\$1,165.32 Final Plat Review)	\$4,046.00 plus \$83 per unit	\$2,084.46 plus \$59.92/unit	\$8,052.00	\$4,200.00
<b>Rezone</b>	<b>\$4,928.00</b>	\$3,977.00	\$7,260.84	\$2,523.00	\$2,046.83	\$3,269.00	\$3,000.00
<b>Partition</b>	<b>\$1,815.50</b>	\$4,302.00	\$4,538.57	\$954.00 plus \$83 per parcel  (x2, charged at preliminary review and final plat review)	\$2,032.36	\$4,623.00	\$4,300.00
<b>Subdivision</b>	<b>\$3,354.00 (0-10 lots) plus \$35/lot</b>  <b>\$6,082.00 (10+ lots) plus \$35/lot</b>	\$4,783.00 + \$50 per lot  \$794 TIA	\$12,632.46 (4- 20 Lots)  \$19,562.53 (51 > Lots)	\$1,912.00 plus \$83 per lot  (x2, charged at preliminary review and final plat review)	\$3,074.59 plus \$59.92/unit	\$4,832.00 plus \$402 per lot	\$6,200.00 plus \$200 per lot
<b>Lot Line Adjustment</b>	<b>\$958.00</b>	\$317.00	\$1,401.27	\$954.00	\$684.70	\$1,354.00	\$1000.00
<b>Other Fees</b>	<b>\$850 TIA</b>	\$794 TIA \$348 Design Standards		5% technology fee applied to all permits.		TIA \$797	

*Note: Each city processes land-use applications in different ways, and some cities will aggregate different types of review into one process and fee and other cities will separate them as individual applications and fees. This chart strives to compare similar applications and processes as much as possible.*

# PLANNING FEE SCHEDULE UPDATE 2022:

## CURRENT APPLICATIONS WITH FEES VS. FULL RECOVERY

TYPE OF APPLICATION	CURRENT FEE	FULL COST RECOVERY (2018)	PROPOSED FEE
Annexation	\$11,200.00	N/A	<b>\$13,000.00</b>
Appeal of Planning Commission Decision	\$1,033.00	4,700.00	<b>\$1,095.00</b>
Appeal of Planning Director Decision	\$275.00	2,429.00	<b>\$290.00</b>
Area Plan Review – Property Owner Initiated	\$9,500.00	N/A	<b>\$10,070.00</b>
Classification of an Unlisted Use*	\$1,180.00	1,898.00	<b>\$1,370.00</b>
Comprehensive Plan Map Amendment	\$6,155.00	8,987.55	<b>\$7,140.00</b>
Comprehensive Plan Map Amendment / Zone Map Amendment (Bundled Together)	N/A	N/A	<b>\$10,200.00</b>
Comprehensive Plan Text Amendment / Zoning Text Amendment	\$7,710.00	11,257.95	<b>\$8,944.00</b>
Conditional Use Permit	\$2,627.25	3,836.25	<b>\$3,048.00</b>
Downtown Design Standards and Guidelines – Administrative Approval*	\$500.00	1,728.00	<b>\$530.00</b>
Downtown Design Standards and Guidelines – Historic Landmarks Committee Approval	\$1,356.00	2,301.00	<b>\$1,573.00</b>
DMV Certificates	\$200.00	454.00	<b>\$250.00</b>
Expedited Land Use Division Application			
Partition	\$1,560.00	2,278.65	<b>\$1,810.00</b>
Subdivision ≤ 10 Lots	\$3,504.00	5,116.00	<b>\$4,065.00</b>
Subdivision (more than 10 lots)	\$6,115.50	8,929.80	<b>\$7,094.00</b>
Appeal Deposit	\$370.00	330.00	<b>\$429.00</b>
Plus Per Lot Fees	\$30.00	26.00	<b>\$35.00</b>
Historic Landmarks – Certificate of Approval, Alteration	\$1,356.00	2,748.00	<b>\$1,573.00</b>
Historic Landmarks – Certificate of Approval, Demolition, Move	\$2,147.00	2,748.00	<b>\$2,490.00</b>
Historic Resources Inventory Amendment	\$977.45	1,785.00	<b>\$1,134.00</b>
Home Occupation	\$275.00	505.00	<b>\$290.00</b>
Annual Renewal Fee	\$85.00	205.00	<b>\$90.00</b>
Interpretation of Code by Director	\$452.00	912.00	<b>\$524.00</b>
Landscape Plan Review	\$905.50	1,457.00	<b>\$1,050.50</b>
Land Use Compatibility Statement – Regular	\$468.00	454.00	<b>\$543.00</b>
Land Use Compatibility Statement – Marijuana Change in Business Name	\$477.25	N/A	<b>\$506.00</b>
Land Use Compatibility Statement – Marijuana Dispensary	\$912.75	N/A	<b>\$968.00</b>
Land Use Compatibility Statement – Marijuana Producer / Wholesaler	\$667.00	N/A	<b>\$707.00</b>
Land Use Extension	\$565.00	703.00	<b>\$655.40</b>
Large Format Commercial Development Design Review	\$3,202.40	N/A	<b>\$3,715.00</b>
Large Format Commercial Development Design Review and Waiver	\$5,173.00	6,834.00	<b>\$6,000.75</b>
Manufactured Home Park	\$2,875.75	2,792.00	<b>\$3,048.00</b>
Manufactured Home Park Per Lot Fee	\$28.25	25.00	<b>\$30.00</b>

Master Plan	\$5,250.00	N/A	\$5,565.00
Minor Modification	\$963.00	1,549.00	\$1,117.00
Model Home Permit	\$842.50	1,355.00	\$977.00
NE Gateway Design Standards and Guidelines – Administrative Approval*	\$500.00	1,573.00	\$580.00
NE Gateway Design Standards and Guidelines – Waiver Request	\$735.00	1,728.00	\$853.00
Parking Lot Review	N/A		\$750.00
Parking Variance for Historic Structure – Administrative Approval*	\$735.00	1,728.00	\$853.00
Parking Variance for Historic Structure – Planning Commission Approval	\$1,015.00	2,141.00	\$1,177.00
Partition of Land (Tentative)*	\$1,565.00	N/A	\$1,815.50
Planned Development (In addition to any applicable zone change fee):	\$5,115.50	7,974.00	\$5,934.00
Residential Rate (per dwelling unit)	\$44.00	39.00	\$51.00
Commercial Rate (per 1000 sf of building)	\$44.00	39.00	\$51.00
Industrial Rate (per 1000 sf of building)	\$44.00	39.00	\$51.00
Planned Development Amendment – Major Amendment (Planning Commission)	\$3,093.50	4,976.00	\$3,588.50
Planned Development Amendment – Minor Amendment (Administrative)	\$962.30	1,549.00	\$1,116.00
Property Line Adjustment*	\$825.50	1,333.00	\$958.00
Public Hearing Request	\$2,500.00		\$1,750.00
Recreational Vehicle Park Permit*	\$1,588.00	2,539.00	\$1,842.00
Resident Occupied Short Term Rental*	\$764.50	1,230.00	\$1,230.00
Annual Renewal Fee	\$85.00	205.00	\$205.00
Short Term Rental*	\$764.50	1,230.00	\$1,230.00
Annual Renewal Fee	\$85.00	205.00	\$205.00
Sign Permit – Temporary	\$75.00	505.00	\$80.00
Sign Permit – Permanent	\$175.00	556.00	\$185.00
Sign Standards Exception (Variance)	\$1,956.00	2,856.00	\$2,269.00
Site and Design Review – Commercial	\$1,845.00	2,590.00	\$2,140.00
Site and Design Review – Multi-Family	\$1,845.00	2,590.00	\$2,140.00
Solar Collection System Variance	\$1,956.00	2,856.00	\$2,269.00
Street Tree Removal	\$150.00	1,457.00	\$160.00
Street Vacation	\$750.00	1,497.00	\$870.00
Subdivision (less than or equal to 10 lots)*	\$2,891.00	3,411.00	\$3,354.00
Plus per lot fee	\$30.00	26.00	\$35.00
Subdivision (more than 10 lots)	\$5,243.00	6,186.00	\$6,082.00
Plus per lot fee	\$30.00	26.00	\$35.00
Temporary Living Unit Permit	\$613.50	987.00	\$712.00
Semi-Annual Renewal Fee	\$395.50	768.00	\$459.00
Three Mile Lane Design Overlay – Administrative Approval*	\$1,565.00	2,518.00	\$1,815.00
Traffic Impact Analysis Review	N/A	N/A	\$800.00
Transitional Parking Permit	\$930.40	1,497.00	\$1,079.00
Urban Growth Boundary Amendment	\$15,357.00	22,423.50	\$16,278.00
Variance (Administrative)*	\$890.00	1,431.00	\$1,035.00
Variance (Land Division)	\$1,970.50	2,325.00	\$2,286.00
Variance (Zoning)	\$2,149.25	2,536.00	\$2,493.00

Wireless Communication Facility Review	\$3,652.00	3,232.00	<b>\$4,236.00</b>
Zone Map Amendment	\$4,248.00	5,012.00	<b>\$4,928.00</b>
Zoning/Compliance Letters	\$106.00	103.00	<b>\$110.00</b>

## LAND-USE APPLICATIONS NOT SPECIFIED

TYPE OF APPLICATION	CURRENT FEE	FULL COST RECOVERY	PROPOSED FEE
TYPE I: Administrative Decision w/out Notification (permits) not on fee schedule	N/A	N/A	<b>\$450.00</b>
TYPE II: Administrative Decision w/Notification (land-use) not on fee schedule	N/A	N/A	<b>\$900.00</b>
TYPE III: Planning Commission Decision - not on fee schedule	N/A	N/A	<b>\$3,050.00</b>
TYPE IV: City Council Decision – not on fee schedule	N/A	N/A	<b>\$5,000.00</b>

## WIRELESS – SMALL CELL FACILITIES

TYPE OF APPLICATION	CURRENT FEE	FULL COST RECOVERY	PROPOSED FEE
Wireless – Small Cell (Initial Fee for Five Small Wireless Facilities)	<b>\$500.00</b>	N/A	<b>\$550.00</b>
Wireless – Small Cell (Initial Fee – Each Greater than Five)	<b>\$100.00</b>	N/A	<b>\$110.00</b>
Wireless – Small Cell (Annual Recurring Fee for Each Facility)	<b>\$250.00</b>	N/A	<b>\$275.00</b>
Wireless – Small Cell “Make Ready” Cost Recovery. (Recovery of any specific costs incurred by the City by the attacher for work within the right-of-way and/or to enable the siting of a Small Wireless Facility on a municipally-owned structure in the right-of-way.)	<b>Full Cost Recovery Plus Administrative Fees</b>	N/A	<b>Full Cost Recovery Plus Administrative Fees</b>

Per Resolution No. 2019-24

# BUILDING PERMIT REVIEW

TYPE OF APPLICATION	CURRENT FEE	FULL COST RECOVERY	PROPOSED FEE
Commercial/Industrial Building Permit Review			
Value < \$100,000	\$188.00	263.00	<b>\$220.00</b>
Value \$100,000 - \$500,000	\$338.00	473.00	<b>\$392.00</b>
Value > \$500,000	\$708.00	993.00	<b>\$821.00</b>
Residential Building Permit Review			
Value < \$100,000	\$73.50	102.00	<b>\$85.26</b>
Value > \$100,000	\$188.00	263.00	<b>\$220.00</b>
Multifamily > \$100,000	\$662.00	929.00	<b>\$768.00</b>
Residential Design Standards Review*			
Single, Duplex, Triplex, Quadplex, Townhome, ADU	N/A	N/A	<b>\$250.00</b>
Cottage Cluster, Single Room Occupancy – Small Housing	N/A	N/A	<b>\$550.00</b>
Apartments, Single Room Occupancy – Large Housing	N/A	N/A	<b>\$750.00</b>
Revision Review	N/A	N/A	<b>50% of original fee</b>

\*In addition to Residential Building Permit Review fees - can be requested prior to submitting for building permits.

# ADMINISTRATIVE FEES

TYPE OF APPLICATION	CURRENT FEE	PROPOSED FEE
Copy fees	\$0.10 per copy	<b>\$0.10 per copy</b>
Comprehensive Plan Map (24" x 36")	\$10.00	<b>\$10.00</b>
Development Inspection for Conformance with Approval, Each Inspection after First Inspection	N/A	<b>\$75.00</b>
General Records Request	\$65.00/hour	<b>\$70.00/hour</b>
Hourly Rate	\$65.00/hour	<b>\$70.00/hour</b>
Neighborhood Meeting Mailing List	N/A	<b>\$65.00</b>
Refund Processing Fee	\$75.00	<b>\$78.00</b>
Research / Staff Time		<b>\$70.00/hour</b>
Return Check Fee (NSF)	\$25.00	<b>\$28.00</b>
Withdrawn Application (Prior to Complete)	N/A	<b>Reimburse 75% of Fee</b>
Withdrawn Application (Prior to Notice)	N/A	<b>Reimburse 50% of Fee</b>
Withdrawn Application (After Noticed)	N/A	<b>No Refund</b>
Zone Map (24" x 36")	\$10.00	<b>\$10.00</b>

Planning permit fees for qualifying affordable housing projects per McMinnville Municipal Code, Section 3.10.060, are reduced by 50% (Resolution No. 2016-81).

## **RESOLUTION NO. 2022-38**

A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.

### **RECITALS:**

**Whereas**, the City of McMinnville collects permitting fees for land-use applications to fund the review costs associated with new development projects; and

**Whereas**, per Resolution No. 2003-35, it is the belief of the City Council that developers and others using the services of the Planning Department for current planning activities should pay their share of the costs associated with their projects; and

**Whereas**, in 2018, the City commissioned a planning fee study that showed that the City was only collecting 12% of the costs of the current planning program in their fee schedule; and

**Whereas**, on December 11, 2018, the City adopted Resolution No. 2018 – 63, a resolution that updated the planning fee schedule so that it reflected a 55% cost recovery for development services related to land-use application review, and provided direction to increase the planning fee schedule by 10% plus CPI (Portland’s CPE-W Index) every year over the next five years towards a full cost recovery model; and

**Whereas**, due to the pandemic in 2020, the City of McMinnville elected not to increase permitting fees; and

**Whereas**, the CPI increase from December 2020 to December 2021 is 7.1%.

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

1. That the City of McMinnville’s Planning Fee Schedule will be as established by the fee schedule attached to this Resolution.
2. That this fee schedule will take effect July 1, 2022.

### **MISCELLANEOUS PROVISIONS:**

The attached Planning Fee Schedule –

- Assumes a goal of a 100% cost recovery in 2025 with a 10% increase plus CPI (Portland’s CPE-W Index) over the next three years.
- The fee schedule will be updated on July 1 of each year.



Adopted by the Common Council of the City of McMinnville at a regular meeting held the 14<sup>th</sup> day of June 2022 by the following votes:

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

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

Approved this 14<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
INTERIM MAYOR

Approved as to form:

Attest:

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

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

EXHIBITS:

1. Planning Fee Schedule, July 1, 2022



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

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

## **PLANNING FEE SCHEDULE (Effective 7/1/2022):**

### **CURRENT PLANNING FEES**

<b>TYPE OF APPLICATION</b>	<b>FEE</b>
Annexation	<b>\$13,000.00</b>
Appeal of Planning Commission Decision	<b>\$1,095.00</b>
Appeal of Planning Director Decision	<b>\$290.00</b>
Area Plan Review – Property Owner Initiated	<b>\$10,070.00</b>
Classification of an Unlisted Use*	<b>\$1,370.00</b>
Comprehensive Plan Map Amendment	<b>\$7,140.00</b>
Comprehensive Plan Map Amendment / Zone Map Amendment	<b>\$10,200.00</b>
Comprehensive Plan Text Amendment / Zoning Text Amendment	<b>\$8,944.00</b>
Conditional Use Permit	<b>\$3,048.00</b>
Downtown Design Standards and Guidelines – Administrative Approval*	<b>\$530.00</b>
Downtown Design Standards and Guidelines – Historic Landmarks Committee Approval	<b>\$1,573.00</b>
DMV Certificates	<b>\$250.00</b>
Expedited Land Use Division Application	
Partition	<b>\$1,810.00</b>
Subdivision ≤ 10 Lots	<b>\$4,065.00</b>
Subdivision (more than 10 lots)	<b>\$7,094.00</b>
Appeal Deposit	<b>\$429.00</b>
Plus Per Lot Fees	<b>\$35.00</b>
Historic Landmarks – Certificate of Approval, Alteration	<b>\$1,573.00</b>
Historic Landmarks – Certificate of Approval, Demolition, Move	<b>\$2,490.00</b>
Historic Resources Inventory Amendment	<b>\$1,134.00</b>
Home Occupation	<b>\$290.00</b>
Annual Renewal Fee	<b>\$90.00</b>
Interpretation of Code by Director	<b>\$524.00</b>
Landscape Plan Review	<b>\$1,050.50</b>
Land Use Compatibility Statement – Regular	<b>\$543.00</b>
Land Use Compatibility Statement – Marijuana Change in Business Name	<b>\$506.00</b>
Land Use Compatibility Statement – Marijuana Dispensary	<b>\$968.00</b>
Land Use Compatibility Statement – Marijuana Producer / Wholesaler	<b>\$707.00</b>
Land Use Extension	<b>\$655.40</b>
Large Format Commercial Development Design Review	<b>\$3,715.00</b>
Large Format Commercial Development Design Review and Waiver	<b>\$6,000.75</b>
Manufactured Home Park	<b>\$3,048.00</b>

Manufactured Home Park Per Lot Fee	\$30.00
Master Plan	\$5,565.00
Minor Modification	\$1,117.00
Model Home Permit	\$977.00
NE Gateway Design Standards and Guidelines – Administrative Approval*	\$580.00
NE Gateway Design Standards and Guidelines – Waiver Request	\$853.00
Parking Lot Review	\$750.00
Parking Variance for Historic Structure – Administrative Approval*	\$853.00
Parking Variance for Historic Structure – Planning Commission Approval	\$1,177.00
Partition of Land (Tentative)*	\$1,815.50
Planned Development (In addition to any applicable zone change fee):	\$5,934.00
Residential Rate (per dwelling unit)	\$51.00
Commercial Rate (per 1000 sf of building)	\$51.00
Industrial Rate (per 1000 sf of building)	\$51.00
Planned Development Amendment –Major Amendment (Planning Commission)	\$3,588.50
Planned Development Amendment – Minor Amendment (Administrative)	\$1,116.00
Property Line Adjustment*	\$958.00
Public Hearing Request	\$1,750.00
Recreational Vehicle Park Permit*	\$1,842.00
Resident Occupied Short Term Rental*	\$1,230.00
Annual Renewal Fee	\$205.00
Short Term Rental*	\$1,230.00
Annual Renewal Fee	\$205.00
Sign Permit – Temporary	\$80.00
Sign Permit – Permanent	\$185.00
Sign Standards Exception (Variance)	\$2,269.00
Site and Design Review – Commercial	\$2,140.00
Site and Design Review – Multi-Family	\$2,140.00
Solar Collection System Variance	\$2,269.00
Street Tree Removal	\$160.00
Street Vacation	\$870.00
Subdivision (less than or equal to 10 lots)*	\$3,354.00
Plus per lot fee	\$35.00
Subdivision (more than 10 lots)	\$6,082.00
Plus per lot fee	\$35.00
Temporary Living Unit Permit	\$712.00
Semi-Annual Renewal Fee	\$459.00
Three Mile Lane Design Overlay – Administrative Approval*	\$1,815.00
Traffic Impact Analysis Review	\$800.00
Transitional Parking Permit	\$1,079.00
Urban Growth Boundary Amendment	\$16,278.00
Variance (Administrative)*	\$1,035.00
Variance (Land Division)	\$2,286.00
Variance (Zoning)	\$2,493.00
Wireless Communication Facility Review	\$4,236.00

Zone Map Amendment	<b>\$4,928.00</b>
Zoning/Compliance Letters	<b>\$110.00</b>

\*Applications are subject to Director's decision. If a public hearing is requested, the fee for the public hearing request will be applied.

## LAND-USE APPLICATIONS NOT SPECIFIED

TYPE OF APPLICATION	FEE
TYPE I: Administrative Decision w/out Notification (permits) not on fee schedule	<b>\$450.00</b>
TYPE II: Administrative Decision w/Notification (land-use) not on fee schedule	<b>\$900.00</b>
TYPE III: Planning Commission Decision - not on fee schedule	<b>\$3,050.00</b>
TYPE IV: City Council Decision – not on fee schedule	<b>\$5,000.00</b>

## WIRELESS – SMALL CELL FACILITIES

TYPE OF APPLICATION	FEE
Wireless – Small Cell (Initial Fee for Five Small Wireless Facilities)	<b>\$550.00</b>
Wireless – Small Cell (Initial Fee – Each Greater than Five)	<b>\$110.00</b>
Wireless – Small Cell (Annual Recurring Fee for Each Facility)	<b>\$275.00</b>
Wireless – Small Cell “Make Ready” Cost Recovery. (Recovery of any specific costs incurred by the City by the attacher for work within the right-of-way and/or to enable the siting of a Small Wireless Facility on a municipally-owned structure in the right-of-way.	<b>Full Cost Recovery Plus Administrative Fees</b>

*Per Resolution No. 2019-24*

## BUILDING PERMIT REVIEW

TYPE OF APPLICATION	FEE
Commercial/Industrial Building Permit Review	
Value < \$100,000	<b>\$220.00</b>
Value \$100,000 - \$500,000	<b>\$392.00</b>
Value > \$500,000	<b>\$821.00</b>
Residential Building Permit Review	
Value < \$100,000	<b>\$85.26</b>
Value > \$100,000	<b>\$220.00</b>
Multifamily > \$100,000	<b>\$768.00</b>
Residential Design Standards Review*	
Single, Duplex, Triplex, Quadplex, Townhome, ADU*	<b>\$250.00</b>
Cottage Cluster, Single Room Occupancy – Small Housing*	<b>\$550.00</b>

Apartments, Single Room Occupancy – Large Housing*	<b>\$750.00</b>
Revision Review	<b>50% of original fee</b>

\*In addition to Residential Building Permit Review fees - can be requested prior to submitting for building permits.

## ADMINISTRATIVE FEES

TYPE OF APPLICATION	FEE
Copy fees	<b>\$0.10 per copy</b>
Comprehensive Plan Map (24" x 36")	<b>\$10.00</b>
Development Inspection for Conformance with Approval, Each Inspection after First Inspection	<b>\$75.00</b>
General Records Request	<b>\$70.00/hour</b>
Hourly Rate	<b>\$70.00/hour</b>
Neighborhood Meeting Mailing List	<b>\$65.00</b>
Refund Processing Fee	<b>\$78.00</b>
Research / Staff Time	<b>\$70.00/hour</b>
Return Check Fee (NSF)	<b>\$28.00</b>
Withdrawn Application (Prior to Complete)	<b>Reimburse 75% of Fee</b>
Withdrawn Application (Prior to Notice)	<b>Reimburse 50% of Fee</b>
Withdrawn Application (After Noticed)	<b>No Refund</b>
Zone Map (24" x 36")	<b>\$10.00</b>

Planning permit fees for qualifying affordable housing projects per McMinnville Municipal Code, Section 3.10.060, are reduced by 50% (Resolution No. 2016-81).

## STAFF REPORT

**DATE:** June 14, 2022  
**TO:** Jeff Towery, City Manager  
**FROM:** Jennifer Cuellar, Finance Director  
**SUBJECT:** Public Hearing on FY2022-23 Approved City Budget

---



### **CITY GOVERNMENT CAPACITY**

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

#### **Report in Brief:**

A public hearing on the FY2022-23 City Budget as approved by the Budget Committee is required by Oregon statute.

#### **Discussion of Hearing and Resolution Actions:**

On May 18, 2022, the City's Budget Committee approved the City of McMinnville 2022–2023 Budget. ORS 294.453 requires that, after the local government's budget committee has approved the budget, the governing body must hold a budget hearing to take citizen testimony on the approved budget.

Five to 30 days before the scheduled hearing, ORS 294.448 requires that the governing body publish a "Notice of Budget Hearing and Financial Summary." The Notice includes the date, time, location and remote access instructions for the budget hearing and a summary of the 2022 – 2023 Approved Budget. The Notice must appear in a newspaper of general circulation.

The required Notice and Financial Summary were published in the News Register on May 31, 2022.

The City also has a Budget Public Comment page on its website to facilitate the community's ability to weigh in on budget matters in a remote way.

A resolution adopting the FY2022-23 Budget will be presented to the City Council at the June 28, 2022 meeting. The City will then certify the budget to the County Assessor's office prior to July 15, 2022.

#### **Fiscal Impact:**

Following the budget adoption and public hearing process is required for the City to draw property taxes, the largest source of unrestricted general fund revenues available to support public services as well as accessing voter approved property tax funds for local bond measures.

**Recommendation:** Hold public hearing as required by ORS 294.453.

#### **Documents:**

1. FY23 City of McMinnville Approved Budget Hearing notice

A public meeting of the McMinnville City Council will be held on June 14, 2022 at 7:00 pm at the Kent L Taylor Civic Hall, 200 NE 2nd Street, McMinnville, Oregon and via Zoom for remote access. Information on remote viewing and real time public comment options is available in the calendar section of [mcminnvilleoregon.gov](http://mcminnvilleoregon.gov). In addition, public comment may be submitted ahead of the hearing online on the city's website [mcminnvilleoregon.gov/finance/webform/budget-public-comment](http://mcminnvilleoregon.gov/finance/webform/budget-public-comment). The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022 as approved by the City of McMinnville Budget Committee. A summary of the budget is presented below. A copy of the budget is available online at [mcminnvilleoregon.gov/finance](http://mcminnvilleoregon.gov/finance). This budget is for an annual budget period and was prepared on a basis of accounting that is the same basis of accounting as used the preceding year.

Contact: Jennifer Cuellar

Telephone: 503-434-2350

Email: [Jennifer.Cuellar@mcminnvilleoregon.gov](mailto:Jennifer.Cuellar@mcminnvilleoregon.gov)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2020-21	Adopted Budget* This Year 2021-22	Approved Budget Next Year 2022-23
Beginning Fund Balance/Net Working Capital	55,902,138	55,313,517	63,313,451
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	23,240,025	23,180,953	25,525,898
Federal, State & all Other Grants, Gifts, Allocations & Donations	7,637,888	15,289,164	14,011,045
Revenue from Bonds and Other Debt	34,173	0	7,500
Interfund Transfers / Internal Service Reimbursements	12,980,309	11,768,637	12,650,268
All Other Resources Except Current Year Property Taxes	1,602,233	1,750,758	1,634,807
Current Year Property Taxes Estimated to be Received	17,780,339	17,674,000	18,424,800
<b>Total Resources</b>	<b>119,177,106</b>	<b>124,977,029</b>	<b>135,567,769</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	25,705,773	28,418,131	30,672,468
Materials and Services	11,949,904	24,583,659	24,935,086
Capital Outlay	7,830,419	14,189,683	9,755,500
Debt Service	4,708,994	4,621,994	3,972,013
Interfund Transfers	10,969,781	9,481,226	10,237,169
Contingencies	0	5,432,002	5,671,500
Special Payments	832,172	573,000	252,200
Unappropriated Ending Balance and Reserved for Future Expenditure	57,180,064	37,608,646	50,071,833
<b>Total Requirements</b>	<b>119,177,106</b>	<b>124,908,341</b>	<b>135,567,769</b>

\* includes budget amendments adopted through April 2022

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
General Fund	35,521,993	35,715,470	42,212,516
FTE	193.06	190.23	186.59
Grants and Special Assessments Fund	558,582	7,602,029	3,976,519
FTE	0	0	0
Transient Lodging Tax Fund	1,125,410	1,199,200	1,680,200
FTE	0	0	0
Affordable Housing Fund	0	0	4,100,000
FTE	0	0	0
Telecommunications Fund	248,012	249,967	254,200
FTE	0	0	0
Emergency Communications Fund	1,058,767	961,489	893,676
FTE	0	0	0
Street Fund	4,398,117	4,022,893	5,158,929
FTE	9.93	9.79	10.04
Airport Fund	968,754	2,356,605	1,272,081
FTE	0	0	0
Transportation Fund	8,101,861	3,818,776	4,416,359
FTE	0	0	0
Park Development Fund	1,752,648	1,934,336	2,348,041
FTE	0	0	0
Debt Service Fund	5,031,047	4,083,284	3,385,998
FTE	0	0	0
Building Fund	2,305,858	2,020,702	2,251,523
FTE	4.40	4.38	4.34
Wastewater Services Fund	14,730,683	14,568,864	14,638,255
FTE	21.85	21.27	21.96
Wastewater Capital Fund	39,175,483	42,322,331	45,267,597
FTE	0	0	0
Information Systems & Services Fund	1,452,561	1,698,359	1,675,670
FTE	4	4	4
Insurance Services Fund	2,747,331	2,354,036	2,036,205
FTE	0	0	0
<b>Total Requirements</b>	<b>119,177,106</b>	<b>124,908,341</b>	<b>135,567,769</b>



<b>Total FTE</b>	<b>233.24</b>	<b>229.67</b>	<b>226.93</b>
------------------	---------------	---------------	---------------

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

The most significant change in resources is in the Beginning Balance Category - that increase of \$8 million out of total revenue increase of \$10.7 million is due to higher operating balances in the Street and Wastewater Capital funds (combined \$5.3 million) and increases in grant beginning balances in the Grant and Special Assessment Fund and new Affordable Housing fund attributable to the timing of one-time grants received associated with the covid-19 pandemic and affordable housing grant support from the state of Oregon. Property tax is estimated to rise by 4.2% in FY23 relative FY22. Higher anticipated revenues in transient lodging tax, the new Affordable Housing Construction Excise Tax and new funds coming to the city from the Opioid Settlement round out the most significant changes in revenue levels for FY23 relative FY22. In terms of costs, the higher personnel category is predominantly driven by a 4% cost of living increase and increased health insurance cost for the workforce. Capital expenses budgeted has declined by almost a third year over year due predominantly to Wastewater Capital fund's \$11.4 million investment planned for the prior year relative \$5.0 million for FY23. Capital investments in the wastewater system can and will be different each year. In addition, as a budget balancing measure, the General Fund has removed most of its capital spending from the FY23 budget. Ending Fund Balance is the other requirements category with significant change; over 70% of its growth is due to an increased fund balance of over \$9 million in the Wastewater Capital Fund to support future development projects in the wastewater utility. The General Fund is also anticipating a higher ending fund balance relative last year as part of the commitment to rebuild its fund balance.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed 2020-21	Rate or Amount Imposed This Year 2021-22	Rate or Amount Approved Next Year 2022-23
Permanent Rate Levy (rate limit 5.02 per \$1,000)	5.02	5.02	5.02
Local Option Levy	0	0	0
Levy For General Obligation Bonds	3,791,459	2,904,650	2,934,540

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$19,650,000	\$0
Other Bonds	\$6,794,553	\$0
Other Borrowings	\$196,952	\$0
<b>Total</b>	<b>\$26,641,505</b>	<b>\$0</b>



# STAFF REPORT

**DATE:** June 14, 2022  
**TO:** Jeff Towery, City Manager  
**FROM:** Jennifer Cuellar, Finance Director  
**SUBJECT:** Public Hearing on FY2022-23 Proposed Uses of State Revenue Sharing

---



## CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

**Report in Brief:** A public hearing on Proposed State Revenue Sharing is required by Oregon statute.

### **Discussion of Hearing and Resolution Actions:**

ORS 221.770 requires that cities annually pass an ordinance or resolution requesting state revenue sharing money, holding public hearings, and certifying that these hearings were held.

To receive state revenue sharing in 2022 – 2023, the City must have levied property taxes in the preceding year and:

- 1) Pass an ordinance or resolution approving participation in the program and file a copy of that ordinance with the State of Oregon prior to July 31.
- 2) Hold the following hearings on the use of state revenue sharing funds:
  - a) a public hearing before the budget committee to discuss possible uses of the funds
  - b) a public hearing before the city council on the proposed uses of the funds in relation to the entire budget
- 3) Certify to the State of Oregon prior to July 31 that these hearings have been held

As required by ORS 221.770, a public hearing on possible uses of state revenue sharing was held before the City of McMinnville Budget Committee on May 17, 2022.

A resolution approving participation in the program and requesting revenue sharing will be presented to the City Council at the June 28, 2022 meeting. The City will then certify to the State of Oregon prior to July 31 that the public hearings were held.

**City of McMinnville**  
**City's Proposed Uses of State Revenue Sharing**  
**2022 - 2023 Proposed Budget**

**FY2022-23 Revenue - State Revenue Sharing estimate** **\$502,000**

**FY2022-23 Expenditures - State Revenue Sharing**

Support for personnel and basic operating expenses for general fund activities of a full service city.

<b>Administration, Finance, &amp; Municipal Court</b>	51,500
<b>Engineering</b>	3,800
<b>Planning</b>	27,100
<b>Police</b>	191,800
<b>Fire</b>	103,200
<b>Parks &amp; Recreation</b>	44,400
<b>Parks Maintenance</b>	36,800
<b>Library</b>	43,400
<b>Total Proposed Expenditures</b>	<b><u>\$502,000</u></b>

**Fiscal Impact:**

The City anticipates receiving \$502,000 in state shared revenues, a vital source of unrestricted general fund revenues to support public services.

**Recommendation:** Hold a public hearing as required by ORS 221.770.

**Documents:**

1. Hearing Notice for the FY2022-23 Proposed Uses of State Shared Revenue

**CITY OF McMinnville**  
**STATE REVENUE SHARING PUBLIC HEARING**

A public meeting of the City of McMinnville City Council, Yamhill County, State of Oregon, to receive public comment on the proposed uses of state revenue sharing funds for the fiscal year July 1, 2022 to June 30, 2023 will be held. The meeting will take place on the 14th day of June 2022 at 7:00 p.m. at the Kent L Taylor Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon.

The City Council meeting will also be held virtually through the Zoom meeting software. The public may join the meeting in person or via the link information available in the calendar section of [mcminnvilleoregon.gov](http://mcminnvilleoregon.gov). In addition, public comment may be submitted ahead of the hearing online on the city's website [mcminnvilleoregon.gov/finance/webform/budget-public-comment](http://mcminnvilleoregon.gov/finance/webform/budget-public-comment).

This Notice of the State Revenue Sharing Public Hearing has also been posted on the City's website at [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

# STAFF REPORT

**DATE:** May 31, 2021  
**TO:** Jeff Towery, City Manager  
**FROM:** Jennifer Cuellar, Finance Director  
**SUBJECT:** FY2021-22 Supplemental Budget Hearing and Resolutions

---



## CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

**Report in Brief:** One Supplemental Budget hearing for the Transient Lodging Tax Fund (TLT) is required and two supplemental budget resolutions are proposed

### **Discussion of Hearing and Resolution Actions:**

When a supplemental budget changes a fund's expenditures by more than 10%, a public hearing is required. The TLT Fund's appropriation will change by more than 10%. Notice of the public hearing was published on June 3, 2022, more than five days prior to the hearing on June 14, 2022.

1. Supplemental action due to higher than anticipated TLT revenues:

Oregon Revised Statute (ORS) 294.471 allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

Based on current receipts and a faster than predicted recovery from Covid-19 pandemic restrictions, it is anticipated that TLT revenue will be approximately \$520,000 higher than projected. The actual TLT taxes received in the third quarter of the year were 60% higher than the same period last year and we will estimate the 4<sup>th</sup> quarter at a similar level over last year's actuals.

As allowed by State law, the City spends 70 percent of the TLT revenues on tourist promotion activities and transfers 30 percent Transient Lodging Tax Fund to the General Fund. Because TLT revenue is expected to be higher than budgeted, the appropriated program expenditures and interfund transfers out are also expected to be higher than budgeted.

As a result, a supplemental budget is necessary to add appropriations to these two expenditure categories. The supplemental budget in the Transient Lodging Tax fund increases Transient Lodging Tax revenue by \$520,000, program activities by \$105,000 and Transfers Out to the General Fund appropriations by \$45,000.

2. Supplemental action related to the American Rescue Plan Act (ARPA) grant:

Oregon Revised Statute (ORS) 294.471 allows a local government to prepare a supplemental budget when state or federal funds are made available that were unknown at the time the budget was prepared. The City was aware of the allocation amount and budgeted that in the Grants and Special Assessment Fund. Reporting requirements and accounting guidance has subsequently been issued and the City will be accounting for the projects in the funds and/or departments that execute the project, consistent with the standards received to date.

The following Council-approved projects will have supplemental appropriations, moving revenue as well as the anticipated maximum expense to be incurred during FY2021-22:

Municipal Court Backlog clearing:	10,000
City Hall renovations	30,000
Translations/culturally sensitive communications	20,000
ARPA Grant Manager	26,000
Library electric vehicle	40,000
General fund total:	126,000
Information Services Fund – Meeting Room Technology	35,000
Total ARPA supplemental appropriation:	161,000

It should be noted that reimbursements from the ARPA grant for staffing and direct expenses already appropriated in the General Fund, Street Fund, Building Fund, Wastewater Services Fund and Information Services Fund will be made in addition to the above-mentioned new projects. Applying these grant revenues to allowable expenses does not require a budget action.

**Fiscal Impact:**

Because all supplemental appropriations will be offset by equivalent unbudgeted revenues, the impact on the city’s financial standing is neutral.

**Recommendation:** Staff recommends adoption of the two FY2021-22 budget amendments.

**Documents:**

1. Hearing Notice for the FY2021-22 Supplemental Budget for the Transient Lodging Tax Fund
2. Resolution 2022-39 FY2021-22 Supplemental Budget for the Transient Lodging Tax Fund
3. Resolution 2022-40 FY2021-22 Supplemental Budget for the General Fund and Information Services Fund for approved ARPA projects

## NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by **more than 10 percent**.

A public meeting of the McMinnville City Council will be held on June 14, 2022 at 7:00 pm at Civic Hall, 200 NE Second Street in McMinnville. Remote viewing will also be available. Information on remote viewing and real time public comment options is available in the calendar section of [mcminnvilleoregon.gov](http://mcminnvilleoregon.gov). In addition, public comment may be submitted ahead of the hearing online on the city's website [mcminnvilleoregon.gov/finance/webform/budget-public-comment](http://mcminnvilleoregon.gov/finance/webform/budget-public-comment). A summary of the supplemental FY2021-22 budget is presented below. A copy of the budget is available online at [mcminnvilleoregon.gov/finance](http://mcminnvilleoregon.gov/finance).

The purpose of the hearing is to discuss the supplemental budget with interested persons.

### SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

#### FUND: Transient Lodging Tax (TLT)

Resource	Amount	Expenditure	Amount
1 Licenses and Permits	1,717,000	1 Tourism Promotion and Programs	1,181,615
2 Other (unchanged)	2,200	2 Transfers out to other funds	537,585
<b>Revised Total Fund Resources</b>	<b>1,719,200</b>	<b>Revised Total Fund Requirements</b>	<b>1,719,200</b>

**Explanation of change(s):**

Based on current receipts and a faster than predicted recovery from Covid-19 pandemic restrictions, it is anticipated that TLT revenue will be approximately \$520,000 higher than projected. This means a higher amount will be expended for the 70% going to tourism-related programming and 30% funding general city activities.

**RESOLUTION NO. 2022 – 39**

A Resolution adopting a supplemental budget for fiscal year 2021-2022 and making supplemental appropriations for the Transient Lodging Tax Fund.

**RECITALS:**

**Whereas,** This resolution proposes a supplemental budget for the Transient Lodging Tax (TLT) Fund. Based on current receipts and a stronger than anticipated rebound of hotel and other short-term accommodation stays in the Covid-19 pandemic environment, it is anticipated that TLT revenue will be approximately \$520,000 higher than projected for the fiscal year; and

**Whereas,** Oregon Revised Statute (ORS) 294.471 allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning. The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations; and

**Whereas,** Because the supplemental budget for the TLT Fund’s expenditures are changed by more than 10%, a public hearing is required. The hearing was noticed on June 3, 2022 and held on June 14, 2022.

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

1. **Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2021-2022 in the Transient Lodging Tax Fund.
2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2021-2022 are hereby appropriated as follows:

<b>Transient Lodging Tax Fund:</b>	<b>Adopted Budget</b>	<b>Budget Adjustment</b>	<b>Amended Budget</b>
<b>Resources:</b>			
Licenses and Permits	\$ 1,197,000	\$ 520,000	\$ 1,717,000
Other (unchanged)	<u>\$ 2,200</u>	-	<u>\$ 2,200</u>
Total Resources	<u>\$ 1,199,200</u>	<u>\$ 520,000</u>	<u>\$ 1,719,200</u>
<b>Requirements:</b>			
Tourism Promotion and Programs	\$ 817,615	\$ 364,000	\$ 1,181,615
Transfers out to other funds	<u>\$ 381,585</u>	<u>\$ 156,000</u>	<u>\$ 537,585</u>
Total Requirements	<u>\$ 1,199,200</u>	<u>\$ 520,000</u>	<u>\$ 1,719,200</u>



Adopted by the Common Council of the City of McMinnville at a regular meeting held the 14th day of June 2022 by the following votes:

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

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

Approved this 14th day of June 2022.

\_\_\_\_\_  
INTERIM MAYOR

Approved as to form:

Attest:

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

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

## RESOLUTION NO. 2022 - 40

A Resolution adopting a supplemental budget for fiscal year 2021-2022 and making supplemental appropriations for the General Fund and Information Services Fund for approved American Rescue Plan Act (ARPA) projects.

### RECITALS:

**Whereas**, This resolution proposes a supplemental budget for the General Fund and Information Services Fund. The City anticipates spending on approved ARPA projects during the FY2021-22 year to total \$161,000 in the two noted funds; and

**Whereas**, Oregon Revised Statute (ORS) 294.471 allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning. The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations; and

**Whereas**, At the time of preparing the FY2021-22 budget, the City was aware of its total ARPA allocation but it had not yet determined what projects would be authorized to proceed utilizing these federal award dollars; and

**Whereas**, Because neither of the supplemental budgets for the General Fund or Information Services Fund expenditures were changed by more than 10%, no public hearings are required.

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

1. **Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2021-2022 in the General Fund and Information Services Fund.
2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2021-2022 are hereby appropriated as follows:

<b>General Fund:</b>	<b>Adopted Budget</b>	<b>Budget Adjustment</b>	<b>Amended Budget</b>
<b>Resources:</b>			
Intergovernmental	\$ 3,267,521	\$ 126,000	\$ 3,393,521
All other sources unchanged	<u>\$ 32,499,730</u>	<u>-</u>	<u>\$ 32,499,730</u>
Total Resources	<u>\$ 35,767,251</u>	<u>\$ 126,000</u>	<u>\$ 35,893,251</u>
<b>Requirements:</b>			
Administration	\$ 1,646,287	\$ 50,000	\$ 1,696,287
Finance	\$ 737,373	\$ 26,000	\$ 763,373
Municipal Court	\$ 522,412	\$ 10,000	\$ 532,412
Library	\$ 2,048,105	\$ 40,000	\$ 2,088,105
All other requirements unchanged	<u>\$ 30,761,293</u>	<u>-</u>	<u>\$ 30,761,293</u>
Total Requirements	<u>\$ 35,715,470</u>	<u>\$ 126,000</u>	<u>\$ 35,841,470</u>

<b>Information Services Fund:</b>	<b>Adopted Budget</b>	<b>Budget Adjustment</b>	<b>Amended Budget</b>
<b>Resources:</b>			
Intergovernmental	\$ 0	\$ 35,000	\$ 35,000
All other sources unchanged	<u>\$ 1,714,310</u>	<u>-</u>	<u>\$ 1,714,310</u>
Total Resources	<u>\$ 1,714,310</u>	<u>\$ 35,000</u>	<u>\$ 1,749,310</u>
<b>Requirements:</b>			
Program	\$ 1,307,549	\$ 35,000	\$ 1,342,549
All other requirements unchanged	<u>\$ 390,810</u>	<u>-</u>	<u>\$ 390,810</u>
Total Requirements	<u>\$ 1,698,359</u>	<u>\$ 35,000</u>	<u>\$ 1,733,359</u>

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 14th day of June 2022 by the following votes:

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

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

Approved this 14th day of June 2022.

\_\_\_\_\_  
INTERIM MAYOR

Approved as to form:

Attest:

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

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

## Liquor License Recommendation

---

BUSINESS NAME / INDIVIDUAL: MOD Super Fast Pizza, LLC dba: MOD Pizza  
BUSINESS LOCATION ADDRESS: 2275 NE 27<sup>th</sup> Street suites C & D  
LIQUOR LICENSE TYPE: Limited on-premises

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 – Wednesday 10:30 am to 10 pm, Thursday – Saturday 10:30 am to 11 pm

Entertainment: Recorded music

Hours of Music: hours of operation

Seating Count: 86; 82 restaurant and 4 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



OREGON LIQUOR CONTROL COMMISSION

# LIQUOR LICENSE APPLICATION

**PRINT FORM**

**RESET FORM**

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

<p style="text-align: center;"><b>License Applied For:</b></p> <input type="checkbox"/> Brewery 1 <sup>st</sup> Location Brewery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/> <input type="checkbox"/> Brewery-Public House (BPH) 1 <sup>st</sup> location BPH Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/> <input type="checkbox"/> Distillery <input type="checkbox"/> Full On-Premises, Commercial <input type="checkbox"/> Full On-Premises, Caterer <input type="checkbox"/> Full On-Premises, Passenger Carrier <input type="checkbox"/> Full On-Premises, Other Public Location <input type="checkbox"/> Full On-Premises, For Profit Private Club <input type="checkbox"/> Full On-Premises, Nonprofit Private Club <input type="checkbox"/> Grower Sales Privilege (GSP) 1 <sup>st</sup> location GSP Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/> <input checked="" type="checkbox"/> Limited On-Premises <input type="checkbox"/> Off-Premises <input type="checkbox"/> Warehouse <input type="checkbox"/> Wholesale Malt Beverage & Wine <input type="checkbox"/> Winery 1 <sup>st</sup> Location Winery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/> (4 <sup>th</sup> ) <input type="checkbox"/> (5 <sup>th</sup> ) <input type="checkbox"/>	<p style="text-align: center;"><b>CITY AND COUNTY USE ONLY</b></p> Date application received and/or date stamp: <p style="text-align: center; color: blue;">5/24/2022</p> Name of City or County: _____ Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied By: _____ Date: _____ <hr/> <p style="text-align: center;"><b>OLCC USE ONLY</b></p> Date application received: _____ <span style="color: blue;">4/5/22</span> Date application accepted: _____ <span style="color: blue;">4/5/22</span> <hr/> License Action(s): <span style="color: blue; font-size: 1.2em;">N/O</span>
--	---

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**<sup>1</sup> applying for the license(s):

MOD SUPER FAST PIZZA, LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

<p><b>3. Trade Name of the Business (Name Customers Will See)</b>                  MOD PIZZA</p>		
<p><b>4. Business Address (Number and Street Address of the Location that will have the liquor license)</b>                  2275 NE 27th, Suite C &amp; D</p>		
<p>City McMinnville</p>	<p>County Yamhill</p>	<p>Zip Code 97128</p>

<sup>1</sup> **Read the instructions on page 1 carefully.** If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.

## Liquor License Recommendation

---

BUSINESS NAME / INDIVIDUAL: Thistle 8VA, LLC dba: Thistle  
BUSINESS LOCATION ADDRESS: 228 NE Evans Street  
LIQUOR LICENSE TYPE: Full on-premises, Commercial

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: Tuesday – Saturday 4pm to 10pm  
Entertainment: N/A  
Hours of Music: N/A  
Seating Count: N/A

EXEMPTIONS:  
(list any exemptions)

---

Tritech Records Management System Check: Yes  No

Criminal Records Check: Yes  No

Recommended Action: Approve  Disapprove

  
\_\_\_\_\_  
Chief of Police / Designee

\_\_\_\_\_  
City Manager / Designee



# LIQUOR LICENSE APPLICATION

PRINT FORM  
RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received and/or date stamp: <i>5/31/2022</i>
Brewery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	Name of City or County:
<input type="checkbox"/> Brewery-Public House (BPH) 1 <sup>st</sup> location	Recommends this license be:
BPH Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input checked="" type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 <sup>st</sup> location	
GSP Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	
Winery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
(4 <sup>th</sup> ) <input type="checkbox"/> (5 <sup>th</sup> ) <input type="checkbox"/>	
	<b>OLCC USE ONLY</b>
	Date application received: <u>4/11/22</u>
	Date application accepted: <u>4/11/22</u>
	License Action(s): <u>N/O</u>

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**<sup>1</sup> applying for the license(s):

THISTLE 8VA LLC Thistle8VA, LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See)		
<u>thistle</u>		
4. Business Address (Number and Street Address of the Location that will have the liquor license)		
<u>228 NE Evans Street</u>		
City	County	Zip Code
<u>McMinnville</u>	<u>Yamhill</u>	<u>97128</u>

<sup>1</sup> Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



City Recorder Use

Final Action:  
 Approved  Disapproved

## Liquor License Recommendation

---

BUSINESS NAME / INDIVIDUAL: McMinnville Properties LLC dba: Wings and Waves Waterpark, Evergreen Events  
 BUSINESS LOCATION ADDRESS: 460 NE Captain Michael King Smith Way  
 LIQUOR LICENSE TYPE: Full On-Premises, Commercial

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-Saturday 10am to 7pm  
 Entertainment: Recorded music  
 Hours of Music: during hours of operation  
 Seating Count: 124; restaurant 55 and Cabana 84

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

**PRINT FORM**

**RESET FORM**

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received and/or date stamp: <b>6/6/2022</b>
Brewery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 <sup>st</sup> location	Name of City or County: _____
BPH Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input checked="" type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	By: _____
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	Date: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	<b>OLCC USE ONLY</b> Date application received: <u>04/04/2022</u>
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 <sup>st</sup> location	
GSP Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	Date application accepted: <u>04/04/2022</u>
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	License Action(s): <b>N/O</b>
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	
Winery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/> (4 <sup>th</sup> ) <input type="checkbox"/> (5 <sup>th</sup> ) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**<sup>1</sup> applying for the license(s):

McMinnville Properties, LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

<b>3. Trade Name of the Business (Name Customers Will See)</b> Wings and Waves Waterpark, Evergreen Events		
<b>4. Business Address (Number and Street Address of the Location that will have the liquor license)</b> 460 NE Captain Michael King Smith Way		
City Tualatin	County Yamhill	Zip Code 97062

<sup>1</sup> Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



## STAFF REPORT

**DATE:** June 14, 2022  
**TO:** Jeff Towery, City Manager  
**FROM:** Jennifer Cuellar, Finance Director  
**SUBJECT:** Recology Franchise Agreement – 2022 Rate Adjustment

---



### CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

#### **Report in Brief:**

Recology, Inc., the City's exclusive franchisee for the collection of Solid Waste, has requested a collection rate adjustment of 4.00%, effective July 1, 2022. The requested adjustment is allowed under the terms of the City Franchise Agreement with Recology.

#### **Background:**

On January 27, 2009, the City Council adopted Ordinance No. 4904, which authorized the city to enter into a franchise agreement with Recology (f/k/a Western Oregon Waste) ("Franchise Agreement"). Under Article VI(1)(g) of the Franchise Agreement, a rate adjustment equal to the percent change in the Consumer Price Index (CPI) for all Urban Consumers for West-B/C, All Items ("Index") is generally to be made each year, effective on July 1. The adjustment is to have Recology maintain an operating between 9% and 15%, with a general target of 12%. If Recology appears to have an operating margin outside of that range, a different rate adjustment process is provided for in the Franchise Agreement.

Over the years, the City has adopted rate adjustments in accordance with the Franchise Agreement. The most recent adjustments are discussed below.

On November 28, 2017, the City Council adopted Resolution No. 2017-69, which authorized Recology Inc. to make an out-of-calendar rate increase of 10%, related to the diversion of solid waste away from the Riverbend landfill in Yamhill County.

After the passage of Resolution 2017-69, on October 8, 2018, Recology submitted a request to the City for consideration of an out-of-calendar rate increase of 10.47%, to be effective January 1, 2019, which included a 5.70% adjustment related to unanticipated increased costs of handling recycling materials. Those increased costs were due to the collapse of the recycling market, particularly along the West Coast, caused by China's "National Sword" policy that banned most plastics and other materials for its recycling centers.

After reviewing the request, the Council found that a portion of the Recology proposal was reasonable and in the public interest, and so adopted Resolution No. 2018-67, approving a 5.5% rate increase, effective January 1, 2019.

In 2019, the City engaged Merina+Co to perform a rate study of Recology to determine whether a further rate adjustment was warranted based on an examination of Recology's financials. As a result of Merina+Co's findings, on June 11, 2019, the City Council adopted Resolution No. 2019-37 that authorized a 5% rate increase, effective July 1, 2019.

In August 2020, Council passed resolution 2020-53 approving a rate increase not to exceed 2.9% effective September 1, 2020.

In June 2021, Council passed resolution 2021-47 declaring a state of emergency with regard to collection, disposal and general management of solid waste due to the Riverbend Landfill closing to municipal waste starting June 19, 2021. Recology's transfer station took on the role of accepting local solid waste.

**Discussion:**

On April 1, 2022, Recology provided a letter to the City regarding a possible rate increase, as provided in the Franchise Agreement. With that April 1, 2022 letter, Recology also provided its Rate Review Report and the 2019 Reviewed Financial Statement for RWO-Valley. The April 1, 2022 letter and its attachments are attached hereto as **Attachment A**.

The letter described 2021 as a challenging year for both customers and the organization due top supply chain issues and the June 2021 change in status of the Riverbend Landfill which impacted planned projects and meant a steep increase in public tons delivered to the Transfer Station. The letter noted that their projects for next fiscal year indicate the organization will be within the Operating Ration range specified in the franchise agreement.

On May 20, 2022, Recology provided a second letter to the City regarding the possible rate increase, as provided in the Franchise Agreement.

Recology requested that the City consider the consumer price index (CPI) data released in April 2022, showing a year over year CPI increase of 8.6%. Because the franchise agreement caps rate increases at 4%, Recology requests that this be the rate increase effective July 1, 2022.

With that May 20, 2022 letter, Recology also provided its Summary Rate Sheet as proposed with the 4% change and Rate Review Report and the CPI-U (urban) data. The letter and its attachments are attached hereto as **Attachment B**.

**Attachments:**

1. Attachment A: Recology April 1, 2022 letter with Rate Review Report and Reviewed Financial Statement.
2. Attachment B: Recology May 20, 2022 letter with Summary Rate Sheet and CPI-U data.
3. Resolution No. 2022-41
  - a. Exhibit 1: Recology Inc. Rate Schedule effective September 1, 2020

**Fiscal Impact:**

The City's Franchise Fee revenue would be projected to increase approximately \$16,400 in FY2022-23 with a 4% rate increase.

**Recommendation:**

Staff agrees that the request is within the standards set out in the franchise. It also merits noting that subscribers to Recology's services who also use the transfer station have been impacted by the Transfer Station rate increase as well.

Approve Resolution 2022-41.



Mr. Jeff Towery  
City Manager  
City of McMinnville  
230 E. 2nd St.  
McMinnville, OR 97128

April 1, 2022

Dear Jeff:

In compliance with the terms of our franchise agreement, please find enclosed the following documents that make up the Rate Review Report and Annual Financial Report:

1. Rate Review Report, which includes the following:
  - a. All the actual expenses incurred in the preceding calendar year, and all allowable expenses that we reasonably anticipate will be incurred in the upcoming rate year,
  - b. The allocation factors and percentages used to allocate shared expenses, and
  - c. The Operating Ratios for the preceding calendar year and the upcoming rate year.
2. Reviewed Financial Statement for RWO – Valley for calendar year 2021.
3. Rate Sheets (to be provided by June 1<sup>st</sup>, 2022)

2021 was a challenging year for our company and the customers we serve. Supply chain issues affected our ability to get carts, containers, and truck parts in a timely manner. In June, the surprise change in status of Riverbend Landfill derailed most of our plans and projects. We focused on making changes at our transfer station to handle the waste that had previously been delivered to Riverbend (about 20,000 tons per year). We also saw a steep increase in public tons delivered to the Transfer Station.

Based on our projections for the upcoming rate year (July 1, 2022 – June 30, 2023), we expect to be within the Operating Ratio range specified in our franchise agreement. As a result, we are proposing to increase rates by the annual change in the Consumer Price Index. Our agreement calls for us to use the April Index, which will be released in mid-May. We will provide complete rate sheets showing the change to the applicable rates by June 1, 2022. We have noted that the CPI has been unusually high lately, so I wanted to remind you that our agreement caps any CPI-based adjustment at 4.0%.

We appreciate the opportunity to provide these essential services to our neighbors in McMinnville. We take this obligation seriously, and we are committed to keeping our operations running as expected. We look forward to attending an upcoming council meeting, either in person or via computer.

Please let us know if you have any questions or need any additional information. You can reach our Rate Analyst Dave Larmouth at 503-437-0103 or [dlarmouth@recology.com](mailto:dlarmouth@recology.com).

Respectfully,

A handwritten signature in black ink, appearing to read 'Chris Carey', written over a white background.

Chris Carey  
General Manager

RWO - Valley Cost of Service Report 2021-22



	RWO - Valley Total			City of McMinnville		
	2021 Calendar Year Actual	2022-23 Projected Rate Year	Allocation Method	2021 Calendar Year Actual	Adjustments and Projected Changes	2022-23 Projected Rate Year
<b>REVENUE</b>				<b>Rate Adj. % &gt;&gt;&gt;</b>	<b>4.00%</b>	<b>est CPI</b>
Collection Services - Residential	\$ 7,670,079	\$ 7,676,091	Actual	\$ 4,161,507	\$ 1,512	\$ 4,163,018
Collection Services - Commercial	\$ 4,330,773	\$ 4,394,408	Actual	\$ 2,975,191	\$ 74,137	\$ 3,049,328
Collection Services - Debris Box	\$ 1,428,806	\$ 1,459,557	Actual	\$ 757,038	\$ 2,416	\$ 759,453
<b>COLLECTION SERVICES:</b>	<b>\$ 13,429,657</b>	<b>\$ 13,530,056</b>	<b>Actual</b>	<b>\$ 7,893,736</b>		<b>\$ 7,971,800</b>
Proposed Rate Adjustment			Actual			\$ 318,872
Revenue - DB Disposal	\$ 736,052	\$ 751,893	Actual	\$ 450,359	\$ 16,531	\$ 466,890
Revenue - Medical Waste	\$ 156,974	\$ 164,334	Actual	\$ 136,193	\$ 7,247	\$ 143,440
Revenue - Other (fees & related)	\$ 3,048	\$ 6,512	Actual	\$ 2,690	\$ 785	\$ 3,475
Non-Franchised Revenue	\$ 755,311	\$ 804,870	Actual	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 15,081,042</b>	<b>\$ 15,257,665</b>		<b>\$ 8,482,977</b>	<b>\$ 421,500</b>	<b>\$ 8,904,477</b>
Franchise Fees	\$ (567,718)	\$ (572,754)	Actual	\$ (423,914)		\$ (445,224)
<b>Revenue w/o Franchise Fees</b>	<b>\$ 14,513,324</b>	<b>\$ 14,684,911</b>		<b>\$ 8,059,063</b>		<b>\$ 8,459,253</b>
<b>LABOR EXPENSES</b>						
Operational Personnel	\$ 1,659,336	\$ 1,855,979	Labor Hours	\$ 668,737	\$ 79,250	\$ 747,987
Payroll Taxes	\$ 153,026	\$ 171,160	Labor Hours	\$ 61,672	\$ 7,308	\$ 68,980
Medical Insurance	\$ 375,029	\$ 507,783	Labor Hours	\$ 151,142	\$ 53,502	\$ 204,644
Other Benefits	\$ 223,387	\$ 227,868	Labor Hours	\$ 90,028	\$ 1,806	\$ 91,834
<b>Total Labor Expense</b>	<b>\$ 2,410,778</b>	<b>\$ 2,762,790</b>		<b>\$ 971,579</b>	<b>\$ 141,866</b>	<b>\$ 1,113,444</b>
Disposal Charges	\$ 2,497,987	\$ 2,957,534	Vessel Weights	\$ 1,338,239	\$ 246,192	\$ 1,584,430
Medical Waste & Supplies	\$ 80,521	\$ 80,326	Med. Waste	\$ 69,840	\$ (169)	\$ 69,670
<b>Total Disposal Expense</b>	<b>\$ 2,578,508</b>	<b>\$ 3,037,860</b>		<b>\$ 1,408,078</b>	<b>\$ 246,022</b>	<b>\$ 1,654,101</b>
<b>OPERATIONAL EXPENSES</b>						
Fuel	\$ 455,642	\$ 629,428	Franchised Labor	\$ 208,468	\$ 79,512	\$ 287,980
Fuel - Non-Franchised (N/F)	\$ 143,746	\$ 198,572	Actual	\$ -	\$ -	\$ -
Repairs and Maintenance	\$ 1,546,475	\$ 1,670,193	Franchised Labor	\$ 707,553	\$ 56,604	\$ 764,157
Repairs and Maintenance - N/F	\$ 236,034	\$ 254,916	Actual	\$ -	\$ -	\$ -
Business Taxes and PUC	\$ 164,341	\$ 174,541	Franchised Labor	\$ 75,190	\$ 4,667	\$ 79,857
Business Taxes and PUC - N/F	\$ 59,782	\$ 62,771	Actual	\$ -	\$ -	\$ -
Supplies & Uniforms	\$ 17,285	\$ 18,668	Labor Hours	\$ 6,966	\$ 557	\$ 7,523
Operational Supplies/Safety	\$ 70,099	\$ 75,707	Labor Hours	\$ 28,251	\$ 2,260	\$ 30,511
Contract Labor	\$ -	\$ -	Labor Hours	\$ -	\$ -	\$ -
Depreciation and Amortization	\$ 6,709	\$ 6,739	Franchised Labor	\$ 3,070	\$ 14	\$ 3,083
Depreciation and Amortization N/F	\$ 4,749	\$ 4,762	Actual	\$ -	\$ -	\$ -
Operational Lease and Rent	\$ 895,875	\$ 851,930	Franchised Labor	\$ 409,886	\$ (20,106)	\$ 389,780
Operational Lease and Rent - N/F	\$ 167,427	\$ 167,427	Actual	\$ -	\$ -	\$ -
Insurance Expense	\$ 188,785	\$ 203,888	Labor Hours	\$ 76,083	\$ 6,087	\$ 82,170
Yard Debris/wood & Other Funding	\$ 1,497,748	\$ 1,389,469	Program	\$ 1,370,421	\$ (99,074)	\$ 1,271,348
Recycling Expense	\$ 1,126,258	\$ 955,800	Recycling	\$ 665,065	\$ (100,657)	\$ 564,408
Purchase Recyclables	\$ -	\$ -	Recycling	\$ -	\$ -	\$ -
Other Operational	\$ 47,909	\$ 51,742	Labor Hours	\$ 19,308	\$ 1,545	\$ 20,853
<b>Total Operations Expense</b>	<b>\$ 6,628,864</b>	<b>\$ 6,716,554</b>		<b>\$ 3,570,261</b>	<b>\$ (68,591)</b>	<b>\$ 3,501,670</b>
<b>SUBTOTAL</b>	<b>\$ 2,895,174</b>	<b>\$ 2,167,708</b>		<b>\$ 2,109,145</b>	<b>\$ 80,893</b>	<b>\$ 2,190,038</b>
<b>ADMINISTRATIVE EXPENSES</b>						
Management Services	\$ 452,424	\$ 457,730	Computed	\$ 254,489	\$ 12,645	\$ 267,134
Administrative Services	\$ 1,357,289	\$ 1,373,190	Computed	\$ 763,468	\$ 37,935	\$ 801,403
Non-Admin. Labor	\$ (18,230)	\$ -	Franchised Labor	\$ (8,341)	\$ 8,341	\$ -
Office Supplies	\$ 11,247	\$ 12,147	Customers	\$ 5,245	\$ 420	\$ 5,665
Postage	\$ 15,533	\$ 16,776	Customers	\$ 7,244	\$ 580	\$ 7,824
Billing services	\$ 65,399	\$ 70,631	Customers	\$ 30,500	\$ 2,440	\$ 32,940
Dues and Subscriptions	\$ 23,239	\$ 25,098	Customers	\$ 10,838	\$ 867	\$ 11,705
Telephone	\$ 62,310	\$ 67,295	Customers	\$ 29,060	\$ 2,325	\$ 31,385
Bank Service Charges	\$ 53,985	\$ 58,304	Customers	\$ 25,177	\$ 2,014	\$ 27,191
Professional fees	\$ 14,319	\$ 15,465	Customers	\$ 6,678	\$ 534	\$ 7,212
Travel	\$ 2,029	\$ 2,191	Customers	\$ 946	\$ 76	\$ 1,022
Advertising and Promotions	\$ 1,796	\$ 1,940	Customers	\$ 838	\$ 67	\$ 905
Business Meals	\$ 2,828	\$ 3,054	Customers	\$ 1,319	\$ 106	\$ 1,424
Education & Training	\$ 765	\$ 826	Customers	\$ 357	\$ 29	\$ 385
Contributions	\$ 8,075	\$ 8,721	Customers	\$ 3,766	\$ 301	\$ 4,067
Bad Debt	\$ 152,556	\$ 69,686	Customers	\$ 71,148	\$ (38,649)	\$ 32,500
Other Administrative	\$ 6,909	\$ 7,462	Customers	\$ 3,222	\$ 258	\$ 3,480
<b>Total Admin Expense</b>	<b>\$ 2,212,473</b>	<b>\$ 2,190,514</b>		<b>\$ 1,205,956</b>	<b>\$ 30,287</b>	<b>\$ 1,236,243</b>
<b>EARNINGS FROM OPERATIONS</b>	<b>\$ 682,701</b>	<b>\$ (22,807)</b>		<b>\$ 903,189</b>	<b>\$ 50,606</b>	<b>\$ 953,795</b>
Interest Income	\$ (31,091)	\$ (27,827)	Not Allocated	\$ -	\$ -	\$ -
Loss on Asset Disposal	\$ (10,000)	\$ -	Not Allocated	\$ -	\$ -	\$ -
<b>NET INCOME BEFORE TAX</b>	<b>\$ 723,792</b>	<b>\$ 5,021</b>		<b>\$ 903,189</b>	<b>\$ 50,606</b>	<b>\$ 953,795</b>
Operating Margin	4.99%	0.03%		11.21%	<b>4.00%</b>	11.28%
Calculated Operating Ratio	95.24%	100.10%		88.75%	<b>est CPI</b>	88.68%

RWO - Valley Cost of Service Report 2021-22



	RWO - Valley Total			City of McMinnville		
	2021 Calendar Year Actual	2022-23 Projected Rate Year	Allocation Method	2021 Calendar Year Actual	Adjustments and Projected Changes	2022-23 Projected Rate Year
<b>Allocation Data:</b>						
Revenue (All RWO-VAL)	\$ 15,081,042	\$ 15,257,665		\$ 8,482,977		\$ 8,904,477
Revenue Percent	100.00%	100.00%		56.25%		58.36%
2021 Labor Hours				40.30%		40.30%
2021 Disposal				53.57%		53.57%
2021 Recycling				59.05%		59.05%
2021 Customer Count				46.64%		46.64%
2021 Yard Debris				91.50%		91.50%
2021 Medical Waste				86.73%		86.73%
2021 Franchised Labor				45.75%		45.75%
<b>Operating Ratio Calculation</b>						
<b>Total Expenses:</b>						
Total Labor	\$ 2,410,778	\$ 2,762,790		\$ 971,579		\$ 1,113,444
Total Disposal	\$ 2,578,508	\$ 3,037,860		\$ 1,408,078		\$ 1,654,101
Total Operational	\$ 6,628,864	\$ 6,716,554		\$ 3,570,261		\$ 3,501,670
Total Administrative	\$ 2,212,473	\$ 2,190,514		\$ 1,205,956		\$ 1,236,243
<b>Total</b>	<b>\$ 13,830,623</b>	<b>\$ 14,707,718</b>		<b>\$ 7,155,874</b>		<b>\$ 7,505,458</b>
<b>Less Non Allowable Expenses:</b>						
Interest on Purchase of routes	\$ -	\$ -		\$ -		\$ -
Contributions	\$ (8,075)	\$ (8,721)		\$ (3,766)		\$ (4,067)
Amortization	\$ -	\$ -				
<b>Allowable Expenses</b>	<b>\$ 13,822,548</b>	<b>\$ 14,698,997</b>		<b>\$ 7,152,108</b>		<b>\$ 7,501,391</b>
<b>Revenue</b>						
Revenue w/o Franchise Fees	\$ 14,513,324	\$ 14,684,911		\$ 8,059,063		\$ 8,459,253
<b>Revenue (net of Pass Through)</b>	<b>\$ 14,513,324</b>	<b>\$ 14,684,911</b>		<b>\$ 8,059,063</b>		<b>\$ 8,459,253</b>
<b>Operating Ratio:</b>						
Allowable Expenses divided by	\$ 13,822,548	\$ 14,698,997		\$ 7,152,108		\$ 7,501,391
Revenue (w/o Franchise Fees)	\$ 14,513,324	\$ 14,684,911		\$ 8,059,063		\$ 8,459,253
<b>Calculated Operating Ratio</b>	<b><u>95.24%</u></b>	<b><u>100.10%</u></b>		<b><u>88.75%</u></b>	proposed adjustment 4.00% est CPI	<b><u>88.68%</u></b>

**Recology Western Oregon - Valley Inc.**  
(A Wholly Owned Subsidiary of Recology Inc.)

Financial Statements

December 31, 2021  
(With Independent Accountant's Review Report)





## TABLE OF CONTENTS

	<u>Page No.</u>
Independent Accountant's Review Report	1
Balance Sheet	2
Statement of Earnings and Stockholder's Investment	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 11
Supplementary Information	
Schedule of Expenses	13

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of  
Recology Western Oregon – Valley Inc.  
McMinnville, Oregon

We have reviewed the accompanying financial statements of Recology Western Oregon – Valley Inc., which comprise the balance sheet as of December 31, 2021, and the related statements of earnings and stockholders' investment, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

**Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

**Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America. The supplementary information included in the accompanying Schedule of Expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we did not become aware of any material modifications that should be made to such information.

*Armanino LLP*

Armanino <sup>LLP</sup>  
San Ramon, California

March 25, 2022

**RECOLOGY WESTERN OREGON - VALLEY INC.**

(A Wholly Owned Subsidiary of Recology Inc.)

Balance Sheet

December 31, 2021

ASSETS

Current assets:

Accounts receivable, net of allowance for doubtful accounts of \$19,866	\$ 1,801,178
Prepaid expenses	49,902
Due from parent	<u>226,496</u>
Total current assets	<u>2,077,576</u>

Fixed assets:

Machinery and equipment	2,036,496
Less accumulated depreciation	<u>(2,020,669)</u>
Property and equipment, net	<u>15,827</u>
Total assets	<u>\$ 2,093,403</u>

LIABILITIES AND STOCKHOLDER'S INVESTMENT

Current liabilities:

Accounts payable	\$ 53,655
Accrued liabilities	261,617
Deferred revenues	1,285,885
Deferred taxes	<u>34,129</u>
Total current liabilities	<u>1,635,286</u>

Stockholder's investment, net

Total liabilities and stockholder's investment	<u>\$ 2,093,403</u>
--	---------------------

See accompanying notes to financial statements and independent accountant's review report.

**RECOLOGY WESTERN OREGON - VALLEY INC.**  
(A Wholly Owned Subsidiary of Recology Inc.)  
Statement of Earnings and Stockholder's Investment  
For the year ended December 31, 2021

Revenues, net	\$ <u>14,513,324</u>
Cost of operations	
Intercompany refuse disposal	2,071,441
Third party refuse disposal	507,067
Labor costs	2,410,778
Operational expenses	<u>6,628,864</u>
Total cost of operations	<u>11,618,150</u>
Gross profit	2,895,174
General and administrative expenses	<u>2,212,473</u>
Earnings from operations	<u>682,701</u>
Other income	
Interest income	31,091
Gain on asset disposal	<u>10,000</u>
Total other income	41,091
Net earnings	723,792
Stockholder's investment, net, beginning of year	684,888
Net distributions to parent and affiliates	<u>(950,563)</u>
Stockholder's investment, net, end of year	<u>\$ 458,117</u>

See accompanying notes to financial statements and independent accountant's review report.

**RECOLOGY WESTERN OREGON - VALLEY INC.**

(A Wholly Owned Subsidiary of Recology Inc.)

Statement of Cash Flows

For the year ended December 31, 2021

Cash flows from operating activities:	
Net earnings	\$ 723,792
Adjustments to reconcile net income to cash provided by operating activities:	
Depreciation	11,458
Gain on disposal of equipment	(10,000)
Provision for bad debts	152,556
Changes in assets and liabilities:	
Accounts receivable	74,439
Prepaid expenses	11,028
Due from parent	(5,864)
Accounts payable	17,567
Accrued liabilities	(81,752)
Deferred revenues	55,633
Deferred taxes	(8,294)
Net cash provided by operating activities	<u>940,563</u>
Cash flows provided by investing activities:	
Proceeds from sale of equipment sold	<u>10,000</u>
Cash flows used in financing activities:	
Net distributions to parent and affiliates	<u>(950,563)</u>
Net change in cash	-
Cash, beginning of year	<u>-</u>
Cash, end of year	<u>\$ -</u>

See accompanying notes to financial statements and independent accountant's review report.

**RECOLOGY WESTERN OREGON - VALLEY INC.**  
(A Wholly - Owned Subsidiary of Recology Inc.)  
Notes to Financial Statements  
December 31, 2021

1. ORGANIZATION AND ACCOUNTING POLICIES

Organization

Recology Western Oregon - Valley Inc. (the "Company"), is a wholly owned subsidiary of Recology Oregon Inc., which is a wholly owned subsidiary of Recology Inc. (the "Parent" or "Recology"), which in turn is wholly owned by the Recology Employee Stock Ownership Plan (the "Recology ESOP" or the "ESOP").

Revenue recognition and accounts receivable

The Company recognizes revenue on an accrual basis when services are performed. Deferred revenues primarily consist of revenues billed in advance that are recorded as revenue in the period in which the related services are rendered. The majority of the Company's revenue is subject to rate regulation by the municipalities in which it operates.

The Company's receivables are recorded when billed and represent claims against third parties that will be settled in cash. The carrying value of the Company's receivables, net of the allowance for doubtful accounts, represents their estimated net realizable value. The Company estimates its allowance for doubtful accounts based on several factors, including historical collection trends, type of customer, existing economic conditions and other factors.

In accordance with the Company's adoption of ASU 2014-09 during 2019, municipal franchise fees totaling \$567,718 are presented as a reduction to revenue for the year ended December 31, 2021.

Property and equipment

Property and equipment, including major renewals and betterments, are stated at cost. It is the Company's policy to periodically review the estimated useful lives of its property and equipment. Depreciation is calculated on a straight-line basis over the estimated useful lives of assets as follows:

	<b><u>Estimated useful lives</u></b>
Buildings	20-40 years
Leasehold improvements	Shorter of lease or useful life
Machinery and equipment	6-8 years
Furniture and fixtures	8 years
Vehicles	9 years
Containers	10 years

Depreciation expense amounted to \$11,458 for the year ended December 31, 2021. The cost of maintenance and repairs is charged to operations as incurred; the cost of significant renewals and betterments are capitalized.

**RECOLOGY WESTERN OREGON - VALLEY INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2021

1. ORGANIZATION AND ACCOUNTING POLICIES (Continued)

Environmental remediation liabilities

The Company accrues environmental remediation costs when they become probable and based on its best estimate within a range. If no amount within the range appears to be a better estimate than any other, the low end of such range is used. Remediation costs are estimated by environmental remediation professionals based upon site remediation plans they develop and on their experience working with regulatory agencies and the Company's environmental staff and legal counsel. All estimates require assumptions about future events due to a number of uncertainties, including the nature and extent of any contamination, the appropriate remedy or remedies, the final apportionment of responsibility among the potentially responsible parties, if any are identified, the financial viability of other potentially responsible parties, and regulatory agency requirements. Thus, actual costs incurred may differ from the Company's initial estimate. These estimates do not take into account discounts for the present value of total estimated future costs, as the timing of cash payments is not reliably determinable. The Company regularly evaluates the recorded liabilities when additional information becomes available or regulatory changes occur to ascertain whether the accrued amounts are adequate. The Company does not recognize recoverable amounts from other responsible parties or insurance carriers until receipt is deemed probable. No environmental liabilities were accrued at December 31, 2021.

Impairment of long-lived assets

The Company's policy is to review estimated undiscounted future cash flows and other measures of asset value for its operations when events or changes in circumstances indicate the carrying value of an asset may not be fully recoverable.

During the year ended December 31, 2021, there were no events or changes in circumstances that indicated the carrying value of an asset was not fully recoverable.

Income taxes

Effective October 1, 1998, the Parent elected to become an S corporation with the Company electing to be treated as a Qualified Subchapter S corporation subsidiary. Under S corporation rules, the Parent's taxable income and losses are passed through to the ESOP, the Parent's sole shareholder, which is exempt from income tax, and the Company is treated as a division of the Parent having no separate income tax obligations. The Parent has not allocated the income tax expense to the Company.

The Company recognizes income tax positions only if those positions are more likely than not of being sustained. Recognized income tax positions are measured at the largest amount that has a greater than 50% likelihood of being realized. Changes in recognition or measurement are reflected in the period in which the change in judgment occurs. The Company's accounting policy for evaluating uncertain tax positions is to accrue estimated benefits or obligations relating to those positions.

The Company records interest related to unrecognized tax benefits as interest expense and penalties as an administrative expense. For the year ended December 31, 2021, there was no interest or penalties recorded because the Company has no uncertain tax positions that meet the more likely than not threshold.

**RECOLOGY WESTERN OREGON - VALLEY INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2021

1. ORGANIZATION AND ACCOUNTING POLICIES (continued)

Cash concentration account

The Company's bank account is linked to the Parent's concentration account. Cash balances (or deficits) at the end of each day are automatically transferred to (or from) the concentration account. At the end of any particular day, as well as at year-end, the Company's bank account has a zero balance, with related amounts debited or credited to the underlying intercompany account.

Allocations

The Company includes allocated charges from the Parent and affiliates in operating expenses. The charges are allocated by applying activity appropriate factors to direct and indirect costs of the Parent and affiliates or based upon established fees.

Use of estimates

Management of the Company has made a number of estimates and assumptions relating to the reporting of assets and liabilities and the disclosure of contingent assets and liabilities to prepare these financial statements in conformity with accounting principles generally accepted in the United States of America. The more significant estimates requiring the judgment of management include the valuation of the allowance for doubtful accounts and accrued franchise fees. Actual results could differ from those estimates.

Stockholder's investment, net

The Company has 100,000 shares of common stock authorized and 1,000 shares issued and outstanding with no par value as of December 31, 2021. Stockholder's investment, net is comprised of the legal capital plus cumulative contributions net of distributions.

Fair value of financial instruments

The carrying amounts reported in the balance sheets of the assets and liabilities, which are considered to be financial instruments (such as receivables, accounts payable, and accrued liabilities), approximate their fair value based upon current market indicators.

Concentration of credit risk

Cash and accounts receivable are financial instruments that potentially expose the Company to credit risk. The Company's bank account is linked to the Parent's concentration account. Cash balances (or deficits) at the end of each day are automatically transferred to (or from) the concentration account. Management believes that the Company is not exposed to significant concentration risk on cash. As of December 31, 2021, two jurisdictions accounted for approximately 78% of the accounts receivable balance.



**RECOLOGY WESTERN OREGON - VALLEY INC.**  
(A Wholly - Owned Subsidiary of Recology Inc.)  
Notes to Financial Statements  
December 31, 2021

1. ORGANIZATION AND ACCOUNTING POLICIES (continued)

Leases

In February 2016, the FASB issued ASU 2016-02, Leases (Topic 842). ASU 2016-02 requires lessees to recognize a right of use asset and a lease liability for virtually all of their leases (other than leases that meet the definition of a short-term lease). The liability will be equal to the present value of lease payments. The asset will be based on the liability, subject to adjustment, such as for initial direct costs. For income statement purposes, the FASB retained a dual model, requiring leases to be classified as either operating or finance. Operating leases will result in straight line expense (similar to current operating leases) while finance leases will result in a front-loaded expense pattern (similar to current capital leases). Classification will be based on criteria that are largely similar to those applied in current lease accounting, but without explicit bright lines. The new standard is effective for private companies for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2021, with early adoption permitted. The Company adopted the new standard as of October 1, 2021, using a modified retrospective transition and will consider certain permitted practical expedients. The Company has assessed the impact of implementing this new accounting standard on its combined financial statements. Recology Western Oregon – Valley Inc. did not record a right of use asset.

2. OPERATIONS

The Company collects refuse and recyclables in the City of McMinnville and surrounding municipalities in Yamhill and Polk Counties. The Company's refuse collection rates are set by these municipalities. The rate setting process may result in the disallowance of certain costs and/or delays in cost recovery, as well as differences in the timing of when revenues and expenses are recognized.

During the year ended December 31, 2021, the Company disposed of refuse collected by its operations at a facility owned and operated by an affiliate as well as a facility owned and operated by a third party. Yard debris and other recyclable commodities were primarily disposed at a facility owned and operated by an affiliate.

3. COMMITMENTS AND CONTINGENCIES

Substantially all of the assets of the Company are pledged to secure the obligations of the Parent. The Company, along with the Parent and the Parent's wholly owned subsidiaries, has guaranteed the repayment, on a joint and several bases, of any and all obligations under the Parent's Revolving Credit Agreement. The Company could be required to honor the guarantee upon an uncured default event, as defined in the Parent's Revolving Credit Agreement. The Parent's Revolving Credit Agreement expires in December 2026. At September 30, 2021, there was an outstanding balance of \$262.0 million on the Parent's Revolving Credit Agreement and there were standby letters of credit issued totaling \$111.2 million. The Parent has represented to the Company that it is in compliance with all covenants of the Revolving Credit Agreement.

**RECOLOGY WESTERN OREGON - VALLEY INC.**  
(A Wholly - Owned Subsidiary of Recology Inc.)  
Notes to Financial Statements  
December 31, 2021

3. COMMITMENTS AND CONTINGENCIES (continued)

The Parent and its subsidiaries, including the Company, are subject to various laws and regulations relating to the protection of the environment. It is not possible to quantify with certainty the potential impact of actions regarding environmental matters, particularly any future remediation, and other compliance efforts. The Parent has environmental impairment liability insurance, which covers the sudden or gradual onset of environmental damage to third parties, on all owned and operated facilities. In the opinion of management, compliance with present environmental protection laws will not have a material adverse effect on the results of operations of the Company provided costs are substantially covered in the Company's rates on a timely basis.

The Company and the Parent are involved in various legal actions arising in the normal course of business. It is the Company's opinion that these matters are adequately provided for or that the resolution of such matters will not have a material adverse impact on the financial position or results of operations of the Company or the Parent.

4. LEASE EQUIPMENT AND PROPERTY OBLIGATIONS

The Company has cancelable agreements with an affiliate whereby it pays for use of certain operating equipment. Future payments for continued use of the equipment and property, by year-end and in aggregate, as of December 31, 2021 are as follows:

Year ending December 31:

2022	\$ 928,809
2023	808,905
2024	550,570
2025	390,990
2026	215,908
Thereafter	<u>134,409</u>
Total future payments	<u>\$3,029,591</u>

Rental expense for the year ended December 31, 2021, was \$1,063,302 including amounts under short-term rental agreements with third parties and affiliates.

Under the terms of the equipment lease agreement with an affiliate, and in accordance with existing rate policies, the Company may continue to use certain equipment under operating leases without a related payment once the affiliate's equipment cost and related interest have been funded through operating lease payments.

**RECOLOGY WESTERN OREGON - VALLEY INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2021

5. TRANSACTION WITH RELATED PARTIES

During the year ended December 31, 2021, operating and other expenses of the Company included allocated charges from the Parent and affiliates. Such charges are based upon the direct and indirect costs of the Parent and affiliates, or established fees, and allocated based on specific activities. The allocated charges are as follows:

Parent:	
Health insurance	\$ 11,551
Worker's compensation	90,356
401(k) employer portion	(705)
General and vehicle insurance	<u>188,785</u>
	<u>289,987</u>
Affiliates:	
Collection Revenue	(725,054)
Rental of equipment	903,028
Property rental	12,960
Disposal costs	3,569,189
Processing fees	1,126,258
General and administration allocation	1,357,289
Truck and garage expenses	1,001,026
Regional management and accounting fees	<u>434,194</u>
	<u>7,678,890</u>
Total	<u>\$7,968,877</u>

During the year ended December 31, 2021, amounts due from or payable to Parent and affiliates were accumulated by the Company and, as of the Parent's fiscal year-end, September 30, 2021, the net amount was settled by way of capital contributions or distributions. Changes in amounts due from or payable to Parent or affiliates are presented as a financing activity in the statement of cash flows, except as related to expenditures attributable to property and equipment. For the three months from October 1, 2021, to December 31, 2021, the net amount was not settled by way of capital contributions or distributions, net amounts due from parents totaled \$226,496 as of December 31, 2021.

6. EMPLOYEE STOCK OWNERSHIP PLAN

In 1986, the Parent established an employee stock ownership plan and trust, which purchased all of the Parent's outstanding stock. The ESOP is a noncontributory plan that covers substantially all of the employees of the Company and other Recology subsidiaries. Employees, except under certain conditions, become fully vested after a requirement of three years of service. No vesting occurs until the full-service requirement is satisfied.

The Parent's common stock is not traded on an established market. Presently, all shares are held by the ESOP. All distributions will be made from the ESOP in cash, which is received from Recology, or shares, subject to immediate repurchase by Recology. A participant who is vested is entitled to begin receiving a distribution from his or her ESOP account at a future date following his or her termination of employment. Distributions may be made in a lump-sum, equal annual installments over a period generally not to exceed five years, or a combination of the foregoing, generally as determined by the ESOP Administrative Committee, the "Committee".

**RECOLOGY WESTERN OREGON - VALLEY INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2021

6. EMPLOYEE STOCK OWNERSHIP PLAN (continued)

The Committee also generally determines the time and manner of distributions, subject to the following limitations: (i) in the event of a participant's retirement, disability, or death, distribution must begin prior to September 30th of the plan year following the plan year in which employment terminates; and (ii) if a participant's employment terminates for any other reason, distribution must begin prior to September 30th of the sixth plan year following the plan year in which employment terminates, although the Committee may further defer distributions that are not attributable to post-1986 shares until the participant reaches the age that he or she would be required to reach in order to qualify for retirement under the ESOP. Each participant who has attained age 55 and has participated in the ESOP for at least 10 years may elect to receive cash distributions for in-service withdrawals attributable to post-1986 shares allocated to his or her account. An eligible participant is entitled to elect payment attributable to as much as 25% of his or her eligible shares during the first five years of election and up to 50% of eligible shares in the sixth year. The cash distributions are based upon the appraised value of Recology stock and other assets, if any, as of the most recent valuation of the participant's account.

The Parent makes contributions to the ESOP to make benefit payments to eligible participants under the Plan.

7. RISK AND UNCERTAINTIES

In March 2020, the World Health Organization declared the outbreak of a new strain of coronavirus "COVID-19" a pandemic. The COVID-19 pandemic has negatively impacted the global economy, disrupted global supply chains, and created significant volatility and disruption of financial markets. Both national and local government agencies have implemented steps with the intent to slow the spread of the virus, including shelter-in-place orders and the mandatory shutdown of certain businesses. During this time, the Company continued to provide essential services to customers. In mid-March 2020, certain customers began adjusting their service levels, which included a decrease in the frequency of pickups or a temporary pause in service. As service levels decreased, the Company also experienced a decrease in certain costs of operations which are variable in nature. This decline in service activity gradually improved thereafter as local economies began to gradually reopen and customers began to resume service. The full extent of the impact of the COVID-19 pandemic on the Company's operations and financial performance will depend on future developments, including the duration and spread of the pandemic, all of which are uncertain and cannot be predicted at this time.

8. SUBSEQUENT EVENTS

The Company has evaluated its subsequent events through March 25, 2022, which is the date the financial statements were available for issuance. As a result of the evaluation, we are not aware of any subsequent events that should have a material impact on the financial statements.

SUPPLEMENTARY INFORMATION

**RECOLOGY WESTERN OREGON - VALLEY INC.**

(A Wholly Owned Subsidiary of Recology Inc.)

Schedule of Expenses

For the year ended December 31, 2021

Operational expenses	
Depreciation	\$ 11,458
Fuel	599,388
Insurance	188,785
Supplies	87,384
Operational lease expense	1,063,302
Recycling processing costs	1,126,258
Repair and maintenance	1,782,509
Taxes and licenses	224,123
Yard debris funding	1,497,748
Other operational expenses	47,909
Total operational expenses	<u>\$ 6,628,864</u>
General and administrative expenses	
General administration allocation	\$ 1,357,289
Regional management and accounting fees	434,194
Advertising and promotion	1,796
Bad debt	152,556
Contributions	8,075
Billing services	65,399
Dues and subscriptions	23,239
Education and training	765
Bank service charges	53,985
Meals	2,828
Office supplies	11,247
Postage	15,533
Professional services	14,319
Telephone	62,310
Travel	2,029
Other administration	6,909
Total general and administrative expenses	<u>\$ 2,212,473</u>

See accompanying notes to financial statements and independent accountant's review report.



Mr. Jeff Towery  
City Manager  
City of McMinnville  
230 E. 2nd St.  
McMinnville, OR 97128

May 20, 2022

Dear Jeff:

Please find attached to this letter the following items:

1. Table showing results of the CPI-U (West B/C) for April 2022 vs. April 2021 (the CPI)
2. Rate sheets showing the proposed change to collection rates.

As we presented in our rate application submitted April 1, 2022, we propose to adjust rates for most services by the annual change in the CPI of 4.0%. While the calculated CPI came in at 8.6%, our agreement caps CPI-based adjustments at 4.0%. We request these rates be effective on July 1, 2022.

I look forward to attending your June council meeting. Please let me know if you have any questions or service issues you want addressed at that time.

Respectfully,

A handwritten signature in blue ink that reads 'Dave Larmouth'.

Dave Larmouth  
Rate Analyst

CC: Chris Carey, General Manager

**Table 4. Consumer Price Index for All Urban Consumers ( ): Selected areas, all items index, April 2022**  
 [1982-84=100, unless otherwise noted]

Area	Pricing Schedule <sup>1</sup>	Percent change to Apr. 2022 from:			Percent change to Mar. 2022 from:		
		Apr. 2021	Feb. 2022	Mar. 2022	Mar. 2021	Jan. 2022	Feb. 2022
U.S. city average.....	M	8.3	1.9	0.6	8.5	2.3	1.3
<b>Region and area size<sup>2</sup></b>							
Northeast.....	M	7.2	1.9	0.6	7.3	2.0	1.3
Northeast - Size Class A.....	M	6.8	2.1	0.8	6.7	1.7	1.3
Northeast - Size Class B/C <sup>3</sup> .....	M	7.6	1.7	0.4	8.0	2.3	1.3
New England <sup>4</sup> .....	M	7.0	1.6	0.1	7.4	2.1	1.4
Middle Atlantic <sup>4</sup> .....	M	7.2	2.1	0.8	7.2	1.9	1.2
Midwest.....	M	8.2	1.8	0.5	8.6	2.2	1.3
Midwest - Size Class A.....	M	7.9	2.0	0.7	8.0	2.2	1.3
Midwest - Size Class B/C <sup>3</sup> .....	M	8.5	1.6	0.4	8.9	2.1	1.2
East North Central <sup>4</sup> .....	M	8.1	1.7	0.4	8.5	2.2	1.2
West North Central <sup>4</sup> .....	M	8.5	2.0	0.7	8.6	2.2	1.3
South.....	M	8.8	1.9	0.5	9.1	2.6	1.4
South - Size Class A.....	M	9.0	2.0	0.5	9.2	2.7	1.4
South - Size Class B/C <sup>3</sup> .....	M	8.7	1.8	0.4	9.1	2.5	1.4
South Atlantic <sup>4</sup> .....	M	8.8	1.6	0.3	9.2	2.4	1.3
East South Central <sup>4</sup> .....	M	7.8	2.2	0.7	7.9	2.6	1.5
West South Central <sup>4</sup> .....	M	9.3	2.4	0.6	9.5	3.0	1.7
West.....	M	8.3	2.0	0.7	8.7	2.1	1.3
West - Size Class A.....	M	8.1	2.0	0.6	8.4	2.1	1.4
			2.0	0.7	9.0	2.2	1.2
Mountain <sup>4</sup> .....	M	9.8	2.2	0.7	10.4	2.6	1.4
Pacific <sup>4</sup> .....	M	7.8	1.9	0.7	8.1	2.0	1.2
<b>Size classes</b>							
Size Class A <sup>5</sup> .....	M	8.0	2.0	0.6	8.1	2.2	1.4
Size Class B/C <sup>3</sup> .....	M	8.5	1.8	0.5	8.9	2.3	1.3
<b>Selected local areas</b>							
Chicago-Naperville-Elgin, IL-IN-WI.....	M	7.2	1.8	0.4	7.8	2.2	1.4
Los Angeles-Long Beach-Anaheim, CA.....	M	7.9	2.0	0.5	8.5	1.8	1.5
New York-Newark-Jersey City, NY-NJ-PA.....	M	6.3	2.2	0.9	6.1	1.6	1.3
Atlanta-Sandy Springs-Roswell, GA.....	2	10.8	1.9				
Baltimore-Columbia-Towson, MD <sup>6</sup> .....	2	9.1	1.6				
Detroit-Warren-Dearborn, MI.....	2	8.3	2.5				
Houston-The Woodlands-Sugar Land, TX.....	2	8.5	2.4				
Miami-Fort Lauderdale-West Palm Beach, FL.....	2	9.6	1.5				
Philadelphia-Camden-Wilmington, PA-NJ-DE-MD.....	2	8.4	2.2				
Phoenix-Mesa-Scottsdale, AZ <sup>7</sup> .....	2	11.0	2.5				
San Francisco-Oakland-Hayward, CA.....	2	5.0	1.5				
Seattle-Tacoma-Bellevue, WA.....	2	9.1	2.1				
St. Louis, MO-IL.....	2	8.4	2.3				
Urban Alaska.....	2	7.5	1.9				
Boston-Cambridge-Newton, MA-NH.....	1				7.3	1.9	
Dallas-Fort Worth-Arlington, TX.....	1				9.0	3.0	
Denver-Aurora-Lakewood, CO.....	1				9.1	2.0	
Minneapolis-St.Paul-Bloomington, MN-WI.....	1				8.2	2.1	
Riverside-San Bernardino-Ontario, CA <sup>4</sup> .....	1				10.0	2.7	
San Diego-Carlsbad, CA.....	1				7.9	2.1	
Tampa-St. Petersburg-Clearwater, FL <sup>8</sup> .....	1				10.2	2.1	
Urban Hawaii.....	1				7.5	2.4	
Washington-Arlington-Alexandria, DC-VA-MD-WV <sup>6</sup> .....	1				7.3	1.9	

<sup>1</sup> Foods, fuels, and several other items are priced every month in all areas. Most other goods and services are priced as indicated: M - Every month. 1 - January, March, May, July, September, and November. 2 - February, April, June, August, October, and December.

<sup>2</sup> Regions defined as the four Census regions.



CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

**CART SERVICES - CURBSIDE**

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS.

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWC	32G CART-CURB	\$ 27.99	4.00%	\$ 1.12	\$ 29.11
32GEC	32G CART EOW-CURBSIDE	\$ 18.17	4.00%	\$ 0.73	\$ 18.90
32GMC	32G CART MONTHLY-CURB	\$ 9.79	4.00%	\$ 0.39	\$ 10.18
OC3C	32 GAL CART ON CALL CURB	\$ 9.79	4.00%	\$ 0.39	\$ 10.18
	ADDITIONAL CART - SAME RATE				

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWC	90G CART-CURB	\$ 46.67	4.00%	\$ 1.87	\$ 48.54
90GEC	90G CART EOW-CURB	\$ 30.33	4.00%	\$ 1.21	\$ 31.54
90GMC	90G CART OAM-CURB	\$ 16.34	4.00%	\$ 0.65	\$ 16.99
OC9C	90 GAL CART ON CALL CURB	\$ 16.34	4.00%	\$ 0.65	\$ 16.99
	ADDITIONAL CART - SAME RATE				

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOC	90G CART WILL CALL-CURB	\$ 2.70	0.00%	\$ -	\$ 2.70
-------	-------------------------	---------	-------	------	---------

**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**

**RATE PER EACH**

SP32C	SPEC P/U 32G CART CURBSIDE	\$ 9.79	4.00%	\$ 0.39	\$ 10.18
SP90C	SPEC P/U 90G CART CURBSIDE	\$ 16.34	4.00%	\$ 0.65	\$ 16.99

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

**CART SERVICES - NON-CURBSIDE (SIDEYARD)**

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS.

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWS	32G CART-SIDE	\$ 43.55	4.00%	\$ 1.74	\$ 45.29
32GES	32G CART EOW-SIDEYARD	\$ 28.34	4.00%	\$ 1.13	\$ 29.47
32GMS	32G CART MONTHLY-SIDE	\$ 15.26	4.00%	\$ 0.61	\$ 15.87
OC3S	32 GAL CART ON CALL SIDE	\$ 15.26	4.00%	\$ 0.61	\$ 15.87
	ADDITIONAL CART - SAME RATE				

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWS	90G CART-SIDE	\$ 71.59	4.00%	\$ 2.86	\$ 74.45
90GES	90G CART EOW-SIDE	\$ 46.54	4.00%	\$ 1.86	\$ 48.40
90GMS	90G CART OAM-SIDE	\$ 25.04	4.00%	\$ 1.00	\$ 26.04
OC9S	90 GAL CART ON CALL SIDE	\$ 25.04	4.00%	\$ 1.00	\$ 26.04
	ADDITIONAL CART - SAME RATE				

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOS	90G CART WILL CALL-SIDE	\$ 2.70	0.00%	\$ -	\$ 2.70
-------	-------------------------	---------	-------	------	---------

**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**

**RATE PER EACH**

SP32S	SPEC P/U 32G CART NON CURBSIDE	\$ 15.26	4.00%	\$ 0.61	\$ 15.87
SP90S	SPEC P/U 90G CART NON CURBSIDE	\$ 25.04	4.00%	\$ 1.00	\$ 26.04

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

**OTHER SERVICES & FEES**

**EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)**

**RATE PER EACH**

XBAG	EXTRA BAG(S)	\$ 7.38	4.00%	\$ 0.30	\$ 7.68
XBOX	EXTRA BOX	\$ 7.38	4.00%	\$ 0.30	\$ 7.68
XCAN	EXTRA CAN(S)	\$ 7.38	4.00%	\$ 0.30	\$ 7.68
XMISC	EXTRA MISC	\$ 7.38	4.00%	\$ 0.30	\$ 7.68
X32	EXTRA 32G CART(S)	\$ 7.38	4.00%	\$ 0.30	\$ 7.68
X90	EXTRA 90G CART(S)	\$ 11.69	4.00%	\$ 0.47	\$ 12.16

**BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)**

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL.

**RATE PER EACH**

APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29
APL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
FURN	FURNITURE CHARGE	\$ 17.57	0.00%	\$ -	\$ 17.57
TREE	EXTRA CHRISTMAS TREE	\$ 14.75	4.00%	\$ 0.59	\$ 15.34
IRSC	IN ROUTE SERVICE CHARGE	\$ 26.66	4.00%	\$ 1.07	\$ 27.73
SC	SERVICE CHARGE (OUT-OF-ROUTE)	\$ 26.66	4.00%	\$ 1.07	\$ 27.73

**RELATED FEES**

**RATE PER EACH**

CRIR	CART REDELIVERY IN ROUTE	\$ 10.00	0.00%	\$ -	\$ 10.00
CROR	CART REDELIVER OUT OF ROUTE	\$ 20.00	0.00%	\$ -	\$ 20.00
CORDF	CONTAINER RE-DELIVERY FEE	\$ 39.23	4.00%	\$ 1.57	\$ 40.80

Note: Re-Delivery fees apply for resume service after suspend.

**RATE PER EACH**

CCF	CART CLEANING FEE	\$ 10.00	0.00%	\$ -	\$ 10.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

**RATE PER EACH**

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

**FRONT-LOAD CONTAINER SERVICE**

**1 YARD CONTAINERS**

**MONTHLY RATES**

1GW	1YD TRASH	\$ 202.47	4.00%	\$ 8.10	\$ 210.57
1GE	1YD TRASH EOW	\$ 119.39	4.00%	\$ 4.78	\$ 124.17
1GM	1YD TRASH MONTHLY	\$ 74.73	4.00%	\$ 2.99	\$ 77.72
1OC	ON CALL-1YD TRASH	\$ 42.20	4.00%	\$ 1.69	\$ 43.89
1XP	EXTRA PICK UP-1YD TRASH	\$ 42.20	4.00%	\$ 1.69	\$ 43.89

**1.5 YARD CONTAINERS**

**MONTHLY RATES**

1HWG	1.5YD TRASH	\$ 249.52	4.00%	\$ 9.98	\$ 259.50
1HGE	1.5YD TRASH EOW	\$ 142.92	4.00%	\$ 5.72	\$ 148.64
1HGM	1.5YD TRASH MONTHLY	\$ 85.58	4.00%	\$ 3.42	\$ 89.00
1HOC	ON CALL-1.5YD TRASH	\$ 54.18	4.00%	\$ 2.17	\$ 56.35
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 54.18	4.00%	\$ 2.17	\$ 56.35

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

**2 YARD CONTAINERS**

**MONTHLY RATES**

2GW	2YD TRASH	\$ 296.54	4.00%	\$ 11.86	\$ 308.40
2GE	2YD TRASH EOW	\$ 166.46	4.00%	\$ 6.66	\$ 173.12
2GM	2YD TRASH MONTHLY	\$ 96.42	4.00%	\$ 3.86	\$ 100.28
2OC	ON CALL-2YD TRASH	\$ 66.11	4.00%	\$ 2.64	\$ 68.75
2XP	EXTRA PICK UP-2YD TRASH	\$ 66.11	4.00%	\$ 2.64	\$ 68.75

**3 YARD CONTAINERS**

**MONTHLY RATES**

3GW	3YD TRASH	\$ 390.67	4.00%	\$ 15.63	\$ 406.30
3GE	3YD TRASH EOW	\$ 213.50	4.00%	\$ 8.54	\$ 222.04
3GM	3YD TRASH MONTHLY	\$ 118.16	4.00%	\$ 4.73	\$ 122.89
3OC	ON CALL-3YD TRASH	\$ 90.01	4.00%	\$ 3.60	\$ 93.61
3XP	EXTRA PICK UP-3YD TRASH	\$ 90.01	4.00%	\$ 3.60	\$ 93.61

**4 YARD CONTAINERS**

**MONTHLY RATES**

4GW	4YD TRASH	\$ 484.76	4.00%	\$ 19.39	\$ 504.15
4GE	4YD TRASH EOW	\$ 260.55	4.00%	\$ 10.42	\$ 270.97
4GM	4YD TRASH MONTHLY	\$ 139.92	4.00%	\$ 5.60	\$ 145.52
4OC	ON CALL-4YD TRASH	\$ 113.94	4.00%	\$ 4.56	\$ 118.50
4XP	EXTRA PICK UP-4YD TRASH	\$ 113.94	4.00%	\$ 4.56	\$ 118.50

**5 YARD CONTAINERS**

**MONTHLY RATES**

5GW	5YD TRASH	\$ 578.91	4.00%	\$ 23.16	\$ 602.07
5GE	5YD TRASH EOW	\$ 307.61	4.00%	\$ 12.30	\$ 319.91
5GM	5YD TRASH MONTHLY	\$ 161.66	4.00%	\$ 6.47	\$ 168.13
5OC	ON CALL-5YD TRASH	\$ 137.82	4.00%	\$ 5.51	\$ 143.33
5XP	EXTRA PICK UP-5YD TRASH	\$ 137.82	4.00%	\$ 5.51	\$ 143.33

**6 YARD CONTAINERS**

**MONTHLY RATES**

6GW	6YD TRASH	\$ 672.98	4.00%	\$ 26.92	\$ 699.90
6GE	6YD TRASH EOW	\$ 354.66	4.00%	\$ 14.19	\$ 368.85
6GM	6YD TRASH MONTHLY	\$ 183.37	4.00%	\$ 7.33	\$ 190.70
6OC	ON CALL-6YD TRASH	\$ 161.73	4.00%	\$ 6.47	\$ 168.20
6XP	EXTRA PICK UP-6YD TRASH	\$ 161.73	4.00%	\$ 6.47	\$ 168.20

**8 YARD CONTAINERS (NO NEW CUSTOMERS AT THIS SIZE DUE TO SAFETY ISSUES)**

**MONTHLY RATES**

8GW	8YD TRASH	\$ 789.19	4.00%	\$ 31.57	\$ 820.76
8GE	8YD TRASH EOW	\$ 412.77	4.00%	\$ 16.51	\$ 429.28
8GM	8YD TRASH MONTHLY	\$ 210.17	4.00%	\$ 8.41	\$ 218.58
8OC	ON CALL-8YD TRASH	\$ 191.24	4.00%	\$ 7.65	\$ 198.89
8XP	EXTRA PICK UP-8YD TRASH	\$ 191.24	4.00%	\$ 7.65	\$ 198.89

**CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)**

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
------	------------------	----------	-------	------	----------

**FRONT-LOAD COMPACTORS** - Additional charges apply for compacted waste.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

**DEBRIS BOX SERVICES**

**SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)**

**RATE PER HAUL**

DEL	DELIVERY CHARGE	\$ 52.87	4.00%	\$ 2.11	\$ 54.98
10HG	TRASH BOX HAUL FEE (ALL SIZES)	\$ 200.21	4.00%	\$ 8.01	\$ 208.22
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 239.06	4.00%	\$ 9.56	\$ 248.62

**DEBRIS BOX DISPOSAL FEES**

**RATE PER UNIT**

DFDM	DISPOSAL FEE - DEMOLITION (\$\$/TON)	\$ 71.98	5.00%	\$ 3.60	\$ 75.58
DFG	DISPOSAL FEE - GARBAGE (\$\$/TON)	\$ 71.98	5.00%	\$ 3.60	\$ 75.58
DFWD	DISPOSAL FEE - CLEAN WOOD (\$\$/TON)	\$ 43.69	0.00%	\$ -	\$ 43.69
DFYD	DISPOSAL FEE - YARD DEBRIS (\$\$/YD <sup>3</sup> )	\$ -	0.00%	\$ -	\$ -

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

**TEMPORARY DEBRIS BOXES - COD RATES (INCLUDES HAUL & AVERAGE DISPOSAL FOR BOX SIZE)**

10DG	10 YARD BOX W/DISPOSAL	\$ 376.35	4.00%	\$ 15.05	\$ 391.40
20DG	20 YARD BOX W/DISPOSAL	\$ 528.22	4.00%	\$ 21.13	\$ 549.35
30DG	30 YARD BOX W/DISPOSAL	\$ 680.16	4.00%	\$ 27.21	\$ 707.37

**RELATED FEES**

**RATE PER DAY**

RENTD	DAILY RENTAL FEE	\$ 12.70	4.00%	\$ 0.51	\$ 13.21
-------	------------------	----------	-------	---------	----------

Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

**RATE PER MONTH**

RENTM	MONTHLY RENTAL FEE	\$ 179.28	4.00%	\$ 7.17	\$ 186.45
-------	--------------------	-----------	-------	---------	-----------

Note: Monthly rent applies for customers who keep a box for a year or longer.

**RATE PER HOUR**

TIME	TRUCK TIME FEE	\$ 145.62	4.00%	\$ 5.82	\$ 151.44
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 156.91	4.00%	\$ 6.28	\$ 163.19
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 235.34	4.00%	\$ 9.41	\$ 244.75

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

**TEMPORARY RENTAL CONTAINERS**

**RATE PER EACH**

3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 35.38	4.00%	\$ 1.42	\$ 36.80
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 116.98	4.00%	\$ 4.68	\$ 121.66
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.00	0.00%	\$ -	\$ 2.00

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

**BULKY ITEMS - DEBRIS BOX**

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS.

ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

**RATE PER EACH**

TOFFR	TIRE CHARGE NO RIM	\$ 4.69	0.00%	\$ -	\$ 4.69
TONR	TIRE CHARGE ON RIM	\$ 9.37	0.00%	\$ -	\$ 9.37
APPL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29

**MEDICAL WASTE COLLECTION SERVICES**

**RATE PER EACH**

M4HSC	4.7 QT SHARPS CONTAINER	\$ 22.33	0.00%	\$ -	\$ 22.33
M10SC	10 QT SHARPS CONTAINER	\$ 25.84	0.00%	\$ -	\$ 25.84
M23SC	23 QT SHARPS CONTAINER	\$ 49.00	0.00%	\$ -	\$ 49.00
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 36.28	0.00%	\$ -	\$ 36.28
MW17G	MEDICAL WASTE 17 GAL	\$ 22.50	0.00%	\$ -	\$ 22.50
MW31G	MEDICAL WASTE 31 GAL	\$ 29.00	0.00%	\$ -	\$ 29.00
MW43G	MEDICAL WASTE 43 GAL	\$ 35.00	0.00%	\$ -	\$ 35.00
MLGPB	MEDICAL WASTE TRACE CHEMO BOX	\$ 51.00	0.00%	\$ -	\$ 51.00
MWTCB	PATHOLOGY BOX	\$ 51.00	0.00%	\$ -	\$ 51.00

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).  
 Billing Terms: Commercial Accounts are billed on a monthly basis.  
 Residential accounts are billed once every three months, in advance.

**RESOLUTION NO. 2022 – 41**

A Resolution of the City of McMinnville Approving a Collection Rate Increase Not to Exceed 4% for Recology Inc.

**RECITALS:**

**WHEREAS**, the City of McMinnville (“City”) entered into a franchise agreement with Recology Inc. (f/k/a Western Oregon Waste) on January 27, 2009, pursuant to Ordinance No. 4904; and

**WHEREAS**, under Article VI(1)(g) of the Franchise Agreement, a rate adjustment equal to the percent change in the Consumer Price Index (CPI) for all Urban Consumers for West-B/C, All Items (“Index”) is generally to be made each year, effective on July 1; and

**WHEREAS**, pursuant to the Franchise Agreement, Recology Inc. has requested a rate increase of 4%, which is based on the Index data published in April 2022; and

**WHEREAS**, This rate increase, if approved, will result in a projected operating margin for Recology Inc. of 11.28% and operating ratio of 88.68%.

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

1. The City of McMinnville incorporates the above-stated findings as if fully set forth herein.
2. The City of McMinnville approves an increase of Recology Inc.’s collection rates not to exceed 4%, as shown in the attached **Exhibit 1**, which rates will go into effect beginning July 1, 2022.
3. This Resolution takes effect immediately upon passage.

Adopted by the Common Council of the City of McMinnville at a meeting held the 14<sup>th</sup> day of June 2022 by the following votes:

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

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

Abstain: \_\_\_\_\_

Approved this 14<sup>th</sup> day of June 2022.

\_\_\_\_\_  
INTERIM MAYOR

Approved as to form:

Attest:

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

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

**EXHIBIT:**

1. Recology Inc. Rate Schedule effective July 1, 2022

**RECOLOGY WESTERN OREGON  
MCM CITY OF MCMINNVILLE**

**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2022**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

**CART SERVICES - CURBSIDE**

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS.

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWC	32G CART-CURB	\$ 27.99	4.00%	\$ 1.12	\$ 29.11
32GEC	32G CART EOW-CURBSIDE	\$ 18.17	4.00%	\$ 0.73	\$ 18.90
32GMC	32G CART MONTHLY-CURB	\$ 9.79	4.00%	\$ 0.39	\$ 10.18
OC3C	32 GAL CART ON CALL CURB	\$ 9.79	4.00%	\$ 0.39	\$ 10.18
	ADDITIONAL CART - SAME RATE				

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWC	90G CART-CURB	\$ 46.67	4.00%	\$ 1.87	\$ 48.54
90GEC	90G CART EOW-CURB	\$ 30.33	4.00%	\$ 1.21	\$ 31.54
90GMC	90G CART OAM-CURB	\$ 16.34	4.00%	\$ 0.65	\$ 16.99
OC9C	90 GAL CART ON CALL CURB	\$ 16.34	4.00%	\$ 0.65	\$ 16.99
	ADDITIONAL CART - SAME RATE				

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOC	90G CART WILL CALL-CURB	\$ 2.70	0.00%	\$ -	\$ 2.70
-------	-------------------------	---------	-------	------	---------

**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**

**RATE PER EACH**

SP32C	SPEC P/U 32G CART CURBSIDE	\$ 9.79	4.00%	\$ 0.39	\$ 10.18
SP90C	SPEC P/U 90G CART CURBSIDE	\$ 16.34	4.00%	\$ 0.65	\$ 16.99

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

**CART SERVICES - NON-CURBSIDE (SIDEYARD)**

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS.

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWS	32G CART-SIDE	\$ 43.55	4.00%	\$ 1.74	\$ 45.29
32GES	32G CART EOW-SIDEYARD	\$ 28.34	4.00%	\$ 1.13	\$ 29.47
32GMS	32G CART MONTHLY-SIDE	\$ 15.26	4.00%	\$ 0.61	\$ 15.87
OC3S	32 GAL CART ON CALL SIDE	\$ 15.26	4.00%	\$ 0.61	\$ 15.87
	ADDITIONAL CART - SAME RATE				

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWS	90G CART-SIDE	\$ 71.59	4.00%	\$ 2.86	\$ 74.45
90GES	90G CART EOW-SIDE	\$ 46.54	4.00%	\$ 1.86	\$ 48.40
90GMS	90G CART OAM-SIDE	\$ 25.04	4.00%	\$ 1.00	\$ 26.04
OC9S	90 GAL CART ON CALL SIDE	\$ 25.04	4.00%	\$ 1.00	\$ 26.04
	ADDITIONAL CART - SAME RATE				

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOS	90G CART WILL CALL-SIDE	\$ 2.70	0.00%	\$ -	\$ 2.70
-------	-------------------------	---------	-------	------	---------

**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**

**RATE PER EACH**

SP32S	SPEC P/U 32G CART NON CURBSIDE	\$ 15.26	4.00%	\$ 0.61	\$ 15.87
SP90S	SPEC P/U 90G CART NON CURBSIDE	\$ 25.04	4.00%	\$ 1.00	\$ 26.04

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

**OTHER SERVICES & FEES**

**EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)**

**RATE PER EACH**

XBAG	EXTRA BAG(S)	\$ 7.38	4.00%	\$ 0.30	\$ 7.68
XBOX	EXTRA BOX	\$ 7.38	4.00%	\$ 0.30	\$ 7.68
XCAN	EXTRA CAN(S)	\$ 7.38	4.00%	\$ 0.30	\$ 7.68
XMISC	EXTRA MISC	\$ 7.38	4.00%	\$ 0.30	\$ 7.68
X32	EXTRA 32G CART(S)	\$ 7.38	4.00%	\$ 0.30	\$ 7.68
X90	EXTRA 90G CART(S)	\$ 11.69	4.00%	\$ 0.47	\$ 12.16

**BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)**

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL.

**RATE PER EACH**

APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29
APL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
FURN	FURNITURE CHARGE	\$ 17.57	0.00%	\$ -	\$ 17.57
TREE	EXTRA CHRISTMAS TREE	\$ 14.75	4.00%	\$ 0.59	\$ 15.34
IRSC	IN ROUTE SERVICE CHARGE	\$ 26.66	4.00%	\$ 1.07	\$ 27.73
SC	SERVICE CHARGE (OUT-OF-ROUTE)	\$ 26.66	4.00%	\$ 1.07	\$ 27.73

**RELATED FEES**

**RATE PER EACH**

CRIR	CART REDELIVERY IN ROUTE	\$ 10.00	0.00%	\$ -	\$ 10.00
CROR	CART REDELIVER OUT OF ROUTE	\$ 20.00	0.00%	\$ -	\$ 20.00
CORDF	CONTAINER RE-DELIVERY FEE	\$ 39.23	4.00%	\$ 1.57	\$ 40.80

Note: Re-Delivery fees apply for resume service after suspend.

**RATE PER EACH**

CCF	CART CLEANING FEE	\$ 10.00	0.00%	\$ -	\$ 10.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

**RATE PER EACH**

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

**FRONT-LOAD CONTAINER SERVICE**

**1 YARD CONTAINERS**

**MONTHLY RATES**

1GW	1YD TRASH	\$ 202.47	4.00%	\$ 8.10	\$ 210.57
1GE	1YD TRASH EOW	\$ 119.39	4.00%	\$ 4.78	\$ 124.17
1GM	1YD TRASH MONTHLY	\$ 74.73	4.00%	\$ 2.99	\$ 77.72
1OC	ON CALL-1YD TRASH	\$ 42.20	4.00%	\$ 1.69	\$ 43.89
1XP	EXTRA PICK UP-1YD TRASH	\$ 42.20	4.00%	\$ 1.69	\$ 43.89

**1.5 YARD CONTAINERS**

**MONTHLY RATES**

1HWG	1.5YD TRASH	\$ 249.52	4.00%	\$ 9.98	\$ 259.50
1HGE	1.5YD TRASH EOW	\$ 142.92	4.00%	\$ 5.72	\$ 148.64
1HGM	1.5YD TRASH MONTHLY	\$ 85.58	4.00%	\$ 3.42	\$ 89.00
1HOC	ON CALL-1.5YD TRASH	\$ 54.18	4.00%	\$ 2.17	\$ 56.35
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 54.18	4.00%	\$ 2.17	\$ 56.35

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

**2 YARD CONTAINERS**

**MONTHLY RATES**

2GW	2YD TRASH	\$ 296.54	4.00%	\$ 11.86	\$ 308.40
2GE	2YD TRASH EOW	\$ 166.46	4.00%	\$ 6.66	\$ 173.12
2GM	2YD TRASH MONTHLY	\$ 96.42	4.00%	\$ 3.86	\$ 100.28
2OC	ON CALL-2YD TRASH	\$ 66.11	4.00%	\$ 2.64	\$ 68.75
2XP	EXTRA PICK UP-2YD TRASH	\$ 66.11	4.00%	\$ 2.64	\$ 68.75

**3 YARD CONTAINERS**

**MONTHLY RATES**

3GW	3YD TRASH	\$ 390.67	4.00%	\$ 15.63	\$ 406.30
3GE	3YD TRASH EOW	\$ 213.50	4.00%	\$ 8.54	\$ 222.04
3GM	3YD TRASH MONTHLY	\$ 118.16	4.00%	\$ 4.73	\$ 122.89
3OC	ON CALL-3YD TRASH	\$ 90.01	4.00%	\$ 3.60	\$ 93.61
3XP	EXTRA PICK UP-3YD TRASH	\$ 90.01	4.00%	\$ 3.60	\$ 93.61

**4 YARD CONTAINERS**

**MONTHLY RATES**

4GW	4YD TRASH	\$ 484.76	4.00%	\$ 19.39	\$ 504.15
4GE	4YD TRASH EOW	\$ 260.55	4.00%	\$ 10.42	\$ 270.97
4GM	4YD TRASH MONTHLY	\$ 139.92	4.00%	\$ 5.60	\$ 145.52
4OC	ON CALL-4YD TRASH	\$ 113.94	4.00%	\$ 4.56	\$ 118.50
4XP	EXTRA PICK UP-4YD TRASH	\$ 113.94	4.00%	\$ 4.56	\$ 118.50

**5 YARD CONTAINERS**

**MONTHLY RATES**

5GW	5YD TRASH	\$ 578.91	4.00%	\$ 23.16	\$ 602.07
5GE	5YD TRASH EOW	\$ 307.61	4.00%	\$ 12.30	\$ 319.91
5GM	5YD TRASH MONTHLY	\$ 161.66	4.00%	\$ 6.47	\$ 168.13
5OC	ON CALL-5YD TRASH	\$ 137.82	4.00%	\$ 5.51	\$ 143.33
5XP	EXTRA PICK UP-5YD TRASH	\$ 137.82	4.00%	\$ 5.51	\$ 143.33

**6 YARD CONTAINERS**

**MONTHLY RATES**

6GW	6YD TRASH	\$ 672.98	4.00%	\$ 26.92	\$ 699.90
6GE	6YD TRASH EOW	\$ 354.66	4.00%	\$ 14.19	\$ 368.85
6GM	6YD TRASH MONTHLY	\$ 183.37	4.00%	\$ 7.33	\$ 190.70
6OC	ON CALL-6YD TRASH	\$ 161.73	4.00%	\$ 6.47	\$ 168.20
6XP	EXTRA PICK UP-6YD TRASH	\$ 161.73	4.00%	\$ 6.47	\$ 168.20

**8 YARD CONTAINERS (NO NEW CUSTOMERS AT THIS SIZE DUE TO SAFETY ISSUES)**

**MONTHLY RATES**

8GW	8YD TRASH	\$ 789.19	4.00%	\$ 31.57	\$ 820.76
8GE	8YD TRASH EOW	\$ 412.77	4.00%	\$ 16.51	\$ 429.28
8GM	8YD TRASH MONTHLY	\$ 210.17	4.00%	\$ 8.41	\$ 218.58
8OC	ON CALL-8YD TRASH	\$ 191.24	4.00%	\$ 7.65	\$ 198.89
8XP	EXTRA PICK UP-8YD TRASH	\$ 191.24	4.00%	\$ 7.65	\$ 198.89

**CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)**

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
------	------------------	----------	-------	------	----------

**FRONT-LOAD COMPACTORS** - Additional charges apply for compacted waste.



CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
------	-------------	--------------	-------	----------	----------

**DEBRIS BOX SERVICES**

**SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)**

**RATE PER HAUL**

DEL	DELIVERY CHARGE	\$ 52.87	4.00%	\$ 2.11	\$ 54.98
10HG	TRASH BOX HAUL FEE (ALL SIZES)	\$ 200.21	4.00%	\$ 8.01	\$ 208.22
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 239.06	4.00%	\$ 9.56	\$ 248.62

**DEBRIS BOX DISPOSAL FEES**

**RATE PER UNIT**

DFDM	DISPOSAL FEE - DEMOLITION (\$\$/TON)	\$ 71.98	5.00%	\$ 3.60	\$ 75.58
DFG	DISPOSAL FEE - GARBAGE (\$\$/TON)	\$ 71.98	5.00%	\$ 3.60	\$ 75.58
DFWD	DISPOSAL FEE - CLEAN WOOD (\$\$/TON)	\$ 43.69	0.00%	\$ -	\$ 43.69
DFYD	DISPOSAL FEE - YARD DEBRIS (\$\$/YD <sup>3</sup> )	\$ -	0.00%	\$ -	\$ -

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

**TEMPORARY DEBRIS BOXES - COD RATES (INCLUDES HAUL & AVERAGE DISPOSAL FOR BOX SIZE)**

10DG	10 YARD BOX W/DISPOSAL	\$ 376.35	4.00%	\$ 15.05	\$ 391.40
20DG	20 YARD BOX W/DISPOSAL	\$ 528.22	4.00%	\$ 21.13	\$ 549.35
30DG	30 YARD BOX W/DISPOSAL	\$ 680.16	4.00%	\$ 27.21	\$ 707.37

**RELATED FEES**

**RATE PER DAY**

RENTD	DAILY RENTAL FEE	\$ 12.70	4.00%	\$ 0.51	\$ 13.21
-------	------------------	----------	-------	---------	----------

Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

**RATE PER MONTH**

RENTM	MONTHLY RENTAL FEE	\$ 179.28	4.00%	\$ 7.17	\$ 186.45
-------	--------------------	-----------	-------	---------	-----------

Note: Monthly rent applies for customers who keep a box for a year or longer.

**RATE PER HOUR**

TIME	TRUCK TIME FEE	\$ 145.62	4.00%	\$ 5.82	\$ 151.44
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 156.91	4.00%	\$ 6.28	\$ 163.19
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 235.34	4.00%	\$ 9.41	\$ 244.75

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

**TEMPORARY RENTAL CONTAINERS**

**RATE PER EACH**

3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 35.38	4.00%	\$ 1.42	\$ 36.80
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 116.98	4.00%	\$ 4.68	\$ 121.66
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.00	0.00%	\$ -	\$ 2.00

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

**BULKY ITEMS - DEBRIS BOX**

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS.

ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

**RATE PER EACH**

TOFFR	TIRE CHARGE NO RIM	\$ 4.69	0.00%	\$ -	\$ 4.69
TONR	TIRE CHARGE ON RIM	\$ 9.37	0.00%	\$ -	\$ 9.37
APPL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29

**MEDICAL WASTE COLLECTION SERVICES**

**RATE PER EACH**

M4HSC	4.7 QT SHARPS CONTAINER	\$ 22.33	0.00%	\$ -	\$ 22.33
M10SC	10 QT SHARPS CONTAINER	\$ 25.84	0.00%	\$ -	\$ 25.84
M23SC	23 QT SHARPS CONTAINER	\$ 49.00	0.00%	\$ -	\$ 49.00
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 36.28	0.00%	\$ -	\$ 36.28
MW17G	MEDICAL WASTE 17 GAL	\$ 22.50	0.00%	\$ -	\$ 22.50
MW31G	MEDICAL WASTE 31 GAL	\$ 29.00	0.00%	\$ -	\$ 29.00
MW43G	MEDICAL WASTE 43 GAL	\$ 35.00	0.00%	\$ -	\$ 35.00
MLGPB	MEDICAL WASTE TRACE CHEMO BOX	\$ 51.00	0.00%	\$ -	\$ 51.00
MWTCB	PATHOLOGY BOX	\$ 51.00	0.00%	\$ -	\$ 51.00

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).  
 Billing Terms: Commercial Accounts are billed on a monthly basis.  
 Residential accounts are billed once every three months, in advance.