



City Council Meeting Agenda

Tuesday, November 14, 2023

5:30 p.m. – Work Session Meeting

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

EXECUTIVE SESSION – to immediately follow the Regular 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.

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, November 13th** to claudia.cisneros@mcminnvilleoregon.gov
- If appearing via telephone only please sign up prior by **12 p.m. on Monday, November 13th** by emailing the City Recorder at claudia.cisneros@mcminnvilleoregon.gov as the chat function is not available when calling in zoom;
- Join the zoom meeting use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic. **You will need to provide your First and Last name, Address, and contact information (email or phone) to the City.**

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

mcm11.org/live

CITY COUNCIL WORK SESSION & REGULAR MEETING:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/89820399220?pwd=bYVj2KKUx5hf9sNnUSi369tTldiCTU.1>

Zoom ID: 898 2039 9220

Zoom Password: 806833

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

ID: 898 2039 9220

5:30 PM – WORK SESSION MEETING – VIA ZOOM AND SEATING AT CIVIC HALL

1. CALL TO ORDER
2. PARKS SYSTEM DEVELOPMENT CHARGE METHODOLOGY
3. ADJOURNMENT OF WORK SESSION

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

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT –

The Mayor will announce that interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. The Mayor will read comments emailed to City Recorded and then any citizen participating via Zoom.

4. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
- c. June 2023 Cash and Investment Report (in packet)

5. CONSENT AGENDA

- a. Consider the request from Dundee Hills Wine Library LLC dba: Dundee Wine Library for Winery 3rd Location, OLCC Liquor License located at 619 NE 3rd Street.
- b. Consider the request from Sushi Ninja LLC for Limited on-premises, OLCC Liquor License located at 828 NE Adams Street.
- c. Consider the request from Odyssey 29, Inc. dba Journey Distilled for Primary Location, OLCC Liquor License located at 1405 NE Alpha Dr. #102.
- d. Consider the Minutes of the January 12, 2021, City Council Work Session & Regular Meeting.
- e. Consider the Minutes of the January 20, 2021, City Council Work Session Meeting.
- f. Consider the Minutes of the January 26, 2021, City Council Regular Meeting.
- g. Consider the Minutes of the February 9, 2021, City Council Work Session & Regular Meeting.
- h. Consider the Minutes of the February 23, 2021, City Council Work Session & Regular Meeting.
- i. Consider the Minutes of the March 9, 2021, City Council Regular Meeting.
- j. Consider the Minutes of the March 17, 2021, City Council Work Session Meeting.
- k. Consider the Minutes of the March 23, 2021, City Council Regular Meeting.
- l. Consider the Minutes of the September 20, 2023, Joint City Council & Planning Commission Work Session Meeting.
- m. Consider the Minutes of the September 26, 2023, City Council Regular Meeting.

6. ADJOURNMENT OF REGULAR MEETING

CITY COUNCIL EXECUTIVE SESSION – IMMEDIATELY FOLLOWING THE REGULAR MEETING (NOT OPEN TO THE PUBLIC)

1. CALL TO ORDER

- 2. **EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(e):** To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

3. ADJOURNMENT OF EXECUTIVE SESSION



City of McMinnville

City of McMinnville Parks and Recreation Department

Contact: Susan Muir
McMinnville, OR 97128
(503) 434-7310

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: November 14, 2023
TO: Mayor and City Council
FROM: Susan Muir, Parks and Recreation Director
SUBJECT: Parks and Open Space Master Plan – work session on System Development Charges (SDC's).

Background

On March 16, 2022, the City Council held a [work session](#) on the basics of system development charges. After that, the city kicked off the update to the Parks, Recreation and Open Space Plan (PROS Plan). The City Council has received briefings on community outreach efforts, the vision and goals of the plan, as well as prioritization of projects. On February 28, 2023 the City Council held a [work session](#) on system development charge methodologies specifically related to parks. The overall goal of the current parks planning process is to have an updated, modern parks plan that is adequately funded and grounded in equity. How we develop and assess system development charges can play a big role in achieving that goal.

System development charges are key to ensuring growth pays for growth, rather than our existing residents, taxpayers and businesses paying for the costs of new growth.

The parks plan update is a 4 stage process, and we're in the last phase, but the work should still be considered draft. Staff will continue to work through this iterative process with the council and public to bring forward a final recommendation at a later date. Now that we are at this point in the process, we can start to dive into the funding plan. As we work on the financing plan, we are also asking the community to help us prioritize park projects.

The discussion about system development charges is for capital costs. The last council work session on the plan brought up several questions about maintenance and operational costs. For the ongoing/operational funding conversation, staff has scheduled a separate work session – Parks Maintenance 101 on December 12, 2023.

Discussion

The Council has previously discussed general, policy level issues about parks systems development charges and wanted to make sure we returned with options for consideration. At the February 2023 meeting, City Council asked staff to include the following:

- Options for exemptions or incentives for certain types of development from SDC's
- Options to look at how this could apply to different types of development including residential and non-residential
- Options to apply the methodology to changes of use when structures are converted to a different use.
- Options to address equity and proportionality for residential uses; and
- Comparables from other communities.

In addition, there was discussion about ensuring ease of administration internally and staff will continue that work and identify technology or other tools that could help both the public and the staff.

What you will be seeing in the methodology:

- The ceiling of what we could collect. What we will present would accurately capture 100% of the financial impact new development has on the elements of the overall parks system that the new development will require.

The City previously (in 1998) determined we would only collect 50% of the allowable costs to cover park development in new growth areas. That, along with the budget reductions related to parks maintenance, has limited our ability to build and maintain the parks that our community has indicated they want and need.

- What the DRAFT parks SDC fees would be if we continued to only collect on residential, and also what the fees would be if we collected for residential and non-residential development.
- A methodology that includes the current thinking about how to address the difference in the size, cost and value of housing. This proposal does that with a graduated fee based on square footage of the dwelling. While there are other models that have been tried such as by number or size of bedrooms, the size of the dwelling is one of the current ways communities are addressing equity.

The consulting team will be facilitating the conversation at the work session with Michaela Jellicoe of Community Attributes Inc. leading the conversation. Jon Pheanis, the consultant team lead from MIG will also be presenting. Attachment C, the slide deck for the work session, contains questions the City Council will be discussing at the meeting.

Recommendation

There is no council action for this agenda item.

Attachments

Attachment A: DRAFT McMinnville Methodology Report

Attachment B: DRAFT McMinnville Methodology Report – residential only

Attachment C: Work Session Slide Deck

Park System Development Charge Methodology

City of McMinnville

DISCUSSION DRAFT

November 7, 2023

Prepared by:



Prepared for:





*Community Attributes Inc. tells data-rich stories about communities
that are important to decision makers.*

President & CEO

Chris Mefford

Analysts

Michaela Jellicoe, Project Manager

Erin Ezell

Dominic Roche

Community Attributes Inc.
119 Pine Street, Suite 400
Seattle, Washington 98101

www.communityattributes.com

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1. INTRODUCTION

The purpose of this methodology is to establish the rates for system development charges (SDCs) in the City of McMinnville, Oregon for parks, open space and recreation facilities as authorized by ORS 223.297 to 223.316.¹ Throughout this methodology the term “parks” is used as a short name referring to parks, open space and recreation facilities, including land and developments.

Summary of System Development Charges

System development charges are one-time fees charged to new development to help pay a portion of the costs required to build capital facilities needed to serve new development.

Parks SDCs are paid by all types of new development. SDC rates for new development are based on and vary according to the type of development. The following table summarizes the SDC rates for each type of development.

Exhibit 1. City of McMinnville Maximum Allowable Park System Development Charge Rates

| Type of Development | Park SDC per Unit of |
|-------------------------------|---------------------------|
| Residential | |
| Less than 500 sq ft | \$5,686.82 dwelling unit |
| 500 to 999 sq ft | \$8,998.22 dwelling unit |
| 1,000 to 1,999 sq ft | \$11,777.18 dwelling unit |
| 2,000 or more sq ft | \$13,395.81 dwelling unit |
| Nonresidential | |
| Industrial/Manufacturing | \$2.61 square foot |
| Warehousing | \$0.74 square foot |
| Retail/Restaurant/Hospitality | \$3.27 square foot |
| Office | \$2.78 square foot |

System Development Charges vs. Other Developer Contributions

System Development Charges are charges paid by new development to reimburse local governments for the capital cost of public facilities that are needed to serve new development and the people who occupy or use the new development. Throughout the methodology, the term “developer” is used as a shorthand expression to describe anyone who is obligated to pay SDCs, including builders, owners or developers.

¹ Oregon Revised Statute (ORS) is the state law of the State of Oregon.

Local governments charge SDCs for several reasons: 1) to obtain revenue to pay for some of the cost of new public facilities; 2) to implement a public policy that new development should pay a portion of the cost of facilities that it requires, and that existing development should not pay the entire cost of such facilities; and 3) to ensure that adequate public facilities will be constructed to serve new development.

The SDCs that are described in this study do not include any other forms of developer contributions or exactions for parks facilities to serve growth.

Organization of the Methodology

This SDC Methodology contains four chapters:

- **Introduction:** provides a summary of SDC rates for development categories and other introductory materials.
- **Statutory Basis and Methodology:** summarizes the statutory requirements for development of SDCs and describes the compliance with each requirement.
- **Growth Estimates:** presents estimates of population and employment in McMinnville because SDCs are paid by growth to offset the cost of parks, open space and recreation facilities that will be needed to serve new development.
- **Park System Development Charges:** presents SDCs for parks in the City of McMinnville. The chapter includes the methodology that is used to develop the charges, the formulas, variables and data that are the basis for the charges, and the calculation of the charges. The methodology is designed to comply with the requirements of Oregon state law.

2. STATUTORY BASIS AND METHODOLOGY

The source of authority for the adoption of SDCs is found both in state statute and the City's own plenary authority to adopt this type of fee. This chapter summarizes the statutory requirements for SDCs in the State of Oregon and describes how the City of McMinnville's SDCs comply with the statutory requirements.

Statutory Requirements for System Development Charges

The Oregon Systems Development Act, passed in 1989, authorizes local governments in Oregon to charge SDCs. ORS 223.297 to 223.316 contains the provisions that authorize and describe the requirements for SDCs.

The following synopsis of the most significant requirements of the law include citations to Oregon Revised Statutes as an aid to readers who wish to review the exact language of the statutes.

Types of Capital Improvements

SDCs may only be used for capital improvements. Five types of capital improvements can be the subject of SDCs: 1) water supply, treatment and distribution; 2) waste water collection, transmission, treatment and disposal; 3) drainage and flood control; 4) transportation; and 5) parks and recreation. Capital improvements do not include the costs of the operation or routine maintenance of the improvements. Any capital improvements funded with SDCs must be included in the capital improvement plan adopted by the local government. *ORS 223.297, ORS 223.299 and ORS 223.307 (4)*

Types of System Development Charges

SDCs can include reimbursement fees, improvement fees or a combination of the two. An improvement fee may only be spent on capacity-increasing capital improvements identified in the Capital Improvement Plan. A reimbursement fee may be charged for the costs of existing capacity if there is "excess capacity" identified in the methodology. *ORS 223.299 and ORS 223.304*

Improvement Fee Methodology Requirements

There are several requirements for an improvement fee methodology, as established in ORS 223.304. In order to establish or modify an improvement fee, an ordinance or resolution must be passed with a methodology that is publicly available and considers both the projected cost of capital improvements included in the plan related to the fee and the need for increased capacity to serve future users.

Reimbursement Fee Methodology Requirements

There are several requirements for a reimbursement fee methodology, also established in ORS 223.304. The methodology establishing or modifying a reimbursement fee must be passed by ordinance or resolution. The methodology must consider ratemaking principles, prior contributions by existing users, gifts or grants received and the value of unused capacity available to future users.

Prohibited Methodologies

Local governments may not base SDC charges to employers on the number of individuals hired by the employer after a specified date. In addition, the methodology cannot assume that costs for capital improvements are necessarily incurred when an employer hires an additional employee. Fee amounts cannot be determined based on the number of employees without regard to new construction, new development or new use of an existing structure by the employer. *ORS 223.301*

Authorized Expenditures

Authorized uses for SDC revenues depend on whether the revenues were collected as reimbursement fees or improvement fees. Reimbursement fees may only be used for capital improvements associated with the systems for which the fees are assessed, including repaying associated debts. Improvement fees may only be used for capacity increasing capital improvements associated with the systems for which the fees are assessed, including repaying associated debts. Regardless of the type of fee, SDC revenue may be used to cover the costs of complying with SDC regulations, including the cost of developing SDC methodologies and annual accounting of expenditures. *ORS 223.307 (1), (2), (3) and (5)*

SDCs may not be used to build administrative facilities that are “more than an incidental part” of allowed capital improvements, or for any facility operation or maintenance costs. *ORS 223.307 (3)*

Benefit to Development

The share of capital improvements funded by improvement fees must be related to the need for increased capacity to serve future users. Improvement fees must be based on the need for increased capacity to serve growth and must be calculated to collect the cost of capital improvements needed to serve growth. *ORS 223.307 (2) and ORS 223.304 (2).*

Reductions of System Development Charge Amounts

The impact fee ordinance or resolution must allow for a credit for constructing qualified public improvements. Qualified public improvements are capital improvements that are required as a condition of development

approval and also identified in the plan, which are either “not located on or contiguous to property that is the subject of development approval” or “located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular project to which the improvement fee is related.” Additionally, ORS 223.304 (5) indicates that the burden of proving that the improvement exceeds the minimum standard capacity need set by the local government and that the particular improvement qualifies for a credit is the developers responsibility. *ORS 223.304 (4)*

Local governments also have the option to provide greater credits, establish a system providing for the transferability of credits, provide a credit for a capital improvement not identified in the CIP, or provide a share of the cost of the improvement by other means. Credits provided must be used in the same time frame specified in the local government’s ordinance but may not be used later than ten years from the date the credit is provided. *ORS 223.304 (5)(c) and ORS 223.304 (5)(d)*

Developer Options

Local governments must establish procedures for any citizen or interested person to challenge an expenditure of SDC revenue. If anyone submits a written objection to an SDC calculation, the local government must advise them of the process to challenge the SDC calculation. *ORS 223.302 (2) and (3)*

Capital Improvement Plans

All projects funded with SDC revenue must be included in the local government’s capital improvement plan before any charges can be imposed. The plan may be called a capital improvement plan, public facilities plan, master plan or other comparable plan that includes a list of capital improvements that the government intends to fund in any part with SDC revenue. The plan must include the projects’ estimated costs, timing and percentage of costs to be funded with improvement fees. The plan may be modified at any time, but if an amendment to the plan will result in increased SDCs, there are additional notification and public hearing requirements. *ORS 223.309*

Accounting Requirements

All SDC revenue must be deposited in dedicated accounts. Local governments must provide annual reports on how much SDC revenue was collected and which projects received SDC funding. This must include how much was spent on each project as well as the amounts that were collected and dedicated to covering the costs of compliance with state laws. *ORS 223.311*

Annual Inflation Index

Local governments may change the amount of an improvement or reimbursement SDC without making a modification of the methodology under specific circumstances. A change in the amount of the SDC is not considered a modification of the methodology if the change is based upon a change in the cost of “materials, labor or real property” applied to the projects in the CIP list. Additionally, a change in the amount of the SDC is not considered a modification of the methodology if the change is based on a periodic “specific cost index or other periodic data source.” The periodic data sources must be:

- A relevant measure of the change in prices over a specified time period for “materials, labor, real property or a combination of the three;”
- Published by a recognized organization or agency that is independent of the system development charge methodology;
- Included in the methodology or adopted by ordinance, resolution or order. *ORS 223.304 (8)*

Compliance with Statutory Requirements for System Development Charges

Many of the statutory requirements listed above are fulfilled in the calculation of the parks system development charge in the fourth chapter of this methodology. Some of the statutory requirements are fulfilled in other ways, as described below.

Types of Capital Improvements

This methodology includes SDCs for parks capital improvements, which are one of the five types of capital improvements legally eligible for SDCs. The SDCs in this methodology are based on capital improvements that increase capacity in the parks system and the portion of capacity-increasing projects eligible for parks SDCs included and identified in the City of McMinnville’s capital improvement plan published in the Parks, Recreation and Open Space Master Plan.

Types of System Development Charges

SDCs can include reimbursement fees, improvement fees or a combination of the two. This methodology only includes improvement fees. The capital improvements identified in the City of McMinnville’s Capital Improvement Plan to be funded with improvement fees are capacity-increasing capital improvements.

The City of McMinnville’s parks SDCs are based on maintaining its existing levels of service as growth occurs. New development will receive the same level of service or acres per person to maintain the same ratio as existed

before the new development, and the total of those acres per person are the requirements to serve growth. By definition, the existing ratio is “used up” by the current population, so there is no unused reserve capacity that can be used to serve future population growth through reimbursement SDCs. Additionally, the City of McMinnville has determined that there is no excess capacity within the existing parks system. Therefore, the City of McMinnville has elected to only charge improvement fees, and thus this methodology will only address improvement fees.

Improvement Fee Methodology Requirements

The fees calculated with this methodology consider both the projected cost of planned capital improvements and the need for increased capacity to serve future users. To address future users, a calculation was made to determine the facilities required per new residential unit to maintain the current level of service. The City of McMinnville will pass an ordinance or resolution to adopt this parks improvement fee methodology.

Prohibited Methodologies

SDC charges cannot be based on the number of employees without regard to new development. The methodology only analyzes residential development and therefore is not based on prohibited methodologies.

Authorized Expenditures

SDC revenue can only be used for the capital cost of public facilities. SDCs cannot be used for operation or routine maintenance expenses. Improvement SDCs may only be used for capacity increasing capital improvements. They may not be used to build administrative facilities that are more than an incidental part of allowed capital improvements and they may not be used for any operations or maintenance costs. *ORS 223.307 (1), (2), (3) and (5)*

This methodology is based upon projects identified in the Capital Improvements Plan that increase capacity of the parks system, as identified in the fourth chapter of this methodology. The methodology does not include any administrative facilities or operations or maintenance costs.

Benefit to Development

The share of capital improvements funded by improvement fees must be related to the need for increased capacity to serve future users. *ORS 223.307 (2)*. Improvement fees must be based on the need for increased capacity to serve growth and must be calculated to collect the cost of capital improvements needed to serve growth. *ORS 223.304 (2)*

The City of McMinnville’s SDCs are based on the additional improvements required to serve future growth and maintain the current level of service for

parks, as demonstrated in the fourth chapter of this methodology and identified in the parks CIP analysis in Appendix B.

Reductions of System Development Charge Amounts

The City of McMinnville's municipal code provides for a credit for the cost of qualified public improvements associated with new development as required in ORS 223.304, as well as the provision for other credits as allowed by ORS 223.304.

Developer Options

The City's municipal code establishes a process for individuals to appeal either SDC decisions or expenditures to the City Council by filing a written request with the city Recorder for consideration by the city council.

Capital Improvement Plans

The City's capital improvement plan required by State law is incorporated into this parks SDC methodology, as shown in the fourth chapter and Appendix B of this methodology.

Accounting Requirements

The City's code stipulates that SDC revenues must be budgeted and expended in consistency with state law. Accounting requirements are met with the City's Comprehensive Annual Financial Report.

Annual Inflation Index

ORS 223.304 (8) allows local governments to adjust the SDC rate without modifying the methodology under specified circumstances. The City of McMinnville adopted an annual inflation index in their municipal code and will continue to use this inflation index.

The inflation index used by the City of McMinnville for parks SDCs calculated each January based on the change in the Engineering News Record Construction Index (ENR index) for Seattle, Washington.

Data Sources

The data in this SDC methodology was provided by the City of McMinnville, unless a different source is specifically cited.

3. GROWTH ESTIMATES

System Development Charges are meant to have “growth pay for growth,” the first step in developing an SDC is to quantify future growth in the City of McMinnville. Growth estimates for the City of McMinnville’s population and employment for the planning period of 2022 to 2041 have been developed.

Exhibit 2 lists McMinnville’s residential population and growth rates from 2000 to 2022 and projections to the year 2041.

| Exhibit 2. Population | | |
|------------------------------|-------------------|-------------|
| Year | Population | CAGR |
| 2000 | 26,499 | |
| 2010 | 32,187 | 2.0% |
| 2020 | 34,409 | 0.7% |
| 2021 | 34,263 | -0.4% |
| 2022 | 34,666 | 1.2% |
| 2041 | 47,498 | 1.7% |
| Growth | 12,832 | 1.7% |

Sources: 2000 to 2021 population data sourced from the Portland State University (PSU) Population Research Center. Population for 2022 and forecasted for 2041 are provided by the City of McMinnville.

In addition to residential population growth, McMinnville expects businesses to grow. Business development is included in this methodology because McMinnville’s parks and recreation system serves both its residential population and employees. City parks provide places for employees to take breaks from work, including restful breaks and/or active exercise to promote healthy living.

Exhibit 3 shows employment in McMinnville for 2017, 2021, 2022, and projected growth for the year 2041.

| Exhibit 3. Total Employment | | |
|------------------------------------|-------------------|-------------|
| Year | Employment | CAGR |
| 2017 | 20,990 | |
| 2021 | 22,157 | 1.4% |
| 2022 | 22,459 | 1.4% |
| 2041 | 29,042 | 1.4% |
| Growth | 6,583 | 1.4% |

Sources: Employment for 2017, 2021 and 2041 are sourced from the City of McMinnville Economic Opportunities Analysis, September 2023, pages 93 and 96. Employment for 2022 is estimated based on 2021 employment and the 2021 through 2041 compound annual growth rate.

Notes: CAGR is Compound Annual Growth Rate.

Population is expected to increase from 34,666 in 2022 to 47,498 in 2041. Total employment is projected to increase from 22,459 in 2022 to 29,042 in 2041. It is clear from Exhibit 2 and Exhibit 3 that McMinnville expects growth of both population and employment in the future, so there is a rational basis for park SDCs that would have future growth pay for the parks, open space and recreation facilities needed to maintain appropriate levels of service for new development.

Population and employment are both expected to grow, but they should not be counted equally because employees spend less time in McMinnville than residents, therefore they have less benefit from McMinnville's parks. As McMinnville's nonresidential population is assumed to have a lower demand for parks than its residential population, growth in employment is adjusted with an equivalent population coefficient. Appendix A to this study describes equivalency and explains how the "equivalent population coefficients" were developed for this methodology. The result allows nonresidential development to pay its proportionate share of parks for growth based on the "equivalent population" that nonresidential development generates.

Exhibit 3 multiplies the equivalent population coefficients (from Appendix A) by the actual population and employment data from Exhibit 2 and Exhibit 3 to calculate the "equivalent" population for the base year (2022) and the horizon year (2041) and the growth between 2022 and 2041. Based on the calculations provided in Appendix A, one employee or one member of the nonresidential population is equivalent to 0.33 members of the residential population in terms of demand for parks facilities.

Exhibit 4. Growth of Equivalent Population and Employment

| | Equivalent Population Coefficient | 2022 Base Year Full Population | 2022 Base Year Equivalent Population | 2041 Horizon Year Full Population | 2041 Horizon Year Equivalent Population | 2022-2041 Growth Full Population | 2022-2041 Growth Equivalent Population |
|---------------------------|---|--------------------------------------|---|--|--|---|---|
| Permanent Population | 1.00 | 34,666 | 34,666 | 47,498 | 47,498 | 12,832 | 12,832 |
| Nonresidential Population | 0.33 | 22,459 | 7,423 | 29,042 | 9,599 | 6,583 | 2,176 |
| Total | N/A | N/A | 42,089 | N/A | 57,097 | N/A | 15,008 |

Notes: Equivalent Population Coefficient from Appendix A. 2022 Base Year Population and 2041 Horizon Year Full Population from Exhibit 2 and Exhibit 3. Equivalent Population = Equivalent Population x Full Population. 2022-2041 Growth Full Population = 2041 Full Population - 2022 Full Population. 2022-2041 Growth Equivalent Population = 2041 Equivalent Population - 2022 Equivalent Population.

The totals in Exhibit 4 provide the equivalent population for the purpose of development of park SDCs for McMinnville. The total equivalent population for the base year (2022) is 42,089 and the horizon year (2041) is 57,097, therefore equivalent population growth between 2022 and 2041 is 15,008.

4. PARK SYSTEM DEVELOPMENT CHARGE

System development charges for McMinnville’s parks, recreation facilities and open space use an inventory of the City’s existing parks acreage and current equivalent population to determine the current level of service ratio for parks. The current level of service ratio is multiplied by the projected equivalent population growth to estimate the acres of parks needed to serve growth at the current level of service and is compared to the number of acres to be acquired in the Capital Improvements Plan (CIP) to ensure sufficient projects are planned to serve growth. The cost of park acquisition and development is divided by the number of acres to be acquired or improved to establish the cost per acre for parks. Multiplying the park cost per equivalent population by the current level of service ratio results in the cost per equivalent population that can be charged as SDCs. The amount of the cost per equivalent population is adjusted by the value of the remaining park SDC fund balance, estimated compliance costs and any other sources of available funding to arrive at the net cost per equivalent population. The amount of the SDC is determined by multiplying the net cost per equivalent population by the equivalent population per unit for each type of development.

These steps are described below in the formulas, descriptions of variables, exhibits and explanation of calculations of parks system development charges. Throughout the chapter the term “person” is used as the short name that means equivalent population or equivalent person.

Formula 1: Parks Level of Service Ratio

The current level of service ratio is calculated by dividing McMinnville’s existing parks acreage by its total current equivalent population.

$$(1) \frac{\text{Existing Acres of Parks}}{\text{Current Equivalent Population}} = \text{Current Level of Service Ratio}$$

Current equivalent population was described in the section above. There is one new variable that requires explanation: (A) Existing Acres of Parks.

Variable A: Existing Acres of Parks

The acreage of each of McMinnville’s parks is listed in Appendix B. The total existing parks acreage includes all existing facilities in the following categories: Mini-Parks/Playlots, Neighborhood Parks, Community Parks, Special Use Sites, Linear/Trail Parks, Natural Areas, and Undeveloped. Appendix B additionally includes a total of the acreage for each park and the subtotal by category.

The total existing inventory of parks in the City of McMinnville is 357.9 acres of parks and recreation facilities (from Exhibit B1). Exhibit 5 lists the total existing inventory of parks and divides it by the current equivalent population of 42,089 (from Exhibit 4, divided by 1,000) to calculate the current level of service ratio of 8.5 acres of parks per 1,000 equivalent population.

| Exhibit 5. Level of Service Ratio | | | |
|--|---|---------------------------|-------------------------------|
| Inventory | | Current Population | Level of Service Ratio |
| 357.9 | ÷ | 42,089 | = 8.5 acres per 1,000 pop |

Formula 2: Park Needs for Growth

The park needs for growth is calculated to ensure that McMinnville plans to acquire enough land to provide new growth with the same level of service ratio that benefits the current equivalent population. The acres of parks needed for growth are calculated by multiplying the level of service ratio by the equivalent population growth from 2022 to 2041 (divided by 1,000).

$$(2) \text{ Current Level of Service Ratio } \times \text{ Equivalent Population Growth } = \text{ Park Acres Needed for Growth}$$

There are no new variables used in Formula 2. Both variables were developed in previous formulas and exhibits.

Exhibit 6 shows the calculation of the acres of parks needed for growth. The current level of service ratio is calculated in Exhibit 5. The growth in equivalent population is calculated in Exhibit 4. The result is that McMinnville needs to add 127.6 acres of parks in order to serve the growth of 15,008 additional people who are expected to be added to the City's existing equivalent population.

The number of acres to be acquired or improved in the Capital Improvements plan must equal or exceed the number of acres needed for growth to provide at least the amount for which growth is being asked to pay SDCs. If the amounts are greater than the amount needed for growth, the City pays for the additional amounts, and growth pays only for the amount that it needs. The CIP, in Appendix C, indicates that the City plans to acquire and improve 227.2 acres of parks, exceeding the acres required to serve the needs of growth.

| Exhibit 6. Total Park Acres Needed for Growth | | | | | | |
|---|---------------------|---|------------------|---|------------------------------------|----------------------------------|
| Level of Service Ratio | | | 2022-2041 Growth | | Total Park Acres Needed for Growth | Acres to be Acquired or Improved |
| 8.5 | acres per 1,000 pop | x | 15,008 | = | 127.6 | 227.2 |

Formula 3: SDC Eligible Park Cost per Acre

The SDC eligible cost per acre of park land and improvements is the cost basis for the SDC. The cost per acre of park land and development is calculated by dividing the cost of eligible proposed park acquisitions and improvements by the number of acres to be acquired and developed in the Capital Improvements Plan.

$$(3) \frac{\text{Cost of Park Acquisition and Development}}{\text{Acres to be Acquired and Improved}} = \text{Park Cost per Acre}$$

There are two new variables used in Formula 3 that require explanation: (B) Cost of Park Acquisition and Development and (C) Acres to be Acquired and Improved.

Variable B: Cost of Park Acquisition and Development

The park SDCs are based on the costs from the City's plans for future parks listed in Appendix C. Exhibit 7 details the total planned cost of park acquisition in the Parks Capital Improvement Plan, as well as the total SDC eligible cost of planned park improvements.

Variable C: Acres to be Acquired and Improved

The acres to be acquired and improved are from the same projects listed in Appendix C. Exhibit 7 details the total planned park acres to be acquired and the total planned park acres to be improved.

Exhibit 7 shows the calculation for the SDC eligible cost per acre of park land and improvements. The total cost of land acquisition and improvements (from Exhibit C1) is divided by the number of acres to be acquired or improved (from Exhibit C1) resulting in the park cost per acre. The result is that the City plans to invest a weighted average of \$616,888 per acre in SDC eligible parks acquisition and development.

Exhibit 7. Park SDC Eligible Cost per Acre

| | Eligible Cost | Acres | Cost per Acre |
|------------------|---------------------|---------|------------------|
| Land Acquisition | \$14,610,000 | ÷ 48.7 | = \$300,000 |
| Park Development | \$72,002,920 | ÷ 227.2 | = \$316,888 |
| Total | \$86,612,920 | | \$616,888 |

Formula 4: Investment Needed for Growth

The next step in determining growth's needs is to calculate the total investment in parks needed for growth, or the total cost of park land acquisition and development to serve growth with the same level of service that benefits the current equivalent population. The investment needed for

growth is calculated by multiplying the park cost per acre by the number of acres needed to serve growth.

$$(4) \text{ Park Cost per Acre} \times \text{Park Acres Needed for Growth} = \text{Investment Needed for Growth}$$

There are no new variables in Formula 4.

Exhibit 8 shows the calculation of the total investment in park acquisition and development needed to serve growth. The park cost per acre (from Exhibit 7) is multiplied by the additional park acres needed for growth (from Exhibit 6) resulting in the total investment needed for growth. With growth maintaining the current level of service ratio of 8.5 acres per 1,000 equivalent population, multiplied by the SDC eligible cost per acre of \$616,888, the City will need to invest more than \$78.7 million in SDC eligible parks acquisition and development to serve growth through 2041.

Exhibit 8. Investment Needed for Growth

| Park Cost per Acre | | Park Acres Needed for Growth | | Investment Needed for Growth |
|--------------------|---|------------------------------|---|------------------------------|
| \$616,888 | x | 127.6 | = | \$78,727,809 |

Formula 5: SDC Eligible Park Cost per Person

The SDC eligible cost of parks per equivalent person is needed for calculating the SDC rate. The cost per equivalent person for future park acquisition and development is calculated by dividing the total investment needed to serve growth by the growth in equivalent population.

$$(5) \text{ Investment Needed for Growth} \div \text{Population Growth} = \text{Cost per Equivalent Person}$$

There are no new variables in Formula 5.

Exhibit 9 shows the calculation of the park cost per equivalent person. The investment needed for growth (from Exhibit 8) is divided by the growth of population (from Exhibit 4). The result is an SDC eligible cost of \$5,245.78 per equivalent person.

Exhibit 9. SDC Eligible Park Cost per Equivalent Person

| Investment Needed for Growth | | Growth of Population | | Cost per Equivalent Population |
|------------------------------|---|----------------------|---|--------------------------------|
| \$78,727,809 | ÷ | 15,008 | = | \$5,245.78 |

Formula 6: Adjustment per Person

The adjustment per person is needed to calculate the net cost per person in Formula 7, and is required to account for compliance costs, the current SDC fund balance and other sources of funding. The adjustment per equivalent person is calculated by adding the compliance costs, fund balance and adjustment for other revenue together to arrive at a total adjustment divided by equivalent population growth.

$$(6) \left(\text{Compliance Costs} + \text{Fund Balance} + \text{Other Revenue} \right) \div \text{Equivalent Population Growth} = \text{Adjustment per Person}$$

There are three new variables in Formula 6 that require explanation: (D) Compliance Cost, (E) Fund Balance, (F) Other Revenue.

Variable D: Compliance Cost

The City of McMinnville is authorized under ORS 223.307 (5) to recoup a portion of the costs incurred for the development and administration of the SDCs. The SDC methodology developed by the City of McMinnville in 1998 estimated compliance costs at 10% of total SDC eligible costs. Using this same 10% for compliance costs, compliance costs for the 2041 time horizon are estimated at \$7,872,781. Compliance costs are estimated by multiplying the total investment needed for growth by 10%.

Variable E: Fund Balance

Additionally, the City of McMinnville has a remaining fund balance in the existing SDC account which will be used to pay for the park capital facilities needed to serve new development. This fund balance as reported by the City of McMinnville is \$401,250.

Variable F: Other Revenue

The adjustment per person also must include any other sources of revenue that will be used for parks capital facilities needed to serve new growth. The City of McMinnville has no identified sources of secured funding for parks capital facilities projects to serve growth in the Capital Improvement Plan. However, detailed analysis of revenue sources used in the Park Development between 2015 and 2022 reveals that other sources of revenue have historically been used to fund parks acquisition and development. This analysis excludes Park Development Bond proceeds, which were closed out in 2020 as well as interest. These other sources of revenues include grants and donations. These sources of revenue contributed 17% of total revenues to the Park Development Fund between 2015 and 2022, excluding bonds and interest. Assuming the City will continue to contribute 17% in other revenues, total other revenues are estimated at nearly \$13.2 million.

Exhibit 10 shows the calculation for the adjustment per person. Compliance costs, the existing SDC fund balance and other sources of revenue are summed together to arrive at a total adjustment of \$-5.7 million. This total adjustment is divided by the equivalent population growth (from Exhibit 4) of 15,008. The resulting adjustment per person is \$-379.25.

| Exhibit 10. Adjustment per Person | | | | |
|--|-------------------|-----------------------------|---|---|
| | Adjustment | 2022-2041 Growth | | Adjustment per Equivalent Person |
| Compliance costs | \$7,872,781 | | | |
| Fund Balance | -\$401,250 | | | |
| Other Revenue | -\$13,163,291 | | | |
| Total | -\$5,691,760 | ÷ 15,008 | = | -\$379.25 |

Notes: Compliance costs are calculated using a 10% ratio of compliance costs to total eligible cost to serve growth. Fund balance for fiscal year 2023/24 provided by the City of McMinnville. Other revenue is estimated at 17% of total eligible cost to serve growth, based on analysis of historic Park Development Fund revenues.

Formula 7: Net Park Cost per Person

The net cost per equivalent person is calculated by adding the adjustment per equivalent person to the cost per equivalent person.

$$(7) \text{ Park Cost per Equivalent Person} + \text{Adjustment per Person} = \text{Net Park Cost per Equivalent Person}$$

There are no new variables in Formula 7.

Exhibit 11 shows the calculation of the net park cost per person to be paid by growth. The park cost per equivalent person (from Exhibit 9) is added to the adjustment per person (from Exhibit 10), and the result shows the cost for parks to be paid by growth is \$4,866.52 per equivalent person.

Exhibit 11. Net Cost per Equivalent Person

| | Cost per Equivalent Population |
|----------------------------|---|
| Total Cost per Person | \$5,245.78 |
| Total Adjustment | -\$379.25 |
| Net Cost per Person | \$4,866.52 |

Formula 8: Adjustment for Consistency with CIP

Improvement SDCs must consider the projected cost of capital improvements identified in the capital improvement plan and the list of SDC eligible projects. Additionally, SDCs must be calculated to arrive at the cost of capital improvements to serve the needs of growth. To ensure consistency with the

planned SDC projects identified in the CIP, the investment needed to serve growth is compared to the total cost of SDC eligible projects is identified in the CIP. If the unfunded cost of SDC eligible cost of park projects that add capacity, or are SDC eligible, is less than the investment needed for growth, the SDC calculation includes an adjustment to limit the fee to an amount that is consistent with the CIP. If the unfunded cost of parks projects that add capacity is greater than the investment needed for growth, then no adjustment is required.

The adjustment is calculated by dividing the unfunded cost of CIP projects that add capacity by the amount of the investment that is needed for growth. The result is the percentage of the needed investment that is provided by the CIP.

$$(8) \frac{\text{Unfunded Cost of CIP Capacity Projects}}{\text{Investment Needed for Growth}} = \text{Adjustment \%}$$

There is one new variable used in Formula 8 that requires explanation: (G) Unfunded Cost of CIP Capacity Projects.

Variable G: Unfunded Cost of CIP Capacity Projects

The City of McMinnville's CIP has numerous projects for parks. Some of the projects add capacity to the park system by increasing acreage and/or adding improvements.

A detailed analysis was made of the City's CIP. There are a total of \$103.5 million in park system projects planned between 2022 and 2041. Park projects costing \$86.6 million add capacity to the park system, and are considered projects eligible for SDC funding. The City of McMinnville indicated that there are no funding sources currently identified for these projects.

Revenues that are used for repair, maintenance or operating costs are not used to reduce SDCs because they are not used, earmarked or prorated for the system improvements that are the basis of impact fees. Revenues from past taxes paid on vacant land prior to development are not included because new capital projects do not have prior costs, therefore prior taxes did not contribute to such projects.

The other potential credits that reduce capacity costs (and subsequent SDCs) are donations of land or other assets by developers or builders. Those reductions depend on specific arrangements between the developer and the City of McMinnville. Reductions in SDCs for donations are calculated on a case-by-case basis at the time SDCs are to be paid.

Exhibit 12 shows the calculation of the adjustment percentage. The \$86.6 million in unfunded cost of CIP park projects that add capacity is divided by the \$78.7 million investment that is needed for growth in order to match the current level of service provided. The calculation is that CIP projects will provide 110% of the investment needed for growth for park projects. Because the City of McMinnville is planning to provide more capacity projects than needed to serve growth, the adjustment used is 100%, or no adjustment is required.

Exhibit 12. Adjustment for Consistency with CIP

| Unfunded Cost of CIP Capacity Projects | Investment Needed for Growth | Adjustment % |
|--|------------------------------------|-----------------|
| \$86,612,920 | ÷ \$78,727,809 | = 110.0% |

Formula 9: CIP Adjusted Net Cost per Person

The adjusted net cost per equivalent person is calculated by multiplying the net cost per equivalent person by the adjustment percent to account for the portion of unfunded CIP projects that will add capacity to McMinnville's parks system.

$$(9) \text{ Net Cost per Equivalent Person} \times \text{Adjustment \%} = \text{Adjusted Net Cost Per Equivalent Person}$$

There are no new variables used in Formula 9. Both variables were developed in previous formulas.

Exhibit 13 shows the calculation of the net cost per person adjusted for park CIP capacity projects that needs to be paid by growth. The net cost per equivalent person (from Exhibit 11) is multiplied by the adjustment percent (from Exhibit 12), and the result shows the cost for parks to be paid by growth is \$4,866.52 per equivalent person.

Exhibit 13. Adjusted Net Cost per Equivalent Person

| Net Cost per Person | Adjustment % | Adjusted Cost per Person |
|------------------------|-----------------|--------------------------------|
| \$4,866.52 | x 100.0% | = \$4,866.52 |

Formula 10: Maximum Allowable Park System Development Charge per Unit of Development

The amount to be paid by each new development unit depends on the equivalent population per unit of development. The park system development charge per unit of development is calculated by multiplying the adjusted net park cost per equivalent person by the equivalent population per unit for each type of development.

$$(10) \frac{\text{Adjusted Net Cost per Equivalent Person}}{\text{Equivalent Person}} \times \frac{\text{Equivalent Population per Unit}}{\text{per Unit}} = \text{SDC per Unit of Development}$$

There is one new variable that requires explanation: (H) Equivalent Population per Unit.

Variable H: Equivalent Population per Unit

The equivalent population per unit is calculated by multiplying the equivalent population coefficient by the number of persons per unit of development, as shown in Appendix A. For residential development this is the number of persons per dwelling unit by size of unit in square feet from the U.S. Census American Community Survey 5-Year Estimates for the City of McMinnville and the U.S. Census American Housing Survey, 2019 for the Portland MSA and City of McMinnville. For nonresidential development, a weighted average number of employees per square foot for each type of development was calculated from the Observed Building Densities from Table 4 in the Metro 1999 Employment Density Study, as shown in Appendix D.

Exhibit 14 shows the calculation of the parks SDC per unit of development. The adjusted net cost per equivalent person of \$4,866.52 from Exhibit 13 is multiplied by the population per dwelling unit to calculate the SDC per unit of development for parks.

Exhibit 14. Park System Development Charge per Unit of Development

| Type of Development | Adjusted Cost per Person | Population per Occupied Unit | Park SDC per Unit |
|-------------------------------|--------------------------|------------------------------|-------------------|
| Residential | | | |
| Less than 500 sq ft | \$4,866.52 | x 1.22 dwelling unit = | \$5,956.23 |
| 500 to 999 sq ft | \$4,866.52 | x 1.94 dwelling unit = | \$9,424.49 |
| 1,000 to 1,999 sq ft | \$4,866.52 | x 2.53 dwelling unit = | \$12,335.11 |
| 2,000 or more sq ft | \$4,866.52 | x 2.88 dwelling unit = | \$14,030.41 |
| Nonresidential | | | |
| Industrial/Manufacturing | \$4,866.52 | x 0.0006 square foot = | \$2.73 |
| Warehousing | \$4,866.52 | x 0.0002 square foot = | \$0.77 |
| Retail/Restaurant/Hospitality | \$4,866.52 | x 0.0007 square foot = | \$3.42 |
| Office | \$4,866.52 | x 0.0006 square foot = | \$2.92 |

Notes: Office includes healthcare, education, finance and professional services types of development.

APPENDIX A. EQUIVALENT POPULATION COEFFICIENTS

What is “Equivalency”

When governments analyze things that are different from each other, but which have something in common, they sometimes use “equivalency” as the basis for their analysis.

For example, many water and sewer utilities calculate fees based on an average residential unit, then they calculate fees for business users on the basis of how many residential units would be equivalent to the water or sewer service used by the business. This well-established and widely practiced method uses “equivalent residential unit” (ERUs) as the multiplier that uses the rate for one residence to calculate rates for businesses. If a business needs a water connection that is double the size of an average house, that business is 2.0 ERUs, and would pay fees that are 2.0 times the fee for an average residential unit.

Another use of “equivalency” that is used in public sector organizations is “full time equivalent” (FTE) employees. One employee who works full-time is 1.0 FTE. A half-time employee is 0.5 FTE. By adding up the FTE coefficients of all part-time employees, the total is the FTE of all full and part-time employees.

Equivalency and Park System Development Charges

Equivalency can be used to develop park SDCs that apply to new nonresidential development as well as residential development. When charging SDCs to new nonresidential development as well as new residential development the proportionate benefits parks provide for each type of development must be considered. Different types of development and the population using that development receive different benefits from McMinnville’s parks system, based on the amount of time the parks system is available during their use of each type of development.

Equivalent population coefficients use the same principles as ERUs or FTEs to measure differences among residential population and nonresidential businesses in their availability to benefit from McMinnville’s parks. This method documents the nexus between parks and development by quantifying the differences among different categories of park users.

Parks are not available for the same amount of time for occupants of nonresidential development as for occupants of residential development. In order to equitably apportion the need for parks between the residential and nonresidential development an equivalent population coefficient was developed based on the potential time parks facilities are available for use

and the distribution of McMinnville’s residential and nonresidential population.

The equivalent population coefficient is used in two ways. First the residential equivalent from Exhibit A5 is multiplied by the number of employees in McMinnville to count employees as “equivalent population” in McMinnville. This provides a total population of residents and employees that will be used to calculate the parks cost per equivalent person. Second the population coefficient is multiplied by a measure of population per unit to arrive at an equivalent population per unit, which is multiplied by the adjusted net park cost per equivalent person to determine the maximum allowable park SDC per unit of development.

Calculation of Equivalent Population Coefficient for Park System Development Charges

Exhibit A1 shows the current population and employment within the City of McMinnville by place of work and place of residence. Each segment of McMinnville’s population and employment have differences in the availability of parks.

Exhibit A1. City McMinnville Current Population and Employment by Place of Residence and Place Work

| | Live in City | Live Elsewhere | Total |
|--------------------------|--------------|----------------|--------|
| Live in City (nonworker) | 19,105 | | |
| Work in City | 8,037 | 14,422 | 22,459 |
| Work Elsewhere | 7,373 | | |
| Total | 34,515 | | |

Notes: (1) Estimates of Population Living and Working in McMinnville, Living Elsewhere and Working in McMinnville, and Living in McMinnville are based on percentages from 2020 U.S. Census OnTheMap, Portland State University Population Research Center, Bureau of Labor Statistics, U.S. Census American Community Survey 5-Year Estimates and City of McMinnville Economic Opportunities Analysis (September 2023). (2) Estimates of Live in City (nonworker) is the difference of the working population living in the City of McMinnville and the total resident population in the City of McMinnville.

Exhibit A2 details the weighted average hours per day of park facility availability for each population segment. The number of hours per day differs depending on weekday vs weekend and depending on the season. Additionally, the hours differ depending on the segment of the population.

Weighted average hours per day are calculated with the following formula.

$$\left(\text{Summer Hrs per Day} \times 25\% \right) + \left(\text{Spring \& Fall Hrs per Day} \times 50\% \right) + \left(\text{Winter Hrs per Day} \times 25\% \right) = \text{Wtd Avg Hrs per Day}$$

Exhibit A2. Weighted Hours per Day of Park Availability by Population Segment

| | All Others | Live and Work in City (Home hrs) | Live and Work in City (Work hrs) | Live in City Work Elsewhere | Live Elsewhere Work in City |
|--|-------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Summer (June-Sept) | | | | | |
| Weekday | 10.55 | 2.00 | 4.00 | 2.00 | 4.00 |
| Weekend | 10.55 | 12.00 | 0.00 | 12.00 | 0.00 |
| Hours per Day | 10.55 | 4.86 | 2.86 | 4.86 | 2.86 |
| Spring/ Fall (April-May, Oct-Nov) | | | | | |
| Weekday | 6.24 | 2.00 | 2.50 | 2.00 | 2.50 |
| Weekend | 8.79 | 10.00 | 0.00 | 10.00 | 0.00 |
| Hours per Day | 6.97 | 4.29 | 1.79 | 4.29 | 1.79 |
| Winter (Dec-Mar) | | | | | |
| Weekday | 4.48 | 1.00 | 2.00 | 1.00 | 2.00 |
| Weekend | 7.03 | 8.00 | 0.00 | 8.00 | 0.00 |
| Hours per Day | 5.21 | 3.00 | 1.43 | 3.00 | 1.43 |
| Wtd Avg Hours per Day | 7.42 | 4.11 | 1.96 | 4.11 | 1.96 |

Notes: Average daily hours sourced from prior park system development charge methodologies by Don Ganer & Associates for Oregon cities.

Annual weighted hours per day by segment from Exhibit A2 were multiplied by seven days per week to arrive at the hours of park availability per week by population and employment segment, as outlined in Exhibit A3. For example, individuals that live in McMinnville and work in McMinnville have 28.75 average hours of park availability during the time where they are occupying residential development and 13.75 hours of park availability while they are occupying nonresidential development in the City of McMinnville. Residents that are not employed, or All Others have 51.97 average hours of park availability per week while they are occupying residential development.

Exhibit A3. Park Availability in Hours per Week by Place of Residence and Place of Work

| | <u>Home Hours</u> | | <u>Work Hours</u> | |
|----------------|-------------------|----------------|-------------------|----------------|
| | Live in City | Live Elsewhere | Live in City | Live Elsewhere |
| Work in City | 28.75 | | 13.75 | 13.75 |
| Work Elsewhere | 28.75 | | | |
| All Others | 51.97 | | | |

The annual weighted hours of park availability per week are applied to current population and employment by segment to determine the total

annual weighted average hours per week of park availability for each category. In total there are more than 1.7 million hours of park availability per week for the City of McMinnville.

Exhibit A4. Total Hours per Week of Park Demand

| | Resident Hours | Employee Hours | Total |
|---------------------|-------------------|-------------------|------------------|
| Work in McMinnville | 231,066 | 308,809 | 539,875 |
| Work Elsewhere | 211,968 | | 211,968 |
| All Others | 992,845 | | 992,845 |
| Total | 1,435,879 | 308,809 | 1,744,688 |

Notes: (1) Resident hours are equal to the population living in McMinnville by place of work from Exhibit A1 multiplied by hours per week of park availability by place of residence and location of work. Employee hours are equal to the employee population in McMinnville by place of work from Exhibit A1 multiplied by hours per week of park availability by place of residence and location of work.

Exhibit A5 calculates the average hours per resident by dividing total resident hours from Exhibit A4 by total residential population of 34,515 from Exhibit A1. Hours per employee are calculated by dividing total employee hours from Exhibit A4 by the total number of employees in McMinnville from Exhibit A1. The residential equivalent is calculated by dividing hours per employee by hours per resident. The result of the calculation in Exhibit A5 is that one employee is equal to 0.33 residents. The resulting coefficient for residential development is 1.0.

Exhibit A5. Residential Equivalent Coefficient

| | Hours |
|----------------------------|-------------|
| Hours per Resident | 41.60 |
| Hours per Employee | 13.75 |
| Resident Equivalent | 0.33 |

Calculation of Equivalent Population per Unit

In order to convert the net cost per equivalent person to the maximum allowable SDC rate per unit of development, it is necessary to calculate a measure of equivalent population per unit. The equivalent population coefficient from Exhibit A5 is multiplied by a measure of population per unit.

The measure of population per unit is the number of persons per dwelling unit for residential development, calculated for single-family and multi-family dwelling units using the number of occupied dwelling units by unit type and estimated population by unit type from the 2017-2021 American Community Survey 5-Year Estimates for McMinnville, Oregon. Occupied dwelling units are adjusted to total units using American Housing Survey data for the Portland MSA from 2019. Tables used in the analysis include

Tenure by Household Size by Units in Structure (B25124), Total Housing Units (DP04) and Total Population in Occupied Units by Tenure (B25008).

The measure of population per unit for nonresidential development is the weighted average square feet per employee for each type of development based on the Observed Building Density table from Metro's 1999 Employment Density Study, in Appendix D, weighted by current employment by industry.

Exhibit A6. Equivalent Population per Unit

| Type of Development | Equiv Pop Coefficient | Population per Unit | Unit | Equiv Population per Unit |
|-------------------------------------|-----------------------|---------------------|---------------|---------------------------|
| Residential (by square feet) | | | | |
| Less than 500 | 1.00 | 1.05 | dwelling unit | 1.05 |
| 500 to 999 | 1.00 | 1.75 | dwelling unit | 1.75 |
| 1,000 to 1,999 | 1.00 | 2.38 | dwelling unit | 2.38 |
| 2,000 or more | 1.00 | 2.76 | dwelling unit | 2.76 |
| Nonresidential | | | | |
| Industrial/Manufacturing | 0.33 | 0.0017 | square foot | 0.0006 |
| Warehousing | 0.33 | 0.0005 | square foot | 0.0002 |
| Retail/Restaurant/Hospitality | 0.33 | 0.0021 | square foot | 0.0007 |
| Office | 0.33 | 0.0018 | square foot | 0.0006 |

Notes: Office includes healthcare, education, finance and professional services types of employment uses.

As noted previously, the equivalent population coefficient is multiplied by the number of employees in McMinnville and the residential population to calculate the total equivalent population in McMinnville. The equivalent population per unit is multiplied by the adjusted net park cost per equivalent population to calculate the SDC rate for residential and nonresidential development.

APPENDIX B. INVENTORY OF EXISTING PARKS

McMinnville's updated Parks and Recreation Master Plan provides a detailed inventory of existing facilities and acres within the McMinnville parks system as of 2023. The parks system in McMinnville currently consists of 357.9 acres of parks in total. These parks are broken out into seven categories of parks.

Exhibit B1. McMinnville Parks Inventory, 2023

| | Acres |
|----------------------------|-------|
| Mini-Parks/Playlots | |
| Bend-o-River | 0.3 |
| Greenbriar | 0.2 |
| Kingwood | 0.6 |
| North Evans | 0.3 |
| Taylor | 0.3 |
| Village Mill | 0.5 |
| Neighborhood Parks | |
| Baker Creek North | 1.3 |
| Chegwyn Farm | 3.9 |
| Jay Pearson Park | 2.9 |
| Thompson Park | 2.3 |
| West Hills Park | 7.8 |
| Community Parks | |
| City Park | 16.2 |
| Dancer Park | 104.7 |
| Discovery Meadows | 21.4 |
| Wortman Park | 21.5 |
| Special Use Sites | |
| Riverside Drive Dog Park | 3.6 |

Source: City of McMinnville Parks, Recreation and Open Space Master Plan, 2023.

Exhibit B2. McMinnville Parks Inventory Continued, 2023

| | Acre s |
|---|--------------|
| Linear/Trail Parks | |
| Ash Meadows | 1.3 |
| Baker Creek North-Parcel D | 14.9 |
| BPA Pathway I | 2.8 |
| BPA Pathway II | 4.1 |
| Goucher St. Pathway | 1.7 |
| Jandina | 2.6 |
| Jandina III | 2.1 |
| Roma Sitton | 1.7 |
| West McMinnville Linear Park | 0.2 |
| West McMinnville Linear Park/James Addition | 1.3 |
| West McMinnville Linear Park/Westvale | 4.5 |
| Oak Ridge Meadows (PPP) | 5.4 |
| Natural Areas | |
| Airport Park | 12.1 |
| Angela Court | 2.3 |
| Ashwood Derby | 0.3 |
| Barber | 11.8 |
| Bennette Addition | 0.2 |
| Carlson | 3.3 |
| Creekside Cozine | 3.9 |
| Creekside Meadows | 15.3 |
| Crestwood | 1.7 |
| Dayton | 6.8 |
| Fir Ridge | 0.7 |
| Heather Hollow | 3.2 |
| Kiwamis Park | 4.7 |
| Quarry | 11.9 |
| Rotary Nature Preserve | 32.8 |
| Tall Oaks Cozine | 12.6 |
| Undeveloped | |
| Brookview | 0.7 |
| Davis Dip | 1.6 |
| Jay Pearson Park - east side | 1.2 |
| Meadowridge | 0.7 |
| Total | 357.9 |

Source: City of McMinnville Parks, Recreation and Open Space Master Plan, 2023.

APPENDIX C. CAPITAL IMPROVEMENTS PLAN AND PROJECTS THAT ADD CAPACITY, 2022-2041

The Capital Improvements Plan (CIP) for 2022-2041 contains projects at 60 new and existing parks. Among these are SDC eligible projects at 35 parks, which include improvements to existing parks as well as acquisition and development of new parks. All analysis is summarized by park category. Park categories are listed in column one of Exhibit B1. The total capital cost of each project is listed in column two, totaling \$103.5 million. The third column lists the proportion of project cost for each project that increases the parks system capacity. The fourth column lists the SDC eligible costs for each park category, equal to nearly \$86.6 million. The fifth column lists the total acres for each park. The sixth column lists the cost of park land acquisition, totaling \$14.6 million. The seventh column contains the acres of park land acquisition. The eighth column lists the cost of eligible improvements, or improvement costs that increase system capacity, totaling more than \$72 million. The ninth column lists the percentage of acres that will be improved by each project. Many of the projects with eligible improvement costs will improve only a small portion of each park, therefore acres to be improved are listed at 0, though the number of acres to be improved is likely higher than shown. The final column lists the acres to be improved.

City of McMinnville staff have identified no secured funding for the park projects listed in the 2022-2041 Capital Improvements Plan. Specific totals derived from the analysis of CIP projects are used in Formulas 2, 3, 6 and 8 in the Park System Development Charge chapter of this methodology.

Exhibit C1. Capital Improvements Plan for Parks, 2022 – 2041

| Project | CIP Capital Cost | % Cost Capacity Increasing | Total Eligible Cost | Total Acres | Acquisition Cost | Acres to be Acquired | Eligible Improvement Cost | % Acres to be Improved | Acres to be Improved |
|---------------------------------------|----------------------|----------------------------|---------------------|--------------|---------------------|----------------------|---------------------------|------------------------|----------------------|
| Proposed Parks/Greenway Trails | | | | | | | | | |
| Proposed Neighborhood Parks | \$33,005,000 | 100% | \$33,005,000 | 28.7 | \$8,610,000 | 28.7 | \$24,395,000 | 100% | 28.7 |
| Proposed Community Parks | \$26,000,000 | 100% | \$26,000,000 | 20.0 | \$6,000,000 | 20.0 | \$20,000,000 | 100% | 20.0 |
| Proposed Greenway Trails | \$15,600,000 | 100% | \$15,600,000 | 87.9 | \$0 | 0.0 | \$15,600,000 | 75% | 65.9 |
| Existing Parks | | | | | | | | | |
| Mini-Parks/Playlots | \$3,204,000 | 36% | \$1,155,000 | 2.3 | \$0 | 0.0 | \$1,155,000 | 0% | 0.0 |
| Neighborhood Parks | \$2,710,000 | 81% | \$2,200,000 | 18.2 | \$0 | 0.0 | \$2,200,000 | 0% | 0.0 |
| Community Parks | \$17,729,500 | 28% | \$4,997,000 | 163.7 | \$0 | 0.0 | \$4,997,000 | 68% | 111.4 |
| Special Use Sites | \$435,000 | 75% | \$325,000 | 3.6 | \$0 | 0.0 | \$325,000 | 0% | 0.0 |
| Linear/Trail Parks | \$1,459,841 | 22% | \$313,920 | 42.5 | \$0 | 0.0 | \$313,920 | 0% | 0.0 |
| Natural Areas | \$3,336,500 | 90% | \$3,017,000 | 123.4 | \$0 | 0.0 | \$3,017,000 | 0% | 0.0 |
| Undeveloped | \$0 | 0% | \$0 | 4.2 | \$0 | 0.0 | \$0 | 29% | 1.2 |
| Total | \$103,479,841 | 84% | \$86,612,920 | 494.5 | \$14,610,000 | 48.7 | \$72,002,920 | 46% | 227.2 |

Source: City of McMinnville Parks, Recreation and Open Space Master Plan, Capital Improvements Plan, 2023.

APPENDIX D. OBSERVED BUILDING DENSITIES

ORS 223.301 prohibits local governments from determining the SDC for a specific development based on the number of employees hired, and fee amounts cannot be determined based on the number of employees without regard to new construction or new development. To ensure that the park SDCs are not charged based on the number of employees it is necessary to develop a ratio between the number of employees and the square feet of new development required to accommodate employees. Metro's 1999 Employment Density Study has a detailed list of square feet per employee by industry, which was used to calculate a weighted average number of square feet per employee.

Exhibit D1. Observed Building Densities

| Industry Grouping (SIC) | Description | Weighted Square Feet per Employee |
|----------------------------|---|---|
| 1-19 | Ag., Fish & Forest Services; Constr; Mining | 590 |
| 20 | Food & Kindred Products | 630 |
| 21 | Tobacco (industry does not exist in Oregon) | 0 |
| 22, 23 | Textile & Apparel | 930 |
| 24 | Lumber & Wood | 640 |
| 25, 32, 39 | Furniture; Clay, Stone & Glass; Misc. | 760 |
| 26 | Paper & Allied | 1,600 |
| 27 | Printing, Publishing & Allied | 450 |
| 28-31 | Chemicals, Petroleum, Rubber, Leather | 720 |
| 33, 34 | Primary & Fabricated Metals | 420 |
| 35 | Machinery Equipment | 300 |
| 36, 38 | Electrical Machinery, Equipment | 400 |
| 37 | Transportation Equipment | 700 |
| 40-42, 44, 45, 47 | TCPU - Transportation and Warehousing | 3,290 |
| 43, 46, 48, 49 | TCPU - Communications and Public Utilities | 460 |
| 50, 51 | Wholesale Trade | 1,390 |
| 52-59 | Retail Trade | 470 |
| 60-68 | Finance, Insurance & Real Estate | 370 |
| 70-79 | Non-Health Services | 770 |
| 80 | Health Services | 350 |
| 81-89 | Educational, Social, Membership Services | 740 |
| 90-99 | Government | 530 |

City of McMinnville

Residential and Nonresidential Maximum Allowable Park System Development Charge Methodology

DISCUSSION DRAFT
November 7, 2023

GROWTH ESTIMATES

System Development Charges are meant to have “growth pay for growth,” the first step in developing an SDC is to quantify future growth in the City of McMinnville. Growth estimates for the City of McMinnville’s population for the planning period of 2022 to 2041 have been developed.

Exhibit 1 lists McMinnville’s residential population and growth rates from 2000 to 2022 and projections to the year 2041.

| Exhibit 1. Population | | |
|-----------------------|---------------|-------------|
| Year | Population | CAGR |
| 2000 | 26,499 | |
| 2010 | 32,187 | 2.0% |
| 2020 | 34,409 | 0.7% |
| 2021 | 34,263 | -0.4% |
| 2022 | 34,666 | 1.2% |
| 2041 | 47,498 | 1.7% |
| Growth | 12,832 | 1.7% |

Sources: 2000 to 2021 population data sourced from the Portland State University (PSU) Population Research Center. Population for 2022 and forecasted for 2041 are provided by the City of McMinnville.

Population is expected to increase from 34,666 in 2022 to 47,498 in 2041. It is clear from Exhibit 1 that McMinnville expects growth of population in the future, so there is a rational basis for park SDCs that would have future growth pay for the parks, open space and recreation facilities needed to maintain appropriate levels of service for new development.

PARK SYSTEM DEVELOPMENT CHARGE

Overview

System development charges for McMinnville’s parks, recreation facilities and open space use an inventory of the City’s existing parks acreage and current population to determine the current level of service ratio for parks. The current level of service ratio is multiplied by the projected population

growth to estimate the acres of parks needed to serve growth at the current level of service and is compared to the number of acres to be acquired in the Capital Improvements Plan (CIP) to ensure sufficient projects are planned to serve growth. The cost of park acquisition and development is divided by the number of acres to be acquired or improved to establish the cost per acre for parks. Multiplying the park cost per person by the current level of service ratio results in the cost per person that can be charged as SDCs. The amount of the cost per person is adjusted by the value of the remaining park SDC fund balance, estimated compliance costs and any other sources of available funding to arrive at the net cost per person. The amount of the SDC is determined by multiplying the net cost per person by the persons per dwelling unit for each type of development.

These steps are described below in the formulas, descriptions of variables, exhibits and explanation of calculations of parks system development charges.

Formula 1: Parks Level of Service Ratio

The current level of service ratio is calculated by dividing McMinnville's existing parks acreage by its total current population.

$$(1) \frac{\text{Existing Acres of Parks}}{\text{Current Population}} = \text{Current Level of Service Ratio}$$

Current population was described in the third chapter of this study. There is one new variable that requires explanation: (A) Existing Acres of Parks.

Variable A: Existing Acres of Parks

The acreage of each of McMinnville's parks is listed in Appendix A. The total existing parks acreage includes all existing facilities in the following categories: Mini-Parks/Playlots, Neighborhood Parks, Community Parks, Special Use Sites, Linear/Trail Parks, Natural Areas, and Undeveloped. Appendix A additionally includes a total of the acreage for each park and the subtotal by category.

The total existing inventory of parks in the City of McMinnville is 357.9 acres of parks and recreation facilities (from Exhibit A1). Exhibit 2 lists the total existing inventory of parks and divides it by the current population of 34,666 (from Exhibit 1, divided by 1,000) to calculate the current level of service ratio of 10.3 acres of parks per 1,000 population.

Exhibit 2. Level of Service Ratio

| Inventory | Current Population | Level of Service Ratio |
|-----------|--------------------|----------------------------|
| 357.9 | ÷ 34,666 | = 10.3 acres per 1,000 pop |

Formula 2: Park Needs for Growth

The park needs for growth is calculated to ensure that McMinnville plans to acquire enough land to provide new growth with the same level of service ratio that benefits the current population. The acres of parks needed for growth are calculated by multiplying the level of service ratio by the population growth from 2022 to 2041 (divided by 1,000).

$$(2) \quad \text{Current Level of Service Ratio} \times \text{Population Growth} = \text{Park Acres Needed for Growth}$$

There are no new variables used in Formula 2. Both variables were developed in previous formulas and exhibits.

Exhibit 3 shows the calculation of the acres of parks needed for growth. The current level of service ratio is calculated in Exhibit 2. The growth in population is calculated in Exhibit 1. The result is that McMinnville needs to add 132.5 acres of parks in order to serve the growth of 12,832 additional people who are expected to be added to the City's existing population.

The number of acres to be acquired or improved in the Capital Improvements plan must equal or exceed the number of acres needed for growth to provide at least the amount for which growth is being asked to pay SDCs. If the amounts are greater than the amount needed for growth, the City pays for the additional amounts, and growth pays only for the amount that it needs. The CIP, in Appendix B, indicates that the City plans to acquire and improve 227.2 acres of parks, exceeding the acres required to serve the needs of growth.

Exhibit 3. Total Park Acres Needed for Growth

| Level of Service Ratio | | 2022-2041 Growth | | Total Park Acres Needed for Growth | Acres to be Acquired or Improved |
|------------------------|---------------------|---------------------|--------|--|--|
| 10.3 | acres per 1,000 pop | x | 12,832 | = | 132.5 |
| | | | | | 227.2 |

Formula 3: SDC Eligible Park Cost per Acre

The SDC eligible cost per acre of park land and improvements is the cost basis for the SDC. The cost per acre of park land and development is calculated by dividing the cost of eligible proposed park acquisitions and improvements by the number of acres to be acquired and developed in the Capital Improvements Plan.

$$(3) \quad \frac{\text{Cost of Park Acquisition and Development}}{\text{Acres to be Acquired and Improved}} = \text{Park Cost per Acre}$$

There are two new variables used in Formula 3 that require explanation: (B) Cost of Park Acquisition and Development and (C) Acres to be Acquired and Improved.

Variable B: Cost of Park Acquisition and Development

The park SDCs are based on the costs from the City's plans for future parks listed in Appendix B. Exhibit 4 details the total planned cost of park acquisition in the Parks Capital Improvement Plan, as well as the total SDC eligible cost of planned park improvements.

Variable C: Acres to be Acquired and Improved

The acres to be acquired and improved are from the same projects listed in Appendix B. Exhibit 4 details the total planned park acres to be acquired and the total planned park acres to be improved.

Exhibit 4 shows the calculation for the SDC eligible cost per acre of park land and improvements. The total cost of land acquisition and improvements (from Exhibit B1) is divided by the number of acres to be acquired or improved (from Exhibit B1) resulting in the park cost per acre. The result is that the City plans to invest a weighted average of \$616,888 per acre in SDC eligible parks acquisition and development.

| Exhibit 4. Park SDC Eligible Cost per Acre | | | | |
|---|----------------------|---|--------------|----------------------|
| | Eligible Cost | | Acres | Cost per Acre |
| Land Acquisition | \$14,610,000 | ÷ | 48.7 | = \$300,000 |
| Park Development | \$72,002,920 | ÷ | 227.2 | = \$316,888 |
| Total | \$86,612,920 | | | \$616,888 |

Formula 4: Investment Needed for Growth

The next step in determining growth's needs is to calculate the total investment in parks needed for growth, or the total cost of park land acquisition and development to serve growth with the same level of service that benefits the current population. The investment needed for growth is calculated by multiplying the park cost per acre by the number of acres needed to serve growth.

$$(4) \text{ Park Cost per Acre} \times \text{Park Acres Needed for Growth} = \text{Investment Needed for Growth}$$

There are no new variables in Formula 4.

Exhibit 5 shows the calculation of the total investment in park acquisition and development needed to serve growth. The park cost per acre (from Exhibit 4) is multiplied by the additional park acres needed for growth (from Exhibit 3) resulting in the total investment needed for growth. With growth

maintaining the current level of service ratio of 10.3 acres per 1,000 person, multiplied by the SDC eligible cost per acre of \$616,888, the City will need to invest more than \$81.7 million in SDC eligible parks acquisition and development to serve growth through 2041.

Exhibit 5. Investment Needed for Growth

| Park Cost per Acre | | Park Acres Needed for Growth | | Investment Needed for Growth |
|--------------------|---|------------------------------|---|------------------------------|
| \$616,888 | x | 132.5 | = | \$81,727,625 |

Formula 5: SDC Eligible Park Cost per Person

The SDC eligible cost of parks per person is needed for calculating the SDC rate. The cost per person for future park acquisition and development is calculated by dividing the total investment needed to serve growth by the growth in population.

$$(5) \frac{\text{Investment Needed for Growth}}{\text{Population Growth}} = \text{Cost per Person}$$

There are no new variables in Formula 5.

Exhibit 6 shows the calculation of the park cost per person. The investment needed for growth (from Exhibit 5) is divided by the growth of population (from Exhibit 1). The result is an SDC eligible cost of \$6,369.05 per person.

Exhibit 6. SDC Eligible Park Cost per Person

| Investment Needed for Growth | | Growth of Population | | Cost per Person |
|------------------------------|---|----------------------|---|-----------------|
| \$81,727,625 | ÷ | 12,832 | = | \$6,369.05 |

Formula 6: Adjustment per Person

The adjustment per person is needed to calculate the net cost per person in Formula 7, and is required to account for compliance costs, the current SDC fund balance and other sources of funding. The adjustment per person is calculated by adding the compliance costs, fund balance and adjustment for other revenue together to arrive at a total adjustment divided by equivalent population growth.

$$(6) \left(\text{Compliance Costs} + \text{Fund Balance} + \text{Other Revenue} \right) \div \text{Population Growth} = \text{Adjustment per Person}$$

There are three new variables in Formula 6 that require explanation: (D) Compliance Cost, (E) Fund Balance, (F) Other Revenue.

Variable D: Compliance Cost

The City of McMinnville is authorized under ORS 223.307 (5) to recoup a portion of the costs incurred for the development and administration of the SDCs. The SDC methodology developed by the City of McMinnville in 1998 estimated compliance costs at 10% of total SDC eligible costs. Using this same 10% for compliance costs, compliance costs for the 2041 time horizon are estimated at \$8,172,763. Compliance costs are estimated by multiplying the total investment needed for growth by 10%.

Variable E: Fund Balance

Additionally, the City of McMinnville has a remaining fund balance in the existing SDC account which will be used to pay for the park capital facilities needed to serve new development. This fund balance as reported by the City of McMinnville is \$401,250.

Variable F: Other Revenue

The adjustment per person also must include any other sources of revenue that will be used for parks capital facilities needed to serve new growth. The City of McMinnville has no identified sources of secured funding for parks capital facilities projects to serve growth in the Capital Improvement Plan. However, detailed analysis of revenue sources used in the Park Development between 2015 and 2022 reveals that other sources of revenue have historically been used to fund parks acquisition and development. This analysis excludes Park Development Bond proceeds, which were closed out in 2020 as well as interest. These other sources of revenues include grants and donations. These sources of revenue contributed 17% of total revenues to the Park Development Fund between 2015 and 2022, excluding bonds and interest. Assuming the City will continue to contribute 17% in other revenues, total other revenues are estimated at more than \$13.6 million.

Exhibit 7 shows the calculation for the adjustment per person. Compliance costs, the existing SDC fund balance and other sources of revenue are summed together to arrive at a total adjustment of nearly \$-5.9 million. This total adjustment is divided by the population growth (from Exhibit 1) of 12,832. The resulting adjustment per person is \$-459.27.

Exhibit 7. Adjustment per Person

| | Adjustment | 2022-2041 Growth | Adjustment per Person |
|------------------|---------------|---------------------|--------------------------|
| Compliance costs | \$8,172,763 | | |
| Fund Balance | -\$401,250 | | |
| Other Revenue | -\$13,664,861 | | |
| Total | -\$5,893,348 | ÷ 12,832 | = \$-459.27 |

Notes: Compliance costs are calculated using a 10% ratio of compliance costs to total eligible cost to serve growth. Fund balance for fiscal year 2023/24 provided by the City of McMinnville. Other revenue is estimated at 17% of total eligible cost to serve growth, based on analysis of historic Park Development Fund revenues.

Formula 7: Net Park Cost per Person

The net cost per person is calculated by adding the adjustment per person to the cost per person.

$$(7) \quad \text{Park Cost per Person} + \text{Adjustment per Person} = \text{Net Park Cost per Person}$$

There are no new variables in Formula 7.

Exhibit 8 shows the calculation of the net park cost per person to be paid by growth. The park cost per person (from Exhibit 6) is added to the adjustment per person (from Exhibit 7), and the result shows the cost for parks to be paid by growth is \$5,909.78 per person.

| Exhibit 8. Net Cost per Person | |
|---------------------------------------|------------------------|
| | Cost per Person |
| Total Cost per Person | \$6,369.05 |
| Total Adjustment | -\$459.27 |
| Net Cost per Person | \$5,909.78 |

Formula 8: Adjustment for Consistency with CIP

Improvement SDCs must consider the projected cost of capital improvements identified in the capital improvement plan and the list of SDC eligible projects. Additionally, SDCs must be calculated to arrive at the cost of capital improvements to serve the needs of growth. To ensure consistency with the planned SDC projects identified in the CIP, the investment needed to serve growth is compared to the total cost of SDC eligible projects identified in the CIP. If the unfunded cost of SDC eligible cost of park projects that add capacity, or are SDC eligible, is less than the investment needed for growth, the SDC calculation includes an adjustment to limit the fee to an amount that is consistent with the CIP. If the unfunded cost of parks projects that add capacity is greater than the investment needed for growth, then no adjustment is required.

The adjustment is calculated by dividing the unfunded cost of CIP projects that add capacity by the amount of the investment that is needed for growth. The result is the percentage of the needed investment that is provided by the CIP.

$$(8) \quad \frac{\text{Unfunded Cost of CIP Capacity Projects}}{\text{Investment Needed for Growth}} = \text{Adjustment \%}$$

There is one new variable used in Formula 8 that requires explanation: (G) Unfunded Cost of CIP Capacity Projects.

Variable G: Unfunded Cost of CIP Capacity Projects

The City of McMinnville's CIP has numerous projects for parks. Some of the projects add capacity to the park system by increasing acreage and/or adding improvements.

A detailed analysis was made of the City's CIP. There are a total of nearly \$103.5 million in park system projects planned between 2022 and 2041. Park projects costing more than \$86.6 million add capacity to the park system, and are considered projects eligible for SDC funding. The City of McMinnville indicated that there are no funding sources currently identified for these projects.

Revenues that are used for repair, maintenance or operating costs are not used to reduce SDCs because they are not used, earmarked or prorated for the system improvements that are the basis of impact fees. Revenues from past taxes paid on vacant land prior to development are not included because new capital projects do not have prior costs, therefore prior taxes did not contribute to such projects.

The other potential credits that reduce capacity costs (and subsequent SDCs) are donations of land or other assets by developers or builders. Those reductions depend on specific arrangements between the developer and the City of McMinnville. Reductions in SDCs for donations are calculated on a case-by-case basis at the time SDCs are to be paid.

Exhibit 9 shows the calculation of the adjustment percentage. The \$86.6 million in unfunded cost of CIP park projects that add capacity is divided by the \$81.7 million investment that is needed for growth in order to match the current level of service provided. The calculation is that CIP projects will provide 106% of the investment needed for growth for park projects. Because the City of McMinnville is planning to provide more capacity projects than are needed to serve growth, the net cost per person is adjusted by 100%, or no adjustment is required.

Exhibit 9. Adjustment for Consistency with CIP

| Unfunded Cost of CIP Capacity Projects | Investment Needed for Growth | Adjustment % |
|--|------------------------------------|-----------------|
| \$86,612,920 | ÷ \$81,727,625 | = 106.0% |

Formula 9: CIP Adjusted Net Cost per Person

The adjusted net cost per person is calculated by multiplying the net cost per person by the adjustment percent to account for the portion of unfunded CIP projects that will add capacity to McMinnville's parks system.

$$(9) \text{ Net Cost per Person} \times \text{Adjustment \%} = \text{Adjusted Net Cost per Person}$$

There are no new variables used in Formula 9. Both variables were developed in previous formulas.

Exhibit 10 shows the calculation of the net cost per person adjusted for park CIP capacity projects that needs to be paid by growth. The net cost per person (from Exhibit 8) is multiplied by the adjustment percent (from Exhibit 9), and the result shows the cost for parks to be paid by growth is \$5,909.78 per person.

Exhibit 10. Adjusted Net Cost per Person

| Net Cost per Person | | Adjustment % | | Adjusted Net Cost per Person |
|---------------------|---|--------------|---|------------------------------|
| \$5,909.78 | x | 100.0% | = | \$5,909.78 |

Formula 10: Maximum Allowable Park System Development Charge per Unit of Development

The amount to be paid by each new development unit depends on the population per unit of development. The park system development charge per unit of development is calculated by multiplying the adjusted net park cost per person by the population per unit for each type of development.

$$(10) \text{ Adjusted Net Cost per Person} \times \text{Population per Dwelling Unit} = \text{SDC per Unit of Development}$$

There is one new variable that requires explanation: (H) Population per Dwelling Unit.

Variable H: Population per Dwelling Unit

The population per dwelling unit is the number of persons per dwelling unit sourced from the U.S. Census American Community Survey 5-Year Estimates for the City of McMinnville and the U.S. Census America Housing Survey, 2019 for the Portland MSA and City of McMinnville.

Exhibit 11 shows the calculation of the parks SDC per unit of development. The adjusted net cost per person of \$5,909.78 from Exhibit 10 is multiplied by the population per dwelling unit to calculate the SDC per unit of development for parks.

Exhibit 11. Park System Development Charge per Unit of Development

| Type of Development | Adjusted Cost per Person | | Population per Occupied Unit | | Park SDC per Unit |
|----------------------|-----------------------------|---|---------------------------------|---|----------------------|
| Less than 500 sq ft | \$5,909.78 | x | 1.22 dwelling unit | = | \$7,233.09 |
| 500 to 999 sq ft | \$5,909.78 | x | 1.94 dwelling unit | = | \$11,444.86 |
| 1,000 to 1,999 sq ft | \$5,909.78 | x | 2.53 dwelling unit | = | \$14,979.43 |
| 2,000 or more sq ft | \$5,909.78 | x | 2.88 dwelling unit | = | \$17,038.17 |

APPENDIX A. INVENTORY OF EXISTING PARKS

McMinnville's updated Parks and Recreation Master Plan provides a detailed inventory of existing facilities and acres within the McMinnville parks system as of 2023. The parks system in McMinnville currently consists of 357.9 acres of parks in total. These parks are broken out into seven categories of parks.

Exhibit A1. McMinnville Parks Inventory, 2023

| | Acres |
|----------------------------|-------|
| Mini-Parks/Playlots | |
| Bend-o-River | 0.3 |
| Greenbriar | 0.2 |
| Kingwood | 0.6 |
| North Evans | 0.3 |
| Taylor | 0.3 |
| Village Mill | 0.5 |
| Neighborhood Parks | |
| Baker Creek North | 1.3 |
| Chegwyn Farm | 3.9 |
| Jay Pearson Park | 2.9 |
| Thompson Park | 2.3 |
| West Hills Park | 7.8 |
| Community Parks | |
| City Park | 16.2 |
| Dancer Park | 104.7 |
| Discovery Meadows | 21.4 |
| Wortman Park | 21.5 |
| Special Use Sites | |
| Riverside Drive Dog Park | 3.6 |

Source: City of McMinnville Parks, Recreation and Open Space Master Plan, 2023.

Exhibit A2. McMinnville Parks Inventory Continued, 2023

| | Acres |
|---|--------------|
| Linear/Trail Parks | |
| Ash Meadows | 1.3 |
| Baker Creek North-Parcel D | 14.9 |
| BPA Pathway I | 2.8 |
| BPA Pathway II | 4.1 |
| Goucher St. Pathway | 1.7 |
| Jandina | 2.6 |
| Jandina III | 2.1 |
| Roma Sitton | 1.7 |
| West McMinnville Linear Park | 0.2 |
| West McMinnville Linear Park/James Addition | 1.3 |
| West McMinnville Linear Park/Westvale | 4.5 |
| Oak Ridge Meadows (PPP) | 5.4 |
| Natural Areas | |
| Airport Park | 12.1 |
| Angela Court | 2.3 |
| Ashwood Derby | 0.3 |
| Barber | 11.8 |
| Bennette Addition | 0.2 |
| Carlson | 3.3 |
| Creekside Cozine | 3.9 |
| Creekside Meadows | 15.3 |
| Crestwood | 1.7 |
| Dayton | 6.8 |
| Fir Ridge | 0.7 |
| Heather Hollow | 3.2 |
| Kiwanis Park | 4.7 |
| Quarry | 11.9 |
| Rotary Nature Preserve | 32.8 |
| Tall Oaks Cozine | 12.6 |
| Undeveloped | |
| Brookview | 0.7 |
| Davis Dip | 1.6 |
| Jay Pearson Park - east side | 1.2 |
| Meadowridge | 0.7 |
| Total | 357.9 |

Source: City of McMinnville Parks, Recreation and Open Space Master Plan, 2023.

APPENDIX B. CAPITAL IMPROVEMENTS PLAN AND PROJECTS THAT ADD CAPACITY, 2022-2041

The Capital Improvements Plan (CIP) for 2022-2041 contains projects at 60 new and existing parks. Among these are SDC eligible projects at 35 parks, which include improvements to existing parks as well as acquisition and development of new parks. All analysis is summarized by park category. Park categories are listed in column one of Exhibit B1. The total capital cost of each project is listed in column two, totaling \$103.5 million. The third column lists the proportion of project cost for each project that increases the parks system capacity. The fourth column lists the SDC eligible costs for each park category, equal to nearly \$86.6 million. The fifth column lists the total acres for each park. The sixth column lists the cost of park land acquisition, totaling \$14.6 million. The seventh column contains the acres of park land acquisition. The eighth column lists the cost of eligible improvements, or improvement costs that increase system capacity, totaling more than \$72 million. The ninth column lists the percentage of acres that will be improved by each project. Many of the projects with eligible improvement costs will improve only a small portion of each park, therefore acres to be improved are listed at 0, though the number of acres to be improved is likely higher than shown. The final column lists the acres to be improved.

City of McMinnville staff have identified no secured funding for the park projects listed in the 2022-2041 Capital Improvements Plan. Specific totals derived from the analysis of CIP projects are used in Formulas 2, 3, 6 and 8 in the Park System Development Charge chapter of this methodology.

Exhibit C1. Capital Improvements Plan for Parks, 2022 – 2041

| Project | CIP Capital Cost | % Cost Capacity Increasing | Total Eligible Cost | Total Acres | Acquisition Cost | Acres to be Acquired | Eligible Improvement Cost | % Acres to be Improved | Acres to be Improved |
|---------------------------------------|----------------------|----------------------------|---------------------|--------------|---------------------|----------------------|---------------------------|------------------------|----------------------|
| Proposed Parks/Greenway Trails | | | | | | | | | |
| Proposed Neighborhood Parks | \$33,005,000 | 100% | \$33,005,000 | 28.7 | \$8,610,000 | 28.7 | \$24,395,000 | 100% | 28.7 |
| Proposed Community Parks | \$26,000,000 | 100% | \$26,000,000 | 20.0 | \$6,000,000 | 20.0 | \$20,000,000 | 100% | 20.0 |
| Proposed Greenway Trails | \$15,600,000 | 100% | \$15,600,000 | 87.9 | \$0 | 0.0 | \$15,600,000 | 75% | 65.9 |
| Existing Parks | | | | | | | | | |
| Mini-Parks/Playlots | \$3,204,000 | 36% | \$1,155,000 | 2.3 | \$0 | 0.0 | \$1,155,000 | 0% | 0.0 |
| Neighborhood Parks | \$2,710,000 | 81% | \$2,200,000 | 18.2 | \$0 | 0.0 | \$2,200,000 | 0% | 0.0 |
| Community Parks | \$17,729,500 | 28% | \$4,997,000 | 163.7 | \$0 | 0.0 | \$4,997,000 | 68% | 111.4 |
| Special Use Sites | \$435,000 | 75% | \$325,000 | 3.6 | \$0 | 0.0 | \$325,000 | 0% | 0.0 |
| Linear/Trail Parks | \$1,459,841 | 22% | \$313,920 | 42.5 | \$0 | 0.0 | \$313,920 | 0% | 0.0 |
| Natural Areas | \$3,336,500 | 90% | \$3,017,000 | 123.4 | \$0 | 0.0 | \$3,017,000 | 0% | 0.0 |
| Undeveloped | \$0 | 0% | \$0 | 4.2 | \$0 | 0.0 | \$0 | 29% | 1.2 |
| Total | \$103,479,841 | 84% | \$86,612,920 | 494.5 | \$14,610,000 | 48.7 | \$72,002,920 | 46% | 227.2 |

Source: City of McMinnville Parks, Recreation and Open Space Master Plan, Capital Improvements Plan, 2023.

City of McMinnville Parks, Recreation, and Open Space Master Plan Update: Park System Development Charge Update

City Council Work Session

November 14, 2023



Agenda

- System Development Charge Overview
- Calculation of Park SDCs
- SDC Option: Residential Only
- SDC Option: Unit type vs Unit Size
- Next Steps and Q&A



System Development Charge Overview

Definition of a System Development Charge

One time payment...

...by new development...

...for capital costs of facilities...

...needed by new development.

System Development Charge Overview

Reasons governments charge SDCs

- Revenue: for public facilities
- Policy: growth pays a portion of costs
- Quality of life: public facilities keep up with growth

System Development Charge Overview

Rules (State Laws) for SDCs

- Fair Share
 - » Growth can pay for growth, but not as deficiencies
- Proportionate Share
 - » SDC must be proportionate to the impact
- Credits
 - » Must provide a system for credits for qualified contributions and no double-charging
- Capital Improvements Plan
 - » All projects to be funded with SDCs must be included in the CIP

System Development Charge Overview

What can SDCs pay for?

- Improvement Fee
 - » CAN pay for capacity increasing capital facilities in the CIP
- Reimbursement Fee
 - » CAN pay for existing capital facilities if excess capacity is identified in the methodology
- SDCs CAN be used to cover the costs of complying with SDC regulations
- SDCs MAY NOT be used for operations or maintenance costs

Agenda

- System Development Charge Overview
- Calculation of Park SDCs
 - Growth Forecast
 - Cost per Person
 - Park SDC Rates
 - Rate Comparison
 - Revenue Forecast
- SDC Option: Residential Only
- SDC Option: Unit type vs Unit Size
- Next Steps and Q&A

Growth Forecast

City of McMinnville Population (Ex. 2, p. 9)

| Year | Population | CAGR |
|---------------|---------------|-------------|
| 2000 | 26,499 | |
| 2010 | 32,187 | 2.0% |
| 2020 | 34,409 | 0.7% |
| 2021 | 34,263 | -0.4% |
| 2022 | 34,666 | 1.2% |
| 2041 | 47,498 | 1.7% |
| Growth | 12,832 | 1.7% |

Sources: 2000 to 2021 population data sourced from the Portland State University (PSU) Population Research Center. Population for 2022 and forecasted for 2041 are provided by the City of McMinnville.
Note: CAGR means compound annual growth rate.

City of McMinnville Employment (Ex. 3, p. 9)

| Year | Employment | CAGR |
|---------------|--------------|-------------|
| 2017 | 20,990 | |
| 2021 | 22,157 | 1.4% |
| 2022 | 22,459 | 1.4% |
| 2041 | 29,042 | 1.4% |
| Growth | 6,583 | 1.4% |

Sources: Employment for 2017, 2021 and 2041 are sourced from the City of McMinnville Economic Opportunities Analysis, September 2023, pages 93 and 96. Employment for 2022 is estimated based on 2021 employment and the 2021 through 2041 compound annual growth rate.
Note: CAGR is Compound Annual Growth Rate.

Growth Forecast

City of McMinnville Equivalent Population (Ex. 4, p. 10)

| | Equivalent Population Coefficient | 2022 Base Year Full Population | 2022 Base Year Equivalent Population | 2041 Horizon Year Full Population | 2041 Horizon Year Equivalent Population | 2022-2041 Growth Full Population | 2022-2041 Growth Equivalent Population |
|---------------------------|---|--------------------------------------|---|--|--|---|---|
| Permanent Population | 1.00 | 34,666 | 34,666 | 47,498 | 47,498 | 12,832 | 12,832 |
| Nonresidential Population | 0.33 | 22,459 | 7,423 | 29,042 | 9,599 | 6,583 | 2,176 |
| Total | N/A | N/A | 42,089 | N/A | 57,097 | N/A | 15,008 |

Sources: Equivalent population is discussed in Appendix A of the Methodology Report. Analysis uses data from 2020 U.S. Census OnTheMap, Portland State University Population Research Center, Bureau of Labor Statistics, U.S. Census American Community Survey 5-Year Estimates and City of McMinnville Economic Opportunities Analysis (September 2023), and system development charge methodologies developed by Don Ganer & Associates for Oregon cities.

Cost per Person

City of McMinnville Parks Inventory (Ex. B1-B2, p. 25-26)

| | Acres |
|---------------------|--------------|
| Mini-Parks/Playlots | 2.3 |
| Neighborhood Parks | 18.2 |
| Community Parks | 163.7 |
| Special Use Sites | 3.6 |
| Linear/Trail Parks | 42.5 |
| Natural Areas | 123.4 |
| Undeveloped | 4.2 |
| Total | 357.9 |

Sources/Note: City of McMinnville Parks, Recreation and Open Space Master Plan, 2023.

Cost per Person

Level of Service Ratio (Ex. 5, p. 12)

| Inventory | | Current Population | | Level of Service Ratio |
|-----------|---|-----------------------|---|-------------------------|
| 357.9 | ÷ | 42,089 | = | 8.5 acres per 1,000 pop |

Total Park Acres Needed for Growth (Ex. 6, p. 12)

| Level of Service Ratio | | | 2022-2041 Growth | | Total Park Acres Needed for Growth | Acres to be Acquired or Improved |
|------------------------|---------------------|---|---------------------|---|--|--|
| 8.5 | acres per 1,000 pop | x | 15,008 | = | 127.6 | 227.2 |

Cost per Person

Park SDC Eligible Cost per Acre (Ex. 7, p. 13)

| | Eligible Cost | Acres | Cost per Acre |
|------------------|-----------------------------------|-----------|--------------------------------|
| Land Acquisition | $\$14,610,000 \div$ | $48.7 =$ | $\$300,000$ |
| Park Development | $\$72,002,920 \div$ | $227.2 =$ | $\$316,888$ |
| Total | $\\$86,612,920$ | | $\\$616,888$ |

Investment Needed for Growth (Ex. 8, p. 14)

| Park Cost per Acre | | Park Acres Needed for Growth | | Investment Needed for Growth |
|--------------------|----------|------------------------------|-----|------------------------------|
| $\$616,888$ | \times | 127.6 | $=$ | $\$78,727,809$ |

Sources/Note: City of McMinnville Parks, Recreation and Open Space Master Plan, 2023.

Cost per Person

SDC Eligible Park Cost per Person (Ex. 9, p. 14)

| Investment Needed for Growth | Growth of Population | Cost per Equivalent Population |
|------------------------------------|-------------------------|--------------------------------------|
| \$78,727,809 ÷ | 15,008 | = \$5,245.78 |

Adjustment per Person (Ex. 10, p. 16)

| | Adjustment | 2022-2041 Growth | Adjustment per Equivalent Person |
|------------------|----------------|---------------------|--|
| Compliance costs | \$7,872,781 | | |
| Fund Balance | -\$401,250 | | |
| Other Revenue | -\$13,163,291 | | |
| Total | -\$5,691,760 ÷ | 15,008 | = -\$379.25 |

Cost per Person

Net Cost per Person (Ex. 11, p. 16)

| | Cost per Equivalent Population |
|----------------------------|--------------------------------------|
| Total Cost per Person | \$5,245.78 |
| Total Adjustment | -\$379.25 |
| Net Cost per Person | \$4,866.52 |

Cost per Person

Adjustment for Consistency with CIP (Ex. 12, p. 18)

| Unfunded Cost of CIP Capacity Projects | Investment Needed for Growth | Adjustment % |
|--|------------------------------------|-----------------|
| \$86,612,920 | ÷ \$78,727,809 = | 110.0% |

Adjustment Net Cost per Equivalent Person (Ex. 13, p. 18)

| Net Cost per Person | Adjustment % | Adjusted Cost per Person |
|------------------------|-----------------|--------------------------------|
| \$4,866.52 | x 100.0% = | \$4,866.52 |

Cost per Person

Park System Development Charge per Unit of Development (Ex. 14, p. 19)

| Type of Development | Adjusted Cost per Person | Population per Occupied Unit | Park SDC per Unit |
|-------------------------------|-----------------------------|---------------------------------|----------------------|
| Residential | | | |
| Less than 500 sq ft | \$4,866.52 | x 1.22 dwelling unit = | \$5,956.23 |
| 500 to 999 sq ft | \$4,866.52 | x 1.94 dwelling unit = | \$9,424.49 |
| 1,000 to 1,999 sq ft | \$4,866.52 | x 2.53 dwelling unit = | \$12,335.11 |
| 2,000 or more sq ft | \$4,866.52 | x 2.88 dwelling unit = | \$14,030.41 |
| Nonresidential | | | |
| Industrial/Manufacturing | \$4,866.52 | x 0.0006 square foot = | \$2.73 |
| Warehousing | \$4,866.52 | x 0.0002 square foot = | \$0.77 |
| Retail/Restaurant/Hospitality | \$4,866.52 | x 0.0007 square foot = | \$3.42 |
| Office | \$4,866.52 | x 0.0006 square foot = | \$2.92 |

Sources: U.S. Census American Community Survey 5-Year Estimates for the City of McMinnville and the U.S. Census American Housing Survey, 2019 for the Portland MSA and City of McMinnville, and Observed Building Densities from Table 4 in the Metro 1999 Employment Density Study.

Note: Office includes healthcare, education, finance and professional service types of development.

Rate Comparison

SDC Comparison by Selected Cities

Comparison charts are forthcoming

Revenue Forecast

Historic and Forecasted Park SDC Revenue

| Year | Park SDC Receipts |
|------------------|---------------------|
| 2015 | \$379,546 |
| 2016 | \$301,180 |
| 2017 | \$129,198 |
| 2018 | \$204,412 |
| 2019 | \$690,880 |
| 2020 | \$620,594 |
| 2021 | \$261,277 |
| 2022 | \$401,250 |
| 2015-2022 | \$2,988,337 |
| 2022-2041 | \$73,036,048 |

Total park SDC receipts between 2015 and 2022 are nearly \$3.0 million.

Annual receipts average nearly \$373,500.

Forecasted park SDC revenues, based on the maximum allowable rates between 2023 and 2041 are \$73.0 million.

Forecasted annual receipts average \$3.8 million.

Agenda

- System Development Charge Overview
- Calculation of Park SDCs
- SDC Option: Residential Only
- SDC Option: Unit type vs Unit Size
- Next Steps and Q&A

SDC Option: Residential Only

Residential Only SDC Fee Calculations

1. Exclude employment data, use population only for growth estimates
2. No equivalent population analysis is required, use population growth estimates alone
3. Remove equivalent population per square foot for nonresidential development
4. Recalculate fees to develop alternative maximum allowable park SDCs

SDC Option: Residential and Nonresidential

Maximum Residential Only SDC Fee Comparison

| Type of Development | Park SDC (Residential Only) | Park SDC (Res and Nonres) | per Unit | \$ Difference | % Difference |
|-------------------------------|--------------------------------|------------------------------|---------------|------------------|-----------------|
| Residential | | | | | |
| Less than 500 sq ft | \$7,233.09 | \$5,956.23 | dwelling unit | (\$1,276.86) | 82% |
| 500 to 999 sq ft | \$11,444.86 | \$9,424.49 | dwelling unit | (\$2,020.36) | 82% |
| 1,000 to 1,999 sq ft | \$14,979.43 | \$12,335.11 | dwelling unit | (\$2,644.33) | 82% |
| 2,000 or more sq ft | \$17,038.17 | \$14,030.41 | dwelling unit | (\$3,007.75) | 82% |
| Nonresidential | | | | | |
| Industrial/Manufacturing | | \$2.73 | square foot | | |
| Warehousing | | \$0.77 | square foot | | |
| Retail/Restaurant/Hospitality | | \$3.42 | square foot | | |
| Office | | \$2.92 | square foot | | |

Agenda

- System Development Charge Overview
- Calculation of Park SDCs
- SDC Option: Residential Only
- SDC Option: Unit type vs Unit Size
 - » Maximum Allowable SDC Rate by Type
 - » Maximum Allowable SDC Rate by Size of Unit
- Next Steps and Q&A

Maximum Allowable SDC Rate by Type

Maximum Allowable SDC Rate by Type and Combined Nonresidential

| Type of Development | Park SDC per Unit of Development |
|-----------------------|----------------------------------|
| Residential | |
| Single-Family | \$12,935.72 dwelling unit |
| Multi-Family | \$10,724.62 dwelling unit |
| Nonresidential | |
| Nonresidential | \$2.27 square foot |

Agenda

- System Development Charge Overview
- Calculation of Park SDCs
- SDC Option: Residential and Nonresidential
- SDC Option: Unit type vs Unit Size
- Discussion and Q&A

Discussion and Q&A

- Do you want to move forward with the non-residential park SDC?
- Do you support the tiered fee structure based on size of unit?
- Do you want to charge the maximum allowable SDC, or if not, what level of reduction would you support?
- Do you want to consider a phased implementation? (increase fees over a period of time to the maximum allowed)



November 14, 2023

Questions?

From: [Michele Crawley](#)
To: [Claudia Cisneros](#)
Subject: MSC City Council letter
Date: Friday, November 3, 2023 3:28:00 PM

This message originated outside of the City of McMinnville.

Dear McMinnville City Council and Mayor Drabkin,

My name is Michele Withee and I am writing to you to encourage you to consider voting yes on the proposal to build a new aquatic center here in McMinnville. I am a mother to 4 children and we have been coming to the aquatic center since my old were babies. Having a place for our family to swim is such an important thing. Swimming provides so many opportunities for growth, connection as a family, and enjoying our community.

My older children have now been on the McMinnville Swim Club for the last few years. Being apart of the swim team has been such a wonderful experience for my children. They have grown and learned so much both physically and mentally. They have learned how to swim competitively, how to handle both success and disappointment, how to be great teammates, and how to challenge themselves to improve their skills. I hope to see them continue to have the opportunity to swim in this capacity. At the present time our aquatic center is outdated which has many limitations. Space is limited in all areas from spectator seating to deck space to very few bathrooms and small locker room area. There is no family bathroom/ changing room which makes it difficult for families who may have younger children, such as mine.

A new aquatic center would give our community the opportunity to grow in many ways. More families would access the aquatic center, more kids would be able to join the swim team, more teams would be willing to come compete in McMinnville. This would bring more visitors and in turn more revenue to our community.

Thank you for taking the time to read this letter and consider voting yes on building a new aquatic center for our community.

Sincerely,
Michele Withee

Megan OBrien

████████████████████
Carlton, OR 97111

9-5-23

McMinnville City Council Members and Mayor Drabkin
McMinnville City Council
230 NE Second St
McMinnville, OR 97128

Dear McMinnville City Council Members and Mayor Drabkin:

My name is Megan OBrien and both of my children, Jill and Lane, have been swimming for the McMinnville Makos Swim Club since March of 2021. I am writing to you to share our positive experience as well as why we would value a new aquatic center for the City of McMinnville.

As a child who grew up in Arizona, I was lucky enough to have many community pools that offered lessons and competitive programs. I had a very positive relationship with water which is something I consider to be an incredibly valuable life skill. I always knew it would be something I wanted my children to experience once we were able.

My kiddos started on the team when they were just five and seven. Prior to this, we had not spent a ton of time at the McMinnville City Pool. I can tell you my first impressions where how friendly and welcoming the staff was. I did find some difficulty getting my five year old son ready for practice and showered after, since their family changing options are incredibly limited. I quickly noticed how hard the staff is working to keep the pool functioning properly, including realizing that the many trash cans around the pool were to catch what appears to be grease that was dripping from the ceiling. Over the years that we have been frequenting a couple times of week, I have seen this process only accelerate.

I do feel that the community would benefit heavily from a new pool. It has brought our family a sport that we have found a lot of value in. We just finished the local meet for the team and I saw firsthand how much business it brings to the community. I worry what the future holds as I see the current pool start to show heavy signs of aging. I also believe the community has really outgrown the space. Please consider all the benefits a new pool would bring the City of McMinnville.

Sincerely,

Megan OBrien

Megan OBrien

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
June 2023

| FUND # | FUND NAME | GENERAL OPERATING | | |
|-------------|--------------------------------|-------------------|-----------------|-----------------|
| | | CASH IN BANK | INVESTMENT | TOTAL |
| 01 | General | \$3,263,824.76 | \$10,773,896.23 | \$14,037,720.99 |
| 05 | Grants & Special Assessment | \$65.94 | \$327,057.52 | \$327,123.46 |
| 07 | Transient Lodging Tax | \$692.85 | (\$148,000.00) | (\$147,307.15) |
| 08 | Affordable Housing | \$309.83 | \$1,633,000.00 | \$1,633,309.83 |
| 10 | Telecommunications | \$975.11 | \$1,030.00 | \$2,005.11 |
| 15 | Emergency Communications | \$50.37 | \$152,094.81 | \$152,145.18 |
| 20 | Street (State Tax) | \$60.21 | \$2,343,016.01 | \$2,343,076.22 |
| 25 | Airport Maintenance | \$986.19 | \$847,749.03 | \$848,735.22 |
| 45 | Transportation | \$667.82 | \$4,137,494.92 | \$4,138,162.74 |
| 50 | Park Development | \$975.98 | \$2,312,441.49 | \$2,313,417.47 |
| 58 | Urban Renewal | \$551.62 | \$90,988.76 | \$91,540.38 |
| 59 | Urban Renewal Debt Service | \$565.82 | \$968,637.33 | \$969,203.15 |
| 60 | Debt Service | \$18.82 | \$259,754.67 | \$259,773.49 |
| 70 | Building | \$862.98 | \$2,076,240.37 | \$2,077,103.35 |
| 75 | Wastewater Services | \$724.72 | \$2,539,804.35 | \$2,540,529.07 |
| 77 | Wastewater Capital | \$747.59 | \$45,631,103.65 | \$45,631,851.24 |
| 80 | Information Systems & Services | \$319.26 | \$237,742.38 | \$238,061.64 |
| 85 | Insurance Reserve | \$141.49 | \$297,290.54 | \$297,432.03 |
| CITY TOTALS | | 3,272,541.36 | 74,481,342.06 | 77,753,883.42 |

| MATURITY DATE | INSTITUTION | TYPE OF INVESTMENT | INTEREST | CASH VALUE |
|------------------|----------------------------|---|----------|-------------------------|
| | | | RATE | |
| N/A | Key Bank of Oregon | Checking & Repurchase Sweep Account | 0.80% | \$ 3,272,541.36 |
| N/A | Key Bank of Oregon | Money Market Savings Account | 0.40% | \$ 94,739.53 |
| N/A | State of Oregon | Local Government Investment Pool (LGIP) | 3.88% | \$ 53,333,185.55 |
| N/A | State of Oregon | Urban Renewal Loan Proceeds (LGIP) | 3.88% | \$ 118,582.83 |
| N/A | Umpqua Bank | Money Market Savings Account | 3.09% | \$ 10,012,517.81 |
| 12/2/23 | Umpqua Bank | Certificate of Deposit | 4.85% | \$ 10,038,534.24 |
| N/A | MassMutual Financial Group | Group Annuity | 3.00% | \$ 883,782.10 |
| | | | | <u>\$ 77,753,883.42</u> |
| | | | | \$ - |

Final Action:

Approved ☐ Disapproved ☐

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Dundee Hills Wine Library LLC dba: Dundee Wine Library
BUSINESS LOCATION ADDRESS: 619 NE 3rd Street
LIQUOR LICENSE TYPE: Winery – 3rd location

Is the business at this location currently licensed by OLCC

Yes

No



If yes, what is the name of the existing business:

Hours of operation: Sunday 11 am to 5 pm, Monday–Saturday 11 am to 9 pm

Entertainment: DJ/live music

Hours of Music: open to close

Seating Count: 15 total

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: Yes ☒ No ☐

Criminal Records Check: Yes ☒ No ☐

Recommended Action: Approve ☒ Disapprove ☐



Chief of Police / Designee

City Manager / Designee

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☒ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

☐ Limited On-Premises

- ☐ Off Premises
- ☐ Warehouse
- ☐ Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

After providing your recommendation, return this application to the applicant WITH the recommendation marked below

City OR County name: (not both)

(Please specify city **OR** county)

Date application received: October 26, 2023

Optional: Date Stamp Received Below

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied
- ☐ No Recommendation/Neutral

Printed Name

Date

Signature

Dundee Wine Library

Trade Name

Final Action:

Approved ☐ Disapproved ☐

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Sushi Ninja LLC
BUSINESS LOCATION ADDRESS: 828 NE Adams Street
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: N/A

Entertainment: N/A

Hours of Music: N/A

Seating Count: N/A

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: Yes ☒ No ☐

Criminal Records Check: Yes ☒ No ☐

Recommended Action: Approve ☒ Disapprove ☐



Chief of Police / Designee

City Manager / Designee

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Lesser Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location

Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location

Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location

Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location

Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location

Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

☒ Limited On-Premises

☐ Off Premises

☐ Warehouse

☐ Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Local Governing Body: After providing your recommendation, return this application to the applicant.

LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received: *November 2, 2023*

Optional: Date Stamp

☐ Recommend this license be granted

☐ Recommend this license be denied

Printed Name

Date

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Odyssey 29, Inc. dba: Journey Distilled

BUSINESS LOCATION ADDRESS: 1405 NE Alpha Dr #102

LIQUOR LICENSE TYPE: Distillery Primary Location

Is the business at this location currently licensed by OLCC

Yes

☐

No

☒

If yes, what is the name of the existing business:

Hours of operation: N/A

Entertainment: N/A

Hours of Music: N/A

Seating Count: N/A

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: Yes ☒ No ☐

Criminal Records Check: Yes ☒ No ☐

Recommended Action: Approve ☒ Disapprove ☐



Chief of Police / Designee

City Manager / Designee

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available online.

Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☒ Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

☐ Limited On-Premises

☐ Off Premises

☐ Warehouse

☐ Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

After providing your recommendation, return this application to the applicant WITH the recommendation marked below

City OR County name: (not both)

(Please specify city **OR** county)

Date application received: November 2, 2023

Optional: Date Stamp Received Below

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied
- ☐ No Recommendation/Neutral

Printed Name

Date

Signature

Journey Distilled

Trade Name

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

Tuesday, January 12, 2021 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

| | | | | | | | | | | | | | | | |
|---------------------------------|---|----------------|------------------------|---------------------------------|--|-------------|--|------------|--|--------------|--|-------------|--|-----------------|--|
| Councilors: | <table border="0"><tr><td style="text-align: center;"><u>Present</u></td><td style="text-align: center;"><u>Excused Absence</u></td></tr><tr><td colspan="2">Remy Drabkin, Council President</td></tr><tr><td colspan="2">Adam Garvin</td></tr><tr><td colspan="2">Zack Geary</td></tr><tr><td colspan="2">Kellie Menke</td></tr><tr><td colspan="2">Sal Peralta</td></tr><tr><td colspan="2">Chris Chenoweth</td></tr></table> | <u>Present</u> | <u>Excused Absence</u> | Remy Drabkin, Council President | | Adam Garvin | | Zack Geary | | Kellie Menke | | Sal Peralta | | Chris Chenoweth | |
| <u>Present</u> | <u>Excused Absence</u> | | | | | | | | | | | | | | |
| Remy Drabkin, Council President | | | | | | | | | | | | | | | |
| Adam Garvin | | | | | | | | | | | | | | | |
| Zack Geary | | | | | | | | | | | | | | | |
| Kellie Menke | | | | | | | | | | | | | | | |
| Sal Peralta | | | | | | | | | | | | | | | |
| Chris Chenoweth | | | | | | | | | | | | | | | |

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Information Services Specialist Megan Simmons, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, Community Development Director Mike Bisset, Information System Director Scott Burke, Public Affairs & Community Engagement Noelle Amaya, and Jerry Eichten, McMinnville Community Media and Dora Totoian, NewsRegister.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:03 p.m. and welcomed all in attendance.

2. GOAL SETTING KICK OFF MEETING WITH WENDY STASSENS:

City Manager Towery introduced Wendy Stassens, consultant.

Ms. Stassens gave a presentation on the 2021 Goal Setting, Implementing McMinnville Strategy. She discussed the outcomes they were trying to achieve, putting an operating system in place, vision component, data component, traction, goal setting plan of four work sessions, kickoff work session and homework, turning the thought work into data, goal setting preparation exercise, and deadline for completed spreadsheets.

There was discussion regarding the homework, goal setting exercise, and timeline.

3. ADJOURNMENT: Mayor Hill adjourned the meeting at 7:02 pm.

Claudia Cisneros, City Recorder

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

Tuesday, January 12, 2021 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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|-------------|---------------------------------|------------------------|
| Councilors: | <u>Present</u> | <u>Excused Absence</u> |
| | Remy Drabkin, Council President | |
| | Adam Garvin | |
| | Zack Geary | |
| | Kellie Menke | |
| | Sal Peralta | |
| | Chris Chenoweth | |

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Information Services Specialist Megan Simmons, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, Community Development Director Mike Bisset, Information System Director Scott Burke, Public Affairs & Community Engagement Noelle Amaya, and Jerry Eichten, McMinnville Community Media and Dora Totoian, NewsRegister.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:03 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Mayor Hill led the Pledge of Allegiance.

3. PROCLAMATION & RECOGNITION OF COUNCILOR WENDY STASSENS

Mayor Hill read the proclamation declaring January 12, 2021 as Wendy Stassens Day. He presented a plaque to former Councilor Stassens in recognition of her service.

Former Councilor Stassens thanked everyone for the honor.

The Council and staff expressed their appreciation for her service.

4. OATH OF OFFICE

Municipal Judge Noble administered the Oath of Office to Mayor Hill and Councilors Chenoweth, Menke, and Garvin.

5. ELECTION OF COUNCIL PRESIDENT

Mayor Hill read from the City Charter the responsibilities of Council President. He thanked Councilor Menke for serving as the previous Council President.

Councilor Menke nominated Councilor Drabkin for Council President. The Council voted unanimously in favor.

6. PRESENTATIONS

6.a. City Branding Project

Human Resources Manager Bayer introduced Jen Wick and Nicole Sakai of Factory North who would be giving the presentation.

Ms. Sakai began the presentation by introducing the company.

Ms. Wick introduced herself and gave some previous work examples in other communities. She then discussed the purpose of a brand, project goals, benefits of a branded design system, bringing McMinnville values to the work, design and collateral deliverables, considerations and things they were thinking about, where they were at, and next steps.

There was discussion regarding how the project dovetailed with other work that had been done with Visit McMinnville, balancing strong identity of departments and creating a cohesive brand, need for a timeless design, how the project would affect wayfinding, minimizing costs in implementation, improving digital presence, Visit McMinnville's and City's contribution, timeline of the project, how the project aligned with the Strategic Plan, accessibility, efficiency, life expectancy of a brand, tying into the core services discussion, citizen involvement, implementing the new brand, logo reflecting the community, and partnerships.

7. PUBLIC HEARING

7.a. Public Hearing regarding vacating a portion of SE Chandler Avenue between SE Davis Street and the Southern Pacific Railroad (RV 1-20)

Mayor Hill opened the public hearing and asked if any Councilor had a potential conflict of interest or needed to recuse themselves from the hearing.

Councilor Geary had been contacted by the party for potential future uses of the site. He recused himself from the hearing.

Community Development Director Bisset presented the staff report. The City had received a vacation application, including the required signatures from affected neighbors. They had received one comment from McMinnville Water & Light noting an easement that needed to be retained. Staff recommended approval.

There was no public testimony.

Mayor Hill closed the public hearing.

8. INVITATION TO CITIZENS FOR PUBLIC COMMENT

Mark Davis, McMinnville resident, addressed a budget error in the franchise fee calculations discussed at the last work session. It was suggested that it only became obvious recently. However, he noted in the June 13, 2017 minutes that he had commented about the franchise fee discrepancy. He made a similar statement to McMinnville Water & Light, but nothing was done. He thought it showed an incompetence in the auditors. He thought the money should be used for affordable housing.

Tynan Pierce, McMinnville community member, thought the Council should officially condemn the attacks on the Capitol and white supremacy.

9. ADVICE/ INFORMATION ITEMS

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

Councilor Menke reported on an upcoming meeting on communal living.

Councilor Garvin discussed the Airport Commission meeting and new appointments.

Councilor President Drabkin reported on the Affordable Housing Task Force and Yamhill County Regional Leadership meetings. She then discussed potential funds for affordable housing as well as formation of the DEI Committee. She discussed County data on Covid vaccine distributions.

Councilor Geary reported on the Landscape Review Committee, McMinnville Community Media, Mac Pac, Climate Friendly and Equitable Communities Rules Advisory Committee, and McMinnville Active Transportation Concept Plan meetings.

Councilor Peralta reported on the Council of Governments.

Mayor Hill reported on the Mid-Willamette Valley Transportation Advisory Committee meeting.

9.b.

Department Head Reports

Community Development Director Bisset discussed flooding and flows in the Wastewater Treatment Plant.

Human Resources Manager Bayer discussed the evaluation of the City Manager, DEI Committee, and Covid-19.

Planning Director Richards discussed the prescription pick up program and food box deliveries. The UGB work was sent to the County Commission who passed it unanimously. It was then sent to the State and they had received one objection.

Finance Director Cuellar reported on the Audit Committee work and budget kick off meeting with staff.

Police Chief Scales discussed DEI training, new police officer, and providing Christmas gifts to families in need.

Fire Chief Leipfert discussed the Toy and Joy program, Christmas lights, and feasibility study presentations.

City Manager Towery would be helping with interviews for the City Manager of Carlton. City offices would be closed for MLK Jr. Day.

10.

CONSENT AGENDA

a. Consider request from AtTheWire LLC DBA: Lytle-Barnett for a Winery 2nd Location OLCC Liquor License located at 1206 NE 11th Way.

Councilor Garvin MOVED to adopt the consent agenda as presented; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.

11.

RESOLUTION

11.a.

Consider **Resolution 2021-01**: A Resolution appointing members to the Airport Commission.

Community Development Director Bisset said there were two open seats on the Airport Commission. Interviews were held and he recommended appointment of Grayson Barrows and Richard Martinez for terms to end in 2024.

Councilor Garvin MOVED to adopt Resolution 2021-01; SECONDED by Councilor Geary. Motion PASSED unanimously 6-0.

12. ORDINANCE

- 12.a. Consider first reading with possible second reading of **Ordinance No. 5099**: An Ordinance Vacating a Portion of SE Chandler Avenue Between SE Davis Street and the Southern Pacific Railroad (RV 1-20).

Councilor Geary recused himself from the decision.

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

City Attorney Guile-Hinman read by title only Ordinance No. 5099, vacating a portion of SE Chandler Avenue between SE Davis Street and the Southern Pacific Railroad (RV 1-20).

Community Development Director Bisset said staff recommended approval of the ordinance as presented.

Councilor Chenoweth asked about giving away the land without anything in return.

Community Development Director Bisset explained the process for vacating public right-of-way, and how the property went back to the adjacent property owners where the land came from originally. The County surveyor would determine how the land would be distributed. The zoning would not be changed.

Councilor Peralta MOVED to pass Ordinance 5099 to a second reading; SECONDED by Councilor Menke. Motion PASSED unanimously 5-0-1 with Councilor Geary recused.

City Attorney Guile-Hinman read by title only for a second time Ordinance 5099.

Councilor Chenoweth MOVED to approve Ordinance No. 5099, vacating a portion of SE Chandler Avenue between SE Davis Street and the Southern Pacific Railroad (RV 1-20); SECONDED by Councilor Garvin.

Ordinance No. 5099 PASSED unanimously 5-0-1 by roll-call vote with Councilor Geary recused.

13. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:30 p.m.

Claudia Cisneros, City Recorder

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

Tuesday, January 20, 2021 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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|-------------|---------------------------------|------------------------|
| Councilors: | <u>Present</u> | <u>Excused Absence</u> |
| | Remy Drabkin, Council President | |
| | Adam Garvin | |
| | Zack Geary | |
| | Kellie Menke | |
| | Sal Peralta | |
| | Chris Chenoweth | |

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Fire Chief Rich Leipfert, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Community Development Director Mike Bisset, Information System Director Scott Burke, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:03 p.m. and welcomed all in attendance.

2. GOAL SETTING WITH WENDY STASSENS:

Wendy Stassens, consultant, introduced the updated goal setting plan.

The Council shared takeaways from the homework including the challenges, refining the Strategic Plan action items to measurable actions, and need for feedback from staff and stakeholders.

City Manager Towery provided context for the goal setting and work in progress from staff's perspective. He discussed the top priority items staff had been working on and gave examples of how staff anticipated things in the plan originally and handled things that had come up since then.

Ms. Stassens discussed the importance of creating alignment with a shared vision and identifying gaps.

Mayor Hill led the Council in an exercise to clarify their shared vision of what a city that embodied the mission, vision, and values of the Strategic Plan would look like, feel like, and function like.

The Council shared the vision of their desired future for McMinnville.

Ms. Stassens led the Council in a gap analysis exercise to describe the gaps between the current state and the desired state of the City.

The Council shared what they thought were the biggest gaps including effective communication, training, housing, livability, core services and capacity of staff, growing partnerships, financial resources and contingency, safety, business development, planning and building, actionable items for goals, working together, timeliness of the permit process, maintaining affordable housing inventory, aligning the Strategic Plan to the budget, too many public buildings downtown, consolidating City/County services to one building and using the other buildings for affordable housing, Fire District, plan for transportation, recreation, infrastructure for growth, internet needs, capacity, connectivity, and measurability of goals.

Parks and Recreation Director Muir explained the dot exercise to identify the most critical Strategic Plan objectives. The link would be sent to Council and it was due back by Monday.

There was discussion regarding next steps to narrow down the priorities and create the goals.

3. ADJOURMENT: Mayor Hill adjourned the meeting at 8:45 p.m.

Claudia Cisneros, City Recorder

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

Tuesday, January 26, 2021 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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|-------------|---------------------------------|------------------------|
| Councilors: | <u>Present</u> | <u>Excused Absence</u> |
| | Remy Drabkin, Council President | |
| | Adam Garvin | |
| | Zack Geary | |
| | Kellie Menke | |
| | Sal Peralta | |
| | Chris Chenoweth | |

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, Community Development Director Mike Bisset, Information System Director Scott Burke, Fire Chief Rich Leipfert, Fire Operations Chief Amy Hanifan, and Jerry Eichten, McMinnville Community Media and Dora Totoian, NewsRegister.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:00 p.m. and welcomed all in attendance.
2. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment. There were no public comments.
3. PRESENTATIONS
- 3.a. ESCI Fire Department Consolidation Implementation/Strategic Planning Session

Fire Chief Leipfert introduced Sheldon Gilbert, consultant.

Mr. Gilbert gave a presentation on the fire district and departments consolidation feasibility study. He discussed the process, study purpose, and recommendation for four phases. He led the Council in an exercise to identify the strengths, weaknesses, opportunities, and threats. Strengths

included: good relationships, good economies of scale and synergy of working together, working solution for barriers with staffing and support of fire teams with growth challenges, opportunity for seamless fire and EMS response services, increase of morale amongst troops and fresh approach and start to fire protection, opportunity to reset the tax base and tax rate, opportunity for operational unity and training and SOPs, and single purpose governing body. Weaknesses included: will take more time to meet the City's staffing issues, transition could inhibit ability to address funding priorities with law enforcement issues and fiscally isolating law enforcement services, losing intimacy with constituents, loss of local control and identity, and minimum vs. maximum tax rate potential. Opportunities included: relate services for fire protection to certain tax base, resources coming from different directions reducing response times x 2 ERF, more energy towards volunteer recruitment, opportunity to address retention needs, and more opportunity for different locations, certifications, and levels of service with more opportunities for promotions. Challenges/threats included: could torpedo public support of existing and future tax rates, loss of control could equate to loss of charter by assigning authority to the fire district, able to maintain current service levels, alignment with staff support, "eleventh hour" fatal flaw or grenade, timing and pace moving forward for broader support and maintaining good communication, too many jurisdictions could be cumbersome, and challenge to sell a regional concept to the public. He then discussed the implementation process.

Mayor Hill said staff had asked for a Councilor to participate in the stakeholder meetings.

Council President Drabkin MOVED to APPOINT Councilor Garvin to the Stakeholder Focus Committee; SECONDED by Councilor Menke. Motion PASSED unanimously.

4. NEW BUSINESS

4.a. Discussion of Letter to Governor Brown in Support of McMinnville's Small Businesses

Mayor Hill said the City received a letter from the Chamber to the Governor asking to reopen fitness centers and restaurants, and he asked if the City should also sign the letter.

There was discussion regarding how this was not in the City's jurisdiction, lack of information, response from staff on what the City had done to support businesses during Covid, other programs that had helped businesses, timing of the letter, problem solving collaboratively instead,

and approaching the Governor as the City with a program that was right sized for McMinnville.

There was no support for the City to sign the letter.

4.b. Discussion of City Council Joint Statement Regarding January 6, 2021 Capitol's Violence

Mayor Hill asked the Council to consider a joint statement regarding the actions that occurred on January 6.

There was discussion regarding not making this about racism, how the Council needed to be non-partisan, and denouncing violence and racism.

Councilor Geary MOVED to ADOPT the Mayor's letter on behalf of the City; SECONDED by Councilor Peralta. Motion PASSED 4-3 with Mayor Hill breaking the tie.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Peralta said the annual Council of Governments meeting would be in February.

Councilor President Drabkin said the Affordable Housing Task Force would meet tomorrow. She and Councilor Menke met with staff, local non-profits, federal delegation, and Mayor Hill regarding future federal dollars for maintaining affordable housing inventory stock. For more information about the Covid vaccine, people could contact the County. Fitness centers were allowed to reopen as of today.

Councilor Geary said the Landscape Review Committee would meet tomorrow, Mac Pac would meet in February, and there would be a service club speaking tour in February. The pool subcommittee had formed and toured Newberg's facility. The Climate Friendly and Equitable Communities Rules Advisory Committee met yesterday and the McMinnville Active Transportation Concept Plan group was looking at the 99W couplet concept.

Councilor Garvin said the Airport Commission would meet tomorrow. He looked forward to serving on the Fire District committee.

Councilor Menke reported on Visit McMinnville's discussion on the Visitor Center, possible Beverly Cleary statue, and art mural for Rosemary

Court. She gave statistics on YCAP's grant revenue and personnel as well as the motel program.

Mayor Hill reported on the Newberg-Dundee bypass maps. He met with the Oregon International Airshow to discuss details of the show in the summer.

5.b. Department Head Reports

City Attorney Amanda Guile-Hinman announced she had been appointed as the Co-Chair of the Oregon State Bar's Pro Bono Committee.

Planning Director Richards shared they were working on a code amendment for childcare facilities.

Library Director Berg discussed the Community Reads program.

Human Resources Manager Bayer discussed DEI Committee interviews and bilingual pay incentive policy.

Police Chief Scales reported on creating a police advisory committee, upcoming bills that could affect policing, and swearing in of a new police officer.

Fire Chief Leipfert discussed their interaction with Public Health during Covid.

City Manager Towery reported on the meeting with the Airshow and how it would be a drive-in event.

6. RESOLUTIONS

- 6.a. Consider **Resolution 2021-04**: A Resolution authorizing the approval of Cooperative Improvement Agreement No. 34513 and Intergovernmental Agreement No. 34613 with the Oregon Department of Transportation, related to the Three Mile Lane Bridge replacement project.

Community Development Director Bisset said the agreements were in conjunction with ODOT's plans for the Three Mile Lane Bridge project. As part of the project, the City would construct a sanitary sewer forced main and McMinnville Water & Light would construct water, power, and communication lines.

There was discussion regarding timing of construction and impacts to downtown businesses and safety.

Valerie Greenway from ODOT thought there would be minimal impacts. They would have a much better sense after they received a construction timeline from the contractor and they would include the City in the coordination.

Councilor Geary MOVED to adopt Resolution 2021-04; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.

- 6.b. Consider **Resolution No. 2021-02**: A Resolution approving the award of a Personal Services Contract to Jacobs Engineering Group Inc. for an Infrastructure-Based Time Extension Request (IBTER) Analysis as required by HB 2001 and OAR 660-046-0300.

Planning Director Richards explained the analysis to be done of the City's infrastructure and how it would be impacted by HB 2001. They received a state grant that would help fund the work. It needed to be completed by June 2021.

Councilor Peralta MOVED to adopt Resolution 2021-02; SECONDED by Councilor Garvin. Motion PASSED unanimously 6-0.

- 6.c. Consider **Resolution No. 2021-05**: A Resolution authorizing the approval of a cooperative fund exchange agreement between the City of McMinnville and Oregon Department of Transportation (ODOT) known as Fund Exchange Program (FEX) Agreement No. 34653.

Community Development Director Bisset said the City executed a loan agreement in 2013 for the first phase of the bypass project and had been making annual payments. They were able to use federal funds in exchange for state funds to cover the expense.

Councilor Menke MOVED to adopt Resolution 2021-05; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.

7. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:44 p.m.

Claudia Cisneros, City Recorder

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

Tuesday, February 9, 2021 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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|-------------|---------------------------------|------------------------|
| Councilors: | <u>Present</u> | <u>Excused Absence</u> |
| | Remy Drabkin, Council President | |
| | Adam Garvin | |
| | Zack Geary | |
| | Kellie Menke | |
| | Sal Peralta | |
| | Chris Chenoweth | |

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Information System Director Scott Burke, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, Senior Planner Tom Schauer, Fair Housing Council of Oregon Education Outreach Coordinator Jamie Gatewood, Director of Education and Outreach Director Shyle Reuter, and Program Assistant/(AFFH) Coordinator Sam Goldberg, Education Outreach Specialist Dario Hunter and Jerry Eichten, McMinnville Community Media and Dora Totoian, News-Register.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:34 p.m. and welcomed all in attendance.
2. PRESENTATION – A FAIR HOUSING COUNCIL OF OREGON PRESENTATION BY SHYLE RUDER AND JAMIE GATEWOOD, “THE GHOSTS OF OUR PAST AND THE CHALLENGES OF TODAY”:

Education Outreach Coordinator Gatewood, Director of Education Outreach Director Reuter, and Program Assistant Goldberg introduced the Fair Housing Council of Oregon, its mission, then shared an educational PowerPoint presentation. The presentation gave a history of racially and religiously discriminatory laws, examples of violence against minorities in Oregon that created and supported the lack of diversity that continues today, the wealth gap, and defined the protected classes. They also provided information on examples of housing discrimination, how to report it to the Fair Housing Council, their role in investigations, and related their work to the McMinnville Plan for housing.

Discussion included gratitude for the informative and applicable presentation and concerns about McMinnville's affordable housing situation.

There was support for incorporating the information into work for the new Diversity Equity and Inclusion Committee and Council decision making.

3. ADJOURNMENT: Mayor Hill adjourned the meeting at 7:00 pm.

Claudia Cisneros, City Recorder

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

Tuesday, February 9, 2021 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

| | | |
|-------------|---------------------------------|------------------------|
| Councilors: | <u>Present</u> | <u>Excused Absence</u> |
| | Remy Drabkin, Council President | |
| | Adam Garvin | |
| | Zack Geary | |
| | Kellie Menke | |
| | Sal Peralta | |
| | Chris Chenoweth | |

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Information System Director Scott Burke, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, Senior Planner Tom Schauer, Fire Chief Rich Leipfert, Public Affairs and Community Engagement Noelle Amaya, and Jerry Eichten, McMinnville Community Media and Dora Totoian, NewsRegister.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:01 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Councilor Geary led the Pledge of Allegiance.

3. PROCLAMATION

3a. Black History Month Proclamation

Human Resources Manager Kylie Bayer noted the importance of Black History Month and the City's diversity, equity and inclusion efforts.

Mayor Hill read the proclamation declaring February as Black History Month in McMinnville.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment. There were no public comments.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Peralta reported that committees had not met since the last City Council meeting.

Councilor Garvin reported Yamhill Communications Agency (YCOM) meeting was scheduled for this Thursday. He hoped the Airport Commission would have the airport rules and minimum standards before the Council soon.

Councilor Geary reported that the Landscape Review Committee held a meeting. The MacPAC also met and voted to recommend the Linfield site for the project. MacPAC's pool subcommittee also discussed natatorium and aquatic offerings, and toured pools in Newberg and Corvallis. The Oregon Climate Friendly and Equitable Community Rule-Making Committee is in between meetings and the McMinnville Active Transportation Concept Plan meeting is scheduled for February 18th.

Councilor Chenoweth reported on the Historic Landmarks Committee, which elected a new chair and vice chair. Additionally, the Historic Landmarks Work Plan for 2021 was discussed and approved. He stated the Economic Vitality Leadership Council did not meet.

Councilor Menke reported that the Visit McMinnville meeting will be held next Wednesday.

Council President Drabkin reported on the Regional Leadership Meeting, where she and Councilor Menke discussed affordable housing in McMinnville with City Staff, representatives from Senators Wyden's and Merkley's staff as well as representatives from Oregon Housing and Community Services (OHCS), Department of Housing and Urban Development (HUD), and United States Department of Agriculture (USDA).

Mayor Hill reported on the McMinnville Urban Renewal Advisory Committee, where they discussed COVID recovery façade improvement grants and reviewed the Financial Report and Budget. The Mid-Willamette Valley Advisory Transportation Committee reviewed the letter from EMWAC to the Oregon Transportation Committee (OTC) regarding the Donald Aurora Bypass and watched a presentation on the ODOT Strategic Action Plan.

5.b. Department Head Reports

Human Resources Manager Bayer shared there is a local government holiday on January 13th, Galantine's Day, to celebrate all the women working in local government.

Human Resources Manager Bayer discussed the evaluation of the City Manager, DEI Committee, and COVID-19.

City Attorney Guile-Hinman reported she participated in the public interest law fair on Saturday. She clarified that at the Historic Landmarks Committee meeting, there was no statement of impropriety about the past Chair and she had properly recused herself.

Parks and Recreation Director Muir reported on youth soccer, the partnership with the Library and School District to provide book and craft kits, the free walking club, crafter noon at the Community Center, and the County Health partnership to help distribute over 300 activity packs, masks, and face shields as part of the covid testing and flu shot clinics. She confirmed the pool and indoor activities will not be restarted while the region is in the Extreme Risk category for COVID-19.

Library Director Berg reported home delivery requests for library materials continue to increase. The library is managing a program where AARP volunteers can offer free tax assistance, and the Mac Reads collaboration focuses on a documentary series and two books, with discussion sessions. Unfortunately, the first session had major technical difficulties, but future sessions have been scheduled.

Information System Director Burke had nothing to report.

Finance Director Cuellar had nothing to report.

Planning Director Richards thanked the Council for the presentation during the Work Session and reported they are working on gathering related data.

Fire Chief Leipfert shared that he was in Lafayette late January to participate in the awarding of the Fire Department Chain of Survival Coin recognizing three Fire District personnel.

Police Chief Scales had nothing to report.

City Manager Jeff Towery reminded that the annual State of the City and Mayor's Awards program would be on this Thursday at 5:30 pm on Zoom. A team building session for the Council, City Attorney, City Manager and City Recorder would be on Friday.

Discussion included Mayor Hill recognizing Noel Amaya, Nick Miles, City Recorder Cisneros, Library Director Berg, Information System Director Burke, and his team, and MCM for their work on the awards presentation.

6. CONSENT AGENDA

a. Consider request from Bitter Bars LLC DBA The Bitter Monk for Limited On-Premises and Off Premises OLCC Liquor License located at 250 NE 3rd Street.

Councilor Chenoweth MOVED to adopt the consent agenda as presented; SECONDED by Councilor Geary. Motion PASSED unanimously.

7. NEW BUSINESS (ACTION ITEMS)

7a. McMinnville Water and Light Commission Appointment

Mayor Hill recommended appointing Kathy Tate, President of Online Northwest, as a Commissioner and gave an overview of her qualifications.

Kathy Tate introduced herself to the Council.

Councilor Peralta asked that there be a review of the McMinnville Water and Light Charter to see if there is anything that limits the ability to appoint diverse members to the Commission.

Council President Drabkin MOVED to appoint Kathy Tate to a four-year term on the McMinnville Water and Light Commission; SECONDED by Councilor Peralta. Motion PASSED unanimously.

7b. 2020 SAFER Grant

Fire Chief Leipfert presented the background, grant application process, costs, challenges, and requirements for the federal grant. There were no matching costs, and it is a three-year grant. Chief Leipfert is recommending Option 3 which would allow the Fire Department to hire five personnel because the costs are minimal to the City, it balances the relationship with other District members, and allows the City to apply for grants in the future.

Discussion included Chief Leipfert's confirmation for the Council that the grant application will include the safety attribute as well as improved call response. A public safety grant writing company will be used to write the grant application. McMinnville is the only city within the Fire District currently pursuing the SAFER Grant, so they are not in competition with District partners.

Councilor Garvin MOVED to authorize Fire Chief Leipfert to move forward with the application for the 2020 SAFER Grant; SECONDED by Council President Drabkin. Motion PASSED unanimously.

8. RESOLUTION

- 8.a. Consider **Resolution 2021-03**: A Resolution Appointing Members to the Diversity Equity and Inclusion Committee.

Human Resources Manager Bayer shared this is a new Committee for the City of McMinnville. The applications for the seven recommended appointees were included in the packet.

There was discussion regarding the process for selection and a direction to shine a light on all aspects of the City work.

Councilors expressed their thanks to all applicants. There was support expressed for the candidates for appointment.

Councilor Peralta MOVED to adopt Resolution 2021-03; Appointing Members of the Diversity, Equity, and Inclusion Committee; SECONDED by Councilor Menke. Motion PASSED unanimously 6-0.

- 8.b. Consider **Resolution 2021-06**: A Approval of Personal Services Agreement with ESCI for Cost Budget Analysis and Standards of Cover. A Resolution authorizing the City Manager to enter into a Personal Services Agreement with Emergency Services Consulting International (ESCI) for a Cost /Budget Analysis & Standards of Cover for work related to the Fire Department Consolidation Efforts.

Fire Chief Leipfert advised that this was the second part of the study assessing service level requirements throughout the District. This item, on its own does not require Council approval, however it is being brought to Council because the total cost for this with the previous contracts brings it to the level where review and approval are needed.

Councilor Peralta MOVED to adopt Resolution 2021-03; Approval of Personal Services Agreement with ESCI for Cost Budget Analysis and Standards of Cover. A Resolution authorizing the City Manager to enter into a Personal Services Agreement with Emergency Services Consulting International (ESCI) for a Cost /Budget Analysis & Standards of Cover for work related to the Fire Department Consolidation Efforts; SECONDED by Councilor Menke. Motion PASSED unanimously 6-0.

9. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 8:18 p.m.

Claudia Cisneros, City Recorder

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

Tuesday, February 23, 2021 at 5:32 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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|-------------|---------------------------------|------------------------|
| Councilors: | <u>Present</u> | <u>Excused Absence</u> |
| | Remy Drabkin, Council President | |
| | Kellie Menke | |
| | Adam Garvin | |
| | Zack Geary | |
| | Chris Chenoweth | |
| | Sal Peralta | |

Also present were City Recorder Claudia Cisneros, and Police Chief Matt Scales in person; City Manager Jeff Towery (via Zoom), City Attorney Amanda Guile-Hinman (via Zoom), Information System Director Scott Burke (via Zoom), Parks and Recreation Director Susan Muir (via Zoom), Human Resources Manager Kylie Bayer (via Zoom), Planning Director Heather Richards (via Zoom), Presenter Wendy Stassens (via Zoom), Phill Guzzo, McMinnville Community Media, and Dora Totoian, *News Register*.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:32 p.m. and welcomed all in attendance.
2. PRESENTATION/DISCUSSION: Continued Goal Setting with Wendy Stassens.

Ms. Stassens continued Council's goal-setting discussion via PowerPoint, reviewing the process, timeline, and progress made from the prior two goal-setting work sessions and after input from Council and Department heads, which included missing items and ultimately resulted in six top priorities based on Council votes and the Executive Team's ranking. Further input was requested about each goal's appropriate level of abstraction and if any related gap in performance was due to a lack of policy or method implementation or the need to create new policies and methods. Staff sought approval on the final list of priorities to develop a plan for making each a Specific, Measurable, Attainable, Realistic, and Time Coupled (SMART) Goal, within Council's one-year time frame.

Following a detailed discussion on each priority, no amendments or changes were made to the updated City Council Priority list, and Council agreed upon the final steps, directing Department heads to create proposed SMART goals from the list.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 6:53 p.m.

Claudia Cisneros, City Recorder

CITY OF McMinnville
MINUTES OF CITY COUNCIL MEETING
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, February 23, 2021 at 7:00 p.m.

Presiding: Scott Hill, Mayor (via Zoom)

Recording Secretary: Claudia Cisneros

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|-------------|---------------------------------|------------------------|
| Councilors: | <u>Present (via Zoom)</u> | <u>Excused Absence</u> |
| | Remy Drabkin, Council President | |
| | Kellie Menke | |
| | Adam Garvin | |
| | Zack Geary | |
| | Chris Chenoweth | |
| | Sal Peralta | |

Also present were City Recorder Claudia Cisneros, Police Chief Matt Scales, Assistant Chief/Fire Marshal Debbie McDermott, and Principal of Good Company Joshua Proudfoot; via Zoom were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Finance Director Jennifer Cuellar, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Planning Director Heather Richards, Community Engagement Specialist Noelle Amaya, Community Development Director of Mid-Willamette Valley Council of Governments (MWVCOG) Renata Wakeley, Yuya Matsuda, Development Consultant with Structured Development Advisors Mike Andrews, Phil Guzzo, McMinnville Community Media, and Dora Totoian (via Zoom), *News-Register*.

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 7:00 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Council President Remy Drabkin led the Pledge of Allegiance.

3. PRESENTATION – Climate Plans – Reducing Emissions & Adapting to the Future by Josh Proudfoot, Principal of Good Company.

Josh Proudfoot, Principal, Good Company presented Climate Plans-Reducing Emissions & Adapting to the Future via PowerPoint, reviewing climate change predictions and several initiatives to reduce greenhouse gases and adapt to future conditions. He addressed questions from Council, noting changes both citizens and the City through its operations could do to improve

the climate, and that several programs were available for receiving refunds and credits. He advised on ways to implement the Climate Action Plan, protect McMinnville's watershed, which involved multiple people and interdependencies.

McMinnville had the second lowest electric rates in the state, in part because heat pumps are common and the grant two years ago through Bonneville Power Administration (BPA) where 700 homes got LED lights. Take the assessment of what the City is doing right to find the starting point for further changes.

4. DISCUSSION ON CITY MANAGER EVALUATION, Renata Wakeley, Community Development Director of Mid-Willamette Valley Council of Governments (MWVCOG).

Ms. Wakeley led the review of City Manager Towery's reviews by the Council members and his self-assessment. The survey results began on Page 22 of the Agenda Packet. The same questions were asked of all Councilors and City Manager Towery. The review process was modeled after the International City County Managers Association (ICMA) Manager Evaluations Handbook. The Council had a very positive review. There were no areas where the City Manager was ranked below average. His performance was in line with the Council's expectations, and he was delivering on the priorities and goals he was given.

Mr. Towery shared he was honored and humbled to serve the community and the City as the City Manager.

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

Emails were received from Jared Harney addressing bottle redemption sites and Tynan Pierce regarding issues on the agenda which were read into the record. Both were included in the amended meeting packet.

Yukiah Howard Steiner, McMinnville community member, thanked the Council for hosting Mr. Proudfoot's presentation and leading the way with the climate change action.

Sophia Hampton, McMinnville community member, expressed gratitude to Councilor Geary and City Manager Towery for their ongoing communication with the youth. She thanked the Council for the Climate Action Plan, which would benefit not only McMinnville, but the entire world.

6. ADVICE/INFORMATION ITEMS

6a. Reports from Councilors on Committee & Board Assignments

1. Approve updated City Council priorities list as presented in the Work Session

Councilor Geary MOVED to approve the updated City Council priorities list as presented during the Work Session; SECONDED by Councilor Chenoweth. Motion PASSED unanimously.

2. Approve the final steps to move forward with the 2021 Goal Setting work as presented in the Work Session.

Councilor Geary MOVED to approve the final steps to move forward with the 2021 Goal Setting work as presented in the Work Session; SECONDED by Councilor Garvin. Motion PASSED unanimously.

Councilor Chenoweth had nothing new to report, noting no meetings were held.

Councilor Geary reported that the Landscape Review Committee had two Landscape Plan Review submissions that brought up acceptability for plan submission to the Committee. They approved a work plan that included prioritizing media work this year and cataloging Heritage Trees. Pool and Aquatics Subcommittee formalized their recommendation which will go to the full MacPAC for discussion and adoption. Also planned for discussion at the next MacPAC Subcommittee meeting are issues related to the library and senior center. Councilor Geary, Co-Chair Maxfield and Staff were going out to speak to local service groups and clubs to talk about MacPAC and its' service plans. State-level Climate Friendly and Equitable Communities advisory committee discussed context of the committee and success markers. McMinnville Active Transportation Concept Plan advisory committee discussed the Highway 99 couplet and how dangerous it is for non-motorized traffic and what could be done to make it safer for bicycles and pedestrians. There will be a web-based open house February 25 through March 11 to read the recommendations; a live stream will be held March 4 from 6:30 p.m. to 8:00 p.m. which will be recorded and posted to the website. He and Jared Harney sat with Eric Chambers from the Oregon Bottle Redemption Center to discuss how to get a bottle redemption center in McMinnville and shared information about the different programs.

Councilor Menke reported that Visit McMinnville is changing their meeting time. They were budgeted for \$88,000 and received \$123,000. They received \$44,000 in PPP Funding [1:27:48] and are working towards \$120,000 in reserves by the end of the fiscal year. There was a budget of

\$50,000 for marketing expenses which likely will not be spent due to covid. Media guest note was Scott, the Golden Retriever, who has 222,000 followers. They have applied for a new grant which provides \$15,000. A large part of that is planned for the Dine Out program which is scheduled to begin in May and will run through September. She and Mayor Hill testified regarding House Bill 2006 and House Bill 2004-3 with the Housing Committee. HB 2006 eases regulatory processes to site a shelter and suggests car camping programs, which have already been implemented in the City. HB 2004-3 proposes revenue for specific cities to develop navigation centers combining shelter and services for the homeless. McMinnville was named as one of these cities, scheduled to receive \$1,500,000.

Council President Drabkin reported the McMinnville Affordable Housing Task Force meets tomorrow. Finalizing a recommendation for a single-room occupancy development to go to the Planning Commission is one item on that agenda. The Task Force now opens each meeting with agency reports from Yamhill Community Action Partnership (YCAP), the Housing Authority of Yamhill County, and Champion Team, the three major service providers to the unhoused community. They will receive an update on the House Bills mentioned and discussion. First Diversity, Equity and Inclusion (DEI) Advisory Committee meeting is set for March. The Oregon Wine Board just concluded the Oregon Wine Industry Symposium, which was held virtually. It was a four-day event and the most robustly attended in its history. She moderated an event on DEI and presented the first diversity survey. She attended the first As a Neighborhood meeting on February 11, as an observer. They are finalizing their bylaws. Portland General Electric reported that less than 500 people in Yamhill County were without power and they were still working around the clock to restore power.

Councilor Garvin reported that they haven't had Airport Commission or YCOM meetings due to an expected influx of calls caused by the ice storms. There was an email update that PulsePoint was in final phase and expected to go live throughout the YCOM partners. The cost was a little more than \$20,000, which was covered in the 2021 budget. There are 42 terabyte storage servers that need to be replaced; two of those cost \$130,000. Airport Commission will meet next week on the second with the normal meeting and discussion regarding updating standards.

Councilor Peralta reported that the ice storm caused the annual Council of Governments (COG) meeting to be rescheduled for March 10 at 6:00 p.m.

Councilor Peralta asked Mayor Hill if the City of McMinnville was included in the Governor's Emergency Declaration. Mayor Hill stated it was not discussed regarding the ice storm. Mayor Hill reported he visited

several of the parks were known 400-year-old Oak trees are down and there is substantial damage. He noted that once some accounting could be done, they would pursue federal funds, if applicable.

Mayor Hill reported that he attended the League of Oregon Cities Transportation Committee meeting last Friday where they received information that Oregon was to receive roughly \$55,000,000 in reimbursement for covid, as it relates to transportation and \$28,000,000 that will go to large and small Metropolitan Planning Organization (MPO) and Safe Routes for Schools. The remaining \$27,000,000 will go to smaller cities and counties, McMinnville among them. During a leadership call earlier today, they learned that Yamhill, Polk and Marion Counties will be moving from Extreme Risk to High Risk, as well as reports from Senator Wyden's office about the work they are doing related to housing.

6.b

Department Head Reports

City Attorney Guile-Hinman had nothing to report.

Human Resources Manager Bayer had nothing to report.

Planning Director Richards said the Planning Committee will be sending out a press release requesting volunteers to sit on a committee to discuss and evaluate a rental inspection program and bring back a recommendation to Council. The committee is the result of Council direction last October and would also look at best practices in other communities, local issues and then draft a program for Council to consider.

Finance Director Cuellar said they are in the budget development process. She referred to Mr. Proudfoot's presentation and his statement regarding the total cost of ownership, which was something they are looking into.

Asst Chief/Fire Marshal McDermott wanted to give credit to the staff who were working 24 hours a day due to the ice storm, and to the volunteers who help provide service to the residents. She reported that between February 12 to February 15, they ran 167 calls for service where 59 were power line or electrical problems, three structure weakness or collapse, one transformer explosion, 71 emergency medical calls, and 31 miscellaneous fire calls. They had increased staffing, knowing the storms were coming.

Police Chief Scales had nothing to report.

City Manager Towery responded to Councilor Peralta's question and reported they are still assessing damages and would get a final report to Council in the next few days. The State technically extended the duration of the emergency which the City can use to request reimbursement. His

office was working on a draft of Memorandum of Understanding with Linfield College and hoped to have specific information soon. The Council team building activity was rescheduled due to the ice storm to next Friday 1:00p.m. to 4:00 p.m.

7.

CONSENT AGENDA

- a. Consider **Resolution No. 2021-07**: A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18.
- b. Consider request from Columbia Hills Winery LLC DBA: Jacob Williams Winery for Winery 1st Location OLCC Liquor License located at 232 NE 3rd Street.

Councilor Peralta MOVED to adopt the consent agenda as presented; SECONDED by Councilor Geary. Motion PASSED unanimously 6-0.

8.

ORDINANCES

8a.

Consider first reading with possible second reading of **Ordinance No. 5100**: An Ordinance Amending the McMinnville City Code to Add Chapter 2.31, Establishing the McMinnville Affordable Housing Committee as a Permanent Standing Committee and Specifying Its Operating Provisions.

City Attorney Guile-Hinman read the title into the record.

Planning Director Richards reported that the Ordinance was coming from the Affordable Housing Task Force. The Task Force has been in effect for four years, the problem is not temporary, and they had discussed the need to add two members and decrease the specificity to meet the needed membership composition. The Ordinance meets the structure of other committee Ordinances in the Code. However, it requires that two City Councilors be members, which is different from other committees but carries forward what was in Resolution 2016.

Councilor Chenoweth questioned the language in 2.3.2.070 Special Provisions Section A. Planning Director Richards responded that it is a historical carryover for committees and in Zoning Ordinance. City Attorney Guile-Hinman added the City has an obligation to comply with federal and state laws so the regulation just reflects that requirement. "Regulations" would be preferred over "Guidelines". He also asked about the lack of faith-based or drug and alcohol groups on the list of included organizations. Council President Drabkin and Councilor Menke noted there have been multiple outreaches, and there are some faith-based

organizations that do participate. Planning Director Richards added that the organizations listed in Section 2.32c3 are ones whose primary service level is providing housing for lower and moderate-income persons or mental health services.

*Councilor Peralta MOVED to pass to a second reading as amended both 030c or 030 c3 and also Guideline to Regulation **Ordinance No. 5100**: An Ordinance Amending the McMinnville City Code to Add Chapter 2.31, Establishing the McMinnville Affordable Housing Committee as a Permanent Standing Committee and Specifying Its Operating Provisions; SECONDED by Councilor Menke. Motion PASSED unanimously 6-0.*

*Council President Drabkin MOVED to pass a second reading of **Ordinance No. 5100** with the proposed amended language Section 2.31.0303 previously provided by Staff and the change of language from Guidelines to Regulation; SECONDED by Councilor Menke. Motion PASSED unanimously 6-0.*

9. RESOLUTIONS

- 9a. Consider **Resolution No. 2021-08**: A Resolution Appointing a Member to the Affordable Housing Task Force.

Planning Director Richards noted the language of the Resolution needed to be amended from Task Force to Committee. The Resolution was to appoint Yuya Matsuda to the Affordable Housing Committee. Council President Drabkin spoke in favor of Mr. Matsuda.

*Councilor Menke MOVED to approve **Resolution No. 2021-08**: A Resolution Appointing a Member to the Affordable Housing Task Force, with the amendment recommended by Staff; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.*

- 9b. Consider **Resolution No. 2021-09**: A Resolution to Submit a Letter of Support for The Housing Authority of Yamhill County's Funding Request to Oregon Housing and Community Services for Affordable Housing in McMinnville.

Planning Director Richards said it was very important, with competitive funding programs to have local government support. The project is called Stratus Village. It is a proposed project of 200 units of affordable housing sited on seven acres on the south side of Highway 18. The property was owned by the Oregon Housing Authority.

There was discussion regarding availability of services to the location, equity in accessibility to the units, and support from the Council. Mike

Andrews, a Development Consultant with Structured Development Advisors added that the project would entail a series of three-story apartment buildings intended for multi-family residential living, which would be spread out evenly across the property. There would be a range of sizes from studio up to four bedrooms, with more smaller-sized apartments than larger, based on current waitlists. The design was envisioned with gabled roofs, curb appeal that reflects the context of the city, and open spaces. There would be a community building which would be lower, have an agricultural look, and big porches. They hoped to have a flex space where providers could come and go to provide services. He noted there was a bus stop nearby.

*Council President Drabkin MOVED to approve **Resolution No. 2021-09**: A Resolution to Submit a Letter of Support for The Housing Authority of Yamhill County's Funding Request to Oregon Housing and Community Services for Affordable Housing in McMinnville; SECONDED by Councilor Chenoweth. Motion PASSED unanimously 6-0.*

9. ADJOURNMENT: Mayor Hill adjourned the meeting at 9:32 p.m.

Claudia Cisneros, City Recorder

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

Tuesday, March 9, 2021 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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| Councilors: | <u>Present</u> | <u>Excused Absence</u> |
| | Remy Drabkin, Council President | Sal Peralta |
| | Adam Garvin | |
| | Zack Geary | |
| | Kellie Menke | |
| | Chris Chenoweth | |

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, Community Development Director Mike Bisset, Information System Director Scott Burke, Fire Chief Rich Leipfert, Fire Operations Chief Amy Hanifan, Assistant Chief/Fire Marshal Debbie McDermott, Community Engagement Specialist Noelle Amaya, and Phil Guzzo, McMinnville Community Media and Dora Totoian, NewsRegister.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:01 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE
Councilor Chenoweth led the pledge of allegiance.
3. PROCLAMATIONS & AWARDS
 - 3.a. Women's History Month Proclamation
Mayor Hill read the proclamation declaring March 2021 as Women's History Month.
 - 3.b. Fire Department Response Recognition Award Presentation

Fire Chief Leipfert recognized public safety partners and fire fighters who responded to an apartment fire in November. He presented Fire Department Meritorious Service, Fire Department Outstanding Service, and Fire Department Life Saving Awards.

The Council congratulated these fire fighters.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT

Mayor Hill recognized a written public comment from Andrea Kennedy Smith regarding parking violations.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Geary reported on MacPac who approved the Pool and Library subcommittees recommendations. He also reported on the digital open house for the Active Transportation Concept Plan.

Councilor President Drabkin reported on the DEI Advisory Committee and Affordable Housing Committee meetings.

Councilor Garvin reported on the Airport Commission and YCOM meetings.

Mayor Hill read the memo from the governor about Yamhill County moving from high to moderate risk for Covid guidelines. He reported on the MURAC meeting, letter regarding HB 2001, funding for the Bypass, and campaign financing ordinance.

There was consensus for staff to report back on the pros and cons of the ordinance.

5.b. Department Head Reports

Finance Director Cuellar said she was working on the FY20 audit and FY22 budget process. She had attended the Government Finance Officers Association bi-annual meeting.

Human Resources Manager Bayer discussed the first DEI Advisory Committee meeting.

Parks and Recreation Director Muir discussed the facilities that were now open.

Planning Director Richards discussed the Active Transportation Concept Plan for 99W.

City Manager Towery reported on the General Fund budget, funding shortfall, and upcoming budget process.

City Attorney Guile-Hinman would be attending a continuing education seminar on ADA compliance, conducting training to the HLC and DEI Committees, and attending another seminar on local government law. She discussed a settlement agreement of QM vs. City of McMinnville.

Councilor Chenoweth MOVED to authorize the City Manager to execute the release and settlement agreement on behalf of the City of McMinnville; SECONDED by Councilor Menke. Motion PASSED unanimously.

6. PUBLIC HEARINGS

6.a. Public Hearing regarding the Planning Fee Schedule; Resolution 2021-12: A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.

6.b. Public Hearing regarding the Building Fee Schedule; Resolution 2021-13: A Resolution preliminarily approving a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.

Mayor Hill opened the public hearings and read the hearing statement.

Planning Director Richards presented the staff report. These resolutions would update both the planning fee schedule and building fee schedule which would take effect July 1, 2021. The planning fee was proposed to increase by 13% except for sign permits and appeals, which would provide full cost recovery catch-up directed by Council in 2018 plus CPI. She discussed current cost recovery and comparison with other cities. The building fee was proposed to increase by 3% due to the costs of inflation to deliver the program. She discussed comparison with other cities, affordable housing, public engagement, and next steps.

There was discussion regarding financing SDCs, the difference between ordinances and resolutions, and Council direction for cost recovery catch-up.

There was no public testimony.

Mayor Hill closed the public hearings.

7. RESOLUTIONS

- 7.a. Consider **Resolution No. 2021-10**: A Resolution Establishing Revised System Development Charges (SDCs) Pertaining to Parks and Recreation, Sanitary Sewer, and Transportation; and Repealing Resolution No. 2020-14.

Community Development Director Bisset said this was an annual adjustment to the SDCs that reflected recent construction costs. It would be a 6% increase in the transportation, sanitary sewer, and parks SDCs. There were some recent projects where they allowed deferred payment of the SDCs until occupancy and the code allowed financing of the SDCs over a period of time, but it had not been used before. They waived transportation and wastewater SDCs for affordable housing projects.

There was discussion regarding adding park SDCs on commercial projects in the new Parks and Recreation Master Plan.

Councilor Menke MOVED to adopt Resolution 2021-10; SECONDED by Councilor Geary. Motion PASSED unanimously 5-0.

- 7.b. Consider **Resolution No. 2021-11**: A Resolution Amending the Contract for Personal Services to Century West Engineering, Inc. for the Apron & Taxiway Rehabilitation Project at the McMinnville Municipal Airport, Project No. 2017-10.

Community Development Director Bisset said the existing contract took the City through the bidding of the project, and this amendment would carry them through to the end of construction. They had a federal grant to completely fund the project, and there were specific requirements related to the construction. Century West was an expert on those requirements. They had done an independent fee estimate of the scope of services which had been approved by the FAA. No wildlife had been identified near this area of the airport and he did not expect any delays.

There was discussion regarding bird and butterfly species that were protected at the airport.

Councilor Chenoweth MOVED to adopt Resolution 2021-11; SECONDED by Councilor Garvin. Motion PASSED unanimously 5-0.

- 7.c. Consider **Resolution No. 2021-12**: A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.

Planning Director Richards suggested two amendments to the planning fee schedule. One was for appealing a Planning Commission decision and the proposed fee should be \$1,033 and the other was the land use compatibility statement for marijuana which should be \$1,931.25 to capture the 3% CPI.

Councilor Chenoweth pointed out another amendment regarding the subdivision fees. There was no fee for 10 lots, it just said less than or more than 10 units had a certain fee. It should say 10 units or more would be a certain fee.

There was discussion regarding staff time to review the land use compatibility statements for marijuana.

Councilor Menke MOVED to adopt Resolution 2021-12 as amended; SECONDED by Council President Drabkin. Motion PASSED 3-2 with Councilors Chenoweth and Garvin opposed.

- 7.d. Consider **Resolution No. 2021-13**: A Resolution preliminarily adopting approving a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.

Planning Director Richards said this would be a standard 3% increase to the building fee schedule.

Council President Drabkin MOVED to adopt Resolution 2021-13; SECONDED by Councilor Menke. Motion PASSED unanimously 5-0.

8. ORDINANCES

- 8.a. Consider first reading with possible second reading of **Ordinance No. 5101**: An Ordinance Amending Ordinance No. 4131 As Amended by Ordinance 4572, Three Mile Lane Planned Development Overlay For Drive-Up Signage In Zone 2.

- 8.b. Consider first reading with possible second reading of **Ordinance No. 5102**: An Ordinance Approving TML 2-20, A Three Mile Lane Design Review For Drive-Up Signage At 225 Ne Norton Lane, McDonald's Restaurant.

Planning Director Richards presented the staff report for both Ordinance 5101 and 5102 to add a second drive-thru lane to the McDonalds on Norton Lane. She explained the land use applications, City Council process, and project request to amend the planned development overlay ordinance for Zone 2 to allow additional freestanding signs for businesses that employed drive-up service. She reviewed Ordinance 4131 which was

adopted in 1981 and created the planned development overlay for the Three Mile Lane area, Comprehensive Plan Map and Zoning Map for the Three Mile Lane area, Ordinance 4572 which was adopted in 1994 that created three zones in the planned development overlay, Zone 2 affected area, amended language to allow additional freestanding signs in Zone 2, and applicable criteria. The Planning Commission voted unanimously to recommend approval of the zoning text amendment.

The second request was the Three Mile Lane design review to allow for the signage to add the second drive-thru service lane, which could only be approved if the zoning text amendment was approved. She described the existing site, proposed site plan, proposed signage, public testimony, and traffic impact. The Planning Commission voted unanimously to recommend approval of the Three Mile Lane Design Review.

City Attorney Guile-Hinman asked if any Councilor had ex parte contacts to declare. There was none.

There was discussion regarding review by the Landscape Review Committee, how the improvement was needed, and whether this should go to a public hearing or first reading. There was consensus to go to first readings.

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

City Attorney Guile-Hinman read by title only Ordinance No. 5101 amending Ordinance No. 4131 as amended by Ordinance 4572, Three Mile Lane Planned Development Overlay for drive-up signage in Zone 2.

City Attorney Guile-Hinman read by title only Ordinance No. 5102 approving TML 2-20, a Three Mile Lane Design Review for drive-up signage at 225 NE Norton Lane, McDonald's Restaurant.

Councilor Geary MOVED to pass Ordinance No. 5101 and Ordinance No. 5102 to a second reading; SECONDED by Councilor Garvin. Motion PASSED unanimously 5-0.

City Attorney Guile-Hinman read by title only for a second time Ordinance No. 5101.

Councilor Menke MOVED to approve Ordinance No. 5101 amending Ordinance No. 4131 as amended by Ordinance 4572, Three Mile Lane Planned Development Overlay for drive-up signage in Zone 2; SECONDED by Council President Drabkin. PASSED by a unanimous roll-call vote of 5-0.

City Attorney Guile-Hinman read by title only for a second time Ordinance No. 5102.

Councilor Chenoweth MOVED to approve Ordinance No. 5102 approving TML 2-20, a Three Mile Lane Design Review for drive-up signage at 225 NE Norton Lane, McDonald's Restaurant; SECONDED by Councilor Menke. PASSED by a unanimous roll-call vote of 5-0.

9. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:18 p.m.

Claudia Cisneros, City Recorder

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

Tuesday, March 17, 2021 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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|-------------|---------------------------------|------------------------|
| Councilors: | <u>Present</u> | <u>Excused Absence</u> |
| | Remy Drabkin, Council President | Zack Geary |
| | Adam Garvin | |
| | Kellie Menke | |
| | Sal Peralta | |
| | Chris Chenoweth | |

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Senior Planner Jamie Fleckenstein, Associate Planner Tom Schauer, Information System Director Scott Burke, Public Affairs & Community Engagement Specialist Noelle Amaya, and Phil Guzzo, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:01 p.m. and welcomed all in attendance.
2. GROWING MCMINNVILLE MINDFULLY – URBAN RESERVE AREA DISCUSSION:

Planning Director Richards presented. She discussed the MGMUP 2020 UGB amendment, next steps in creating an urban reserve area, composite geologic hazards map, McMinnville Urbanization Report including the Housing Needs Analysis and Economic Opportunities Analysis, Oregon's housing stock deficit, Oregon Housing Economic Summit to address the deficit, state mandates, Housing Capacity Analysis, how they still needed more land even with the recent MGMUP UGB remand, and options to consider. These options included: #1—HB 2003 compliance—adopt draft June 2020, HNA/EOA and BLI, efficiency measures and submit UGB amendment by December 31, 2023; #2—amend OAR to extend deadline to 2027—apply to LCDC to amend the OAR to extend deadline for McMinnville to 2027; #3—sequential UGB process—adopt draft June 2020, HNA/EOA and BLI and adopt efficiency measures by December

31, 2023 and enter into a work program with DLCD to submit UGB amendment if needed through sequential UGB process by June 30, 2025; and #4—do nothing—seek an injunction in the court against McMinnville, could lose all discretionary funding from the state. She provided a decision-making filter and for each option she gave a timeline, costs, and other items of note. Staff recommended option #3, a sequential UGB process. She asked for direction from City Council.

There was discussion regarding unintended consequences of the options, appealable decisions and possible legal action, funding for the process, costs and being fiscally in line with option #3, other long range planning work, development of West Hills and infrastructure needs, the options presented by staff, and how to ensure affordable housing would be built to meet the needs of the community.

Kevin Young, DLCD, thought many other cities would be moving towards the same sequential UGB process. He looked forward to working with McMinnville on this.

There was consensus to move forward with option #3 as suggested by staff.

3. ADJOURNMENT: Mayor Hill adjourned the meeting at 7:33 p.m.

Claudia Cisneros, City Recorder

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

Tuesday, March 23, 2021 at 7:00 p.m.

Presiding: Remy Drabkin, Council President

Recording Secretary: Claudia Cisneros

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|-------------|---------------------------------|------------------------|
| Councilors: | <u>Present</u> | <u>Excused Absence</u> |
| | Remy Drabkin, Council President | Scott Hill |
| | Adam Garvin | |
| | Zack Geary | |
| | Kellie Menke | |
| | Chris Chenoweth | |
| | Sal Peralta | |

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Police Captain Tim Symons, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, Community Development Director Mike Bisset, Fire Chief Rich Leipfert, Engineering Services Manager Larry Sherwood, Community Engagement Specialist Noelle Amaya, and Phil Guzzo, McMinnville Community Media and Dora Totoian, NewsRegister.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE

Councilor Menke led the pledge of allegiance.
3. PROCLAMATION
- 3.a. Child Abuse Prevention Month

Council President Drabkin read the proclamation declaring April 2021 as Child Abuse Prevention Month.
4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Council President Drabkin invited the public to comment. There were no public comments.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Geary said Mac Pac would meet twice in April.

Councilor Chenoweth reported on the Economic Vitality Leadership Council and Historic Landmarks Committee meetings.

Councilor Menke reported on the latest YCAP meeting and current activities. The city of McMinnville had met with the city of Newberg to discuss what each entity was doing about homelessness and affordable housing.

Councilor Peralta reported on the Council of Governments annual meeting and gave highlights from their annual report. He had been appointed as Chair of the COG.

Councilor Garvin said airport hangar leases were being updated.

5.b. Department Head Reports

Human Resources Manager Bayer discussed the DEI Advisory Committee goals and workplan.

Finance Director Cuellar said she had received the final version of the financial statements. Staff was working on completing the budget process. She had been asked to present an LOC/State of Oregon sponsored training on public assistance grants through FEMA to support shelter initiatives.

Planning Director Richards reported on Planning Commission activities.

Fire Chief Leipfert reported on the kickoff meeting for the consolidation implementation for the districting process.

City Manager Towery reported on the fire district consolidation event, work on the budget, and West Coast ICMA Conference.

There was discussion regarding ARPA funds to the City and marijuana revenue allocation.

Captain Symons discussed the memo regarding OLCC license application adjustments due to COVID-19.

6. CONSENT AGENDA

- a. Consider request from Shannon Thorson DBA: C&C Wine Bar for Limited On-Premises OLCC Liquor License located at 536 NE 3rd Street.
- b. Consider **Resolution No. 2021-19**: A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18.
- c. Consider request from Bierly Brewing LLC for Brewery-Public House 1st Location OLCC Liquor License located at 624 NE 3rd Street.

Councilor Geary recused himself as he was involved with one of the items in a professional capacity.

Councilor Menke MOVED to adopt the consent agenda as presented; SECONDED by Councilor Peralta. Motion PASSED unanimously with Councilor Geary recused.

7. RESOLUTIONS

- 7.a. Consider **Resolution No. 2021-14**: A Resolution approving a new lease agreement with the Oregon State Police for 8,004 square feet of office space, and 1,676 square feet of separate storage space, in the City owned building at 3975 Cirrus Avenue.

Community Development Director Bisset said Oregon State Police had leased office space from the City at the airport since 2009, and the lease was amended in 2013 to add storage space. The lease expired in 2019 and had been extended on a month-to-month basis since then. The new lease proposed a five-year lease with two five year extensions. He explained the lease increase.

Councilor Garvin MOVED to adopt Resolution 2021-14; SECONDED by Councilor Peralta. Motion PASSED unanimously.

- 7.b. Consider **Resolution No. 2021-15**: A Resolution approving a lease amendment with the Airflight Storage Systems Condominium Owners Association for hangars D & E at the airport.

Community Development Director Bisset said this was the first of three resolutions to address equity among the lease holders at the airport. When the lease expired, the renter could have an inspection done on the building and if there was at least five years left of the building, the City could enter into a five year extension on the building, and the extensions could continue until the time there was no longer life left in the building. At that time, the renter was required to remove the facility from the airport and the leased ground would be returned to the airport for subsequent re-leasing.

Councilor Geary MOVED to adopt Resolution 2021-15; SECONDED by Councilor Chenoweth. Motion PASSED unanimously.

- 7.c. Consider **Resolution No. 2021-16**: A Resolution approving a lease amendment with the Tiner Investments Company for hangar L at the airport.

Community Development Director Bisset said this was the same lease amendment as the previous resolution.

Councilor Geary MOVED to adopt Resolution 2021-16; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 7.d. Consider **Resolution No. 2021-17**: A Resolution approving a lease amendment with Doug Tiner for hangar M at the airport.

Community Development Director Bisset said this was the same lease amendment as the previous resolution. This was his final request to the Council as he was retiring.

The Council thanked Community Development Director Bisset for his service. City Manager Towery thanked him as well.

Councilor Menke MOVED to adopt Resolution 2021-17; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 7.e. Consider **Resolution No. 2021-18**: A Resolution authorizing the approval of Master Grant Agreement No. 34756 between the City of McMinnville and the Oregon Department of Transportation (ODOT) for the Fund Exchange Program (FEX).

Engineering Services Manager Sherwood said this was an agreement for the City to use a fund exchange for federal block grant funds for the term of the agreement, which expired in September 2024.

Councilor Geary MOVED to adopt Resolution 2021-18; SECONDED by Councilor Peralta. Motion PASSED unanimously.

8. ADJOURNMENT: Council President Drabkin adjourned the Regular City Council Meeting at 7:58 p.m.

Claudia Cisneros, City Recorder

MINUTES OF JOINT CITY COUNCIL &
MCMINNVILLE PLANING COMMISSION WORK SESSION
Held via Zoom Video Conference and at Civic Hall Council Chambers
McMinnville, Oregon

Wednesday, September 20, 2023 at 6:00 p.m.

Presiding: Adam Garvin, Council President

Recording Secretary: Claudia Cisneros

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|-------------|--------------------------------|---------------|
| Councilors: | <u>Present</u> | <u>Absent</u> |
| | Remy Drabkin, Mayor (via Zoom) | |
| | Chris Chenoweth | |
| | Zack Geary | |
| | Kellie Menke | |
| | Jessica Payne | |
| | Sal Peralta | |

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|-------------------------|-------------------------|-------------------------------|
| Planning Commission: | <u>Present</u> | <u>Absent</u> |
| | Sidonie Winfield, Chair | Gary Langenwalter, Vice-Chair |
| | Brian Randall | |
| | Megan Murray | |
| | Beth Rankin | |
| | Dan Tucholsky | |
| | Rachel Flores | |
| | Sylla McClellan | |
| | Matthew Deppe | |

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, Parks & Recreation Director Susan Muir, Community Development Director Heather Richards, Human Resources Manager Vicki Hedges (via Zoom), Finance Director Jennifer Cuellar (via Zoom), and members of the News Media – Phil Guzzo, McMinnville Community Media, and Scott Unger, *News-Register* (via zoom).

1. CALL TO ORDER: Council President Garvin called the meeting to order at 6:01 p.m.

2. PROS PLAN UPDATE:

Parks and Recreation Director Susan Muir introduced Jon Pheanis and Elly Schaefer consultants from MIG.

John Pheanis Planner and Principle for MIG thanked the Council and Planning Commission. MIG consulting is working with the City to update the parks and recreation open space (PROS) plan. Shared a PowerPoint presentation, stating the agenda overview covering the purpose, process and schedule update, draft strategic framework summary, questions and discussion, priority projects exercise, and next steps.

Mr. Pheanis shared the purpose of the PROS Plan covering five bullet points, and talked about the definition of having equitable parks and recreation access as defined by using the National Recreation & Parks Association (NRPA) definition. Shared they are working through a four-phase process starting about a year ago and the City is currently at Phase 3 Strategy. Talked about the results of community engagements to date. Reflected on the June Joint Planning Commission and City Council meeting regarding the goals or objectives they would like to see. Talked about the draft strategic framework covering the seven goals for the plan and some key objectives.

Mr. Pheanis opened it up to discussion and questions from the Council and Commissioners. Comments brought up were the possibility of cost-saving measures on trails by installing QR codes. Having a partnership with the School District. Park Safety as a priority, fire-safe landscaping and improving river access discussion with Visit McMinnville. Acquisition of new park and undeveloped/inactivated parks. Accessibility to restrooms in parks. Mr. Pheanis provided some background information about McMinnville current plan from the 1999 level of service standards. He mentioned NRPA provides park standards but doesn't cover items such as accessibility, restrooms, etc. He provided the current parkland level of services standards and what the goal would be as stated in A.2. of the draft strategic framework plan in the packet. Mr. Pheanis talked about the different types of funding, which percentage would be System Development Charges (SDC) eligible, grant opportunities, and other funding mechanisms. Ms. Muir brought up once the plan is approved there is already a recommendation to have a Parks and Recreation Advisory Committee in place. There was discussion about linear parks. There was further discussion on objectives D.1. and D.5. of the standard plan.

Mr. Pheanis explained how they obtained the ratio using the National metrics for a park agency similar in size and scale and stated it's still not a great reference as McMinnville is different from any other city. Parks additionally provided eight other similar-sized city parks to get a more realistic ratio for the park systems. Mr. Pheanis talked about the survey and the survey responses. Will be doing a second online survey based on a similar exercise done with Council and Commissioners tonight.

Mr. Pheanis continued with his PowerPoint presentation explaining the interactive exercise. He talked about the four categories of potential projects organized by key community needs which are: Connections, Play and Gathering, Reinvestment, and Nature. Then explained the cost scale ranges. Went through the specifics of each of the four categories. Elly Schaefer, Planner from MIG, went through the interactive exercise asking the Council and Commission to prioritize different projects in different categories. (Polling results found here: [Results](#))

3. ADJOURNMENT: Council President Garvin adjourned the Joint Work Session at 7:51 p.m. and let the public know Council will be going into a closed-to-the-public special called Executive Session pursuant to ORS 192.660(2)(a): To consider the employment of a public officer, employee, staff member or individual agent.

Claudia Cisneros, City Recorder

CITY OF McMINNVILLE
MINUTES OF CITY COUNCIL MEETING
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, September 26, 2023 at 7:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

| | | |
|-------------|--------------------------------|------------------------|
| Councilors: | <u>Present</u> | <u>Excused Absence</u> |
| | Adam Garvin, Council President | Chris Chenoweth |
| | Zack Geary | Sal Peralta |
| | Kellie Menke | |
| | Jessica Payne | |

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Interim City Attorney Walt Gowell, Fire Chief Rich Leipfert, Operations Chief Amy Hanifan, Human Resources Manager Vicki Hedges, Information System Director Scott Burek, Finance Director Jennifer Cuellar, Community Development Director Heather Richards, Lead Code Enforcement Officer Nic Miles (via Zoom), Police Chief Matt Scales (via Zoom), and members of the News Media – Phil Guzzo, McMinnville Community Media and Scott Unger, *News-Register* (via zoom).

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 7:00 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Fire Chief Leipfert led the pledge of allegiance.

FIRE CHIEF RICH LEIPFERT RECOGNITION.

Mayor Drabkin thanked Chief Leipfert for his time with the City and recognized him for his years of service with the City.

Mayor Drabkin, Council President Garvin, and Operations Chief Hanifan read the proclamation declaring September 26th, 2023, as Fire Chief Rich Leipfert Day.

The Council Meeting took a five-minute break.

3. PROCLAMATION

3.a. Indigenous People's Day Proclamation

Mayor Drabkin read the proclamation declaring October 9th, 2023, as Indigenous People's Day.

3.b. McMinnville MADE Day in conjunction with The National Manufacturing Day Proclamation

Mayor Drabkin read the proclamation declaring October 6th, 2023, as McMinnville MADE Day in conjunction with The National Manufacturing Day.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Drabkin invited the public to comment. There were no public comments.

Karen Thurman, McMinnville Community member commented on the homelessness issue in the city and addressed her concerns over Measure 110. Asking for implementation of possible solutions to the problem.

Cindee Paulsen, McMinnville Community member expressed the importance of children's safety as a priority in the community. Shared an incident that occurred at McDaniel Lane by Patton Middle School and creating safe zones.

Robert Rapp, McMinnville Community member asked about the workarounds the city has regarding Measure 110 and echoed what the others have already said.

Jeremy Saville (via Zoom), McMinnville Community member expressed his concern on the uptake of loud and fast cars driving around 99W and parking lots of Walmart and Winco.

5. PRESENTATIONS

5.a. McMinnville Economic Development Partnership (MEDP) Annual Presentation

Patty Herzog, Executive Director of MEDP introduced the topic and shared a PowerPoint presentation going through what they've worked on this year, what's coming for the coming year, the annual budget for the year, and some of the challenges they face.

6. ADVICE/ INFORMATION ITEMS

6.a.

Reports from Councilors on Committee & Board Assignments

Councilor Menke reported YCAP successfully acquired the Turnkey property and secured some capital grants for critical building improvements. Gave an update on AnyDoor Place, the conditional land use permit was approved by the Newberg Planning Commission and scheduled for December 31, 2023 opening. For Parkway Committee the Cruikshank road project is 95% paving complete and will be finished at the end of the month.

Councilor Payne stated Landscape Review met last week and reviewed and approved three plan permits. Local Public Safety Coordinating Council (LPSCC) meets tomorrow.

Councilor Geary stated DEIAC met and heard about the PROS plan. MURAC is in between meetings, Affordable Housing postponed their September meeting. Stormwater Utility Public Advisory Committee will kick off on October 16th, 2023.

Council President Garvin reported the airshow will be in a couple of days and there is one vacancy on the Airport Commission. Fire District through task force regarding Fire Chief applications. The interview process is October 12th, 2023, and the meet and greet is on the same night. Nothing to report on YCOM and a lot happening with Visit McMinnville.

Mayor Drabkin welcomed Director Chang from Business Oregon to present 1.3 million dollars to APT, tomorrow will be a MW&L Commission meeting and the city will host an Ideas Fair in the evening on how to spend or invest city dollars. There is a 40/60 forgivable loan program being done through the city. Working to expand the If I Were Mayor program with the City of Lafayette. Met with Superintendent Brockett regarding community issues and working together for forward solutions. Worked on a few grants to support things in the Community.

6.b.

Department Head Reports

City Manager Jeff Towery will be attending the final board meeting as the ICMA President at the ICMA Annual Conference. A formal announcement tomorrow morning of the hiring new City Attorney.

Interim City Attorney Walt Gowell had nothing to report.

Community Development Director Heather Richards stated the Planning Commission approved the Stratus Village project at their last meeting. The

Planning Commission has been meeting twice a month and lengthy meetings. Doing great thoughtful work.

Finance Director Jennifer Cuellar said the auditors are remotely on-site doing the FY23 audit testing for two weeks.

Fire Chief Leipfert thanked the Council for the opportunity and has been an honor serving as Fire Chief.

Human Resources Manager Vicki Hedges shared have a new City Attorney and working on Fire Chief Recruitment and set a personal goal to complete the Employee Handbook within a year of starting and has achieved that.

City Recorder Claudia Cisneros had nothing to report.

Information System Director Scott Burek had nothing to report.

Police Chief Matt Scales thanked the Fire Chief for all his support through the years.

7.

CONSENT AGENDA

a. Consider **Resolution No. 2023-57**: A Resolution approving code compliance liens on properties to recover unpaid civil penalty citations.

b. Consider the request from Abuela's Nuestra Cocina Inc. for Commercial Full on-premises, OLCC Liquor License located at 226 NE 3rd Street.

c. Consider the request from MAC Plaza LLC. for Commercial Full on-premises, OLCC Liquor License located at 500 SE Adams Street.

Councilor Geary MOVED to adopt the consent agenda as presented; SECONDED by Councilor Menke. Motion PASSED unanimously 4-0.

8.

ORDINANCES

8.a.

Consider the second reading of **Ordinance No. 5138**: An Ordinance Repealing Chapter 9.20.30, Chapter 9.32.20, and Chapter 9.24.20 of the McMinnville Municipal Code and Amending Chapter 9.24.40 of the McMinnville Municipal Code.

Chief Scales stated nothing new to report and referred to the staff report from the August 31st City Council Meeting.

Interim City Attorney Walt Gowell read by title only for a second time Ordinance No. 5138.

There was discussion about panhandling regulations.

Councilor Menke MOVED to adopt Ordinance No. 5138, Repealing Chapter 9.20.30, Chapter 9.32.20, and Chapter 9.24.20 of the McMinnville Municipal Code and Amending Chapter 9.24.40 of the McMinnville Municipal Code; SECONDED by Council President Garvin. Motion PASSED 4-0 by the following vote:

*Aye – Councilors Geary, Garvin, Menke, and Payne
Nay – None*

9. ADJOURNMENT: Mayor Drabkin adjourned the meeting at 8:11 p.m.

Claudia Cisneros, City Recorder