



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

**City Council and McMinnville Urban Renewal Advisory Committee (MURAC)
Joint Work Session Meeting
Tuesday, February 27, 2024
6:00 p.m. – Joint Work Session Meeting**

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

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

www.mcm11.org/live

*Download the "Cablecast" app on iOS, Android, Roku, Apple TV or
Amazon Firestick and watch McMinnville City Council on all your devices.*

Joint Work Session Meeting

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/87171425592?pwd=x3HxoNqbb54L2n11iB1fJU4zlmWYEL.1>

Zoom ID: 871 7142 5592

Zoom Password: 374855

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

ID: 871 7142 5592

6:00 PM – JOINT WORK SESSION OF THE MCMINNVILLE CITY COUNCIL & MCMINNVILLE URBAN RENEWAL ADVISORY COMMITTEE MEETING – VIA ZOOM AND SEATING AT CIVIC HALL

1. CALL TO ORDER JOINT WORK SESSION
2. THIRD STREET IMPROVEMENT PROJECT PHASE D UPDATE
3. ADJOURNMENT OF JOINT WORK SESSION MEETING

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

STAFF MEMO

DATE: February 27, 2024
TO: City Council and McMinnville Urban Renewal Advisory Committee
FROM: Jody Christensen, Special Projects Manager
Jeff Gooden, Engineering Project Manager
SUBJECT: Third Street Improvement Project PHASE D Update

Memo in Brief: This memo is intended to support the City Council and McMinnville Urban Renewal Advisory Committee work session for the Third Street Improvement Project.

Jason White with BKF Engineers and Matt Arnold of SERA Architects, the project consultants, will give an update on the project to date. This update will include the work of the Project Advisory Committee (PAC) to develop the tree preservation criteria and decision tree, which the PAC approved on February 1, 2024. In addition, Heather Richards will share how the Third Street Improvement Project has evolved over time and how that may have an impact on the budget.

Background:

The Third Street Improvement Project PHASE D is focused on the nine linear blocks from NE Adams St. to NE Johnson St. and is addressing deteriorated downtown infrastructure that has led to accessibility and safety issues along Third Street. The improvements to Third Street will be an investment in the future of our beloved main street, which is expected to be a full street rebuild including new sidewalks, road, infrastructure including utilities (sanitary sewer, storm sewer, water, and others), landscape features, and amenities.



The PHASE D project is co-led by Jeff Gooden, Engineering Department, and Jody Christensen, Community Development Department.

The scope of work is to develop design and engineering documents to 30%, which will help the City access potential State and Federal funding. Additionally, the scope includes consultants deployed on Grant Readiness and Business Resiliency.

In August 2023, the City of McMinnville awarded the PHASE D contract to BKF Engineers and launched the project with an internal kickoff meeting on August 18. The 30% phase is expected to be completed by August 2024.

This project is funded by City of McMinnville American Rescue Plan Act (ARPA) and McMinnville Urban Renewal funds.

PROJECT PHASES

COMPLETED

Phase **A**: Vision, Goals, Design Principles

Phase **B**: Initial Concept Design

Phase **C**: Refined Concept Design

CURRENT

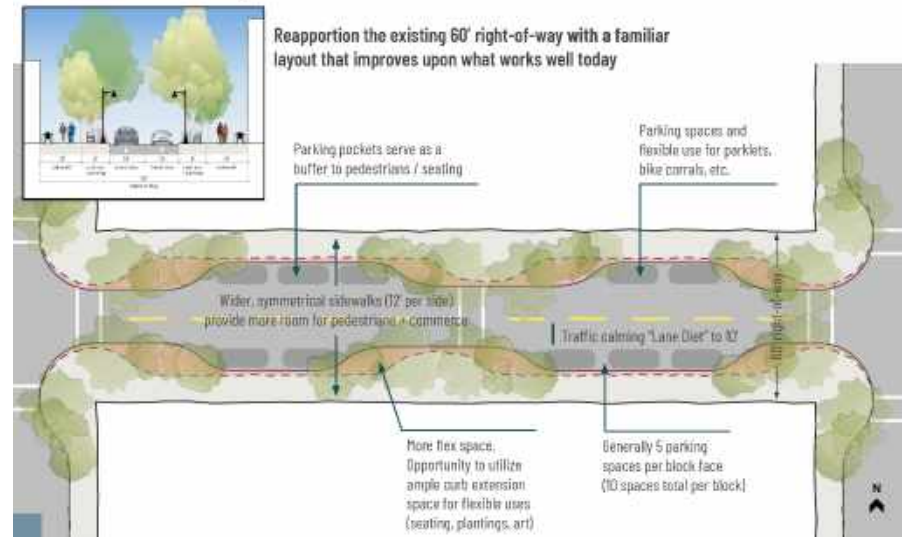
PHASE D: Design & Engineering 30% Documents (August 2023 - August 2024)

FUTURE

Phase **E**: Engineering 100% Construction Documents

Phase **F**: Procurement and Construction (not expected before 2026)

Preferred Functional Design :: **A Person-Centered Main Street**



Phase D Project and Technical Advisory Committee Membership

Project Advisory Committee (PAC)	
McMinnville Urban Renewal Advisory Committee	Alan Fox Walt Gowell Jamie Howe Peter Kircher Jeff Knapp Kelly McDonald Mike Morris Abigail Neilan Lisa Pool Doris Towery John Deitz
City Council	Kellie Menke Remy Drabkin(Mayor) Zack Geary (MURAC Liaison)



City of McMinnville

McMinnville Downtown	Dani Chisholm Heather Miller Marilyn Kosel Scott Cunningham
Community Stakeholders	Carson Benner Ken Denier Charles Hillestad Steve Rupp Robert Stephenson Sylla McClellan
BKF	Jason White
SERA Architects	Matt Arnold
Technical Advisory Committee (TAC)	
Community Development Staff	Heather Richards Jody Christensen
Engineering Staff	James Lofton Jeff Gooden
McMinnville Downtown Association	Doris Towery
Other City Staff	David Renshaw Rob Reygers Leland Koester
McMinnville Water and Light	James Burke Steve Wendell
SERA Architects	Matt Arnold
Pacific Resources Consulting – Urban Arborist	Stephen Goetz
Fire Marshall	Ty Darby
BKF	Jason White

Third Street Improvement (TSI) Project

City Council / MURAC Work Session

Project Update +
Street Tree Preservation Criteria Recommendations

McMinnville, Oregon

27 February 2024

6-7p



City Council / MURAC :: **Work Session Agenda**

MEETING PURPOSE

- To review revised Street Tree Preservation Criteria and Decision Tree and to determine recommendations for MURAC/City Council.

AGENDA

6p	Welcome + Introductions	<i>City Staff</i>
605p	Project Update + Recommendations	
	Business Resilience Update	<i>SERA / BKF</i>
	Proposed Addition to Goals and Objectives	<i>SERA / BKF</i>
	Revised Tree Preservation Criteria + Decision Tree	<i>SERA / BKF</i>
	Budget Update	<i>City Staff</i>
	Next Steps	<i>SERA / BKF / City Staff</i>
	Discussion (throughout)	<i>All</i>
7p	Conclusion	

Project Overview :: **Adams to Johnson**

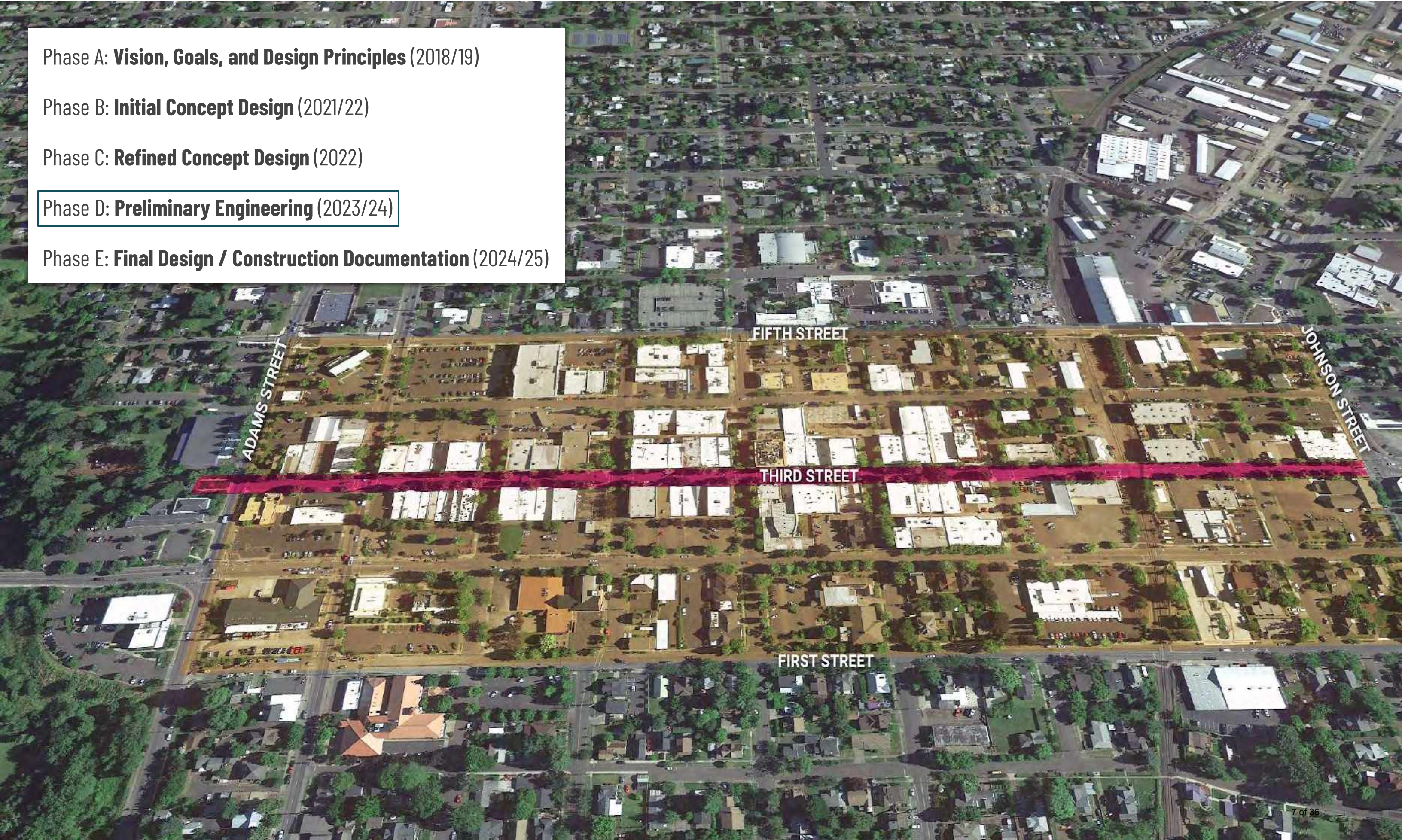
Phase A: **Vision, Goals, and Design Principles** (2018/19)

Phase B: **Initial Concept Design** (2021/22)

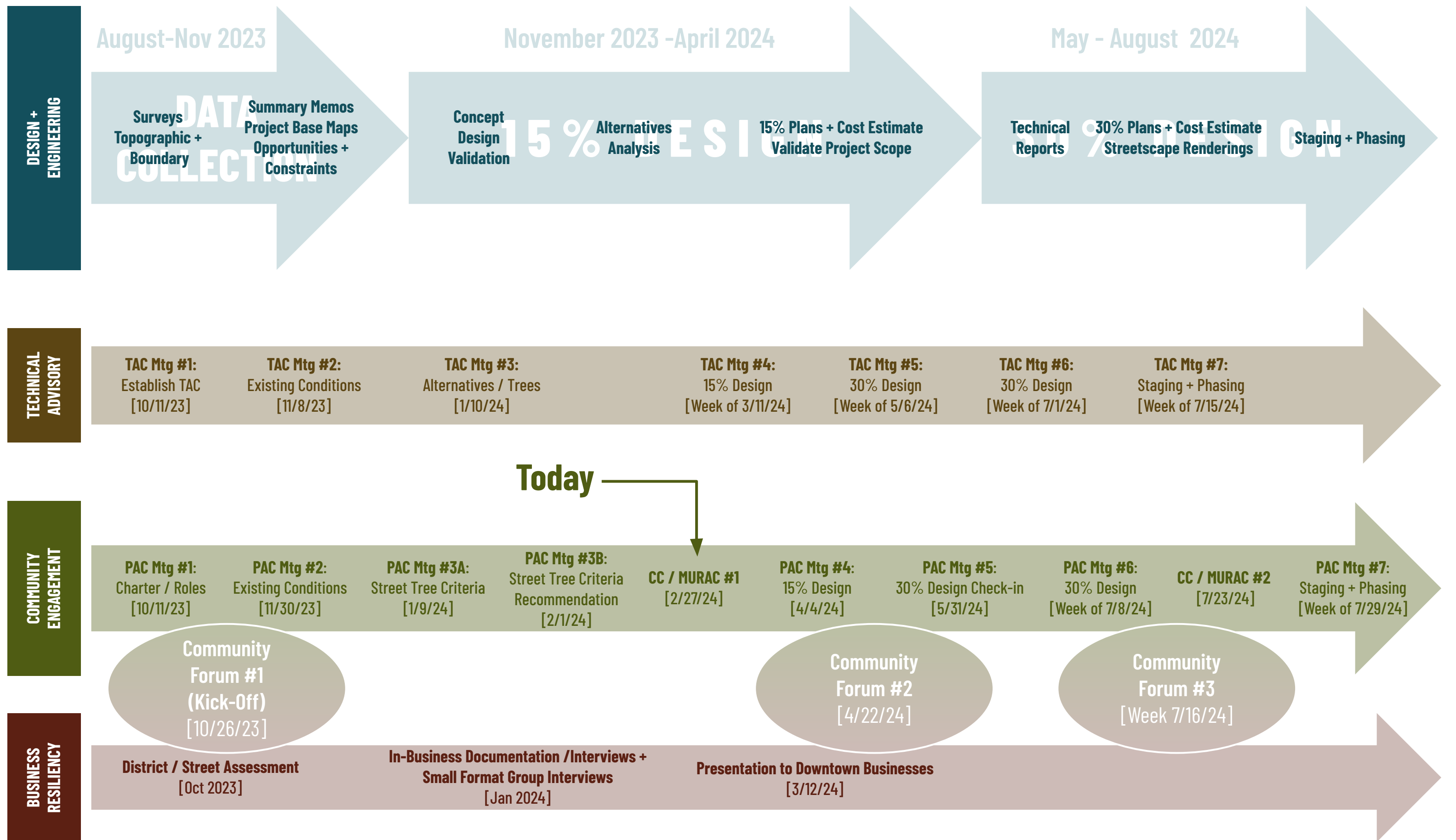
Phase C: **Refined Concept Design** (2022)

Phase D: **Preliminary Engineering** (2023/24)

Phase E: **Final Design / Construction Documentation** (2024/25)



Third Street Improvement Project :: **Process / Schedule** (as of 2/14/24)



Today



Dates subject to change

Third Street Improvement Project :: **Business Resilience Milestone Update**



Work completed to-date:

- District / street assessment
- In-business visits / interviews
- Small-format group interviews
 - Held on January 23rd + 24th, 2024
 - Host: Doris Towery (MDA)
 - Facilitator: Michele Reeves (Civilis)
 - *(City staff was intentionally not in attendance to allow for candid conversations)*

Upcoming work:

- Presentation to Downtown Businesses (3/12/24)
- Business Resilience Memo / Toolkit



Third Street Improvement (TSI) Project Vision, Goals, and Principles

Third Street is McMinnville's signature People Place and year-round "living room" - a comfortable space for daily living and social cohesion - as well as its "central stage" for extraordinary events that bring everyone together. **It is the welcoming feature and "heartbeat" of the community - the place where locals mingle with visitors to enjoy the authentic ambiance and lively atmosphere of this rural Downtown.** Leafy green and shaded in summer, magically illuminated in the evenings and during the winter, Third Street is intimate, artistically creative, and beautifully enchanting.

Third Street is both quirky and classy, proudly reflecting the cultural richness of the city and the surrounding region while forging an identity all its own. **Featuring historic architectural gems, curated art and furnishings, and adaptive infrastructure, Third Street's organic flexibility makes it both timeless and future-proof.** It maintains a diverse, thriving, and independent business community. Local ownership and an overarching commitment to authenticity ensure an interesting and rewarding experience unique to McMinnville.

NE Third Street :: **Goals + Objectives**

reinforce and celebrate McMinnville's UNIQUE and WELCOMING IDENTITY

strengthen the PROSPERITY of LOCAL BUSINESSES

ensure SAFETY for all users and CONNECTIVITY throughout Downtown

foster a range of EVENTS and ACTIVITIES for citizens and visitors alike

choose DURABLE, LONG-LASTING solutions that allow for EFFICIENT CONSTRUCTION and EFFECTIVE MAINTENANCE

facilitate a robust PUBLIC ENGAGEMENT process that engages the entire community

where feasible, preserve Third Street's EXISTING STREET TREES

adopted by PAC
at 2/1/24 mtg

NE Third Street :: **Design Principles**

- Third Street is of the **people**, for the people, and created by the people
- Third Street is **safe, inclusive**, and **accessible to all**
- Third Street is Downtown's premier **public space**
- Third Street is an **integral part of Downtown**
- Third Street is the **vibrant commercial heart** of Downtown McMinnville
- Third Street's success relies on **public-private partnerships**
- Third Street is an **ever-evolving** street that **embraces change**
- Third Street is actively geared towards **early implementation-oriented improvements**
- Third Street contributes to a more **sustainable** environment
- Third Street is **quirky** and **unique**



Discussion
Street Tree Preservation Criteria

As we plan the Third Street Improvements for a 50-year design life, we must consider the following criteria when evaluating whether or not Third Street's existing trees should be preserved:

Compromised Health: Is the existing tree in Poor or Very Poor health or is the existing tree's health demonstrably declining (as determined by the project's Consulting Arborist)?

Lifted Roots: Are the existing tree's roots lifting the sidewalks? Would the roots need to be significantly trimmed / removed in order to rebuild the new sidewalk to meet ADA standards and building entrances? (Would the existing tree survive if its roots were shaved / cut / trimmed back?)

Conflict with Critical Infrastructure: Will the existing tree conflict with proposed infrastructure / improvements (either above or below ground)?

Conflict with Agency Standards: Will preserving the existing tree cause conflicts with standards set by the City's Engineering Department, McMinnville Fire District, or by McMinnville Water & Light? And can exceptions be made in order to preserve existing trees?

Revised Preservation Criteria :: **Compromised Health**

Is the existing tree in Poor or Very Poor health or is the existing tree's health demonstrably declining (as determined by the project's Consulting Arborist)?

In the 2019 survey by the project team's Consulting Arborist, trees were rated "**Poor**" or "**Very Poor**" (based on above-ground observations only) if they exhibited the following issues:

- Visible wounds, exposed decay, and/or deadwood
- Poor annual twig growth
- Asymmetric crowns or imbalanced structure
- Sunscald
- Some amount of dead stems



Revised Preservation Criteria :: **Lifted Roots**

Are the existing tree's roots lifting the sidewalks? Would the roots need to be significantly trimmed / removed in order to rebuild the new sidewalk to meet ADA standards and building entrances? (Would the existing tree survive if its roots were shaved / cut / trimmed back?)



The older existing trees are lifting the sidewalks and creating **ADA accessibility issues** (for which both the City and the adjacent property owner may be liable).

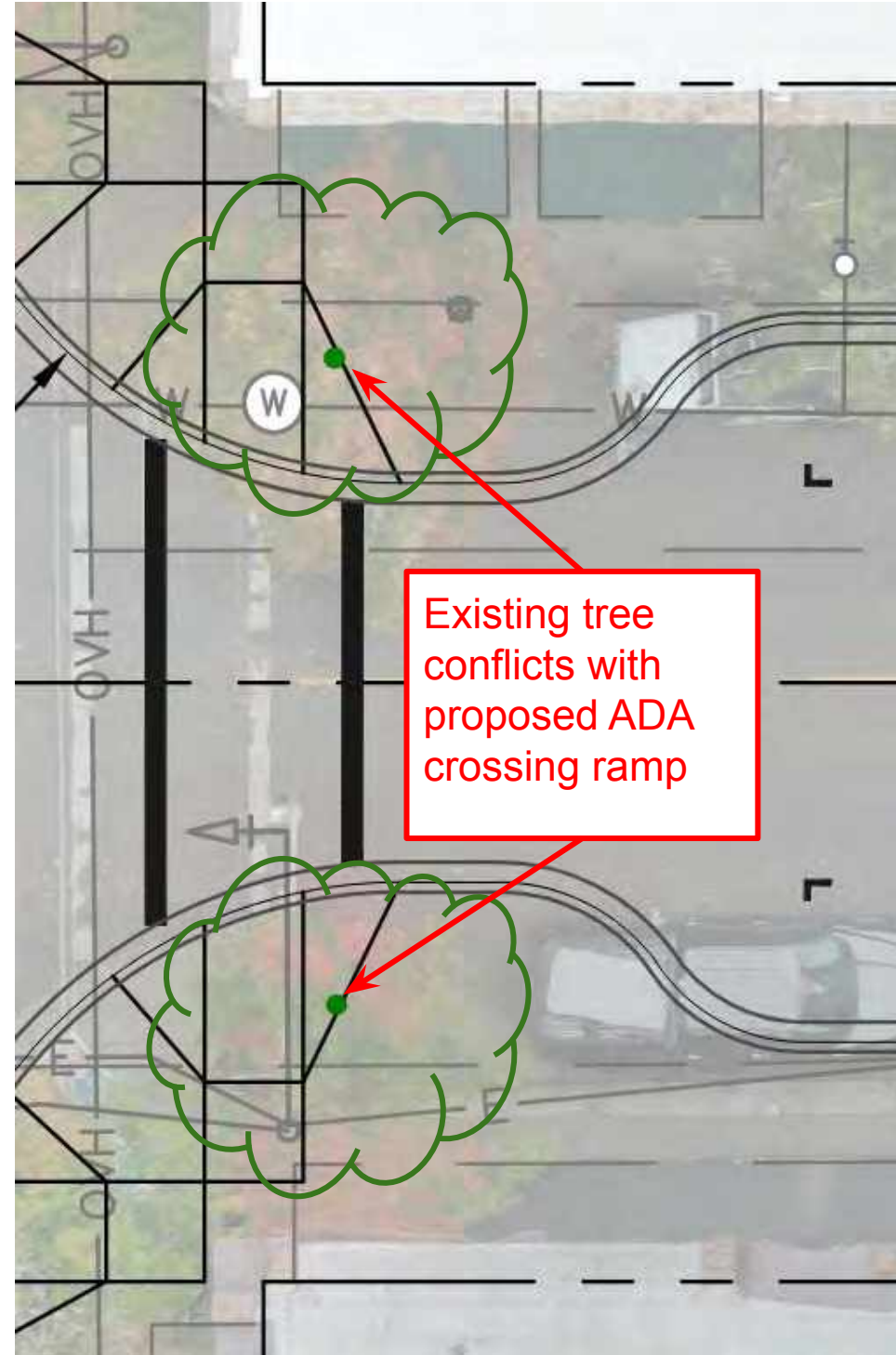
The proposed improvements will need to restore proper ADA-compliant grading while also maintaining access to existing buildings and businesses. This means that, were existing trees to remain, their above-grade roots would need to be shaved / trimmed / cut / removed.



Revised Preservation Criteria :: **Conflict with Critical Infrastructure**

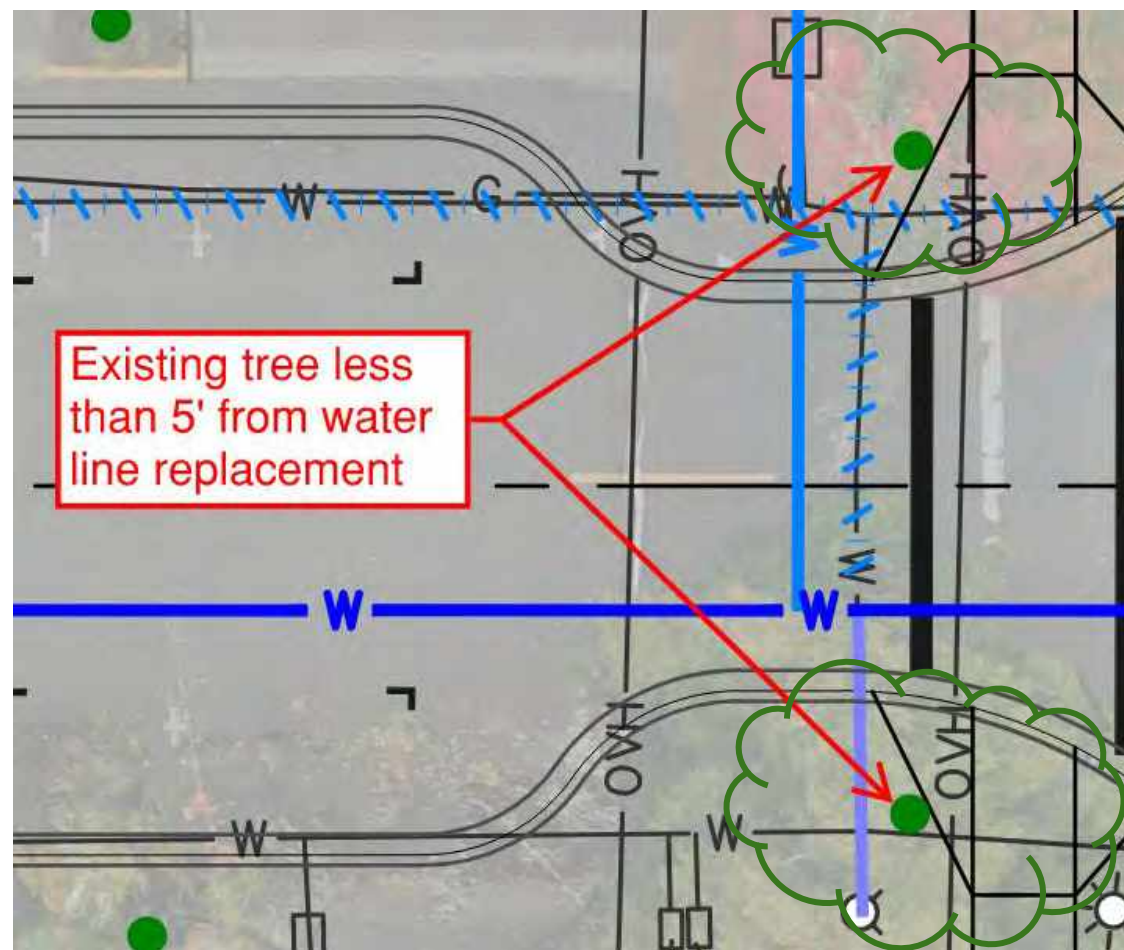
Will the existing tree conflict with critical infrastructure / improvements (either above or below ground)?

The existing street trees on NE Third were sited and planted to match both a previous streetscape design and an earlier set of local standards. Some of the existing trees today conflict with important infrastructure such as traffic signals and streetlights - and diminish the effectiveness of that infrastructure. Such conflicts should be avoided with the new Third Street improvements - including ADA ramps, utilities, etc



Revised Preservation Criteria :: **Conflict with Agency Standards**

Will preserving the existing tree cause conflicts with standards set by the City's Engineering Dept., McMinnville Fire District, or McMinnville Water & Light? And can exceptions be made in order to preserve existing trees?



17.58.090 Street Tree Standards.

Street trees shall not be planted within 10 feet of fire hydrants, utility poles, sanitary sewer, storm sewer or water lines, or within 20 feet of street light standards or street intersections, or within five feet of a private driveway or alley. New utility poles shall not be located within five feet of an existing street tree. Variations to these distances may be granted by the public works director and as may be required to ensure adequate clear vision.



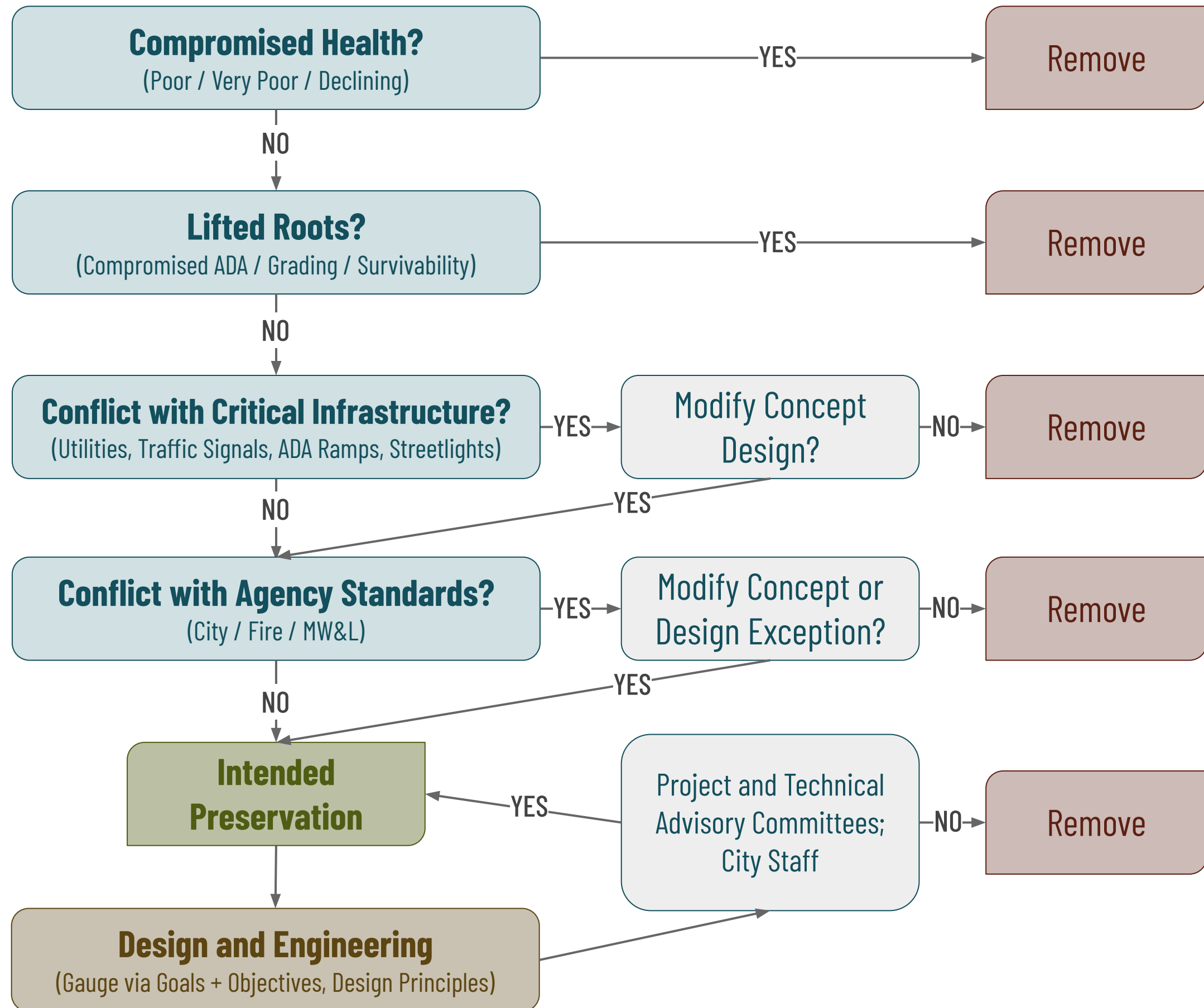
17.54.080 Clear Vision Area.

A clear vision area shall be maintained on the corners of all properties at the intersection of two streets, a street and an alley, or a street and a railroad. Clear vision area requirements shall also apply to the first 10 feet of commercial and industrial access driveways when the driveway intersects with a street or alley. A clear vision area shall contain no planting, fence, wall, structure or temporary or permanent obstruction exceeding three feet in height, measured from the top of the curb or, where no curb exists, from three and one-half (3.5) feet above the edge of the pavement, or top of asphalt measured at the property line, except that the following may be allowed in a clear vision area.

Recommended Preservation Criteria :: **Revised Decision Tree** (Adopted by PAC on 2/1/24)

GOAL:

Where feasible, preserve Third Street's existing street trees



Potential Eventualities :: **Future Discovery and Construction Impacts**

While the contractor will make all necessary efforts to protect trees marked for preservation, there is a possibility that some trees may not survive demolition and construction. For example, two related factors to consider:

- Extent of root system and potential for disturbance / damage during construction
- Tree stability during construction (including soil / root disturbance and wind shear)

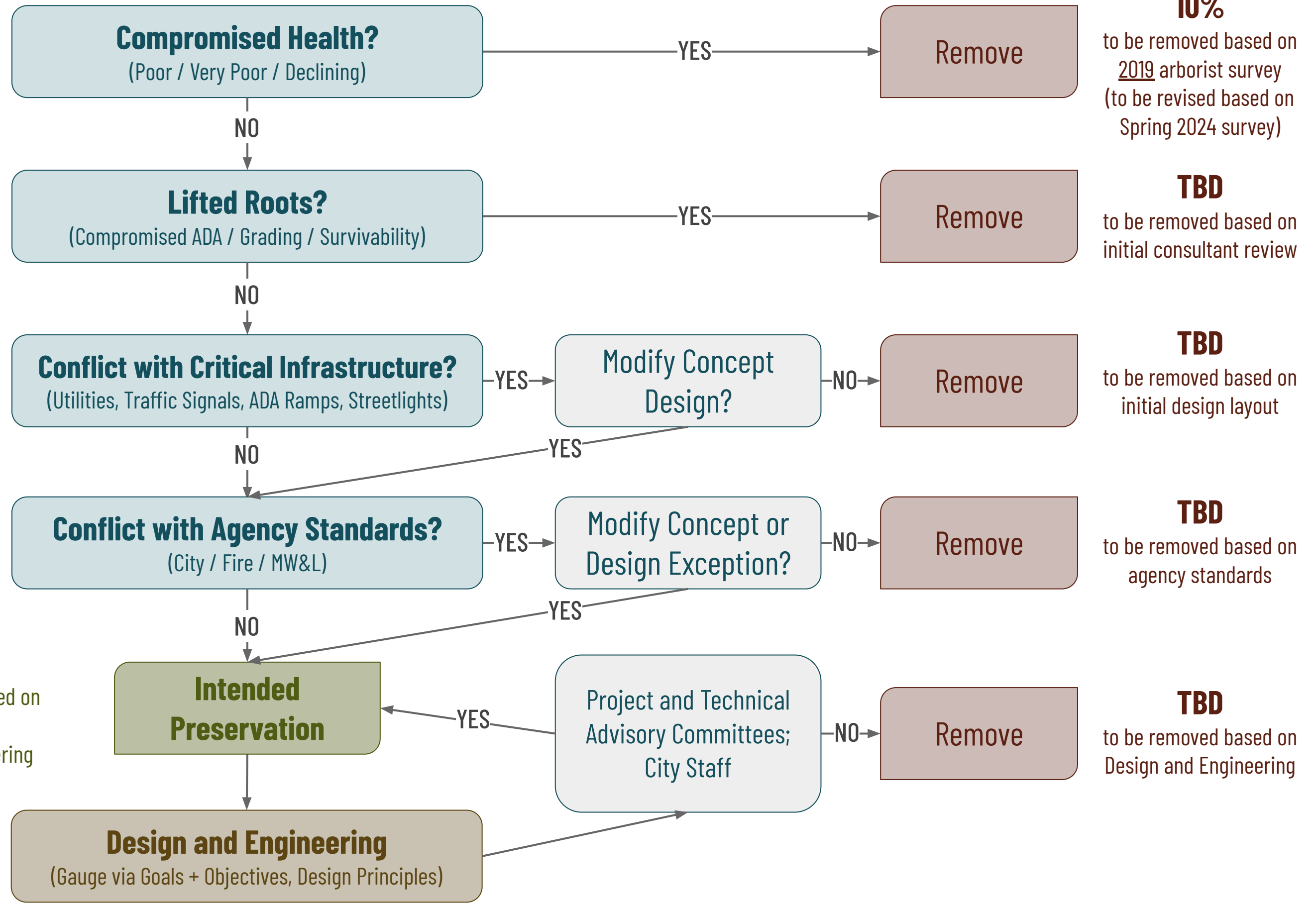
It is also possible that additional information may come to light (e.g., tree health, root impacts) that will necessitate tree removal.



The City's project team will work between now and the time the TSI Project is put out for bid to develop a clear process for (and personnel responsible for) evaluating and adjudicating which trees marked for preservation (if any) should be removed during construction. The City will also consider what incentives or penalties could be utilized with the contractor so that appropriate measures are taken in the field to protect those trees that have been marked for preservation.

Recommended Preservation Criteria :: Revised Decision Tree and Criteria Testing

GOAL:
Where feasible, preserve Third Street's existing street trees



10%
to be removed based on 2019 arborist survey (to be revised based on Spring 2024 survey)

TBD
to be removed based on initial consultant review

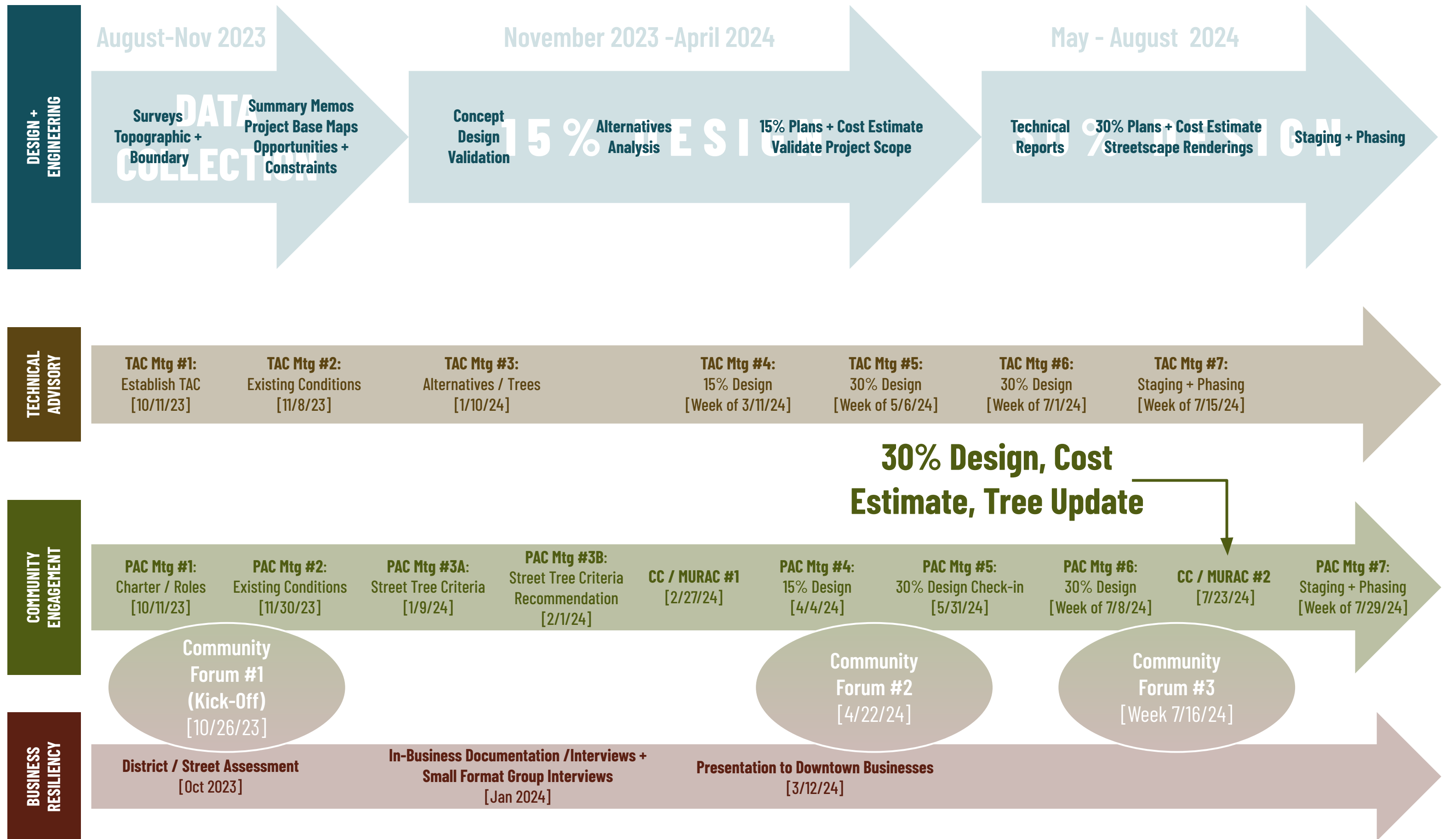
TBD
to be removed based on initial design layout

TBD
to be removed based on agency standards

TBD
to be preserved based on all criteria and Design and Engineering

TBD
to be removed based on Design and Engineering

Third Street Improvement Project :: **Process / Schedule** (as of 2/14/24)



30% Design, Cost Estimate, Tree Update

Dates subject to change



*for more information on the **Third Street Improvement Project**, including a comprehensive summary of the Final Concept Design (2022), please contact:*

Jody Christensen, Community Development Special Projects Manager
Jody.Christensen@mcminnvilleoregon.gov

Jeff Gooden, Engineering Project Manager
Jeff.Gooden@mcminnvilleoregon.gov

or visit:

<https://www.mcminnvilleoregon.gov/thirdstreetimprovement>



Third Street Improvement Project

APPENDIX

Project Advisory Committee :: **Roles + Responsibilities**

Membership. The TSI Project Advisory Committee (PAC) is comprised of members from the McMinnville City Council, the McMinnville Urban Renewal Advisory Committee (MURAC), and the McMinnville Downtown Association (MDA), as well as representatives from Downtown businesses and the community at large. The PAC members are united by a commitment to Downtown McMinnville and its ongoing vitality and importance within the overall McMinnville community. Many of the PAC members have been with the TSI Project since the Visioning and/or Concept Design phase.

Roles + Responsibilities. The PAC has been convened to advise the Project Team (City staff and the consultant design team) on various aspects of the project - including design, engineering, and community engagement. Final project recommendations to City Council and MURAC will be made by the Project Team.

Facilitation. The PAC will be formally chaired by one of its members. Members of the Project Team will make presentations on specific topics and will record feedback from the committee.

Guidance for Engagement. PAC members are expected to share their opinions honestly, respond to other members courteously, and seek as much clarification as necessary from the Project Team. When speaking about the project outside of PAC meetings, it is important that members accurately represent the PAC and its purpose and are absolutely clear about where their own thoughts and opinions differ from those of the PAC.

Project Transparency. All PAC meetings are open to the public, although these will not be a forum for voicing or gathering public opinions on the project. Citizens seeking additional project information or wishing to register comments can do so at the three Community Forums or via the [[project webpage](#)].



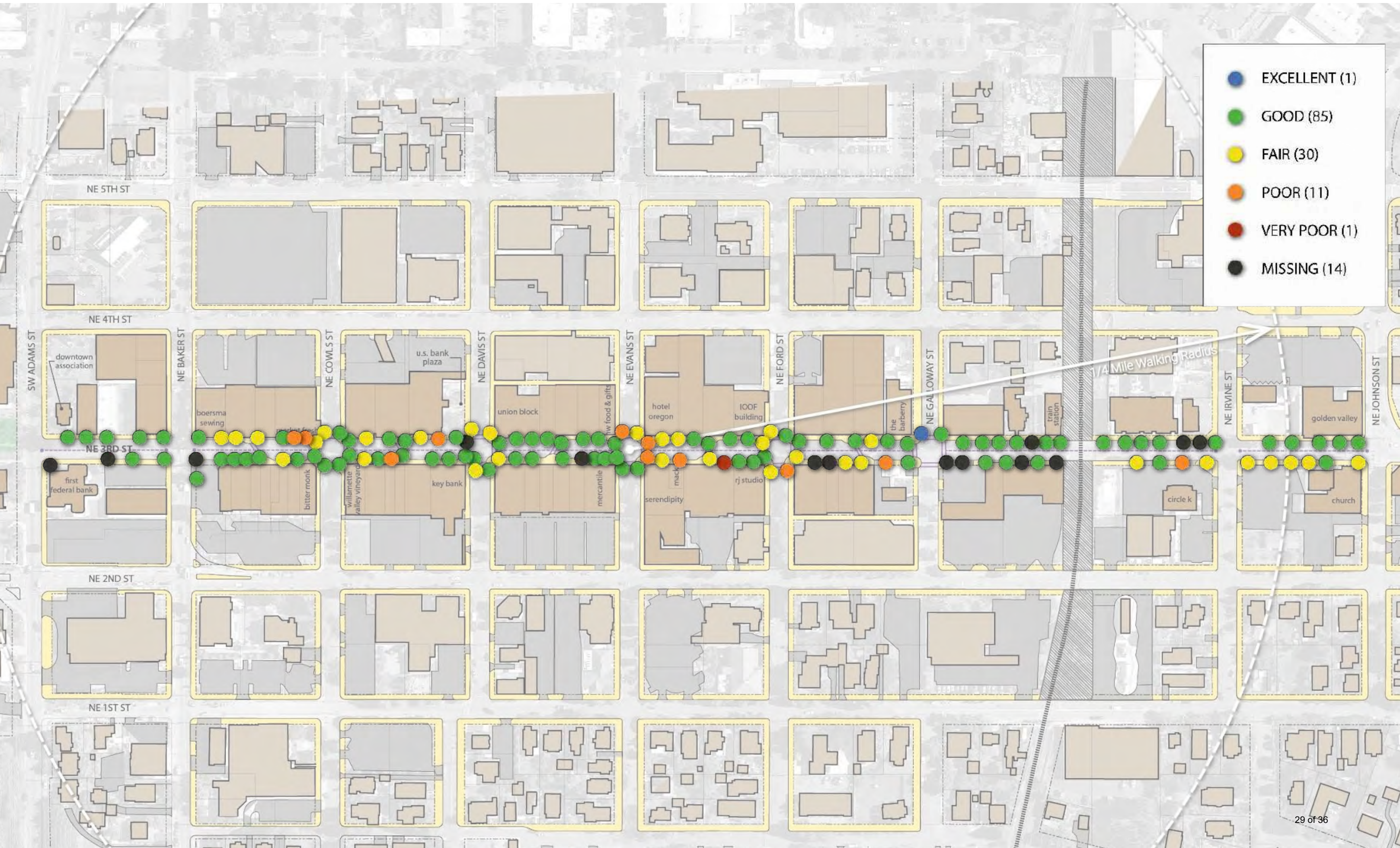
Street Trees

Existing Conditions + Considerations

Existing Conditions :: **Street Trees**



Existing Conditions :: Street Trees (2019 Survey)



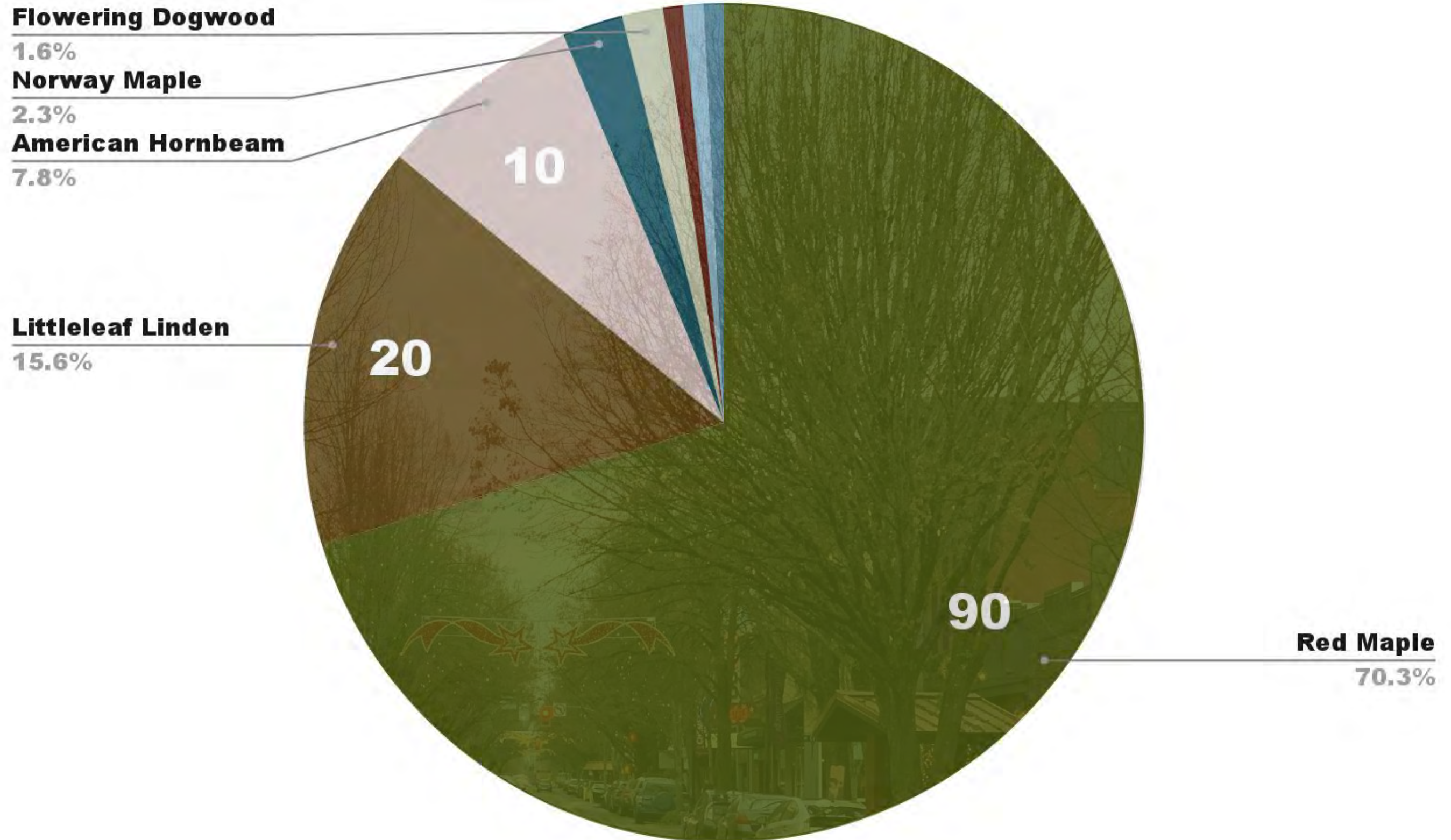
Existing Conditions :: **Street Trees** (2019 Survey)

Trees rated "**Fair**" or "**Poor**" or "**Very Poor**" (based on above-ground observations only) have varying degrees of the following issues:

- Visible wounds, exposed decay, and/or deadwood
- Poor annual twig growth
- Asymmetric crowns or imbalanced structure
- Sunscald
- Some amount of dead stems
- Roots causing sidewalk damage



Existing Conditions :: **Street Trees** (2019 Survey)



Existing Conditions :: **Street Trees**



- The older existing trees are lifting the sidewalks and creating **ADA accessibility issues** - for which both the City and the adjacent property owner are liable.
- The older existing trees are cracking and damaging **curbs**, which affects the stormwater system.
- Recent tree removals showed that roots are **damaging building foundations and infrastructure**.

Existing Conditions :: **Lifted Roots**



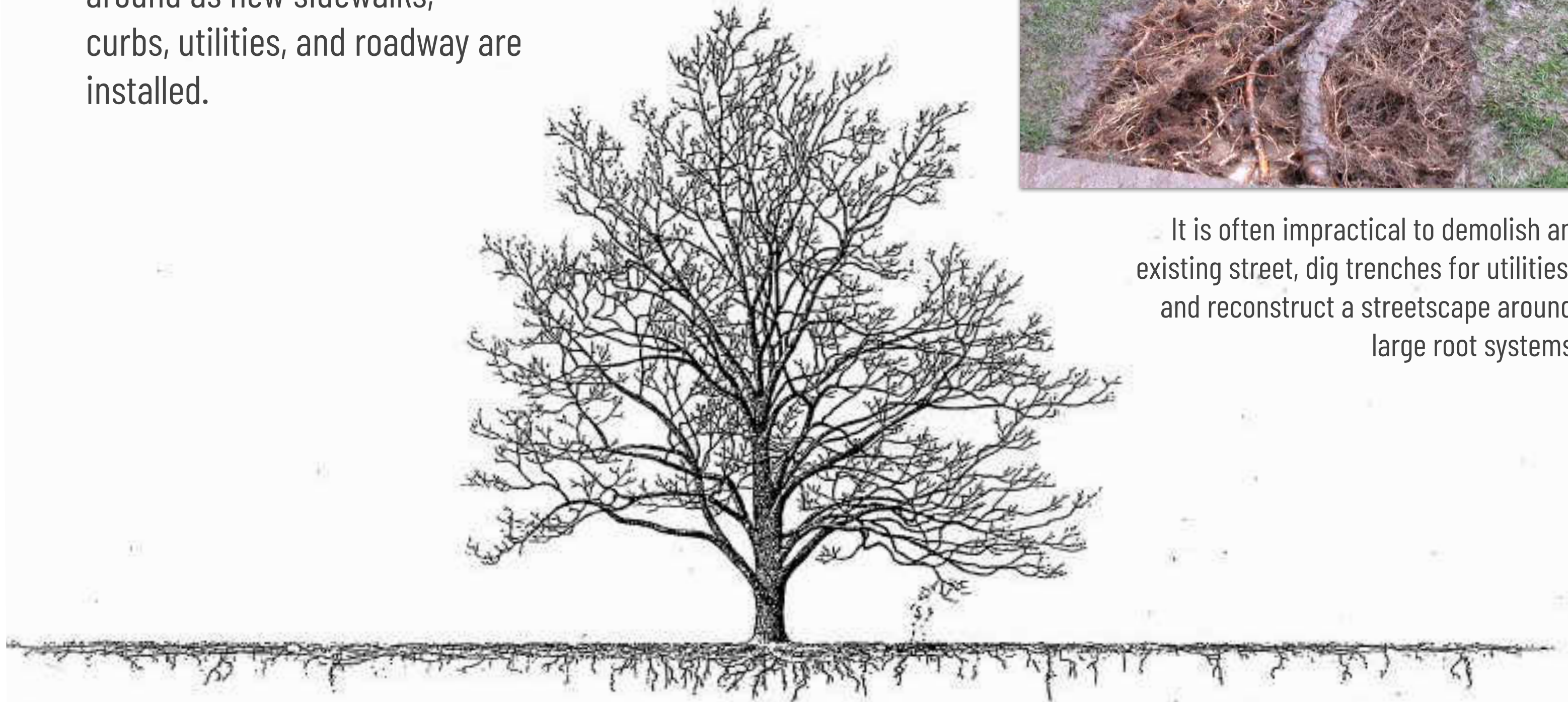
- Tree roots have caused excessive sidewalk heaving and cracking at many locations
- Existing sidewalks and curb ramps are not compliant with current ADA standards

Existing Conditions :: **Extensive Root Growth**

- Most of the current trees likely have **shallow root systems**, which will be difficult to work around as new sidewalks, curbs, utilities, and roadway are installed.



It is often impractical to demolish an existing street, dig trenches for utilities, and reconstruct a streetscape around large root systems



Existing Street Trees :: **Healthiest When in Curb Extensions**



**CANOPY TREES NEED
MORE ROOM TO GROW**

Existing Street Trees :: **Considerations**

The following considerations should be taken into account when making recommendations / determinations about the existing street trees on NE Third:

- 50+ year horizon for the overall street improvement project
- Overall age and condition / health
- Existing root height relative to proposed sidewalk (and related drainage issues)
- Extent of root system and potential for disturbance / damage during construction - especially in relation to proposed utility improvements
- Stability during construction (including soil / root disturbance and wind shear)
- Trunk location relative to proposed (wider) sidewalks
- Overall diversity of Third Street / Downtown "forest"
- Goals for streetlights and creating a well-lit pedestrian realm