



**Joint Work Session of City Council
& McMinnville Planning Commission Meeting
Wednesday, September 20, 2023
6:00 PM**

**SPECIAL CALLED CITY COUNCIL EXECUTIVE SESSION – to immediately follow the
Joint Work Session Meeting (CLOSED TO THE PUBLIC)**

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.

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

www.mcm11.org/live

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/89270039023?pwd=Tmo5dlhLK0J2eDdaaHUvOXVOMmw0QT09>

Zoom ID: 892 7003 9023

Zoom Password: 325522

*Or you can call in and listen via Zoom: 1-253- 215- 8782
ID: 892 7003 9023*

1. CALL JOINT MEETING TO ORDER
2. PARKS, RECREATION AND OPEN SPACE (PROS) PLAN UPDATE
3. ADJOURNMENT OF JOINT MEETING

**SPECIAL CALLED CITY COUNCIL EXECUTIVE SESSION- IMMEDIATELY FOLLOWING THE JOINT WORK
SESSION MEETING - (NOT OPEN TO THE PUBLIC)**

1. CALL TO ORDER
2. **EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(a):** To consider the employment of a public officer, employee, staff member or individual agent.
3. ADJOURNMENT OF EXECUTIVE SESSION

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@mcminnvilleoregon.gov.



**City of McMinnville
Parks and Recreation**

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McMinnville, OR 97128
(503) 434-7310

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: September 20, 2023
TO: Mayor, City Councilors and Planning Commissioners
FROM: Susan Muir, Parks & Recreation Director
SUBJECT: Parks, Recreation and Open Space Plan Update
STRATEGIC PRIORITY & GOAL:



ENGAGEMENT & INCLUSION

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

Report in Brief:

This joint work session is one of the major project milestones for the parks, recreation, and open space plan (PROS Plan) update. With the information in this packet (Attachment A), and the presentation at the work session, you will see a draft vision and framework for McMinnville's future parks and recreation.

The work session will include an interactive tool (attachment B) that will help prioritize potential projects to ensure we are continuing our path towards a modern park system based on sufficient funding that is grounded in equity.

Background:

The 1999 parks plan has served this community well and we were able to accomplish many great things in our parks system. The process to update that plan allows us to inventory our system (and modernize data), engage with our

community to assess needs, evaluate current and future trends in recreation, strategize towards a vision and ultimately, have an action plan including a financial framework.

This project kicked off around April 2022 and involves many stakeholders including the City's Diversity, Equity and Inclusion Advisory Committee (acting as the community advisory committee), the public, partners, the Planning Commission and City Council. Each of these stakeholders have been engaged along the way through various work sessions, focus groups, surveys, tours and presentations that lead us to this point in the process, a DRAFT strategic framework for the parks of our future.

Common themes that have emerged through the conversations with stakeholders over the past year include making sure our future system is equitable, safe and unites our community. We also heard a need to ensure different types of recreational opportunities, to value and highlight our natural resources and to increase trail and off-street links between parks, neighborhoods, and destinations.

This DRAFT framework incorporates these common themes and is getting us ready for the next phase of this project, which will be to go back to the community again and gather feedback on the work to date.

Attachments:

Attachment A: DRAFT Strategic Framework

Attachment B: Priority Projects Activity

Fiscal Impact:

This planning project has been funded in the City's budget and future fiscal impacts will be addressed through the development of the funding and capital improvement planning work still yet to be done.

Recommendation:

This is a work session with no staff recommendation at this time.

Draft Strategic Framework

The City of McMinnville is updating its long-term plan for parks and recreation. This strategic framework builds off the 1999 Parks, Recreation, and Open Space Plan and presents the envisioned future direction of the parks and recreation system for the next 20 years. Existing goals and policies from the City of McMinnville's Comprehensive Plan, MAC-TOWN 2032, and other plans and studies, as well as community needs identified from the planning process, informed the strategic framework.

This document is the third summary brief that will be used to develop the City's Parks, Recreation, and Open Space Plan (PROS Plan). After the City's review and refinement of this framework, the planning team will develop capital improvement project recommendations, as well as priorities and phasing for systemwide improvements.

There are four main sections included in this strategic framework:

1. Vision
2. Goals
3. Objectives
4. Framework Compatibility

WHAT IS THE STRATEGIC FRAMEWORK?

The Strategic Framework addresses the following questions:

What is the role of the City?

Based on MAC-TOWN 2032 (the city-wide strategic plan) the Mission identifies the purpose of the City government, its business, and essential services.

How do we imagine our future park and recreation system?

Our Vision summarizes our City's aspirations for future parks and recreation services.

What do we want to achieve?

Goals describe general approaches to achieve the vision, and objectives provide more specific direction to advance goals and for long-range change.

1. Vision

This vision conveys the desired future of the park and recreation system over the next 20 years, based on the values identified from community input. The renewed vision builds on community aspirations from the 1999 Plan that focused on a high quality of life, a strong community, environment, and economy.

Parks, Recreation, and Open Space Vision:

In McMinnville, parks and recreation define our incredible city by bringing the community together through an inclusive and interconnected system. From natural areas, vibrant public spaces, and variety of parks, events, and programs, our community enjoys a high quality of life that is safe and welcoming for everyone.

Together, these opportunities provide for lifelong learning and fun for all ages, healthy lifestyles and natural habitats, and community cohesion, while also supporting our local economy, and unique heritage and culture. McMinnville's parks and recreation system is equitable for everyone in every neighborhood, and we are committed to stewarding these places and opportunities for future generations.

CITY-WIDE MISSION: MAC-TOWN STRATEGIC PLAN 2032

In 2019, the City created a long-term strategic plan for city-wide services (MAC-TOWN 2032). Built on community outreach, MAC-TOWN 2032 addresses the full range of city services and provides goals, objectives, and priority actions. Included in the strategic plan is the city-wide mission: "The City of McMinnville delivers high-quality services in collaboration with partners for prosperous, safe, and livable community."

2. Goals

Goals provide general direction to decision-makers and staff for implementing the vision and to ensure a consistent long-term direction. These goals have been developed based on DEIAC and community input, the Needs Assessment, and the 1999 PROS Plan. The City Parks and Recreation Department strives to achieve the following goals:

GOAL 1: ENSURE EQUITABLE PARK ACCESS

Ensure equitable park access by striving for universal design in parks and facilities, enabling year-round outdoor recreation, and providing parks within a 10-minute walking distance of all residents.

GOAL 2: SUPPORT COMMUNITY COHESION

Provide opportunities and events for social gatherings, empower residents in decision-making, and build long-term support for the system by strengthening partnerships.

GOAL 3: PROVIDE A WELCOMING SYSTEM

Support projects, policies, and programs that reflect McMinnville's different cultures and ethnicities, age groups, incomes, and backgrounds.

GOAL 4: PROVIDE SAFE AND CLEAN PARKS

Provide safe and clean parks through regular maintenance of public spaces and amenities, replacement or repair of aging facilities, and a collaborative approach to addressing unsafe activities and behavior.

GOAL 5: SUPPORT DIVERSE RECREATION OPPORTUNITIES

Provide a diverse range of opportunities at different scales and in different locations throughout the park system.

GOAL 6: CELEBRATE AND PRESERVE NATURE

Protect natural resources, wildlife habitats, and tree canopy while fostering environmental stewardship and expanded water access, educational opportunities, and ways to experience nature.

GOAL 7: INCREASE OFF-STREET TRAIL CONNECTIONS

Integrate off-street trail connections for non-motorized transportation and recreation, while creating better linkages between parks, neighborhoods, and community destinations.

3. Objectives

Objectives guide system-wide administration and management of programs, activities, and actions to achieve the long-term goals. The objectives also clarify what the City expects for future improvements to the park system. Like the vision and goals, objectives are expected to be achieved over the next 20 years. However, there are several recommended objectives that are already ongoing and should continue as noted. These objectives also directly

support the City of McMinnville Comprehensive Plan. Objectives are organized into five categories:

- A. Parks and Facilities
- B. Open Spaces, Greenways and Trails
- C. Recreation Programs and Services
- D. Maintenance and Stewardship
- E. Management and Collaborative Partnerships

A. PARKS AND FACILITIES

- A.1 **Equitably distribute park and recreation facilities.** Strive to ensure that all neighborhoods are within a 10-minute walk/bike distance (¼-mile to ½-mile) to a park and recreation area through the recommended level of services, and recommendations in the Plan. Prioritize future parks and recreation facilities in underserved areas with the greatest need. Use outcomes of the park equity and access mapping analysis to prioritize improvements in underserved areas of McMinnville.
- A.2 **Continue to apply parkland level of service standards.** Strive to provide a total of 8.0 acres per 1,000 residents for developed parks, and 6.0 acres per 1,000 residents for linear parks, open space, and natural areas. These standards continue to place an emphasis on neighborhood and community parks, while supporting a combined system of linear parks, open spaces, and natural areas. Recommended level of service standards for specific park types are as follows:
 - a. Neighborhood parks (2.0 acres per 1,000 residents)
 - b. Community parks (6.0 acres per 1,000 residents)
 - c. Linear parks, open space, and natural areas (6.0 acres per 1,000 residents)
- A.3 **Apply updated facility guidelines.** Continue to provide a variety of recreation facilities based on national benchmarks (National Recreation and Park Association metrics) of comparable park systems as a guideline. As guidelines, these ratios should continue to be monitored and adjusted to account for changing recreation trends and community growth.
 - a. Basketball courts – full court (1 per 7,117 residents)
 - b. Rectangular fields (1 per 4,947 residents)
 - c. Tennis courts – outdoor (1 per 5,815 residents)
 - d. Pickleball courts – outdoor (1 per 9,257 residents)
 - e. Diamond (baseball/softball) fields (1 per 5,033 residents)
 - f. Multiuse (tennis, pickleball, and basketball) courts (1 per 14,800 residents)
- A.4 **Design parks and facilities for safety.** Apply a range of design and management strategies to create safer and more welcoming parks and recreation facilities. This includes designing to ensure surveillance and clear sight lines into the site from

surrounding uses to help reduce vandalism, inappropriate activities, and overall safety, and lighting (where appropriate) to enhance visibility and safety.

- A.5 **Prioritize park accessibility improvements and design.** Complete an ADA assessment and/or transition plan to identify required upgrades in accordance with the Americans with Disabilities Act. Apply accessible design best practices that at a minimum meet and/or strive to exceed ADA standards to new parks and facilities.
- A.6 **Develop interactive, unique play areas across the park system.** Incorporate barrier-free and universal play areas, water play and nature play. When a park is located near another play area, consider further investments in existing play infrastructure at the adjacent site rather than duplicating the same style and design.
- A.7 **Create unique parks and memorable and engaging spaces.** Emphasize park design, site character, identity, and sense of place through the use of art, colors, plantings, natural elements and topography. Incorporate natural, cultural, and historical elements and interpretive/ educational features to convey the regional, local, or site-specific context.
- A.8 **Design parks with consideration for sustainability, water quality, water conservation, and flood impact mitigation.** All new recreation facilities should be designed and constructed using green design and development practices. New facilities should be designed for energy efficiency, water conservation and to minimize impacts to the natural environment.
- A.9 **Add a greater variety of facilities within existing parks.** Community gardens, natural play areas and all-abilities playgrounds, off-leash dog areas, a new skate park with accessible features, and other recreational facilities are all needed in McMinnville. Several existing parks have capacity to either replace or add these facility types.
- A.10 **Provide comprehensive signage to direct users to parks and provide information and interpretation within parks and facilities.** Convey history and culture through art and interpretive installations. Include interpretive elements about local history, fish, wildlife, native plants, conservation, and indigenous people. The signage and wayfinding system should adhere to a common design and branding theme that is consistent across all park and recreation providers (City, State, Federal).
- A.11 **Continue pursuing a new community recreation and aquatic center.** As recommended in the Parks, Recreation & Library Buildings Master Plan (2021), determine the possible role of any partners in the operations of the aquatic/recreation center or the provision of programs and services in the facility. Determine possible reuse options (or demolition) for the existing Aquatic Center and Community Center buildings. Due to the Aquatic Center's current location within a park, intentionally redesign the area as the gateway to 3rd street and along the main highway through town. Plan to take these structures off-line as recreation

facilities as soon as the new aquatic/recreation center opens and remove them from the Parks and Recreation budget.

- A.12 **Evaluate senior center expansion feasibility.** As recommended in the Parks, Recreation & Library Buildings Master Plan (2021), complete a planning study for the expansion of the Senior Center. Confirm amenities and their sizing for the facility to develop a concept plan for the expansion.

B. OPEN SPACES, GREENWAYS AND TRAILS

- B.1 **Acquire new natural areas and protected open space.** Using level of service standards, acquire open space lands with the goal of protecting unique environments and providing low impact recreation opportunities such as hiking, picnicking, and wildlife viewing.
- B.2 **Connect to the South Yamhill River.** Prioritize Transportation System Plan projects that connect McMinnville's trail network to the South Yamhill River and its tributaries such as Cozine Creek to increase access to water, nature, and wildlife viewing opportunities. Acquire and/or develop strategic areas along the river and creeks within existing parks or as part of future park or natural area opportunities to provide community water access.
- B.3 **Prioritize access to nature and preservation of natural resources.** Provide opportunities for residents and visitors to connect with nature via new or improved access to natural areas. Create meadow habitat in natural areas or transition spaces between developed and natural areas (habitat friendly native grasses and herbaceous perennials/annuals/bulbs that require minimal mowing/pruning and weed management). Reveal and enhance nature and natural processes using native plants and by using stormwater management as a functional and aesthetic park feature.
- B.4 **Incorporate habitat and nature in McMinnville's developed parks.** Promote habitat and nature in parks by planting more large canopy trees and clusters of trees, adding more understory plantings and richer planting palettes, replacing of turf with ecolawn, and adding rain gardens and green stormwater infrastructure. Also focus on creating year-round pollinator friendly environments with clustered native flowering plants such as Vine Maple, Lupine, and the Tall Oregon Grape (the Oregon state flower). Attracting bees, butterflies, hummingbirds, and other pollinators is essential for local food production and overall ecosystem health.
- B.5 **Integrate flood mitigation into site design.** Parks in flood zones such as Joe Dancer Park should be designed to control floodwater during rainy seasons, while also designed for passive recreation and non-motorized connections. These sites should be wide enough to maximize mitigation potential and be designed to include

changes in topography to slow water. Impervious surfaces should be minimized to reduce additional runoff, while choosing landscaping that will help absorb runoff and associated pollutants.

- B.6 **Improve community walkability and bikeability.** Continue to provide and expand an interconnected pedestrian and bicycle system that links McMinnville's parks and open spaces to other parts of the city including neighborhoods, commercial areas, downtown and schools. Develop attractive trail entries and trailheads at connecting parks, with signage marking trail distance to community destinations.
- B.7 **Pursue natural surface trails in parks and natural areas.** A system of natural surface trails should be provided to offer single and multi-use trail access in parks and natural areas. New trails should be considered on a case-by-case basis where there is public access.
- B.8 **Implement the City's Transportation System Plan to provide safe and direct connections for pedestrians and bicyclists.** Acquire and develop segments of off-street trails as envisioned in this Plan and continue to prioritize completion of the pedestrian and bicycle network identified in the City's current Transportation System Plan (TSP) and future TSP updates. Develop safe crossings and attractive trail entries and trailheads at connecting parks, with signage marking trail distance to community destinations. Continue collaborating with other agencies and the public to prioritize user safety of the trail system through planning, design, maintenance, and enforcement.

C. RECREATION PROGRAMS AND SERVICES

- C.1 **Increase recreational programs and events in parks.** Continue to provide a full range of fundamental recreation programs provided by the City and other partners. Seek opportunities to expand and diversify existing programs and emphasize new programs. Focus recreation options in the following program areas: aquatics, adult fitness, sports, and wellness classes, community events, arts and culture, and opportunities and programs for youth, children, and young adults and teens. Consider the following:
 - a. Recruit non-profits, partners, or individual recreation providers to offer free or fee-based activities in parks. Establish a user agreement with guidelines on park or facility costs and use.
 - b. Establish a competitive recreation grant fund and process to fund programs and community events provided by other partner providers and non-profits or individuals in City parks and facilities. Develop criteria for award selection and distribution identifying

target programs (e.g., community, neighborhood and family activities, teen and adult programs, multi-cultural and Latino activities, events, or programs) and target audiences (youth, teens, seniors, low-income persons, people with disabilities and/or underserved populations).

C.2 Program parks and facilities to encourage use, activity, and safer spaces.

Program parks to generate activity at different times of the day, during the evening, and on weekends:

- a. Offer programming at underused parks or spaces that will encourage more widespread use of parks and increase use.
- b. Locate programmed activities along site edges, entrances or along a main pedestrian path to promote community access and visibility.
- c. Ensure that programmed activities take place from early morning to evening all times of day, and days of the week to ensure working families and individuals can have access to activities.
- d. Increase outreach and marketing to expand community awareness of park programming opportunities and events. Market programs through a variety of platforms and methods to encourage community-wide visibility.

C.3 Explore pilot programs to encourage recreation participation. Provide pilot programs to attract people to parks, create a volunteer program, and test viability of new and emerging classes, recreation programs and events. This experimental approach may not always result in viable programs but will allow the system to evolve over time and respond to changing community preferences and needs. Continue to track trends on a regional and national basis to determine possible pilot programs.

C.4 Explore a variety of parks and open streets events at different scales.

Continue to partner with the McMinnville Downtown Association and others to create a pop-up park and host additional open street events with food, music, games, and other activities like the Alien Days event. Include interactive outreach activities at community events to learn more about needs in the area and perceived barriers to recreation options and park use.

C.5 Recruit local businesses, entrepreneurs, and private industry partners to increase variety and expand program offerings. Partner with the non-profit groups such as Unidos, or higher education providers such as Chemeketa Community College to offer culinary arts courses, business management and operations programs, and other similar opportunities while supporting small businesses and job and entrepreneurial recruitment.

- C.6 **Promote events to increase community cohesion and inclusion.** Continue to sponsor or facilitate community-wide activities and events that promote interaction among people of different generations, cultures, and abilities like the citywide Summer Fun event. Coordinate community partners to provide and facilitate opportunities for recreation programs and sites. Enhance programs, activities and events for multigenerational families, teens/young people, and multi-cultural residents. Provide recreation materials in both English and Spanish. Consider establishing an annual marketing plan and hiring a Marketing Coordinator.
- C.7 **Identify opportunities for arts and culture programming.** Support local arts and culture in McMinnville by teaming with area partners including Visit McMinnville, Yamhill Valley Heritage Center, and others, as well as local galleries and artists. Include interpretation of the local and regional heritage, tribal traditions, and natural, cultural, and historical resources.
- C.8 **Facilitate events to promote regional tourism.** Work with partners to provide community and regional-scale events and revenue-generating activities in public spaces in and around downtown, such as in City Park, to support tourism and associated benefits for local restaurants, galleries, and businesses. Avoid larger-scale events and tournaments that are not supported by sufficient infrastructure, maintenance and staffing to address site impacts and direct needed resources to core park and recreation services.
- C.9 **Add games (temporary or permanent) to increase activity at parks and encourage social interaction.** This could include bocce ball, futsal, shuffleboard, 9 square, ga-ga ball, bocce ball or similar activity. Invest in more mobile recreation equipment and pop-up activities and games that can be used in different parks, then stored and secured when not in use.
- C.10 **Establish an adequate programming operations budget.** As recommended in the Parks, Recreation & Library Buildings Master Plan (2021), establish an adequate operations budget for one facility and the indoor programming there, to support growth in programs and services. Apply this same model to youth and team sports, the Senior Center programming as well as new/free community programs. This is estimated to be an additional \$25,000 to \$35,000 per year across most program accounts with an additional \$25,000 to \$30,000 in revenue.

D. MAINTENANCE AND STEWARDSHIP

- D.1 **Maintain park and facility maintenance staffing ratios.** Reduce the ratio of maintained acres to 32.5 acres per FTE. Maintenance staff are responsible for

carrying out routine and ongoing maintenance across the park system and to care for groundskeeping, as well as responding to unplanned requests or special projects. Maintenance is a top priority and will provide needed resources to respond to increasing park impacts related to trash pick-up, mowing, vandalism, and other needs.

- D.2 **Budget at least \$5,000 per acre per year for the maintenance of developed park acreage.** The City should establish a minimum threshold for park maintenance services at \$5,000 for each developed acre; an increase of approximately 21% from the current average. After several years, the actual cost can be re-evaluated. This figure is exclusive of major capital renovation and repairs.
- D.3 **Design parks to create transitional zones between manicured areas and natural areas such as forests and wetlands.** Create transition areas between developed and natural areas to promote parks and open spaces as an extension of natural systems. Use transition plantings such as habitat friendly native plants and understory vegetation to soften edge zones, reduce maintenance demand, promote natural processes, and enhance habitat value.
- D.4 **Continue to maintain a capital improvement program, which specifies a six-year schedule for acquisition and development of park and recreation lands.** Create and update a formal capital improvement plan that is adopted as part of the city's budget process. This will increase transparency on project priorities with the public and ensure alignment with financial resources.
- D.5 **Employ a tiered maintenance system based on park type.** Develop a tiered maintenance system based on the needs and characteristics of specific parks. The three-tiered system should be applied to existing parks and facilities to determine maintenance level of service and to ensure adequate resources and future budgeting.
 - a. Basic: Most natural areas and underdeveloped parks should receive a basic level of maintenance. The basic level of maintenance includes routine monitoring, inspection and care of recreation facilities, natural areas, and landscaping. At a basic level of maintenance, the City provides routine maintenance for health and safety, but no specialized care for asset protection.
 - b. Standard: More heavily or frequently- used sites require a higher standard of maintenance. These sites receive the types of maintenance provided at “basic” maintenance sites on a more frequent basis.
 - c. Enhanced: Enhanced maintenance is needed at sites that include specialized assets and are highly visible and heavily used. These sites

are maintained at the highest level and receive priority during peak use times.

- D.6 **Provide periodic updates to the maintenance asset management tool.** The City should provide periodic updates to the asset management tool to re-evaluate costs, track the lifecycle of park assets and implement an annual replacement schedule. This should include a range of routine and ongoing maintenance responsibilities including mowing, trash/recycling pick-up, turf and irrigation repair, as well as longer-term or periodic tasks such as trail/pathway resurfacing and equipment replacement. Dedicate a capital repair and replacement reserve fund to reinvest in aging facilities over their lifespan.
- D.7 **Apply best practices in sustainable maintenance and operations.** Incorporate sustainable park and facility maintenance practices to reduce waste, conserve water, promote energy efficiency, and mitigate potential environmental issues. Examples include performing regular energy audits, promoting recycling, and regular training of maintenance staff on current best practices in sustainable management.

E. MANAGEMENT AND COLLABORATIVE PARTNERSHIPS

- E.1 **Create a parks and recreation advisory committee.** Form a city-wide advisory committee to provide guidance on proposals and topics related to the park and recreation system to the City Council.
- E.2 **Promote diversity, equity and inclusion in McMinnville parks and recreation.** Continue to collaborate with other departments and organizations to improve diversity, equity and inclusion in parks and recreation. Convene regular meetings with the proposed parks and recreation advisory committee, the Diversity, Equity, Inclusion Advisory Committee (DEIAC), community leaders and community-based organizations to improve outreach efforts and organizational cultural competency.
- E.3 **Continue partnership with McMinnville School District.** Continue to maintain a cooperative agreement with the McMinnville School District regarding the development, use, and operation of school facilities and parks located adjacent or near schools. Regularly coordinate and collaborate on areas of common interest and ensure both organization's values, needs and capacity are considered through planning and decision making. Improve communications with the McMinnville School District, with the City acting as a liaison with private and non-profit recreation organizations.
- E.4 **Update and formalize facility use agreements.** Regularly revisit agreements with institutional or long-term users such as the McMinnville School District, club

sports and others for facility use. Discuss potential programming arrangements to maximize recreational options for the community.

- E.5 **Employ equitable and inclusive place naming practices.** Conduct intentional outreach to ensure the names of future parks and facilities promote community values, cultural diversity, and a sense of belonging for all community members.
- E.6 **Improve communication with all residents and highlight success.** Communicate progress made to achieve community recreation priorities and provide pathways for additional community feedback on future programming and development. Promote PROS Plan goals through a variety of media, including utility bills, events, press releases, email, and social media. Continue to reach out to the Hispanic/Latino community through contacts and processes identified in this planning process, using tools such as Facebook and culturally specific messages to increase involvement. Improving communication and demonstrating successes will help increase partner involvement and voter support for future funding measures. Establish being bilingual as an important hiring criterion and actively recruit staff that speaks fluent Spanish for front line staffing positions.
- E.7 **Continue expanding partnerships in downtown McMinnville.** Ensure that parks (especially City Park) and recreation are a central ingredient in strengthening the downtown. Continue working with the McMinnville Downtown Association, McMinnville Area Chamber of Commerce, and other groups to discuss opportunities for activating downtown through open street events, programs and events of all sizes, and renewed parks and facilities in and around downtown.
- E.8 **Expand volunteer programs.** Continue Leverage volunteer opportunities in McMinnville and expand formalize and coordinate volunteer recruitment along with new pilot recreation programs, park clean ups, events, and activities. Develop a volunteer credit program to encourage volunteerism and recreation participation. Work with Linfield University to develop a student volunteer program to support recreation programs and community events.

4. Framework Compatibility

The State of Oregon calls for all cities to adopt a comprehensive plan that implements statewide goals at a local level. Goal 8 requires local governments to plan for the recreation needs of their residents and visitors. The table below (Table 1) outlines how the proposed PROS Plan goals within this framework enhance existing policies for Comprehensive Plan Goal VII 3: “To provide parks and recreation facilities, open space, and scenic areas for the use and enjoyment of all citizens of the community.”

TABLE 1: PROS GOALS AND COMPREHENSIVE PLAN GOAL VII 3 POLICIES

COMPREHENSIVE PLAN POLICIES	PROS GOALS						
	EQUITABLE ACCESS	COMMUNITY COHESION	WELCOMING SYSTEM	SAFE & CLEAN PARKS	DIVERSE RECREATION OPPORTUNITIES	CELEBRATE & PRESERVE NATURE	OFF-STREET TRAIL CONNECTIONS
159.00 The City of McMinnville’s Parks, Recreation, and Open Space Master Plan shall serve to identify future needs of the community, available resources, funding alternatives, and priority projects.	●	●	●	●	●	●	●
160.00 The City of McMinnville shall encourage the improvement of existing parks and recreation facilities as a priority consideration.	●		●	●	●	●	
161.00 The City of McMinnville shall encourage cooperation between public and private recreation agencies and groups to provide a full complement of		●	●		●		●

PROS GOALS

COMPREHENSIVE PLAN POLICIES	EQUITABLE ACCESS	COMMUNITY COHESION	WELCOMING SYSTEM	SAFE & CLEAN PARKS	DIVERSE RECREATION OPPORTUNITIES	CELEBRATE & PRESERVE NATURE	OFF-STREET TRAIL CONNECTIONS
recreational and leisure time activities, to share existing facilities, and to discourage duplication of expenditures and programs.							
162.00 The City of McMinnville and School District 40 shall endeavor to jointly cooperate in the acquisition, development, and maintenance of combined park and school sites wherever desired, feasible, and mutually agreeable to both parties.		●		●			
163.00 The City of McMinnville shall continue to require land, or money in lieu of land, from new residential developments for the acquisition and/or development of parklands, natural areas, and open spaces.	●					●	
163.05 The City of McMinnville shall locate future community and neighborhood parks above the boundary of the 100-year floodplain. Linear parks,	●				●	●	●

PROS GOALS

COMPREHENSIVE PLAN POLICIES	EQUITABLE ACCESS	COMMUNITY COHESION	WELCOMING SYSTEM	SAFE & CLEAN PARKS	DIVERSE RECREATION OPPORTUNITIES	CELEBRATE & PRESERVE NATURE	OFF-STREET TRAIL CONNECTIONS
greenways, open space, trails, and special use parks are appropriate recreational uses of floodplain land to connect community and other park types to each other, to neighborhoods, and services, provided that the design and location of such uses can occur with minimum impacts on such environmentally sensitive lands.							
164.00 The City of McMinnville shall continue to acquire floodplain lands through the provisions of Chapter 17.53 (Land Division Standards) of the zoning ordinance and other available means, for future use as natural areas, open spaces, and/or parks.					●	●	
165.00 The City of McMinnville shall acquire park sites in advance of needs; however, purchase of lands should be closely examined in the light of current costs of land, park maintenance, personnel services, and the existing parks development priorities.	●			●	●		

PROS GOALS

COMPREHENSIVE PLAN POLICIES	EQUITABLE ACCESS	COMMUNITY COHESION	WELCOMING SYSTEM	SAFE & CLEAN PARKS	DIVERSE RECREATION OPPORTUNITIES	CELEBRATE & PRESERVE NATURE	OFF-STREET TRAIL CONNECTIONS
166.00 The City of McMinnville shall recognize open space and natural areas, in addition to developed park sites, as necessary elements of the urban area					●	●	●
167.00 The City of McMinnville shall encourage the retention of open space and scenic areas throughout the community, especially at the entrances to the City.	●		●		●	●	
168.00 Distinctive natural features and areas shall be retained, wherever possible, in future urban developments.					●	●	
169.00 Drainage ways in the City shall be preserved, where possible, for natural areas and open spaces and to provide natural storm run-offs.					●	●	
170.00 The City of McMinnville shall require the provision of lands for parks from all subdivisions on Three Mile Lane,	●				●		

PROS GOALS

COMPREHENSIVE PLAN POLICIES	EQUITABLE ACCESS	COMMUNITY COHESION	WELCOMING SYSTEM	SAFE & CLEAN PARKS	DIVERSE RECREATION OPPORTUNITIES	CELEBRATE & PRESERVE NATURE	OFF-STREET TRAIL CONNECTIONS
except when an existing park is available and reachable by safe and convenient pedestrian access. Where no land is dedicated, money in lieu of land shall be required.							
170.05 For purposes of projecting future park and open space needs, the standards as contained in the adopted McMinnville Parks, Recreation, and Open Space Master Plan shall be used.	●	●	●	●	●	●	●

Parks, Recreation, and Open Space Plan

City Council/Planning Commission Joint Meeting: Strategic Framework and Priority Project Types

Date Wednesday, September 20, 2023

Time 6:00 p.m. – 7:30 p.m.

Priority Projects Activity

The Parks, Recreation, and Open Space Plan (PROS plan) will ultimately include specific recommended near and long-term projects that respond to McMinnville's needs to keep parks safe, inclusive, and enjoyable for all. Through normal wear and tear, many of our park facilities and amenities need repair or replacement. We also may consider adding new features that respond to desires and identified needs of the community.

Without an unlimited budget, it's important that potential projects are prioritized to ensure implementation of the PROS plan is phased realistically over time. The project team would like your input to help identify these priorities. A similar activity will also be provided through a second online community survey to gain input from the broader public regarding prioritization.

Outcomes from these activities will be used to refine priorities and identify costs and funding options to include in the PROS plan. Ongoing maintenance costs for any new project will also be added as part of the PROS plan after prioritization.

Instructions

1. During the meeting, we will use an interactive online polling tool with members of the Council and Planning Commission.
2. After opening the polling link, we will then step through the project types by cost and location and you will choose your priorities.
3. Review the project types and relative costs in this document to choose your priorities. Again, the goal of this meeting is to identify general priorities using the descriptions and cost scale as a guide.
4. We'll also discuss general priority locations using the Developed Park Service Areas map located at the end of this document.
5. Results will be shown in real time and we'll discuss outcomes together with time for questions.

Project Types

There are four categories of potential projects organized by key community need (rather than specific location or park):

1. **Connections** such as trails or access improvements;
2. **Play and Gathering** such as play areas, sports facilities, or community spaces;
3. **Reinvestment** such as infrastructure repair/replacement or replacing worn or aging park assets; and
4. **Nature** such as natural area improvements/

Cost Scale

Project types have an initial order of magnitude cost range associated with them. The scales represent planning level costs to help inform overall priorities. Actual costs, including maintenance, will be provided for each project following prioritization. There are four general costs scales:

- \$ (Lower) = Less than \$50,000
- \$\$ (Moderate) = Between \$50,000 - \$250,000
- \$\$\$ (High) = Between \$250,000 - \$1,000,000
- \$\$\$\$ (Highest) = Greater than \$1,000,000

Part 1: What Should We Prioritize?

Using the project types and cost scales, we would like to understand the City Council and Planning Commission's insights regarding how the City can best phase implementation of the PROS plan over time while best serving the community. Ongoing maintenance costs for any new project will be added as part of the PROS plan after prioritization.

CONNECTIONS

- **Trail Amenities and Signage (navigation/directions) - \$**
Providing signage to aid in trail navigation and amenities along a trail such as seating, trash/recycling receptacles, public art, and shade.
- **Exercise Stations - \$\$**
Providing a series of exercise stations along a trail either in a cluster or to form a linear circuit.
- **Safe Routes to Parks - \$\$**
Completing a trail or sidewalk connection between a neighborhood and a park.

- **Riverfront Trail - \$\$\$**
A trail along the South Yamhill River.
- **Loop Trail - \$\$\$**
Completing trail connections that form a loop around the City.
- **Pedestrian Bridge - \$\$\$**
New pedestrian bridge over the South Yamhill River to provide park and trail access for adjacent neighborhoods.

PLAY AND GATHERING

- **Small Bike Skills Park - \$**
Soft surface pump track or features providing a space for off-street biking.
- **Community Garden - \$**
Public community garden with leasable plots, fencing, water access, and programming.
- **Sport Court - \$\$**
Basketball court or shared multi-sport court for pickleball and tennis.
- **Dog Park - \$\$**
Additional fenced-in open space for off-leash dogs, including seating and shade for pet owners.
- **Gathering Space - \$\$**
Picnic area for 8-10 people with cooking facilities, drinking water, seating, and a shade structure.
- **Event Space - \$\$\$**
Small amphitheater or bandshell to host community or private events with power access.
- **Inclusive Play Area - \$\$\$**
New or replaced play area that is universally designed for all abilities.
- **New Park - \$\$\$\$**
Land acquisition, design, and development of a new neighborhood or community park.
- **Destination Play Area - \$\$\$\$**
Large, hallmark play area with unique play elements and multiple play settings that support imaginative, creative and active play.

REINVESTMENT

- **Lighting Improvements - \$**
Additional lighting in a park or along a trail to provide additional visibility and safety.
- **Irrigation/Landscaping - \$\$**
Beautification improvements including expanded landscaping and consistent irrigation of plantings in a park or along a trail.
- **Restroom - \$\$**
New small permanent restroom.
- **Facility Repairs - \$\$\$**
Fixing a broken element or making safety or aesthetic improvements to a facility such as a pavilion, play structure, or skate park.
- **Accessibility Improvements - \$\$\$**
Repaved, widened, and/or regraded park access point to exceed ADA standards and provide universal access for all.

NATURE

- **Shade Trees – \$**
Cluster of shade trees to increase canopy including new trees and first year irrigation.
- **Wildfire Risk Management - \$**
Tree thinning, weed management, and enforcement of responsible recreation.
- **Interpretive Elements - \$**
Signage and other elements to provide education about nature, wildlife, and ecology along a trail or in a park.
- **Natural Resource Stewardship - \$**
Invasive species removal, native plantings, habitat enhancement, and/or preserving areas of natural vegetation in public open spaces.
- **Waterwise Landscaping - \$**
Replacing irrigated turf and landscaping in select locations with drought-tolerant groundcover and plantings to reduce water use.
- **Flood Mitigation - \$\$\$**
Berms, detention basins, and channels to minimize flood impacts from the South Yamhill River and creeks on active public spaces.
- **River Access - \$\$\$**
Formal access to the South Yamhill River to access water including a non-motorized boat launch.

Part 2: Where Should We Prioritize?

At the meeting, we'll review the map below that shows developed parks and park access. City Council and Planning Commission members will be encouraged to discuss general areas in the city where we should prioritize different categories of projects.

