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

City Council Meeting Agenda
Tuesday, December 09, 2025
5:30 p.m. – Work Session Meeting
7:00 p.m. – City Council Regular Meeting
EXECUTIVE SESSION – to immediately follow the URA Meeting (CLOSED TO THE PUBLIC)
REVISED 12/05/2025

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, December 08th** to CityRecorderTeam@mcminnvilleoregon.gov*
- *If appearing via telephone or ZOOM, please sign up prior by **noon on Monday, December 08th** by emailing the City Recorder at CityRecorderTeam@mcminnvilleoregon.gov as the chat function is not available when calling in Zoom;*

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

CITY COUNCIL WORK SESSION & CITY COUNCIL REGULAR MEETING:
You may join online via Zoom Webinar Meeting:
https://mcminnvilleoregon.zoom.us/j/86367060017?pwd=OzrChwUns9Cfi6YdaM4BkRdQWs3cbs.1
Or you can call in and listen via Zoom: 1-253- 215- 8782
Webinar ID: 863 6706 0017

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

1. CALL TO ORDER
2. LONG-RANGE PLANNING WORK PLAN
3. ADJOURNMENT OF WORK SESSION

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

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE

3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT –
   The Mayor will announce that 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 4 minutes per person for a total of 32 minutes. The Mayor will read comments emailed to the City Recorder and then call on anyone who has signed up to provide public comment.

4. NEW BUSINESS (Action Item)
   a. McMinnville Water and Light Commission Appointment.

5. ADVICE/ INFORMATION ITEMS
   a. Reports from Councilors on Committee & Board Assignments
   b. Department Head Reports
   c. October 2025 Cash and Investment Report (in packet)

6. CONSENT AGENDA
   a. Consider **Resolution No. 2025-64:** A Resolution appointing volunteers to the City's Boards, Commissions, and Committees.
   b. Consider **Resolution No. 2025-65:** A Resolution approving the issuance of the certificate for the canvass of the returns of the votes cast at the Special Election conducted on November 4, 2025, in regard to Measure 36-237 "Bonds to build Recreation Center; update parks, senior center, library."
   c. Consider the request from Casteel Custom Bottling (Jon Ryslinge) for Warehouse, OLCC Liquor License located at 1575 NE Colvin Ct.
   d. Consider the Draft Minutes of the October 14, 2025 Joint City Council & Planning Commission Work Session Meeting.
   e. Consider the Draft Minutes of the October 14, 2025 City Council Regular Meeting.
   f. Consider the Draft Minutes of the October 22, 2025 Joint City Council & Planning Commission Work Session Meeting.
   g. Consider the Draft Minutes of the October 28, 2025 Joint City Council & Budget Committee Work Session Meeting.
   h. Consider the Draft Minutes of the October 28, 2025 City Council Regular Meeting.
   i. Consider **Resolution No. 2025-66:** A Resolution ratifying a collective bargaining agreement between the City of McMinnville and the McMinnville Police Association (MPA) for the period starting July 1, 2025 and ending June 30, 2028.
   j. Consider **Resolution No. 2025-67:** A Resolution Amending Resolution 2007-05 to Increase the Number of City Councilors Serving on the Audit Committee from Two (2) to Three (3).
   k. Consider the request from NAM LLC dba Spices N Slices (Birpal Johal) for Full On Premise – Commercial, OLCC Liquor License located at 328 NE Evans Street. **(Added on 12.05.2025)**

7. ORDINANCES
   a. Consider the first reading with a possible second reading of **Ordinance No. 5165:** An Ordinance Amending Title 17 (Zoning) of the McMinnville Municipal Code Chapter 17.57 "Landscaping" and Chapter 17.58 "Trees" and Approving the Decision, Findings, and Conclusionary Findings for Docket G 2-24.

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

b. Consider the first reading with a possible second reading of **Ordinance No. 5166:** An Ordinance Approving a Zone Map Amendment from M-1 Zoning (Light Industrial) to M-2 (General Industrial) and a Conditional Use Permit for Property of Approximately 9.00 Acres Located at 4150 NE Riverside Drive (Tax Lot R4414 01000), Docket ZC 1-25 and CU 1-25.
c. Consider the first reading with a possible second reading of **Ordinance No. 5167:** An Ordinance Amending Portions of Chapter 2.30 of the McMinnville Municipal Code, Specific to the McMinnville Economic Vitality Leadership Council.

8. ADJOURNMENT OF REGULAR MEETING

CITY COUNCIL EXECUTIVE SESSION – IMMEDIATELY FOLLOWING THE URBAN RENEWAL AGENCY (URA) MEETING (NOT OPEN TO THE PUBLIC)

1. CALL TO ORDER

2. **EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(e):** To conduct deliberations with persons you have designated to negotiate real property transactions.

3. ADJOURNMENT OF EXECUTIVE SESSION

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

City of McMinnville
Community Development
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: **December 9, 2025**
TO: **Mayor and City Councilors**
FROM: **Heather Richards, Community Development Director**
SUBJECT: **Work Session – Long Range Planning Work Plan**

Report in Brief:

This is a work session to discuss the Planning Division's Long Range Planning Work Plan. This was identified as one of the City Council's priority goals for 2025/2026.

Background:

The Planning Division has three program components: 1) Current Planning; 2) Long Range Planning; and 3) Citizen Involvement and Engagement.

This is a discussion of the Long Range Planning Work Plan that the Planning Division has been utilizing since 2017 to identify and prioritize long-range planning initiatives, and the resources needed to support the program.

Planning staff reviews the long-range planning work plan with the City Manager, Planning Commission, and City Council every year, and works with engineering staff to advance the long-range planning initiatives.

The Long Range Planning Work Plan is the result of several different layers of evaluation and prioritization.

The first step was an assessment in 2017 of McMinnville's planning program for compliance with federal and state land use goals and best practices.

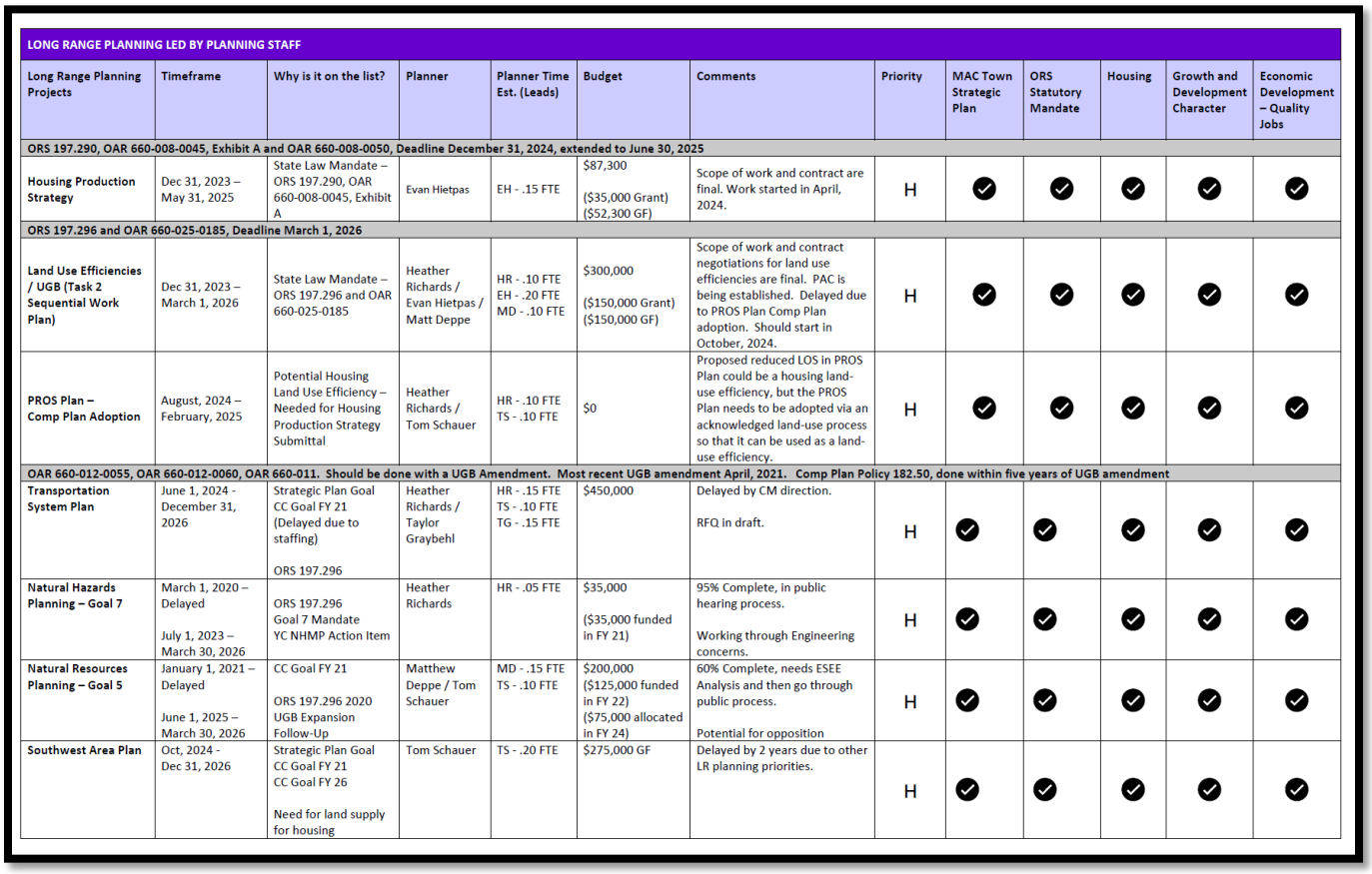
This assessment listed a series of planning initiatives common to most cities and identified whether it was required by either state or local regulations, whether an update was needed, whether it was a high, medium or low priority, how many staff resources it would take to undertake the planning program in terms of FTEs and if cash resources would be needed for consultant help.

Sample Page of 2017 Assessment:

TYPE OF PLAN	PLAN	LAST DONE	REQUIRED	UPDATE NEEDED	SHOULD HAVE BEEN UPDATED	HIGH PRIORITY	MEDIUM PRIORITY	LOW PRIORITY	CASH RESOURCE	STAFF RESOURCE
COMPREHENSIVE PLAN	Community Vision	1981	STATE	Every 10 - 20 Years	15 Years Past Due	X			$225,000	1.25 FTE for 2 Years
	Comprehensive Comp Plan Update	1981	STATE	Every 10 - 20 Years	15 Years Past Due	X			$75,000	.5 FTE for 1 Year
	Transportation System Plan	2010	STATE	Every 4 – 10 Years	2020			X	$150,000	.5 FTE for 1 Year
	Public Facility Plan	1995	STATE	Every 4 – 10 Years	10 Years Past Due	X			$150,000	.5 FTE for 1 Year
	Parks Master Plan	1999	STATE	Every 4 – 10 Years	6 Years Past Due		X		$75,000	.5 FTE for 1 Year
	Historic Preservation Plan	1987	STATE	Every 4 – 10 Years	20 Years Past Due	X			$15,000	.25 FTE for 6 months
	BLI – Housing	2001	STATE	Every 2 – 3 Years	15 Years Past Due	X			In-House	.5 FTE for 6 months
	BLI – Economic	2012	STATE	Every 4 – 10 Years	2017	X			In-House	.5 FTE for 6 months
	Housing Needs Analysis	1998	STATE	Every 4 – 10 Years	18 Years Past Due	X			$50,000	.5 FTE for 1 Year
	Economic Opportunity Analysis	2012	STATE	Every 4 – 10 Years	2017		X		$25,000	.25 FTE for 1 Year
	Urban Reserve Area	NEVER DONE		Every 30 Years		X			$500,000	2 FTES for 2 Years
	UGB Amendment	1998 - NF	STATE	Every 10 – 20 Years	15 Years Past Due	X			$500,000	2 FTES for 2 Years
	Add Zones to Comp Plan – Airport, Park, Public Facility	NEVER DONE				X			In-House	.25 FTE for 1 Year

Then this assessment was further detailed every couple of years to include new state and local priorities, including recent state statutory requirements relative to growth planning, and whether the plan or program is part of the 2018 MAC Town 2032 Strategic Plan to promote the city's goals of "Housing", "Growth and Development Character" and "Economic Development – Quality Jobs".

Sample Page of 2024 Assessment:



LONG RANGE PLANNING LED BY PLANNING STAFF												
Long Range Planning Projects	**Timeframe**	**Why is it on the list?**	**Planner**	**Planner Time Est. (Leads)**	**Budget**	**Comments**	**Priority**	**MAC Town Strategic Plan**	**ORS Statutory Mandate**	**Housing**	**Growth and Development Character**	**Economic Development – Quality Jobs**
ORS 197.290, OAR 660-008-0045, Exhibit A and OAR 660-008-0050, Deadline December 31, 2024, extended to June 30, 2025												
Housing Production Strategy	Dec 31, 2023 – May 31, 2025	State Law Mandate – ORS 197.290, OAR 660-008-0045, Exhibit A	Evan Hietpas	EH - .15 FTE	$87,300 ($35,000 Grant) ($52,300 GF)	Scope of work and contract are final. Work started in April, 2024.	H	✓	✓	✓	✓	✓
ORS 197.296 and OAR 660-025-0185, Deadline March 1, 2026												
Land Use Efficiencies / UGB (Task 2 Sequential Work Plan)	Dec 31, 2023 – March 1, 2026	State Law Mandate – ORS 197.296 and OAR 660-025-0185	Heather Richards / Evan Hietpas / Matt Deppe	HR - .10 FTE EH - .20 FTE MD - .10 FTE	$300,000 ($150,000 Grant) ($150,000 GF)	Scope of work and contract negotiations for land use efficiencies are final. PAC is being established. Delayed due to PROS Plan Comp Plan adoption. Should start in October, 2024.	H	✓	✓	✓	✓	✓
PROS Plan – Comp Plan Adoption	August, 2024 – February, 2025	Potential Housing Land Use Efficiency – Needed for Housing Production Strategy Submittal	Heather Richards / Tom Schauer	HR - .10 FTE TS - .10 FTE	$0	Proposed reduced LOS in PROS Plan could be a housing land-use efficiency, but the PROS Plan needs to be adopted via an acknowledged land-use process so that it can be used as a land-use efficiency.	H	✓	✓	✓	✓	✓
OAR 660-012-0055, OAR 660-012-0060, OAR 660-011. Should be done with a UGB Amendment. Most recent UGB amendment April, 2021. Comp Plan Policy 182.50, done within five years of UGB amendment												
Transportation System Plan	June 1, 2024 - December 31, 2026	Strategic Plan Goal CC Goal FY 21 (Delayed due to staffing) ORS 197.296	Heather Richards / Taylor Graybehl	HR - .15 FTE TS - .10 FTE TG - .15 FTE	$450,000	Delayed by CM direction. RFQ in draft.	H	✓	✓	✓	✓	✓
Natural Hazards Planning – Goal 7	March 1, 2020 – Delayed July 1, 2023 – March 30, 2026	ORS 197.296 Goal 7 Mandate YC NHMP Action Item	Heather Richards	HR - .05 FTE	$35,000 ($35,000 funded in FY 21)	95% Complete, in public hearing process. Working through Engineering concerns.	H	✓	✓	✓	✓	✓
Natural Resources Planning – Goal 5	January 1, 2021 – Delayed June 1, 2025 – March 30, 2026	CC Goal FY 21 ORS 197.296 2020 UGB Expansion Follow-Up	Matthew Deppe / Tom Schauer	MD - .15 FTE TS - .10 FTE	$200,000 ($125,000 funded in FY 22) ($75,000 allocated in FY 24)	60% Complete, needs ESEE Analysis and then go through public process. Potential for opposition	H	✓	✓	✓	✓	✓
Southwest Area Plan	Oct, 2024 - Dec 31, 2026	Strategic Plan Goal CC Goal FY 21 CC Goal FY 26 Need for land supply for housing	Tom Schauer	TS - .20 FTE	$275,000 GF	Delayed by 2 years due to other LR planning priorities.	H	✓	✓	✓	✓	✓

Every year, staff then uses this assessment to work with the Planning Commission on a long range planning work plan by identifying what has been completed, what is underway and what needs to be prioritized over the next year.

TYPE OF PLAN	PLAN	LAST DONE	REQUIRED	UPDATE NEEDED	SHOULD HAVE BEEN UPDATED	HIGH PRIORITY	MEDIUM PRIORITY	LOW PRIORITY	CASH RESOURCE	STAFF RESOURCE
COMPREHENSIVE PLAN	Community Vision	1981	STATE	Every 10 - 20 Years	15 Years Past Due		X		$225,000	1.25 FTE for 2 Years
	Comprehensive Comp Plan Update	1981	STATE	Every 10 - 20 Years	15 Years Past Due		X		$100,000	.5 FTE for 1 Year
2024-2025	Transportation System Plan	2010	STATE	Every 4 – 10 Years	2020	X			$450,000	.5 FTE for 2 Years
UNDERWAY	WW Master Plan	1995	STATE	Every 4 – 10 Years	10 Years Past Due	X			$250,000	.25 FTE for 1 Year
UNDERWAY	Parks Master Plan	1999	STATE	Every 4 – 10 Years	6 Years Past Due	X			$250,000	.25 FTE for 1 Year
DONE	Historic Preservation Plan	1987	STATE	Every 4 – 10 Years	20 Years Past Due	X			$15,000	.25 FTE for 6 months
DONE	BLI – Housing	2001	STATE	Every 2 – 3 Years	15 Years Past Due	X			$50,000	.5 FTE for 6 months
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	Urban Reserve Area	NEVER DONE		Every 30 Years			X		$500,000	2 FTES for 2 Years
DONE	UGB Amendment	1998 - NF	STATE	Every 10 – 20 Years	15 Years Past Due	X			$500,000	2 FTES for 2 Years
	Add Zones to Comp Plan – Airport, Park, Public Facility	NEVER DONE					X		In-House	.25 FTE for 1 Year

From this layered effort, the planning staff drafts a three-five year work plan to develop a responsive planning program that serves the community of McMinnville. Please see 2024 – 2027 Long Range Planning Work Plan below.

2024 – 2027 LONG RANGE PLANNING WORK PLAN

Work Product	Feb – June, 2024	June 1, 2024 – Dec. 31, 2025	2026-2027
Long-Range Plans	• Airport Master Plan • Housing Production Strategy • Growth Planning – Land Use Efficiencies	• Airport Master Plan • Housing Production Strategy • Growth Planning – Land Use Efficiencies • Natural Hazard Planning • Natural Resources Plan • Transportation System Plan • Downtown Master Plan 2025 • UGB Alternatives Analysis • ADA Transition Plan	2026 • Downtown Master Plan • Transportation System Plan • Southwest Area Plan • UGB Alternatives Analysis • ADA Transition Plan 2027 • Riverside South Area Plan • Urban Reserve Area
Comprehensive Plan Amendments	• Goal 8 – Parks and Rec • Goal 11 – Public Facilities	• Goal 5 – Cultural/Natural Resources • Goal 7 – Natural Hazards • Goal 12 - Transportation	• Park Zone • Public Facility Zone
Zoning Ordinance Amendments	• Natural Hazards District • Landscape Chapter Rewrite • Historic Landmarks Demolition	2024 • Transfer of Density for Natural Features • Natural Resources 2025 • Innovation Special District • Downtown Design Review Overlay • Downtown Parking • TMP, Alcohol Sales Downtown	2027: • Commercial/Industrial Site and Design Review • Incentive Zoning - (HPS) • Green/Climate Standards • Mixed-Use Zoning – (Land Use Efficiencies) • 20 Minute Neighborhoods Parking Lot: • Planned Development • Land Division Standards • Commercial Zone Amendments • Industrial Zones Amendments

For budget purposes, the three – five year work plan is then detailed into a two – three work plan, which the City Council is most familiar with, per the table below.

LONG RANGE PLANNING WORK PLAN																
Plan	2024				2025				2026				2027			
	Jan - Mar	April - June	July – Sep	Oct - Dec	Jan - Mar	April - June	July – Sep	Oct - Dec	Jan - Mar	April - June	July – Sep	Oct - Dec	Jan - Mar	April - June	July – Sep	Oct - Dec
Federal Mandates																
ADA Transition Plan (Title II)							CC Contract 08.26.25				Final Draft	CC Adoption				
State Mandated Housing Planning – Due by March, 2026																
Housing Production Strategy			CC/PC Work Session 9.10.24	CC/PC Work Session 12.10.24	CC/PC Work Session 02.11.25	PC Public Hearing, 05.15.25	CC Adoption, 06.10.25									
Land Use Efficiencies					CC/PC Work Session 2.11.25		CC/PC Work Session 09.09.25	PC Public Hearing 12.18.25	CC Adoption 02.24.26							
UGB Amendment							CC/PC Work Session 09.09.25	CC/PC Work Session 10.14.25								
2020 UGB Expansion Areas - State and Local Mandated Growth Planning – Within Five Years of UGB Amendment (Adoption by the end of 2025)																
Natural Hazards Planning (Goal 7)				CC Work Session 10.08.24		CC Work Session 06.18.25		CC/PC Work session 01.21.26	PC PH 02.19.26 CC Adoption 03.24.26							
Natural Resources Planning (Goal 5)						CC Work Session 06.18.25		CC/PC Work session 01.21.26	PC PH 02.19.26 CC Adoption 03.24.26							
Southwest Area Plan								PC/CC Work Session 12.17.25		PC/CC Work Session 04.22.26	PC Public Hearing	CC Adoption				
Water Master Plan Update				PC Work Session 11.24.25	DLCD Notice, 3.13.25	PC Public Hearing 5.15.25	PC cont. Public Hearing 7.17.25	PC cont. Public Hearing 11.6.25	PC cont. Public Hearing 2.5.25	CC Adoption 4.14.25						
Wastewater Master Plan Update									PC/CC Work Session	PC Public Hearing	CC Adoption					
Transportation System Plan Update								Internal Dev of RFP	Consultant RFP and Selection	Contract Award						
PROS Plan Update – COMP			CC / PC Work Session 10.22.24	PC Public Hearing 12.5.24	CC Adoption 1.28.25											

This is the process in which the work plan is developed. There can be many disrupters to the work plan, including new state mandates with pressing deadlines, challenges and appeals to current work that needs to be resolved prior to advancing to the next phase of work, new local priorities by the City Council or Planning Commission, and staff turnover.

All of those disrupters have occurred in the past four years, especially state legislation with housing planning mandates.

At the same time in 2021, the City of McMinnville successfully submitted their 2003 UGB amendment (McMinnville Growth Management and Urbanization Plan (MGMUP)) to the state after years of challenges, appeals and remands. The final UGB boundaries were different than those originally proposed which necessitated updates of all of the public facility plans (wastewater, water and transportation) for the UGB expansion areas, as well as updates to natural resources, natural hazards and parks planning programs.

The MGMUP also identified two additional growth planning processes that needed to occur prior to annexation of the UGB expansion areas into the city for urban development: 1) Land-Use Planning for the UGB Expansion Areas (Framework Plan, Area Plan and Master Plan); and 2) Planning for Goal 5 (Natural Resources and Open Space), Goal 7 (Natural Hazards) and Goal 8 (Parks).

To support these efforts, the City adopted Comprehensive Plan Policies and Proposals to memorialize these commitments as outlined below. The City committed to initiating the necessary coordinated master planning and plan updates within five years of a major UGB update (Comprehensive Plan Policy #182.50). Comprehensive Plan Policies #187.60.10 and 187.80.00 commit the City to initiating area planning for the UGB expansion areas. And proposals developed an annexation process that included the need for area plans of the UGB expansion. Additionally, the City adopted an area planning process prior to annexation of the UGB expansion lands into the city as part of the MGMUP to ensure that the UGB expansion areas would develop per the community vision. This process added a planning step to development of these lands as well, which the City committed to undertaking each year.

McMinnville Comprehensive Plan Policy #182.50

182.50 ***Coordinated Master Planning and Plan Updates.*** *The City should initiate updates of its functional planning documents within 5 years of a major UGB update to address consistency with the new UGB, and work with service providers to conduct updates to their planning documents as needed. This includes:*

City:

- *Parks and Recreation Master Plan*
- *Water Reclamation Facilities Plan*
- *Storm Drainage Master Plan*
- *Transportation System Plan*
- *Airport Layout Plan*
- *Goal 5 Resources Plan*
- *Goal 7 Hazards Plan*

Service Providers:

- *McMinnville Water and Light: Water Distribution System Master Plan*
- *Yamhill County Transit: Transit System Master Plan. (Ord. 5098, December 8, 2020)*

Comprehensive Plan Policies 187.60.10 and 187.80.00

187.60.10 *The City of McMinnville's overall planning process for UGB expansion areas shall include the completion and adoption of three successive levels of planning for lands within UGB expansion areas prior to their development. The three successive planning processes include the Framework Plan, the Area Plan, and the Master Plan. (Ord. 5098, December 8, 2020)*

187.80.00 *The City of McMinnville shall initiate an Area Planning process for UGB expansion areas that are designated on the Comprehensive Plan Map as Urban Holding (UH). The City of McMinnville shall prioritize which UGB expansion areas to complete Area Planning for based on the size of the area, the need for coordination of the development of public infrastructure and services, and the expected timeframe of development or redevelopment. (Ord. 5098, December 8, 2020)*

Comprehensive Plan Proposals 0.50 and 0.75, 40.00, 41.00 and 48.10.

0.50 The City should develop, adopt and maintain a Natural Hazards Inventory as part of the McMinnville Comprehensive Plan (Volume I). The inventory shall include maps and text that identify the location, type and risk level for three types of natural hazards: geological hazards (including steep slopes, earthquakes and landslides), flood hazards (land within the 100-year floodplain) and wildfire hazards within the urban growth boundary and the unincorporated land outside of the urban growth boundary.

0.75 The City should develop and adopt a Natural Hazards (NH) overlay zone to manage the cumulative effects of inventoried natural hazards within the urban growth boundary on people and property. (Ord. 5098, December 8, 2020)

40.00 The City shall complete an inventory of the applicable natural resources listed in Goal 5 of the Oregon Statewide Planning Goals and Guidelines. The resources to be included in the inventory include, but are not limited to, riparian corridors, wetlands, wildlife habitat, open space, and scenic views. The City shall coordinate with the Department of Land Conservation and Development to determine which Goal 5 resources to include in the inventory.

41.00 The City shall complete an inventory of landmark trees that are of significance or value to the City's environment or history.

48.10 The City shall complete and adopt Area Plans for the following areas as described in the McMinnville Growth Management and Urbanization Plan:

1. *Southwest Area – Potentially with subareas:*
    a. *West Hills South, Southwest 2, and West of Old Sheridan Road (potentially also including Redmond Hill Road)*
    b. *Southwest 06 and Old Sheridan Road*
2. *Fox Ridge Road, NW-EX1b-R1, and High School Site*
3. *Riverside South*
4. *Redmond Hill Road (potentially include with the Southwest Area Plan)*
5. *Booth Bend Road*
6. *Riverside North (Ord. 5098, December 8, 2020)*

Lastly, from 2020 – 2023, both the Planning and Engineering Divisions experienced significant staff turnover and vacancies resulting in several key positions transitioning with interim placements and new hires. Due to this staffing instability within these two divisions, many of the long range planning programs were put on hold.

Now that both divisions are staffed and key positions are filled, the Long Range Planning Program is underway again and many of the projects have either been completed or are close to completion. These planning projects have been carefully timed and assigned to lead staff to allow for workload capacity adjustments as necessary. For those products that do not have state statutory mandates, the planning staff has been leading them in such a way to accommodate the needs of internal staffing capacity without compromising the integrity and need of completing the planning for the community. When possible the planning team has applied for grants to hire consultants to help with the work.

Each planning product will be ultimately adopted by the City Council through a land-use process which will include notice to the Department of Land Conservation and Development, public hearings with the Planning Commission and adoption by ordinance by City Council.

Most planning processes also include Planning Commission and City Council work sessions to share updates on the planning progress and to obtain direction at necessary decision milestones.

It is recognized that this work plan is impactful to many city teams (primarily planning and engineering, but also public works and parks intermittently). Both planning and engineering have reviewed the work plan for staff allocations and FTE support. Staff work with each other to manage workloads. Those planning programs that have mandatory deadlines have been a priority.

Discussion:

Attached are two tables to help with the work session discussion. The first table (Attachment A) is relatively the same table that the City Council has seen in previous presentations and illustrates what projects have been completed (identified in red), what projects are nearly complete and will be adopted by the end of Q1 2026 (identified in yellow), what projects are underway (identified in green) and what projects are currently on hold waiting on direction from the City Council (identified in blue).

The second table (Attachment B) illustrates what the work plan looks like after the end of Q1 2026. Many of the planning efforts are either completed or will be completed by the end of Q1 2026. This second table demonstrates what the workload will be from Q2 2026 forward to support these planning initiatives.

Both tables have dates for meetings that have already occurred or are currently planned that represent milestones with the City Council and Planning Commission, including work sessions, public hearings, and adoption. Both tables also have estimated FTE time commitments needed from the planning and engineering teams to support each effort and budgeted allocations that already exist in the adopted budget to support each planning effort.

Budgeted FTE allocations are based on the following project management structure.

Project Manager (PM) – This is the lead for the project who will be responsible for making sure that the project advances forward in a timely manner within the constraints of the approved budget. For most of the planning initiatives on this table, the Project Manager is working with a consultant team and is primarily tasked with facilitating the work. In that case, the Project Manager usually represents a 0.20 FTE (20% of a FTE work allocation). There are also projects and planning initiatives that do not include a consultant team and the Project Manager is responsible for the content and implementation of the initiative leading to more FTE allocation.

Project Management Team (PMT) – Each project has a project management team comprised of lead staff from the city and the consultant team that meet regularly (usually once a week or every two weeks) to advance the project. The PMT always includes the Project Manager but can also

include other support city staff. The staff in supportive roles are typically 0.10 or 0.05 FTE allocations and are involved for the duration of the project.

Technicial Advisory Committee (TAC) – The last role that city staff could play is as a member of the technical advisory committee. These staff members are reviewing draft technical documents and providing comments. The staff that serve on TACs are typically 0.05 FTE and are brought into the project at different milestones.

Description of Plans that Have Not Yet Started:

Transportation System Plan (Oregon Department of Transportation : Transportation System Plan Guidelines : Transportation System Plan Guidelines : State of Oregon):

Updating the Transportation System Plan is both a state requirement and a local requirement after updating the urban growth boundary.

Oregon Statewide Planning Goal 12, Transportation, defines the state's policies on transportation. OAR 660 Division 12, also known as the Transportation Planning Rules (TPR), implements Goal 12. The TPR requires that jurisdictions prepare and adopt a regional or local transportation plan that serves as the transportation element of a comprehensive plan (see OAR 660-012-0015 for non-metropolitan areas.

As described in the TPR, cities outside of metro should update their TSP every ten years or when a major land-use action (such as a UGB amendment) occurs – whichever is earlier. McMinnville's current TSP was adopted in 2010. McMinnville amended its urban growth boundary in April, 2021.

McMinnville Comprehensive Plan Policy 182.50 states that the City should initiate its TSP within five years of a major UGB update.

In November, 2021, the City started to plan its approach to undertaking its public improvement master planning effort needed after the successful acknowledgment of the UGB in April, 2021. An internal team of city staff met regularly to discuss coordination of each effort and staffing capacity. In the Fall of 2022, It was decided to apply for a Transportation Growth Management (TGM) grant to offset the costs of a Transportation System Plan. The City met with stakeholders and consultants to draft a grant application and submit it with the support of City Council via Resolution No. 2023-46 in June, 2023. In September, 2023, the City received a letter from the TGM program indicating that the City had not been selected for a grant, and that the reason it was not selected was that the calibrated and validated transportation travel model for McMinnville needed to be updated to represent the new UGB boundaries. ODOT maintains a transportation model for all communities that is used during transportation system planning to run different scenarios of growth and development and understand impact on transportation facilities. The model that ODOT had for McMinnville was from the 2009 -2010 TSP effort and included the UGB boundary that was originally submitted to the state for acknowledgement in 2007 and was appealed by Friends of Yamhill County, 1000 Friends and local stakeholders. The UGB boundary was then significantly amended with the 2020-2021 UGB remand work and the model needed to

be updated. Updating a transportation model requires a lot of coordination between ODOT staff and McMinnville staff to estimate number of residences, people, business and employees in different areas around the City and try to anticipate how they will utilize transportation facilities for their day-to-day operations.

City staff worked with ODOT staff all of 2024 to update the ODOT transportation model for McMinnville.

In February 2025, after the model had been completed a draft Qualification Based Solicitation Request for Proposal (QBS RFP) was drafted by planning staff. $500,000 was budgeted in the FY 26 adopted budget to support the project. Staff then received the directive to put the TSP effort on hold by the City Manager.

Both the planning and engineering teams are eager to get the TSP work started. The draft QBS RFP has been reviewed by planning, engineering and legal teams. Below is a suggested draft schedule for the project if City Council provides the direction to move forward with the project.

Item	**Date**
Advertise Request for Proposals	Wednesday, December 17, 2025
RFP Question Submission Deadline	Friday, January 9, 2026, 5:00 p.m.
Proposals Due	Friday, January 23, 2026, 2:00 p.m.
Evaluation of Proposals Complete	Wednesday, February 4, 2026
Interviews Scheduled *(if required)*	Week of February 16, 2026
Notice of Intent to Award	Week of February 23, 2026
Award Protest Deadline	Monday, March 2, 2026, 5:00 PM
City Council Award	Next regular City Council meeting
Notice of Award	After next regular City Council meeting

A TSP typically takes two – three years to develop and adopt, and it must be adopted as part of the McMinnville Comprehensive Plan through a Post-Acknowledgment Plan Amendment to meet Oregon Land Use Goal 12.

The TSP will evaluate and plan for vehicular, transit, bicycle, pedestrian, and alternative modes of transportation in McMinnville with a focus on connectivity amongst the city's existing built environment and the UGB expansion areas, including a special focus on the Three Mile Lane Area, Southwest Area, and Fox Ridge Road Area. As well as off-road transportation infrastructure that can enable residents and employees to travel in McMinnville without relying on vehicles in a safe and convenient manner. The draft scope of work includes the following items (this is a high-level scope of work). Once a consultant is chosen, the City will negotiate a project scope of work with the chosen consultant team.

- Project Management
- Public Engagement
- Plans and Policy Review
- Existing Conditions and Needs Analysis

- Future Conditions and Alternatives Development and Analysis
- Preferred Alternative and Cost-Constrained Alternatives
- Special Area Focus: Three Mile Lane Area Plan and UGB Expansion Areas
- Capital Improvement Program and Funding
- SDC Methodology
- Draft TSP and Findings
- Plan Adoption

The planning team will lead the planning effort, but the engineering team will be a critical member of the Project Management Team and the Technical Advisory Committee (TAC), and will lead the Transportation Project planning component of the planning effort. A Project Advisory Committee of community representatives will work in an advisory role to the city staff. And there will also be significant public engagement and outreach, led by the Communications Manager.

Downtown Master Plan Update:

The Urban Renewal Board has allocated $350,000 of urban renewal funds to update the Downtown Master Plan that was last updated in 2000. The Downtown Master Plan Update project is intended to revisit the 2000 Downtown Master Plan and NE Gateway District that established the foundation for the Downtown Urban Renewal Plan. There are many changes on the horizon for the downtown area, including the consolidation of publicly owned properties, the eventual relocation of the Community Center and Aquatic Center, the changing face of businesses to support a tourism industry, the displacement of upper story housing, etc. Many of the buildings are starting to show the consequences of years and decades of limited building investment and structure improvements. The downtown design and development overlay district drafted in 2003 needs an update, etc., etc.

The update project will expand the study area to combine an expanded downtown core with the NE Gateway District and surrounding neighborhoods. Please see map below.

The urban renewal agency has carried this project on their five year strategic plan for the past three years. A draft Qualifications Based Solicitation Request for Proposal (QBS RFP) has already been drafted and is ready for review and distribution. City staff would like to launch this effort six months after the TSP has been launched to adequately manage workload capacity amongst the team, but is looking for City Council direction.

Study Areas:

1) Downtown

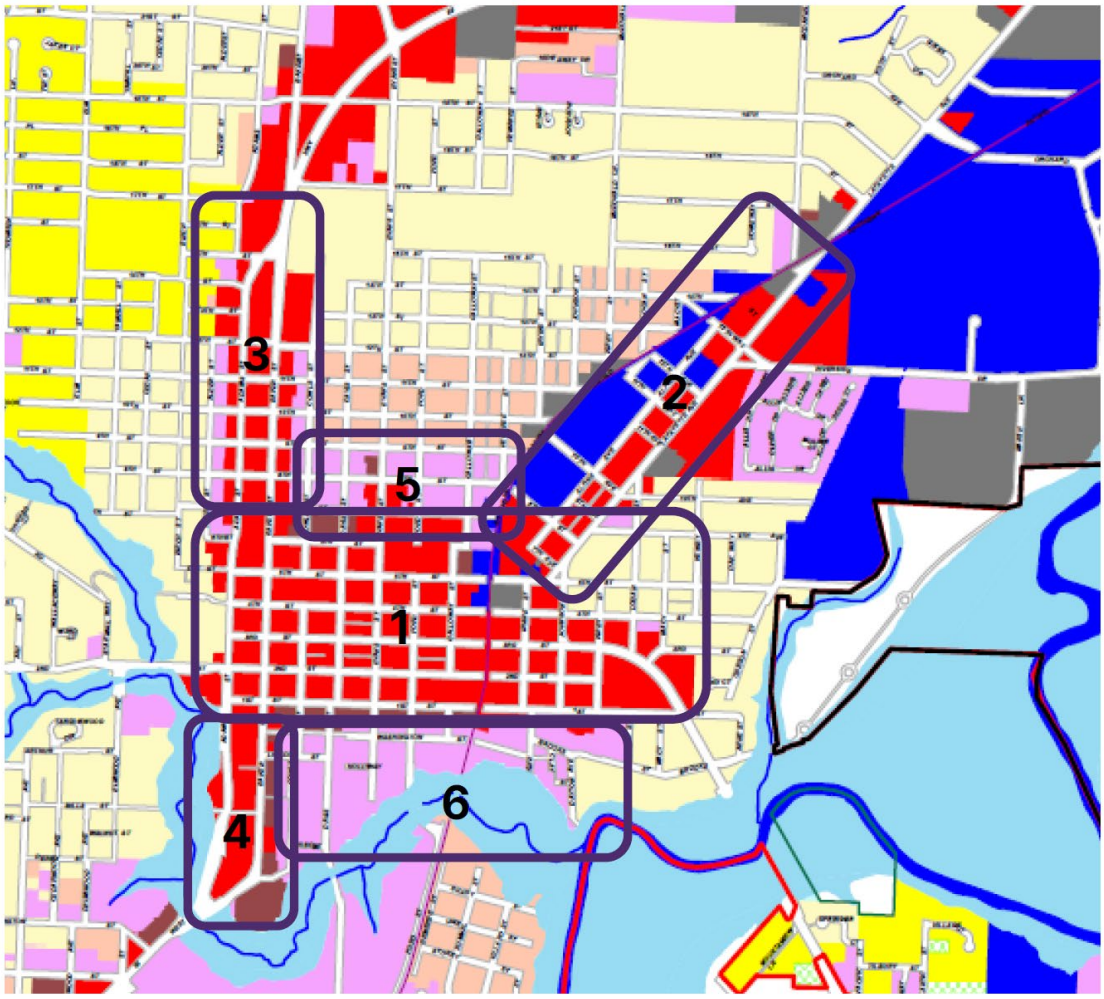
2) NE Gateway

3) N Highway 99 Couplet

4) S Highway 99 Couplet

5) North of Downtown

6) South of Downtown



The update should include the following components – evaluation of opportunities and constraints; vision, goals and objectives; market analysis for the study area; development strategies for the study area; identification, evaluation and prioritization of additional public improvements needed; to achieve the goals of the downtown master plan; evaluation of the downtown urban renewal plan area for any major amendments (boundaries, project lists, funding for projects); implementation and action plan.

The final deliverables are Intended to be:

- ❖ Downtown Master Plan
  - ▪ Overall Summary
    - History
    - Existing Conditions
    - Market Analysis
    - Opportunities and Constraints
    - Vision and Goals
  - ▪ Action Plan for Implementation
    - Projects

- Programs
- Policies – Zoning Ordinance Amendments
- Funding Mechanism

▪ Visuals of the Final Plan as Developed

❖ Update and Revision of the Downtown Urban Renewal Plan
- Boundary Description
- Proposed Land Uses
- Outline of Development
- Description of Projects to be Undertaken
- Redeveloper's Obligations
- Financing Methods

❖ Update and Revision of the Report on the Downtown Urban Renewal Plan

Long Range Planning Parking Lot – Below is a parking lot of long-range planning work that has either not yet been initiated or directed by the City Council and Urban Renewal Board for implementation.

GROWTH PLANNING (Required by Comprehensive Plan – 2021 UGB Amendment):

Public Facility Master Plans:
- Parks SDC Methodology (2025/2026 City Council Goal)
- Stormwater Drainage Master Plan

Area Plans:
- Riverside South Area Plan
- Urban Reserve Area

CODE AMENDMENTS:
- Commercial Industrial Site and Design Review
- Green / Climate Standards
- Mixed-Use Zoning
- 20 Minute Neighborhoods
- Planned Development Code Amendments
- Commercial Zone Amendments
- Industrial Zone Amendments

MDA REQUESTS (Requested by MDA Board, Fall, 2025):
- Parklets
- A-Frame Signs

Attachments:

- Attachment A: Long Range Planning 2024 – 2027 Work Plan
- Attachment B: Long Range Planning 2024 – 2027 Work Plan from Q2 2026

Attachment A

LONG RANGE PLANNING WORK PLAN																		
Plan	2024				2025				2026				2027				CITY SUPPORT	
	Jan - Mar	April - June	July – Sep	Oct - Dec	Jan - Mar	April - June	July – Sep	Oct - Dec	Jan - Mar	April - June	July – Sep	Oct - Dec	Jan - Mar	April - June	July – Sep	Oct - Dec	FTE (P and E)	Budget Dollars Source
(SouFederal Mandates																		
ADA Transition Plan (Title II)							CC Contract 08.26.25				Final Draft	CC Adoption					Jody C. (0.20) Eng. (0.20)	$300,000 (FY 26: 01-07-35)
State Mandated Housing Planning – Due by March, 2026																		
Housing Production Strategy			CC/PC Work Session 9.10.24	CC/PC Work Session 12.10.24	CC/PC Work Session 02.11.25	PC Public Hearing, 05.15.25	CC Adoption, 06.10.25										Evan H. (0.15)	$72,500 DLCD Grant ($32,000) (FY 26: 08 AH)
Land Use Efficiencies					CC/PC Work Session 2.11.25		CC/PC Work Session 09.09.25	PC Public Hearing 12.18.25	CC Adoption 02.24.26								Evan H. (0.15) Heather (0.10)	$87,000 DLCD Grant ($32,500) (FY 26: 01-07-28)
UGB Amendment							CC/PC Work Session 09.09.25	CC/PC Work Session 10.14.25									Heather (0.05)	
2020 UGB Expansion Areas - State and Local Mandated Growth Planning – Within Five Years of UGB Amendment (Adoption by the end of 2025)																		
Natural Hazards Planning (Goal 7)				CC Work Session 10.08.24		CC Work Session 06.18.25		CC/PC Work session 01.21.26	PC PH 02.19.26 CC Adoption 03.24.26								Heather (0.05)	
Natural Resources Planning (Goal 5)						CC Work Session 06.18.25		CC/PC Work session 01.21.26	PC PH 02.19.26 CC Adoption 03.24.26								Taylor G. (0.10) Matt D (0.15)	$65,000 (FY 26: 01-07-28)
Southwest Area Plan (FY 26 CC Goal)								PC/CC Work Session 12.17.25		PC/CC Work Session 04.22.26	PC Public Hearing	CC Adoption					Tom S. (0.20) David B. (0.05) Eng (0.02)	$325,000 (FY 25 and 26: 01-07-28)
Water Master Plan Update				PC Work Session 11.24.25	DLCD Notice, 3.13.25	PC Public Hearing 5.15.25	PC cont. Public Hearing 7.17.25	PC cont. Public Hearing 11.6.25	PC cont. Public Hearing 2.5.25	CC Adoption 4.14.25							Tom S. (0.05)	MW & L
Wastewater Master Plan Update									PC/CC Work Session	PC Public Hearing	CC Adoption						Eng. (0.25) Tom S. (0.05)	
Transportation System Plan Update								Internal Dev of RFP	Consultant RFP and Selection	Contract Award							Heather (0.15) David B. (0.10) Taylor G (0.10) Eng. (0.15)	$500,000 (FY 26: 45-7760)
PROS Plan Update			CC / PC Work Session 10.22.24	PC Public Hearing 12.5.24	CC Adoption 1.28.25													

LONG RANGE PLANNING WORK PLAN																		
PLAN	2024				2025				2026				2027				CITY SUPPORT	
	Jan - Mar	April - June	July – Sep	Oct - Dec	Jan - Mar	April - June	July – Sep	Oct - Dec	Jan - Mar	April - June	July – Sep	Oct - Dec	Jan - Mar	April - June	July – Sep	Oct - Dec	FTE (P and E)	Budget Dollars Source
City of McMinnville Specialty Planning – Unique to McMinnville																		
SODAN Intensive Level Survey			HLC Adoption															
Airport Master Plan Update						CC Work Session 06.18.25		PC Public Hearing, 12.18.25	CC Adoption, 01.27.26								John P (0.05) Heather (0.05)	
Innovation Campus Plan (FY26 CC Goal)				PC/CC Work Session 12.19.24		PC/CC Work Session 07.28.25	PC/CC Work Session 10.22.25	PC Public Hearing, 12.18.25	CC Adoption 02.24.26								Jody C. (0.20) Heather (0.05)	$410,000 Biz Or Grant $160,000 (FY 25 and 26: 01-07-35)
Downtown Master Plan Update										Internal Dev of RFP	Consultant RFP and Selection	CC Contract		PC/CC Work Session			Heather (0.10) David B. (0.10) Eng. (0.05)	$350,000 (FY 26: 58 - UR)
Code Amendments Required By State Law or as Directed by Planning Commission or City Council																		
Accessory Structures			PC Public Hearing	CC Adoption														
Landscape MMC Amendments			LRC 9.20.24	PC Public Hearing 11.27.24		CC Adoption Phase 1, 05.27.25		CC Adoption Phase 2, 10.14.25									Taylor G. (0.05)	
Small Lot Subdivisions (need to revise)										PC Public Hearing	CC Adoption						Evan H. (0.10)	
Transitional Housing (need to revise)		4.24.24 5.22.24 AHC WS	7.18.24 8.15.24 9.19.24 PC WS	PC/CC Work Session 10.08.24					Contract	PC Public Hearing	CC Adoption						Evan H. (0.05)	$70,000 DLCD Grant State 26/27 (FY 26: 08 AH)
Recent legislation code audit and integration												PC Public Hearing	CC Adoption				Evan H. (0.10)	$195,000 DLCD Grant State 26/27 (FY 26: 08 AH)
~~TMP – Alcohol Sales Downtown (Deleted FY 26)~~																		

Note: Dates are subject to change.

Parking Lot:
PROS PLAN SDC Methodology
Storm Drainage Master Plan

Red = Completed; Yellow = Nearly Completed Done by Q1 2026; Green = Underway; Blue = Not Yet Started

Attachment B

LONG RANGE PLANNING WORK PLAN																		
Plan	2024				2025				2026				2027				CITY SUPPORT	
	Jan - Mar	April - June	July – Sep	Oct - Dec	Jan - Mar	April - June	July – Sep	Oct - Dec	Jan - Mar	April - June	July – Sep	Oct - Dec	Jan - Mar	April - June	July – Sep	Oct - Dec	FTE (P and E)	Budget Dollars Source
(SouFederal Mandates																		
ADA Transition Plan (Title II)							CC Contract 08.26.25				Final Draft	CC Adoption					Jody C. (0.20) Eng. (0.20)	$300,000 (FY 26: 01-07-35)
2020 UGB Expansion Areas - State and Local Mandated Growth Planning – Within Five Years of UGB Amendment (Adoption by the end of 2025)																		
Southwest Area Plan (FY 26 CC Goal)								PC/CC Work Session 12.17.25		PC/CC Work Session 04.22.26	PC Public Hearing	CC Adoption					Tom S. (0.20) David B. (0.05) Eng (0.02)	$325,000 (FY 25 and 26: 01-07-28)
Water Master Plan Update				PC Work Session 11.24.25	DLCD Notice, 3.13.25	PC Public Hearing 5.15.25	PC cont. Public Hearing 7.17.25	PC cont. Public Hearing 11.6.25	PC cont. Public Hearing 2.5.25	CC Adoption 4.14.25							Tom S. (0.05)	MW & L
Wastewater Master Plan Update									PC/CC Work Session	PC Public Hearing	CC Adoption						Eng. (0.25) Tom S. (0.05)	
Transportation System Plan Update								Internal Dev of RFP	Consultant RFP and Selection	Contract Award							Heather (0.15) David B. (0.10) Taylor G (0.10) Eng. (0.15)	$500,000 (FY 26: 45-7760)
City of McMinnville Specialty Planning – Unique to McMinnville																		
Downtown Master Plan Update										Internal Dev of RFP	Consultant RFP and Selection	CC Contract		PC/CC Work Session			Heather (0.10) David B. (0.10) Eng. (0.05)	$350,000 (FY 26: 58 - UR)
Code Amendments Required By State Law or as Directed by Planning Commission or City Council																		
Small Lot Subdivisions (need to revise)										PC Public Hearing	CC Adoption						Evan H. (0.10)	
Transitional Housing (need to revise)		4.24.24 5.22.24 AHC WS	7.18.24 8.15.24 9.19.24 PC WS	PC/CC Work Session 10.08.24					Contract	PC Public Hearing	CC Adoption						Evan H. (0.05)	$70,000 DLCD Grant State 26/27 (FY 26: 08 AH)
Recent legislation code audit and integration												PC Public Hearing	CC Adoption				Evan H. (0.10)	$195,000 DLCD Grant State 26/27 (FY 26: 08 AH)

Note: Dates are subject to change.

Parking Lot:

Green = Underway; Blue = Not Yet Started

PROS PLAN SDC Methodology
Storm Drainage Master Plan

Green = Underway; Blue = Not Yet Started

ENTERED INTO THE RECORD
DATE RECEIVED: 11.13.2025
SUBMITTED BY: Rosemary Roberts
SUBJECT: Public Comment

From: Zack Geary
To: Claudia Cisneros; Adam D. Garvin
Subject: Fw: Seeking clarity on law enforcement response to ICE raids
Date: Thursday, November 13, 2025 3:10:24 PM
Attachments: We sent you safe versions of your files.msg
Law-Enforcement-Awareness-Guide-for-Interactions-with-Civil-Immigration-Authorities.pdf

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From: Sam Elliott <elliotts@yamhillcounty.gov>
Sent: Thursday, November 13, 2025 8:22 AM
To: [redacted]
Cc: Sal Peralta <sal.peralta@mcminnvilleoregon.gov>; Chris Chenoweth <chris.chenoweth@mcminnvilleoregon.gov>; Daniel Tucholsky <daniel.tucholsky@mcminnvilleoregon.gov>; Zack Geary <zack.geary@mcminnvilleoregon.gov>; Jessica Payne <Jessica.payne@mcminnvilleoregon.gov>; Scott Cunningham <scott.cunningham@mcminnvilleoregon.gov>; Mayor Kim Morris <kim.morris@mcminnvilleoregon.gov>
Subject: RE: Seeking clarity on law enforcement response to ICE raids

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

This message originated outside of the City of McMinnville.

Rosemary,

Thank you for your message and for directly reaching out. I cannot speak for any of the city of McMinnville Council members or the mayor of McMinnville, so my comments are solely mine as the Yamhill County Sheriff.

Yamhill County Sheriff's Office has no role whatsoever in ICE activity. We are strictly prohibited by ORS 181A.820 from using any of our resources, personnel, or equipment to assist federal authorities who are conducting immigration enforcement activity. We have not been a part of any ICE detentions or activity in Yamhill County and have reported several instances of ICE officials requesting Yamhill County Sheriff's Office to honor detainers for individuals incarcerated in the jail to the Oregon Attorney General.

I have been working to maintain strong communication pathways with local resources and advocacy groups who are striving to provide any assistance they can to community members who are affected by federal immigration enforcement activity.

Yesterday (Wednesday 11/12/25) almost all of the 36 Oregon Sheriff's had a virtual meeting with ICE officials from the Seattle field office and asked them why they continue to engage in immigration enforcement activity in our counties without deconflicting with local law enforcement to ensure the safety of everyone out working in our respective fields, and asked them to recognize the danger they are placing our communities and our local law enforcement personnel in with their tactics. Time will tell if they take any of the conversation to heart, but as Sheriff's we are extremely concerned with the tactics we are hearing about and seeing with rolling vehicle pinning/ramming, detention of individuals and vehicles being left unattended blocking busy roadways, damaging personal property or taking personal property (keys, ID's) and not communicating any information at

all to our local dispatch centers or law enforcement agencies so we can at least understand why we are getting 911 calls about potential road rage complaints, kidnappings, or abandoned vehicles that constitute a public hazard.

I have had 3 meetings now with the Oregon Attorney General's office seeking to maintain a clear information pathway and provide avenues for local groups who are not comfortable meeting with local law enforcement in person to be able to ask questions and have the meetings in a virtual environment moderated by someone from the AG's office. I feel these have been productive meetings and have some takeaways from my last meeting where we will be doing some intentional public messaging through social media about how to identify a Yamhill County Sheriff's Deputy and how we do not share any information or have anything to do with ICE or any immigration activity.

I have a meeting next week with representatives from two local groups to continue that information sharing and provide opportunity for reassurance that YCSO will continue to provide law enforcement services to anyone who calls, regardless of their status.

As to your question of why a deputy did not stop to investigate the activity on Monday, I have not had the opportunity to look further into the details. I do know that no notification of any ICE presence was made to our local dispatch center (YCOM) and I don't know what deputy was driving on Hwy 99, or why. I can tell you that Yamhill County Sheriff's Deputies have been given specific direction to not get involved in any way if they see what appears to be ICE activity, as we are specifically prohibited from using any resources which may assist ICE in their efforts. The Attorney General's office has also published the attached memo regarding local law enforcement interaction with civil immigration authorities. Unless the deputy observed something which appeared to be a violation of Oregon law, there would be no cause to stop and investigate anything. Just the presence of a deputy in the same space as immigration agents would have the potential to completely undermine the efforts of the Sheriff's Office to maintain trust with the community we serve.

To be blunt, this is an impossible situation. I am still working to get some foundation of knowledge regarding what authority immigration officials have to detain someone. I am told that just probable cause to believe a violation has occurred is enough for an immigration agent to detain someone. I have yet to find the United States Code that spells that out. Warrants signed by a judge (not just an immigration official) can be lawfully served in Oregon by local law enforcement, so if there was a judicial warrant for everyone who the United States was seeking to detain for immigration violations local law enforcement would be seeing those routinely, and we do not.

Law enforcement officers in Oregon are keenly aware that the Oregon Attorney General stands ready to hold them criminally accountable for violation of Oregon Sanctuary laws. We are also seeing news about federal prosecution against individuals who are allegedly interfering with or hindering immigration officials' operations. This is an impossible position to ask the men and women of local law enforcement to operate in.

As with many of these communications, sometimes the response(s) generate more questions. Please do continue to ask me those questions.

Sam Elliott
Yamhill County Sheriff
535 NE 5th Street #143
McMinnville, OR 97128
Office: 503-434-7506
Cell: [redacted]

-----Original Message-----
From: Rosemary Roberts [redacted]
Sent: Tuesday, November 11, 2025 3:21 PM
To: Emily Williams <williamse@yamhillcounty.gov>; BOC Info <bocinfo@yamhillcounty.gov>
Cc: Kim.Morris@mcminnvilleoregon.gov; Sal.Peralta@mcminnvilleoregon.gov; Chris.Chenoweth@mcminnvilleoregon.gov; Daniel.Tucholsky@mcminnvilleoregon.gov; Zack.Geary@mcminnvilleoregon.gov; Jessica.Payne@mcminnvilleoregon.gov; Scott.Cunningham@mcminnvilleoregon.gov
Subject: Seeking clarity on law enforcement response to ICE raids

Caution: This email originated outside of the Yamhill County email system

Dear Sheriff Elliot, the Yamhill County Board of Commissioners, Mayor Morris, and the McMinnville City Council,

I am a McMinnville resident who has been absolutely horrified by the recent ICE raids, and especially the violent escalation we've seen in recent weeks in this area. I am reaching out to all of you to seek some clarity in your positions in all of this, and to implore you to step up and do something.

This morning I volunteered to go check out the site of a potential ICE detainment. It was about 8:30 am, just outside of the steel mill on Riverside Drive. The girlfriend of a man who had been violently detained by seven masked agents reported that the agents broke the driver's side window, cut the man's seatbelt, and dragged him out of the car. Additionally, she reported that a Sheriff's Department vehicle had made several drive-bys during the time this was happening, but never stopped. The man was taken away, and the woman left on the side of the road, alone, with a broken car, and unable to drive.

I am writing to first of all ask for clarity on what role the Sheriff's Department takes in ICE raids. The deputy driving this vehicle could have stopped and asked the agents for their identification, could have asked if they had a warrant, could have at least stood up and been a presence of local law enforcement, potentially alleviating some of the violence and trauma experienced by this woman and her boyfriend. Does it not go against state law for local law enforcement to not, at the very least, identify/verify potential ICE agents when they are violently attacking and arresting a civilian?

I am also addressing this to the Board of Commissioners, the Mayor, and the City Council in hopes that we can get some clarity on a county and city level, and in hopes that this topic be brought up immediately for discussion. We cannot stand by while our community members are violently detained. Regardless of their immigration status they are human beings. They are parents, they are children, they are siblings, they are friends. They are part of this community and to look the other way is an act of enabling, an act of violence itself.

We will be watching, we will continue speaking up, and we ask that you join us.

Thank you for your time.

Sincerely,
Rosemary Roberts

LAW ENFORCEMENT AWARENESS GUIDE FOR INTERACTIONS WITH CIVIL IMMIGRATION AUTHORITIES

Sanctuary Promise Act (ORS 180.805-810; 181A.820-828)

Oregon's Sanctuary Promise Act prohibits the use of local, county and state resources to enforce federal civil immigration law. This prohibition includes sharing information about an individual's immigration or citizenship status or country of birth whose purpose is the apprehension or identification of an individual in order to:

(a) Subject the individual to civil immigration arrest, civil immigration detention, removal or deportation proceedings or removal or deportation from the United States; or

(b) Criminally prosecute the individual for offenses related to federal laws regarding immigration status.

Interaction with Immigration Authorities

The sanctuary laws do not prohibit enforcement of Oregon criminal laws or responding to emergencies where federal immigration authorities are merely present or who are concurrently operating in the same space. Public bodies and law enforcement agencies do not have to "root out" every motive of immigration authorities when there is an arguable dual purpose to the use of the information or agency money, equipment or personnel. Law enforcement can take an immigration authority or other federal agency at their word that it is *not* for an immigration enforcement purpose, but if it becomes obvious that the purpose is or becomes for an immigration purpose, then the prohibition applies.

For example, a local peace officer stopping a car at the behest of civil immigration authorities who want to question its occupants would generally be prohibited; clearing a public roadway that both immigration authorities and members of the general public use would be permissible, as the purpose of that action is to make a street navigable. The fact that federal civil immigration authorities happen to benefit from that action, does not violate Oregon law.

In situations where there is a significant community safety threat or risk of serious physical injury (e.g. shots fired or an explosive device is suspected), the duty to protect life is paramount. Coordination in such situations would be justified, as the purpose is not to enforce immigration law, but instead, to protect the public's safety. Likewise, deconfliction and exchange of safety information is permissible as long as it is not done for an immigration related purpose.

Non-Assistance v. Hinderance

While Oregon peace officers cannot be compelled to assist immigration authorities, they can neither interfere nor obstruct their operations either (18 U.S.C. Chapter 73). Lying to

federal agents is a crime (18 U.S.C. §1001). It is also violation of federal law to harbor, shield or hide someone from a federal agent (8 U.S.C. §1324). Be mindful of the different roles people may be performing in the same space. Remember that the role of local, county and state law enforcement is to fairly enforce Oregon laws

Takeaway

Local law enforcement should operate independently of federal immigration enforcement actions, but one should not let the presence of immigration officials stop or hinder the enforcement of state laws, or federal laws not related to the enforcement of federal immigration laws, that would normally be executed.

Disclaimer

Some local jurisdictions may have laws that are more stringent than what the State of Oregon laws entail. Legal advice should always be obtained by local counsel (city attorneys and county counsel). This guide is informational only—not legal advice—and reflects Oregon and federal law as of 2025.

ENTERED INTO THE RECORD
DATE RECEIVED: 11.18.2025
SUBMITTED BY: Patty Herzog
SUBJECT: Public Comment

From: Zack Geary
To: Claudia Cisneros
Subject: Fw: Invitation: Yamhill County Student Manufacturing Day Experience – Ready or Not Game
Date: Tuesday, November 18, 2025 2:02:41 PM
Attachments: Yamhill County Student Experience agenda (1).pdf

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From: Patty Herzog <Patty@McMinnvilleBusiness.com>
Sent: Tuesday, November 18, 2025 2:00 PM
To: Mayor Kim Morris <Kim.Morris@mcminnvilleoregon.gov>; Sal Peralta <councilorperalta@gmail.com>; Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>; Zack Geary <Zack.Geary@mcminnvilleoregon.gov>; Scott Cunningham <Scott.Cunningham@mcminnvilleoregon.gov>; Jessica Payne <Jessica.Payne@mcminnvilleoregon.gov>; Dan Tucholsky <Dan.Tucholsky@mcminnvilleoregon.gov>; Adam D. Garvin <Adam.D.Garvin@mcminnvilleoregon.gov>
Cc: Heather Hadley Blank <Heather@McMinnvilleBusiness.com>; jcd <jcd@mc-power.com>; Heather Richards <Heather.Richards@mcminnvilleoregon.gov>; [redacted]
Doug Hurl [redacted]
Subject: Invitation: Yamhill County Student Manufacturing Day Experience – Ready or Not Game

Hi Councilors,

You're invited to join us for the **Yamhill County Student Manufacturing Day Experience: Ready or Not CTE Business Simulation Game**. I've attached the schedule for the day and here are the details:

Yamhill County Student MFG Experience: *Ready or Not CTE Business Simulation Game*

Thursday, November 20, 2025 – 8:00 – 3:00pm / Program: 9:15 – 2:00pm

Evergreen Events Reception Hall – Evergreen Aviation & Space Museum

We'd love to have you drop in and observe students and manufacturing mentors working side by side. It's a great opportunity to see our local CTE programs in action and the strong connections forming between industry and future talent.

We're expecting around **115 attendees**, with students participating from:

- Delphian School
- McMinnville High School
- Newberg High School
- Sheridan High School
- Willamina High School
- Students from Grand Ronde
- Unidos Level Up Internship Program

Industry Showcase & Team Mentors include:

- ARE Manufacturing
- APT (Applied Physics Technologies)
- Chemeketa Community College
- Chemeketa SBDC
- Cutting Edge Metals

- DCI
- EMPWR Nutrition
- Hampton Lumber
- Miss Hannah's Popcorn
- Solid Form Fabrication

This event is organized by the **Yamhill County Student Manufacturing Experience: Ready or Not Committee** and the **WIN – Workforce Integration Network Taskforce on Workforce Development in Manufacturing**, including:

- Gioia Goodrum, Yamhill County Economic Development
- Heather Blank, McMinnville Economic Development
- Craig Brockett, Sheridan School District, Barbara Roberts CTE
- Salma Galvan Pelayo, Unidos Bridging Community – Level Up Internship Program
- Dr. Lauren Berg, McMinnville School District – Curriculum, Instruction & Assessment
- Mark Siegel, Delphian School, WIN Co-Chair
- Sophie Eurell, Delphian Student Intern
- Erik Halvorson, Willamette ESD

We hope you can stop by and see the energy and excitement these students (and mentors) bring to manufacturing.

Thanks,

Patty

Patty Herzog | Executive Director

McMinnville Economic Development Partnership

503-550-8504 | patty@mcminnvillebusiness.com

231 NE 5th St | McMinnville, OR 97128

www.McMinnvilleBusiness.com

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Find our McMinnville WORKS program on Facebook.

MEDP was created in 2006 by McMinnville Industrial Promotions, McMinnville Water & Light, the City of McMinnville, and the McMinnville Chamber of Commerce. We are a public/private entity supported by our Investor Circle.

ENTERED INTO THE RECORD
DATE RECEIVED: 11.24.2025
SUBMITTED BY: Tracy Palmer
SUBJECT: Public Comment

From: Tracy Palmer
To: Adam D. Garvin; Claudia Cisneros; Mayor Kim Morris; Sal Peralta
Subject: Petition Requesting Council Action on Emergency Declaration
Date: Monday, November 24, 2025 1:44:24 PM
Attachments: We sent you safe versions of your files.msg
Petition Cover letter.pdf
Petition Signatures.pdf
Petition Comments.pdf

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

This message originated outside of the City of McMinnville.

Mayor and Members of the McMinnville City Council
McMinnville, Oregon

RE: Petition Requesting Council Action on Emergency Declaration — November 25, 2025

Dear Mayor and Members of the McMinnville City Council(bcc'd on this email),

Over the course of this weekend, **nearly 1,000 McMinnville residents** added their names to the enclosed petition, urging the Council to hold its regularly scheduled meeting on **Tuesday, November 25, 2025** to consider a **citizen-requested emergency declaration** in response to the detainment of ten individuals in Yamhill County last Friday.

This petition does not place responsibility for those detentions on the City Council. However, it does hold the City accountable for its **response—or lack thereof—during and after these events**, particularly as our community continues to experience profound fear, confusion, and risk. Among the ten individuals detained were **two U.S. citizens**, including **a McMinnville child removed from school during lunchtime without notification to parents, the Governor's Office, or our Congressional delegation.**

The absence of a public statement, clarification, or reassurance from the City has left residents increasingly frightened and unsure of their rights, protections, and safety. The petition before you reflects a broad and urgent call from the community for the City to acknowledge what occurred, reaffirm its obligations under the law, and take steps to restore public trust.

While the petition does not prescribe the specific content of an emergency ordinance, residents request that the Council consider provisions that:

- **Mandate reporting** to the Governor's Office and Oregon's Congressional delegation when a McMinnville resident is detained by a federal agency.
- **Condemn the conduct** attributed to U.S. Immigration and Customs Enforcement (ICE) in our community, including detaining individuals without due process, refusal to identify themselves, withholding information about detainees' locations, and questioning residents based on racial appearance.
- **Acknowledge the unnecessary and likely unlawful tactics** generating widespread fear, which in turn restrict access

to education, healthcare, transportation, local businesses, and City services—undermining both public safety and economic stability.

- **Reaffirm McMinnville's commitment to being a welcoming and inclusive city**, fully compliant with Oregon's Sanctuary Promise laws, ensuring no City resources are used to enforce federal immigration policy.

- **Condemn ICE enforcement actions directed at students and families**, and call upon Oregon's federal delegation to demand full transparency, accountability, and oversight of these actions.

Residents also request that any adopted emergency actions include direction to City employees to:

- Clearly identify non-public areas within City buildings.

- Work in coordination with community partners—including immigrant rights organizations, legal service providers, educational institutions, local businesses, and faith leaders—to provide outreach, support, and communications for impacted residents.

- Participate in training related to Oregon's Sanctuary Promise Act, Know Your Rights materials, reporting protocols, and support resources for staff impacted by enforcement actions.

- Implement protocols for supervisors when a City employee or community member is detained on-site, ensuring consistent, compassionate response.

Finally, the petition requests that City staff provide periodic **follow-up reports** to Council summarizing:

- Training completion rates and program evaluation

- Known federal enforcement activity on City property

- Any known violations of the Sanctuary Promise Act

- Practices in comparable jurisdictions

The people of McMinnville are asking their City Council to meet, listen, acknowledge the urgency of this moment, and take decisive steps to reassure and protect the community. This petition reflects not only fear, but a deeply held belief that local government must show leadership when the safety and civil rights of its residents are endangered.

We respectfully request that you place this matter on the agenda for the **November 25, 2025** City Council meeting and take action consistent with the petition's intent.

Thank you for your time, attention, and service to our community.

Respectfully submitted,
The Undersigned Residents of McMinnville

***City Councilors are bcc'd on this email.**

Mayor and Members of the McMinnville City Council
McMinnville, Oregon

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- **Acknowledge the unnecessary and likely unlawful tactics** generating widespread fear, which in turn restrict access to education, healthcare, transportation, local businesses, and City services—undermining both public safety and economic stability.
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laws, ensuring no City resources are used to enforce federal immigration policy.
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- Any known violations of the Sanctuary Promise Act
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Respectfully submitted,
The Undersigned Residents of McMinnville

Change.org Petition Signatures

Name	City	State	Postal Code	Country	Signed On
McMinnille Residents	McMinnville	OR	97128	United States	2025-11-22
Jim Head	Oak Park	MI	48237	United States	2025-11-22
Josh Dillon	McMinnville	OR	97128	United States	2025-11-22
Mikalie Moreno	Mcminnville	OR	97128	United States	2025-11-22
Remy Drabkin	McMinnville	OR	97128	United States	2025-11-22
Alex McClellan-Hyde	McMinnville	OR	97128	United States	2025-11-22
Rebecca Hyde	McMinnville	OR	97128	United States	2025-11-22
Hanna DeMaster	McMinnville	OR	97128	United States	2025-11-22
Hal Wagner	Yamhill	OR	97148	United States	2025-11-22
Richard Clemmer	McMinnville	OR	97128	United States	2025-11-22
Jessica Hage	McMinnville	OR	97128	United States	2025-11-22
Crystal Poczynek	Newberg	OR	97132	United States	2025-11-22
Eva Hales	McMinnville	OR	97128	United States	2025-11-22
Kathleen McKinney	McMinnville	OR	97128	United States	2025-11-22
Cathy Cuff	McMinnville	OR	97128	United States	2025-11-22
Becky Tucker	McMinnville	OR	97128	United States	2025-11-22
Colin Baker	McMinnville	OR	97128	United States	2025-11-22
Darragh Flood	McMinnville	OR	97128	United States	2025-11-22
David Goodman	McMinnville	OR	97128	United States	2025-11-22
Lesley Anderson	McMinnville	OR	97128	United States	2025-11-22
Kelly White	McMinnville	OR	97128	United States	2025-11-22
Bruce Drenkhahn	McMinnville	OR	97128	United States	2025-11-22
Michael Smith	McMinnville	OR	97128	United States	2025-11-22
Elizabeth Allen	McMinnville	OR	97128	United States	2025-11-22
Serafina Garnett	McMinnville	OR	97128	United States	2025-11-22
Rev. Russell Mark	McMinnville	OR	97128	United States	2025-11-22
Tracie Wingo	McMinnville	OR	97128	United States	2025-11-22
Erin Armitage	McMinnville	OR	97128	United States	2025-11-22
Nicole LaChapell	McMinnville	OR	97128	United States	2025-11-22

Cassandra Sollars	McMinnville	OR	97128	United States	2025-11-22
Jacqueline Quiroz	McMinnville	OR	97128	United States	2025-11-22
Kieran Hyde	McMinnville	OR	97128	United States	2025-11-22
Maged Abo-Hebeish	McMinnville	OR	97128	United States	2025-11-22
Diane Reichenberger	Los Angeles	OR	97148	United States	2025-11-22
Katie Covington	McMinnville	OR	97128	United States	2025-11-22
Trista Acevedo	McMinnville	OR	97128	United States	2025-11-22
Gail Quenneville	McMinnville	OR	97128	United States	2025-11-22
Elizabeth Van Winkle	Alton	IL	62002	United States	2025-11-22
Isaac Mabbitt	Mcminnville	OR	97128	United States	2025-11-22
Jana Brown	McMinnville	OR	97128	United States	2025-11-22
Ryan Hales	McMinnville	OR	97128	United States	2025-11-22
Bradley Freiwald	McMinnville	OR	97128	United States	2025-11-22
Sarah Carstensen	McMinnville	OR	97128	United States	2025-11-22
Sean Carstensen	McMinnville	OR	97128	United States	2025-11-22
Emilia Barragan	McMinnville	OR	97128	United States	2025-11-22
Shannon Grundler	McMinnville	OR	97128	United States	2025-11-22
Julie Edwards	Sheridan	OR	97378	United States	2025-11-22
Patricia Magda	McMinnville	OR	97128	United States	2025-11-22
Matthew Lamb	McMinnville	OR	97128	United States	2025-11-22
Deanna Carroll	McMinnville	OR	97128	United States	2025-11-22
Shauna Peterson	Newberg	OR	97132	United States	2025-11-22
Santi RC	Dayton	OR	97114	United States	2025-11-22
Marvin Bernards	McMinnville	OR	97128	United States	2025-11-22
James Geigle	Newberg	OR	97132	United States	2025-11-22
Miranda Medrano	McMinnville	OR	97128	United States	2025-11-22
Sophia OBrien	McMinnville	OR	97128	United States	2025-11-22
Annie Negrón	McMinnville	OR	97128	United States	2025-11-22
Dawn Nowacki	McMinnville	OR	97128	United States	2025-11-22
Susie Alin	McMinnville	OR	97128	United States	2025-11-22
Tabitha Marsh	McMinnville	OR	97128	United States	2025-11-22
Jillian Tamber	McMinnville	OR	97128	United States	2025-11-22

Leslie Ballan	McMinnville	OR	97128	United States	2025-11-22
Paul Warmbier	McMinnville	OR	97128	United States	2025-11-22
Krystal España	McMinnville	OR	97128	United States	2025-11-22
Irvlng Wiswall	McMinnville	OR	97128	United States	2025-11-22
Crystal Scheese	McMinnville	OR	97128	United States	2025-11-22
Bianca Mata	McMinnville	OR	97128	United States	2025-11-22
Rubi Yarez	Sheridan	OR	97378	United States	2025-11-22
LINDSEY BAKER	McMinnville	OR	97128	United States	2025-11-22
Jennifer Nyburg	McMinnville	OR	97128	United States	2025-11-22
Annalisa Rendon	McMinnville	OR	97128	United States	2025-11-22
Haley Queen	McMinnville	OR	97128	United States	2025-11-22
Audrey Harmon	Lafayette	OR	97127	United States	2025-11-22
Dennis Mullinax	McMinnville	OR	97128	United States	2025-11-22
Tarin Bickford	McMinnville	OR	97128	United States	2025-11-22
Lisa Weidman	Dayton	OR	97114	United States	2025-11-22
Lia Harris	McMinnville	OR	97128	United States	2025-11-22
Thomas Bandy	McMinnville	OR	97128	United States	2025-11-22
Joyce Gerhardt	McMinnville	OR	97128	United States	2025-11-22
Dulce Arguelles	South Lake T	CA	96150	United States	2025-11-22
Stella Schaefer	McMinnville	OR	97128	United States	2025-11-22
Mary Dressel	McMinnville	OR	97128	United States	2025-11-22
Janet Irish	Yamhill	OR	97148	United States	2025-11-22
Jess Arnold	McMinnville	OR	97128	United States	2025-11-22
Peg Kn	McMinnville	OR	97128	United States	2025-11-22
Alyssa Mcmillan	McMinnville	OR	97128	United States	2025-11-22
Jeff Ingebrand	McMinnville	OR	97128	United States	2025-11-22
Leti Catoira	Salem	OR	97304	United States	2025-11-22
Deena Myatt	McMinnville	OR	97128	United States	2025-11-22
Amber Zirkel	McMinnville	OR	97128	United States	2025-11-22
Jennifer Fisher	McMinnville	OR	97128	United States	2025-11-22
Caitlin Nemeth	Chesapeake	VA	23320	United States	2025-11-22
Lyndell Baker	McMinnville	OR	97128	United States	2025-11-22

Todd Brandon	Lafayette	OR	97127	United States	2025-11-22
Robert Stuart	McMinnville	OR	97128	United States	2025-11-22
Denice Steffes	McMinnville	OR	97128	United States	2025-11-22
Katie Santora	Portland	OR	97221	United States	2025-11-22
Ana Garnica	Dayton	OR	97114	United States	2025-11-22
Jessie Roberts	McMinnville	OR	97128	United States	2025-11-22
Kaitlyn Burch	McMinnville	OR	97128	United States	2025-11-22
Suzanne Henry	McMinnville	OR	97128	United States	2025-11-22
Sandy Burch	McMinnville	OR	97128	United States	2025-11-22
Shaun Vrooman	McMinnville	OR	97128	United States	2025-11-22
Anne Spencer	McMinnville	OR	97128	United States	2025-11-22
Hilary PICKEREL	McMinnville	OR	97128	United States	2025-11-22
Shannon Dempsey	McMinnville	OR	97128	United States	2025-11-22
Tamara Burnell	McMinnville	OR	97128	United States	2025-11-22
Lauren Eisold	Carlton	OR	97111	United States	2025-11-22
Fiona Gwozdz	McMinnville	OR	97128	United States	2025-11-22
Kathryn Ellis	Carlton	OR	97111	United States	2025-11-22
Rachel Larson	McMinnville	OR	97128	United States	2025-11-22
Christina Branham-Lu	McMinnville	OR	97128	United States	2025-11-22
Anna Hatcher	Mcminnville	OR	97128	United States	2025-11-22
Adria Henrickson	McMinnville	OR	97128	United States	2025-11-22
Erica Miller	Willamina	OR	97396	United States	2025-11-22
Leslie Smith	McMinnville	OR	97128	United States	2025-11-22
Jennifer Gomez Lopez	McMinnville	OR	97128	United States	2025-11-22
Claire River-O'Malley	McMinnville	OR	97128	United States	2025-11-22
Rachel Groothuis	McMinnville	OR	97128	United States	2025-11-22
Bonnie Hicks	McMinnville	OR	97128	United States	2025-11-22
Laura Marin	McMinnville	OR	97128	United States	2025-11-22
Jhoana Torres	McMinnville	OR	97128	United States	2025-11-22
Misty White	McMinnville	OR	97128	United States	2025-11-22
Dominique Bjorlin	McMinnville	OR	97128	United States	2025-11-22
Kristy Turner	McMinnville	OR	97128	United States	2025-11-22

Megan Van Zanten	McMinnville	OR	97128	United States	2025-11-22
Seth Renne	Portland	OR	97209	United States	2025-11-22
Elide Sanchez Rivera	McMinnville	OR	97128	United States	2025-11-22
Joanna Yanez	McMinnville	OR	97128	United States	2025-11-22
Brenda Naranjo	McMinnville	OR	97128	United States	2025-11-22
Monte Blackburn	McMinnville	OR	97128	United States	2025-11-22
Renee Crank	McMinnville	OR	97128	United States	2025-11-22
Sonia Jimenez	McMinnville	OR	97128	United States	2025-11-22
Eowyn Clayton	McMinnville	OR	97128	United States	2025-11-22
Jonathan Stockdale	McMinnville	OR	97128	United States	2025-11-22
Jennifer Kumar	McMinnville	OR	97128	United States	2025-11-22
J M	McMinnville	OR	97128	United States	2025-11-22
Katy Bush-Nelson	Mcminnville	OR	97128	United States	2025-11-22
Matthea Brown	McMinnville	OR	97128	United States	2025-11-22
Daniel Sutton	McMinnville	OR	97128	United States	2025-11-22
Daryll Mancill	McMinnville	OR	97128	United States	2025-11-22
Yuya Matsuda	McMinnville	OR	97128	United States	2025-11-22
Becka Morgan	McMinnville	OR	97128	United States	2025-11-22
Brenda Wyller	McMinnville	OR	97128	United States	2025-11-22
Bonnie Mann	McMinnville	OR	97128	United States	2025-11-22
ShayLynn Cortes Dura	McMinnville	OR	97128	United States	2025-11-22
Emely Cazares	McMinnville	OR	97128	United States	2025-11-22
Yulma Morales	McMinnville	OR	97128	United States	2025-11-22
Elisabeth Duran Estrad	Dayton	OR	97114	United States	2025-11-22
Sara Vera	McMinnville	OR	97128	United States	2025-11-22
Lily Soriano	Dundee	OR	97115	United States	2025-11-22
Barb Roush	McMinnville	OR	97128	United States	2025-11-22
Lydia Vinson	McMinnville	OR	97128	United States	2025-11-22
Matt Reinker	McMinnville	OR	97128	United States	2025-11-22
Jazmin Ayala	McMinnville	OR	97128	United States	2025-11-22
Brandon Hasart	McMinnville	OR	97128	United States	2025-11-22
Richard Smith	McMinnville	OR	97128	United States	2025-11-22

Mallory Hasart	McMinnville	OR	97128	United States	2025-11-22
Jenny Roberts	Mcminnville	OR	97128	United States	2025-11-22
Esmeralda Duran	Carlton	OR	97111	United States	2025-11-22
Angie Chinas	McMinnville	OR	97128	United States	2025-11-22
Bryan Bogh	McMinnville	OR	97128	United States	2025-11-22
Alexa Thompson	McMinnville	OR	97128	United States	2025-11-22
Benjamin Crane	McMinnville	OR	97128	United States	2025-11-22
Connery Morano	McMinnville	OR	97128	United States	2025-11-22
Marla Cazares	McMinnville	OR	97128	United States	2025-11-22
Ryan Patrick Dixon	McMinnville	OR	97128	United States	2025-11-22
Joylin Kent	Carlton	OR	97111	United States	2025-11-22
Araceli Cabrera	McMinnville	OR	97128	United States	2025-11-22
Emmett de Maynadier	McMinnville	OR	97128	United States	2025-11-22
Grace Juster	McMinnville	OR	97128	United States	2025-11-22
Georgia Bernards	McMinnville	OR	97128	United States	2025-11-22
kevin davey	McMinnville	OR	97128	United States	2025-11-22
Serengeti Savage	McMinnville	OR	97128	United States	2025-11-22
Jamie (James) Howe	McMinnville	OR	97128	United States	2025-11-22
Kathey Sweeney	Mcminnville	OR	97128	United States	2025-11-22
Diane McMillen	Dayton	OR	97114	United States	2025-11-22
Cynthia Cazares	Lafayette	OR	97127	United States	2025-11-22
Neil Frew	Dayton	OR	97114	United States	2025-11-22
Rosemary Roberts	McMinnville	OR	97128	United States	2025-11-22
Martha Bautista	McMinnville	OR	97128	United States	2025-11-22
Asher Sarver	McMinnville	OR	97128	United States	2025-11-22
Diana Lett	Dayton	OR	97114	United States	2025-11-22
Hailee Laster	McMinnville	OR	97128	United States	2025-11-22
Leslie Espinoza	McMinnville	OR	97128	United States	2025-11-22
Amy Halloran-Steiner	Mcminnville	OR	97128	United States	2025-11-22
Brayden Schutte	Lafayette	OR	97127	United States	2025-11-22
Evan Hunt	McMinnville	OR	97128	United States	2025-11-22
Max Williams	McMinnville	OR	97128	United States	2025-11-22

Ashley Pederson	McMinnville	OR	97128	United States	2025-11-22
Shannon Cushman	McMinnville	OR	97128	United States	2025-11-22
Melanie Miller	McMinnville	OR	97128	United States	2025-11-22
Devyn Haggith	McMinnville	OR	97128	United States	2025-11-22
Pam Tate	McMinnville	OR	97128	United States	2025-11-22
Robert Porter	McMinnville	OR	97128	United States	2025-11-22
Linda Scherf	McMinnville	OR	97128	United States	2025-11-22
Dale Depweg, Phd.	McMinnville	OR	97128	United States	2025-11-22
Dahlia Andres	McMinnville	OR	97128	United States	2025-11-22
Margaret Porter	McMinnville	OR	97128	United States	2025-11-22
Sheila Auster	McMinnville	OR	97128	United States	2025-11-22
Kaity Arellano	Beaverton	OR	97008	United States	2025-11-22
Amy Capuccio	NORTH EAST	MD	21901-3305	United States	2025-11-22
Alondra Bravo	McMinnville	OR	97128	United States	2025-11-22
Abby Sutton	Mcminnville	OR	97128	United States	2025-11-22
Tobias Tarozzi	Sheridan	OR	97378	United States	2025-11-22
Oscar Santos	McMinnville	OR	97128	United States	2025-11-22
Lucy Hassel	McMinnville	OR	97128	United States	2025-11-22
Hector Zertuche	McMinnville	OR	97128	United States	2025-11-22
McKenna Pierson	McMinnville	OR	97128	United States	2025-11-22
Sara Minero	Mcminnville	OR	97128	United States	2025-11-22
Raina Parsons	McMinnville	OR	97128	United States	2025-11-22
Adri Acevedo	McMinnville	OR	97128	United States	2025-11-22
Chris Silis	McMinnville	OR	97128	United States	2025-11-22
Daniella Velazquez	McMinnville	OR	97128	United States	2025-11-22
Rachelle Silis	Newberg	OR	97132	United States	2025-11-22
Nicholas Godfrey	McMinnville	OR	97128	United States	2025-11-22
Exis ✌️	McMinnville	OR	97128	United States	2025-11-22
Katie Noyd	McMinnville	OR	97128	United States	2025-11-22
Susanne Howard	McMinnville	OR	97128	United States	2025-11-22
Rachel Godfrey	McMinnville	OR	97128	United States	2025-11-22
Paige Spellman	McMinnville	OR	97128	United States	2025-11-22

Johnny Edwards	McMinnville	OR	97128	United States	2025-11-22
Aspen Bernier	Newberg	OR	97133	United States	2025-11-22
Alex Johnson	McMinnville	OR	97128	United States	2025-11-22
Jessica Botello	McMinnville	OR	97128	United States	2025-11-22
AshLyn Young	McMinnville	OR	97128	United States	2025-11-22
Bryan Soto	Gresham	OR	97030	United States	2025-11-22
Ann Powell	McMinnville	OR	97128	United States	2025-11-22
Johnny Edwards	McMinnville	OR	97128	United States	2025-11-22
Juana Hernandez	McMinnville	OR	97128	United States	2025-11-22
Ariana Rodriguez	McMinnville	OR	97128	United States	2025-11-22
Rona Aspholm	McMinnville	OR	97128	United States	2025-11-22
Caephren McKenna	Piedmont	CA	94610	United States	2025-11-22
bethany blanchard	McMinnville	OR	97128	United States	2025-11-22
Angela Darrow Clauso	McMinnville	OR	97128	United States	2025-11-22
Marcos Romero	Dayton	OR	97114	United States	2025-11-22
Erin Palmer	Hillsboro	OR	97123	United States	2025-11-22
Mandy Dewey	McMinnville	OR	97128	United States	2025-11-22
Jessika Gerondale	McMinnville	OR	97128	United States	2025-11-22
Cari Reyes	McMinnville	OR	97128	United States	2025-11-22
Amanda Parsons	McMinnville	OR	97128	United States	2025-11-22
Lisa Watne	Mcminnville	OR	97128	United States	2025-11-22
Geoffrey Clayton	McMinnville	OR	97128	United States	2025-11-22
Kara King	McMinnville	OR	97128	United States	2025-11-22
Jared Powell	McMinnville	OR	97128	United States	2025-11-22
Joerg Peter	Newberg	OR	97132	United States	2025-11-22
Victoria Ernst	McMinnville	OR	97128	United States	2025-11-22
Elizabeth Miller	Amity	OR	97101	United States	2025-11-22
Eduardo C	McMinnville	OR	97128	United States	2025-11-22
Emily Martinez	Dayton	OR	97114	United States	2025-11-22
Stephen Goldsmith	McMinnville	OR	97128	United States	2025-11-22
Rosario Murillo	McMinnville	OR	97128	United States	2025-11-22
Misty Stone	McMinnville	OR	97128	United States	2025-11-22

Adriana Camarillo	Dayton	OR	97114	United States	2025-11-22
Sandy Manzo Abarca	Lafayette	OR	97127	United States	2025-11-22
Lilian Garcia	McMinnville	OR	97128	United States	2025-11-22
Isaac Coverstone	McMinnville	OR	97128	United States	2025-11-22
Joseph Garcia	McMinnville	OR	97128	United States	2025-11-22
Mary Weil	Dundee	OR	97115	United States	2025-11-22
Stacy Martin	McMinnville	OR	97128	United States	2025-11-22
Jill Feuerhelm	Renton	WA	98057	United States	2025-11-22
Jasmin Ehret	Amity	OR	97101	United States	2025-11-22
Justin Lundberg	McMinnville	OR	97128	United States	2025-11-22
Daynelle Rowe	McMinnville	OR	97128	United States	2025-11-22
Sarah Munk	McMinnville	OR	97128	United States	2025-11-22
Fernando Espinoza	McMinnville	OR	97128	United States	2025-11-22
Antonio Fabela	McMinnville	OR	97128	United States	2025-11-22
Jackie York	McMinnville	OR	97128	United States	2025-11-22
Tyler Butler	McMinnville	OR	97128	United States	2025-11-22
Vernette Tatum	McMinnville	OR	97128	United States	2025-11-22
C Edwards	McMinnville	OR	97128	United States	2025-11-22
Miriam Peterson	McMinnville	OR	97128	United States	2025-11-22
Katherine Hartford	Yamhill	OR	97148	United States	2025-11-22
Lilyian Hesch	McMinnville	OR	97128	United States	2025-11-22
Kim Meyers	McMinnville	OR	97128	United States	2025-11-22
Kate Stapish	McMinnville	OR	97128	United States	2025-11-22
Irene Glores	McMinnville	OR	97128	United States	2025-11-22
Andrea Deniz Herrera	McMinnville	OR	97128	United States	2025-11-22
Luis Rosas	McMinnville	OR	97128	United States	2025-11-22
Kayleigh Vidalez	Lafayette	OR	97127	United States	2025-11-22
Erin E Timm	McMinnville	OR	97128	United States	2025-11-22
Marbelia Ingebrand	McMinnville	OR	97128	United States	2025-11-22
Alondra Briseno	McMinnville	OR	97128	United States	2025-11-22
Chris Byer	Cathedral Cit	CA	92234-3790	United States	2025-11-22
Molly Mcfadden	McMinnville	OR	97128	United States	2025-11-22

Matthew Bayer	McMinnville	OR	97128	United States	2025-11-22
Sarah Walling	Castleton On	NY	12033	United States	2025-11-22
Jonathan Polivka	McMinnville	OR	97128	United States	2025-11-22
Maeshowe Pierce	McMinnville	OR	97128	United States	2025-11-22
Basia Kopecka	McMinnville	OR	97128	United States	2025-11-22
Maggie Bowles	McMinnville	OR	97128	United States	2025-11-22
Leonel Rosas	McMinnville	OR	97128	United States	2025-11-22
Marilyn Rosas	Amity	OR	97101	United States	2025-11-22
Lucyan Monje	McMinnville	OR	97128	United States	2025-11-22
Vanessa Rosas	Dayton	OR	97114	United States	2025-11-22
Scott Green	McMinnville	OR	97128	United States	2025-11-22
Juliette Levy	Dundee	OR	97115	United States	2025-11-22
Rich Blaha	McMinnville	OR	97128	United States	2025-11-22
Eva Lopez	McMinnville	OR	97128	United States	2025-11-22
Nancy Cohen	McMinnville	OR	97128	United States	2025-11-22
Garrett Ewing	Dayton	OR	97114	United States	2025-11-22
Damien Lapuyade	McMinnville	OR	97128	United States	2025-11-22
Caleb Polivka	Dayton	OR	97114	United States	2025-11-22
Faviola Alvarado Salda	McMinnville	OR	97128	United States	2025-11-22
Eric Chavez Lopez	McMinnville	OR	97128	United States	2025-11-22
Nikole Lefkowitz	McMinnville	OR	97128	United States	2025-11-22
Chance Santrizos	McMinnville	OR	97128	United States	2025-11-22
Marleen Avila	McMinnville	OR	97128	United States	2025-11-22
Charles Block	McMinnville	OR	97128	United States	2025-11-22
Christopher Knapp	McMinnville	OR	97128	United States	2025-11-22
maria Ramos	Newberg	OR	97132	United States	2025-11-22
Maritza Gonzalez	McMinnville	OR	97128	United States	2025-11-22
Mark Anderson	McMinnville	OR	97128	United States	2025-11-22
Ronald Collamore	Lincoln	NE	68502	United States	2025-11-22
Alyson Lafky Larkin	McMinnville	OR	97128	United States	2025-11-22
Ian McRae	McMinnville	OR	97128	United States	2025-11-22
Cody Heimeyer	McMinnville	OR	97128	United States	2025-11-22

Debra Koltenuk	McMinnville	OR	97128	United States	2025-11-22
Shay Clark	McMinnville	OR	97128	United States	2025-11-22
Leslie Medina	Woodburn	OR	97071	United States	2025-11-22
Laura Syring	McMinnville	OR	97128	United States	2025-11-22
Eva Higgins	McMinnville	OR	97128	United States	2025-11-22
Alejandra Torres	McMinnville	OR	97128	United States	2025-11-22
Alejandra Flores	McMinnville	OR	97128	United States	2025-11-22
Ken W	Qns	NY	11372	United States	2025-11-22
Jessica Vincent	McMinnville	OR	97128	United States	2025-11-22
Jemma Casem	Salem	OR	97302	United States	2025-11-22
Joseph Polivka	McMinnville	OR	97128	United States	2025-11-22
Rain Bailey	McMinnville	OR	97128	United States	2025-11-22
Katheryn Mcmurrin	McMinnville	OR	97128	United States	2025-11-22
Azucena Mendoza	McMinnville	OR	97128	United States	2025-11-22
D.G.A Aranda	Lafayette	OR	97127	United States	2025-11-22
Susan Fehrenbacher	McMinnville	OR	97128	United States	2025-11-22
Sebastian Cortez	McMinnville	OR	97128	United States	2025-11-22
Ann Bailey	Albany	OR	97322	United States	2025-11-22
Natalie Poole	Fontana	CA	92337	United States	2025-11-22
Mariana Cortez	McMinnville	OR	97128	United States	2025-11-22
Kelli Parkinson	Portland	OR	97213	United States	2025-11-22
Donna Anessi	Newberg	OR	97132	United States	2025-11-22
Erin O'Connor	McMinnville	OR	97128	United States	2025-11-22
Rachel Ebbers	McMinnville	OR	97128	United States	2025-11-22
Darrion Parker	McMinnville	OR	97128	United States	2025-11-22
Katherine D’Aboy	McMinnville	OR	97128	United States	2025-11-22
Angela Hernandez-Gal	Lafayette	OR	97127	United States	2025-11-22
Dave Clauson	Mcminnville	OR	97128	United States	2025-11-22
Candice Sanders	McMinnville	OR	97128	United States	2025-11-22
Nadya King	Mcminnville	OR	97128	United States	2025-11-22
Carolina Garcia	Dundee	OR	97115	United States	2025-11-22
Sharon Hunt	McMinnville	OR	97128	United States	2025-11-22

Naomy Soto Torres	McMinnville	OR	97128	United States	2025-11-22
Belen Ramirez	McMinnville	OR	97128	United States	2025-11-22
Bridgette Statz	Tigard	OR	97223	United States	2025-11-22
Stacey Zuckerman	Sioux City	IA	51109	United States	2025-11-22
Alina Tadeo	Salem	OR	97305	United States	2025-11-22
Jamie Steckler	Amity	OR	97101	United States	2025-11-22
Michael Fair	McMinnville	OR	97128	United States	2025-11-22
Christian Mendoza	McMinnville	OR	97128	United States	2025-11-22
Eric Witherspoon	Yamhill	OR	97148	United States	2025-11-22
Yedith Mendoza	McMinnville	OR	97128	United States	2025-11-22
Alexis Ruiz	Gresham	OR	97080	United States	2025-11-22
Rocio Marin	McMinnville	OR	97128	United States	2025-11-22
Conan Haubrich	McMinnville	OR	97128	United States	2025-11-22
Tayler Brisbin	McMinnville	OR	97128	United States	2025-11-22
Elizabeth Blasing	McMinnville	OR	97128	United States	2025-11-22
Julia bandy	McMinnville	OR	97128	United States	2025-11-22
Mihja Manfrin	McMinnville	OR	97128	United States	2025-11-22
Andrew Davis	Carlton	OR	97111	United States	2025-11-22
Sofia Torres	Dundee	OR	97115	United States	2025-11-22
John Bremer	San Diego	CA	J	United States	2025-11-22
Aaron Oosterhart	MCMINNVILL	OR	97128	United States	2025-11-22
Mya Stover	McMinnville	OR	97128	United States	2025-11-22
Zach Ervin	McMinnville	OR	97128	United States	2025-11-22
Aylene Strebeck	McMinnville	OR	97128	United States	2025-11-22
River Wessels	McMinnville	OR	97128	United States	2025-11-22
Joshua Simonson	McMinnville	OR	97128	United States	2025-11-22
Ayden Larkin	McMinnville	OR	97128	United States	2025-11-22
Jessie Andersen	Albany	OR	97322	United States	2025-11-22
Fianna DeMaster Smit	Dundee	OR	97115	United States	2025-11-22
Jane Zakaib	McMinnville	OR	97128	United States	2025-11-22
Molly Taylor	McMinnville	CA	97128	United States	2025-11-22
Helen Leuthner	Lake Grove	NY	11755	United States	2025-11-22

Darcy Houston	McMinnville	OR	97128	United States	2025-11-22
Oscar Marksbury Page	McMinnville	OR	97128	United States	2025-11-22
Kiera Pacheco	McMinnville	OR	97128	United States	2025-11-22
Raven Moon Pirisky	McMinnville	OR	97128	United States	2025-11-22
Alejandro Martinez	McMinnville	OR	97128	United States	2025-11-22
James Tenesaca	McMinnville	OR	97128	United States	2025-11-22
Rosa Hernandez	McMinnville	OR	97128	United States	2025-11-22
Eric GABRIELSEN	McMinnville	OR	97128	United States	2025-11-22
ANNA SOURS	Golden	CO	80401	United States	2025-11-22
Karina Pena	Newberg	OR	97132	United States	2025-11-22
Micah Houston	McMinnville	OR	97128	United States	2025-11-22
Aiden Huber	Lafayette	OR	97127	United States	2025-11-22
alexa ruiz	Salem	OR	97302	United States	2025-11-22
Melinda Larson	McMinnville	OR	97128	United States	2025-11-22
Scarlett McCaw	McMinnville	OR	97128	United States	2025-11-22
Angelica Boehme	McMinnville	OR	97128	United States	2025-11-22
Mimi Casteel	Sheridan	OR	97378	United States	2025-11-22
Jose Martinez	McMinnville	OR	97128	United States	2025-11-22
Jacob MacFarland	McMinnville	OR	97128	United States	2025-11-22
Camryn Manley	McMinnville	OR	97128	United States	2025-11-22
Perri Schott	McMinnville	OR	97128	United States	2025-11-22
Alma Pintor	Newberg	OR	97132	United States	2025-11-22
Abril Cruz	McMinnville	OR	97128	United States	2025-11-22
Ryan McKay	Dundee	OR	97115	United States	2025-11-22
Jose Gomez Palacios	Lafayette	OR	97127	United States	2025-11-22
Ben Sanderlin	McMinnville	OR	97128	United States	2025-11-22
AL Lock	McMinnville	OR	97128	United States	2025-11-22
Melinda Kinnaird	Hot Springs N	AR	71913	United States	2025-11-22
Becca Fregoso	McMinnville	OR	97128	United States	2025-11-22
Wendy Leal	McMinnville	OR	97128	United States	2025-11-22
Chantelle Sims	McMinnville	OR	97128	United States	2025-11-22
Jasmin Juarez	McMinnville	OR	97128	United States	2025-11-22

Cecilia Flores	McMinnville	OR	97128	United States	2025-11-22
Jessica Spera	McMinnville	OR	97128	United States	2025-11-22
Yasmin Julio	McMinnville	OR	97128	United States	2025-11-22
Citlally Grimaldo	McMinnville	OR	97128	United States	2025-11-22
Diana Bohn	Berkeley	CA	94707	United States	2025-11-22
Iridian Madrigal	McMinnville	OR	97128	United States	2025-11-22
Glenna Green	McMinnville	OR	97128	United States	2025-11-22
Kyla Dirks	McMinnville	OR	97128	United States	2025-11-22
DeAnna Ornelas	Portland	OR	97214	United States	2025-11-22
Gregory McPhee	McMinnville	OR	97128	United States	2025-11-22
Leah Phillips	McMinnville	OR	97128	United States	2025-11-22
Maricela Morales Garc	McMinnville	OR	97128	United States	2025-11-22
Emily Bachand	McMinnville	OR	97128	United States	2025-11-22
Barbara Tracy	Portland	OR	97206	United States	2025-11-22
Jade Ramilo	Wilsonville	OR	97070	United States	2025-11-22
Sayra Monje	McMinnville	OR	97128	United States	2025-11-22
Jenna Johnson	McMinnville	OR	97128	United States	2025-11-22
Mariel Hall	Tigard	OR	97224	United States	2025-11-22
Lynden Carnahan	McMinnville	OR	97128	United States	2025-11-22
Rhiannob Clayton	McMinnville	OR	97128	United States	2025-11-22
Celia Ruiz	Palestine	TX	75803	United States	2025-11-22
Chris Nordquist	Dundee	OR	97115	United States	2025-11-22
Henry Kibit	McMinnville	OR	97128	United States	2025-11-22
Courtney Baker	Portland	OR	97221	United States	2025-11-22
Andrea Haggith	McMinnville	OR	97128	United States	2025-11-22
Andrew Larkin	Mcminnville	OR	97128	United States	2025-11-22
Isabella Oosterhart	McMinnville	OR	97128	United States	2025-11-22
Jennifer Warner	Salem	OR	97301	United States	2025-11-22
Rosemary Porter	McMinnville	OR	97128	United States	2025-11-22
N A	Marblehead	MA	1945	United States	2025-11-22
Dawn Hildebrand	Lake Elsinore	CA	92532	United States	2025-11-22
Cathy Navarra	McMinnville	OR	97128	United States	2025-11-22

Gail Pape	Pacifica	CA	94044	United States	2025-11-22
Maria Molina	McMinnville	OR	97128	United States	2025-11-22
Deonne Schoner	McMinnville	OR	97128	United States	2025-11-22
Emily Howard	McMinnville	OR	97128	United States	2025-11-22
Monica Garcia Diaz	McMinnville	OR	97128	United States	2025-11-22
Brielle Houston	McMinnville	OR	97128	United States	2025-11-22
Kyle Fordham	McMinnville	OR	97128	United States	2025-11-22
Mariah Martinez	McMinnville	OR	97128	United States	2025-11-22
AJ Trommello	Gaston	OR	97119	United States	2025-11-22
Monica Solis Trapala	McMinnville	OR	97128	United States	2025-11-22
Bianca Hernandez	Dayton	OR	97114	United States	2025-11-22
Adriana Hernandez	McMinnville	OR	97128	United States	2025-11-22
Abigail Neilan	McMinnville	OR	97128	United States	2025-11-22
Steve Geikow	Wheeling	IL	60090	United States	2025-11-22
Deborah Weiner	McMinnville	OR	97128	United States	2025-11-22
Fernando Valenzuela	McMinnville	OR	97128	United States	2025-11-22
Fred Gerondale	McMinnville	OR	97128	United States	2025-11-22
Yesenia Farias perez	McMinnville	OR	97128	United States	2025-11-22
Stephanie Shaw	McMinnville	OR	97128	United States	2025-11-22
rachel rubanow	Portland	OR	97215	United States	2025-11-22
Irene Gale	McMinnville	OR	97128	United States	2025-11-22
J.T. Smith	Sellersville	PA	18960-1422	United States	2025-11-22
Nev Kear	McMinnville	OR	97128	United States	2025-11-22
Anahy Camacho	Sheridan	OR	97378	United States	2025-11-22
Anna Keesey	McMinnville	OR	97128	United States	2025-11-22
Jose Macias	Albany	OR	97321	United States	2025-11-22
Amy Nelson	McMinnville	OR	97128	United States	2025-11-22
Meghan O'Flaherty	McMinnville	OR	97128	United States	2025-11-22
Hilary Kramer-Bailey	McMinnville	OR	97128	United States	2025-11-22
Jocela Crawford	McMinnville	OR	97128	United States	2025-11-22
Tom Gleicher	Eugene	OR	97401	United States	2025-11-22
Claire Moore	McMinnville	OR	97128	United States	2025-11-22

Kelly Gelino	McMinnville	OR	97128	United States	2025-11-23
Sheila Robertson	Portland	OR	97252	United States	2025-11-23
Whitney Rich	McMinnville	OR	97128	United States	2025-11-23
Luisa Ponzi	Newberg	OR	97132	United States	2025-11-23
Laura Mackie	McMinnville	OR	97128	United States	2025-11-23
Jaquelin Madrigal	McMinnville	OR	97128	United States	2025-11-23
Sam Nawrath	Milwaukie	OR	97222	United States	2025-11-23
Brittney Guthmiller	McMinnville	WA	97128	United States	2025-11-23
Amanda Marshall	McMinnville	OR	97128	United States	2025-11-23
Lee Longfellow	McMinnville	OR	97128	United States	2025-11-23
April Ramirez	McMinnville	OR	97128	United States	2025-11-23
Jessi Freitag	Tigard	OR	97223	United States	2025-11-23
Sheila Barnes	McMinnville	OR	97128	United States	2025-11-23
edward robertson	McMinnville	OR	97128	United States	2025-11-23
Jon Deveaux	McMinnville	OR	97128	United States	2025-11-23
Asher Larkin	McMinnville	OR	97128	United States	2025-11-23
Michele Santoyo	Albany	OR	97322	United States	2025-11-23
Sam Birch	McMinnville	OR	97128	United States	2025-11-23
Mercy Love	Amity	OR	97101	United States	2025-11-23
Claudia Mansfield	McMinnville	OR	97128	United States	2025-11-23
Robin Ricker	Mcminnville	OR	97128	United States	2025-11-23
Erica Koltenuk	McMinnville	OR	97128	United States	2025-11-23
Lindsay Davis	Newberg	OR	97132	United States	2025-11-23
Angelica Chambers	McMinnville	OR	97128	United States	2025-11-23
Shanta Frisbee	McMinnville	OR	97128	United States	2025-11-23
Daeani Frates	New Bedford	MA	2740	United States	2025-11-23
Dolly Bagwell	McMinnville	OR	97128	United States	2025-11-23
magdalena scheese	McMinnville	OR	97128	United States	2025-11-23
Carolyn Feury	Wallingford	VT	5773	United States	2025-11-23
Judy Toliver	McMinnville	OR	97128	United States	2025-11-23
Christefano Reyes	McMinnville	OR	97128	United States	2025-11-23
Janet Rangel Madrigal	McMinnville	OR	97128	United States	2025-11-23

Lu Ann Anderson	McMinnville	OR	97128	United States	2025-11-23
Mayra Madrigal	McMinnville	OR	97128	United States	2025-11-23
Karen Long	McMinnville	OR	97128	United States	2025-11-23
Mary Piper	McMinnville	OR	97128	United States	2025-11-23
Shirley Kloss	Yamhill	OR	97148	United States	2025-11-23
Heidi Reinker	McMinnville	OR	97128	United States	2025-11-23
Paul Carlson	McMinnville	OR	97128	United States	2025-11-23
Elizabeth Franz	Yamhill	OR	97148	United States	2025-11-23
Shelly Vaughan	McMinnville	OR	97128	United States	2025-11-23
Kaiya Henderson	Beaverton	OR	97005	United States	2025-11-23
Christine Langelier	McMinnville	OR	97128	United States	2025-11-23
Karen McClendon	Carlton	OR	97111	United States	2025-11-23
Jacky Crosier	McMinnville	OR	97128	United States	2025-11-23
Johanna Cuevas	McMinnville	OR	97128	United States	2025-11-23
Yvonne Hawker	McMinnville	OR	97128	United States	2025-11-23
Lois Cho	Sherwood	OR	97140	United States	2025-11-23
Hazel Steckler	McMinnville	OR	97128	United States	2025-11-23
Briana Olvera	McMinnville	OR	97128	United States	2025-11-23
Carrie Webber	McMinnville	OR	97128	United States	2025-11-23
Mason Steckler	McMinnville	OR	97128	United States	2025-11-23
Kara Bowder	McMinnville	OR	97128	United States	2025-11-23
Gabriel Tenesaca	McMinnville	OR	97128	United States	2025-11-23
Mallorie Turley	Dayton	OR	97114	United States	2025-11-23
Nicole Robinson	McMinnville	OR	97128	United States	2025-11-23
stuart gunness	Sheridan	OR	97378	United States	2025-11-23
Tim Overholser	Lafayette	OR	97127	United States	2025-11-23
Amelia CarusoPicker	Dundee	OR	97115	United States	2025-11-23
Rachelle Overholser	Lafayette	OR	97127	United States	2025-11-23
Megan Cornelius	McMinnville	OR	97128	United States	2025-11-23
Sherill Roberts	McMinnville	OR	97128	United States	2025-11-23
Elena Mudrak	McMinnville	OR	97128	United States	2025-11-23
Kathryn Satterstrom	McMinnville	OR	97128	United States	2025-11-23

Sara Hendricks	Mcminnville	OR	97128	United States	2025-11-23
Ashley Stull Meyers	McMinnville	OR	97128	United States	2025-11-23
Laura Rivas	McMinnville	OR	97128	United States	2025-11-23
Seana Cantu -Camden	McMinnville	OR	97128	United States	2025-11-23
Stephanie Fox	Portland	OR	97206	United States	2025-11-23
Susan Delventhal	Hillsboro	OR	97123	United States	2025-11-23
Samantha Johnson	McMinnville	OR	97128	United States	2025-11-23
Breanna Horton	McMinnville	OR	97128	United States	2025-11-23
Barry Rosen	McMinnville	OR	97128	United States	2025-11-23
Kelsy Landers	McMinnville	OR	97128	United States	2025-11-23
Jedel Yunker	Dayton	OR	97114	United States	2025-11-23
Marc Bowman	McMinnville	OR	97128	United States	2025-11-23
Michelle Castor	McMinnville	OR	97128	United States	2025-11-23
Melissa Anguiano	McMinnville	OR	97128	United States	2025-11-23
Katherine Yonker	McMinnville	OR	97128	United States	2025-11-23
Patrick Harkins	McMinnville	OR	97128	United States	2025-11-23
Stacey Hughes	McMinnville	OR	97128	United States	2025-11-23
Rosemary Maloney	McMinnville	OR	97128	United States	2025-11-23
Don Myatt	McMinnville	OR	97128	United States	2025-11-23
Tracie Mills	McMinnville	OR	91728	United States	2025-11-23
Daniel Eells	McMinnville	OR	97128	United States	2025-11-23
Jessica Sumbury	McMinnville	OR	97128	United States	2025-11-23
Jackson Darling	McMinnville	OR	97128	United States	2025-11-23
Breeana Lundeen	McMinnville	OR	97128	United States	2025-11-23
Deborah Garnett	Mcminnville	OR	97128	United States	2025-11-23
Echo Castor	McMinnville	OR	97128	United States	2025-11-23
Toni Harris	Lafayette	OR	97127	United States	2025-11-23
Nicholas Meyers	McMinnville	OR	97128	United States	2025-11-23
Eve Banu	McMinnville	OR	97128	United States	2025-11-23
Michael Torres	Dayton	OR	97114	United States	2025-11-23
Abraham Sutfin	Dundee	OR	97115	United States	2025-11-23
Melanie Walker	Newberg	OR	97132	United States	2025-11-23

Kendahl Begay	Tucson	AZ	85718	United States	2025-11-23
Kellie Torres-Saucedo	McMinnville	OR	97128	United States	2025-11-23
Diane Gragg	McMinnville	OR	97128	United States	2025-11-23
Olivia Reinke	Ashton	IA	51232	United States	2025-11-23
Gabrielle Taylor	McMinnville	OR	97128	United States	2025-11-23
Mary Elias	McMinnville	OR	97128	United States	2025-11-23
Carol Book	York	PA	17406	United States	2025-11-23
Tamela J Sayles-Schei	McMinnville	OR	97128	United States	2025-11-23
Connie Homeres	McMinnville	OR	97128	United States	2025-11-23
Anne Mansk	McMinnville	OR	97128	United States	2025-11-23
Heidi Dorworth	McMinnville	OR	97128	United States	2025-11-23
David Burgett	McMinnville	OR	97128	United States	2025-11-23
Kristen Reed	McMinnville	OR	97128	United States	2025-11-23
Kathleen Thiede	McMinnville	OR	97128	United States	2025-11-23
Mary Miles	McMinnville	OR	97128	United States	2025-11-23
Alan Anguiano	McMinnville	OR	97128	United States	2025-11-23
Amy Tibbetts	McMinnville	OR	97128	United States	2025-11-23
Nat Morgan	Lafayette	OR	97127	United States	2025-11-23
Courtney Gephart	McMinnville	OR	97128	United States	2025-11-23
Rosalinda Verduzco	McMinnville	OR	97128	United States	2025-11-23
audrey darling	McMinnville	OR	97128	United States	2025-11-23
Vicki Fowler	McMinnville	OR	97128	United States	2025-11-23
Kalista Leon	McMinnville	OR	97128	United States	2025-11-23
Tem Narvios	San Francisc	CA	94134	United States	2025-11-23
Sandy Nippert	McMinnville	OR	97128	United States	2025-11-23
Betty Bault	McMinnville	OR	97128	United States	2025-11-23
Beth Ann Pope	McMinnville	OR	97128	United States	2025-11-23
Lauren Sinclair	McMinnville	OR	97128	United States	2025-11-23
Juli Eagle	West Linn	OR	97068	United States	2025-11-23
Aida Iranzo	Carlton	OR	97111	United States	2025-11-23
Alanna Pass	Newberg	OR	97132	United States	2025-11-23
Joe Fuscardo	Portland	OR	97203	United States	2025-11-23

Louise Warren	McMinnville	OR	97128	United States	2025-11-23
Neomi Allen Barton	McMinnville	OR	97128	United States	2025-11-23
Vicki Gay	McMinnville	OR	97128	United States	2025-11-23
Kelsey Foster	Newberg	OR	97132	United States	2025-11-23
Mary Tucker	Grand Ronde	OR	97347	United States	2025-11-23
Christina Hofstetter	McMinnville	OR	97128	United States	2025-11-23
Natalia Arroyo	Salem	OR	97304	United States	2025-11-23
Katie Robinson	McMinnville	OR	97128	United States	2025-11-23
Sally Mendoza	McMinnville	OR	97128	United States	2025-11-23
Adam Ortega	McMinnville	OR	97128	United States	2025-11-23
Jacob Williams	McMinnville	OR	97128	United States	2025-11-23
James Forero	Boca Raton	FL	33433	United States	2025-11-23
Timark Hamilton	McMinnville	OR	97128	United States	2025-11-23
Megan Iversen	McMinnville	OR	97128	United States	2025-11-23
William Coulombe	McMinnville	OR	97128	United States	2025-11-23
Matt Perry	McMinnville	OR	97128	United States	2025-11-23
Kimberly Abrahams	McMinnville	OR	97128	United States	2025-11-23
Kate Cratty	McMinnville	OR	97128	United States	2025-11-23
Laurien Hamilton	McMinnville	OR	97128	United States	2025-11-23
Lauren Hurliman	McMinnville	OR	97128	United States	2025-11-23
Cheryl Winter	McMinnville	OR	97128	United States	2025-11-23
Courtney Dolan	Portland	OR	97212	United States	2025-11-23
Carolyn Urnes	McMinnville	OR	97128	United States	2025-11-23
Alden Horowitz	McMinnville	OR	97128	United States	2025-11-23
Marie Funseth	McMinnville	OR	97128	United States	2025-11-23
Carmen Peirano	McMinnville	OR	97132	United States	2025-11-23
Audrey Horowitz	McMinnville	OR	97128	United States	2025-11-23
Avalyn Obrist	McMinnville	OR	97128	United States	2025-11-23
Lisa Snyder	McMinnville	OR	97128	United States	2025-11-23
Steven Gray	McMinnville	OR	97128	United States	2025-11-23
Brooke Anderson	McMinnville	OR	97128	United States	2025-11-23
Bryan Graham	Sheridan	OR	97378	United States	2025-11-23

Monica Olmedo	McMinnville	OR	97128	United States	2025-11-23
Patty Ehret	McMinnville	OR	97128	United States	2025-11-23
Nancy Bettis Beasley	McMinnville	OR	97128	United States	2025-11-23
Lucero Diaz	McMinnville	OR	97128	United States	2025-11-23
Jennifer Smith	McMinnville	OR	97128	United States	2025-11-23
Joni Marten	Carlton	OR	9711	United States	2025-11-23
Saira Andalon	McMinnville	OR	97128	United States	2025-11-23
Steven Battaglia	McMinnville	OR	97128	United States	2025-11-23
Cristina Quiroz	McMinnville	OR	97128	United States	2025-11-23
Vanessa Quintero	McMinnville	OR	97128	United States	2025-11-23
Shirley Kishiyama	McMinnville	OR	97128	United States	2025-11-23
Edward Taub	Newberg	OR	97132	United States	2025-11-23
Margarita Garcia	Mcminnnville	OR	97128	United States	2025-11-23
Martha George	McMinnville	OR	97128	United States	2025-11-23
Jade House	Yamhill	OR	97148	United States	2025-11-23
Kym Kafentzis	McMinnville	OR	97128	United States	2025-11-23
Karla Rivas	McMinnville	OR	97128	United States	2025-11-23
Brayden Christopherso	McMinnville	OR	97128	United States	2025-11-23
Megan Gilbertson	Mcminnville	OR	97128	United States	2025-11-23
Rena Lopez	McMinnville	OR	97128	United States	2025-11-23
Krystal DeMay	McMinnville	OR	97128	United States	2025-11-23
Summer Darling	McMinnville	OR	97128	United States	2025-11-23
Robert Marr	Sherwood	OR	97140	United States	2025-11-23
Marley Darling Peterso	McMinnville	OR	97128	United States	2025-11-23
Brian Henrickson	McMinnville	OR	97128	United States	2025-11-23
Scott Wood	McMinnville	OR	97128	United States	2025-11-23
JM Nossal	Ypsilanti	MI	48197	United States	2025-11-23
Bryan Berenguer	Dundee	OR	97115	United States	2025-11-23
Sebrina Francis	McMinnville	OR	97128	United States	2025-11-23
Dayna Gilbert	McMinnville	OR	97128	United States	2025-11-23
Sharon Reed	McMinnville	OR	97128	United States	2025-11-23
Cody Porter	McMinnville	OR	97128	United States	2025-11-23

Deborah Wolfson	Gaston	OR	97119	United States	2025-11-23
AUSTIN FRANCIS	McMinnville	OR	97128	United States	2025-11-23
Carl Holly	McMinnville	OR	97128	United States	2025-11-23
AMPARO RIVADENEIR	McMinnville	OR	97128	United States	2025-11-23
Ryan Manfrin	McMinnville	OR	97128	United States	2025-11-23
Aidan Lawson	Corvallis	OR	97330	United States	2025-11-23
Etzar Cisneros	Birmingham	AL	35206	United States	2025-11-23
john becher	McMinnville	OR	97128	United States	2025-11-23
Daniela Rossi	Pomezia	ID	83756	United States	2025-11-23
Holly Chamberlain	Salem	OR	97301	United States	2025-11-23
Sarah Burns	Portland	OR	97202	United States	2025-11-23
Ashley Gower	Carlton	OR	97111	United States	2025-11-23
Caitlyn Owens	McMinnville	OR	97128	United States	2025-11-23
Brianne Day	Dundee	OR	97115	United States	2025-11-23
Abraham Callahan				Libya	2025-11-23
Gail Joslin-Graham	Sheridan	OR	97378	United States	2025-11-23
Nancy Hart	McMinnville	OR	97128	United States	2025-11-23
Jessica Callahan	McMinnville	OR	97128	United States	2025-11-23
Lisa Binner	McMinnville	OR	97128	United States	2025-11-23
Karen Klauseger	Lemont	IL	60439	United States	2025-11-23
William Sykes	McMinnville	OR	97128	United States	2025-11-23
Judy Rex	McMinnville	OR	97128	United States	2025-11-23
Mark Soltero	McMinnville	OR	97128	United States	2025-11-23
Peggy Hegna	McMinnville	OR	97128	United States	2025-11-23
Sharalie Wozniak	McMinnville	OR	97128	United States	2025-11-23
Kelley Kennedy	McMinnville	OR	97128	United States	2025-11-23
Lisa Macy-Baker	McMinnville	OR	97128	United States	2025-11-23
Kathryn Saunders	McMinnville	OR	97128	United States	2025-11-23
Tara Rich	McMinnville	OR	97128	United States	2025-11-23
Kim Brady	Carlton	OR	97111	United States	2025-11-23
Penne Bryson	McMinnville	OR	97128	United States	2025-11-23
Pamela Webb	McMinnville	OR	97128	United States	2025-11-23

Virginia Dunk	McMinnville	OR	97128	United States	2025-11-23
Jen Duryee	McMinnville	OR	97128	United States	2025-11-23
Yesenia Granados	McMinnville	OR	97128	United States	2025-11-23
Tracy Phillips	McMinnville	OR	97128	United States	2025-11-23
anna barsotti	McMinnville	OR	97128	United States	2025-11-23
Sylla McClellan	McMinnville	OR	97128	United States	2025-11-23
joseph ferraro	new york	NY	10305	United States	2025-11-23
Abby Thomas	McMinnville	OR	97128	United States	2025-11-23
andy phillips	McMinnville	OR	97128	United States	2025-11-23
Kim Alt	McMinnville	OR	97128	United States	2025-11-23
Lynelle Loomis	McMinnville	OR	97128	United States	2025-11-23
Lisa Hauer	Portland	OR	97218	United States	2025-11-23
Kitri Culbertson	McMinnville	OR	97128	United States	2025-11-23
Kim Drahn	Lincoln City	OR	97367	United States	2025-11-23
Emily Bailey	Keizer	OR	97303	United States	2025-11-23
Sandra Doughty	Sheridan	OR	97378	United States	2025-11-23
Hannah Mickelson	McMinnville	OR	97128	United States	2025-11-23
Edward Markushewsk	Huntsville	AL	35801	United States	2025-11-23
Britt Eisele	McMinnville	OR	97128	United States	2025-11-23
Jessica Blanchard	McMinnville	OR	97128	United States	2025-11-23
Kristine Brown	McMinnville	OR	97128	United States	2025-11-23
Danielle Ortiz	McMinnville	OR	97128	United States	2025-11-23
Margaret Bucher	Carlton	OR	97111	United States	2025-11-23
Lynn Lavender	McMinnville	OR	97128	United States	2025-11-23
Diana Riggs	McMinnville	OR	97128	United States	2025-11-23
Peter Van Patten	McMinnville	OR	97128	United States	2025-11-23
Jorge Quintero	McMinnville	OR	97128	United States	2025-11-23
Ashley Sager	McMinnville	OR	97007	United States	2025-11-23
Peggy Halloran	McMinnville	OR	97128	United States	2025-11-23
Danny McCollins	McMinnville	OR	97128	United States	2025-11-23
Sara Tucholsky	McMinnville	OR	97128	United States	2025-11-23
Christie Van Steenberg	McMinnville	OR	97128	United States	2025-11-23

Jasmine Rojas	McMinnville	OR	97128	United States	2025-11-23
Natasha Miller	Portland	OR	97206	United States	2025-11-23
Chloe Mcleod	Lafayette	OR	97127	United States	2025-11-23
Lee McCollins	McMinnville	OR	97128	United States	2025-11-23
Casey Rich	McMinnville	OR	97128	United States	2025-11-23
Amaraya Sauceda	Monmouth	OR	97361	United States	2025-11-23
Vicky Brown	Yamhill	OR	97148	United States	2025-11-23
Jason L	McMinnville	OR	97128	United States	2025-11-23
Courtney Elsberry	McMinnville	OR	97128	United States	2025-11-23
Kathleen George	McMinnville	OR	97128	United States	2025-11-23
Percival Kaiden	Monmouth	OR	97361	United States	2025-11-23
Zamira Sanchez Rivera	McMinnville	OR	97128	United States	2025-11-23
Ana Ponce	McMinnville	OR	97128	United States	2025-11-23
Carly Gallagher Baugh	McMinnville	OR	97128	United States	2025-11-23
Cameryn Rowe	Mcminnville	OR	97301	United States	2025-11-23
Teresa Clinton	McMinnville	OR	97128	United States	2025-11-23
Melanie Byers-Jones	McMinnville	OR	97128	United States	2025-11-23
Samantha McMillan	McMinnville	OR	97128	United States	2025-11-23
Sabrina Lobatos	McMinnville	OR	97128	United States	2025-11-23
Jessica Martinez	McMinnville	OR	97128	United States	2025-11-23
Matt Brisbin	McMinnville	OR	97128	United States	2025-11-23
Joseph Mohler	Portland	OR	97214	United States	2025-11-23
Douglas Bassett	McMinnville	OR	97128	United States	2025-11-23
John Paul	Los Angeles	CA	90060	United States	2025-11-23
Michelle Tierce	McMinnville	OR	97128	United States	2025-11-23
Ralph Bentley	Philadelphia	PA	19130	United States	2025-11-23
Allie Bisset	McMinnville	OR	97128	United States	2025-11-23
Ben Stuart	McMinnville	OR	97128	United States	2025-11-23
Carmen Rivera	Salem	OR	97304	United States	2025-11-23
Michella DiBetta	Salem	OR	97317	United States	2025-11-23
Raelynn Dent	McMinnville	OR	97128	United States	2025-11-23
Vickie Everingham	McMinnville	OR	97128	United States	2025-11-23

Sara Valdes	Lafayette	OR	97127	United States	2025-11-23
Gracie Scott	Portland	OR	97210	United States	2025-11-23
Ashley Solis	Newberg	OR	97132	United States	2025-11-23
Veronica Nunez	Salem	OR	97306	United States	2025-11-23
Rebecca Kramer	Gaston	OR	97119	United States	2025-11-23
Sharon Smith	McMinnville	OR	97128	United States	2025-11-23
Larry Cook	McMinnville	OR	97128	United States	2025-11-23
Lonni Landaker	Lafayette	OR	97127	United States	2025-11-23
Riley Hoyt	Salem	OR	97306	United States	2025-11-23
Miriam Sangabriel	Portland	OR	97217	United States	2025-11-23
Madeleine Rowan-Dav	McMinnville	OR	97128	United States	2025-11-23
Brittany Rowles	McMinnville	OR	97128	United States	2025-11-23
Ezra Miller	McMinnville	OR	97128	United States	2025-11-23
Sonia Martinez	McMinnville	OR	97128	United States	2025-11-23
Gerald Smith	McMinnville	OR	97128	United States	2025-11-23
Jorge Dominguez	McMinnville	OR	97128	United States	2025-11-23
Nataly Cruz Trapala	Eugene	OR	97401	United States	2025-11-23
Ashley Magarin	McMinnville	OR	97128	United States	2025-11-23
Travis Bonilla	McMinnville	OR	97128	United States	2025-11-23
Kate Bonilla	McMinnville	OR	97128	United States	2025-11-23
Marilyn Juarez	Amity	OR	97101	United States	2025-11-23
Matthew Hawkins	McMinnville	OR	97128	United States	2025-11-23
Jaime Bedard	McMinnville	OR	97128	United States	2025-11-23
Amanda Roelant	McMinnville	OR	97128	United States	2025-11-23
Lynn Hoke	McMinnville	OR	97128	United States	2025-11-23
Angelica Campos-Hea	Willamina	OR	97396	United States	2025-11-23
Jeremy Lou Lou Castr	Tigard	OR	97223	United States	2025-11-23
Devin Thacker	McMinnville	OR	97128	United States	2025-11-23
Jessica Miller	Everett	WA	98208	United States	2025-11-23
Lindy Dugan	Richmond	CA	94801	United States	2025-11-23
Jonathan Inonueri	McMinnville	OR	97128	United States	2025-11-23
Katie Elliott	McMinnville	OR	97128	United States	2025-11-23

Madeline Gibson	McMinnville	OR	97128	United States	2025-11-23
Leigha Hill	McMinnville	OR	97128	United States	2025-11-23
Walter Want	Newberg,	OR	97132-6122	United States	2025-11-23
Kathleen Pratt	McMinnville	OR	97128	United States	2025-11-23
Melissa Thatcher	Yamhill	OR	97148	United States	2025-11-23
Sonja Rodriguez	Carlton	OR	97111	United States	2025-11-23
Allison Schmiedel	McMinnville	OR	97128	United States	2025-11-23
Christina Seward Chris	McMinnville	OR	97128	United States	2025-11-23
Rebecca Holland	McMinnville	OR	97128	United States	2025-11-23
Darcy Reynolds	McMinnville	OR	97128	United States	2025-11-23
Natalie Valdes	McMinnville	OR	97128	United States	2025-11-23
francisco villanueav	Portland	OR	97229	United States	2025-11-23
Elizabeth Gatzke	Sheridan	OR	97378	United States	2025-11-23
Sue Messner	McMinnville	OR	97128	United States	2025-11-23
Kim Williams	McMinnville	OR	97128	United States	2025-11-23
Michelle Russell	Hillsboro	OR	97123	United States	2025-11-23
Liam Stary	Salem	OR	97304	United States	2025-11-23
Elvia Diaz	McMinnville	OR	97128	United States	2025-11-23
Luke Zimmerman	McMinnville	OR	97128	United States	2025-11-23
Levi Laws	McMinnville	OR	97128	United States	2025-11-23
Kathryn Gates	McMinnville	OR	97128	United States	2025-11-23
Michele Rodocker-Cur	McMinnville	OR	97128	United States	2025-11-23
Denielle Van winke	McMinnville	OR	97128	United States	2025-11-24
Kourtney Wessels	McMinnville	OR	97128	United States	2025-11-24
Sara Wiesner	Portland	OR	97216	United States	2025-11-24
William Fender-Westw	McMinnville	OR	97128	United States	2025-11-24
Jadira Ayar	McMinnville	OR	97128	United States	2025-11-24
Shaun Mumma	McMinnville	OR	97128	United States	2025-11-24
Michelle Lusher	Mcminnville	OR	97128	United States	2025-11-24
Zayden Walter	McMinnville	OR	97128	United States	2025-11-24
Krista Merlier	McMinnville	OR	97128	United States	2025-11-24
Robin Dixon	McMinnville	OR	97128	United States	2025-11-24

Evangelina Grimaldo	McMinnville	OR	97128	United States	2025-11-24
Meagan Briery	Amity	OR	97101	United States	2025-11-24
Marcie A Rosenzweig	McMinnville	OR	97128-9066	United States	2025-11-24
Nancy Morrow	McMinnville	OR	97128	United States	2025-11-24
Tracy Morrow	McMinnville	OR	97128	United States	2025-11-24
Pamela Varuska	Carlton	OR	97111	United States	2025-11-24
Yarely Jimenez	McMinnville	OR	97128	United States	2025-11-24
Elena Garcia	McMinnville	OR	97128	United States	2025-11-24
Ermelinda Espinoza Ga	McMinnville	OR	97128	United States	2025-11-24
Jodi Garcia	McMinnville	OR	97128	United States	2025-11-24
marisol horta-barajas	Carlton	OR	97111	United States	2025-11-24
Bethany DeMauro	Dallas	OR	97338	United States	2025-11-24
Jessica Garcia	McMinnville	OR	97128	United States	2025-11-24
Schantae Garcia	McMinnville	OR	97128	United States	2025-11-24
Saraswati Kibit	McMinnville	OR	97128	United States	2025-11-24
Max Hill	McMinnville	OR	97128	United States	2025-11-24
Misa Monroy	McMinnville	OR	97128	United States	2025-11-24
Santos Garcia	McMinnville	OR	97128	United States	2025-11-24
Diane Goodman	McMinnville	OR	97128	United States	2025-11-24
Janete Ramirez Stone	Portland	OR	97224	United States	2025-11-24
Jennifer Lyon	McMinnville	OR	97128	United States	2025-11-24
Dan Duryee	McMinnville	OR	97128	United States	2025-11-24
David Bates	McMinnville	OR	97128	United States	2025-11-24
Catherine Nielsen	McMinnville	OR	97128	United States	2025-11-24
George S Zakaib, MD	McMinnville	OR	97128	United States	2025-11-24
Sharon Chadwick	South Jordan	UT	84095	United States	2025-11-24
Becky Shebiel	McMinnville	OR	97128	United States	2025-11-24
Kristie Cavaness	Milwaukie	OR	97222	United States	2025-11-24
Garza Richelle	McMinnville	OR	97128	United States	2025-11-24
Hayden Stults	McMinnville	OR	97128	United States	2025-11-24
Araceli Minero	McMinnville	OR	97128	United States	2025-11-24
Kathryn Valach	McMinnville	OR	97128	United States	2025-11-24

Cooper Rich	McMinnville	OR	97128	United States	2025-11-24
Opal Primozich	McMinnville	OR	97128	United States	2025-11-24
Jude Becher	McMinnville	OR	97128	United States	2025-11-24
caitlin zimbrick	McMinnville	OR	97128	United States	2025-11-24
Jean Hannon	McMinnville	OR	97128	United States	2025-11-24
Nancy Tinnes	McMinnville	OR	97128	United States	2025-11-24
Mackenzie Webster	Willamina	OR	97396	United States	2025-11-24
Kayla Stockdale	McMinnville	OR	97128	United States	2025-11-24
Kathleen Kollasch	Portland	OR	97214	United States	2025-11-24
Ukiah Halloran-Steiner	McMinnville	OR	97128	United States	2025-11-24
Ames Bierly	McMinnville	OR	97301	United States	2025-11-24
Lakeyn Westby	McMinnville	OR	97128	United States	2025-11-24
Lindsey Cohen	McMinnville	OR	97128	United States	2025-11-24
Tracy Palmer	McMinnville	OR	97128	United States	2025-11-24
Julia Primozich	McMinnville	OR	97128	United States	2025-11-24
Margaret Bowman	McMinnville	OR	97128	United States	2025-11-24
Kellen Reed	McMinnville	OR	97128	United States	2025-11-24
Olivia Bowman	McMinnville	OR	97128	United States	2025-11-24
Kade Matlack	McMinnville	OR	97128	United States	2025-11-24
skyla valencia	Amity	OR	97101	United States	2025-11-24
AnnaClaire Bowman	McMinnville	OR	97128	United States	2025-11-24
Emily Sparrow	McMinnville	OR	97128	United States	2025-11-24
Jamie J	McMinnville	OR	97128	United States	2025-11-24
Miranda Bass	Gaston	OR	97119	United States	2025-11-24
Gloria Lutz	McMinnville	OR	97128	United States	2025-11-24
Nicole Strandberg	Beaverton	OR	97008	United States	2025-11-24
Dennis Quenneville	McMinnville	OR	97128	United States	2025-11-24
Jesus Navarrete	McMinnville	OR	97128	United States	2025-11-24
Addie Romo	McMinnville	OR	97128	United States	2025-11-24
Rodolfo Ceja Montes	McMinnville	OR	97128	United States	2025-11-24
Kailee Barlow	McMinnville	OR	97128	United States	2025-11-24
Jennifer Guerrero	McMinnville	OR	97128	United States	2025-11-24

Maya Altree	McMinnville	OR	97128	United States	2025-11-24
Jennifer House	McMinnville	CA	97128	United States	2025-11-24
Johnna Galvez	Albany	OR	97322	United States	2025-11-24
Ava Bizon	McMinnville	OR	97128	United States	2025-11-24
Kasen Paolo	Mcminnville	OR	97128	United States	2025-11-24
Ellia Paolo	McMinnville	OR	97128	United States	2025-11-24
Renee Dolphin	Sherwood	OR	97140	United States	2025-11-24
Barbara Herzog	Laguna Wood	CA	92637	United States	2025-11-24
Parker Barsotti	McMinnville	OR	97128	United States	2025-11-24
Yvette Romo	McMinnville	OR	97128	United States	2025-11-24
Doreen Thirkell	Lincoln City	OR	97367	United States	2025-11-24
Kai Freitas	McMinnville	OR	97128	United States	2025-11-24
Kim Maas	McMinnville	OR	97128	United States	2025-11-24
Danielle Law	McMinnville	OR	97128	United States	2025-11-24
sebastian carrillo	McMinnville	OR	97128	United States	2025-11-24
Elyshia Reis	Beaverton	OR	97006	United States	2025-11-24

Name	City	State	Postal	Code	Count	Commer	Date	Comment
Fiona	Gwozd:	McMinnvil	OR	97128	United	States	2025-11	'Our community needs to stand up against these fascists!'
Daryll	Mancill	Corpus	Christi	TX	####	United	States	'As an educator working in local schools, children deserve peace in knowing their parents will be there when they get home, and parents deserve the peace of knowing their kids won't be kidnapped during school. Our community members deserve to know they are safe to continue being a valued and protected part of our town.'
Yuya	Matsud	Yamhill	OR	97148	United	States	2025-11	'No human being is inherently "illegal" in and of themselves. To think otherwise is ignorant. We as US citizens are GUARANTEED certain "rights" (if we can call them rights anymore) by our Constitution. ICE is unabashedly breaking the law of the land without care. I hope when the pendulum swings the other way (as it has over and over again), these agents understand that "I was just following orders" won't work in a court of law. And in the court of opinion, they will be known as being on the wrong side of history.'
Asher	Sarver	McMinnvil	OR	97128	United	States	2025-11	'MY FRIEND SHOULD NOT HAVE TO WORRY ABOUT BEING KIDNAPPED BY ICE FOR SIMPLY EXISTING AS A BROWN PERSON!!'
Brayde	Schutte	Lafayette	OR	97127	United	States	2025-11	'Fuck ice! What happened to this being the land of the free??"
hunter	bunter	MCMINNV	OR	97128	United	States	2025-11	'The kidnapping of U.S Citizens is completely unjust and cruel and unusual punishment.'
Aurrely	Tarozzi	Portland	OR	97219	United	States	2025-11	'I honestly don't even understand why all of this is such a big deal like we're all on stolen land anyways? Seeing my classmates get taken by ice honestly just makes me fear going to school, leaving my house, and doing things I need to get done as a human because I'm scared Ice is going to mess with me'
Lucyan	Monje	McMinnvil	OR	97128	United	States	2025-11	'We want our children to feel safe. We don't want ICE in our city and county. They are terrorizing us. We are not criminals.🥺'
Nadya	King	Mcminnville		97128	United	States	2025-11	'McMinnville families need to feel is safe to send their children to school. ICE has no business intimidating and seizing US born citizens in our community. No business ignoring due process for ANY resident! My granddaughter was in school with the recent detainee's older sister, and my younger grandchildren are concerned for their friends' safety. They ask why the color of someone's skin makes a difference in how they are treated?"
Eric	Gabriel	McMinnvil	OR	97128	United	States	2025-11	'This has to stop'
Alejan	Martine	McMinnvil	OR	97128	United	States	2025-11	'Here is a strong, professional, and community-focused message: □ In McMinnville, it is unacceptable for ICE to target individuals based solely on skin color. Such actions are not lawful enforcement — they are discriminatory practices that violate civil rights, erode public trust, and inflict lasting harm on our community. Our local institutions — the McMinnville Police Department, Yamhill County Sheriff's Office, and Oregon State Police — have a responsibility to protect all residents from unjust targeting and to uphold the principles of fairness, equality, and due process. When local law enforcement stands firmly against discrimination, they strengthen community safety, reinforce constitutional values, and ensure that every person in McMinnville is treated with dignity and respect.'
Christi	Van	Steenberg	McMinn	OR	####	United	States	'McMinnville is the great community it is because of the people who live & work here, including immigrants (papers or no papers). We must stand against the cruelty & fear being forced upon our community.'
David	Bates	Mcminnvil	OR	97128	United	States	2025-11	'Unmarked vehicles, masked "officers' whose identities are not disclosed, virtually no accountability ... ICE resembles not so much a legitimate law enforcement agency worthy of respect and public support as it does a domestic terror organization. I don't want Stephen Miller's stormtroopers in my city, and when I join other citizens in saying so, I want my elected officials to stand with me, because it's on your watch that they're terrorizing citizens and wrecking lives. Will you?'

ENTERED INTO THE RECORD
DATE RECEIVED: 11.26.2025
SUBMITTED BY: Jessica Hage
SUBJECT: Public Comment

From: Mayor Kim Morris
To: Claudia Cisneros
Subject: FW: Respond to the ICE detentions in Mac
Date: Wednesday, November 26, 2025 12:46:24 PM
Attachments: image001.png

City of McMinnville
Mayor Kim Morris
Kim.Morris@mcminnvilleoregon.gov

From: Daniel Tucholsky <Daniel.Tucholsky@mcminnvilleoregon.gov>
Sent: Wednesday, November 26, 2025 11:07 AM
To: Jessica Hage [redacted]
Cc: Mayor Kim Morris <Kim.Morris@mcminnvilleoregon.gov>; Sal Peralta <Sal.Peralta@mcminnvilleoregon.gov>; Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>; Zack Geary <Zack.Geary@mcminnvilleoregon.gov>; Jessica Payne <Jessica.Payne@mcminnvilleoregon.gov>; Scott Cunningham <Scott.Cunningham@mcminnvilleoregon.gov>; Adam D. Garvin <Adam.D.Garvin@mcminnvilleoregon.gov>; Vicki Hedges <Vicki.Hedges@mcminnvilleoregon.gov>
Subject: RE: Respond to the ICE detentions in Mac

Hi Jessica,

Hi Jessica,

Thank you for your message. First, I want to apologize for the misrepresentation of your position with Henderson House in my earlier email. That was incorrect, and I appreciate you clarifying it.

Regarding the statements about my conduct: I want to be clear that what was shared with you is hearsay. I did not have a student at the library, nor did I leave with a student from the protest. It's possible I was mistaken for someone else, especially given how many people were present.

I also understand that you were relaying impressions from students, and I don't doubt that some felt uncomfortable in a tense and emotional moment. Like many others who were there, I filmed the general scene to understand what was happening after receiving concerning information from my son. At no point did I approach, confront or speak with any protesting student.

I appreciate your acknowledgment of the frustration you were feeling when you composed your email and your willingness to address this directly. My hope is that going forward, we can all work from verified information rather than secondhand accounts, especially when minors are involved.

Thank you again for the clarification, and I look forward to constructive communication as the City responds to the broader concerns impacting our community.
Sincerely,

Dan
Responding as a Parent
971-517-0242 (Cell)

From: Jessica Hage [redacted]
Sent: Wednesday, November 26, 2025 10:52 AM
To: Daniel Tucholsky <Daniel.Tucholsky@mcminnvilleoregon.gov>
Cc: Mayor Kim Morris <Kim.Morris@mcminnvilleoregon.gov>; Sal Peralta <Sal.Peralta@mcminnvilleoregon.gov>; Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>; Zack Geary <Zack.Geary@mcminnvilleoregon.gov>; Jessica Payne <Jessica.Payne@mcminnvilleoregon.gov>; Scott Cunningham <Scott.Cunningham@mcminnvilleoregon.gov>; Adam D. Garvin <Adam.D.Garvin@mcminnvilleoregon.gov>; Vicki Hedges <Vicki.Hedges@mcminnvilleoregon.gov>
Subject: Re: Respond to the ICE detentions in Mac

This message originated outside of the City of McMinnville.

Hi Dan,

Thank you for your response, I am not currently nor have I ever been the director of Henderson House.

My use of the word “menacingly” was based on impressions from students who were made uncomfortable by the way you engaged at the protest. I can imagine it was unsettling to find that the protest was organized and led by students if you were under the impression that it was led by leaders within the school.
Watching you film the events and then leave with your student was interpreted as lack of support of the message behind the protest.

I did share this in the heat of my frustration with the city’s lack of response, and I apologize that

this made you feel attacked.

I look forward to the city's response to these events and support of the members of our community who are actively being harmed.

Jessica

On Wed, Nov 26, 2025 at 10:39 Daniel Tucholsky <Daniel.Tucholsky@mcminnvilleoregon.gov> wrote:

> Jessica,
>
> I am responding only as a parent.
>
> The statements you have now publicly made about me, that I "menacingly filmed the faces of MHS teens" and "pulled my child from the protest", are factually incorrect. At no point did I approach, confront, or intimidate any student. I received an alert that my son had left campus, I instructed him to return to school and I went downtown briefly to understand what was happening because the narrative I was given from my son was the protest was being led by the Principal and teachers which I found was false.
>
> While there, I recorded the general scene, as many other adults and media were doing. Nothing about my conduct was threatening or directed at any individual student.
> Your email also publicly referenced my minor child in a method that was both inaccurate and unnecessary. In your role as the Director of Henderson House I would have expected more care and responsibility before including hearsay about my child in a mass message to public officials; you can do better.
>
> I am requesting that you retract the libelous statement you made about me, as it is untrue and I have video to prove this is untrue. I expect that any future concerns you choose to raise will be based on verified information and will not involve my child.
>
> Sincerely,
>
> Dan Tucholsky
> Responding as a parent
> 971-517-0242
>
> ---
>
> **From:** Jessica Hage [redacted]
> **Sent:** Wednesday, November 26, 2025 9:38 AM

To: Mayor Kim Morris <kim.morris@mcminnvilleoregon.gov>
Cc: Sal Peralta <Sal.Peralta@mcminnvilleoregon.gov>; Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>; Daniel Tucholsky <Daniel.Tucholsky@mcminnvilleoregon.gov>; Zack Geary <Zack.Geary@mcminnvilleoregon.gov>; Jessica Payne <Jessica.Payne@mcminnvilleoregon.gov>; Scott Cunningham <Scott.Cunningham@mcminnvilleoregon.gov>
Subject: Respond to the ICE detentions in Mac

This message originated outside of the City of McMinnville.

Mayor Morris,

My name is Jessica Hage, I am a McMinnville resident. I am writing because the lack of response from your office regarding the detentions in McMinnville and Yamhill County is damaging and adding to community fear.
Quite frankly, the only response we've seen so far was from Councilor Tucholsky, who menacingly filmed the faces of our MHS teens who were protesting on Monday and pulled his own child from the protest.

Families in our community are living in crisis. They're afraid to go to work, the grocery store, doctor appointments, or even to the hospital when needed.
Students are arriving at school distracted, anxious, and unsure whether the adults responsible for their safety will be there when they get home.
Unidos Bridging Community has shared recent examples of community members being detained while shopping, working, and running daily errands — acts that send shockwaves of fear directly into the hearts of children who witness or hear about them.

You have not made a public statement of reassurance, guidance, or solidarity. That absence is noticed — and felt — by the youngest and most vulnerable members of our community.

I can tell you firsthand that when children experience fear, family instability, and public targeting, the trauma can last for years.
Your silence compounds that trauma.

The City's leadership has an obligation to respond when community safety and well-being are under attack. That includes emotional safety and the basic expectation that children can go to school, play outside, and move through daily life without fearing that someone in their family will be taken.

I am calling on you — and the full Council — to take the following actions immediately:

1. Issue a public statement acknowledging the detentions and their impact on families and children.

Residents need to hear from you that the City understands the severity of what is happening.

2. Publicly condemn enforcement actions that target people going about their daily lives.

Children should never have to fear that grocery shopping or dropping a sibling at school could result in a disappearance.

3. Clarify the City's position on local law enforcement coordination.

Families deserve to know whether city departments are participating, facilitating, or standing aside.

4. Meet with Unidos Bridging Community and with families who have been directly impacted.

Listen to the children, parents, and caregivers who are carrying this trauma.

Right now, the absence of leadership is deepening the emotional damage endured by families across Yamhill County. Our children deserve better. They deserve adults in positions of power who act when the community is hurting, not leaders who remain silent and hope the fear passes unnoticed.

I expect to see a response — from you and the Council — that reflects the gravity of what our community's children are living through today.

Sincerely,

Jessica Hage
McMinnville

ENTERED INTO THE RECORD
DATE RECEIVED: 11.28.2025
SUBMITTED BY: Sheila Barnes
SUBJECT: Public Comment

From: Sheila T Barnes
To: City Recorder Team
Subject: ICE/Law Enforceement
Date: Tuesday, December 2, 2025 10:34:07 AM

This message originated outside of the City of McMinnville.

November 28, 2025

McMinnville City Council:

As you all know, U.S. Immigration and Customs Enforcement (ICE) has been very prevalent in our community. Using facial recognition, drones and other technology, they have swooped in and accosted, arrested, and kidnapped members of our community. With no warrant, much less a judicial warrant, no ID as to who they are and when they grab the individual, that person is taken away and family members and friends are not told why or where. Some of these people are U.S. citizens. Many are in the process of gaining U.S. citizenship, which is expensive, complex and takes years. All of these individuals are humans who should be treated with dignity and fairness - two words that apparently are not in ICE agents' vocabulary.

At protests against ICE in our community and at the recent protest by Mac High Students, I have acted as a safety captain. To help make sure protestors are safe and allowed their freedom of speech. I de-escalate volatile situations should they occur. I feel what I am doing is important though at times I have felt I was not safe myself.

Protesting is a example of freedom of speech. Helping protestors is also freedom of speech.

I have been surprised that unlike other nearby towns that have taken actions to help protect the community members they serve, there has only been silence from the Mac leaders, including the mayor, to this invasion of federal bullies who believe they are above the law and care nothing for due process. Other Oregon towns are advocating for changes at the state and federal levels, declaring states of emergency, building on relationships with community-based organizations, and providing "Know Your Rights" and other immigration resources on these cities' web pages, among other actions.

I see McMinnville police officers at some of these protests. I personally saw several MPD officers show positive interaction with students during their Monday protest. However, do we know that MPD officers do not coordinate with ICE or support illegal actions that violate due process or civil rights? Has Mac leadership met and worked with Unidos Bridging Community concerning families who are dealing with the trauma of having a loved one kidnapped and taken away to who knows where. We have heard no announcements letting us know where Mac leadership stands.

Being silent does not mean you are not taking sides. It means that you are being complicit with these illegal activities and are a part of creating fear in the community.

I am asking for a public announcement about a plan for dealing with this current crisis.

Thank you.

Sheila Barnes
McMinnville, Oregon

ENTERED INTO THE RECORD
DATE RECEIVED: 12.01.2025
SUBMITTED BY: Lisa Krieger
SUBJECT: Public Comment

From: l.krieger3
To: Claudia Cisneros
Subject: Upcoming city council meeting: Please forward to city council.
Date: Monday, December 1, 2025 6:13:47 PM

This message originated outside of the City of McMinnville.

I believe in immigration . I believe everybody who wants to be here should have a chance. My past relatives came here for a better life. They came here legally. Our immigration system is broken, but I still feel, if you want to come here do it legally! If you came here 30, 40, or even 50 or more years, you're still came here illegally. Breaking laws of getting here should not be forgiven. Our ancestors didn't just come here without going through a process. I do not believe in sanctuary cities, states or anything else sanctuary. If traveling to another country, I need a VISA. If I overstay that visa, there will be consequences. Please do not allow federal laws to be overlooked and ignored. We, as a city/community should not be supporting illegal activity. Thank you, Lisa Krieger.

ENTERED INTO THE RECORD
DATE RECEIVED: 12.02.2025
SUBMITTED BY: Chaz Gibbins
SUBJECT: Public Comment

From: Charles G
To: Claudia Cisneros
Subject: To City Council : Please disperse
Date: Tuesday, December 2, 2025 12:12:58 PM

This message originated outside of the City of McMinnville.

Good morning Claudia! Hope all is well. Please disperse this among the Council and City Manager regarding the Dec 9th meeting.

Mayor and Members of the McMinnville City Council,

I am writing with concerns about the "Emergency Declaration" petition submitted on November 25th and the possibility that it may be brought forward in December.

This declaration asks the City to take actions that may confuse the public on the jurisdiction of local leadership, local law enforcement, and federal agencies. I also believe it opens The City of McMinnville up to future liability and escalates an already tense and confusing situation. I am particularly concerned an adoption of this sort would strain the public's relationship with local law enforcement, which the City and MPD have worked very hard to keep in good standing.

The petition also places unwarranted burdens on the City Employees and McMinnville Police Department without a demonstrated benefit to public safety or an influence on federal operations. The petition suggests, amongst other obligations;
- Mandating new training for ALL city employees
- Reporting Obligations
- Direct coordination with partisan advocacy groups
- Recurring staff duties, updates, and briefs

At a time when the City is facing budget constraints, increased demand on staffing and police administrative resources; symbolic actions of this nature risk confusing the public and diverting time and money away from core local responsibilities.

I respectfully urge the Council to avoid adopting any emergency declaration or similar measure that blurs the line between local and federal jurisdiction. A statement was already released by the City and I would recommend any statement that follows to be purely factual in nature so the citizens can fully understand the limits and restrictions placed on local police and sheriffs' departments under Oregon state laws.

Thank you for your attention to this matter,
Chaz Gibbins

ENTERED INTO THE RECORD
DATE RECEIVED: 12.02.2025
SUBMITTED BY: Angie Jones
SUBJECT: Public Comment

From: Angie Jones
To: Claudia Cisneros
Subject: Email to Mcminnville City Council
Date: Tuesday, December 2, 2025 9:25:23 PM

This message originated outside of the City of McMinnville.

McMinnville City Council,

There was a reason Remy Drabkin was effectively voted out of office. She and her practices did no favors to the City of McMinnville. In fact, her liberal antics actually caused irreparable harm to our sweet town. The homeless population exploded under her, and people were being verbally assaulted by the mentally ill on 3rd Street. Remy would love for our streets to look like the completely wrecked and wretched streets of Portland. We must reject this, just as the city rejected her so-called leadership. ENOUGH of listening to the obnoxious loudness of the very few. We need to preserve our city. We need to promote tourism and small business, not chase it out of town. We need to adhere to the laws of the United States and allow the federal government to handle the ILLEGAL aliens who do not belong in our country.

I personally live next to a family of LEGAL immigrants. They went through the proper channel to become LEGAL citizens. They did not disrespect the country or every American citizen by coming here illegally and pretending it's their right to be here. Federal law trumps all other law. Preserve McMinnville and STAY OUT of the liberal hysteria. Again, the city rejected that with the ousting of Remy Drabkin.

Angie Jones
[redacted]

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ENTERED INTO THE RECORD
DATE RECEIVED: 12.03.2025
SUBMITTED BY: Jonathan Polivka
SUBJECT: Public Comment

From: Zack Geary
To: Claudia Cisneros
Subject: Fw: Immediate Response Needed: The "leaders" of this town are failing to protect us from ICE
Date: Wednesday, December 3, 2025 2:01:31 PM
Attachments: image001.png

From: Daniel Tucholsky <Daniel.Tucholsky@mcminnvilleoregon.gov>
Sent: Wednesday, November 26, 2025 6:49 PM
To: Mayor Kim Morris <Kim.Morris@mcminnvilleoregon.gov>
Cc: Sal Peralta <Sal.Peralta@mcminnvilleoregon.gov>; Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>; Zack Geary <Zack.Geary@mcminnvilleoregon.gov>; Jessica Payne <Jessica.Payne@mcminnvilleoregon.gov>; Scott Cunningham <Scott.Cunningham@mcminnvilleoregon.gov>; Adam D. Garvin <Adam.D.Garvin@mcminnvilleoregon.gov>; Vicki Hedges <Vicki.Hedges@mcminnvilleoregon.gov>; Cord Wood <Cord.Wood@mcminnvilleoregon.gov>
Subject: RE: Immediate Response Needed: The "leaders" of this town are failing to protect us from ICE

Mayor Morris,

I'm forwarding this to all councilors so Jonathan Polivka's unprofessional email is included in the December 9 council packet. I will not be responding to this community member because this email is full of hate, disrespectful language and completely false allegations.

A response from me will not correct this behavior and will likely escalate his behavior.

Dan Tucholsky

City of McMinnville
Dan Tucholsky
City Councilor | Ward 2
971-517-0242 (Cell)
https://www.mcminnvilleoregon.gov/meetings

From: Jonathan Polivka [redacted]
Sent: Wednesday, November 26, 2025 5:44 PM
To: Mayor Kim Morris <Kim.Morris@mcminnvilleoregon.gov>
Cc: Sal Peralta <Sal.Peralta@mcminnvilleoregon.gov>; Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>; Daniel Tucholsky

<Daniel.Tucholsky@mcminnvilleoregon.gov>; Zack Geary <Zack.Geary@mcminnvilleoregon.gov>; Jessica Payne <Jessica.Payne@mcminnvilleoregon.gov>; Scott Cunningham <Scott.Cunningham@mcminnvilleoregon.gov>
Subject: Immediate Response Needed: The "leaders" of this town are failing to protect us from ICE

This message originated outside of the City of McMinnville.

Mayor Morris, (@kim.morris@mcminnvilleoregon.gov)

The City of McMinnville Public Statement is not going to cut it. (Attached)

My name is Jonathan Polivka, and I am a resident of McMinnville Oregon.

I am writing because the ongoing avoidance from your office regarding the recent abductions in Yamhill County is not only embarrassing, childish, and immoral but the ramifications of your avoidance is a growing rate of immeasurable harm to our fellow community members and neighbors. Worst of all, you are teaching a crystal clear message to our town's children that you do not care about their physical safety, well-being, dignity, or mental health.

As a reminder, families are being ripped apart. Children and parents are being abducted out of nowhere by masked goons-- the very same masked goons are driving erratically, harassing residents, brandishing firearms and disrupting the peace we are collectively trying to make accessible for all people in this small town.
As a reminder, you could fucking do something to help us, rather than sit back and play the burocratic/political pissing games that got our nation to this point in the first place. For the love of god, do *something*. Anything to aid this town and provide a shred more safety for its people would be better than your continued cowardice.

Families in our community are living in crisis, while you live in convenient silence. Children are waking up afraid their parents won't come home, while you sit in a seat of power and influence. Students are arriving at school distracted, anxious, and unsure whether the adults responsible for their safety are willing to stand up for them; all while you ostensibly wait for this crisis to blow over. It won't.

Unidos Bridging Community has shared clear accounts of people being detained while shopping, working, and running daily errands — acts that send shockwaves of fear directly into the hearts of children who witness or hear about them; teaching them the

lesson that they are not being protected as they deserve to be.

As a reminder, you have done NOTHING to help stop this. Not even the minimum. You have not made an honest and engaged attempt a public statement of reassurance, guidance, or solidarity. That absence is noticed. More than noticed, it is NOTED, and you will reap the social and political consequences of your ignorance lest you do something of import and service NOW.

Let me be absolutely clear:
When children experience fear, family instability, and public targeting, the trauma can last for years. Your silence compounds that trauma and teaches them they don't matter.

I have to ask Kim, do you even care?

The City's leadership has an obligation to respond when community safety and well-being are under attack. If you can not see that the time for this is now, then you are not just mute, but you are also blind and deaf and arguably dumb. If unidentified, masked, and armed goons are running around our town at the behest of our shit-for-brains clown president; harassing, harming, brutalizing, abducting and disrupting the lives of our fellow townspeople, does that not qualify as "under attack"? Well then, what the fuck does, Kim?
Not to mention this would also include emotional safety and the basic expectation that children can go to school, play outside, and move through daily life without fearing that someone in their family will be taken. Get with the proverbial social program, Kim, you are embarrassing us as a town.

Therefore, I am calling on you — and the full Council — to take the following actions immediately:

1. Issue a public statement acknowledging the detentions and their impact on families and children.

Residents need to hear from you that the City understands the severity of what is happening.

2. Publicly condemn enforcement actions that target people going about their daily lives.

Children should never have to fear that grocery shopping or dropping a sibling at school

could result in a disappearance.

3. Clarify the City's position on local law enforcement coordination.

Families deserve to know whether city departments are participating, facilitating, or standing aside.

4. Meet with Unidos Bridging Community and with families who have been directly impacted.

Listen to the children, parents, and caregivers who are carrying this trauma.

You might learn something. Maybe we will learn that you *do* have a heart, who knows.

Right now, the absence of leadership is deepening the emotional damage endured by families across Yamhill County. Our children deserve better. Much better. You have set a low bar in this regard.
They deserve adults in positions of power who act when the community is hurting, not leaders who remain silent and hope the fear passes unnoticed. You should be ashamed and worried. Your silence will lose this town in the end; you are not avoiding anything, simply prolonging the issue and putting the needed labor, leadership, and responsibility for safety on the shoulders of the very people you are here to serve and help protect.

I expect to see a valid and heartfelt response — from you and the Council — that reflects the gravity of what our community and community's children are living through today and what we can continue to expect from the feds in the future. The garbage statement you are passing around is pathetic.

Do your job - help this town. Help those in this town who are being scapegoated by a bigoted social and political system hell-bent on the continuing of white nationalism.

Facism will not take root in this town. If you are not willing to help then you can step down and get out of McMinnville's way.

As bluntly as I can possibly be,

- Jonathan Polivka

P.s.
@ **Daniel.Tucholsky@mcminnvilleoregon.gov,** I hear you allegedly like to take your phone out and film right up in the faces of all the highschoolers when they take a field trip to the Library? This true?
Kinda weird dude, not a good look. Word is that one of them was your kid too!? Sucks for him, to have you for a dad, that is.
So what brand of republican-fascist are you? Is it the pervert brand or the fascist-bootlicker brand? Or are you just sticking with volunteer/rent-a-cop? A combination of the three? lmk.

ENTERED INTO THE RECORD
DATE RECEIVED: 12.07.2025
SUBMITTED BY: Murilo Martins
SUBJECT: Public Comment

From: Murilo Martins
To: City Recorder Team
Subject: Public Comment - 12/9/25 McMinnville Council Meeting
Date: Sunday, December 7, 2025 2:25:03 PM

This message originated outside of the City of McMinnville.

Dear McMinnville City Council,

As a supporter of the recent Parks & Recreation bond, I'm deeply concerned that without timely investment in our pool, we may face a closure in the near future. Unlike Corvallis, which was able to shift year-round operations to an outdoor pool after its indoor pool failed, we do not have comparable backup options.

Losing the pool would have serious consequences for our community. Hundreds of 3rd graders could lose access to essential survival-swimming instruction, and the already high demand for swimming lessons would go unmet. For many families, this is not simply a recreational amenity but a matter of safety.

I had expected the bond to pass with a strong majority. Voters, however, expressed a different view, and I believe this moment calls for exploring two important questions in the months ahead:

1. Is forming a Parks & Recreation district a viable option?

- Communities such as Amity, Dayton, Sheridan and others rely heavily on McMinnville's services.
- Many supporters of the bond were unable to vote simply because they live just outside city boundaries.
- If investing in a modern recreation facility is too large a financial burden for McMinnville alone, a regional P&R district may be worth serious consideration.
- Some of the most successful P&R systems in Oregon operate as districts, and our region appears well-suited for this model.

2. Can we obtain an unbiased, detailed assessment of the cost to extend the life of our existing pool by 15–20 years?
Such an assessment should come from consultants or contractors who specialize in renovation, not from firms that stand to profit more from new construction. A clear understanding of realistic repair and upgrade costs is essential for informed decision-making.

Thank you for your time and for your continued efforts to support the well-being of our community. I hope our community can work together to keep these critical services accessible for years to come.

Murilo Martins

McMinnville High School
Co-Head Swim Coach
[redacted]
McMinnville, OR
[redacted]

ENTERED INTO THE RECORD
DATE RECEIVED: 12.09.2025
SUBMITTED BY: Joseph Polivka
SUBJECT: Public Comment

Mayor Morris and McMinnville City Council,

It is my opinion, that our country is in a state of emergency due to the unlawful and unconstitutional usurpation of power by our President, and his corrupt and ill-fit administration. No longer can one honestly observe the behaviors of our elected federal officials from one political viewpoint or another. This is not a party issue, but a human rights and ethics issue. Immigration and Customs Enforcement, under the direct instruction of our President, is attacking brown bodies, Latino communities specifically. It would be convenient if these actions were limited to a distant part of the country, but no, freedom is being threatened in our community, in our streets. Once, this country boasted freedom as its chief priority—a land for the immigrant, the separatist, the bold and the brash. I suggest we as a community, return to that promised ideology and put it in practice. How can McMinnville do their part?

1. We can be loud and proud about the State of Oregon's Sanctuary Status. As a town, we could wear it like a badge of honor. Again, freedom belongs to those that claim it.
2. We can reallocate the unused funds of our police department, specifically the unfilled salaries that are on the books, towards rapid response to ICE agents in our town, or for financial relief for families that have been acutely affected by federal aggression. We could create a city task force to defend our own, or simply donate those funds to local organizations such as Unidos Bridging Communities. These budget lines that are going unused by our cops, would again find a way to defend and protect our community.
3. We could, as county seat, set lines of communication and aid with the other county towns and cities—establishing stronger resistance to federally armed thugs. This would provide a model for other Counties and States, on how to prioritize coalition and not division—to avoid licking the boot.

There is never any better time than the present, to stand with human beings, and against fear, against the dollar, and against fascism. The land of the free, should be free to roam, and free for all. American consciousness has fallen so far, that we forget the virtues that put fire in our soul, direction in our steps, and conviction in our words. If not this year, then in the coming years, I will ensure progress is made towards freedom, and towards virtues such as defending the poor, standing with the aggressed, and sharing with the less fortunate. I will do this with or without you, but I won't do it alone. It takes a community resolute and people working together. Think on it.

Thank you,

Joseph Polivka

ENTERED INTO THE RECORD
DATE RECEIVED: 12.08.2025
SUBMITTED BY: Sandra Atwood
SUBJECT: Public Comment

From: Sandra Atwood
To: Claudia Cisneros; City Recorder Team
Subject: Meeting packet submission
Date: Monday, December 8, 2025 12:04:01 PM
Attachments: We sent you safe versions of your files.msg
Sandra Atwood_251118_130929.pdf
Void order.pdf

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

This message originated outside of the City of McMinnville.

Hello Council, Adam, and Mayor Morris,

After hearing and seeing Mr. Ligtenberg's recent department briefing to you where he described my dog case, his mischaracterizations and factual inaccuracies in his description inspired me to provide some proof and evidence of what is REALLY going on in the court and with the city's judicial department, which I will contextualize more in person tomorrow.

Thank you,

Sandra Atwood
[redacted]

(6) If no keeper appears to redeem a dog within the allotted time, the dog may be killed in a humane manner. The dog control board or county governing body may release the dog to a responsible person upon receiving assurance that the person will properly care for the dog and upon payment of a sum established by the county governing body plus cost of keep during its impounding, and purchase of a license if required. The person shall thereafter be the keeper of the dog for purposes of ORS 609.035 (Definitions for ORS 609.035 to 609.110 and 609.990) to 609.110 (Dog License Fund).

Wednesday, Oct 8 • 7:03 AM

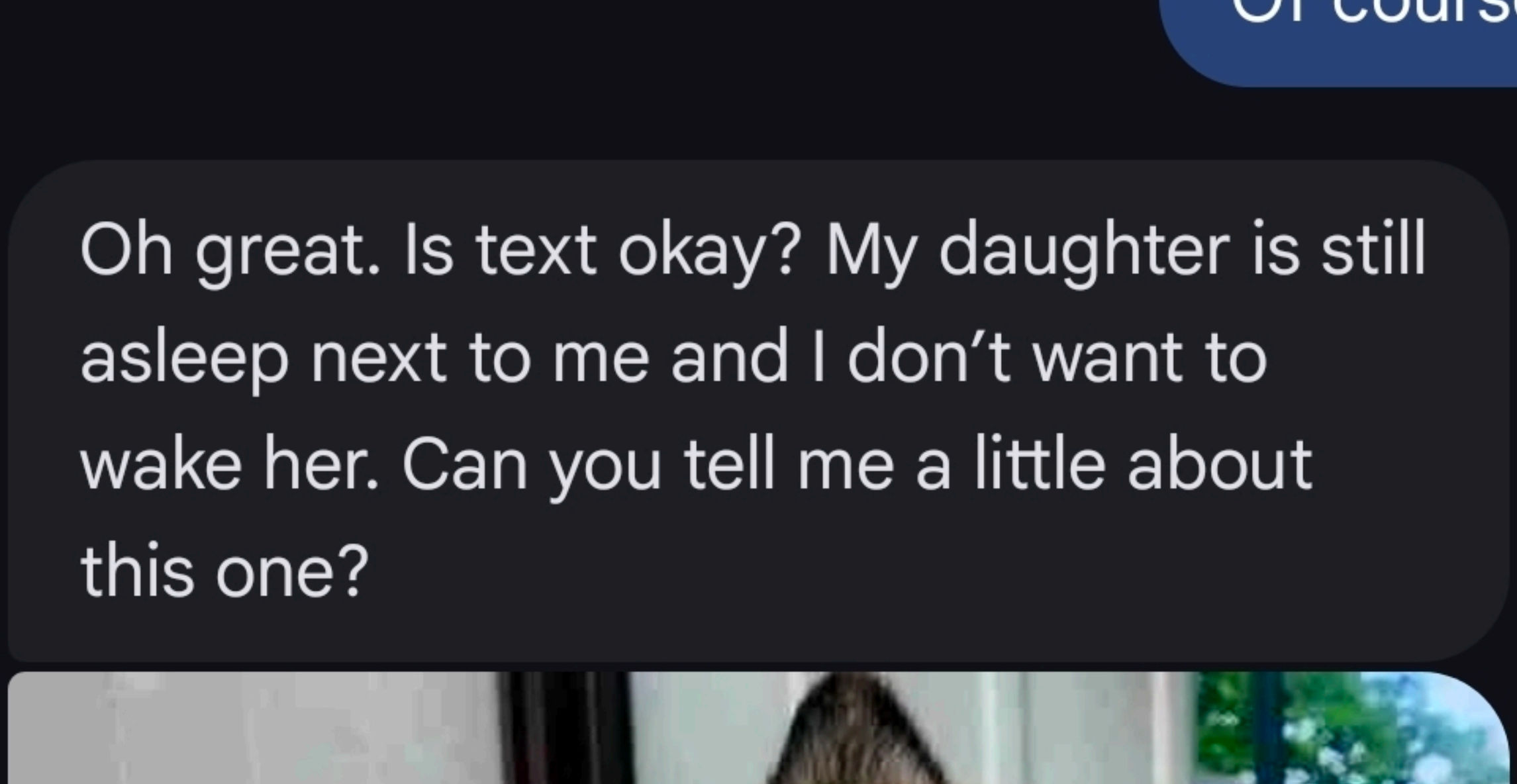
RCS chat with [redacted]

Hi Sandra, apologies for the early morning text. I was hoping to chat with you about one of your wolf dogs that ended up at a rescue and I am considering adopting. Do you have a second to talk this morning?

My name is [redacted] by the way.

Of course

Oh great. Is text okay? My daughter is still asleep next to me and I don't want to wake her. Can you tell me a little about this one?



RCS message

JUN 16 AT 4:58 PM

What kind of home am I looking for for these two? What do they need and want to make them thrive?

Darko needs a buddy, best friend to follow everywhere. He is a lap dog

Edited

I've separated them to see if they have to be together and it seems like Darko is fine separated from his brother
Although he does love him . And Chaote seems more dependent on darko, but like as long as he has another dog that he likes, he will be fine. I think they will be healthier split as the codependence will be broken and they can gain self confidence

Oh, they aren't brothers

I just mean in the sense that they are from the same household

Oh gotcha

Message

Added on 12.10.2025

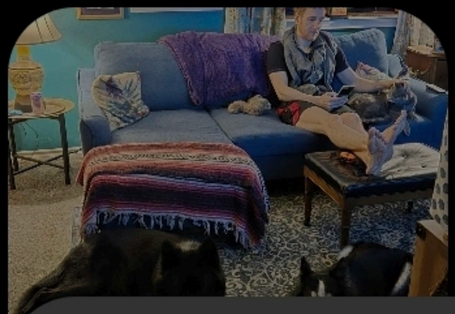


JUL 31 AT 12:32 PM

He's perfect for a first wolfdog even

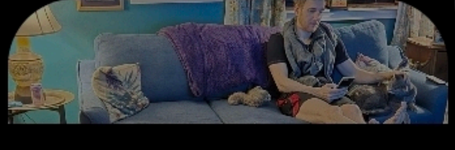
Seen

Marra replied to themself



This isn't their first WolfDog, but it's their only one at the moment the other dog obviously is not

Marra replied to th elf



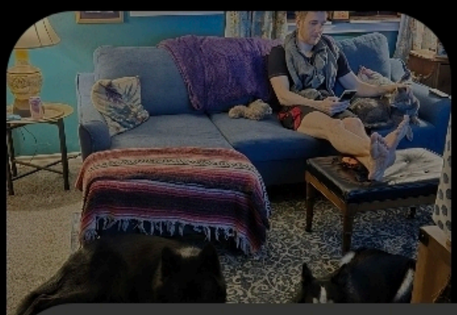
Message

Added on 12.10.2025



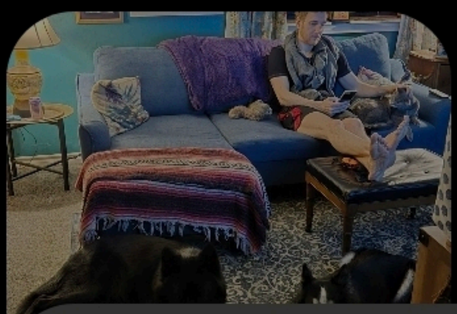
He's perfect for a first wolfdog even

Marra replied to themself



This isn't their first WolfDog, but it's their only one at the moment the other dog obviously is not

Marra replied to themself



Their last one passed of old age

Edited

I definitely wanted an home/ indoor situation for him as he loves being with his people

100%

Thank you

❤️

Message

Added on 12.10.2025
6 of 39

IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF YAMHILL

FILED
NOV 17 2025
Yamhill County Court

SANDRA ATWOOD, Petitioner,

V.

CITY OF McMINNVILLE, and THE McMINNVILLE MUNICIPAL COURT, Respondents.

Case No. 25CV61186

PETITION FOR WRIT OF REVIEW AND ORS 21.135(1)(2)

EMERGENCY MOTION FOR TEMPORARY RESTRAINING ORDER

PETITION FOR WRIT OF REVIEW

Petitioner, Sandra Atwood, respectfully petitions this Court pursuant to ORS 34.010–34.100 for issuance of a Writ of Review to examine the actions of the McMinnville Municipal Court and City of McMinnville in ordering the euthanasia and ownership transfer of Petitioner's two dogs, Totem and Pearl.

1. The McMinnville Municipal Court entered orders on November 5th, 2025, authorizing the City to euthanize Petitioner's dogs (Exhibit 3). The order was withdrawn, and ownership transfer was granted in a new case, Administrative case 25AD002 (Exhibit 4), which in all purposes serves as ex parte action, and subverts Petitioner's right to a forfeiture hearing.

2. The Municipal Court refused to hear Petitioner's motions for equitable relief, refused to permit withdrawal of guilty pleas pursuant to ORS 135.390(5), and denied Petitioner's motions (Exhibits 1 and 2) contesting disputed kennel fees and non-performance of negotiated plea terms.

3. Petitioner alleges that the Municipal Court exceeded its jurisdiction and acted contrary to law and ethics by allowing Petitioner's dogs to be placed and kept in an unauthorized kennel, blocking redemption of non violent dogs that had no associated pending charges, allowing the city to breach negotiated plea terms and assert added penalties at sentencing, denying Petitioner's statutory right to withdraw her guilty pleas, refusing to hear motions based on a Defendant's pro se status, sentencing Defendants with prejudice and information not on the record.

Added on 12.10.2025
7 of 39
Amended on 12.10.2025
87 of 497

4. The Respondents in this case wrongfully equated a signed euthanasia order with animal ownership forfeiture, which is not supported by Oregon Law. There was no ownership forfeiture hearing or deadline given to redeem Pearl and Totem from impound, two things that are required to release a dog to a third party.

5. The Respondents are not a "dog control board" or a "county governing body" therefore do not have jurisdiction to enact the authority in ORS 609.090(6)

6. Petitioner has no plain, speedy, or adequate remedy other than a writ of review. The City's unlawful actions must be voided to avoid creating irreparable harm to innocent animals and their family, and to avoid a gross miscarriage of justice.

7. Petitioner requests that this Court issue a Writ of Review, examine the record of the Municipal Court, and grant the requested relief.

WHEREFORE, Petitioner respectfully requests:

a. Issuance of a Writ of Review under ORS 34.040;

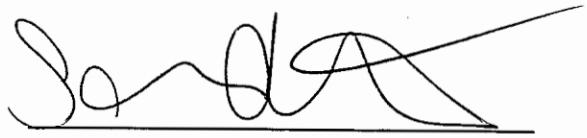
b. Void McMinnville Municipal Court Administrative Case No 25AD002;

c. An immediate temporary restraining order barring the municipal court from altering or disposing of petitioner's dogs, Pearl and Totem;

d. Order the Municipal Court to issue a modified judgment in alignment with precedent, Municipal Code and Oregon Statute.

e. Such other relief as the Court deems just and proper.

Respectfully submitted this 17th day of November 2025.



Sandra Atwood, Pro Se

[redacted]

IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF YAMHILL

SANDRA ATWOOD, Petitioner,

V.

CITY OF McMINNVILLE, and THE McMINNVILLE MUNICIPAL COURT, Respondents.

Case No. _____

EMERGENCY MOTION FOR TEMPORARY RESTRAINING ORDER

Pursuant to ORCP 79(A)(1), Petitioner moves this Court for an Emergency Temporary Restraining Order enjoining the City of McMinnville and any agents, employees, or contractors from euthanizing, transferring, or otherwise disposing of Petitioner's dogs pending resolution of her Petition for Writ of Review.

Immediate and irreparable harm will occur if the dogs are destroyed, altered or transferred before judicial review.

Petitioner has a strong likelihood of success on the merits because the Municipal Court's order exceeded its lawful authority, denied procedural due process, and conditioned property redemption on unlawful fees.

The balance of equities and public interest favor preserving the status quo until judicial review can occur.

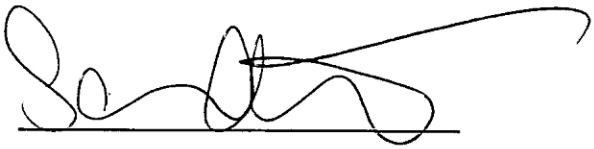
VERIFICATION

Added on 12.10.2025
9 of 39

Amended on 12.10.2025
89 of 497

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Dated this 17th day of November, 2025.



Sandra Atwood, Petitioner, pro se

Added on 12.10.2025
10 of 39

Amended on 12.10.2025
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CERTIFICATE OF SERVICE:

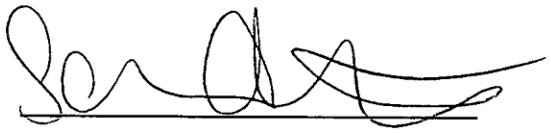
I certify that on November 17th, 2025, I served a copy of this Petition and Motion on the City Attorney for the City of McMinnville, David Ligtenberg, and the McMinnville Municipal Court by Email and hand delivery at:

David.Ligtenberg@mcminnvilleoregon.gov municipalcourt@mcminnvilleoregon.gov

And,

230 Northeast 2nd Street

McMinnville, Oregon, 97128



Sandra Atwood

[redacted]

Added on 12.10.2025
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Amended on 12.10.2025
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City of McMinnville,
Plaintiff,
v.
Sandra Marie Atwood,
Defendant.
Case No. 25MP0737

DEFENDANT'S SUPPLEMENTAL MOTION FOR POST CONVICTION RELIEF AND TO VACATE UNLAWFUL CUSTODY

Defendant, in connection with her pending **Emergency Motion to Vacate Judgment**, and pending **Motion to Enforce Judgment, for Equitable Relief, and to Vacate Unlawful Sentencing Term**, respectfully moves this Court for a hearing on this and the aforementioned pending motions for post conviction relief. This motion is based on the following grounds:

I. BACKGROUND

1. On March 13th, Defendant's two non-vicious dogs were seized pursuant to an administrative warrant issued by this Court, absent any citation pertaining to any violation related to the behavior of the two dogs Pearl and Totem, and despite a complete lack of evidence to justify such a seizure.

2. Following the seizure, the dogs were placed in custody at Cooper's Kennel, a privately owned, unlicensed, and uncontracted kennel facility located outside the city limits of McMinnville in violation of McMinnville Municipal Code 6.04.080, Yamhill County Ordinance 4.05.08.01, and Oregon Revised Statute 609.090(2).

3. The municipal judgment has ordered their continued impoundment and the accumulation of daily boarding fees despite the kennel's unlicensed status. While Defendant understands state statute authorizes awards of impoundment costs and costs of care, this is for licensed contracted impoundment facilities and those facilities outlined in the statute, which Cooper's Kennel does not qualify as.

4. The prior plea agreement reached regarding payment of kennel fees assumed that the facility was legal to operate and licensed by the county and state, and that the dogs were being housed according to the law. It is not the Defendant's job to check the license status of an impound facility, that obligation is on the City. The City failed to do their due diligence when selecting this facility, it did not meet the statutory requirements for billing the cost of care, so those fees should be paid by the city if they wish to pay for an unlicensed facility.

5. As part of the negotiated plea deal Defendant agreed to surrender ownership of two of her dogs, Darko and Chaote, to be sent to a wolfdog sanctuary. On May 2nd these two dogs were signed over to the kennel owner, Nathan Wiro, not sent to a wolfdog sanctuary. Shortly after

Exhibit 1 p1

that, the two dogs were used to fundraise over $8,000 for an enclosure to keep them in, which was built on the kennel owner Nathan Wiro's property. These two dogs were never sent to a wolfdog sanctuary, in violation of the court's judgment and the plea agreement, and the Defendant requests equitable relief.

6. Defendant bargained with the City for this term of surrender, and the City failed to complete the terms, and cannot do so, as the dogs are now placed in private homes with private owners. This failure is, again, due to a lack of diligence as the city relied on private citizens with no licensing or credentials to fulfill their portion of the Court's Judgment.

7. Defendant voluntarily pled guilty to nine charges in exchange for specific negotiated sentencing terms. Sentencing outside of these terms undermined the voluntariness of Defendant's guilty pleas, evidenced by her objections during sentencing. If equitable post conviction relief, and relief within statutory limits is not available, Defendant is asking the court to allow withdrawal of her guilty pleas.

II. LEGAL FRAMEWORK

8. Municipal Code 6.04.080 provides that impounded dogs "shall be housed in the county pound or other county facility." It does not authorize placement in a private kennel.

9. County Code 4.05.08.01 likewise limits impoundment to "the county pound or county animal shelter that is open to the public," and does not authorize use of private kennels absent a valid contract and license.

10. State Law: ORS 609.090 (2) and related provisions likewise contemplate impoundment at a "dog control facility" operated by the county. State law does not extend authority to unlicensed private kennels. ORS 609.090 (2): All dogs impounded under this section and ORS 609.030 (Establishing dog control district) shall be held in an adequate and sanitary pound to be provided by the county governing body from the general fund or out of funds obtained from dog licenses and from the redemption of dogs so impounded. However, in lieu of the establishment of a dog pound, the county governing body may contract for the care of the dogs. Unless claimed by its keeper, a dog shall be impounded for at least three days if the dog is without a license or identification tag and for at least five days if it has a license or identification tag. A reasonable effort shall be made to notify the keeper of a dog before the dog is removed from impoundment.

11. Regarding the additional sentencing terms added after pleading guilty ORS 135.390(5) states:

(a)

If the district attorney has provided a plea offer and agreed disposition recommendation to the defendant as provided in ORS 135.405 (Plea discussions and plea agreements) and the defendant is entering a guilty plea based on the plea offer and agreed disposition recommendation, the court shall determine whether the plea is voluntarily made. Except as otherwise provided in paragraph (b) of this subsection, if the court finds that the plea is voluntarily made, the court shall impose sentence as provided in the agreed disposition recommendation.

(b) If the court determines that the agreed disposition recommendation is inappropriate in a particular case, the court shall so advise the parties and allow the defendant an opportunity to withdraw the plea. [1973 c.836 §168; 2001 c.635 §11; 2009 c.356 §1]

III. ARGUMENT

12. The continued custody of Defendant's dogs at a private kennel is beyond the authority granted by city ordinance, county code, and state law.

13. A municipal court is a court of limited jurisdiction. Its judgments cannot authorize impoundment in a manner not expressly allowed by ordinance or statute.

14. Because the City has chosen to house Defendant's dogs in an unauthorized facility, the custody itself is unlawful, regardless of the underlying conviction, and then so also are the fees.

15. The City cannot collect fees for an impoundment that is not authorized by code or statute, particularly when dogs were placed in a facility that was completely unlicensed by the county and state, uninsured, and not even a registered business.

16. The Court retains jurisdiction to order the release of property seized under its warrant and judgment, and it has an affirmative duty to ensure that such seizures comply with governing law.

17. If the Court rejected the specific unambiguous, agreed upon sentencing terms in the plea agreement, the Defendant was not knowing or aware, and the court mistook the voluntariness of her guilty pleas, which were given on those specific terms.

IV. RELIEF REQUESTED

Defendant respectfully requests that this Court:

1. Order equitable relief due to the unfulfilled sentencing term;

Exhibit 1/pg3

2. Declare that the continued impoundment at Cooper's Kennel is unlawful;

3. Vacate any assessment of kenneling fees related to the impoundment of Defendant's dogs;

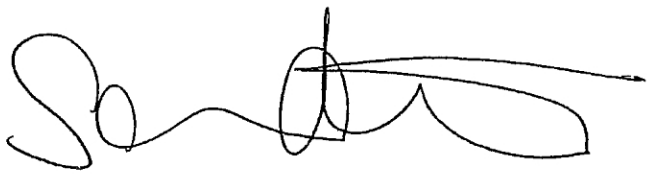
4. If post conviction relief of sentencing terms is not possible, order the withdrawal of Defendant's guilty pleas.

5. Grant such further relief as the Court deems just and proper.

V. CONCLUSION

This supplemental motion should be considered together with Defendant's pending Motions for Post-Conviction Relief, timely filed, Emergency Motion to Vacate Judgment, filed on May 27th, 2025, and Defendant's Motion to Enforce Judgment, For Equitable Relief, and to Vacate Unlawful Sentencing Term, on May 29th 2025. Even if the court denies the requested post conviction relief, the Court must recognize the limits of its jurisdiction and authority with respect to the custody of living animals. The law does not permit the City to outsource impoundment to an unlicensed, uncontracted private kennel, and this Court's orders cannot give extraterritorial effect beyond the boundaries set by city ordinance, county code, and Oregon statute.

Respectfully submitted on this 23rd day of September, 2025,



Sandra Marie Atwood
Pro-se, Defendant

CERTIFICATE OF SERVICE

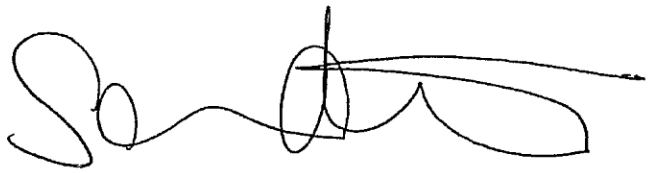
Exhibit 1/pg4

I hereby certify that on the 23rd day of September, 2025, I served a true and correct copy of the foregoing Notice of Filing Supplemental Motion and attached Supplemental Motion on the following parties by [☐ personal delivery / ☐ first-class mail / ☐ email, if permitted]:

Shannon Lee Erskine
230 NE Second Street McMinnville, Oregon 97128
city.prosecutor@mcminnvilleoregon.gov

X Additional parties served: _____Municipal Court_____

Signed:



_____
Sandra Atwood
[redacted]
MCMINNVILLE, OR 97128
[redacted]
Pro Se Defendant

Exhibit 5

IN THE MUNICIPAL COURT OF THE CITY OF McMINNVILLE
COUNTY OF YAMHILL, STATE OF OREGON

Case No.: 25MP0737

RECEIVED BY
OCT 28 2025
MCMINNVILLE
MUNICIPAL COURT

City of McMinnville, Plaintiff
v.
Sandra Atwood, Defendant.

OBJECTION TO CITY'S MOTION FOR ORDER TO HUMANELY EUTHANIZE IMPOUNDED DOGS AND MOTION AND DECLARATION FOR EQUITABLE MODIFICATION, AND FOR RELEASE OF DOGS PEARL AND TOTEM

I. INTRODUCTION

Defendant Sandra Atwood respectfully moves this Court for denial of any action by the City of McMinnville to euthanize, dispose of, or otherwise alter the status of her dogs, Pearl and Totem, pending full resolution of Defendant's pending post-judgment motions and unresolved issues before this Court.

The City has indicated intent to euthanize the animals solely for nonpayment of disputed kennel fees, despite (1) the kennel's unlicensed status, (2) the existence of outstanding motions that directly challenge the legality of the impoundment and sentence, and (3) the lack of any judicial determination on those motions (4) offers no proof that the city has paid any fees on behalf of Defendants dogs. There are many unresolved and pending matters before the court that have yet to be heard, making the initiation of any forfeiture or euthanasia process premature.

Defendant, Sandra Atwood, respectfully moves this Court for equitable modification according to this and previously filed motions and enforcement of the judgment entered in this matter, and for relief as follows:

1. Immediate release of her dogs Pearl and Totem;

2. Vacatur or substantial reduction of kennel fees imposed as part of the judgment as equitable relief for the city concealing the location of, and housing Defendant's dogs on an unlicensed privately owned farm, contrary to state statute and local ordinance;

Exhibit 2
Page 1

3. Striking or modification of existing ownership restrictions on Pearl and Totem, with new reasonable conditions to ensure lawful and safe ownership as equitable relief for the unfulfilled negotiated sentencing term that obligated the CITY to send Defendants surrendered dogs (Chaote and Darko) to a wolfdog sanctuary; or

4. Enter the withdrawal of Defendants guilty pleas in accordance with state statutes.

II. FACTUAL BACKGROUND

1. Defendant pled guilty on April 30th 2025 to municipal violations concerning her four dogs.

2. Two dogs, Chaote and Darko, were to be transferred to a wolfdog sanctuary as part of the Court's judgment. The City never performed this transfer, and instead of fulfilling their promise, the city put this obligation on the individual housing Defendants dogs, who was unlicensed and unauthorized to perform rescue entity activities. This resulted in the dogs being adopted into local private homes, with their keeper and prospective homes reaching out to the Defendant for assistance on placing them.

3. Pearl and Totem were not declared or charged with vicious activity, yet were impounded and held from Defendant despite her repeated and ongoing efforts to redeem them beginning on March 14th.

4. The dogs are currently held at Cooper's Kennel, a facility not authorized or licensed under ORS 609.415, Municipal Code or Yamhill County Code to house seized or impounded dogs.

5. Defendant has made multiple attempts to redeem her dogs via motions and offers of compliance, all of which were ignored or improperly denied, while the city files motions for orders after failing to fulfill their own obligations and using an illegal facility to house Defendant's dogs.

6. The City is demanding excessive kennel fees for a facility that is not licensed, and threatens euthanasia based on these fees. Although euthanasia is not a lawful penalty or negotiated sentencing term in this case, the city seeks to euthanize for non payment of fees accrued after they denied redemption, seeking to accomplish indirectly what they could not accomplish directly.

Exhibit 2
Page 2

III. ARGUMENT AND AUTHORITY

A. The Court Has Equitable Authority to Modify Judgment
Under ORS 1.160, the Court may adopt any suitable process to prevent injustice and ensure that its orders are lawful, enforceable, and equitable. Sentencing or judgment terms that are impossible to perform, unlawful, or inequitable may be modified or vacated in order to reflect what is fair, just, and lawful.

B. Continued Impoundment at a private Facility Is Unlawful
ORS 609.090–609.100 and Yamhill County Code 6.04 require impounded animals to be housed only in licensed facilities. Holding Pearl and Totem on private property without authorization exceeds the City's lawful authority. Any fees or restrictions arising from this unlawful confinement are therefore unenforceable.

C. Kennel Fees Are Unlawful and Equitable Relief Is Required
The City may not condition release of the dogs upon payment of disputed or unlawful fees, especially where the impound facility is unlicensed. Equity requires that fees imposed under illegal or unauthorized conditions be vacated or substantially reduced.

D. Ownership Restrictions Are Unenforceable Without Performance of Related Terms
The City's failure to transfer the other surrendered dogs to a sanctuary renders the related ownership restrictions on Pearl and Totem inequitable. The Court may strike or modify these restrictions under ORS 1.160.

E. Equitable Release Is Warranted
Defendant has made repeated good-faith efforts to redeem her dogs. Equity favors release with reasonable, negotiated ownership restrictions that ensure public safety without punishing the owner for the City's failures.

F. ORS 137.010(1) (criminal judgment must be "in accordance with the judgment and the law");

G. State statute 609.090(4) states:

"In addition to any payment required pursuant to subsection (3) of this section, a dog control board or county governing body may require as a condition for redeeming the dog that the keeper agree to reasonable restrictions on the keeping of the dog. The keeper must pay the cost of complying with the reasonable restrictions. As used in this subsection, "reasonable restrictions" may include, but is not limited to, sterilization."

Exhibit 2
Page 2

The statute doesn't authorize the charging or collection of impound fees by the city, or for a determination of redemption restrictions by a municipal court. Therefore the dogs must be ordered as redeemable by the Defendant.

Because the City failed to carry out its own obligations regarding the other two dogs, and the sanctuary condition has proven impossible to perform, it is inequitable and unlawful to continue enforcing ownership restrictions against Pearl and Totem that were contingent upon that same arrangement.

The City's failure to perform its obligations regarding the two surrendered dogs — specifically, the promised transfer to a qualified sanctuary — renders the related sentencing condition impossible and inequitable. The Court retains equitable authority to modify or correct its own orders to prevent injustice and to ensure compliance with lawful authority.

Because the sanctuary transfer was a material component of the overall resolution, and the City's nonperformance defeats its purpose, Defendant requests that the Court strike any ownership restrictions or barriers to release of Pearl and Totem as unenforceable and contrary to equity.

Defendant further requests that the Court order the City to release Pearl and Totem to her custody or, in the alternative, schedule a hearing to determine appropriate modification of judgment consistent with this relief.

The City has attempted to use disputed and unlawful kennel fees as a pretext to euthanize Pearl and Totem, rather than following the procedures authorized under Oregon law. ORS 609.090 does not permit destruction of non-vicious dogs for nonpayment of fees, and the City's demand for excessive or invalid charges is a clear attempt to achieve indirectly what it cannot lawfully accomplish directly. This pattern of behavior demonstrates bad faith, vindictive enforcement, and an abuse of statutory authority, as the City has deliberately withheld the dogs and imposed financial barriers to prevent lawful redemption.

The City has failed to perform its obligations under the judgment, and the continued impoundment of Pearl and Totem is unlawful, inequitable, and contrary to Oregon statutes governing impoundment and kennel licensing.

IV. RELIEF REQUESTED

Defendant respectfully requests that the Court:

1. Order the release of Pearl and Totem to Defendant;

Exhibit 2
Page 1

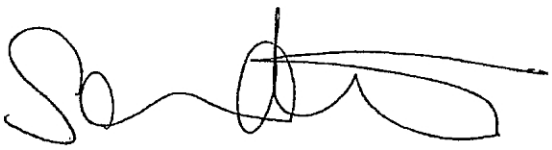
2. Vacate or substantially reduce kennel fees, as the facility is unlicensed and the fees are inequitable;

3. Strike or modify ownership restrictions, imposing new reasonable conditions for safe ownership;

4. If necessary, order a hearing;

5. Grant any further equitable relief deemed necessary to enforce lawful ownership and redemption.

Respectfully submitted October 28th, 2025



Sandra Atwood
[redacted]
McMinnville, OR 97128
[redacted]

DECLARATION OF DEFENDANT

I, Sandra Atwood, declare under penalty of perjury under the laws of the State of Oregon:

1. I am the owner of the dogs Pearl and Totem, currently impounded by the City of McMinnville.

2. Two other dogs were to be transferred to a sanctuary as part of the judgment or plea agreement. This transfer has not occurred, and their placement in private homes has been confirmed.

3. I was contacted by the keeper of Chaote and Darko, then subsequently their new prospective owners, to provide their history, pertinent details, needs, and temperament details to ensure proper placement in local private homes.

4. Pearl and Totem were not declared vicious and were held from me without justification, despite my repeated efforts to redeem them through lawful redemption procedures and proper court actions.

5. The facility currently holding my dogs is not licensed or authorized under Oregon law or Yamhill County Code to house impounded dogs.

6. The City has demanded payment of excessive kennel fees, which are unlawful because the facility was unlicensed.

7. Enforcement of ownership restrictions and continued impoundment under these conditions is unlawful, impossible to perform, and inequitable.

8. I requested all records pertaining to the payment of kennel fees by the city (invoices and receipts) on October 21st. No records have been provided and it was stated to me by the kennel owners that no fees have been paid by the city, contrary to a declaration made by the city.

9. The city cites authority listed in ORS 609.090 in seeking a humane euthanasia order, but ignores the many OBLIGATIONS listed in the statute, and has since the beginning of this case.

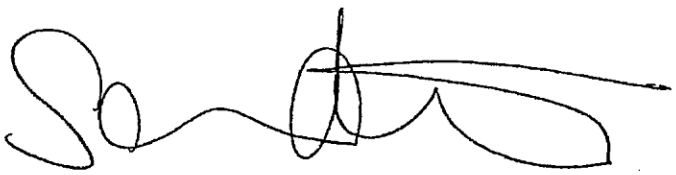
Exhibit 2
Pg. 6

The statute outlines the lawful policies and procedures for impounding dogs, which have not been adhered to by the city.

10. I respectfully request that the Court grant the relief outlined above, including release of Pearl and Totem, reduction of fees, modification of ownership restrictions, and allow them to be redeemed. Alternatively, I wish to withdraw my guilty pleas as I timely filed a motion to do, and is my statutory right after my specific negotiated plea agreement was altered by the court.

I declare under penalty of perjury under the laws of Oregon that the foregoing is true and correct.

Executed this 28th day of October, 2025, in McMinnville, Oregon.



Sandra Atwood
Defendant

Exhibit 2
Pg 7

IN THE MUNICIPAL COURT OF THE CITY OF McMINNVILLE
STATE OF OREGON

City of McMinnville,
Plaintiff
v.
Sandra Atwood,
Defendant

Case No.: 25MP0737

ORDER ON DEFENDANT'S MOTION FOR EQUITABLE MODIFICATION AND FOR RELEASE OF DOGS PEARL AND TOTEM, DENIAL OF CITY'S REQUEST TO KILL INNOCENT DOGS

This matter came before the Court on Defendant's Motion for Equitable Modification and for Release of Dogs Pearl and Totem.

After reviewing the motion, declaration, and prior filed pending motions, the Court hereby ORDERS as follows:

☐ A. Hearing Granted.
A hearing on Defendant's motion is hereby scheduled for:
Date: _____ Time: _____ Courtroom: _____

☐ B. Motion Granted – Relief Requested.
The Court grants Defendant's motion. The judgment is modified as follows:

Pearl and Totem shall be released to Defendant under new conditions determined by the Court;

Accrued kennel fees are vacated or reduced as stated on the record;

Ownership restrictions are modified or struck as determined by the Court.

☐ C. Motion Granted – Withdrawal of Guilty Pleas Permitted.
Defendant's request to withdraw her guilty pleas is granted. This matter is restored to the docket for further proceedings consistent with this order.

☒ D. Motion Denied.
Defendant's motion is denied.

Exhibit 2
Page 9

IT IS SO ORDERED.

DATED this 5 day of November, 2025.

Municipal Judge, City of McMinnville

Submitted by Sandra Atwood, Defendant Pro Se

[redacted]

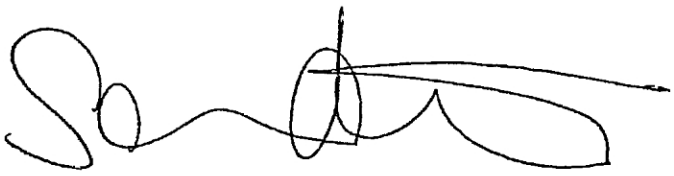
McMinnville, OR 97128

[redacted]

Exhibit 2
Page 9

CERTIFICATE OF SERVICE

I certify that on October 28th, 2025, I served a true and correct copy of this Motion, Declaration, and proposed Order on the City Prosecutor, Shannon Lee Erskine, and the Municipal Court office by email and hand delivery at 230 Northeast 2nd Street, McMinnville OR 97128.



Sandra Atwood, Defendant

[redacted]

McMinnville, OR 97128

[redacted]

Exhibit 2

THE MUNICIPAL COURT FOR THE CITY OF MCMINNVILLE
COUNTY OF YAMHILL, STATE OF OREGON

In the Matter of "TOTEM", brown multi-colored male wolf-hybrid domestic dog and "PEARL", white female wolf-hybrid domestic dog	Case No.: 50727R3551 125593 125594 125595 125596 125597 125598 123181 123182 123183 Report No: 25MP0737 **ORDER FOR HUMANE EUTHANASIA**

Based upon the above Motion, Declaration and authority in ORS 609.090- THE COURT HEREBY RULES,

X The City's Motion is GRANTED. The Keeper, Sandra Atwood has been notified of the requirements to redeem the dogs listed above from impound and has not met those requirements. ORS 609.090 grants the authority for dogs that are not redeemed to be humanely euthanized. The dogs, "TOTEM", brown multi-colored male wolf-hybrid domestic dog and "PEARL", white female wolf-hybrid domestic dog SHALL be humanely euthanized. The Keeper, Sandra Atwood SHALL be ordered to pay the cost of the euthanization.

_____ The City's Motion is DENIED.

DATED this 5 day of November, 2025.

Municipal Court Judge Arnold Poole

Added on 12.10.2025
27 of 39
Amended on 12.10.2025
407 of 497

Exhibit 3 PG.

THE MUNICIPAL COURT FOR THE CITY OF MCMINNVILLE

COUNTY OF YAMHILL, STATE OF OREGON

In the Matter of "TOTEM", brown multi-colored male wolf-hybrid dog and "PEARL", white female wolf-hybrid dog	Case No.: 25AD002 **MOTION FOR ORDER TO RELEASE DOGS TO RESPONSIBLE PERSON**

COMES NOW the City of McMinnville, seeking an order for release of the above-listed dogs to be released to a responsible person under ORS 609.090(6) in lieu of humane euthanization which was ordered on November 5, 2025. This motion is based on the attached Declaration, Release and Assurances and authority in ORS 609.090-Impounding Certain Dogs.

DATED this 7th day of Nov, 2025.

Shannon Lee Erskine, OSB 101200
City Prosecutor

Exhibit 4/pg. 1

Added on 12.10.2025
28 of 39

Amended on 12.10.2025
108 of 497

THE MUNICIPAL COURT FOR THE CITY OF MCMINNVILLE

COUNTY OF YAMHILL, STATE OF OREGON

In the Matter of "TOTEM", brown multi-colored male wolf-hybrid dog and "PEARL", white female wolf-hybrid dog	Case No.: 25AD002 **DECLARATION**

I, Shannon Lee Erskine, City Prosecutor for the City of McMinnville, do declare and state that:

1. That the two wolf-hybrid dogs listed in the above-captioned matter have been in impound since March 13, 2025;
2. On November 5, 2025, the Court ordered the two wolf-hybrid dogs listed in the above-captioned matter be euthanized under ORS 609.090(6) because the Keeper did not redeem the dogs;
3. I know that in addition to authority to humanely euthanize impounded dogs that are not redeemed, ORS 609.090(6) allows for "release the dog to a responsible person upon receiving assurance that the person will properly care for the dog and upon

Exhibit 4/pg 2

payment of a sum established by the county governing body plus cost of keep during its impounding, and purchase of a license if required";

4. I know that Sarah Thompson, counsel for Apex Protection Project, a California-based 501(c)3 non-profit organization, contacted the City of McMinnville to work with the City to find an alternative to euthanizing the above listed dogs. Apex runs a sanctuary and is part of a national wolf-dog rescue network that finds appropriate placement for rescued wolf-dogs;
5. I know from Ms. Thompson, that Apex has evaluated Ms. Susan Faulker and her property and determined it an appropriate placement for the above-mentioned wolf-dogs;
6. I know based on the signed and attached Release and Assurance that Susan Faulker has agreed to all the conditions of release provided in ORS 609.090(6);
7. I know that the kenneling fees for the above-captioned dogs, Totem and Pearl, are $9,320.
8. I have confirmed with City staff that the $9,320 in kenneling fees have been paid in full;

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9. I know that the City has waived the impoundment fee listed in ORS 609.090(6) due to payment of the significant kenneling fees and to facilitate an alternative to euthanization;

Pursuant to ORCP 1E, I declare under penalty of perjury under the laws of Oregon that the foregoing is true and correct.

DATED this 7th day of November, 20 25.

Shannon Lee Erskine, OSB 101200
City Prosecutor

Added on 12.10.2025

Amended on 12.10.2025

Exhibit 4/1/24

THE MUNICIPAL COURT FOR THE CITY OF MCMINNVILLE

COUNTY OF YAMHILL, STATE OF OREGON

In the Matter of "TOTEM", brown multi-colored male wolf-hybrid dog and "PEARL", white female wolf-hybrid dog	Case No.: 25AD002 **ORDER FOR RELEASE AND TRANSFER**

Based upon the above Motion, Declaration, Release and Assurances, and authority in ORS 609.090- THE COURT HEREBY RULES,

X The City's Motion is GRANTED. The dogs "TOTEM", brown multi-colored male wolf-hybrid dog and "PEARL", white female wolf-hybrid dog shall be released and transferred to Susan Faulkner in lieu of humane euthanization. Susan Faulkner shall comply with all the conditions listed in the Release and Assurances. Written documentation of completion of items 5) licensure and 6) sterilization, microchipping, and vaccination of Release and Assurances shall be submitted to the Court within 30 calendar days of the date of this order. Custody, ownership, and control of "TOTEM", brown multi-colored male wolf-hybrid dog and "PEARL", white female wolf-hybrid dog shall be transferred from the City of McMinnville to Susan Faulkner. FURTHERMORE, it is ORDERED Susan Faulker shall be the Keeper of the above-listed dogs.

DATED this 7 day of November, 2025.

Municipal Court Judge Arnold Poole

Exhibit 4/pg

Added on 12.10.2025
32 of 39

Amended on 12.10.2025
112 of 497

IN THE MUNICIPAL COURT FOR THE CITY OF McMINNVILLE

COUNTY OF YAMHILL, STATE OF OREGON

Administrative Case No. 25AD002

Sandra Atwood's petition to the Court, objecting to the City's ex parte motion disguised as a separate administrative case.

COMBINED MOTION TO VACATE UNAUTHORIZED TRANSFER ORDER AND TO DISMISS ADMINISTRATIVE PROCEEDING FOR LACK OF JURISDICTION

Petitioner respectfully moves this Court to vacate the administrative order purporting to transfer ownership of Petitioner's dogs and to dismiss this administrative proceeding for lack of jurisdiction. In support of this motion, Petitioner states as follows:

I. FACTUAL BACKGROUND

1. Petitioner is the lawful owner of the dogs seized in connection with the related violation case.
2. A euthanasia order was previously entered but was later **withdrawn** by the City.
3. A withdrawn euthanasia order **does not terminate ownership rights of dogs as personal property**.
4. Termination of ownership requires a **separate forfeiture proceeding**, with notice and an opportunity to be heard. No such forfeiture hearing has ever occurred.
5. The City Prosecutor subsequently filed an administrative motion under ORS 609.090(6) seeking to transfer ownership of the dogs to the private kennel owner, Susan Faulkner.
6. Petitioner was **never provided a redemption deadline**, **never notified of any allotted redemption period**, and **never given an opportunity to redeem the animals** under ORS 609.090(1)–(3).
7. The City of McMinnville Municipal Court is **not** a "dog control board" or "county governing body" as required under ORS 609.090(6), and therefore lacks statutory authority to order administrative forfeiture or transfer. (Exhibit 1)
8. The City Prosecutor likewise **is not a dog control authority** and cannot lawfully initiate administrative transfer proceedings.
9. This administrative action is therefore **void**, having been initiated and decided by entities without legal authority.

II. LEGAL ARGUMENT

A. The Municipal Court Has No Jurisdiction Under ORS 609.090(6)

ORS 609.090(6) grants administrative transfer authority **only** to a county dog control board or county governing body.
The Municipal Court is neither.

Without statutory authority, the Court's administrative transfer order is **void** and must be vacated. A court cannot exercise powers the Legislature has not granted.

B. No Redemption Period Was Ever Established or Given to Petitioner

ORS 609.090 requires:

- A redemption time period,
- Notice of that time period,
- A chance to redeem by meeting conditions or paying fees once disputes are settled.

Because the City issued **no redemption citation** and set **no redemption deadline**, the City cannot lawfully rely on ORS 609.090(6).
The statutory prerequisites never occurred; therefore the transfer cannot occur as a matter of law.

C. Withdrawal of the Euthanasia Order Does Not Terminate Ownership

Once the City withdrew the euthanasia order, Petitioner's ownership interest was fully intact.
Oregon law requires a **separate forfeiture proceeding** to divest an owner of property rights in an animal.
Because no forfeiture hearing was ever held, Petitioner remains the lawful owner.

D. Due Process Prohibits Forfeiture Without Notice and a Hearing

The Fourteenth Amendment and Oregon Constitution require notice and a hearing before the government may permanently deprive an owner of property.
The attempted transfer occurred with **no notice**, **no hearing**, and **no due process**.

E. The City May Not Accomplish Indirectly What It Cannot Accomplish Directly

Here, the City could not directly forfeit the dogs without:

- A forfeiture hearing,

- Notice,
- Findings,
- Jurisdiction, and
- Legal authority.

Thus, the City may not attempt to accomplish forfeiture **indirectly** through an unauthorized administrative motion under ORS 609.090(6), filed in a court and by an official who lack statutory authority.

Any such attempt is invalid and must be set aside.

III. REQUEST FOR RELIEF

Petitioner respectfully asks the Court to:

1. **Vacate** the administrative transfer order;
2. **Dismiss** the administrative case for lack of statutory jurisdiction;
3. **Declare** that Petitioner remains the lawful owner of the dogs;
4. **Direct** that no transfer, adoption, or disposition occur absent a lawful forfeiture hearing with due process; and
5. Grant any other relief the Court deems just and proper.

IV. CONCLUSION

Because the Municipal Court and City Prosecutor lack authority under ORS 609.090(6), because no redemption period was established, because no forfeiture hearing was held, and because the euthanasia order was withdrawn without terminating ownership, the administrative transfer must be vacated.

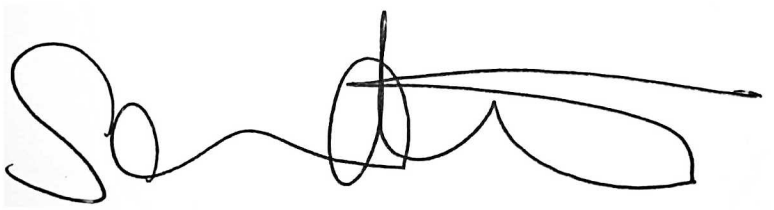
Respectfully submitted on November 14th, 2025,



Sandra Atwood, Owner of Pearl and Totem
[redacted]
McMinnville, OR 97128
[redacted]

CERTIFICATE OF SERVICE

I certify that on November 14th, 2025, I served a true and correct copy of this Petition to the Court on the City Prosecutor, Shannon Lee Erskine, and the Municipal Court office by email and hand delivery at 230 Northeast 2nd Street, McMinnville OR 97128.



_____

Sandra Atwood, Defendant

[redacted]

McMinnville, OR 97128

[redacted]

RE: PUBLIC RECORDS REQUEST of July 09, 2025., Reference # R000106-070925.

Dear Sandra Atwood,

The City of McMinnville received a public information request from you on July 09, 2025. Your request mentioned:

"Requesting a copy of the Declaration that establishes the City of McMinnville as a dog control district, a list of the board of directors of the dog control district of McMinnville, appointed supervisors of the dog control district of McMinnville, the date the board was established and instructions on how to access meeting materials, as well as redemption policy and procedure for the dog control district of McMinnville. Thank you."

The City of McMinnville did not locate any documents that match the criteria of your request. This letter is to confirm that we have understood what you are seeking from the City of McMinnville and have responded accordingly. This request is now considered closed.

If you have any questions or need additional information, please feel free to reply to this email communication.

Sincerely,

Recorder Team

Administration

Exhibit 1

OCT 8 AT 2:15 PM







This was so awesome! I don't reach home with dogs with kids often I have only ever done it one other time. Kayo is such a special guy.

He loves Shaun[illegible] he left her to go hang out with these boys and

Message

Added on 12.10.2025



OCT 8 AT 2:16 PM

This was so awesome! I don't reach home with dogs with kids often I have only ever done it one other time. Kayo is such a special guy.

He loves Shauna and he left her to go hang out with these boys and then when we left, he didn't even get up to say goodbye

Shoneah not Shauna

His family is so excited about her, and they have the passion and the resources to make any challenges doAble

❤️

Sorry, talk texting while Driving back to Oregon.

Lots of typos

Headway on your Two? I can't possibly be just going to keep them indefinitely in that place.

They can't

Message

Added on 12.10.2025

ENTERED INTO THE RECORD
DATE RECEIVED: 12.09.2025
SUBMITTED BY: Jonathan Polivka
SUBJECT: Public Comment

From: Jonathan Polivka
To: City Recorder Team
Subject: Tuesday, December 9, 2025 Public comment
Date: Monday, December 8, 2025 2:45:52 PM

This message originated outside of the City of McMinnville.

Hello,

My name is Jonathan Polivka. I am writing to provide a public comment for the public city council meeting that will be taking place on Tuesday the 9th at 7pm.

The ongoing avoidance from our towns leadership regarding the recent abductions in Yamhill County is not only embarrassing, childish, and immoral but the ramifications of your avoidance is a growing rate of immeasurable harm to our fellow community members and neighbors. Worst of all, you are teaching a crystal clear message to our town's children that you do not care about their physical safety, well-being, dignity, or mental health.

I would like to see the leadership of this city take action towards making this city safe for those who are being targeted by federal agents who are running around in our city, attempting and succeeding at abducting our fellow townspeople.

It is disgraceful that our town leadership has not taken a hard stance against this terror, nor has leadership taken any practical steps to fortify this town against federal threats to our community. It is all the more disgraceful that the leadership of this town has not (at least) given vocal, physical, or financial support to any of the local organizations that are doing the hard work of rapid response and mutual aid in this time of unrest and violence against the marginalized people groups in our city.

Families in our community are living in crisis, while our leadership lives in convenient silence. Children are waking up afraid their parents won't come home, while leaders sit in a seat of power and influence. Students are arriving at school distracted, anxious, and unsure whether the adults responsible for their safety are willing to stand up for them; all while our leadership ostensibly waits for this crisis to blow over. It won't.

Therefore, I am calling on you — the full Council — to take the following actions immediately:

1. Issue a public statement acknowledging the detentions and their impact on families and children.

Residents need to hear from you that the City understands the severity of what is happening.

2. Publicly condemn enforcement actions that target people going about their daily lives.

Children should never have to fear that grocery shopping or dropping a sibling at school could result in a disappearance.

3. Clarify the City's position on local law enforcement coordination.

Families deserve to know whether city departments are participating, facilitating, or standing aside.

4. Meet with Unidos Bridging Community and with families who have been directly impacted.

Listen to the children, parents, and caregivers who are carrying this trauma.

Please do your jobs and help our neighbors in this town. Help those in this town who are being scapegoated by a bigoted social and political system hell-bent on the continuing of white nationalism.

P.S.
If it all boils down to money, which it likely does (yawn), than why are we giving so much of our towns budget to police? If you need more money to build the necessary infrastructure to creatively respond in this time of federal overreach, take it away from the cop's already overly-inflated budget and give it to the organizations that actually partner with the community to make it safer.

- Jonathan Polivka

ENTERED INTO THE RECORD
DATE RECEIVED: 12.09.2025
SUBMITTED BY: Alyson Larkin
SUBJECT: Public Comment

Hello Mayor & Councilors.

Thank you for your time.

My name is Alyson Larkin. I live on Masonville Road in McMinnville. I'm here because our community, especially our Latino community, is scared, shaken, and feeling deeply unprotected. Recently, ICE officers operated in our city in ways that endangered residents and violated their rights. They detained U.S. citizens, including a minor, without cause. And yes, the ICE statement was an outright lie.

And still, this City Council has remained silent.

That silence has real consequences. It communicates to our Latino neighbors that their safety is optional, their fear is invisible, and their dignity is negotiable. It tells them that even when the federal government oversteps, our local leaders will look the other way. Does the statement "Don't Tread On Me" only apply to certain people? I wonder that.

I witnessed with my own two eyes the terror and chaos that ICE brought to our community on November 21st.

ICE officers harassed me with threats, simply for watching what was happening in my car 200 feet away with the doors and windows closed. I was not interfering. I was not obstructing. I was a community member parked along a public road, and they used intimidation, threats, and aggressive tactics to silence me. That is not lawful behavior. That is not professional behavior. That is not behavior we would ever tolerate from anyone with a badge and a gun in our city. Side note: they didn't have a badge or any sort of official identifying marker. Another side note: I was not arrested, but if my skin were brown, the outcome would have been different.

And their recklessness didn't end there.

ICE agents were seen:

- **At parks and near schools with visible weapons**, alarming school staff and families. My son was in Willamette Elementary when ICE was staging at Discovery Meadow Park with firearms. Typically, schools lock down during events like that.
- **Driving aggressively through neighborhoods and school zones**, speeding, running red lights, and creating dangerous situations for pedestrians and other drivers.
- **Operating unmarked vehicles with no license plates**, making it impossible for residents, or even local law enforcement to identify who they were or hold them accountable.
- **Harassing and pulling over high school students.** One of whom was ripped out of his car and illegally detained, and many more who were interrogated and harassed.

This is not acceptable in any city, and it certainly shouldn't be in *ours*.

So today, I am asking for three things:

First, acknowledge that what happened was unacceptable—both the unlawful detainment of citizens and the harassment and intimidation of residents, including myself.

Second, make a public statement supporting our Latino community. They need to hear that their lives, their families, and their safety matter to this Council.

Third, develop a plan for communication, oversight, and accountability. When federal agents are present and acting dangerously near our children, our parks, and our homes, our community deserves immediate information and reassurance. Silence is not protection.

Fourth, reassure the community that if we call 911 for help because masked men with guns are harassing us or threatening us, a police officer will show up.

Let me be clear: This is not about politics. This is about **public safety**, **civil rights**, and **basic human dignity**.

Our community needs leaders who will speak up when harm is done.

Leaders who will not hide behind silence while intimidation and fear take root in our neighborhoods.

Leaders who will use their platforms to defend the people who live here. I do remember that some of you ran a campaign on Making McMinnville Safe. Was that only the safety of certain people, or the safety of all people?

Leaders who will not hide behind silence while intimidation and fear take root in our neighborhoods.

Silence is not neutrality. Silence is permission.

I am asking you—firmly, respectfully, and urgently—to use your voice.
To stand with us.
To show that this city will not tolerate harassment, intimidation, or reckless behavior from any agency, federal or otherwise.

We deserve a city that protects its people.
We deserve leadership that does the same.

I asked a long time ago, "What would you have done during the Holocaust?" I think about that often when I am doing activism work. So I want you to think about what you would have done during the Holocaust. What you are doing right now….Is that what you would be doing?

Thank you.

City of McMinnville
Office of the Mayor

Water and Light Commission Appointment

On December 09, 2025, the City Council of the City of McMinnville approved my recommendation to appoint **Jon Johnson** to the McMinnville Water and Light Commission.

I, Mayor Kim Morris, do hereby appoint **Jon Johnson**. Mr. Johnson's term will begin on January 1, 2026, and expire on December 31, 2029.

_____ _____

Kim Morris, Mayor
City of McMinnville

Date

City of McMinnville

October 2025

CASH AND INVESTMENT BY FUND

FUND #	FUND NAME	GENERAL OPERATING CASH IN BANK	INVESTMENT	TOTAL
01	General	$2,416,894.57	$3,857,452.30	$6,274,346.87
05	Grants & Special Assessment	$731.25	$775,057.52	$775,788.77
07	Transient Lodging Tax	$712.09	$430,000.00	$430,712.09
08	Affordable Housing	$733.90	$1,247,000.00	$1,247,733.90
10	Telecommunications	$237.39	$2,030.00	$2,267.39
15	Emergency Communications	$87.51	$147,094.81	$147,182.32
20	Street (State Tax)	$949.05	$1,515,501.22	$1,516,450.27
25	Airport Maintenance	$655.21	$1,132,749.03	$1,133,404.24
45	Transportation	$11.49	$6,083,494.92	$6,083,506.41
50	Park Development	$668.42	$3,443,441.49	$3,444,109.91
58	Urban Renewal	$0.00	$0.00	$0.00
59	Urban Renewal Debt Service	$2.89	$1,172,854.23	$1,172,857.12
60	Debt Service	$5.72	$19,290.87	$19,296.59
70	Building	$22.46	$2,225,240.37	$2,225,262.83
71	Stormwater Operations	$0.00	$0.00	$0.00
72	Stormwater Capital	$214.74	$39,000.00	$39,214.74
75	Wastewater Services	$676.76	$1,250,604.97	$1,251,281.73
77	Wastewater Capital	$848.56	$31,031,103.65	$31,031,952.21
80	Information Systems & Services	$439.16	$340,742.38	$341,181.54
85	Insurance Reserve	$24.87	$347,290.54	$347,315.41
	CITY TOTALS	2,423,916.04	55,059,948.30	57,483,864.34

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.63%	$2,423,916.04
N/A	State of Oregon	Local Government Investment Pool (LGIP)	4.57%	$43,856,429.33
N/A	Umpqua Bank	Money Market Savings Account	4.22%	$11,203,518.97
				$57,483,864.34

City of McMinnville
Community Development
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: **December 9, 2025**
TO: **Mayor and City Councilors**
FROM: **Heather Richards, Community Development Director**
SUBJECT: **Resolution No. 2025-64, appointing volunteers to the City's Boards, Commissions, and Committees**

STRATEGIC PRIORITY & GOAL:

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

OBJECTIVE/S: Grow City's employees and Boards and Commissions to reflect our community

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Report in Brief:

This is the consideration of Resolution No. 2025-64 appointing volunteers to the City's Boards, Commissions, and Committees.

Background:

The City of McMinnville has many boards, commissions, and committees and that support the City's work on a volunteer basis. The City Council makes annual appointments and also fills vacancies as they may arise during the year.

According to the City's Unified Board & Committee Appointment Policy, the City solicits applications by advertising the vacancies in the News Register, social media, City website, and other communication opportunities. The applications are then reviewed and interviews are conducted. All eligible applicants are invited to interview. Following the interviews, the interview panels make recommendations to the City Council for appointments. Most interview panels consisted of the City staff liaison, the City Council liaison for the committee, the sitting Chair or Vice-Chair of the Commission/Committee, and the Mayor.

Discussion:

There will be vacancies on seven commissions and committees, with current terms expiring on December 31, 2025 for the following commissions and committees:

- **PLANNING COMMISSION:** One new 4-year term (At-Large), expiring December 31, 2029
- **AFFORDABLE HOUSING COMMITTEE:** Three new 3-year terms, expiring December 31, 2028
- **LANDSCAPE REVIEW COMMITTEE:** Two new 3-year terms, expiring December 31, 2028
- **HISTORIC LANDMARKS COMMITTEE:** One new 4-year term, expiring December 31, 2029
- **URBAN RENEWAL ADVISORY COMMITTEE:** Four new 3-year terms, expiring December 31, 2028
- **DIVERSITY, EQUITY, AND INCLUSION ADVISORY COMMITTEE:** New/balance of two 4-year terms: One At-Large term, expiring December 31, 2029, and one Youth 1-year term, expiring December 31, 2026
- **BUDGET COMMITTEE:** Three new 3-year terms, expiring December 31, 2028

Additional information about the commissions and committees and the vacancies is also posted on the City website at https://www.mcminnvilleoregon.gov/bc.

The vacancies were advertised in the News Register on October 31, November 7, and November 14, 2025, and they were advertised on social media, the City website, and the News-Register website. Applications were accepted through November 21, 2025.

Interviews will be completed during the first week of December, 2025. Most vacancies are for terms that expire December 31, 2025. The December 9 meeting is the only City Council business meeting in December. Therefore, this item is scheduled for the December 9 agenda. Packet materials are compiled prior to completion of the interviews. Therefore, upon completion of the interviews, the recommendations of the interview panels will be distributed to the City Council in advance of the December 9 meeting, together with the applications of the recommended candidates. The attached resolution is a placeholder, with the names of the candidates recommended for appointment to be added. The policy allows 30 days postponement for too few applicants. Due to too few applicants for some positions, it is possible that some positions will be re-advertised, and some positions may not be recommended at the time of the final resolution.

Attachments:

1. Resolution No. 2025-64

Fiscal Impact:

There is no fiscal impact to the City of McMinnville associated this decision.

Recommendation/Suggested Motion:

"I MOVE TO APPROVE RESOLUTION NO. 2025-64 APPOINTING VOLUNTEERS TO THE CITY'S BOARDS, COMMISSIONS, AND COMMITTEES."

RESOLUTION NO. 2025-64

A Resolution appointing volunteers to the City's Boards, Commissions, and Committees.

RECITALS:

Whereas, the City of McMinnville has several Boards, Commissions, and Committees made up of volunteers; and

Whereas, the City Council is responsible for making appointments.

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

1. The City Council appoints the following volunteers to the following Boards, Commissions, and Committees:

PLANNING COMMISSION:
(New 4-year term)

Meg Murray	(At-Large)	Term Expires December 31, 2029

AFFORDABLE HOUSING COMMITTEE:
(New 3-year terms)

Rachel Flores	Term Expires December 31, 2028
Vickie Ybarguen	Term Expires December 31, 2028
Richard Smith	Term Expires December 31, 2028

LANDSCAPE REVIEW COMMITTEE:
(New 3-year term)

Lee McCollins	Term Expires December 31, 2028

BUDGET COMMITTEE
(New 3-year terms)

David Mahn	Term Expires December 31, 2028
Danielle Chisholm	Term Expires December 31, 2028
Sarah Hunter	Term Expires December 31, 2028

2. This Resolution and the appointments shall take effect on January 1, 2026.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 9th day of December 2025 by the following votes:

Ayes: _____

Nays: _____

Approved this 9th day of December 2025.

_____
MAYOR

Approved as to form:

_____
City Attorney

Attest:

_____
City Recorder

City of McMinnville
ADMINISTRATION

STAFF REPORT

DATE: **December 09, 2025**
TO: **Adam Garvin, City Manager**
SUBMITTED BY: **Claudia Cisneros, City Recorder**
SUBJECT: **Certificate of Canvass of the November 4th, 2025 Special Election Results**

1. Resolution No. 2025-65, A Resolution approving the issuance of the certificate for the canvass of the returns of the votes cast at the Special Election conducted on November 4, 2025, in regard to Measure 36-237 "Bonds to build Recreation Center; update parks, senior center, library."

Report in Brief:

A Special Election was held on November 4th, 2025. The City Recorder's office has received the attached certified canvass report. The resolution reflecting the results is a housekeeping item required by the City Charter.

Background:

Pursuant to chapter VI, section 28 of the charter, election results "shall be made a matter of record in the record of the proceedings of the Council." Accordingly, the city elections officer requests that the Council adopt a resolution acknowledging and certifying the results of the November 4, 2025 election.

Additionally, on November 26, 2025 Yamhill County Clerk Keri Hinton issued a "Notice of Automatic Full Recount" in accordance with ORS 258.290. The recount will be conducted on Tuesday, December 2, 2025 and the City will not receive the official recount results until after the posting of the 12.09 agenda and packet. Those results will be entered into the record prior to the 12.09 City Council Meeting.

Attachments:

1. Notice of Automatic Full Recount Letter from Yamhill County Clerk and Elections Office.
2. Resolution No. 2026-65
    a. Exhibit A: Notice of Election Canvass Memorandum (County Election Results Reports)
    b. Notice of Official Results Following Automatic Full Recount

Fiscal Impact:

FINAL INVOICE has not been received – In February, the County Clerk provided City staff with an approximation of the cost to put the measure on the ballot during a special election cycle, a couple of factors to this cost would be voter turnout and the potential of shared cost if another city or district was adding something to the November election, the cost then would be shared between the entities. Staff budgeted $150,000 in G/L account 01-17-001.7750. The Yamhill County Clerk's Office will send an invoice for the cost of the Special Election.

Alternatives:

Alternative 1: Adopt the attached resolution authorizing the certification of the Special Election results. *In accordance with the Charter of the City of McMinnville, has received, canvassed, and approved the returns of the votes cast in the Special Election conducted on November 4, 2025.*

Alternative 2: Reject the attached resolution. This action may potentially violate the requirements of the Charter and expose the City to risks associated

Alternative 3: The Council may consider any other alternative not presented by staff.

Yamhill County
Clerk and Elections

414 NE Evans St.
McMinnville, OR 97128
(503) 434-7518 phone / (503) 434-7520 fax
www.yamhillcounty.gov

STATE OF OREGON	)	NOTICE
	)	OF
COUNTY OF YAMHILL	)	AUTOMATIC FULL RECOUNT

Notice is hereby given that on the 2nd day of December 2025, at the Yamhill County Clerk's Office located at 414 NE Evans St, McMinnville, Oregon preparation and the breaking of the seals will begin at 8:30 a.m. to conduct an automatic full hand recount of ballots for City of McMinnville Measure 36-237, for the November 4, 2025 Special Election.

As of today, there is a 13-vote margin between the "Yes" and "No", with "No" currently in the lead. This narrow margin triggers a mandatory automatic full recount in accordance with ORS 258.290.

ORS 258.290 If the official canvass of votes of an election reveals that the difference in the number of votes cast for or against any measure is not more than one-fifth of one percent of the total votes cast for and against the measure, the Secretary of State, in the case of a measure for which the Secretary of State is the filing officer, and the county clerk who conducted the election in the case of any other measure shall order a full recount of all votes cast for the measure.

In accordance with ORS 258.200 two counting boards have been appointed and the estimated duration of the automatic full recount is expected to take up to 8 hours (may extend beyond one day if necessary).

Observers from the media and the public may observe the recount per ORS 258.211 (2). For the recount of a measure each official measure organization may designate one authorized observer per counting board. All observers must have written authorization signed and submitted by the designated official of the affected measure organization being recounted by 8:00 a.m. Tuesday, December 2, 2025. Official observers have the right to witness the proceedings only for the purpose of ascertaining that the statutes and rules pertaining to the recount process are properly carried out. Anyone wishing to observe the process should contact Yamhill County Elections at (503) 434-7518 or by email at elections@yamhillcounty.gov.

Done this 26th day of November 2025.

Signed,

Keri Hinton
Yamhill County Clerk

YAMHILL COUNTY CLERK
STATE OF OREGON

cc: Oregon Secretary of State
Board of Commissioners
City of McMinnville
Political Parties
Media

RESOLUTION NO. 2025-65

A Resolution approving the issuance of the certificate for the canvass of the returns of the votes cast at the Special Election conducted on November 4, 2025, in regard to Measure 36-237 "Bonds to build Recreation Center; update parks, senior center, library."

WHEREAS, Chapter VI, Section 28 of the McMinnville City Charter requires election results to be included in the proceedings of the City Council; and

WHEREAS, the election results from the November 4, 2025 Special Election have been certified by the Yamhill County Elections Division and received on December 2, 2025, by the City of McMinnville.

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

Section 1. That the City Council in this regular Council meeting on December 09, 2025, in accordance with the Charter of the City of McMinnville, has received, canvassed, and approved the returns of the votes cast in the Special Election conducted on November 4, 2025, in regard to the Measure 36-237 "Bonds to build Recreation Center; update parks, senior center, library." as more fully set forth in the Notice of Election Canvass attached hereto and by this reference incorporated herein, and such election results are hereby spread on the official records of the City of McMinnville.

Section 2. That the City Council of the City of McMinnville does hereby adopt the votes of the Special Election conducted on November 4, 2025 as follows:

FOR BALLOT MEASURE 36-237 CITY OF MCMINNVILLE VOTE ON BONDS TO BUILD RECREATION CENTER; UPDATE PARKS, SENIOR CENTER, LIBRARY:

The final certified results are:

- YES-4,746
- **N0-4,759**
- Undervotes - 9
- Overvotes – 0

Section 3. Based upon the adopted canvass of votes, the City Council affirms that: a. That Ballot Measure 36-237 City of McMinnville on Bonds to Build Recreation Center; Update Parks, Senior Center, Library **failed**.

Section 4. That the City Council and Recorder have received the certified County Election Results Reports attached hereto as “Exhibit A”.

Section 5. That the City Council and Recorder have received the certified County Election Full Recount Results Report attached hereto as “Exhibit B”.

Adopted by the City Council of the City of McMinnville at a meeting held the 09th day of December 2025 by the following votes:

Ayes: _____

Nays: _____

Approved this 09th day of December 2025.

_____
MAYOR

Approved as to form: Attest:

_____ _____
City Attorney City Recorder

EXHIBIT:

A. Notice of Election Canvass Memorandum (County Election Results Reports)
B. Notice of Official Results Following Automatic Full Recount

Keri Hinton
Yamhill County Clerk

414 NE Evans St.
McMinnville, OR 97128
(503) 434-7518 phone / (503) 434-7520 fax
www.yamhillcounty.gov

Business Licenses • Elections • Marriage Licenses • Passports • Property Value Appeals Board • Recording

Notice of Election Canvass Memorandum

To: Claudia Cisneros, City of McMinnville
From: Keri Hinton, Yamhill County Clerk
Date: November 26, 2025
RE: Certified Contest Results

Enclosed please find the certified results from the Special Election held on November 4, 2025.

These items include:

- Yamhill County's certified Cumulative Results Report
  (Summarized statement of votes cast)
- Yamhill County's certified Canvass Results Report
  (Statement of votes cast by precinct)
- Notice of Automatic Full Recount

Due to the 13-vote margin between the "Yes" and "No" votes with "No" currently in the lead per ORS 258.290 this narrow margin has triggered a mandatory automatic full recount. The County Elections official is required by the Secretary of State's office to certify the results, deliver the abstracts to the appropriate district and/or city, and then conduct an automatic full recount. The County Elections official will compare the vote recount reported by the counting board with the original vote count (certified results). The County Elections official shall certify the abstract of the recounted votes to the Secretary of State. If the vote recount and the original vote count are the same the attached certified results will remain the official certified results.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Keri Hinton
Yamhill County Clerk

City of McMinnville Cumulative Results

November 4, 2025 Special Election

Run Time 11:38 AM
Run Date 11/26/2025

Yamhill County, Oregon

November 4, 2025 Special Election

11/4/2025

Official Results

Registered Voters
9514 of 26461 = 35.95%

Precincts Reporting
8 of 8 = 100.00%

Measure 36-237

Precincts			Voters		
Counted	*Total*	*Percent*	*Ballots*	*Registered*	*Percent*
6	6	100.00%	9,514	23,515	40.46%

Choice	Party	Vote by Mail		Total	
Yes		4,746	49.93%	4,746	49.93%
No		4,759	50.07%	4,759	50.07%
	Cast Votes:	9,505	100.00%	9,505	100.00%
	Undervotes:	9		9	
	Overvotes:	0		0	

*** End of report ***

YAMHILL COUNTY CLERK
STATE OF OREGON

ABSTRACT OF VOTES
I certify that this report accurately summarizes the tally of votes for each race and/or measure at the November 4, 2025 Special Election.

Keri Hinton, Yamhill County Clerk
Date Certified: November 26, 2025

Measure 36-237

Precinct	Yes	No	Cast Votes	Undervotes	Overvotes	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
014 - 01	570	653	1,223	2	0	1,225	1,225	3,417	35.85%
015 - 01	539	680	1,219	1	0	1,220	1,220	3,328	36.66%
016 - 01	527	586	1,113	4	0	1,117	1,117	2,981	37.47%
017 - 01	799	744	1,543	0	0	1,543	1,543	3,666	42.09%
018 - 01	1,476	1,341	2,817	2	0	2,819	2,819	5,590	50.43%
019 - 01	835	755	1,590	0	0	1,590	1,590	4,533	35.08%
Totals	**4,746**	**4,759**	**9,505**	**9**	**0**	**9,514**	**9,514**	**23,515**	**40.46%**

YAMHILL COUNTY CLERK
STATE OF OREGON

ABSTRACT OF VOTES
I certify that this report accurately summarizes the tally of votes for each race and/or measure at the November 4, 2025 Special Election.

Keri Hinton, Yamhill County Clerk
Date Certified: November 26, 2025
Amended on 12.10.2025

*** End of report ***

Yamhill County
Clerk and Elections

414 NE Evans St.
McMinnville, OR 97128
(503) 434-7518 phone / (503) 434-7520 fax
www.yamhillcounty.gov

STATE OF OREGON)
)
COUNTY OF YAMHILL)

NOTICE
OF
AUTOMATIC FULL RECOUNT

Notice is hereby given that on the 2nd day of December 2025, at the Yamhill County Clerk's Office located at 414 NE Evans St, McMinnville, Oregon preparation and the breaking of the seals will begin at 8:30 a.m. to conduct an automatic full hand recount of ballots for City of McMinnville Measure 36-237, for the November 4, 2025 Special Election.

As of today, there is a 13-vote margin between the "Yes" and "No", with "No" currently in the lead. This narrow margin triggers a mandatory automatic full recount in accordance with ORS 258.290.

ORS 258.290 If the official canvass of votes of an election reveals that the difference in the number of votes cast for or against any measure is not more than one-fifth of one percent of the total votes cast for and against the measure, the Secretary of State, in the case of a measure for which the Secretary of State is the filing officer, and the county clerk who conducted the election in the case of any other measure shall order a full recount of all votes cast for the measure.

In accordance with ORS 258.200 two counting boards have been appointed and the estimated duration of the automatic full recount is expected to take up to 8 hours (may extend beyond one day if necessary).

Observers from the media and the public may observe the recount per ORS 258.211 (2). For the recount of a measure each official measure organization may designate one authorized observer per counting board. All observers must have written authorization signed and submitted by the designated official of the affected measure organization being recounted by 8:00 a.m. Tuesday, December 2, 2025. Official observers have the right to witness the proceedings only for the purpose of ascertaining that the statutes and rules pertaining to the recount process are properly carried out. Anyone wishing to observe the process should contact Yamhill County Elections at (503) 434-7518 or by email at elections@yamhillcounty.gov.

Done this 26th day of November 2025.

Signed,

Keri Hinton
Yamhill County Clerk

YAMHILL COUNTY CLERK
STATE OF OREGON

cc: Oregon Secretary of State
Board of Commissioners
City of McMinnville
Political Parties
Media

Yamhill County
Clerk and Elections

414 NE Evans St.
McMinnville, OR 97128
(503) 434-7518 phone / (503) 434-7520 fax
www.yamhillcounty.gov

STATE OF OREGON)
)
COUNTY OF YAMHILL)

NOTICE
OF
OFFICIAL RESULTS FOLLOWING AUTOMATIC FULL RECOUNT

Notice is hereby given on the 2nd day of December 2025, at the Yamhill County Clerk's Office at 414 NE Evans St, McMinnville, Oregon the automatic full recount for the City of McMinnville Measure 36-237 was completed.

The entire hand recount was concluded on December 2, 2025. The recount was conducted pursuant to ORS 258 following state election laws and procedures.

The counting boards consisted of bipartisan teams; each member is a registered voter of the county and were not a candidate for any office voted upon in the November 4, 2025 Special Election. After a complete review and hand count of all ballots tallied for Measure 36-237 the recount confirmed the original outcome.

The final certified results are:

- YES – 4,746
- NO – 4,759
- Undervotes – 9
- Overvotes – 0

The automatic full recount was conducted according to state election laws and the process proceeded smoothly and as expected. The recount results reinforce the accuracy and integrity of the election process. Voters can be confident their vote was accurately counted.

I hereby certify that the automatic hand recount accurately reflects the tally of votes cast for the City of McMinnville Measure 36-237 at the November 4, 2025 Special Election.

Done this 2nd day of December 2025.

Signed,

Keri Hinton
Yamhill County Clerk

YAMHILL COUNTY CLERK
STATE OF OREGON

cc: Oregon Secretary of State
Board of Commissioners
City of McMinnville
Political Parties
Media

City of McMinnville
POLICE

City Recorder Use

Final Action:
Approved ☐ Disapproved ☐

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: **Casteel Custom Bottling (Jon Ryslinge)**
BUSINESS LOCATION ADDRESS: **1575 NE Colvin CT, McMinnville, OR 97128**
LIQUOR LICENSE TYPE: **Warehouse**

Is the business at this location currently licensed by OLCC
☐ Yes ☑ No

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

Proposed business operations:

Manufacturing / Production

Tritech Records Management System Check: Yes ☑ No ☐

Criminal Records Check: Yes ☐ No ☑

Recommended Action: Approve ☑ Disapprove ☐

Scott Fessler, Captain

Chief of Police / Designee

City Manager / Designee

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:
(a) If the address of the premises proposed to be licensed is within a city's limits, the local government is the city.
(b) If the address of the premises proposed to be licensed is not within a city's limits, the local government is the county.

INSTRUCTIONS:

Step 1: Applicant completes all of Section 1 (including top of Page 2).

Step 2: Applicant submits both pages of the form to the appropriate local government. NOTE: The local government may require additional forms and/or fees.

Step 3: Local government completes at least Section 2 and returns all pages of the form, or a copy thereof, to the applicant. The local government is allowed up to 45 days to complete Section 3.

Step 4: Applicant takes the form with at least Sections 1 and 2 completed and includes it with their CAMP application to meet the Local Government Recommendation document requirement. Submissions that do not have at least Sections 1 and 2 completed will not be accepted.

Step 5: The local government issues its final recommendation in Section 3 and returns the completed form to the applicant. If the applicant has already submitted their initial application via CAMP, they hold on to the final recommendation and provide it to their investigator, when requested. If they have not already submitted their application, they upload the fully completed Local Government Recommendation form with their initial application submission.

Applicants within the city of Portland ONLY: After completing the attached form, please follow these steps to complete the Local Government Recommendation process:

- Apply via the City of Portland website.
- Once you have completed the application with the City of Portland, you will receive an email notifying you that your application has been accepted, usually within two business days. The email will contain an attachment titled "ABC Public Notice."
- Upload the ABC Public Notice document with your CAMP application to meet the Local Government Recommendation document requirement.

NOTE: This document only provides proof of submission. Once you receive your final recommendation from the City of Portland, you will need to provide that to your assigned OLCC investigator.

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): CASTEEL CUSTOM BOTTLING

Proposed Trade Name: CASTEEL CUSTOM BOTTLING

Premises Address: 1575 NE COLVIN COURT Unit:

City: McMINNVILLE County: YAMHILL Zip: 97128

Application Type: (●) New License Application ( ) Change of Ownership ( ) Change of Location

License Type: WAREHOUSE [ ] Additional Location for an Existing License

Application Contact Information

Contact Name: JON RYSLINGE Phone: [redacted]

Mailing Address: 1575 NE COLVIN COURT

City: McMINNVILLE State: OREGON Zip: 97128

Email Address: [redacted]

Business Details

Please check all that apply to your proposed business operations at this location:

[■] Manufacturing/Production

[ ] Retail Off-Premises Sales

[ ] Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

[ ] Indoor Consumption [ ] Outdoor Consumption

[ ] Proposing to Allow Minors

Section 1 continued on next page

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): CASTEEL CUSTOM BOTTLING

Proposed Trade Name: CASTEEL CUSTOM BOTTLING

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC. Section 2 must be completed ***by the local government*** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: McMinnville

Optional Date Received Stamp

Date Application Received: 11/05/2025

Received by: Scott Fessler

Section 3 – Recommendation - To be completed by Local Government:

- ○ **Recommend this license be granted**
- ○ **Recommend this license be denied** (Please include documentation that meets OAR 845-005-0308)
- ○ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

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

Tuesday, October 14, 2025 at 6:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	Present	Absent
	Sal Peralta, Council President	
	Zack Geary	
	Chris Chenoweth	
	Jessica Payne (via Zoom)	
	Scott Cunningham	
	Dan Tucholsky	

Planning Commissioners:	Present	Absent
	Brian Everest	Sidonie Winfield, Chair
	Elena Mudrak, Vice Chair (via Zoom)	Brian Randall
	Matthew Jones (Via Zoom)	Sylla McClellan
	Meg Murray (via Zoom)	Rachel Flores

Also present were Interim City Manager Adam Garvin, City Recorder Claudia Cisneros, Acting City Attorney Tyler Yeoman-Millette, Community Development Director Heather Richards, Chief of Police Cord Wood, Human Resources Director Vicki Hedges, Public Works Director Geoff Hunsaker, Information Technology Director Scott Burke, Police Captain Scott Fessler, Police Captain Dan O'Laughlin, Associate Housing Planner Evan Hietpas (via Zoom), and *members of the News Media – Phil Guzzo McMinnville Community Media*

1. CALL TO ORDER: Mayor Morris called the meeting to order at 6:00 p.m. and welcomed all in attendance.

2. LAND USE EFFICIENCY MEASURES AND UGB AMENDMENT FOR GROWTH PLANNING (2021 -2041):

Community Development Director Heather Richards, shared a PowerPoint presentation and began with an overview of the department's approach to information delivery. She presented on land use efficiencies and Urban Growth Boundary (UGB) amendments. She reminded the Council and Commission that at a previous work session, they had determined that with land use efficiency measures, McMinnville would meet residential and industrial land needs within the existing urban growth boundary. However,

they would not be able to meet commercial land needs within the current UGB.

Ms. Richards explained that McMinnville was working under a sequential UGB work program with the state, which had extended the original December 31, 2025 deadline to March 1, 2026 for land use efficiency measures and Urban Growth Boundary amendment. She noted that they were still waiting for the final decision document from the Land Conservation Development Commission (LCDC) regarding their land needs analysis, which was delaying the next steps in the process.

There was discussion on the commercial land deficit in detail. Ms. Richards explained that while they had initially identified a deficit of 71 acres (with 159 acres needed and 88 acres available through efficiency measures), further analysis showed that the actual deficit would be 115 acres. This was because the 44 acres planned for commercial use at McMinnville Landing would not actually be rezoned as commercial land but would instead be part of a planned development with the retail area using less than 25% of the overall land area.

Ms. Richards then presented two options for addressing the commercial land deficit:

- Wait until 2032 when a new housing needs analysis would be required, and conduct an employment land analysis at that time (staff recommendation).
- Amend the sequential UGB work plan to create a separate task for a UGB amendment specifically for commercial land, with a deadline of February 7, 2028.

Ms. Richards indicated that adding this project would likely require delaying the downtown master plan update to 2028, as the Transportation System Plan (TSP) update could not be delayed.

After further discussion, Mayor Morris asked for the Council's preference on moving forward with a resolution for the November meeting. A majority of councilors indicated they did not wish to proceed with the UGB amendment resolution at this time.

3. ADJOURNMENT: Mayor Morris adjourned the meeting at 6:59 p.m.

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Claudia Cisneros, City Recorder

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

Tuesday, October 14, 2025, at 7:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	Present	Absent
	Sal Peralta, Council President	
	Zack Geary	
	Chris Chenoweth	
	Jessica Payne (via Zoom)	
	Scott Cunningham	
	Dan Tucholsky	

Also present were Interim City Manager Adam Garvin, City Recorder Claudia Cisneros, Acting City Attorney Tyler Yeoman-Millette, Community Development Director Heather Richards, Chief of Police Cord Wood, Human Resources Director Vicki Hedges, Public Works Director Geoff Hunsaker, Information Technology Director Scott Burke, Police Captain Scott Fessler, Police Captain Dan O'Laughlin, Finance Director Katie Henry, Senior Planner Taylor Graybehl, Planning Manager David Bernicker, Associate Housing Planner Evan Hietpas (via Zoom), and *members of the News Media – Phil Guzzo McMinnville Community Media*

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

2. PLEDGE OF ALLEGIANCE

Mayor Morris led the Pledge of Allegiance.

Mayor Morris noted one change to the agenda, staff asked to have item 6.c. Oregon Wine Services and Storage, LLC, dba: wineshipping for Distillery be removed from the Consent Agenda.

3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT: Mayor Morris invited the public to comment.

Eli Zachary on behalf of his mother, Bonnie Zachary, McMinnville Community Member, requested flexibility on sidewalk regulations, explaining that their contractor abandoned the project and his 66-year-old mother, now acting as her own contractor, cannot meet the new 2% grade requirement. Most sections measure 2.4–2.8%, and as a corner lot with

extensive frontage, bringing the sidewalk into compliance would cost about $11,000.

Doug Rux from Sherwood, Oregon stated he was present to answer questions regarding agenda item 7b, and the Mayor indicated he could address his comments when they reach that item.

4. PUBLIC HEARING

4.a. Public Hearing to consider **Resolution No. 2025-54:** A Resolution adopting a supplemental budget for fiscal year 2025-26 and making appropriation transfers.

Mayor Morris opened the public hearing at 7:13pm and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. There was none.

Finance Director Katie Henry stated this was specifically for the wastewater capital fund, where more than 10% of the current appropriated amount was being requested. She explained that this was due to the timing of capital projects for wastewater, with several large projects whose completion timeline was uncertain when the budget was created. The request was simply to move budget funds from one fiscal year to the other, with no changes to the total funds allocated.

There was no public testimony.

Mayor Morris closed the public hearing at 7:15 pm.

5. PRESENTATION

5.a. Old Sheridan & Cypress Safety Review Presentation

City Engineer James Lofton and Public Works Director Geoff Hunsaker presented findings from a safety evaluation conducted at the Old Sheridan Road and Cypress intersection by David Evans and Associates, following a fatal car accident earlier in the year. The evaluation identified several safety concerns:

- An upward crash trend, with 7 crashes recorded between 2014-2023
- Regular pedestrian use in early morning hours
- No marked crosswalks or protected crossing devices
- Common contributing factors included excessive speed and failure to stop at the stop sign
- A large radius curved segment that accommodates quicker traffic

The presenters outlined three tiers of potential improvements:

- Short-term (already started): Replacing the stop sign, adding crosswalk striping, and managing foliage obstructing visibility
- Medium-term: Reducing the curb radius to force drivers to slow down, installing a rapid flashing beacon, and potentially adding an overhead line with flashing lights

- Long-term: Installing a signalized intersection or roundabout as future traffic loads increase

Several councilors asked questions about the improvements. Mr. Hunsaker noted the timeline to complete medium-term improvements would be within the next 3-5 years.

6. ADVICE/ INFORMATION ITEMS

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

Councilor Tucholsky stated the Airport Commission would be meeting on October 21st. He also mentioned attending the YCOM executive board meeting where they discussed potential new fee structures for dispatching, and noted dispatch time standards were being reviewed, with current standards requiring 60 seconds from call to dispatch plus another 60 seconds to determine call location.

Councilor Chenoweth reported meeting one-on-one with the new airport manager and attending the MEVLC where the airport master plan was discussed. He also participated in a field trip walking Alpine Avenue to understand the legislative request for completing the Alpine project and attended the air show.

Councilor Geary mentioned Visit McMinnville committee meeting was coming up. He also reported presenting information about the city's bond measure to various community groups including town halls, Kiwanis, and AM Rotary.

Mayor Morris announced the upcoming day of service on Saturday, October 18th organized by the City of McMinnville and Visit McMinnville from 9 AM-12 PM, starting at the library park area. She reported meeting with Sheriff Sam Elliott to review Yamhill County drug team statistics, attended the Oregon International Air Show, the Kiwanis auction (noting Kiwanis had distributed 800 pairs of shoes to local kids), the Chamber annual awards dinner, volunteering at the Scottish Festival, meeting with Jeffrey Clayton regarding shelters and affordable housing, meeting with County Commissioner Kit Johnston, attending the Out of the Dark vigil for Oregon Youth Suicide Awareness Day, guest cooking at Young Life House for over 200 youth, attending the memorial and highway dedication for fallen Deputy Paul Baker, attending the Courage Pink Ribbon event supporting families affected by breast cancer, and helping cook at the fire district's pancake breakfast.

Council President Peralta reported that Planning Commission had met earlier that evening and Council of Governments did not meet since their last council meeting.

Councilor Cunningham attended the League of Oregon Cities conference, noting it was the 100th anniversary of the League. He observed that many

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cities face similar challenges, and McMinnville is considered a "large city" by League standards, despite 50% of Oregon towns having populations of 2,000 or less. He also noted that civility was a common theme in the conference breakout sessions.

6.b. Department Head Reports

Finance Director Katie Henty reported that finance and court departments have been focused on software implementation. She anticipated bringing a contract for court software to the November 12th Council meeting. She also noted progress on the Questica/Euna budget book development, with mock budget books expected by late December or early January.

Interim City Manager Adam Garvin provided an update on communications about the proposed ballot measure, which had received higher than usual engagement with a 49% email open rate and the related social media post becoming the top-performing post year-to-date with over 18,000 views. He mentioned that the Southwest Area Plan design survey was active through the end of the month. He noted that the top-performing post of the year was about the Innovation Campus/McMinnville Landing with over 50,000 views. He reported continuing to meet with community partners, attending the Pancake Feed, and addressing city-specific questions at a town hall event.

Acting City Attorney Tyler thanked Adam and Claudia for keeping him organized and expressed appreciation for the opportunity to serve.

Community Development Director Heather Richards announced the city had received two grant awards from the state: $70,000 for housing production strategy work and another $185,000 for development code audit for housing work. She also mentioned that the Oregon Building Codes Division was developing standardized plan sets for accessory structures and housing that would need to be automatically permitted by the city. She provided an update on the Southwest Area Plan, noting that the project advisory committee would meet on October 29th to review community design workshop results, with another community workshop planned for January 24, 2026.

Chief of Police Cord Wood introduced Captain Dan O'Loughlin, who recently filled the position created when Captain Tim Simons retired. Captain O'Laughlin described his 32-33 years in law enforcement and expressed excitement about joining McMinnville. Chief Wood also announced a new police officer, Grant Scheele, who started the previous day and would be entering the police academy the following week.

Public Works Director Geoff Hunsaker provided updates on engineering and operations, noting that a new utility program manager had started and was already working on the RFP for the gateway storm and sewer project. He mentioned that the airport commission would have a work session to discuss rent and lease policies. He announced leaf season pickup would start on October 20th, and described upcoming landscaping at city park. He also

mentioned reviewing hours for the RV dump site at the wastewater plant due to potential misuse.

Human Resources Director Vicki Hedges announced that the city had received a safety award from their insurance provider, CIS, for improvements in fleet safety, resulting in significant reductions in auto liability and damage claim costs.

Information Technology Director Scott Burke announced that October 14th was the last day of support for Windows 10, and the IS team had been working on updating to Windows 11 for the past 12 months, with only about three computers out of 300 remaining to be updated. He also mentioned ongoing work to link technology with YCOM and Yamhill County for the PD record software project.

City Recorder Claudia Cisneros noted minor errors in some draft minutes that could be approved as amended on the consent agenda. Also noted that the first meeting in November would be moved to November 12th due to Veterans Day, and the November 25th meeting would be canceled due to Thanksgiving week.

Interim City Manager Garvin congratulated Ms. Cisneros on being installed as Oregon Association of Municipal Recorders vice president on September 25th.

6. CONSENT AGENDA

a. Consider the request from DeZordo Wines and Vineyard, LLC for WY-NC, OLCC Liquor License located at 475 NE 17th Street.
b. Consider the request from Baker St Café, LLC dba: Baker St Café – Thai Kitchen for Limited On-Premises Sales, OLCC Liquor License located at 205 SE Baker Street.
~~c. Consider the request from Oregon Wine Services and Storage, LLC dba: wineshipping for Distillery (for taxpaid bottled storage and delivery of distilled spirits), OLCC Liquor License located at 2803 NE Orchard Ave.~~
d. Consider the Draft Minutes of the August 26, 2025 City Council Work Session & Regular Meeting.
e. Consider the Draft Minutes of the August 28, 2025 Special Called City Council - Strategic Plan Review & Goal Setting Meeting.
f. Consider the Draft Minutes of the September 09, 2025 City Council Work Session & Regular Meeting.
g. Consider the Draft Minutes of the September 23, 2025 City Council Work Session & Regular Meeting.
h. Consider **Resolution No. 2025-55:** A Resolution appointing members to the City's various Committees.
i. Consider **Resolution No. 2025-56:** A Resolution Approving the 2nd Amendment to the professional services contract with Jacobs Engineering Group Inc. for the Public Works Water Reclamation Facility (WRF) and Conveyance System Master Plan Update, Project 2022-5 to include Additional Regulatory Support for McMinnville's National Pollutant

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Discharge Elimination System (NPDES) Permit Renewal with the Oregon Department of Environmental Quality (DEQ).

Councilor Cunningham asked to have item 7a removed from the consent agenda due to a conflict of interest, as he is involved in a business that is the leaseholder of that address.

Mayor Morris noted that the consent agenda included committee appointments for Jeffrey Clayton to the affordable housing committee and Lisa Allen to both the affordable housing committee and historic landmark committee.

Councilor Geary MOVED to adopt the consent agenda as amended with minor corrections to the minutes and with item 7a removed; SECONDED by Councilor Payne.

AYE: Councilor Chenoweth, Payne, Geary, Cunningham, Tucholsky, Peralta
NAY: NONE

*Motion **PASSED** unanimously by a vote of **6-0**.*

7. ITEMS REMOVED FROM THE CONSENT AGENDA

7.a. Consider the request from DeZordo Wines and Vineyard, LLC for WY-NC, OLCC Liquor License located at 475 NE 17th Street.

Councilor Cunningham recused himself from this agenda item.

Councilor Payne MOVED to approve the request from DeZordo Wines and Vineyard, LLC for WY-NC, OLCC Liquor License located at 475 NE 17th Street; SECONDED by Councilor Geary.

AYE: Councilors Chenoweth, Payne, Geary, Tucholsky, Peralta
NAY: NONE

*Motion **PASSED** unanimously by a vote of **5-0**.*

8. RESOLUTION

8.a. Consider **Resolution No. 2025-54:** A Resolution adopting a supplemental budget for fiscal year 2025-26 and making appropriation transfers.

Councilor Cunningham MOVED to approve Resolution No. 2025-54; adopting a supplemental budget for fiscal year 2025-26 and making appropriation transfers; SECONDED by Councilor Geary.

AYE: Councilor Chenoweth, Payne, Geary, Cunningham, Tucholsky, Peralta
NAY: None

*Resolution No. 2025-54 **PASSED** unanimously by a vote of **6-0**.*

7.b. Consider **Resolution No. 2025-51:** A Resolution authorizing the Interim City Manager to sign an Annexation Agreement with Yamhill Soil and Water Conservation District (property owner) and MAC Multi LLC (buyer), for the future annexation of Tax Lot R4409CD00100.

Councilor Payne MOVED to approve Resolution No. 2025-51; authorizing the Interim City Manager to sign an Annexation Agreement with Yamhill Soil and Water Conservation District (property owner) and MAC Multi LLC (buyer), for the future annexation of Tax Lot R4409CD00100; SECONDED by Councilor Chenoweth.

AYE: Councilor Chenoweth, Payne, Geary, Cunningham, Tucholsky, Peralta
NAY: None

Resolution No. 2025-51 ***PASSED*** *unanimously by a vote of* ***6-0****.*

8.c. Consider **Resolution No. 2025-57:** A Resolution Approving an Addendum to the Mac-Town 2032 Strategic Plan.

Councilor Chenoweth MOVED to approve Resolution No. 2025-57; Approving an Addendum to the Mac-Town 2032 Strategic Plan; SECONDED by Councilor Tucholsky.

AYE: Councilor Chenoweth, Payne, Geary, Cunningham, Tucholsky, Peralta
NAY: None

Resolution No. 2025-57 ***PASSED*** *unanimously by a vote of* ***6-0****.*

9. ORDINANCES

9.a. Consider the first reading with a possible second reading of **Ordinance No. 5165**: An Ordinance Amending Title 17 (Zoning) of the McMinnville Municipal Code Chapter 17.57 "Landscaping" and Chapter 17.58 "Trees" and Approving the Decision, Findings, and Conclusionary Findings for Docket G 2-24.

Mayor Morris asked if any Councilor needed to declare any conflict of interest or recuse themselves. There was none.

Planning Manager David Berniker and Senior Planner Taylor Graybehl presented proposed changes to the landscaping and tree chapters of the Municipal Code, representing the second phase of a project focusing on applicability and standards. This work built upon phase one, which addressed process and submittal requirements for landscaping and was approved by Council in May.

The amendments aimed to align development with community priorities, establish clear standards, optimize staff capacity, and contribute to a safer and

more visually appealing urban environment. They noted that the Planning Commission had approved the changes by a vote of 8-0 on November 7th with no public testimony received. They also mentioned a minor amendment requested by McMinnville Water and Light to add "safety" to section 17.57.0.07 b.8.

During discussion, Councilor Chenoweth expressed concern that the changes would drastically limit the role of the Landscape Committee by having staff make decisions on landscape review with appeals going to the Committee rather than having the Committee review plans directly. Community Development Director Richards clarified that the May (phase one) decision had already changed the process so that landscape plans go to staff for administrative review, and this phase two amendment would establish clear and objective standards for that administrative review.

Several councilors expressed "buyer's remorse" about the phase one decision, with Councilor Chenoweth hoping for further discussion about committee roles at the upcoming November meeting. Councilor Peralta argued that since Council had already removed authority from the Landscape Committee, they needed to complete the process by establishing fair standards. Councilor Payne recalled extensive discussions in the Landscape Committee about improving efficiency and focusing on community-facing work rather than routine administrative reviews.

Councilor Geary, who had previously served as liaison to the Landscape Committee, said the Committee's intent had been to provide clarity in the code rather than remove their authority.

Acting City Attorney Yeoman-Millette recommended proceeding with the first reading, noting concern about the "gray area" created by having completed phase one without the necessary criteria for phase two.

*Councilor Cunningham MOVED to **read the first reading of** Ordinance No. 5165 and to pass to a second reading; SECONDED by Council President Peralta.*

AYE: Councilors Payne, Cunningham, Peralta
NAY: Councilors Chenoweth, Geary, Tucholsky, Mayor Morris

*Ordinance No. 5165 **Fail on its first reading** by a vote of **4-3**.*

Following the failed motion, there was recommendation to hold the documents for further discussion at the November 12th meeting about committee roles.

8. ADJOURNMENT: Mayor Morris adjourned the meeting at 9:07 p.m.

Claudia Cisneros, City Recorder

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

Wednesday, October 22, 2025 at 6:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	Present	Absent
	Sal Peralta, Council President	
	Zack Geary	
	Chris Chenoweth	
	Jessica Payne	
	Scott Cunningham	
	Dan Tucholsky	

Planning Commissioners:	Present	Absent
	Sidonie Winfield, Chair	Brian Randall
	Elena Mudrak, Vice Chair	Meg Murray
	Brian Everest	Matthew Jones
	Sylla McClellan	
	Rachel Flores	

Also present were Interim City Manager Adam Garvin, City Recorder Claudia Cisneros, Community Development Director Heather Richards, Chief of Police Cord Wood, Human Resources Director Vicki Hedges, Public Works Director Geoff Hunsaker, City Engineer James Lofton, David Bernicker, John Paskall, Finance Director Katie Henry and Tom Schauer (via Zoom) *members of the News Media – Kyle Dauterman McMinnville Community Media*

1. CALL TO ORDER: Mayor Morris called the meeting to order at 6:00 p.m. and welcomed all in attendance.

2. INNOVATION CAMPUS (COUNCIL/PLANNING)

Community Development Director Heather Richards, shared a PowerPoint presentation and introduced the presentation on McMinnville Landing, previously known as the Innovation Campus. She explained that this project began in 2018 with a Transportation and Growth Management grant to develop the Three Mile Lane Area Plan. The plan identified 200 acres of vacant land south of Highway 18 that had been within city limits for over 40 years but remained undeveloped.

Ms. Richards noted that market analysis revealed McMinnville had significant retail leakage, especially for general merchandise, and lacked

high-density employment opportunities since Hewlett-Packard left. The Innovation District was envisioned to address these needs with approximately 40 acres dedicated to retail and 160 acres for an innovation campus for high-wage employment. She explained that infrastructure costs had been a barrier to previous development attempts. The city pursued grants from Business Oregon to analyze public infrastructure needs and to market the site. Emphasizing that the current project had four components: land use scenarios, infrastructure analysis, design and development standards, and marketing.

Ken Pirie, Principal and Certified Planner and Saumya Kini, Senior Associate, Urban Design from Walker Macy, presented the over a year's work on the project. They described the vision for McMinnville Landing as a place for high-wage employment opportunities, quality retail, and public spaces. The master plan showed commercial/retail areas and employment land, connected by a network of green spaces. They shared conceptual illustrations depicting the gateway appearance along Highway 18, the central gathering space called "Landing Commons," and how the employment district would interface with the southern green space. They discussed sustainability features, including safe streets, bike parking, sustainable materials, and stormwater management.

Todd Mobley, Traffic Engineer from AKS Engineering & Forestry (via Zoom), presented the transportation analysis. He explained that the transportation system could accommodate additional trips from the project using existing at-grade intersections, with some modifications to the Highway 18/Cumulus intersection. This differed from earlier plans that had suggested jug handles might be needed.

Brady Barry, Civil Engineer from Atwell Engineering (via Zoom), discussed infrastructure plans for the site, including stormwater treatment, sanitary sewer, water, and power. He noted that a new substation would be needed in the area, which was already in McMinnville Light's planning process.

Public Works Director Geoff Hunsaker explained the off-site public infrastructure needed to support the development, particularly regarding wastewater. He indicated that while improvements would be necessary, they were manageable with appropriate phasing and funding strategies. He noted a preference for gravity systems over pump stations to reduce long-term operating costs.

Elizabeth Decker, Land Use Consultant with JET Planning, presented the design and development standards that would implement the master plan. The development would use a planned development overlay with two zones: a retail center based on the C-3 commercial zone and an industrial district focused on high-density employment uses. The standards address multimodal circulation, open spaces, building placement (with maximum setbacks rather than minimum setbacks to bring buildings close to streets), and parking regulations.

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Significant discussion centered around maximum building size for retail establishments. The proposal limited the site to two anchor stores over 135,000 square feet, without specifying a maximum size. Planning Commission Chair Winfield expressed concerns about stores that might be too large, as it could undermine the project's vision, and suggested a maximum square footage. After discussion, there was consensus to set a maximum size of 150,000 square feet, with the possibility of a conditional use process for larger proposals that would benefit the community.

The council and commission also discussed drive-throughs (agreeing to maintain the proposed limit of four) and whether parks and open space amenities should be approved by the Planning Director or Parks Director (agreeing to keep approval with the Planning Director as currently written).

Ms. Richards outlined the next steps in the process, including notifying the Department of Land Conservation and Development (DLCD) on October 28, holding Planning Commission public hearings starting December 18, and bringing the proposal to City Council in February for consideration.

Mayor Morris stated the City Council will be going into the conference room for closed-to-the-public executive sessions pursuant to: ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Mayor Morris asked if any Councilor needed to declare an actual or potential conflict of interest or recuse themselves regarding any of these executive sessions for the record. There were none.

3. ADJOURNMENT: Mayor Morris adjourned the meeting at 8:46 p.m.

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Claudia Cisneros, City Recorder

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

Wednesday, October 28, 2025 at 6:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	Present	Absent
	Sal Peralta, Council President	
	Zack Geary	
	Chris Chenoweth	
	Jessica Payne	
	Scott Cunningham	
	Dan Tucholsky	

Planning Commissioners:	Present	Absent
	Meredith Maxfield, Chair	Lonny Watne
	Kellye Bouldin	Debbie Harmon Ferry
	Jerry Mason	Steffanie Frost
	Victoria Ernst (via Zoom)	

Also present were Interim City Manager Adam Garvin, City Recorder Claudia Cisneros, Acting City Attorney Tyler Yeoman-Millette, Finance Services Administrator-Budget Crystal Wooldridge, Community Development Director Heather Richards, Chief of Police Cord Wood, Human Resources Director Vicki Hedges, City Engineer James Lofton, Library Director Jenny Berg, Planning Manager David Bernicker, Finance Director Katie Henry and Police Captain Scott Fessler *members of the News Media – Phil Guzzo McMinnville Community Media*

1. CALL TO ORDER: Mayor Morris called the meeting to order at 6:00 p.m. and welcomed all in attendance.

2. JOINT WORK SESSION – COUNCIL AND BUDGET COMMITTEE. BUDGET FORMAT AND PROCESS FOR FY26-27

Finance Director Katie Henry, shared a PowerPoint presentation sharing information regarding the budget format and process for Fiscal Year (FY) 26-27. She began by explaining the purpose of the work session, noting that the city has new budget software, which provides a good opportunity to review the budget process and presentation format.

Ms. Henry clarified that when functioning as a budget committee, all 14 members (City Council and citizen members) serve as the Budget

Committee, not as separate entities. She outlined four main goals for the session: determining the number of budget meetings, establishing dates and times for these meetings, deciding on the structure of the budget document, and determining the structure of budget presentations.

Director Henry briefly outlined Oregon budget law basics, found in ORS 294. Regarding questions and answers during the budget process, she requested that committee members submit specific questions with page numbers and account information, rank their questions in order of priority to ensure fair response time allocation, and adhere to submission deadlines to allow staff adequate time to prepare responses. She confirmed that there would still be opportunities for live questions during meetings.

Extensive discussion occurred regarding the level of detail in the budget document. Ms. Henry presented different options, including a detailed line-item approach (current method), a classification-level approach (personnel, materials and services, etc.), or something in between. She showed examples from other cities, including Forest Grove and Tigard, which uses the same OpenBook software McMinnville has adopted. There was general consensus to maintain the current level of detail with potential consolidation of benefit line items.

There was discussion on the budget calendar and meeting schedule. Ms. Henry explained the lengthy process that begins October 1st and requires many steps before the first Budget Committee meeting. She indicated that May 4th would be the earliest possible date for the first budget meeting, with May 22nd being the latest date for the final meeting due to legal requirements for notice and adoption.

Interim City Manager Adam Garvin proposed a tentative schedule with meetings on May 12th, 14th, 18th, and 21st, 2026, which would provide spacing between meetings and allow time for staff to respond to questions. The committee discussed providing the budget document to members approximately one week before the first meeting to allow adequate review time. There was discussion on interest for a zero-based budget rather than incremental budgeting.

Before closing, the committee agreed to hold another work session to further discuss department budget presentations. Ms. Henry indicated she would send out options for meeting dates and times in a poll format to gather feedback from all members.

3. ADJOURNMENT: Mayor Morris adjourned the meeting at 6:59 p.m.

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Claudia Cisneros, City Recorder

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

Tuesday, October 28, 2025, at 7:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	Present	Absent
	Sal Peralta, Council President	
	Zack Geary	
	Chris Chenoweth	
	Jessica Payne	
	Scott Cunningham	
	Dan Tucholsky	

Also present were Interim City Manager Adam Garvin, City Recorder Claudia Cisneros, Acting City Attorney Tyler Yeoman-Millette, Community Development Director Heather Richards, Library Director / Parks & Recreation Director Jenny Berg, Chief of Police Cord Wood, Human Resources Director Vicki Hedges, City Engineer James Lofton, Police Captain Scott Fessler, Police Captain Dan O'Laughlin, Finance Director Katie Henry, Public Works Operations Superintendent David Renshaw, and *members of the News Media – Phil Guzzo McMinnville Community Media.*

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

2. PLEDGE OF ALLEGIANCE

Mayor Morris led the Pledge of Allegiance.

3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT: Mayor Morris invited the public to comment.

City Recorder, Claudia Cisneros, noted for the record the two emails for public comment already emailed to the City Council and will be made part of the amended packet posted tomorrow

Amanda Pewonka, McMinnville Community Member, thanked Councilor Geary for his work on the bond measure and expressed her support for it, and expressed excitement about the comprehensive nature of the bond that would transform the makeup of McMinnville for the better.

Janet Sasaki, McMinnville Community Member, spoke as a library user to express her support for library funding. She described how reduced hours

implemented this year, especially Sunday closures, had limited her ability to access physical materials and increased her reliance on digital collections. She noted that staff reductions and increased use of self-checkout stations had made the experience more impersonal. As a former Library Foundation board member and past president, she explained that while the Foundation and Friends of the Library supplement programs and collection enhancements, she urged the Council to prioritize library funding

4. ADVICE/ INFORMATION ITEMS

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

Councilor Cunningham reported the Historic Landmarks Committee did not meet this month but would meet on November 20th (a week earlier than usual due to Thanksgiving) to discuss ordinances affecting home demolitions. He also reported on the Affordable Housing Committee, noting that McMinnville had received its second consecutive "severe rent burden" designation, indicating that more than 25% of renter households spend over 50% of their monthly income on rent. A public meeting to discuss rent burden causes and potential solutions is scheduled for December 10th at the Stratus Village community space. He also praised the community service day where many participated in city cleanup.

Council President Peralta met with Homeward Bound Pets director Casey Shook, who informed him that they wouldn't be accepting cats until spring 2026 due to construction delays. Currently, they are offering free spaying and neutering for feral cats for McMinnville residents. When they reopen, they will also offer services for rabbits and other small animals. He also announced an upcoming planting event by the Soil and Water Conservation District at Lower City Park on November 8th from 9 AM to 3 PM, followed by the Veterans Parade at 10 AM

Mayor Morris noted her recent community engagement activities, which included attending the McMinnville Economic Development annual meeting at Linfield, the Community Service Day, and joining the new Yamhill County Suicide Call Coalition. Attended Bob Emrick’s memorial service, visited the Confederated Tribes of Grand Ronde with the Yamhill County Economic Alliance Group, and attended a monthly mayor's meeting hosted by the Newberg mayor. She also mentioned upcoming events including the City-County Dinner on November 5th and the Veterans Parade on November 8th.

Council President Peralta added that the McMinnville Economic Development Partnership and Sprout Summit had received an award for excellence in economic development from the Oregon Economic Development Association for outstanding collaborative partnership

Councilor Geary reported MURAC will meet next week. Visit McMinnville reported several successful recent events including the Linfield Family Harvest Celebration and Latine Heritage Celebration on October 18th. Noting

that Visit McMinnville's investment portfolio had a good start, and they were developing new events including Merry McMinnville, Wonderland Brew Fest (December 19-21), and bringing in the AAPI Food and Wine Fest. He reported that the August room night demand in McMinnville hotels fell 8.7% compared to last year, with average daily rates dropping 1.2% to $176. Short-term rentals also declined for the second consecutive month. Attended the MEDP annual event and he and his son participated in the Service Day. Regarding the bond has hosted two town halls and spoken at multiple service clubs.

Councilor Payne reported that the Landscape Review Committee would meet on November 5th to discuss code amendments, and LPSCC doesn't meet again until January

Councilor Chenoweth reported on his one-on-one with Fire Chief and getting a tour of the fire district's new facility by the airport and today attended the Area Commissions of Transportation (ACT) and Multimodal meeting with the Oregon Transportation Commission (OTC) chair, vice chair, and head of ODOT. He explained changes at ODOT giving more power to the ACTs through a new 10-year horizon model called the CIP and will be spending the next 3 to 6 months of putting together the first iteration of the CIP.

Councilor Tucholsky attended the MEDP awards presentation, a town hall for the CPR bond, and the City Service Day where he collected two bags of garbage. Will also plan to attend the Veterans Day parade.

4.b. Department Head Reports

Finance Director Katie Henry reported that they are focused on software implementation with about two weeks remaining for budget software setup. Finalizing personnel aspects and will soon begin training department heads. The court software contract should be received at the November 12th council meeting.

Interim City Manager Adam Garvin provided a communications update, noting that the October 16th newsletter and quarterly update contained useful organizational information. Communications & Engagement Manager Noelle Amaya continued her third year working with Newby third-graders on civics education. He reported that community members can now register with iHeartMac through Google or Facebook accounts. While there were 712 unique iHeartMac accounts, over 8,000 McMinnville community members had engaged on the platform since the beginning of the year. Continues to be busy meeting with community partners and by the next Council meeting, will have an update on some Council goals.

Acting City Attorney Tyler Yeoman-Millette noted Mr. Garvin and Ms. Cisneros are keeping him busy and noting Mr. Ligtenberg will be back soon so publicly acknowledged Mr. Garvin, Ms. Cisneros, and all other Directors he worked with.

Library Director / Parks & Recreation Director Jenny Berg gave a presentation about the library's Library of Things collection, which allows patrons to borrow items like blood pressure monitors and pulse meters. She explained the extensive process involved in creating and maintaining this collection, from securing a $150,000 YCCO grant to reorganizing space, researching other libraries' approaches, surveying patrons about desired items, purchasing and packaging items, creating catalog records, and establishing procedures for checkout, maintenance, and handling missing parts. She emphasized that this service requires coordinated efforts from many staff members and volunteers.

Community Development Director Heather Richards shared that Teresa Smith is retiring from the MEDP board and moving to Central Oregon. She also shared that according to the Yamhill County assessor's office, permitting levels across the county had decreased by 50% year-over-year, with McMinnville's permitting levels down by 33% and Newberg's down by 19%. This decline was attributed to both economic factors and lack of buildable land supply. Appreciates the partnership with the Assessor’s office to be able to pull those reports to better understand the trends over the last 5 to 10 years.

Chief of Police Cord Wood announced a partnership with Juliette's House, where police department members would participate in No Shave November, growing beards and then allowing community members to make donations to vote on which of five facial hairstyles the officers would shave in early December. The fundraiser will culminate with a December shave off in the police department lobby with all funds supporting Juliette's House

City Engineer James Lofton reported that they are preparing an RFP for the airport Fixed Based Operator (FBO) contract renewal. The wastewater plant spread 3.1 million gallons of biosolids this year, down from a typical 4 million gallons, indicating that the new process is working efficiently. Kevin Wood joined the engineering team as program manager and is working on an RFP for the Northeast Gateway sanitary and stormwater sewer replacement project. The parks department is transitioning from fall soccer to leaf removal, and street crews are busy with the leaf program through December. Facilities projects at OSP are wrapping up, and elevator project equipment submittals are being reviewed

Human Resources Director Vicki Hedges has been doing a lot of behind-the-scenes HR confidential items but did want to note she has added a new demographic to the employee report that shows the number of employees residing in McMinnville.

City Recorder Claudia Cisneros reminded everyone that city offices will be closed on November 11th for Veterans Day, with a special-called city council meeting on November 12th. The regular council meeting on November 25th is canceled due to Thanksgiving week. She also announced she would be on vacation the week of November 10th, with Director Scott Burke and Information Services Specialist Megan Simmons covering the special meeting

4.c. May, June, July & August 2025 Cash and Investment Report (in packet)

5. CONSENT AGENDA

a. Consider **Resolution No. 2025-59:** A Resolution awarding the contract for the Linear Parks Irrigation Renovation Project.
b. Consider the request from Oregon Wine Services and Storage, LLC dba: wineshipping for Distillery (for taxpaid bottled storage and delivery of distilled spirits), OLCC Liquor License located at 2803 NE Orchard Ave.
c. Consider **Resolution No. 2025-61:** A Resolution authorizing the City Manager to execute a contract for the Manhole Rehabilitation Services project, Project 2025-6, with Underground Tech, Inc.

Mayor Morris noted Councilor Payne requested additional information about Resolution 2025-59, so item a was also removed from the consent agenda.

Councilor Geary MOVED to adopt the consent agenda with item 5.a. removed; SECONDED by Councilor Payne.

AYE: Councilors Payne, Geary, Cunningham, Tucholsky, Chenoweth, Peralta
NAY: NONE

*Motion **PASSED** unanimously by a vote of **6-0**.*

5. ITEMS REMOVED FROM THE CONSENT AGENDA

5.a. Consider **Resolution No. 2025-59:** A Resolution awarding the contract for the Linear Parks Irrigation Renovation Project.

Councilor Payne requested this item be removed from the consent agenda as she was wondering why the city chose the more expensive bid option.

Public Works Operations Superintendent David Renshaw explained that the project was split into two phases: a base bid for replacing fundamental system components and a second phase for head replacement. The contract was structured to prioritize the base bid element, with remaining funds to be used for head replacement. Staff will complete any remaining head replacements in-house.

Councilor Geary MOVED to approve Resolution No. 2025-59; awarding the contract for the Linear Parks Irrigation Renovation Project; SECONDED by Councilor Cunningham.

AYE: Councilors Payne, Geary, Cunningham, Tucholsky, Chenoweth, Peralta
NAY: NONE

*Resolution No. 2025-59 **PASSED** unanimously by a vote of **6-0**.*

DRAFT

7. RESOLUTION

7.a. Consider **Resolution No. <u>2025-60:</u>** A Resolution to support a technical assistance grant application to the Oregon Department of Land Conservation and Development for the purpose of supporting economic development and housing production.

Councilor Payne MOVED to approve Resolution No. 2025-60; to support a technical assistance grant application to the Oregon Department of Land Conservation and Development for the purpose of supporting economic development and housing production; SECONDED by Councilor Tucholsky.

AYE: Councilors Payne, Geary, Cunningham, Tucholsky, Chenoweth, Peralta
NAY: None

*Resolution No. 2025-60 **PASSED** unanimously by a vote of **6-0**.*

7. ADJOURNMENT: Mayor Morris adjourned the meeting at 7:56 p.m.

_____
Claudia Cisneros, City Recorder

DRAFT

City of McMinnville
ADMINISTRATION

Human Resources
230 NE Second Street
McMinnville, OR 97128
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: **December 9, 2025**
TO: **Adam Garvin, Interim City Manager**
FROM: **Vicki Hedges, Human Resources Director**
SUBJECT: **Resolution No. 2025-66, Ratifying the Collective Bargaining Agreement with the McMinnville Police Association**

Report in Brief:

Consider adoption of resolution 2025-66 approving and ratifying a three-year collective bargaining agreement (CBA) between the City of McMinnville and the McMinnville Police Association (MPA), effective July 1, 2025, through June 30, 2028.

Background and Discussion:

The current labor agreement between the City and the McMinnville Police Association expired on June 30, 2025. Negotiations for a successor agreement began in spring 2025 and were conducted in accordance with the Public Employee Collective Bargaining Act (ORS 243).

The parties reached a tentative agreement following multiple bargaining sessions and mediation. The tentative agreement was subsequently ratified by the MPA membership, conditioned upon approval by the City Council.

The proposed agreement maintains core operational and compensation structures, while providing wage adjustments intended to support recruitment and retention in a competitive public safety labor market.

Attachments:

- Resolution No. 2025-66 - A Resolution ratifying a collective bargaining agreement between the City of McMinnville and the McMinnville Police Association (MPA) for the period starting July 1, 2025, and ending June 30, 2028.
- Exhibit A: Collective Bargaining Agreement

Fiscal Impact:

The ratification of this agreement will result in a 3% cost of living increase, which was included in the budget for this fiscal year. Additional changes to the collective bargaining agreement will result in an increase of approximately $95,000 this fiscal year.

Recommendation:

The Council has the following options:

1. Approve the resolution ratifying the collective bargaining agreement
2. Decline to approve the agreement and provide direction to staff
3. Continue the matter to a future meeting for further consideration

RESOLUTION NO. 2025-66

A Resolution ratifying a collective bargaining agreement between the City of McMinnville and the McMinnville Police Association (MPA) for the period starting July 1, 2025 and ending June 30, 2028.

RECITALS:

WHEREAS, the City of McMinnville and the McMinnville Police Association (MPA) have negotiated in good faith pursuant to ORS 243; and

WHEREAS, the parties reached a tentative agreement for a successor collective bargaining agreement covering the period July 1, 2025 through June 30, 2028; and

WHEREAS, the McMinnville Police Association has ratified the collective bargaining agreement, conditioned upon the City's approval; and

WHEREAS, the Council of the City of McMinnville desires to approve and ratify the collective bargaining agreement attached as Exhibit A**.**

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

1. The collective bargaining agreement between the City of McMinnville and the McMinnville Police Association for the period July 1, 2025 through June 30, 2028, attached as Exhibit A, is hereby approved and ratified.
2. A cost-of-living adjustment (COLA) increase of 3.0% will apply to all members who are active at the time of ratification effective upon ratification and retroactive to July 1, 2025.
3. The City Manager is authorized and directed to execute the collective bargaining agreement, including making non-substantive and formatting corrections that do not alter the material terms.
4. The collective bargaining agreement approved herein supersedes and replaces any prior agreements between the parties for the covered period.
5. This Resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the City Council of the City of McMinnville at a meeting held the 09th day of December 2025 by the following votes:

Ayes: _____

Nays: _____

Approved this 09th day of December 2025.

_____
MAYOR

Approved as to form: Attest:

_____ _____
City Attorney City Recorder

EXHIBIT:

A. Collective Bargaining Agreement between McMinnville Police Association (MPA) and The City of McMinnville

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

MCMINNVILLE POLICE ASSOCIATION

AND

THE CITY OF MCMINNVILLE

July 1, 2025 through June 30, 2028

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PREAMBLE

This Agreement is entered into by the City of McMinnville, Oregon, hereinafter referred to as "City," and the McMinnville Police Association (affiliated with Teamsters Local Union 223), hereinafter referred to as the "Association."

The purpose of this Agreement is to set forth those matters pertaining to rates of pay, hours of work, fringe benefits and other conditions of employment and the establishment of an equitable and peaceful procedure for the resolution of disputes.

ARTICLE 1 - RECOGNITION

Section A. Recognition: The City recognizes the Association as the sole and exclusive bargaining agent for all full time, regular budgeted employees in the following classifications with respect to wages, hours, and other conditions of employment:

- Sergeant
- Corporal
- Police Officer
- Evidence and Property Technician
- Support Services Specialist
- Parking Enforcement

Section B. Changes in Unit: If the duties of any existing classification are substantially changed, or if a new position or classification is added into the bargaining unit, a proposed wage scale shall be assigned thereto, and the City shall forward the new or changed class and proposed wage to the Association for review. The contract will then be subject to reopening for the sole purpose of negotiating a wage for the class. If the parties cannot agree to the pay range after negotiations and mediation, the matter shall be submitted to binding arbitration.

The arbitrator shall establish a fair and equitable pay scale for the new or changed classification.

Section C. Changes in work: If the City changes the duties of any existing employee or classification so as to make that employee or classification ineligible for inclusion in the bargaining unit, the City shall first submit to the Association notice of its intent. The Association shall respond within fourteen (14) days of the notice whether the Association desires to bargain over the proposed change. If the Association fails to respond it shall have waived its right to bargain. If the parties are unable to reach agreement the matter shall be submitted to binding arbitration for resolution.

ARTICLE 2 - MANAGEMENT RIGHTS

Section A. Management Rights: The City shall retain the exclusive right to exercise all the customary functions of management, including but not limited to:

1. To determine the specific programs and services offered by the City, and the methods, means and facilities by which they shall be effectuated.
2. To determine the size, nature and qualifications of the work force, to assign duties and equipment, to direct and evaluate the employees in the performance of their work assignments.
3. To develop work rules and operating procedures not inconsistent with this Agreement. However, the Association will be informed of the proposed rules and will be given the opportunity to comment and make suggestions thereto, prior to their implementation.
4. To promote, transfer, lay-off, and to discipline, demote and discharge employees for just cause.

The City recognizes that this Section is not a waiver of the City's obligation to bargain under the Public Employee Collective Bargaining Act (PECBA) in the event the exercise of these functions involves a mandatory subject of bargaining or impacts a mandatory subject of bargaining.

Section B. Subcontracting: The City shall notify the Association, as soon as possible, of the possibility of the City subcontracting out work and/or services currently performed by members of the bargaining unit. At the time such notice is given, if the Association demands to negotiate, the City and/or the Association will notify the Employment Relations Board that the parties have entered negotiations concerning subcontracting and ask that a mediator be assigned this issue and schedule, in advance, mediation sessions should the parties reach impasse during negotiations. The parties agree that negotiations regarding the decision and impact of the subcontracting shall continue no longer than thirty (30) days from the receipt of the City's notice. The first negotiation session shall be scheduled no later than ten (10) working days of receipt of the City's notice. Should the parties be at impasse following negotiation and mediation, the parties agree to submit the dispute to an arbitrator for resolution.

ARTICLE 3 - COMPLETE AGREEMENT/PAST PRACTICES

Section A. Complete Agreement: Pursuant to their statutory obligations to bargain in good faith, the City and the Association have met in full and free discussion concerning matters in "employment relations" as defined by ORS 243.650(7). This contract incorporates the sole and complete Agreement between the City and the Association resulting from these negotiations. The Association agrees that the City has no further obligation during the term of this Agreement to bargain wages, hours or working conditions except as specified below.

Section B. Past Practices: The parties recognize the City's full right to direct the work force and to issue rules, regulations and procedures and that these rights are diminished only by the law and this Agreement, including interpretive decisions which may evolve pursuant to the proper exercise of authority given by the law or this Agreement.

1. The employer is not limited, confined, or restricted by past practice, rule, custom, or regulation in making changes in policies, procedures, rules, and regulations to carry out the mission of the Department.
2. However, this Article shall not be interpreted to restrict the Association's right to bargain the decision and impact of subjects of bargaining where the City is compelled to negotiate over the matter by state law. If the City is going to change an existing practice that is or impacts a mandatory subject of bargaining, it shall give the Association written notice of same, and upon demand negotiate the same. However, if necessity dictates it, the City may implement the same.

In case of disagreement between the parties, the Employment Relations Board shall make the decision under this subsection as to whether the City is compelled to negotiate under state law.

ARTICLE 4 - ASSOCIATION MEMBERSHIP AND DUES DEDUCTION

Section A. Voluntary Choice: All employees covered by this Agreement shall have the voluntary choice of whether to become members of the Association.

Section B. New Employee Orientation: A Shop Steward or an Association representative may attend the employee/Association portion of new employee orientation.

Section C. Check Off: Within ten (10) calendar days from the date of hire, the City must provide the Association representative with the employee's name, job title, date of hire, salary, home address, telephone numbers (cellular, home, and work) and personal and work email addresses. The City must also provide the Association representative with a list of such information for all employees in the bargaining unit at least every one hundred twenty (120) days. The City agrees to notify the Association of bargaining unit members who leave City employment. The notice shall contain the name of employee and effective dates and shall occur within ten (10) calendar days of the separation.

Section D. Dues Deduction: Any employee who is a member of the Association or who has applied for membership shall sign and deliver to the Association, who shall forward to the City, an original assignment authorizing deductions of membership dues, fees, assessments, or other authorized deductions to the Association from the employee's paycheck. This authorization will be included on the dues authorization form and shall continue in effect on a going forward basis unless revoked or changed in writing as specified in the authorization agreement. Pursuant to each authorization, the City shall begin deducting such dues from the employee's paycheck each month, and the amount deducted shall be transmitted within five (5) business days to the Association. Provided the City acts in good faith, the Association shall indemnify, defend and hold the City harmless against any claims made and against any suit instituted against the City as a result of the City's enforcement of this provision.

ARTICLE 5 - EMPLOYEE RIGHTS

Section A. Employee Rights: Employees shall have the right to join and participate in the activities of the Association for the purpose of representation on matters of employee relations. Employees shall have the right to refuse to join or participate in the activities of the Association. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City or by the Association or its members because of the exercise of these rights.

Section B. Non-Discrimination: The provisions of this Agreement shall be applied equally to all members in the bargaining unit without discrimination as to age, marital status, disability, gender, race, color, creed, religion, national origin, sexual orientation, union affiliation, or political affiliation. The Association and the City agree to accept their respective responsibilities for applying the provisions of this Section, including their respective responsibilities to make reasonable accommodations to members with a disability, provided the accommodation does not impose an undue hardship on either party.

In light of available state and federal remedies for illegal discrimination described in this Section, violations of this Section shall not be subject to step three of the grievance procedure.

Section C. Services to Another Organization: An employee, when assigned under a contract for law enforcement services to another organization, shall not be penalized relative to promotional opportunities, training opportunities, seniority, salary, or fringe benefits. This section shall have no effect on Article 2, Section B., Subcontracting.

ARTICLE 6 - CONTRACT NEGOTIATIONS

The Association's negotiating team shall consist of three (3) bargaining unit members, not including affiliated labor representatives, legal counsel, or observers. Should negotiating sessions with the City be scheduled during duty hours, the negotiating team shall be permitted to attend negotiating sessions without loss of pay. If a negotiating team member is scheduled to work other than a day shift, the member shall coordinate with the Division Commander for a reasonable shift adjustment based upon the staffing level of that shift. The City shall not incur overtime by reason of any such adjustment.

ARTICLE 7 - ASSOCIATION BUSINESS

The parties recognize that it may be necessary that Officers of the Association carry out Association activities during duty hours. Association activities are those activities which concern the collective bargaining process, in particular the handling of grievances, collective bargaining during the term of this Agreement, special meetings with the City and handling proceedings before the Employment Relations Board. The parties agree that Association Officers will be allowed to carry out Association business during duty hours subject to the operational needs of the department with notification to their Division Commander. The Association may make reasonable use of the City's copy machines for Association business.

ARTICLE 8 - ASSOCIATION MEETINGS

Association members will be allowed to attend the equivalent of eight (8) monthly membership meetings per calendar year on duty time. Members attending Association meetings while on duty will limit their attendance at these meetings to one (1) hour and will be expected to respond to their duty responsibilities during the membership meeting. Except for emergency meetings, the Association will schedule these meetings during non-peak periods of the Department. The Association agrees not to schedule more than three (3) such meetings in any one-month period.

ARTICLE 9 - BULLETIN BOARDS, EMAIL, AND FACILITIES

The City agrees to furnish a suitable bulletin board for the exclusive use of the Association. The Association shall limit its posting of notices and bulletins to such bulletin board. All postings will be pre-approved by the Association executive board. The City's electronic mail system may be used for Association-related communications. The Association recognizes that such use is not protected by any confidentiality and is subject to the public records disclosure laws. Agency mailboxes may also be used to exchange information or messages.

Designated Association representatives shall have the right to conduct Association business (including Association meetings) on City property at such time and in a manner which does not significantly interrupt City operations. Non-employee labor representatives shall be permitted access to employees and the City's facilities for the purpose of engaging in the activities described in this Agreement as designated representatives. Upon providing notice to the City, non-employee labor representatives shall either meet employees in the training room or other non-secure location or must be escorted by a City employee with security clearance to other areas of the facility.

ARTICLE 10 - DISCIPLINE AND DISCHARGE

Section A. Discipline: Disciplinary actions or measures shall include only the following: written reprimand; suspension; demotion; discharge; or any combination thereof.

1. Disciplinary actions will be used to correct unacceptable patterns of performance or misconduct.
2. Disciplinary actions will be administered promptly, in a fair, firm, and equitable manner, only for specific and just cause, and with employee rights fully protected. For sworn police employees, "just cause" for discipline shall be determined in accordance with the law.
3. The Employer agrees that such measures as assignment to duties outside those regularly given to other employees in the same classification, or disapproval of leave requests, will not be used as disciplinary measures.
4. If the City has reason to discipline an employee, it shall be done in a manner that is least likely to embarrass the employee before other employees or the public.

Section B. Procedures:

1. No economic sanction: When the discipline contemplated does not involve an economic sanction, the city will conduct an investigation, including interviews as needed. The City will interview the employee who is the subject of the investigation. The interview with the employee who is the subject of the investigation may be conducted with or without association representation at the discretion of the employee. The employee who is the subject of the investigation will be directed to answer questions relating to the matter under investigation. At the end of the investigation, the city will issue a written determination.

   If, at any time during the investigation, the discipline contemplated is reasonably anticipated to create an economic sanction, the provisions of paragraphs 2 and 3 below shall apply to the person who is the subject of the investigation from that time forward.

2. Economic sanction: When the discipline contemplated is reasonably anticipated to create an economic sanction, the city will conduct an investigation, including interviews as needed. The City will interview the employee who is the subject of the investigation. The interview with the employee who is the subject of the investigation may be conducted with or without association representation at the discretion of the employee.

   The employee who is the subject of the investigation will have the following substantive and procedural rights:
   a. The employee will be given written notice of the nature of the investigation and of facts reasonably sufficient to inform the employee of the circumstances surrounding the allegations under investigation. The employee will be afforded the opportunity to consult with an Association representative or other representative of the employee's choosing prior to an interview. The employee shall be allowed the right to have an Association representative or other representative of the employee's choosing present during the interview. The opportunity to consult with a representative or to have a representative present at the interview shall not delay the interview more than forty-eight (48) hours.

b. With the exception of telephone interviews, interviews shall take place at Department facilities, or elsewhere as mutually agreed, unless an emergency exists which requires the interview to be conducted elsewhere.
c. The City shall make a reasonable good faith effort to conduct these interviews during the employee's regular working hours, except for emergencies, or other good cause, or where interviews can be conducted by telephone.
d. Interviews shall be done under circumstances devoid of intimidation, abuse, or coercion.
e. All interviews shall be limited in scope to activities, circumstances, events, conduct, or acts which pertain to the incident which is the subject of the investigation. Nothing in this Section shall prohibit the City from questioning the employee about, and following up on, any information which is developed during the course of the interview.
f. Either party will be allowed to tape record the interview. If the interview is recorded, a copy of the complete interview of the employee, noting all recess periods, shall be furnished, upon request, to the other party. There can be no "off the record" questions. Absent a mutual agreement to the contrary, if either party transcribes the recording, the party shall provide the other party with a copy of the transcription without charge.
g. Interviews and investigations shall be concluded with no unreasonable delay.
h. The employee shall be advised, in writing, of the results of the investigation and any further action to be taken on the incident.
i. In a disciplinary or administrative investigation, the employee's chosen representative may not be required to disclose or be subject to disciplinary action for refusing to disclose, statements made by the employee to the representative for the purposes of the representation.

3. Due process hearing: If the discipline contemplated after the investigation is complete is reasonably anticipated to create an economic sanction, the employee who was the subject of the investigation will have the following substantive and procedural rights:
    a. The City will provide the employee with a written notice of a due process hearing. The notice will inform the employee of the allegations under investigation. It will inform the employee of their right to representation during the meeting, will set the time, date, and location of the meeting, and will inform the employee of the time, date, and location that the employee will be able to obtain the written findings and determination.
    b. The employee will have the right to a copy of the complete investigation, including any verbal complaints and statements made regarding them which will be used in the findings and determination to the extent these complaints and statements were not previously provided.
    c. Hearings will be limited in scope to activities, circumstances, events, conduct, or acts which pertain to the incident which is the subject of the investigation. Nothing in this Section shall prohibit the City from questioning the employee about, and following up on, any information which is developed during the course of the hearing.
    d. Either party shall be allowed to tape record the hearing. If the hearing is recorded, a copy of the complete hearing shall be furnished, upon request, to the other party. Absent a mutual agreement to the contrary, if either party transcribes the recording, the party shall provide the other party with a copy of the transcription without charge.
    e. Hearings may be reset if reasonably necessary but will be concluded with no unreasonable delay on the part of either party.
    f. The City will provide the employee with written notice of the City's findings and determination within four calendar days of the due process hearing. If additional time is needed, the City will

provide the employee with a written explanation of the reason for the delay and with a date certain by which the findings and determination will be available.

4. Appeal: Appeal shall be through the grievance process as set out in Article 12 of this contract.

ARTICLE 11 - PERSONNEL FILE

Section A. Employee Right to Review File: Each employee, upon request, shall have the right to review the contents of their own personnel files.

Section B. Access to File: Access to an employee's personnel files shall be limited to only the individual employee involved and/or their designated representative or an association executive board member, Supervisors and Administrators of the City who are assigned to review or place materials therein, and clerical personnel whose duty it is to maintain personnel files, provided such access does not conflict with the provisions of statutes pertaining to personnel records. The Association may access personnel files and any removed or redacted personnel file documents for a separated employee with written authorization from said employee.

Section C. Entry of Material into File: No material, which in any form can be construed, interpreted or acknowledged to be derogatory towards the employee, shall be placed in the employee's personnel record without the employee having the opportunity to review the document. All such documents shall bear an employee's signature acknowledging that the employee has reviewed the material and agrees with the contents, or a signature indicating that the employee has reviewed the material but does not agree with the content. An employee may be ordered to sign the document and refusal to sign may result in disciplinary action being taken against the employee. A copy of such material shall be furnished to the employee.

Section D. Limitations on File: Material placed in the personnel file of an employee without conforming with the provisions of this Article will not be used by the City in any disciplinary proceeding involving the employee. However, nothing in this Article shall prevent the City from maintaining a working file for purposes of evaluation or investigation. No portion of an employee's file shall be transmitted without the explicit consent and request of the employee other than to those authorized within the City as defined in Section B. The contents of the working file, as those contents relate to that evaluation period, shall be destroyed upon completion of the employee's annual evaluation.

Section E. Record of Employee Conduct: At the written request of the affected employee, as allowed by law or administrative rules, the discipline cited in 1. below shall be removed from the personnel files maintained by the Office of the Chief and the City, subject to the time frame specified and the further conditions enumerated in subsection 2. Regardless of removal from an employee's personnel file, such documentation shall be considered stale consistent with the time frames listed below under subsections 1(a) and 1(b) and shall not be used for progression of discipline unless the time frames were extended under subsection 2:

1. Time frame for removal of discipline.
    a. Discipline memorialized in a written reprimand will be removed two years from date of issuance.
    b. All other discipline, except letters of demotion or discharge, will be removed five (5) years from effective date of discipline.
    c. Letters of demotion or discharge shall stay in the file indefinitely.

2. Prior letters in the record: When letters have been issued for any of the categories listed above in l(a), l(b) and 1(c) and there are subsequent letters issued or entered into the personnel file, the time frame for removal of each such prior letter shall be extended by adding the time frame for the subsequent letter to the time frame for the prior letter; additionally, in no instance shall a subsequent letter be removed before a prior letter. Subsequent letters in category l(a) above only extend the time frame for

a prior letter in category l(a). However, subsequent letters in category l(b) above may extend the time frame for removal of a prior letter in category l(a) and l(b) provided that the subsequent letter pertains to the same subject matter as the prior letter. Subsequent letters in category 1(c) above may extend the time frame for removal of a prior letter in category 1(a), 1(b) and 1(c) provided that the subsequent letter pertains to the same subject matter as the prior letter.

Section F. Removed Discipline: Letters, or copies of letters, imposing discipline, which have been removed from personnel files or have become stale pursuant to Section E, may not be introduced by either party in subsequent disciplinary proceedings involving the same employee or employees. Both parties acknowledge that the City may be required to maintain properly removed letters of discipline for an extended period of time pursuant to the Oregon Administrative Rules. Personnel records will be maintained at a minimum consistent with applicable law. The parties acknowledge that retention of personnel records is distinct from the contents of a personnel file. Stale or properly removed letters shall be sealed and shall not be opened absent a court order unless the release of such documents are otherwise required.

Both parties may maintain materials redacted to exclude the disciplined employee's name and use of these materials under the following circumstances:

1. The redacted materials may be retained beyond the period established in Section E.
2. The redacted materials may be used by either party in its defense to charges of unevenly applied discipline or failure to represent.
3. Before using the redacted materials set forth above, the party using the material shall give the other party two (2) weeks prior notice.
4. Either party shall have access to the redacted materials of the other party.

ARTICLE 12 - GRIEVANCE-ARBITRATION PROCEDURE

Section A. Grievance and Grievance Procedure Defined: A grievance, for the purpose of this Agreement, is defined as a dispute regarding the meaning or interpretation of this Agreement or regarding an alleged violation of this Agreement. For the purposes of counting days, only business days will be counted (weekdays and not weekends or holidays). The following procedure will be followed to resolve the dispute:

- Step 1. The employee, with or without Association representative, shall take up the grievance or dispute in writing with their supervisor within fifteen (15) business days of its occurrence, or within fifteen (15) business days of knowledge of its occurrence, or the date on which the employee could reasonably have been expected to have been aware of the issue. The grievance shall include a statement of the grievance, the facts surrounding the grievance, the provision(s) of this Agreement alleged to have been violated, and the remedy sought. The supervisor shall respond in writing to the employee within fifteen (15) business days of receipt or notification of the dispute.
- Step 2. If the grievance remains unsettled, the employee or Association representative may, within fifteen (15) business days after the reply of the supervisor is due, submit written notice to the Police Chief or designee. The notice shall include the Step 1 grievance and a copy of the supervisor's response if any. For grievances initiated at Step 2, the grievance shall include a statement of the grievance, the facts surrounding the grievance, the provision(s) of this Agreement alleged to have been violated, and the remedy sought. The Chief or designee may, within thirty (30) calendar days of receipt of the grievance, schedule and hold a meeting with the grievant and the Association to discuss the grievance. The Chief or designee shall respond in writing within fifteen (15) business days of the meeting, if there is a meeting. If there is no meeting, the Chief or designee may respond in writing to the grievance at any time within the thirty (30) calendar day period.
- Step 3. If the grievance remains unresolved with the Police Chief or designee, the Association may advance the grievance to arbitration by notifying the City in writing of its intent to arbitrate the grievance within fifteen (15) business days of the receipt of the Chief's or designee's response or when the Chief's or designee's response is due , whichever occurs first.

If the grievance involves discipline of a sworn law enforcement officer, the moving party agrees to request an arbitrator consistent with Oregon Law (currently ORS 243.808) in accordance with the process established by the Employee Relations Board.

If the grievance does not involve discipline of a sworn law enforcement officer, after the grievance has been submitted for arbitration, the parties or their representative shall either singularly or jointly request the State Employment Relations Board for a list of seven (7) Oregon and Washington arbitrators. The parties shall select an arbitrator from the list by mutually agreeing to an arbitrator or by alternatively striking names. The parties shall, by lot, determine which party shall strike the first name objectionable to it. The final name on the list shall be the arbitrator.

For all grievances, the arbitrator's decision shall be final and binding, but they shall have no power to alter, modify, add to or subtract from the terms of this Agreement, or otherwise exceed the arbitrator's jurisdiction. Their decision shall be within the scope and terms of the Agreement, applicable law and the Public Employee Collective Bargaining Act (PECBA) and shall be in writing. The arbitrator shall be asked to submit their award within thirty (30) calendar days from the date of the hearing.

Section B. Timeliness and Waiver: Any and all time limits specified in the grievance procedure may be extended by mutual consent of the parties. Failure by the employee or Association to submit or advance the grievance in accordance with these time limits without such waiver shall constitute abandonment of the grievance. Failure by the City to respond within the time limits without such waiver shall advance the grievance to the next step. A grievance may be withdrawn at any time upon the receipt of a signed statement from the Association.

Section C. Suspension, Demotion, and Discharge Grievances: Appeal of a suspension, demotion, or discharge shall commence with Step 2. Except as mutually agreed, all other grievances shall commence with Step 1.

Section D. Arbitration Expenses: Each party shall be responsible for paying the cost of presenting its own case in arbitration, including the payment of witness fees, if any. The arbitrator's fees shall be borne by the non-prevailing party, as determined by the arbitrator. If the arbitrator cannot designate which party prevails, each party will pay one-half (1/2) of the arbitrator's fees. If either party desires a verbatim recording of the proceedings it may cause such a record to be made, provided it pays for the record. If the other party desires a copy, both parties shall jointly share the cost of the transcript and all copies.

ARTICLE 13 - RESERVES AND PART-TIME SWORN OFFICERS

Section A. The Association recognizes the importance to the City, the Police Department and members of the Association of maintaining a viable Reserve Unit and a qualified pool of part- time sworn officers.

Section B. The City recognizes that it is inappropriate to use members of the Reserve Unit in the capacity of regular police officers or to perform duties normally performed by the regular police officers except as agreed herein. Members of the Reserve Unit will not be used to reach minimum staffing levels except as provided in Section C.

The City and the Association agree that part-time sworn officers who maintain Department of Public Safety Standards & Training (DPSST) certification and department training requirements can perform the duties of a regular full-time police officer. However, the purpose of a part-time officer is to augment department staffing, and part-time officers shall not be used to replace or supplant a full-time police officer, nor will a part-time officer be used to reach minimum staffing levels except as provided in Section C.

Section C. Solo qualified Reserves and/or part-time sworn officers may be used on a temporary basis in the following circumstances: (1) a Department-wide training program has been scheduled for regular officers and the ability to staff to minimum levels does not exist with regular officers, (2) an unexpected vacancy occurs within the ranks of the regular officers, in which case the Chief may select a member of the Reserve Unit and/or a part-time officer to fill in until the regular officer returns to work or a new officer is hired and solo qualified, or (3) a leave of absence occurs including, but not limited to, Family Medical Leave Act (FMLA) and military leave, in which case the Chief may select a member of the Reserve Unit and/or a part-time officer to fill in until the regular officer returns to work..

Members of the Reserve Unit and/or a part-time officer may be used in the following manner in any situation that occurs with seventy-two (72) hours or less notification time without offering overtime to regular officers: (1) One solo qualified reserve or part-time officer per shift may be used to work solo patrol in event of a shift shortage, (2) there is a major incident which requires additional resources (e.g. a major investigation, natural disaster, civil disturbance, or other extraordinary circumstances outside the control of the City), (3) to perform work which has customarily been rejected by past practice by regular officers (e.g. guarding an individual at the hospital, transporting in custody persons to out of city locations or general security duties), (4) any other situation where a reserve and/or a part-time officer is qualified and it is impractical to poll regular officers for the task or assignment.

Reserve and/or part-time officers may be used to supplement any situation that would not have been authorized for overtime expenditures (parades, security, etc.).

The polling of regular officers for overtime shall be done in accordance with the best information available (who is on days off, who most recently worked, etc.). It is not necessary to call every regular officer prior to contacting a reserve or part-time officer.

Section D. In order to assure that members of the Reserve Unit are qualified to perform the duties assigned to them, the City agrees to "staff" each reserve during the first three (3) months following promotion to solo status.

Section E. The City has entered into an agreement with McMinnville School District 40 to provide Police Officers at sporting and other school events. The City and the Association agree that any hours not assigned to full time Officers shall be open to Reserve Officers and part-time officers, but only after regular Officers have had an opportunity to sign up for the hours available.

ARTICLE 14 - LEAVE OF ABSENCE

Section A. Leave of Absence Requirements: An employee may be granted a leave of absence without pay up to sixty (60) days, when approved by the Police Chief. The Chief will not deny such requests for arbitrary or discriminatory reasons. Requests for such leave must be in writing and establish reasonable justification for the leave and the beginning and ending time of the leave.

Section B. Conditions: Any conditions of the leave of absence shall be specified in the approval. Such leaves may be renewed or extended by appropriate action of the Police Chief.

ARTICLE 15 - NOTICE OF ORDERS

Section A. General Orders and Rules and Regulations Provided: The City agrees to furnish each employee of the bargaining unit a written or electronic copy of the current operational orders, rules and regulations of the Department, the Employee Handbook, and a copy of the current collective bargaining agreement. New employees shall be furnished these documents as soon as possible after being hired.

Section B. Posting and Notice: The City shall furnish each affected employee a written or electronic memorandum of personnel orders. Standard operating procedures and general orders of a more permanent character shall be copied electronically to each employee.

ARTICLE 16 - SENIORITY, LAY-OFF, AND RECALL

Section A. Seniority: Seniority shall be defined as the length of service by an employee within the McMinnville Police Department following their most recent date of hire or re-hire. Time spent on military leaves of absence (except as limited by law) after an employee is hired, authorized leaves with pay, and time lost because of duty-connected disability shall be included in length of service. Leaves without pay in excess of fifteen (15) calendar days shall not apply to seniority. Ties in seniority shall be broken by lot.

Section B. Lay-off: In the event of a lay-off for any reason, employees will be laid off in the inverse order of their seniority in their classification. An employee may "bump" into a lower classification or a different classification within the same job family as follows:

1. An employee has an automatic right to bump into a lower classification provided 1) they have more seniority than the person who would be laid off as a result and 2) they actually held the position before, as an employee of the City. An employee who does not meet both of these qualifications may only bump according to subsection "2" below.
2. An employee not meeting the qualifications of subsection "1" above has the right to bump into a lower or different classification provided 1) they have more seniority than the employee who would be laid off as a result and 2) they have the knowledge, skills, and ability to perform the lower or different job. The employee's seniority in the lower classification will be established according to their last date of hire with the City.

Section C. Recall: Employees shall be called back from layoff according to seniority in the classification from which the employee was laid off. No new employees shall be hired in any classification until all employees on lay-off status in that classification have had an opportunity to return to work. An employee shall be considered on lay-off status for a period of twenty-four (24) months.

Section D. Recall Notice: The City shall notify the laid off employee by certified mail of any opening for which the employee is eligible for recall in the classification they held before being laid off. Said employee must respond by certified mail within ten (10) calendar days of receipt of notice as evidenced by the signed receipt (regardless of who signs for the certified mail). Failure to do so will result in forfeiture of all recall rights. Should no signature card be returned to the City within fifteen (15) days of mailing, the employee will forfeit all recall rights.

Section E. Lay-off Exceptions: The parties recognize that due to the limited size of the McMinnville Police Department, the City may require the retention of canine and detective services. In the event of lay-off, the City shall be allowed to retain the individual(s) providing such services, regardless of the seniority provisions of this Article.

ARTICLE 17 - PROBATIONARY PERIOD AND TRIAL SERVICE

Section A. Probationary Period: The initial probationary period for employees shall be as follows:

1. For sworn employees who have less than twenty-four (24) months satisfactory experience with a state, county, or municipal law enforcement agency, the probationary period shall be eighteen (18) full and consecutive months.
2. For sworn employees with at least twenty-four (24) months satisfactory experience with a state, county, or municipal law enforcement agency and who hold a current DPSST basic, intermediate, or advanced certificate, the probationary period shall be twelve (12) full and consecutive months.
3. Non-sworn employees shall be subject to a twelve (12) month probationary period.
4. In the event a probationary employee is unable to complete their probationary period of eighteen (18) or twelve (12) full and consecutive months, as described above, due to absence for injury, illness, or any other non-disciplinary reason for one hundred twenty
(120) consecutive hours, the employee's probationary period will be automatically extended by the length of the absence. Extensions of an employee's probationary period will not, however, affect their step increases. Nothing in this section prevents the City from terminating any probationary employee during the probationary period.

Section B. Wage Advancement/Premium Pay: When a probationary employee has satisfactorily worked at least one (1) year comprising at least two hundred (200) days, they shall be advanced to the next step on the Wage Schedule and he/she shall be eligible for incentive pay. Lateral probationary employees are subject to the step increase portion of this section, but they may be eligible for incentive pay at any time, starting with the date of hire. Notwithstanding the above, all probationary employees will begin receiving incentive pay for being bi-lingual as soon as they pass the exam.

Oregon DPSST certified lateral police officer new hires, with a minimum of thirty-seven (37) months' experience, are eligible to receive a recruitment signing bonus of $6,000 (payable in three installments, as follows: 1- $2,000 at completion of field training and gaining solo officer status, 2- $2,000 after completion of twelve months continuous service, and 3- $2,000 after completion of thirty months of continuous, satisfactory service.) Newly hired lateral probationary employees are subject to the step increase portion of this section but may be eligible for incentive pay at any time, starting with the date of hire.

Section C. Anniversary Date: A probationary employee's anniversary date for wage schedule advancement and for seniority shall be the first day of the first full month of employment. If an employee is promoted or demoted, the anniversary date for wage schedule advancement purposes becomes the first day of the first full month in the new classification. If an employee is off the payroll (e.g., leave without pay) in excess of thirty (30) days between anniversary dates, an adjustment of the anniversary date will be made for wage schedule advancement purposes and for seniority purposes. Adjustments will be made in monthly increments.

Section D. Representation: Probationary employees shall not have recourse to the Grievance Procedure of this Agreement for discipline and discharge matters.

Section E. Trial Service: Each employee who is promoted from one position in the bargaining unit into another shall serve a trial service period of twelve (12) months. During the trial service period, an employee may be demoted to the classification previously held only when, in the reasonable opinion of the Chief, continuation in the higher classification is not in the best interests of the Department.

ARTICLE 18 - HOURS OF WORK

Section A. Work Day and Regular Hours: The work day shall be defined as a calendar day on which the employee's scheduled shift begins. The regular hours of work each work day shall be consecutive absent mutual agreement for voluntary changes.

Section B. Work Week: Absent mutual agreement for voluntary changes, the work week shall consist of one or more of the following:

1. A five-eight (5/8) schedule consisting of five (5) consecutive eight (8) hour shifts, followed by two (2) consecutive days off.
2. A four-ten (4/10) schedule consisting of four (4) consecutive ten (10) hour shifts, followed by three (3) consecutive days off.
3. A twelve (12) hour schedule consisting of four (4) consecutive shifts of twelve (12) hours, followed by four (4) consecutive days off.
4. A twelve (12) hour schedule consisting of four (4) consecutive shifts of twelve (12) hours, followed by three (3) consecutive days off, followed by three (3) consecutive shifts of 12 hours, followed by four (4) consecutive days off.

For employees working an eight (8) or ten (10) hour schedule, the work week shall be defined as 0000 hours on Sunday to 2359 hours on the following Saturday. The work period for employees assigned to work a twelve (12) hour schedule shall consist of twenty-four (24) consecutive days except that for employees working the 4 on, 3 off twelve (12) hour schedule the work period consists of fourteen (14) consecutive days.

Supervisors may adjust an employee's weekly schedule for training, training coverage for in service training only, or shift rotation as long as the employee still receives at least two consecutive days off and at least seven (7) days' notice.

Section C. Shifts: Shifts shall consist of the current prevailing consecutive hours of work now scheduled. All employees shall be scheduled to work on a regular work shift, and each shift shall have regular starting and quitting times.

Section D. Work Schedule: Work schedules showing the employee's shift, workdays and hours shall be communicated via scheduling software and available to employees electronically. Except for special emergency situations, and during the duration of the emergency, work schedules for any work shift shall not be changed unless the changes are posted for seven (7) days. When a special emergency situation is declared by the Chief or in their absence, by a designee, employees may be called to duty on adjusted shifts without the normal seven (7) day notification. An employee called to duty in such manner will be notified at the earliest possible time: 1) that the employee is being called in on a special emergency, 2) that their shift is being adjusted, 3) what the starting (and, if possible, ending) hours for the shift will be, and 4) that the employee will be compensated at the regular overtime rate for hours worked in excess of the regular number of work day or work week hours.
For the purpose of this Section, a "special emergency situation" is defined as those situations reasonably determined by the Chief or, in the Chief's absence, by their designee(s), to represent an actual or potential risk of extreme property damage or personal injury to the community.

Section E. Rest and Meal Periods: Police officers and sergeants are on-call during rest and meal periods and operational requirements may result in such periods being interrupted or missed. Absent such operational interruptions, the following terms shall apply:

1. All sworn employees shall receive a one-half (1/2) hour paid lunch period to be taken as close as reasonably possible to the middle of each shift. An employee shall not be entitled to additional compensation in the event these periods cannot be taken. Professional (nonsworn) staff shall receive a one (1) hour uninterrupted lunch period which is unpaid, unless the employee(s) and Department mutually agree to other arrangements. Sworn employees who are in formal training (non-in-service) will receive an unpaid lunch as they are not subject to call out on their lunch time. If their lunch is a working lunch, as outlined in a training announcement, the time spent at lunch will be compensated at their regular rate.
2. Rest Periods: All employees shall be permitted a paid fifteen (15) minute rest period during each four (4) hours worked. An employee shall not be entitled to additional compensation in the event these periods cannot be taken.
3. Rest periods and/or meal periods cannot be combined, nor can they be taken within the first or last hour of the shift.

Section F. Safety Release: Employees working sixteen (16) or more hours in a twenty-four (24) hour period shall receive no less than eight (8) hours off before returning to work. With prior approval, paid forced time off shall be approved in lieu of working part of the employee's next scheduled shift to ensure the employee receives a minimum of eight (8) hours off.

Section G: Training: If sworn employees attend formal training (non-in-service) that is scheduled for eight (8) hours or more in total time (including all travel time to and from the McMinnville Police Department) but is less than the duration of the employee's normal work shift, employees can work the remaining hours of their shift by choosing one of the following:

- Returning to work to complete the shift
- Flexing their weekly work schedule by working the balance of the hours on another day in the same work week
- Using accrued leave
- Working remotely
    - Ability to work remote is dependent on the employee's ability to securely access the required system(s).

Any time worked in excess of the length of their regular workday will be compensated at the overtime rate. Time worked will continue to be defined under the Fair Labor Standards Act and any applicable provisions of this collective bargaining agreement (CBA).

ARTICLE 19 - ADMINISTRATION OF SALARY PLAN

The following rules shall govern the use of the salary ranges set forth in Appendix A and adjusted annually pursuant to the terms of this agreement, and which are made a part hereof:

Section A. Rates of Pay: Each employee will be paid at one of the steps in the range prescribed for their classification.

Section B. Anniversary Date: An employee shall be assigned an anniversary date of the first day of the first full month of employment.

Section C. Step Increases: Employees shall be eligible for a one (1) step increase on their anniversary date each year.

Section D. Longevity: Employees will receive the following pay per month upon completing the required continuous months of full-time service with the City of McMinnville:

- Ninety-Five (95) months - $150
- One hundred forty-three (143) months - $200
- One hundred ninety-one (191) months - $250
- Two hundred thirty-nine (239) months - $300

The additional pay for Longevity is not cumulative, meaning the amounts shown above for each milestone are the total percentage added to their base pay that recognizes longevity.

Section E. Payday: Paydays shall be the 15th and the last day of the month. In the event that a payday falls on a holiday, a Saturday, or a Sunday, the payday shall occur on the nearest preceding weekday that is not a city, state, or federal holiday. The City shall promptly deposit deferred compensation deductions.

Section F. Promotions: When an employee is promoted or advanced to a higher classification, the employee shall be placed at a salary step in the higher classification which assures that the employee will not suffer a reduction in compensation due to the promotion.

Section G. Incentive Pay: Eligible employees shall receive incentive pay computed as a percentage of their salary in addition to their base salary for the following achievements:

1.	Advanced Department of Public Safety Standards and Training (DPSST) Certificate	8.0%
2.	Intermediate DPSST Certificate	4.0%
3.	Associates of Arts or Science Degree from an accredited institution	2.0%
4.	Bachelor of Arts or Science Degree from an accredited institution	4.0%
5.	Bilingual in Spanish with a street level fluency	5.0%
6.	Bilingual in Spanish with a court-certified level of fluency	10.0%
7.	American Sign Language (ASL) certified	5.0%

An employee will receive bi-lingual incentive pay once the employee has demonstrated to the City that they can communicate at a proficient level that meets the needs of the community and department. The employee

must be able to demonstrate every two (2) years that they maintain “street level” proficiency in Spanish, which allows them to do the following:

a. Communicate in front office contacts.
b. Conduct criminal investigations to include interviews of victim(s) and/or suspect(s).
c. Investigate traffic related incidents such as crashes and DUIIs.
d. Explain traffic citations and written warnings.
e. Communicate during medical emergency situations.
f. Explain legal documents/concepts such as Miranda warnings, stalking orders, implied consent, etc.
g. Have the ability to read basic documents written in Spanish.
h. An employee will receive the 10.0% bilingual incentive pay once the employee has demonstrated to the City that they can communicate in a court-certified” proficiency level. The employee must be able to demonstrate every two (2) years they can maintain “court-certification” fluency in Spanish.

The incentive pay for an Intermediate and Advanced Certificate is not cumulative. The incentive pay for an Associate’s Degree and a Bachelor’s Degree is not cumulative.

An employee shall begin receiving incentive pay on the first day of the pay period in which the incentive is achieved following notification to the Chief of Police of the achievement for which the incentive pay is to be given.

Section H. Assignment Pay: Eligible employees assigned to the following duties shall receive assignment pay in addition to their base salary for the duration of the assignment. Assignment pay is computed as a percentage of the employee’s current base salary and shall begin on the first day of the assignment. Duty assignments are at the discretion of the Department and additional compensation as a result of a duty assignment does not constitute a property right for the employee to continue in a particular duty assignment.

1. Detective (including all ranks) 5.0%
2. Police Training Officer (PTO) 2.0%
3. Canine Handler 8.5%
4. Motorcycle Officer 5.0%
5. School Resources Officer (SRO) 5.0%
6. Medical-Legal Death Investigator (MDI) 1.0%

Pay for the following assignments will be paid in thirty (30) minute increments when the employee is performing the functions (including training time for the assignment):

1. Police Training Officer (PTO) 3.0%
2. Non-sworn training personnel 5.0%
3. Officer in Charge (OIC) 5.0%
4. Drug Recognition Expert (DRE) 1.0%

Section I. Forced Time Off: An employee who is regularly scheduled to work but is relieved from work for other than disciplinary reasons shall receive pay and benefits which normally would have been earned during their regularly scheduled shift. In the event the City closes nonessential services, employees who are directed not to report to work will receive their normal pay and benefits, however employees who are already on an approved leave will use their leave accruals.

Section J. Salary Structure and Future Wages: Schedule A shall become effective on July 1, 2025 or retroactive to that date if the contract is ratified after expiration of the previous agreement.

The July 1, 2025, wages will be shown in Schedule A and will reflect a 3% wage increase.

Effective July 1, 2026, and July 1, 2027, wages will be increased for all employees by a 3% wage increase.

The recruit step will be five percent (5%) below Step A for patrol officer. The recruit shall remain at that step until declared solo and then move to Step A as patrol officer. In situations where a recruit officer is not eligible to be advanced on the Wage Schedule at the time of their anniversary date due to incomplete training, but otherwise satisfactorily worked one (1) year comprising at least two-hundred (200) days, the recruit officer still in training will be moved from "recruit Step A" to "Step A" on their anniversary date regardless of their solo status. Step A wage is five percent (5.0%) less than Step B. Once the recruit officer is declared solo, they will be moved to Step B as a patrol officer for the remainder of their second year of employment.

Section K. Twelve Hour Shifts: Employees assigned to work the twelve (12) hour schedule as provided for in Article 18B will work one hundred four (104) or 5% more hours per year than employees working the 5/8 or 4/10 schedules. To compensate for these additional hours, employees shall receive an additional 5% to their base salary when assigned to the twelve (12) hour schedule. Assignment to the twelve (12) hour schedule is at the discretion of the Department and this additional compensation for working the twelve (12) hour schedule does not constitute a property right for an employee to continue working the twelve (12) hour schedule.

Section L. Physical Fitness: Recognizing that physical fitness is beneficial to the health and well-being of employees, in addition to lowering the potential costs of health care and work-related injuries, a physical fitness incentive was established beginning July 1, 2011.

The City is only obligated to offer one physical fitness incentive test date at the start of the fiscal year and one test date at the middle of the fiscal year. The City shall provide two opportunities per fiscal year for employees to take the Oregon Physical Abilities Test (ORPAT) between January 1 and June 1 and at least sixty (60) days apart.

If an employee is eligible to participate (per eligibility requirements of the CBA) in either of the physical fitness incentive testing sessions but is unable to do so because of a schedule conflict, including protected leave, then the employee will be allowed to take the test at an alternate time/location of their choosing and provide a written qualifying score.

The employee is responsible for making any and all arrangements for the alternate test and for providing written proof of their qualifying score. If the alternate test cannot be completed on duty time, then the employee will be paid one (1) hour of voluntary overtime.
Should an employee fail to pass the first test, they may elect to participate in the second test or an alternate test for the fiscal year. If an employee passes on their second attempt, they will qualify for the fitness incentive.

Employees utilizing the alternate test must have the test completed and the results provided to the Department prior to June 1. Employees unable to participate in the fitness testing due to a documented on-

duty injury or illness will retain any fitness incentive previously obtained up to the point a fitness test is offered after the employee is released to full duty.

Those employees who successfully complete the Oregon Physical Abilities Test (ORPAT) course in a time that is considered passing will receive an incentive bonus of eight hundred dollars ($800) at the start of the fiscal year pay period following the employee passing the test. The parties recognize that the City will reflect any and all amounts paid as allowances, bonuses, and/or incentives as subject to the IRS and Oregon payroll tax deduction.

For purposes of the Agreement, the minimum standard for passing will be the time established as passing by DPSST for an Entry Level Police Officer. Recognizing that passing standards for ORPAT may change at the discretion of DPSST, it is hereby established that the standard used by the City as passing will be the standard used by DPSST on July 1, 2011. This passing standard may be changed by mutual agreement between the Association and the City. All ORPAT testing will be done on duty time, or the employee will be paid one hour of voluntary overtime if the test cannot be completed on duty time.

Employees who seek this incentive but do not meet the minimum ORPAT passing standard as defined in this Agreement will not be deemed “physically unfit for duty.” In addition, an employee will not be negatively treated by the City, or its supervisors, due to not passing the ORPAT standard as defined in this Agreement.

Recognizing that participation in this incentive program is purely voluntary, those employees who opt not to participate will not receive discipline or be negatively treated by the City or its supervisors for this choice.

Section M. Overpayment of Wages:
If an employee is overpaid:

- The employer will notify the employee(s) of any alleged overpayments made to employees within two weeks of discovering the overpayment. This notice will be in writing and include details about the nature of the overpayment, the amounts allegedly overpaid, and the dates of the overpayments.
    - If there is a dispute over the amount of overpayment, or whether there was an overpayment, the dispute will be submitted to the grievance process.
- If the employee agrees that an overpayment has occurred, the City will meet with the employee, and if they choose, an Association representative to discuss a repayment plan.
    - Payroll deductions may be used to repay the City for overpaid wages when individual employees voluntarily authorize such repayments by a written and signed authorization. If employees want to repay the overpayments using other available and lawful methods, they are free to do so.
        - If an employee agrees to utilize payroll deductions to repay the City for the overpayments described above, the frequency and amount of each deduction should be agreed upon by the employee and the City, in writing. Such deductions will not exceed 5% of the employee’s pay during that pay period.

Employees will not be required to repay overpayments going back more than one year.

ARTICLE 20 - OVERTIME

Section A. Overtime: Overtime means the time an employee is authorized to work, or works in the normal course of carrying out activities incumbent upon the employee, in excess of eight (8) hours in a work day, or forty (40) hours in a work week, or ten (10) hours in a work day or forty (40) hours in a work week for those personnel engaged in the Four-Ten Plan or twelve (12) hours in a work day or in excess of eighty four (84) hours in a two (2) week period for those personnel engaged in a twelve (12) hours Four-On-Three-Off Plan or twelve (12) hours in a work day or in excess of one hundred forty four (144) hours in a 24 day period for those personnel engaged in a twelve (12) hour Four-On-Four-Off schedule with the exceptions of variances in work schedule caused by shift changes, promotions or voluntary changes.

Section B. Overtime Compensation: Compensation for all overtime work, except at otherwise stipulated within the CBA, shall be at one and one-half (1-1/2) times the employee's established rate of hourly pay. Overtime will be paid in cash provided that, at the option of the employee and in accordance with applicable law, compensatory time shall be granted in lieu of overtime pay. At the option of the employee, they may accumulate up to one hundred (100) hours of compensatory time. Any time in excess of one hundred (100) hours shall be paid in cash in the employee's next paycheck. Employees also may request payment for a specified number of hours of compensatory time to be paid with the regular monthly payroll, provided sufficient funding is budgeted.

Section C. Days Off: The present practice that an employee will not be required to work more than five (5) consecutive days, even during the period of a work schedule change, shall be continued. An employee who works in excess of five (5) consecutive days shall be compensated at the overtime rate until provided at least one (1) day off, except in the case of voluntary shift changes or promotion.

Section D. Section 7(K): The parties agree that the City elected a Fair Labor Standards Act (FLSA,) Section 7(K) work period of twenty-eight days effective May 21, 1990. The election of the twenty-eight (28) day work period for purposes of the FLSA does not change the City's obligation to pay overtime compensation as set forth in this Agreement.

Section E. Pyramiding of Hours: Hours shall not be pyramided for the purpose of compensation. An employee filling in for an employee taking compensatory time off will be paid at the overtime rate and will not be given compensatory time off.

Section F. Voluntary Overtime Work: The Police Department has various overtime shifts to provide policing services to various organizations, agencies and private functions within the City. Police Officers may volunteer to work these shifts or at those events. These hours will be in addition to the normal working hours of the Officers and shall be compensated at the rate of time and one half for the time worked. Call back pay shall not apply to this time, except that if an employee is not notified by 5 p.m. the day before of a cancellation of a voluntary overtime assignment the employee shall receive a call back in the same amount as for a court call back that was not cancelled in time.

Section G. Travel Time: All employees required by the employer to travel outside the corporate limits of the City for training or otherwise shall have all such time considered as hours worked regardless of whether the employee was a passenger or a driver. All employees who request to travel outside the corporate limits of the City for training or otherwise shall have all such time considered as hours worked regardless of whether the

employee was a passenger or a driver and will adjust their work schedules to avoid incurring overtime arising from the training.

Section H. Overtime Assignment

Overtime will be offered according to the following priority groups:

- Priority Group 1: Sworn personnel, full-time, NOT retired through PERS, MPA members, approved for the work assignment/type being offered.
- Priority Group 2: Sworn personnel, full-time, retired through PERS and working back, MPA members, approved for the work assignment/type being offered.
- Priority Group 3: Solo Reserve Officers, approved for the work assignment/type being offered.

For the purposes of overtime assignment "*approved for the work assignment/type being offered*" refer to types of overtime callouts/details/meetings being targeted to a select group/individuals, due to factors such as: team membership, specialized training, specialized assignment, supervision exercised, etc. Examples include MCRT callout, MATT callout, and Detective callout.

Timelines:

The following timelines apply to overtime patrol shift coverage only:

- Immediate Coverage is Needed (most likely will be "same day"):
  - First Fifteen (15) Minutes
    1. The first response from Priority Group 1 is awarded the overtime.
    2. If there are no responses from Priority Group 1, any responses from Priority Group 2, ranked by seniority.
    3. If there are no responses from Priority Group 2, any responses from Priority Group 3, ranked by seniority.
  - After First Fifteen (15) Minutes
    - If, after the first 15 minutes, no one has replied, the first response from any priority level is awarded the overtime.
- Less Than Forty-Eight (48) Hours:
  - First Two (2) Hours:
    1. The first response from Priority Group 1 is awarded the overtime.
    2. If there are no responses from Priority Group 1, any responses from Priority Group 2, ranked by seniority.
    3. If there are no responses from Priority Group 2, any responses from Priority Group 3, ranked by seniority.
  - After First Two (2) Hours:
    - If, after the first two (2) hours, no one has replied, the first response from any priority level is awarded the overtime.
- Forty-Eight (48) Hours to Seven (7) Days:
  - First Twelve (12) Hours:
    - The first response from Priority Group 1 is awarded the overtime.
    - If there are no responses from Priority Group 1, any responses from Priority Group 2, ranked by seniority.
    - If there are no responses from Priority Group 2, any responses from Priority Group 3, ranked by seniority.
  - After First Twelve (12) hours:

        - If, after the first twelve (12) hours, no one has replied, the first response from any priority group is awarded the overtime.
- Seven (7) Days to Thirty (30) Days:
    - First Two (2) Days:
        - The first response from Priority Group 1 is awarded the overtime.
        - If there are no responses from Priority Group 1, any responses from Priority Group 2, ranked by seniority.
        - If there are no responses from Priority Group 2, any responses from Priority Group 3, ranked by seniority.
    - After First Two (2) Days:
        - If, after the first two (2) days, no one has replied, the first response from any priority group is awarded the overtime.
- More Than Thirty (30) Days:
    - First Six (6) Days:
        - The first response from Priority Group 1 is awarded the overtime.
        - If there are no responses from Priority Group 1, any responses from Priority Group 2, ranked by seniority.
        - If there are no responses from Priority Group 2, any responses from Priority Group 3, ranked by seniority.
    - After First Six (6) Days:
        - If, after the first six (6) days, no one has replied, the first response from any priority group is awarded the overtime.

The following timelines apply to non-shift coverage overtime opportunities such as security at school district events, school and college sporting events, the air show, special enforcement details, etc.:

1. When the timeline allows, members of Priority Group 1 should be allowed to submit their interest in the available shifts for a minimum of five (5) days. The overtime shifts would then be filled equitably amongst those submitting interest, and by random drawing if necessary.
2. Any remaining slots will be offered to Priority Group 2, ranked by seniority.
3. Any remaining slots will be offered to Priority Group 3, ranked by seniority.

ARTICLE 21 - DUTY CALLBACK/COURT CALLBACK

Section A. Shift Extensions: For purposes of this Article, call back to duty or to court must occur more than one (1) hour prior to the start, or more than one (1) hour after the conclusion of the employee's shift. Should the callback occur one hour or less before or after the end of the shift, the overtime worked shall be deemed an extension of the shift and shall be compensated as such and not subject to the call back minimums.

Section B. Mandatory Duty Call Back: When required to come back to duty, outside a scheduled shift but on a scheduled work day, the employee will receive time and one half for actual time worked and will be guaranteed a minimum of three (3) hours at time and one half. When required to come to work on a day off (including paid leave approved thirty (30) or more days in advance), a minimum of four (4) hours at time and one half overtime will be guaranteed. Once the duty which the employee is called back for is completed, the employee is free to leave. (Holiday call back is governed by Article 23.)

Section C. Court Call Back in Yamhill County: When called back to court on a day off or without at least forty-eight (48) hours of advance trial notice, the employee will receive time and one half for actual time worked. Employees will, where possible, be allowed to choose whether to attend virtually or in person. Employees will be guaranteed a minimum of four (4) hours at time and one-half when attending in person. When the employee chooses to attend virtually, they will be guaranteed a minimum of two (2) hours at time and one-half.

An employee shall be considered on call back for court appearance if not notified of cancellation by 5:00 p.m. on the day preceding the date of trial. A minimum of three (3) hours at time and one half will be guaranteed for a scheduled work day and a minimum of four (4) hours at time and one half for scheduled day off. When an employee chooses to attend remotely, they will only receive two (2) hours at time and one-half.

All notices requiring an employee of this Department to appear in any court or at any hearing shall be routed to the departmental court coordinator.

The court coordinator shall log the required information on the appropriate court schedule, initial and date the appearance form and forward the form to the employee scheduled for appearance.

If an employee receives a notice for appearance that does not have the initials and date required, they will confirm with the court coordinator that the required information is on the court schedule. Failure to do so will make the employee responsible for appearance, and if the court date is canceled, the employee can not apply for overtime or call back pay.

All cancellations of appearance will be routed to the court coordinator for removal of the information from the court schedule.

All employees will be required to confirm their required appearance after 1700 hours the court day before the appearance.

If any cancellation is noted on the court schedule prior to 1700 hours the court day prior to the appearance date, overtime or call back pay shall not apply.

When an employee is scheduled for a Circuit Court Criminal Trial, the employee shall call the after-hours witness number after 6pm the day before the scheduled trial to find out about cancellations. If the cancellation is noted on this recorded witness line, overtime or callback pay shall not apply. If the recorded witness line is not updated or is garbled and unable to be understood, the employee should call an on-duty employee to check if the court calendar has been updated as defined above. Circuit Court Criminal Trials are the only exception to the 5pm rule noted in this section.

For purposes of the court call back minimum, an employee must be requested to appear in court because of the employee's official capacity with the City of McMinnville or a previous law enforcement employer.

Section D. Court Appearances Outside Yamhill County: When required to testify in a court outside of Yamhill County, on a case because of the employee's official capacity with the City of McMinnville or a previous law enforcement employer, during their normal work shifts, employees shall be allowed leave for this purpose at no loss of wages. When an employee is required to testify in a court outside of Yamhill County, on a case because of the employee's official capacity with the City of McMinnville or a previous law enforcement employer, on a holiday or on the employee's regular day off or outside the employee's regular work shift, the employee shall be compensated at time and one-half regular pay for all time involved in such court appearances, including transportation time, or four (4) hours, whichever is more. If the employee attends court virtually they shall be compensated at time and one-half regular pay for all time involved in such court appearances or two (2) hours of pay at time and one-half, whichever is more. The employee shall be ineligible for the minimum compensation under this clause if they fail to notify their commanding officer of the court appearance within twenty-four (24) hours of service of notice upon the employee. Lateral officers who have been hired from outside of-Oregon will not be eligible for overtime for returning to their previous state for court appearances or other legal hearings that are required based on that out-of-state service, but upon request the City will adjust the employee's regular work schedule for the necessary time to travel and to attend such appearances and the employee will be paid at their regular rate of pay during such times. Lateral officers who have been hired from outside-of-Oregon who are required to appear in court or other legal hearings based on that out-of-state service via remote technology (not in-person) will be compensated as an inside Yamhill County appearance (Section C,) if the appearance occurs outside of their normal work schedule.

Section E. Witness Fees: Employees will collect only the witness fees provided for by statute when testifying in court. If fees were collected when the employee is on duty, whether on regular time or overtime, such fees will be turned over to the Department for reimbursement of costs to the City.

Section F. When an employee is called back regarding two or more separate issues pursuant to the provisions in Sections B or C in this Article, the following shall apply:

- If the callback clock times either overlap or are concurrent, the employee will be given time and one-half for continuous time from the beginning of the first callback to the end of the second callback regardless of whether the employee leaves from the first callback and returns for the second callback.
- If the second callback beginning clock time is beyond either the 3 or 4 hour minimum, then a second callback of either 3 or 4 hours shall apply at time and one-half.

Section G. Department/Work Related Meetings/Events:

- **Attendance is Mandatory:** If an employee's attendance is mandatory at a given event, and the event is outside a scheduled work day and outside the shift extensions described in Section A, Duty Call Back shall apply. Employees may choose, with their supervisor's permission, to attend meetings virtually.

Employees who choose to attend virtually will be compensated at time and one-half regular pay for all time in meetings or two (2) hours of pay at time and one-half, whichever is more.

- **Attendance is Not Mandatory:** If an employee's attendance at a work-related event is not mandatory, but the member is invited to attend on a voluntary basis, the member will be compensated at the regular overtime rate for the actual time spent at the event, provided the event is outside a scheduled work day and outside the shift extensions described in Section A, and Duty Call Back shall not apply.

ARTICLE 22 - EMPLOYEES' RIGHTS IN USE OF FORCE SITUATIONS

Employees involved in the use of deadly physical force will be advised of their rights and allowed to consult with an attorney (or agent) prior to being required to give an oral or written statement about the use of deadly physical force. The right to consult with an attorney or agent will not unduly delay the giving of the statement or hinder the immediate processing of an ongoing incident.

ARTICLE 23 - HOLIDAYS/DISCRETIONARY LEAVE

Section A. Recognized Holidays: The following days shall be recognized as paid holidays:

New Year's Day (January 1st)
Martin Luther King Jr. Day (third Monday in January)
Presidents' Day (third Monday in February)
Memorial Day (last Monday in May)
Juneteenth (June 19th)
Independence Day (July 4th)
Labor Day (first Monday in September)
Veterans Day (November 11th)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving (Friday after Thanksgiving)
Christmas Day (December 25th)

Section B. Discretionary leave: Employees shall also receive thirty-six (36) hours of paid discretionary leave time per year.

Section C. Employees required to work on a holiday shall be compensated at their regular day's pay for that day plus time and one-half their regular rate for all hours worked. The parties agree that one and one half (1 ½) times the holiday regular rate for overtime purposes is the same as three and one half (3 ½) times the non-holiday regular rate. See also Article 21, Section B.

Section D. Day Off on a Holiday: Whenever a paid holiday listed in Section A falls during an employee's approved vacation leave, the employee will receive holiday pay (regular pay) in lieu of using vacation leave for that day(s.) Whenever a paid holiday listed in Section A above falls during an employee's scheduled day off, the employee shall be credited with the appropriate number of compensatory hours.

Section E. Discretionary Leave Time: Discretionary leave time shall be scheduled at the mutual convenience of the employee and the Department, consistent with the operational needs of the Department, and may be used in hourly increments. Discretionary leave time must be used during the fiscal year in which the time is earned.

Section F. Non-Sworn and Detective Holidays: When a recognized holiday falls on a weekend, non-sworn employees and sworn employees (non-patrol) normally working Monday through Friday will be given the Monday or Friday adjacent to the holiday off in accordance with the past practice between the parties.

ARTICLE 24 - VACATION

Section A. Annual Accrual: After completion of twelve (12) months of continuous employment, employees assigned to twelve (12) hour shifts shall be entitled to the following vacations with pay at their regular rate for any days on which the employees are assigned to twelve (12) hour shifts:

Year 1 through 2 (12-24 months)	84 hours	7.00 hours per month
Year 3 through 4 (25-48 months)	102 hours	8.50 hours per month
Year 5 through 9 (49-108 months)	126 hours	10.50 hours per month
Year 10 through 14 (109-168 months)	152 hours	12.67 hours per month
Year 15 through 20 (169-240 months)	168 hours	14.00 hours per month
Year 21 and thereafter (241 months) and over	210 hours	17.50 hours per month

Employees assigned to any of the non-12-hour shifts shall be entitled to the following vacations with pay at their regular rate:

Year 1 through 2 (12-24 months)	80 hours	6.67 hours per month
Year 3 through 4 (25-48 months)	96 hours	8.00 hours per month
Year 5 through 9 (49-108 months)	120 hours	10.00 hours per month
Year 10 through 14 (109-168 months)	144 hours	12.00 hours per month
Year 15 through 20 (169-240 months)	160 hours	13.33 hours per month
Year 21 and thereafter (241 months) and over	200 hours	16.67 hours per month

Section B. Prior Service with Another Jurisdiction: To establish vacation accrual rates upon hire, prior service in the same or similar type of position will be considered by the Chief, who will grant one-half of the prior years' service credit toward vacation for the employee if the previous position is the same or similar to the employee's new position with the City. Any such credit will be made a part of the employee's personnel record at the time of hiring and may not be awarded at a later date.

Computation Formula to be used:

The number of full months and days a qualifying employee was employed with their previous qualifying employer(s) will be calculated using their starting and ending employment dates with the previous qualifying employer(s). If that calculation doesn't result in an exact even number of months, and it results in any additional days beyond the full months calculated, the number of months will be rounded up to the next full even number of months. That resulting number of months will be divided by two (2) to determine the number of months credited. That final number will be used to establish the accrual range that the employee falls within, and the months of service they will be credited with as a starting point for future increases/advancement of vacation accrual.

Example: Officer A is awarded credit by the Chief at the time of their hire for their prior employment at Agency X. Officer A had fifty-four (54) months and eight (8) days of service with their prior employer. This would be rounded up to fifty-six (56) months of prior service. One-half of fifty-six (56) months equals twenty-eight (28) months.

Officer A would be placed into the twenty-five through forty-eight (25-48) month accrual range and they would begin their employment with twenty-eight (28) months of service credit for purposes of future

advancement and accrual of vacation time, i.e., twenty-one (21) months after hire, Officer A would have forty-nine (49) months of service and advance to the next step of vacation accrual, with the twenty-eight (28) months of credit for previous service carrying forward throughout Officer A's career within the bargaining unit.

Example B: Example: Officer B is awarded credit by the Chief at the time of their hire for their prior employment at Agency X. Officer A had fifty-three (53) months and eight (8) days of service with their prior employer. This would be rounded up to fifty-four (54) months of prior service. One-half of fifty-four (54) months equals twenty-seven (27) months.

Officer B would be placed into the twenty-five through forty-eight (25-48) month accrual range and they would begin their employment with twenty-seven (27) months of service credit for purposes of future advancement and accrual of vacation time.

Section C. Vacation Draw: Upon approval by the City Manager and the Police Chief, a probationary employee may draw on their vacation leave before becoming eligible to take a vacation. After completing twelve (12) full months of continuous employment, a first year employee will receive twelve (12) months of vacation accrual. If vacation time has been approved in advance by the City Manager and the employee should terminate work for any reason prior to their "employment year" anniversary, the City may withhold compensation from their final paycheck for any such vacation time taken.

Section D. Maximum Accrual: An employee may accrue up to three hundred twenty (320) hours of vacation time. If an employee exceeds that accrual, the employee must bring that accrual down to three hundred twenty (320) hours by the end of the month in which the accrual of over three hundred twenty (320) hours occurred, or the employee will lose the excess vacation time. However, the employee shall not lose accrued vacation time if the employee reasonably attempted to schedule such accrued vacation time and was denied the use of such vacation time by the City.

Section E. Death, Resignation and Discharge: Whenever an employee dies, resigns, or is discharged, the employee will receive pay or compensation for accrued but unused vacation during the employee's current "employment year" computed pro rata for each full month's employment, but parts of a month shall not be considered in such computation.

Section F. Vacation Schedule: Supervisors shall approve the time when vacations shall be taken and they shall be scheduled in accordance with the operational needs of the Department. Time off for vacations, compensatory time and holidays or any combination thereof shall be granted on a first request-first preference basis.

ARTICLE 25 - SICK LEAVE

Section A. Accrued Sick Leave: Accrued sick leave shall be earned for the purpose stated herein by each employee at the following rates, commencing with the first full calendar month of employment.

- 8-hour and 10-hour employees: eight (8) hours for each full calendar month of service
- 12-hour employees: twelve (12) hours for each full calendar month of service

In the event an employee changes from and 8- or 10- hour schedule to a 12- hour schedule, or vice versa, the sick leave accrual change shall be effective the date of the shift change. Sick leave accruals will not be altered for changes in shifts lasting less than one month in duration.

Section B. Utilization for Illness or Injury: Employees may utilize their allowance for sick leave for any reasons required by state (as listed below) or federal law. In such event, the employee shall notify their immediate supervisor or the on-duty supervisor of the absence and the nature and expected length thereof, as early as possible, but always prior to the beginning of their regularly scheduled work shift, unless unable to do so because of the serious nature of the injury, illness, disability, or pregnancy. If a supervisor is unavailable, a message may be left with dispatch.

Sick leave may be used for any of the following reasons and any additional reasons allowed by law:

- To care for the employee or the employee's family member with a mental or physical illness, injury, health condition, need for medical diagnosis, care, treatment, or preventative care;
- To care for an infant or newly adopted child or newly placed foster child under eighteen (18) years of age, completed within twelve (12) months after the birth or adoption of the child;
- To care for a newly adopted or placed foster child over eighteen (18) years of age if the child is incapable of self-care due to mental or physical disability, completed within twelve (12) months after the placement of the child;
- To recover from or seek treatment for a health condition of the employee that renders the employee unable to perform at least one of the essential functions of the employee's regular position;
- Absences associated with the death of a family member (see Article 26: Bereavement Leave) such as attending a funeral or alternative to a funeral of the family member, making arrangements necessitated by the death of the family member, or grieving the death of the family member;
- Absences related to domestic violence, harassment, sexual assault or stalking for the employee or their family member such as seeking legal or law enforcement assistance, preparing for and participating in a protective order proceeding or other civil or criminal legal proceedings, seeking medical treatment for or to recover from injuries, obtaining services from a victim services provider, or to relocate or take steps to secure an existing home for health and safety purposes;
- In the event of a public health emergency that results in the closure of the McMinnville Police Department or the school or place of care for the employee's child, by order of a public official.

For the purposes of sick leave, a family member is defined as:

- A spouse or domestic partner
- A child or a child of a spouse or domestic partner who is under the age of 18 or is an adult dependent child substantially limited by a physical or mental impairment
- A parent or a parent of a spouse or domestic partner
- A sibling or stepsibling or a sibling or stepsibling of a spouse or domestic partner
- A grandparent or a grandparent of a spouse or domestic partner

- A grandchild or a grandchild of a spouse or domestic partner
- Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship

Section C. Paid Family Medical Leave Program: The City will provide Paid Family Medical Leave Insurance (PFMLI) to employees in the bargaining unit, as required by law. In addition to the minimum requirements of the law, the City agrees that employees:

a. Employees will have the choice whether or not to apply for PFMLI leave and benefits, in accordance with state and federal laws.
b. Employees shall be allowed to utilize their accrued leave (of their own choice) to compensate for the difference between their PFMLI benefits and their normal rate of pay received from the City.
c. As allowed by law, employees on PFMLI leave will continue to accrue seniority and benefits, including health and pension benefits, on the same terms and conditions as if they were performing their job duties.

If the City intends on changing providers for the PFMLI benefits provided to employees, the parties agree to bargain the effects of the City's alternate program, as required by law.

Section D. Integration with Workers' Compensation:

1. In the event an employee suffers a compensable injury or illness on the job, the compensable injury or illness renders the employee unable to report for and perform any available and appropriate work, and that inability is verified by a doctor, the employee will be compensated as provided in subparagraph 2 below. Should the evidence from the doctor verify that the compensable injury or illness is not sufficient to prevent the employee from reporting for and performing any available and appropriate work, but should the City have no available and appropriate work under the circumstances, the employee will be compensated as provided in subparagraph 2 below. Should the evidence from the doctor verify that the compensable injury or illness is not sufficient to prevent the employee from reporting for and performing any available and appropriate work, the employee's absence will be deducted from the employee's sick leave.
2. When an employee is receiving payments from the workers compensation carrier, the City will continue to pay the employee their regular paycheck, in accordance with 3 and 4 below. When payment from the insurance carrier has been issued to the employee, the employee will reimburse the City the equivalent amount within thirty (30) calendar days.
3. During the first one hundred eighty (180) calendar days, the City will subsidize the difference between the employee's regular wage and the amount paid by the workers' compensation insurance carrier, with no deduction from the employee's accumulated leave time.
4. After the one hundred eighty (180) calendar day period specified above, the City will continue to subsidize the difference between the employee's regular wage and the amount paid by the workers compensation insurance carrier by utilizing the employee's accrued leave. In the event an employee does not have accrued leave available, the difference will be considered leave without pay.
5. Employees receiving workers' compensation benefits for more than five (5) working days will be considered on duty from 8:00 a.m. to 5:00 p.m., Monday through Friday.
6. The City may require the employee to report to a doctor of the City's choosing for verification of injury or illness under this Article.

Section E. Sick Leave Without Pay: Upon application by the employee, sick leave without pay may be granted or renewed by the Employer for up to six (6) months after accrued sick leave, vacation and holiday time have been exhausted. When the employee goes into sick leave without pay status the employee will not accrue benefits. The Employer may require that the employee submit a certificate from a physician periodically during the period of such disability.

Section F. Maximum Sick Leave: The parties agree to implement a Memorandum of Understanding that will allow employees who currently receive the benefit described in this paragraph to continue receiving this benefit; otherwise, the benefit described in this paragraph will cease on January 1, 2023, for employees who are not covered by the MOU: An employee may accrue sick leave up to a maximum of nine hundred sixty (960) hours. After the maximum nine hundred sixty (960) hours of sick leave have been accumulated and the employee has completed ten years of service, an employee will be paid a semi-monthly sick leave benefit equal to the sick leave hours that they would have otherwise accrued pursuant to Section A at their base hourly pay rate. If any sick leave is taken during the month, then no bonus will be paid.
Any time an employee's sick leave accumulation drops below the nine hundred sixty (960) hour cap, sick leave will accumulate as it would regularly.

Beginning January 1, 2023, the following applies: There is no maximum number of sick leave hours that may be accrued. Any employee who uses fifty (50) hours or less of sick leave from the beginning of the January pay period and ending with the December pay period will be granted twenty (20) hours added to their compensatory time bank.

Section G. Accrued Sick Leave/Retirement Credit: No compensation for unused sick leave hours will be allowed upon separation from service with the City.

1. An employee retiring from the City under the Public Employees' Retirement System of Oregon (PERS) will have credited to their retirement program, pursuant to the statutes and under the rules and regulations of PERS, all accumulated sick leave up to a maximum of nine hundred sixty (960) hours. The City will notify PERS of the accrued sick leave to which a retired employee is entitled and will provide such proof of accumulation as may be required by PERS.
2. Accrued sick leave hours for Oregon Public Service Retirement Program employees will be governed by the applicable statutes, rules, and regulations.

Section H. Doctor's Certification: The City may require a doctor's certification to substantiate the use of sick leave after three (3) consecutive working days absence. The City will bear the cost of any such certification.

Section I. Misuse of Sick Leave: Fraudulent or deceitful use of sick leave may result in the discipline of the employee involved, including suspension or termination of employment.

Section J. Light Duty: The City agrees in its sole discretion to consider assigning light duty for those employees who are ill or injured. The employee's ability and type of illness or injury as certified by a doctor will be considered. The decision shall not be arbitrary or capricious. The assignment of light duty is subject to the City's operating needs.

Section K. Doctor/Dentist Appointments: Those persons assigned to Light Duty may attend medical treatment during light duty hours without using leave only if the light duty is because of an on-the job injury, and only those appointments which are directly related to the on-the- job injury.

ARTICLE 26 - BEREAVEMENT LEAVE

Section A. Bereavement Leave for employees who are Oregon Family Leave Act (OFLA) qualified: An employee who qualifies for bereavement leave under OFLA will be granted bereavement leave pursuant to the terms provided by OFLA, except they may take bereavement leave coincident with, not strictly subsequent to, the death of the family member. OFLA provides for leave of up to two weeks to deal with the death of a family member by attending a funeral or alternative to a funeral, by making arrangements necessitated by the death of the family member, or by grieving. The first four days of the OFLA covered bereavement leave may be charged to the time code "Bereavement Leave" and not be deducted from any other leaves. All leave must be taken within sixty (60) days of the date the employee receives notice of the death of the family member.

Section B. Bereavement Leave for employees who are not OFLA qualified: An employee who does not qualify for bereavement leave under OFLA will be granted bereavement leave not to exceed four (4) days coincident with the death of a family member. Bereavement leave will not be charged against the employee's sick leave or vacation time.

Section C. Definition of "family member": For purposes of this Article, the term "family member" means:

- A spouse or domestic partner
- A child or a child of a spouse or domestic partner who is under the age of 18 or is an adult dependent child substantially limited by a physical or mental impairment
- A parent or a parent of a spouse or domestic partner
- A sibling or stepsibling or a sibling or stepsibling of a spouse or domestic partner
- A grandparent or a grandparent of a spouse or domestic partner
- A grandchild or a grandchild of a spouse or domestic partner
- Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship

Section D. Extension: Upon approval of the Police Chief, an employee may draw upon, at the employee's discretion, their accrued sick leave, vacation, compensatory time, or leave without pay for additional bereavement leave time beyond the time specified in Sections A and B.

ARTICLE 27 - MILITARY LEAVE

The City shall provide military leave in accordance with Federal and State law.

ARTICLE 28 - MILEAGE

Whenever an employee is authorized to utilize their own vehicle in the performance of their official City duties, compensation shall be at the IRS rate.

ARTICLE 29 - RETIREMENT

Section A. Public Employee Retirement System (PERS): During the life of this Agreement, the City will continue to participate in PERS or its successor for eligible employees. The City shall pick up, assume, or pay the employee's contribution required by law to PERS subject to the Oregon Administrative Rules pursuant to PERS statutes.

The City will continue to participate in the sick leave program administered by PERS in accordance with the law.

Section B. Oregon Public Service Retirement Plan Pension Program (OPSRP): During the life of this Agreement, the City will continue to participate in OPSRP or its successor for eligible employees. The City shall pick up, assume, or pay the employee's contribution required by law to OPSRP in accordance with ORS 238A.335(1) and (2)(a) subject to the Oregon Administrative Rules pursuant to OPSRP statutes.

ARTICLE 30 - HEALTH/WELFARE/LIFE/LONG TERM DISABILITY INSURANCE

Section A. Medical, Dental, and Vision Insurance: The City will provide family medical, dental, and vision insurance coverage plan for the members of the bargaining unit and their families. The City will pay 95% of the premium and the employee will pay 5% of the premium. The City will provide Oregon Teamsters Employer Trust (OTET) GW Medical / Dental Plan 6 / Vision Plan 4 (including unsubsidized retiree coverage for the first 36 months of participation which was effective July 1, 2018). The City will provide a VEBA account and contribute two times the annual cost of the OTET GW deductible rate as established by the OTET Board of Trustee's each calendar year to be paid each January 1, subject to a maximum contribution of $1,000 per employee per calendar year during the life of this Agreement. The City will ensure continuation of the current FSA benefit received by Association members. The City will provide a Flexible Spending Account (FSA) benefit for Association members.

If OTET changes plan benefit levels or discontinues an insurance plan, the City and the Association agree to enter into mid-term bargaining. Both parties acknowledge a mutual obligation to resolve differences. The cost of any replacement plan shall not increase the City's contribution for insurance.

Health insurance will be effective for employees and their dependents on the first day of the first full month of employment. There is no minimum compensable hour requirement for benefits, generally referred to as "first hour eligibility." Compensable hour shall mean all hours of compensation, including payment for accrued leave benefits, and not solely "hours worked."

If an employee is laid off or is on unpaid leave, the City will pay health insurance premiums for the following calendar month. Beyond that time, the employee may elect to continue their health insurance by paying the required premium under the Consolidated Omnibus Budget Reconciliation Act (COBRA.) When an employee terminates their employment with the City, their health insurance will continue through the last day of the calendar month following the date of their termination, and the City will deduct the employee's share of health insurance premiums from their final paycheck. Beyond that time, the employee may elect to continue their health insurance by paying the required premium under COBRA, or it applicable may elect the Oregon Teamsters Employers Trust (OTET) non-Medicare retiree plan, if eligible.

If the City provides to another City employee medical, dental or vision benefits which are better than those provided for herein, the benefits shall be provided to the members of this bargaining unit.

Section B. Life Insurance: The City shall provide a base of $50,000 of term life insurance coverage for each employee covered by this Agreement. This amount shall be increased to $100,000 for accidental death.

Section C. Long Term Disability Insurance: The City shall provide long term disability insurance coverage or add an amount equal to the cost of such coverage to each employee's base salary. This coverage shall provide benefits of not less than two thirds (2/3) of the employee's regular salary commencing ninety (90) days after the date of injury or at the time the employee's sick leave is exhausted, whichever occurs later.

ARTICLE 31 - DECEASED OFFICER

The family or a family member so designated by an officer killed in the line of duty or dying from injuries sustained in the line of duty shall receive the officer's badge and duty weapon.

The officer's radio call number shall be retired.

ARTICLE 32 - EQUIPMENT

Section A. Safety: The City and employees (after appropriate notice) agree to abide by all applicable federal and state safety regulations. Further, the City agrees to establish a reporting and remedial procedure for safety concerns expressed by members of the bargaining unit.

Section B. Equipment: The City agrees to provide employees with required equipment to carry out their duties. The City agrees to repair, replace or reimburse any employee for personal equipment carried by the employee during duty hours which was damaged or stolen provided the personal equipment was authorized for repair or replacement. This does not apply to normal wear and tear to an employee's equipment. The City's obligation under this Article is limited to no more than $500 per employee, per occurrence, and employees are limited to two occurrences per calendar year.

ARTICLE 33 - UNIFORMS

Section A. Uniforms: The City shall provide uniforms for all employees who wear uniforms, to include suitable footwear per current practice. The City shall issue replacement uniforms and footwear when necessary to maintain appearance or function. Employees in the following classifications shall be provided suitable footwear per current practice up to five hundred dollars ($500.00) every two (2) years (this does not limit replacement of footwear damaged in the line of duty.)

Parking Enforcement Technician
Evidence and Property Technician
Recruit Officer
Officer
Corporal
Sergeant

Section B. Body Armor: Body armor of a quality which meets or exceeds that of presently- issued armor shall be provided by the City. Body armor shall be quality tested or replaced in accordance with manufacturer's specifications. A replacement vest of sufficient quality will be provided during the quality test.

Section C. Detectives' Clothing: Employees newly assigned to the Detective unit will receive a five-hundred-dollar ($500.00) clothing allowance on the start of the assignment. Should the employee voluntarily leave the Detective unit in the first twelve (12) months of the assignment, they will be required to reimburse the City for the clothing allowance, prorated based on the remaining pay-periods in that twelve (12) month period.

Existing employees in the Detective unit will receive a clothing allowance of twenty-one dollars ($21.00) per pay period; newly assigned Detectives will begin receiving the pay-period allowance after one year in the assignment. Should the employee leave the Detective unit, the semi-monthly clothing allowance will stop at the end of the pay period in which the assignment ends.

Section D. Cleaning: The City will pay for the cleaning of jackets when special incidents occur in which they are soiled.

ARTICLE 34 - FUNDING

Section A. Budget Procedures Recognized: The parties recognize that revenue needed to fund the compensation provided by the Agreement must be approved by established budget procedures and in certain circumstances, by vote of the citizens.

Section B. Budgetary Requests and Limitations: All such compensation is therefore contingent upon sources of revenue and, where applicable, voter budget approval. The City will not reduce the compensation specified in the Agreement because of budgetary limitations, but cannot and does not guarantee any level of employment in a bargaining unit covered by an Agreement. The City agrees to include in its budget request amounts sufficient to fund the compensation provided in the Agreement but makes no guarantee as to passage of such budget requests or voter approval thereof.

ARTICLE 35 - SAVINGS CLAUSE

Should any article, section, or portion thereof, of this Agreement be held or rendered unlawful and unenforceable by legislation or by final order of any court of competent jurisdiction or any administrative agency having jurisdiction over the subject matter, such legislation or decision shall apply only to the specific article, section or portion thereof directly affected in the legislation or decision. Upon the issuance of such legislation or decision, the parties agree immediately to negotiate a substitute, if possible, for the invalidated article, section, or portion thereof. All other portions of this Agreement, and the Agreement as a whole shall continue without interruption for the term hereof.

ARTICLE 36 - TRAUMATIC INCIDENTS

Section A. Directly Involved Employees: In all cases where any employee has been seriously injured, dies, or is directly involved in a traumatic incident while in the performance of their duty, all employees directly involved shall attend a traumatic incident debriefing with a physician/psychologist designated jointly by the Association and the City. Employees directly involved in a traumatic incident and/or involved in the debriefing process shall be placed on Administrative Status. The length of Administrative Status shall be determined by the City and shall not be determined in an arbitrary or capricious manner. Administrative Status shall be defined as: time off for or reassignment without loss of pay or benefits to the employee. The type of Administrative Status will be determined by the City taking into account the type of incident and shall not be determined in an arbitrary or capricious manner.

The term “directly involved” means those employees that had direct involvement in the initial traumatic incident.

Section B. Debriefing: The City shall have the authority to require any other affected employee to attend debriefing and may place the employee on Administrative Status as determined to be appropriate.

Section C. Purpose of Debriefing: The purpose of this debriefing will be to allow the employee(s) to express feelings and to deal with the moral/ethical and/or psychological after effects of the incident. The debriefing shall be confidential and shall not be divulged to the Department in any Department investigation of the incident. The cost of the physician/psychologist’s services will be borne by the City and/or the appropriate insurance carrier of those services provided.

ARTICLE 37 - MOONLIGHTING

No employee shall be allowed to perform formal secondary employment without permission of the Chief. The Chief shall not be arbitrary or capricious in making their decision. Denial of such permission shall be based upon the detrimental effect or potential detrimental effect that the secondary employment would have on the employee's work performance.

ARTICLE 38 - SOCIAL MEDIA and FREEDOM OF SPEECH

Section 1. Regarding protections of the U.S. and Oregon Constitutions, the City will no policies that violate any member's rights of freedom of speech, freedom of expression, or freedom of association.

Section 2. As used in this Article, "personal social media account" means a social media account that is used by an employee or applicant exclusively for personal purposes unrelated to the performance of their duties on behalf of the City and that is not provided by, nor paid for by, the City.

"Social media" means an electronic medium that allows users to create, share and view user generated content including, but not limited to, uploading or downloading videos, still photographs, blogs, video blogs, podcasts, instant messages, electronic mail, or Internet website profiles or locations.

The City will not require:

- Employees establish, maintain, or change a personal social media account;
- Employees to provide the City with login information (or any method of access) for any personal social media account;
- Employees to follow, add, or otherwise engage with any social media account.
- Absent an investigation into an employee as set forth in this Article, the City may not request or demand access to that employee's private social media account from anyone else who has been allowed by that employee to access that employee's private social media account.

The City may:

- Access an employee's social media account(s) or personal website on the same terms and conditions as any other third party;
- Investigate credible allegations of violations of City policies or procedures, local, state, or federal law that occur on social media, in the event that the City receives credible and specific information (including details as to the date range and nature of the post) that an employee has posted something on social media, regardless of format (comment, photo, video, image, etc.) The City will not investigate an employee's personal social media accounts based upon generalized complaints about the employee's alleged demeanor, character, viewpoints or associations – e.g. that an employee is biased against one ore more individuals based on a legally protected characteristic, is a "bad" officer, or the like. Similarly, the City will not investigate an employee's personal social media accounts based on complaints that, if taken at face value as being truthful and accurate, would not violate City policies or procedures or local, state, or federal law.

During the investigation the employee may be directed to provide access to their social media account(s) in a private interview. Any social media access during an investigation will be removed from the computer used during the investigation however the City may print or save images from the social media account(s).

ARTICLE 39 - TERM OF AGREEMENT

Section A. Term:
This Agreement shall become effective when it has been fully executed or on July 1, 2025, whichever is later; for employees who are active at the time of ratification, all compensation (at each employee's regular rate-of-pay including all other moneys earned such as incentives, etc.) will be paid retroactive to July 1, 2025.

The parties additionally agree to attach the Interim Manager MOU to the end of the CBA.

This Agreement shall continue in full force and effect until June 30, 2028. The Agreement shall be automatically renewed from year to year, thereafter, unless either party notifies the other in writing no later than January 15 of the year of expiration it intends to modify the agreement. This agreement shall remain in full force and effect during negotiations for a successor agreement.

Dated this ____ day of _____, 2025.

CITY OF MCMINNVILLE:

_____ _____

Adam Garvin, City Manager Vicki Hedges, HR Director

_____

Cord Wood, Police Chief

MCMINNVILLE POLICE ASSOCIATION:

_____ _____

Evan Burt, MPA President Elijah Carrillo, MPA Vice-President

_____ _____

Marci Peters, MPA Secretary Jason Weyand, MPA Attorney

City of McMinnville - Salary Schedule – Police Union

Effective: COLA July 1, 2025, Other Pay Effective on Ratification

Base Semi-Monthly Salary							
Classification Title	**Range**	**Step A**	**Step B**	**Step C**	**Step D**	**Step E**	**Step F**
Police Sergeant	160	$3,435.05	$3,606.03	$3,791.43	$3,977.86	$4,177.68	$4,385.74
Police Corporal	157	$3,198.15	$3,357.80	$3,524.66	$3,702.85	$3,887.22	$4,084.98
Police Officer	150	$2,974.64	$3,122.96	$3,280.55	$3,445.35	$3,616.33	$3,799.67
Police Officer - Recruit	150R	$2,832.99					
Parking Enforcement Specialist Police Evidence and Property Technician	130	$2,260.85	$2,374.15	$2,494.66	$2,617.23	$2,748.04	$2,882.97
Police Records Specialist	120	$2,102.23	$2,208.32	$2,317.50	$2,433.89	$2,556.46	$2,683.15

Other Pay	
Title	**Percentage of Base Salary**
12-Hour Shifts	5.0%
Incentive Pay	
Advanced DPSST Certificate	8.0%
Intermediate DPSST Certificate	4.0%
Associates of Arts or Science Degree	2.0%
Bachelor of Arts or Science Degree	4.0%
Bilingual in Spanish (street level fluency)	5.0%
Bilingual in Spanish (court-certified fluency)	10.0%
American Sign Language (ASL) certified	5.0%
Assignment Pay – Per Pay Period	
Detective	5.0%
Police Training Officer (PTO)	2.0%
Canine Handler	8.5%
Motorcycle Officer	5.0%
School Resource Officer (SRO)	5.0%
Medical-Legal Death Investigator (MDI)	1.0%
Assignment Pay – Per 30 Minute Increment	
Police Training Officer (PTO)	3.0%
Non-Sworn Training	5.0%
Officer in Charge (OIC)	5.0%
Drug Recognition Expert (DRE)	1.0%

Appendix B - Job Families

For the purposes of Article 16, Section B, the following are job families. Bumping between regular budgeted, full-time employees, may occur within these families:

Administrative Job Family

- Evidence and Property Technician/Parking Enforcement
- Support Services Specialist

Operational Job Family

- Sergeant
- Corporal
- Officer

City of McMinnville
ADMINISTRATION

Administration
230 NE Second Street
McMinnville, OR 97128
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: **December 9, 2025**
TO: **Mayor Morris & McMinnville City Council**
FROM: **Adam D. Garvin, Interim City Manager**
SUBJECT: **Resolution No. 2025-67, A Resolution Amending Resolution 2007-05 to Increase the Number of City Councilors Serving on the Audit Committee**

Report in Brief:

The purpose of this report is to recommend that the City Council amend Resolution No. 2007-05 to increase the number of City Councilors serving on the Audit Committee from two (2) to three (3).

Background and Discussion:

Resolution No. 2007-05 established the City's Audit Committee and set forth its membership structure and responsibilities. Under the current resolution, the Audit Committee includes two City Councilors and designated staff.

At the City Council work session held on November 12, 2025, Council discussed the composition of the Audit Committee as part of a broader conversation about financial oversight, transparency, and opportunities for increased participation in financial review processes. Several Councilors expressed interest in expanding the number of elected officials serving on the Audit Committee to enhance representation and ensure broader engagement in audit-related discussions.

Increasing the number of City Councilors on the Audit Committee from two to three provides several benefits, including enhanced representation, improved continuity, and stronger oversight.

The proposed amendment maintains the original intent and structure of Resolution No. 2007-05 while modestly expanding Council participation.

Attachments:

- Resolution No. 2007-05 – A Resolution Establishing an Audit Committee of the City Council and Setting Forth the Audit Committee's Purpose and Responsibilities.

- Resolution No. 2025-67 - A Resolution Amending Resolution 2007-05 to Increase the Number of City Councilors Serving on the Audit Committee

Fiscal Impact:
There is no direct fiscal impact associated with amending the composition of the Audit Committee.

Recommendation:
Staff recommends that the City Council adopt an amendment to Resolution No. 2007-05 increasing the number of City Councilors serving on the Audit Committee from two (2) to three (3),

RESOLUTION NO. 2007 - 05

A Resolution Establishing an Audit Committee of the City Council and Setting Forth the Audit Committee's Purpose and Responsibilities.

RECITALS:

WHEREAS, there is increasing emphasis on internal controls in both the public and private corporate sectors, and

WHEREAS, the presence of an audit committee is viewed by the professional associations of certified public accountants and finance officers as a means of strengthening internal controls, and

WHEREAS, the City's current independent auditor, Talbot, Korvola and Warwick, recommends the establishment of a City Council audit committee.

NOW THEREFORE BE IT RESOLVED, that the McMinnville City Council establishes an Audit Committee of the City Council.

BE IT FURTHER RESOLVED, that the Audit Committee shall be appointed by the City Council and shall be made up of two members of the City Council, with at least one of the two appointees preferably having accounting or related financial experience. The two City Councilor members may appoint a member from the Budget Committee, preferably a member having accounting or related financial experience. The Budget Committee member's role on the Audit Committee shall be limited to the duties and responsibilities that relate directly to the annual financial report and audit.

BE IT FURTHER RESOLVED, that the purpose of the Audit Committee is to:

1. Ensure that the auditor of the City's financial statements is truly independent of management, and
2. Provide an objective perspective on matters related to internal controls and the audit of the financial statements, and
3. Provide a communications link between management, the independent auditor and the City Council.

BE IT FURTHER RESOLVED, that in fulfilling its purpose typical responsibilities of the Audit Committee shall include:

1. Assisting in the selection of the independent auditor.
2. Communicating with the independent auditor, as needed, with regard to issues or questions of internal control and proper application of accepted accounting principles.
3. Reviewing the results of the financial statements audit with the independent auditor and management, and monitoring to ensure any significant findings or deficiencies disclosed in the audit are reviewed and corrected as needed.
4. Assisting the independent auditor in the presentation of the annual audit to the City Council.

5. Monitoring the performance of the independent auditor and communicating with management and the City Council about the same.
6. Reviewing, and responding to, any confidential submission by employees of concerns regarding questionable accounting or auditing matters, or suspected fraud or related ethics issues.
7. As part of the above activities, meeting with the independent auditors, the Finance Director, City Manager, and City Attorney as deemed appropriate for fulfilling its role.
8. At a minimum, meeting prior to the beginning of the annual audit and to review the draft findings and report of the annual audit and letter to management, prior to presentation of the annual report to the full City Council.

BE IT FURTHER RESOLVED 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 13th day of February 2007 by the following votes:

Ayes: Hansen, Hill, May, Menke, Olson, Yoder

Nays: _____

Approved this 13th day of February 2007.

Edward J. Gormley
MAYOR

Approved as to form:

CITY ATTORNEY

RESOLUTION NO. 2025-67

A Resolution Amending Resolution 2007-05 to Increase the Number of City Councilors Serving on the Audit Committee from Two (2) to Three (3).

WHEREAS, Resolution 2007-05 established the Audit Committee of the McMinnville City Council and set forth its membership structure, purpose, and responsibilities; and

WHEREAS, Resolution 2007-05 currently provides that the Audit Committee shall consist of two (2) members of the City Council, with at least one preferably having accounting or related financial experience; and

WHEREAS, at the City Council work session held on November 12, 2025, the Council discussed opportunities to enhance representation, oversight continuity, and engagement in audit-related matters; and

WHEREAS, the Council expressed interest in increasing the number of elected officials serving on the Audit Committee to strengthen transparency and broaden participation in financial review processes; and

WHEREAS, increasing the number of City Councilors on the Audit Committee from two (2) to three (3) will support these goals while maintaining the structure and intent of Resolution 2007-05.

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

Section 1. Amendment to Membership Structure

Section of Resolution 2007-05 describing the composition of the Audit Committee is hereby amended to read:

> "The Audit Committee shall be appointed by the City Council and shall be made up of three (3) members of the City Council, with at least one of the appointees preferably having accounting or related financial experience.
>
> The City Councilor members may appoint a member from the Budget Committee, preferably a member having accounting or related financial experience. The Budget Committee member's role on the Audit Committee shall be limited to duties and responsibilities related directly to the annual financial report and audit."

Section 2. All other provisions of Resolution 2007-05 remain in full force and effect and are not modified by this resolution.

Section 3. This Resolution shall take effect immediately upon passage by the City Council.

Adopted by the City Council of the City of McMinnville at a meeting held the 09th day of December 2025 by the following votes:

Ayes: _____

Nays: _____

Approved this 09th day of December 2025.

_____
MAYOR

Approved as to form: Attest:

_____ _____
City Attorney City Recorder

City of McMinnville
POLICE

City Recorder Use

Final Action:
Approved ☐ Disapproved ☐

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: **MAM LLC dba Spices N Slices (Birpal Johal)**
BUSINESS LOCATION ADDRESS: **328 NE Evans ST, McMinnville, OR 97128**
LIQUOR LICENSE TYPE: **Full On Premise - Commercial**

Is the business at this location currently licensed by OLCC
☐ Yes ☑ No

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

Proposed business operations:

Retail On-Premises Sales & Consumption
(with indoor consumption, proposing to allow minors & outdoor consumption)

Tritech Records Management System Check: Yes ☑ No ☐

Criminal Records Check: Yes ☐ No ☑

Recommended Action: Approve ☑ Disapprove ☐

Scott Fessler, Captain

Chief of Police / Designee

City Manager / Designee

Added on 12.05.2025

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:
(a) If the address of the premises proposed to be licensed is within a city's limits, the local government is the city.
(b) If the address of the premises proposed to be licensed is not within a city's limits, the local government is the county.

INSTRUCTIONS:

Step 1: Applicant completes all of Section 1 (including top of Page 2).

Step 2: Applicant submits both pages of the form to the appropriate local government. NOTE: The local government may require additional forms and/or fees.

Step 3: Local government completes at least Section 2 and returns all pages of the form, or a copy thereof, to the applicant. The local government is allowed up to 45 days to complete Section 3.

Step 4: Applicant takes the form with at least Sections 1 and 2 completed and includes it with their CAMP application to meet the Local Government Recommendation document requirement. Submissions that do not have at least Sections 1 and 2 completed will not be accepted.

Step 5: The local government issues its final recommendation in Section 3 and returns the completed form to the applicant. If the applicant has already submitted their initial application via CAMP, they hold on to the final recommendation and provide it to their investigator, when requested. If they have not already submitted their application, they upload the fully completed Local Government Recommendation form with their initial application submission.

Applicants within the city of Portland ONLY: After completing the attached form, please follow these steps to complete the Local Government Recommendation process:

- Apply via the City of Portland website.
- Once you have completed the application with the City of Portland, you will receive an email notifying you that your application has been accepted, usually within two business days. The email will contain an attachment titled "ABC Public Notice."
- Upload the ABC Public Notice document with your CAMP application to meet the Local Government Recommendation document requirement.

NOTE: This document only provides proof of submission. Once you receive your final recommendation from the City of Portland, you will need to provide that to your assigned OLCC investigator.

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): MAM LLC

Proposed Trade Name: SPICES N SLICES

Premises Address: 328 NE EVAN ST Unit:

City: MCMINNVILLE County: YAMHILL Zip: 97128

Application Type: (•) New License Application ( ) Change of Ownership ( ) Change of Location

License Type: FULL ON PREMISES Commercial BJ [ ] Additional Location for an Existing License

Application Contact Information

Contact Name: BIRPAL JOHAL Phone: [redacted]

Mailing Address: [redacted]

City: SHERIDAN State: OR Zip: 97378

Email Address: [redacted]

Business Details

Please check all that apply to your proposed business operations at this location:

[ ] Manufacturing/Production

[ ] Retail Off-Premises Sales

[■] Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

[■] Indoor Consumption BJ [■] Outdoor Consumption BJ

[■] Proposing to Allow Minors BJ

Section 1 continued on next page

Added on 12.05.2025
Amended on 12.19.2025
237 of 497

OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): MAM LLC

Proposed Trade Name: SPICES N SLICES

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC. Section 2 must be completed ***by the local government*** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: McMinnville

Optional Date Received Stamp

Date Application Received: 12/04/2025

Received by: Scott Fessler

Section 3 – Recommendation - To be completed by Local Government:

- ○ **Recommend this license be granted**
- ○ **Recommend this license be denied** (Please include documentation that meets OAR 845-005-0308)
- ○ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

Added on 12.05.2025

City of McMinnville
Community Development
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: **December 9, 2025**
TO: **Mayor and City Councilors**
FROM: **Taylor Graybehl, Senior Planner**
SUBJECT: **Ordinance No. 5165: (Docket G 2-24), An Ordinance amending 17.57 and 17.58 of the McMinnville Municipal Code, Landscape Applicability, Review Criteria, and Standards, and Street Tree Plan Review Process**

STRATEGIC PRIORITY & GOAL:

GROWTH & DEVELOPMENT CHARACTER
Guide growth & development strategically, responsively & responsibly to enhance our unique character.

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

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Report in Brief:

This is the consideration of Ordinance No. 5165 proposing targeted amendments to Title 17 of the McMinnville Municipal Code (MMC), specifically addressing:

- Chapter 17.57 – *Landscaping*
- Chapter 17.58 – *Trees*

These updates were initiated by the Landscape Review Committee and subsequently recommended for approval by the Planning Commission following a public hearing held on November 7, 2024.

The proposed amendments constitute **Phase Two** of a comprehensive, two-phase initiative to modernize and streamline the landscaping provisions within the Zoning Ordinance:

- **Phase One** established a streamlined administrative landscape plan review process and defined submittal requirements for landscape plans.

- **Phase Two** (Ordinance No. 5165) builds upon that foundation by updating landscape applicability and providing clear and objective review criteria and standards.

This ordinance also proposes revisions to the Street Tree Plan review process, allowing for administrative staff review. These changes reflect the intent of **Phase One** by simplifying procedures and creating efficiencies, while maintaining consistency and oversight.

Staff recommends minor adjustments to the Planning Commission's proposed amendments to enhance clarity, maintain consistency throughout the Zoning Ordinance, support long-term landscape viability, and ensure efficient use of staff resources.

These refinements are intended to better align development with community priorities, establish clear and predictable standards for applicants, optimize staff capacity, and contribute to a safer, more visually appealing urban environment across McMinnville.

Background:

The proposed amendments to Chapter 17.57 of the McMinnville Zoning Ordinance build upon prior work initiated by the Landscape Review Committee, starting in 2020, and culminating in a recommendation to the Planning Commission at their meeting on September 11, 2024. The Planning Commission then voted to recommend the proposed amendments to the McMinnville City Council at their meeting on November 7, 2024, after conducting a public hearing.

The full set of proposed amendments was initially included in the City Council's January 14, 2025, meeting packet. However, the item was temporarily withdrawn to allow for additional internal coordination regarding the landscape review process, submittal requirements, and the development of clear and objective design standards.

Following internal review, staff determined that the proposed changes should be implemented in two distinct phases under Docket G 2-24:

- **Phase One**: Focused on the landscape review process and submittal requirements.
- **Phase Two**: Addresses updates to landscaping applicability, standards, and design criteria.

Phase One of Docket G 2-24 was adopted by City Council on May 27, 2025.

The ordinance now presented in this packet represents **Phase Two** of the two-phase effort to update Chapters 17.57 and 17.58 and fully implement the Planning Commission's recommendations. The ordinance presented has some minor alterations to those recommended by the Planning Commission. Those changes clarify language by the Planning Commission and make the code more effective at meeting the Planning Commission's intent.

The proposed updates to Chapters 17.57 (Landscaping) and 17.58 (Trees) aim to resolve key concerns raised by the Landscape Review Committee, Planning Commission, and City staff. The language provided reflects these priorities.

Proposed Ordinance Amendments
Below is a summary of all the affected sections and the rationale behind the recommended changes:

- **17.57.010 – Purpose and Intent**
  Proposed Modification: Updated to reflect environmental priorities: groundwater protection, climate resilience, air quality, preservation of trees.

Reasons: Aligns with Landscape Review Committee and Planning Commission directions and goals.

- **17.57.030 – Zones Requiring Landscaping**
  Proposed Modification: Expanded to include the R-5 zone and correct R-4 zone title.

  Reasons: Improves clarity, consistency, and alignment with other city codes and ordinances.

- **17.57.040 – Applicability** *(renamed from "Uses Requiring Landscaping")*

Proposed Modification	Reason for Change
Rename section to "Applicability"	Clarifies the scope and intent of the standards.
Apply standards to all non-residential uses in residential zones	Ensures consistent application across all non-residential projects (not just "churches").
Update language for Manufactured Dwelling Parks and satellite dishes	Makes it clear that existing standards already apply to these uses.
Specifies that for city projects, only landscaping elements included in an approved landscape plan are subject to review if changes are proposed.	Provides flexibility to modify landscaping on city property when changes are unrelated to formal approvals, reducing staff workload and enabling timely responses to on-site issues.
Exempt projects in the public right-of-way	Recognizes cases where standards cannot be met or are superseded by state law.
Exempt middle housing projects (still subject to Chapter 17.11)	Keeps middle housing regulations separate for easier review by staff and developers and allows for flexibility with changing state law.
Apply standards uniformly between private and city development.	Ensures equity across private and city projects, implementing previous direction by City Council.

- **17.57.050 – Plan Submittal, Review, and Completion Timeline**
  Proposed Modification: Adds clarifying language and introduces self-certification process for irrigation installation.

  Reasons: Streamlines process and improve clarity for applicants.

- **17.57.060 – Required Plan Information**
  Proposed Modification: Adds requirement for self-certification of irrigation plan, revises language for clarity for applicant and staff.

  Reasons: Supports efficient review and accountability in irrigation planning.

- **17.57.070 – Area Determination and Planning Factors**

Proposed Modification	Reason for Change
Revises how new construction (expansion of building footprint or parking lot areas) is regulated	Enhances clarity and ensures consistent application of standards
Leaves stormwater facility regulation to a separate process	Acknowledges that specific regulations and review process already apply elsewhere
Adds measurable screening standards (e.g., 6' wall/fence or landscaping to grow to 6' in 3 years, 75% opacity)	Improves design quality and ensures effective visual screening
Aligns tree protection standards with Chapter 17.58	Ensures consistency across city regulations
Refines parking area limits (max 6,000 sq ft, connected allowed) without landscaping	Enhances livability and better manages site design
Requires 1 shade tree per 10 contiguous parking spaces	Promotes environmental benefits (air quality, heat management, etc.) and improves aesthetics
Establishes minimum standards for parking lot landscaping including landscape islands, driveway entries, and buffering	Enhances design quality, site functionality, environmental benefits, and limits impacts on surrounding properties, pedestrians, bikes, and vehicles.
Moves prohibited tree list to the McMinnville Street Tree List	Provides flexibility and simplifies updates, which can be important as new diseases or pests are introduced to the area.
Adds irrigation self-certification	Improves implementation and reduces administrative burden of landscape plan review and inspections.
Clarifies solid waste/recycling enclosure standards	Enhances clarity and ensures compliance with city expectations
Clarifies landscaping requirements for utilities, including McMinnville Water and Light and other Federal regulations.	Ensures that all landscaping adheres to relevant codes, guidelines, and regulatory standards.

- **17.58.100 – Street Tree Plans**
  Proposed Modification: Allows staff to review and approve Street Tree Plans.

  Reasons: Improves efficiency and responsiveness in plan review.

Discussion:

City Council was presented with this Ordinance and the recommendation of the Planning Commission at their meeting on October 14, 2025. At that meeting, the Ordinance did not pass due to the lack of majority support from the City Council. Some councilors expressed concerns about the proposed amendments and commented that they had heard Landscape Review Committee members did not support the proposed amendments.

City staff then hosted a meeting with the Landscape Review Committee on November 5, 2025, to discuss the City Council comments, provide a history of the draft code amendments, and ask the question if the Landscape Review Committee was supportive or not supportive of the proposed amendments. After learning more about what the proposed amendments do and do not do, and the history of the Landscape Review Committee's draft and review of the proposed amendments, all Landscape Review Committee supported the amendments moving forward. The meeting materials for the November 5, 2025, Landscape Review Committee meeting can be found at the following link: lrc_packet_11-5-2025.pdf.

In 2019, the Landscape Review Committee requested that the City work with the committee on proposed code amendments to simplify the review process for landscape plans and street tree removals in order to free up the Landscape Review Committee's time to work on more strategic landscape policies, programs, and projects for McMinnville. After adopting a workplan in 2019 with many different strategic objectives (see 2019 work plan below) and then not being able to work on those strategic objectives due to the volume of landscape plan reviews (33 decisions in 2019), the LRC made a request of city staff in September, 2019 to spend some time discussing the role of the Landscape Review Committee.

McMinnville Landscape Review Committee - 2019 Work Plan					
GOAL : Evaluate & Enhance the McMinnville's Urban Forest & Landscape					
Strategy	**Action**	**Priority**	**Timeframe**	**Cost**	**Responsibility**
Conduct a Comprehensive Inventory of McMinnville's Street Trees	Develop Inventory Goals and Research Data Collection Methods	High	Spring 2019	Staff	City of McMinnville (City)/ Landscape Review Committee (LRC)
	Promote Public Involvement to Complete City-Wide Tree Inventory	High	Summer 2019	Staff	City/LRC
Promote Healthy, Safe, and Diverse Urban Forest	Update McMinnville's Approved Street Tree List	High	Spring 2019	Staff	City/LRC
	Develop "Right Tree for the Right Place" Informational Pamphlet	High	Spring 2019	Staff	City/LRC
Increase McMinnville's Urban Forest Canopy	Review and Update Street Tree code to Resolve Conflicts Between Street Trees and Utilities, Stormwater Treatment	Medium	Fall 2019	Staff	City/LRC
Apply Landscape Standards to City Projects	Coordinate with City Staff to Review City Projects with Landscape Component	High	Spring 2019	Staff	City/LRC
GOAL: Increase Awareness & Appreciation of McMinnville's Urban Forest & Landscape					
Strategy	**Action**	**Priority**	**Timeframe**	**Cost**	**Responsibility**
Educate Community on Urban Forestry	Use Completed Street Tree Inventory to Quantify and Report Benefit of McMinnville's Urban Forest	Low	December 2019	Staff	City/LRC
Celebrate Arbor Day in McMinnville	Promote Arbor Day Events in McMinnville	High	Spring 2019	Staff	City/LRC
	Coordinate Arbor Day Tree Planting Event	High	Spring 2019	$	City/LRC
GOAL: Preserve McMinnville's Urban Forest & Landscape					
Strategy	**Action**	**Priority**	**Timeframe**	**Cost**	**Responsibility**
Preserve and Protect Existing Landscape and Street Trees	Identify Consulting 3rd Party Arborist to Consult on Downtown Tree Removal Requests	High	Spring 2019	$	City/LRC

In 2020, the LRC discussed the role of the committee and reviewed the Landscaping (Section 17.57) and Tree chapters (Section 17.598) of the McMinnville Municipal Code (4 meetings, March 8, 2020, August 5, 2020, August 19, 2020, November 18, 2020). In 2021, they added the evaluation of the Landscaping Chapter and Tree Chapter to their work plan. (Please see work plan below).

They had several objectives for this work:

- The creation of clear and objective landscape plan standards for housing development as required by state law.
- Updates to the purpose statements with the intent to reflect environmental issues better.
- Expand on the uses requiring landscaping plans.
- Improve the submittal requirements to reduce the need for "more information requested" when reviewing landscape plans.
- Refine standards and review criteria for landscape screening, fencing, tree protection during construction, parking lot landscaping and irrigation systems.

McMinnville Landscape Review Committee - 2021 Work Plan (Draft)					
GOAL : Evaluate & Enhance the McMinnville's Urban Forest & Landscape					
Strategy	**Action**	**Priority**	**Timeframe**	**Cost**	**Responsibility**
Conduct a Comprehensive Inventory of McMinnville's Street Trees	Develop/Recommend Plan for Implementation	High	Winter 2021	Staff/$	City of McMinnville (City)/ Landscape Review Committee (LRC)
Evaluate Landscaping Chapter of McMinnville Zoning Ordinance	Review Chapter 17.57 and Recommend Revisions to Improve City's Landscape	Medium	Winter 2021	Staff	City/LRC
Evaluate Tree Chapter of McMinnville Zoning Ordinance	Review Tree Chapter and Recommend Revisions to Improve Urban Forest	Medium	Winter 2021	Staff	City/LRC
Promote Healthy, Safe, and Diverse Urban Forest	Work with MW&L on Process to Identify/Remove/Replace Problem Trees Under Power Lines	Medium	Fall 2021	Staff	City/LRC
	Develop "Right Tree for the Right Place" Informational Pamphlet	Low	Fall 2021	Staff/$	City/LRC
GOAL: Increase Awareness & Appreciation of McMinnville's Urban Forest & Landscape					
Strategy	**Action**	**Priority**	**Timeframe**	**Cost**	**Responsibility**
Celebrate Arbor Day in McMinnville	Promote Arbor Day Events in McMinnville	High	Spring 2021	Staff	City/LRC
	Coordinate Arbor Day Tree Planting Event	High	Spring 2021	Staff/$	City/LRC
Educate Community on Urban Forestry					
GOAL: Preserve McMinnville's Urban Forest & Landscape					
Strategy	**Action**	**Priority**	**Timeframe**	**Cost**	**Responsibility**
Manage Existing Landscape and Trees	Provide Recommendations and Guidance for Natural Features Management Program	High	Summer 2021	Staff	City/LRC

DRAFT

The LRC then worked with city staff on proposed amendments for the next couple of years, resulting in 15 meetings to discuss the proposed code revisions over four years. The committee helped define key goals, while planning staff collaborated on drafting language to meet both local priorities and state requirements. Staff coordinated proposed revisions with agency partners, including the City's Public Works team, McMinnville Water and Light and other impacted stakeholders.

The City Council was not particularly concerned about the content of the Phase 2 proposed amendments, but appeared to be more concerned about the adoption in May of the Phase 1 amendments, which focused on process.

The Phase 1 amendments created an administrative review for landscape plans that met clear and objective standards in the municipal code (this is a requirement by state law for all housing-related land-use applications) and a Landscape Review Committee review for those landscape plans that did not meet the clear and objective standards of the municipal code. There was some confusion at the October 14, 2025, City Council meeting about whether the developer could choose the process. The code intends that the developer can choose to meet the clear and objective standards and thus navigate the administrative review process, or the developer can choose to present a plan that does not meet the clear and objective standards of the municipal code and thus navigate the discretionary review process of the Landscape Review Committee. The following language has been added to Section 17.57.050(A)(2) to help clarify the difference between the administrative review and the committee review:

> "***If the applicant wants to submit an application that does not fully comply with the clear and objective standards outlined in this Chapter 17.57, but still meet the intent and purpose of this chapter,***"

The Phase 2 proposed amendments, that are the content of Ordinance No. 5165 are the clear and objective standards and represent the work that the Landscape Review Committee did to fulfill their following objectives.

- The creation of clear and objective landscape plan standards for housing development as required by state law.
- Updates to the purpose statements with the intent to reflect environmental issues better.
- Expand on the uses requiring landscaping plans.
- Improve the submittal requirements to reduce the need for "more information requested" when reviewing landscape plans.
- Refine standards and review criteria for landscape screening, fencing, tree protection during construction, parking lot landscaping and irrigation systems.

Without these amendments, the expanded list of applicable situations when landscape plans are required, landscaping requirements for fencing, tree protection, parking lots, and irrigation systems do not exist in the current code and cannot be required as part of landscape review.

Attachment

- Attachment 1: Ordinance No. 5165
    a. Exhibit A to Ordinance No. 5165, Proposed Code Amendments
    b. Exhibit B to Ordinance No. 5165, Decision Document
- Attachment 2: Minutes for the November 7, 2024, Planning Commission hearing

Fiscal Impact:

The proposed changes are expected to yield a positive fiscal impact by enhancing efficiency and reducing operational costs by approximately $80,000 per a fee study conducted by Praxis Solutions in 2023.

Providing clear and objective standards for administrative review and streamlining the Street Tree Plan review process and implementing clear, objective landscaping standards will likely shorten staff review times, resulting in measurable cost savings. Additionally, introducing a self-certification process for irrigation plans and installations will minimize the need for staff oversight and site inspections.

City Council Options:

Per Section 17.72.130(B) of the McMinnville Municipal Code:

> *Legislative hearings: Within 45 days following the public hearing on a comprehensive plan text amendment or other legislative matter, unless a continuance is announced, the Planning Commission shall render a decision which shall recommend either that the amendment be approved, denied, or modified:*
>
> 1. *Upon reaching a decision the Planning Commission shall transmit to the City Council a copy of the proposed amendment, the minutes of the public hearing, the decision of the Planning Commission, and any other materials deemed necessary for a decision by the City Council;*
>
> 2. *Upon receipt of the decision of the Planning Commission, the City Council shall:*
>
>   a. *Adopt an ordinance effecting the proposed change as submitted by the Planning Commission, or*
>
>   b. *Adopt an ordinance effecting the proposed change in an amended form, or*
>
>   c. *Refuse to adopt the amendment through a vote to deny, or*
>
>   d. *Call for a public hearing on the proposal, subject to the notice requirements stated in Section 17.72.120(D).*

1. **ADOPT ORDINANCE NO. 5165** approving the proposed amendments for Docket G 2-24, as presented in Exhibit A to the ordinance.

2. **ADOPT ORDINANCE NO. 5165** in an amended form, approving the proposed amendments for Docket G 2-24, **with revisions**.

3. **CALL FOR A PUBLIC HEARING,** date-specific to a future City Council meeting.

4. **REFUSE TO ADOPT THE ORDINANCE**

Recommendation/Suggested Motion:

Staff recommends that the Council adopt Ordinance No. 5165, which would approve Docket G 2-24, amendments to Chapters 17.57 "Landscaping" and Chapter 17.58 "Trees" of the Zoning Ordinance.

"BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS RECOMMENDED BY THE PLANNING COMMISSION AND SUBMITTED BY STAFF, I MOVE TO ADOPT ORDINANCE NO. 5165."

ATTACHMENT 1 TO STAFF REPORT

ORDINANCE NO. 5165

AN ORDINANCE AMENDING TITLE 17 (ZONING) OF THE MCMINNVILLE MUNICIPAL CODE CHAPTER 17.57 "LANDSCAPING" AND CHAPTER 17.58 "TREES" AND APPROVING THE DECISION, FINDINGS, AND CONCLUSIONARY FINDINGS FOR DOCKET G 2-24.

RECITALS:

WHEREAS, Docket G 2-24 is a legislative action amending provisions related to landscaping in Title 17 (Zoning) of the McMinnville Municipal Code; and

WHEREAS, on October 2, 2024, a notice was submitted to DLCD for the draft legislative proposal, Docket G 2-24, for amendments to standards for landscape plans, landscape standards, and street tree plans. The proposal was initiated on November 7, 2024, with a Planning Commission public hearing; and

WHEREAS, on September 11, 2024, the Landscape Review Committee elected to move the proposed code amendments, ts they had been working on for four years to the Planning Commission to start the adoption process; and

WHEREAS, on November 1, 2024, notice of the application and the November 7, 2024, Planning Commission public hearing was published in the News Register in accordance with Section 17.72.120 of the Zoning Ordinance; and

WHEREAS, on November 7, 2024, the Planning Commission held a duly noticed public hearing to consider the request. The Planning Commission recommended City Council approve the proposed amendments as presented; and

WHEREAS, notice of the January 14, 2025, City Council meeting was posted on the City website in accordance with Oregon public meetings law and the item was continued; and

WHEREAS, the Planning Commission was divided into two phases per city leadership's request; and.

WHEREAS, the first phase of the proposed Landscape Code Amendments focusing on the review process (Ordinance No. 5156) was noticed for the April 22, 2025, City Council meeting on the City website in accordance with Oregon public meetings law and the item was continued; and

WHEREAS, Ordinance No. 5156 was noticed for the May 13, 2025, City Council meeting on the City website in accordance with Oregon public meetings law, and the vote on the first reading was not unanimous; and

WHEREAS, the second reading of Ordinance No. 5156 was noticed for the May 27, 2025, City Council meeting on the City website in accordance with Oregon public meetings law, and

WHEREAS, the City Council adopted Ordinance No. 5156 on May 27, 2025 implementing Phase 1 of Docket G 2-24; and

WHEREAS, Phase 2 of the proposed landscape code amendments recommended by the Planning Commission was noticed for consideration at the December 9, 2025, City Council meeting and posted on the City website in accordance with Oregon public meetings law; and

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

WHEREAS, the City Council, being fully informed about said request, found that the requested amendments attached as Exhibit A conform to the applicable criteria, including the Comprehensive Plan goals and policies, as well as the McMinnville Zoning Ordinance, based on the material submitted by the Planning Division and the findings of fact and conclusionary findings for approval in Exhibit B.

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

1. The McMinnville Zoning Ordinance is amended as provided in Exhibit A; and

2. The Council adopts the Decision, Findings, and Conclusionary Findings for Docket G 2-24 attached as Exhibit B; and

3. This Ordinance will take effect 30 days after passage by the City Council.

Passed by the McMinnville City Council this 9th day of December 2025 by the following votes:

Ayes: _____

Nays: _____

_____
MAYOR

Approved as to form:

_____
City Attorney

Attest:

_____
City Recorder

EXHIBITS:

A. Amendments to McMinnville Zoning Ordinance (17.57 of McMinnville Municipal Code)
B. Decision, Findings, and Conclusionary Findings for Docket G 2-24

McMinnville Zoning Ordinance
Amendments to Provisions Relating to Landscape Plans and Landscape Standards

New text is in ***bold, italic, underline text***. Deleted text is in ~~strikethrough text~~.

Chapter 17.57
LANDSCAPING
(as amended by Ordinance No. Ord. 5165; 2025)

Sections:

17.57.010 Purpose and intent.
17.57.020 Definitions.
17.57.030 ***Applicability.***
17.57.040 Specific uses requiring landscaping
17.57.050 Plans—Submittal and review—Approval—Time limit for completion.
17.57.060 Plans—Information to be included.
17.57.070 Area determination—Planning factors.
17.57.080 Central business district.
17.57.090 Credit for work in public right-of-way.
17.57.100 Appeal—Planning Commission to act.

17.57.010 Purpose and Intent. The purpose and intent of this Chapter is to encourage and, where appropriate, require the use of landscape elements, particularly plant materials, in proposed developments in an organized and harmonious manner that will enhance, protect, and promote the economic, ecological and aesthetic environment of McMinnville. Landscaping is considered by McMinnville to be an integral part of a complete comprehensive development plan. The City recognizes the value of landscaping in achieving the following objectives:

A. Provide guidelines and standards that will:
   1. Reduce soil erosion and ~~the volume and rate of discharge of storm water runoff~~***associated stormwater pollution caused by runoff.***
   2. Aid energy conservation by shading structures from energy losses caused by weather and wind.
   3. Mitigate the loss of natural resources.
   4. Provide parking lot landscaping to reduce the harmful effects of heat, noise, and glare associated with motor vehicle use.
   5. Create safe, attractively landscaped areas adjacent to public streets.
   6. Require the planting of street trees along the City's rights-of-way.
   7. Provide visual screens and buffers that mitigate the impact of conflicting land uses to preserve the appearance, character, and value of existing neighborhoods.
   8. Provide shade and seasonal color.

9. Reduce glare, noise, and heat.
10. Address changes to the environment and climate.
11. Promote air quality.

B. Promote compatibility between land uses by reducing the visual, noise and lighting impacts of specific developments on users of the site and abutting properties.
C. Unify development and enhance and define public and private places.
D. ***Promote the preservation of*** ~~Preserve~~ existing mature trees.
E. Enhance the urban forest and tree canopy.
F. Encourage the use of plants native to the Willamette Valley to the maximum extent feasible~~, in order~~ to reduce watering requirements and agricultural chemical applications, and to provide a sense of regional identity with plant communities unique to the area.
G. Establish and enhance a pleasant visual character and structure to the built environment that is sensitive to safety and aesthetic issues.
H. ~~Support~~***Enhance*** McMinnville as a community that cares about its appearance.

It is further recognized that ***well-designed*** landscaping ***can*** increase~~s~~ property values, attracts potential residents and businesses to McMinnville, and creates safer, more pleasant living and working environments for all residents and visitors to the city.

The guidelines and standards contained in this chapter serve to help McMinnville realize the objectives noted above. These guidelines and standards are intended as minimum ~~standards~~***outcomes*** for landscape treatment. Owners and developers are encouraged to exceed these in seeking more creative solutions both for the enhanced value of their land and for the collective health and enjoyment of all citizens of McMinnville. The landscaping provisions in Section***s 17.57.040 and*** 17.57.070 are in addition to all other provisions of the zoning ordinance which relate to property boundaries, dimensions, setback, vehicle access points, parking provisions and traffic patterns. The landscaping objectives shall also seek to accomplish the purposes set forth in Section 17.03.020. (***Ord. 5165, 2025;*** Ord. 5156, 2025*;* Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.020 Definitions. For the purposes of this ~~section~~***Chapter***, refer to Section 17.06.035 for Landscaping related definitions. (Ord. 4952 §1, 2012).

17.57.030 Zones Where Required. Landscaping shall be required in the following zones except as otherwise noted:

A. R-4 (~~Multiple-Family Residential Dwelling~~***Medium, High-Density Residential zone***) ***except as provided by 17.57.040(H)*** ~~except the construction of a Single-Family or Two-Family Residential Unit~~;
B. R-5 (High-Density, Multiple-Dwelling Residential zone) except as provided by 17.57.040(H);
C. C-1 (Neighborhood Business zone);
D. C-2 (Travel Commercial zone);
E. C-3 (General Commercial zone);

F. O-R (Office/Residential zone);
G. M-L (Limited Light Industrial zone);
H. M-1 (Light Industrial zone);
I. M-2 (General Industrial zone); (***Ord. 5165, 2025;*** Ord. 5156, 2025; Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.040 ~~Specific Uses Requiring Landscaping~~***Applicability***.

A. ~~Churches~~***Non-residential uses***, ***are*** subject to landscaping requirements ~~of a multiple-dwelling development~~ when in a residential zone ~~and subject to the landscaping requirements of a commercial development when in a zone other than residential~~;
B. Utility substations, ***are*** subject to the landscaping requirements of commercial uses;
C. ~~Mobile home park~~***Manufactured Dwelling Parks***, ***are*** subject to the ***landscaping*** requirements of ~~a multiple dwelling development~~***Ord. 4220 Mobile Home Development Ordinance and Ordnance 4564***;
D. Multiple-dwelling, commercial, and industrial uses in residential planned developments, ***are*** subject to the landscaping requirements of the type of use in the planned development~~. (Ord. 5027 §2, 2017; Ord. 4264 §1, 1983; Ord. 4254 §1, 1983; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).~~***;***
E. Satellite dishes facing or abutting residential properties shall be screened by a sight obscuring fence, wall, or planting, when in a residential zone or the O-R zone;
F. Only the proposed elements that meet the definition of new construction per this Title of the McMinnville Municipal Code are subject to the requirements of this Chapter;
G. City and McMinnville Water and Light development in the right-of-way are exempt from the standards of this Chapter;
H. The following construction is exempt from the standards of this Chapter: accessory dwelling units, cottage clusters, plexes, single dwelling, single room occupancy – small housing, single room occupancy – large housing, tiny houses, and townhouses. These uses are subject to the landscaping requirements of Chapter 17.11. (***Ord. 5165, 2025;*** Ord. 5027 §2, 2017; Ord. 4264 §1, 1983; Ord. 4254 §1, 1983; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.050 Plans - Submittal and Review – Approval – Completion Time Limit.

A. Review Process. Two review processes are available for landscape review: administrative and discretionary. An applicant may choose which process to use. The administrative process uses standards that do not require the use of discretionary decision-making. The discretionary process uses purpose and intent that are more subjective in nature and are intended to provide the applicant with ~~more~~ ***alternative*** design flexibility. Regardless of the review process, the applicant must demonstrate how the applicable standards or the purpose and intent of this Chapter are being met.

1. Administrative Review Process. An application for Administrative Review shall comply with the standards of this Chapter.
    a. Prior to or concurrent with a building permit application, the applicant shall submit a landscape plan application and applicable fees for review, with a landscape plan containing all of the information specified in Section 17.57.060;
    b. The Planning Director shall conduct a review within thirty (30) days of submission of the plans. A failure to review within thirty (30) days shall be considered as approval of the plan.
    c. The landscape plan shall be approved if it is found to comply with the criteria in Section 17.57.040 and Section 17.57.070.
    d. No building permit shall be issued until the landscape plan has been approved, unless exempted in writing by the Planning Director.
    e. Minor changes in the landscape plan ~~shall~~***may*** be allowed, such as like-for-like replacement of plants, as long as they do not alter the character and aesthetics of the original plan, as determined by the Planning Director, and those changes do not bring the landscape plan into non-compliance with the standards of this chapter.
2. Discretionary Review Process. ***If the applicant wants to submit an application that does not fully comply with the clear and objective standards outlined in this Chapter 17.57, but still meet the intent and purpose of this chapter,*** the applicant may opt for the discretionary review procedure in accordance with the provisions of this subsection ***to be reviewed by the Landscape Review Committee.***
    a. Prior to or concurrent with a building permit application, the applicant shall submit a completed Discretionary Review Landscape application, applicable fees, and the following information:
        1) A landscape plan application with a landscape plan containing all of the information specified in 17.57.060, and the following additional information:
            a. Identifies those areas that do not fully comply with the standards in this Chapter***, 17.57 Landscaping;***
            b. Identifies the design features or overall design concept proposed to accomplish Section ~~17.57.010~~***17.57.050(A)(2)(e)***.
        2) A written narrative that:
            a. Identifies which standards, in this Chapter***, 17.57 Landscaping*** the proposal does not fully comply with;
            b. Identifies the design features or overall design concept proposed to accomplish ~~17.57.010~~***17.57.050(A)(2)(e)***;
            c. Identifies how the plans ***comply with*** ~~meet the purpose, intent, and requirements of this Chapter~~ ***Section 17.57.50(A)(2)(e)***.
    b. Upon receipt of a complete application, the Planning Director shall review the application for completeness within fifteen (15) days of the date that the application is submitted. If, upon review, the application

is found to be incomplete, the applicant shall be advised in writing of the information needed to complete the application within fifteen (15) days of the date of application submittal. The application shall be deemed complete upon receipt of all the missing information or upon written notice from the applicant that some or all the missing information will not be provided. Throughout all land use proceedings, the burden of proof shall rest on the applicant.

c. Landscaping review shall occur by the Landscape Review Committee within thirty (30) days from the date the application is deemed complete. The applicant shall be notified of the time and place of the review and is encouraged to be present, although their presence shall not be necessary for action to be taken on the plans. A failure to review within thirty (30) days shall be considered as approval of the plan;
d. Only those standards identified within this Chapter are subject to discretionary review; standards related to landscaping outside of this Chapter may only be reduced in limited circumstances as permitted by variance or as otherwise specified;
e. The landscape plan shall be approved if it is found to be compatible with Section 17.57.010, applicable goals and policies of the McMinnville Comprehensive Plan, McMinnville Great Neighborhood principles, and all other applicable implementing ordinances.
f. No building permit shall be issued until the landscape plan has been approved, unless exempted in writing by the Planning Director.
g. The Applicant may request a modification of a previously approved landscape plan by filing a petition to the Planning Director. Minor changes in the landscape plan, such as like-for-like replacement of plants, ~~shall~~***may*** be allowed, as long as they do not alter the character and aesthetics of the original plan. ***Modifications of the approved plan that*** adjust an identified design feature or overall design concept proposed to accomplish Section 17.57.050(2)(~~d~~***e***) ***will be considered a major modification and shall require a resubmittal of the plan***, with fee, to the Landscape Review Committee for review subject to the review process of 17.57.050(A)(2). Issuance of building permits will be postponed until the revised plan(s) has been processed in accordance with this section. ***The Planning Director will determine if the modification is minor or major modification.*** The petition shall include:
    1) A written narrative identifying the proposed alterations to the previously approved plans, ***and the reasons for the proposed alterations.***

B. The applicant is responsible for ensuring approved landscape plans comply with Building and Civil Plans; additional fees may be assessed for repeated review.
C. Occupancy permits may be issued prior to the complete installation of all required landscaping if security equal to 120 percent of the cost of landscaping,

as determined by the Planning Director is filed with the City assuring such installation within a time specified by the Planning Director, but not to exceed six months after occupancy. The applicant shall provide the estimates of landscaping materials and installation to the satisfaction of the Planning Director prior to approval of the security. "Security" may consist of a faithful performance bond payable to the City, cash, certified check, time certificate of deposit, or assignment of a savings account, and the form shall meet with the approval of the City Attorney. If the installation of the landscaping is not completed within the period specified by the Planning Director, or within an extension of time authorized by the Landscape Review Committee, the security may be used by the City to complete the installation. Upon completion of the installation, inspection, and approval, any portion of the remaining security deposited with the City shall be returned. The final landscape inspection shall be made prior to any security being returned. Any portions of the plan not installed, not installed properly, or not properly maintained shall cause the final inspection and/or approval to be postponed until the project is completed or cause the security to be used by the City;

D. All completed landscape projects shall be inspected by the Planning Director. ***The designer or designee of the landscape plan shall certify water facilities or irrigation systems were installed to approved plans.*** Said projects shall be found to be in compliance with the approved plans prior to the issuance of an occupancy certificate for the structure, or prior to any security or portion thereof being refunded to the applicant. ***To certify compliance of the installed watering facilities or irrigation systems with approved plans, the designer or designee, must provide a letter, on a form provided by the City, certifying watering facilities or irrigation systems were installed to industry standards and the approved plans and that the city bears no responsibility or liability.*** Minor changes in the landscape plan ~~shall~~***may*** be allowed, as determined by the Planning Director, as long as they do not alter the character, intent, and aesthetics of the original plan. (***Ord. 5165, 2025;*** Ord. 5156, 2025; Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.060 Plans - Information to be Included in the Application. The following information shall be included in the landscape plan review application submitted under Section 17.57.050:

A. Existing locations of trees with a trunk five (5) inches or more in diameter 4.5 feet above ground level at the base of the trunk or if a tree splits into multiple trunks below 4.5 feet measured at its most narrow point beneath the split, their variety (common or botanical name)***,*** ~~and~~ indication of whether they are to remain or to be removed from the site~~.~~***, and*** ~~M~~method of protection ~~of~~ for those trees and shrubs to remain ~~indicated~~. In the event a large number of trees are to be retained and if no construction or construction access is required through or within the drip line of the trees, the general area with the number of trees involved may be given in lieu of listing and locating each tree;

B. The location, size, and the variety (common and botanical name), of all new trees, shrubs, groundcover, and lawns ***drawn to size*** at maturity;
C. The percentage of the gross area to be landscaped;
D. Any equipment proposed for recreation uses;
E. All existing and proposed site features including walkways, graveled areas, patios, courts, fences, decks, foundations, structures, potted trees, raised planters, or other open spaces with construction details, location, setbacks, and any additional information necessary ***to illustrate compliance with applicable review criteria, or to explain the details of the application.*** ~~so that the review committee may be fully knowledgeable of the project when discussing the application~~;
F. The location of existing or proposed storm water facilities;
G. The location of watering facilities or irrigation systems including ***irrigation sleeves***, or construction notes on the landscape plan detailing the type of watering facilities or irrigation systems that will be installed or to be used, ***and an accompanying letter from the designer or designee of the landscape plan stating that the design of the proposed irrigation system is to industry standards and meets the purpose, intent, and requirements of Chapter 17.57 Landscaping.***
H. All of the following information must be included in the landscape plan:
1. North arrow.
2. Drawn to scale (standard architectural or engineering).
3. Lot and building setback dimensions.
4. Clear vision areas as identified in Section 17.54.080.
5. Property corner elevations (if there is more than a 4-foot elevation differential, site plan must show contour lines at 2-foot intervals).
6. Location of easements and driveway (existing and proposed).
7. Footprint of new structure (including decks).
8. Location of existing wells and septic systems.
9. Existing and proposed utility locations, including sanitary sewer, storm sewer, water lines, utility poles, powerlines, fire hydrants, streetlights, natural gas, utility meters, etc.
10. Lot area, building coverage area, percentage of coverage and impervious area.
11. Surface drainage.
12. Location and extent of fill on the lot.
13. Existing and platted street names and other public ways.

I. Planting schedule ~~to include~~ ***including*** quantity, size, and variety (common and botanical) of all plant materials.
J. If tree protection is required per Section 17.58.075, provide a Tree Protection Plan.
K. For any addition or expansion of an existing structure or parking lot that results in additional lot coverage and in addition to other requirements set forth in this subsection, provide the square footage of existing lot coverage, (building area, not including basement or upper floors, and parking or loading areas) and the square footage of the additional lot coverage.

L. If the discretionary review process is requested, submit those additional items identified in Section 17.57.050(A)(2)(a), including the required information on the landscape plan and the written narrative. (***Ord. 5165, 2025;*** Ord. 5156, 2025; Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.070 Area Determination - Planning Factors.

A. Landscaping shall be accomplished within the following ***minimum*** ranges:

1. Industrial, at least seven ***(7)*** percent of the gross area ***of the site***. This may be reduced to not less than five ***(5)*** percent upon approval of the ***Landscape*** ~~r~~***R***eview ~~c~~***C***ommittee ***through the discretionary review process***. ~~(The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)~~
2. Commercial, at least seven ***(7)*** percent of the gross area ***of the site***. This may be reduced to not less than five ***(5)*** percent upon approval of the ***Landscape*** ~~r~~***R***eview ~~c~~***C***ommittee ***through the discretionary review process***. ~~(The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)~~
3. Multiple-dwelling, twenty-five ***(25)*** percent of the gross area ***of the site***. This may be reduced to not less than fifteen ***(15)*** percent upon approval of the ***Landscape*** ~~r~~***R***eview ~~c~~***C***ommittee ***through the discretionary review process***. ~~(The gross area to be landscaped may only be reduced by the review committee if there is a showing by the applicant that the intent and purpose of this chapter and subsection B of this section are met.)~~
4. A ***surface*** parking lot or parking structure built in any zone providing parking spaces as required by the zoning ordinance shall be landscaped in accordance with the commercial requirements set forth above in subsection 2 of this section.
5. Any addition to or expansion of an existing structure or parking lot which results in additional lot coverage shall be landscaped as follows: ~~Divide the amount of additional lot coverage (building area, not including basement or upper floors, plus required parking and loading zones) by the amount of the existing lot coverage (building area, not including basement or upper floors, plus required parking and loading zones), multiply by the percentage of landscaping required in the zone, multiply by the total lot area of both the original development and the addition; however, the total amount of the landscaping shall not exceed the requirements set forth in this subsection.~~

~~ALC (additional lot coverage) / ELC (Existing Lot Coverage) X % of landscaping required X Total lot area~~

a. ***New additions to or expansions of existing structures require the site to be brought into further conformance with the minimum landscaped area as***

established in 17.57.070(A). Landscape improvements, if not currently met, shall not exceed ten (10) percent of the valuation of the addition or expansion at building permit. The applicant shall provide the estimates of landscaping improvements to the satisfaction and approval of the Planning Director.

b. ***New surface parking lots or structures shall be landscaped to meet 17.57.070(B)(4).***

c. Landscaping to be installed ~~on~~ ***for*** an addition or expansion may be spread over the entire site (original and addition or expansion projects) with the approval of the ***Landscape*** ~~r~~***R***eview ~~c~~***C***ommittee ***through the discretionary review process***;

6. Stormwater facilities do not qualify as landscaping for the purpose of minimum area requirements and are not reviewed as part of this Chapter.

B. Landscape plans shall meet the following standards, unless the Discretionary Review Process of Section 17.57.050(A)(2) is requested by the Applicant:

~~1. Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.~~

1. ***Sight-obscuring*** ~~S~~screening ***of*** the proposed use ***shall be*** by ~~*sight-obscuring*~~ evergreen plantings, shade trees, fences, or combinations of plantings and screens. ***Sight-obscuring screening abutting residential properties shall conform to the following standards:***

a. Height. Fences and walls shall be a minimum of six (6) feet in height. Landscaping shall be of a species that will attain a height of at least six (6) feet within two (2) years of planting.

b. Opacity. Screening shall be sight-obscuring. Fences, walls, and landscaping shall be at least 75 percent opaque when viewed from any angle at a point 25 feet away. Landscaping shall be of a species that will attain the opacity requirement within two (2) years of planting.

c. Landscaping and fencing requirements shall be superseded by the requirements in Section 17.54.080, Clear Vision Area, Chapter 8.10.210 of the MMC for regulations and fences, and other applicable screening standards if more restrictive.

2. ~~The retention of existing trees and natural areas that may be incorporated in the development of the project.~~The existing grade ~~should~~ ***shall*** be preserved to the maximum practical degree. Existing trees ***identified as to remain*** shall be ~~provided with a watering area equal to at least one-half the crown area~~***protected during construction as provided under Chapter 17.58.***

3. ***Parking Areas.*** The development and use of islands and plantings ~~therein to break up parking areas.~~ ***shall be incorporated to break up parking areas as follows:***

a. To minimize large expanses of continuous pavement, parking areas greater than 6,000 square feet in area shall be physically and visually separated with landscape islands or planter bays.

Separated parking areas may be connected by a drive aisle or driveway.

b. At minimum, one deciduous tree shall be planted for every (10) parking spaces within a parking area. A maximum of ten (10) contiguous parking spaces is permitted without separation by a landscape island. Landscape islands and planter bays shall be distributed throughout the parking area to create a canopy effect and to break expanses of paving and long rows of parking spaces.

c. Landscape islands and planter bays.

1) Landscape islands shall have a minimum length equal to that of the adjacent parking space, minimum planting area of twenty five (25) square feet, and width of five (5) feet, excluding curb;

2) Planter bays shall have a minimum planting area of twenty (25) square feet and a minimum width of five (5) feet, excluding curb;

3) Shall contain a tree, shrubs spaced no more than three (3) feet on center, and groundcover.

d. Driveway Entryway. A landscaped island or planter bay shall be provided on the subject site on both sides of a driveway entryway. Shrubs shall be of a variety appropriate to comply with the clear vision area standards of Section 17.54.080.

e. Where surface parking is proposed adjacent to a street, a five (5) foot wide buffer must be provided on the subject site between the surface parking and street. The buffer shall meet the following standards:

1) Contain a wall, hedge, or dense landscaping with a minimum height of thirty (30) inches above the finished grade of the parking area to achieve the opacity standard of Section 17.57.070(B)(1)(b);

2) Trees shall be planted to spacing requirements as described in Section 17.58.090(C), shrubs spaced at most three (3) feet on center, and ground cover distributed throughout the planter area;

3) Walls and planted materials species shall be selected to comply with the clear vision area standards of Section 17.54.080;

f. Surface parking areas shall be separated from the exterior wall of a structure by a landscaping strip or pedestrian walkways, with a minimum width of five (5) feet, except where a loading area is present.

g. Certain trees shall be prohibited in parking areas ~~: poplar, willow, fruit, nut, birch, conifer, and ailanthus~~ ***as identified in the McMinnville Street Tree List.***

4. The use of suitable street trees~~in the development of new subdivisions, shopping centers and like developments. Certain trees shall be prohibited in parking areas: poplar, willow, fruit, nut, birch, conifer, and ailanthus~~ ***as identified in Chapter 17.58.***
5. ~~Suitable~~ ***Permanent underground or drip*** watering facilities or irrigation systems must be included in or near all planted areas~~;~~ ***unless not required by subsection b. The following standards apply:***
    a. ***Prior to approval of the landscape plan the applicant shall provide a letter from the designer or designee of the landscape plan stating that the design of the proposed irrigation system is to industry standards and will meet the purpose, intent, and requirements of Chapter 17.57 Landscaping.***
    b. ***A permanent underground or drip irrigation system is not required for:***
        1) ***Existing healthy vegetation that has been established for at least two (2) years and that is being preserved to meet the landscaping requirements under this chapter;***
        2) ***New vegetation that is drought resistant, in which case a two (2) year plant establishment schedule shall be provided with the landscaping plan describing the amount of water to be applied over the two (2) year time period and how that water will be distributed to the plant material; or***
        3) ***Vegetation located within stormwater facilities.***
6. ***Solid Waste and Recycling Enclosures. Solid Waste and Recycling Enclosures shall comply with Chapter 17.61.***
7. ***Demonstrate that landscaping meets minimum Water and Light Commission rule for clearance from fire hydrants, and water meters.***
8. ***Demonstrate that landscaping meets minimum National Electric Safety Code and Water and Light Commission rules for clearance from electric meters, utility poles, street lights, transformers, and other electric facilities.***

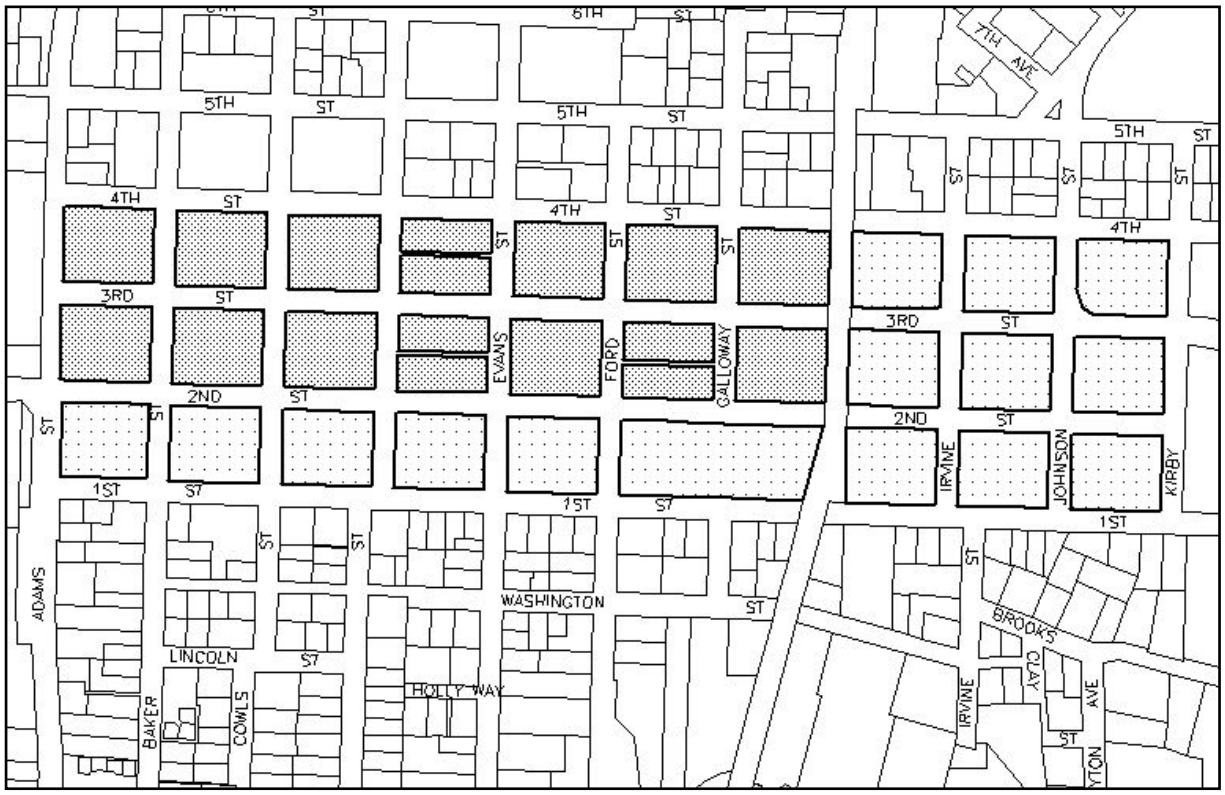
C. All landscaping approved by the landscape plan shall be continually maintained, including necessary watering, weeding, pruning, mowing, and replacement. (***Ord. 5165, 2025;*** Ord. 5156, 2025; Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.080 Central Business District. The central business district shall be divided into two areas as defined in this section:

A. Area I is that area between Adams Street and the railroad tracks and between Second and Fourth Streets. The landscaping requirements set forth herein shall not apply to this portion of the central business district, except for the provision of street trees according to the city's master plan;
B. Area II is defined as being that area between Adams and Kirby Streets from First to Fourth Streets, excluding the area in subsection A above. One-half of the landscaping requirements set forth in Section 15.57.050 above shall apply

to this area. (Ord. 5156, 2025; Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

REDUCED LANDSCAPING REQUIREMENTS



Area I No Required Landscaping

Area II - One-Half Required Landscaping

17.57.090 Credit for Work in Public Right-of-Way. The ***City*** ~~review committee~~ may grant an applicant credit for landscaping done in the public right-of-way provided that if at any time in the future the right-of-way is needed for public use, any landscaping removed from the right-of-way must be replaced on the subject site. The ***City*** ~~review committee~~ shall consider the need for future use of the right-of-way for street or utility purposes before granting credit under this section. (***Ord. 5165, 2025;*** Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

17.57.100 Appeal - Planning Commission to Act When.

A. In the event the landscaping is disapproved by the ***City*** ~~review committee~~ the applicant may appeal to the Planning Commission within ~~15 (fifteen)~~***fifteen (15)*** days after the ***City*** ~~review committee~~ has considered the plan. The matter shall be set for review by the Planning Commission as set forth in subsection B of this section;

B. If, after review, the ***City*** ~~review committee~~ cannot or does not reach a decision on the landscaping plan submitted, the application shall be forwarded to the Planning Commission for review and final disposition. Action on the application will occur at the next regularly scheduled meeting, or with the approval of the Planning Commission chairman, at a work session if scheduled sooner. The applicant shall be notified of the time and place of the review by the Planning Commission and may choose to be present. The absence of the applicant shall not preclude the Planning Commission from reaching a decision;

C. The ***City*** ~~review committee~~ may, at their discretion, continue an application pending submittal of further information or detail. (***Ord. 5165, 2025;*** Ord. 5027 §2, 2017; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

Chapter 17.58

TREES

(as adopted by Ord. 4654B Dec. 9, 1997)

Sections:

17.58.010 Purpose.
17.58.020 Applicability.
17.58.030 Definitions.
17.58.040 Tree Removal/Replacement.
17.58.045 Downtown Trees.
17.58.050 Application Review and Criteria.
17.58.060 Permit Exemptions.
17.58.070 Tree Topping.
17.58.075 Protection of Trees.
17.58.080 Street Tree Planting – When Required.
17.58.090 Street Tree Standards.
17.58.100 Street Tree Plans.
17.58.110 Street Tree Planting.
17.58.120 Street Tree Maintenance.

17.58.010 Purpose. The purpose of this ordinance is to establish and maintain the maximum amount of tree cover on public and private lands in the city; reduce costs for energy, stormwater management, and erosion control; provide tree-lined streets throughout the city; select, situate and maintain trees appropriately to minimize hazard, nuisance, damage, and maintenance costs; to enhance the appearance, beauty and charm of the City; to increase property values and build stronger ties within neighborhoods; to implement applicable adopted Downtown Improvement Plan provisions; to promote a diverse, healthy, and sustainable community forest; and to educate the public regarding community forest issues. (Ord. 5027 §2, 2017; Ord. 4816 §2, 2004; Ord. 4654B §1, 1997).

17.58.020 Applicability. The provisions of this ordinance shall apply to:

A. Individual significant or historic trees as defined in this ordinance.
B. All trees with trunks located completely or partially within any public area or right-of-way;
C. All trees on developable land and subject to or undergoing development review such as site plan review, tentative subdivision review, or partition review; (Ord. 5027 §2, 2017; Ord. 4654B §1, 1997).

17.58.030 Definitions. For the purpose of this section, refer to Section 17.06.045 for Tree related definitions. (Ord. 4952 §1, 2012).

17.58.040 Tree Removal/Replacement.

A. The removal or major pruning of a tree, if applicable under Section 17.58.020, shall require City approval, unless specifically designated as exempt by this ordinance. Persons wishing to remove or prune such trees shall file an application for a permit with the City. The applicant shall include information describing the location, type, and size of the subject tree or trees, and the reasons for the desired action, and the costs associated with tree removal, replacement, and repair of any other public infrastructure impacted by the tree removal or major pruning. Applications shall be reviewed by ***the Planning Director or Planning Director's Designee*** ~~City Manager or City Manager's Designee~~ (hereafter "***Planning Director*** ~~Manager~~") or the Landscape Review Committee as provided in this Chapter, including Section 17.58.050. Only applications for Complex Tree Removal Permits shall be forwarded to the McMinnville Landscape Review Committee for a decision within 30 (thirty) days of submittal, except as authorized in Section 17.58.050. Requests for tree removal within the Downtown Tree Zone shall be submitted to the City. Such requests shall be acted upon as soon as practicable, with consideration given to public safety, value of the tree to the public, and work schedules. The ***Planning Director*** ~~Manager~~ should attempt to make decisions on such requests within five calendar days of submittal. The Landscape Review Committee or ***the Planning Director*** ~~Manager~~, as appropriate, may approve, approve with conditions, or deny the request based on the criteria stated in Section 17.58.050. A decision of the committee or ***the Planning Director*** ~~Manager~~ may be appealed to the Planning Commission if written notice of the appeal is filed with the City within 15 (fifteen) days of the committee's or ***the Planning Director's*** ~~Manager~~ decision. A decision made by the ***Planning Director*** ~~Manager~~ in response to a request to remove an unsafe tree, or a tree causing repeated and excessive damage to sidewalks, or other public or private improvements or structures shall be final, unless appealed by the applicant; no other party shall have standing to appeal.

B. Trees subject to this ordinance which are approved for removal or pruning shall be removed or pruned following accepted arboricultural pruning practices, such as those published by the International Society of Arboriculture (ISA) and any standards adopted by the City. The ***Planning Director*** ~~Manager~~, after consultation with appropriate city staff and/or a certified arborist, shall direct removal of downtown trees that are identified in a current Downtown Tree Zone inventory assessment as unhealthy, dangerous to the public, inappropriate for the downtown area, or otherwise in need of removal.

C. The applicant shall be responsible for all costs associated with the tree removal or pruning, or as otherwise required by this ordinance, and shall ensure that all work is done in a manner which ensures safety to individuals and public and private property.

D. Approval of a request to remove a tree may be conditioned upon replacement of the tree with another tree approved by the city, or a requirement to pay to the city an amount sufficient to fund the planting and establishment by the city of a tree, or trees, of similar value. The value of the existing tree to be removed

shall be calculated using the methods set forth in the edition then in effect of the "Guide for Plant Appraisal" published by the International Society of Arboriculture Council of Tree Landscape Appraisers. Every attempt should be made to plant replacement trees in the same general location as the tree being removed. In the event that a replacement tree cannot be planted in the same general location, a condition of approval may be required to allow for the replacement tree to be planted in another location in the City as part of the City's annual tree planting program.

E. The applicant is responsible for grinding stumps and surface roots at least six inches below grade. At least a two-inch-thick layer of topsoil shall be placed over the remaining stump and surface roots. The area shall be crowned at least two inches above the surrounding grade to allow for settling and shall be raked smooth. The applicant shall restore any damaged turf areas and grades due to vehicular or mechanical operations. The area shall be re-seeded.

F. The applicant shall complete the tree removal, and tree replacement if required, within six months of receiving notification of the ***Planning Director's*** ~~Manager~~ or Landscape Review Committee's decision. The ***Planning Director*** ~~Manager~~ or Landscape Review Committee may allow for additional time to complete the tree replacement to allow for planting in favorable seasons and to promote tree survivability.

G. Other conditions may be attached to the permit approval by the ***Planning Director*** ~~Manager~~ or Landscape Review Committee as deemed necessary.

H. The planting of street trees shall be subject to the design drawings and specifications developed by the City in May 2014, as may be subsequently amended. Specific design drawings and specifications have been developed for trees outside the Downtown Tree Zone. Such design specifications may be periodically updated by the City to include specifications such as tree root barriers, watering tubes or structures, tree grates, and removable pavers, and shall graphically describe the proper method for planting trees to minimize the potential for sidewalk / tree root conflict. (Ord. 5027 §2, 2017; Ord. 4816 §2, 2004; Ord. 4654B §1, 1997).

17.58.045 Downtown Trees.

A. The pruning and removal of street trees within the Downtown Tree Zone shall be the responsibility of the City, and shall be undertaken at public expense.

B. The planting of street trees shall be subject to the design drawings and specifications developed by the City in May 2014, as may be subsequently amended. Specific design drawings and specifications have been developed for trees within the Downtown Tree Zone. Such design specifications may be periodically updated by the City to include specifications such as tree root barriers, watering tubes or structures, tree grates, and removable pavers, and shall graphically describe the proper method for planting trees within the Downtown Tree Zone to minimize the potential for sidewalk / tree root conflict.

C. The City shall adopt implementation measures that cause, through rotation over time, the development of a variable aged stand of trees within the Downtown Tree Zone. In order to implement this policy, the ***Planning Director***

~~Manager~~ shall authorize, but shall limit, annual tree removal within the downtown to no more than three (3) percent of the total number of existing downtown trees in the Downtown Tree Zone.

D. A street tree within the Downtown Tree Zone may be removed if the ***Planning Director*** ~~Manager~~ determines that the tree is causing repeated and excessive damage to sidewalks or other public or private improvements or structures. (Ord. 5027 §2, 2017).

17.58.050 Application Review and Criteria**.**

A. Application for Simple Tree Removal Permit.
   1. Review. Applications for simple tree removal permits shall be reviewed by the ***Planning Director*** ~~Manager~~ in accordance with the requirements of this Chapter on a form containing information required by the ***Planning Director*** ~~Manager~~.
   2. Criteria. Each tree proposed for removal must meet at least one of the following criteria:
      a. The tree is a hazard as determined by a Certified arborist, and the arborist has demonstrated that less intensive options than removal, such as pruning, cabling, or bracing of limbs would not abate the hazard or would have a significant adverse effect on the health of the tree.
      b. The tree is dead or in an advanced state of decline.
      c. The tree species is on the nuisance list for Oregon or the list of invasive trees published by OSU Extension.
      d. Tree is infested with pests or disease.
      e. The tree roots are causing damage to sidewalks or other infrastructure, and the damage can't reasonably be abated without removing the tree. In evaluating whether the damage can be reasonably abated without removing the tree, consideration shall be given to impacts of the necessary abatement on the tree's health, further damage to infrastructure that would occur if the tree is retained, and alternative methods of abatement that would retain and protect the tree and prevent further damage. When considering reasonable abatement methods, greater priority shall be placed on retention of larger, healthy trees.
      f. The tree has sustained physical damage to an extent that necessitates its removal to address an issue of safety or tree health and aesthetics.
      g. The proposed removal is part of an approved development project, a public improvement project where no reasonable alternative is available, or is part of a street tree improvement program. When considering reasonable alternatives, greater priority shall be placed on retention of larger, healthy trees.
      h. If the tree is on an adopted list or inventory of trees identified by the City as part of an adopted tree protection program, such as a Heritage Tree list the decision shall also meet any applicable requirements related to the protection of such trees.
   3. Arborist Verification. In order to meet any of the above criteria for removal verification of tree health or a tree's impacts on infrastructure shall be

required, at the expense of the applicant, by a Certified Arborist acceptable to the City. The ***Planning Director*** ~~Manager~~ may waive the requirement for verification by an Arborist if it is reasonable to determine a tree is dead by inspection or other documentation required by the ***Planning Director*** ~~Manager~~. (Ord. 5027 §2, 2017; Ord. 4816 §2, 2004; Ord. 4654B §1, 1997).

4. At the ***Planning Director's*** ~~Manager~~ discretion, any simple tree removal permit application may be referred to the Landscape Review Committee for review, to be reviewed by the Committee within 30 days of submittal of the application.

B. Application for Tree Major Pruning Permit.
   1. Review. Applications for major pruning of trees shall be reviewed by the ***Planning Director*** ~~Manager~~ in accordance with the requirements of this Chapter on a form containing information required by the ***Planning Director*** ~~Manager~~.
   2. Criteria. Each tree proposed for major pruning shall meet all of the following criteria:
      a. The pruning is necessary to reduce risk of hazard, maintain or improve tree health and structure, or improve aesthetics in accordance with accepted arboricultural practices, or to achieve compliance with public standards such as vision clearance, vertical clearance above sidewalks or roadways, or separation from overhead utilities.
      b. The proposed pruning shall be consistent with the public purposes of Section 17.58.010 and shall not adversely affect the health of the tree. When pruning is necessary to reduce risk of hazard or achieve compliance with public standards, the tree structure and aesthetics shall be maintained to the extent practicable.
      c. The proposed pruning will be performed consistent with accepted arboricultural practices, such as those published by the International Society of Arboriculture (ISA).
      d. If the tree is on an adopted list or inventory of trees identified by the City as part of an adopted tree protection program, such as a Heritage Tree list, the decision shall also meet any applicable requirements related to the protection of such trees.
   3. Arborist Verification. In order to meet any of the above criteria for major pruning, verification of the need and consistency with the criteria for the proposed pruning shall be required, at the expense of the applicant, by a Certified Arborist acceptable to the City.
   4. At the ***Planning Director's*** ~~Manager~~ discretion, any application for major pruning of a tree may be referred to the Landscape Review Committee for review, to be reviewed by the Committee within 30 days of submittal of the application.

C. Application for Complex Tree Removal Permit.
   1. Review. Applications for complex tree removal permits shall be reviewed by the Landscape Review Committee in accordance with the procedures of

this Chapter on a form containing information required by the ***Planning Director*** ~~Manager~~.

2. Criteria. An application for a complex tree removal permit shall meet all of the following criteria:
   a. The tree removal is necessary to address a public purpose that is not addressed by the criteria for a Simple Tree Removal Permit, and the application does not merely circumvent the requirements for a Simple Tree Removal Permit.
   b. The tree removal is necessary to promote the public health, safety, welfare, and/or to accomplish a public purpose or program identified in the City's adopted plans, goals, and/or policies.
   c. The tree removal will be consistent with the overall furtherance of a healthy urban forest, including healthy, attractive street trees.
3. The Landscape Review Committee may apply conditions of approval as specified in this Chapter and as may be necessary to offset the impact of the tree removal.
4. If the tree is on an adopted list or inventory of trees identified by the City as part of an adopted tree protection program, such as a Heritage Tree list, the decision shall also meet any applicable requirements related to the protection of such trees.

17.58.060 Permit Exemptions.

A. Emergency Removal of Hazardous Tree - If an imminent danger exists to the public or any private property owner or occupant, the City may issue an emergency removal permit. The removal shall be in accordance with International Society of Arboriculture (ISA) standards.
B. Tree Impacting Public Infrastructure – If a tree is causing damage to or impacting public infrastructure that the adjacent property owner is not responsible for repairing, such as pedestrian ramps, utility vaults, or public storm or sanitary sewer lines, the tree removal may be approved by the ***Planning Director*** ~~Manager~~. The removal shall be in accordance with International Society of Arboriculture (ISA) standards. In the event that a replacement tree cannot be planted in the same general location as the tree removed, the replacement tree may be planted in another location in the City as part of the City's annual tree planting program.
C. Maintenance - Regular pruning maintenance which does not require the removal of over 20 percent of the tree's canopy, tree topping, or the disturbance of over 10 percent of the tree's root system is exempt from the provisions of this ordinance.
D. Removal of downtown trees at the direction and initiative of the ***Planning Director*** ~~Manager~~. (Ord. 5027 §2, 2017; Ord. 4816 §2, 2004; Ord. 4654B §1, 1997).

17.58.070 Tree Topping. It shall be unlawful for any person, firm, or the City to top any tree. Trees severely damaged by storms or other causes or certain trees under utility wires or other obstructions where normal pruning practices are impractical may be

exempted at the determination of the ***Planning Director*** ~~Manager~~ or Landscape Review Committee, applying criteria developed by the City. (Ord. 4654B §1, 1997).

17.58.075 Protection of Trees.

A. It shall be unlawful for any person to remove, destroy, break, or injure any street tree or public tree. Individuals convicted of removing or destroying a tree without City approval shall be subject to paying to the City an amount sufficient to fund the planting and establishment of a tree, or trees, of similar value. The value of the removed or destroyed tree shall be calculated using the methods set forth in the edition then in effect of the "Guide for Plant Appraisal" published by the International Society of Arboriculture Council of Tree Landscape Appraisers.
B. It shall be unlawful for any person to attach or keep attached to any street or public tree or to the guard or stake intended for the protection of such tree, any rope, wire, chain, sign, or other device, except as a support for such tree.
C. During the construction, repair, alteration or removal of any building or structure it shall be unlawful for any owner or contractor to leave any street tree or public tree in the vicinity of such building or structure without a good and sufficient guard or protectors as shall prevent injury to such tree arising out of or by reason of such construction or removal.
D. Excavations shall not occur within the drip line of any street tree or public tree without approval of the City, applying criteria developed by the Landscape Review Committee. Utility pole installations are exempted from these requirements. During such excavation or construction, any such person shall guard any street tree or public tree within the drip line, or as may be required by the ***Planning Director*** ~~Manager~~ or Landscape Review Committee.
E. All building material or other debris shall be kept outside of the drip line of any street tree or public tree. (Ord. 4654B §1, 1997).

17.58.080 Street Tree Planting - When Required. All new residential development, commercial or industrial development, subdivisions, partitions, or parking lots fronting on a public roadway which has a designated curb-side planting strip or planting island shall be required to plant street trees in accordance with the standards listed in Section 17.58.090. (Ord. 4654B §1, 1997).

17.58.090 Street Tree Standards.

A. The species of the street trees to be planted shall be chosen from the McMinnville Street Tree List, as approved by Resolution 2019-26, and as may have been subsequently amended, unless approval of another species is given by the McMinnville Landscape Review Committee. The Landscape Review Committee may periodically update the McMinnville Street Tree List as necessary to reflect current arborist practices and industry standards.
B. Street trees shall be a minimum of two (2) inches in caliper measured at six (6) inches above ground level. All trees shall be healthy grown nursery stock with a single straight trunk, a well-developed leader with tops and roots

characteristic of the species cultivar or variety. All trees must be free of insects, diseases, mechanical injury, and other objectionable features when planted.

C. Small or narrow stature trees (under 25 feet tall and less than 16 feet wide branching) should be spaced no greater than 20 feet apart; medium sized trees (25 feet to 40 feet tall, 16 feet to 35 feet wide branching) should be spaced no greater than 30 feet apart; and large trees (over 40 feet tall and more than 35 feet wide branching) should be spaced no greater than 40 feet apart. Within residential developments, street trees should be evenly spaced, with variations to the spacing permitted as approved by the City for specific site limitations and safety purposes. Within commercial and industrial development staggered, or irregular spacing is permitted, as may be approved by the McMinnville Landscape Review Committee. When planting replacement trees within the Downtown Tree Zone, consideration shall be given to the height of adjacent buildings.

D. Except as provided in this Section, street trees shall be planted within a curbside planter strip or tree wells consistent with the applicable standards and dimensions of the City's adopted Complete Street standards, with the street trees centered between back of curb and front of sidewalk. However, where a street with sidewalk was previously constructed to a different standard, the ***Planning Director*** ~~Manager~~ may authorize deviation to the street tree planting standards, with street trees planted in a narrower planter strip or behind the sidewalk. Except when authorized by the ***Planning Director*** ~~Manager~~, street trees shall not be planted within a curbside landscape strip narrower than four (4) feet in width between the sidewalk and curb. When nonconforming conditions do not allow for trees to be planted in tree wells or planter strips along major collector or arterial streets per the adopted Complete Street standards, street trees adjacent to major collector streets or arterial streets shall be placed a minimum of five (5) feet from the back edge of the sidewalk. Except when authorized by the Director, a street tree shall not be planted closer than two and one-half (2 1/2) feet from the face of a curb. These standards may be superseded by design drawings and specifications as periodically developed and adopted by the City.

E. Street trees shall not be planted within ten (10) feet of fire hydrants, utility poles, sanitary sewer, storm sewer or water lines, or within twenty (20) feet of street light standards or street intersections, or within five (5) feet of a private driveway or alley. New utility poles shall not be located within five (5) feet of an existing street tree. Variations to these distances may be granted by the Public Works Director and as may be required to ensure adequate clear vision.

F. Existing street trees shall be retained unless approved by the ***Planning Director*** ~~Manager~~ for removal during site development or in conjunction with a street construction project. Sidewalks of variable width and elevation may be utilized as approved by the ***Planning Director*** ~~Manager~~ to save existing street trees. Any street tree removed through demolition or construction within the street right-of-way, or as approved by the City, shall be replaced within the street right-of-way at a location approved by the city with a tree, or trees, of similar value. As an alternative the property owner may be required to pay to

the City an amount sufficient to fund the planting and establishment by the city of a tree of similar value. The value of the existing street tree to be removed shall be calculated using the methods set forth in the edition then in effect of the "Guide for Plant Appraisal" published by the International Society of Arboriculture Council of Tree Landscape Appraisers. The developer or applicant shall be responsible for the cost of the planting, maintenance and establishment of the replacement tree.

G. Sidewalk cuts in concrete for tree planting shall be a minimum of four feet by six feet, with the long dimension parallel to the curb, and if located within the Downtown Tree Zone shall follow the design drawing or updated design drawings and specifications as periodically developed and adopted by the City. (Ord. 5027 §2, 2017; Ord. 4816 §2, 2004; Ord. 4654B §1, 1997).

17.58.100 Street Tree Plans.

A. Submittal.
   1. Subdivisions and Partitions: Street tree planting plans shall be submitted to the ~~Landscape Review Committee~~ ***Planning Director*** for review and approval prior to the filing of a final subdivision or partition plat.
   2. Commercial, Industrial, Parking Lots, and Multi-dwelling Residential Development: Landscape plans, to include street tree planting as may be required by this ordinance, shall be submitted to the ~~Landscape Review Committee~~ ***Planning Director*** for review and approval prior to the issuance of a building permit.

B. Street Tree Plan Content. At a minimum, the street tree planting plan should:
   1. Indicate all existing trees, noting location, species, size (caliper and height) and condition;
   2. Indicate whether existing trees will be retained, removed or relocated;
   3. Indicate the measures to be taken during site development to ensure the protection of existing trees to be retained;
   4. Indicate the location, species, and size (caliper and height) of street trees to be planted;
   5. Indicate the location of proposed and existing utilities and driveways; and
   6. Indicate the location of rights-of-way, existing structures, driveways, and existing trees including their species, size, and condition, within twenty feet of the subject site. (***Ord. 5165, 2025;*** Ord. 4654B §1, 1997).

17.58.110 Street Tree Planting.

A. Residential subdivisions and partitions.
   1. Planting Schedule: Street trees required of residential subdivisions and partitions shall be installed prior to submittal of a final subdivision plat or partition plat. As an alternative the applicant may file a surety bond or other approved security to assure the planting of the required street trees, as prescribed in Section 17.53.153.

B. Commercial, Industrial, Residential, Parking Lot Development.

1. Planting Schedule: Street trees required of a commercial, industrial, residential, or parking lot development shall be installed at the time all other required landscaping is installed. (Ord. 4654B §1, 1997).

17.58.120 Street Tree Maintenance.

A. Street trees shall be continually maintained, including necessary watering, weeding, pruning and replacement, by the developer or property owner for one full growing season following planting, or as may be required by the City.
B. Street tree plans, or landscape plans including street trees, shall be maintained in perpetuity. In the event that a street tree must be replaced, the adjacent property owner or developer shall plant a replacement tree of a species from the approved street tree or landscape plan.
C. Maintenance of street trees, other than those located in the Downtown Tree Zone shall be the continuing obligation of the abutting property owner. The City shall undertake regular maintenance of street trees within the Downtown Tree Zone in accordance with appropriate horticultural practices including pruning and fertilizing to properly maintain the health of such trees. (Ord. 4816 §2, 2004; Ord. 4654B §1, 1997).
D. Street trees, as they grow, shall be pruned to provide at least eight (8) feet of clearance above sidewalks and thirteen (13) feet above local streets, fifteen (15) feet above collector streets, and eighteen (18) feet above arterial streets. This provision may be waived in the case of newly planted trees so long as they do not interfere with public travel, sight distances, or endanger public safety as determined by the City. Major pruning, as defined in Section 17.58.020, of a street tree must be approved by the City in accordance with Sections 17.58.040 and 17.58.050. (Ord. 5027 §2, 2017; Ord. 4654B §1, 1997).

City of McMinnville
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DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF LEGISLATIVE AMENDMENTS TO THE MCMINNVILLE ZONING ORDINANCE, DOCKET G 2-24, LANDSCAPE APPLICABILITY, REVIEW CRITERIA, AND STANDARDS, AND STREET TREE PLAN REVIEW PROCESS CHAPTERS 17.57 AND 17.58.

DOCKET: G 2-24

REQUEST: Proposed amendments to the McMinnville Zoning Ordinance, adopting amended standards for landscaping applicability, review criteria, and standards, and Street Tree Plan review process.

LOCATION: N/A. The proposal is a legislative text amendment.

ZONING: N/A. The proposal is a legislative text amendment.

APPLICANT: City of McMinnville

STAFF: Taylor Graybehl, Senior Planner

HEARINGS BODY: McMinnville Planning Commission

DATE & TIME: November 7, 2024, 6:30pm. Hybrid In-Person and Zoom Online Meeting:

In Person: Kent Taylor Civic Hall, 200 NE 2nd Street, McMinnville
Zoom Meeting:
https://mcminnvilleoregon.zoom.us/j/89368634307?pwd=M0REEY3RVSzFHeFdmK2pZUmJNdkdSZz09

Zoom Meeting ID: 893 6863 4307
Zoom Passcode: 989853

Or you can call in and listen via Zoom: 1-253-215-8782
ID: 893 6863 4307

DECISION-MAKING BODY: McMinnville City Council

DATE & TIME: December 9, 2025, 7:00 PM. Hybrid In-Person and Zoom Online Meeting: Kent Taylor Civis Hall, 200 NE 2nd Street, McMinnville, Zoom Meeting ID: 872 7518 5011

PROCEDURE: The application is subject to the legislative land use procedures specified in Sections 17.72.120 - 17.72.160 of the McMinnville Municipal Code.

CRITERIA: Amendments to the McMinnville Zoning Ordinance must be consistent with the Goals and Policies in Volume II of the Comprehensive Plan and the Purpose of the Zoning Ordinance.

APPEAL: The Planning Commission will make a recommendation to the City Council. The City Council's decision on a legislative amendment may be appealed to the Oregon Land Use Board of Appeals (LUBA) within 21 days of the date written notice of the City Council's decision is mailed to parties who participated in the local proceedings and entitled to notice and as provided in ORS 197.620 and ORS 197.830, and Section 17.72.190 of the McMinnville Municipal Code.

DECISION

Based on the findings and conclusionary findings, the City Council **APPROVES** the legislative amendments to the Zoning Ordinance (Docket G 2-24).

//

DECISION: APPROVAL

//

City Council:_____ Date:_____
Kim Morris, Mayor

Planning Commission:_____ Date:_____
Sidonie Winfield, Chair of the McMinnville Planning Commission

Planning Division:_____ Date:_____
Heather Richards, Community Development Director

I. APPLICATION SUMMARY

This application is a legislative proposal for amendments to the McMinnville Zoning Ordinance, adopting amended standards for landscaping applicability, review criteria, and standards (Chapter 17.57 "Landscaping"), and Street Tree Plan review process (Chapter 17.58 "Trees").

II. ATTACHMENTS

- Attachment 1. Amendments (on file with Planning Division; see also Exhibit A to Ordinance No. 5165)

III. FINDINGS OF FACT – GENERAL FINDINGS

Docket G 2-24 is a legislative package of City-initiated proposed McMinnville Comprehensive Plan and McMinnville Municipal Code amendments related to Chapter 17.57 Landscaping and Chapter 17.58 Trees. The proposal is intended to implement the adopted revised standards for landscaping applicability, review criteria, and standards (Chapter 17.57 "Landscaping"), and Street Tree Plan review process (Chapter 17.58 "Trees").

The City Council finds that based on the findings of fact and the conclusory findings contained in this findings report, the proposed amendments to Chapter 17.57 and Chapter 17.58 of the McMinnville Zoning Ordinance are consistent with all applicable state and local regulations.

This findings document provides conclusory findings regarding consistency with applicable provisions of state and local law. Supporting these is a factual basis upon which the conclusory findings rest.

IV. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. On September 11, 2024, city staff hosted a work session with the Landscape Review Committee to discuss amendments to regulations related to landscape plans, landscape standards, and street tree plans. At the time, the Landscape Review Committee recommended bringing the item before the Planning Commission.

2. On October 2, 2024, notice of the application and the November 7, 2024 Planning Commission public hearing was provided to DLCD.

3. On October 3, 2024, city staff hosted a work session with the Planning Commission to discuss options for landscaping and tree amendments to the McMinnville City Code. The options presented largely reflect the amendments as recommended by the Landscape Review Committee. At that time, the Planning Commission provided direction to move forward with a legislative effort to amend the McMinnville Municipal Code to modify regulatory standards for landscape plans, landscape standards, and street tree plans.

4. On November 1, 2024, notice of the application and the November 7, 2024 Planning Commission public hearing was published in the News-Register in accordance with Section 17.72.120 of the Zoning Ordinance.

5. On November 7, 2024, the Planning Commission held a duly noticed public hearing to consider the request. The Planning Commission recommended City Council approve the proposed amendments as presented.

6. Notice of the January 14, 2025, City Council meeting was posted on the City website in accordance with Oregon public meetings law and the item was continued.

7. Notice of the October 14, 2025, City Council meeting was posted on the City website in accordance with Oregon public meetings law and the item was continued.

8. On October 14, 2025, the City Council held a duly noticed public meeting to consider the Planning Commission's recommendation and the proposal and the item did not pass.

9. On December 9, 2025 the City Council held a duly noticed public meeting to consider the Planning Commission's recommendation and the proposal.

V. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application.

Zoning Ordinance

The Purpose Statement of the Zoning Ordinance serves as a criterion for Zoning Ordinance amendments:

> 17.03.020 Purpose. The purpose of the ordinance codified in Chapters 17.03 (General Provisions) through 17.74 (Review Criteria) of this title is to encourage appropriate and orderly physical development in the city through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, adequate community facilities; and to provide assurance of opportunities for effective utilization of the land resources; and to promote in other ways public health, safety, convenience, and general welfare.
>
> **FINDING: SATISFIED.** The proposed amendments amend standards for landscaping applicability, review criteria, and standards (Chapter 17.57 "Landscaping"), and Street Tree Plan review process (Chapter 17.58 "Trees"). The Planning Commission evaluated the recommendations of the Landscape Review Committee, and a variety of issues related to increased efficiencies, revising standards to

implement the identified purpose and intent of landscaping, and modifying the identified purpose of landscaping within the Zoning Ordinance. Changes to the Street Tree Plan review process are proposed to allow staff to conduct review in lieu of the Landscape Review Committee. The proposal strikes a balance between the purpose and intent of Chapter 17.57 and Chapter 17.58, additional standards to implement the purpose and intent, and the efficiencies required for staff time.

Comprehensive Plan

As described in the Comprehensive Plan, the Goals and Policies of the Comprehensive Plan serve as criteria for land use decisions. The following Goals and Policies from Volume II of the McMinnville Comprehensive Plan are applicable to this request:

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.

FINDING: SATISFIED. The proposal is consistent with this applicable Goal of Chapter X of the Comprehensive Plan.

The Planning Commission held a work session on October 3, 2024 to evaluate a draft zoning ordinance amendment and consider best practices, including those of other communities.

At the work session, the Planning Commission agreed to initiate the public hearing process for public consideration of the draft proposal presented.

The Commission determined that the proposed amendments best-balanced Chapter 17.57's and Chapter 17.58's purpose and intent, staff time efficiencies, and the State of Oregon's requirement for clear and objective standards for middle housing.

Notice of the proposal and public hearing was provided to DLCD and published in the newspaper.

The public hearing process provides further opportunity for consideration of citizen involvement and input and associated deliberation.

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EXHIBIT 1 - MINUTES

November 7, 2024 **6:30 pm**
Planning Commission **Hybrid Meeting**
Regular Meeting **McMinnville, Oregon**

Members Present: Sidonie Winfield, Dan Tucholsky, Matthew Jones, Beth Rankin, Brian Randall, Rachel Flores, Sylla McClellan, and Elena Mudrak

Members Absent: Meg Murray

Staff Present: Heather Richards – Community Development Director, Tom Schauer – Senior Planner, Taylor Graybehl – Senior Planner, and Bill Kabeiseman – Bateman Seidel

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1. Call to Order

Chair Winfield called the meeting to order at 6:30 p.m.

2. Citizen Comments

None

3. Public Hearings

A. **Quasi-Judicial Hearing: Planned Development Amendment (PDA 1-24) and Amendment to Subdivision Tentative Plan (S 3-24), No Site Address (Undeveloped), Tax Lot R4524 00801**

Request: **PDA 1-24.** The applicant is requesting approval of a Planned Development Amendment to the current Planned Development approval applicable to the property for the remaining undeveloped phases, approximately 106 remaining acres. Principal elements of the proposed amendment include requests to: reconfigure parts of the street layout, change the number of remaining residential lots from 394 to 392, provide tracts for open space and recreation and pedestrian connections (approximately 13 acres) and stormwater management (approximately 1.6 acres), modify phasing boundaries, and request modifications to certain development standards, including reduced setbacks, lot size averaging with average lot size of 7,960 sf and minimum lot size of 5,000 sf, and flexibility to street/alley standards for address frontage for three lots, and request to remove all trees as necessary to accommodate the proposed development plan.

The proposal would also revise 43 of the lots currently approved for attached housing to standard lots proposed as detached housing.

S 3-24. The applicant is also requesting approval of an amendment to the corresponding Subdivision Tentative Plan for the property, to be consistent with the requested Planned Development Amendment.

Applicant: Holt Homes, Inc. c/o Applicant's Consultant: Zach Pelz, AKS Engineering & Forestry, LLC

Chair Winfield opened the public hearing and read the hearing statement. She asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application.

Chair Winfield had known the owners of the site for a long time, but it would not impact her ability to make an unbiased decision.

Chair Winfield asked if any Commissioners had visited the site. Commissioners McClellan, Jones, Tucholsky, Flores, Winfield, Rankin, and Randall had visited the site. Chair Winfield asked if any Commissioner needed to declare any contact prior to the hearing with the applicant or any party involved in the hearing or any other source of information outside of staff regarding the subject of this hearing. There was none.

Staff Report: Senior Planner Schauer presented the staff report. This was a request for a Planned Development amendment and Subdivision Tentative Plan amendment for the remaining phases of the Hillcrest Planned Development, approximately 106 acres. The amendments would revise the street layout with substantially the same connections external to the site, 392 lots and open space tracts vs. 394 lots, smaller average lot size and reduced setbacks, and 43 multi-generational homes vs. 43 townhouse lots. He explained additional information entered into the record after the October 31 meeting packet, applications, criteria, subject property, proposed master plan/tentative plan, background on previous applications, project phases, open space tracts, streets and utilities, and staff's recommendation for approval with conditions.

Commissioner Questions: The Commission asked questions about the landscape plan for the open space tracts, how there were no restrictions on occupation of the ADU for the multi-generation housing, pump facility, drainage plan, natural hazards, how the applicant thought they were subject to the 2017 standards rather than current standards and how staff thought the amendments were subject to the current standards, flood risk to the lots adjacent to the wetlands, and how the drainage plan would ensure there would not be flooding,

James Lofton, City Engineer, discussed the drainage plan and how the project would need detention facilities. He described the engineering process that took place after the land use decision was rendered. He explained how the Natural Hazards Overlay applied to this project and how a full geotechnical analysis would be done on the site. They would not be able to eliminate flooding on some of the lots. There would be easements for drainageways and the boundary of the easements would be at the 100 year flood event level to keep the home construction out of the flood area.

Applicant's Testimony: Zach Pelz, AKS Engineering & Forestry, LLC was representing the applicant. He gave a project background and discussed the subdivisions approved in 2007 and 2017, reasons for the modifications including road realignment, how the road realignment was substantially similar to the 2017 plan, summary of the planned modifications, how the

current plan improved on the 2017 plan, mid-block pedestrian pathways, more open space, and community amenities. Regarding Condition of Approval #13, there was a strikeout shown that no longer allowed them to exempt trees located in the rights-of-way. He would like confirmation that the intent was they would not be penalized for removing trees that were in the rights-of-way.

Garret Stephenson, legal counsel for the applicant, said under the current condition, for the trees they would remove, they would have to provide tree mitigation or a fee in lieu. If they were providing land to the public for rights-of-way, he did not think they had to mitigate for the trees that were removed.

Commissioner Questions: There was discussion regarding how the stormwater facilities and the open spaces would be owned and maintained by an HOA.

Senior Planner Schauer said the reason for the strike out in Condition #13 was to be consistent with the language of the zoning ordinance.

There was further discussion regarding connectivity of the streams and roadways and how the applicant would use culverts in those areas to allow the water to flow underneath the roadway.

There was concern about stormwater drainage and it was suggested the applicant use permeable pavement. Mr. Pelz stated they would install two stormwater facilities for water detention. There were long term maintenance issues with permeable pavement. Mr. Lofton explained why permeable pavement was not appropriate for this area with slide susceptibility.

The Commission suggested the applicant work with McMinnville Water & Light for better water pressure to the adjacent neighborhood. Mr. Pelz said even though the pressure was low, it was in the range and they would be operating in a different pressure zone.

Mr. Pelz confirmed the playground in Area F would include a play structure, open area, and walking paths. They were not planning to include a public restroom due to the cost.

There was further discussion regarding how the housing designs would satisfy all of the applicable design guidelines, how adding left turn lanes at some intersections was required, blasting and noise, excavation and fill, clustering housing to save trees, the challenge of putting streets through the site and grading, how this would provide needed homes for residents and protect open spaces, and how there would be room for bus stops on the roads.

Proponents: Linda Berlin, McMinnville resident, had not been notified of the neighborhood meeting. She was concerned about the construction traffic on her street as well as fire and emergency traffic accessing the development. She was in support of the project as long as the water and sewer were on different systems and would be charged differently.

Steven Goldsmith, McMinnville resident, was concerned about urban heat island effect and lack of a lighting plan. He thought the growth should be managed in a responsible way.

Howard Aster, McMinnville resident, was one of the families planning to sell their property to be developed. He and the other two families had been working with the developer on this transaction for two years now and thought Holt Homes was honest and would build good homes. This proposal added housing variety and open space to this area.

Opponents: Kristi Bahr, McMinnville resident, discussed Phase 9, and how a proposed road extension went through her home. Mr. Schauer said the issue was included in Condition #27. At this point in time, the road would stub out at her property line and the intention was in the future that this was how the property would be served with street infrastructure if it was annexed and developed.

Rebuttal: Mr. Pelz discussed the issues they had with Condition #13 regarding the tree mitigation. Up until today, he thought the number was based on trees that were going to exist in the boundaries of the developed lots as well as the street trees they would have to install. Changing the language could be a substantial mitigation cost. He proposed going back to the original version to remove trees in the rights-of-way without paying a fee in lieu. He suggested closing the hearing but keeping the record open for 7 days until November 14 for the applicant to work with staff on the matter, and then keeping the record open for another 7 days for public testimony which would be due by November 21. They would waive the 7 day period for final written arguments. The Planning Commission would then make a decision on November 21.

Commissioner McClellan MOVED to CLOSE the hearing but keep the record open for Planned Development Amendment (PDA 1-24) and Amendment to Subdivision Tentative Plan (S 3-24) until November 14, 2024 for the applicant and until November 21, 2024 for rebuttal. SECONDED by Commissioner Jones. The motion PASSED 8-0.

B. **Quasi-Judicial Hearing: Hearing: Zone Change (ZC 3-24), No Site Address (Undeveloped), Tax Lot R4409DC0110**

Request: The applicant is requesting approval of a Zone Change application from R-3 (Medium-Density, 6000 SF Lot Residential Zone) to R-4 (Medium, High-Density, 5000 SF Lot Residential Zone) for a 2.93-acre parcel located at Tax Lot R4409DC 01100, west of the NE Newby Street and NE Hoffman Drive Intersection. This is for a zone change only. No development is currently proposed for the site

Applicant: Monika Development

Chair Winfield opened the public hearing and read the hearing statement. She asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none. Chair Winfield asked if any Commissioners had visited the site. Many Commissioners had visited the site. Chair Winfield asked if any Commissioner needed to declare any contact prior to the hearing with the applicant or any party involved in the hearing or any other source of information outside of staff regarding the subject of this hearing. There was none.

Staff Report: Senior Planner Graybehl presented the staff report. This was a request for a zone change for a 2.93 acre property from R-3, medium density residential, to R-4, medium high density residential. No development was proposed at this time. Staff recommended approval. He described the existing conditions on the site, review procedures, review criteria and compliance, needed housing, Comprehensive Plan findings, Great Neighborhood Principles findings, Statewide Planning Goals, what was required for Goal 10: transportation, and how the Traffic Impact Analysis showed the project did not create a significant impact due to the new zoning.

There was discussion regarding when development might occur on the site, additional number of units allowed in the new zone, and height and setbacks for the R-4 zone.

Applicant's Testimony: Wendy Kellington, representing the applicant, said the applicant might or might not develop the property. The zone change was a tool to deliver increased housing within the City. It would allow this site to be developed with different housing types per the Great Housing Principles. Due to the wetland on the property, it was the only way to achieve the amount of housing needed to help meet the significant deficit. Without upzoning, it would be difficult to achieve the housing. Rezones were allowed without development proposals so long as they met the standards. This application met all of the standards. The Comprehensive Plan said all housing types shall be allowed, and the City should encourage rezoning to maintain land supply to meet housing objectives. Regarding adding conditions of approval, it would deprive the City of the developer's flexibility to comply with the design standards. The time to impose conditions was when there was a specific development application, and they would know the impacts and how to mitigate them. This application would allow the City significant infill and increase housing.

There was discussion regarding previous applications on this site and applicant's plans for the site.

Proponents: None

Opponents: Jerry Lanier, McMinnville resident, did not think they had to rezone the property as they could already put denser development on it. At its current zoning, it would not be different from the other adjacent properties. It was surrounded by nice neighborhoods of single family, duplexes, and triplexes and building high rise apartments next to these homes would be hard on the neighborhood. There was not any greenspace in the area as it was, and adding more people would make it worse.

Travis Cameron, McMinnville resident, was concerned about people from this site parking in the neighborhood, which was a beautiful neighborhood currently.

Rebuttal: Ms. Kellington said the decision had to be based on the standards and criteria, which stated neighborhoods shall have different housing types. Neighborhood integration and diversity was important to the City and without honoring the standards, the City could not meet their housing targets. This property was well suited to be a beautiful addition to the neighborhood and would have to meet strict standards for development. Parking standards were imposed by the City and would be part of the application. She read a State Statute as a basis for not putting conditions on the zone change.

Commissioner Tucholsky MOVED to CLOSE the public hearing, SECONDED by Commissioner McClellan. The motion PASSED 8-0.

Chair Winfield closed the public hearing.

The applicant waived the 7 day period for submitting final written arguments in support of the application.

Commissioner Deliberation: The Commission discussed short term rentals in the R-4 zone, struggle with the number of units that were possible with the upzone, what they would be gaining and the neighborhood losing with this application, how it met the criteria, future height

concessions and being a good neighbor, questioning if this was the right location for higher density, and adding a condition for the height and setback from the existing neighborhoods.

Commissioner Randall suggested adding a condition for a minimum setback of 15 feet along the abutting single family residences based on the human scale design in the Great Neighborhood Principles.

Commissioner Tucholsky was not in favor of approving the application, even with the condition. There were 14 properties adjacent to this property that would be negatively affected only to add 12 more units. He thought they should not change the zoning on a property that had no plan and was not ideal for the extra density. Changing the setback would not give the neighbors privacy that they had bought into as they had signed up for R-3.

Commissioner McClellan said the applicant wanted to set the property up for the best development opportunities, but she agreed that R-4 might not be the best option for the property. She did not know a criterion that could reasonably deny the request.

The Commission discussed the zone change criteria and what might be used for denial and if the condition proposed by Commissioner Randall followed the code.

No criteria could be found to deny the application.

Community Development Director Richards said the applicant was limited in the number of units based on the footprint of the site itself. They could have a tall, narrow building, but it had not been determined how the site would be designed. She cautioned the Commission not to get caught up in the 120 units that the Traffic Impact Analysis stated was the maximum number of units for the site. She did not know how feasible that would be. One of the complications of R-3 was they had to parcelize the site to create parcels for the housing products. Parcelizing with the drainage ditch was problematic because of the street access to get to the parcels. That was one reason the applicant wanted to change it to R-4 to provide more flexibility. Once they went over three stories, they would be in a different code in terms of structural development, and it would be more expensive. They did not see that in McMinnville.

Commissioner Randall MOVED to RECOMMEND City Council APPROVAL of Zone Change ZC 3-24 with a condition for a minimum setback of 15 feet to the foundation along the north and west property lines. SECONDED by Commissioner McClellan. The motion PASSED 6-2 with Commissioner Mudrak and Tucholsky opposed.

C. **Legislative Hearing: Proposed Amendments To The Comprehensive Plan To Support The Parks, Recreation And Open Space Plan (Docket G 5-24).**

Request: A proposal to adopt the June 2024 Parks Recreation and Open Space Plan as a supplemental document to the McMinnville Comprehensive Plan, and to amend Volume I, Background Information, Volume II, Goals and Policies and Volume III, McMinnville Growth Management and Urbanization Plan's Framework Plan, to support the Parks, Recreation, and Open Space (PROS) Plan.

Applicant: City of McMinnville

Chair Winfield opened the public hearing and read the hearing statement. She asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

Staff Report: Community Development Director Richards presented the staff report. This was a request to approve the Comprehensive Plan amendment to adopt the Parks, Recreation, and Open Space Plan as part of the Comprehensive Plan. She explained the reasons for including it in the land use program, purpose of the Parks Plan, table of contents for the Parks Plan, proposed changes to Comprehensive Plan Volume I, background information, Volume II, goals and policies, Volume III, implementing ordinances, and appendices, and amendments to the Framework Plan. She then reviewed the public testimony and addressed the issues raised regarding the number of acres in the Framework Plan, buildable acres vs. unbuildable acres, policies about locations, and Comprehensive Plan Policy #170.18.

Proponents: Mark Davis, McMinnville resident, was in support of the Parks Plan. He requested changes to the document, clarifying Exhibit 3 related to the recently approved Housing Needs Analysis and clarifying parks would be built on unbuildable land.

Opponents: Paula Lang, McMinnville resident, was not opposed to the Parks Plan as a whole. However, the information meeting for the Quarry Park project left people with more questions than answers. There was a perception that the affluent residents in the area would like to keep the park for themselves. She would like open access to the park. The walking paths were relegated to the outside border of the park and the interior would be dedicated to BMX biking. This site flooded every year, and she was concerned about the flora and fauna of the area. The neighbors needed more information.

Susan Muir, Parks and Recreation Director, said Quarry Park was in the five year action plan, not as a BMX, but as a bike park. That was the first outreach to the neighborhood and there would be more community engagement.

Chair Winfield closed the public hearing.

There was discussion regarding the implications to the Fox Ridge Area Plan and the community park in that plan if these amendments were approved. Community Development Director Richards said the community park was not in the Parks Plan, but the Parks Plan did include a minimum 5 acre neighborhood park and greenway acreage in this area.

Bill Kabeiseman, City Attorney, said it was not inconsistent and plans did change over time.

The Commission had worked hard on the Fox Ridge Area Plan and wanted to ensure that it did not need to be amended due to the PROS Plan and associated Framework Plan amendments. They wanted to continue the hearing to have staff bring back a recommendation to address the issue.

Commissioner McClellan MOVED to CLOSE the hearing and CONTINUE deliberations for the proposed amendments to the Comprehensive Plan to support the Parks, Recreation and Open Space Plan (Docket G 5-24) to December 5, 2024. SECONDED by Commissioner Tucholsky. The motion PASSED 8-0.

D. **Legislative Hearing: Proposed Amendments To Chapters 17.57 Landscaping and 17.58 Trees Regarding Landscape Plans, Landscape Standards, and Street Tree Plans (Docket G 2-24).**

Request: This is a proposed legislative amendment to the Zoning Ordinance initiated by the City of McMinnville. The proposal would amend various provisions of Chapter 17.57 Landscaping and Chapter 17.58 Trees regarding landscape plans, landscape standards, and street tree plans. The proposal would amend Chapter 17.57 to expand the purpose and intent, clarify when landscaping is required, allow for review by staff when a plan complies with standards, update information required on plans, address landscape requirements for additions or expansions to building or parking lots, create clear and objective landscaping standards, and provide minor text amendments for ease of reading. Chapter 17.58 Trees would be amended to allow for review by staff when a street tree plan complies with standards.

Applicant: City of McMinnville

Chair Winfield opened the public hearing and read the hearing statement. She asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

Staff Report: Senior Planner Graybehl presented the staff report. This was a request to amend the zoning ordinance for landscape and street tree plans. He gave a background on the amendments, changes that were proposed, and street tree plan standards. Staff recommended approval.

There was no public testimony.

Chair Winfield closed the public hearing.

Commissioner McClellan MOVED to RECOMMEND City Council APPROVAL of the proposed amendments to Chapters 17.57 Landscaping and 17.58 Trees Regarding Landscape Plans, Landscape Standards, and Street Tree Plans (Docket G 2-24). SECONDED by Commissioner Jones. The motion PASSED 8-0.

4. Commissioner Comments

None

5. Staff Comments

Community Development Director Richards discussed the open Planning Manager position and thanked those who attended the Planning Conference.

6. Adjournment

Chair Winfield adjourned the meeting at 11:42 p.m.

City of McMinnville
Community Development
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: **December 9, 2025**
TO: **Mayor and City Councilors**
FROM: **Taylor Graybehl, Senior Planner**
SUBJECT: **Ordinance No. 5166: Zone Change (ZC 1-25) and Conditional Use Permit (CU 1-25)**

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 is the consideration of Ordinance No. 5166 approving a Zone Change (ZC 1-25) application and Conditional Use Permit (CU 1-25) application for property located at 4150 NE Riverside Drive, identified as Tax Lot R4414 01000. These applications were submitted by Chapul Farm, LLC.

Zone Change (ZC 1-25)
Zone Change Application (ZC 1-25) – The application requests approval to change the zoning designation from M-1 (Light Industrial) to M-2 (General Industrial). The subject parcel is approximately 9.00 acres in size. A zone change proposal must satisfy all relevant requirements of the review criteria outlined in McMinnville Municipal Code (MMC) 17.74.020.

Conditional Use Permit (CU 1-25)
Conditional Use Permit Application (CU 1-25) - The applicant requests a Conditional Use Permit to place a composting facility (organic materials) subject to ORS 227.600 located at 4150 NE Riverside Drive (Tax Lot: R4414 01000). The subject site's current use is industrial, and industrial uses and a railroad surround the property. The current zone, M-1, does not allow for the proposed use. The proposed use is permitted only by a Conditional Use Permit in the M-2 zone. Before approval of the Conditional Use Permit, the property must be rezoned from M-1 to M-2. Per Section 17.72.070 of the McMinnville Municipal Code (MMC), when a proposal involves more than one application for the same property, the applications are subject to the hearing procedure that affords the most opportunity for public hearing and notice. The process for the Zone Change Amendment affords the most opportunity for public hearing and notice; therefore, both

applications are subject to the public hearing procedures identified in Section 17.72.130 of the MMC.

The Planning Commission held a public hearing on November 6, 2025, and voted 7 to 0 to recommend to the City Council approval of the Zone Change (ZC 1-25) and approval with conditions of the Conditional Use Permit (CU 1-25).

The Planning Commission recommendation is now forwarded to the City Council based on the findings provided in Exhibits A and B to Ordinance No. 5166, the Decision Document, Findings of Fact, and Conclusionary Findings for Docket ZC 1-25 and CU 1-25.

To comply with the 120-day review period as established by ORS 227.181, Council must take a final decision on the two applications by January 2, 2026.

Background:

The applicant and property owner submitted Zone Change and Conditional Use Permit applications to the Community Development Department on June 24, 2025. Both applications were deemed incomplete on July 21, 2025. On September 4, 2025, additional materials were submitted for both applications. Both applications were deemed complete on September 4, 2025.

Figure 1: Vicinity Map (Property lines approximate)

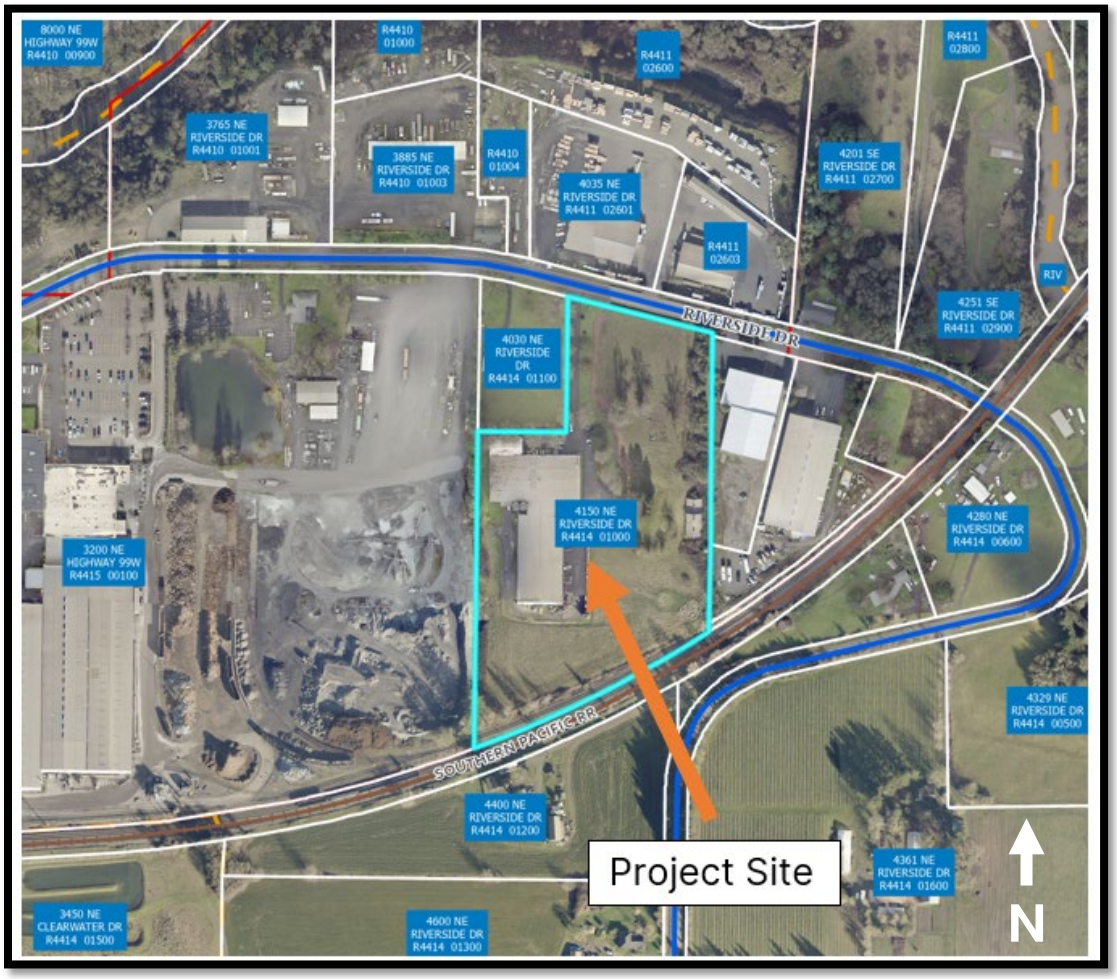
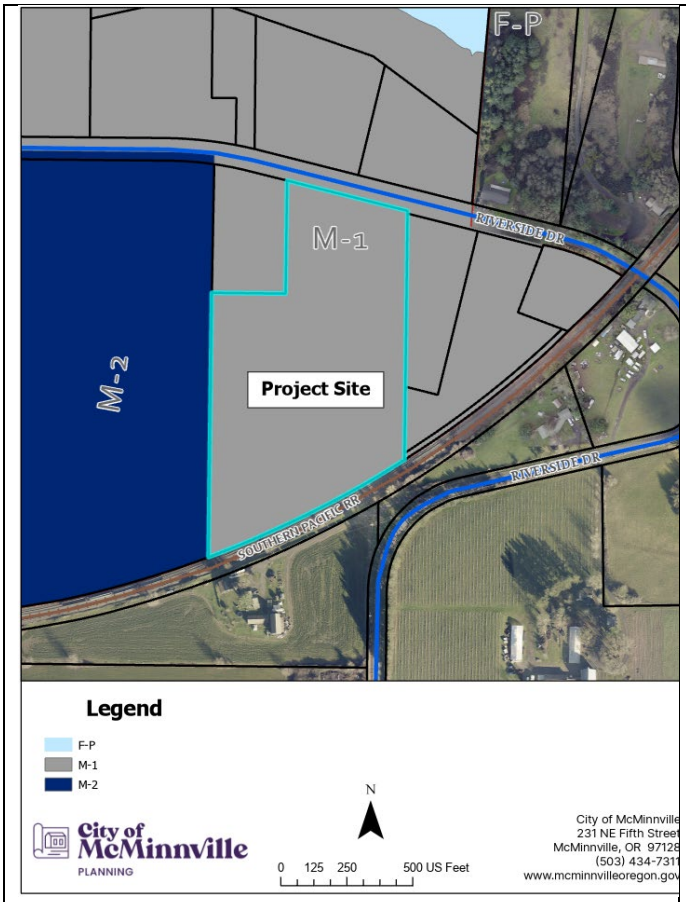
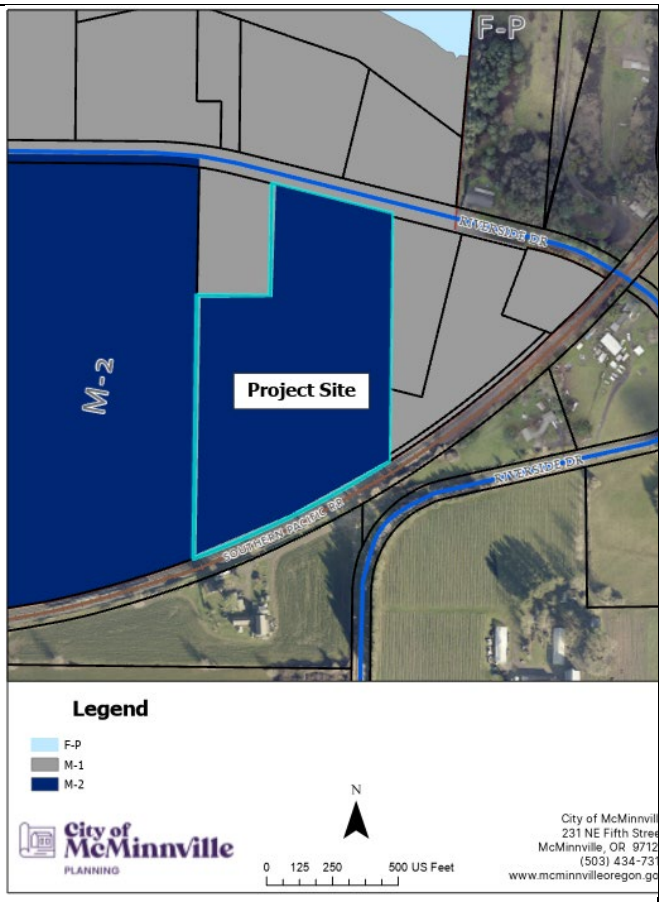


Figure 2: Zone Map Amendment Requested:



Current M1 Zoning of Subject Site



Proposed M2 Zoning of Subject Site

Discussion

Chapul Farm LLC submitted these applications to allow for the production of feed and fertilizer on our property located at 4150 NE Riverside Dr. They need a conditional use permit that is only allowed in the M2 Zone for a waste-related manufacturing and composting operation to comply with the Department of Environmental Quality (DEQ) permitting standards for this type of facility.

Their proposed facility will produce black soldier fly larvae (BSFL) through upcycling pre-consumer organic materials—such as brewers' grain, fruit and vegetable trim, and other source-separated feedstocks—into high-value products like animal feed and organic fertilizer. The process is entirely enclosed and resembles a controlled manufacturing environment in both infrastructure and operations. All feedstocks will be delivered in sealed or covered containers and processed exclusively within the building. The facility will use negative air pressure and air filtration systems to manage odor and maintain indoor air quality. No materials will be composted, cured, or staged outside at any time.

The City of McMinnville notified surrounding property owners and the general public of the applications and received no comments or testimony regarding the proposed requests.

The Planning Commission reviewed the draft findings and recommend approval to the McMinnville City Council.

The Conclusionary Findings in Exhibits A and B of Ordinance 5166 are the findings regarding the application's consistency with the applicable criteria.

Zone Change (ZC 1-25)

The applicable criteria and standards for Zone Change are found in Title 17, Chapter 17.74 of the McMinnville Municipal Code.

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

The Planning Commission found that the zone change application, ZC 1-25, satisfied all zone change criteria, applicable Comprehensive Plan Goals and Policies, and applicable Statewide Planning Goals.

Conditional Use Permit (CU 1-25)

The applicable criteria and standards for a Conditional Use Permit are found in Title 17, Chapter 17.74 of the McMinnville Municipal Code.

The Planning Commission found that the Conditional Use Permit application, CU 1-25, satisfied all applicable Zoning Ordinance criteria and Comprehensive Plan Goals and Policies.

Attachments:

- Zone Change (ZC) 1-25 – Application Materials
- Conditional Use Permit (CU 1-25) – Application Materials
- Planning Commission Minutes, November 6, 2025 (to be provided)
- Ordinance No. 5166
    - Exhibit A – Zone Change (ZC) 1-25 Decision Document
    - Exhibit B - Conditional Use Permit (CU) 1-25 Decision Document

City Council Options:

1. **ADOPT THE ORDINANCE** approving ZC 1-25 and CU 1-25 and adopting the Decision, Findings of Fact, and Conclusionary Findings per the decision document provided.

2. **ADOPT ORDINANCE** in an amended form, approving ZC 1-25 and CU 1-25 and adopting the Decision, Findings of Fact, and Conclusionary Findings per the decision document provided, **with revisions**.

3. **CALL FOR A PUBLIC HEARING,** date-specific to a future City Council meeting.

4. **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. 5166.

Recommendation/Suggested Motions:

The Planning Commission reviewed the proposals for consistency with the applicable criteria. The Planning Commission found that the applicable criteria were satisfied, as provided in the

decision documents, and **RECOMMENDED APPROVAL** of ZC 1-25 **and APPROVAL WITH CONDITIONS** of CU 1-25.

Staff **RECOMMENDS ADOPTION OF THE ORDINANCE** approving the ZC 1-25 and CU 1-25, as recommended by the Planning Commission**.**

Suggested Motion:

BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, AND EVIDENCE IN THE RECORD, I MOVE THAT THE CITY COUNCIL ADOPT ORDINANCE NO. 5166.

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 1-25
Date Received 6/24/2025
Fee $7,311.00
Receipt No. 211586
Received by AW

569-25-000138-PLNG

Comprehensive Plan Map Amendment/ Zone Change Application

Applicant Information

Applicant is: ☑ Property Owner ☐ Contract Buyer ☐ Option Holder ☐ Agent ☐ Other _____

Applicant Name Chapul, LLC — Phone 916-756-1070

Contact Name Sayla Grom, Director of Project Development — Phone _____
(If different than above)

Address 1140 NE Alpine Ave

City, State, Zip McMinnville, OR 97128

Contact Email sayla@chapulfarms.com

Property Owner Information

Property Owner Name Chapul, LLC — Phone _____
(If different than above)

Contact Name Patrick Crowley, CEO — Phone _____

Address 1140 NE Alpine Ave

City, State, Zip McMinnville, OR 97128

Contact Email sayla@chapulfarms.com

Deemed Complete
September 4, 2025
Community Development Center

Site Location and Description

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

Property Address 4150 NE Riverside Dr, McMinnville, OR 97128

Assessor Map No. R4 -414 - 01000 — Total Site Area 9.0000

Subdivision McMinnville Industrial Park — Block _____ Lot _____

Comprehensive Plan Designation Industrial — Zoning Designation M1

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.

Production of BSFL and Frass require the use of organic feedstocks. These feedstocks are both herbivore and pre-consumer, and are managed in a way that prioritizes environmental stewardship and operational cleanliness. Our eventual goal is to expand the range of accepted feedstocks to include those that may be considered wastes, particularly those that would contribute meaningfully to the state's broader waste management and upcycling efforts. We are currently working with Oregon Department of Environmental Quality to ensure that all appropriate permits are obtained to support the environmentally focused manufacturing operation . One such operating permit, depending on the feedstocks used, may be a DEQ solid waste permit. This zoning change to M2 General Industrial would allow us to pursue a conditional use permit for a waste-related facility. Although this operation may eventually be covered under a solid waste permit, it is best described as an industrial operation.

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).

This rezoning request supports key objectives outlined in the McMinnville Comprehensive Plan, Volume II. It aligns with Goal IV 1 by contributing to the growth and diversification of McMinnville's economy and creating high-quality employment opportunities in sustainable manufacturing. The facility will upcycle organic byproducts into beneficial agricultural inputs, advancing Goal IV 5, which encourages the growth of the city's industrial base through the designation of appropriate lands.

The property is situated within a broader industrial area and is well-suited for a use that is manufacturing in form and function. The transition from M1 to M2 zoning will enable a compatible industrial use that meets the intent of Goal IV 6, which calls for efficient, well-located, and environmentally responsible industrial development. The operation will be fully enclosed, utilize odor and emission controls, and maintain compatibility with adjacent land uses—supporting the City's goal of protecting the health and welfare of the community while promoting orderly development of its industrial zones.

By enabling this rezoning, the City facilitates the development of an innovative industrial operation that reflects modern sustainability standards and makes effective use of existing infrastructure in a designated employment area.

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.

Not applicable.

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.

This request is not seeking broad deviations from the Zoning Ordinance beyond the change in base zoning from M1 to M2 to allow for a conditional use permit related to feed and fertilizer production. The purpose of this shift is to enable our facility to accept a broader range of pre-consumer organic byproducts, which are currently not allowed under M1 zoning.

This adjustment will allow us to scale our environmental impact by responsibly processing materials that are otherwise difficult to divert from disposal. All activities will occur within an enclosed building designed to meet or exceed environmental control standards. The request is not intended to circumvent development standards but rather to align zoning with the nature of the operation and its environmental goals.

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 proposed amendment is both orderly and timely given the established pattern of industrial development in the surrounding area. The site is located within an existing industrial corridor, surrounded by M1 and M2-zoned properties that host light manufacturing, food processing, logistics, and distribution facilities. Rezoning this property from M1 to M2 will bring it into closer alignment with adjacent and nearby land uses, ensuring consistency across the industrial zone and supporting continued economic development in this part of McMinnville.

The timing of the request is also appropriate, as we are actively upgrading and repurposing an existing industrial building for long-term use. Rezoning to M2 will allow for the establishment of an environmentally focused manufacturing operation that may require a conditional use permit, enabling the facility to accept a broader range of organic byproducts and contribute to statewide resource recovery goals. This proactive reuse of existing infrastructure supports the City’s goals for efficient land use and job creation without requiring significant new development or disruption to existing patterns.

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

The surrounding area has a long-established identity as an industrial corridor, anchored by the creation of the McMinnville Industrial Park in 1983 through a partnership between the City of McMinnville and McMinnville Industrial Promotions (MIP). This foundational investment in industrial infrastructure set the stage for decades of manufacturing and economic growth, and our site sits squarely within this planned area.

Today, the neighborhood continues to evolve with modern industrial uses, including food processing, advanced manufacturing, and logistics. Our request to rezone from M1 to M2 reflects the natural progression of this area toward higher-capacity, more flexible industrial uses. In parallel, there is growing regional and statewide momentum behind sustainable resource management and circular economy solutions. Our project is aligned with these trends and will upgrade an existing industrial facility to support enclosed manufacturing operations that upcycle organic byproducts into valuable agricultural inputs.

By building on the area's original intent and adapting to current environmental and economic priorities, this rezoning supports both the legacy and the future of McMinnville’s industrial landscape.

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 McMinnville's established industrial district and is currently served by public utilities, including water, sewer, and electricity, with sufficient capacity to support the proposed use. Municipal water and sanitary sewer services are available on site, and electrical service is provided by McMinnville Water & Light, with infrastructure in place to meet the facility's operational demands.

While natural gas is not currently connected to the building, we are planning to add it as part of our facility upgrade. NW Natural has active gas lines in the adjacent street, making the connection feasible without the need for major off-site improvements. All utilities can be provided efficiently within the existing industrial framework, and we are coordinating with the appropriate service providers to ensure a smooth implementation aligned with the timeline of our project.

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

The proposed use is not expected to significantly affect traffic in the area. The facility will continue to operate within the typical range of trip generation for industrial uses in this zone. All vehicle access and circulation patterns will remain the same, and no increase in the frequency or scale of truck traffic is anticipated beyond what is already permitted and common in the surrounding industrial district.

Deliveries of inbound materials and outbound shipments will follow existing industrial standards, with traffic limited to a manageable number of trucks and employee vehicles per day. The site is well-positioned within the industrial park with direct access to established roadways designed to accommodate commercial and freight traffic. As such, the proposed use is not expected to create any adverse impacts on street capacity, safety, or traffic flow in the area.

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.

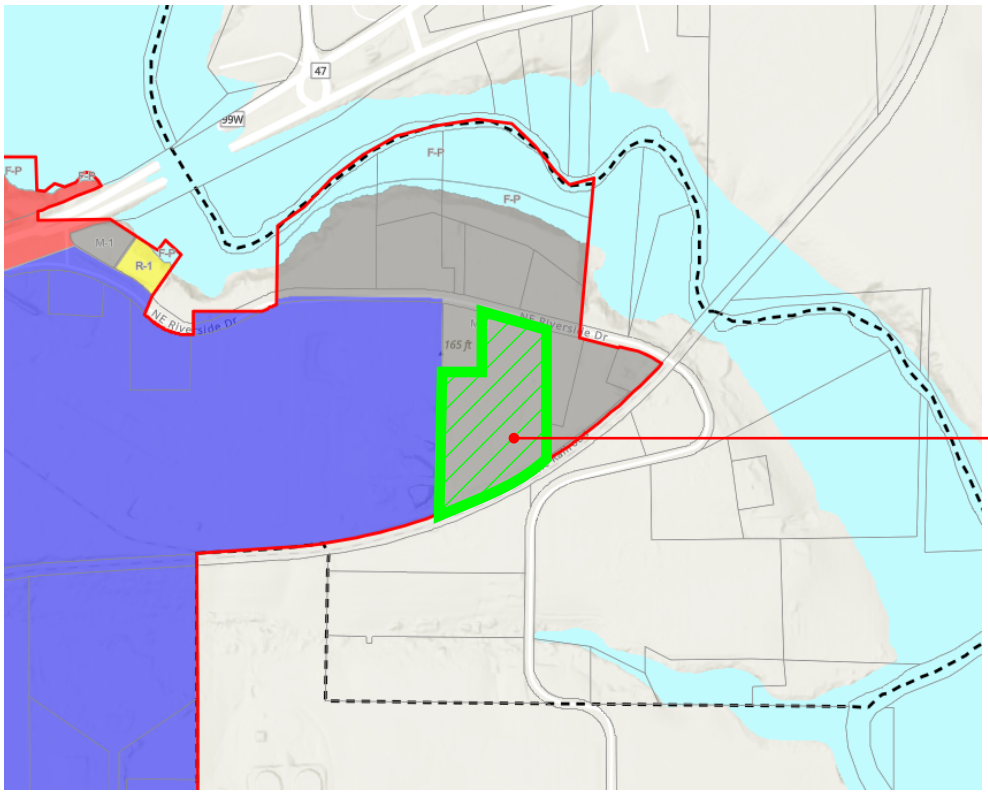
Sayla Grom, Director of Project Development — 6/23/25

Applicant's Signature — Date

Patrick Crowley — 6/23/25

Property Owner's Signature — Date

ADJACENT LAND USES TO 4150 RIVERSIDE DRIVE, McMINNVILLE, OR
WITHIN CITY OF McMINNVILLE BOUNDARIES



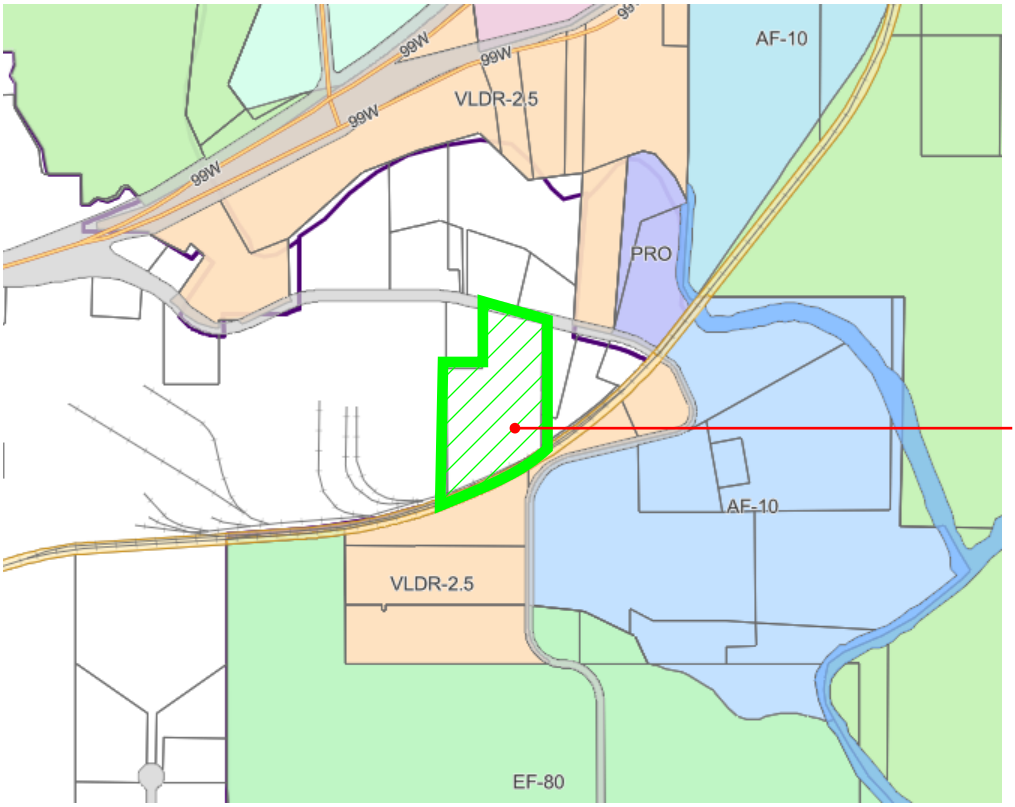
PROJECT SITE
4150
RIVERSIDE
DRIVE

NORTH

LEGEND: LAND USES

- M-1 LIGHT INDUSTRIAL
- M-2 GENERAL INDUSTRIAL
- R-1 SINGLE FAMILY RESIDENTIAL
- C-3 GENERAL COMMERICAL ZONE
- FP FLOOD PLAN
- SEE COUNTY MAP FOR USES
- McMINNVILLE CITY BOUNDARY

ADJACENT LAND USES TO 4150 RIVERSIDE DRIVE, McMINNVILLE, OR WITHIN COUNTY BOUNDARIES

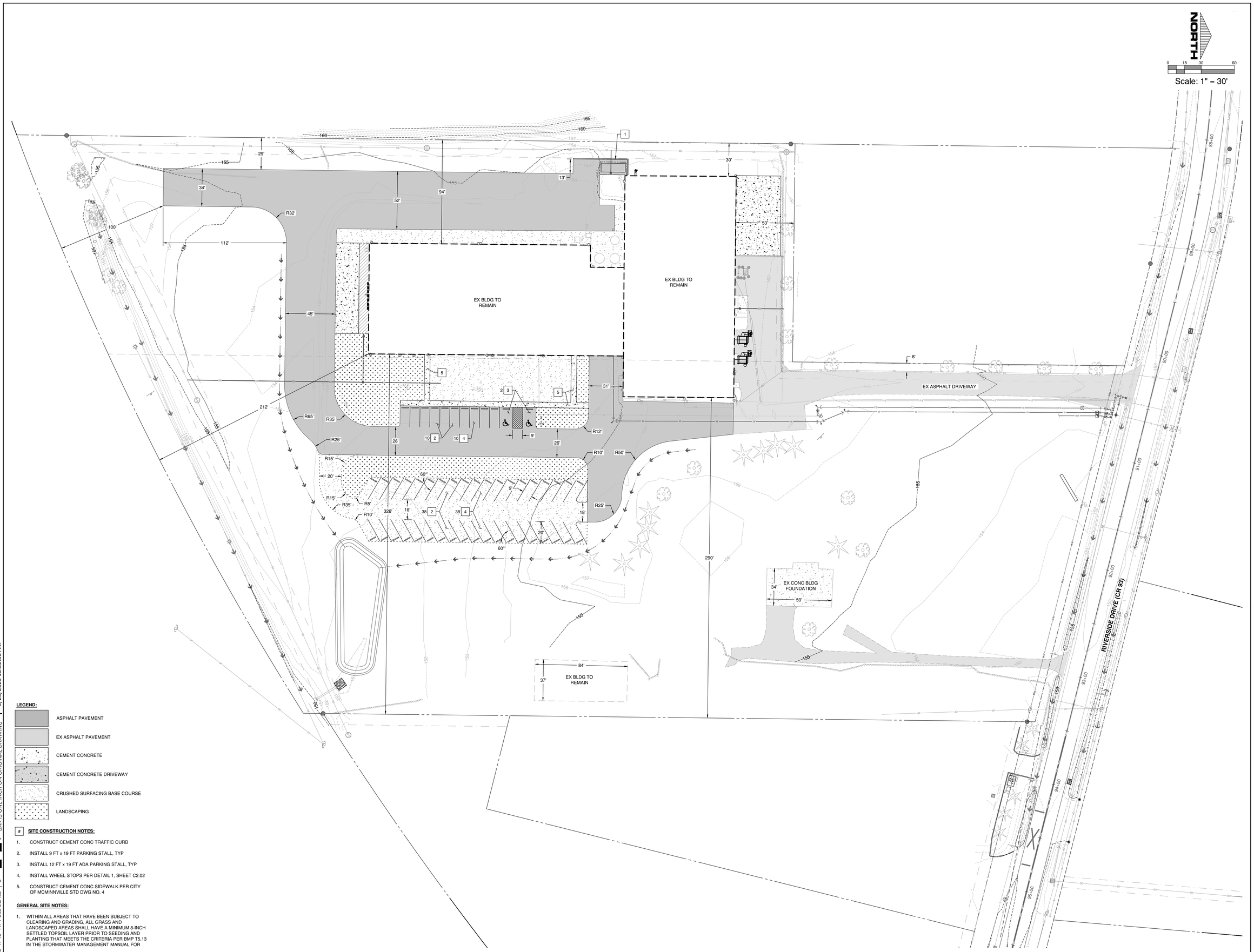


LEGEND: LAND USES

- VLDR2.5 VERY LOW DENSITY RESIDENTIAL
- PRO PARKS AND RECREATION SPACE
- AF-10 AGRICULTURE AND FORESTRY
- SEE CITY OF McMINNVILLE MAP FOR USES

— McMINNVILLE CITY BOUNDARY

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LEGEND:

- ASPHALT PAVEMENT
- EX ASPHALT PAVEMENT
- CEMENT CONCRETE
- CEMENT CONCRETE DRIVEWAY
- CRUSHED SURFACING BASE COURSE
- LANDSCAPING

 # SITE CONSTRUCTION NOTES:

1. CONSTRUCT CEMENT CONC TRAFFIC CURB
2. INSTALL 9 FT x 19 FT PARKING STALL, TYP
3. INSTALL 12 FT x 19 FT ADA PARKING STALL, TYP
4. INSTALL WHEEL STOPS PER DETAIL 1, SHEET C2.02
5. CONSTRUCT CEMENT CONC SIDEWALK PER CITY OF MCMINNVILLE STD DWG NO. 4

GENERAL SITE NOTES:

1. WITHIN ALL AREAS THAT HAVE BEEN SUBJECT TO CLEARING AND GRADING, ALL GRASS AND LANDSCAPED AREAS SHALL HAVE A MINIMUM 8-INCH SETTLED TOPSOIL LAYER PRIOR TO SEEDING AND PLANTING THAT MEETS THE CRITERIA PER BMP T5.13 IN THE STORMWATER MANAGEMENT MANUAL FOR

30" X 42" AT FULL SCALE | 0 1" BAR IS ONE INCH ON ORIGINAL DRAWING | 3/25/2025 10:52:58 AM

Project number: 2021001.22 | File Location: C:\Users\epetersen\Documents\202431.00 Chapul Farms_epetersenA47Z8.rvt

mwa architects
135 MAIN STREET
#550 SAN FRANCISCO
CA 94105
P 415-957-2750
MWAARCHITECTS.COM

STAMP

REGISTERED PROFESSIONAL ENGINEER
OREGON
82,904
DIGITALLY SIGNED
MAY 12, 2025
CAROLL RUIZ
RENEWS 12/31/2026
FOR REVIEW
%%

CHAPUL FARMS

GIBBS & OLSON
www.gibbs-olson.com

CHAPUL FARMS
4150 RIVERSIDE DRIVE
MCMINNVILLE, OREGON

DESCRIPTION	ISSUED BY	DATE

ISSUANCE
DESIGN DEVELOPMENT

DATE
07-11-2025

SCALE
As indicated

PROJECT NUMBER
2021001.22

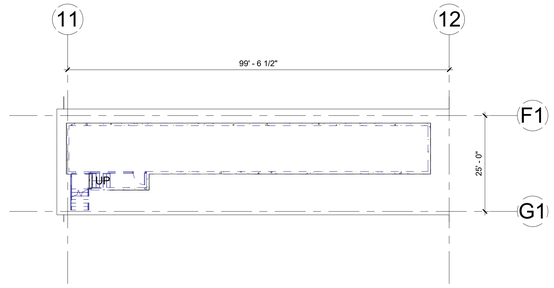
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CHECKED BY CJG
APPROVED BY CLR

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SITE PLAN

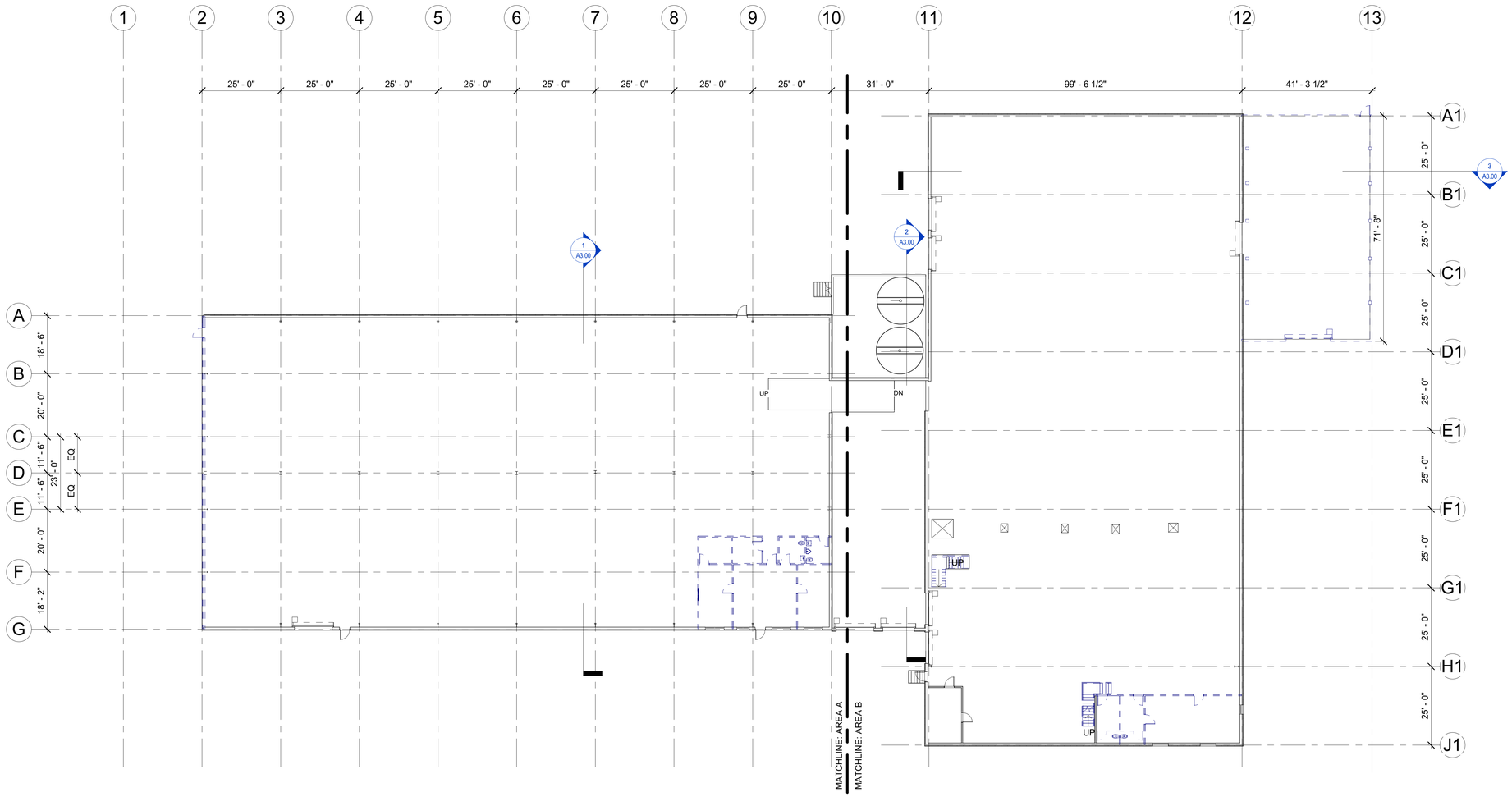
SHEET NUMBER
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Note: Planned upgrades and improvements to the site are currently under development and will be reflected in future updates as design and permitting progress.



2 AD1.11 EXISTING BASEMENT PLAN
SCALE: 1/16" = 1'-0"



1 AD1.11 EXISTING OVERALL FLOOR PLAN
SCALE: 1/16" = 1'-0"

FLOOR PLAN: GENERAL NOTES

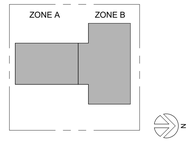
1. DIMENSIONS ARE TO GRIDLINE,

1 KEYNOTES

Key Value	keynote Text

LEGEND

- LOCATION OF ACCESSIBLE PARKING SPACE / UNIT
- MAIN BUILDING ENTRY
- (X) DOOR TYPE
- (X) ASSEMBLY TAG
- FEC FIRE EXTINGUISHER AND CABINET.
- D.S. DOWNSPOUT.



mwa architects
135 MAIN STREET
#550 SAN FRANCISCO
CA 94105
P 415-957-2750
MWAARCHITECTS.COM

STAMP
---- PRELIMINARY ----
NOT FOR CONSTRUCTION
01.17.25

CHAPUL FARMS
4150 RIVERSIDE DRIVE
MCMINNVILLE OREGON

DESCRIPTION	ISSUED BY	DATE

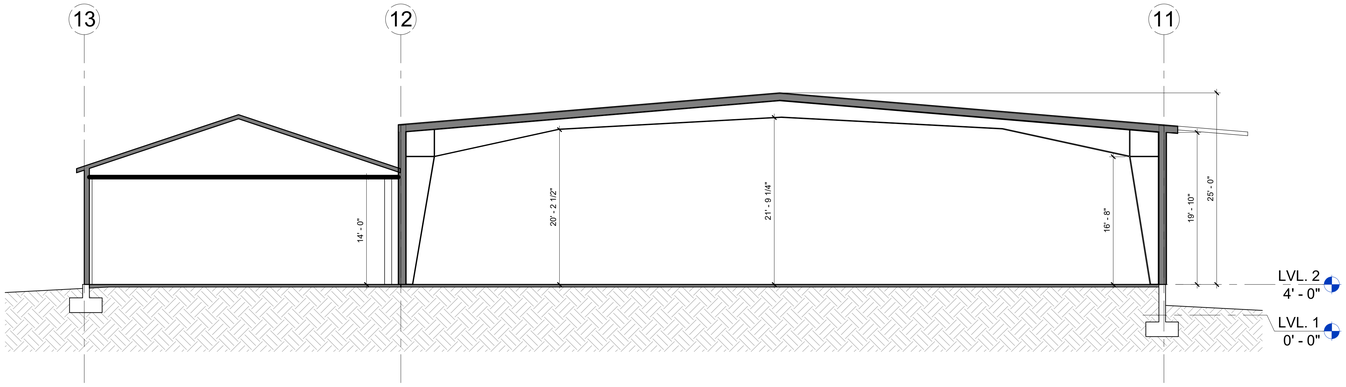
ISSUANCE
PRE-APP
DATE
01.17.25
SCALE
As indicated
PROJECT NUMBER
2021001.22
DRAWN BY Author
CHECKED BY Checker
APPROVED BY Approver
DRAWING TITLE
EXISTING OVERALL FLOOR PLAN

SHEET NUMBER
AD1.11

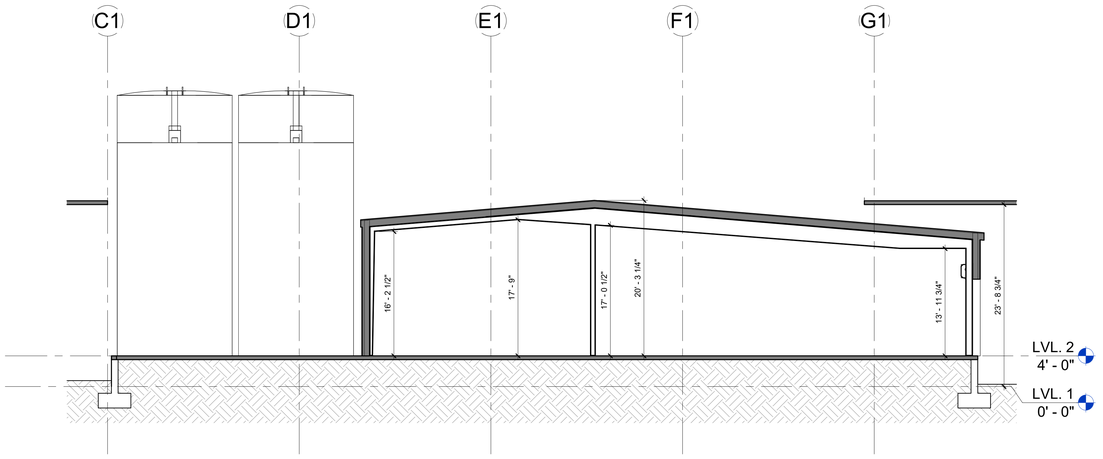
Amended on 12.10.2025
299 of 497

30" X 42" AT FULL SCALE | 0 1" BAR IS ONE INCH ON ORIGINAL DRAWING | 1/8/2025 2:50:43 PM

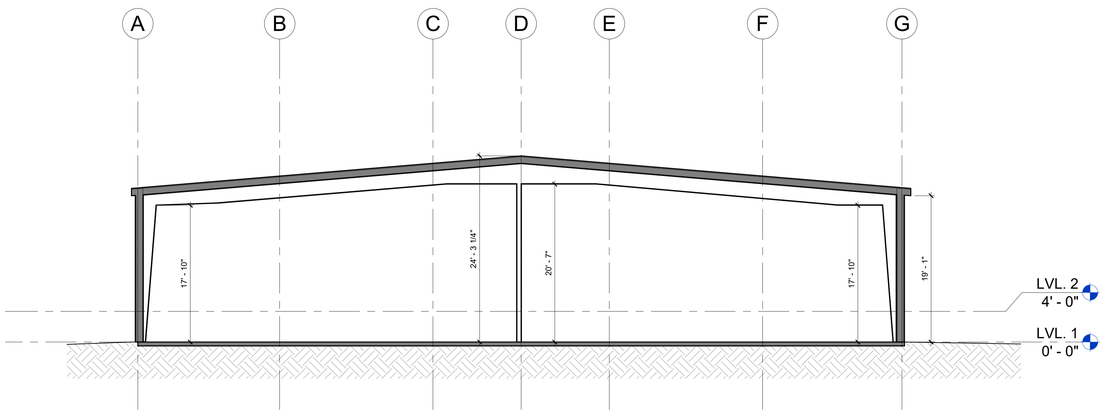
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3 A3.00 LONGITUDINAL SECTION 3
SCALE: 1/8" = 1'-0"



2 A3.00 LONGITUDINAL SECTION 2
SCALE: 1/8" = 1'-0"



1 A3.00 LONGITUDINAL SECTION 1
SCALE: 1/8" = 1'-0"

SECTIONS: GENERAL NOTES

KEYNOTES

Key Value	keynote Text

LEGEND

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CA 94105
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MWAARCHITECTS.COM

STAMP
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01.17.25

CHAPUL FARMS
4150 RIVERSIDE DRIVE
MCMINNVILLE OREGON

DESCRIPTION	ISSUED BY	DATE

ISSUANCE
PRE-APP
DATE
01.17.25
SCALE
As indicated
PROJECT NUMBER
2021001.22
DRAWN BY Author
CHECKED BY Checker
APPROVED BY Approver
DRAWING TITLE
BUILDING SECTIONS

SHEET NUMBER
A3.00

30" X 42" AT FULL SCALE | 0 1" BAR IS ONE INCH ON ORIGINAL DRAWING | 1/8/2025 2:53:23 PM

Stormwater Approach

For the onsite improvements, the increased runoff will be detained onsite and be released at the required pre-developed 10-year existing peak runoff rate. Currently, stormwater runoff from the site discharges to a ditch and culvert north of the railroad in the southeast corner of the site. The proposed detention pond will continue to be released to this location.

The north portion of the existing driveway and the driveway approach will remain in the same location. Due to the site's flat terrain, grading the northern portion of the driveway to the detention pond is not feasible. The runoff from this portion of the driveway currently sheet flows from west to east and disperses over the existing lawn that is to remain. Since there will be no new impervious surface for this portion of the site, stormwater detention is not necessary for this basin and the runoff will continue to disperse to the pervious area east of the existing driveway.

The frontage improvements in the right-of-way are less than 6,000 SF of new impervious surface. The pre-developed 10-year runoff from the existing road is estimated to be 0.31 cfs. After the development of the half-width frontage improvements, the runoff is expected to increase to 0.39 cfs for the 10-year storm event, resulting in an increase of less than 0.1 cfs. Therefore, we are not proposing detention for these offsite improvements in right-of-way.

Per Appendix E of the Storm Drainage Master Plan, stormwater quality treatment facilities are required for industrial developments that create more than 5 acres of impervious area. The total area for both new and replaced impervious surface after site improvements is 3.07 acres, which is less than the 5-acre threshold listed in the master plan; therefore, stormwater treatment is not required for this project.

EXHIBIT B

LEGAL DESCRIPTION FOR PROPERTY

The Land referred to herein below in situated in the County of Yamhill, State of Oregon, and is described as follows:

PARCEL 1: BEING A PART OF THE JOSEPH R. YOUNG DONATION LAND CLAIM, NOTIFICATION NO. 1231, CLAIM NO. 68 IN SECTION 14, TOWNSHIP 4 SOUTH, RANGE 4 WEST OF THE WILLAMETTE MERIDIAN IN YAMHILL COUNTY, OREGON, SAID PART BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A STAKE SET ON THE SOUTHERLY MARGIN OF THE COUNTY ROAD, AT A POINT 29.7 FEET SOUTH AND 203.0 FEET SOUTH 76°30' EAST FROM STONE AT THE NORTHWEST CORNER OF SECTION 14; THENCE SOUTH 932.9 FEET TO A STAKE SET ON THE NORTHERLY MARGIN OF THE SOUTHERN PACIFIC RAILROAD RIGHT OF WAY, THE CENTER OF WHICH IS ON A 2° CURVE AND THE LONG CHORD OF WHICH BEARS NORTH 60°46' EAST, 370.4 FEET; THENCE FOLLOWING NORTHEASTERLY AND ALONG THE NORTHERLY MARGIN OF SAID RIGHT OF WAY TO THE SOUTHWEST CORNER OF LOT NO. 1 OF COUNTY SURVEY NO. 3032; THENCE NORTH 674.4 FEET TO THE STAKE AT THE NORTHWEST CORNER OF LOT NO. 1; THENCE NORTH 76°30' WEST ALONG THE SOUTHERLY MARGIN OF COUNTY ROAD, 332.5 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE CITY OF MCMINNVILLE, BY DEED RECORDED JULY 7, 1978 IN FILM VOLUME 130, PAGE 1665, DEED AND MORTGAGE RECORDS.

PARCEL 2: BEING A PART OF THE JOSEPH R. YOUNG DONATION LAND CLAIM, NOTIFICATION NO. 1231, CLAIM NO. 68 IN SECTION 14, TOWNSHIP 4 SOUTH, RANGE 4 WEST OF THE WILLAMETTE MERIDIAN IN YAMHILL COUNTY, OREGON, SAID PART BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN IRON PIPE SET ON THE WEST LINE OF SECTION 14, AT A POINT 393.24 FEET SOUTH FROM A STONE AT THE NORTHWEST CORNER OF SAID SECTION 14; THENCE SOUTH ALONG THE SECTION LINE BETWEEN SECTIONS 14 AND 15, 704.86 FEET TO AN IRON PIPE SET ON THE NORTHERLY MARGIN OF THE SOUTHERN PACIFIC RAILROAD RIGHT OF WAY; THENCE NORTHEASTERLY ALONG THE NORTHERLY MARGIN OF SAID RIGHT OF WAY, THE CENTER LINE OF WHICH IS ON A 2° CURVE AND THE LONG CHORD OF WHICH BEARS NORTH 65°57' EAST, 216.2 FEET TO AN IRON PIPE; THENCE NORTH 616.75 FEET TO AN IRON PIPE; THENCE WEST 197.40 FEET TO THE POINT OF BEGINNING.

NOTE: THIS LEGAL DESCRIPTION WAS CREATED PRIOR TO JANUARY 1, 2008.

NOTICE OF NEIGHBORHOOD MEETING

Chapul Farms – Rezone and Conditional Use Permit Application

Date of Meeting: Wednesday, June 18, 2025
Time: 6:00 PM
Location: Chapul Farms
4150 NE Riverside Drive, McMinnville, OR 97128

Dear Neighbor,

You are invited to a neighborhood meeting hosted by **Chapul Farms** to discuss a proposed land use application related to our site located at **4150 NE Riverside Drive** in McMinnville. This meeting is being held in accordance with the City of McMinnville's requirements for land use applications.

Proposal Summary:
We are requesting a **zone change from M-1 (Light Industrial) to M-2 (General Industrial)** and a **Conditional Use Permit**. There will be **no changes to the building structure or site footprint** as a direct result of this proposal. The purpose of this request is to allow for a broader range of organic feedstocks to be used in our indoor feed manufacturing process.

This meeting is an opportunity to ask questions, provide feedback, and better understand our plans for responsible facility operations and community impact.

Attachments:

- A copy of the **tax map/GIS map** identifying the site location
- A **conceptual site plan** for reference

If you have questions before the meeting or cannot attend and would like more information, please contact:

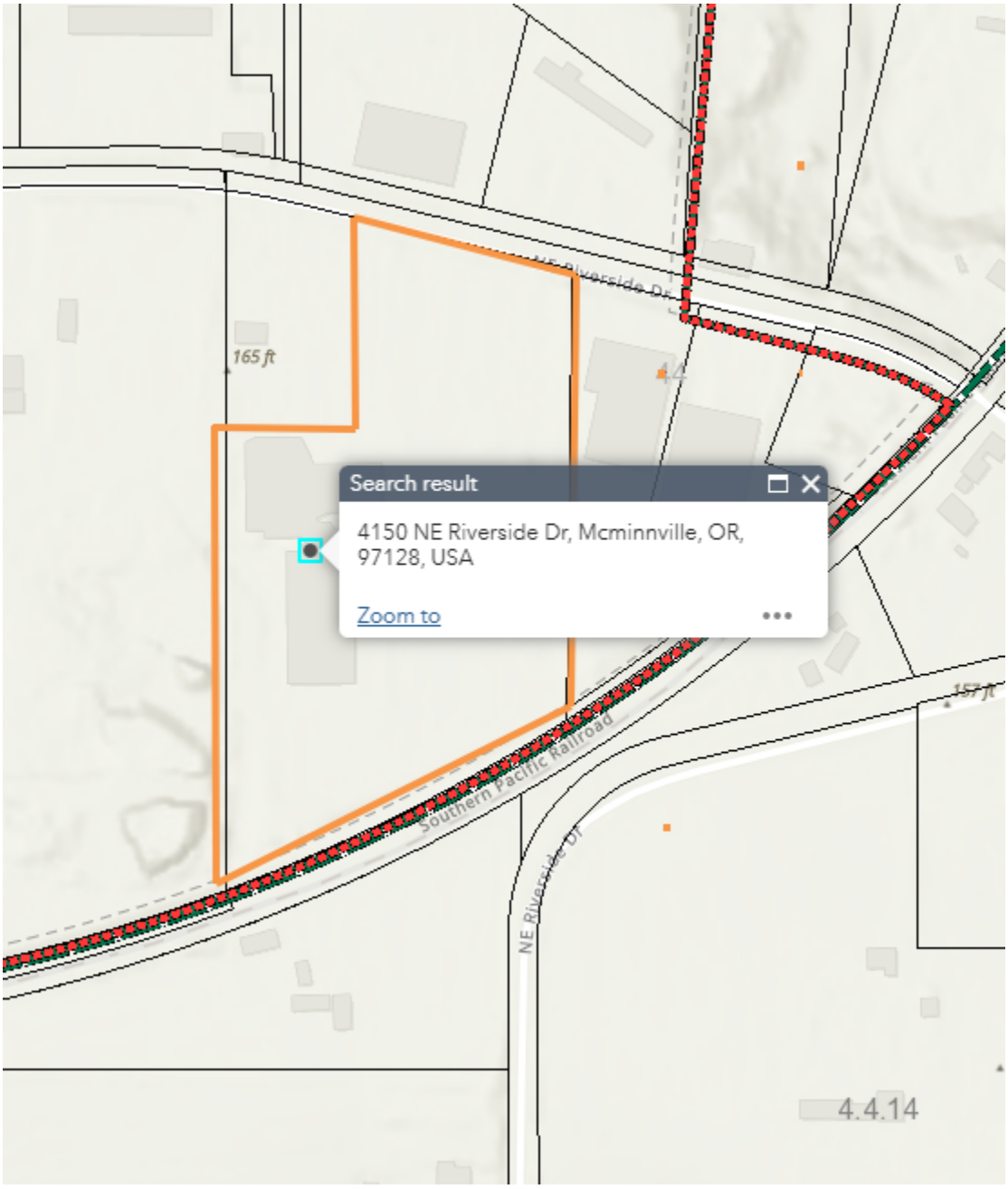
info@chapulfarms.com

We look forward to hearing from you.

Sincerely,
The Chapul Farms Team

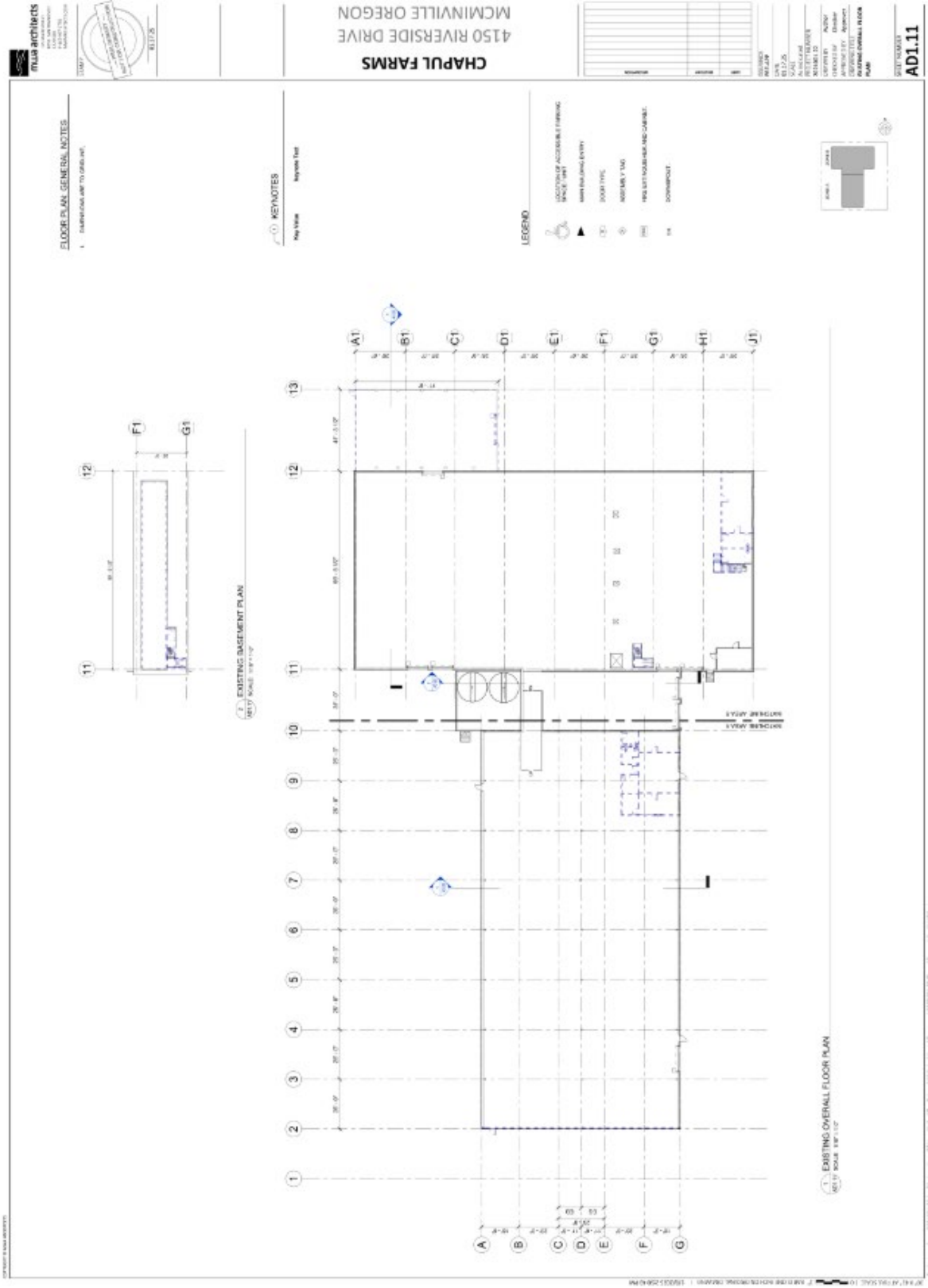
Tax Map / GIS Map

Source: https://www.yamhillcountymaps.com/



Existing 45,000 sq ft building shown below.

This site plan reflects current conditions. Planned upgrades are in development and will be shared as design and permitting progress. Final layout may change. The rezoning and CUP application have no direct impact on the current site design.



PIN	ACCOUNT	SITUS	SITUS	SITUS	TOTAL TL ACRES	ACCOUNT ACRES	SA ACRES	LOT SF	OWNER	OWNER	OWNER	MAILING ADD	MAILING ADD	MAILING ADD	MAILING ADD	MAILING ADD	SALES DATE	SALES PRICE	DEED YEAR	DEED NUMBER	ZONE	primepin	Latitude	Longitude	Area	Area Units	Perimeter	Perimeter Units
R4414 01000	127507	4150 NE RIVERSIDE DR	MCMINNVILLE	97128	9	9		392040	CHAPUL LLC			1140 NE ALPINE AVE		MCMINNVILLE	OR	97128	11/1/2024	5850000	2024	10180		R4414 01000	45.228314	-123.155071	398266.7	Square Feet	2830.7	Feet
R4414 00802 E02	800337	4230 NE RIVERSIDE DR	MCMINNVILLE	97128	0	0		0	EVASION BREWING INC			1144 SW 58TH AVE		PORTLAND	OR	97221			0	0	556783	R4414 00802	45.228512	-123.153258	102883.9	Square Feet	1790.3	Feet
R4414 00800	127455	4180 NE RIVERSIDE DR	MCMINNVILLE	97128	1.47	1.47		64033	IRON GATE BEAVERTON 2 LLC			12406 SE 5TH ST M114		VANCOUVER	WA	98683	10/1/2019	2400000	2019	14068		R4414 00800	45.228779	-123.153676	69192.6	Square Feet	1261	Feet
R4411 02700	126964	4201 SE RIVERSIDE DR	MCMINNVILLE	97128	4.79	4.79		208652	THOMPSON JONATHAN E JR			4201 NE RIVERSIDE DR		MCMINNVILLE	OR	97128	11/14/2017	286500	2017	18241		R4411 02700	45.230716	-123.152805	203598.9	Square Feet	2247.7	Feet
R4414 00601	127419	4370 NE RIVERSIDE DR	MCMINNVILLE	97128	1	1		43560	REYNOLDS MICHAEL W			4370 NE RIVERSIDE DR		MCMINNVILLE	OR	97128	8/14/2014	255000	2014	10198		R4414 00601	45.227688	-123.153181	57613.1	Square Feet	1651.9	Feet
R4414 01200	127570	4400 NE RIVERSIDE DR			4.33	4.33	Farm: 3.33	188615	GARNER JESS M SR			5074 EAST COUNTY RD 126		BLYTHEVILLE	AR	72315	10/6/2003	0	2003	25703		R4414 01200	45.226737	-123.156309	203024.7	Square Feet	2562.9	Feet
R4415 00100	127981	3200 NE HIGHWAY 99W	MCMINNVILLE	97128	82.02	82.02		3572791	CASCADE STEEL ROLLING MILLS INC			ATTN: RYAN LLC	PO BOX 847	CARLSBAD	CA	92018			0	0		R4415 00100	45.22766	-123.162122	3589219.9	Square Feet	11126.8	Feet
R4414 01600	127650	4361 NE RIVERSIDE DR			20	20	Farm: 19	871200	CONFLUENCE PROPERTIES LLC			PO BOX 1007		MCMINNVILLE	OR	97128	8/25/2000	0	2000	12252		R4414 01600	45.226264	-123.151878	871804.3	Square Feet	4293.6	Feet
R4410 01003	395655	3885 NE RIVERSIDE DR	MCMINNVILLE	97128	2.77	2.77		120661	C C MEISEL CO INC			PO BOX 1097		WILSONVILLE	OR	97070			0	0		R4410 01003	45.230507	-123.156562	121120.2	Square Feet	1480.2	Feet
R4414 00802	556783	4230 NE RIVERSIDE DR	MCMINNVILLE	97128	2.26	2.26		98446	CLLT PROPERTIES LLC			PO BOX 478		MCMINNVILLE	OR	97128	10/31/2013	725000	2013	16757		R4414 00802	45.228512	-123.153258	102883.9	Square Feet	1790.3	Feet
R4414 00802 000E1	800177	4230 NE RIVERSIDE DR	MCMINNVILLE	97128	0	0		0	PRECISION ARTS CORP			PO BOX 478		MCMINNVILLE	OR	97128			0	0	556783	R4414 00802	45.228512	-123.153258	102883.9	Square Feet	1790.3	Feet
R4411 02601 000E1	800139	4035 NE RIVERSIDE DR	MCMINNVILLE	97128	0	0		0	ROYAL PACIFIC INDUSTRIES INC			PO BOX 518		RAINIER	OR	97048			0	0	126946	R4411 02601	45.230338	-123.154982	106420	Square Feet	1311.6	Feet
R4411 02601	126946	4035 NE RIVERSIDE DR	MCMINNVILLE	97128	2.44	2.44		106286	ROYAL PACIFIC INDUSTRIES INC			PO BOX 75		MCMINNVILLE	OR	97128			0	0		R4411 02601	45.230338	-123.154982	106420	Square Feet	1311.6	Feet
R4415 00100 A01E1	800153	3200 NE HIGHWAY 99W	MCMINNVILLE	97128	0	0		0	TMS INTERNATIONAL LLC			SOUTHSIDE BLDG ONE THIRD FLOOR	2835 E CARSON ST	PITTSBURGH	PA	15230			0	0	127981	R4415 00100	45.22766	-123.162122	3589219.9	Square Feet	11126.8	Feet

NOTICE OF NEIGHBORHOOD MEETING

Chapul Farms – Rezone and Conditional Use Permit Application

Meeting Date: Wednesday, June 18, 2025
Time: 6:00 PM
Location: Chapul Farms, 4150 NE Riverside Drive, McMinnville, OR 97128

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This meeting is being held in accordance with the City of McMinnville's land use application requirements.

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SPARTECH
4150
NO TRESPASSING
AUTHORIZED PERSONNEL ONLY

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Neighborhood Meeting Sign-In Sheet

Project Name: Chapul Farms Rezone and Conditional Use Permit
Meeting Date: June 18, 2025
Location: 4150 NE Riverside Drive, McMinnville, OR 97128

Name (Printed)	Signature	Address	Email (Optional)	Phone (Optional)

Summary of Comments Received

Commenter Name	Comment Summary	Type (Question/Concern/ Suggestion)	Response/Revisions Made

1140 NE Alpine Ave
McMinnville, OR 97128
info@chapul.com
801-896-4515

Chapul Farms Public Information Session

Date/Time:
6/18/2025
6:00-7:00pm

Location:
4150 NE Riverside Dr.
McMinnville, OR 97128/

Agenda:

1. Introductions
    a. Team: Pat and Sayla
    b. Purpose: Chapul Farms is applying for a rezoning from M1 to M2 and conditional use permit for potential access to feedstocks
    c. Background:
        i. Chapul Farms Intro
        ii. Proposed Project at ReCircle
            1. Land Use
            2. Landscaping
            3. Construction Plans
        iii. View of Site Plan
2. Public Question/Comment Period
3. Action Plan for Followups

CHAPUL FARMS

Q2 2025

McMinnville, Oregon USA

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CHAPUL FARMS

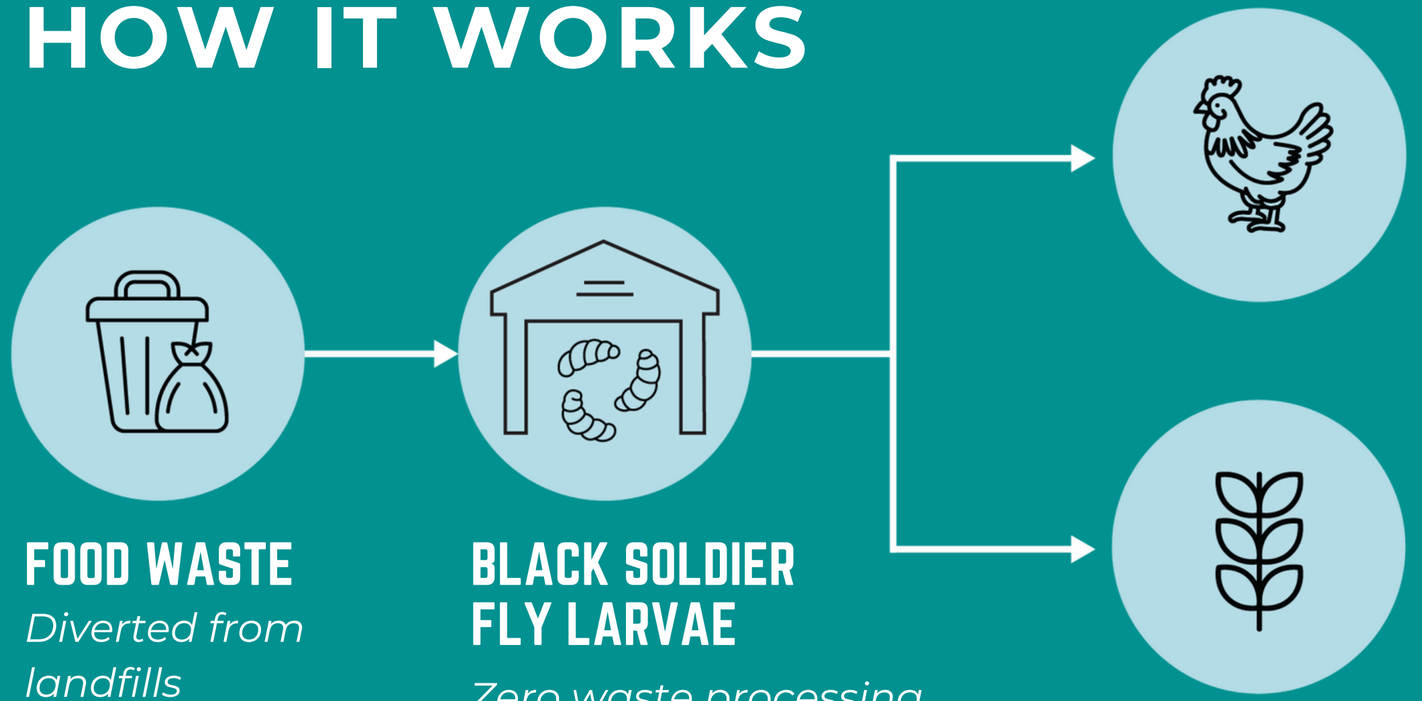
MISSION

Add biodiversity back into agriculture, soil, and planet earth to create a more sustainable, resilient, and secure food system.



Chapul Farms designs, builds, and operates insect farms that rapidly convert organic waste into two valuable products: high protein animal feed & nutrient-rich fertilizer.

HOW IT WORKS



FOOD WASTE

Diverted from landfills

BLACK SOLDIER FLY LARVAE

Zero waste processing in less than 14 days

ANIMAL FEED

Dried larvae are used as high-protein animal feed

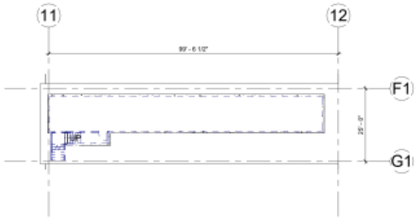
FERTILIZER

Microbially rich soil fertilizer used to increase soil health

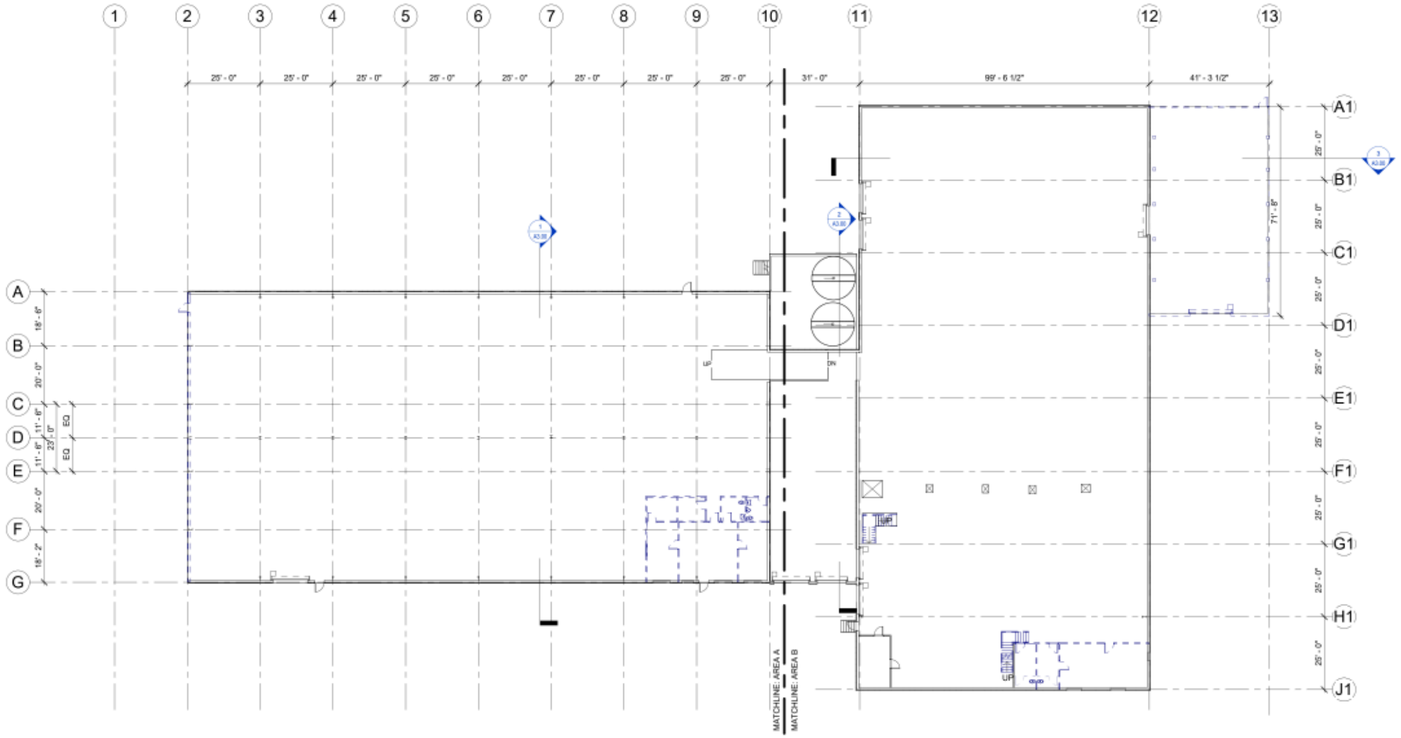
CHAPUL FARMS

SITE PLAN

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2 AD1.11 EXISTING BASEMENT PLAN
SCALE: 1/16" = 1'-0"



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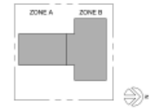
1. DIMENSIONS ARE TO GRIDLINE.

KEYNOTES

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LEGEND

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- MAIN BUILDING ENTRY
- DOOR TYPE
- ASSEMBLY TAG
- FIRE EXTINGUISHER AND CABINET.
- DOWNSPOUT.



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MCMINNVILLE OREGON

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CHAPUL FARMS

chapulfarms.com

pat@chapulfarms.com

#	Date	Name / Affiliation (if given)	Question or Concern	Response Provided	Followup Required?	Follow-Up Action / Status
1	6/10/2025	Jane Doe / Neighbor on XYZ St.	Will this project increase traffic on XYZ Street?	Traffic impacts were studied; a traffic impact analysis has been submitted and reviewed by City staff. The analysis concluded no significant impact.	N	—
2	6/18/2025	No attendees joined the meeting, so it was concluded 30 minutes after the scheduled start time.				
3						

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. CU 1-25
Date Received 6/24/2025
Fee $3,328.00+$,375.70
Receipt No. 211585
Received by AW

569-25-000137-PLNG

Conditional Use Application

Applicant Information

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

Applicant Name Chapul, LLC Phone 916-756-1070

Contact Name Sayla Grom, Director of Project Development Phone

Address 1140 NE Alpine Ave, McMinnville, OR 97128

City, State, Zip McMinnville, OR 97128

Contact Email sayla@chapulfarms.com

Property Owner Information

Property Owner Name Chapul, LLC Phone
(If different than above)

Contact Name Patrick Crowley, CEO Phone

Address 1140 NE Alpine Ave, McMinnville, OR 97128

City, State, Zip McMinnville, OR 97128

Contact Email pat@chapulfarms.com

Deemed Complete
September 4, 2025
Community Development Center

Site Location and Description

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

Property Address 4150 NE Riverside Dr, McMinnville, OR 97128

Assessor Map No. R4 -414 - 01000 Total Site Area 9.0000

Subdivision McMinnville Industrial Park Block Lot

Comprehensive Plan Designation Industrial Zoning Designation M1

1. State nature of the request in detail:

We are requesting a conditional use permit to allow for the production of feed and fertilizer on our property located at 4150 NE Riverside Dr. McMinville, OR 97128. This request is being submitted in tandem with a separate application to rezone the property to M2 (General Industrial) in order to align with the zoning requirements for a waste-related manufacturing operation as a conditional use. Our proposed facility will produce black soldier fly larvae (BSFL) through upcycling pre-consumer organic materials—such as brewers' grain, fruit and vegetable trim, and other source-separated feedstocks—into high-value products like animal feed and organic fertilizer. While Oregon Department of Environmental Quality may request that the facility operations be covered under a solid waste permit, the process is entirely enclosed and resembles a controlled manufacturing environment in both infrastructure and operations. All feedstocks will be delivered in sealed or covered containers and processed exclusively within the building. The facility will use negative air pressure and air filtration systems to manage odor and maintain indoor air quality. No materials will be composted, cured, or staged outside at any time.

2. Describe in detail how the request will be consistent with the McMinnville Comprehensive Plan and the objectives of the zoning ordinance:

The proposed use aligns with several goals of the 2019 McMinnville Comprehensive Plan and the objectives of the zoning ordinance. It supports Goal V (Economy) by fostering industrial growth and bringing new green manufacturing jobs to the community in a growing sector focused on sustainable resource recovery. The operation will take in underutilized organic byproducts and convert them into high-value inputs for agriculture, contributing to Goal IV (Natural Resources) by promoting environmental stewardship and circular economy practices. The facility is fully enclosed and designed with advanced containment and air filtration systems, ensuring compatibility with neighboring uses and aligning with the zoning ordinance's emphasis on protecting public health, safety, and welfare. By locating in a designated industrial area and operating in a manner consistent with surrounding manufacturing uses, the project also supports the City's objective for the orderly development of employment lands while maximizing the use of existing infrastructure.

3. Describe how the location size, design, and operating characteristics of the proposed development are such that it can be made reasonably compatible with, and have minimum impact on, the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration given to harmony in scale, bulk, coverage, and density; to the availability of public facilities and utilities; to the generation of traffic and the capacity of surrounding streets; and to any other relative impact of the development:

The proposed conditional use will not result in any functional changes to the location, size, design, or day-to-day operations of the facility compared to currently allowable industrial uses. All activity will take place entirely indoors, within a building that is consistent in scale and bulk with surrounding industrial development. There will be no outdoor storage or material processing, and no additional building expansion is proposed as part of this request.

The facility will utilize existing public utilities and infrastructure, and the anticipated traffic generated by deliveries and outbound shipments will remain within typical industrial thresholds and well within the capacity of surrounding streets. The facility has been designed with best practices for odor, noise, and containment controls, ensuring minimal impact on adjacent properties. Overall, this use is compatible with the surrounding industrial neighborhood and does not affect the livability or future development of nearby sites.

4. Describe what impact the proposed development may have on the livability, value, or appropriate development of abutting properties or the surrounding area when compared to the impact of permitted development that is not classified as conditional:

The proposed development will have no greater impact on the livability, value, or appropriate development of abutting properties or the surrounding area than other uses permitted outright in the industrial zone. Operations will occur entirely within an enclosed structure, with odor control systems, contained material handling, and limited noise generation.

There is no proposed expansion of the building or intensification of use as a result of obtaining a conditional use permit. All traffic will be managed through standard industrial loading and access points, and the facility will continue to rely on existing public infrastructure and services. Overall, the proposed use remains consistent with the character and expectations of the surrounding industrial area and does not introduce impacts beyond what is typical for permitted development.

5. Describe how the location and design of the site and structures for the proposal will be as attractive as the nature of the use and its setting warrants:

The location and design of the proposed facility will reflect a high standard of quality appropriate to its use and setting. We are working with MWA Architects and Colas Construction, two highly regarded firms with deep experience in impactful infrastructure projects. Colas is widely known for its work on the Oregon Convention Center, and MWA, with offices in Portland and San Francisco, has designed major civic and industrial buildings, including one of the terminals at San Francisco International Airport.

The project involves the renovation and upgrade of an existing industrial building, transforming it into a state-of-the-art facility that incorporates both functional efficiency and thoughtful design. While the site is not highly visible from the street, we are integrating artistic and architectural elements that reflect the innovation and sustainability values of the project. In addition, we are prioritizing the use of native plants in our landscape design to create an ecologically appropriate and visually appealing site. Together, these features will contribute positively to McMinnville’s industrial landscape and support the city’s broader vision for high-quality, sustainable development.

6. Has the development been specifically designed to preserve any environmental assets or unique topography or vegetation of the site? If so, how?

The site does not contain any notable environmental assets, unique topography, or significant vegetation to preserve. However, the development will incorporate sustainable design practices where possible, including the use of native plants in landscaping to support local ecology and reduce irrigation needs. Additionally, by upgrading and reusing an existing building, the project minimizes site disturbance and reduces the environmental impact typically associated with new construction.

7. Explain how the development and use of the land as proposed has no inappropriate purpose, such as to artificially alter property values for speculative purposes:

The proposed development and use of the land is intended to support long-term, mission-driven industrial operations and is not being pursued for speculative or inappropriate purposes. Our company is committed to operating the facility as a core part of its business model, and the improvements being made—including site upgrades, facility design, and landscape enhancements—are all designed to support active use of the property. The request for a conditional use permit is directly tied to operational needs and regulatory alignment, not to artificially influence property values or position the site for resale.

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), clearly showing 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; structures and other proposed and existing improvements; north direction arrow; and significant features (slope, vegetation, adjacent development, drainage, etc.).*
- ☑ *A legal description of the property, preferably taken from 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.

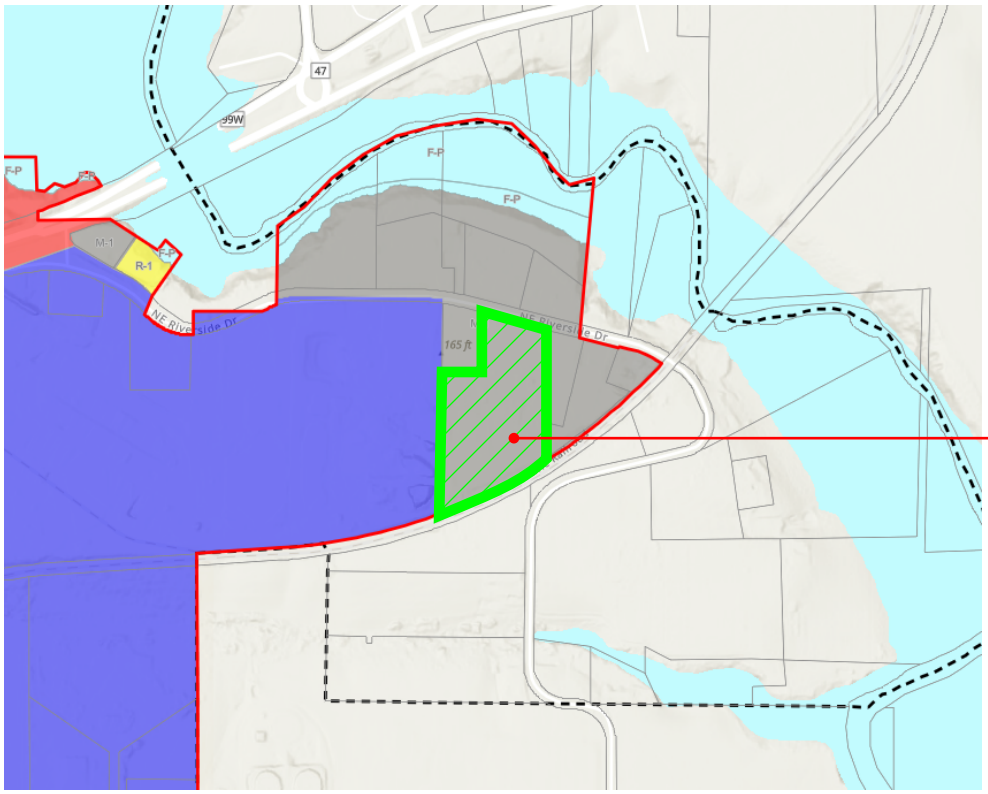
Sayla Grom, Director of Project Development — 6/23/25

Applicant's Signature — Date

Patrick Crowley — 6/23/2025

Property Owner's Signature — Date

ADJACENT LAND USES TO 4150 RIVERSIDE DRIVE, McMINNVILLE, OR
WITHIN CITY OF McMINNVILLE BOUNDARIES



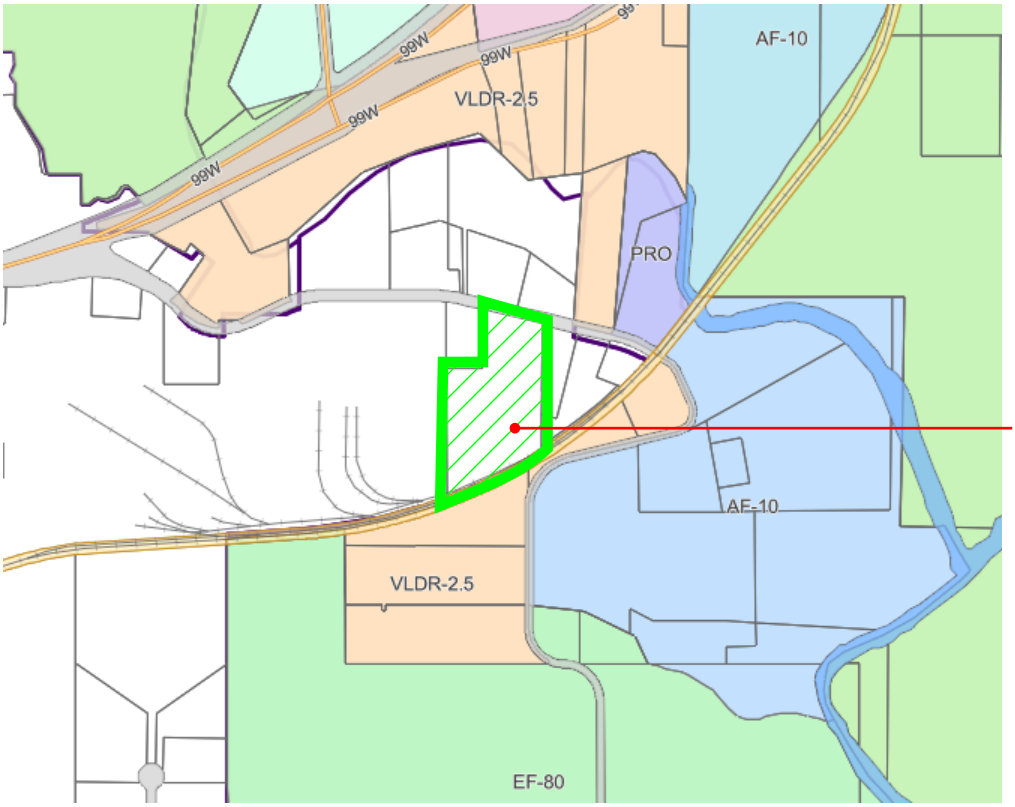
PROJECT SITE
4150
RIVERSIDE
DRIVE

NORTH

LEGEND: LAND USES

- M-1 LIGHT INDUSTRIAL
- M-2 GENERAL INDUSTRIAL
- R-1 SINGLE FAMILY RESIDENTIAL
- C-3 GENERAL COMMERICAL ZONE
- FP FLOOD PLAN
- SEE COUNTY MAP FOR USES
- McMINNVILLE CITY BOUNDARY

ADJACENT LAND USES TO 4150 RIVERSIDE DRIVE, McMINNVILLE, OR WITHIN COUNTY BOUNDARIES



LEGEND: LAND USES

- VLDR2.5 VERY LOW DENSITY RESIDENTIAL
- PRO PARKS AND RECREATION SPACE
- AF-10 AGRICULTURE AND FORESTRY
- SEE CITY OF McMINNVILLE MAP FOR USES

— McMINNVILLE CITY BOUNDARY

Stormwater Approach

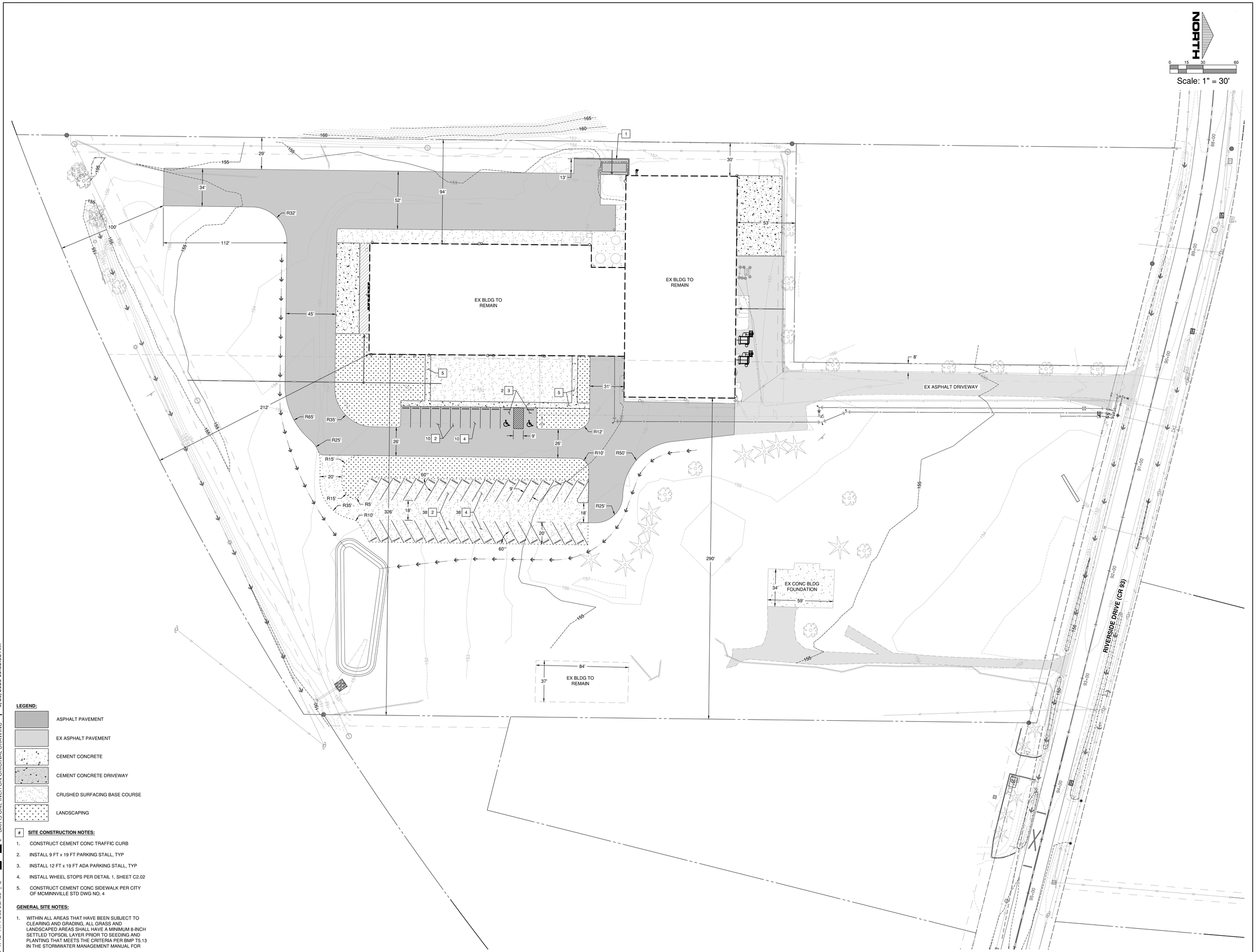
For the onsite improvements, the increased runoff will be detained onsite and be released at the required pre-developed 10-year existing peak runoff rate. Currently, stormwater runoff from the site discharges to a ditch and culvert north of the railroad in the southeast corner of the site. The proposed detention pond will continue to be released to this location.

The north portion of the existing driveway and the driveway approach will remain in the same location. Due to the site's flat terrain, grading the northern portion of the driveway to the detention pond is not feasible. The runoff from this portion of the driveway currently sheet flows from west to east and disperses over the existing lawn that is to remain. Since there will be no new impervious surface for this portion of the site, stormwater detention is not necessary for this basin and the runoff will continue to disperse to the pervious area east of the existing driveway.

The frontage improvements in the right-of-way are less than 6,000 SF of new impervious surface. The pre-developed 10-year runoff from the existing road is estimated to be 0.31 cfs. After the development of the half-width frontage improvements, the runoff is expected to increase to 0.39 cfs for the 10-year storm event, resulting in an increase of less than 0.1 cfs. Therefore, we are not proposing detention for these offsite improvements in right-of-way.

Per Appendix E of the Storm Drainage Master Plan, stormwater quality treatment facilities are required for industrial developments that create more than 5 acres of impervious area. The total area for both new and replaced impervious surface after site improvements is 3.07 acres, which is less than the 5-acre threshold listed in the master plan; therefore, stormwater treatment is not required for this project.

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LEGEND:

- ASPHALT PAVEMENT
- EX ASPHALT PAVEMENT
- CEMENT CONCRETE
- CEMENT CONCRETE DRIVEWAY
- CRUSHED SURFACING BASE COURSE
- LANDSCAPING

 # SITE CONSTRUCTION NOTES:

1. CONSTRUCT CEMENT CONC TRAFFIC CURB
2. INSTALL 9 FT x 19 FT PARKING STALL, TYP
3. INSTALL 12 FT x 19 FT ADA PARKING STALL, TYP
4. INSTALL WHEEL STOPS PER DETAIL 1, SHEET C2.02
5. CONSTRUCT CEMENT CONC SIDEWALK PER CITY OF MCMINNVILLE STD DWG NO. 4

GENERAL SITE NOTES:

1. WITHIN ALL AREAS THAT HAVE BEEN SUBJECT TO CLEARING AND GRADING, ALL GRASS AND LANDSCAPED AREAS SHALL HAVE A MINIMUM 8-INCH SETTLED TOPSOIL LAYER PRIOR TO SEEDING AND PLANTING THAT MEETS THE CRITERIA PER BMP T5.13 IN THE STORMWATER MANAGEMENT MANUAL FOR

30" X 42" AT FULL SCALE | 0 1" BAR IS ONE INCH ON ORIGINAL DRAWING | 3/25/2025 10:52:58 AM

Project number: 2021001.22 | File Location: C:\Users\epetersen\Documents\202431.00 Chapul Farms_epetersenA47Z8.rvt

mwa architects
135 MAIN STREET
#550 SAN FRANCISCO
CA 94105
P 415-957-2750
MWAARCHITECTS.COM

STAMP

REGISTERED PROFESSIONAL ENGINEER
OREGON
82,904
DIGITALLY SIGNED
DEC. 12, 2025
CAROLL RUIZ
RENEWS 12/31/2026
FOR REVIEW
%%

CHAPUL FARMS

GIBBS & OLSON
www.gibbs-olson.com

CHAPUL FARMS
4150 RIVERSIDE DRIVE
MCMINNVILLE, OREGON

DATE	ISSUED BY	DESCRIPTION

ISSUANCE
DESIGN DEVELOPMENT

DATE
07-11-2025

SCALE
As indicated

PROJECT NUMBER
2021001.22

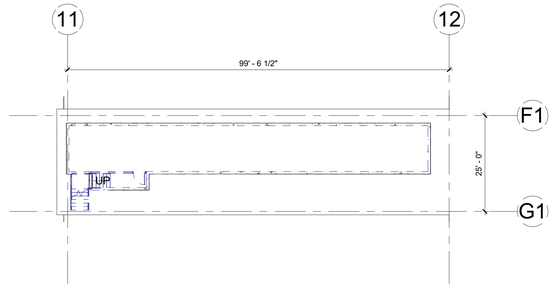
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CHECKED BY CJG
APPROVED BY CLR

DRAWING TITLE
SITE PLAN

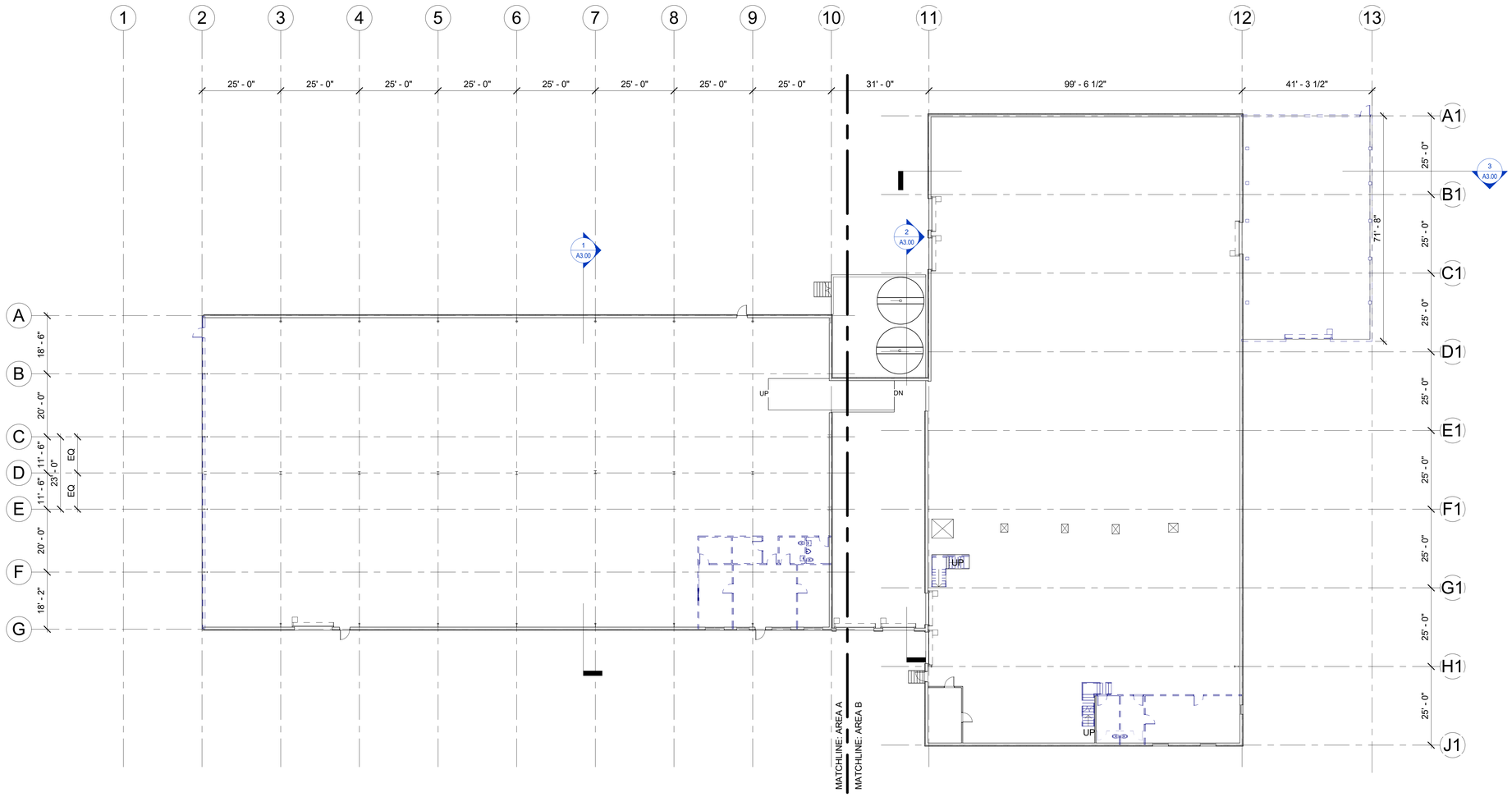
SHEET NUMBER
C2.00

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Note: Planned upgrades and improvements to the site are currently under development and will be reflected in future updates as design and permitting progress.



2 AD1.11 EXISTING BASEMENT PLAN
SCALE: 1/16" = 1'-0"



1 AD1.11 EXISTING OVERALL FLOOR PLAN
SCALE: 1/16" = 1'-0"

FLOOR PLAN: GENERAL NOTES

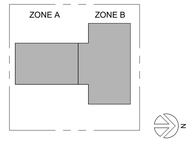
1. DIMENSIONS ARE TO GRIDLINE,

1 KEYNOTES

Key Value	keynote Text

LEGEND

- LOCATION OF ACCESSIBLE PARKING SPACE / UNIT
- MAIN BUILDING ENTRY
- X — DOOR TYPE
- X — ASSEMBLY TAG
- FEC — FIRE EXTINGUISHER AND CABINET.
- D.S. — DOWNSPOUT.



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01.17.25

CHAPUL FARMS
4150 RIVERSIDE DRIVE
MCMINNVILLE OREGON

DESCRIPTION	ISSUED BY	DATE

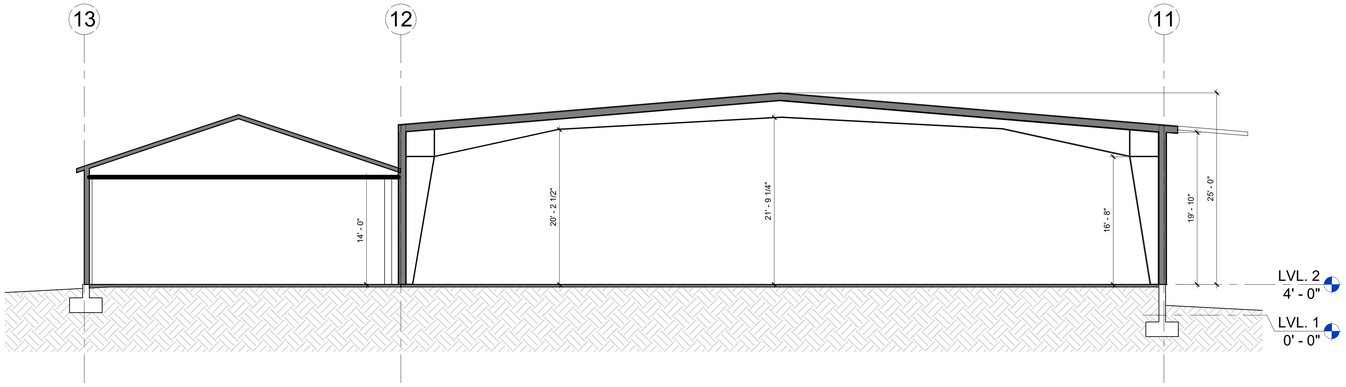
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EXISTING OVERALL FLOOR PLAN

SHEET NUMBER
AD1.11

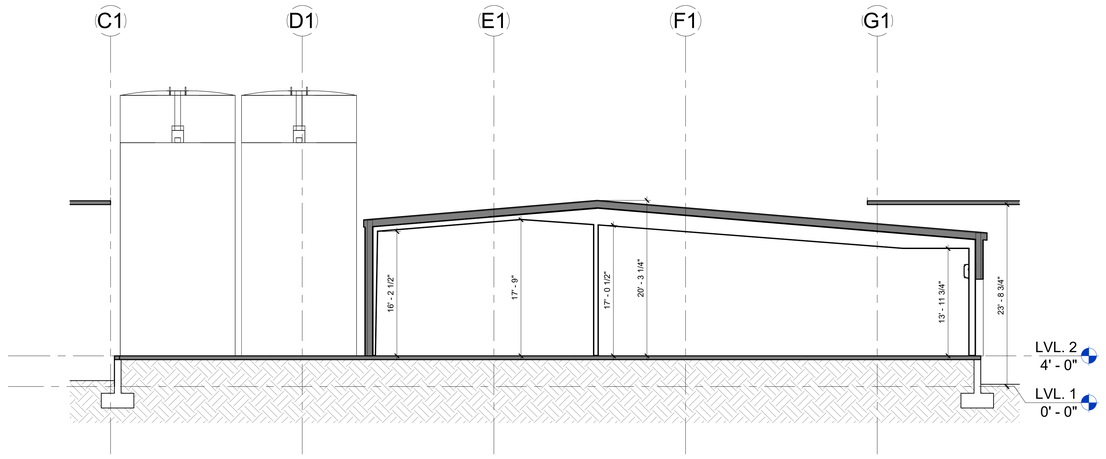
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330 of 497

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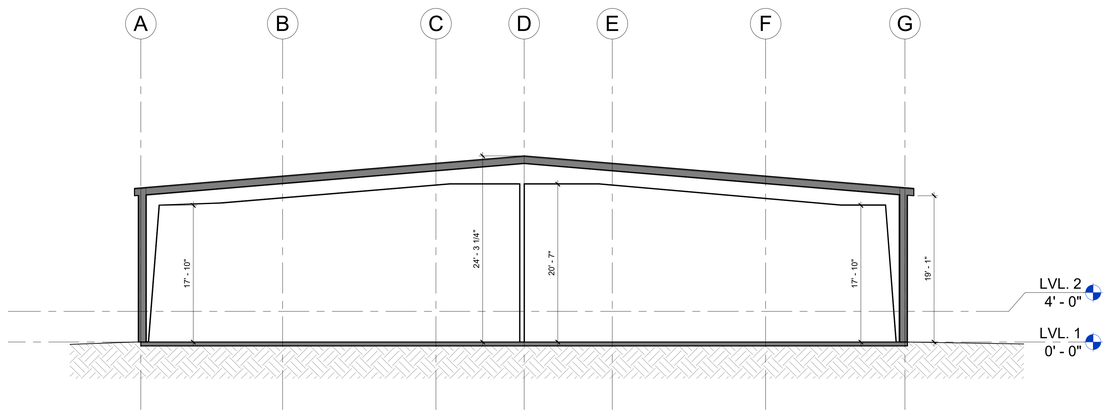
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3 A3.00 LONGITUDINAL SECTION 3
SCALE: 1/8" = 1'-0"



2 A3.00 LONGITUDINAL SECTION 2
SCALE: 1/8" = 1'-0"



1 A3.00 LONGITUDINAL SECTION 1
SCALE: 1/8" = 1'-0"

SECTIONS: GENERAL NOTES

1 KEYNOTES

Key Value	keynote Text

LEGEND

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MWAARCHITECTS.COM

STAMP
---- PRELIMINARY ----
NOT FOR CONSTRUCTION
01.17.25

CHAPUL FARMS
4150 RIVERSIDE DRIVE
MCMINNVILLE OREGON

DESCRIPTION	ISSUED BY	DATE

ISSUANCE
PRE-APP
DATE
01.17.25
SCALE
As indicated
PROJECT NUMBER
2021001.22
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APPROVED BY Approver
DRAWING TITLE
BUILDING SECTIONS

SHEET NUMBER
A3.00

Amended on 12.10.2025
331 of 497

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EXHIBIT B

LEGAL DESCRIPTION FOR PROPERTY

The Land referred to herein below in situated in the County of Yamhill, State of Oregon, and is described as follows:

PARCEL 1: BEING A PART OF THE JOSEPH R. YOUNG DONATION LAND CLAIM, NOTIFICATION NO. 1231, CLAIM NO. 68 IN SECTION 14, TOWNSHIP 4 SOUTH, RANGE 4 WEST OF THE WILLAMETTE MERIDIAN IN YAMHILL COUNTY, OREGON, SAID PART BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A STAKE SET ON THE SOUTHERLY MARGIN OF THE COUNTY ROAD, AT A POINT 29.7 FEET SOUTH AND 203.0 FEET SOUTH 76°30' EAST FROM STONE AT THE NORTHWEST CORNER OF SECTION 14; THENCE SOUTH 932.9 FEET TO A STAKE SET ON THE NORTHERLY MARGIN OF THE SOUTHERN PACIFIC RAILROAD RIGHT OF WAY, THE CENTER OF WHICH IS ON A 2° CURVE AND THE LONG CHORD OF WHICH BEARS NORTH 60°46' EAST, 370.4 FEET; THENCE FOLLOWING NORTHEASTERLY AND ALONG THE NORTHERLY MARGIN OF SAID RIGHT OF WAY TO THE SOUTHWEST CORNER OF LOT NO. 1 OF COUNTY SURVEY NO. 3032; THENCE NORTH 674.4 FEET TO THE STAKE AT THE NORTHWEST CORNER OF LOT NO. 1; THENCE NORTH 76°30' WEST ALONG THE SOUTHERLY MARGIN OF COUNTY ROAD, 332.5 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE CITY OF MCMINNVILLE, BY DEED RECORDED JULY 7, 1978 IN FILM VOLUME 130, PAGE 1665, DEED AND MORTGAGE RECORDS.

PARCEL 2: BEING A PART OF THE JOSEPH R. YOUNG DONATION LAND CLAIM, NOTIFICATION NO. 1231, CLAIM NO. 68 IN SECTION 14, TOWNSHIP 4 SOUTH, RANGE 4 WEST OF THE WILLAMETTE MERIDIAN IN YAMHILL COUNTY, OREGON, SAID PART BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN IRON PIPE SET ON THE WEST LINE OF SECTION 14, AT A POINT 393.24 FEET SOUTH FROM A STONE AT THE NORTHWEST CORNER OF SAID SECTION 14; THENCE SOUTH ALONG THE SECTION LINE BETWEEN SECTIONS 14 AND 15, 704.86 FEET TO AN IRON PIPE SET ON THE NORTHERLY MARGIN OF THE SOUTHERN PACIFIC RAILROAD RIGHT OF WAY; THENCE NORTHEASTERLY ALONG THE NORTHERLY MARGIN OF SAID RIGHT OF WAY, THE CENTER LINE OF WHICH IS ON A 2° CURVE AND THE LONG CHORD OF WHICH BEARS NORTH 65°57' EAST, 216.2 FEET TO AN IRON PIPE; THENCE NORTH 616.75 FEET TO AN IRON PIPE; THENCE WEST 197.40 FEET TO THE POINT OF BEGINNING.

NOTE: THIS LEGAL DESCRIPTION WAS CREATED PRIOR TO JANUARY 1, 2008.

NOTICE OF NEIGHBORHOOD MEETING

Chapul Farms – Rezone and Conditional Use Permit Application

Date of Meeting: Wednesday, June 18, 2025
Time: 6:00 PM
Location: Chapul Farms
4150 NE Riverside Drive, McMinnville, OR 97128

Dear Neighbor,

You are invited to a neighborhood meeting hosted by **Chapul Farms** to discuss a proposed land use application related to our site located at **4150 NE Riverside Drive** in McMinnville. This meeting is being held in accordance with the City of McMinnville's requirements for land use applications.

Proposal Summary:
We are requesting a **zone change from M-1 (Light Industrial) to M-2 (General Industrial)** and a **Conditional Use Permit**. There will be **no changes to the building structure or site footprint** as a direct result of this proposal. The purpose of this request is to allow for a broader range of organic feedstocks to be used in our indoor feed manufacturing process.

This meeting is an opportunity to ask questions, provide feedback, and better understand our plans for responsible facility operations and community impact.

Attachments:

- A copy of the **tax map/GIS map** identifying the site location
- A **conceptual site plan** for reference

If you have questions before the meeting or cannot attend and would like more information, please contact:

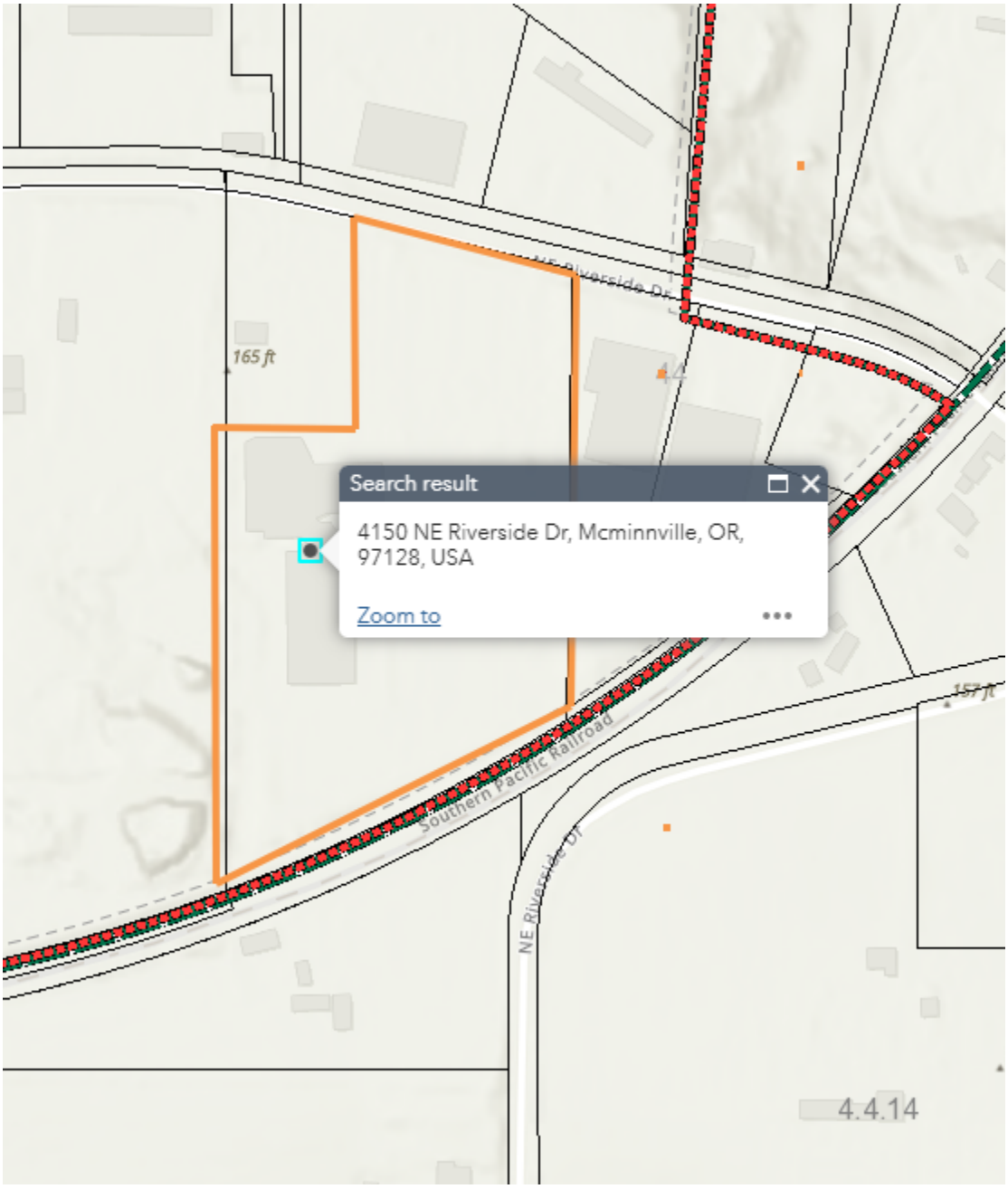
info@chapulfarms.com

We look forward to hearing from you.

Sincerely,
The Chapul Farms Team

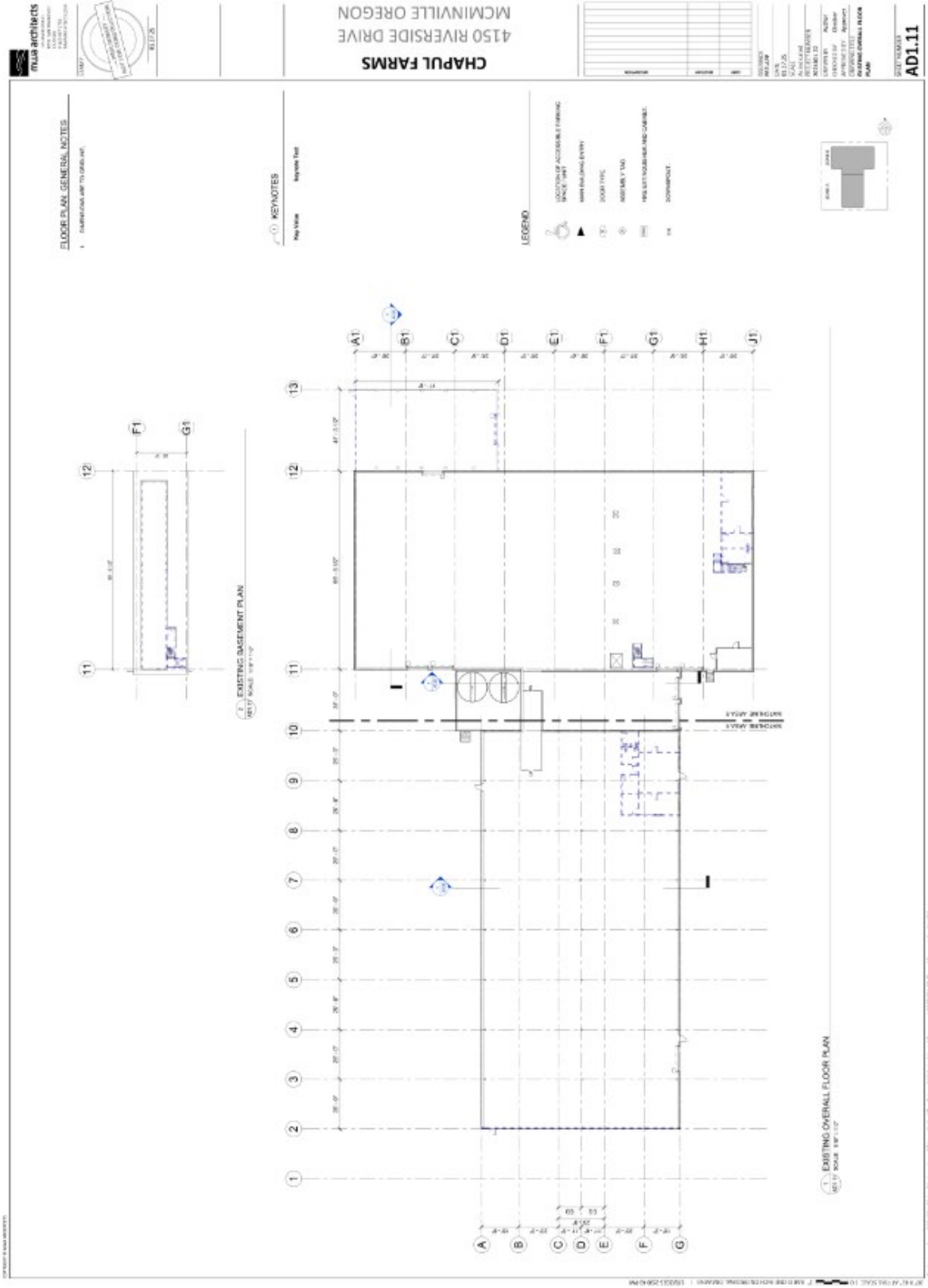
Tax Map / GIS Map

Source: https://www.yamhillcountymaps.com/



Existing 45,000 sq ft building shown below.

This site plan reflects current conditions. Planned upgrades are in development and will be shared as design and permitting progress. Final layout may change. The rezoning and CUP application have no direct impact on the current site design.



PIN	ACCOUNT	SITUS	SITUS	SITUS	TOTAL TL ACRES	ACCOUNT ACRES	SA ACRES	LOT SF	OWNER	OWNER	OWNER	MAILING ADD	MAILING ADD	MAILING ADD	MAILING ADD	MAILING ADD	SALES DATE	SALES PRICE	DEED YEAR	DEED NUMBER	ZONE	primepin	Latitude	Longitude	Area	Area Units	Perimeter	Perimeter Units
R4414 01000	127507	4150 NE RIVERSIDE DR	MCMINNVILLE	97128	9	9		392040	CHAPUL LLC			1140 NE ALPINE AVE		MCMINNVILLE	OR	97128	11/1/2024	5850000	2024	10180		R4414 01000	45.228314	-123.155071	398266.7	Square Feet	2830.7	Feet
R4414 00802 E02	800337	4230 NE RIVERSIDE DR	MCMINNVILLE	97128	0	0		0	EVASION BREWING INC			1144 SW 58TH AVE		PORTLAND	OR	97221			0	0	556783	R4414 00802	45.228512	-123.153258	102883.9	Square Feet	1790.3	Feet
R4414 00800	127455	4180 NE RIVERSIDE DR	MCMINNVILLE	97128	1.47	1.47		64033	IRON GATE BEAVERTON 2 LLC			12406 SE 5TH ST M114		VANCOUVER	WA	98683	10/1/2019	2400000	2019	14068		R4414 00800	45.228779	-123.153676	69192.6	Square Feet	1261	Feet
R4411 02700	126964	4201 SE RIVERSIDE DR	MCMINNVILLE	97128	4.79	4.79		208652	THOMPSON JONATHAN E JR			4201 NE RIVERSIDE DR		MCMINNVILLE	OR	97128	11/14/2017	286500	2017	18241		R4411 02700	45.230716	-123.152805	203598.9	Square Feet	2247.7	Feet
R4414 00601	127419	4370 NE RIVERSIDE DR	MCMINNVILLE	97128	1	1		43560	REYNOLDS MICHAEL W			4370 NE RIVERSIDE DR		MCMINNVILLE	OR	97128	8/14/2014	255000	2014	10198		R4414 00601	45.227688	-123.153181	57613.1	Square Feet	1651.9	Feet
R4414 01200	127570	4400 NE RIVERSIDE DR			4.33	4.33	Farm: 3.33	188615	GARNER JESS M SR			5074 EAST COUNTY RD 126		BLYTHEVILLE	AR	72315	10/6/2003	0	2003	25703		R4414 01200	45.226737	-123.156309	203024.7	Square Feet	2562.9	Feet
R4415 00100	127981	3200 NE HIGHWAY 99W	MCMINNVILLE	97128	82.02	82.02		3572791	CASCADE STEEL ROLLING MILLS INC			ATTN: RYAN LLC	PO BOX 847	CARLSBAD	CA	92018			0	0		R4415 00100	45.22766	-123.162122	3589219.9	Square Feet	11126.8	Feet
R4414 01600	127650	4361 NE RIVERSIDE DR			20	20	Farm: 19	871200	CONFLUENCE PROPERTIES LLC			PO BOX 1007		MCMINNVILLE	OR	97128	8/25/2000	0	2000	12252		R4414 01600	45.226264	-123.151878	871804.3	Square Feet	4293.6	Feet
R4410 01003	395655	3885 NE RIVERSIDE DR	MCMINNVILLE	97128	2.77	2.77		120661	C C MEISEL CO INC			PO BOX 1097		WILSONVILLE	OR	97070			0	0		R4410 01003	45.230507	-123.156562	121120.2	Square Feet	1480.2	Feet
R4414 00802	556783	4230 NE RIVERSIDE DR	MCMINNVILLE	97128	2.26	2.26		98446	CLLT PROPERTIES LLC			PO BOX 478		MCMINNVILLE	OR	97128	10/31/2013	725000	2013	16757		R4414 00802	45.228512	-123.153258	102883.9	Square Feet	1790.3	Feet
R4414 00802 000E1	800177	4230 NE RIVERSIDE DR	MCMINNVILLE	97128	0	0		0	PRECISION ARTS CORP			PO BOX 478		MCMINNVILLE	OR	97128			0	0	556783	R4414 00802	45.228512	-123.153258	102883.9	Square Feet	1790.3	Feet
R4411 02601 000E1	800139	4035 NE RIVERSIDE DR	MCMINNVILLE	97128	0	0		0	ROYAL PACIFIC INDUSTRIES INC			PO BOX 518		RAINIER	OR	97048			0	0	126946	R4411 02601	45.230338	-123.154982	106420	Square Feet	1311.6	Feet
R4411 02601	126946	4035 NE RIVERSIDE DR	MCMINNVILLE	97128	2.44	2.44		106286	ROYAL PACIFIC INDUSTRIES INC			PO BOX 75		MCMINNVILLE	OR	97128			0	0		R4411 02601	45.230338	-123.154982	106420	Square Feet	1311.6	Feet
R4415 00100 A01E1	800153	3200 NE HIGHWAY 99W	MCMINNVILLE	97128	0	0		0	TMS INTERNATIONAL LLC			SOUTHSIDE BLDG ONE THIRD FLOOR	2835 E CARSON ST	PITTSBURGH	PA	15230			0	0	127981	R4415 00100	45.22766	-123.162122	3589219.9	Square Feet	11126.8	Feet

NOTICE OF NEIGHBORHOOD MEETING

Chapul Farms – Rezone and Conditional Use Permit Application

Meeting Date: Wednesday, June 18, 2025
Time: 6:00 PM
Location: Chapul Farms, 4150 NE Riverside Drive, McMinnville, OR 97128

Chapul Farms is requesting a zone change from M-1 (Light Industrial) to M-2 (General Industrial) and a Conditional Use Permit. We invite the public to join us and provide feedback on our proposed changes.

This meeting is being held in accordance with the City of McMinnville's land use application requirements.

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SPARTECH
4150
NO TRESPASSING
AUTHORIZED PERSONNEL ONLY

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Neighborhood Meeting Sign-In Sheet

Project Name: Chapul Farms Rezone and Conditional Use Permit
Meeting Date: June 18, 2025
Location: 4150 NE Riverside Drive, McMinnville, OR 97128

Name (Printed)	Signature	Address	Email (Optional)	Phone (Optional)

Summary of Comments Received

Commenter Name	Comment Summary	Type (Question/Concern/ Suggestion)	Response/Revisions Made

1140 NE Alpine Ave
McMinnville, OR 97128
info@chapul.com
801-896-4515

Chapul Farms Public Information Session

Date/Time:
6/18/2025
6:00-7:00pm

Location:
4150 NE Riverside Dr.
McMinnville, OR 97128/

Agenda:

1. Introductions
    a. Team: Pat and Sayla
    b. Purpose: Chapul Farms is applying for a rezoning from M1 to M2 and conditional use permit for potential access to feedstocks
    c. Background:
        i. Chapul Farms Intro
        ii. Proposed Project at ReCircle
            1. Land Use
            2. Landscaping
            3. Construction Plans
        iii. View of Site Plan
2. Public Question/Comment Period
3. Action Plan for Followups

CHAPUL FARMS

Q2 2025

McMinnville, Oregon USA

chapulfarms.com

CHAPUL FARMS

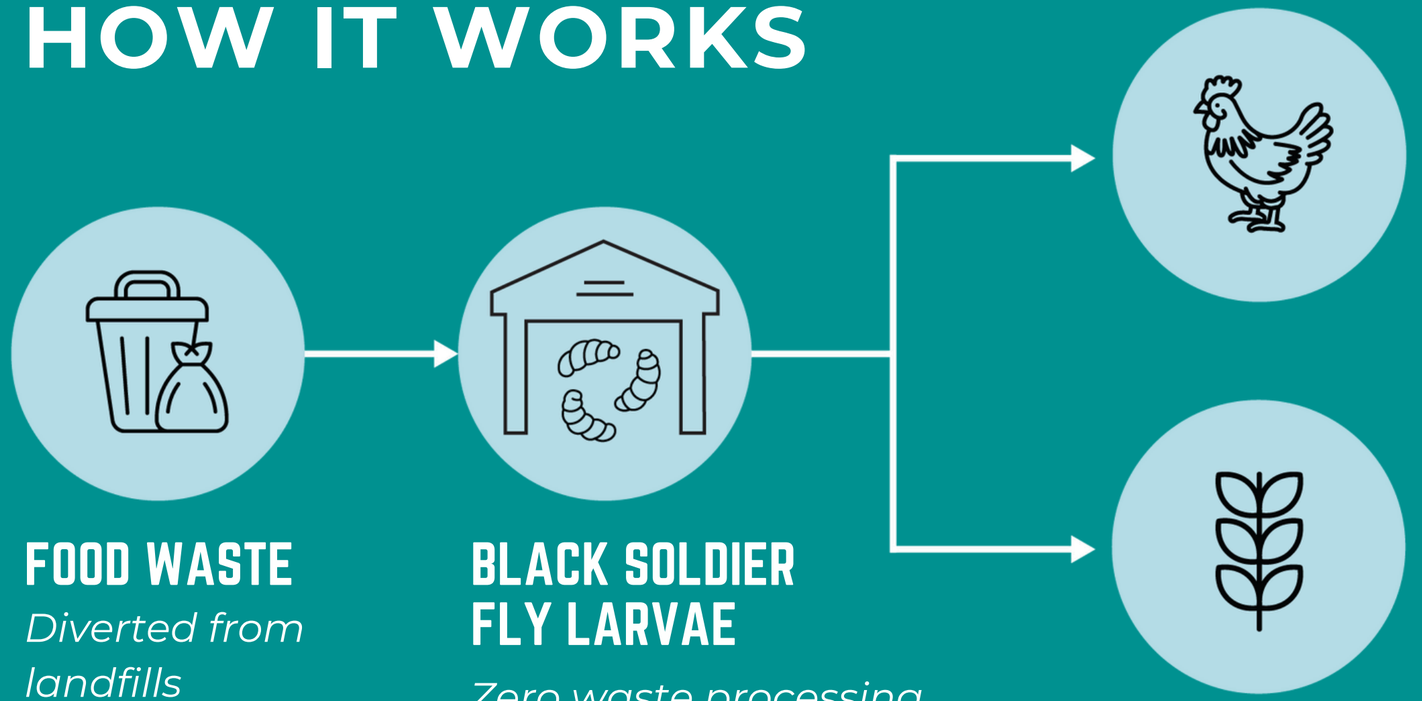
MISSION

Add biodiversity back into agriculture, soil, and planet earth to create a more sustainable, resilient, and secure food system.



Chapul Farms designs, builds, and operates insect farms that rapidly convert organic waste into two valuable products: high protein animal feed & nutrient-rich fertilizer.

HOW IT WORKS



FOOD WASTE

Diverted from landfills

BLACK SOLDIER FLY LARVAE

Zero waste processing in less than 14 days

ANIMAL FEED

Dried larvae are used as high-protein animal feed

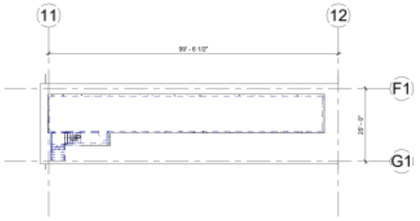
FERTILIZER

Microbially rich soil fertilizer used to increase soil health

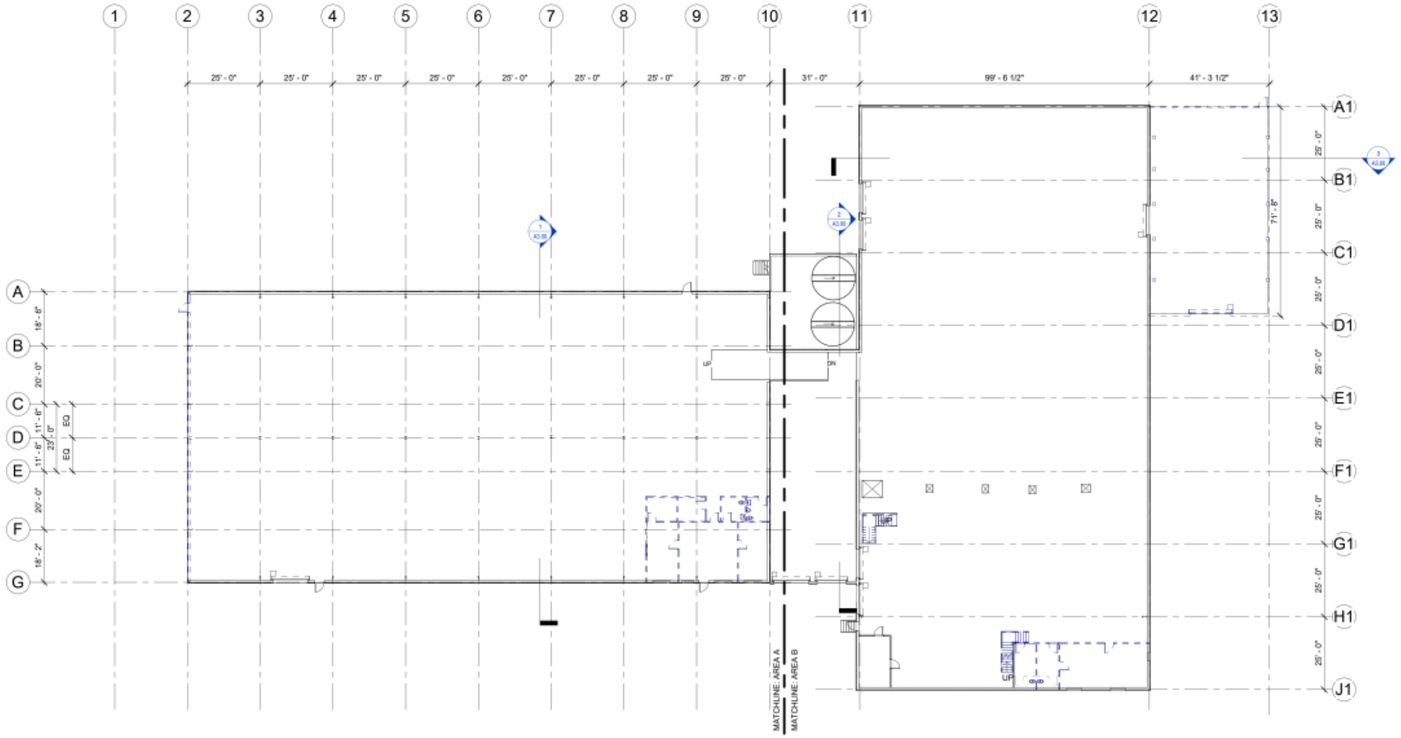
CHAPUL FARMS

SITE PLAN

COPYRIGHT © MWA ARCHITECTS



2 AD1.11 EXISTING BASEMENT PLAN
SCALE: 1/16" = 1'-0"



1 AD1.11 EXISTING OVERALL FLOOR PLAN
SCALE: 1/16" = 1'-0"

FLOOR PLAN: GENERAL NOTES

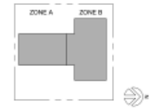
1. DIMENSIONS ARE TO GRIDLINE.

KEYNOTES

Key Value	keynote Text

LEGEND

- LOCATION OF ACCESSIBLE PARKING SPACE / UNIT
- MAIN BUILDING ENTRY
- DOOR TYPE
- ASSEMBLY TAG
- FIRE EXTINGUISHER AND CABINET.
- DOWNSPOUT.



mwa architects
135 MAIN STREET
#350 SAN FRANCISCO
CA 94105
P 415-957-2750
MWAARCHITECTS.COM

STAMP
PRELIMINARY NOT FOR CONSTRUCTION
01.17.25

CHAPUL FARMS
4150 RIVERSIDE DRIVE
MCMINNVILLE OREGON

DESCRIPTION	ISSUED BY	DATE

ISSUANCE
PRE-APP
DATE
01.17.25
SCALE
As indicated
PROJECT NUMBER
2021001.22
DRAWN BY Author
CHECKED BY Checker
APPROVED BY Approver
DRAWING TITLE
EXISTING OVERALL FLOOR PLAN

SHEET NUMBER
AD1.11

1" BAR IS ONE INCH ON ORIGINAL DRAWINGS | 1/8/2025 2:50:43 PM
30" X 42" AT FULL SCALE | 0

CHAPUL FARMS

chapulfarms.com

pat@chapulfarms.com

#	Date	Name / Affiliation (if given)	Question or Concern	Response Provided	Followup Required?	Follow-Up Action / Status
1	6/10/2025	Jane Doe / Neighbor on XYZ St.	Will this project increase traffic on XYZ Street?	Traffic impacts were studied; a traffic impact analysis has been submitted and reviewed by City staff. The analysis concluded no significant impact.	N	—
2	6/18/2025	No attendees joined the meeting, so it was concluded 30 minutes after the scheduled start time.				
3						

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

MINUTES

November 6, 2025 **6:30 pm**
Planning Commission **Hybrid Meeting**
Regular Meeting **McMinnville, Oregon**

Members Present:	Sidonie Winfield, Rachel Flores, Sylla McClellan, Matt Jones, Meg Murray, Brian Randall, and Elena Mudrak
Members Absent:	Brian Everest
Staff Present:	David Berniker – Planning Manager, Tom Schauer – Senior Planner, and Taylor Graybehl – Senior Planner

DRAFT

1. Call to Order

Chair Winfield called the meeting to order at 6:30 p.m.

2. Citizen Comments

None

3. Public Hearings

A. Legislative Hearing: Comprehensive Plan Amendment (G 7-24) Water System Element of Public Facility Plan

Chair Winfield opened the public hearing and read the hearing statement. She asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

Chair Winfield said staff had requested a continuance of the hearing to be scheduled for a future agenda yet to be determined.

Commissioner Flores MOVED to CONTINUE the hearing for Comprehensive Plan Amendment (G 7-24) Water System Element of Public Facility Plan indefinitely. SECONDED by Commissioner Mudrak. The motion PASSED 7-0.

B. Quasi-Judicial Hearing: Zone Change (ZC 1-25) and Conditional Use Permit (CU 1-25), 4150 NE Riverside Dr., Tax Lot R4414 01000

Chair Winfield opened the public hearing and read the hearing statement. She asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none.

She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none. Chair Winfield asked if any Commissioners had visited the site. Many Commissioners had visited the site. Chair Winfield asked if any Commissioner needed to declare any contact prior to the hearing with the applicant or any party involved in the hearing or any other source of information outside of staff regarding the subject of this hearing.

Commissioner McClellan was friends with the applicant, but it would not affect her decision.

Staff Report: Planning Manager Berniker and Senior Planner Graybehl presented the staff report. This was a request for a zone change from M-1, Light Industrial, to M-2, General Industrial, and conditional use permit to allow a composting facility on NE Riverside Drive. The composting facility would produce animal feed and organic fertilizer using black soldier fly larvae. This would be done exclusively indoors, and the feedstock would be delivered in sealed or covered containers. Staff recommended approval. They discussed the Comprehensive Plan designation for the site, zoning, existing conditions, concurrent review procedures, how no public testimony was received, review criteria, and compliance for the zone change. They then reviewed the conditional use permit criteria and compliance and recommended conditions of approval.

Applicant's Testimony: Todd Severson, Chapul Farms, explained how the compost facility would work to convert organic waste into two valuable products. He noted the M-2 zoning and conditional use permit were required for their solid waste composting permit. He described the project schedule, vicinity map, project highlights, and facility layout.

Questions: There were questions regarding someone being on site 24 hours, 7 days per week, commercial haulers to bring the feed product to the site, receiving hours would be 9 to 5, how the product would be sold, how the applicant had some experience in this process, ensuring the bugs did not escape, definition of preconsumer and bug diet, working with cities for picking up compost, and negative airflow and HVAC system.

There was no public testimony.

Commissioner Mudrak MOVED to CLOSE the public hearing; SECONDED by Commissioner McClellan. The motion PASSED unanimously 7-0.

Chair Winfield closed the public hearing.

The applicant waived the 7-day period for submitting final written arguments in support of the application.

Commissioner McClellan MOVED to RECOMMEND the City Council approve Zone Change (ZC 1-25) subject to the attached decision document; SECONDED by Commissioner Jones. The motion PASSED unanimously 7-0.

Commissioner McClellan MOVED to RECOMMEND the City Council approve Conditional Use Permit (CU 1-25), with conditions subject to the attached decision document; SECONDED by Commissioner Mudrak. The motion PASSED unanimously 7-0.

4. Commissioner Comments

None

5. Staff Comments

Senior Planner Schauer discussed upcoming meetings.

6. Adjournment

Chair Winfield adjourned the meeting at 7:16 p.m.

ORDINANCE NO. 5166

AN ORDINANCE APPROVING A ZONE MAP AMENDMENT FROM M-1 ZONING (LIGHT INDUSTRIAL) TO M-2 (GENERAL INDUSTRIAL) AND A CONDITIONAL USE PERMIT FOR PROPERTY OF APPROXIMATELY 9.00 ACRES LOCATED AT 4150 NE RIVERSIDE DRIVE (TAX LOT R4414 01000), DOCKET ZC 1-25 AND CU 1-25.

RECITALS:

WHEREAS, on June 24, 2025, the Community Development Department received concurrent land-use applications (Docket ZC 1-25 & CU 1-25) from applicant, Sayla Grom, on behalf of Chapul, LLC, requesting approval of a Zone Change from M-1 (Light Industrial) to M-2 (General Industrial) for one property; and

WHEREAS, the subject property is approximately 9.00 acres, located at 4150 NE Riverside Drive, Tax Lots R4414 01000; and

WHEREAS, a duly noticed public hearing before the McMinnville Planning Commission was held on November 6, 2025, after due notice had been provided in the local newspaper on January 10, 2025, and written notice had been mailed to property owners within 300 feet of the affected property on October 14, 2025; and

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

WHEREAS, on November 6, 2025, the Planning Commission, by a vote of 7-0, recommended approval of ZC 1-25 and approval with conditions of CU 1-25; 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 Map Amendment (ZC 1-25);
2. That the Council adopts the Decision, Conditions, Findings of Fact, and Conclusionary Findings as documented in Exhibit B, approving the Conditional Use Permit (CU 1-25);
3. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the McMinnville City Council this 9th day of December 2025, by the following votes:

Ayes: _____

Nays: _____

_____
MAYOR

Approved as to form:

_____
City Attorney

Attest:

_____
City Recorder

EXHIBITS:
A. Decision Document for Docket ZC 1-25
B. Decision Document for Docket CU 1-25

CITY OF MCMINNVILLE
COMMUNITY DEVELOPMENT DEPARTMENT
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 MAP AMENDMENT FROM M-1 (LIGHT INDUSTRIAL) TO M-2 (GENERAL INDUSTRIAL) FOR A PROPERTY APPROXIMATELY 9.0 ACRES LOCATED AT TAX LOT R4414 01000.

DOCKET:	Zone Map Amendment (ZC 1-25)
REQUEST:	The application requests approval to change the zoning designation from M-1 (Light Industrial) to M-2 (General Industrial).
LOCATION:	4150 NE Riverside Drive, McMinnville, OR 97128 (see attached map) Map and Tax Lot: R4414 01000
CURRENT ZONING:	M-1 (Light Industrial Zone)
APPLICANT:	Sayla Grom
PROPERTY OWNER:	Chapul, LLC
STAFF:	Taylor Graybehl, Senior Planner
DATE DEEMED COMPLETE:	September 4, 2025
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 decision of denial becomes the final decision unless that decision is appealed to the City Council.

PLANNING COMMISSION HEARING DATE & LOCATION: November 6, 2025, at 6:30 P.M., 200 NE 2nd Street, McMinnville, OR 97128. Zoom meeting ID: 891 4771 2153, Passcode: 562233

DECISION-MAKING BODY: The McMinnville City Council makes the final decision, unless the Planning Commission decision is denial, in which case that is the final decision unless the Planning Commission decision is appealed to City Council.

MEETING DATE & LOCATION: December 9, 2025, Kent Taylor Civic Hall, 200 NE Second Street, and via Zoom.

PROCEDURE: An application for a Zone Map amendment is processed in accordance with the procedures in Section 17.72.120 of the McMinnville Municipal Code (MMC). 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 Map Amendment are 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: The Planning Commission makes a recommendation to the City Council. If the Planning Commission recommendation is approval, the recommendation is forwarded to City Council to make the final decision. If the Planning Commission recommendation/decision is denial, then that is the final decision unless the Planning Commission's decision is appealed to the City Council per Section 17.72.180 of the McMinnville Municipal Code.

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.

COMMENTS: This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Division, Building Division, Parks and Recreation 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.

DECISION

Based on the findings and conclusionary findings, the McMinnville City Council finds that the applicable criteria are satisfied and **APPROVES** the Zone Map Amendment (ZC 1-25).

//

DECISION: APPROVAL

//

City Council:_____ Date:_____
Kim Morris, Mayor of McMinnville

Planning Commission:_____ Date:_____
Sidonie Winfield, Chair of the McMinnville Planning Commission

Planning Department:_____ Date:_____
Heather Richards, Community Development Director

I. APPLICATION SUMMARY:

Subject Property & Request

The applicant requests an amendment to the Zone Map from M-1 (Light Industrial) to M-2 (General Industrial) for a property approximately 9.00 acres in size located at 4150 NE Riverside Drive (Tax Lot: R4414 01000). **See Vicinity Map (Figure 1), Zoning Map (Figure 2).** The subject site Comprehensive Plan designation is Industrial, and industrial uses and a railroad surround the property.

The subject property is currently developed with an approximately 35,000-square-foot primary structure, a 1,900-square-foot accessory structure, outdoor storage, trees, ground cover, parking, and maneuvering areas. The subject property abuts Riverside Drive and takes access from it, with Southern Pacific Railroad abutting to the south.

The Applicant has summarized the request as follows:

> Production of BSFL and Frass require the use of organic feedstocks. These feedstocks are both herbivore and pre-consumer, and are managed in a way that prioritizes environmental stewardship and operational cleanliness. Our eventual goal is to expand the range of accepted feedstocks to include those that may be considered wastes, particularly those that would contribute meaningfully to the state's broader waste management and upcycling efforts. We are currently working with Oregon Department of Environmental Quality to ensure that all appropriate permits are obtained to support the environmentally focused manufacturing operation. One such operating permit, depending on feedstocks used, may be a DEQ solid waste permit. This zoning change to M2 General Industrial would allow us to pursue a conditional use permit for a waste-related facility. Although this operation may eventually be covered under a solid waste permit, it is best described as an industrial operation.

As noted by the Applicant, the request is for a zone map amendment to allow for the future development of a "Disposal or reduction of waste materials, garbage, offal, or dead animals to include composting subject to the provisions of Oregon Revised Statute (ORS) 227.600: use type, which is permitted by a conditional use as identified in MMC 17.42.020(D)." A Conditional Use Permit (CU 1-25) has been submitted concurrently to this application. The placement of the proposed development is not reviewed as part of this application and will be reviewed separately by CU 1-25.

In summary, the proposal is to change the subject site's zone from M-1 to M-2. The decision will be limited to the application and based only on the proposed Zone Map amendment's review criteria; a detailed analysis of the proposal's compliance with review criteria can be found in the Conclusionary Findings below.

Figure 1. Vicinity Map



Subject Site

Figure 2. Current Zone Map (City Zoning)

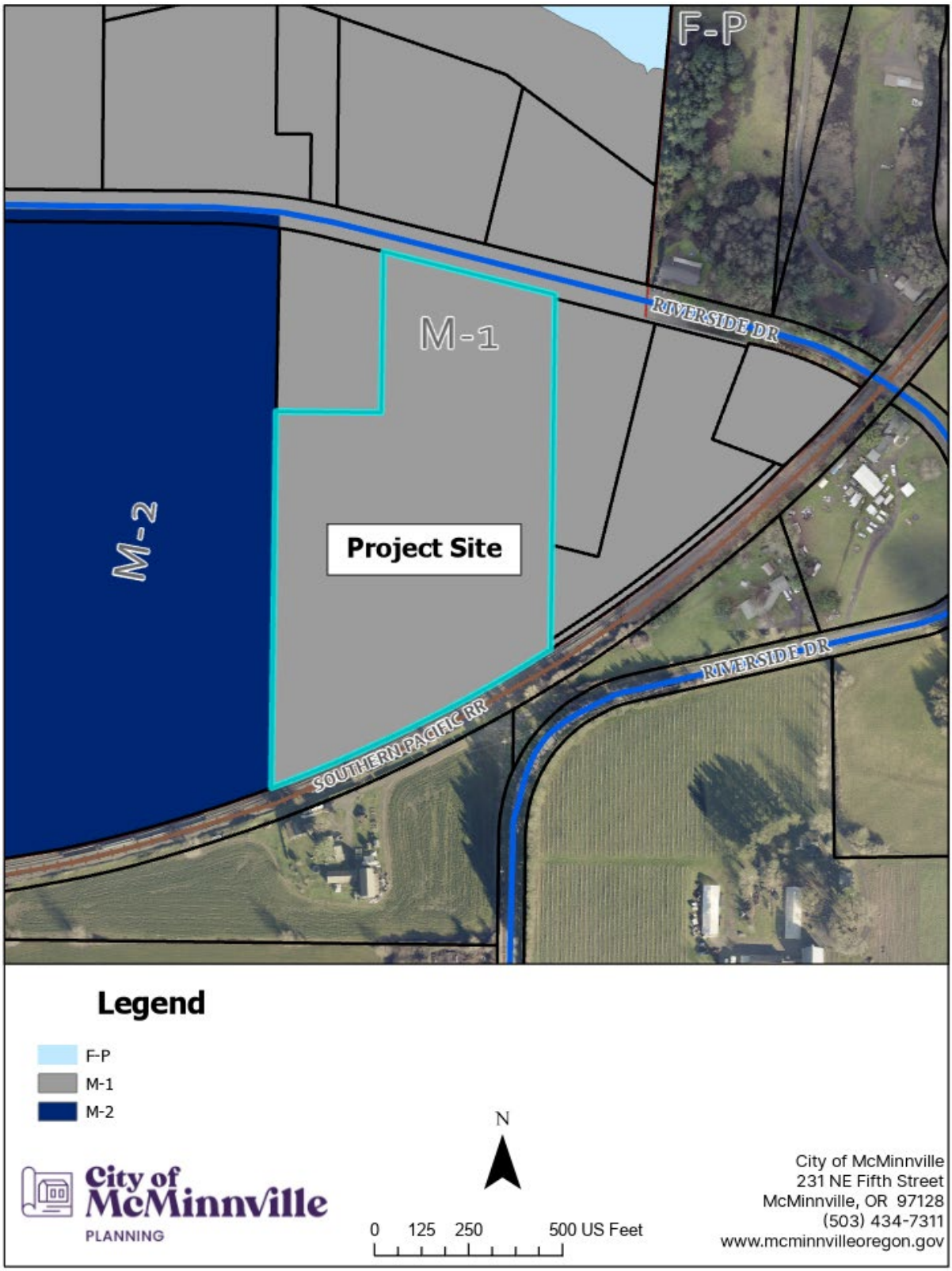


Figure 3. Current Zone Map (County Zoning)

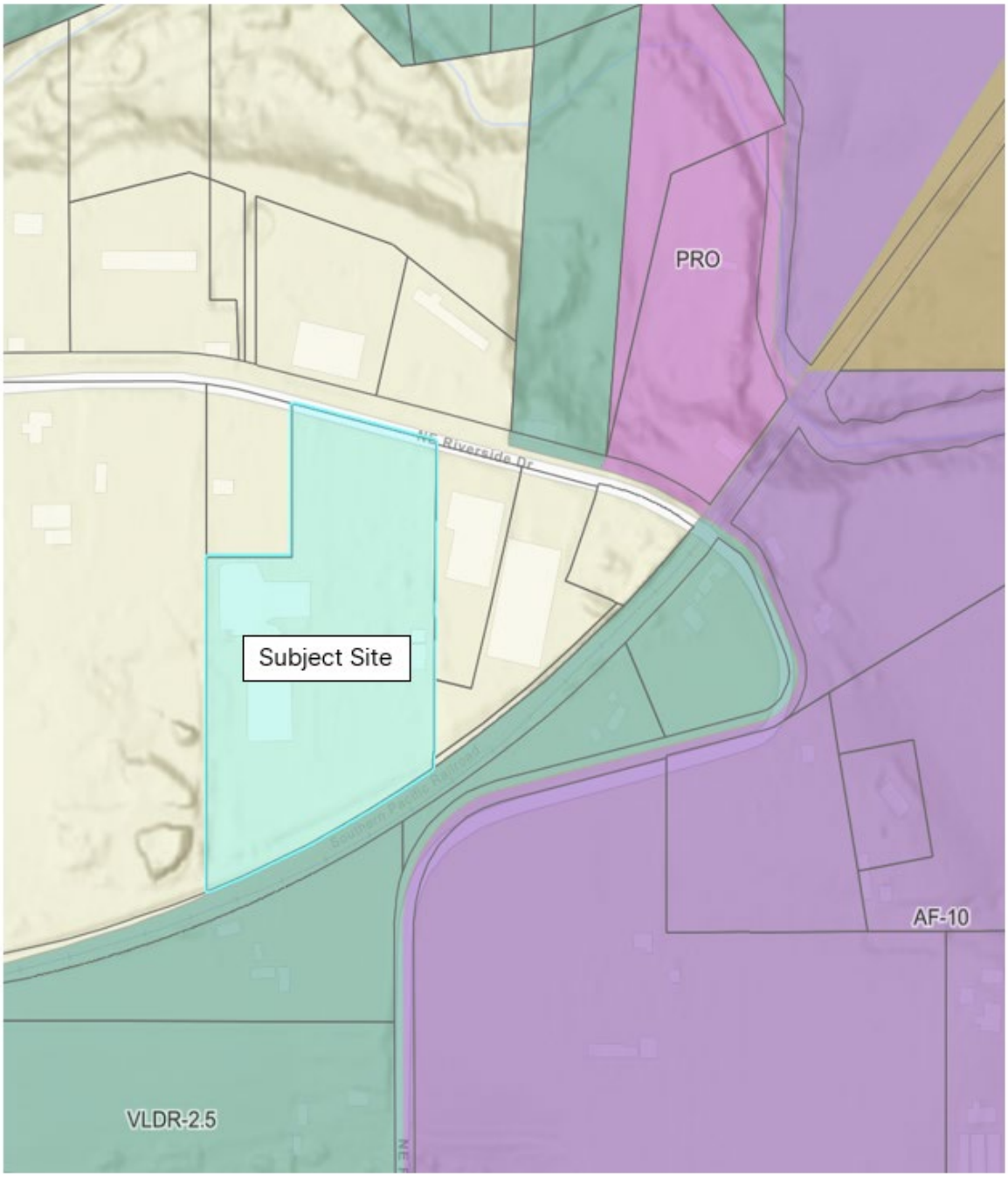
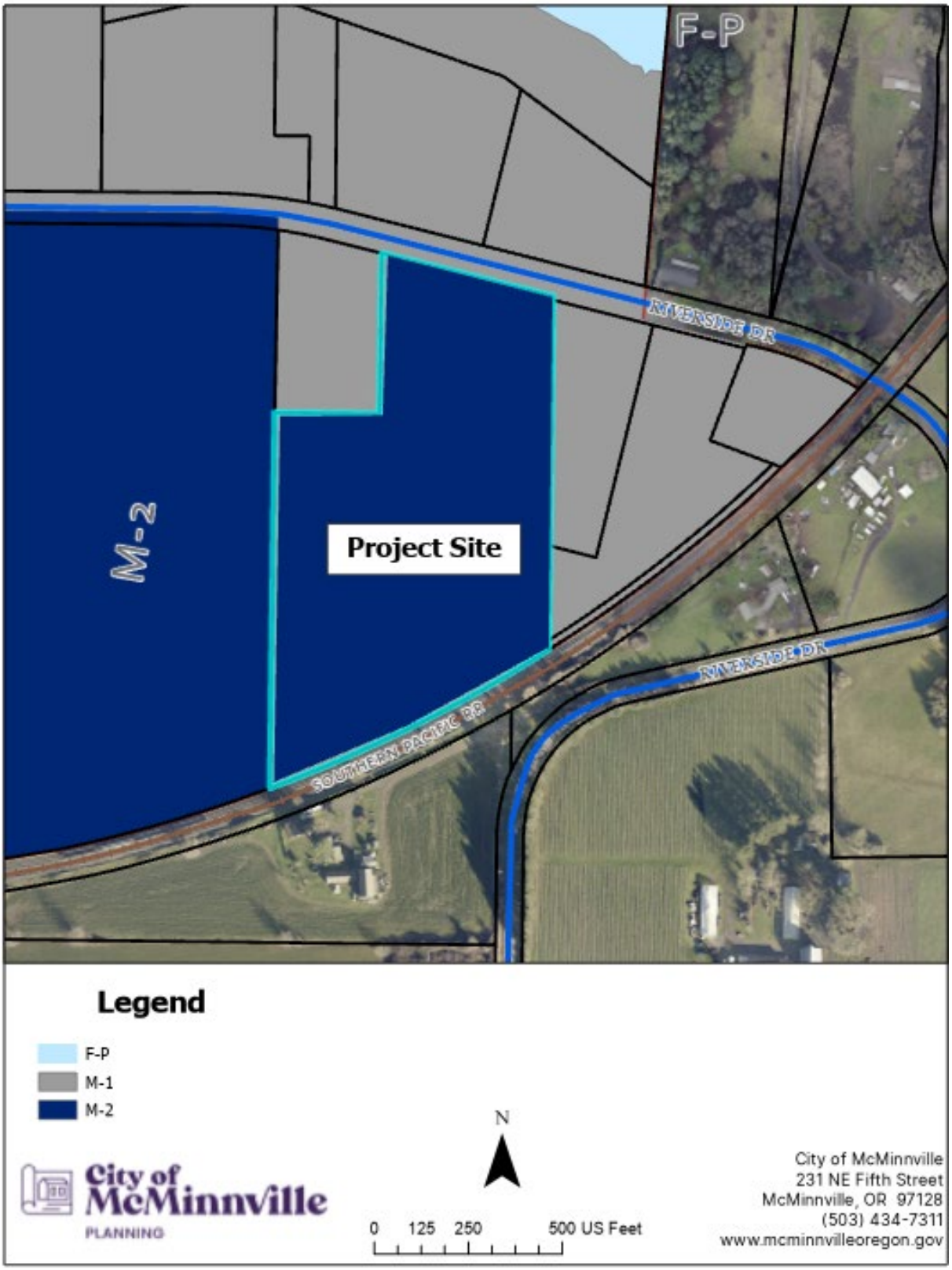

PRO
NE Riverside Dr
Subject Site
Southern Pacific Railroad
AF-10
VLDR-2.5
Zoning
AF-10
PRO
VLDR-2.5
N

Figure 4. Proposed Zone Map



II. CONDITIONS:

None

III. DEVELOPMENT NOTES:

1. The Applicant shall comply with McMinnville Water and Light's requirements for providing easements over existing electrical system facilities. Additionally, if any upgrades or modifications to the existing electric system are necessary, the applicant will be required to submit a completed Commercial Design Application and comply with MW&L's Line Extension Policy.

2. The Applicant shall submit to McMinnville Water and Light a completed Commercial Design Application. An approved Extension Agreement will be required before any public water construction can begin.

IV. ATTACHMENTS:

1. ZC 1-25 Application and Attachments (on file with the Planning Division)

V. 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 Airport
- McMinnville Building Division
- McMinnville Engineering
- McMinnville Fire District
- McMinnville Water & Light

Most of the comments do not create conditions of approval for the Zone Map amendment land-use decision. Still, they are related to CU 1-25 and are important comments for the applicant when developing the property.

McMinnville Airport

No comment or issue with this particular request.

McMinnville Building Division

No concerns noted with the application.

McMinnville Engineering

No comments.

McMinnville Fire District

MFD has no objections or comments to provide.

McMinnville Water & Light

Staff note: The below comments are to be incorporated as part of CU 1-25.

Power:

There are no power issues related to ZC 1-25 or CU 1-25. The site is currently served by three-phase underground power connected to a 277/480V utility transformer serving the existing facility. These facilities are not currently protected by an easement.

In coordination with MW&L, land use approval should be conditioned upon the applicant meeting MW&L's requirements for providing easements over existing electrical system facilities. Additionally, if any upgrades or modifications to the existing electric system are necessary, the applicant will be required to submit a completed Commercial Design Application and comply with MW&L's Line Extension Policy.

Water:

There are no issues with ZC 1-25 or CU 1-25. Generally, the existing public water utilities serving this parcel will need to be relocated to the public right-of-way, as illustrated in site plan drawing C2.00. However, the proposed public water system design has not yet undergone full review or received approval. To initiate the review process, McMinnville Water and Light requires the applicant to submit a completed Commercial Design Application. Additionally, an approved Extension Agreement will be required before any public water construction can begin.

Public Comments

Notice of this request was mailed to property owners located within 300 feet of the subject site on October 14, 2025. As of 9:30 A.M. on October 30, 2025, no public testimony was submitted.

VI. FINDINGS OF FACT - PROCEDURAL FINDINGS:

1. The application was submitted with the fee on June 24, 2025.

2. The application was deemed incomplete on July 21, 2025.

3. On September 4, 2025, the applicant submitted additional materials. The application was deemed complete on September 4, 2025.

4. On September 8, 2025, notice of the application was provided to the Oregon Department of Land Conservation and Development (DLCD).

5. On September 10, 2025, 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; Ziply 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 V of this Decision Document.

6. On October 14, 2025, notice of the application and the November 6, 2025 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.

7. On October 31, 2025, notice of the application and the November 6, 2025 Planning Commission public hearing was published in the newspaper in accordance with Section 17.72.120 of the Zoning Ordinance.

8. The Planning Commission held a public hearing on November 6, 2025, to consider the request and recommended approval 7 - 0.

9. The City Council met on December 9, 2025, to consider the request and the recommendation of the Planning Commission.

VII. FINDINGS OF FACT - GENERAL FINDINGS:

1. **Location:**
    - **Site Address:** 4150 NE Riverside Drive.
    - **Map & Tax Lot:** R4414 01000

2. **Size:** 9.00 acres

3. **Comprehensive Plan Map Designation:** Industrial

4. **Current Zoning:**
    a. **Subject Property:** M-1 (Light Industrial)
    b. **Surrounding Properties:**
        i. **North:** M-1 (Light Industrial)
        ii. **West:** M-2 (General Industrial)
        iii. **South:** VLDR-2.5
        iv. **East:** M-1 (Light Industrial)

5. **Overlay Zones/Special Districts:** None

6. **Current Development:** The subject property is currently developed with an approximately 35,000 square foot primary structure, 1,900 square foot accessory structure, outdoor storage, trees, ground cover, parking, and maneuvering areas. The subject abuts and takes access from Riverside Drive, with Southern Pacific Railroad abutting to the south.

7. **Inventoried Significant Resources:** None

8. **Other Features:**
    a. **Slopes:** The property is generally flat.
    b. **Easements:** (E-413) located along the western and south property lines.
    c. **Trees:** Multiple trees are located on the subject site.

9. **Utilities:**
    a. **Water:** Water utilities present.
    b. **Sewer:** Sewer utilities present.
    c. **Stormwater:** Stormwater present.
    d. **Power:** Power utilities present.

10. **Transportation and Access:** Riverside Drive is classified as a Major Collector in the Transportation System Plan (TSP).

VIII. 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 specific Statewide Planning Goals and associated statutes and administrative rules.

MCMINNVILLE ZONING ORDINANCE (TITLE 17 OF THE MUNICIPAL CODE)

The following Sections of the Zoning Ordinance provide criteria applicable to the request:

CHAPTER 17.74. REVIEW CRITERIA

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;

APPLICANT'S RESPONSE: This rezoning request supports key objectives outlined in the McMinnville Comprehensive Plan, Volume II. It aligns with Goal IV 1 by contributing to the growth and diversification of McMinnville's economy and creating high-quality employment opportunities in sustainable manufacturing. The facility will upcycle organic byproducts into beneficial agricultural inputs, advancing Goal IV 5, which encourages the growth of the city's industrial base through the designation of appropriate lands.

The property is situated within a broader industrial area and is well-suited for a use that is manufacturing in form and function. The transition from M1 to M2 zoning will enable a compatible industrial use that meets the intent of Goal IV 6, which calls for efficient, well-located, and environmentally responsible industrial development. The operation will be fully enclosed, utilize odor and emission controls, and maintain compatibility with adjacent land

uses-supporting the City's goal of protecting the health and welfare of the community while promoting orderly development of its industrial zones.

By enabling this rezoning, the City facilitates the development of an innovative industrial operation that reflects modern sustainability standards and makes effective use of existing infrastructure in a designated employment area.

FINDING: SATISFIED. The applicant responded to all applicable Comprehensive Plan Goals and Policies. Staff found that the application and all applicant responses satisfied the goals and policies. Findings for Comprehensive Plan Goals and Policies are provided below.

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: The proposed amendment is both orderly and timely given the established pattern of industrial development in the surrounding area. The site is located within an existing industrial corridor, surrounded by M1 and M2-zoned properties that host light manufacturing, food processing, logistics, and distribution facilities. Rezoning this property from M1 to M2 will bring it into closer alignment with adjacent and nearby land uses, ensuring consistency across the industrial zone and supporting continued economic development in this part of McMinnville.

The timing of the request is also appropriate, as we are actively upgrading and repurposing an existing industrial building for long-term use. Rezoning to M2 will allow for the establishment of an environmentally focused manufacturing operation that may require a conditional use permit, enabling the facility to accept a broader range of organic byproducts and contribute to statewide resource recovery goals. This proactive reuse of existing infrastructure supports the City's goals for efficient land use and job creation without requiring significant new development or disruption to existing patterns.

The surrounding area has a long-established identity as an industrial corridor, anchored by the creation of the McMinnville Industrial Park in 1983 through a partnership between the City of McMinnville and McMinnville Industrial Promotions (MIP). This foundational investment in industrial infrastructure set the stage for decades of manufacturing and economic growth, and our site sits squarely within this planned area.

Today, the neighborhood continues to evolve with modern industrial uses, including food processing, advanced manufacturing, and logistics. Our request to rezone from M1 to M2 reflects the natural progression of this area toward higher-capacity, more flexible industrial uses. In parallel, there is growing regional and statewide momentum behind sustainable resource management and circular economy solutions. Our project is aligned with these trends and will upgrade an existing industrial facility to support enclosed manufacturing operations that upcycle organic byproducts into valuable agricultural inputs.

By building on the area's original intent and adapting to current environmental and economic priorities, this rezoning supports both the legacy and the future of McMinnville's industrial landscape.

FINDING: SATISIFIED. The City concurs with the applicant's response that criterion B has been satisfied. The subject property is developed urban land with available public facilities

and services. Abutting properties are zoned either M-1 or M-2 with an industrial/commercial use with the railroad abutting the southern property line.

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 McMinnville's established industrial district and is currently served by public utilities, including water, sewer, and electricity, with sufficient capacity to support the proposed use. Municipal water and sanitary sewer services are available on site, and electrical service is provided by McMinnville Water & Light, with infrastructure in place to meet the facility's operational demands.

While natural gas is not currently connected to the building, we are planning to add it as part of our facility upgrade. NW Natural has active gas lines in the adjacent street, making the connection feasible without the need for major off-site improvements. All utilities can be provided efficiently within the existing industrial framework, and we are coordinating with the appropriate service providers to ensure a smooth implementation aligned with the timeline of our project.

The proposed use is not expected to significantly affect traffic in the area. The facility will continue to operate within the typical range of trip generation for industrial uses in this zone. All vehicle access and circulation patterns will remain the same, and no increase in the frequency or scale of truck traffic is anticipated beyond what is already permitted and common in the surrounding industrial district.

Deliveries of inbound materials and outbound shipments will follow existing industrial standards, with traffic limited to a manageable number of trucks and employee vehicles per day. The site is well-positioned within the industrial park with direct access to established roadways designed to accommodate commercial and freight traffic. As such, the proposed use is not expected to create any adverse impacts on street capacity, safety, or traffic flow in the area.

FINDING: SATISIFED. The property already has sufficient utilities and services. The allowed uses in the proposed M-2 zone are similar in nature to those allowed in the exsisting M-1 zone, so this change should not have a notable impact on area utilities, services, or traffic.

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 specific 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.

Policies:

12.00 The City of McMinnville shall insure that the noise compatibility between different land uses is considered in future land use decisions and that noise control measures are required and instituted where necessary.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The proposed zone map change from M-1 to M-2 is compatible with the abutting neighboring commercial and industrial uses, and railroad property.

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.

Policies – Rail

112.00 The City of McMinnville shall encourage, through zoning and other regulations, the location of industrial lands adjacent to rail lines in areas where industrial uses will be compatible with surrounding land uses, and where the goals and policies of this plan are met.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The proposed zone map change from M-1 to M-2 would place industrial lands adjacent to the rail line in the area. Industrial uses are compatible with the surrounding land uses, and policies of the Comprehensive Plan.

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.

Policies Water and Sewer-Land Development Criteria

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 insure 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: No Response.

FINDING: SATISFIED. The subject property has access to all necessary public services at a level needed for urban development. When allowed to provide comments on the proposed zone change, McMinnville Water and Light and the City's Engineering Division did not identify any concerns for utility services.

Policies – Police and Fire Protection:

153.00 The City of McMinnville shall continue coordination between the planning and fire departments in evaluating major land use decisions.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. When given the opportunity to provide comments on the proposed zone change, the McMinnville Fire District did not identify any concerns for utility services.

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.

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.

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: None.

FINDING: SATISFIED. The requested land use action is to change the Zoning Map designation from M-1 to M-2. As required, citizens have the opportunity to comment on the proposed map amendments at public hearings before the Planning Commission and City Council prior to issuance of the land use decision. 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 November 6, 2025.

STATEWIDE PLANNING GOALS AND APPLICABLE STATE LAW

Goal 1: Citizen Involvement

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The requested land use action is a change to the Zoning Map designation for the size from M-1 to M-2. As required, citizens will have the opportunity to comment on the proposed map amendments at public hearings before the Planning Commission and City Council.

Goal 2: Land Use Planning

APPLICANT'S RESPONSE: None.

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 5: Natural Resources, Scenic and Historic Areas, and Open Spaces

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. No natural resources, scenic, or historic areas are identified on the subject site.

Goal 6: Air, Water and Land Resources Quality

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The proposed Zone Map amendment does not include the development of the property; before the site's development, a separate permit will be required for review and approval. The permitting process will ensure compliance with local, state, and federal air, water, and land resource quality standards.

Goal 7: Areas Subject to Natural Hazards

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. No natural hazards, as identified in the City of McMinnville Comprehensive Plan, are identified on the subject site.

Goal 9: Economic Development

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The proposed Zoning Map amendment from M-1 to M-2 would permit additional industrial uses, allowing a wider variety of job opportunities and greater employment diversity. The application complies with Goal 9.

Goal 11: Public Facilities and Services

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. 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 and the City's Engineering Division did not identify any concerns for utility services. At the time of future development, McMinnville Water and Light and the City's Engineering Division will analyze if the system capacity can handle the proposed development. If capacity increases are required, the McMinnville Water and Light or the

City's Engineering Division may require improvements through applicable standards at the time of development.

Goal 12: Transportation

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. Goal 12 is **"**To provide and encourage a safe, convenient and economic transportation system." OAR 660 Division 12 is the "Transportation Planning Rule." OAR 660-012-0060 applies to plan and land use regulation amendments.
The traffic associated with the use and intensity of development that would be permitted by the proposed map amendment to the M-2 zone is comparable to that which could occur for the use and development that is already permitted by the M-1 zone. The proposed map amendment would not significantly affect an existing or planned transportation facility as defined in OAR 660-012-0060, and no further action is required under OAR 660-012-0060.

TG

CITY OF MCMINNVILLE
COMMUNITY DEVELOPMENT DEPARTMENT
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 CONDITIONAL USE PERMIT FOR A PROPERTY LOCATED AT TAX LOT R4414 01000.

DOCKET:	Conditional Use (CU 1-25)
REQUEST:	Application for a Conditional Use Permit in the M2 (General Industrial Zone) for a proposed composting facility (organic materials) subject to ORS 227.600.
LOCATION:	4150 NE Riverside Drive, McMinnville, OR 97128 (see attached map) Map and Tax Lot: R4414 01000
CURRENT ZONING:	M-2 (General Industrial Zone) **Note:** this application is contingent upon the successful and concurrent rezone of the property from M1 (Light Industrial) to M2 (General Industrial), Docket ZC 1-25
APPLICANT: **PROPERTY**	Sayla Grom
OWNER:	Chapul, LLC
STAFF:	Taylor Graybehl, Senior Planner
DATE DEEMED COMPLETE:	September 4, 2025
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 decision of denial becomes the final decision unless that decision is appealed to the City Council.

PLANNING COMMISSION HEARING DATE & LOCATION: November 6, 2025, at 6:30 P.M., 200 NE 2nd Street, McMinnville, OR 97128. Zoom meeting ID: 891 4771 2153, Passcode: 562233

DECISION-MAKING BODY: The McMinnville City Council makes the final decision, unless the Planning Commission decision is denial, in which case that is the final decision unless the Planning Commission decision is appealed to City Council.

MEETING DATE & LOCATION: December 9, 2025, Kent Taylor Civic Hall, 200 NE Second Street and via Zoom.

PROCEDURE: The Applicant has submitted this Conditional Use Permit concurrently with a Zone Map Amendment. When a proposal involves more than one application for the same property, the applications are subject to the hearing procedure that affords the most opportunity for public hearing and notice in accordance with Section 17.72.070 of the McMinnville Municipal Code (MMC). An application for a Zone Map amendment affords the most opportunity for public hearing and notice and is processed in accordance with the procedures in Section 17.72.120 of the McMinnville Municipal Code (MMC). 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 Conditional Use Permit are specified in Section 17.74.030 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 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.

APPEAL: The Planning Commission makes a recommendation to the City Council. If the Planning Commission recommendation is approval, the recommendation is forwarded to City Council to make the final decision. If the Planning Commission recommendation/decision is denial, then that is the final decision unless the Planning Commission's decision is appealed to the City Council per Section 17.72.180 of the McMinnville Municipal Code.

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.

COMMENTS: This matter was referred to the following public agencies for comment: McMinnville Fire District, Police Department, Engineering Division, Building Division, Parks and Recreation 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; Frontier Communications; Comcast; Recology; Oregon Department of State Lands; and Northwest Natural Gas. Their comments are provided in this document.

DECISION

Based on the findings and conclusionary findings, the McMinnville City Council finds that the applicable criteria are satisfied and **APPROVES WITH CONDITIONS** the Conditional Use Permit (CU 1-25).

//

DECISION: APPROVAL WITH CONDITIONS

//

City Council:_____ Date:_____
Kim Morris, Mayor of McMinnville

Planning Commission:_____ Date:_____
Sidonie Winfield, Chair of the McMinnville Planning Commission

Planning Department:_____ Date:_____
Heather Richards, Community Development Director

I. APPLICATION SUMMARY:

Subject Property & Request

The applicant requests a Conditional Use Permit to place a composting facility (organic materials), subject to ORS 227.600, located at 4150 NE Riverside Drive (Tax Lot: R4414 01000). The subject site's current use is industrial, and the property is surrounded by industrial uses and a railroad. **See Vicinity Map (Figure 1), Zoning Map (Figure 2).**

The subject property is currently developed with an approximately 35,000-square-foot primary structure, a 1,900-square-foot accessory structure, outdoor storage, trees, ground cover, parking, and maneuvering areas. The subject property abuts and takes access from Riverside Drive, with Southern Pacific Railroad abutting to the south.

The Applicant has summarized the request as follows:

> We are requesting a conditional use permit to allow for the production of feed and fertilizer on our property located at 4150 NE Riverside Dr. McMinnville, OR 97128. This request is being submitted in tandem with a separate application to rezone the property to M2 (General Industrial) in order to align with the zoning requirements for a waste-related manufacturing operation as a conditional use. Our proposed facility will produce black soldier fly larvae (BSFL) through upcycling pre-consumer organic materials—such as brewers' grain, fruit and vegetable trim, and other source-separated feedstocks—into high-value products like animal feed and organic fertilizer. While Oregon Department of Environmental Quality may request that the facility operations be covered under a solid waste permit, the process is entirely enclosed and resembles a controlled manufacturing environment in both infrastructure and operations. All feedstocks will be delivered in sealed or covered containers and processed exclusively within the building. The facility will use negative air pressure and air filtration systems to manage odor and maintain indoor air quality. No materials will be composted, cured, or staged outside at any time.

As noted by the Applicant, a separate request for a zone map amendment (ZC 1-25) has been submitted and is currently under review. The current zone, M-1, does not allow for the proposed use. The proposed use is permitted only by a Conditional Use Permit in the M-2 zone. Prior to approval of the Conditional Use Permit, the property must be rezoned from M-1 to M-2. (Note: Docket ZC 1-25, amending the zone map from M1 to M2 for the subject site has been submitted concurrently with this conditional use application.)

In summary, the proposal is for a Conditional Use Permit. The decision will be limited to the application and based only on the proposed Conditional Use Permit review criteria; a detailed analysis of the proposal's compliance with review criteria can be found in the Conclusionary Findings below.

Figure 1. Vicinity Map



Figure 2. Current Zone Map (City Zoning)

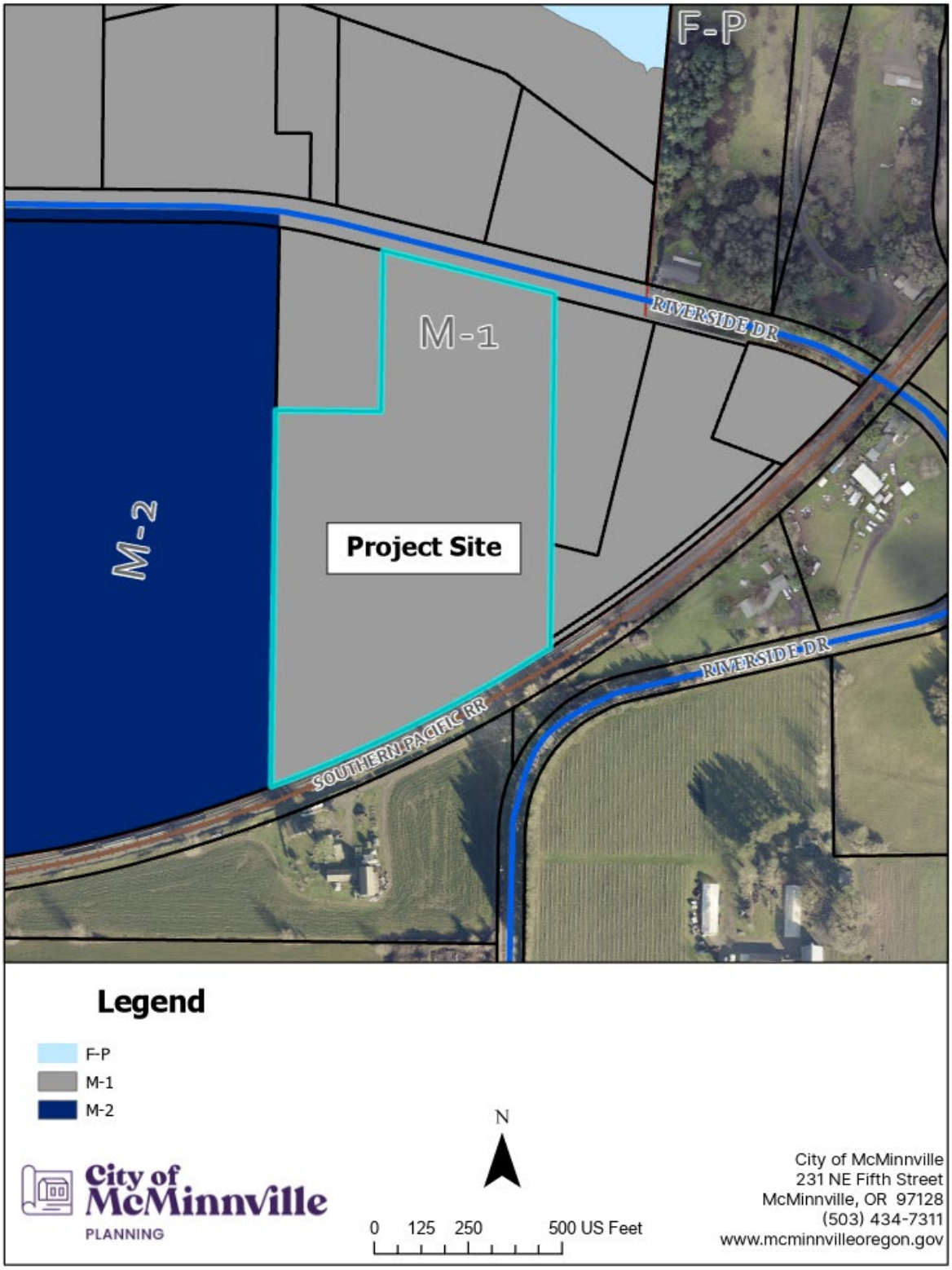


Figure 3. Current Zone Map (County Zoning)

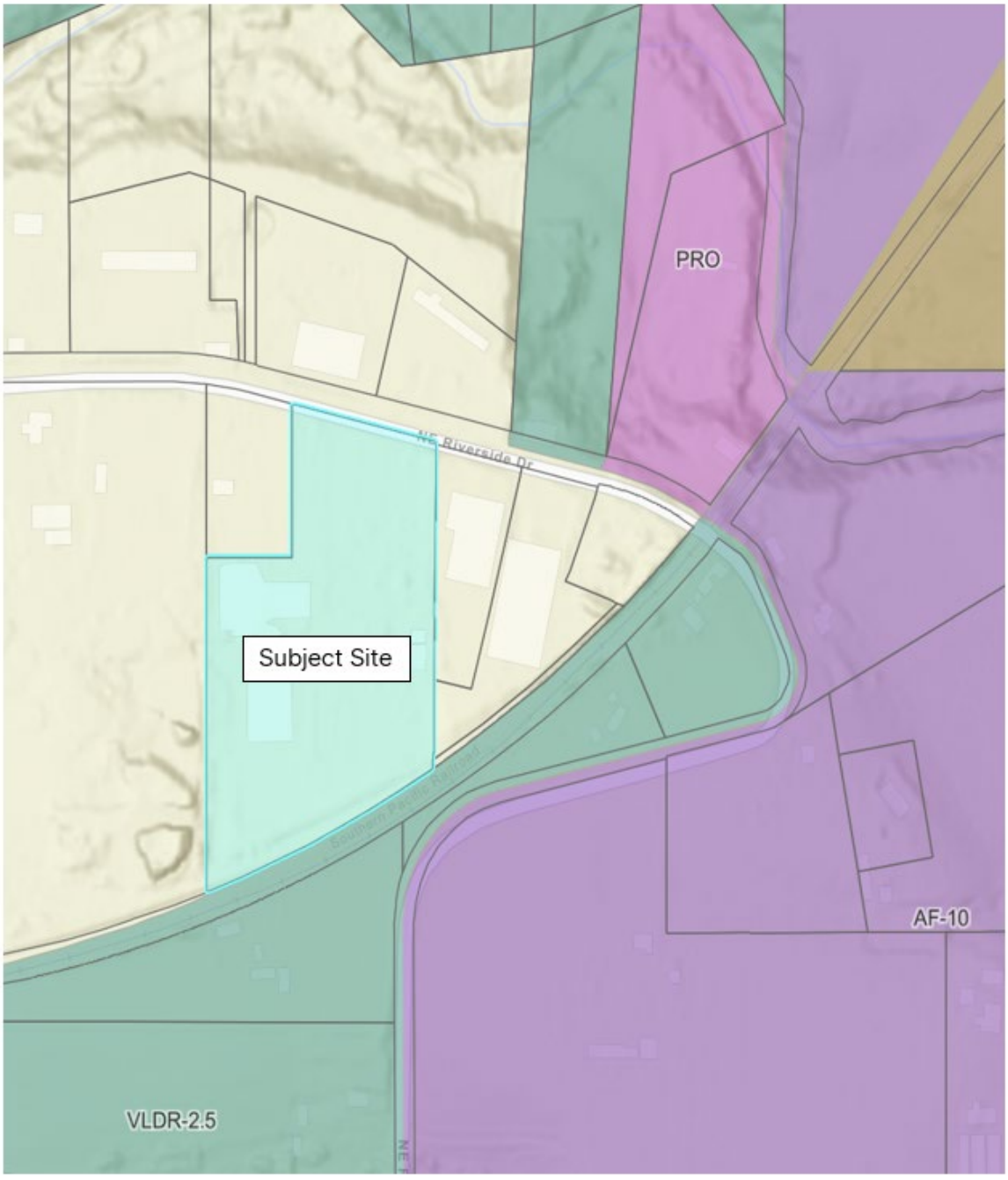
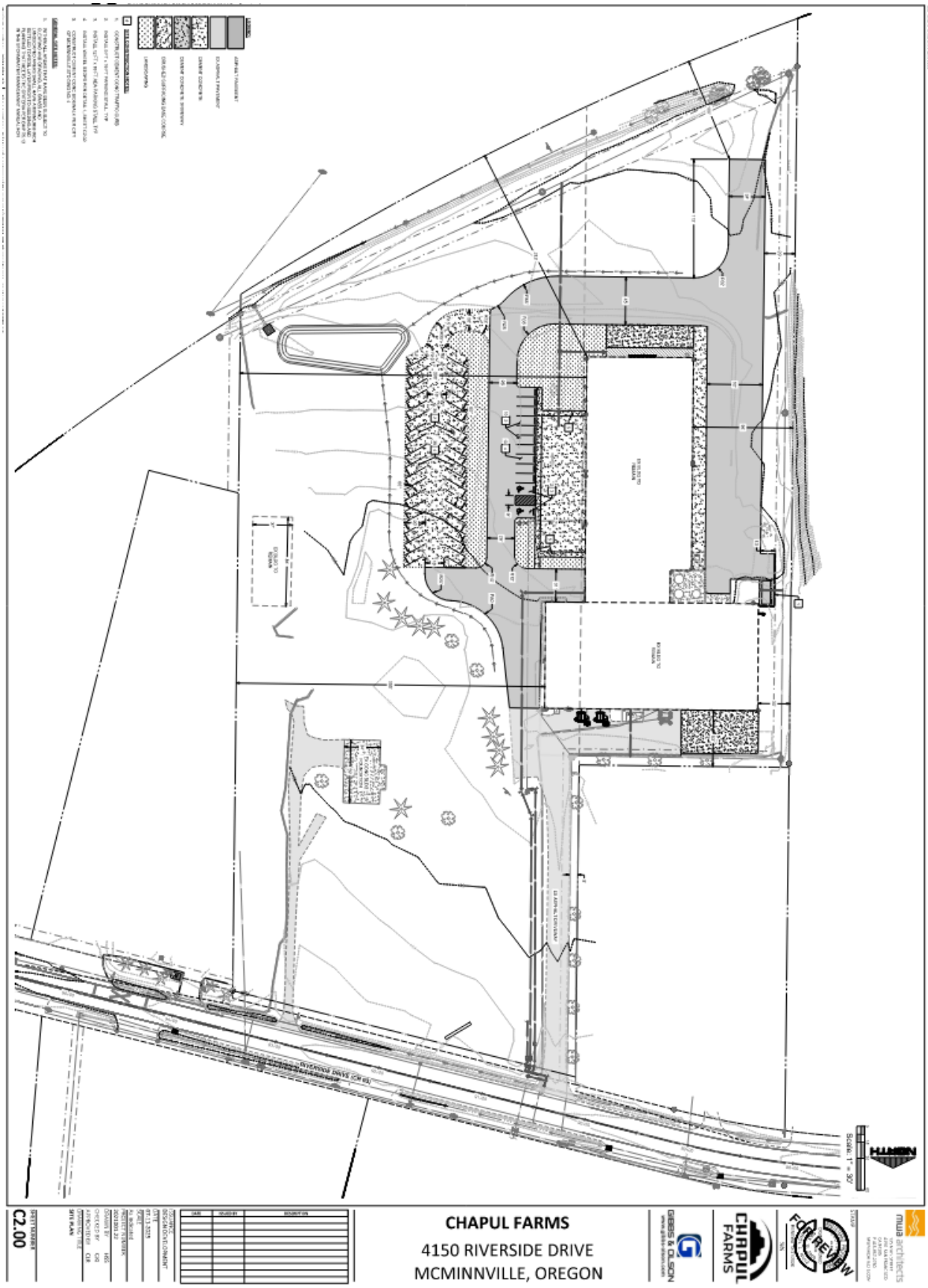


Figure 4. Proposed Site Map



II. CONDITIONS:

1. This Conditional Use Permit (CU 1-25) is contingent upon the successful rezoning, including resolving any appeals, of the property from M1 to M2 per Docket ZC 1-25. (MMC Section 17.42.020(C))

2. This conditional use permit approval shall be terminated, at the discretion of the Planning Director, if any portion of the composting process, including black soldier fly or feedstocks that are not sealed or in covered containers, occurs outside of the building. (MMC Section 17.74.040)

3. That approval shall be terminated if construction or remodel for the conditional use, as approved, does not begin within one year of the effective date of approval of this application. (MMC 17.74.060(B)(1))

4. That approval shall be terminated if construction, once commenced, does not substantially progress for a one-year period. (MMC 17.74.060(B)(2))

5. That approval shall be terminated if, after completion of the construction or remodel, the approved use as authorized by the permit lapses for any one-year period. (MMC 17.74.060(B)(3))

6. That approval shall be terminated if there is a failure to meet any condition as specifically required by the Planning Commission. (MMC 17.74.060(B)(4))

7. That the Applicant shall secure all necessary, local, state, and federal permits and provide evidence to the City prior to the issuance of final occupancy.

III. DEVELOPMENT NOTES:

1. The Applicant shall comply with McMinnville Water and Light's requirements for providing easements over existing electrical system facilities. Additionally, if any upgrades or modifications to the existing electric system are necessary, the applicant will be required to submit a completed Commercial Design Application and comply with MW&L's Line Extension Policy.

2. The Applicant shall submit to McMinnville Water and Light a completed Commercial Design Application. An approved Extension Agreement will be required before any public water construction can begin.

3. Any signs for the property and the proposed use shall comply with Chapter 17.62 of the Zoning Ordinance.

IV, ATTACHMENTS:

1. CU 1-25 Application and Attachments (on file with the Planning Division)

V. 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 Airport
- McMinnville Building Division
- McMinnville Engineering
- McMinnville Fire District
- McMinnville Water & Light

McMinnville Airport

No comment or issue with this particular request.

McMinnville Building Division

No concerns noted with the application.

McMinnville Engineering

No comments.

McMinnville Fire District

MFD has no objections or comments to provide.

McMinnville Water & Light

Power:

There are no power issues related to ZC 1-25 or CU 1-25. The site is currently served by three-phase underground power connected to a 277/480V utility transformer serving the existing facility. These facilities are not currently protected by an easement.

In coordination with MW&L, land use approval should be conditioned upon the applicant meeting MW&L's requirements for providing easements over existing electrical system facilities. Additionally, if any upgrades or modifications to the existing electric system are necessary, the applicant will be required to submit a completed Commercial Design Application and comply with MW&L's Line Extension Policy.

Water:

There are no issues with CU 1-25 or CU 1-25. Generally, the existing public water utilities serving this parcel will need to be relocated to the public right-of-way, as illustrated in site plan drawing C2.00. However, the proposed public water system design has not yet undergone full review or received approval. To initiate the review process, McMinnville Water and Light requires the

applicant to submit a completed Commercial Design Application. Additionally, an approved Extension Agreement will be required before any public water construction can begin.

Public Comments

Notice of this request was mailed to property owners located within 300 feet of the subject site on October 14, 2025. As of 10:10 A.M. on October 30, 2025, no public testimony was submitted.

VI. FINDINGS OF FACT - PROCEDURAL FINDINGS:

1. The application was submitted with the fee on June 24, 2025.

2. The application was deemed incomplete on July 21, 2025.

3. On September 4, 2025, the applicant submitted additional materials. The application was deemed complete on September 4, 2025.

4. On September 8, 2025, notice of the application was provided to the Oregon Department of Land Conservation and Development (DLCD).

5. On September 10, 2025, 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 Division, Building Division, Parks and Recreation Department, Public Works Department, Waste Water Services, and City Manager; 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.

   Comments received from agencies are addressed in Section VI of this Decision Document.

6. On October 14, 2025, notice of the application and the November 6, 2025, 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.

7. On October 31, 2025, notice of the application and the November 6, 2025, Planning Commission public hearing was published in the newspaper in accordance with Section 17.72.120 of the Zoning Ordinance.

8. The Planning Commission held a public hearing on November 6, 2025, to consider the request and recommended approval with conditions 7 to 0.

9. The City Council met on December 9, 2025, to consider the request and the recommendation of the Planning Commission.

VII. FINDINGS OF FACT - GENERAL FINDINGS:

11. **Location:**
    - **Site Address:** 4150 NE Riverside Drive.
    - **Map & Tax Lot:** R4414 01000

12. **Size:** 9.00 acres

13. **Comprehensive Plan Map Designation:** Industrial

14. **Current Zoning:**
    a. **Subject Property:** M-1 (Light Industrial)
    b. **Surrounding Properties:**
        i. **North:** M-1 (Light Industrial)
        ii. **West:** M-2 (General Industrial)
        iii. **South:** VLDR-2.5
        iv. **East:** M-1 (Light Industrial)

15. **Overlay Zones/Special Districts:** None

16. **Current Development:** The subject property is currently developed with an approximately 35,000 square foot primary structure, 1,900 square foot accessory structure, outdoor storage, trees, ground cover, parking, and maneuvering areas. The subject abuts and takes access from Riverside Drive, with Southern Pacific Railroad abutting to the south.

17. **Inventoried Significant Resources:** None

18. **Other Features:**
    a. **Slopes:** The property is generally flat.
    b. **Easements:** (E-413) located along the western and south property lines.
    c. **Trees:** Multiple trees are located on the subject site.

19. **Utilities:**
    a. **Water:** Water utilities present.
    b. **Sewer:** Sewer utilities present.
    c. **Stormwater:** Stormwater present.
    d. **Power:** Power utilities present.

20. **Transportation and Access:** Riverside Drive is classified as a Major Collector in the Transportation System Plan (TSP).

VIII. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application. The applicable criteria for a Conditional Use are specified in Section 17.74.030 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 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.

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 is accomplished through the provisions, procedures, and standards in the city codes and master plans, which are sufficient to adequately address applicable goals, polices, and proposals as they apply to certain applications, and are not addressed below.

The following findings are made relating to specific 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.

Policies:

12.00 The City of McMinnville shall insure that the noise compatibility between different land uses is considered in future land use decisions and that noise control measures are required and instituted where necessary.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The development is compatible with the abutting neighboring commercial and industrial uses and railroad property.

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.

Policies – Rail

112.00 The City of McMinnville shall encourage, through zoning and other regulations, the location of industrial lands adjacent to rail lines in areas where industrial uses will be compatible with surrounding land uses, and where the goals and policies of this plan are met.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The proposed development abuts a rail line; the proposed use is industrial; the adjacent lands are zoned Industrial as M-1 or M-2; and the proposed use is compatible with surrounding land uses, satisfying this policy.

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.

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.

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: None.

FINDING: SATISFIED. The process for a Conditional Use review provides opportunities for citizen involvement through neighborhood meeting provisions, public notice, and the public hearing. Throughout the process, the public can review and obtain copies of the application materials and the completed staff report prior to the advertised public hearing(s). All members of the public have access to provide testimony and ask questions during the public review and hearing process. On October 14, 2025, notice of the application and the November 6, 2025, 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.

McMinnville Zoning Ordinance

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) provide criteria applicable to the request:

Chapter 17.03 General Provisions

17.03.020 Purpose. The purpose of this ordinance is to encourage appropriate and orderly physical development in the City through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, and adequate community facilities; to provide assurance of opportunities for effective utilization of the land resource; and to promote in other ways public health, safety, convenience, and general welfare.

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED. The purpose of the Zoning Ordinance is met by the proposal as described in the Conclusionary Findings contained in this Decision Document.

17.39.020 Permitted Uses. The following uses and their accessory uses are permitted:

A. A use permitted in the M-L zone;
B. Cable television ground receiving station;
C. Compounding, processing, packaging, storing or other treatment of cosmetics, drugs, perfumes, bakery goods, candy, wood, pharmaceuticals, soap or toiletries, excluding all processes involving refining of fats or oils;
D. Glass installation and sales;
E. Green house and wholesale nursery;
F. Laboratories: testing, medical, dental, photo or motion picture, except structural-mechanical testing laboratories;
G. Laundry, dry cleaning or dyeing establishment (non-retail);
H. Manufacture, repair or storage of articles from the following listed, previously prepared materials: bone, cellophane, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, precious or semi-precious stone or metal, shell, textiles, wax, wire, or yarn;
I. Manufacture, repair or storage of ceramic products, musical instruments, novelties, rubber or metal stamps, toys, optical goods, scientific or precision instruments, medical or dental supplies or equipment, small electric or electronic supplies or equipment, business machines, video and computer equipment, hearing aids, small hand tools, watches or timing devices, luggage, photographic equipment, boats or furniture;
J. Manufacture or assembly of bicycles, small electric generators and motors, sashes and doors, and vending machines;
K. Manufacture or assembly of modular, manufactured, mobile or motor homes, or travel trailers and recreational vehicles;
L. Manufacture, assembly, repair, or storage of sporting or recreation products;
M. Mortuary and funeral home, including crematorium;
N. Offices for administrative and professional uses related to the sale or service of industrial products;
O. Plumbing, heating, electrical, paint or general contractor's storage, repair or sales shop;
P. Public use structures and activities, excluding those listed in Section 17.39.030;
Q. Repair, rental, sales, servicing or storage of machinery, boats, implements, equipment, manufactured homes, trailer coaches or motor vehicles;
R. Sign painting, sale or repair shop;
S. Storage and sales of building supplies or equipment;
T. Storage and sales of frozen or refrigerated food;
U. Tool and equipment rental;
V. Upholstery shop;
W. Veterinarian hospital or kennel, provided open runs or pens are not less than two hundred feet from a residential zone;
X. Welding, sheet metal or machine shop;
Y. Wood truss manufacturing;
Z. Similar permitted uses, approved subject to the provisions of Section 17.54.010.
AA. Child Care Center, under the following provisions:

1. *Operator must have the appropriate licenses required by state regulations, if applicable. (Ord. 5104 §2, 2021; Ord. 4522 §1(part), 1992).*

17.39.030 Conditional Uses. The following uses and their accessory uses may be permitted, subject to the provisions of Chapters 17.72 and 17.74:

A. Agricultural supply store, wholesale or retail;

B. Recycling collection center;
C. Service stations;
D. Cemetery;
E. Public uses, limited to sewage treatment plants, schools and churches;
F. Other similar conditional uses, approved subject to the provisions of Section 17.54.010(C). (Ord. 5104 §2, 2021; Ord. 4522 §1(part), 1992).

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #1. The proposed use is identified as "Disposal or reduction of waste materials, garbage, offal, or dead animals to include composting subject to the provisions of Oregon Revised Statute (ORS) 227.600". As the subject site is currently zoned M-1, the proposed use is not permitted until the underlying zoning designation has been changed to M-2.

CONDITION OF APPROVAL #1: This Conditional Use Permit (CU 1-25) is contingent upon the successful rezoning, including resolving any appeals, of the property from M1 to M2 per Docket ZC 1-25.

Chapter 17.42 M-2 General Industrial Zone

17.42.020 Conditional Uses. *In an M-2 zone, the following uses and their accessory uses may be permitted subject to the provisions of Chapters 17.72 and 17.74:*
D. Disposal or reduction of waste materials, garbage, offal, or dead animals to include composting subject to the provisions of Oregon Revised Statute (ORS) 227.600;

APPLICANT'S RESPONSE: None.

FINDING: SATISFIED WITH CONDITION OF APPROVAL #1. The Applicant, by separate request, has initiated a zone change amendment (ZC 1-25) to change the property's zoning classification to M-2. If City Council approves the zone change amendment, the proposed use is permitted conditionally.

CONDITION OF APPROVAL #1: This Conditional Use Permit (CU 1-25) is contingent upon the successful rezoning, including resolving any appeals, of the property from M1 to M2 per Docket ZC 1-25.

Chapter 17.74 Review Criteria

17.74.030. Authorization to Grant or Deny Conditional Use. *A conditional use listed in this ordinance shall be permitted, altered or denied in accordance with the standards and procedures of this chapter. In the case of a use existing prior to the effective date of this ordinance and classified in this ordinance as a conditional use, a change in the use or in lot area, or an alteration of any structure shall conform to the requirements for conditional uses. In judging whether or not a conditional use proposal shall be approved or denied, the Planning Commission shall weigh its appropriateness and desirability or the public convenience or necessity to be served against any adverse conditions that would result from authorizing the particular development at the location proposed and, to approve such use, shall find that the following criteria are either met, can be met by observance of conditions, or are not applicable:*

17.74.030(A). *The proposal will be consistent with the Comprehensive Plan and the objectives of the zoning ordinance and other applicable policies of the City;*

APPLICANT'S RESPONSE: The proposed use aligns with several goals of the 2019 McMinnville Comprehensive Plan and the objectives of the zoning ordinance. It supports Goal V (Economy) by fostering industrial growth and bringing new green manufacturing jobs to the community in a growing sector focused on sustainable resource recovery. The operation will take in underutilized organic byproducts and convert them into high-value inputs for agriculture, contributing to Goal IV (Natural Resources) by promoting environmental stewardship and circular economy practices. The facility is fully enclosed and designed with advanced containment and air filtration systems, ensuring compatibility with neighboring uses and aligning with the zoning ordinance's emphasis on protecting public health, safety, and welfare. By locating in a designated industrial area and operating in a manner consistent with surrounding manufacturing uses, the project also supports the City's objective for the orderly development of employment lands while maximizing the use of existing infrastructure.

FINDING: SATISFIED. Staff concur with the Applicant's response and have found the proposal consistent with the Comprehensive Plan, objectives of the zoning ordinance, and other applicable policies of the City as identified in the findings in this document.

17.74.030(B). *That the location, size, design, and operating characteristics of the proposed development are such that it can be made reasonably compatible with and have minimal impact on the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to harmony in scale, bulk, coverage, and density; to the availability of public facilities and utilities; to the generation of traffic and the capacity of surrounding streets; and to any other relative impact of the development;*

APPLICANT'S RESPONSE: The proposed conditional use will not result in any functional changes to the location, size, design, or day-to-day operations of the facility compared to currently allowable industrial uses. All activity will take place entirely indoors, within a building that is consistent in scale and bulk with surrounding industrial development. There will be no outdoor storage or material processing, and no additional building expansion is proposed as part of this request.

The facility will utilize existing public utilities and infrastructure, and the anticipated traffic generated by deliveries and outbound shipments will remain within typical industrial thresholds and well within the capacity of surrounding streets. The facility has been designed with best practices for odor, noise, and containment controls, ensuring minimal impact on adjacent properties. Overall, this use is compatible with the surrounding industrial neighborhood and does not affect the livability or future development of nearby sites.

FINDING: SATISFIED. Staff concur with the Applicant's response. The subject site current use is industrial and no changes are proposed to the location, size, or design of the building. Operating characteristics are industrial like the existing use.

17.74.030(C). *That the development will cause no significant adverse impact on the livability, value, or appropriate development of abutting properties of the surrounding area when compared to the impact of permitted development that is not classified as conditional;*

APPLICANT'S RESPONSE: The proposed development will have no greater impact on the livability, value, or appropriate development of abutting properties or the surrounding area than other uses permitted outright in the industrial zone. Operations will occur entirely within an enclosed structure, with odor control systems, contained material handling, and limited noise generation.

There is no proposed expansion of the building or intensification of use as a result of obtaining a conditional use permit. All traffic will be managed through standard industrial loading and access points, and the facility will continue to rely on existing public infrastructure and services. Overall, the proposed use remains consistent with the character and expectations of the surrounding industrial area and does not introduce impacts beyond what is typical for permitted development.

FINDING: SATISFIED. Staff concur with the Applicant's response. With no proposed expansion to the site and the operations similar to that of the existing industrial use, this criterion is satisfied.

17.74.030(D). *The location and design of the site and structures for the proposal will be as attractive as the nature of the use and its setting warrants;*

APPLICANT'S RESPONSE: The location and design of the proposed facility will reflect a high standard of quality appropriate to its use and setting. We are working with MWA Architects and Colas Construction, two highly regarded firms with deep experience in impactful infrastructure projects. Colas is widely known for its work on the Oregon Convention Center, and MWA, with offices in Portland and San Francisco, has designed major civic and industrial buildings, including one of the terminals at San Francisco International Airport.
The project involves the renovation and upgrade of an existing industrial building, transforming it into a state-of-the-art facility that incorporates both functional efficiency and thoughtful design. While the site is not highly visible from the street, we are integrating artistic and architectural elements that reflect the innovation and sustainability values of the project. In addition, we are prioritizing the use of native plants in our landscape design to create an ecologically appropriate and visually appealing site. Together, these features will contribute positively to McMinnville's industrial landscape and support the city's broader vision for high-quality, sustainable development.

FINDING: SATISFIED. Staff concurs with the Applicant's findings.

17.74.030(E). *The proposal will preserve environmental assets of particular interest to the community;*

APPLICANT'S RESPONSE: The site does not contain any notable environmental assets, unique topography, or significant vegetation to preserve. However, the development will incorporate sustainable design practices where possible, including the use of native plants in landscaping to support local ecology and reduce irrigation needs. Additionally, by upgrading and reusing an existing building, the project minimizes site disturbance and reduces the environmental impact typically associated with new construction.

FINDING: SATISFIED. Staff concurs with the Applicant's findings.

17.74.030(F). *The applicant has a bona fide intent and capability to develop and use the land as proposed and has no inappropriate purpose for submitting the proposal, such as to artificially alter property values for speculative purposes.*

APPLICANT'S RESPONSE: The proposed development and use of the land is intended to support long-term, mission-driven industrial operations and is not being pursued for speculative or inappropriate purposes. Our company is committed to operating the facility as a core part of its business model, and the improvements being made—including site upgrades, facility design, and landscape enhancements—are all designed to support active use of the property. The request for a conditional use permit is directly tied to operational needs and regulatory alignment, not to artificially influence property values or position the site for resale.

FINDING: SATISFIED. Staff concurs with the Applicant's findings.

17.74.040 Placing Conditions on a Conditional Use Permit. *In permitting a new conditional use or the alteration of an existing conditional use, the Planning Commission may impose, in addition to those standards and requirements expressly specified by this ordinance, additional conditions which it finds necessary to avoid a detrimental environmental impact and to otherwise protect the best interest of the surrounding area or the community as a whole. These conditions may include, but need not be limited to, the following:*

- *A. Limiting the manner in which the use is conducted including restrictions on the time a certain activity may take place and restraints to minimize such environmental effects as noise, vibration, air pollution, glare, and odor;*
- *B. Establishing a special yard or other open space, lot area, or dimension;*
- *C. Limiting the height, size, or location of a building or other structure;*
- *D. Designating the size, number, location and nature of vehicle access points;*
- *E. Increasing the amount of street dedication, roadway width, or improvements within the street right-of-way;*
- *F. Designating the size, location, screening, drainage, surfacing, or other improvement of a parking area or truck loading area;*
- *G. Limiting or otherwise designating the number, size, location, height and lighting of signs;*
- *H. Limiting the location and intensity of outdoor lighting and requiring its shielding;*
- *I. Requiring diking, screening, landscaping, or another facility to protect adjacent or nearby property and designating standards for its installation and maintenance;*
- *J. Designating the size, height, location, and materials for a fence;*
- *K. Protecting and preserving existing trees, vegetation, water resource, wildlife habitat, or other significant natural resource;*
- *L. Such other conditions as will make possible the development of the City in an orderly and efficient manner in conformity with the intent and purposes set forth in this ordinance.*

APPLICANT'S RESPONSE: None

FINDING: SATISFIED WITH CONDITION OF APPROVAL #2. As described in findings for Section 17.74.030 above, the proposed conditional use is similar to the exsisting industrial use, is compatible with the surrounding industrial uses and railway. In order to avoid a potential detrimental environmental impact and to protect the best interest of the surrounding area a condition of approval will be established in case of operational failures where black solider fly or feedstocks that are not sealed or in covered containers, occur outside of the building.

CONDITION OF APPROVAL #2: This conditional use permit approval shall be terminated, at the discretion of the Planning Director, if any portion of the composting process, including black soldier fly or feedstocks that are not sealed or in covered containers, occurs outside of the building. (MMC Section 17.74.040)

17.74.050 Compliance with Zone Standards-Exception. *A conditional use shall comply with the standards of the zone in which it is located, except as these standards have been modified in authorizing the conditional use or as otherwise modified as follows:*

A. Setbacks. In a residential zone, yards shall be at least one-half the height of the principal structure. In any zone, yards greater than the standard of the zone in which the use is located may be required;

B. Limitations on access to lots and on openings to buildings. The City may limit or prohibit vehicular access from a conditional use to a residential street not designated as an arterial street on an officially adopted street plan, and it may limit or prohibit openings in sides of a building or structure permitted as a conditional use within fifty feet of a residential zone if such openings will cause glare, excessive noise, or other adverse effects on adjacent residential properties;

C. Utility substation or pumping substation. The minimum lot size of the zone in which a public utility facility is to be located may be waived only on finding that the waiver will not result in noise or other detrimental effect on adjacent property. No equipment storage shall be permitted on the site in a residential zone. Such uses shall be fenced and provided with landscaping as found necessary.

APPLICANT'S RESPONSE: None

FINDING: SATISFIED. The subject site complies with setback requirements, and a further setback is not required. The site takes access from Riverside Drive, which is identified as a Major Collector in an industrial area. A utility substation or pumping substation is not proposed.

17.74.060 Use Conveyed with Property-Termination Condition and Procedures.

A. Subject to the provisions of this section, a conditional use shall become a property right and shall be conveyed to the benefit of the owner or other person(s) entitled to possession regardless of transfer of title or interest unless otherwise specified by the Planning Commission at the time of approval;

APPLICANT'S RESPONSE: None

FINDING: APPLICABLE. The conditional use shall become a property right and conveyed to the benefit of the owner or other person(s) entitled to possession regardless of transfer of title.

B. Each conditional use permit issued after the effective date of this ordinance codified in this section shall be terminated if:

1. *Construction or remodeling for the conditional use as approved has not been started within one year of the date specified on a development schedule approved with the conditional use, or in case no such development schedule was approved, within one year of the effective date of approval.*
2. *Construction once commenced does not substantially progress for a one-year period.*
3. *After completion of the construction or remodeling, the approved use as authorized by the permit lapses for any one-year period.*
4. *There is a failure to meet any condition as may be specifically required by the Planning Commission at the time of approval of a conditional use;*

APPLICANT'S RESPONSE: None

FINDING: SATISIFED WITH CONDITION OF APPROVALS #3 to #6. The conditional use shall include conditions of approval to comply with the above standards.

CONDITION OF APPROVAL #3: That approval shall be terminated if construction or remodel for the conditional use, as approved, does not begin within one year of the effective date of approval of this application. (MMC 17.74.060(B)(1))

CONDITION OF APPROVAL #4: That approval shall be terminated if construction, one commenced, does not substantially progress for a one-year period. (MMC 17.74.060(B)(2))

CONDITION OF APPROVAL #5: That approval shall be terminated if after completion of the construction or remodel, the approved use as authorized by the permit lapses for any one-year period. (MMC 17.74.060(B)(3))

CONDITION OF APPROVAL #6: That approval shall be terminated if there is a failure to meet any condition as specifically required by the Planning Commission. (MMC 17.74.060(B)(4))

C. *The Planning Director shall determine if a conditional use is in compliance with this section and any conditions imposed by the Planning Commission. At such time as a conditional use becomes subject to termination as provided in this section, the Planning Director shall notify, in writing, the legal owner of record or the occupant. The notice shall explain the reasons for which the conditional use will be terminated. Notice of termination will be delivered by registered mail. A receipt of delivery will be returned to the Planning Director;*

D. *An action or ruling of the Planning Director pursuant to this section may be appealed to the Planning Commission within 30 (thirty) days after the recorded date of delivery of the notice of termination. In the event the notice is not deliverable or acceptance is refused or unclaimed, the 30 (thirty) days in which an appeal may be filed shall be computed from the date of mailing. The decision of the Planning Director is final if the appeal is not taken within the (30) thirty day period. If the appeal is filed, the Commission shall receive a report and recommendation thereon from the Planning Director and shall hold a public hearing on the appeal pursuant to Section 17.72.130. The conditional use shall be invalid during the appeal process;*

E. *Upon termination of a conditional use, the property shall thereafter be used in accordance with the zoning ordinance and other applicable plans, ordinances, resolutions, rules, and regulations unless a conditional use or other action is subsequently approved.*

APPLICANT'S RESPONSE: None

FINDING: APPLICABLE. If it is determined by the Planning Director that the conditional use is no longer in compliance with the approval, notice of termination shall be provided and follow the process established in this Section.

TG

City of McMinnville
Community Development
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McMinnville, OR 97128
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www.mcminnvilleoregon.gov

STAFF REPORT

DATE: **December 9, 2025**
TO: **Mayor and City Councilors**
FROM: **Heather Richards, Community Development Director**
SUBJECT: **Ordinance No. 5167, MEVLC Term Limits**

STRATEGIC PRIORITY & GOAL:

ECONOMIC PROSPERITY
Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors.

OBJECTIVE/S: Accelerate growth in living wage jobs across a balanced array of industry sectors

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Report in Brief: This action is the consideration of Ordinance No. 5167, an ordinance amending Chapter 2.30 (Economic Vitality Leadership Council), of the McMinnville City Code to remove the limitations of term limits and to establish the roles of staff from the McMinnville Downtown Association (MDA), McMinnville Chamber of Commerce (Chamber), Visit McMinnville (VM), and McMinnville Economic Development Partnership (MEDP) as advisors and not staff to the Economic Vitality Leadership Council.

Background:

"McMinnville is old enough to be substantial,
Young enough to be ambitious,
Big enough to be industrious,
And small enough to be friendly."

In 2018, the City of McMinnville initiated the development of an economic development strategic plan with a project advisory committee comprised of members of the City of McMinnville, McMinnville Downtown Association, the McMinnville Chamber of Commerce, McMinnville Economic Development Partnership, Chemeketa College, and many business leaders in the community.

The intent from the beginning of the project was to develop a strategic plan that would be a guidance document for everyone in the City of McMinnville working on economic development issues.

The plan identified three foundational goals and strategies that are meant to be broadly beneficial across multiple industry sectors.

1. Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors.

2. Improve systems for Economic Mobility and Inclusion.

3. Maintain and Enhance our High Quality of Life.

The plan also identified five target sector goals and strategies that are intended to pursue opportunities and improve outcomes within clusters or sectors of related industries. :

1. Sustain and Innovate within Traditional Industry and Advanced Manufacturing.

2. Foster Opportunity in Technology and Entrepreneurship

3. Be a Leader in Hospitality and Place-Based Tourism

4. Align and Cultivate Opportunities in Craft Beverages and Food Systems.

5. Proactively Assist Growth in Education, Medicine and Other Sciences.

The Project Advisory Committee (PAC) was comprised of economic development professionals and community business leaders and employers met monthly to review materials with the consultant team. The PAC membership was:

Jeff Towery, City of McMinnville
Heather Richards, City of McMinnville
Jeff Knapp, Visit McMinnville
Jody Christensen, McMinnville Economic Development Partnership
Gioia Goodrum, McMinnville Chamber of Commerce
Jenny Berg, McMinnville Downtown Association
Bradley James, McMinnville Downtown Association
Scott Burke, City of McMinnville
Peter Hofstetter, Willamette Valley Medical Center
Erin Stephenson, Atticus Hotel
Maria Stuart, R Stuart & Co. Winery
Danielle Hoffman, Chemeketa Community College
Kyle Faulk, Citizens Bank
Kelly McDonald, the Granary District
Sean Rauch, Wells Fargo
Peter Kircher, Golden Valley Brewing

The Plan's Project Advisory Committee discussed how to ensure that the Plan would be utilized and leveraged as effectively as possible for the community of McMinnville.

They discussed forming an Economic Vitality Leadership Council comprised of members of the McMinnville Downtown Association, McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, Visit McMinnville, the City of McMinnville and other

community stakeholders that would meet periodically to review the plan and discuss what made sense to move forward in terms of projects and programs.

At their last regular meeting, the Project Advisory Committee reviewed the draft language for the Economic Vitality Leadership Council and voted to recommend its approval to the McMinnville City Council.

The McMinnville City Council adopted Ordinance No. 5062 on March 12, 2019 to establish the Economic Vitality Leadership Council as Chapter 2.30 in the McMinnville Municipal Code (MMC).

Discussion:

At their meeting on November 12, 2025, the McMinnville Economic Vitality Leadership Council (MEVLC) voted to recommend to the McMinnville City Council to amend Chapter 2.30 of the MMC to eliminate term limits and to amend the roles of the staff of the MDA, VM, MEDP and the Chamber to advisors.

The discussion focused on the need for people to remain on the MEVLC as long as appropriate to retain institutional knowledge and advance larger, more complicated economic development initiatives, and staff from the MDA, VM, Chamber and MEDP did not feel that their role was appropriately categorized as staff to the MEVLC as they were staff to their organizations and were advisors to the MEVLC.

Attachments:

- Ordinance No. 5167

Fiscal Impact:

There is no anticipated fiscal impact to the City of McMinnville with this decision.

Council Alternatives:

1. Adopt Ordinance No. 5167, approving the recommendation of the McMinnville Economic Vitality Leadership Council to remove term limits and to amend the roles of the staff of the MDA, VM, MEDP and the Chamber to advisors.

2. Amend Ordinance No. 5167

3. Do not adopt Ordinance No. 5167, leaving Chapter 2.30 as it currently is.

Recommendation:

Staff recommends that the Council adopt Ordinance No. 5167.

"I MOVE TO ADOPT ORDINANCE NO. 5167."

ORDINANCE NO. 5167

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 2.30 OF THE MCMINNVILLE MUNICIPAL CODE, SPECIFIC TO THE MCMINNVILLE ECONOMIC VITALITY LEADERSHIP COUNCIL.

RECITALS:

WHEREAS, in 2018, the City of McMinnville initiated the development of an economic development strategic plan with a project advisory committee comprised of members of the City of McMinnville, McMinnville Downtown Association, the McMinnville Chamber of Commerce, McMinnville Economic Development Partnership, Chemeketa College, and many business leaders in the community; and

WHEREAS, the intent from the beginning of the project was to develop a strategic plan that would be a guidance document for everyone in the City of McMinnville working on economic development issues; and

WHEREAS, the plan identified three foundational goals and strategies that are meant to be broadly beneficial across multiple industry sectors:

1. Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors.

2. Improve systems for Economic Mobility and Inclusion.

3. Maintain and Enhance our High Quality of Life.

WHEREAS, the plan identified five target sector goals and strategies that are intended to pursue opportunities and improve outcomes within clusters or sectors of related industries:

1. Sustain and Innovate within Traditional Industry and Advanced Manufacturing.

2. Foster Opportunity in Technology and Entrepreneurship

3. Be a Leader in Hospitality and Place-Based Tourism

4. Align and Cultivate Opportunities in Craft Beverages and Food Systems.

5. Proactively Assist Growth in Education, Medicine and Other Sciences.

WHEREAS, the Plan's Project Advisory Committee discussed how to ensure that the Plan would be utilized and leveraged as effectively as possible for the community of McMinnville; and

WHEREAS, the Plan's Project Advisory Committee voted to recommend that the City of McMinnville establish an Economic Vitality Leadership Council to oversee the implementation of the Plan; and

WHEREAS, on March 12, 2019, the City of McMinnville adopted the MAC Town 2032 Economic Development Strategic Plan; and

WHEREAS, on March 12, 2019, the City of McMinnville amended the McMinnville Municipal Code to allow for the establishment of the McMinnville Economic Vitality Leadership Council; and

WHEREAS, on November 12, 2025, the Economic Vitality Leadership Council voted to remove term limit restrictions from the McMinnville Municipal Code, and to amend the role of staff of the McMinnville Downtown Association, Visit McMinnville, McMinnville Chamber of Commerce, and the McMinnville Economic Development Partnership to advisors.

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

1. That Chapter 2.30 (Economic Vitality Leadership Council) of the McMinnville Municipal Code is amended as provided in Exhibit A to this Ordinance.

2. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the McMinnville City Council this 9th day of December, 2025 by the following votes:

Ayes: _____

Nays: _____

_____
MAYOR

Approved as to form: Attest:

_____ _____
City Attorney City Recorder

EXHIBITS:
A. Proposed Amendments to the McMinnville Municipal Code, Chapter 2.30

PROPOSED AMENDMENTS TO THE MCMINNVILLE MUNICIPAL CODE, Chapter 2.30

New proposed language is represented by ***red, bold, italicized, underline font***, deleted language is represented by ~~strikethrough font.~~

Sections:

2.30.010 Purpose.
2.30.020 Responsibilities and Power.
2.30.030 Membership.
2.30.040 Officers.
2.30.050 Meeting/Quorum
2.30.060 Expenses / Reimbursements
2.30.070 Special Provisions
2.30.080 Staff Support

Chapter 2.30

ECONOMIC VITALITY LEADERSHIP COUNCIL

2.30.010 Purpose. To serve in an advisory and guidance role to McMinnville economic development partners advancing the MAC Town 2032 Economic Development Strategic Plan. To focus on both high-impact, near-term strategies and objectives, and high-impact, long-term strategies and objectives that will:

A. Identify McMinnville's unique opportunities and niche potential that will separate McMinnville from other communities and maintain the feeling of a vibrant small-town in close proximity to a fast-growing metropolitan area, and create a sustainable economy for generations to come.

B. Position a unique quality of life to attract creative class and entrepreneurial talent to establish the next generation of local business development and investment in the community.

C. Lead McMinnville's agricultural and manufacturing traditional economy towards a successful and sustainable 21st century economy.

D. Utilize McMinnville's history of collaboration towards achieving big things.

E. Identify what is an attractive business climate for McMinnville's targeted potential and what McMinnville still needs to do to create that climate.

F. Leverage the growing tourism industry towards new business development and investment. "If you like to play here, why not work and live here too."

G. Focus the efforts of all individual economic development partners so that they are successful in their own unique roles but working collaboratively and collectively towards advancing a coherent and cohesive overall economic vision.

H. Invest limited resources in strategic initiatives that create family wage jobs that are multi-generational and reinforce the small town charm of McMinnville.

2.30.020 Responsibilities and Power.

A. Serve as an advisory committee on implementing McMinnville's economic development strategic plan.

B. Support economic development efforts in the city of McMinnville.

C. Have the authority to coordinate economic development activities with other city, county, state or federal agencies.

2.30.030 Membership

A. **Number of Members.** The ~~MAC Town 2032~~ Economic Vitality Leadership Council shall be comprised of 15 members.

B. **Representation.** Membership shall be comprised of two members each from the City of McMinnville, McMinnville Chamber of Commerce, McMinnville Economic Development Partnership, Visit McMinnville, and McMinnville Downtown Association, one member from McMinnville Water and Light, one member from the McMinnville School District, and three members at-large representing the McMinnville business community. Each member should be part of the overall team of the representative stakeholder.

C. **Appointments.** Appointments will be made by each respective agency for those members representing that agency with guidance from the ~~The MAC Town 2032~~ Economic Vitality Leadership Council. The three members at-large will be appointed by the McMinnville City Council with the recommendation of the ~~MAC Town 2032~~ Economic Vitality Leadership Council.

D. **Terms.** *There are no defined terms or term limits for council members, Stakeholders should make replacement appointments as soon as reasonably practicable following a vacancy* ~~All terms are for three years commencing with January of each year. All members may serve two consecutive three year terms. Members who have served two full terms may be reappointed to the MAC Town 2032 Economic Vitality Leadership Council after a three year hiatus from the council. For the initial appointments, five members will be appointed to a one year term, five members to a two-year term, and five members to a three year term.~~

~~The initial one and two year terms will not count towards the term limits~~.

E. **Removal.** A council member may be removed by the majority vote of the ~~MAC Town 2032~~ Economic Vitality Leadership Council if the council finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed.

F. **Ex-Officio Members.** One ex-officio youth (21 years of age and under) may be appointed by the McMinnville City Council, to serve a three year term. The ex-officio youth shall not be a voting member.

2.30.040 Officers

A. **Chairperson / Vice-Chairperson**. At its first meeting of each year, the ~~MAC Town 2032~~ Economic Vitality Leadership Council shall elect from its membership a chairperson and vice-chairperson. The chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the council. A majority of the council may replace its chairperson or vice-chairperson with another member at any time during the calendar year.

B. **Annual Report to City Council**. The Chairperson of the council shall make an annual report to the McMinnville City Council outlining accomplishments for the past year and work plan for the following year or more often as the Chairperson deems appropriate, or at the request of the McMinnville City Council.

2.30.050 Meeting/Quorum

A. **Meeting Schedule.** The Council shall meet as required to accomplish their responsibilities.

B. **Meeting Conduct.** The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each committee meeting.

C. **Open to the Public.** All meetings shall be open to the public.

D. **Quorum.** A majority of the members of the council shall constitute a quorum. Quorum will be based on the number of people officially appointed to the council at the time and should not include vacancies.

2.30.060 Expenses / Reimbursements. Council members shall receive no compensation.

2.30.070 Special Provisions.

A. The MAC Town 2032 Economic Vitality Leadership Council shall operate within the laws and guidelines of the federal government, the state

government, Yamhill County and the City of McMinnville.

B. The Council may appoint an ad-hoc committee to address issues that are under the purview of the existing council**.**

2.30.080 Staff Support. ~~Staffing shall be provided by the City of McMinnville.~~ *. The City of McMinnville shall provide lead staff support for the administration of the council. The* McMinnville Chamber of Commerce, McMinnville Economic Development Partnership, Visit McMinnville and McMinnville Downtown Association *staff or designated representative will serve as advisors.* ~~The City of McMinnville shall provide lead staff support for the administration of the council.~~