

**City Council Meeting Agenda
Tuesday, June 11, 2024
7:00 p.m. – City Council Regular Meeting**

REVISED 06/10/2024

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 four ways:

- *Attend in person and fill out a public comment card.*
- *Email at any time up to **noon on Monday, June 10th** to CityRecorderTeam@mcminnvilleoregon.gov*
- *If appearing via telephone only please sign up prior by **noon on Monday, June 10th** by emailing the City Recorder at CityRecorderTeam@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 the City Recorder with your First and Last name, Address, and contact information (email or phone) for a public comment card.***

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

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.*

CITY COUNCIL REGULAR MEETING:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/85039897291?pwd=imkPRGH8NH9mt0rRlKhhpejoeZhag.1>

Meeting ID: 850 3989 7291

Password: 156548

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

ID: 850 3989 7291

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

1. CALL TO ORDER & ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATION

- a. Parks & Recreation Month Proclamation and Summer FUN Kickoff
- b. Juneteenth Proclamation
- c. LGBTQIA+ Pride Month Proclamation

4. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT –

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

5. PRESENTATIONS

- a. Stewardship Report on City insurance coverage from Ryan Hartzell, Hagan Hamilton

b. Engineering Fee Schedule Presentation

6. PUBLIC HEARINGS

- a. Public Hearing to consider **Resolution No. 2024-31**: A Resolution adopting a supplemental budget for fiscal year 2023-24 and making contingency transfers and repealing Resolution No. 2024-29.
- b. Public Hearing on Uses of State Revenue Sharing for Fiscal Year 2024-2025 as approved by the Budget Committee.
- c. Public Hearing on the Proposed Fiscal Year 2024-2025 Budget as approved by the Budget Committee.

7. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
- c. March and April 2024 Cash and Investment Report (in packet)

8. CONSENT AGENDA

- a. Consider the request from Labor Wines LLC for Winery Primary Location, OLCC Liquor License located at 2803 NE Orchard Ave.
- b. Consider the request from 1109 Lafayette Bar for New Outlet - Commercial, OLCC Liquor License located at 1109 NE Lafayette Ave. **(Added on 06.10.2024)**
- c. Consider a request to permit a waiver of the noise ordinance from Angela Darrow for backyard wedding reception on Sunday, July 7, 2024. **(Added on 06.10.2024)**

9. RESOLUTION

- a. Consider **Resolution No. 2024-30**: A Resolution approving the award of a Professional Services Contract to Century West Engineering Corporation for On Call Airport Engineering Consultant Services.
- b. Consider **Resolution No. 2024-31**: A Resolution adopting a supplemental budget for fiscal year 2023-24 and making contingency transfers and repealing Resolution No. 2024-29.
- c. Consider **Resolution No. 2024-32**: A Resolution authorizing amendments to interfund loans from the Wastewater Capital Fund to the General Fund for Capital Investments authorized by Council in June 2023.

10. ORDINANCES

- a. Consider the first reading with a possible second reading of **Ordinance No. 5146**: An Ordinance Approving a Zone Change from R-1 (Low-Density, 9000 SF Lot Residential Zone) to R-4 (Medium, High Density, 5000 SF Lot Residential Zone) for Property of Approximately 1 Acre Located at 2125 NW 2nd Street (Tax Lot R4419ac00300), Docket ZC 1- 24.

11. ADJOURNMENT OF REGULAR MEETING



PROCLAMATION

Designation of July as Park and Recreation Month

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

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

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

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

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

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

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

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

Remy Drabkin, Mayor



PROCLAMATION

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

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

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

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

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

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

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

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

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

JUNETEENTH, JUNE 19TH

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the OFFICIAL Seal of the City of McMinnville to be affixed this 11th day of June, 2024.

Remy Drabkin, Mayor



PROCLAMATION

Designation of June as LGBTQIA + **PRIDE** Month

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

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

WHEREAS, June 28, 2024, marks the fifty-fifth anniversary of the Stonewall Uprising, six days of demonstrations led by Marsha P. Johnson, a Black transgender woman, sparked by the targeting and arrest by police of lesbian, gay, and transgender bar patrons in violation of their civil rights, an event widely recognized as the beginning of the modern gay rights movement; and

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

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

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

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

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

LGBTQIA+ **PRIDE** Month

IN WITNESS WHEREOF, I have hereunto set my hand, this 11th day of June, in the year two thousand twenty-four.

Remy Drabkin, Mayor

From: [McMinnville Oregon](#)
To: [City Recorder Team](#)
Subject: Form submission from: Contact the City of McMinnville
Date: Saturday, May 25, 2024 7:00:13 AM

This message originated outside of the City of McMinnville.

Submitted on Saturday, May 25, 2024 - 7:00am

Submitted by anonymous user: [24.22.4.146](#)

Submitted values are:

Attention Department Administration

First Name Rene

Last Name Ramos

Phone number [REDACTED]

Email [REDACTED]

Question/Comment

Some budget saving ideas. 1. I can sweep my own street. 2. I can pick up my own leaves and put them in yard debris bin. What is the cost to the city for these 2 programs? I have several good ideas

Rene

The results of this submission may be viewed at:

<https://www.mcminnvilleoregon.gov/node/7/submission/54057>



hagan hamilton

INSURANCE SOLUTIONS

McMinnville City Councilors, Mayor Remby Drabkin, City Manager Jeff Towery, and Finance Director Jennifer Cuellar.

Re: **Insurance Programs Stewardship Report**

Coverage Lines - Property, Liability, Equipment, Auto, Excess, Airport, Cyber, and Workers Compensation
Policy Period: July 1, 2024 – June 30, 2025. May 29, 2025, Report Date.

There is welcome news to report. The proposed annual contribution for the CIS Package renewal is \$864,823 down from \$870,232.49 for the current policy period. This is a decrease of .62%. This is a more favorable result than the last year's renewal which was 11.32%. This past March CIS indicated rate increases on average for CIS members would be 16% on auto physical damage, 16.5% on property and 7.4% on general liability. One of the factors driving the flat renewal basis is the 2018-2019 policy year has dropped out of the experience rating factor formula. The rating and policy year 2018-2019, that no longer is part of the experience rating, had total claims of \$521,923. The .62% decrease is below both forecasted budget figures and CIS annual member trends. The \$864,923 has been adjusted for the separation of exposures in January 2024 with the removal of the Fire Department.

The 2023-2024 policy year through May has seen 5 claims with CIS for a total of \$40,364 year to date. This is well below historical averages for the City. With a month to go in the policy year we are hopeful these low claim counts remain in place.

On March 21, Jeff Towery, Ryan Hartzell, and David Lighthenberg conducted a peer review of insurance risk management analysis comparing the City of McMinnville against peer cities in CIS with a population over 25,000 spanning a 5-year period. The City of McMinnville performed better than the peer group in general liability both from a claim's frequency count and a cost of claims than the CIS pool average and CIS over 25,000 population average. This is significant as general liability is the most expensive coverage line by premium. The City also outperforms peers in auto liability and auto physical damage claims count. These are important metrics for premium cost control.

SAIF has reported a decrease in the workers compensation experience modification. The current rating modification is .99. The 2018-2019 rating period year that saw high claims count as well as a high dollar cost of claims paid has dropped off thereby resulting in a positive correlation on the experience rating modification. The 2024-2025 experience rating modification will be .89.

The cyber insurance market has stabilized, and we are expecting a flat renewal in August. Also renewing in July is the airport liability policy and we are awaiting additional details on the air show event to finish that renewal which is anticipated to be similar to the expiring terms and premium.

The renewal process is quite extensive each year and we value and thank Jeff, Jennifer, Ronda, Chris, Scott, and Crystal in their efforts to complete the annual renewal cycle. I would also like to thank you all for your continued support of Hagan Hamilton as your agent of record.

Respectfully,

Ryan Hartzell, CIC – Insurance Risk Consultant for the City of McMinnville



Renewal Summary Report

City of McMinnville

FY 2024-2025 / Policy: BO-MCM-2024-0



citycounty insurance services
cisoregon.org

General Liability Question Changes

Updated by: ronda.gretzon@mcminnvilleoregon.gov

Question	23-24 Response	24-25 Response	% Change	Date Entered
DO YOU OWN OR OPERATE ANY AIRPORTS OR AIRCRAFT? - NO COVERAGE UNDER OUR PROGRAM	Yes	Yes		4/16/2024
ARE MEMBER OWNED VEHICLES FREQUENTLY TAKEN OUT OF STATE?	No	No		4/16/2024
NUMBER OF DAMS/DIKES/LEVEES OWNED OR OPERATED THAT ARE CLASSIFIED AS "HIGH HAZARD" OR OVER 300 FEET IN LENGTH	0	0	0.00%	4/16/2024
FAIRGROUNDS - TOTAL ANNUAL RECEIPTS FROM ALL USES	0	0	0.00%	4/16/2024
NUMBER OF EVENTS WITH LIQUOR SALES OR SERVICE BY MEMBER - NOT CONTRACTED OUT (LIQUOR EXPOSURE QUESTIONNAIRE REQUIRED)	0	0	0.00%	4/16/2024
FIREWORKS DISPLAYS - NOT CONTRACTED OUT	No	No		4/16/2024
MOTOR SPORTS OF ANY KIND SPONSORED BY ENTITY	No	No		4/16/2024
FIREFIGHTERS - PAID - TOTAL NUMBER	44	0	(100.00%)	4/16/2024
FIREFIGHTERS - NON-PAID - TOTAL NUMBER	41	0	(100.00%)	4/16/2024
TOTAL PERSONNEL SERVICES FOR LAST YEAR - ATTACH LB-1 AND UR-1 IF APPLICABLE OR BUDGET SUMMARY PAGE	30,672,468	28,608,218	(6.73%)	4/16/2024
TOTAL MATERIALS AND SERVICES FOR LAST YEAR - ATTACH LB-1 AND UR-1 IF APPLICABLE OR BUDGET SUMMARY PAGE	26,884,311	27,869,846	3.67%	4/16/2024
TOTAL REQUIREMENTS (EXPENDITURES) - ATTACH LB-1 AND UR-1 IF APPLICABLE OR BUDGET SUMMARY PAGE	137,937,846	158,955,189	15.24%	4/16/2024
PREMISES - OWNED OR OCCUPIED BY MEMBER - TOTAL SQUARE FEET	420,663	423,523	0.68%	5/1/2024
STORM AND SANITARY SEWER SYSTEMS - TOTAL NUMBER OF MILES	248	249	0.40%	4/16/2024
WATER DEPARTMENT - MILLIONS OF GALLONS DELIVERED ANNUALLY	0	0	0.00%	4/16/2024
STREETS AND ROADS - TOTAL MILES OF PAVED & UNPAVED	113.35	112	(1.19%)	5/1/2024
CONDUCT BLASTING OPERATIONS?	No	No		4/16/2024
ANY CHEMICAL SPRAYING - PESTICIDE/HERBICIDE	Yes	Yes		4/16/2024
EMTS OR FIRST RESPONDERS - TOTAL NUMBER	0	0	0.00%	4/16/2024
HOSPITAL EXPOSURES, I.E. NURSING HOMES, INPATIENT/RESIDENTIAL CARE FACILITIES, GROUP HOMES/SHELTERS - NO COVERAGE UNDER OUR PROGRAM	No	No		4/16/2024
MEDICAL DOCTORS (EMPLOYED OR CONTRACTED SERVICES) - TOTAL NUMBER	1	0	(100.00%)	4/16/2024

Question	23-24 Response	24-25 Response	% Change	Date Entered
NURSES (EMPLOYED OR CONTRACTED SERVICES) - TOTAL NUMBER	0	0	0.00%	4/16/2024
HEALTH CARE PROFESSIONALS/ALL OTHER INCLUDING CLINICIANS & MENTAL HEALTH PROFESSIONALS (EMPLOYED OR CONTRACTED) - TOTAL NUMBER	2	9	350.00%	4/16/2024
JAIL BEDS - TOTAL NUMBER BED COUNT FUNDED FOR YEAR	0	0	0.00%	4/16/2024
JAILS – ARE YOU INDEMNIFIED BY YOUR JAIL MEDICAL SERVICES PROVIDER? (JAIL MEDICAL PROVIDER CONTRACTS MUST BE FORWARDED TO CIS FOR VERIFICATION.)	No	No		4/16/2024
LAW ENFORCEMENT OFFICERS - PAID - TOTAL NUMBER	46	44	(4.35%)	4/16/2024
ANY OTHER PUBLIC SAFETY RESERVES/VOLUNTEERS - TOTAL NUMBER	5	4	(20.00%)	4/16/2024
MARINAS - TOTAL NUMBER OF SLIPS	0	0	0.00%	4/16/2024
WATERCRAFT OVER 25 HP AND/OR OVER 26 FT - OWNED, RENTED OR LEASED BY MEMBER	No	No		4/16/2024
PARKS AND PLAYGROUNDS - TOTAL AREA (ACRES)	357	357	0.00%	4/16/2024
BRIDGES OVER 300 FEET IN LENGTH	No	No		4/16/2024
GRANDSTANDS AND/OR STADIUMS - TOTAL SEATS	930	930	0.00%	4/16/2024
OWN OR OPERATE SKI FACILITIES?	No	No		4/16/2024
AMUSEMENT PARKS, DEVICES/ZOOS/CARNIVALS?	No	No		4/16/2024
GOLF COURSES - NOT CONTRACTED OUT	No	No		4/16/2024
PUBLIC TRANSPORTATION OPERATIONS?	No	No		4/16/2024
OWN OR OPERATE FERRY OR WATER TAXI?	No	No		4/16/2024
CABLE ACCESS/INTERNET PROVIDER	No	No		4/16/2024
ELECTRIC, GAS, OR ALTERNATE ENERGY (GEOTHERMAL/SOLAR/WIND) UTILITY PROVIDER?	No	No		4/16/2024
RAILROADS OR TROLLEY LINES	No	No		4/16/2024
ANY PRESCHOOL/DAY CARE/DAY CAMP/YOUTH PROGRAMS: IF YES, APPROXIMATE NUMBER OF CHILDREN ENROLLED	11,250	11,250	0.00%	4/16/2024
DO YOU OWN OR OPERATE A SWIMMING POOL (FOR POOL OPERATIONS NOT CONTRACTED OUT; ANSWER YES)	Yes	Yes		4/16/2024
ANY CAMPS, SHELTERS AND/OR HOTELS FOR HOMELESS THAT ARE OWNED AND/OR OPERATED BY MEMBER?	No	No		4/16/2024
HAS YOUR ENTITY ENTERED INTO AN AGREEMENT WITH OREGON HEALTH AUTHORITY TO PROVIDE MENTAL HEALTH SERVICES?	No	No		4/16/2024

Auto Schedule Changes												
Change Type	Auto #	Department	Year Built	Make	Model/Description	VIN	Class Code	Equip. Code	APD Comp. Ded.	APD Coll. Ded.	Eff. Date	Term. Date
Change	23-18	PARKS	2023	FORD	F450	1FDUF4HNXPDA07544	MHT	C	\$250	\$500	7/1/2024	7/1/2025
Date Entered: 4/16/2024 Username: ronda.gretzon@mcminnvilleoregon.gov												
Change	24-2	PARKS	2023	TOYOTA	TACOMA	3TMDZ5BN5PM160587	LTV	CP	\$250	\$500	7/1/2024	7/1/2025
Date Entered: 4/16/2024 Username: ronda.gretzon@mcminnvilleoregon.gov												
Change	23-10	STREET	2023	CARRY-ON	UTILITY TRAILER	4YMBU0811PN007415	TRL	X	\$250	\$500	7/1/2024	7/1/2025
Date Entered: 4/16/2024 Username: ronda.gretzon@mcminnvilleoregon.gov												
Change	23-12	STREET	2023	PJ TRAILERS	UTILITY TRAILER	3CV1U1815P2657886	TRL	X	\$250	\$500	7/1/2024	7/1/2025
Date Entered: 4/16/2024 Username: ronda.gretzon@mcminnvilleoregon.gov												
Delete	0822	POLICE	2008	FORD	CROWN VICTORIA	2FAHP71V08X122829	POL	B	\$250	\$500	7/1/2024	7/1/2024
Date Entered: 4/16/2024 Username: ronda.gretzon@mcminnvilleoregon.gov												
Add	24-3	WWS-WRF	2024	FORD	F150	1FTFW3LD5RFA43476	LTV	C	\$250	\$500	7/1/2024	7/1/2025
Date Entered: 4/22/2024 Username: crystal.wooldridge@mcminnvilleoregon.gov												
Add	0814	POLICE	2024	CHEVROLET	TAHOE	1GNSKLED5RR209380	POL	B	\$250	\$500	7/1/2024	7/1/2025
Date Entered: 4/26/2024 Username: crystal.wooldridge@mcminnvilleoregon.gov												

Property Schedule Changes													
Change Type	Loc. #	Description	Address	Build. Value/Valuation	Cont. Value/Valuation	PIO Value/Valuation	TIV	Construct/FPC Code	Area	Year Built	Vacant	Eff. Date	Term. Date
Add	009.01	FIRE TRAINING TOWER (LIVE BURNS TRAINING) (W/PIO VALUE)	3500 NE CLEARWATER DR (MCMINNVILLE)	\$477,818 RV	\$0 N/A	\$24,973 GRV	\$502,791	B - 2/3/4	2860	2001	NO	7/1/2024	7/1/2025
<div> <div>Date Entered: 5/1/2024</div> <div>Username: ronda.gretzon@mcminnvilleoregon.gov</div> <div>Notes: This was removed in error on 1/1/24 when Fire District assets were removed. The City continues to own this property. Can you please review these answers with what we had previously.</div> </div>													

Mobile Equipment Schedule Changes									
Change Type	Equip. Code	Department	Description	Model #	Serial #	Valuation Code	Insured Value	Eff. Date	Term. Date
Change	UTILITY VEH 23-7	PARKS	2023 JOHN DEERE GATOR W/CARGO BOX POWER LIFT		1M0FX2XDJPM181513	ACV	\$9,700	7/1/2024	7/1/2025
Date Entered: 4/16/2024 Username: ronda.gretzon@mcminnvilleoregon.gov									
Change	UTILITY VEH 23-2	PARKS	2023 JOHN DEERE GATOR	TH 6X4	1M06X4HDTPM180103	ACV	\$11,800	7/1/2024	7/1/2025
Date Entered: 4/16/2024 Username: ronda.gretzon@mcminnvilleoregon.gov									
Add	STAND-ON 24-1	PARKS/ST/WRF	KUBOTA STAND-ON COMPACT LOADER W/BROOM/MOWER/FORKS	SCL1000	KBXLCA1U1PLJ14300	ACV	\$46,000	7/1/2024	7/1/2025
Date Entered: 4/16/2024 Username: ronda.gretzon@mcminnvilleoregon.gov Notes: Compact track loader with broom, mower, forks									
Change	CHIPPER 22-7	STREET	2022 VERMEER BRUSH CHIPPER W/CHIPPER BOX	BC1000XL	1VRD11AC2N1051076	ACV	\$69,700	7/1/2024	7/1/2025
Date Entered: 4/16/2024 Username: ronda.gretzon@mcminnvilleoregon.gov Notes: Increased value by \$20,619 for added chipper box for brush chipper									
Add	PARKS	PARKS	PRO INFIELD GROOMER W/ACCESSORIES			ACV	\$6,500	7/1/2024	7/1/2025
Date Entered: 4/16/2024 Username: ronda.gretzon@mcminnvilleoregon.gov									
Change	ART	LIBRARY	"STEPPING STONES" BRONZE SCULPTURE		LOCATED OUTSIDE LIBRARY, 225 NW ADAMS ST	ACV	\$15,000	7/1/2024	7/1/2025
Date Entered: 4/16/2024 Username: ronda.gretzon@mcminnvilleoregon.gov Notes: Moved from inside Library to outside Library									
Delete	POLICE	POLICE	DJI DRONE	MATRICE 30T	1581F5BKD225T00B286N	ACV	\$16,000	7/1/2024	7/1/2024
Date Entered: 4/16/2024 Username: ronda.gretzon@mcminnvilleoregon.gov Notes: Delete due to not meeting weight requirement.									
Add	PLOWBLADE 23-13	STREET	SNOW PLOW ATTACHMENT (USED ON 2023 FORD F350, VIN: 17083)			ACV	\$10,000	7/1/2024	7/1/2025
Date Entered: 4/17/2024 Username: ronda.gretzon@mcminnvilleoregon.gov									
Add	PLOWBLADE 22-13	STREET	SNOW PLOW ATTACHMENT (USED ON 2022 TOYOTA TACOMA, VIN: 87016)			ACV	\$8,000	7/1/2024	7/1/2025
Date Entered: 4/17/2024 Username: ronda.gretzon@mcminnvilleoregon.gov									
Add	ROLLER 15-6	STREET	2015 DYNAPAC 3-5 TON ROLLER		10000364JFAQ16608	ACV	\$25,000	7/1/2024	7/1/2025
Date Entered: 4/17/2024 Username: ronda.gretzon@mcminnvilleoregon.gov									
Delete	ART	LIBRARY	"MOTHER GOOSE'S WORLD" FRAMED ARTWORK (FERNELL PRICE)		LOCATED INSIDE LIBRARY, 225 NW ADAMS ST	ACV	\$3,325	7/1/2024	7/1/2024
Date Entered: 4/17/2024 Username: ronda.gretzon@mcminnvilleoregon.gov									
Add	LINE PAINTER	PARKS	LINE PAINTER (ATTACHED TO 2023 JOHN DEERE GATOR, SER# 80103)			ACV	\$4,180	7/1/2024	7/1/2025

Change Type	Equip. Code	Department	Description	Model #	Serial #	Valuation Code	Insured Value	Eff. Date	Term. Date
Date Entered: 4/18/2024 Username: ronda.gretzon@mcminnvilleoregon.gov									

Additional Questions		
Updated by: ronda.gretzon@mcminnvilleoregon.gov		
Question	Response	Date Entered
Employee Count	183	5/2/2024
Special Districts	0	5/2/2024

Attachments		
Attachment	Date Entered	Username
LB1FY2024-CityofMcMinnville-NRpublish.pdf	4/18/2024	ronda.gretzon@mcminnvilleoregon.gov
UR1FY2024.pdf	4/18/2024	ronda.gretzon@mcminnvilleoregon.gov

Notes		
Note	Date Entered	Username
Request update on vacant property: LOC#018.16 - AIRPORT OFFICE, 4025 SE NIMBUS LOOP	3/28/2024	kmasterson
Did not add any park land but did add .2 miles of concrete path to BPA linear park. Ryan indicated this information would be needed for the liability insurance.	5/1/2024	ronda.gretzon@mcminnvilleoregon.gov

McMinnville had AL coverage 6 of 6 possible years during this period

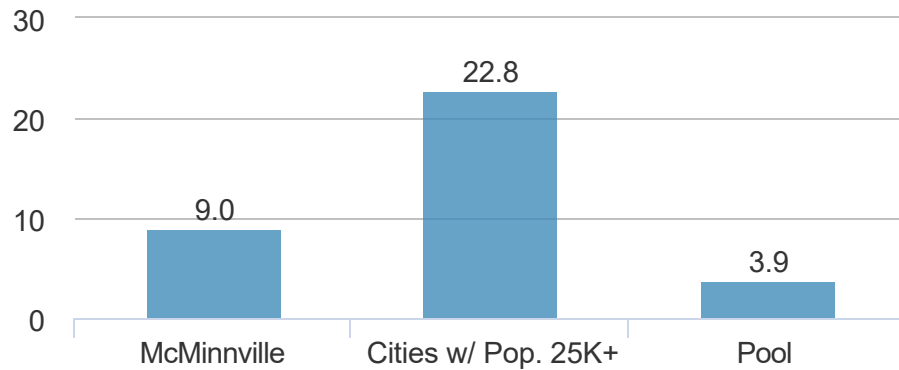
Totals over Period

Entity	Claims	Incurred	Avg. Cost/Claim	Loss Ratio
McMinnville	9.0	\$46,296	\$5,144	13%
Cities w/ Pop. 25K+ Average	22.8	\$157,037	\$6,899	36%
Pool Average	3.9	\$31,993	\$8,247	35%

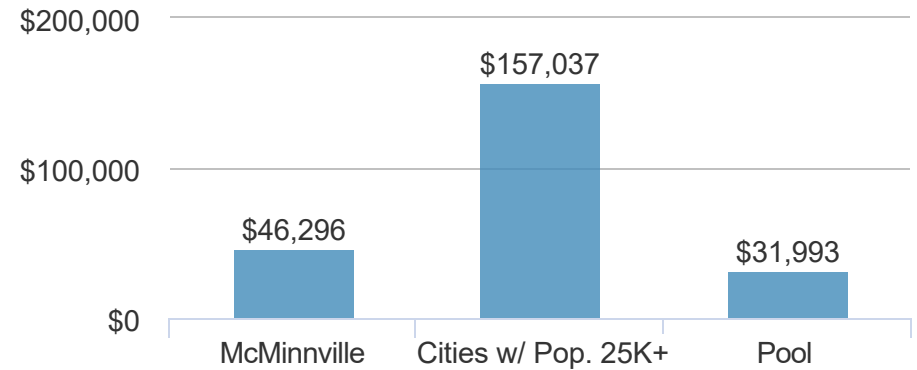
Annual Average

Entity	Claims	Incurred
McMinnville	1.6	\$8,170
Cities w/ Pop. 25K+ Average	4.0	\$27,712
Pool Average	0.7	\$5,797

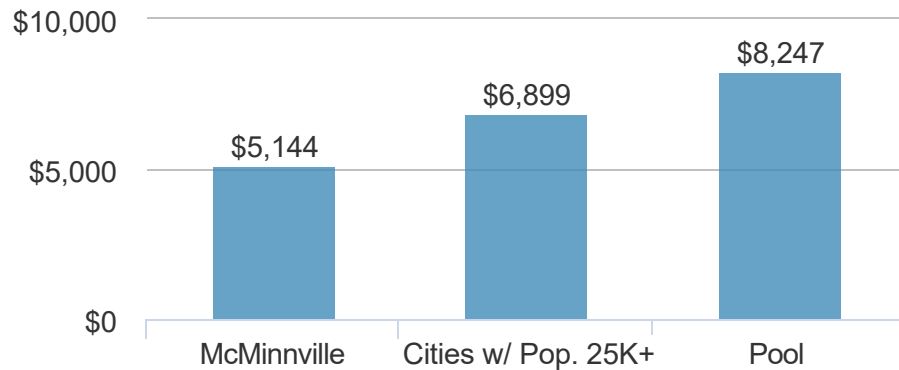
AL Claims Comparison



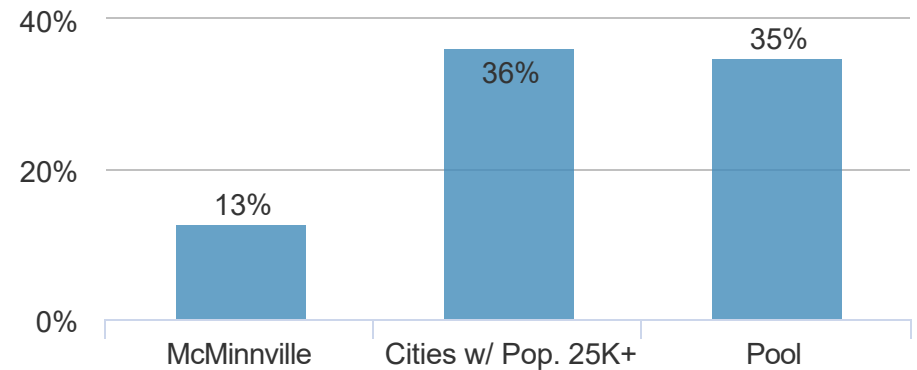
AL Incurred Comparison



AL Avg. Cost/Claim Comparison



AL Loss Ratio Comparison



McMinnville had APD coverage 6 of 6 possible years during this period

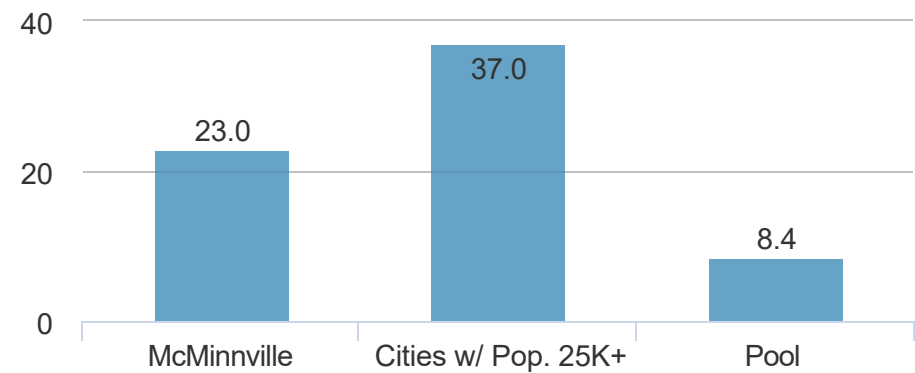
Totals over Period

Entity	Claims	Incurred	Avg. Cost/Claim	Loss Ratio
McMinnville	23.0	\$52,094	\$2,265	13%
Cities w/ Pop. 25K+ Average	37.0	\$152,313	\$4,122	43%
Pool Average	8.4	\$34,587	\$4,106	39%

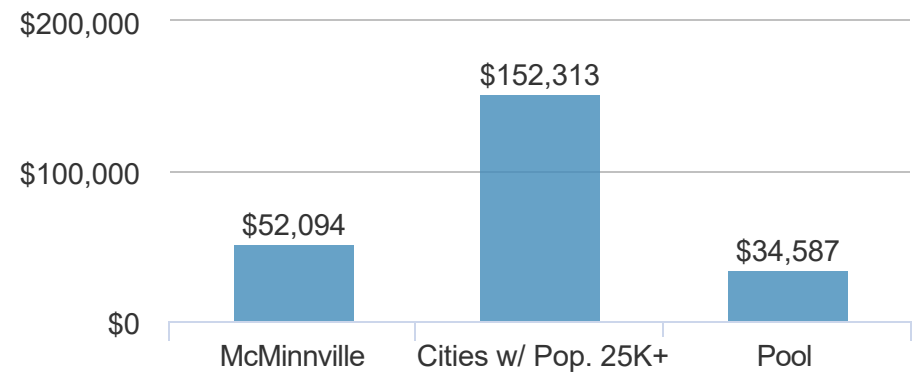
Annual Average

Entity	Claims	Incurred
McMinnville	4.1	\$9,193
Cities w/ Pop. 25K+ Average	6.5	\$26,879
Pool Average	1.5	\$6,200

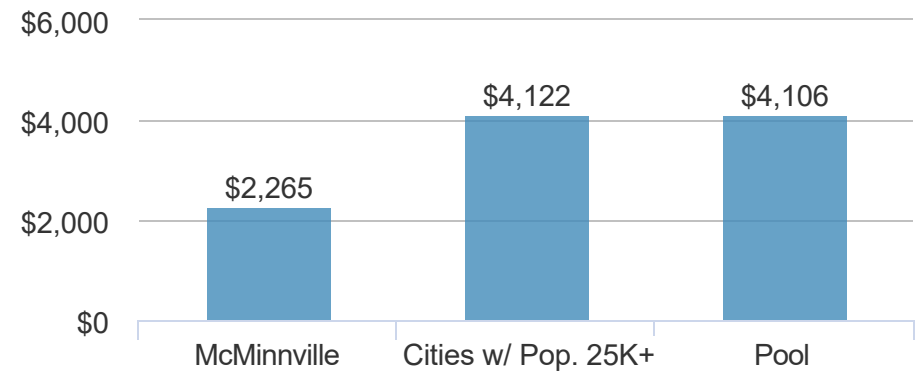
APD Claims Comparison



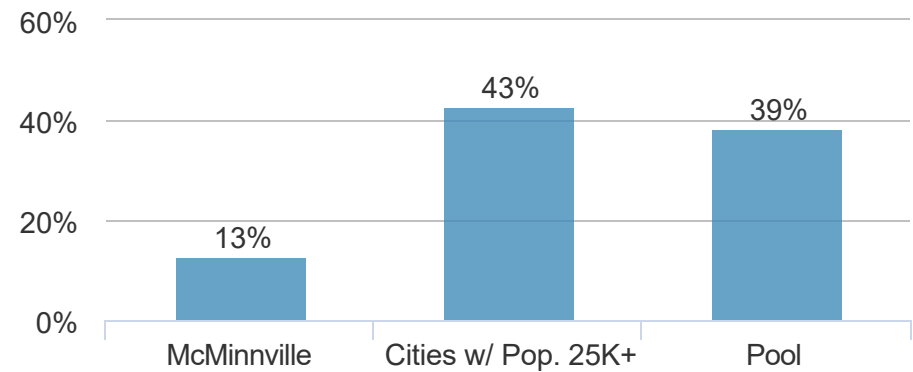
APD Incurred Comparison



APD Avg. Cost/Claim Comparison



APD Loss Ratio Comparison



McMinnville had GL coverage 6 of 6 possible years during this period

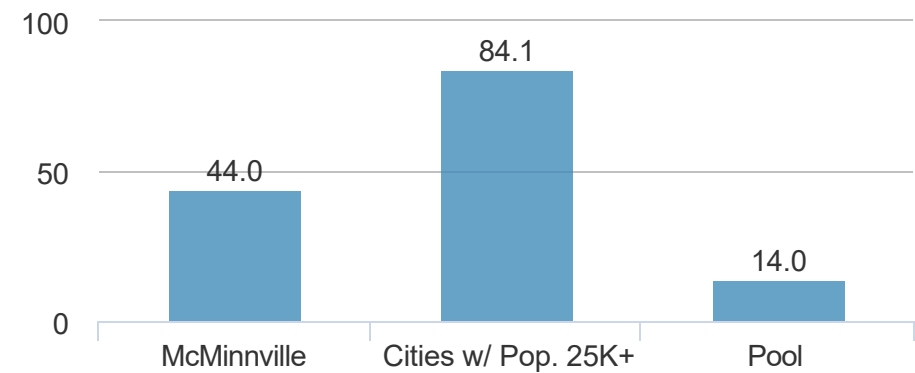
Totals over Period

Entity	Claims	Incurred	Avg. Cost/Claim	Loss Ratio
McMinnville	44.0	\$709,101	\$16,116	31%
Cities w/ Pop. 25K+ Average	84.1	\$1,921,858	\$22,853	68%
Pool Average	14.0	\$304,160	\$21,658	55%

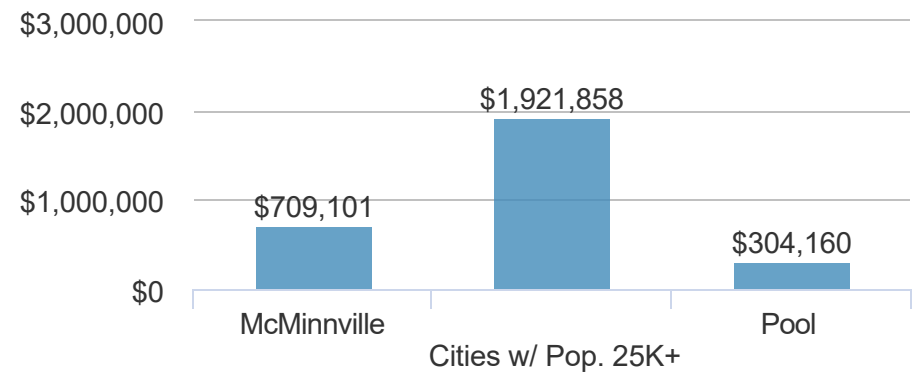
Annual Average

Entity	Claims	Incurred
McMinnville	7.8	\$125,136
Cities w/ Pop. 25K+ Average	14.8	\$339,151
Pool Average	2.5	\$55,068

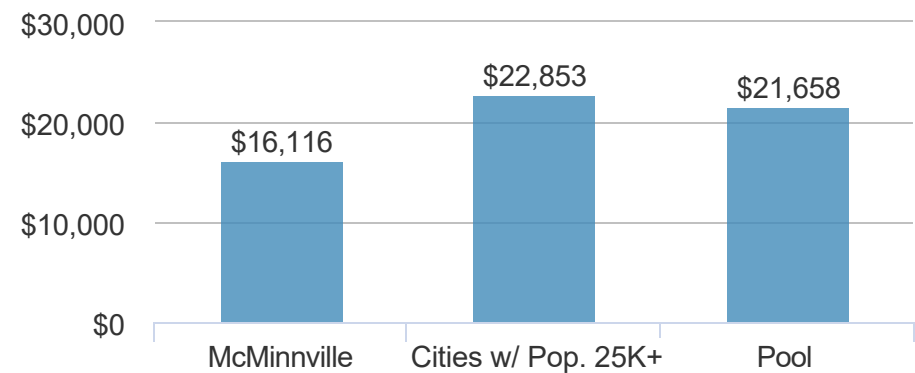
GL Claims Comparison



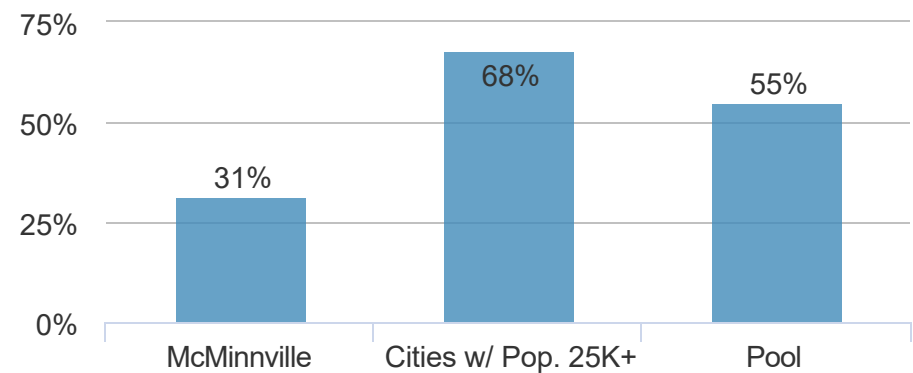
GL Incurred Comparison



GL Avg. Cost/Claim Comparison



GL Loss Ratio Comparison



McMinnville had PR coverage 6 of 6 possible years during this period

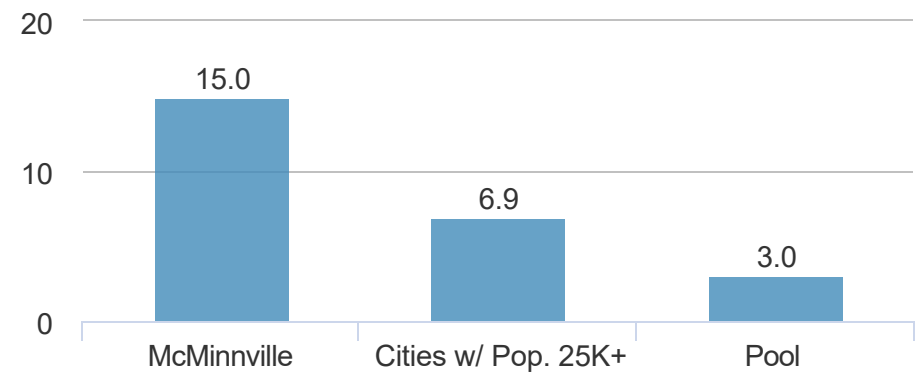
Totals over Period

Entity	Claims	Incurred	Avg. Cost/Claim	Loss Ratio
McMinnville	15.0	\$112,967	\$7,531	9%
Cities w/ Pop. 25K+ Average	6.9	\$158,438	\$22,838	18%
Pool Average	3.0	\$86,798	\$28,541	33%

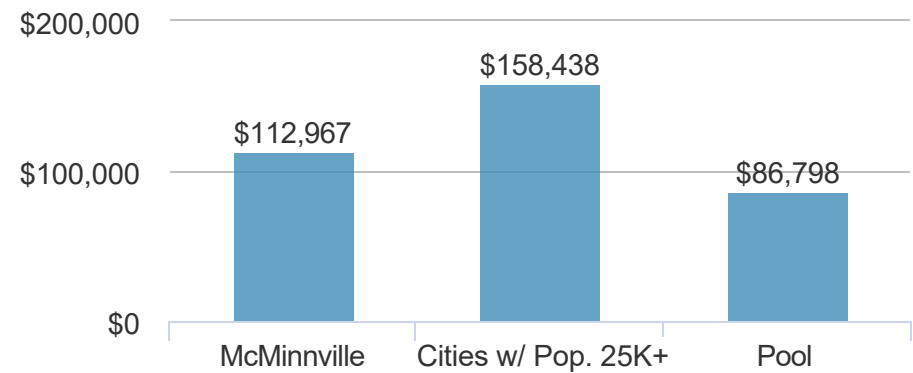
Annual Average

Entity	Claims	Incurred
McMinnville	2.6	\$19,935
Cities w/ Pop. 25K+ Average	1.3	\$28,590
Pool Average	0.6	\$15,785

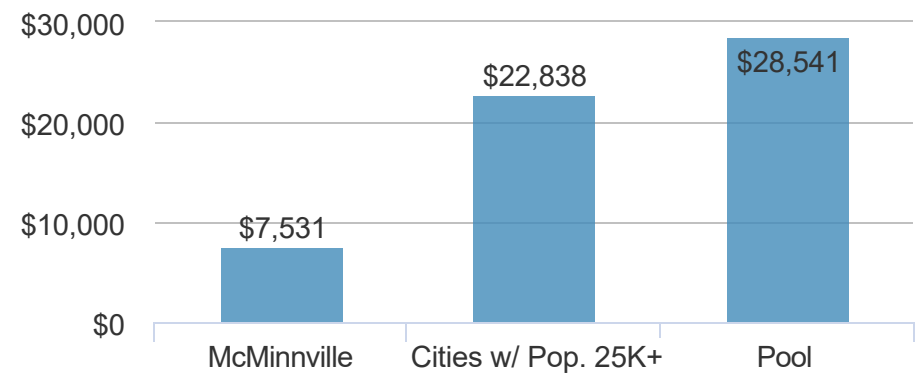
PR Claims Comparison



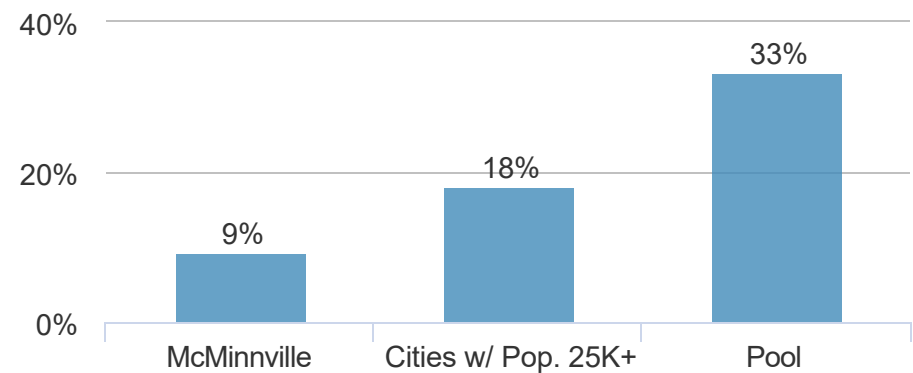
PR Incurred Comparison



PR Avg. Cost/Claim Comparison



PR Loss Ratio Comparison



City of McMinnville

Auto Liability Claims Summary

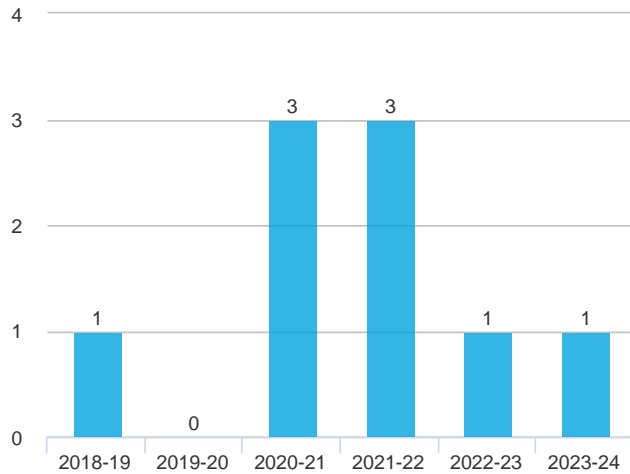
FY 2018-2019 to 2023-2024 as of 03/07/2024



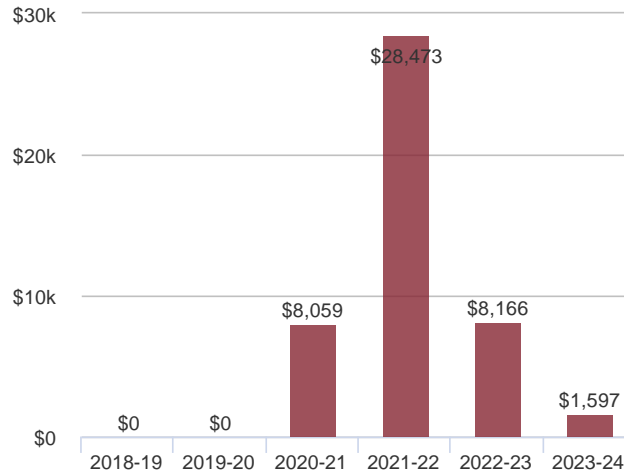
citycounty insurance services
cisoregon.org

Coverage Year	Total Claims	Open Claims	Closed Claims	Total Reserves	Total Paid	Total Incurred	Cost/Claim
a	b (c+d)	c	d	e	f	g (e+f)	h (g/b)
2018-2019	1	0	1	\$0.00	\$0.00	\$0.00	\$0.00
2019-2020	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2020-2021	3	0	3	\$0.00	\$8,059.45	\$8,059.45	\$2,686.48
2021-2022	3	0	3	\$0.00	\$28,473.33	\$28,473.33	\$9,491.11
2022-2023	1	0	1	\$0.00	\$8,166.06	\$8,166.06	\$8,166.06
2023-2024	1	0	1	\$0.00	\$1,597.00	\$1,597.00	\$1,597.00
Totals:	9	0	9	\$0.00	\$46,295.84	\$46,295.84	Avg: \$5,143.98

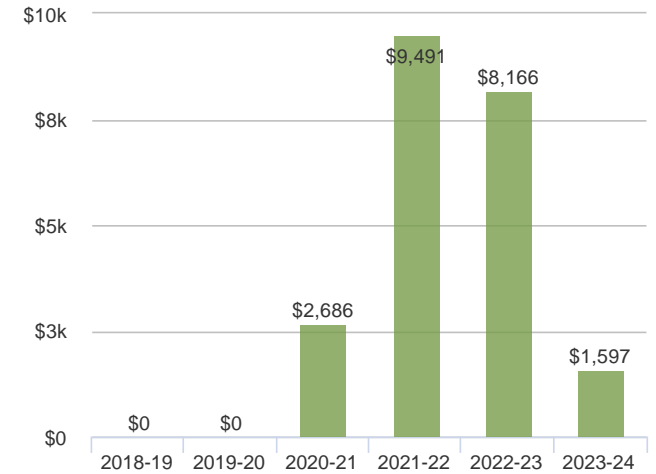
No. of Claims by Coverage Year



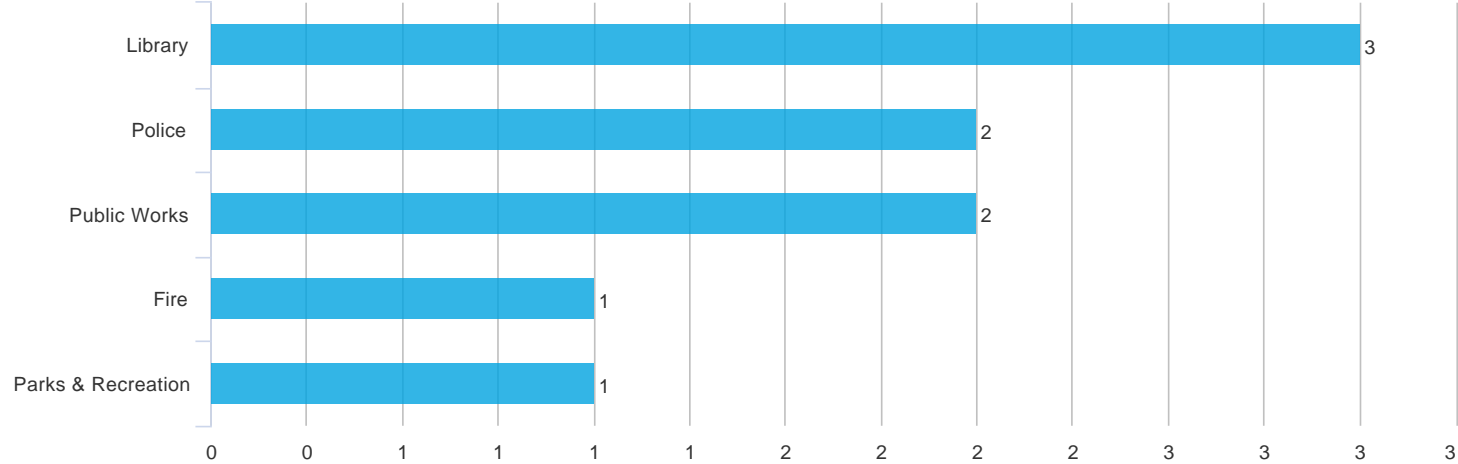
Total Incurred by Coverage Year



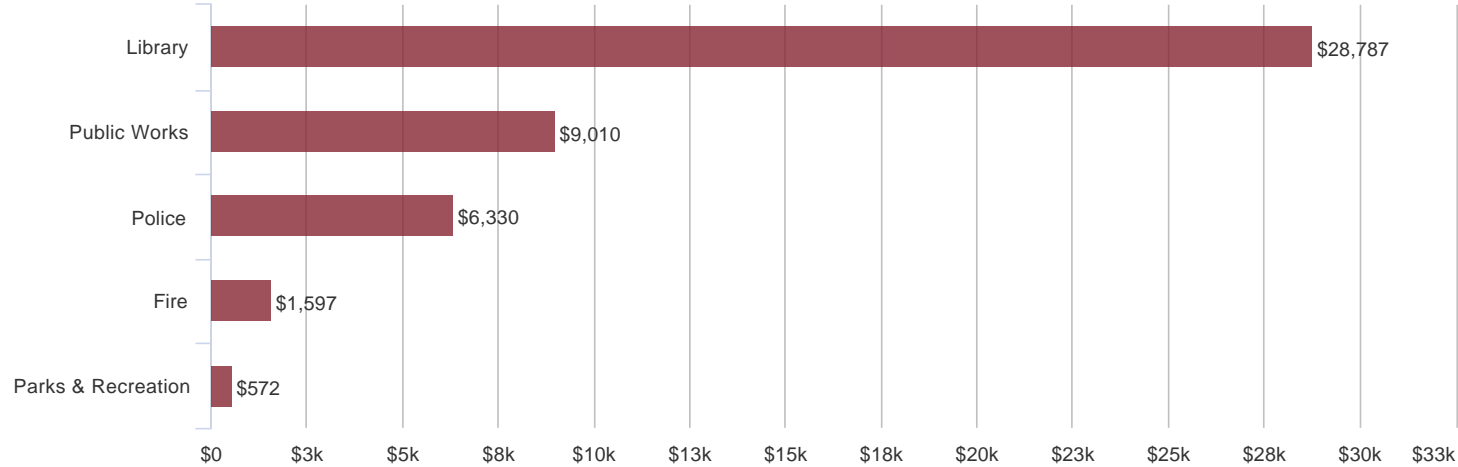
Cost/Claim by Coverage Year

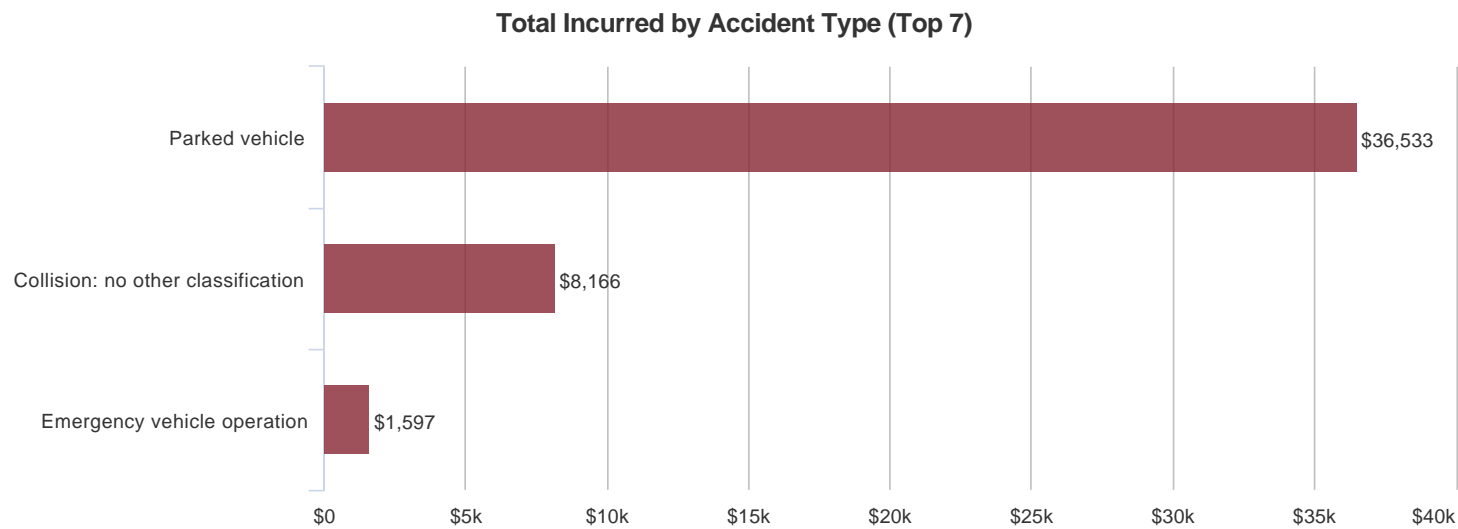
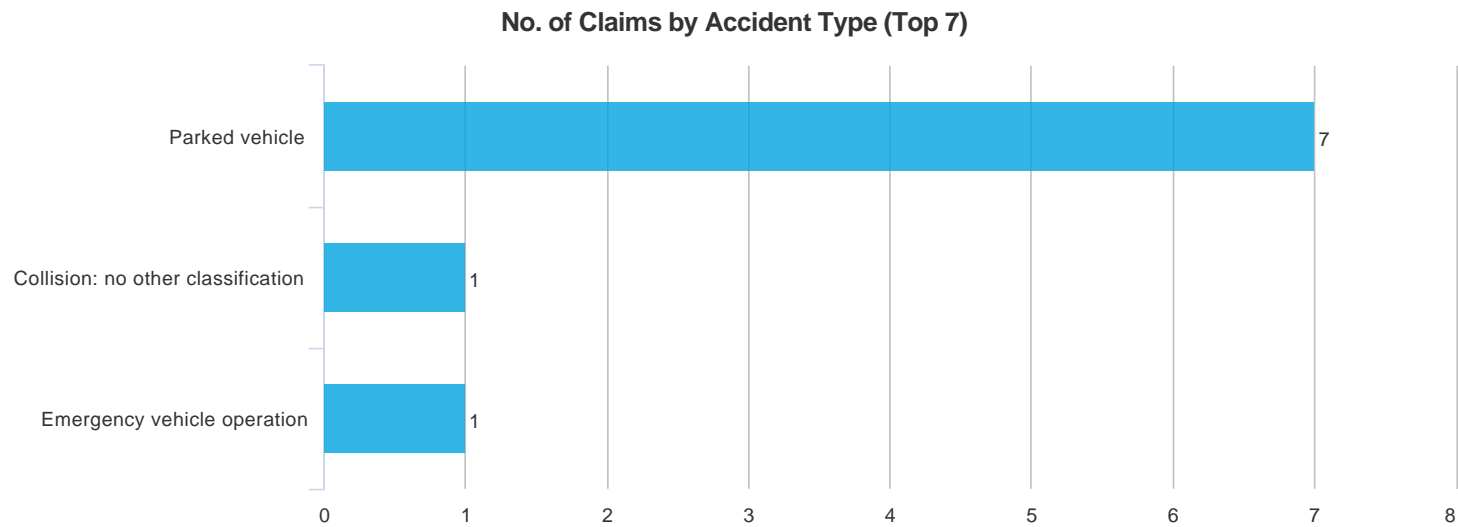


No. of Claims by Department (Top 7)



Total Incurred by Department (Top 7)





City of McMinnville

Auto Physical Damage Claims Summary

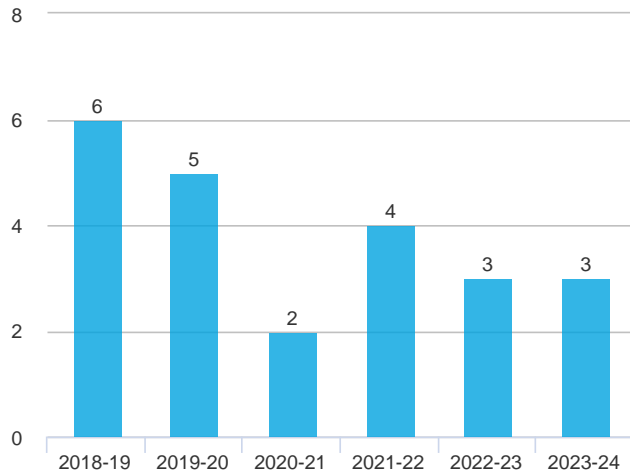
FY 2018-2019 to 2023-2024 as of 03/07/2024



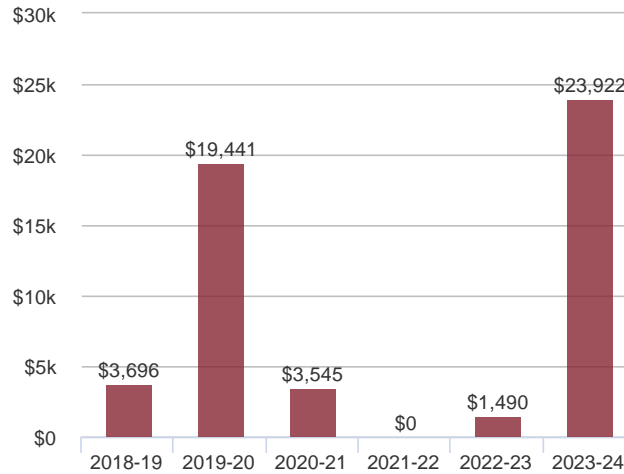
citycounty insurance services
cisoregon.org

Coverage Year	Total Claims	Open Claims	Closed Claims	Total Reserves	Total Paid	Total Incurred	Cost/Claim
a	b (c+d)	c	d	e	f	g (e+f)	h (g/b)
2018-2019	6	0	6	\$0.00	\$3,696.28	\$3,696.28	\$616.05
2019-2020	5	0	5	\$0.00	\$19,441.09	\$19,441.09	\$3,888.22
2020-2021	2	0	2	\$0.00	\$3,545.06	\$3,545.06	\$1,772.53
2021-2022	4	0	4	\$0.00	\$0.00	\$0.00	\$0.00
2022-2023	3	0	3	\$0.00	\$1,490.11	\$1,490.11	\$496.70
2023-2024	3	0	3	\$0.00	\$23,921.56	\$23,921.56	\$7,973.85
Totals:	23	0	23	\$0.00	\$52,094.10	\$52,094.10	Avg: \$2,264.96

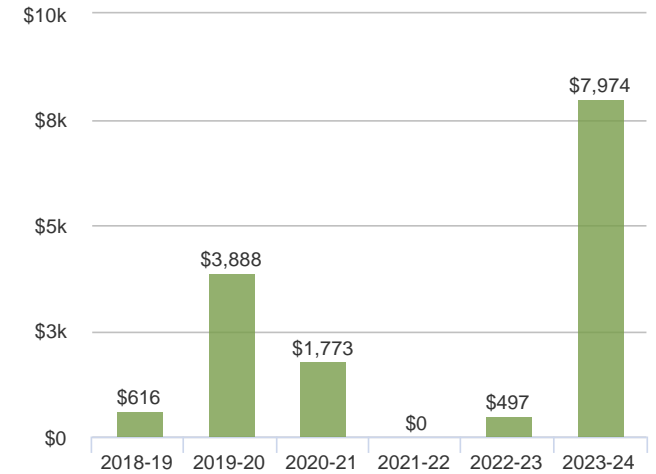
No. of Claims by Coverage Year



Total Incurred by Coverage Year

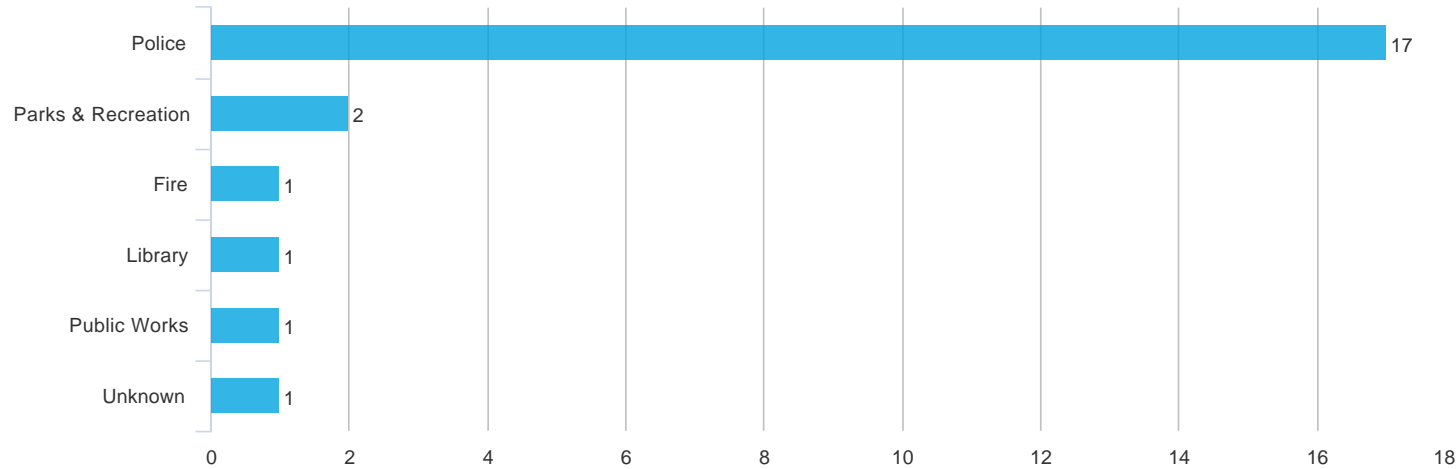


Cost/Claim by Coverage Year

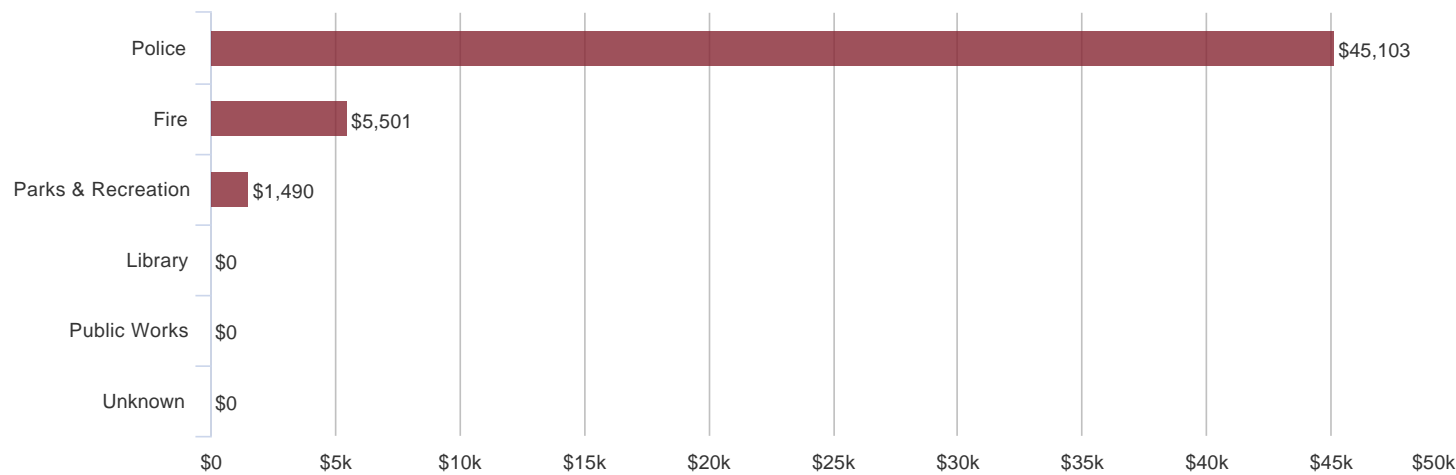




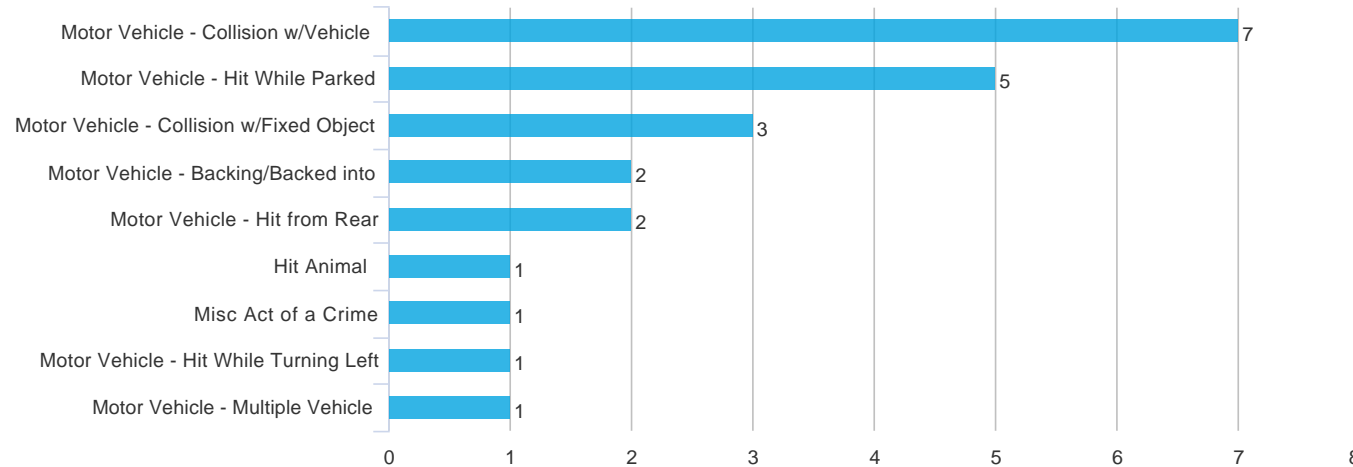
No. of Claims by Department (Top 7)



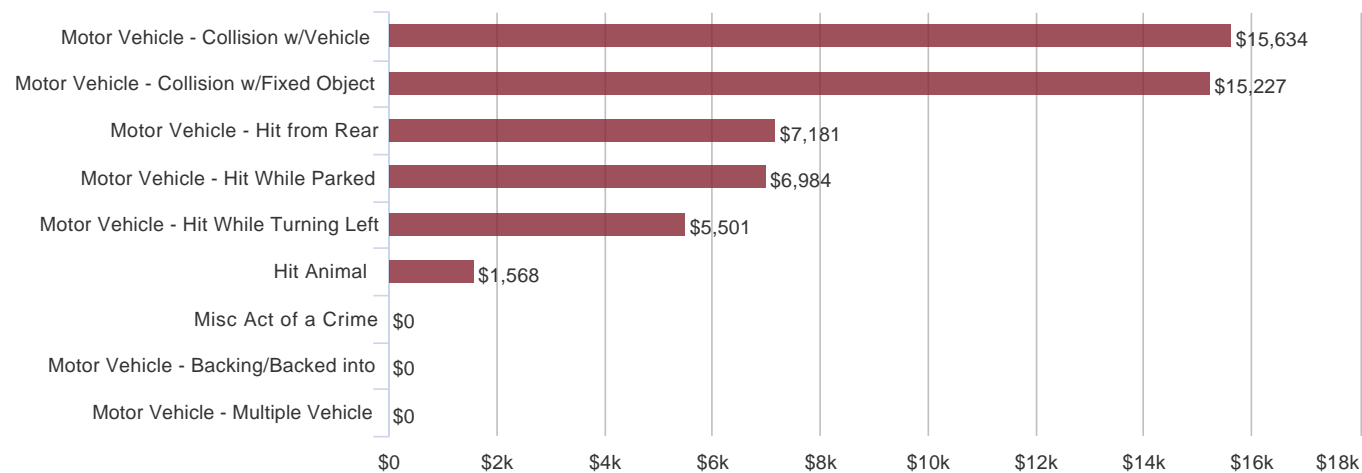
Total Incurred by Department (Top 7)



No. of Claims by Accident Type (Top 7)



Total Incurred by Accident Type (Top 7)



City of McMinnville

General Liability Claims Summary

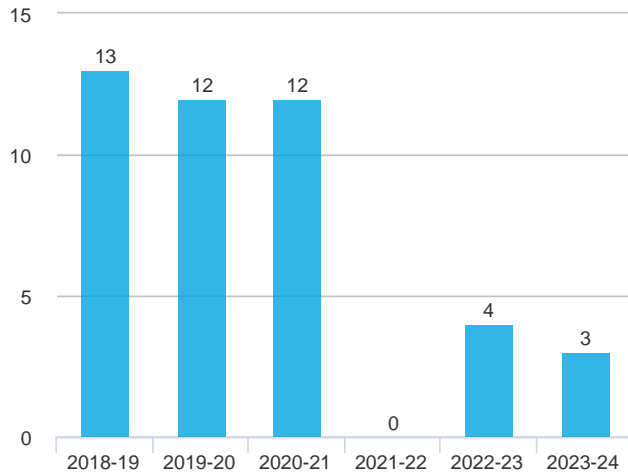
FY 2018-2019 to 2023-2024 as of 03/07/2024



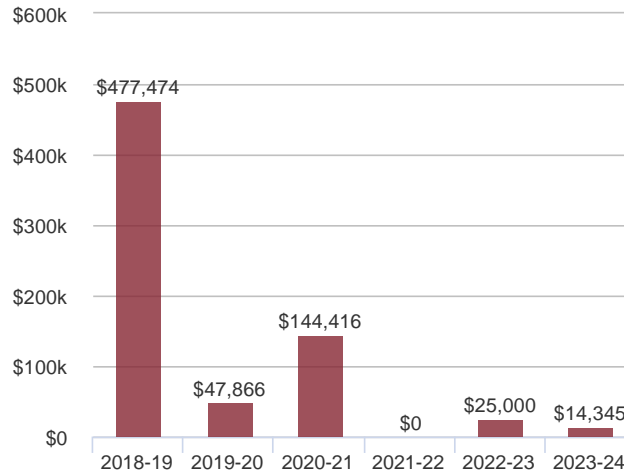
citycounty insurance services
cisoregon.org

Coverage Year	Total Claims	Open Claims	Closed Claims	Total Reserves	Total Paid	Total Incurred	Cost/Claim
a	b (c+d)	c	d	e	f	g (e+f)	h (g/b)
2018-2019	13	0	13	\$0.00	\$477,473.89	\$477,473.89	\$36,728.76
2019-2020	12	0	12	\$0.00	\$47,866.46	\$47,866.46	\$3,988.87
2020-2021	12	0	12	\$0.00	\$144,415.65	\$144,415.65	\$12,034.64
2021-2022	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2022-2023	4	1	3	\$25,000.00	\$0.00	\$25,000.00	\$6,250.00
2023-2024	3	0	3	\$0.00	\$14,345.45	\$14,345.45	\$4,781.82
Totals:	44	1	43	\$25,000.00	\$684,101.45	\$709,101.45	Avg: \$16,115.94

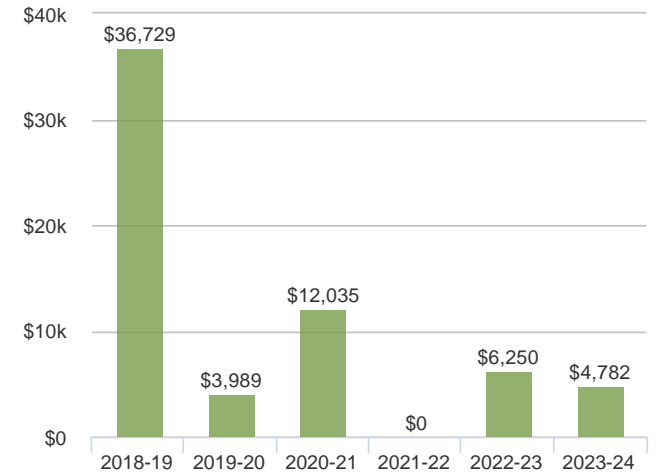
No. of Claims by Coverage Year



Total Incurred by Coverage Year



Cost/Claim by Coverage Year



City of McMinnville

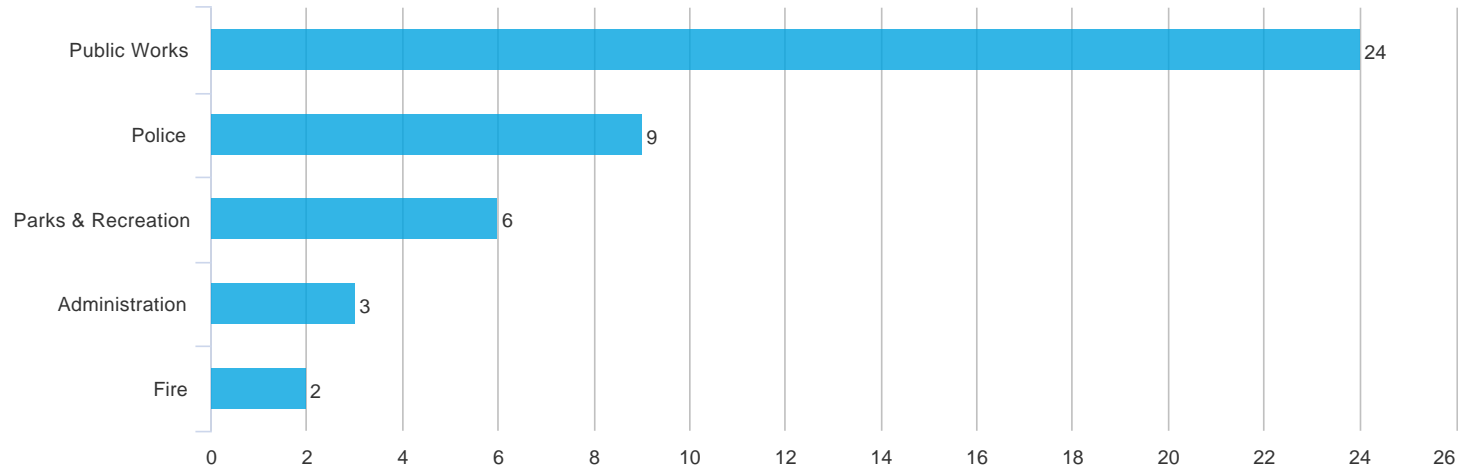
General Liability Claims Summary

FY 2018-2019 to 2023-2024 as of 03/07/2024

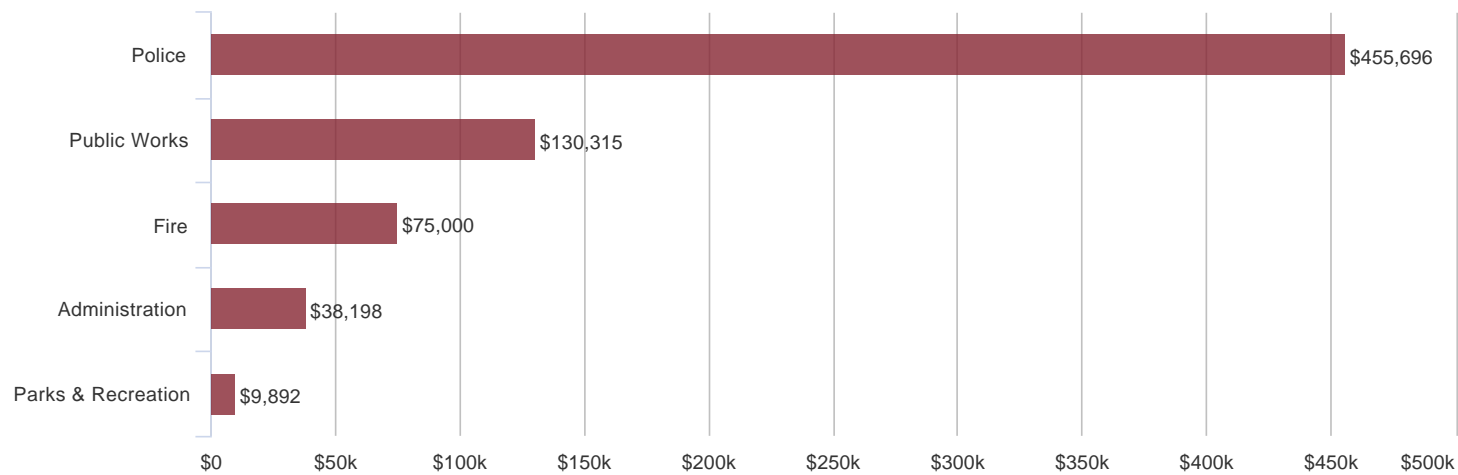


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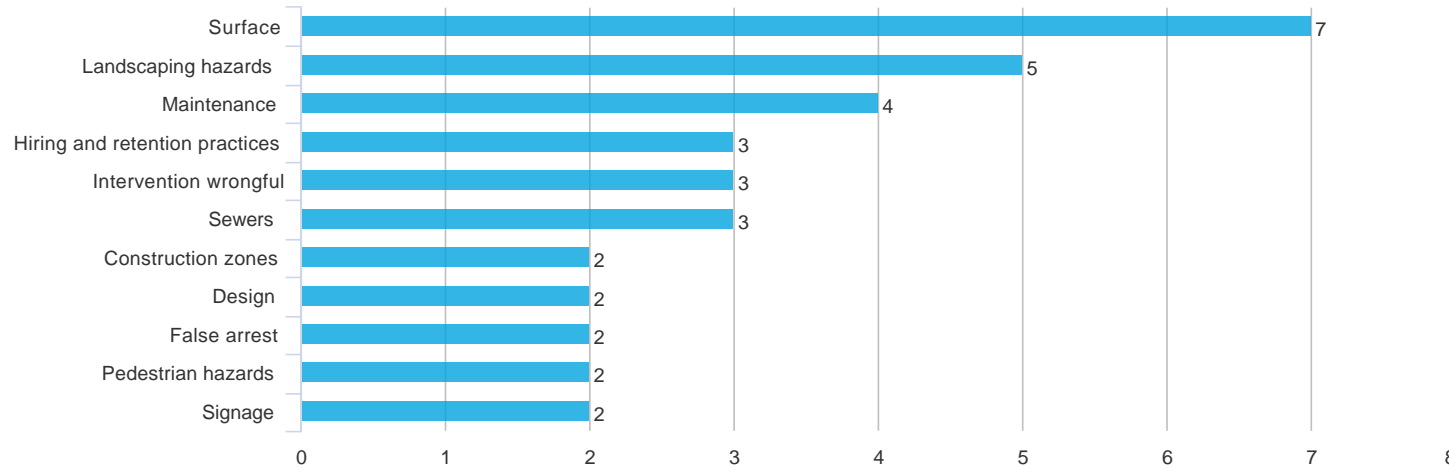
No. of Claims by Department (Top 7)



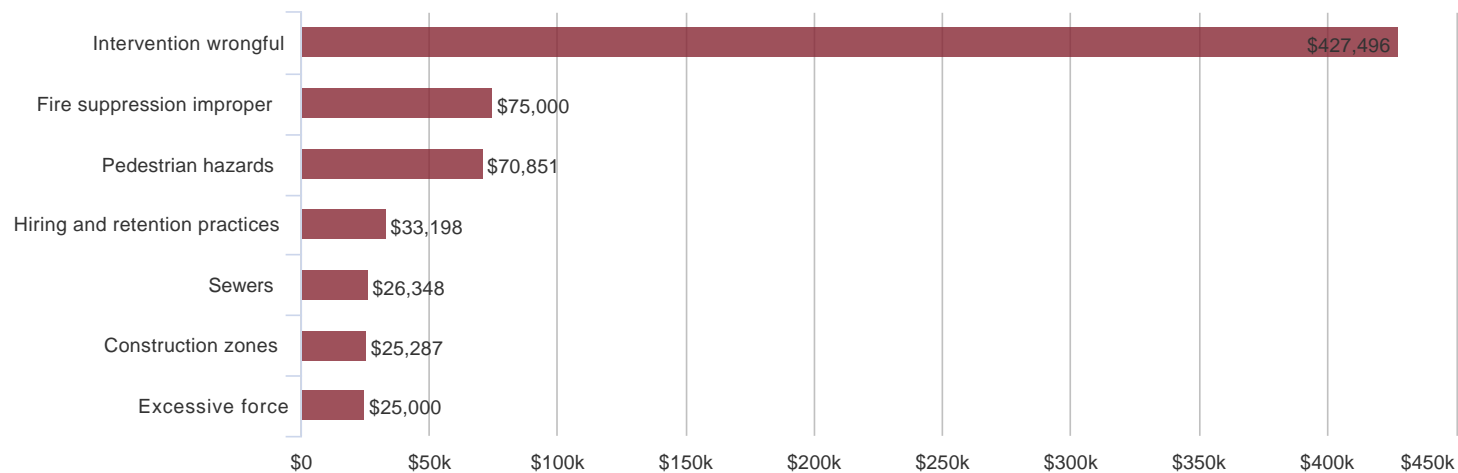
Total Incurred by Department (Top 7)



No. of Claims by Accident Type (Top 7)



Total Incurred by Accident Type (Top 7)



City of McMinnville

Property Claims Summary

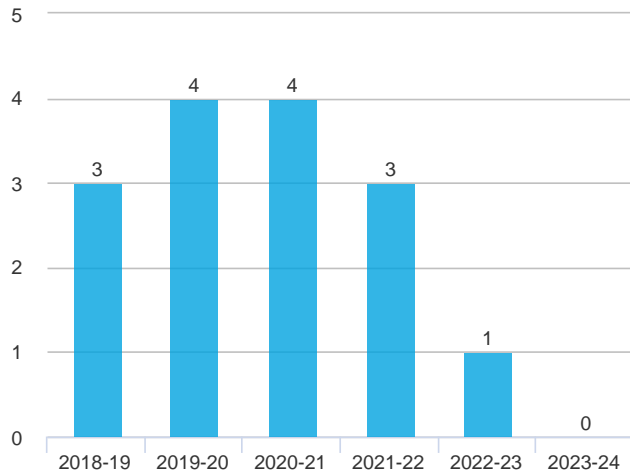
FY 2018-2019 to 2023-2024 as of 03/07/2024



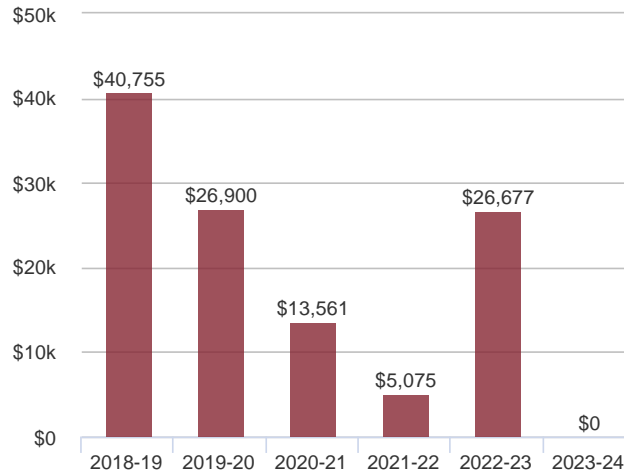
citycounty insurance services
cisoregon.org

Coverage Year	Total Claims	Open Claims	Closed Claims	Total Reserves	Total Paid	Total Incurred	Cost/Claim
a	b (c+d)	c	d	e	f	g (e+f)	h (g/b)
2018-2019	3	0	3	\$0.00	\$40,754.88	\$40,754.88	\$13,584.96
2019-2020	4	0	4	\$0.00	\$26,899.69	\$26,899.69	\$6,724.92
2020-2021	4	0	4	\$0.00	\$13,560.51	\$13,560.51	\$3,390.13
2021-2022	3	0	3	\$0.00	\$5,075.31	\$5,075.31	\$1,691.77
2022-2023	1	0	1	\$0.00	\$26,677.00	\$26,677.00	\$26,677.00
2023-2024	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Totals:	15	0	15	\$0.00	\$112,967.39	\$112,967.39	Avg: \$7,531.16

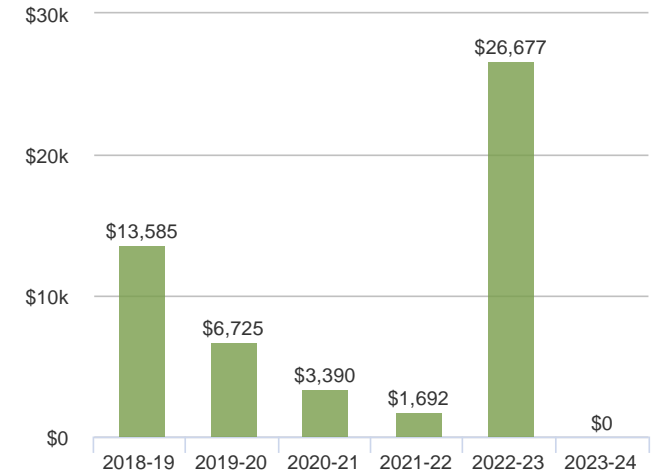
No. of Claims by Coverage Year



Total Incurred by Coverage Year

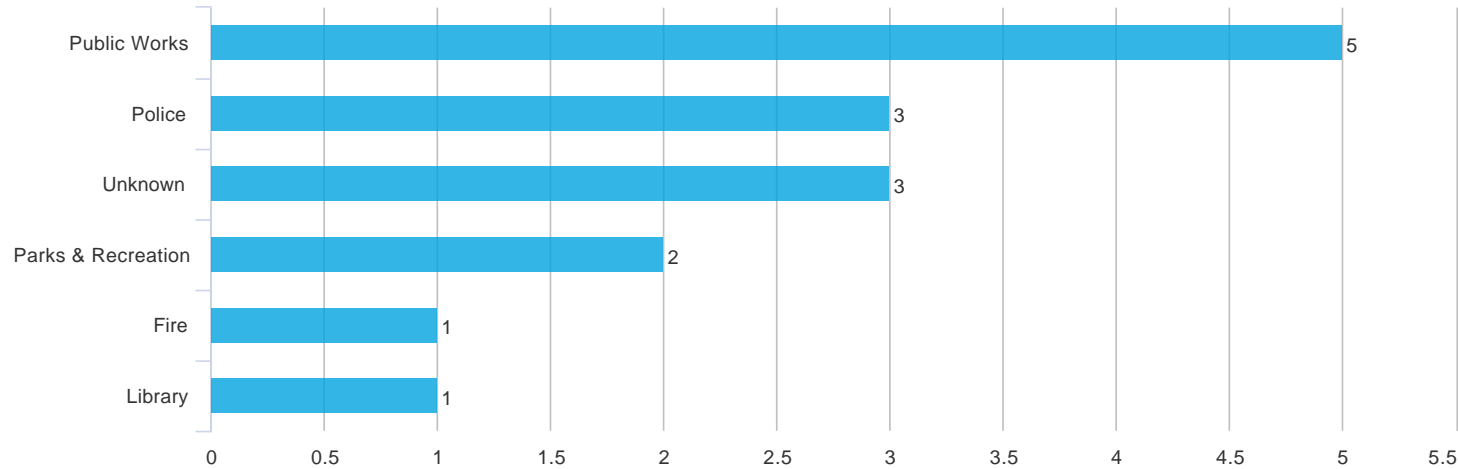


Cost/Claim by Coverage Year

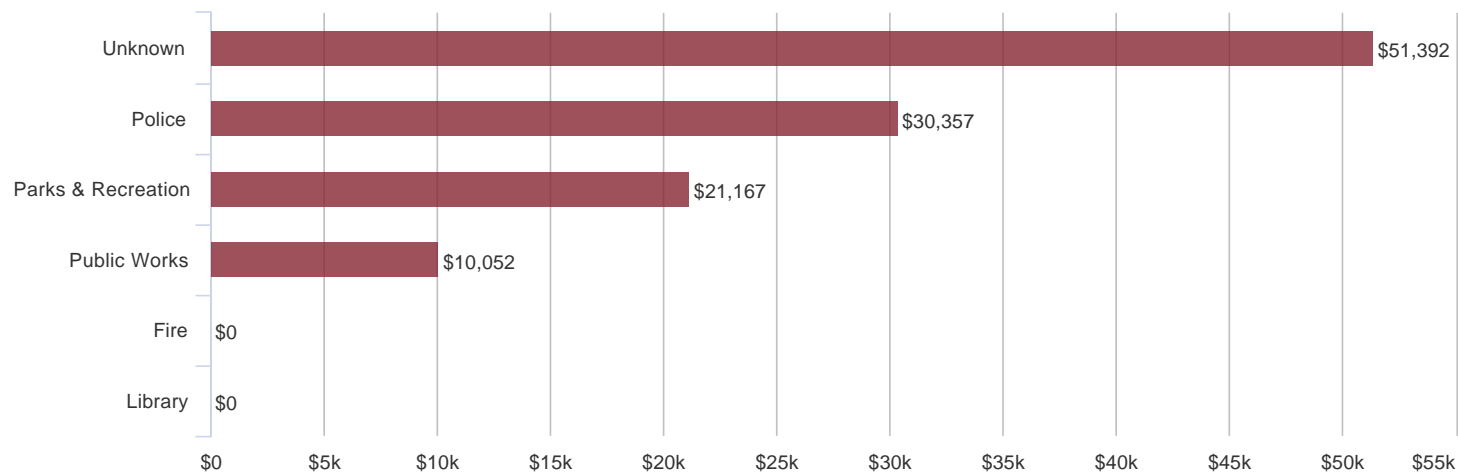




No. of Claims by Department (Top 7)



Total Incurred by Department (Top 7)



City of McMinnville

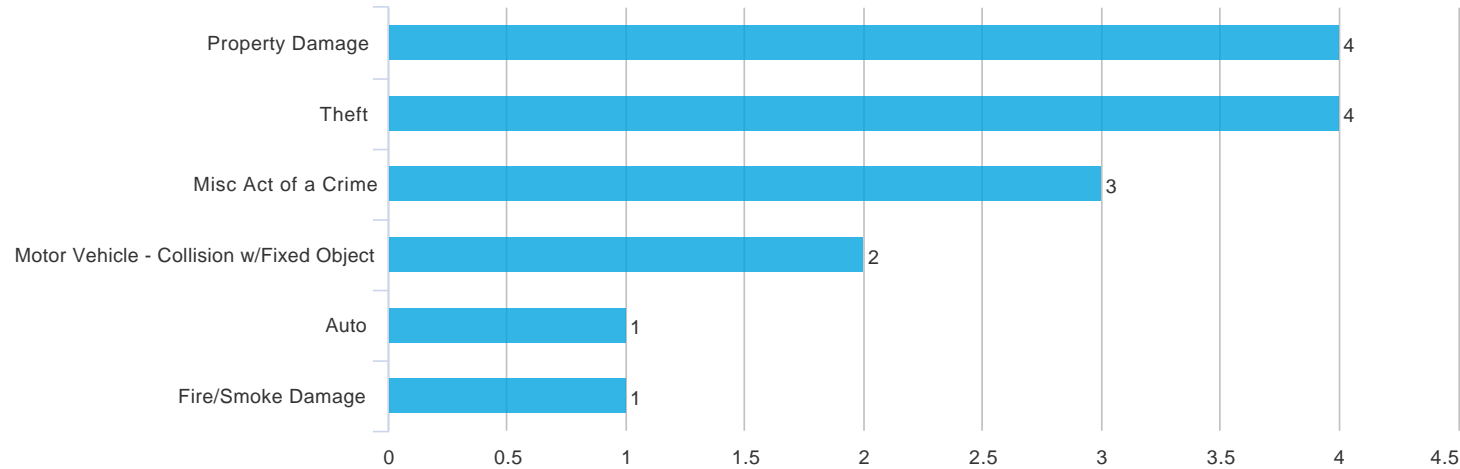
Property Claims Summary

FY 2018-2019 to 2023-2024 as of 03/07/2024

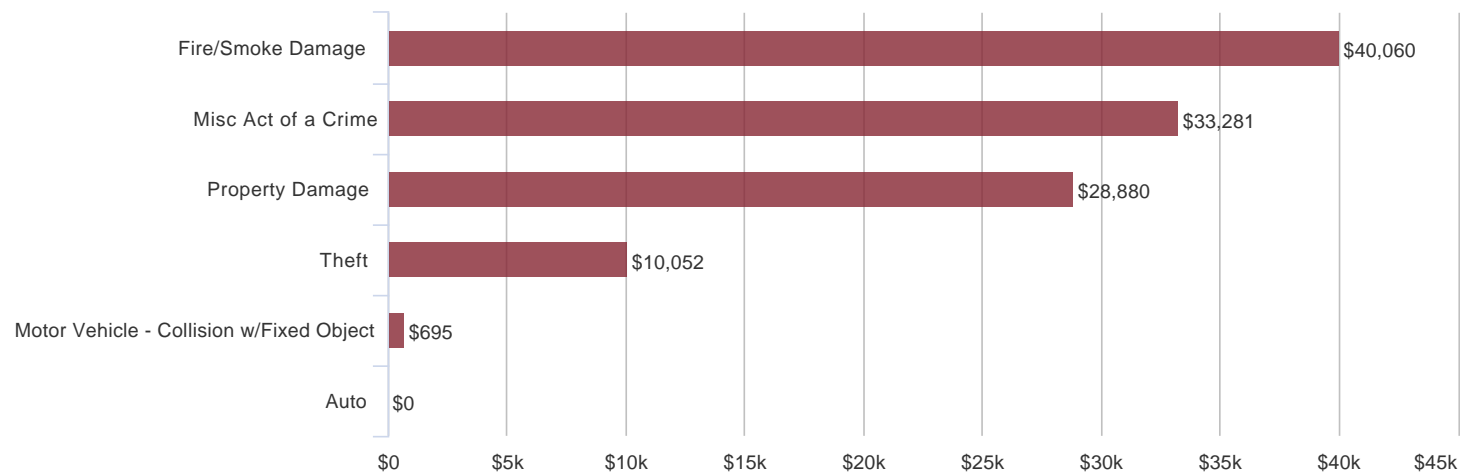


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cisoregon.org

No. of Claims by Accident Type (Top 7)



Total Incurred by Accident Type (Top 7)





To view individual open claims click on the number in the "Total Open Claims" column in the table below. Note: To hide the individual claims once displayed, click the number again.

Coverage		Total Open Claims		Total Reserves			Total Paid			Total Incurred		
GL		1		\$25,000.00			\$0.00			\$25,000.00		
ClaimNumber	Claimant	Department	Adjuster	CoverageYear	DateOfClaim	AccidentDate	ClaimType	Source	AccidentType	Reserves	Paid	Incurred
GLMCM2022094544	Dillan & Sarah Cashman	Police	Hunt	2022-2023	1/27/2023	7/30/2022	Law enforcement	Municipal	Excessive force	\$25,000.00	\$0.00	\$25,000.00
Totals:		1		\$25,000.00			\$0.00			\$25,000.00		



City of McMinnville
Community Development Center
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7312
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: June 11, 2024
TO: Mayor and City Councilors
FROM: James Lofton, City Engineer
SUBJECT: Engineering Fee Schedule Presentation

Report in Brief:

City staff have been working with Consultant, Praxis Solutions, to review and update Engineering, Planning, and Building Fees. The update to Planning and Building Fees were presented to Council on May 28th and adopted with Resolution No. 2024-25 and 2024-26. In order to achieve a similar level of cost recovery, Engineering fees require a more substantial update. Given the scope of the necessary change to the proposed Engineering Fee Schedule, City staff and Praxis Solutions have prepared a presentation and request policy feedback from Council before returning with a proposed resolution for adoption.

Background:

The McMinnville Engineering department provides a range of services. These services are predominantly broken into two categories: Capital Projects and Development, each with their own funding sources.

- Capital Projects:
 - Wastewater, streets, transportation, and parks capital projects
 - funded by transfers to the General Fund.
- Development:
 - Engineering review services for development and the community for private and public improvements.
 - The Engineering department also administers all permitting within the public Right-Of-Way (ROW) and provides inspection services for public improvements.
 - Utility locating services.
 - Support services to Planning and Building, long-range planning support, etc.

- funded by Engineering fees that go into the General fund.
 - Current fee schedule accounts for a 5-10% cost recovery. The rest would essentially be subsidized by the General Fund.

Because Engineering staff positions are predominately supported with utility, streets, transportation, and parks transfers, Engineering staff are often caught in a tug-of-war for time as development needs grow. With the inclusion of the new areas in the updated Urban Growth Boundary, Engineering expects development needs will continue to grow. To provide the base level of service and continue to promote development, Engineering must increase cost recovery. The proposed fees would be initially used to hire an additional FTE and invest in updating municipal code and developing Engineering Design standards.

Discussion:

The proposed Engineering Fee Schedule seeks to raise cost recovery from the current level of 5-10% to near full recovery. Engineering requests feedback from Council on the following topics:

- Level of cost recovery for developers = 100% – ROW permits, subdivisions, etc.
- Level of cost recovery for residents = 25% – Sidewalks, driveways, etc.
- Fee Implementation: Phased or Full Implementation.

Attachments:

1. Praxis Solutions Report

Fiscal Impact:

It is anticipated that the Engineering Fee Schedule will increase recovery from approximately \$50k to \$500k per year. This will reduce the level of subsidizing the General Fund currently provides for the development community, but will also provide additional funding to allow Engineering staff to provide base level of service.

Recommendation:

Staff requests feedback on the above discussion points and recommends bringing back a proposed resolution for adoption on June 25th, 2024.

City of McMinnville, Oregon

User Fee Study Results

May 2024



Praxis Solutions
6046 118th Ave SE
Bellevue, WA 98006
(425) 269-8854

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PROJECT SCOPE

The City of McMinnville engaged Praxis Solutions to provide a User Fee study to calculate the full cost of Development Engineering, Building, and Planning Fees. For Building and Planning fees, this was an update from costs that were calculated in 2018. Conversely, Engineering required the development of a whole new fee schedule.

There were three primary phases to the project:

- 1) Develop new cost calculations and update the fee schedules.
- 2) Develop a comparison survey of benchmark Oregon cities.
- 3) Provide a stakeholder meeting for members of the development community. The purpose for this was to review the scope, reasoning, methodology, and results for those most impacted by the project.
- 4) Prepare a report and deliver a presentation to the City Council.

This report will provide a detailed description of the methodology, quality controls, results for all three work units, and the comparison with nine Oregon cities.

ABOUT USER FEES

Most states have a mandate that user fees can be set at the full cost of services or less. This is especially true for development-related fees. However, some states will interpret this to mean that the cost of every individual fee must be set at full cost or less, while other states will interpret this to mean that in total, a work unit (Building for example) may not generate more revenue than expenses. In the latter, individual fees can float if the total organizational revenues do not exceed cost.

Our approach is to assume the tighter restriction, or that the price set for every individual fee is no greater than the cost for providing the service. This allows us to deliver a highly defensible fee schedule that will pass the most challenging review. It also means that one user will not subsidize another user for services provided by the City. For example, residential construction will not subsidize commercial construction.

When properly understood, revenues generated from user fees is an important practice in funding city services. We find that when cities adopt both the policy and the practice of full cost recovery, they have the ability to provide higher levels of services to the development community. While keeping fees artificially low may provide short-term value, in the long-term, it comprises the ability to provide high quality services. For example, a recent client had not updated its building fees for over ten years. They were pleased that they had the lowest building fees than their neighboring cities. However, the development community was taking their development projects to those other cities whenever they

could. The reasons were numerous but slow response times for plan check review and waiting ten days for a simple building inspection were two of the reasons.

SUMMARY OF COSTING METHODOLOGIES – USER FEE STUDY

The methodology used to calculate the cost of user fees is based on developing a driver-based costing model. Driver-based models provide a detailed and robust method of calculating the fees for a specific service. The approach is based on activity-based costing principles, which calculate cost by assessing operational workflows. Practically, it relies on understanding the time staff invests in core business processes to provide fee and non-fee services.

Project Steps and Process

Step 1: Collect Data – This first step involves discussions with staff to identify those positions within the department that provide and support direct services. It also consists in collecting departmental budget and expenditure data, identifying the salary and benefits for each position, and identifying non-personnel expenditures and any departmental and City overhead. Specifically, the steps involve the following:

- **Identifying staff positions** – This includes aligning staff names and functions.
- **Calculating the number of productive hours** – For each position, vacation time, sick leave, paid holidays, professional development (training), routine staff meetings, and daily work breaks are deducted from the standard 2080 annual hours. The result is a range of hours available for each position annually. This range is typically 1,500 to 1,650 hours. Factors influencing this range are the length of service with the jurisdiction, local holidays, and personal leave time policies.
- **Identifying and allocating non-personnel costs** – Materials and supplies are allocated to each position's salary and benefits.
- **Assigning any other expenses** – These might not be budgeted for each year but should be included with the total cost of services. Examples of such costs might include amortized capital expenses for vehicles and technology.
- **Identifying core business processes or activities** – This step also involves discussions with staff to understand, at an operational level, the work of the operating unit. The tasks involved identifying and defining core business processes used to provide services.

- **Direct processes and activities** – Those processes that directly contribute to processing an application or permit are first identified. Examples of direct activity are building inspection, application intake, and pre-application review.
- **Indirect processes and activities** – These processes support but do not directly apply to processing a specific application or permit. An example of an indirect activity is customer service or staff training to maintain certifications. Most jurisdictions highly value customer service, but assigning a specific unit of time to individual service would be impossible.

Step 2: Building cost structures – This second step involves significant interaction with staff and the development of time estimates for both direct and indirect processes in each department. Specifically, this step is at the core of the analysis. Four processes comprise this step:

- **Gathering time estimates for direct processes** – By interviewing staff in individual and group meetings, an estimate of time was assigned to each service by the indicated process. For example, for Building fees, core business processes included the following:
 - Permit intake;
 - Plan review; and
 - Construction inspections.

In this analysis, staff time is estimated and assigned for each step. The sum of all the process steps is the total time required to provide that specific service.

- **Assigning indirect and annual process time** – An annual time estimate is gathered from staff for those indirect or support processes in which they are involved. These may include program administration, customer service, and department administration. These costs are allocated to services proportionately to services and functions provided by the department.
- **Calculating fully loaded hourly rates and the cost of service** – Once the total time for each direct and indirect service is estimated, the cost of service is calculated using the fully loaded hourly rates for each staff member or position involved with the service. The fully loaded hourly rate for each employee is based on the employee's salary and benefit costs plus a share of non-personnel and City overhead costs divided by the employee's available work hours (i.e., 2,080 hours minus all leave hours). Thus, the direct and indirect cost by activity also includes departmental and City overhead and nonlabor costs. The City's indirect and non-personnel expenses are from the annual budget or cost allocation established by the City.
- **Gathering activity or volume data** – A critical element in the analysis is the number of times a given service is provided annually. This is essential data for three reasons:
 - It allows a calculated projection of current revenue based on current prices so that a comparison can be made of actual revenue. These two numbers should match.
 - It allows for a calculated projection of revenue at full cost. This is compared to actual expenditures to ensure there is a close match.

- It allows for a calculation of the total hours consumed. Hours consumed must closely match the actual hours available.

If any of the three calculations do not approximate actual numbers, then time estimates and/or volume data need re-evaluation. Again, these are critical quality checks for costing accuracy.

Step 3: Calculating the full cost of services – This third step calculates the full cost by adding layers for direct and indirect costs.

Step 4: Set fees

The recommended fees can be established based on new, existing, or revised cost recovery policies. The recommended fees will be established based on City staff recommendations and Council discussion in the future. The fee analyses in this report are based on full cost recovery.

Assuring Quality Results

In our analysis, we utilize both quantitative and qualitative tests for quality. These tests are an essential part of our costing models and processes. Without these, the results lack defensibility and integrity.

Qualitative

Our process incorporates substantial input from both individuals and groups. Our bias is that we get the best data from group interviews. For example, in determining how much time is required for any specific building inspection, we want to hear the perspective of an inspector, the inspector's supervisor, and the counter tech or project manager. Each will have a view. Each will contribute value to the estimate. When all perspectives agree, we have confidence in our results.

Quantitative

We also utilize four quantitative measures of quality data. When these measures match, and there are no major disagreements with the quantitative assessment, we have significant confidence in our results. These quantitative measures are:

Quantitative Analysis	Targeted Margin of Error
1) Budgeted expenses entering the cost models must equal the total expenses accounted for in the costing model.	0%
2) Projected revenue from fees must closely match actual revenue from fees.	+ or – 5%-10%
3) Available staff time must be fully accounted for in the costing models.	0%
4) Total revenues from fees and contributions from the general fund or other sources must match total expenses.	0%

Figure 1 Calculating Quality

USER FEE STUDY RESULTS

The City of McMinnville stands to gain significant new revenues by bringing its user fees up to full cost recovery. Our bias is that keeping user fees at or near full cost recovery results in better service to stakeholders, reduces the demand on the General Fund, assists in keeping technology up to date, and maintains the integrity of long-term planning. From our experience, municipal agencies that maintain full cost recovery are better able to fund essential services like police and fire because they do not have the competition for staffing Development Services. Furthermore, annual adjustments to fees set the expectation that Development Services, the primary component of user fees, should pay for itself. This is a standard value that most municipal agencies hold.

Report Structure

There are four parts to this report:

1. **Summary of Results.** In this section, we will summarize the essential findings of each work unit and compare the current prices for each fee category with the full cost for each fee.
2. **Comparison study with selected benchmark cities.** This project's scope included comparing calculated fees at full costs vs. similar fees of selected benchmark cities.
3. **General observations and recommendations.** In this section, we will summarize our observations and make recommendations that the City may consider as it moves forward.
4. **Appendices – Fee Report Tables.** This section provides a detailed analysis of each work unit studied.

SUMMARY OF RESULTS

The summary of results is presented in three sections:

- 1) Engineering Fees.
- 2) Planning Fees
- 3) Building Fees.

The following summarizes and compares the current cost recovery against the annual subsidy the City is providing.

Work Unit	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
Building	\$ 874,209	\$ 848,417	(\$25,792)
Planning	\$ 586,527	\$ 272,497	(\$314,030)
Engineering	\$ 458,345	\$ -	(\$458,345)
Totals	\$ 1,919,082	\$ 1,120,914	(\$798,168)

Figure 2 Development Services Cost Recovery

Building Fees

The role of the Building Division is to review building plans and perform inspections to insure compliance with State building codes. These codes set the minimum building requirements to safeguard the general welfare through affordability, structural strength, means of egress, stability, sanitation, light and ventilation, energy conservation, construction standards, and safety to life and property from fire and other hazards attributed to the building environment.

The Division seeks to provide this service in a quick and friendly manner to ensure the development community receives the services it requires in response to the building needs of the community.

Types of Building Fees

For the purpose of this report there are two kinds of fees:

1. Valuation based fees where the fee amount is calculated by the value of the construction project.

2. Flat fees where the cost of the service or permit has been predetermined.

VALUATION FEES

Valuation based fees are used to calculate the cost of plan review and inspection services for new construction and remodels. The City determines construction value based on an independent valuation table established by the International Code Council (ICC). This table provides average construction costs per square foot, thereby providing an objective standard for establishing value. This contrasts with using given or contractual cost, which can vary dramatically based on the quality of construction, and the furnishings built into a home. For example, two homes with the exact same floor plan, which require the same number of inspections and same level of plan review can have widely different actual construction costs. One home may be built with the finest quality marble countertops, the finest hardwood floors, and the best security system. In contrast, the other home is built with the most economical counter tops, the cheapest faux flooring, and a minimal security system. Actual construction value can be very different but the cost to the City to provide plan check and inspection services will be the same for both homes.

Therefore, the valuation approach to calculating the cost of construction provides two benefits to the City:

1. By using the ICC table, the City avoids the pitfalls of relying on given construction value, where the value may vary dramatically between two projects that are essentially the same.
2. The ICC table is updated every six months. This provides an automatic fee adjustment, which over time will maintain appropriate revenues consistent with the costs of the City.
3. The ICC table also nullifies the temptation to under estimate the value of a construction project to artificially lower Building fees.

FLAT FEES

Flat fees are for trade and other permits. Plumbing and mechanical permits are the primary examples. Flat fees have an advantage for builders in that they can determine the cost of building permits with a high degree of precision. The advantage for the City is that they are simple to administer – there are no ancillary calculations that need to be completed before establishing a fee.

Planning Fees

The Planning Department serves a variety of functions including:

- Preparing City-wide planning documents (e.g., the General Plan).
- Reviewing development proposals to ensure consistency with the General Plan.
- Preparing the required environmental documents.
- Preparing staff reports regarding land use matters for the Planning Commission and City Council

Thus, the Planning Department works with the community and developers to design and build structures that will meet the City's land use laws, requirements, maintain a thriving community, and uphold property values.

In conducting our review of Planning fees, we also updated the current schedule of fees. This means we added several new fees. These fees were added because of changes in the regulatory requirements and changes in the types of projects that are coming to the City of McMinnville.

The following table will summarize the differences between current revenues and potential revenues if the City determines that full cost recovery is within its best interest.



Figure 3: Summary Planning Revenues

Figure 3 illustrates that the City is under-recovering its costs from processing Planning applications by \$314,030. There are several reasons why this number is so large.

1. The new fees represent services that the City is providing, or will be providing, for which there is no current fee.

2. The last fee study was completed in 2018, which resulted in substantial new fees and revenues. Reflecting the significance of the fee increases, the City took a phased approach, which is still being implemented.
3. In addition to establishing a long-term phased approach to bring Planning fees to full cost recovery, the City was also selective in which fees to increase.

Therefore, there is a significant opportunity for additional cost recovery for the City. It should be noted that this assumes the City brings all planning fees to full cost recovery immediately. This may or may not reflect the values and direction the City chooses to go with regard to its Planning fees.

Development Engineering

The Engineering Department provides project management, design, construction surveys, contract administration, inspection, and other technical assistance in support of completing the City's planned capital improvements and private development. As such, it works closely with the Building and Planning Departments to provide seamless and effective services for the development community. Its aim is to ensure the protection and development of public infrastructure in a way that is personal, responsive, and innovative.

This user fee study was initiated by the Engineering Division within the Department of Public Works. The current fee schedule is extremely limited relative to the services it provides the development community. In addition, the actual amount charged is minimal, at best. For example, the current price of a Sidewalk/Driveway Permit (approach) is \$5.00. However, it will require up to five hours to process the permit, inspect the construction and provide management and coordination services.

Calculating the Engineering fees involved three steps:

1. Design a new schedule of fees that captures the breadth of work being performed by the Engineering Division. This includes working in collaboration with the Planning and Building Divisions. Because of this, the reader will note that several Planning fees also reside in the new Engineering fee schedule.
2. Identify the activities required to process each application type.
3. Estimate the time it takes for complete application processing by the activities that are required.

The following graphic illustrates the opportunity to align fees for private engineering with the actual cost of services. We note that there is a small amount of revenue from private development engineering. However, with the development of a completely new fee schedule, we cannot model them accurately, but in total, they are approximately \$50,000.

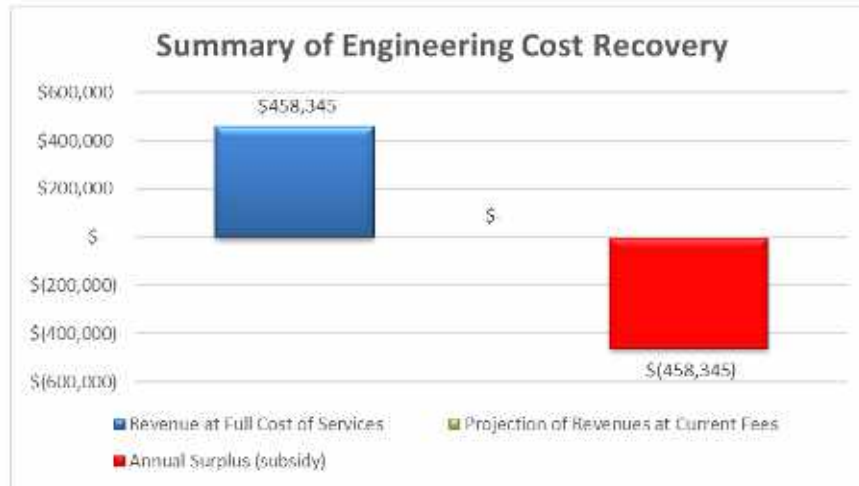


Figure 4: Summary Engineering Cost Recovery

COMPARISON STUDY

As part of this analysis, we conducted a comparison survey of nine benchmark cities. The benchmark cities we selected are Newberg, Woodburn, Tigard, Sherwood, Wilsonville, Albany, Redmond, Grants Pass, and Tualatin. Identifying these communities was based on consultations with staff. Our criteria were, 1) they were used for the last fee study, 2) they are similar in size and social and economic demographic as the City of McMinnville.

Our approach to comparison studies is to identify a small number of relevant projects or services rather than comparing the universe of fees.

In comparing fees and services, we do urge caution for the following reasons:

- Communities have different policies regarding user fees. Some desire to subsidize their fees, while others charge the full cost. Therefore, newly calculated costs are being compared against prices that may be intentionally subsidized.
- Many cities and counties do not routinely update their fees. Therefore, comparisons often contrast today's cost against prices established 10-15 years ago.
- Service levels can vary dramatically from community to community, and fees reflect these service levels. For example, some municipal Planning organizations intentionally target ten-day turnaround for routine Planning applications. Others aim for thirty days.
- Service descriptions can vary, and cities often bundle services while others keep them separate. For example, the entire list of Building and Safety fees for a recent client was two pages. For another city of approximately the same size, it was 104 pages.
- Many cities will calculate building plan checks and inspection (permitting) fees based on the value of the construction project. However, there are multiple options for estimating construction value. These include:
 - Given construction costs.
 - Value calculated based on a published standard such as the International Code Council (ICC). The ICC is updated at least annually. However, cities are not obligated to use the most current table. We routinely find cities using an ICC Table that is 5-15 years old.

Therefore, comparing one service that the City of McMinnville provides with the same service for a neighboring city can be challenging – at best. We urge caution. We advise looking at trends. Do the trends show high fees, low fees, or fees that are within a reasonable range? In our view, the trends in this comparison illustrate what we would expect – fees that are reasonably aligned with benchmark cities.

The following figure will detail the results of this comparison.

Fee/Application	McMinnville	Newberg	Woodburn	Tigard	Sherwood	Wilsonville	Albany	Redmond	Grants Pass	Tualatin
Planning Fee Comparison										
Administrative Variance	\$ 1,939	\$ 1,015	\$ 4,695		\$ 1,261	\$ 842	\$ 1,087	\$ 3,595	\$ 1,795	\$ 1,733
Comprehensive Plan Text Amendment/Zoning										
Ordinance Text Amendment	\$ 9,514	\$ 2,655	\$ 4,700	\$ 6,001	\$ 6,098	\$ 3,945	\$ 5,077	\$ 17,277	\$ 2,759	\$ 2,541
Conditional Use Permit	\$ 3,200	\$ 2,155	\$ 5,390	\$ 9,498	\$ 4,742	\$ 3,204	\$ 2,355	\$ 5,951	\$ 1,379	\$ 1,733
Home Occupation Permit	\$ 678	\$ 25		\$ 426					\$ 1,179	
Planned Development	\$ 11,206	\$ 4,304	\$ 4,480	\$ 13,211	\$ 2,523	\$ 9,911	\$ 5,982	\$ 10,631	\$ 2,358	
Property Line Adjustment	\$ 1,821	\$ 1,015		\$ 1,041	\$ 850		\$ 362	\$ 1,615	\$ 775	\$ 537
Sign Permit/Review	\$ 744	\$ 89	\$ 520	\$ 286	\$ 150	\$ 684	\$ 85	\$ 201	\$ 128	\$ 231
Zone Change	\$ 7,030	\$ 2,684		\$ 6,001	\$ 6,098	\$ 3,945	\$ 4,532	\$ 8,367	\$ 2,316	
Building Fee Comparison										
2250 SF Custom Home (112.95 value)	\$ 3,255	\$ 2,833	\$ 3,936	\$ 3,421	\$ 3,163	\$ 3,666	\$ 3,191	\$ 2,791	\$ 2,296	\$ 2,910
300 SF Room Addition (112.95 value)	\$ 1,021	\$ 1,011	\$ 961	\$ 837	\$ 786	\$ 945	\$ 751	\$ 695	\$ 580	\$ 781
10,000 SF Industrial Commercial (138.95 value)	\$ 15,284	\$ 10,553	\$ 15,588	\$ 8,831	\$ 12,209	\$ 14,258	\$ 8,994	\$ 10,032	\$ 8,906	\$ 8,674
Commercial TI \$250,000 value	\$ 2,360	\$ 2,095	\$ 2,822	\$ 3,320	\$ 2,298	\$ 2,653	\$ 2,331	\$ 2,054	\$ 1,664	\$ 2,151
Base Processing Fee or minimum **		\$ 125	\$ 90	\$ 90	\$ 74	\$ 48	\$ 85	\$ 90	\$ 30	\$ 110
Air handling unit of up to 10,000 cfm	\$ 95	\$ 19	\$ 25		\$ 18		\$ 30	\$ 22	\$ 9	\$ 25
Heat pump	\$95		\$ 25	\$ 61	\$ 24	\$ 28	\$ 30	\$ 17	\$ 23	\$ 25
Water service - First 100 LF	\$99	\$ 102		\$ 62.54	\$ 61	\$ 175	\$ 85	\$ 57	\$ 50	
Backflow preventer	\$ 103	\$ 102		\$ 31.27	\$ 18	\$ 23	\$ 21	\$ 20	\$ 17	\$ 50
Engineering Fee Comparison										
ROW minor (50 Ft lot frontage and local street classification) (\$8,000 ECE) - Plan review and Permit	\$ 1,017	Per SF	\$ 370	\$ 250	\$ 320	\$ 560	Per SF	\$ 300	\$ 112	NL
ROW major (more than one lot frontage or higher than local street classification) - Plan review and Permit	\$ 3,115	Per SF	\$ 5,000	\$ 250	\$ 8,000	\$ 14,000	Per SF	\$ 5,000	\$ 112	NL
Sidewalk and driveway permit (per 50 LF of sidewalk and/or per of driveways) - Plan review and Permit	\$ 782	Per SF	\$ 370	\$ 250	\$ 720	\$ 560	Per SF	\$ 300	\$ 112	\$ 331
Early grading and drainage permit - more than one acre	\$ 1,538	Per SF	\$ 10,500	NL	\$ 42,750	\$ 33,250	NA	\$ 525	\$ 596	
Erosion Control Permit, Less than one acre	\$ 851	\$ 197	NL	\$ 323	\$ 239	\$ 239	\$ 935	NL	NL	950
Notes:										
ECE = Engineers Cost Estimate										
** For those cities listing a minimum permit fee, the actual fee is the greater of the listed fee or the minimum processing fee										

Figure 5 Results of Comparison Study

Comparison of Development Related Fees

Selected Comparative Examples

The following graphics are designed to give the Council a visual understanding of the City's (calculated) fees in comparison to its benchmark cities.

BUILDING COMPARISON

The following graphic demonstrates that, on average, newly calculated Building fees are comparable with the benchmark communities.

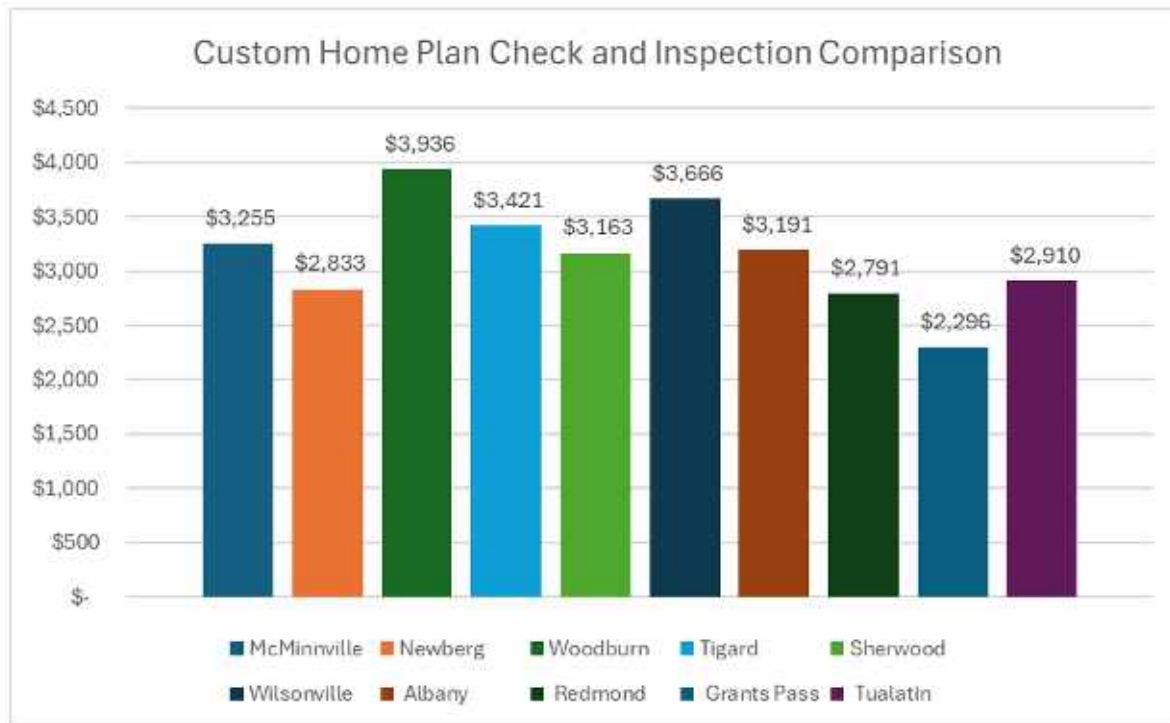


Figure 5: Comparison of a New 2250 SF Custom Home



Figure 6: Cost Comparison of a 300 SF Room Addition

PLANNING COMPARISON

Planning fees, like Building fee comparisons, demonstrate that Planning fees are also in line with the selected benchmark communities. In addition, these comparisons illustrate the wide variation that can occur when comparing fees:



Figure 7: Comparison of a Conditional Use Permit



Figure 8: Comparison of a Sign Permit Review

ENGINEERING COMPARISON

Engineering comparisons reflect the challenges to meaningful comparisons. These challenges fall into three categories.

- 1) Many engineering fees are calculated based on an "Engineers Cost Estimate." These estimates can fluctuate significantly, thereby creating fees that fluctuate accordingly.
- 2) Multiple ways of identifying units of cost. For example, for a driveway permit, cities may use a liner per foot fee, others will use a per square foot, while others will just a flat per project fee.
- 3) Other cities may not even issue a permit or incorporate a permit into a larger permit.

The following graphics will provide comparisons for two common permit types.

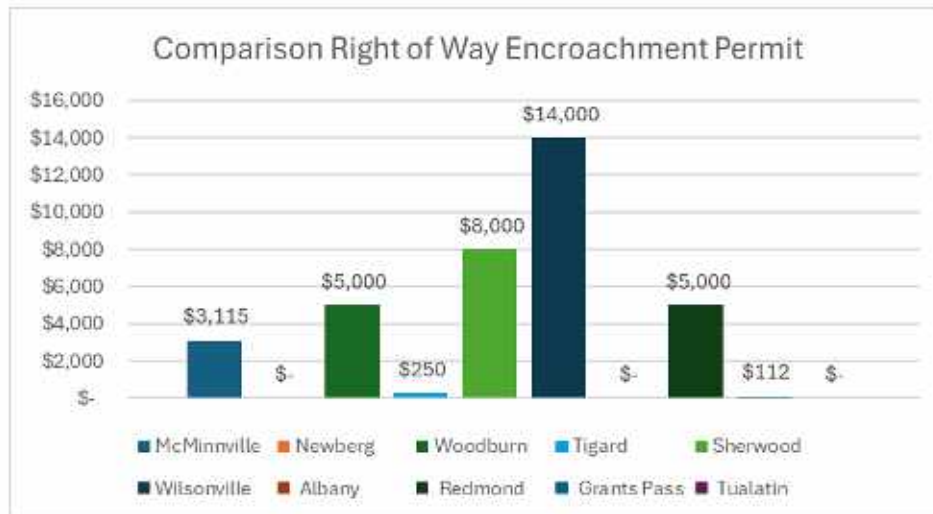


Figure 9: Comparison ROW (more than one lot frontage or higher than local street classification)

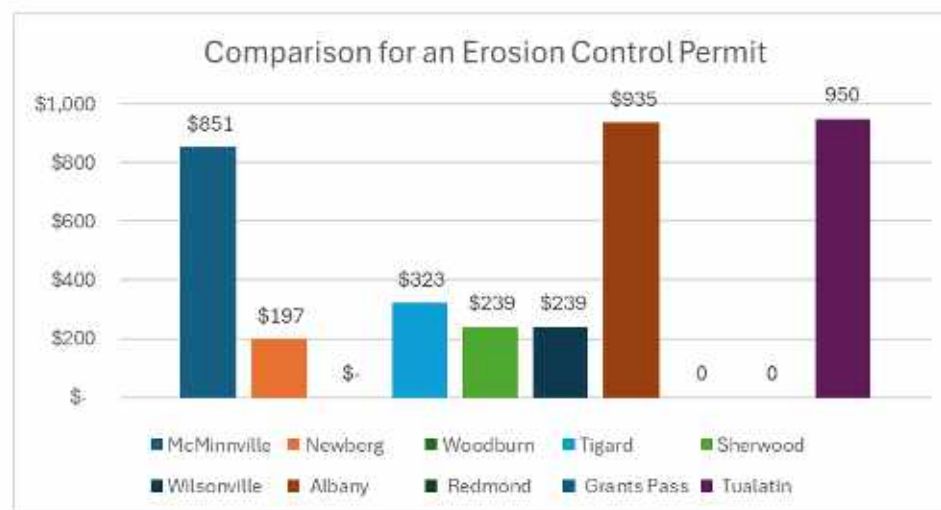


Figure 10: Comparison of Erosion Control Permits, less than one acre

OBSERVATIONS AND RECOMMENDATIONS

We have two standard recommendations that we provide for each of our projects:

1. Update fees through a simple CPI adjustment each year. This will maintain revenues relative to cost.
2. Conduct a thorough assessment of its fees every 3-5 years. This will capture changes in the regulatory environment that take place within this time frame.

OBSERVATIONS AND RECOMMENDATIONS FOR BUILDING FEES

We observe that the Building Division adjusts its Buildings fees through a CPI type of methodology. We would recommend one revision to this practice. Because the City uses the most recent ICC table to establish its construction value, there is an automate fee adjustment built into the fees. Therefore, as the ICC table is adjusted (every six months) the fees will follow a similar adjustment pattern. If the ICC table reflects a 5% increase in construction costs, the City will realize a 5% adjustment in its construction fees.

Therefore, we would suggest careful monitoring of revenue from construction permits and only increase the listed fees when new revenues are warranted. However, we would also recommend that the flat fees be adjusted through a CPI factor each year.

OBSERVATIONS AND RECOMMENDATIONS FOR PLANNING FEES

Our bias is to encourage full cost recovery wherever it is reasonable. We have seen too many times where cities had to close libraries and other services to fund updates to general plans and acquire basic technology in support of development services. In the long-term, we consistently find that keeping fees artificially low eventually results in a low level of service to the development community. In the most extreme cases, we have seen developers just move to neighboring cities where their planning applications can be processed in a timely, and accurate manner. However, we also encourage setting fees based on thoughtful considerations of local values and economics.

Our calculations show a significant opportunity for the City to recover more costs for its Planning services. Some of this additional recovery is from adding new fee categories to the Planning fee

schedule to recover costs for services already being provided. Some of the additional cost recovery is simply to catch up with changes in the regulatory environment since the last fee study completed in 2018.

Whatever the reason for the additional cost recovery, we do advise, that wherever it is reasonable, adjust fees so that the Planning Division can provide the highest level of service to the development community as possible.

OBSERVATIONS AND RECOMMENDATIONS FOR ENGINEERING FEES

Establishing an entirely new fee schedule does present its own challenges. For example, the development community may not understand why fees are being applied where previously, there were no charges. Similarly, other stakeholders may not appreciate the necessity of the City to charge for Engineering services designed to protect City infrastructure.

In addition, as cities grow the demands on staff to meet the needs of both developing public infrastructure with the demands of private development grow together. Based on our conversations with staff, the Engineering Division is at the point where their ability to manage public infrastructure and respond to private development is going to be compromised.

However, this new fee schedule and associated cost recovery will allow the Division to attract the resources required to meet the growing demand for engineering services. Therefore, by adopting fees for private development, the City will be able to provide a high level of service to the development community and continue developing public infrastructure with no loss in service.

APPENDICES

Planning Fees

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Administrative Variance		1.00	\$ 1,173	\$766	\$1,939	\$ 1,190	(\$749)	\$ 1,939	\$1,190	(\$749)
	Annexation			\$ 9,120	\$5,957	\$15,078	\$ 14,950	(\$128)	\$ -		
	Appeal from Planning Commission Decision		4.00	\$ 3,955	\$2,583	\$6,538	\$ 1,260	(\$5,278)	\$ 26,152	\$5,040	(\$21,112)
	Appeal from Planning Director Decision		5.00	\$ 2,008	\$1,312	\$3,320	\$ 333	(\$2,987)	\$ 16,601	\$1,665	(\$14,936)
	Classification of an Unlisted Use			\$ 1,581	\$1,032	\$2,613	\$ 1,575	(\$1,038)	\$ -		
	Comprehensive Plan Map Amendment			\$ 4,640	\$3,031	\$7,671	\$ 8,210	\$539	\$ -		
	Conditional Use Permit		2.00	\$ 1,936	\$1,264	\$3,200	\$ 3,505	\$305	\$ 6,400	\$7,010	\$610
	Downtown Design Standards and Guidelines - Administrative Approval		1.00	\$ 1,424	\$930	\$2,354	\$ 610	(\$1,744)	\$ 2,354	\$610	(\$1,744)
	Downtown Design Standards and Guidelines - HLC Approval		2.00	\$ 1,893	\$1,236	\$3,129	\$ 1,809	(\$1,320)	\$ 6,258	\$3,618	(\$2,640)
	Expedited Land Division Application:			\$ -					\$ -		
	Partition			\$ 1,139	\$744	\$1,882	\$ 2,081	\$199	\$ -		
	Subdivision ≤ 10 lots	+ \$15/lot		\$ 2,554	\$1,668	\$4,223	\$ 4,675	\$452	\$ -		
	Subdivision (more than 10 lots)	+ \$15/lot		\$ 4,551	\$2,972	\$7,523	\$ 8,158	\$635	\$ -		
	Appeal Deposit			\$ -	\$300	\$300	\$ 493	\$193	\$ -		
	Plus Per Lot Fees	Per lot		\$ 21	\$14	\$35	\$ 40	\$5	\$ -		
	Historic Landmarks (Alteration)		5.00	\$ -			\$ 1,809	\$1,809	\$ -	\$9,045	\$9,045
	Historic Landmarks (Demo, Move, New)			\$ -			\$ 2,863	\$2,863	\$ -		
	Historic Landmark Notice of Delay			\$ -			\$ -		\$ -		
	Home Occupation		5.00	\$ 410	\$268	\$678	\$ 333	(\$345)	\$ 3,388	\$1,665	(\$1,723)

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
		May be replaced by a business license fee					\$ 100				
	Annual renewal fee		41.00	\$ -				\$100	\$ -	\$4,100	\$4,100
	Landscape Review Plan		15.00	\$ 1,195	\$781	\$1,976	\$ 1,207	(\$769)	\$ 29,636	\$18,105	(\$11,531)
	Street Tree Removal		40.00	\$ 1,195	\$781	\$1,976	\$ 160	(\$1,816)	\$ 79,030	\$6,400	(\$72,630)
	Large Format Commercial Development (variance to standards)			\$ 2,351	\$1,536	\$3,887	\$ 6,900	\$3,013	\$ -		
	Manufactured Home Park *			\$ 2,296	\$1,500	\$3,795	\$ 3,505	(\$290)	\$ -		
	Model Home Permit			\$ 1,114	\$728	\$1,842	\$ 1,125	(\$717)	\$ -		
	Parking Variance for Historic Structure - Administrative approval		2.00	\$ 1,424	\$930	\$2,354	\$ 981	(\$1,373)	\$ 4,709	\$1,962	(\$2,747)
	Partition of Land (tentative) *		1.00	\$ 1,139	\$744	\$1,882	\$ 2,087	\$205	\$ 1,882	\$2,087	\$205
	Planned Development			\$ 6,779	\$4,428	\$11,206	\$ 6,825	(\$4,381)	\$ -		
	Planned Development Amendment		5.00	\$ 4,237	\$2,767	\$7,004	\$ 4,127	(\$2,877)	\$ 35,020	\$20,635	(\$14,385)
	Planned Development: In addition to any applicable zone change fee:			\$ -			\$ 6,825	\$6,825	\$ -		
	Residential Rate	per Dwelling Unit**		\$ 32	\$21	\$53	\$ 59	\$6	\$ -		
	Commercial Rate	/1,000 sq ft of bldg		\$ 32	\$21	\$53	\$ 59	\$6	\$ -		
	Industrial Rate	/1,000 sq ft of bldg		\$ 32	\$21	\$53	\$ 59	\$6	\$ -		
	Manufactured Home Park Per Lot Fee			\$ 21	\$14	\$35	\$ 35	\$0	\$ -		
	Property Line Adjustment		3.00	\$ 1,102	\$719	\$1,821	\$ 1,102	(\$719)	\$ 5,463	\$3,306	(\$2,157)
	Recreational Vehicle Park Permit			\$ 2,296	\$1,500	\$3,795	\$ 2,118	(\$1,677)	\$ -		
	Resident Occupied Short Term Rental		1.00	\$ 1,007	\$658	\$1,664	\$ 1,415	(\$250)	\$ 1,664	\$1,415	(\$250)
	Annual Renewal Fee:	May be repla	19.00	\$ -			\$ 235	\$235	\$ -	\$4,465	\$4,465
	Short Term Rental		4.00	\$ 1,007	\$658	\$1,664	\$ 1,415	(\$250)	\$ 6,657	\$5,658	(\$999)

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Annual Renewal Fee:	May be replaced by a business license fee	63.00	\$ -			\$ 235	\$235	\$ -	\$14,805	\$14,805
	Sign Standards Exception (variance)			\$ 1,421	\$928	\$2,349	\$ 2,609	\$260	\$ -		
	Solar Collection System Variance			\$ 1,421	\$928	\$2,349	\$ 2,609	\$260	\$ -		
				\$ -			\$ 675	\$675	\$ -		
	Subdivision (tentative) more than 10 lots		1.00	\$ 5,197	\$3,395	\$8,592	\$ 6,994	(\$1,598)	\$ 8,592	\$6,994	(\$1,598)
	Plus per lot fee		22.00	\$ 21	\$14	\$35	\$ 40	\$5	\$ 765	\$880	\$115
	Subdivision ≤ 10 lots *			\$ 2,813	\$1,837	\$4,650	\$ 3,857	(\$793)	\$ -		
	Plus per lot fee			\$ 21	\$14	\$35	\$ 40	\$5	\$ -		
	Temporary Living Unit Permit			\$ 843	\$551	\$1,394	\$ 819	(\$575)	\$ -		
	Semi-Annual Renewal Fee			\$ 641	\$419	\$1,060	\$ 528	(\$532)	\$ -		
	Three Mile Lane Development Review		5.00	\$ 2,178	\$1,422	\$3,600	\$ 2,087	(\$1,513)	\$ 18,000	\$10,435	(\$7,565)
	Transitional Parking Permit			\$ 1,234	\$806	\$2,040	\$ 1,241	(\$799)	\$ -		
	Urban Growth Boundary Amendment	Plus costs incurred in excess of base fee		\$ 11,568	\$7,556	\$19,124	\$ 18,720	(\$404)	\$ -		
	Variance (Land Division)			\$ 1,936	\$1,264	\$3,200	\$ 2,629	(\$571)	\$ -		
	Variance (Zoning)		1.00	\$ 2,104	\$1,374	\$3,478	\$ 2,867	(\$611)	\$ 3,478	\$2,867	(\$611)
	Zone Change			\$ 4,252	\$2,778	\$7,030	\$ 5,667	(\$1,363)	\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
	Residential Site and Design Review			\$ 2,148	\$1,403	\$3,550	\$ 2,461	(\$1,089)	\$ -		
	Commercial Site and Design Review			\$ 2,148	\$1,403	\$3,550	\$ 2,461	(\$1,089)	\$ -		
	Zoning / Compliance Letters		4.00	\$ 82	\$53	\$135	\$ 127	(\$8)	\$ 540	\$506	(\$34)
	North East Gateway Design Review		2.00	\$ 1,295	\$846	\$2,141	\$ 667	(\$1,474)	\$ 4,281	\$1,334	(\$2,947)

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Historic Landmarks, Certificate of Approval			\$ 2,299	\$1,502	\$3,801	\$ 1,809	(\$1,992)	\$ -		
	Sign Permit - Temporary			\$ 410	\$268	\$678	\$ 80	(\$598)	\$ -		
	Sign Permit - Perminate		21.00	\$ 450	\$294	\$744	\$ 185	(\$559)	\$ 15,634	\$3,885	(\$11,749)
	Historic Resources Inventory Amendment			\$ 1,465	\$957	\$2,421	\$ 1,304	(\$1,117)	\$ -		
	Comprehensive Plan Text Amendment/Zoning Ordinance Text Amendment			\$ 5,755	\$3,759	\$9,514	\$ 10,285	\$771	\$ -		
	Land Use Extension		2	\$ 577	\$377	\$753	\$ 1,285	\$532	\$ 1,506	\$2,570	\$1,064
	Interpretation of Code By Director			\$ 756	\$494	\$603	\$ 603		\$ -		
	Land Use Compatability Statement		10	\$ 370	\$241	\$611	\$ 624	\$13	\$ 6,109	\$6,240	\$131
	Minor Modification			\$ 1,276	\$834	\$2,110	\$ 1,285	(\$825)	\$ -		
	Wireless Communication Facility Review			\$ 1,888	\$1,233	\$3,121	\$ 4,871	\$1,750	\$ -		
	Residential Building Permit Review			\$ -					\$ -		
	Value < \$100,000		36	\$ 81	\$53	\$134	\$ 98	(\$36)	\$ 4,810	\$3,528	(\$1,282)
	Value > \$100,000		160	\$ 210	\$137	\$347.63	\$ 253.00	(\$95)	\$ 55,620	\$40,480	(\$15,140)
	Multi-family >\$100,000		9	\$ 775	\$507	\$1,282	\$ 883	(\$399)	\$ 11,538	\$7,947	(\$3,591)
	Commercial/Industrial Building Permit Review			\$ -					\$ -		
	Value <\$100,000		22	\$ 210	\$137	\$348	\$ 253	(\$95)	\$ 7,648	\$5,566	(\$2,082)
	Value \$100,000 - \$500,000		8	\$ 379	\$247	\$626	\$ 451	(\$175)	\$ 5,006	\$3,608	(\$1,398)
	Value > \$500,000		12	\$ 805	\$526	\$1,331	\$ 944	(\$387)	\$ 15,974	\$11,328	(\$4,646)
	Parking Variance for Historic Structure - Planning Commission Approval			\$ 1,379	\$901	\$2,280	\$ 1,353	(\$927)	\$ -		
				\$ -					\$ -		
	NEW FEES THAT HAVE BEEN ADDED SINCE LAST STUDY			\$ -					\$ -		
	Area Plan Review – Property Owner Initiated			\$ 18,234	\$11,910	\$30,144	\$ 11,580	(\$18,564)	\$ -		
	Comprehensive Plan Map Amendment / Zone Map Amendment			\$ 6,841	\$4,469	\$11,310	\$ 11,730	\$420	\$ -		
				\$ -					\$ -		

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
				\$ -					\$ -		
	Large Format Commercial Development Design Review		1	\$ 2,054	\$1,342	\$3,395	\$ 4,272	\$877	\$ 3,395	\$4,272	\$877
	Master Plan		1	\$ 10,686	\$6,980	\$17,666	\$ 6,400	(\$11,266)	\$ 17,666	\$6,400	(\$11,266)
	NE Gateway Design Standards and Guidelines – Waiver Request			\$ 1,807	\$1,180	\$2,987	\$ 981	(\$2,006)	\$ -		
	Parking Lot Review			\$ 1,090	\$712	\$1,801	\$ 862	(\$939)	\$ -		
	Planned Development Amendment – Minor Amendment (Administrative)		1	\$ 2,388	\$1,560	\$3,948	\$ 1,283	(\$2,665)	\$ 3,948	\$1,283	(\$2,665)
	Public Hearing Request			\$ 1,751	\$1,144	\$2,895	\$ 2,013	(\$883)	\$ -		
	Street Vacation			\$ 1,751	\$1,144	\$2,895	\$ 1,000	(\$1,895)	\$ -		
	Traffic Impact Analysis Review (actual consultant cost plus 25% admin and Project Management)			\$ -			\$ 950	\$950	\$ -		
	Urban Growth Boundary Amendment			\$ 18,234	\$11,910	\$30,144	\$ 18,720	(\$11,424)	\$ -		
				\$ -					\$ -		
	LAND USE APPLICATIONS NOT SPECIFIED (NEW FEES TO ADD TO MODEL)			\$ -					\$ -		
	TYPE I: Administrative Decision w/out Notification (permits) not on fee schedule			\$ 370	\$241	\$611	\$ 518	(\$93)	\$ -		
	TYPE II: Administrative Decision w/Notification (land-use) not on fee schedule			\$ 1,276	\$834	\$2,110	\$ 1,035	(\$1,075)	\$ -		
	TYPE III: Planning Commission Decision - not on fee schedule			\$ 2,104	\$1,374	\$3,478	\$ 3,507	\$29	\$ -		
	TYPE IV: City Council Decision – not on fee schedule			\$ 4,640	\$3,031	\$7,671	\$ 5,750	(\$1,921)	\$ -		
				\$ -					\$ -		
	WIRELESS – SMALL CELL FACILITIES (NEW FEES TO ADD TO MODEL)			\$ -					\$ -		
	Wireless – Small Cell (Initial Fee for Five Small Wireless Facilities)	Fed Law		\$ -			\$ 577	\$577	\$ -		

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Wireless – Small Cell (Initial Fee – Each Greater	Fed Law		\$ -			\$ 115	\$115	\$ -		
	Wireless – Small Cell (Annual Recurring Fee for Each Facility)	Fed Law		\$ -			\$ 289	\$289	\$ -		
	Wireless – Small Cell "Make Ready" Cost Recovery. (Recovery of any specific costs incurred by the City by the attacher for work within the right-of-way and/or to enable the	Hourly		\$ -					\$ -		
				\$ -					\$ -		
	BUILDING PERMIT REVIEW (NEW FEES TO ADD TO MODEL)			\$ -					\$ -		
	Residential Design Standards Review*			\$ 553	\$361	\$914		(\$914)	\$ -		
	Single, Duplex, Triplex, Quadplex, Townhome,		144	\$ 733	\$479	\$1,212	\$ 263	(\$949)	\$ 174,528	\$37,800	(\$136,728)
	Cottage Cluster, Single Room Occupancy – Small Housing*			\$ 811	\$530	\$1,341	\$ 578	(\$763)	\$ -		
	Apartments, Single Room Occupancy – Large Housing*			\$ 1,165	\$761	\$1,926	\$ 788	(\$1,138)	\$ -		
				\$ -					\$ -		
	Revision Review (50% of original fee)			\$ -					\$ -		
				\$ -					\$ -		
	ADMINISTRATIVE FEES (NEW FEES TO ADD TO			\$ -					\$ -		
	Development Inspection for Conformance with			\$ -					\$ -		
	Hourly Rate		1	\$ -					\$ -		
	Neighborhood Meeting Mailing List		5	\$ 40	\$26	\$67	\$ 65	(\$2)	\$ 334	\$325	(\$9)
	Research / Staff Time		1	\$ -			\$ 74	\$74	\$ -	\$74	\$74
	Withdrawn Application (Prior to Complete)	75% reimburse		\$ -					\$ -		
	Withdrawn Application (Prior to Notice)	50%		\$ -					\$ -		
	Withdrawn Application (After Noticed)	No refund		\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		

City of McMinnville
Planning Fees (current and LR
Combined)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Private Development agreements	Each		\$ 426	\$278	\$704		(\$704)	\$ -		
	Public facility improvement agreement	Each		\$ 426	\$278	\$704		(\$704)	\$ -		
	Easement agreement	Each		\$ 426	\$278	\$704		(\$704)	\$ -		
	Stormwater maintenance agreement	Each		\$ 129	\$84	\$214		(\$214)	\$ -		
	Waiver of remonstrance	Each		\$ 129	\$84	\$214		(\$214)	\$ -		
	Maintenance Agreement	Each		\$ 129	\$84	\$214		(\$214)	\$ -		
	Quitclaim/Bargain and Sale Deed	Each		\$ 129	\$84	\$214		(\$214)	\$ -		
				\$ 129	\$84	\$214		(\$214)	\$ -		
	Reimbursement District	Each		\$ 605	\$395	\$1,000		(\$1,000)	\$ -		
				\$ -					\$ -		
	Land Use Compatibility Statement – Marijuana Change in Business Name	Each	1	\$ -			\$ 582	\$582	\$ -	\$582	\$582
	Land Use Compatibility Statement – Marijuana Producer / Wholesaler	Each	1	\$ -			\$ 813	\$813	\$ -	\$813	\$813
	Land Use Compatibility Statement – Marijuana Dispensary	Each		\$ -			\$ 1,113	\$1,113	\$ -		
				\$ -					\$ -		

Annual Revenue Impacts		
Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
\$ 586,527	\$ 272,497	(\$314,030)

Engineering Fees

City of McMinnville

Engineering Division



				Unit Cost Summary					Annual Cost Calculations		
Fee Type	Fee Type	Unit	Recovered Revenue Volume	Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Public Improvements - Fee for inspection of public improvements and management of CPA requirements										
	First \$100,000 Eng Cost Estimate	Which ever is greater					5%	\$0			
	> 100,000	Which ever is greater					3%	\$0			
	NEW PRIVATE DEVELOPMENT ENGINEERING FEES										
	Right of Way - Plan Review and Permitting										
	Utility Permit -Plan review and Permit	Each	130.00	\$262	\$286	\$548		(\$548)	\$71,201		(\$71,201)
	ROW minor (50 Ft lot frontage and local street classification) - Plan review and Permit	Each	40.00	\$486	\$531	\$1,017		(\$1,017)	\$40,686		(\$40,686)
	ROW major (more than one lot frontage or higher than local street classification) - Plan review and Permit	Each	20.00	\$1,488	\$1,627	\$3,115		(\$3,115)	\$62,304		(\$62,304)
	Sidewalk and driveway permit (per 50 LF of sidewalk and/or per of driveways) - Plan review and Permit	Each		\$374	\$409	\$782		(\$782)			
	ON-SITE DEVELOPMENT REVIEW AND PERMITTING										
	On-Site Plan Review - Based on permit job value			\$ -					\$ -		
	Value < \$100,000	New Fee		\$ -			5%	\$0	\$ -		
	Value \$100,001 - \$500,000	New Fee		\$ -			3%	\$0	\$ -		
	Value > \$500,000	New Fee		\$ -			1%	\$0	\$ -		
	On-Site Development Permit - Less than one acre			\$ 747	\$817	\$1,565		(\$1,565)	\$ -		
	On-Site Development Permit - More than one acre			\$ 1,495	\$1,635	\$3,130		(\$3,130)	\$ -		

Engineering Division



Fee Type	Fee Type	Unit	Recovered Revenue Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Early grading - Plan Review and Permitting										
	Early grading and drainage plan review	Each	2.00	\$2,339	\$2,557	\$4,896		(\$4,896)	\$9,792		(\$9,792)
	Early grading and drainage permit - less than one acre	Each	1.00	\$374	\$409	\$782		(\$782)	\$782		(\$782)
	Early grading and drainage permit -more than one acre	Each	1.00	\$735	\$804	\$1,538		(\$1,538)	\$1,538		(\$1,538)
	Erosion Control - Plan Review and Permitting										
	Less than one acre - Plan Review and Permit	Each	30.00	\$406	\$444	\$851		(\$851)	\$25,516		(\$25,516)
	More than one acre - Plan Review and Permit	Each	12.00	\$767	\$839	\$1,606		(\$1,606)	\$19,277		(\$19,277)
	Simplified single family residential - Plan Review and Permit	Each	150.00	\$172	\$188	\$361		(\$361)	\$54,115		(\$54,115)
	Other Fees										
	Temporary street/ROW use permit	Each	20.00	\$741	\$810	\$1,551		(\$1,551)	\$31,015		(\$31,015)
	Revocable agreement	Each	4.00	\$302	\$330	\$632		(\$632)	\$2,527		(\$2,527)
	Private Development agreements	Each	2.00	\$903	\$987	\$1,890		(\$1,890)	\$3,779		(\$3,779)
	Public facility improvement agreement	Each	20.00	\$481	\$526	\$1,008		(\$1,008)	\$20,157		(\$20,157)
	Easement agreement	Each	6.00	\$1,108	\$1,212	\$2,319		(\$2,319)	\$13,917		(\$13,917)
	Stormwater maintenance agreement	Each	12.00	\$501	\$548	\$1,049		(\$1,049)	\$12,592		(\$12,592)
	Waiver of remonstrance	Each	2.00	\$494	\$540	\$1,034		(\$1,034)	\$2,068		(\$2,068)
	Maintenance Agreement	Each	2.00	\$868	\$949	\$1,816		(\$1,816)	\$3,633		(\$3,633)
	Quitclaim/Bargain and Sale Deed	Each	1.00	\$426	\$466	\$893		(\$893)	\$893		(\$893)
	Reimbursement District	Each	2.00	\$2,077	\$2,271	\$4,347		(\$4,347)	\$8,695		(\$8,695)
	System development charge/reimbursement agreement	Each	2.00	\$2,077	\$2,271	\$4,347		(\$4,347)	\$8,695		(\$8,695)
	System impact analysis, City consultant fee plus 25% admin		12.00								
	Completeness Check	Each	20.00	\$657	\$719	\$1,376		(\$1,376)	\$27,514		(\$27,514)
	Supplemental review (more than 3 reviews - per sheet)	Per sheet		\$151	\$165	\$316		(\$316)			
	Addition Inspections or permits for which no fee is indicated	Per hour									
	Miscellaneous engineering fees	Per hour									
	PLANNING FEES SUPPORTED BY ENGINEERING (New Fees)										
	Area Plan Review – Property Owner Initiated		1.00	\$3,018	\$3,300	\$6,318		(\$6,318)	\$6,318		(\$6,318)

Engineering Division



Fee Type	Fee Type	Unit	Recovered Revenue Volume	Unit Cost Summary					Annual Cost Calculations		
				Direct Unit Cost	Support and Service Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Annexation		2.00	\$1,643	\$1,796	\$3,439		(\$3,439)	\$6,878		(\$6,878)
	Comprehensive Plan Map Amendment		0.80	\$988	\$1,080	\$2,068		(\$2,068)	\$1,654		(\$1,654)
	Comprehensive Plan Map Amendment / Zone Map Amendment			\$988	\$1,080	\$2,068		(\$2,068)			
	Comprehensive Plan Text Amendment / Zoning Text Amendment			\$988	\$1,080	\$2,068		(\$2,068)			
	Conditional Use Permit		5.20	\$657	\$719	\$1,376		(\$1,376)	\$7,154		(\$7,154)
	Land Division Application:										
	Partition			\$1,265	\$1,384	\$2,649		(\$2,649)			
	Subdivision ≤ 10 lots			\$1,265	\$1,384	\$2,649		(\$2,649)			
	Subdivision (more than 10 lots)			\$2,253	\$2,464	\$4,717		(\$4,717)			
	Expedited Land Division Application -50% additional over published fee										
			4.00								
	Landscape Review Plan		16.00	\$467	\$511	\$978		(\$978)	\$15,645		(\$15,645)
	Partition of Land (Tentative)*	Actual Hr. Rate									
	Property Line Adjustment*	Actual Hr. Rate									
	Traffic Impact Analysis Review	Actual Hr. Rate									
				\$ -							

Annual Revenue Impacts		
Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
\$ 458,345	\$ -	(\$458,345)

Building Fees

				Unit Cost Summary					Annual Cost Calculations w/o Reserves		
Service #	Fee Description	Unit/Notes	Actual Work Volume	Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
Building Fee Schedule											
	Valuation Based Building Permit (Inspection) Fees		1	\$ 284,613	\$80,019	\$364,632	\$ 425,108	\$60,476	\$ 364,632	\$425,108	\$60,476
	Structural Plan Review	65% of Permit	1	\$ 172,581	\$48,521	\$221,103	\$ 276,320	\$55,218	\$ 221,103	\$276,320	\$55,218
	Fire Life Safety Plan Review	40% of Permit	1	\$ 37,857	\$10,643	\$48,500	\$ 77,533	\$29,033	\$ 48,500	\$77,533	\$29,033
	Additional Plan Review after initial review	Per hour, min half hour	15	\$ 115	\$32	\$147	\$ 86	(\$61)	\$ 2,203	\$1,290	(\$913)
	Reinspection – per each	Half Hour Insp	6	\$ 57	\$16	\$73	\$ 86	\$13	\$ 441	\$516	\$75
	Each additional inspection, above allowable – per each	Half Hour Insp		\$ 57	\$16	\$73	\$ 86	\$13	\$ -		
	Inspections for which no fee is specifically indicated (as required) - hourly			\$ 115	\$32	\$147	\$ 86	(\$61)	\$ -		
	Inspection outside of normal business hours - hourly			\$ 172	\$48	\$220	\$ 129	(\$91)	\$ -		
	Deferred Submittal Plan Review Fee – in addition to project plan review fees	Hourly		\$ -					\$ -		
	Phased Project Plan Review Fee – in addition to project plan review fees			\$ -			\$ 296	\$296	\$ -		
	Structural demolition – complete demolition, not subject to State Surcharge			\$ 143	\$40	\$184	\$ 124	(\$60)	\$ -		

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Structural alteration (not demo) – partial, soft, interior			\$ -			\$ 35	\$35	\$ -		
	Seismic Hazard Plan Check Fee (authorized by ORS 455.447(3))	1% of permit fee		\$ -					\$ -		
	Temporary Certificate of Occupancy			\$ 135	\$38	\$173	\$ 179	\$6	\$ -		
	Change of Occupancy			\$ 192	\$54	\$246	\$ 300	\$54	\$ -		
	Minimum charge			\$ -					\$ -		
	Structural Minimum Permit Fee		60	\$ 133	\$38	\$171	\$ 150	(\$21)	\$ 10,254	\$9,000	(\$1,254)
	Stand Alone Res'l Fire Supp		2	\$ -					\$ -		
				\$ -					\$ -		
	Square Footage of Area to be Covered			\$ -					\$ -		
	0 – 2000 sq ft			\$ 163	\$46	\$208	\$ 206	(\$2)	\$ -		
	2001 – 3600 sq ft			\$ 219	\$62	\$281	\$ 290	\$9	\$ -		
	3601 - 7200 sq ft			\$ 276	\$78	\$354	\$ 310	(\$44)	\$ -		
	7201 sq ft and greater			\$ 333	\$94	\$427	\$ 360	(\$67)	\$ -		
	Commercial Fire Suppression	Valuation		\$ -					\$ -		
				\$ -					\$ -		
√	Solar Permit – Prescriptive Path System, fee includes initial plan review			\$ 134	\$38	\$172	\$ 172	(\$0)	\$ -		
√	Solar Permit – Non-Prescriptive Path System	Valuation		\$ -					\$ -		
	Investigation Fee – hourly		4	\$ 115	\$32	\$147	\$ 86	(\$61)	\$ 587	\$344	(\$243)
				\$ -					\$ -		
				\$ -					\$ -		
	MFD DWELLING PLACEMENT			\$ -					\$ -		

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Manufactured Dwelling Placement Fee *		4	\$ 201	\$56	\$257	\$ 254	(\$3)	\$ 1,028	\$1,016	(\$12)
	State (Cabana) Fee		3	\$ -					\$ -		
	State Code Development and Training and Monitoring fee 918-500-0105(5)	Valuation		\$ -					\$ -		
				\$ -					\$ -		
	Manufactured Home Awning	Valuation		\$ -					\$ -		
	Manufactured Home Accessory Buildings or Structures	Valuation		\$ -					\$ -		
	Manufactured Home Alteration	Valuation		\$ -					\$ -		
	Investigation Fee			\$ 115	\$32	\$147		(\$147)	\$ -		
	Reinspection Fee		2	\$ -					\$ -		
				\$ -			\$ 236	\$236	\$ -		
	RESIDENTIAL MECHANICAL			\$ -					\$ -		
	Air conditioner		204	\$ 75	\$21	\$95	\$ 60	(\$35)	\$ 19,473	\$12,240	(\$7,233)
	Air handling unit of up to 10,000 cfm		213	\$ 75	\$21	\$95	\$ 60	(\$35)	\$ 20,332	\$12,780	(\$7,552)
	Air handling unit 10001 cfm and over		1	\$ 75	\$21	\$95	\$ 60	(\$35)	\$ 95	\$60	(\$35)
	Appliance of piece of equipment regulated by code but no classified in		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Attic or crawl space fans			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Chimney/liner/flue/vent		7	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 514	\$420	(\$94)
	Clothes dryer exhaust		153	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 11,235	\$9,180	(\$2,055)
	Decorative gas fireplace		107	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 7,857	\$6,420	(\$1,437)
	Evaporative cooler other than portable			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Floor furnace, including vent			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Flue vent for water heater or gas fireplace		110	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 8,077	\$6,600	(\$1,477)
	Furnace – greater than 100000 BTU		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
	Furnace – up to 100000 BTU		45	\$ -			\$ 60	\$60	\$ -	\$2,700	\$2,700
	Furnace/burner including duct work/vent/liner		10	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 734	\$600	(\$134)
	Gas or wood fireplace/insert		10	\$ 83	\$23	\$106	\$ 60	(\$46)	\$ 1,065	\$600	(\$465)
	Gas fuel piping outlets	1-4 Outlets	136	\$ 83	\$23	\$106	\$ 60	(\$46)	\$ 14,480	\$8,160	(\$6,320)
	Heat pump		169	\$ 75	\$21	\$95	\$ 60	(\$35)	\$ 16,132	\$10,140	(\$5,992)
	Hood served by mechanical exhaust, including ducts for hood		5	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 367	\$300	(\$67)
	Hydronic hot water system			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Installation or relocation domestic/type incinerator			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Mini split system		80	\$ 75	\$21	\$95	\$ 60	(\$35)	\$ 7,637	\$4,800	(\$2,837)
	Oil tank/gas diesel generators		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)



Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Pool or spa heater, kiln		150	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 11,014	\$9,000	(\$2,014)
	Range hood/other kitchen equipment			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Repair, alteration, or addition to mechanical appliance including installation of controls			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Suspended heater, recessed wall heater, or floor mounted heater		10	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 734	\$600	(\$134)
	Ventilation fan connected to single duct		163	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 11,969	\$9,780	(\$2,189)
	Ventilation system not a portion of heating or air-conditioning system authorized by permit		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
	Water heater		25	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 1,836	\$1,500	(\$336)
	Wood/pellet stove		6	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 441	\$360	(\$81)
	Other heating/cooling		2	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 147	\$120	(\$27)
	Other fuel appliance		2	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 147	\$120	(\$27)
	Other environment exhaust/ventilation		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
	Ductwork – no appliance/fixture		2	\$ -			\$ 60	\$60	\$ -	\$120	\$120
	Radon mitigation		138	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 10,133	\$8,280	(\$1,853)
	If a plan check is required	65% of mechanical permit fee, \$236. min		\$ 185	\$52	\$238	\$ 236	(\$2)	\$ -		
				\$ -					\$ -		
	Commercial Mechanical			\$ -					\$ -		
	\$1-\$1,000		4	\$ -					\$ -		

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	\$1,001-\$5,000		4	\$ -					\$ -		
	\$5,001 - \$10,000		15	\$ -					\$ -		
	\$10,001-\$50,000		57	\$ -					\$ -		
	\$50,001-\$100,000		9	\$ -					\$ -		
	\$100,001 and above		6	\$ -					\$ -		
	OTHER MECHANICAL FEES			\$ -					\$ -		
	Additional Plan Review-per hour			\$ 113	\$32	\$144	\$ 86	(\$58)	\$ -		
	Reinspection – per each			\$ 57	\$16	\$73	\$ 86	\$13	\$ -		
	Each additional inspection, above allowable – per each			\$ 57	\$16	\$73	\$ 86	\$13	\$ -		
	Inspections for which no fee is specifically – per each indicated (as required)	Per hour, min 1 hour					\$ 86				
				\$ 115	\$32	\$147		(\$61)	\$ -		
	Investigation Fee – hourly	Min 2 hours		\$ 115	\$32	\$147	\$ 86	(\$61)	\$ -		
	Mechanical Permit Processing Fee		94	\$ 49	\$14	\$63	\$ 60	(\$3)	\$ 5,883	\$5,640	(\$243)
				\$ -					\$ -		
				\$ -					\$ -		
	PLUMBING FEES			\$ -					\$ -		
	RESIDENTIAL			\$ -					\$ -		
	NEW CONSTRUCTION			\$ -					\$ -		
	1 Bath		3	\$ 106	\$30	\$136	\$ 86	(\$50)	\$ 408	\$258	(\$150)
	2 Bath		27	\$ 115	\$32	\$147	\$ 129	(\$18)	\$ 3,965	\$3,483	(\$482)
	3 Bath		107	\$ 143	\$40	\$184	\$ 172	(\$12)	\$ 19,642	\$18,404	(\$1,238)
	Additional Bathroom		13	\$ 39	\$11	\$49	\$ 42	(\$7)	\$ 641	\$546	(\$95)
	Additional Kitchen		3	\$ 39	\$11	\$49	\$ 42	(\$7)	\$ 148	\$126	(\$22)
	COMMERCIAL AND NON-NEW RESIDENTIAL			\$ -					\$ -		
	Sanitary Sewer - First 100 feet or less		41	\$ 78	\$22	\$99	\$ 47	(\$52)	\$ 4,071	\$1,927	(\$2,144)

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Sanitary Sewer - Each additional 100 feet or fraction thereof		11	\$ 29	\$8	\$37	\$ 39	\$2	\$ 404	\$429	\$25
	Storm – first 100 feet or less		8	\$ 78	\$22	\$99	\$ 47	(\$52)	\$ 794	\$376	(\$418)
	Storm – Each additional 100 feet or fraction thereof		4	\$ 29	\$8	\$37	\$ 39	\$2	\$ 147	\$156	\$9
	Water – first 100 feet or less		43	\$ 78	\$22	\$99	\$ 47	(\$52)	\$ 4,270	\$2,021	(\$2,249)
	Water – Each additional 100 feet or fraction thereof		14	\$ 29	\$8	\$37	\$ 39	\$2	\$ 514	\$546	\$32
	FIXTURES – FEE PER EACH			\$ -					\$ -		
	Absorption valve			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Backflow preventer		39	\$ 80	\$23	\$103	\$ 60	(\$43)	\$ 4,009	\$2,340	(\$1,669)
	Backwater valve		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
	Catch basin or area drain		7	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 514	\$420	(\$94)
	Clothes washer		28	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 2,056	\$1,680	(\$376)
	Dishwasher		16	\$ 69	\$19	\$88	\$ 60	(\$28)	\$ 1,410	\$960	(\$450)
	Drinking fountain		2	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 147	\$120	(\$27)
	Ejectors/sump pump		3	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 220	\$180	(\$40)
	Expansion tank		3	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 220	\$180	(\$40)
	Fixture cap		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
	Floor drain/floor sink/hub drain		23	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 1,689	\$1,380	(\$309)
	Garbage disposal		10	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 734	\$600	(\$134)
	Hose bib (up to 5)		22	\$ 63	\$18	\$81	\$ 60	(\$21)	\$ 1,777	\$1,320	(\$457)
	Ice maker		12	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 881	\$720	(\$161)
	Primer		5	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 367	\$300	(\$67)
	Sink/basin/lavatory		85	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 6,241	\$5,100	(\$1,141)
	Stormwater facility			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Swimming pool piping			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Tub/shower/shower pan		73	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 5,360	\$4,380	(\$980)

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	Urinal		4	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 294	\$240	(\$54)
	Water closet		59	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 4,332	\$3,540	(\$792)
	Water heater		60	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 4,406	\$3,600	(\$806)
	Other – plumbing		8	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 587	\$480	(\$107)
	Alternate potable water heating system			\$ 57	\$16	\$73	\$ 60	(\$13)	\$ -		
	Interceptor/grease trap		6	\$ 72	\$20	\$92	\$ 60	(\$32)	\$ 551	\$360	(\$191)
	Manholes		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
	Roof drain (commercial)		2	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 147	\$120	(\$27)
	Trench drain		1	\$ 57	\$16	\$73	\$ 60	(\$13)	\$ 73	\$60	(\$13)
				\$ -					\$ -		
				\$ -					\$ -		
	PLUMBING, MEDICAL GAS – fee based on installation costs and Valuation			\$ -					\$ -		
	\$1-\$1,000			\$ -					\$ -		
	\$1,001-\$5,000			\$ -					\$ -		
	\$5,001 - \$10,000			\$ -					\$ -		
	\$10,001 - \$100,000			\$ -					\$ -		
	\$50,001-\$100,000			\$ -					\$ -		
	\$100,001 and above			\$ -					\$ -		
				\$ -					\$ -		
	Square Footage of Area to be Covered			\$ -					\$ -		
	0 – 2000 sq ft			\$ 163	\$46	\$208	\$ 206	(\$2)	\$ -		
	2001 – 3600 sq ft			\$ 219	\$62	\$281	\$ 290	\$9	\$ -		
	3601 - 7200 sq ft			\$ 276	\$78	\$354	\$ 310	(\$44)	\$ -		
	7201 sq ft and greater			\$ 333	\$94	\$427	\$ 360	(\$67)	\$ -		
	OTHER PLUMBING FEES			\$ -					\$ -		
	If a plan check is required			\$ -					\$ -		
	Med-gas surcharge for contracted			\$ -					\$ -		
	1 & 2 Family repiping in-building water		44	\$ -					\$ -		

Service #	Fee Description	Unit/Notes	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations w/o Reserves		
				Direct Unit Cost	Indirect Unit Allocated Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
	supply lines			\$ -					\$ -		
	Additional Plan Review – per hour			\$ -					\$ -		
	Reinspection – per each		4	\$ 57	\$16	\$73		(\$73)	\$ 294		(\$294)
	Each additional inspection, above			\$ 57	\$16	\$73		(\$73)	\$ -		
	Inspections for which no fee is			\$ 115	\$32	\$147		(\$147)	\$ -		
	Inspection outside of normal business			\$ 172	\$48	\$220		(\$220)	\$ -		
	Investigation Fee – hourly			\$ -					\$ -		
	Plumbing Permit Processing Fee		52	\$ 49	\$14	\$63		(\$63)	\$ 3,255		(\$3,255)
				\$ -					\$ -		
	EXCAVATION FEES			\$ -					\$ -		
	Grading Plan Review			\$ -					\$ -		
	50 cubic yards or less			\$ -					\$ -		
	51 to 100 cubic yards			\$ -					\$ -		
	101 to 1,000 cubic yards			\$ -					\$ -		
	1,001 to 10,000 cubic yards			\$ -					\$ -		
	10,001 to 100,000 cubic yards			\$ -					\$ -		
	100,001 cubic yards or more			\$ -					\$ -		
	Grading Permit			\$ -					\$ -		
	50 cubic yards or less			\$ -					\$ -		
	51 to 100 cubic yards			\$ -					\$ -		
	101 to 1,000 cubic yards			\$ -					\$ -		
	1,001 cubic yards or more			\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		
				\$ -					\$ -		

Annual Revenue Impacts		
Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
\$ 874,209	\$ 848,417	(\$25,792)



City of McMinnville

STAFF REPORT

DATE: June 11, 2024
TO: Jeff Towery, City Manager
CC: Susan Muir, Parks and Recreation Director; David Ligtenberg, City Attorney
FROM: Jennifer Cuellar, Finance Director
SUBJECT: FY2023-24 Supplemental Budget Resolution Year End Review



CITY GOVERNMENT CAPACITY

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

Report in Brief: The Supplemental Budget resolution corrects two errors in Resolution No. 2024-29 and supersedes that budget amendments for the Parks Development Fund and Insurance Services Fund. The reasons for the FY2023-24 year-end review's budget amendment remain the same.

Discussion of Resolution Action:

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

Over the course of the current fiscal year, some new circumstances have arisen that form the basis for this year-end budget amendment package.

In the supplemental budget Resolution No. 2024-29 for the Parks Development Fund and Insurance Services Fund considered and approved at the May 28, 2024, McMinnville Council meeting, two errors were made. In order to correct the record, a superseding resolution has been prepared. Another public hearing is also scheduled on the matter.

For the Parks Development Fund and Insurance Services Fund, the staff report correctly noted that these proposed appropriations contained changes that exceed a 10% change in budgeted expenditures threshold (ORS 294.473) in both, thus requiring a public budget hearing. The staff report also correctly stated that both actions included contingency transfers below ORS 294.463(2)'s 15% threshold of total fund appropriations that requires a public budget hearing. Resolution No. 2024-29 itself, however, expressed the opposite: that the public hearings were required because of the contingency transfer and not the 10% increase in expenditures. Therefore, a superseding resolution has been prepared to correct this error.

In addition, the total budget of the Parks Development Fund was understated by \$16,000. This error is also being corrected in the superseding resolution and in the public hearing notice.

The public hearing for these corrective supplemental budget actions is also scheduled for June 11, 2024. It will take place prior to Council consideration of the FY2023-24 supplemental budget resolution addressing these two budget amendments and repealing Resolution No. 2024-29.

The reasons for the need for the budget amendments remains unchanged and is reiterated here:

Park Development Fund

This fund has held the costs associated with the Park and Recreation Open Space Plan update. The PROS project has made great progress towards completion recently and we have the opportunity to continue the momentum. Expenses anticipated to come in the next fiscal year have been rescheduled to happen in the current year. To add appropriation authority for this activity, a FY2023-24 contingency transfer in the amount of \$62,500 will be made to the Park Development fund's program category.

Because the FY2023-24 expenses in the fund are increased by more than 10% with this contingency transfer, a budget public hearing will take place prior to Council consideration of the superseding budget resolution.

Insurance Services Fund

This year's Insurance Services Fund budgeting had particular uncertainty given the fire district transition as well as challenges associated with projecting insurance cost increases in the inflationary environment. An increase of \$216,500 in its FY2023-24 program budget is proposed. Of that amount, \$139,500 will be offset by higher revenues and the balance of \$77,000 will be a contingency transfer.

Because the FY2023-24 expenses in the fund are increased by more than 10%, a budget public hearing is required and will take place prior to Council consideration of the superseding budget resolution.

Fiscal Impact:

The Park Development Fund and Insurance Services Fund include contingency transfers that are well within the contingency levels budgeted. Both funds' reserves (defined as unappropriated ending fund balance + contingency) remain above the fund balance policy target of two months of operating.

Council Options:

1. Approve the superseding resolution authorizing these FY2023-24 budget amendments that address needs identified in the Year-End Review (staff recommendation) and corrects the errors found in Resolution No. 2024-29
2. Reject the budget amendment resolution which could result in Oregon Local Budget Law violations.
3. Request additional information on these proposed actions.

Documents:

1. **Resolution No. 2024-31** FY2023-24 Budget Amendment Park Development Fund and Insurance Services Fund and repealing Resolution No. 2024-29.
 - a. **EXHIBIT A:** Detailed Additional Appropriations for Fiscal Year 2023-24.

NOTICE OF SUPPLEMENTAL BUDGET HEARING

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

A public meeting of the McMinnville City Council will be held on June 11, 2024 at 7:00 pm. The hearing will take place in person with remote engagement options as well. Seating capacity at Civic Hall, 200 NE Second Street in McMinnville, is available but limited. Information on remote viewing and real time public comment options is available in the calendar section of mcminnvilleoregon.gov. In addition, public comment may be submitted ahead of the hearing online on the city's website mcminnvilleoregon.gov/finance/webform/budget-public-comment. A summary of the supplemental FY2023-24 budget is presented below. A copy of the FY24 adopted budget is available online at mcminnvilleoregon.gov/finance.

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

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Park Development Fund

Resource	Amount	Expenditure	Amount
All Resources (unchanged)	2,690,690	Program	155,080
		Contingency	437,500
		All other requirements unchanged	2,098,110
Revised Total Fund Resources	2,690,690	Revised Total Fund Requirements	2,690,690

Explanation of change(s):

This fund has held the costs associated with the Park and Recreation Open Space Plan update. The PROS project has made great progress towards completion recently and we have the opportunity to continue the momentum. Expenses anticipated to come in the next fiscal year have been rescheduled to happen in the current year. To add appropriation authority for this activity, a FY2023-24 contingency transfer in the amount of \$62,500 will be made to the Park Development fund's program category.

RESOLUTION NO. 2024 – 31

A Resolution adopting a supplemental budget for fiscal year 2023-24 and making contingency transfers and repealing Resolution No. 2024-29.

RECITALS:

Whereas, this resolution proposes a supplemental budget for the Park Development Fund and Insurance Services Fund; and

Whereas, this supplemental budget is to accommodate unknown circumstances at the time the budget was adopted based on a Year-End Review of the City's budget status; and

Whereas, Oregon Local Budget Law allows a local government to prepare a supplemental budget when circumstances were unknown at the time the budget was prepared thus requiring a change in financial planning (ORS 294.471); and

Whereas, the contingency transfer of \$62,500 in the Park Development Fund allows for expenses planned for next fiscal year to be reprogrammed to FY2023-24 to take advantage of the progress achieved to date of the Park and Recreation Open Space Plan update; and

Whereas, the contingency transfer of \$77,000 in the Insurance Services Fund combines with \$139,500 in additional charges for services revenue to accommodate a total program appropriation increase of \$216,500 needed due to over-estimating the impact of the fire district transition on reducing insurance costs and under-estimating the inflationary pressures on insurance costs in the FY2023-24 period; and

Whereas, the governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations; and

Whereas, the supplemental budget for Park Development Fund and Insurance Services Fund expenditures are changed by more than 10% (ORS 294.473), and therefore a public hearing is required for this reason; and

Whereas, contingency transfers that exceed 15% of the total appropriation in a fund requires public hearings (ORS 294.463(2)) prior to adoption of the Council resolution; and

Whereas, the Park Development Fund and Insurance Services Fund contingency transfers do not exceed this statutory limit; and

Whereas, Resolution No. 2024-29 included an error that named the reason for the two budget hearings as the contingency transfer limit and not the expenses increase limit and under reported the total budget of the Park Development Fund by \$16,000; and

Whereas, this resolution repeals Resolution No. 2024-29; and

Whereas, the public notice was published on June 3, 2024, and the public budget hearing took place prior to the consideration of this resolution on June 11, 2024; and

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

1. **Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2023-24 in the Park Development Fund and Insurance Services Fund, repealing Resolution No. 2024-29.

2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2023-24 are hereby appropriated as detailed in Exhibit A.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 11th day of June 2024 by the following votes:

Ayes: _____

Nays: _____

Approved this 11th day of June 2024.

MAYOR

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER

EXHIBITS:

- A. Detailed Additional Appropriations for Fiscal Year 2023-24.

Exhibit A

	Adopted Budget	Budget Adjustment	Amended Budget
Park Development Fund:			
Requirements:			
Program	\$ 92,580	\$ 62,500	\$ 155,080
Contingency	500,000	-62,500	437,500
All other requirements unchanged*	<u>2,098,110</u>	<u>-</u>	<u>2,098,110</u>
Total Requirements	<u>\$ 2,690,690</u>	<u>0</u>	<u>\$ 2,690,690</u>
Insurance Services Fund:			
Resources:			
Charges for Services	\$ 1,249,739	\$ 67,535	\$ 1,317,274
Miscellaneous	95,500	71,965	167,465
All other resources unchanged	<u>628,429</u>	<u>-</u>	<u>628,429</u>
Total Resources	<u>\$ 1,973,668</u>	<u>139,500</u>	<u>\$ 2,113,168</u>
Requirements:			
Insurance Services	\$ 1,194,320	\$ 216,500	\$ 1,410,820
Contingency	250,000	-77,000	173,000
All other requirements unchanged*	<u>529,348</u>	<u>-</u>	<u>529,348</u>
Total Requirements	<u>\$ 1,973,668</u>	<u>139,500</u>	<u>\$ 2,113,168</u>

* Total includes unappropriated ending fund balance

STAFF REPORT

DATE: June 11, 2024
TO: Jeff Towery, City Manager
FROM: Jennifer Cuellar, Finance Director
SUBJECT: Public Hearing on FY2024-25 Proposed Uses of State Revenue Sharing



CITY GOVERNMENT CAPACITY

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

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

Discussion of Hearing and Resolution Actions:

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

To receive state revenue sharing in 2024-25, the City must have levied property taxes in the preceding year and:

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

As required by ORS 221.770, a public hearing on possible uses of state revenue sharing was held before the City of McMinnville Budget Committee on May 22, 2024.

A resolution approving participation in the program and requesting revenue sharing will be presented to the City Council at the June 25, 2024 meeting. The City will then certify to the State of Oregon prior to July 31 that the public hearings were held.

City of McMinnville

City's Proposed Uses of State Revenue Sharing

2024 – 2025 Proposed Budget

FY2024-25 Revenue - State Revenue Sharing estimate \$ 508,700

FY2024-25 Expenditures - State Revenue Sharing

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

Administration, Finance, & Municipal Court	68,200
Engineering	9,700
Community Development	42,300
Police	226,600
Parks & Recreation	56,600
Parks Maintenance	55,200
Library	50,100
Total Possible Expenditures	<u>\$ 508,700</u>

Fiscal Impact:

The City anticipates receiving \$508,000 in state shared revenues, a vital source of unrestricted general fund revenues to support public services.

Recommendation: Hold public hearing as required by ORS 221.770.

Documents:

1. Hearing Notice for the FY2024-25 Proposed Uses of State Shared Revenue

CITY OF McMinnville
STATE REVENUE SHARING PUBLIC HEARING

A public meeting of the City of McMinnville City Council, Yamhill County, State of Oregon, to receive public comment on the proposed uses of state revenue sharing funds for the fiscal year July 1, 2024 to June 30, 2025 will be held. The meeting will take place on the 11th day of June 2024 at 7:00 p.m. at the Kent L Taylor Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.

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

This Notice of the State Revenue Sharing Public Hearing has also been posted on the City's website at www.mcminnvilleoregon.gov



STAFF REPORT

DATE: June 11, 2024
TO: Jeff Towery, City Manager
FROM: Jennifer Cuellar, Finance Director
SUBJECT: Public Hearing on FY2024-25 Approved City Budget



CITY GOVERNMENT CAPACITY

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

Report in Brief:

A public hearing on the FY2024-25 City Budget as approved by the Budget Committee is required by Oregon statute.

Discussion of Hearing and Resolution Actions:

On May 23, 2024, the City's Budget Committee approved the City of McMinnville 2024-25 Budget. ORS 294.453 requires that, after the local government's budget committee has approved the budget, the governing body must hold a budget hearing to take citizen testimony on the approved budget.

Five to 30 days before the scheduled hearing, ORS 294.448 requires that the governing body publish a "Notice of Budget Hearing and Financial Summary." The Notice includes the date, time, location and remote access instructions for the budget hearing and a summary of the 2024-25 Approved Budget. The Notice must appear in a newspaper of general circulation.

The required Notice and Financial Summary were published in the News Register on June 3, 2024.

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

A resolution adopting the FY2024-25 Budget will be presented to the City Council at the June 25, 2024 meeting. The City will then certify the budget to the County Assessor's office prior to July 15, 2024.

Fiscal Impact:

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

Recommendation: Hold public hearing as required by ORS 294.453.

Documents:

1. FY2024-25 City of McMinnville Approved Budget Hearing notice

A public meeting of the McMinnville City Council will be held on June 11, 2024 at 7:00 pm at the Kent L Taylor Civic Hall, 200 NE 2nd Street, McMinnville, Oregon and via Zoom for remote access. Information on remote viewing and real time public comment options is available in the calendar section of mcminnvilleoregon.gov. In addition, public comment may be submitted ahead of the hearing online on the city's website mcminnvilleoregon.gov/finance/webform/budget-public-comment. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the City of McMinnville Budget Committee. A summary of the budget is presented below. A copy of the budget is available online at mcminnvilleoregon.gov/finance. This budget is for an annual budget period and was prepared on a basis of accounting that is the same basis of accounting as used the preceding year.

Contact: Jennifer Cuellar

Telephone: 503-434-2350

Email: Jennifer.Cuellar@mcminnvilleoregon.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2022-23	Adopted Budget** This Year 2023-24	Approved Budget Next Year 2024-25
Beginning Fund Balance/Net Working Capital	62,784,339	71,915,256	66,739,008
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	26,197,063	27,744,098	25,641,219
Federal, State & all Other Grants, Gifts, Allocations & Donations	14,482,493	20,882,057	8,609,363
Revenue from Bonds and Other Debt	5,605	6,000	6,000
Interfund Transfers / Internal Service Reimbursements	12,359,085	28,570,709	14,831,311
All Other Resources Except Current Year Property Taxes	2,930,639	2,398,172	2,413,906
Current Year Property Taxes Estimated to be Received	18,328,976	14,269,200	16,429,600
Total Resources	137,088,201	165,785,492	134,670,407

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	28,459,479	28,715,104	25,888,741
Materials and Services	16,331,430	27,495,294	26,914,554
Capital Outlay	2,360,682	31,674,558	28,639,713
Debt Service	3,972,010	5,452,182	3,847,830
Interfund Transfers	10,103,165	25,979,437	11,987,070
Contingencies	0	5,714,460	7,644,962
Special Payments	215,926	8,582,840	190,150
Unappropriated Ending Balance and Reserved for Future Expenditure	75,645,510	32,171,617	29,557,387
Total Requirements	137,088,201	165,785,492	134,670,407

** includes budget amendments adopted through June 2024

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
General Fund	46,369,330	54,215,232	37,414,057
FTE	188.19	140.39	139.95
Grants and Special Assessments Fund	219,081	426,388	500,234
FTE	0	0	0
Transient Lodging Tax Fund	1,834,808	2,156,000	2,102,403
FTE	0	0	0
Affordable Housing Fund	864,455	4,102,507	1,799,973
FTE	0	1.00	0.75
Telecommunications Fund	217,931	225,558	192,355
FTE	0	0	0
Emergency Communications Fund	905,104	771,686	801,380
FTE	0	0	0
Street Fund	5,231,501	5,033,657	5,151,045
FTE	10.04	9.90	9.97
Airport Fund	1,106,355	1,630,586	2,644,642
FTE	0	0.50	0.50
Transportation Fund	4,570,164	5,682,141	7,845,335
FTE	0	0	0
Park Development Fund	2,467,866	2,690,690	3,239,409
FTE	0	0	0
Debt Service Fund	3,315,725	3,336,450	3,272,150
FTE	0	0	0
Building Fund	2,834,292	2,493,299	2,767,440
FTE	4.34	4.34	4.34
Wastewater Services Fund	15,358,316	14,612,994	14,662,903
FTE	21.96	23.15	23.10
Wastewater Capital Fund	47,963,846	55,149,444	48,303,405
FTE	0	0	0
Information Systems & Services Fund	1,656,370	2,319,173	2,141,041
FTE	4.00	4.00	4.00
Insurance Services Fund	2,173,057	2,113,168	1,832,635
FTE	0	0	0
Fire District Transition Fund	0	8,826,519	0
FTE	0	51	0
Total Requirements	137,088,201	165,785,492	134,670,407
Total FTE	228.53	234.22	182.61

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The City of McMinnville has undergone a significant organizational change which impacts the year to year comparative data: in May 2023 the voters approved a new taxing district for the McMinnville Fire District. FY23 data includes the fire department in the City of McMinnville. FY24 data includes the transitional year of separation; fire/EMS employees were budgeted in the City for 6 months and other unique, one-time costs associated with the fire district transition are included. FY25 approved budget data reflects the City of McMinnville's operations and capital costs without fire and EMS services included. In FY24 a spike in interfund transfer revenue in and transfer payments out is seen. A significant driver of these higher numbers is due to Fire District Transition Fund interfund loans from General Fund, which was in turn funded by interfund loan from the Wastewater Capital Fund (loans incurred and paid off within the same FY24 year). An additional factor was a FY24 \$4.3 million property acquisition also financed by an interfund loan. Property taxes have also seen unusual fluctuations due to the creation of the new Fire District. In the first year of the existence of the District, the City of McMinnville underlevied the approximate contribution of property tax supporting fire-EMS services historically of \$1.50 per thousand of assessed value. For the FY25 budget, staff were asked to create a budget adding back 50 cents of its permanent rate in the upcoming year. Rounding out notable resources changes, grant revenues will vary significantly year to year, this has been particularly true during the period of American Rescue Plan Act (ARPA) spending and the city's \$7.7 million allocation of that one-time funding source. In addition, the City has been building a navigation center with over \$3 million in grant funding, a project that will largely wrap up in FY24 (which also explains the Affordable Housing Fund's year to year variances). On the requirements side, budgeted capital spending has increased considerably due to investments in new infrastructure for the wastewater system. These planned capital projects significantly skew the year to year base of capital spending by the organization. A smaller influence on the increases in the last two years is spending on capital replacements and building renewal projects in the General Fund, largely funded with internal borrowing and ARPA dollars; this critical spending had for many years been largely suspended as the city was simply unable to afford it. The special payments spike and unusually high debt service amounts, which include other financing uses, in FY24 is also associated with the fire district transition and is unique to that year.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2022-23	Rate or Amount Imposed This Year 2023-24	Rate or Amount Approved Next Year 2024-25
Permanent Rate Levy (rate limit 5.02 per \$1,000)	5.02	3.52	4.02
Local Option Levy	0	0	0
Levy For General Obligation Bonds	2,934,540	3,091,410	3,023,580

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$15,175,000	\$0
Other Bonds	\$8,395,402	\$0
Other Borrowings	\$69,959	\$0
Total	\$23,640,361	\$0

From: [Jennifer Cuellar](#)
To: [Claudia Cisneros](#)
Cc: [Crystal Wooldridge](#)
Subject: FW: Form submission from: Budget Public Comment
Date: Sunday, June 9, 2024 2:28:45 PM
Attachments: [image001.png](#)

Hey Claudia,

This public comment came through on Friday from budget web form. It should be part of record for the budget hearing on 6/11. There is a similar question I'm already planning to include in the Q&A #3 that should be completed and posted on website later in the week but I feel sure it wont be ready with the response ahead of the 6/11 meeting.

You want me to send it around to Council or maybe you already know of other things to be added to public record and this can be added to those updates? Let me know best way to proceed.

Thanks!
Jennifer



From: McMinnville Oregon <mcminnville-or@municodeweb.com>
Sent: Friday, June 7, 2024 11:47 AM
To: Jennifer Cuellar <Jennifer.Cuellar@mcminnvilleoregon.gov>
Subject: Form submission from: Budget Public Comment

This message originated outside of the City of McMinnville.

Submitted on Friday, June 7, 2024 - 11:46am

Submitted by anonymous user: [50.39.145.121](#)

Submitted values are:

Email [REDACTED]

Name Mark Davis

Phone [REDACTED]

I live in the City of McMinnville Yes

Address (street + city, state) [REDACTED]

McMinnville, OR

Question/Comment 1

The City Council and the Budget Committee have spent considerable time discussing a major financial impact of the formation of the Fire District—what to do with the \$1.50 of taxing authority now available for other uses. There is, however, another financial impact that seems to have received little or no attention—the impact on the administrative function of the City.

It seems very clear that City staff spent time providing services to the Fire Department including:

- **Oversight by the City Manager
- **City Recorder support for Fire/Ambulance agenda items
- **Human Resources for hiring and employee benefits
- **Finance work on accounting, budgets and payrolls
- **Information Services support with technology

I have no idea what the FTE equivalent of the work provided was, but I see a long list of unfunded Council priorities that could potentially use some of the time freed up by no longer having to operate the Fire Department. If there is no reduction in staff, shouldn't the Budget Committee and the public have been given a chance to weigh in on the priorities for the freed up time?

Looked at in a different way, wouldn't the City increase administrative staff if you took on a new function and hired 50 employees to provide the new service? I think the natural reaction would be to say we need additional help to do the added work of managing, hiring, accounting, IT, etc. If that is true, then when we remove 50 fire department employees from the payroll shouldn't there be a consideration that fewer administrative employees are needed, or if they are to be retained to tell the public what new tasks they are going to perform?.

As I pointed out in my testimony to the Budget Committee, with all the changes in the past few years it is difficult to compare numbers, but I think there is some validity to going back 5 years to pre-COVID times and comparing FTEs to the present budget. Please take a look at page 63 of this year's budget document for Table #1 "Full Time Equivalent (FTE) Five-Year Trend". Three of the line items (Administration, Finance and Information Systems & Services departments) essentially exist to provide assistance to all the other departments. For FY 2020-21 those three departments had 13.16 FTE to support a total workforce of 233.24 FTE, or

approximately one administrative staff for every 18 employees. The proposed FY 2024-25 budget has 16.45 FTE to support a total workforce of 182.61 FTE, or about one administrative staff member for every 11 employees.

I realize we are operating a government here, not a private sector business, but in private sector terms we are talking about overhead. If a private sector business were to sell off a sector of its operations that reduced the workforce by 22% (50.94/228.53 from Table #1), they would also be reducing overhead by a similar amount. So, yes, there would be layoffs from the main office that provided administrative support.

I'm sure there is a case to be made that we need to retain all of the 16.45 FTE. I just don't feel that it has been made. I understand these are not easy conversations to have and these are people's lives we are discussing. But I also understand that we have many citizens struggling to make ends meet as we are also going to be asking them to tax themselves significantly more for the community center/pool/library/parks proposal and the stormwater utility, to say nothing of the other dollar in taxing authority freed up by formation of fire district.

Finally, I want to be clear that these comments are not directed at any individual or the City of McMinnville government as a whole. I support the services the City provides and wish we could do more for the citizens. I believe there are real financial limitations to what we can do based on the incomes of the residents and that we need to have more discussion about what that means.

Thank you for taking the time to consider my perspective.

Question/Comment 2

Question/Comment 3

Question/Comment 4

The results of this submission may be viewed at:

<https://www.mcminnvilleoregon.gov/node/17561/submission/54110>



City of McMinnville

March 2024

CASH AND INVESTMENT BY FUND

FUND #	FUND NAME	GENERAL OPERATING		
		CASH IN BANK	INVESTMENT	TOTAL
01	General	\$1,715,176.65	\$13,103,357.05	\$14,818,533.70
05	Grants & Special Assessment	\$176.58	\$464,057.52	\$464,234.10
07	Transient Lodging Tax	\$422.73	(\$12,000.00)	(\$11,577.27)
08	Affordable Housing	\$189.39	\$1,324,000.00	\$1,324,189.39
10	Telecommunications	\$66.55	\$2,030.00	\$2,096.55
15	Emergency Communications	\$181.57	\$157,094.81	\$157,276.38
20	Street (State Tax)	\$865.35	\$2,248,028.71	\$2,248,894.06
25	Airport Maintenance	\$859.93	\$876,749.03	\$877,608.96
45	Transportation	\$350.41	\$5,801,494.92	\$5,801,845.33
50	Park Development	\$119.06	\$2,556,441.49	\$2,556,560.55
58	Urban Renewal	\$671.28	\$27,000.00	\$27,671.28
59	Urban Renewal Debt Service	\$879.67	\$1,356,050.26	\$1,356,929.93
60	Debt Service	\$11.05	\$177,008.23	\$177,019.28
70	Building	\$445.46	\$2,260,240.37	\$2,260,685.83
75	Wastewater Services	\$46.77	\$1,810,046.85	\$1,810,093.62
77	Wastewater Capital	\$541.80	\$41,136,103.65	\$41,136,645.45
80	Information Systems & Services	\$695.66	\$203,742.38	\$204,438.04
85	Insurance Reserve	\$328.23	\$272,290.54	\$272,618.77
99	Fire District Transition Fund	\$132.37	\$169,000.00	\$169,132.37
CITY TOTALS		1,722,160.51	73,932,735.81	75,654,896.32

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.85%	\$1,722,160.51
N/A	Key Bank of Oregon	Money Market Savings Account		\$0.00
N/A	State of Oregon	Local Government Investment Pool (LGIP)	5.20%	\$53,112,497.37
N/A	Umpqua Bank	Money Market Savings Account	5.45%	\$10,390,290.48
6/11/24	Umpqua Bank	Certificate of Deposit	5.39%	\$10,429,947.96
				<u>\$75,654,896.32</u>



City of McMinnville

April 2024

CASH AND INVESTMENT BY FUND

FUND #	FUND NAME	GENERAL OPERATING		
		CASH IN BANK	INVESTMENT	TOTAL
01	General	\$1,867,282.55	\$12,161,503.14	\$14,028,785.69
05	Grants & Special Assessment	\$84.91	\$539,057.52	\$539,142.43
07	Transient Lodging Tax	\$444.26	\$141,000.00	\$141,444.26
08	Affordable Housing	\$607.22	\$1,136,000.00	\$1,136,607.22
10	Telecommunications	\$75.30	\$2,030.00	\$2,105.30
15	Emergency Communications	\$713.03	\$157,094.81	\$157,807.84
20	Street (State Tax)	\$499.13	\$2,250,471.72	\$2,250,970.85
25	Airport Maintenance	\$948.04	\$872,749.03	\$873,697.07
45	Transportation	\$598.89	\$5,840,494.92	\$5,841,093.81
50	Park Development	\$841.12	\$2,542,441.49	\$2,543,282.61
58	Urban Renewal	\$272.06	(\$6,000.00)	(\$5,727.94)
59	Urban Renewal Debt Service	\$543.32	\$1,366,295.15	\$1,366,838.47
60	Debt Service	\$749.91	\$195,233.19	\$195,983.10
70	Building	\$386.69	\$2,225,240.37	\$2,225,627.06
75	Wastewater Services	\$550.46	\$1,771,247.82	\$1,771,798.28
77	Wastewater Capital	\$225.82	\$40,979,103.65	\$40,979,329.47
80	Information Systems & Services	\$395.06	\$203,742.38	\$204,137.44
85	Insurance Reserve	\$593.08	\$231,290.54	\$231,883.62
99	Fire District Transition Fund	\$443.88	(\$147,000.00)	(\$146,556.12)
CITY TOTALS		1,876,254.73	72,461,995.73	74,338,250.46

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.85%	\$1,875,254.73
N/A	Key Bank of Oregon	Money Market Savings Account		\$0.00
N/A	State of Oregon	Local Government Investment Pool (LGIP)	5.20%	\$51,551,289.38
N/A	Umpqua Bank	Money Market Savings Account	5.45%	\$10,435,552.30
6/11/24	Umpqua Bank	Certificate of Deposit	5.39%	\$10,476,154.05
				<u>\$74,338,250.46</u>

Final Action:

Approved ☐ Disapproved ☐

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Labor Wines LLC

BUSINESS LOCATION ADDRESS: 2803 NE Orchard Ave

LIQUOR LICENSE TYPE: Winery 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 form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

McMinnville

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received: May 24, 2024

Optional: Date Stamp Received Below

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

Printed Name

Date

Signature

Labor Wines

Trade Name

Final Action:

Approved ☐ Disapproved ☐

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: 1109 Lafayette Bar
BUSINESS LOCATION ADDRESS: 1109 NE Lafayette Ave
LIQUOR LICENSE TYPE: New outlet - commercial

Is the business at this location currently licensed by OLCC

Yes

No



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

Hours of operation: 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 form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received: June 4, 2024

Optional: Date Stamp Received Below

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

Printed Name

Date

Signature

1109 LAFAYETTE BAR

Trade Name



STAFF REPORT

DATE: June 5, 2024
TO: Mayor and City Councilors
FROM: Claudia Cisneros, City Recorder
SUBJECT: Request to Permit a Waiver of the Noise Ordinance from Angela Darrow for a backyard wedding reception on Sunday, July 7, 2024.

Report in Brief:

This action is the consideration of a request to permit a waiver of the Noise Ordinance.

Background:

Angela Darrow would like to hold an outdoor backyard reception on Sunday, July 7, 2024, from 6:00pm to 10:00pm at 414 SE Davis Street, McMinnville, OR 97128. The event will have amplified noise and anticipate roughly 100 guests in attendance. If approved by Council the City will be requesting them to notify all residents/businesses within a block radius at a minimum.

The McMinnville Municipal Code, Section 8.10.260, specifies that:

A. A person in charge of a premises must not permit, allow or cause to exist any loud, disturbing or unnecessary noise that is injurious or detrimental to the health, safety or peace of other persons or property.

E. The prohibition described in this section do not apply to:

1. Activities occurring within the scope of any permit issued by the city under the provisions of the McMinnville Municipal Code.

In granting previous waivers, the City has requested that the applicant provide notice in advance to affected neighbors.

Attachments:

1. McMinnville Municipal Code (MMC) section 8.10.260 Noises.



Fiscal Impact:

There is no anticipated fiscal impact.

Recommendation:

Should the Council choose to vote in favor of a motion allowing this waiver, the City Manager will write a letter to Angela Darrow, letting her know that he has the Council's approval.

8.10.260 Noise.

- A. A person in charge of a premises must not permit, allow or cause to exist any loud, disturbing or unnecessary noise that is injurious or detrimental to the health, safety or peace of other persons or property.
- B. It is prohibited for any person on a public way to cause to exist any loud, disturbing or unnecessary noise that either annoys, disturbs, injures or endangers the comfort, repose, health, safety or peace of other persons or property.
- C. For the purposes of this section, noise exceeding the following thresholds when measured 25 feet from the source if in the right-of-way or 25 feet from the property line if the source is on private property, is presumed to be a nuisance in violation of subsection [A](#) of this section:

ZONE	7:00 a.m. to 8:00 p.m.	8:00 p.m. to 7:00 a.m.
Residential	55 dBA	50 dBA
Commercial	60 dBA	55 dBA
Light Industrial	70 dBA	65 dBA
Industrial	80 dBA	75 dBA

- D. For the purposes of this section, “loud, disturbing or unnecessary noise” includes but is not limited to the following substances, conditions or acts:
1. *Animals and Birds.* The keeping of any bird or animal that disturbs the comfort and repose of any person in the vicinity by causing frequent or long continued noise;
 2. *Dog Barking.* The keeping of a dog that barks for more than 10 minutes during any one-hour period when such barking is audible off the premises of the dog’s owner or keeper;
 3. *Animal Bells.* The attaching of a bell to any animal or allowing a bell to remain on any animal that is disturbing to any person in the immediate vicinity;
 4. *Vehicle Noises.* The use of any vehicle or engine, either stationary or moving, in a manner that causes or creates any loud or unnecessary grating, grinding, rattling or other noise, including the discharge in the open air of the exhaust of any steam engine, internal combustion engine, motor boat or motor vehicle except through a muffler or other device which will effectively prevent loud or explosive noises and the emission of annoying smoke;
 5. *Horns and Signaling Devices.* The sounding of any horn or signaling device on any vehicle on any street, public or private place, except as a necessary warning of danger;
 6. *Nonemergency Signaling Devices.* The sounding of any amplified signal from any bell, chime, siren,

whistle or similar device, intended primarily for nonemergency purposes, from any place for more than 10 consecutive seconds in any hourly period, except that the reasonable sounding of such devices by houses of religious worship, ice cream trucks, seasonal contribution solicitors or by the city for traffic control purposes are exempt;

7. *Construction Noise.* The erection, including excavation, demolition, alteration or repair, of any building in residential districts, other than between the hours of 7:00 a.m. and 8:00 p.m., except upon special permit granted by the city manager or designee;

8. *Noise Sensitive Areas: Adjacency to Schools, Churches and Hospitals.* The creation of any excessive noise on any street adjacent to any school, institution of learning, church or court of justice while the same are in use, or adjacent to any hospital or institution for the care of the sick or infirm which unreasonably interferes with the operation of such institution, or which disturbs or unduly annoys patients;

9. *Loudspeakers, Amplifiers, Public Address Systems and Similar Devices.* The use or operation of any automatic or electric piano, phonograph, radio, television, loudspeaker or any instrument for sound producing or any sound-amplifying device so loudly as to disturb persons in the vicinity thereof or in such a manner as renders the use thereof a nuisance; provided, however, that upon application to the city manager, permits may be granted to responsible persons or organizations to broadcast programs of music, news, speeches or general entertainment;

10. *Blowers and Similar Devices.* The operation of any noise-creating blower, power fan, power tools, or any internal combustion engine in a manner the operation of which causes noise due to the explosion of operating gases or fluids:

- a. In a residential district or noise sensitive areas between the hours of 8:00 p.m. and 7:00 a.m.; and
- b. In a manner that can be heard by persons on nearby residential property.

11. *Commercial Establishments Adjacent to Residential Property.* Unreasonably loud and raucous noise from the premises of any commercial establishment, including any outdoor area which is part of or under the control of the establishment, between the hours of 10:00 p.m. and 7:00 a.m., that is plainly audible to persons on any nearby residential property.

E. The prohibition described in this section do not apply to:

- 1. Activities occurring within the scope of any permit issued by the city under the provisions of the McMinnville Municipal Code;
- 2. Emergency response activities;
- 3. Vehicles performing repairs or upgrades in the right-of-way, including but not limited to street sweeping, sewer cleaning, construction and maintenance activities occurring between the hours of 7:00 a.m. and 8:00 p.m.



**City of McMinnville
Administration**
230 NE Second Street
McMinnville, OR 97128
(503) 435-5702

www.mcminnvilleoregon.gov

F. In addition to any corrective action ordered by the city, a person found to have violated the provisions of this section may be assessed a civil penalty. The amount of the civil penalty assessed for each day of continuing violation will not exceed the amount established for a Class 5 code violation. (Ord. 5079 §1 (Exh. 1 (part)), 2019).



City of McMinnville
Municipal Airport
231 NE Fifth Street
McMinnville, OR 97128
(971) 387-1125
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: June 11, 2024
TO: Jeff Towery, City Manager
FROM: Willy Williamson, Airport Administrator
SUBJECT: McMinnville Municipal Airport – On Call Airport Engineering Consultant Contract Award

Report in Brief:

This action is for the consideration of a resolution to award a contract to Century West Engineering Corporation to perform services as the On Call Airport Engineering Consultant for FAA and ODA funded, and other engineering projects at the McMinnville Municipal Airport.

Background:

The City of McMinnville (Sponsor) owns and operates the McMinnville Municipal Airport. The Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA) provide grant funding for airport improvements and airport infrastructure maintenance. The FAA requires a qualified Engineering Consulting firm to perform engineering, environmental, and project management for all grant-funded projects.

FAA grant-funded projects are typically for airport improvements and maintenance of the airport's infrastructure that supports aeronautical operations. The FAA Grants provide 90% of the cost associated with these projects, with the airport fund providing a 10% cost share. ODA may provide grants that help with the airport fund cost share.

The present Airport Engineering Consulting contract is nearing exhaustion of funds allowed in the contract. A considerable increase in funds is required for future FAA and ODA grant-funded project cost shares. In addition, occasional non-grant-funded projects require the services of an airport engineering consultant. The recent runway 17-35 striping project is an example.

Discussion:

Century West Engineering is presently the Airport's consultant. The present contract does not provide the latitude for all the projects anticipated for the next 5 years. Additionally, the present contract does not include the obligated funds necessary for the cost share of the anticipated projects.

The anticipated projects for the McMinnville Airport may approach \$9,000,000 over the next 5 years. These projects include runway and taxiway lighting and pavement maintenance in all areas of the airport. The 2023 FAA-approved Airport Capital Improvement Plan (ACIP) already includes nearly half of the anticipated projects. The next ACIP is scheduled for approval in the fall of 2024. It is anticipated the new ACIP will include the actual pavement improvements and maintenance projects that will greatly increase airport improvement and infrastructure costs.

The process is for the Airport to pay the project costs upfront and then request reimbursement from the FAA (and possibly ODA) for 90% of the project costs. This is done on either a monthly or quarterly basis, which is the City's decision. The result of this process ends with the Airport fund providing a 10% cost share for the FAA Grant-funded projects. Based on the anticipated project costs, the Airport will need to obligate funds not to exceed \$900,000 for this contract.

Projects and associated grants will be processed individually and separate from other projects. This allows the airport/city to determine if cost-share funds are available and not obligate funds outside of budget constraints.

It is beneficial for the City of McMinnville to contract an engineering consultant for a 5-year term, which is industry standard. A 5-year contract greatly reduces staff time and costs when compared to obtaining a separate contract for each project.

Century West Engineering Corporation has significant experience with the McMinnville Airport over the past 20+ years.

Attachments:

1. Resolution 2024- 30
2. Century West Engineering Corporation Contract (Exhibit A)
3. Century West Engineering Corporation Proposal
4. Airport Capital Improvement Plan Approval Letter

Fiscal Impact:

The estimated cost for Airport projects may be as much as \$9,000,000 over the next 5 years. These are FAA Grant funded at 90-95%. The estimated Airport fund cost share may be as much as \$900,000 over the same 5-year timespan.

Recommendation:

Staff recommends:

1. City Council adopt the attached resolution approving the award of the On Call Airport Engineering Consultant Contract to Century West Engineering Corporation.

RESOLUTION NO. 2024 – 30

A Resolution approving the award of a Professional Services Contract to Century West Engineering Corporation for On Call Airport Engineering Consultant Services.

RECITALS:

Whereas, The McMinnville Municipal Airport (Airport) is owned and operated by the City of McMinnville, and

Whereas, The City of McMinnville, as the Airport Sponsor, is responsible for the safe operation, maintenance and improvement of the Airport, and

Whereas, The Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA) provides grant funding for the Airport maintenance, improvements, and planning projects, and

Whereas, The cost estimates for Airport projects may reach \$9,000,000 over the next 5 years, and

Whereas, The City of McMinnville cost share for projects may reach \$900,000 over the next 5 years, and

Whereas, The FAA requires the City, as Airport Sponsor, to utilize services of a professional Airport Consultant for airport projects, and

Whereas, Century West Engineering Corporation meets all the requirements to perform the services associated with projects at the Airport, and

Whereas, Century West Engineering Corporation has significant experience in this role at the McMinnville Municipal Airport, and

Whereas, The FAA has approved a Capital Improvement Plan for Grant funded projects exceeding \$4,000,000 thus far.

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

1. The entry into a Professional Services Contract with Century West Engineering Corporation for On Call Airport Engineering Consultant Services for a period of 5 years, and with an amount not to exceed \$900,000.
2. The City Manager is hereby authorized and directed to execute the contract with Century West Engineering Corporation attached hereto as Exhibit A.
3. This resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the **11th day of June, 2024** by the following votes:

Ayes: _____

Nays: _____

Approved this 11th day of June 2024.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

EXHIBITS:

- A. Century West Engineering Corporation Contract.

CITY OF McMinnville
PROFESSIONAL SERVICES AGREEMENT

Exhibit A

ON CALL – AIRPORT ENGINEERING CONSULTING SERVICES

This Professional Services Agreement (“Agreement”) for

ON CALL - AIRPORT ENGINEERING CONSULTING SERVICES is made and entered into on this 28th day of May 2024 (“Effective Date”) by and between the City of McMinnville, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and Century West Engineering Corporation, an Oregon Corporation, hereinafter referred to as “Consultant”.

RECITALS

WHEREAS, the City requires services which Consultant is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Consultant represents that Consultant is qualified to perform the services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Consultant is prepared to provide such services as the City does hereinafter require.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

Section 1. Scope of Work

Consultant shall diligently perform the Engineering and Environmental services according to the requirements identified in the Scope of Work, attached hereto as **Exhibit A**, and incorporated by reference herein (the “Services”).

Section 2. Term

The term of this Agreement shall be from the Effective Date until all Services required to be performed hereunder are completed and accepted, or no later than May 27, 2029, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City. Extensions of up to 2 years may be approved to complete active projects that are an operational necessity, or in the interest of public safety. Extensions must be formalized in writing prior to the contract completion date.

Section 3. Consultant’s Services

3.1. All written documents prepared by the Consultant in conjunction with the Services shall bear the signature, name, or logo of, or otherwise be identified as coming from, Consultant’s authorized Project Manager.

3.2. Consultant will not be deemed to be in default by reason of delays in performance due to circumstances beyond Consultant's reasonable control, including but not limited to strikes, lockouts, severe acts of nature, or other unavoidable delays or acts of third parties not under Consultant's direction and control ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Services will be extended accordingly and proportionately by the City, in writing. Lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

3.3. The existence of this Agreement between the City and Consultant shall not be construed as the City's promise or assurance that Consultant will be retained for future services beyond the Scope of Work described herein.

3.4. Consultant shall maintain the confidentiality of any confidential information that is exempt from disclosure under state or federal law to which Consultant may have access by reason of this Agreement. Consultant warrants that Consultant's employees assigned to the Services provided in this Agreement shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Agreement.

Section 4. Compensation

4.1. Except as otherwise set forth in this **Section 4**, the City agrees to pay Consultant a not-to-exceed amount of **Nine Hundred Thousand Dollars, (\$900,000.00)** for performance of the Services ("Compensation Amount"). Any compensation in excess of the Compensation Amount will require an express written Addendum to be executed between the City and Consultant.

4.2. During the course of Consultant's performance, if the City, through its Project Manager, specifically requests Consultant to provide additional services that are beyond the Scope of Work described on **Exhibit A**, Consultant shall provide such additional services and bill the City at the hourly rates outlined on Consultant's Rate Schedule, as set forth in **Exhibit B**. Any Additional work beyond the Scope of Work, or any compensation above the amount shown in **Subsection 4.1**, requires a written Addendum executed in compliance with the provisions of **Section 17**.

4.3. Except for amounts withheld by the City pursuant to this Agreement, Consultant will be paid for Services for which an itemized invoice is received by the City within thirty (30) days of receipt, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with the Consultant as promptly as is reasonably possible.

4.4. The City will be responsible for the direct payment of required fees payable to governmental agencies, including but not limited to plan checking, land use, zoning, permitting, and all other similar fees resulting from this Project, that are not specifically covered by **Exhibit A**.

4.5. Consultant's Compensation Amount and Rate Schedule are all inclusive and include, but are not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits and similar contributions and benefits, technology and/or software charges, licensing, trademark, and/or copyright costs, office expenses, travel expenses, mileage, and all other indirect and overhead charges.

Section 5. City's Rights and Responsibilities

5.1. The City will designate a Project Manager to facilitate day-to-day communication between the Consultant and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

5.2. Award of this contract is subject to budget appropriation. Funds are approved for Fiscal Year 2021-22. If not completed within this fiscal year, funds may not be appropriated for the next fiscal year. The City also reserves the right to terminate this contract early, as described in **Section 16**.

Section 6. City's Project Manager

The City's Project Manager is Willy Williamson, Airport Administrator. The City shall give the Consultant prompt written notice of any re-designation of its Project Manager.

Section 7. Consultant's Project Manager

Consultant's Project Manager is Bryan Condon. In the event that Consultant's designated Project Manager is changed, Consultant shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project, Consultant's Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Consultant that is not from Consultant's designated Project Manager, the City may request verification by Consultant's Project Manager, which verification must be promptly furnished.

Section 8. Project Information

Except for confidential information designated by the City as information not to be shared, Consultant agrees to share Project information with, and to fully cooperate with, those corporations, firms, contractors, public utilities, governmental entities, and persons involved in or associated with the Project. No information, news, or press releases related to the Project, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

Section 9. Duty to Inform

If at any time during the performance of this Agreement or any future phase of this Agreement for which Consultant has been retained, Consultant becomes aware of actual or potential problems, faults, or defects in the Project or Scope of Work, or any portion thereof; or of any

nonconformance with federal, state, or local laws, rules, or regulations; or if Consultant has any objection to any decision or order made by the City with respect to such laws, rules, or regulations, Consultant shall give prompt written notice thereof to the City's Project Manager. Any delay or failure on the part of the City to provide a written response to Consultant shall neither constitute agreement with nor acquiescence to Consultant's statement or claim, nor constitute a waiver of any of the City's rights.

Section 10. Subcontractors and Assignments

10.1. *Unless expressly authorized in **Exhibit A** or **Section 11** of this Agreement, Consultant shall not subcontract with others for any of the Services prescribed herein.* Consultant shall not assign any of Consultant's rights acquired hereunder without obtaining prior written approval from the City, which approval may be granted or denied in the City's sole discretion. Some Services may be performed by persons other than Consultant, provided Consultant advises the City of the names of such subcontractors and the work which they intend to perform, and the City specifically agrees in writing to such subcontracting. *The City hereby agrees that Consultant will contract with _____ to provide its _____ services, which is a critical part of this Agreement.* Consultant acknowledges such work will be provided to the City pursuant to a subcontract(s) between Consultant and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). Unless otherwise specifically provided by this Agreement, the City incurs no liability to third persons for payment of any compensation provided herein to Consultant. Any attempted assignment of this Agreement without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for work performed by others on behalf of the Consultant shall not be subject to additional reimbursement by the City.

10.2. The City shall have the right to enter into other agreements for the Project, to be coordinated with this Agreement. Consultant shall cooperate with the City and other firms, engineers, or subcontractors on the Project so that all portions of the Project may be completed in the least possible time and within normal working hours. Consultant shall furnish other engineers, subcontractors and affected public utilities, whose designs are fitted into Consultant's design, detail drawings giving full information so that conflicts can be avoided.

10.3. Consultant shall include this Agreement by reference in any subcontract and require subcontractors to perform in strict compliance with this Agreement.

Section 11. Consultant Is Independent Contractor

11.1. Consultant is an independent contractor for all purposes and shall be entitled to no compensation other than the Compensation Amount provided for under **Section 4** of this Agreement. Consultant will be solely responsible for determining the manner and means of accomplishing the end result of Consultant's Services. The City does not have the right to control or interfere with the manner or method of accomplishing said Services. The City, however, will have the right to specify and control the results of Consultant's Services so such Services meet the requirements of the Project.

11.2. Consultant may request that some consulting services be performed on the Project by persons or firms other than Consultant, through a subcontract with Consultant. Consultant

acknowledges that if such services are provided to the City pursuant to a subcontract(s) between Consultant and those who provide such services, Consultant may not utilize any subcontractor(s), or in any way assign its responsibility under this Agreement, without first obtaining the express written consent of the City, which consent may be given or denied in the City's sole discretion. *For all Services performed under subcontract to Consultant, as approved by the City, Consultant shall only charge the compensation rates shown on the approved Rate Schedule (**Exhibit B**). Rate schedules for named or unnamed subcontractors, and Consultant markups of subcontractor billings, will only be recognized by the City as set forth in Consultant's Rate Schedule, unless documented and approved, in writing, by the City pursuant to a modification to Consultant's Rate Schedule, per **Section 17** of this Agreement.* In all cases, processing, and payment of billings from subcontractors is solely the responsibility of the Consultant.

11.3. Consultant shall be responsible for, and defend, indemnify, and hold the City harmless against, any liability, cost, or damage arising out of Consultant's use of such subcontractor(s) and subcontractor's negligent acts, errors, or omissions. Unless otherwise agreed to, in writing, by the City, Consultant shall require that all of Consultant's subcontractors also comply with, and be subject to, the provisions of this **Section 11** and meet the same insurance requirements of Consultant under this Agreement.

Section 12. Consultant Responsibilities

12.1. Consultant must make prompt payment for any claims for labor, materials, or services furnished to Consultant by any person in connection with this Agreement as such claims become due. Consultant shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Consultant. If Consultant fails, neglects, or refuses to make prompt payment of any such claim, the City may, but shall not be obligated to, pay such claim to the person furnishing the labor, materials, or services and offset the amount of the payment against funds due or to become due to Consultant under this Agreement. The City may also recover any such amounts directly from Consultant.

12.2. Consultant must comply with all applicable Oregon and federal wage and hour laws, including BOLI wage requirements, if applicable. Consultant shall make all required workers compensation and medical care payments on time. Consultant shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. The consultant shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Consultant shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of assistants or employees shall be the Consultant's responsibility. The consultant shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses.

12.3. No person shall be discriminated against by the Consultant or any subcontractor in the performance of this Agreement on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Agreement, in whole or in part, by the City.

Section 13. Indemnity

13.1. Indemnification. Consultant acknowledges responsibility for liability arising out of the performance of this Agreement, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Consultant's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Agreement, or from Consultant's failure to perform its responsibilities as set forth in this Agreement. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Consultant shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Consultant of its responsibility to perform in full conformity with the City's requirements, as set forth in this Agreement, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Consultant's negligent performance of this Agreement, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 13.2**. Consultant shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Consultant. As used herein, the term "Consultant" applies to Consultant and its own agents, employees, and suppliers, and to all of Consultant's subcontractors, including their agents, employees, and suppliers.

13.2. Standard of Care. In the performance of the Services, Consultant agrees to use the degree of care and skill exercised under similar circumstances by reputable members of Consultant's profession practicing in the Portland metropolitan area. Consultant will re-perform any Services not meeting this standard without additional compensation. Consultant's re-performance of any Services, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Consultant's failure to perform in accordance with the applicable standard of care of this Agreement and within the prescribed timeframe.

Section 14. Insurance

14.1. Insurance Requirements. Consultant shall maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Agreement. Such insurance shall cover all risks arising directly or indirectly out of the Consultant's activities or work hereunder. Any and all agents, contractors, or subcontractors with which Consultant contracts to work on the Services must have insurance that conforms to the insurance requirements in this Agreement. Additionally, if a subcontractor is an engineer, architect, or other professional, Consultant must require the subcontractor to carry Professional Errors and Omissions insurance and must provide to the City proof of such coverage. The amount of insurance carried is in no way a limitation on the Consultant's liability hereunder. The policy or policies maintained by Consultant shall provide at least the following minimum limits and coverages at all times during performance under this Agreement:

14.1.1. Commercial General Liability Insurance. Consultant and all subcontractors shall obtain, at each of their own expense, and keep in effect during the term of this Agreement, comprehensive Commercial General Liability Insurance

covering Bodily Injury and Property Damage, written on an “occurrence” form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Agreement and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Agreement.

14.1.2. Professional Errors and Omissions Coverage. Consultant agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the Services hereunder with a limit of no less than **\$2,000,000** per claim. Consultant shall maintain this insurance for damages alleged to be as a result of errors, omissions, or negligent acts of Consultant. Such policy shall have a retroactive date effective before the commencement of any work by Consultant on the Services covered by this Agreement, and coverage will remain in force for a period of at least three (3) years after termination of this Agreement.

14.1.3. Business Automobile Liability Insurance. If Consultant or any subcontractors will be using a motor vehicle in the performance of the Services herein, Consultant shall provide the City a certificate indicating that Consultant and its subcontractors have business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

14.1.4. Workers Compensation Insurance. Consultant, its subcontractors, and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Consultants who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer’s Liability Insurance with coverage limits of not less than **\$500,000** for each accident.

14.1.5. Insurance Carrier Rating. Coverages provided by Consultant and its subcontractors must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

14.1.6. Additional Insured and Termination Endorsements. The City will be named as an additional insured with respect to Consultant’s liabilities hereunder in insurance coverages. Additional Insured coverage under Consultant’s Commercial General Liability, Automobile Liability, and Excess Liability Policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed

operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: “The City of McMinnville, its elected and appointed officials, officers, agents, employees, and volunteers.” An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days’ written notification of any termination or major modification of the insurance policies required hereunder. Consultant must be an additional insured on the insurance policies obtained by its subcontractors performing work on the Services contemplated under this Agreement.

14.1.7. Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Consultant shall furnish a Certificate of Insurance to the City. This Agreement shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Consultant agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days’ prior advance notice and Consultant will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

14.2. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. The consultant shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are “Claims Made” policies, Consultant will be required to maintain such policies in full force and effect throughout any warranty period.

Section 15. Early Termination; Default

15.1. This Agreement may be terminated prior to the expiration of the agreed upon terms:

15.1.1. By mutual written consent of the parties.

15.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Consultant by mail or in person; or

15.1.3. By Consultant, effective upon seven (7) days’ prior written notice in the event of substantial failure by the City to perform in accordance with the terms through no fault of Consultant, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

15.2. If the City terminates this Agreement, in whole or in part, due to default or failure of Consultant to perform Services in accordance with the Agreement, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Consultant shall be liable for all costs and damages incurred by the City as a result of the default by Consultant, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Agreement. This Agreement shall be in full force to the extent not terminated by written notice from the City to Consultant. In the event of a default, the

City will provide Consultant with written notice of the default and a period of ten (10) days to cure the default. If Consultant notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Agreement and seek remedies for the default, as provided above.

15.3. If the City terminates this Agreement for its own convenience not due to any default by Consultant, payment of Consultant shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Consultant against the City under this Agreement.

15.4. Termination under any provision of this Section shall not affect any right, obligation, or liability of Consultant or the City that accrued prior to such termination. Consultant shall surrender to the City items of work or portions thereof, referred to in **Section 19**, for which Consultant has received payment or the City has made payment.

Section 16. Suspension of Services

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to the Consultant. An adjustment in the time of performance or method of compensation shall be allowed as a result of such delay or suspension unless the reason for the delay is within the Consultant's control. The City shall not be responsible for Services performed by any subcontractors after notice of suspension is given by the City to the Consultant. Should the City suspend, delay, or interrupt the Services and the suspension is not within Consultant's control, then the City shall extend the time of completion by the length of the delay.

Section 17. Modification/Addendum

Any modification of the provisions of this Agreement shall not be enforceable unless reduced to writing and signed by both the City and Consultant. A modification is a written document, contemporaneously executed by the City and Consultant, which increases or decreases the cost to the City over the agreed Compensation Amount in **Section 4** of this Agreement, or changes or modifies the Scope of Work or the time for performance. No modification shall be binding or effective until executed, in writing, by both the Consultant and the City. In the event Consultant receives any communication of whatsoever nature from the City, which communication Consultant contends gives rise to any modification of this Agreement, Consultant shall, within five (5) days after receipt, make a written request for modification to the City's Project Manager in the form of an Addendum. Consultant's failure to submit such written request for modification in the form of an Addendum shall be the basis for refusal by the City to treat said communication as a basis for modification or to allow such modification. In connection with any modification to this Agreement affecting any change in price, Consultant shall submit a complete breakdown of labor, material, equipment, and other costs. If the Consultant incurs additional costs or devotes additional time on Project tasks, the City shall be responsible for payment of only those additional costs for which it has agreed to pay under a signed Addendum. To be enforceable, the Addendum must describe with particularity the nature of the change, any delay in time the Addendum will cause, or any increase or decrease in the Compensation Amount. The

Addendum must be signed and dated by both Consultant and the City before the Addendum may be implemented.

Section 18. Access to Records

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Consultant as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts during the term of this Agreement and for a period of four (4) years after termination of the Agreement, unless the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Agreement.

Section 19. Property of the City

19.1. All documents, reports, and research gathered or prepared by Consultant under this Agreement, including but not limited to spreadsheets, charts, graphs, drawings, modeling, maps, data generation, papers, diaries, and inspection reports, shall be the exclusive property of the City and shall be delivered to the City prior to final payment. Any statutory or common law rights to such property held by Consultant as creator of such work shall be conveyed to the City upon request without additional compensation.

19.2. Consultant shall not be held liable for any damage, loss, increased expenses, or otherwise, caused by or attributed to the reuse by the City or its designees of all work performed by Consultant pursuant to this Agreement without the express written permission of Consultant.

Section 20. Notices

Any notice required or permitted under this Agreement shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of McMinnville
 Attn: Willy Williamson
 230 NE Second Street
 McMinnville, OR 97128

To Consultant: Century West Engineering Corporation
 Attn: Bryan Condon
 5500 Meadows Road, Suite 250
 Lake Oswego, OR 27035

Section 21. Miscellaneous Provisions

21.1. Integration. This Agreement, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Agreement shall control.

21.2. Legal Effect and Assignment. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Agreement may be enforced by an action at law or in equity.

21.3. No Assignment. Consultant may not assign this Agreement, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

21.4. Adherence to Law. In the performance of this Agreement, Consultant shall adhere to all applicable federal, state, and local laws (including the McMinnville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Consultant is required by law to obtain or maintain in order to perform the Services described on **Exhibit A**, shall be obtained and maintained throughout the term of this Agreement.

21.5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws. All contractual provisions required by ORS Chapters 279A, 279B, 279C, and related Oregon Administrative Rules to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth herein.

21.6. Jurisdiction. The venue for any dispute will be the Yamhill County Circuit Court.

21.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Agreement, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

21.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Agreement shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

21.9. Severability. If any provision of this Agreement is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Agreement shall remain in full force and effect, to the greatest extent allowed by law.

21.10. Modification. This Agreement may not be modified except by written instrument executed by Consultant and the City.

21.11. Time of the Essence. Time is expressly made of the essence in the performance of this Agreement.

21.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Agreement, the first day from which the designated period of time begins to run shall not be included.

21.13. Headings. Any titles of the sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

21.14. Number, Gender and Captions. In construing this Agreement, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Agreement.

21.15. Good Faith and Reasonableness. The parties intend that the obligations of good faith and fair dealing apply to this Agreement generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Agreement. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Agreement gives the City “sole discretion”, or the City is allowed to make a decision in its “sole judgment.”

21.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Agreement in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

21.17. Interpretation. As a further condition of this Agreement, the City and Consultant acknowledge that this Agreement shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the Agreement, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

21.18. Entire Agreement. This Agreement and all documents attached to this Agreement represent the entire agreement between the parties.

21.19. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement but all of which together shall constitute one and the same instrument.

21.20. Authority. Each party signing on behalf of Consultant and the City hereby warrants actual authority to bind their respective party.

The Consultant and the City hereby agree to all provisions of this Agreement.

CONSULTANT:

Century West Engineering Corporation

By: _____

Print Name: Joseph Roshak

As Its: President

Employer I.D. No. 93-0584951

CITY:

CITY OF McMINNVILLE

By: _____

Print Name: Jeff Towery

As Its: City Manager

APPROVED AS TO FORM:

David Ligtenberg, City Attorney
City of McMinnville, Oregon

Exhibit A

General Scope of Work

The Consultant may provide a variety of consulting services for the Airport including on call services related to airport operations, engineering, environmental, project management, grant applications, and other ALP/CIP listed projects. These projects may include other Airport Sponsor projects that may or may not be FAA AIP funded.

Specific projects or services will be assigned by Task Orders or Statements of Work will have separate Scopes of Work and follow this General Scope of Work, and follow the City's standards for contracting.

Depending on the scope of a specific Task Orders, or Statements of Work, the Consultant may accomplish portions of the project via subcontract, with prior written approval of the City.

The City will work jointly with the selected consultant to develop a final, comprehensive scope of work, project schedules, and associated consulting services fees for the proposed project. Submitted proposals should demonstrate the consultant's (both the firm and key staff) experience and expertise with the following broad range of services that may be included in the project scope of work:

- Airport runway/taxiway/apron design and engineering.
- Familiarity and experience with FAA AIP and ODA grant programs, FAA Orders and Advisory Circulars, FAA standards, FAA process, policies, and procedures.
- Understanding and experience with environmental studies, biological assessments and surveys, Endangered/Threatened Species Act, categorical exclusions, and wetlands as it relates to FAA projects.
- Public outreach during design and environmental phases, and coordination efforts with airport users during project construction.
- Electrical, environmental, and geotechnical engineering services.
- Accurate project cost estimating pre-design through design completion.
- Preparation of final project plans, specifications, and bid documents for the purpose of construction bidding.
- Construction bidding support services including facilitation of pre-bid meetings, preparation, and issuance of addenda, bid review, and recommendation of bid award.
- Construction support services, including technical assistance, onsite inspection, and contract administration services.
- Project Closeout services after completion of a construction contract including providing/preparing record drawing, material testing, change orders, grant amendments and justification, project final reports and financial summaries.

Exhibit B

Consultant's 2024 Personnel Rate Sheet.

Specific projects may have additional rate and fee information, which will be approved for the specific project.

Century West Engineering Corporation			2024
Jan-24	Ajera Classification	2024	Fee Schedule Rate
#	Name		
	Bailey Davis	Pr. Coordinator I	
	Mariya Benedyuk	Pr. Coordinator I	
	Carvin Keefe	Pr. Coordinator I	117 Project Coord./Clerical I \$87
PS	Renee Stahl	Pr. Coordinator II	
	Nicole Jurgensen	Pr. Coordinator II	118 Project Coord./Clerical II \$120
	John Focht	Staff Technician	
	Wendy Magnus-Brondt	Staff Technician	147 Engineering Tech/Inspector \$102
	Chris Koenig	Snr. Tech	
	Mike Perry	Snr. Tech	142 Senior Engineering Tech \$140
	Seth Nicholas	Int. Tech	
	Stacy Kelley	Designer	
	Brett Berger	Designer	
E	Emily Neft	Designer	133 Civil Designer \$152
	Travis Sater	Designer	
	Rick Nichols	Designer	
E	Justin Roberts	Snr. CAD Tech	109 Senior CAD Tech \$140
	Justin Strother	Snr. CAD Tech	
	Interns		181 Engineering Intern \$75
	New EIT Hires		
	Tristan Carter	Staff Engineer	186 Engineer-in-Training I \$105
	Sydney Wood	Staff Engineer	
	Jack Amoss	Staff Engineer	
	Lauryn Ryan	Staff Engineer	
	Julia Wickerath	Staff Engineer	196 Engineer-in-Training II \$120
	Jacelyn Schubring	Staff Engineer	
	Kyle Logan	Staff Engineer	
	Joe Nells	Staff Engineer	
	Hunter Carroll	Int. Engineer	
	Anthony Stormo	Staff Engineer	
	Jamie Suh	Staff Engineer	
	Elizabeth Wilson	Int. Engineer	187 Engineer-in-Training III \$135
	Austin Gemhart	Int. Engineer	
	Tracy Salgado	Int. Engineer	
	Tim Vasilenko	Int. Engineer	
PS	Elizabeth Navton	Snr. Staff Engineer	
	Michael Berggren	Int. Engineer	106 Project Engineer \$185
	Kyle Sonnavall	Int. Engineer	
	Alec Fransen	Snr. Staff Engineer	
	Elliott Szoke	Staff Airport Planner	114 Staff Airport Planner \$92
	Mark Steele	Senior Airport Planner	112 Senior Airport Planner \$195
	David Miller	Senior Airport Planner	
	Michael Dane	Senior Airport Planner	198 Senior Airport Planner II \$227
	Jirayr Aphazarian	Project Manager	
	David Williams	Project Manager	
	Garrett Stevens	Project Manager	
PS	David Yurs	Project Manager	103 Project Manager \$190
	Mark Hagedorn	Project Manager	
	Ryan Halvorson	Project Manager	
	Paige Miller	Project Manager	
	Dan Remmick	Project Manager	
E	Grady Weiss	Project Manager	103 Project Manager \$200
	Bryan Hicks	Project Manager	
	Bill Brackett	Project Manager	185 Project Manager II \$205
	Matt Tipton	Project Manager	
	Greg Reinice	Snr Project Mngr	
	Mearie Johansen	Snr Project Mngr	
	Samantha Peterson	Snr Project Mngr	
	Bryan Condon	Snr Project Mngr	102 Senior Project Manager \$220
	Joseph Jenkins	Snr Project Mngr	
	Celeste Low	Snr Project Mngr	
	Len Bramble	Snr Project Mngr	
	Pete Murphy	Snr Project Mngr	
PS	Don Barclay	Snr Project Mngr	
	Ron Weigel	Snr Project Mngr	
	James Kirby	Snr Project Mngr	185 Senior Project Manager II \$245
	Trent Ward	Snr Project Mngr	
	Tom Headley	Office Supervisor	
	Ryan Luttman	Office Supervisor	
	Brant Foster	Snr Project Mngr	
	Ranley Voorhies	Municipal BD Manager	184 Senior Project Manager III \$266
	Matt Morkert	Vice President	
	Matt MacRostie	Vice President	183 Vice President \$295
	Matt Rogers	Exec. Vice President	
	Joe Roshak	Principal	101 Principal \$325

CITY OF MCMINNVILLE

AIRPORT ENGINEERING & CONSULTING SERVICES

April 24, 2024



April 24, 2024

City of McMinnville
Attn: Willy Williamson, Airport Administrator
230 NE Second Street
McMinnville, OR 97128

Via email: willy.williamson@mcminnvilleoregon.gov

State of Incorporation: Oregon

Federal Tax ID: 93-0584951

Oregon Taxpayer ID: 089551-14

RE: REQUEST FOR PROPOSALS AIRPORT ENGINEERING CONSULTING SERVICES

Dear Mr. Williamson and Selection Committee Members:

Century West Engineering Corporation (Century West) is pleased to provide this Request for Proposal (RFP) for upcoming work at McMinnville Municipal Airport (MMV or Airport). We are committed to helping the Airport make your projects a success and are enthusiastic about the opportunity to continue our working relationship with the City of McMinnville (City). Highlights of our proposal include:

Locally based staff who are familiar with MMV. Our team, including those based out of our Portland office, has experience working with the City in the development of engineering plans and environmental permitting in support of numerous projects at MMV. Our involvement with your current Airport Master Plan (AMP) update and experience as the Airport's on-call engineering consultant for the last 25- years has allowed us to establish effective working relationships with City staff and the Airport's numerous stakeholders. Our experience at MMV will allow us to get to work efficiently toward the development of initial scoping and design of proposed projects at the Airport. Further, we will use previously conducted work as much as possible to reduce future engineering costs and expedite the design phase for future projects.

Excellent working relationship with the Federal Aviation Administration (FAA). Our team has worked with FAA staff in the Seattle Airports District Office (ADO) for over 40 years. We have cultivated excellent working relationships with your FAA project manager, Mary Vargas, by working with her directly on projects throughout Oregon and Washington. Our experience and relationships will allow Century West to be an effective liaison between the District and the FAA. We understand the FAA's expectations and will advocate for you. We will also assist you with the quarterly and annual reporting, Disadvantaged Business Enterprise (DBE) plans, and other FAA-required documentation.

Team history of client responsiveness and satisfaction. Whether it is helping you understand the FAA procedures; applying for funding through FAA, Oregon Department of Aviation (ODAV), and Oregon Department of Transportation (ODOT) programs; keeping track of all the paperwork and closeout items; or simply returning your phone calls promptly, the team we present has a history of prompt responsiveness to client questions and issues. We will serve as an extension of your staff, assisting you with the details to help you meet your project goals and objectives for the Airport.

We have assembled an experienced team to complete your engineering tasks. Our proposed teaming partners include R&W Engineering (R&W), GRI, David Evans and Associates (DEA), Environmental Science Associates (ESA), and Harris Environmental Group (HEG).

Bryan Condon, PE, will serve as Century West's Project Manager and primary representative for all matters related to MMV. Bryan has full authority to negotiate project scope documents and fees. Joe Roshak, PE, will serve as Principal-in-Charge and will engage the company in any resulting contract. If you have any questions regarding our presented information, you may contact Bryan or Joe at the phone number and emails listed below.

"Proposer has received and examined the Request for Proposals, Airport Engineering Consulting Services. Proposer accepts all terms and conditions contained in the Request for Proposal, all its addenda, and the Professional Services Agreement, except as otherwise specifically noted as an Exception in the Proposal."*

"The submitted Proposal is valid for a period of ninety (90) days from the time and date Proposals are due."

"All materials and documents acquired or produced by the consultant in conjunction with the resulting contract shall be delivered to and become property of the City of McMinnville, without restriction or limitation of future use."

Sincerely,

CENTURY WEST ENGINEERING CORPORATION



Bryan Condon, PE
Project Manager
bcondon@centurywest.com
765.532.8320



Joe Roshak, PE
Principal-in-Charge
jroshak@centurywest.com
541.322.8962

Project Understanding

The McMinnville Municipal Airport has two runways: Runway 4-22 and Runway 17-35. Runway 4-22 is 5,420 feet long by 100 feet wide. Runway 17-35 is 4,340 feet long by 100 feet wide. Runway 4-22 has instrument landing systems (ILS), MALSR, precision approach path indicators (PAPI), and runway edge identifier lights (REIL; Runway 4) and is equipped with elevated edge lights. Runway 17-35 and the taxiways have elevated edge reflectors but no edge lights). Although Runway 4-22 is considered the primary runway, Runway 17-35 provides users easier takeoff or landing when winds blow north-south. The runways are connected to a network of taxiways and taxilanes, providing pilots access to the Airport's other facilities, including aprons, fueling facility (100LL and Jet A), Fixed Base Operators (FBOs), pilot's lounge, and hangar buildings.

The City is planning to pursue several specific upcoming improvement projects at the Airport per the Airport's Capital Improvement Plan (CIP). As the City's current on-call engineering consultant at the Airport, Century West has participated in annual teleconferences with City and FAA staff to help support the City with establishing the Airport's CIP. This experience has allowed us to consider each upcoming project's scope, schedule, and cost. Our understanding of your Airport's background, familiarity with your CIP, and experience with similar projects allows us to anticipate the potential issues, milestones, and key stakeholders related to each project and provide the City with solutions and opportunities to accomplish their development goals at the Airport. Upcoming projects are depicted in the aerial. Potential issues, milestones, and key stakeholders related to each project are discussed in further detail on the following pages.

Upcoming CIP Projects at MMV

Year	Funding	Project Description
2024	BIL	● Airport Fencing and Wind Cone Project – Design & Construction Phases
2025	AIP	● Airport Lighting Project – Environmental & Design Phases
2025	BIL	● West Apron Pavement Reconstruction Project – Environmental & Design Phases
2026	AIP	● Airport Lighting Project – Construction Phase
2026	BIL	● West Apron Pavement Reconstruction Project – Construction Phase
2028	AIP	● Pavement Rehabilitation Project – Environmental & Design Phases
2029	AIP	● Pavement Rehabilitation Project – Construction Phase



Airport Fencing & Wind Cone Project

This 2024 project will include installing 6-foot-tall security fencing along the northern Airport property limits in areas with gaps in which fencing does not exist and replacing the existing 3-foot-tall fence with an FAA-approved 6-foot-tall security fence. In addition to the fencing improvements, the City would like to install a supplemental wind cone at the Runway 4 threshold. The Airport has a primary wind cone at the Runway 22 threshold but does not have a wind cone at the Runway 4 threshold. With both project elements (fencing and wind cone), the City will increase the safety of operations at the Airport.

The FAA will issue two grants for this project (one for design and one for construction) and is expected to use Bipartisan Infrastructure Law (BIL) funds to reimburse the City for 90% of the costs associated with design, bidding, and construction. Century West is in the process of completing the environmental phase of this project. Our involvement with the environmental phase has allowed us to understand the potential project issues, milestones, and stakeholders.

Potential issues to this project are related to permitting restrictions and requirements associated with the federally listed species, streaked horned lark, and wetlands and streams in the project vicinity. Exact permitting requirements have yet to be determined, but it can be expected that construction will need to occur after the

lark breeding season (April 1 – September 1). A pre-construction lark survey will need to be completed within the project limits. Regarding wetlands and streams, contractor compliance with designated haul routes, work area limits, and erosion and sediment control plans will be critical for this project to avoid impacts to wetlands and streams that have been delineated in the project vicinity.

Century West's subconsultant team has extensive experience conducting lark surveys and will complete the pre-construction survey as part of our inspection services during construction. Century West will develop the project plans, technical specifications, and contract manual such that the project will comply with all applicable permitting requirements. We will coordinate with the contractor during construction as part of our inspection services to ensure all requirements are met.

Key stakeholders for this project include the permitting agencies. Our team will coordinate with permitting agencies to ensure that the City meets all permitting requirements during construction of the Airport fencing and wind cone. The project is not expected to require closure of the runway or taxiways at the Airport, but it is possible that the main entrance may be temporarily impacted during construction of fencing and an access gate. Century West will work with the City to communicate these impacts to the Airport users.

Proposed Preliminary Schedule: 2024 Airport Fencing & Windcone Project – Design & Construction Phases

	2024							
	May	June	Jul	Aug	Sep	Oct	Nov	Dec
Environmental Finding Issued by FAA	★							
FAA BIL Grant Application Submitted		★						
FAA BIL Grant Application Processing								
BIL Grant Award			★					
Design Phase								
Project Advertisement for Bidders								
Bid Opening						★		
Construction Notice to Proceed (NTP)						★		
Construction								
Grant Closeout								

Airport Lighting Project

This project involves installing edge lighting systems for Runway 17-35 and parallel Taxiway A, which are currently equipped with reflectors only (no lights). The FAA will issue two grants for this project (one in 2025 for environmental and design and one in 2026 for construction) and is expected to use a combination of national primary entitlement (NPE), state apportionment, and discretionary funds to provide the City with reimbursement for 90% of the costs associated with environmental, design, bidding, and construction.

An anticipated issue related to this project will be the need to close Runway 17-35 and Taxiway A during the construction of the edge lighting systems. FAA guidance (FAA AC/5370-2G – Operational Safety on Airport During Construction) requires the closure of a runway or taxiway during the active replacement of edge lighting. Century West understands the magnitude of such closures at McMinnville. While there is no substitute for an active runway, in our experience several strategies can be employed to help reduce the impacts. First, to be incorporated in the project plans during the design phase, strategic construction phasing would provide access to Runway 4-22 at all times, assuring the Airport can remain open during construction. Additionally, we recommend public outreach to the Airport community starting early and occurring regularly before the start of construction.

Century West will be happy to provide presentations, exhibits, or written descriptions, as we have done for past runway closures at the Airport, to help the City inform the community of the duration, scope, and added benefits of the construction improvements. We will use liquidated damages to encourage the contractor to complete construction on time during construction. Also, we understand that responsiveness to contractor questions is paramount during construction. Key stakeholders for this project are the airport community, including Airport-based businesses, tenants, and pilots. Communication with the airport community before and during the project will be important to its success.



West Apron Pavement Reconstruction Project

This project involves the full-depth reconstruction of the west apron pavement. The west apron area pavement has deteriorated and is beyond its serviceable life. A 2023 Pavement Evaluation conducted by ODAV found the west apron to have a Pavement Condition Index (PCI) of 0/100 (failed). The pavement has deteriorated beyond the point where rehabilitation is possible, so full-depth reconstruction will be necessary. The FAA will issue two grants for this project (one in 2025 for environmental and design and one in 2026 for construction) and is expected to use BIL funds to reimburse the City for 90% of the environmental, design, bidding, and construction costs.

Construction for this project is scheduled for 2026, the same year as the previously described Airport Lighting Project. Construction schedules for the two projects will depend on the timing of the FAA's funding for each project. It is possible that the construction schedules for the two projects will overlap. If so, this is a potential issue related to the project. The west apron pavement reconstruction project will not require runway or taxiway closures but may require rerouting for aircraft taxiing to parallel Taxiway A. Additionally, contractor haul routes and work areas related to the two projects will need to be considered in relation to one another so as to avoid either project impacting construction for the other. Century West provided environmental, design, and construction inspection services for an identical 2021 project in which the east apron was reconstructed. Strategic phasing allowed the project to be constructed with minimal impacts to hangar tenants near the east apron. Century West will assemble project plans with haul routes, work areas, and phasing that would minimize and, when possible, eliminate impacts to Airport users and contractors related to the Airport Lighting Project.



Pavement Rehabilitation Project

This project involves the rehabilitation of pavement across the Airport, specifically at Runway 17-35, parallel Taxiway A, and the hangar area taxilanes west of the fueling facility. A 2023 Pavement Evaluation conducted by ODAV found Runway 17-35 to have a PCI of 77-82 (satisfactory) and forecasted it to have a PCI of 72-77 (satisfactory) in 2028. The same report found parallel Taxiway A to have a PCI of 50-64 (fair/poor) in 2023 and forecasted it to have a PCI of 45-59 (fair/poor) in 2028. The hangar area taxilanes, west of the fueling facility, were found to have a PCI of 43-77 (satisfactory/fair/poor) in 2023 and are forecasted to have a PCI of 39-72 (fair/poor) in 2028.

Asphalt areas to be rehabilitated as part of this project currently exhibit surface cracking with limited areas that appear structurally distressed. Considering these existing pavement conditions, we expect that crack repair, fog seal, and limited asphalt patching (in areas of structural distress) would be an appropriate approach to preventative pavement maintenance and economically extend the useful life of the asphalt at the Airport.

Our pavement specialist, James Kirby, offers 20 years of airfield pavement maintenance experience throughout Washington and Oregon, including managing the ODAV's Pavement Maintenance Program (PMP).

The FAA will issue two grants for this project (one in 2028 for environmental and design and one in 2029 for construction) and is expected to use NPE funds to provide the City with reimbursement for 90% of the costs associated with environmental, design, bidding, and construction.

Century West has extensive experience designing and inspecting crack seal and fog seal projects at airports in Washington and Oregon. We have developed a working standard for project plans and specifications that clearly describe and define crack seal quantities and terms. We have also developed a standard for inspecting and managing construction in a way that lends to crack seal quantities and project costs within the project budget, and construction that is of a quality that effectively extends the useful life of the pavement.

A project of this nature, which extends across the entire Airport, will involve widespread and phased closures and create impacts on airport users. Challenges related to this project will include developing a safety and phasing plan that minimizes impacts for users and communicating anticipated impacts to City staff so they can inform airport users of the impacts before the work. During design, Century West will develop a phasing and safety plan, with input from City staff, with the goal of minimizing disruptions for airport users. Additionally, we will propose a public meeting at the Airport prior to construction, in which our staff can describe the project's benefits and the anticipated impacts on airport users.



Project Approach

Project Management

Our approach to directing work is to first create a project administration plan that organizes the essential elements of a project and communicate them to the team. The essentials of a successful administration plan include:

- Project Scope & Objectives
- Project Organization
- Stakeholder Identification
- Lines of Communication
- Change Management
- Schedule
- Budget
- Risks/Challenges
- Team Resources
- Quality Control

At the beginning of a project, Bryan Condon, PE, will develop a task list and schedule to share with the relevant team members. As the project manager, Bryan's administration plan considers the following factors:

- Assigning the most appropriate support staff member for each task, making sure that every person has the right combination of skills and experience for their role
- Maintaining a consistent team throughout the duration of a project
- Identifying conflicts, possible challenges, and potential bottlenecks early in the project
- Developing a schedule with critical milestones that recognizes challenges associated with adverse weather, agency permits and approvals, funding cycles, and other elements
- Lines of communication between the client, Century West team members, and stakeholders/regulatory agencies

Team Members

The complimentary skill sets of our internal staff and selected subconsultants have historically resulted in thorough, thoughtful solutions to projects large and small. Our team has the demonstrated ability to effectively communicate and share workload on projects and will provide a right-sized team of expert staff to efficiently deliver on all phases of the AMP Update. The team shown in the organizational chart to the right is committed and available to support the City immediately upon award of the contract.

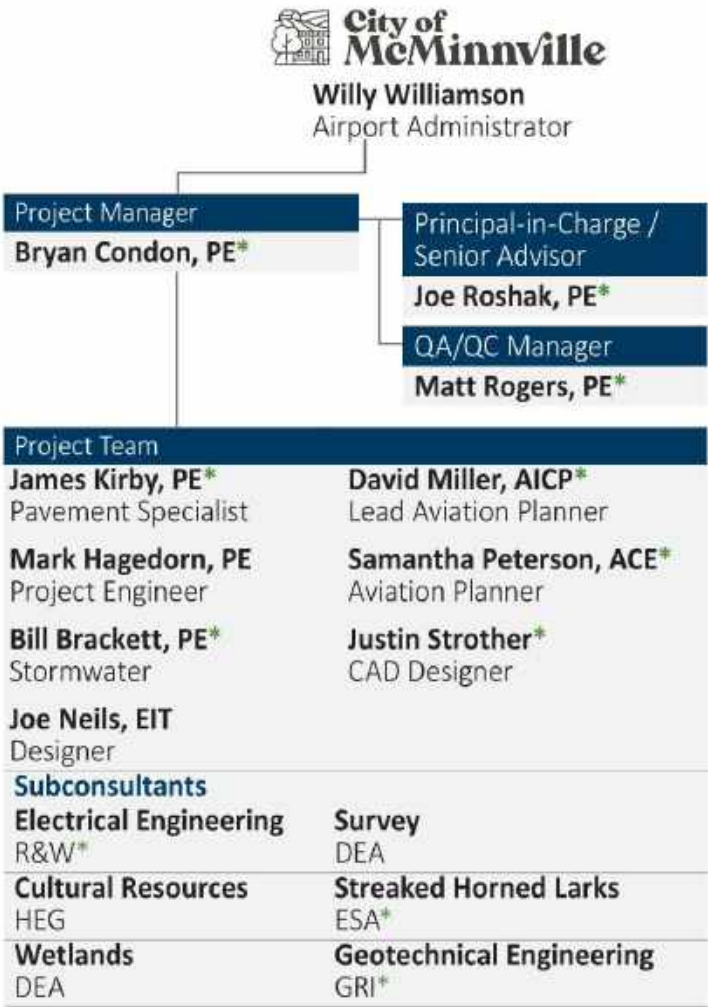
Approach to Complete Tasks in a Timely Manner

Century West’s internal procedures require weekly monitoring of the project budget and schedule in addition to the monthly review that takes place at invoicing. This regular review allows the project manager to add project staff or assign overtime work, if required, to keep the project on schedule. The project manager can also measure the completion level of the work product compared to the effort spent on the project.

Our project management software allows for real-time review of effort spent and resources required for the project. Project managers are able to review budget or schedule concerns at a moment’s notice and work toward implementing adjustments as needed by the project. Bryan Condon is well versed in management tools and, together with our team’s experience working with the City, will be able to meet the schedule and budget goals. Bryan will provide a memo each month summarizing work completed, budget used, and our anticipated work products for the next month.

Approach to Unanticipated Issues

When scope change, budget changes, or external influences present themselves, Bryan will immediately bring it to the City’s attention and discuss potential options, determine a preferred solution, and document as necessary. No one likes surprises with the budget or schedule, so we are as transparent as possible in these situations to keep the project on track. The key to our approach in managing and avoiding unanticipated issues is in our robust communication program. Our five step communication approach is highlighted on the following page 6.



*Experience at McMinnville Municipal Airport

HOW CENTURY WEST’S APPROACH WILL BENEFIT THE CITY OF MCMINNVILLE

- We will leverage our 20+ year history at the Airport to tailor your plan to meet your specific operational and growth needs.
- We offer aviation planning, environmental, engineering, design, construction administration, and full-service FAA/ODAV administrative support. Our multi-discipline aviation team provides more thoroughly vetted and implementable projects that reduce field issues and limit costly change orders.
- We communicate effectively with the City and the FAA to identify critical path decisions that may have schedule impacts.
- We have a long track record of advocating on behalf of the Airport Sponsor with FAA, ODAV, and other agencies.

Ensuring Quality

Century West takes responsibility for the quality and technical completeness of each project element you assign. Bryan will ensure that internal and client reviews are completed before a project is finalized to guarantee consistency with stated project needs and objectives at each review stage. To ensure project quality, we will follow our project work plan outlining procedures to:

Maintain our close working relationship with City and Airport staff throughout all phases of the project. We will meet with you and other project stakeholders on a regular basis, enabling us to track all critical project issues and action items, thus ensuring that your project issues, concerns, and objectives will be addressed.

Include principal-level involvement. Joe Roshak will serve as the Senior Advisor for our on-call services contract. He will support Bryan to make sure he has the available resources to complete each project.

Manage Subconsultants. Bryan will be responsible for coordinating activities and integrating subconsultant work products into the overall project deliverables and schedules. He will maintain regular contact with subconsultants through weekly check-ins conducted primarily through Microsoft Teams meetings.

Approach to Engage Stakeholders

Public knowledge, understanding, and involvement in the planning process accomplish several objectives, including better planning concepts, stronger support, fewer criticisms, and smoother adoption of the plans. The public involvement process aims to address citizens’ concerns while meeting the City’s overall objectives. The public processes facilitate productive communication between the City and the community, which can make each project that much more successful.

Our public involvement process is very comprehensive. Each component of the process contributes to an understanding of the issues surrounding the project. Through our years of completing successful airport projects, we have used a variety of methods to facilitate community participation in the airport planning design and development process. The specific structure for the public information and community involvement programs for this project will be determined based on the preferences of the City.

Identify Key Points of Input and Review with City Staff

As project manager, Bryan is responsible for project delivery, client coordination, internal project management, and team coordination. Bryan and any of our key team members will be available to meet with you at any time to discuss issues or concerns. Meeting with our team on a regular basis will benefit you by eliminating misunderstandings that can occur solely by relying on phone calls, emails, and letters. Our commitment to serving you as a consistent resource includes attending meetings and presentations with City staff, public meetings and presentations, informal meetings with you to scope projects, assisting you with grant applications, or assisting with other tasks at your direction.

At the center of our project approach success is communication. Our thorough communication approach consists of the following, at a minimum:

1. INITIAL MEETING WITH CITY STAFF	2. ASSIGN TEAM RESPONSIBILITIES	3. HOLD ROUTINE COORDINATION CALLS	4. MONTHLY STATUS REPORTING	5. ATTEND STATUS MEETINGS & CITY MEETINGS
Schedule initial meeting with City staff and other stakeholders to thoroughly scope project details, expectations, constraints, and FAA requirements.	Identify and assign clear responsibilities to Century West internal team members, subconsultants, airport staff, and/or other stakeholders.	Routine coordination calls on our projects to further enhance communication of the consultant team and other project stakeholders.	Assess and update a monthly status report (or more frequently as necessary) to identify current schedule and status of project elements, decisions, pending action items for the Airport, and/or other stakeholders.	Conduct regular team meetings to discuss project status, address issues, and develop action items for the next work period. Participate in City meetings to stay apprised of airport needs and other critical timelines.

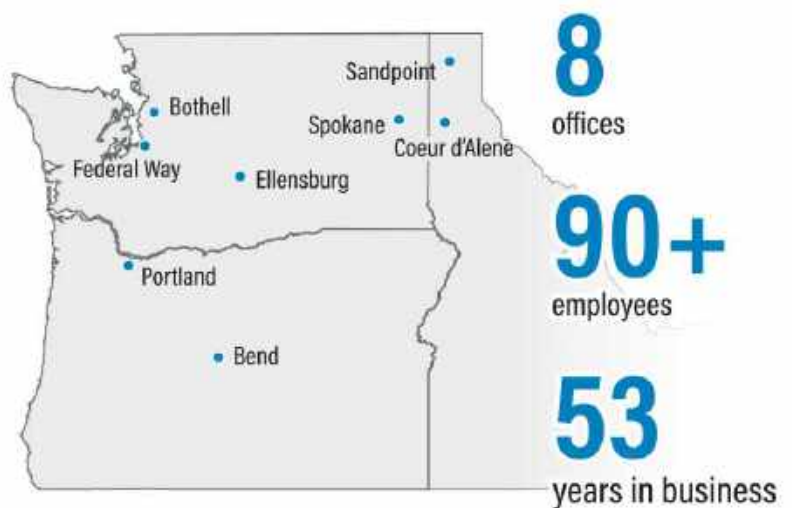
Proposer's Experience

Founded in 1969 in the Pacific Northwest, Century West offers a local aviation-focused office in Portland, OR and combines the talent of more than 90+ professionals and support staff from eight office locations throughout Oregon, Washington, and Idaho.

Century West is recognized as one of the longest established aviation consulting firms in the Pacific Northwest, providing continuous service to airport clients since the mid-1970s. **We have in-house expertise in the full spectrum of aviation services including airport planning, engineering, design, construction management, electrical, utilities, stormwater, environmental services, financial analysis, grant writing, and other specialized capabilities.** Century West provides excellent

resources, such as senior staff with extensive experience in airfield operations and first-hand experience working on projects at dozens of airports. Our proven track record of completing airport projects on time and within budget is a result of our excellent working relationship with the FAA and our ability to advocate with confidence on behalf of our airport clients.

We combine this aviation expertise with a strong roster of services for municipal engineering projects. The structure of the Century West team has been carefully considered to provide specific expertise on all of the City's requested services including but not limited to the Airport Fence and Wind Cone Project, West Apron Pavement Reconstruction Project, Airport Lighting Project, and Runway and Taxiway Rehabilitation Project.



Minimum Qualifications

1. **A State of Oregon Registered Professional Engineer.** As shown in the staff summary table on Page 12, the Century West team will have six Oregon-licensed engineers— Bryan Condon, PE as the Project Manager; Joe Roshak, PE; Matt Rogers, PE; James Kirby, PE; Bill Brackett, PE; and Mark Hagedorn, PE—in responsible charge of work completed for this project. Each have held their licenses for 5+ years. Over our firm's 50+ year history, nearly all our work has been completed for public agencies.
2. **Minimum of five (5) years Airport Engineering, Environmental and Planning Experience, which includes working directly with the FAA and ODAV.** Century West's firm experience providing airport engineering and services to similar airports is included on Pages 8 to 10 of this proposal. Individual team member experience for both in-house staff and subconsultants is provided on Pages 11 to 15.



Work Experience

The following project descriptions demonstrate our knowledge, experience, and capability to successfully perform work at McMinnville Municipal Airport. They include recent projects and on-call contracts, including both FAA AIP-funded and non-federally funded projects, that are most similar to those we expect to do at your Airport.

MCMINNVILLE MUNICIPAL AIRPORT – EAST APRON REHABILITATION PROJECT

Century West assisted the City with the environmental, design, bidding, and construction phases related to a full-depth reconstruction of an apron and adjacent taxiway at the Airport which had deteriorated beyond its useful life. The project involved full depth reconstruction of the east apron, laying out aircraft tie-downs in accordance with current FAA guidance, and installation of new storm structures including pavement under-drains. Construction was completed on time. The final construction cost came in below the engineer’s estimate.



Key Staff: Bryan Condon, PE Joe Roshak, PE	Public Agency: City of McMinnville
Relevant Services: <ul style="list-style-type: none">✓ Airport Experience✓ Apron Pavement Rehabilitation	Contact: Willy Williamson, Airport Manager 231 NE Fifth Street, McMinnville, OR 97128 971.387.1125 willy.williamson@mcminnvilleoregon.gov Project Dates: 2018–2022

RICHLAND AIRPORT – ELECTRICAL REPLACEMENT PROJECT

Century West assisted the Port of Benton with design of a project to replace all the Port-owned electrical systems and fixtures at the Richland Airport including four lighted wind cones. This design project involved a relatively complex construction phasing plan, which was designed to ensure that pilots had access to at least one runway at all times during construction. Century West subsequently assisted the Port with bidding and service during construction.



Key Staff: Bryan Condon, PE	Public Agency: Port of Benton
Relevant Services: <ul style="list-style-type: none">✓ Security Fencing and Access Controls✓ Lighting, Signing, and NAVAIDS	Contact: Quentin Wright, Airport Manager 3250 Port of Benton Boulevard, Richland, WA 99354 509.375.3060 QWright@portofbenton.com Project Dates: 2021–2024

DAVENPORT MUNICIPAL AIRPORT – RUNWAY 5-23 REHABILITATION PROJECT AND FENCING & CONSTRUCTION SERVICES

Runway 5-23 Rehabilitation

Century West provided preliminary planning, environmental assessment (EA), land acquisition, final design, construction phasing, and construction management, while guiding the application for and administration of multiple FAA and state grant funding sources for the Runway 5-23 Rehabilitation Project. Working closely with the City of Davenport and the FAA, the Century West team remained focused on the long-term objective while guiding this project from concept to construction. The final result is a primary runway that is compliant with current FAA design standards; frost-protected and well-drained for pavement longevity; free from line-of-sight (LOS) deficiency; modernized with Medium Intensity Runway Lighting (MIRL), signage, beacon and wind cone; integrates with a developable taxilane; and is situated to allow full Airport control of both runway protection zones (RPZs).



Fencing & Construction Services

This project consisted of design and construction management of approximately 2,100 linear feet of security fencing that enclosed a portion of the airport property. The project also included relocation of the airport entrance with a new access road and an electronically actuated entrance gate. Century West was responsible for preparing the grant application on the City's behalf; designing the fence line and entrance road relocation; interacting with FAA; providing construction management for the project; and preparing required FAA forms and documents for reimbursement and inspection requirements.

Key Staff: Bill Brackett, PE | Mark Hagedorn, PE

Public Agency: City of Davenport

Relevant Services:

- ✓ Lighting, Signing, and NAVAIDs
- ✓ Security Fencing and Access Controls
- ✓ Construction Inspection

Contact: Steve Goemmel, City Administrator
3040 25th Street SE, Salem, OR 97302
509.725.4352 | sjgoemmel@centurytel.net

Project Dates: 2018–2023

BREMERTON NATIONAL AIRPORT – AIRFIELD ELECTRICAL IMPROVEMENTS

Century West provided the design, bidding, and construction management services for the airfield-wide lighting, signage, and NAVAID improvements project. The existing high-intensity runway (HIRL) and medium intensity taxiway (MITL) lighting, various airfield signs, select NAVAIDs, and other electrical system components were experiencing increasing operational/maintenance issues and required replacement and upgrading. The project opened for bids in Spring 2019 and the improvements planned to include LED light fixtures for the new guidance signs and all taxiway edge lighting. However, LED lights were not FAA-approved for use as HIRL systems at the time, which the Airport's sole Runway 2-20 used. Shortly thereafter, the FAA released new guidance allowing the use of LED lights for HIRL systems. Being both environmentally and cost conscience, the Port opted to pursue the LED HIRL option, but the FAA indicated the project needed to get rebid due to the change in scope. Century West worked diligently and quickly to repackage the bid documents. The rebid opened in February 2020, and the successful bidder was almost 8% less than the original bid amount despite the new LED HIRL fixtures. Construction began at the end of July 2020 and was substantially complete in October 2020. The final inspection walk-through occurred in December 2020, signifying the completion of the project within the allowed contract time and under budget.



Key Staff: Mark Hagedorn, PE

Public Agency: Port of Bremerton

Relevant Services:

- ✓ Pavement Rehabilitation
- ✓ Construction Inspection

Contact: Cole Barnes, Airport Manager
8850 WA-3, Bremerton, WA 98312
360.813.0828 | coleb@portofbremerton.org

Project Dates: 2022-ongoing

FLORENCE MUNICIPAL AIRPORT – AWOS RECONSTRUCTION

Century West has been serving the Florence Municipal Airport since the 1980s. The Airport had previously installed an Automated Weather Observing System (AWOS) 3 in 2001. The AWOS-3 equipment had reached the end of its useful life, and replacement parts were becoming increasingly more difficult to procure. Century West worked with the Airport and FAA to program an AWOS replacement project in 2021 to upgrade to an AWOS-3P/T system which included precipitation type and thunderstorm/lighting reports not previously available on the AWOS-3 system.

The project design was completed in spring 2021, and bids were opened in early June to allow for ample time to review submittals and order the AWOS equipment. Due to COVID, there was a significant time between ordering the AWOS equipment and actual installation, the Century West team carefully designed the new AWOS to be outside of the existing AWOS footprint to allow it to remain operational while the new equipment was procured. Construction of the new AWOS tower and equipment footings was completed in September 2021, and the new equipment and tower was installed in December 2021.



Key Staff: Mark Hagedorn, PE | Joe Roshak, PE | Bill Brackett, PE **Public Agency:** City of Florence

Relevant Services:

- ✓ Lighting, Signing, and NAVAIDs
- ✓ Construction Inspection

Contact: Mike Miller, Public Works Director
250 Hwy 101 N, Florence OR 97439
541.997.4106 | mike.miller@ci.florence.or.us

Project Dates: 2020–2021

CAPE BLANCO STATE AIRPORT – RUNWAY REHABILITATION & ELECTRICAL

The Cape Blanco State Airport is a small, coastal airport owned by the Oregon Department of Aviation. Though the airport is likely to be a key asset in a potential coastal natural disaster, it does not qualify for FAA funding due to its infrequent usage. The facility has slowly degraded over the years because of this lack of funding. This project included design for a full resurfacing of the 5,100-foot long and 150-foot wide runway to restore the failing pavement. The project also included design of a new electrical building, airport beacon and tower, lighted windsock, runway edge lighting, lighted signs, runway end identifier lights (REILs), and precision approach path indicators (PAPIs). These improvements will drastically improve the safety and usability of this airport long into the future.

Key Staff: James Kirby, PE | Joe Neils, EIT

Public Agency: Oregon Department of Aviation

Relevant Services:

- ✓ Lighting, Signing, and NAVAIDs
- ✓ Runway Rehabilitation

Contact: Tony Beach, State Airports Manager
3040 25th Street SE, Salem, OR 97302
503.378.2523 | anthony.beach@odav.oregon.gov

Project Dates: 2022–ongoing

ODAV PMP

Century West administers the ODAV's PMP performing programming, inspection, design, bidding, and construction management services for an average of 15 Oregon public-use airports every year. Programmed projects address pavement maintenance needs in a rigorous, cost-effective manner using pavement maintenance methods such as crack sealing, patching, and surface sealing. Century West's pavement specialist, James Kirby, uses his prior inspection, design, and project management experience on every airport included in the PMP to guide clients through all phases of the project. In addition to James, many Century West staff have participated in the design and construction management phases of this unique program with cumulative experience on most of the public-use airports in the state. Century West has been administering the PMP continually since 2015 with an average annual total project cost of \$1.3M to \$1.5M.

Key Staff: James Kirby, PE | Mark Hagedorn, PE

Public Agency: Oregon Department of Aviation

Relevant Services:

- ✓ PMP at McMinnville Municipal Airport
- ✓ Pavement Rehabilitation
- ✓ Construction Inspection

Contact: Tony Beach, State Airports Manager
3040 25th Street SE, Salem, OR 97302
503.378.2523 | anthony.beach@odav.oregon.gov

Project Dates: 2022–ongoing

Project Team Experience



BRYAN CONDON, PE

Project Manager

Education: BS, Civil Engineering, Purdue University

Registrations: Professional Engineer: OR, WA

✓ Experience at McMinnville
50% of time devoted to this project

In Bryan's 17 years of aviation experience, he has managed the engineering analysis and design for a variety of projects in the Pacific Northwest. Bryan is known for his ability to lead a design team and ensure the client's needs are met on time and within budget. He has comprehensive experience in preparing design drawings for grading, paving and drainage projects, preparing cost estimates, technical specifications and performing field inspection. Bryan has also coordinated extensively with regulatory agencies such as FAA, ODAV, U.S. Army Corps of Engineers, and National Park Service. He is known for his responsiveness to client needs and concerns and his expertise with federal funding processes.

Relevant Project Experience

- McMinnville Municipal Airport, Runway Reconstruction & Taxiway Construction; McMinnville, OR
- McMinnville Municipal Airport, East Apron Rehabilitation Project; McMinnville, OR
- Troutdale Airport, Runway 7-25 Rehabilitation; Troutdale, OR
- Chiloquin State Airport, Runway 17-35 Reconstruction; Chiloquin, OR
- Richland Airport, Hangar Taxilane Project; Richland, WA
- Richland Airport, Pavement Rehabilitation; Richland, WA
- Prosser Airport, Pavement Rehabilitation and Electrical Replacement; Prosser, WA
- Richland Airport, Electrical Replacement Project; Richland, WA
- Prosser Airport, Hangar Taxilane Construction; Prosser, WA



JOE ROSHAK, PE

Principal-in-Charge/Senior Advisor

Education: BS, Civil Engineering, University of Portland

Registrations: Professional Engineer: OR, WA

✓ Experience at McMinnville
10% of time devoted to this project

Joe is Century West's President with 35 years of aviation experience. He has a proactive management style and is highly regarded among his clients for his ability to deliver projects on time and on budget. He has an outstanding reputation for honesty and integrity that makes him an effective negotiator and problem solver when dealing with contracts and resolving project conflicts.

Relevant Project Experience

- McMinnville Municipal Airport, Runway 4-22 Rehabilitation; McMinnville, OR
- Chiloquin State Airport, Runway 17-35 Reconstruction; Chiloquin, OR
- Redmond Airport, Runway 4-22 Rehabilitation; Redmond, OR
- Prineville Airport, Runway 10-28 Reconstruction & Widening; Prineville, OR
- Joseph State Airport, Fuel Apron Construction Project; Joseph, OR

MATT ROGERS, PE

QA/QC Manager

- ✓ Experience at McMinnville
- 5% of time devoted to this project



Education: BS, Civil Engineering, Oregon State University; BS, Engineering Science, Pacific Lutheran University

Registrations: Professional Engineer: OR, WA

Matt is a Vice President responsible for overseeing Century West's aviation planning, engineering, and technical staff. Matt will provide technical review and oversight of all work products completed throughout the duration of the on-call contract. He is adept at developing project work plans that encompass the range of issues airports encounter as they navigate FAA requirements and funding.

Relevant Project Experience

- McMinnville Municipal Airport, AMP; McMinnville, OR
- Eastern Oregon Regional Airport, AMP & Airport Layout Plan (ALP); Pendleton, OR
- Madras Municipal Airport, AMP & ALP; Madras, OR
- Bend Municipal Airport AMP & ALP; Bend, OR
- ODAV, Oregon Aviation Plan Update; Statewide, OR

JAMES KIRBY, PE

Pavement Specialist

- ✓ Experience at McMinnville
- 20% of time devoted to this project



Education: BS, Civil Engineering, Oregon State University

Registrations: Professional Engineer: OR, WA

James brings over 20 years of experience providing a wide range of civil engineering consulting services to public and private clients on airport projects. James is Century West's in-house pavement expert and has unmatched regional pavement management, repair, design, and construction experience at dozens of airports throughout the Pacific Northwest. He is the project manager for ODAV's Pavement Maintenance Program.

Relevant Project Experience

- ODAV, Pavement Maintenance Program; Statewide, OR
- ODAV, Siletz Bay, Runway & Electrical Rehabilitation; Siletz Bay, OR
- ODAV, Condon State Airport, Runway Rehabilitation; Condon, OR
- ODAV, Aurora State, Airport Runway Rehabilitation – Phase 1; Aurora, OR
- Curry County, Brookings Airport Apron & Taxiway Rehab – Phase 1 & 2; Brookings, OR

MARK HAGEDORN, PE

Project Engineer

- 40% of time devoted to this project



Education: BS, Civil & Environmental Engineering & MSCE, Geotechnical Engineering, University of Massachusetts University

Registrations: Professional Engineer: OR, WA, ID, NV

Mark provides engineering services for various airport and municipal projects which includes generating plan sets for roadways, taxiways, runways, and buildings conforming to local, state, and federal codes. The plan sets include the design for erosion, demolition, electrical, grading, signage, paving, drainage systems, and marking. Additionally, Mark has worked as a liaison between the contractor, project managers, and clients to address change orders and changes in field conditions.

Relevant Project Experience

- Sunriver Airport, Runway Reconstruction; Sunriver, OR
- Lake County Airport, Taxiway A Design & Construction; Lakeview, OR
- Lexington Airport, Taxiway D Design & Construction; Lexington, OR

BILL BRACKETT, PE

Project Engineer

- ✓ Experience at McMinnville
- 20% of time devoted to this project



Education: BS, Agricultural Engineering, Oregon State University

Registrations: Professional Engineer: OR, WA

With over 35 years of experience, Bill has provided stormwater design on dozens of projects over his career ranging from large airport projects to small site developments. He is familiar with several systems for modeling complex hydrological systems. Bill is an expert in using computer software to optimize the plan, profile, and cross-section design for runways, taxiways, roadways, site design, and utility projects.

Relevant Project Experience

- Davenport Municipal Airport, Runway 5-23 Rehabilitation Project; Davenport, WA
- Madras Municipal Airport, Apron Reconstruction/Fencing Improvement Madras, OR
- Troutdale Airport, Runway 7-25 Reconstruction; Troutdale, OR
- Chiloquin State Airport, Runway 17-35 Reconstruction; Chiloquin, OR

SAMANTHA PETERSON, ACE

Senior Airport Planner

- ✓ Experience at McMinnville
10% of time devoted to this project



Education: BS, Aviation Management, Central Washington University

Certifications: FAA Licensed Pilot; Airport Certified Employee (ACE)

Samantha is a licensed pilot with 11 years of experience specializing in airport operations and management with a thorough understanding of FAA compliance. She assists clients with state and federal grant applications as well as updating Disadvantaged Business Enterprise (DBE) plans and goal setting.

Relevant Project Experience

- McMinnville Municipal Airport, AMP & ALP Update; McMinnville, OR
- ODAV, Oregon Aviation Plan Update; Statewide, OR
- ODAV, Aurora State Airport Constrained Operations Runway Justification Study; Aurora, OR
- Bend Municipal Airport, AMP & ALP Update; Bend, OR
- Ashland Municipal Airport, AMP & ALP Update; Ashland, OR

DAVID MILLER, AICP

Senior Airport Planner

- ✓ Experience at McMinnville
10% of time devoted to this project



Education: BS, Air Commerce & Transportation Technology, Florida Institute of Technology; Airport Systems Planning & Design Program, UC Berkeley
Certifications: American Institute of Certified Planners (AICP); FAA Commercial Pilot License with Instrument, Multi-engine, and Seaplane Ratings

David has over 40 years of aviation consulting experience, including the past 28 years as Century West's lead airport planner. He is the technical lead for all projects involving airport planning. He routinely evaluates our firm's airport designs for consistency with FAA planning standards.

Relevant Project Experience

- McMinnville Municipal Airport, AMP; McMinnville, OR
- Bend Municipal Airport AMP & ALP Update; Bend, OR
- Eastern Oregon Regional Airport, AMP & ALP Update; Pendleton, OR
- Joseph State Airport, AMP; Joseph, OR
- ODAV, Multiple ALP & AMP Projects; Statewide, OR

JOE NEILS, EIT

Designer

- 50% of time devoted to this project



Education: BS, Civil Engineering, Oregon State University

Joe has two years of experience in providing support to aviation projects, drafting, and estimating for Century West. His strong work ethic and attention to detail have contributed significantly to the success of the projects he has worked on. Joe is always willing to go the extra mile to ensure the job is done right.

Relevant Project Experience

- ODAV, Cape Blanco State Airport - Runway Rehabilitation & Electrical; Sixes, OR
- Hillsboro Airport, Runway 13R-31L & Runway Safety Area Improvements; Hillsboro, OR
- Portland International Airport, Airport Way & Frontage Road Pavement; Portland, OR

JUSTIN STROTHER

CAD Designer

- ✓ Experience at McMinnville
60% of time devoted to this project



Justin has 17 years of experience working on airport projects throughout the Pacific Northwest. He leads production of plans and provides detailed exhibits for project reports. He has strong Civil 3D skills for efficient and accurate plan production.

Relevant Project Experience

- McMinnville Municipal Airport, AMP & ALP Update; McMinnville, OR
- ODAV, Joseph State Airport, AMP & AGIS; Joseph, OR
- Bend Municipal Airport, AMP; Bend, OR
- Brookings Airport, AMP; Brookings, OR
- Madras Municipal Airport, AMP & AGIS; Madras, OR

Our proposed staff offer excess capacity for the upcoming proposed projects at McMinnville Municipal Airport. The percentage of our staff commitments on of our proposed team with other projects, offers excess capacity for the proposed projects at the McMinnville Municipal Airport. Other project commitments of our team are detailed below.

Team Member & Location	% of time to other projects	Ongoing Projects
Bryan Condon, PE – Project Manager St. Louis, MO (Remote)	50%	MMV Airport Fencing and Wind Cone; Richland: Pavement Rehabilitation & Hangar Taxilane, Prosser Electrical Replacement & Pavement Rehabilitation
Joe Roshak, PE – Principal-in-Charge Bend, OR	20%	PDX On-call; McMinnville On-call
Matt Rogers, PE – QA/QC Manager Bend, OR	40%	Aurora AMP; McMinnville AMP; PDX Seismic RWY
James Kirby, PE – Pavement Specialist Portland, OR	70%	ODAV PMP Design Services; Aurora Runway Rehab
Mark Hagedorn, PE – Project Engineer Bend, OR	50%	Lake County Taxiway B Rehab; Lake County SEAT Base; Madras Apron Reconstruction & Fencing
Bill Brackett, PE – Stormwater Engineer Bend, OR	60%	Madras Apron Reconstruction & Fencing; Airway Heights Multimodal Project
Joe Neils, EIT – Project Designer Lake Oswego, OR	50%	HIO RWY 13R-3L Taxiway A Rehab; HIO Taxiway B
Samantha Peterson, ACE – Sr. Airport Planner Raleigh, NC (Remote)	70%	McMinnville AMP; Aurora AMP; Sunnyside ALP
David Miller, AICP – Sr. Airport Planner Ellensburg, WA	70%	McMinnville AMP; Sunnyside ALP; Aurora AMP; Cashmere-Dryden AMP
Justin Strother – CAD Designer Austin, TX (Remote)	40%	MMV AMP; Cashmere-Dryden AMP; Sunnyside ALP

Subconsultants

R&W Engineering | Electrical Engineering



In 1978, R&W Engineering, Inc. (R&W) began providing electrical, mechanical, and automation engineering services for municipal, industrial, commercial, institutional, and governmental clients. They boast a high percentage of their workload based upon returning clients. R&W's clients look to them to provide design solutions for an array of diverse projects such as grain elevators, cellular phone sites, commercial buildings, wastewater treatment plants, water pumping stations, automation, instrumentation, and machine design.

Unique Qualifications

- Provided engineering design services for multiple airport facilities throughout Oregon & Washington for over 45 years.
- Services included power and control design for lighting and electrical equipment.
- Runway lighting control systems experience includes MIRL, REIL, VASI, PAPI, and taxiway lighting.
- R&W and Century West have been teaming on projects for over 30 years and have completed over 100 successful projects together.

Harris Environmental Group | Cultural Resources



Harris Environmental is well-versed in performing cultural resources literature reviews, pedestrian, and subsurface investigations and reporting to support airport improvement projects. Their archaeologists, historians, and GIS specialists are experienced and all meet and exceed the Secretary of the Interior's standards for archaeological professionals.

Unique Qualifications

- Familiar with and have worked closely with the FAA to develop appropriate scopes of work, to access the project areas during these investigations, and are familiar with their needs and requirements.
- Familiar with the history and material culture of the McMinnville/Willamette Valley area and have close working relationships with the State of Oregon State Historic Preservation Office.

David Evans and Associates | Wetlands & Survey



Since its founding in 1976, DEA has been providing high-quality engineering, planning, natural resources, public engagement, and surveying services that are timely, accurate, and cost-efficient. Their planning, natural resource, and survey staff have supported numerous airport projects and airport on-calls in the Northwest.

Unique Qualifications

- The DEA team knows FAA rules and regulations, has experience and relationships with staff at the FAA and ODAV as well as federal and state regulators, and has locally available natural resource and survey staff in Portland, Salem, and Corvallis.
- DEA frequently teams with Century West Engineering – most recently on Lebanon, Joseph State, Cottage Grove, Siletz Bay, and Independence airports in Oregon.
- DEA understand the importance of preparing compliant documentation, including wetland delineations and critical areas reports, fish/wildlife surveys for Endangered Species Act compliance, and conducting land surveys.

Environmental Science Associates | Streaked Horned Larks



Century West has been working with ESA for more than 15 years. ESA distinguishes itself from other environmental firms through the establishment of an Airports Group—a dedicated aviation consulting practice within ESA that serves airports nationwide. ESA's services encompass the National Environmental Policy Act, land use planning, noise analysis, air quality modeling, greenhouse gas inventories, sustainability assessments, permitting, environmental/construction monitoring, cultural resources, restoration, and public involvement. In preparing NEPA documentation, ESA works closely with FAA staff to ensure that the NEPA documentation is in compliance with all applicable laws and regulations, including FAA's internal guidance (FAA Orders 5050.4B, 1050.1F, and the 1050.1F Desk Reference) and applicable Advisory Circulars.

Unique Qualifications

- ESA has worked with Century West on over 30 airport projects in just the last five years.
- Completed the McMinnville Municipal Airport Wetland Delineation – TESS SHA Study.
- Jeff Barna, ESA's environmental lead, has provided streaked horned lark surveys and consultation with FAA and U.S. Fish and Wildlife Service at McMinnville Municipal Airport.

GRI | Geotechnical Engineering



Established in 1984, GRI provides full-service geotechnical, geological, and pavement engineering services for a wide range of projects across the Pacific Northwest. Their team focuses on innovative solutions that are practical and meet our clients' objectives. GRI's staff has developed a strong understanding of the area's geology and how it affects geotechnical design for structures, pavement, and other infrastructure.

Unique Qualifications

- GRI's geotechnical lead, Jon Huffman, has provided geotechnical investigation services for previous projects with Century West at McMinnville Municipal Airport. As a result, GRI has a comprehensive understanding of the regional geology, pavement, and geotechnical conditions at the airport.
- GRI has completed over 200 geotechnical engineering, pavement design, and pavement management projects at airports throughout Oregon.

Supporting Information: *There is no additional information we wish to present.*



Federal Aviation
Administration

Memorandum

Date: 1/11/2024

To: McMinnville Municipal Airport

From: Tim House

Subject: 2025-2029 CIP

The development of a solid Capital Improvement Plan (CIP) is important to identify the highest priority work within the anticipated funds that would most effectively improve the statewide airport system from a safety and preservation perspective. The table below represents the projects that we intend to move forward with at this time; however as in any given year, projects are dependent on the availability of funding. Any changes to the agreed upon project list needs to be coordinated on your next SCIP and may affect funding and year.

McMinnville Municipal Airport
5-YEAR PROJECTS & PLANNED FUNDING

Year#	Project Name	NPE	ST	DI	BIL	FAA Total
2025	Runway 17-35 & Taxiway A Lighting Project - Environmental & Design Phase (1)	\$270,000	\$0	\$0	\$0	\$270,000
2025	West Apron Pavement Reconstruction Project - Environmental & Design Phase (1)	\$0	\$0	\$0	\$180,000	\$180,000
2026	Runway 17-35 & Taxiway A Lighting Project - Construction Phase (2)	\$180,000	\$500,000	\$1,700,000	\$0	\$2,380,000
2026	West Apron Pavement Rehab Project - Construction Phase (2)	\$0	\$0	\$0	\$410,000	\$410,000
2027	Carryover	\$0	\$0	\$0	\$0	\$0
2028	RW and TWs Pavement Rehab Project- Environ/Design (Phase 1)	\$180,000	\$0	\$0	\$0	\$180,000
2029	RW and TWs Pavement Rehab Project-Construction (Phase 2)	\$270,000	\$0	\$0	\$0	\$270,000**

Projects originally planned for FY2024 that have been postponed are not addressed in this memo. If you plan to move a FY2024 project into FY2025 for a grant, please talk to your project manager.

*Non-primary entitlement funds are specifically for general aviation airports that show needed airfield development listed in the latest published National Plan of Integrated Airport Systems (NPIAS). Non-primary entitlement funds are calculated as follows; the lesser of \$150,000 or 1/5 of an airport’s 5-year development cost.

**Note that your submitted CIP shows AIP funding needs greater that what is anticipated to be available. Please continue to work with your Project Manager on a funding plan for this work.

For reference non primary entitlements and BIL balance prior to any FY2024 funding actions are listed below.

	<u>NPE</u>	<u>BIL</u>
FY2021	\$0	
FY2022	\$0	\$202,357
FY2023	\$0	\$292,000
FY2024	\$150,000	\$294,000
TOTAL	\$150,000	\$788,357

If you have any questions, comments, or concerns related to the CIP memo, please contact Tim House, (206) 231-4248, Timothy.A.House@faa.gov.

STAFF REPORT

DATE: June 11, 2024
TO: Jeff Towery, City Manager
FROM: Jennifer Cuellar, Finance Director
SUBJECT: A Resolution amending interfund loans authorized for capital expenditures in FY2023-24 from the Wastewater Capital to the General Fund

Strategic Priority and Goal:



CITY GOVERNMENT CAPACITY

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

Report in Brief:

This action updates the scope of one project and removes another included in the FY2023-24 authorized \$1.4 million in interfund loans from Wastewater Capital Fund reserves to support capital replacements and building projects. These internal borrowings are included in the FY2023-24 budget with planned initial payments in FY2024-25 with a five-year term at 4.55% interest.

Discussion:

This Resolution formally removes the debt authorization on internal loans from the Wastewater Capital Fund to the General Fund for the park maintenance project to install two “Loos” bathrooms in the city park system as a safe alternative to stick-build restrooms in the amount of \$540,000 total. As you may recall, staff has piloted a parks security program in FY2023-24 which has proven to be effective and has significantly addressed the concerns associated with the current restroom infrastructure in the park system. Therefore, staff believes that this investment in alternative style bathroom facilities is no longer needed and authorization for the internal loan for the most costly capital investment in FY2023-24 can be rescinded.

This Resolution also proposes to update the scope on the Community Development Center (CDC) Building project to improve the security of its entry way for \$45,000. In the process of securing bids for this work, for the same budget amount, it was possible to also include other building capital improvement exterior work (addressing wood rot around windows in the building) that had originally been included in the FY2024-25 budget plan. This expanded scope allows the City to do additional work to extend the life of the building and improve its functionality for the same dollar figure.

At the time the FY2023-24 loans were authorized, the Wastewater Capital Fund has reserve funds available to loan to the General Fund, which at the end of FY2023-24 is estimated to be more than \$17.5 million including these loans. The updated estimate is over \$30 million in ending fund balance anticipated for the end of the current fiscal year.

An updated review of the Wastewater Capital Fund's reserve levels through FY2023-29 shows that in no year is there a forecasted danger that internal loans will cause undue risk to those reserves with a low water mark of \$13.25 million anticipated in FY2025-26.

These loans were authorized by Council on June 27, 2023, and are incorporated into the FY2023-24 budgets for the Wastewater Capital Fund and General Fund.

Oregon Revised Statute (ORS) 294.468 allows a local government to loan money from one fund to another, provided the loan is authorized by an official resolution of the governing body. Further, when the purpose of the loan is for capital expenditures, the maximum repayment term may be 10 years and principal and interest must be stated and the loan budgeted.

Fiscal Impact:

The internal borrowing scope change is a financial improvement as it allows more capital investment into the Community Development Building for the same money already authorized. In terms of the shift from a capital investment in two alternative style restrooms and paying an ongoing security contract, dollar for dollar, the contract will allow for approximately five years of service throughout the park system compared to addressing restrooms in just two parks.

Council Action Options:

1. Approve the resolution – staff recommendation. This formalizes the expanded scope for the CDC building and removal of the park restroom investments.
2. Reject the resolution. This action would mean the debt authority still exists, though staff does not plan to execute on making the restroom capital investment. Further it would mean legal review to determine whether the moving forward with the more cost effective approach for the CDC building work should be paid for in cash.

Attachments:

- **Resolution No. 2024-32:** Resolution authorizing amendments to interfund loans from the Wastewater Capital Fund to the General Fund for Capital Investments authorized by Council in June 2023.
 - a) Exhibit A: Internal Loans Authorized Changes.

RESOLUTION NO. 2024 – 32

A Resolution authorizing amendments to interfund loans from the Wastewater Capital Fund to the General Fund for Capital Investments authorized by Council in June 2023.

RECITALS:

Whereas, Oregon Local Budget Law allows a local government to loan money from one fund to another, provided the loan is authorized by an official resolution of the governing body (ORS 294.468); and

Whereas, this resolution makes two updates to the loans authorized by Council on June 27, 2023, from the Wastewater Capital Fund to the General Fund for purposes of capital purchases; and

Whereas, a capital project to build two alternative style restrooms in the park system in the amount of \$540,000 has been assessed to no longer be needed; and

Whereas, the capital project to improve security in the Community Development Center (CDC) building authorized in the amount of \$45,000 can be expanded to include further exterior work to extend the useful life of the building for the same budget; and

Whereas, no other changes to the terms of the internal loans authorized by Resolution 2023-39 are sought; and

Whereas, the City of McMinnville wishes to formalize these two changes to the internal loans already authorized by Council and included in the FY2023-24 budget; and

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

1. Authorize the two internal loan changes as described in Exhibit A.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 11th day of June 2024 by the following votes:

Ayes:_____

Nayes:_____

Approved this 11th day of June 2024.

MAYOR

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER

EXHIBITS:

- A. Internal Loans Authorized Changes.

Exhibit A: Internal Loans Authorized

Loan Purpose	Original Amount	Updated Amount
Park Maintenance: Install two "Loos" style bathrooms in city park system	\$540,000	\$0
Community Development Center building: Add exterior capital work to project originally scoped to only address entrance security	\$45,000	\$45,000

STAFF REPORT

DATE: June 11, 2024
TO: Mayor and City Councilors
FROM: Evan Hietpas, Associate Housing Planner
SUBJECT: Zone Change (ZC 1-24)

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

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

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

Report in Brief:

This agenda item is the consideration of Ordinance No. 5146, the recommendation of the Planning Commission to approve a Zone Change application for property located at 2125 NW 2nd Street, Tax Lot R4419AC00300.

Zone Change Application (ZC 1-24) - The applicant, Hillary Harris on behalf of TerraCalc LLC, is requesting approval of a Zone Change application of a property from R-1 (Low-Density, 9000 SF Lot Residential Zone) to R-4 (Medium, High-Density, 5000 SF Lot Residential Zone). A Zone Change proposal must satisfy all relevant requirements of the review criteria set forth in McMinnville Municipal Code (MMC) 17.74.020.

This is a quasi-judicial application subject to the procedures of Section 17.72.130 of the Zoning Ordinance. Per Section 17.72.130 (5) and (6) of the Zoning Ordinance, the Planning Commission makes a recommendation to the City Council to approve or deny the application. Per Section 17.72.130(C)(5) and (6) of the McMinnville Municipal Code:

5. *Following the public hearing for all other quasi-judicial applications listed in Section 17.72.120, the Planning Commission shall make a recommendation to the City Council to approve or deny the application, or that the proposal be adopted or rejected, or that the application or proposal be approved in a different form.*
 - a. *If the decision of the Planning Commission recommends that an application be granted or that the proposal be adopted, or that the application be approved in a different form, the Planning Commission shall transmit to the City Council, a copy of the application, a scale drawing of the site, the minutes of the public hearing, the decision and findings of the Planning Commission, and any other materials deemed necessary for decision by the City Council*

Figure 2: Current Zoning Map

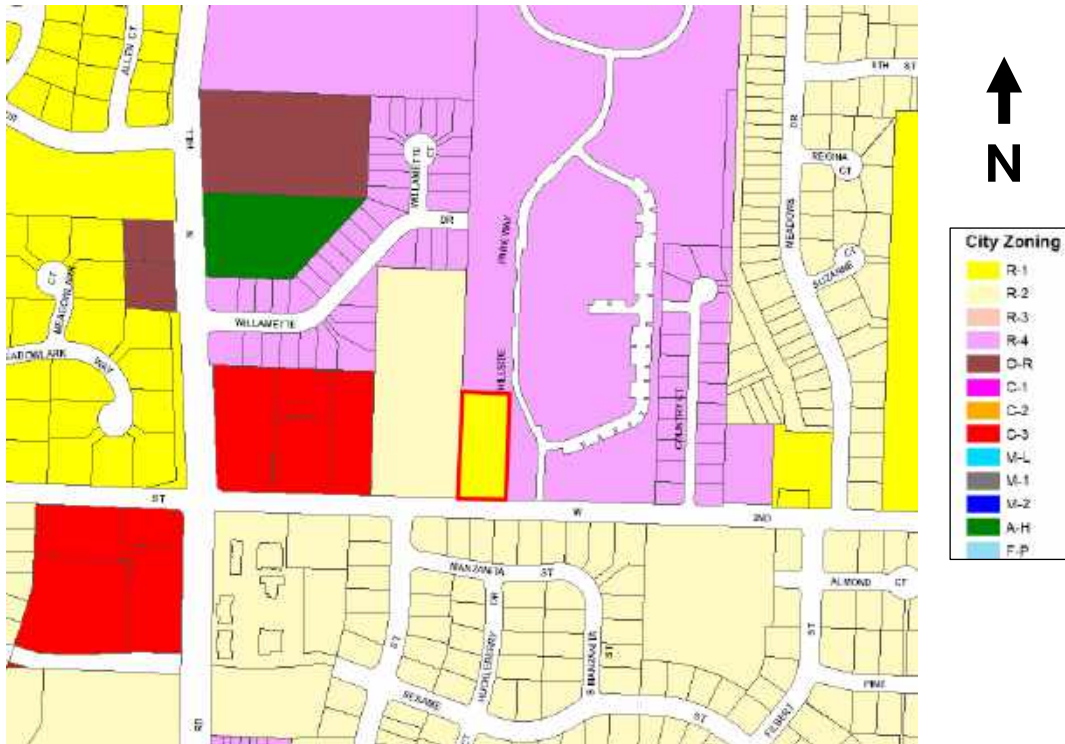


Figure 3: Proposed Zoning Map



The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria and standards for a Zone Change are found in the MMC, Title 17, Chapter 17.74 of the Zoning Ordinance.

In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of a proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II.

Amendments to the City's adopted and acknowledged planning documents, including amendments to the Zoning Map, are also subject to certain Statewide Planning Goals and associated statutes and administrative rules.

Staff found that zone change application ZC 1-24 satisfied all zone change criteria, applicable Comprehensive Plan Goals and Policies, and applicable Statewide Planning Goals.

Discussion:

Denise Murphy sent an email on May 21, 2024 to all of the City Council after the Planning Commission public hearing on May 16, 2024, with an article from the News Register that pertained to the decision of the Planning Commission relative to this land-use application. Since that email and article were published and distributed after the Planning Commission closed the public hearing, they are not considered part of the public record for this land-use decision. They should not be part of the City Council's consideration.

Attachments:

- ZC 1-24 Application
- Ordinance No. 5146
 - Exhibit A to Ordinance No. 5146 – Docket ZC 1-24 Decision Document

Fiscal Impact:

There are no costs to the City of McMinnville relative to this land-use decision. There will be needed housing provided and tax base added with the development.

City Council Options:

1. **ADOPT THE ORDINANCE** approving ZC 1-24 and adopting the Decision, Findings of Fact, and Conclusionary Findings per the decision document provided.
2. **CALL FOR A PUBLIC HEARING**, date-specific to a future City Council meeting.
3. **DO NOT ADOPT THE ORDINANCE**, providing findings of fact and conclusionary findings based upon specific criteria to deny the application in the motion to not approve Ordinance No. 5146.

Recommendation:

The Planning Commission reviewed the proposal for consistency with the applicable criteria. The Planning Commission found that the applicable criteria were satisfied, as provided in the decision document, and **RECOMMENDED APPROVAL** of the applications.

Staff **RECOMMENDS ADOPTION OF THE ORDINANCE** approving the application as recommended by the Planning Commission.

Suggested Motion:

"BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, THE MATERIALS SUBMITTED BY THE APPLICANT, AND EVIDENCE IN THE RECORD, I MOVE THAT THE CITY COUNCIL ADOPT ORDINANCE NO. 5146 ."



Planning Department

231 NE Fifth Street • McMinnville, OR 97128

(503) 434-7311 Office • (503) 474-4955 Fax

www.mcminnvilleoregon.gov

Office Use Only:

File No. ZC 1-24

Date Received 3/7/24

Fee \$5,667.00

Receipt No. 209484

Received by AW

569-24-000060-PLNG

Comprehensive Plan Map Amendment/ Zone Change Application

Applicant Information

Applicant is: ☐ Property Owner ☐ Contract Buyer ☐ Option Holder ☐ Agent ☒ Other Representative

Applicant Name Hillary Harris, AICP Phone 503-211-1131

Contact Name _____ Phone _____
(If different than above)

Address 205 SE Spokane Street, Suite 200

City, State, Zip Portland, OR 97202

Contact Email hillaryh@hhpr.com

Property Owner Information

Property Owner Name TerraCalc LLC Phone Representative
(If different than above)

Contact Name Kenneth Pannell, Member Phone 503-857-0935

Address 1615 NE Miller Street

City, State, Zip McMinnville, OR 97128

Contact Email kjp@terra-calc.com

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address 2125 NW 2nd Street

Assessor Map No. R4 44 -19AC - 00300 Total Site Area 1 acre

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation Residential Zoning Designation ~~R-4~~ R-1

This request is for a:

☐ **Comprehensive Plan Amendment**

☒ **Zone Change**

1. What, in detail, are you asking for? State the reason(s) for the request and the intended use(s) of the property.

The property owner is proposing to rezone the property from R-1 Low Density Residential to R-4 Medium-High Density Residential.

2. Show in detail, by citing specific goals and policies, how your request is consistent with applicable goals and policies of the McMinnville Comprehensive Plan (Vol. 2).

See attached narrative for details (Section 17.74.020).

3. If your request is subject to the provisions of a planned development overlay, show, in detail, how the request conforms to the requirements of the overlay.

The site does not have a planned development overlay on it.

4. If you are requesting a Planned Development, state how the proposal deviates from the requirements of the Zoning Ordinance and give justification for such deviation.

A Planned Development is not proposed.

5. Considering the pattern of development in the area and surrounding land uses, show, in detail, how the proposed amendment is orderly and timely.

The existing properties located on the north side of West 2nd Street have been subdivided or consolidated and developed with a broad mix of commercial, institutional, and both single-family and multi-family residential development. The subject site was previously developed as a single-family residence on an acre lot and the proposed upzoning of the site is orderly and consistent with the general development pattern of the area

6. Describe any changes in the neighborhood or surrounding area which might support or warrant the request.

The entire project site is surrounded by high density residential zoning, specifically R-4 and R-2 (although the R-2 zoning directly adjacent to the site is a non-residential use). Hillside, a retirement community of both apartments and single-story active living homes on approximately 57 acres, is directly to the north and east of the site. The general development patterns largely include housing types allowed outright in the R-4 zoning district.

7. Document how the site can be efficiently provided with public utilities, including water, sewer, electricity, and natural gas, if needed, and that there is sufficient capacity to serve the proposed use.

The site is located within the City limits and surrounded by urban development and public services are already provided. The property has been previously served with electric, water, and sewer by McMinnville Water and Light, but was disconnected in July 2021. All services are still available to serve the site from 2nd Street where a sanitary sewer main and stormwater main are located. See below for a map of each utility.

8. Describe, in detail, how the proposed use will affect traffic in the area. What is the expected trip generation?

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), indicating existing and proposed features within and adjacent to the subject site, such as: access; lot and street lines with dimensions; distances from property lines to structures; improvements; and significant features (slope, vegetation, adjacent development, drainage, etc.). If of a larger size, provide five (5) copies in addition to **an electronic copy** with the submittal.
- A legal description of the parcel(s), preferably taken from the deed.
- Compliance of Neighborhood Meeting Requirements.
- Payment of the applicable review fee, which can be found on the Planning Department web page.

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Hillary Harris, AICP (HHPR, Inc.)
Applicant's Signature

March 4, 2024
Date

Kenneth J Pannell , Member
Property Owner's Signature

03/04/2024
Date

2125 NW 2nd Street Rezone
Land Use Application Narrative & Findings Document
Zoning Map Amendment

Owner: Jay Pannell
TerraCalc LLC.
1615 NE Miller Street
McMinnville, OR 97128

Planner: Hillary Harris, AICP
Harper Houf Peterson Righellis Inc.
205 SE Spokane Street, Suite 200
Portland, OR 97202
hillaryh@hhpr.com
(503) 221-1131

Site Address: 2125 NW 2nd Street (4419AC TL 300)

Parcel Size: 1 acre

Zoning Designation: R-4

Summary of Request: The property owner proposes to re-zone the site from R-1 to R-4.

Date: March 4, 2024



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I. PROJECT OVERVIEW

EXISTING CONDITIONS

The property is generally located north of West 2nd Street and east of NW Hill Road. The property is bordered on the north and east by R-4 zoned land that is developed as the Hillside Community, a retirement community of both apartments and single-story active living homes on approximately 57 acres. The site was previously occupied by a single-family residence and associated outbuildings. The property immediately west is zoned R-2 and developed with the McMinnville Covenant Church. Property south of the subject site is separated from this site by the West 2nd Street right-of-way and is also zoned R-2 and developed with single-family homes that back up to the street. Sewer and stormwater are provided by the City of McMinnville and is located along the south property line within the right-of-way. Electricity and water are provided by McMinnville Water and Light. There are overhead powerlines along the site's frontage with West 2nd Street that currently serve the adjacent properties. The site is currently vacant and generally flat with slopes between 1 and 3%. There is one tree located on the property near the driveway. The property is located within the City of McMinnville and already served by all public services the community offers.

ZONING MAP



Legend

City Zoning

Yellow	R-1
Light Yellow	R-2
Orange	R-3
Pink	R-4
Brown	O-R
Magenta	C-1
Orange	C-2
Red	C-3
Cyan	M-L
Grey	M-1
Blue	M-2
Green	A-H
Light Blue	F-P

VICINITY MAP



PROPOSAL

The property owner is proposing to rezone the property from R-1 Low Density Residential to R-4 Medium-High Density Residential.

In the existing zoning district (R-1), single detached dwellings, tiny homes, mobile homes, are allowed with some specifications, and middle housing (including duplexes, triplexes, quadplexes, cottage clusters, and townhomes) are all permitted outright within the zone. Comparably, in the proposed zoning district (R-4), tiny homes and single detached homes are allowed outright, as well as middle housing (including duplexes, triplexes, quadplexes, cottage clusters, and townhomes), apartments, ADU's, and condominiums.

II. RESPONSE TO APPLICABLE DEVELOPMENT AND CODE STANDARDS

Note: Responses to all applicable development standards are included below. Sections that are not applicable or do not require a response may be omitted from the narrative text.

CHAPTER 17.21: R-4 MEDIUM, HIGH-DENSITY, 5000 SF LOT RESIDENTIAL ZONE

Response: This application is only for the change in zoning of the property; there is no development proposed at this time. Any future residential development on the project site will be able to satisfy all dimensional requirements of the R-4 zoning district as required in Chapter 17.21 of the McMinnville Development Code.

CHAPTER 17.74: REVIEW CRITERIA

SECTION 17.74.020: COMPREHENSIVE PLAN MAP AMENDMENT AND ZONE CHANGE – REVIEW CRITERIA

An amendment to the official zoning map may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan;*

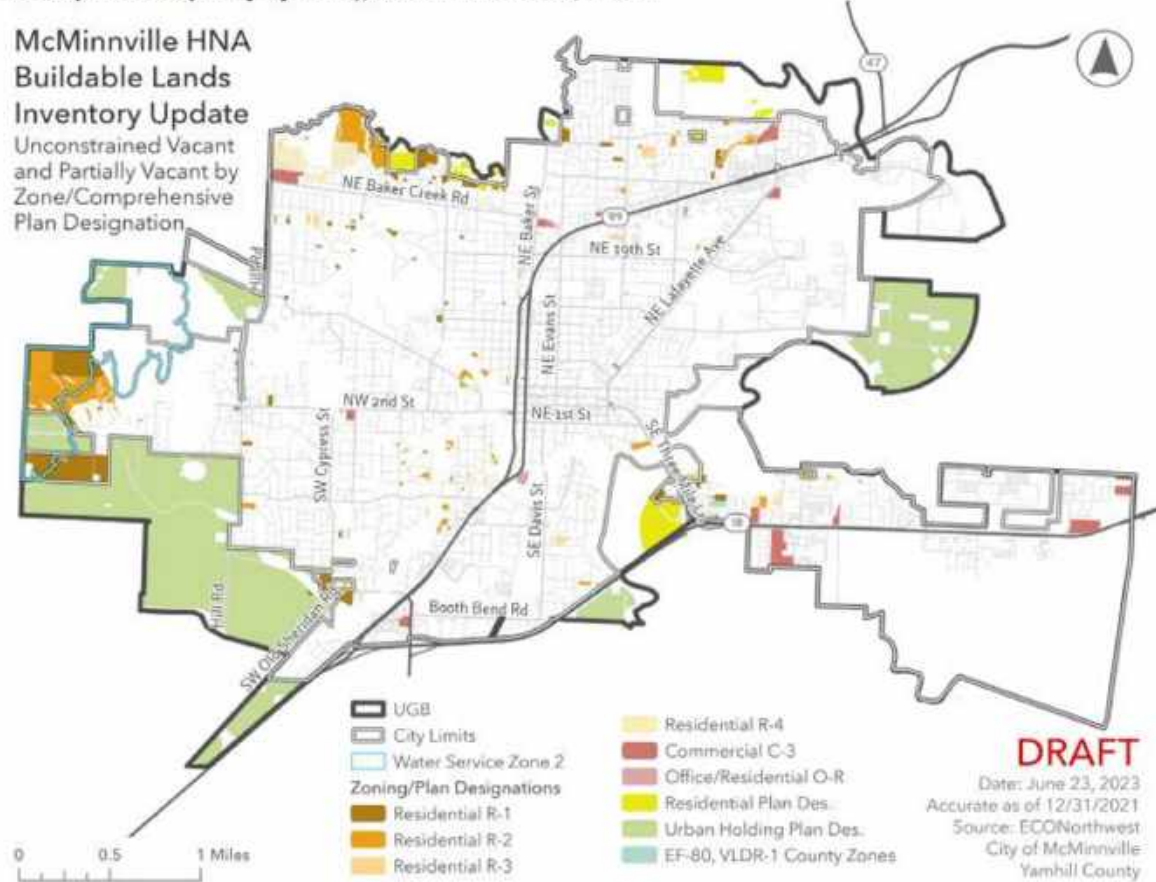
Response: Chapter V of the McMinnville Comprehensive Plan focuses on housing and residential development in the City. Goal V 1 this chapter is “to promote the development of affordable, quality housing for all city residents”. Included in this goal are policies focused on providing a variety of housing types and densities (Policy 58.00), as well as opportunities for multiple-family developments to encourage lower-cost renter and owner-occupied housing (Policy 59.00). The upzoning of the subject site from R-1 to R-4 will allow for a wider range of permitted residential development to support Goal V 1 of the Comprehensive Plan.

Goal V 2 of the Comprehensive Plan is “to promote a residential development pattern that is land intensive and energy-efficient, that provides for all urban level of public and private services, and that allows unique and innovative development techniques to be employed in residential design”. Included in this goal are policies that encourage the rezoning of properties to achieve a continuous five-year supply of buildable lands and zoned for all needed housing types (Policy 71.05). The City of McMinnville’s most recent Draft Housing Needs Analysis (HNA) estimates that the City will need to add 4,657 dwelling units by 2041 to accommodate its projected growth in population, with 33% of these new units being for multi-family development. Based on these estimates, the HNA projects that the City of McMinnville does not have enough land to accommodate the needed housing, with a deficit of 1,101 dwelling units. Approving the upzoning of the subject site from R-1 to R-4 will allow for additional density on site that is already served with utilities and urban services and will help accommodate the needed housing in McMinnville.

Exhibit 1 in the Housing Needs Analysis (Draft) shows the City of McMinnville’s buildable lands inventory, including unconstrained vacant land. The project site is highlighted on this map with potential for development that is both within the City limits and urban growth boundary. See below for Exhibit 1.



Exhibit 1: Buildable Acres (Unconstrained Portions of Vacant and Partially Vacant Parcels with Development Capacity by zone), McMinnville UGB, 2023



- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment.*

Response: When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statute), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map. However, the existing properties located on the north side of West 2nd Street have been subdivided or consolidated and developed with a broad mix of commercial, institutional, and both single-family and multi-family residential development. The subject site was previously developed as a single-family residence on an acre lot and the proposed upzoning of the site is orderly and consistent with the general development pattern of the area.

- C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district.*

Response: The site is located within the City limits and surrounded by urban development and public services are already provided. The property has been previously served with electric, water, and sewer by McMinnville

Water and Light, but was disconnected in July 2021. All services are still available to serve the site from 2nd Street where a sanitary sewer main and stormwater main are located. See below for a map of each utility.

Sanitary Sewer:



Legend

— Sanitary Force Mains

• Sanitary Manholes

— Sanitary Mainlines

□ Tax Lots

City Limits

Municipality

■ City

□ County

Sanitary Stormwater:



Legend

• Storm Manholes

— Storm Mains

Inlet/Outlet

Type

• Inlet

• Outfall

• Catch Basins

□ Tax Lots

City Limits

Municipality

■ City

□ County

III. CONCLUSION

This written statement and the accompanying supporting documents demonstrate compliance with the applicable approval criteria for a Zoning Map Amendment in the City of McMinnville. Therefore, the applicant respectfully requests that the County approve the application.



EXHIBIT A

LEGAL DESCRIPTION:

REAL PROPERTY IN THE COUNTY OF YAMHILL, STATE OF OREGON, DESCRIBED AS FOLLOWS:

PARCEL 2 OF PARTITION PLAT 90-14, RECORDED MAY 29, 1990 IN VOLUME 3, PAGE 4, PLAT RECORDS OF YAMHILL COUNTY, STATE OF OREGON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PART OF THE SOLOMON BEERY DONATION LAND CLAIM NO. 54 IN SECTION 19, TOWNSHIP 4 SOUTH, RANGE 4 WEST OF THE WILLAMETTE MERIDIAN IN YAMHILL COUNTY, OREGON, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 2"X36" GALVANIZED IRON PIPE SET 6 INCHES BELOW GROUND AT THE INTERSECTION OF THE NORTH LINE MARGIN OF SECOND STREET AND THE WEST LINE OF THE SQUIRES TRACT, AS DESCRIBED IN FILM VOLUME 223, PAGE 2224, DEED AND MORTGAGE RECORDS, SAID BEGINNING POINT ALSO BEING 2025.62 FEET SOUTH 89°39' WEST AND NORTH 00°00'37" WEST, 30 FEET FROM THE NORTHWEST CORNER OF THE S. F. STAGG DONATION LAND CLAIM NO. 55 IN SAID TOWNSHIP AND RANGE; THENCE NORTH 00°00'37" WEST 311.15 FEET TO A 5/8" IRON ROD; THENCE NORTH 89°39' EAST, 140.00 FEET TO A 5/8" IRON ROD; THENCE SOUTH 00°00'37" EAST, 311.15 FEET TO A 5/8" IRON ROD SET ON THE NORTH MARGIN OF WEST SECOND STREET; THENCE SOUTH 89°39' WEST ALONG THE NORTH MARGIN OF WEST SECOND STREET TO THE POINT OF BEGINNING.

MEMORANDUM

DATE: February 14, 2024

TO: Jay Pannell | TerraCalc LLC

FROM: Jenna Bogert, P.E. | DKS Associates

SUBJECT: McMinnville 2125 NW 2nd Street Rezone
Transportation Planning Rule Analysis



Project #P24677-000

This memorandum presents the findings of an evaluation of potential traffic impacts associated with a proposed comprehensive plan amendment and zone change at 2125 NW 2nd Street (4419AC TL 300) in McMinnville, Oregon. The owner desires to rezone the 1-acre property from Single-Family Residential (R-1) to Multiple-Family Residential (R-4).

The subject property is currently vacant. The zone change will allow the property owner to construct multifamily townhome units, which are permitted under R-4 zoning but not under R-1 zoning.

The proposed zone change must be in accordance with Oregon Administrative Rule (OAR) 660-012-0060, the Transportation Planning Rule (TPR). The intent of the TPR (OAR 660-12-0060) is to ensure that future land use and traffic growth is consistent with transportation system planning and does not create a significant effect on the surrounding transportation system beyond currently allowed uses. The definition of a significant effect can vary by jurisdiction and no such definition is provided in the McMinnville code. According to the Oregon Highway Plan (OHP)¹, a net increase of 400 daily trips qualifies as a significant effect on a state highway facility. This definition is also commonly applied to local roadways when the governing local agency does not provide an alternate definition.

This memorandum documents the expected trip generation of the reasonable worst-case development potential under the existing and proposed zoning, and whether the proposed zone change will create a significant effect on the transportation system.

¹ Action 1F.5, Oregon Highway Plan, Oregon Department of Transportation, Updated May 2015.

EXISTING ZONING (R-1) TRIP GENERATION

Under the existing Single-Family Residential (R-1) zoning, there is a limited number of permitted land uses,² including the ones listed below:

- Single family homes
- Duplexes
- Child Care Center
- Public Park

Listed in Table 1 are the permitted land uses that could reasonably be developed on the 1-acre parcel under the R-1 zoning. The trip generation rates shown are the average rates from ITE Trip Generation Manual, 11th Edition.³

TABLE 1: TRIP GENERATION RATES FOR PERMITTED LAND USES UNDER R-1 ZONING

LAND USE (ITE CODE)	UNITS	WEEKDAY TRIP GENERATION RATES		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
SINGLE FAMILY DETACHED HOME (210)	Dwelling Units	9.43	0.70	0.94
SINGLE FAMILY ATTACHED HOME - DUPLEX (212)	Dwelling Units	7.20	0.48	0.57
DAYCARE (565)	KSF ^a	47.62	11.00	11.12

^a KSF = Thousand Square Feet

The reasonable worst-case development under R-1 zoning is a child daycare center. As shown in Table 2, a child daycare center could generate up to 238 daily trips, 55 AM peak hour trips, and 56 PM peak hour trips.

TABLE 2: REASONABLE WORST-CASE TRIP GENERATION FOR EXISTING R-1 ZONING

LAND USE (ITE CODE)	SIZE	TRIP GENERATION		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
DAYCARE (565)	3 KSF	143	33	33

^a KSF = Thousand Square Feet

² <https://mcminnville.municipal.codes/MMC/17.12.010>

³ Trip Generation Manual, 11th Edition, Institute of Transportation of Engineers, 2021.

PROPOSED ZONING (R-4) TRIP GENERATION

Under the proposed Multiple-Family Residential (R-4) zoning, a variety of permitted land uses could be developed on the 1-acre property.⁴ For the purposes of identifying the reasonable worst case trip generation for the proposed R-4 zoning, only the highest trip generation land uses that can be built on a 1-acre parcel were considered. This includes:

- Single family housing
- Duplexes
- Multifamily housing
- Child care center
- Public park

A summary of the trip generation rates for different land uses permitted under the proposed R-4 zoning are presented in Table 3.

TABLE 3: TRIP GENERATION RATES FOR PERMITTED LAND USES UNDER R-4 ZONING

LAND USE (ITE CODE)	UNITS	TRIP GENERATION RATES		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
SINGLE FAMILY DETACHED HOME (210)	Dwelling Units	9.43	0.70	0.94
SINGLE FAMILY ATTACHED HOME - DUPLEX (215)	Dwelling Units	7.20	0.48	0.57
MULTIFAMILY HOUSING (220)	Dwelling Units	6.74	0.40	0.51
DAYCARE (565)	KSF ^a	47.62	11.00	11.12

^a KSF = 1,000 square-feet

Of the land uses listed above, the reasonable worst-case development potential for the 1-acre subject property would be 29 multifamily units based on the maximum density permitted in the City code.⁵ As shown in Table 4, this could generate up to 195 daily trips, 12 AM peak hour trips, and 15 PM peak hour trips.

⁴ <https://mcminnville.municipal.codes/MMC/17.21>

⁵ Based on City code, the maximum density permitted is 1 family per 1,500 square feet for units with two-bedrooms or less.

TABLE 4: REASONABLE WORST-CASE TRIP GENERATION FOR PROPOSED R-4 ZONING

LAND USE (ITE CODE)	SIZE	TRIP GENERATION		
		DAILY	AM PEAK HOUR	PM PEAK HOUR
MULTIFAMILY HOUSING (220)	29 Dwelling Units	195	12	15

Comparing the reasonable worst-case vehicle trip generation from Table 2 and Table 4 shows that there is a net **increase of 52 weekday trips** and net **decrease of 21 AM peak hour trips and 18 PM peak hour trips** that would result from rezoning the subject property from R-1 zoning to R-4 zoning.

TRANSPORTATION PLANNING RULE FINDINGS AND SUMMARY

The applicant is requesting a zone change for a 1-acre parcel located at 2125 NW 2nd Street (4419AC TL 300) in McMinnville, Oregon. The owner desires to rezone the property from Low-Density Residential (R-1) to Medium/High-Density Residential (R-4). The proposed zone change would result in a net increase of 52 weekday trips and net decrease of 21 AM peak hour trips and 18 PM peak hour trips based on reasonable worst-case development scenarios.

The requirements of Oregon Administrative Rule (OAR) 660-012-0060, the Transportation Planning Rule (TPR), must be met for proposed changes in land use zoning. The intent of the TPR (OAR 660-12-0060) is to ensure that future land use and traffic growth is consistent with transportation system planning and does not create a significant effect on the surrounding transportation system beyond currently allowed uses.

Based on the reasonable worst-case trip generation evaluation, the proposed zone change would result in a net increase of less than 400 daily trips. This daily trip threshold is not an adopted threshold by the City of McMinnville, but is the threshold for defining a significant effect on a state highway facility. It is reasonable to apply this threshold to local streets where adopted thresholds do not exist, which is the case for the City of McMinnville. Based on this, it can be concluded that the proposed zone change will not have a significant impact and would cause “no further degradation” to the surrounding transportation system. Therefore, this request complies with TPR requirements.

Please let me know if you have any questions or comments.

Neighborhood Meeting for the Rezoning of 2125 NW 2nd Street
Meeting Minutes
February 28, 2024

Summary

The meeting began several minutes after 6pm with approximately 20 people in attendance. Hillary Harris (planner from HHPR) began the meeting with a short introduction of herself and the project, with emphasis that this application is specifically for the rezoning of the property from R1 to R4 and there was no development at this time. When development was proposed, the property owner will go through all of the applicable permitting and noticing requirements for a site plan/design review.

The beginning of the meeting was focused on questions regarding the differences allowed between the R-1 and the R-4 zoning district. Hillary explained the differences in permitted uses, density, allowed building height, and setbacks based on Chapters 17.12 and 17.21 of the McMinnville Zoning Ordinance. Some of the biggest questions were why the zone change was needed; Hillary explained that it provided more flexibility and options for what the property owner could develop the site with.

A majority of the meeting was spent addressing questions on the hypothetical future development and what requirements would be applicable to the site. Many questions and concerns revolved around how many units would be placed on the site, what kind of construction it would be, articulation/design elements of the future building, building height, setbacks towards Hillside, any fencing and landscaping that would be required between the property and Hillside, off-street parking requirements, and if a traffic study would be conducted. As most of these are unknown at the time of the rezoning request, they were answered by referencing what was allowed in the R-4 zone and how the site would be required to go through City review when development was proposed.

The meeting ended with Hillary providing her contact information to the meeting attendees and having sign-in sheets available for follow up questions or comments (see attached sheet).

Common Concerns and Comments

- Type of housing that will be provided.
- Future density of the site and how many new dwellings will be added to the neighborhood.
- Landscaping and buffering requirements and visual impact from existing homes within Hillside.
- Height of future development.
- Off-street parking and traffic impacts in the future.

To: Property Owner and/or Current Resident

Subject: Upcoming Neighborhood Meeting



Harper
Houf Peterson
Righellis Inc.

ENGINEERS • PLANNERS
LANDSCAPE ARCHITECTS • SURVEYORS
205 SE Spokane Street, Suite 200, Portland, OR 97202
PHONE: 503.221.1131 www.hhpr.com FAX: 503.221.1171

You are receiving this letter because you live within 100 feet of the property located at 2125 NW 2nd Street. The property owner, along with Harper Houf Peterson Righellis, is proposing to re-zone the site from R-1 to R-4. To further discuss this proposal, a neighborhood meeting will be held open to the surrounding property owners. Please see the below information about the meeting and site location.

Date: February 28, 2024

Time: 6pm to 7pm

Location: McMinnville Covenant Church (2155 NW 2nd Street)



Hillary Harris

Hillary Harris, AICP
Harper Houf Peterson Righellis, Inc.
(503) 523-8939

McMinnville Covenant Church
2155 NW 2nd Street
McMinnville, OR 97128

Tomas Castaneda and
Evangelina Gaspar
2041 SW Manzanita Street
McMinnville, OR 97128

Arcelia Zavala and
Roberto Gonzalez
2255 Taylor Avenue
Santa Rosa, CA 95404

Davies Family Trust
1600 NE 9th Street
McMinnville, OR 97128

Shanya Luther
1979 SW Manzanita Street
McMinnville, OR 97128

Specialized Housing Inc.
4140 SW 109th Avenue
Beaverton, OR 97005

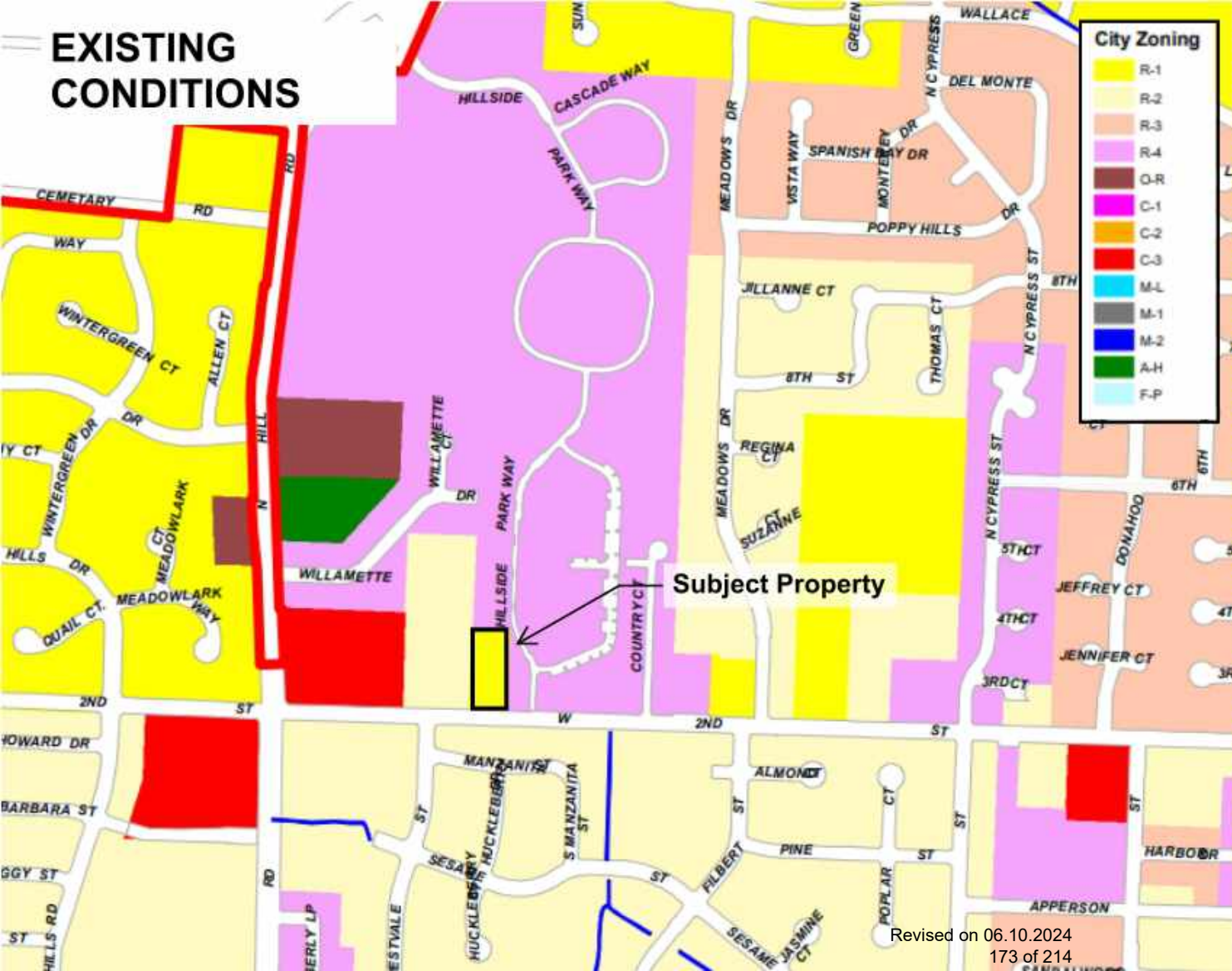
HG Hillside, LLC
c/o Humangood, Bethany Ghassemi
1900 Huntington Drive
Duarte, CA 91010

City of McMinnville Planning
231 NE 5th Street
McMinnville, OR 97128



Name	Phone Number / Email	Question/Comment
TERRY OLSON	503 472-5994	CITY APPROVALS, MTGS
Trisha House	503 437-1822	amount of parking / why R4 /
Barry House	971 241 0098	Parking?
Chris Heinrich	503-459-2300	Follow-up & keep me in the loop of what are ^{Next Steps}
BARRY Brown	971-678-5765	Gov. Church
RICK Jordan	971-312-1797 richard.jordan@human good.org	Keep updated on future meetings
Denise Murphy	503-474-9745 2embal1@mac.com	request mitigation on east side (Hillside) in terms of landscaping / architectural design.
Jim Givens	818-425-0656 jimgivens5@gmail.com	

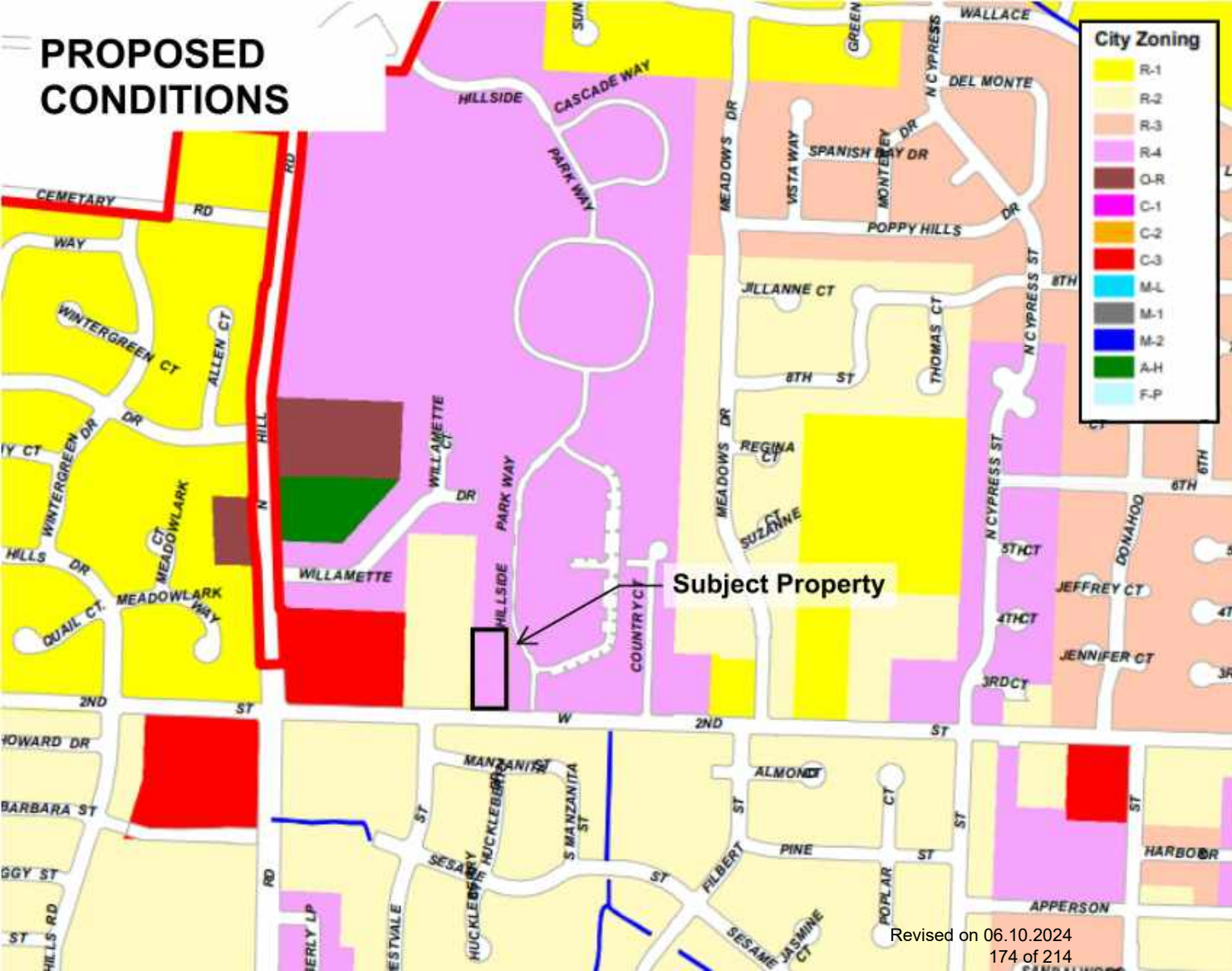
EXISTING CONDITIONS



City Zoning	
	R-1
	R-2
	R-3
	R-4
	Q-R
	C-1
	C-2
	C-3
	M-L
	M-1
	M-2
	A-H
	F-P

Subject Property

PROPOSED CONDITIONS



Neighborhood Meeting for the Rezoning of 2125 NW 2nd Street
Meeting Minutes
February 28, 2024

Summary

The meeting began several minutes after 6pm with approximately 20 people in attendance. Hillary Harris (planner from HHPR) began the meeting with a short introduction of herself and the project, with emphasis that this application is specifically for the rezoning of the property from R1 to R4 and there was no development at this time. When development was proposed, the property owner will go through all of the applicable permitting and noticing requirements for a site plan/design review.

The beginning of the meeting was focused on questions regarding the differences allowed between the R-1 and the R-4 zoning district. Hillary explained the differences in permitted uses, density, allowed building height, and setbacks based on Chapters 17.12 and 17.21 of the McMinnville Zoning Ordinance. Some of the biggest questions were why the zone change was needed; Hillary explained that it provided more flexibility and options for what the property owner could develop the site with.

A majority of the meeting was spent addressing questions on the hypothetical future development and what requirements would be applicable to the site. Many questions and concerns revolved around how many units would be placed on the site, what kind of construction it would be, articulation/design elements of the future building, building height, setbacks towards Hillside, any fencing and landscaping that would be required between the property and Hillside, off-street parking requirements, and if a traffic study would be conducted. As most of these are unknown at the time of the rezoning request, they were answered by referencing what was allowed in the R-4 zone and how the site would be required to go through City review when development was proposed.

The meeting ended with Hillary providing her contact information to the meeting attendees and having sign-in sheets available for follow up questions or comments (see attached sheet). At this time there were no changes made to the proposed zone change, but many of the comments will be taken into account when the property owner submits a development permit since that would be the appropriate place to address attendees questions and concerns.

Common Concerns and Comments

- Type of housing that will be provided.
- Future density of the site and how many new dwellings will be added to the neighborhood.

- Landscaping and buffering requirements and visual impact from existing homes within Hillside.
- Height of future development.
- Off-street parking and traffic impacts in the future.

CHAPTER II. NATURAL RESOURCES

GOAL II 1: TO PRESERVE THE QUALITY OF THE AIR, WATER, AND LAND RESOURCES WITHIN THE PLANNING AREA.

APPLICANT'S RESPONSE: The proposed zone change will have no anticipated impact to the air, water, and land resources in and around the subject property. When development is proposed on the project site, it will be with a permitted use in the R-4 zone and will comply with all applicable standards to optimize preservation of the air, water, and land resources in the area.

CHAPTER V. HOUSING AND RESIDENTIAL DEVELOPMENT

GOAL V 1: TO PROMOTE DEVELOPMENT OF AFFORDABLE, QUALITY HOUSING FOR ALL CITY RESIDENTS

58.00 City land development ordinances shall provide opportunities for development of a variety of housing types and densities.

59.00 Opportunities for multiple dwelling and mobile home developments shall be provided in McMinnville to encourage lower-cost renter and owner-occupied housing. Such housing shall be located and developed according to the residential policies in this plan and the land development regulations of the City.

APPLICANT'S RESPONSE: The proposed zone change will provide more opportunity for a variety of housing types and densities on the subject property than are available with the current R-1 zoning under the McMinnville Zoning Ordinance. An R-4 zoning on the site will allow for a wider range of permitted residential development, including multiple dwelling developments that will encourage lower-cost renter and owner-occupied housing.

GOAL V 2: TO PROMOTE A RESIDENTIAL DEVELOPMENT PATTERN THAT IS LAND INTENSIVE AND ENERGY-EFFICIENT, THAT PROVIDES FOR AN URBAN LEVEL OF PUBLIC AND PRIVATE SERVICES, AND THAT ALLOWS UNIQUE AND INNOVATIVE DEVELOPMENT TECHNIQUES TO BE EMPLOYED IN RESIDENTIAL DESIGNS.

68.00 The City of McMinnville shall encourage a compact form of urban development by directing residential growth close to the city center, to designated neighborhood activity centers, and to those areas where urban services are already available before committing alternate areas to residential use.

70.00 The City of McMinnville shall continue to update zoning and subdivision ordinances to include innovative land development techniques and incentives that provide for a variety of housing types, densities, and price ranges that will adequately meet the present and future needs of the community.

71.00 The City of McMinnville shall designate specific lands inside the urban growth boundary as residential to meet future projected housing needs. Lands so

designated may be developed for a variety of housing types. All residential zoning classifications shall be allowed in areas designated as residential on the Comprehensive Plan Map.

71.06 Low Density Residential Development (R-1 and R-2) Low-density residential development should be limited to the following:

1. Areas which are committed to low density development and shown on the buildable lands inventory as “developed” land;
2. Areas where street facilities are limited to collector and local streets;
3. Areas with mapped development limitations such as steep slopes, floodplains, stream corridors, natural drainageways, and wetlands; and
4. Areas with limited capacity for development identified in approved facility master plans, including sanitary sewer, water, drainage, and transportation facilities, unless such plans specify funded and scheduled improvements which will alleviate the problem and which can be provided concurrent with adequate capacity for the use.

71.07 The R-1 zoning designation shall be applied to limited areas within the McMinnville urban growth boundary. These include:

1. The steeply sloped portions of the West Hills;
2. Neighborhoods and properties within the current urban growth boundary that are developed or have been approved for such densities (Michelbook, for example);
3. Fox Ridge Road area;
4. Redmond Hill Road area;
5. Residential lands adjacent to existing or planned industrial areas.

71.09 Medium and Medium-High Density Residential (R-3 and R-4) - The majority of residential lands in McMinnville are planned to develop at medium density range (4 – 8 dwelling units per net acre). Medium density residential development uses include small lot single dwelling detached uses, single dwelling attached units, duplexes, triplexes, quadplexes, townhouses, and cottage clusters. High density residential development (8 – 30 dwelling units per net acre) uses typically include townhouses, condominiums, and apartments:

1. Areas that are not committed to low density development;
2. Areas that have direct access from collector or arterial streets; or a local collector street within 600’ of a collector or arterial street;
3. Areas that are not subject to development limitations such as topography, flooding, or poor drainage;
4. Areas where the existing facilities have the capacity for additional development;
5. Areas within one-quarter mile of existing or planned public transportation.

71.10 The following factors should be used to define appropriate density ranges allowed through zoning in the medium density residential areas:

1. The density of development in areas historically zoned for medium and high density development;
2. The topography and natural features of the area and the degree of

- possible buffering from established low density residential areas;
3. The capacity of the services;
 4. The distance to existing or planned public transit;
 5. The distance to neighborhood or general commercial centers; and
 6. The distance from public open space.

APPLICANT'S RESPONSE: Low Density Residential zones (including R-1, the current zoning district for the property) should be limited to properties that only have access to low classified streets, have steep slopes or other topographical constraints, or have limited service availability. Alternatively, Medium and Medium-High Density Residential (including R-4, the zoning district for the property) should be a majority of the residential lands in the City to allow for higher density, including those properties with direct access from an arterial, with no topographical constraints, and with existing service capacity.

The subject property is designated Residential in the McMinnville Comprehensive plan, which allows for all residential classifications (R-1 to R-4) to be zoned on the site. The project site takes access from NW 2nd Street, a classified minor arterial in the McMinnville Transportation Systems Plan (TSP). The subject property is relatively flat with no existing topographical or development constraints, and services are available to serve the site for development from NW 2nd Street. Rezoning the subject site from R-1, a Low Density Residential zone, to R-4, a Medium-High Residential zone, is aligned with Goal V 2 of the McMinnville Comprehensive Plan.

Multiple Dwelling Development Policies:

86.00 Dispersal of new multi-dwelling housing development will be encouraged throughout the City in areas designated for residential and mixed-use development to encourage a variety of housing types throughout the community and to avoid an undue concentration of multi dwelling development in specific areas of the community leading to a segregation of multi dwelling development in McMinnville from residential neighborhoods. Dispersal policies will be consistent with the Great Neighborhood Principles.

In areas where there are the amenities, services, infrastructure and public facilities to support a higher density of multi-dwelling development, and the area is commensurate with a higher concentration of multi-dwelling development without creating an unintended segregation of multi-dwelling development, such as McMinnville's downtown, the area surrounding Linfield University and Neighborhood Activity Centers, a higher concentration of multi-dwelling development will be encouraged.

90.00 Greater residential densities shall be encouraged to locate along major and minor arterials, within one-quarter mile from neighborhood and general commercial shopping centers or within neighborhood activity centers, and within a one-half mile wide corridor centered on existing or planned public transit routes.

91.00 Multiple dwelling housing developments, including condominiums, but excluding campus living quarters, shall be required to access off of arterials or

collectors or streets determined by the City to have sufficient traffic carrying capacities to accommodate the proposed development.

92.00 High-density housing developments shall be encouraged to locate along existing or potential public transit routes.

92.02 High-density housing developments shall, as far as possible, locate within reasonable walking distance to shopping, schools, and parks, or have access, if possible, to public transportation.

APPLICANT'S RESPONSE: The subject site is located off NW 2nd Street, a classified minor arterial in the McMinnville TSP with an existing public transit line. This location is ideal for higher density, multi-dwelling developments due to the existing public infrastructure, services, and access. The property is currently vacant with minimal development and topographical limitations, making it ideal for the proposed rezoning to R-4, encouraging a variety of densities and housing types in the greater McMinnville community. Existing services and utilities, including water and sewer, are available to the site with capacity to serve future development.

CHAPTER VI TRANSPORTATION SYSTEM

GOAL VI 1: TO ENCOURAGE DEVELOPMENT OF A TRANSPORTATION SYSTEM THAT PROVIDES FOR THE COORDINATED MOVEMENT OF PEOPLE AND FREIGHT IN A SAFE AND EFFICIENT MANNER.

132.27.00 The provision of transportation facilities and services shall reflect and support the land use designations and development patterns identified in the McMinnville Comprehensive Plan. The design and implementation of transportation facilities and services shall be based on serving current and future travel demand—both short-term and long-term planned uses.

132.29.00 The construction of transportation facilities in the McMinnville planning area shall be timed to coincide with community needs, and shall be implemented so as to minimize impacts on existing development. Prioritization of improvements should consider the City's level of service standards.

132.40.00 Mobility standards will be used to evaluate the transportation impacts of long-term growth. The City should adopt the intersection mobility standards as noted in Chapter 2 of the Transportation System Plan.

APPLICANT'S RESPONSE: The subject property is located in a part of McMinnville with existing transportation facilities. NW 2nd Street borders the site directly to the south and is constructed to the standards of a minor arterial, with sidewalks, bike lanes, and two lanes of vehicular traffic. The 4 Bus Line operated by Yamhill County Transit runs on NW 2nd Street, with stops near the subject property. There are no anticipated changes or impacts to the transportation system with the proposed zone change. When the project

site is developed in the future with a permitted residential use, all applicable transportation system standards and required improvements will be completed.

CHAPTER VII. COMMUNITY FACILITIES AND SERVICES

GOAL VII 1: TO PROVIDE NECESSARY PUBLIC AND PRIVATE FACILITIES AND UTILITIES AT LEVELS COMMENSURATE WITH URBAN DEVELOPMENT, EXTENDED IN A PHASED MANNER, AND PLANNED AND PROVIDED IN ADVANCE OF OR CONCURRENT WITH DEVELOPMENT, IN ORDER TO PROMOTE THE ORDERLY CONVERSION OF URBANIZABLE AND FUTURE URBANIZABLE LANDS TO URBAN LANDS WITHIN THE MCMINNVILLE URBAN GROWTH BOUNDARY.

151.00 The City of McMinnville shall evaluate major land use decisions, including but not limited to urban growth boundary, comprehensive plan amendment, zone changes, and subdivisions using the criteria outlined below:

1. Sufficient municipal water system supply, storage and distribution facilities, as determined by McMinnville Water and Light, are available or can be made available, to fulfill peak demands and ensure fire flow requirements and to meet emergency situation needs.
2. Sufficient municipal sewage system facilities, as determined by the City Public Works Department, are available, or can be made available, to collect, treat, and dispose of maximum flows of effluents.
3. Sufficient water and sewer system personnel and resources, as determined by McMinnville Water and Light and the City, respectively, are available, or can be made available, for the maintenance and operation of the water and sewer systems.
4. Federal, state, and local water and waste water quality standards can be adhered to.
5. Applicable policies of McMinnville Water and Light and the City relating to water and sewer systems, respectively, are adhered to.

APPLICANT'S RESPONSE: The subject property is located within the City limits and surrounded by urban development and public services. The property has been previously served with electric, water, and sewer by McMinnville Water and Light, but was disconnected in July 2021. All services are still available to serve the site from NW 2nd Street where a sanitary sewer main and stormwater main are located. When development is proposed in the future, the applicant will ensure all utilities are sufficiently supported and connected to serve the residential development.

CHAPTER VIII. ENERGY

ENERGY CONSERVATION

GOAL VIII 2: TO CONSERVE ALL FORMS OF ENERGY THROUGH UTILIZATION OF LAND USE PLANNING TOOLS.

Policies:

178.00 The City of McMinnville shall encourage a compact urban development pattern to provide for conservation of all forms of energy.

179.00 The City of McMinnville shall amend pertinent ordinances to allow for design techniques which increase the efficient utilization of land and energy. Areas to examine shall include, but not be limited to:

- 1. The zoning ordinance requirements, including density, lot areas, and setbacks to increase utilizable space in lots, while maintaining health and safety standards.*
- 2. The geographic placement of various uses (commercial, industrial, residential) on the Comprehensive Plan Map to encourage energy-efficient locations.*
- 3. The zoning ordinance and planned development provisions to allow for cluster developments, individually owned, common-wall dwellings, and other design techniques that increase utilizable space and offer energy savings.*
- 4. The subdivision and zoning ordinances to encourage energy-efficient design such as proper landscaping for solar heating and cooling, solar orientation of dwellings and other site design considerations.*
- 5. The building codes to encourage energy-efficient residential, commercial, and industrial building design and construction techniques.*

APPLICANT'S RESPONSE: The proposed re-zoning of the subject property from R-1 to R-4 will allow for more compact urban development on a site already within the City limits and serviced by existing utilities and streets. Allowing the upzoning and increase in density on the site will allow for more efficient utilization of the land and existing capacity of utilities and the transportation system within the City.

CHAPTER IX. URBANIZATION

GOAL IX 1: TO PROVIDE ADEQUATE LANDS TO SERVICE THE NEEDS OF THE PROJECTED POPULATION TO THE YEAR 2023, AND TO ENSURE THE CONVERSION OF THESE LANDS IN AN ORDERLY, TIMELY MANNER TO URBAN USES.

APPLICANT'S RESPONSE: The subject site is located inside the city limits and urban growth boundary, and is a vacant residentially zoned property. Rezoning the property will still allow for the land to be used for additional housing needed in the near future. The R-4 zoning designation will allow for more diverse housing options and additional density on the project site.

GOAL IX 2: TO ESTABLISH A LAND USE PLANNING FRAMEWORK FOR APPLICATION OF THE GOALS, POLICIES, AND PROPOSALS OF THE MCMINNVILLE COMPREHENSIVE PLAN.

GREAT NEIGHBORHOOD PRINCIPLES

Policies:

- 187.10 The City of McMinnville shall establish Great Neighborhood Principles to guide the land use patterns, design, and development of the places that McMinnville citizens live, work, and play. The Great Neighborhood Principles will ensure that all developed places include characteristics and elements that create a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood with enduring value, whether that place is a completely new development or a redevelopment or infill project within an existing built area.*
- 187.20 The Great Neighborhood Principles shall encompass a wide range of characteristics and elements, but those characteristics and elements will not function independently. The Great Neighborhood Principles shall be applied together as an integrated and assembled approach to neighborhood design and development to create a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood, and to create a neighborhood that supports today's technology and infrastructure, and can accommodate future technology and infrastructure.*
- 187.30 The Great Neighborhood Principles shall be applied in all areas of the city to ensure equitable access to a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood for all McMinnville citizens.*
- 187.40 The Great Neighborhood Principles shall guide long range planning efforts including, but not limited to, master plans, small area plans, and annexation requests. The Great Neighborhood Principles shall also guide applicable current land use and development applications.*
- 187.50 The McMinnville Great Neighborhood Principles are provided below. Each Great Neighborhood Principle is identified by number below (numbers 1 – 13), and is followed by more specific direction on how to achieve each individual principle.*
- 1. Natural Feature Preservation. Great Neighborhoods are sensitive to the natural conditions and features of the land.*
 - a. Neighborhoods shall be designed to preserve significant natural features including, but not limited to, watercourses, sensitive lands, steep slopes, wetlands, wooded areas, and landmark trees.*
 - 2. Scenic Views. Great Neighborhoods preserve scenic views in areas that everyone can access.*
 - a. Public and private open spaces and streets shall be located and oriented to capture and preserve scenic views, including, but not limited to, views of significant natural features, landscapes, vistas, skylines, and other important features.*
 - 3. Parks and Open Spaces. Great Neighborhoods have open and recreational spaces to walk, play, gather, and commune as a neighborhood.*
 - a. Parks, trails, and open spaces shall be provided at a size and scale that is variable based on the size of the proposed development and the number of dwelling units.*

- b. Central parks and plazas shall be used to create public gathering spaces where appropriate.*
 - c. Neighborhood and community parks shall be developed in appropriate locations consistent with the policies in the Parks Master Plan.*
- 4. Pedestrian Friendly. Great Neighborhoods are pedestrian friendly for people of all ages and abilities.*
 - a. Neighborhoods shall include a pedestrian network that provides for a safe and enjoyable pedestrian experience, and that encourages walking for a variety of reasons including, but not limited to, health, transportation, recreation, and social interaction.*
 - b. Pedestrian connections shall be provided to commercial areas, schools, community facilities, parks, trails, and open spaces, and shall also be provided between streets that are disconnected (such as cul-de-sacs or blocks with lengths greater than 400 feet).*
- 5. Bike Friendly. Great Neighborhoods are bike friendly for people of all ages and abilities.*
 - a. Neighborhoods shall include a bike network that provides for a safe and enjoyable biking experience, and that encourages an increased use of bikes by people of all abilities for a variety of reasons, including, but not limited to, health, transportation, and recreation.*
 - b. Bike connections shall be provided to commercial areas, schools, community facilities, parks, trails, and open spaces.*
- 6. Connected Streets. Great Neighborhoods have interconnected streets that provide safe travel route options, increased connectivity between places and destinations, and easy pedestrian and bike use.*
 - a. Streets shall be designed to function and connect with the surrounding built environment and the existing and future street network, and shall incorporate human scale elements including, but not limited to, Complete Streets features as defined in the Comprehensive Plan, grid street networks, neighborhood traffic management techniques, traffic calming, and safety enhancements.*
 - b. Streets shall be designed to encourage more bicycle, pedestrian and transit mobility with a goal of less reliance on vehicular mobility.*
- 7. Accessibility. Great Neighborhoods are designed to be accessible and allow for ease of use for people of all ages and abilities.*
 - a. To the best extent possible all features within a neighborhood shall be designed to be accessible and feature elements and principles of Universal Design.*
 - b. Design practices should strive for best practices and not minimum practices.*
- 8. Human Scale Design. Great Neighborhoods have buildings and spaces that are designed to be comfortable at a human scale and that foster human interaction within the built environment.*
 - a. The size, form, and proportionality of development is designed to function and be balanced with the existing built environment.*
 - b. Buildings include design elements that promote inclusion and interaction with the right-of-way and public spaces, including, but not limited to, building orientation towards the street or a public space and placement of vehicle-oriented uses in less prominent locations.*

- c. *Public spaces include design elements that promote comfortability and ease of use at a human scale, including, but not limited to, street trees, landscaping, lighted public areas, and principles of Crime Prevention through Environmental Design (CPTED).*
- 9. *Mix of Activities. Great Neighborhoods provide easy and convenient access to many of the destinations, activities, and local services that residents use on a daily basis.*
 - a. *Neighborhood destinations including, but not limited to, neighborhood-serving commercial uses, schools, parks, and other community services, shall be provided in locations that are easily accessible to surrounding residential uses.*
 - b. *Neighborhood-serving commercial uses are integrated into the built environment at a scale that is appropriate with the surrounding area.*
 - c. *Neighborhoods are designed such that owning a vehicle can be optional.*
- 10. *Urban-Rural Interface. Great Neighborhoods complement adjacent rural areas and transition between urban and rural uses.*
 - a. *Buffers or transitions in the scale of uses, buildings, or lots shall be provided on urban lands adjacent to rural lands to ensure compatibility.*
- 11. *Housing for Diverse Incomes and Generations. Great Neighborhoods provide housing opportunities for people and families with a wide range of incomes, and for people and families in all stages of life.*
 - a. *A range of housing forms and types shall be provided and integrated into neighborhoods to provide for housing choice at different income levels and for different generations.*
- 12. *Housing Variety. Great Neighborhoods have a variety of building forms and architectural variety to avoid monoculture design.*
 - a. *Neighborhoods shall have several different housing types.*
 - b. *Similar housing types, when immediately adjacent to one another, shall provide variety in building form and design.*
- 13. *Unique and Integrated Design Elements. Great Neighborhoods have unique features, designs, and focal points to create neighborhood character and identity. Neighborhoods shall be encouraged to have:*
 - a. *Environmentally friendly construction techniques, green infrastructure systems, and energy efficiency incorporated into the built environment.*
 - b. *Opportunities for public art provided in private and public spaces.*
 - c. *Neighborhood elements and features including, but not limited to, signs, benches, park shelters, street lights, bike racks, banners, landscaping, paved surfaces, and fences, with a consistent and integrated design that are unique to and define the neighborhood. (Ord 5066 §2, April 9, 2019)*

APPLICANT'S RESPONSE: At this time, there is no development proposed on the project site; this application is only for the rezoning of the property from R-1 to R-4. At the time development is proposed, it will be a permitted residential use and comply with all applicable development standards and comprehensive plan policies. This includes providing needed pedestrian access, landscaping, dwelling units, and other site specific principles.

CHAPTER X. CITIZEN INVOLVEMENT AND PLAN AMENDMENT

GOAL X 1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF MCMINNVILLE.

GOAL X 2: TO MAKE EVERY EFFORT TO ENGAGE AND INCLUDE A BROAD CROSS SECTION OF THE COMMUNITY BY MAINTAINING AN ACTIVE AND OPEN CITIZEN INVOLVEMENT PROGRAM THAT IS ACCESSIBLE TO ALL MEMBERS OF THE COMMUNITY AND ENGAGES THE COMMUNITY DURING DEVELOPMENT AND IMPLEMENTATION OF LAND USE POLICIES AND CODES.

GOAL X 3: TO PERIODICALLY REVIEW AND AMEND THE MCMINNVILLE COMPREHENSIVE PLAN TO REFLECT CHANGES IN COMMUNITY CIRCUMSTANCES, IN CITIZEN DESIRES, AND IN THE STATEWIDE GOALS.

188.00 The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.

189.00 The City of McMinnville shall establish procedures for amending the Comprehensive Plan, Volumes I and II, and the implementation ordinances and measures in Volume III, which allow for citizen review and comment.

APPLICANT'S RESPONSE: As part of the land use process, the applicant held a neighborhood meeting to discuss the proposed re-zoning of the site from R-1 to R-4 and public hearings will also be held. All citizen involvement requirements were met with this application.

ORDINANCE NO. 5146

AN ORDINANCE APPROVING A ZONE CHANGE FROM R-1 (LOW-DENSITY, 9000 SF LOT RESIDENTIAL ZONE) TO R-4 (MEDIUM, HIGH DENSITY, 5000 SF LOT RESIDENTIAL ZONE) FOR PROPERTY OF APPROXIMATELY 1 ACRE LOCATED AT 2125 NW 2ND STREET (TAX LOT R4419AC00300), DOCKET ZC 1- 24.

RECITALS:

WHEREAS, the Planning Department received a land-use application (Docket ZC 1-24) from applicant, Hillary Harris on behalf of TerraCalc LLC, requesting approval of a Zone Map amendment of a property from R-1 (Low-Density, 9000 SF Lot Residential Zone) to R-4 (Medium, High-Density, 5000 SF Lot Residential Zone). for the subject property; and

WHEREAS, the subject property is approximately 1 acre, located at 2125 NW 2nd Street, Tax Lot R4419AC00300; and

WHEREAS, a duly noticed public hearing before the McMinnville Planning Commission was held on May 16, 2024 after due notice had been provided in the local newspaper on May 10, 2024 and written notice had been mailed to property owners within 300 feet of the affected property on April 18, 2024; and

WHEREAS, at said public hearing, the application materials and a staff report were presented, and applicant and public testimony was received.

WHEREAS, the Planning Commission, being fully informed about said request, found that the requested Zone Map Amendment conformed to the applicable McMinnville Comprehensive Plan goals and policies and review criteria based on the material submitted by the applicant and the findings of fact and conclusionary findings for approval contained in Exhibit A; and

WHEREAS, the Planning Commission, by a vote of 7-0, recommended approval of said Zone Change; and

WHEREAS, the City Council having received the Planning Commission recommendation and staff report, and having deliberated;

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:

1. That the Council adopts the Decision, Conditions, Findings of Fact and Conclusionary Findings as documented in Exhibit A, approving the Zone Change (ZC 1-24); and
2. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the McMinnville City Council this 11th day of June, 2024 by the following votes:

Ayes: _____

Nays: _____

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

EXHIBITS:

- A. Decision Document for Docket ZC 1-24



City of McMinnville
Community Development
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

DECISION, CONDITIONS, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPLICATION FOR A ZONE CHANGE FROM R-1 (LOW DENSITY RESIDENTIAL) TO R-4 (MEDIUM, HIGH DENSITY RESIDENTIAL) FOR A PROPERTY OF APPROXIMATELY 1 ACRE, LOCATED AT 2125 NW 2ND STREET, TAX LOT R4419AC00300.

DOCKET:	Zone Change (ZC) 1-24
REQUEST:	An application for a Zone Change from R-1 (Low-Density, 9000 SF Lot Residential Zone) to R-4 (Medium, High-Density, 5000 SF Lot Residential Zone) for a property of approximately 1 acre.
LOCATION:	Site Address: 2125 NW 2nd Street Map and Tax Lot: R4419AC00300
CURRENT ZONING:	R-1 (Low-Density, 9000 SF Lot Residential Zone)
APPLICANT:	Harper Houf Peterson Righellis Inc. c/o Hillary Harris
PROPERTY OWNER:	TerraCalc LLC c/o Kenneth Pannell
STAFF:	Evan Hietpas, Associate Housing Planner
DATE DEEMED COMPLETE:	March 18, 2024
HEARINGS BODY & ACTION:	The McMinnville Planning Commission makes a recommendation to the City Council. A Planning Commission recommendation of approval is transmitted to the City Council for a decision. A Planning Commission recommendation/decision of denial becomes the final decision unless that decision is appealed to the City Council.
PLANNING COMMISSION HEARING DATE & LOCATION:	May 16, 2024 at 6:30 P.M., Kent Taylor Civic Hall, 200 NE 2 nd Street, McMinnville, OR 97128 Zoom Meeting ID: 893 6863 4307; Passcode: 989853

DECISION-MAKING BODY:

The McMinnville City Council makes the final decision, unless the Planning Commission recommendation is denial, in which case that is the final decision unless the Planning Commission decision is appealed to City Council.

**CITY COUNCIL MEETING
DATE & LOCATION:**

June 11, 2024, Kent Taylor Civic Hall, 200 NE Second Street, 7:00 PM.

PROCEDURE:

An application for a Zone Change is processed in accordance with the procedures in Section 17.72.120 of the McMinnville Municipal Code. The application is reviewed by the Planning Commission in accordance with the quasi-judicial public hearing procedures specified in Section 17.72.130 of the McMinnville Municipal Code.

CRITERIA:

The applicable criteria for a Zone Change is specified in Section 17.74.020 of the McMinnville Municipal Code. In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of the proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests. The proposal must also be consistent with applicable provisions of state law.

APPEAL:

As specified in Section 17.72.190 of the McMinnville Municipal Code, the City Council's decision may be appealed to the Land Use Board of Appeals (LUBA) within 21 (twenty-one) days of the date written notice of decision is mailed.

Note: *The City's final decision is usually subject to a 120-day processing timeline, including resolution of any local appeal. However, per ORS 227.178(7), the 120-day period does not apply to a decision of the city making a change to an acknowledged comprehensive plan or a land use regulation that is submitted to the Director of the Department of Land Conservation and Development under ORS 197.610.*

COMMENTS:

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, Public Works Department, Waste Water Services, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Planning Department; Ziply Fiber (formerly Frontier Communications); Comcast; Recology; Northwest Natural Gas; Oregon Department of State Lands; and Oregon Department of Transportation. Their comments are provided in Section IV of this document.

II. DECISION

Based on the findings and conclusions, the McMinnville City Council finds the applicable criteria are satisfied and **APPROVES** the Zone Change (ZC 1-24).

////////////////////////////////////

DECISION: APPROVAL

////////////////////////////////////

City Council: _____
Remy Drabkin, Interim Mayor of McMinnville

Date:_____

Planning Commission: _____
Sidonie Winfield, Chair of the McMinnville Planning Commission

Date: _____

Planning Department: _____
Heather Richards, Planning Director

Date:

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III. APPLICATION SUMMARY

Subject Property & Request

The applicant requests an amendment to the Zoning Map from R-1 (Low-Density, 9000 SF Lot Residential Zone) to R-4 (Medium, High-Density, 5000 SF Lot Residential Zone), for a property of approximately 1 acre, located at 2125 NW 2ND ST (Tax Lot R4419AC00300). **See Vicinity Map (Figure 1) and Zoning Map (Figure 2a).**

The subject property is zoned R-1. The owner is seeking the R-4 designation to allow the property to be used for uses and densities which are permitted in the R-4 zone.

The R-1 zone allows a wide range of residential uses and requires a minimum lot size of 9,000 square feet. The R-4 zone allows similar uses to R-1, but also allows apartments and large SRO developments, and requires a minimum lot size of 5,000 square feet. However, as a reminder, the application is for a zone change, not an approval for a specific use. The proposed map amendment would not limit which R-4 permitted uses would be authorized on the subject property.

FIGURE 1. VICINITY MAP



FIGURE 2A. EXISTING ZONING MAP

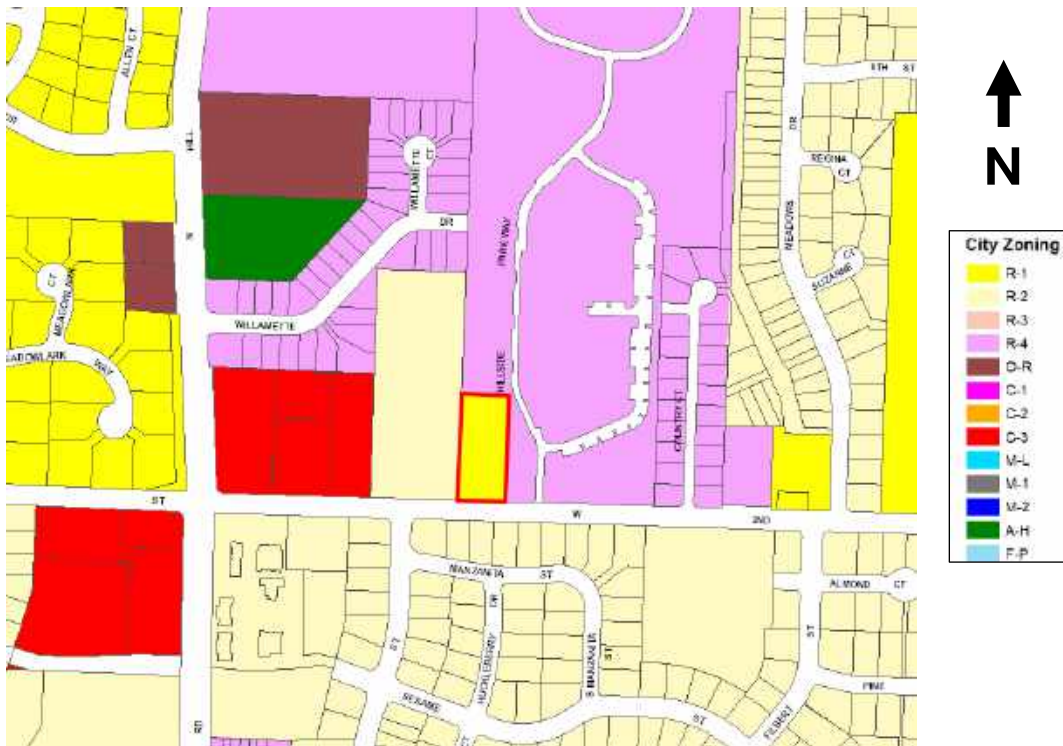


FIGURE 2B. PROPOSED ZONING MAP



IV. CONDITIONS

None.

V. ATTACHMENTS

1. ZC 1-24 Application and Attachments (on file with the Planning Division)

VI. COMMENTS

Agency Comments

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, Public Works Department, Waste Water Services, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Planning Department; Ziply Fiber (formerly Frontier Communications); Comcast; Recology; Northwest Natural Gas; Oregon Department of Transportation; and Oregon Department of State Lands.

Responses were received from the following agencies, provided below:

- McMinnville Engineering Division
- McMinnville Building Division
- McMinnville Water & Light
- McMinnville Fire Department
- McMinnville Airport Administrator
- Comcast
- McMinnville Engineering Division
The sewer capacity models R-4 zones as having a nominal density of 9 EDU/acre, and a maximum density of 30 EDU/acre. The adjustment to R4 zoning would result in a nominal capacity increase but because it's such a small footprint (1 acre) the development would likely not reach a point where sewer capacity improvements were warranted. Conclusion: I believe the existing sanitary utility can adequately serve the site with the proposed zone change.
- McMinnville Building Division
No building code concerns related to a zone change for this property.
- McMinnville Water & Light
McMinnville Water & Light has power and water facilities along NW 2nd St. No comments from MW&L on the zone change. If development application is submitted, MW&L will require a design application, fees and extension agreement. Contact McMinnville Water and Light for details.
- McMinnville Fire Department
No comment from MFD on this application.
- McMinnville Airport Administrator

No concern for the airport. Location is outside the airport conical zone.

- Comcast
Comcast has no conflict with this project.

Public Comments

Notice of this request was mailed to property owners located within 300 feet of the subject site on April 18, 2024. As of 9:15AM on May 9, 2024, no public testimony was submitted.

VII. PROCEDURAL FINDINGS OF FACT

1. The application was submitted with the fee provided on March 7, 2024. The applicant submitted the necessary documentation to demonstrate a neighborhood meeting was noticed and held in accordance with the provisions of Section 17.72.095 of the Zoning Ordinance.
2. The application was deemed complete on March 18, 2024.
3. On April 1, 2024, notice of the application was provided to the Oregon Department of Land Conservation and Development (DLCD).
4. On April 2, 2024, notice of the application was referred to the following public agencies for comment in accordance with Section 17.72.120 of the Zoning Ordinance: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, Public Works Department, Waste Water Services, and City Manager; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Planning Department; Ziplly Fiber (formerly Frontier Communications); Comcast; Recology; Northwest Natural Gas; Oregon Department of Transportation; and Oregon Department of State Lands.

Comments received from agencies are addressed in Section VI of this Decision Document.

5. On April 18, 2024, notice of the application and the May 16, 2024, Planning Commission public hearing was mailed to property owners within 300 feet of the subject property in accordance with Section 17.72.120 of the Zoning Ordinance.
6. On May 10, 2024, notice of the application and the May 16, 2024, Planning Commission public hearing was published in the newspaper in accordance with Section 17.72.120 of the Zoning Ordinance.
7. The Planning Commission held a public hearing on May 16, 2024 to consider the request. The Planning Commission recommended approval of the request.
8. The City Council met on June 11, 2024 to consider the request and the recommendation of the Planning Commission.

VIII. GENERAL FINDINGS OF FACT

1. **Location:**
 - **Site Address:** 2125 NW 2nd Street
 - **Map & Tax Lot:** R4419AC00300
2. **Size:** 1 acre
3. **Comprehensive Plan Map Designation:** Residential
4. **Current Zoning:**
 - a. **Subject Property:** R-1 (Low-Density, 9000 SF Lot Residential Zone)
 - b. **Surrounding Properties:**
 - i. **North:** R-4 (Medium, High-Density, 5000 SF Lot Residential Zone)
 - ii. **West:** R-2 (Low-Density, 7000 SF Lot Residential Zone)
 - iii. **South:** R-2 (Low-Density, 7000 SF Lot Residential Zone)
 - iv. **East:** R-4 (Medium, High-Density, 5000 SF Lot Residential Zone)
5. **Overlay Zones/Special Districts:** None
6. **Current Development:** The property does not currently have any structures on the property. There is one driveway access point onto the property that remains from when there was a detached dwelling unit on the property, that has been demolished.
7. **Inventoried Significant Resources:** None
8. **Other Features:**
 - a. **Slopes:** The property is generally flat.
 - b. **Easements:** No City easements identified on the property.
 - c. **Trees:** There is one tree that is located along the front of the property.
9. **Utilities:**
 - a. **Water:** McMinnville Water & Light has water facilities along NW 2nd St.
 - b. **Sewer:** The development will not likely reach a point where sewer capacity improvements are warranted. If sewer capacity increases are required, the City may require improvements through applicable standards at the time of development.
 - c. **Stormwater:** Adequate stormwater infrastructure will be required by the City's Engineering Division at the time of development. No concerns regarding stormwater facilities have been raised at this time.
 - d. **Power:** McMinnville Water & Light has power facilities along NW 2nd St.
10. **Transportation and Access:** The property has direct access from the property frontage along 2nd Street. 2nd Street is a minor arterial.

IX. CONCLUSIONARY FINDINGS

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria and standards for a Zone Change are found in Chapter 17.74 of the Zoning Ordinance.

In addition, the goals, policies, and proposals in Volume II of the Comprehensive Plan are to be applied to all land use decisions as criteria for approval, denial, or modification of a proposed request. Goals and policies are mandated; all land use decisions must conform to the applicable goals and policies of Volume II. "Proposals" specified in Volume II are not mandated, but are to be undertaken in relation to all applicable land use requests.

Amendments to the City's adopted and acknowledged planning documents, including amendments to the Zoning Map, are also subject to certain Statewide Planning Goals and associated statutes and administrative rules.

Section 17.74.020. Zone Change Review Criteria

An amendment to the official zoning map may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:

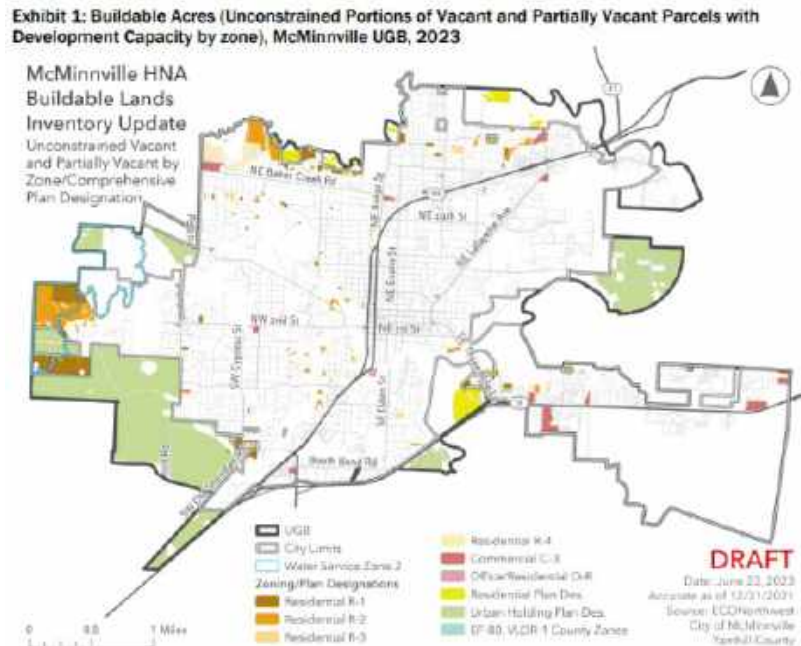
A. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan;

APPLICANT'S RESPONSE: Chapter V of the McMinnville Comprehensive Plan focuses on housing and residential development in the City. Goal V 1 this chapter is "to promote the development of affordable, quality housing for all city residents". Included in this goal are policies focused on providing a variety of housing types and densities (Policy 58.00), as well as opportunities for multiple-family developments to encourage lower-cost renter and owner-occupied housing (Policy 59.00). The upzoning of the subject site from R-1 to R-4 will allow for a wider range of permitted residential development to support Goal V 1 of the Comprehensive Plan.

Goal V 2 of the Comprehensive Plan is "to promote a residential development pattern that is land intensive and energy-efficient, that provides for all urban level of public and private services, and that allows unique and innovative development techniques to be employed in residential design". Included in this goal are policies that encourage the rezoning of properties to achieve a continuous five-year supply of buildable lands and zoned for all needed housing types (Policy 71.05). The City of McMinnville's most recent Draft Housing Needs Analysis (HNA) estimates that the City will need to add 4,657 dwelling units by 2041 to accommodate its projected growth in population, with 33% of these new units being for multi-family development. Based on these estimates, the HNA projects that the City of McMinnville does not have enough land to accommodate the needed housing, with a deficit of 1,101 dwelling units. Approving the upzoning of the subject site from R-1

to R-4 will allow for additional density on site that is already served with utilities and urban services and will help accommodate the needed housing in McMinnville.

Exhibit 1 in the Housing Needs Analysis (Draft) shows the City of McMinnville's buildable lands inventory, including unconstrained vacant land. The project site is highlighted on this map with potential for development that is both within the City limits and urban growth boundary. See below for Exhibit 1.



FINDING: SATISFIED. The applicant responded to all applicable Comprehensive Plan Goals and Policies in the following section of this decision letter. Staff found that the application and all applicant responses satisfied the goals and policies. The three (3) most relevant goals were Housing and Residential Development Goal 2 and Urbanization Goals 1 and 2.

B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;

APPLICANT'S RESPONSE: When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statute), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map. However, the existing properties located on the north side of West 2nd Street have been subdivided or consolidated and developed with a broad mix of commercial, institutional, and both single-family and multi-family residential development. The subject site was previously developed as a single-family residence on an acre lot and the proposed upzoning of the site is orderly and consistent with the general development pattern of the area.

FINDING: SATISFIED. The proposed zone change from R-1 to R-4 is orderly and timely. It is orderly because the subject property located directly adjacent to R-4 zoning designations to the North and the East, meaning that the proposed zone change is consistent with the pattern of allowed residential densities and housing types in the area.

The Comprehensive Plan encourages moderate and high density residential development to be located near services and multi-modal transportation options. The subject property is located in an area that is consistent with this vision.

Housing choice and affordability are currently two of the biggest challenges facing community throughout Oregon. The proposed zone change to R-4 would allow higher residential densities and expanded housing types. For this reason, the proposed zone change aligns with changing community needs.

Lastly, it is worth noting that Comprehensive Plan Policy 71.00 states that, "All residential zoning classifications shall be allowed in areas designated as residential on the Comprehensive Plan Map." The subject property is designated as residential on the Comprehensive Plan Map and so the proposed zone change shall be allowed, if all other criteria has been met through this application.

C. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district.

APPLICANT'S RESPONSE: The site is located within the City limits and surrounded by urban development and public services are already provided. The property has been previously served with electric, water, and sewer by McMinnville Water and Light, but was disconnected in July 2021. All services are still available to serve the site from 2nd Street where a sanitary sewer main and stormwater main are located.

FINDING: SATISFIED. McMinnville Water & Light has power and water facilities along NW 2nd St. If a development application is submitted, MW&L will require a design application, fees and extension agreement. The City's Engineering Division uses a sanitary sewer capacity model that projects anticipated densities based on zoning designations. The sanitary sewer service is anticipated to meet the necessary levels of service for the R-4 zone. If sewer capacity increases are required, the City may require improvements through applicable standards at the time of development.

When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statute), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map.

In addition, the housing policies of the McMinnville Comprehensive Plan shall be given added emphasis and the other policies contained in the plan shall not be used to: (1) exclude needed housing; (2) unnecessarily decrease densities; or (3) allow

special conditions to be attached which would have the effect of discouraging needed housing through unreasonable cost or delay.

FINDING: The applicant has indicated that residential development will be proposed at the subject property in the future. However, there is no development proposal submitted at this time, so it cannot be confirmed that the proposed zone change will address needed housing. For this reason, staff responded to criterion “B”, and found that the proposed zone change was satisfactory.

Comprehensive Plan Volume II

The following Goals, Policies, and Proposals from Volume II of the Comprehensive Plan provide criteria applicable to this request:

The implementation of many of the goals, policies, and proposals as they apply to quasi-judicial land use applications are accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, policies, and proposals as they apply certain applications, and are not addressed below.

The following findings are made relating to applicable Goals and Policies:

CHAPTER II. NATURAL RESOURCES

GOAL II 1: TO PRESERVE THE QUALITY OF THE AIR, WATER, AND LAND RESOURCES WITHIN THE PLANNING AREA.

APPLICANT’S RESPONSE: The proposed zone change will have no anticipated impact to the air, water, and land resources in and around the subject property. When development is proposed on the project site, it will be with a permitted use in the R-4 zone and will comply with all applicable standards to optimize preservation of the air, water, and land resources in the area.

FINDING: The proposed zone change from R-1 to R-4 should not have significant impacts to the quality of air, water, and land resources. R-4 zoning allows higher densities of development in comparison to R-1, however, any potential impacts will be mitigated or prevented through the enforcement of applicable standards at the time of development.

GOAL: SATISFIED.

CHAPTER V. HOUSING AND RESIDENTIAL DEVELOPMENT

GOAL V 1: TO PROMOTE DEVELOPMENT OF AFFORDABLE, QUALITY HOUSING FOR ALL CITY RESIDENTS

58.00 City land development ordinances shall provide opportunities for development of a variety of housing types and densities.

59.00 Opportunities for multiple dwelling and mobile home developments shall be provided in McMinnville to encourage lower-cost renter and owner-occupied housing. Such housing shall be located and developed according to the residential policies in this plan and the land development regulations of the City.

APPLICANT'S RESPONSE: The proposed zone change will provide more opportunity for a variety of housing types and densities on the subject property than are available with the current R-1 zoning under the McMinnville Zoning Ordinance. An R-4 zoning on the site will allow for a wider range of permitted residential development, including multiple dwelling developments that will encourage lower-cost renter and owner-occupied housing.

FINDING: The proposed zone change to R-4 would provide opportunities for the development of more housing types and increased densities. Multiple dwelling development is an allowed land use in R-4. This type of housing may lead to lower cost rentals or owner-occupied housing.

GOAL: SATISFIED.

POLICIES: SATISFIED.

GOAL V 2: TO PROMOTE A RESIDENTIAL DEVELOPMENT PATTERN THAT IS LAND INTENSIVE AND ENERGY-EFFICIENT, THAT PROVIDES FOR AN URBAN LEVEL OF PUBLIC AND PRIVATE SERVICES, AND THAT ALLOWS UNIQUE AND INNOVATIVE DEVELOPMENT TECHNIQUES TO BE EMPLOYED IN RESIDENTIAL DESIGNS.

68.00 The City of McMinnville shall encourage a compact form of urban development by directing residential growth close to the city center, to designated neighborhood activity centers, and to those areas where urban services are already available before committing alternate areas to residential use.

70.00 The City of McMinnville shall continue to update zoning and subdivision ordinances to include innovative land development techniques and incentives that provide for a variety of housing types, densities, and price ranges that will adequately meet the present and future needs of the community.

71.00 The City of McMinnville shall designate specific lands inside the urban growth boundary as residential to meet future projected housing needs. Lands so designated may be developed for a variety of housing types. All residential zoning classifications shall be allowed in areas designated as residential on the Comprehensive Plan Map.

71.06 Low Density Residential Development (R-1 and R-2) Low-density residential development should be limited to the following:

- 1. Areas which are committed to low density development and shown on the buildable lands inventory as "developed" land;*
- 2. Areas where street facilities are limited to collector and local streets;*

3. *Areas with mapped development limitations such as steep slopes, floodplains, stream corridors, natural drainageways, and wetlands; and*
4. *Areas with limited capacity for development identified in approved facility master plans, including sanitary sewer, water, drainage, and transportation facilities, unless such plans specify funded and scheduled improvements which will alleviate the problem and which can be provided concurrent with adequate capacity for the use.*

71.07 The R-1 zoning designation shall be applied to limited areas within the McMinnville urban growth boundary. These include:

1. *The steeply sloped portions of the West Hills;*
2. *Neighborhoods and properties within the current urban growth boundary that are developed or have been approved for such densities (Michelbook, for example);*
3. *Fox Ridge Road area;*
4. *Redmond Hill Road area;*
5. *Residential lands adjacent to existing or planned industrial areas.*

71.09 Medium and Medium-High Density Residential (R-3 and R-4) - The majority of residential lands in McMinnville are planned to develop at medium density range (4 – 8 dwelling units per net acre). Medium density residential development uses include small lot single dwelling detached uses, single dwelling attached units, duplexes, triplexes, quadplexes, townhouses, and cottage clusters. High density residential development (8 – 30 dwelling units per net acre) uses typically include townhouses, condominiums, and apartments:

1. *Areas that are not committed to low density development;*
2. *Areas that have direct access from collector or arterial streets; or a local collector street within 600' of a collector or arterial street;*
3. *Areas that are not subject to development limitations such as topography, flooding, or poor drainage;*
4. *Areas where the existing facilities have the capacity for additional development;*
5. *Areas within one-quarter mile of existing or planned public transportation.*

71.10 The following factors should be used to define appropriate density ranges allowed through zoning in the medium density residential areas:

1. *The density of development in areas historically zoned for medium and high density development;*
2. *The topography and natural features of the area and the degree of possible buffering from established low density residential areas;*
3. *The capacity of the services;*
4. *The distance to existing or planned public transit;*
5. *The distance to neighborhood or general commercial centers; and*
6. *The distance from public open space.*

APPLICANT'S RESPONSE: Low Density Residential zones (including R-1, the current zoning district for the property) should be limited to properties that only have access to low classified streets, have steep slopes or other topographical constraints, or have limited service availability. Alternatively, Medium and Medium-High Density Residential (including R-4, the zoning district for the property) should be a majority of the residential lands in the City to allow for higher density, including those properties with direct access from an arterial, with no topographical constraints, and with existing service capacity.

The subject property is designated Residential in the McMinnville Comprehensive plan, which allows for all residential classifications (R-1 to R-4) to be zoned on the site. The project site takes access from NW 2nd Street, a classified minor arterial in the McMinnville Transportation Systems Plan (TSP). The subject property is relatively flat with no existing topographical or development constraints, and services are available to serve the site for development from NW 2nd Street. Rezoning the subject site from R-1, a Low Density Residential zone, to R-4, a Medium-High Residential zone, is aligned with Goal V 2 of the McMinnville Comprehensive Plan.

FINDING:

Policy 71.00 clearly states that, "All residential zoning classifications shall be allowed in areas designated as residential on the Comprehensive Plan Map." The subject property is designated as residential on the Comprehensive Plan Map, which means that the proposed zone change shall be allowed if all other criteria are met.

Per Policy 71.07, the subject property is not located within one (1) of the five (5) limited areas in which the R-1 zoning designation shall be used. This means that the proposed zone change is increasing conformity with the Comprehensive Plan.

Policy 71.09 states describes the criteria for areas that should be planned for medium, medium-high, or high density residential development. Although the property is currently zoned R-1, it does not meet the criteria in Policy 71.07 where low-density development is committed, as stated above.

The subject property has direct access to a minor arterial street. The site does not have anticipated environmental constraints related to the development of the site. The existing facilities have the capacity for the anticipated densities of the R-4 zone, and the property is within one quarter mile of bus stops for Yamhill County Transit.

GOAL: SATISFIED.

POLICIES: SATISFIED.

Multiple Dwelling Development Policies:

86.00 Dispersal of new multi-dwelling housing development will be encouraged throughout the City in areas designated for residential and mixed-use development to encourage a variety of housing types throughout the community and to avoid an undue concentration of multi dwelling development in specific areas of the community leading to a segregation of multi dwelling development in McMinnville from residential neighborhoods. Dispersal policies will be consistent with the Great Neighborhood Principles.

In areas where there are the amenities, services, infrastructure and public facilities to support a higher density of multi-dwelling development, and the area is commensurate with a higher concentration of multi-dwelling development without creating an unintended segregation of multi-dwelling development, such as McMinnville's downtown, the area surrounding Linfield University and Neighborhood Activity Centers, a higher concentration of multi-dwelling development will be encouraged.

90.00 Greater residential densities shall be encouraged to locate along major and minor arterials, within one-quarter mile from neighborhood and general commercial shopping centers or within neighborhood activity centers, and within a one-half mile wide corridor centered on existing or planned public transit routes.

91.00 Multiple dwelling housing developments, including condominiums, but excluding campus living quarters, shall be required to access off of arterials or collectors or streets determined by the City to have sufficient traffic carrying capacities to accommodate the proposed development.

92.00 High-density housing developments shall be encouraged to locate along existing or potential public transit routes.

92.02 High-density housing developments shall, as far as possible, locate within reasonable walking distance to shopping, schools, and parks, or have access, if possible, to public transportation.

APPLICANT'S RESPONSE: The subject site is located off NW 2nd Street, a classified minor arterial in the McMinnville TSP with an existing public transit line. This location is ideal for higher density, multi-dwelling developments due to the existing public infrastructure, services, and access. The property is currently vacant with minimal development and topographical limitations, making it ideal for the proposed rezoning to R-4, encouraging a variety of densities and housing types in the greater McMinnville community. Existing services and utilities, including water and sewer, are available to the site with capacity to serve future development.

FINDING: The property is located on a minor arterial, is within walking distance to Yamhill County Transit Bus Route 4, has sidewalks constructed along the property's frontage, and is within walking distance to shopping, greenways, parks and trails. The property is less than one-quarter mile from Commercial (C-3) zoned properties on the corners of 2nd Street and Hill Road that provides commercial amenities. The property is also less than one-quarter mile from Quarry Park. Lastly, the properties directly located to the North and East are currently zoned R-4.

GOAL: SATISFIED.

POLICIES: SATISFIED.

CHAPTER VI TRANSPORTATION SYSTEM

GOAL VI 1: TO ENCOURAGE DEVELOPMENT OF A TRANSPORTATION SYSTEM THAT PROVIDES FOR THE COORDINATED MOVEMENT OF PEOPLE AND FREIGHT IN A SAFE AND EFFICIENT MANNER.

132.27.00 The provision of transportation facilities and services shall reflect and support the land use designations and development patterns identified in the McMinnville Comprehensive Plan. The design and implementation of transportation facilities and services shall be based on serving current and future travel demand—both short-term and long-term planned uses.

132.29.00 The construction of transportation facilities in the McMinnville planning area shall be timed to coincide with community needs, and shall be implemented so as to minimize impacts on existing development. Prioritization of improvements should consider the City's level of service standards.

132.40.00 Mobility standards will be used to evaluate the transportation impacts of long-term growth. The City should adopt the intersection mobility standards as noted in Chapter 2 of the Transportation System Plan.

APPLICANT'S RESPONSE: The subject property is located in a part of McMinnville with existing transportation facilities. NW 2nd Street borders the site directly to the south and is constructed to the standards of a minor arterial, with sidewalks, bike lanes, and two lanes of vehicular traffic. The 4 Bus Line operated by Yamhill County Transit runs on NW 2nd Street, with stops near the subject property. There are no anticipated changes or impacts to the transportation system with the proposed zone change. When the project site is developed in the future with a permitted residential use, all applicable transportation system standards and required improvements will be completed.

FINDING: The proposed zone change from R-1 to R-4 should not have significant impacts on the existing transportation network. The City's guidelines for when a Traffic Impact Analysis has not been met for this zone change application. Traffic analysis may be required at the time of the development if the proposed development would exceed 20 peak hour trips of 200 average daily trips. If specific improvements to the transportation network are found to be necessary, those improvements can be requested or required through applicable City development regulations and standards.

GOAL: SATISFIED.

POLICIES: SATISFIED.

CHAPTER VII. COMMUNITY FACILITIES AND SERVICES

GOAL VII 1: TO PROVIDE NECESSARY PUBLIC AND PRIVATE FACILITIES AND UTILITIES AT LEVELS COMMENSURATE WITH URBAN DEVELOPMENT, EXTENDED IN A PHASED MANNER, AND PLANNED AND PROVIDED IN ADVANCE OF OR CONCURRENT WITH DEVELOPMENT, IN ORDER TO PROMOTE THE ORDERLY CONVERSION OF URBANIZABLE AND FUTURE URBANIZABLE LANDS TO URBAN LANDS WITHIN THE McMINNVILLE URBAN GROWTH BOUNDARY.

SANITARY SEWER SYSTEM

136.00 The City of McMinnville shall insure that urban developments are connected to the municipal sewage system pursuant to applicable city, state, and federal regulations.

137.00 The City of McMinnville shall undertake necessary long-range planning efforts for the sewage system to implement the McMinnville Comprehensive Plan.

138.00 The City of McMinnville shall develop, or require development of, sewer system facilities capable of servicing the maximum levels of development envisioned in the McMinnville Comprehensive Plan.

139.00 The City of McMinnville shall extend or allow extension of sanitary sewage collection lines within the framework outlined below:

- 1. Sufficient municipal treatment plant capacities exist to handle maximum flows of effluents.*
- 2. Sufficient trunk and main line capacities remain to serve undeveloped land within the projected service areas of those lines.*
- 3. Public water service is extended or planned for extension to service the area at the proposed development densities by such time that sanitary sewer services are to be utilized.*
- 4. Extensions will implement applicable goals and policies of the comprehensive plan.*

APPLICANT'S RESPONSE: The subject property is located within the City limits and surrounded by urban development and public services. The property has been previously served with electric, water, and sewer by McMinnville Water and Light, but was disconnected in July 2021. All services are still available to serve the site from NW 2nd Street where a sanitary sewer main and stormwater main are located. When development is proposed in the future, the applicant will ensure all utilities are sufficiently supported and connected to serve the residential development.

FINDING: The subject property has access to all necessary public services, at a level needed for urban development. When given the opportunity to provide comments on the proposed zone change, McMinnville Water and Light did not identify any concerns for utility services. The City's Engineering Division uses a sanitary sewer capacity model that projects anticipated densities based on zoning designations. The sanitary sewer service is anticipated to meet the necessary levels of service for the R-4 zone. If sewer capacity increases are required, the City may require improvements through applicable standards at the time of development.

GOAL: SATISFIED.

POLICIES: SATISFIED.

CHAPTER VIII. ENERGY

GOAL VIII 2: TO CONSERVE ALL FORMS OF ENERGY THROUGH UTILIZATION OF LAND USE PLANNING TOOLS.

178.00 The City of McMinnville shall encourage a compact urban development pattern to provide for conservation of all forms of energy.

179.00 The City of McMinnville shall amend pertinent ordinances to allow for design techniques which increase the efficient utilization of land and energy. Areas to examine shall include, but not be limited to:

1. *The zoning ordinance requirements, including density, lot areas, and setbacks to increase utilizable space in lots, while maintaining health and safety standards.*
2. *The geographic placement of various uses (commercial, industrial, residential) on the Comprehensive Plan Map to encourage energy-efficient locations.*
3. *The zoning ordinance and planned development provisions to allow for cluster developments, individually owned, common-wall dwellings, and other design techniques that increase utilizable space and offer energy savings.*
4. *The subdivision and zoning ordinances to encourage energy-efficient design such as proper landscaping for solar heating and cooling, solar orientation of dwellings and other site design considerations.*
5. *The building codes to encourage energy-efficient residential, commercial, and industrial building design and construction techniques.*

APPLICANT'S RESPONSE: The proposed re-zoning of the subject property from R-1 to R-4 will allow for more compact urban development on a site already within the City limits and serviced by existing utilities and streets. Allowing the upzoning and increase in density on the site will allow for more efficient utilization of the land and existing capacity of utilities and the transportation system within the City.

FINDING: The proposed zone change to R-4 encourages a more compact development pattern by increasing the maximum density allowed. Locating higher density development near pedestrian facilities, access to public transit, and commercial land uses may reduce emissions caused by personal vehicles. Additional energy conservation methods may be implemented into the design of the future development.

GOAL: SATISFIED.

POLICIES: SATISFIED.

CHAPTER IX. URBANIZATION

GOAL IX 1: TO PROVIDE ADEQUATE LANDS TO SERVICE THE NEEDS OF THE PROJECTED POPULATION TO THE YEAR 2023, AND TO ENSURE THE CONVERSION OF THESE LANDS IN AN ORDERLY, TIMELY MANNER TO URBAN USES.

APPLICANT'S RESPONSE: The subject site is located inside the city limits and urban growth boundary, and is a vacant residentially zoned property. Rezoning the property will still allow for the land to be used for additional housing needed in the near future. The R-4 zoning designation will allow for more diverse housing options and additional density on the project site.

FINDING: Although no development proposal has been submitted as this time, the applicant's response above contemplates the development of housing in the future. For this reason, it is worth noting that the City's recently updated Housing Needs Analysis, adopted under Ordinance 5141 on February 27, 2024 outlined McMinnville's housing needs over a 20-year period of 2021 to 2041. It is forecasted that McMinnville will need 4,657 new dwelling units by 2041. Rezoning properties with low-density residential

zoning (R-1/R-2) to moderate and high density residential zoning (R-4/R-5) is one approach to reaching housing targets. Considering that this subject property is currently vacant, it provides a good opportunity to develop at a higher-density, compared to properties with existing structures that may have infill development limitations.

GOAL: SATISFIED.

GOAL IX 2: TO ESTABLISH A LAND USE PLANNING FRAMEWORK FOR APPLICATION OF THE GOALS, POLICIES, AND PROPOSALS OF THE McMINNVILLE COMPREHENSIVE PLAN.

GREAT NEIGHBORHOOD PRINCIPLES

187.10 The City of McMinnville shall establish Great Neighborhood Principles to guide the land use patterns, design, and development of the places that McMinnville citizens live, work, and play. The Great Neighborhood Principles will ensure that all developed places include characteristics and elements that create a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood with enduring value, whether that place is a completely new development or a redevelopment or infill project within an existing built area.

187.20 The Great Neighborhood Principles shall encompass a wide range of characteristics and elements, but those characteristics and elements will not function independently. The Great Neighborhood Principles shall be applied together as an integrated and assembled approach to neighborhood design and development to create a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood, and to create a neighborhood that supports today's technology and infrastructure, and can accommodate future technology and infrastructure.

187.30 The Great Neighborhood Principles shall be applied in all areas of the city to ensure equitable access to a livable, egalitarian, healthy, social, inclusive, safe, and vibrant neighborhood for all McMinnville citizens.

187.40 The Great Neighborhood Principles shall guide long range planning efforts including, but not limited to, master plans, small area plans, and annexation requests. The Great Neighborhood Principles shall also guide applicable current land use and development applications.

187.50 The McMinnville Great Neighborhood Principles are provided below. Each Great Neighborhood Principle is identified by number below (numbers 1 – 13), and is followed by more specific direction on how to achieve each individual principle.

- 1. Natural Feature Preservation. Great Neighborhoods are sensitive to the natural conditions and features of the land.
 - a. Neighborhoods shall be designed to preserve significant natural features including, but not limited to, watercourses, sensitive lands, steep slopes, wetlands, wooded areas, and landmark trees.**
- 2. Scenic Views. Great Neighborhoods preserve scenic views in areas that everyone can access.*

- a. Public and private open spaces and streets shall be located and oriented to capture and preserve scenic views, including, but not limited to, views of significant natural features, landscapes, vistas, skylines, and other important features.*
- 3. Parks and Open Spaces. Great Neighborhoods have open and recreational spaces to walk, play, gather, and commune as a neighborhood.*
 - a. Parks, trails, and open spaces shall be provided at a size and scale that is variable based on the size of the proposed development and the number of dwelling units.*
 - b. Central parks and plazas shall be used to create public gathering spaces where appropriate.*
 - c. Neighborhood and community parks shall be developed in appropriate locations consistent with the policies in the Parks Master Plan.*
- 4. Pedestrian Friendly. Great Neighborhoods are pedestrian friendly for people of all ages and abilities.*
 - a. Neighborhoods shall include a pedestrian network that provides for a safe and enjoyable pedestrian experience, and that encourages walking for a variety of reasons including, but not limited to, health, transportation, recreation, and social interaction.*
 - b. Pedestrian connections shall be provided to commercial areas, schools, community facilities, parks, trails, and open spaces, and shall also be provided between streets that are disconnected (such as cul-de-sacs or blocks with lengths greater than 400 feet).*
- 5. Bike Friendly. Great Neighborhoods are bike friendly for people of all ages and abilities.*
 - a. Neighborhoods shall include a bike network that provides for a safe and enjoyable biking experience, and that encourages an increased use of bikes by people of all abilities for a variety of reasons, including, but not limited to, health, transportation, and recreation.*
 - b. Bike connections shall be provided to commercial areas, schools, community facilities, parks, trails, and open spaces.*
- 6. Connected Streets. Great Neighborhoods have interconnected streets that provide safe travel route options, increased connectivity between places and destinations, and easy pedestrian and bike use.*
 - a. Streets shall be designed to function and connect with the surrounding built environment and the existing and future street network, and shall incorporate human scale elements including, but not limited to, Complete Streets features as defined in the Comprehensive Plan, grid street networks, neighborhood traffic management techniques, traffic calming, and safety enhancements.*
 - b. Streets shall be designed to encourage more bicycle, pedestrian and transit mobility with a goal of less reliance on vehicular mobility.*
- 7. Accessibility. Great Neighborhoods are designed to be accessible and allow for ease of use for people of all ages and abilities.*
 - a. To the best extent possible all features within a neighborhood shall be designed to be accessible and feature elements and principles of Universal Design.*
 - b. Design practices should strive for best practices and not minimum practices.*

8. *Human Scale Design. Great Neighborhoods have buildings and spaces that are designed to be comfortable at a human scale and that foster human interaction within the built environment.*
 - a. *The size, form, and proportionality of development is designed to function and be balanced with the existing built environment.*
 - b. *Buildings include design elements that promote inclusion and interaction with the right-of-way and public spaces, including, but not limited to, building orientation towards the street or a public space and placement of vehicle-oriented uses in less prominent locations.*
 - c. *Public spaces include design elements that promote comfortability and ease of use at a human scale, including, but not limited to, street trees, landscaping, lighted public areas, and principles of Crime Prevention through Environmental Design (CPTED).*
9. *Mix of Activities. Great Neighborhoods provide easy and convenient access to many of the destinations, activities, and local services that residents use on a daily basis.*
 - a. *Neighborhood destinations including, but not limited to, neighborhood-serving commercial uses, schools, parks, and other community services, shall be provided in locations that are easily accessible to surrounding residential uses.*
 - b. *Neighborhood-serving commercial uses are integrated into the built environment at a scale that is appropriate with the surrounding area.*
 - c. *Neighborhoods are designed such that owning a vehicle can be optional.*
10. *Urban-Rural Interface. Great Neighborhoods complement adjacent rural areas and transition between urban and rural uses.*
 - a. *Buffers or transitions in the scale of uses, buildings, or lots shall be provided on urban lands adjacent to rural lands to ensure compatibility.*
11. *Housing for Diverse Incomes and Generations. Great Neighborhoods provide housing opportunities for people and families with a wide range of incomes, and for people and families in all stages of life.*
 - a. *A range of housing forms and types shall be provided and integrated into neighborhoods to provide for housing choice at different income levels and for different generations.*
12. *Housing Variety. Great Neighborhoods have a variety of building forms and architectural variety to avoid monoculture design.*
 - a. *Neighborhoods shall have several different housing types.*
 - b. *Similar housing types, when immediately adjacent to one another, shall provide variety in building form and design.*
13. *Unique and Integrated Design Elements. Great Neighborhoods have unique features, designs, and focal points to create neighborhood character and identity. Neighborhoods shall be encouraged to have:*
 - a. *Environmentally friendly construction techniques, green infrastructure systems, and energy efficiency incorporated into the built environment.*
 - b. *Opportunities for public art provided in private and public spaces.*

- c. *Neighborhood elements and features including, but not limited to, signs, benches, park shelters, street lights, bike racks, banners, landscaping, paved surfaces, and fences, with a consistent and integrated design that are unique to and define the neighborhood.* (Ord 5066 §2, April 9, 2019)

APPLICANT'S RESPONSE: At this time, there is no development proposed on the project site; this application is only for the rezoning of the property from R-1 to R-4. At the time development is proposed, it will be a permitted residential use and comply with all applicable development standards and comprehensive plan policies. This includes providing needed pedestrian access, landscaping, dwelling units, and other site specific principles.

FINDING: Findings are outlined below for each of the thirteen (13) "Great Neighborhood Principles":

1. Natural Feature Preservation. There are not any environmentally sensitive or environmentally significant areas that have been identified on the subject property to protect or preserve at this time. Further review will occur at the time of a development proposal.
2. Scenic Views. The subject property does not provide a scenic view of any of the listed attributes (significant natural features, landscapes, vistas, skylines, and other important features).
3. Parks and Open Spaces. The subject property is located near greenways and linear parks. Additional park or open space may be provided on-site at the time of development, in accordance with applicable regulations.
4. Pedestrian Friendly. The property has existing sidewalks along the frontage. Internal walkways will be constructed at the time of development.
5. Bike Friendly: The property has direct access to the existing bike lanes located on NW 2nd Street.
6. Connected Streets. NW 2nd Street is currently designed to accommodate pedestrians with sidewalks, bicyclist with bike lanes, and transit riders with bus stops. This one (1) acre parcel has limited opportunity to make meaningful connections to other streets, however, this will be evaluated further at the time of development.
7. Accessibility. At the time of development, the City shall enforce all applicable accessibility requirements on the subject site.
8. Human Scale Design. At the time of development, the City shall require all applicable human-scale design requirements on the subject site.
9. Mix of Activities. This neighborhood currently has neighborhood-serving commercial uses, religious assembly, parks, and other services. The availability of sidewalks, bike lanes, and public transit stops provides residents with an alternative to owning a vehicle.
10. Urban-Rural Interface. Not applicable, because all neighboring properties are within the Urban Growth Boundary.
11. Housing for Diverse Incomes and Generations. The proposed zone change to R-4 expands the housing types and densities allowed. This generally introduces expanded housing options for different income levels and age groups.
12. Housing Variety. The proposed zone change to R-4 expands the housing types

and densities allowed. This promotes increased housing variety.

13. Unique and Integrated Design Elements. At the time of development, the subject property may include unique and integrated design elements.

GOAL: SATISFIED.

POLICIES: SATISFIED.

CHAPTER X. CITIZEN INVOLVEMENT AND PLAN AMENDMENT

GOAL X 1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.

GOAL X 2: TO MAKE EVERY EFFORT TO ENGAGE AND INCLUDE A BROAD CROSS SECTION OF THE COMMUNITY BY MAINTAINING AN ACTIVE AND OPEN CITIZEN INVOLVEMENT PROGRAM THAT IS ACCESSIBLE TO ALL MEMBERS OF THE COMMUNITY AND ENGAGES THE COMMUNITY DURING DEVELOPMENT AND IMPLEMENTATION OF LAND USE POLICIES AND CODES.

GOAL X 3: TO PERIODICALLY REVIEW AND AMEND THE McMINNVILLE COMPREHENSIVE PLAN TO REFLECT CHANGES IN COMMUNITY CIRCUMSTANCES, IN CITIZEN DESIRES, AND IN THE STATEWIDE GOALS.

188.00 The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.

189.00 The City of McMinnville shall establish procedures for amending the Comprehensive Plan, Volumes I and II, and the implementation ordinances and measures in Volume III, which allow for citizen review and comment.

APPLICANT'S RESPONSE: As part of the land use process, the applicant held a neighborhood meeting to discuss the proposed re-zoning of the site from R-1 to R-4 and public hearings will also be held. All citizen involvement requirements were met with this application.

FINDING: The applicant held a neighborhood meeting before submitting this zone change application. Properties within three hundred (300) feet of the subject property received notice of the application and the Planning Commission public hearing. Notice of the application and the Planning Commission public hearing was published in the News Register. The Planning Commission held a public hearing on May 16, 2024.

GOALS: SATISFIED.

POLICIES: SATISFIED.

Statewide Planning Goals and Applicable State Law

Goal 2: Land Use Planning - “To establish a land use planning process and policy framework as a basis for all decisions and actions related to the use of land and to assure an adequate factual base for such decisions and actions.”

FINDING: SATISFIED. The decision-making is based on the City’s adopted and acknowledged Comprehensive Plan and Land Use Regulations, including the factual base and procedures. Determination of consistency with the applicable statewide planning goals and associated administrative rules is also based on an adequate factual basis.

Goal 10: Housing – “To provide for the housing needs of citizens of the state.”

FINDING: SATISFIED. Housing choice and affordability are two key challenges facing both Oregon and McMinnville. The proposed zone change from R-1 to R-4 would expand the residential uses that are allowed on the property. If residential development occurs on the property in the future, the proposed zone change would align with Goal 10. The subject property is designated as Residential in the City’s adopted Comprehensive Plan. The subject property meets the R-4 zoning designation criteria that is established in the Comprehensive Plan policies. The zone change is also consistent with the findings outlined in City’s adopted Housing Needs Analysis.

Goal 14: Urbanization – “To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.”

FINDING: SATISFIED. The subject property is within the Urban Growth Boundary. The proposed zone change promotes a more efficient use of land within an urbanized area by allowing higher densities.