



City Council Meeting Agenda

Tuesday, September 09, 2025

5:30 p.m. – Work Session Meeting

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

EXECUTIVE SESSION – to immediately follow the Regular Meeting (CLOSED TO THE PUBLIC)

REVISED 09/09/2025

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, September 08th** to CityRecorderTeam@mcminnvilleoregon.gov
- If appearing via telephone or ZOOM, please sign up prior by **noon on Monday, September 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/86816626933?pwd=xPqIPqs8qZZ2AzxQFyPYSfr2WsJj65.1>

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

Webinar ID: 868 1662 6933

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

1. CALL TO ORDER
2. WORK SESSION: LAND USE EFFICIENCIES (WORK TASK 2 OF SEQUENTIAL UGB WORK PLAN) – LOCAL DOCKET #G 3-24
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. PRESENTATION

- a. McMinnville Water & Light Update Presentation – General Manager John Dietz
- b. Municipal Court Annual Presentation – Judge Arnold Poole

5. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports

6. CONSENT AGENDA

- a. Consider the Draft Minutes of the August 12, 2025 City Council Work Session & Regular Meeting.
- b. Consider the request from Stardance Winery LLC for Winery – Non consumption, OLCC Liquor License located at 1421 NE Alpha Drive.
- c. ~~Consider the request from Stir Crazy Cocktails for Full on premises, commercial, OLCC Liquor License located at 600 North Highway 99W.~~ (Removed on 09.09.2025)

7. ADJOURNMENT OF REGULAR MEETING

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

1. CALL TO ORDER

2. **EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(d):** To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

3. **EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(e):** To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (Added on 09.09.2025)

4. ADJOURNMENT OF EXECUTIVE SESSION

STAFF REPORT

DATE: September 9, 2025
TO: Mayor and City Councilors
FROM: Heather Richards, Community Development Director
Evan Hietpas, Associate Housing Planner
SUBJECT: Work Session: Land Use Efficiencies (Work Task 2 of Sequential UGB Work Plan) – *Local Docket #G 3-24*

STRATEGIC PRIORITY & GOAL:



HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)
Create diverse housing opportunities that support great neighborhoods.

OBJECTIVES:

Collaborate to improve the financial feasibility of diverse housing development opportunities
Conduct thorough and timely planning and forecasting to ensure that regulatory frameworks for land supply align with market-driven housing needs

Report in Brief

This is the second City Council work session for the Land Use Efficiencies work associated with the 2021 – 2041 growth planning work, (Work Task 2 of the Sequential UGB Work Plan). The previous Planning Commission/City Council work session was held on February 11, 2025. In February, the Planning Commission and City Council reviewed *potential* land use efficiency measures. At this meeting, the City Council will focus on reviewing *proposed* land use efficiency measures for residential, industrial, and commercial lands.

- A Project Advisory Committee (PAC) that was established to work with staff and the consultant team on the due diligence necessary for this work held a similar meeting on July 23, 2025. Note that the PAC is advisory to staff, and staff brought the work to the Planning Commission for discussion.
- Following the PAC meeting, the Planning Commission held a work session on August 7, 2025 to review staff's recommendation, and provide a recommendation to City Council.

Land Use Efficiency Measures: A land use efficiency measure (LUEM) is a policy action that changes the comprehensive plan or land use regulations to quantifiably reduce land needs. This project includes the identification of Land Use Efficiency Measures to accommodate the unmet residential land need identified in McMinnville's Housing Needs Analysis, November 2023, for the planning horizon of 2021 - 2041 (HNA) (Attachment 2), as well as the unmet commercial and industrial land need identified in McMinnville's Economic Opportunity Analysis, November 2023, for the planning horizon of 2021 - 2041 (EOA) (Attachment 3) (Both locally adopted in 2024).

The City contracted with EConorthwest (Beth Goodman) and JET Consulting (Elizabeth Decker) to complete this Land Use Efficiencies work. At this meeting, Beth Goodman and Elizabeth Decker will lead a presentation to outline the proposed land use efficiency measures for consideration and discussion and presentation, as well as the results of the Title 17: Zoning Ordinance code audit for efficiency measures.

Background

Local Context

One of the largest barriers to affordable housing in McMinnville is land supply. Due to historic growth planning challenges, McMinnville has endured approximately ten (10) years of limited land supply. This constraint has led to a housing supply deficit which has put significant pressure on housing prices in McMinnville resulting in exponential housing price increases, as well as a lack of land supply available for housing development.

McMinnville started its growth planning for the planning horizon of 2003 - 2023 in 2001. This effort was challenged and appealed, resulting in an urban growth boundary amendment that was not successfully acknowledged until April 2021 for that planning horizon of 2003 - 2023. Since cities are meant to plan for growth every fifteen-twenty (15-20) years, the State asked McMinnville to start another growth planning effort in 2021 focusing on a planning horizon of 2021 - 2041.

Oregon growth planning consists of three (3) basic tasks:

1. "Conduct Needs/Opportunities Analysis" - Identify the amount of land needed to support the anticipated housing, employment, and public amenities of a future population at the end of a planning horizon; then
2. **"Land Use Efficiencies"** - Identify land-use efficiencies that the City would like to enact within its existing urban growth boundary to accommodate the housing and employment need; and
3. *"Amend Urban Growth Boundary (UGB), if needed" - If following the land use efficiencies work there still is need for additional land within the urban growth boundary to accommodate the future housing, employment and public amenities needed to support the future population at the end of the planning horizon, amend the urban growth boundary to accommodate that land need.*

Typically this work is conducted and submitted to the state for acknowledgment all as one package. However, per statute the City of McMinnville had to provide its updated Housing Needs Analysis to the DLCD by December 31, 2023. Knowing that the City could not complete all three tasks within the timeframe provided, the City applied to enter into an approved Sequential UGB work plan allowing the City to submit each task individually and thus meet the

deadline for the Housing Needs Analysis by December 31, 2023 with the opportunity to submit the Land Use Efficiencies and UGB Amendment (if necessary) by March 1, 2026. This was approved with Task 1 being the Housing Needs Analysis and Task 2 of the work plan being the Land Use Efficiency Measures and the UGB Amendment (if necessary).

The City submitted the work for Task 1 (HNA and EOA) of this process to the Director of the Department of Land Conservation and Development (DLCD), who approved the work, except for one item which was remanded to the City and corrected.

- Friends of Yamhill County and Mark Davis appealed the DLCD Director's Decision to the Land Conservation and Development Commission (LCDC), who voted to uphold the DLCD Director's Decision.
- The City is waiting on the final decision documents from the state to see if the LCDC decision will be appealed to the Court of Appeals.

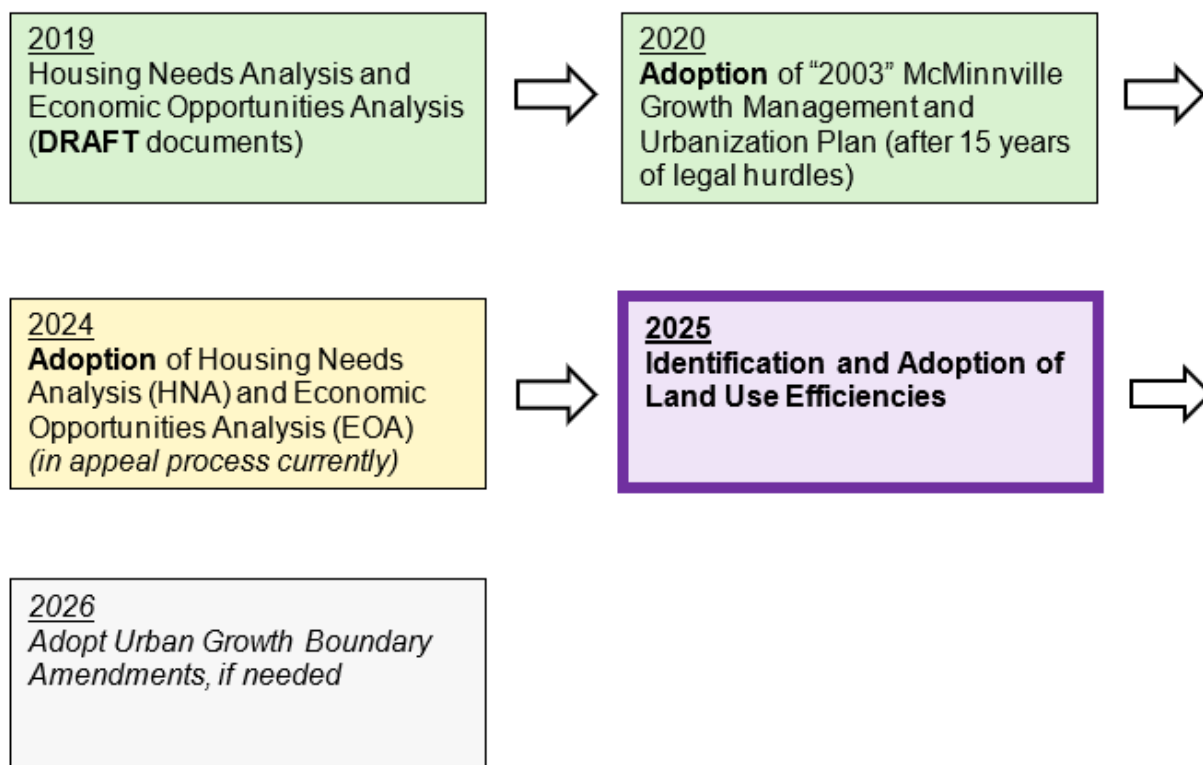
Sequential UGB Work Plan Process Outline and Deadlines

Although the HNA and EOA have not been formally recognized yet, due to appeals, the State has given the City of McMinnville guidance to continue into "**Task 2**" of the Sequential UGB Work Plan, which is the identification of Land Use Efficiency Measures and a UGB amendment, if necessary.

(Task 2a: Land Use Efficiencies) – Majority of work to be completed by November 2025.

(Task 2b/3: Amend UGB, if needed) – Whole task of work due by March 1, 2026.

Growth Planning Process Flowchart



Discussion

Land Needs

The City of McMinnville is completing a sequential UGB amendment process to evaluate whether additional land is needed to accommodate the next 20 years of forecasted growth for the planning horizon of 2021 - 2041. **Work Task 1** showed **land deficits** for all three categories of residential, employment/industrial, and commercial land. (Residential – **202 acres**, Industrial – **29 acres**, Commercial – **159 acres**)

Work Task 2a focuses on identifying land use efficiency measures that would allow existing land to be used more efficiently to reduce the identified land deficits, prior to considering whether to amending the UGB. Efficiency measures can include a variety of **regulatory changes**, particularly **map changes** to rezone or redesignate land and **code amendments** to revise development regulations.

Cities can determine which land use efficiencies to enact based on local values and principles of the community. Discussions about minimum lot sizes, housing density, etc., are all local value decisions to reflect McMinnville's own unique sense of place and community.

It is worth noting that cities are only **required** to demonstrate that Residential land needs are met and are given the option to meet needs for Industrial and Commercial lands.

- Proposed Land Use Efficiencies (to be covered in greater detail by EConorthwest)
 - City's updated Parks Recreation and Open Space (PROS) Plan reduced "level of service of park acreage per capita" resulting in 127 acres of surplus park land in the Urban Holding comprehensive plan designation (UH) to be re-assigned for other growth needs in the planning horizon of 2021 – 2041.
 - State's review of Public and Institutional Land Analysis resulted in a remand and revaluation of the land need leading to 44 acres of surplus "Public" land for the 2021 – 2041 planning horizon.
 - McMinnville School District reduced land needs for the planning horizon of 2021 – 2041.
 - Linfield University Master Planning effort leading to placing commercially and residentially zoned land on the buildable lands inventory.
 - Three Mile Lane Area Plan/McMinnville Landing identifying a 44 acre retail center and a goal of higher density employment per acre on the remaining 150 acres of industrial land.
 - Airport Master Plan updated leading to the identification of 30 acres of buildable land on the airport that can be designated for industrial uses.
 - Various Zoning Changes that have taken place in the past few years

Concurrent spatial analysis of mapping changes led by EConorthwest concluded that the above identified recently adopted and near-term map changes can fully meet the City's identified residential and industrial land deficits, and can partially meet the City's commercial land deficit, as shown below. Again, the findings from this work will be covered in the EConorthwest presentation.

Category	Identified Needs (before Efficiencies work)	Efficiencies Proposed	Results after Efficiencies	Urban Growth Boundary (UGB)
Residential	1,101 dwelling units (approximately 202 acres)	1,396 dwelling unit increased capacity	295 unit surplus	Needs Met in UGB
Industrial	29 acres	30 acres of efficiencies	1 acre surplus	Needs Met in UGB
Commercial	159 acres	88 acres of efficiencies	71 acre deficit remaining	Unmet Needs in UGB

Code Audit/ Code Amendments

JET Planning undertook a review of the City's Zoning Code (Title 17) to identify key provisions that affect development efficiency, and potential updates to those provisions that could improve land use efficiencies. Because the identified residential land deficit is fully met, the focus for potential code updates is on supportive code changes that enhance residential development standards in line with the City's adopted long-range goals for residential neighborhoods, rather than on specific code changes that could produce quantifiable increases in residential capacity.

A technical memo (**Attachment 1**) has been prepared by Elizabeth Decker outlining the **Initial Code Analysis** and **Potential Code Updates**. The findings will also be covered in the presentation.

City Council feedback on the potential code updates will help to inform the extent and specifics of code updates developed to support the efficiency measures. **Adoption of preferred code amendments can move forward independently of the sequential UGB amendment process and deadlines (due March 1, 2026) because the code updates are not specifically needed to demonstrate adequate land capacity.**

Consultants and staff will develop a package of code updates to bring to the Planning Commission and City Council for future consideration based on your initial feedback; updates may focus on the items discussed here or may be combined with additional strategies identified through the comprehensive code analysis to be completed later this year.

Attachments (Links):

1. Code Audit Technical Memo, prepared by JET Consulting
2. McMinnville [Housing Needs Analysis](#) (HNA)¹ (available on City's website)
3. McMinnville [Economic Opportunities Analysis](#) (EOA)² (available on City's website)
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³ <https://www.mcminnvilleoregon.gov/cd/page/mgmup-2003-ugb-remand-project>

Recommendation:

This is a work session, so no formal action is necessary, but staff seeks direction from the City Council on the proposed land use efficiency measures and code audit work, based on staff's and the Planning Commission's recommendation outlined below.

Staff Recommendation: After working with a Project Advisory Committee, staff recommends to move forward with the land use efficiencies work and code audit, in the following manner.

Land Use Efficiencies:

- Adopt the proposed land use efficiencies to fully meet the residential and industrial land needs, and partially meet commercial land needs.
- Do not pursue a UGB amendment process for the unmet Commercial land needs. (If this recommendation was followed, the City would not need to complete "Task 2b/3" of the Sequential UGB Work Plan process – alternatives land analysis for a UGB amendment.)
 - Re-evaluate Commercial land needs again at the time of the City's next Housing Capacity Analysis (HCA), which would take place around 2030-2031. (The purpose of re-evaluating Commercial land needs is to be responsive to residential development that may occur within the next six (6) years.)

Code Audit/Amendments:

- Do not adopt the code amendments as a part of the Sequential UGB Work Plan Process.
- Work with JET Consulting to complete the code audit and develop a package of code amendments for the code updates identified in **Attachment 1** to this staff report as a part of a broader effort.

Planning Commission: On August 7, 2025, the Planning Commission provided a recommendation consistent with staff's recommendation detailed above.

EXHIBIT 1 – STAFF REPORT

DATE: August 7, 2025
TO: Planning Commission Members
FROM: Evan Hietpas, Associate Housing Planner
SUBJECT: Land Use Efficiencies/ Work Task 2 of Sequential UGB Work Plan – *Local Docket #G 3-24*

STRATEGIC PRIORITY & GOAL:



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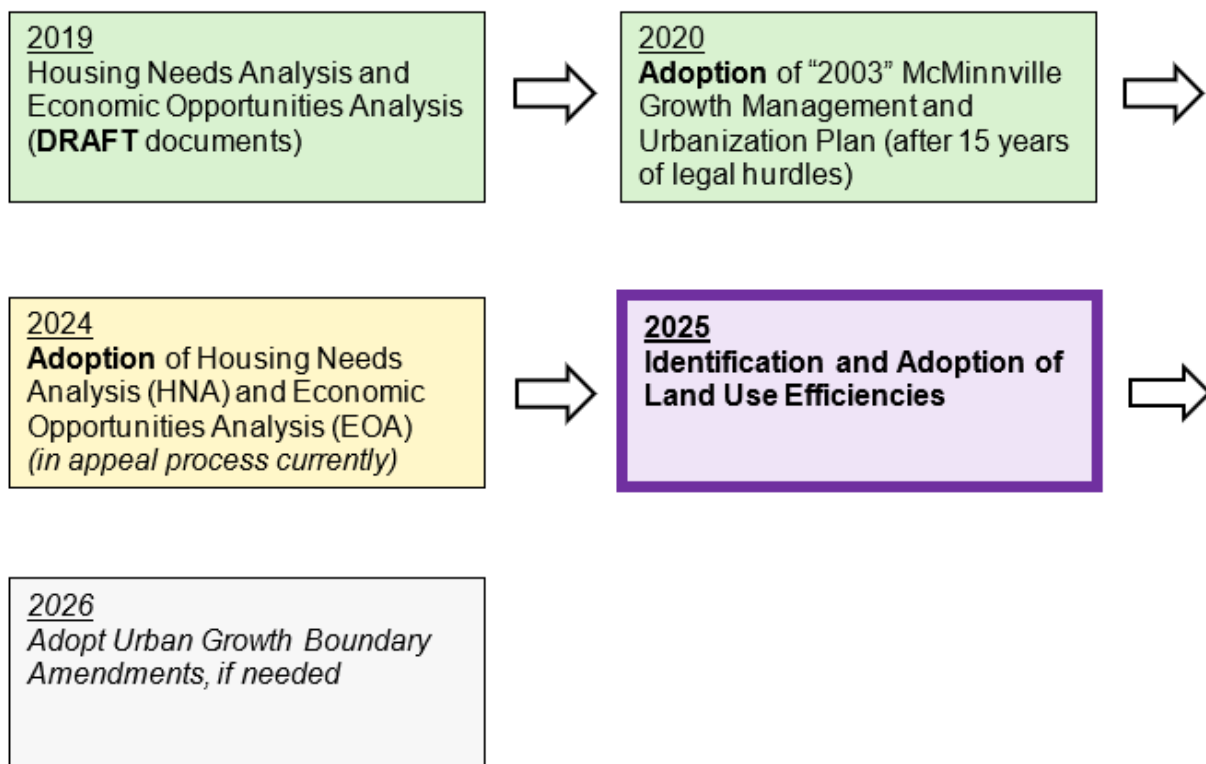
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A technical memo (**Attachment 1**) has been prepared by Elizabeth Decker outlining the **Initial Code Analysis** and **Potential Code Updates**. The findings will also be covered in the presentation.

Planning Commission feedback on the potential code updates will help to inform the extent and specifics of code updates developed to support the efficiency measures. **Adoption of preferred code amendments can move forward independently of the sequential UGB amendment process and deadlines (due March 1, 2026) because the code updates are not specifically needed to demonstrate adequate land capacity.**

Consultants and staff will develop a package of code updates to bring to PC and CC for consideration based on your initial feedback; updates may focus on the items discussed here or may be combined with additional strategies identified through the comprehensive code analysis to be completed later this year.

Recommendation to City Staff from the Project Advisory Committee (PAC)

On July 23, 2025, the PAC recommended to City staff to move forward with the proposed land use efficiencies, as presented. The PAC recommended that no Urban Growth Boundary (UGB) amendment should be pursued for the Commercial land deficit. However, the PAC recommends re-evaluating Commercial land needs again at the time of the City's next Housing Capacity Analysis (HCA), which would take place around 2030-2031. The purpose of re-evaluating Commercial land needs is to be responsive to residential development that may occur within the next six (6) years.

The PAC also recommended to City staff that they were in support of the proposed code amendments presented by JET Consulting.

Attachments and Helpful Links:

1. Code Audit Technical Memo, prepared by JET Consulting
2. McMinnville [Housing Needs Analysis](#) (HNA)¹ (available on City's website)
3. McMinnville [Economic Opportunities Analysis](#) (EOA)² (available on City's website)
4. [McMinnville Growth Management and Urbanization Plan \(MGMUP\) 2003 Urban Growth Boundary \(UGB\) Remand project webpage](#)³

Recommendation:

This is a work session, so no action is necessary but staff seeks direction on the proposed land use efficiency measures and code audit per the following:

Land Use Efficiencies:

- Adopt the proposed land use efficiencies to fully meet the residential and industrial land needs, and partially meet commercial land needs.
- Do not pursue a UGB amendment process for the unmet Commercial land needs. If this recommendation was followed, the City would not need to complete "Task 3" of the Sequential UGB Work Plan process – alternatives land analysis for a UGB amendment.

Code Audit/Amendments:

- Do not adopt the code amendments as a part of the Sequential UGB Work Plan Process.
- Work with JET Consulting to complete the code audit and develop a package of code amendments for the code updates identified in **Attachment 1** to this staff report as a part of a broader effort.

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³ <https://www.mcminnvilleoregon.gov/cd/page/mgmup-2003-ugb-remand-project>



MEMO

DATE: July 28, 2025
TO: City of McMinnville Planning Commission
CC: Heather Richards, David Berniker and Evan Hietpas, City of McMinnville
FROM: Elizabeth Decker, JET Planning
SUBJECT: Code Update Opportunities Related to Land Use Efficiency Measures

I. INITIAL CODE ANALYSIS

Residential: Initial code analysis completed earlier this year specifically focused on provisions that affect the development capacity of existing residential sites in order to identify potential code changes that could serve as efficiency measures. The code analysis included a broad overview of standards applicable in residential zones that most directly affect the type and number of homes that can be built on a given site:

- Allowed uses
- Dimension standards and scale of allowed development
- Development and design standards; and
- Parking requirements.

There are several aspects of the City's residential zoning standards that already appear to be in line with existing City goals for residential development, as embodied in the Great Neighborhood Principles, and that can support efficient use of land. Observations include:

- **Residential uses** are permitted in a large number of zones, including all residential zones (R-1 to R-5), the Office Residential (OR) zone, and in commercial zones (C-3). There is a broad range of housing types permitted including single-family, middle housing and apartment types.
- There is a **range of density permitted** across the residential and commercial zones, primarily regulated by minimum lot sizes. Minimum lot sizes are highest—and density lowest—in the R-1 zone, with smaller minimum lot sizes and higher density increasing

up to the R-5 zone. The R-5 zone has not yet been applied to any parcels in McMinnville but is planned in several Area Plans for future development in the UGB.

- The **minimum lot sizes** in the R-1 to R-4 zones are in line with the adopted density targets in the 2023 *Housing Needs Analysis*. Recent development in the R-1 to R-3 zones has averaged close to the allowed maximum density. Average development densities in the R-4 and OR zones have been higher than the other residential zones, but have been significantly lower than the allowed maximum density, likely due to a mix of housing types from single-family homes to apartments. The highest-density apartments have been developed in the C-3 zone, though similar scale projects are also permitted in the R-4, R-5 and OR zones.
- Dimensional standards for **lot sizes, setbacks and height** in the R-1 to R-3 zones appear well scaled to the desired development types, primarily single-family homes and middle housing. Dimensional standards in the R-4, OR, R-5 and C-3 permit taller buildings to support apartment development, but setbacks and maximum densities may limit ability to build to the allowed heights.
- **Off-street parking** minimums for single-family homes (2 spaces per home) and middle housing (1 space per home) are in line with typical development patterns and state requirements. Parking minimums for apartments are set at 1.5-2 spaces per home, which are higher than some state benchmarks and can impact feasibility of higher-density development by requiring a large percentage of the site to be developed for parking rather than homes.
- **Open space** requirements are applied to both multifamily developments and for planned developments, requiring 15% of sites to be used for open space. While that is land that may not be available for residential development, it supports the quality of life for future residents and complements the City's public park system.
- Recent platted residential development has primarily come forward through the **Planned Development (PD) process** rather than the subdivision process, though both options are available through code. The existing subdivision standards offer a less discretionary development opportunity for proposals that align with the base zone standards, whereas the PD process offers a more flexible development option to vary existing standards through a discretionary review process. Notably, the PD process allows for a variety of lot sizes and housing types, provided the average minimum lot size and density meet the base zone requirement. The PD approval criteria require proposals to implement the Great Neighborhood Principles, which can be discretionary, whereas the existing subdivision criteria include more objective standards that may not fully address all of the Principles.

In addition to these initial impressions, a comprehensive code audit will be completed later this year to more fully evaluate residential development standards relative to City goals, state requirements, and recent development outcomes.

Commercial/industrial: Code analysis included limited review of commercial and industrial standards, primarily focused on the types of uses allowed as correlated to intensity of development and job generation on given sites. Dimensional, development and design standards are more difficult to correlate with commercial and industrial development outcomes due in part to the absence of a standard measurement of development ‘efficiency’ akin to residential density. No specific efficiency-related code updates were identified through the code analysis or recommended at this time. Future efforts could include a more comprehensive analysis of commercial and industrial standards against broader criteria including the City’s economic development goals.

II. POTENTIAL CODE UPDATES

The initial code analysis helped to identify six areas for potential code updates in line with the broader spirit of the efficiency measures and City long-term goals for residential developments. These code updates are being considered as a companion effort rather than quantifiable efficiencies, given that the map-based efficiency measures yielded sufficient residential capacity to fully address the City’s initial deficit. The City may choose to move forward with some, all or none of these code updates, based on feedback from the Planning Commission and City Council.

A. Lift maximum density in R-5 zone

Analysis: Recent code updates lifted the maximum density standard in the R-4, OR and C-3 zone (by reference); the previous maximum of 29 units per acre no longer applies and future development intensity is instead addressed through scale and dimensional standards. The R-5 zone retains a maximum density standard of 29 units per acre, which may have been overlooked in previous code updates. The purpose of the R-5 zone is specifically to support higher-density multifamily residential, compared to the mix of residential types permitted in the R-4 zone.

Update: *Lift the R-5 maximum density* of 29 units per acre for parity with the R-4 standards and to better support intended apartment development in the R-5 zone.

B. Add minimum densities in R-4, R-5 and OR zones

Analysis: The R-4, R-5 and OR zones all permit a range of housing types including apartments; maximum density was previously set at 29 units per acre but has recently been lifted in the R-4 and OR zones. There are no minimum densities in any of the zones. There has historically been a mix of housing types in the R-4 zone, such as in areas south of downtown. Recent development in the R-4 and OR zones has averaged closer to the permitted scale for single-family homes (5,000-SF minimum lot size or 8.7 units per acre) than to the allowed higher densities in the zones. More efficient use of land could be achieved by shifting future development patterns to higher densities and a broader mix of housing types including middle housing and apartments in these zones.

Update: *Introduce a minimum density for the R-4, R-5 and OR zones*, which could support a broader mix of housing types including middle housing and apartments that result in more efficient use of land at higher densities, given the ample opportunities for platted single-family homes in the R-1 to R-3 zones.

- Consider a minimum density between 12 to 20 units per acre, which is inclusive of a variety of housing types including duplexes on 5,000-SF lots, townhouses on 2,500-SF or smaller lots, and garden-style apartments, as well as some single-family homes as part of a mix of housing types in a larger development.
- Applicability of a new minimum density standard should focus on new development on larger sites, to avoid creating nonconforming uses on existing 5,000-SF lots developed with single-family homes. Consider how much new single-family detached development is desired in these zones, relative to middle housing and apartments, to calibrate the proposed minimum and the applicability threshold.

C. Balance setbacks and height for multifamily in R-4, R-5 zones

Analysis: Existing setbacks in R-4 and R-5 zones may limit feasibility of taller apartments buildings. While the zones allow a maximum height of 60 feet, buildings over 35 feet tall trigger additional setbacks at a minimum of 1 additional foot per 2 feet of height over 35 feet tall that increase the base minimum setbacks of 15 feet front, 6 feet side, and 20 feet rear. Additional setbacks may provide more separation between taller buildings and decrease shadowing of neighborhood properties, though the minimum setbacks already provide a significant amount of yard and buffer space. The additional setbacks could decrease the development benefits of building taller and to greater densities, and may indirectly establish a de facto maximum height of 35 feet.

Update: *Adjust setbacks to apply the base setbacks to buildings of any height* in the R-4 and R-5 zones and eliminate additional setbacks for buildings over 35 feet, which could make taller buildings up to the allowed 60-foot height limit more feasible and simplify application of standards. Note that there are additional factors, including those related to different construction types and costs associated with buildings over three stories, that will still influence preferred development types. Alternatively, the City could explore lowering the allowed height of buildings to better align with preferred development types that could be accommodated within the existing setbacks.

D. Adjust setbacks for multifamily in C-3 zone

Analysis: Apartments are permitted in the C-3 (commercial) zone subject to the development standards for the R-4 zone. While there are no minimum setbacks for commercial and mixed-use development in the C-3 aside from 20-foot rear and side setbacks adjacent to a residential zone, apartment development triggers the R-4 setbacks described above. These additional apartment setbacks may make apartments less feasible and be out of character for the development patterns in C-3.

Update: *Apply the C-3 setbacks to apartment development* in the C-3 zone to better support apartment development opportunities at a similar scale to commercial development, while retaining buffering from adjacent residential zones.

E. Reduce off-street parking requirements for multifamily

Analysis: Multifamily off-street parking minimums are set at 1.5 to 2 spaces per apartment (based on bedrooms), closer to the 2 spaces per unit requirement for single-family homes than the 1 space per unit for middle housing.

Update: *Reduce the multifamily parking minimum to 1 space per apartment.* Emerging best practices for parking regulations support requiring 1 (or fewer) spaces per apartment, with the understanding that there are multiple factors driving the parking ratio beyond City regulations. Developers must consider any parking requirements set as terms of financing, forecasted tenant parking demand that would make the apartments more desirable to rent, and/or site-specific factors like any on-street parking or transit availability (understood to be fairly limited in McMinnville). The proposed parking ratio for a given project will reflect all these factors, so lowering the City minimum requirement could establish a true minimum and avoid pushing overparking of sites beyond the site-specific need. Sites where developers choose to provide less parking than the current 1.5 to 2 space minimums, as supported by site conditions and forecasted tenant parking demand, could use site area more efficiently for additional apartments or open space in lieu of parking lots. For some sites, reducing parking minimums

could allow apartments to be built where current minimums—and the requisite site area to accommodate that much parking—are crowding out residential development potential.

F. Explore density bonus for Planned Developments

Analysis: The Planned Development (PD) process is widely used in McMinnville to approve new residential developments, and provides more flexibility to modify the base zone standards as part of a site concept developed to meet the Great Neighborhood Principles including incorporating community amenities such as common open space. Flexibility includes allowing a variety of lot sizes, provided that the average minimum lot size meets the base zone requirement. Density bonuses (or an allowed reduction to the average minimum lot size, to achieve the same end) are a common tool in PD standards, to create an incentive to use the PD standards rather than the subdivision standards and to recognize the additional site planning and design quality that can result from the additional PD criteria.

Update: *Consider introducing a density bonus for Planned Developments* tied to priority neighborhood design features that complement existing requirements, such as a greater mix of housing types, provision and improvements of common open space, incorporation of affordable or accessible housing types, enhanced architectural design, provision of alleys, integration of neighborhood commercial, or other features that further the Great Neighborhood Principles. The bonus could incentivize additional neighborhood features and increase residential efficiency by accommodating more homes within a well-designed neighborhood.

From: [Mayor Kim Morris](#)
To: [Adam D. Garvin](#); [Claudia Cisneros](#)
Subject: Fw: 120 Fleishauer zoning violations
Date: Thursday, August 28, 2025 7:26:39 PM

Adam,

I wanted to forward this complaint to you that was email directly to council.

It sounds like it is already in the Code Compliance pipeline. Can you follow up and communicate back when you can?

Thank you
Kim

Get [Outlook for iOS](#)

From: Margaret Cross [REDACTED]
Sent: Thursday, August 28, 2025 12:20 PM
To: sal.peralta@mcminnville.org.gov <sal.peralta@mcminnville.org.gov>; Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>; Mayor Kim Morris <Kim.Morris@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: [REDACTED] zoning violations

This message originated outside of the City of McMinnville.

Dear mayor and council,

The owner of the residence at [REDACTED] has been blatantly violating city trash ordinances for years despite numerous complaints. It is getting worse, with trash trucks impeding traffic and what appears to be a commercial junk business being conducted in a residential neighborhood near Newby School. Why is this allowed? Complaints are met with platitudes like "Well, we are working on it..". There is little evidence to support this statement.

Attached find photos taken 8/28/2025. Would you like this in your neighborhood? If this continues you might update your complaint form to include "Public Health Hazard" to the list.

Sincerely,
Margaret Cross



McMinnville, OR 97128











From: [Zack Geary](#)
To: [Claudia Cisneros](#)
Subject: Fw: Expenditures requiring approval
Date: Tuesday, September 9, 2025 7:21:54 PM
Attachments: [Outlook-0a1vy5gh.png](#)
[Outlook-Title_pho.png](#)
[Outlook-Title_Ema.png](#)
[Outlook-Home.png](#)

From: Jessica Payne <Jessica.Payne@mcminnvilleoregon.gov>
Sent: Tuesday, September 9, 2025 6:05 PM
To: Loretta Johnson <lorettamj@onlinemac.com>; Mayor Kim Morris <Kim.Morris@mcminnvilleoregon.gov>; Sal Peralta <Sal.Peralta@mcminnvilleoregon.gov>; Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>; Daniel Tucholsky <Daniel.Tucholsky@mcminnvilleoregon.gov>; Zack Geary <Zack.Geary@mcminnvilleoregon.gov>; Scott Cunningham <Scott.Cunningham@mcminnvilleoregon.gov>
Subject: Re: Expenditures requiring approval

Thank you for your input Mrs. Johnson.

I have several thoughts and definitely a lot of concerns about changing the amount. I mentioned to Mayor Morris just yesterday that whatever we decide needs to include a reconciliation with the budget. Because, I think the council should have the opportunity to review any reasonable amount to be evaluated by the council for that item's own approval. That is a little difficult to communicate over email.

Please reach out anytime.

In the future, to prevent serial communication please blind cc the entire council. And to ensure that your comments become part of public meeting records, please email comments to the city recorder team CityRecorderTeam@mcminnvilleoregon.gov.

Jessica Payne

Pronouns: She, her, hers
Ward 3 City Councilor

What ward do I live in? [Find out](#)



☎ (971) 517-0957
✉ jessica.payne@mcminnvilleoregon.gov



PUBLIC RECORDS LAW DISCLOSURE: Messages to and from this e-mail address are public records of the City of McMinnville and may be subject to public disclosure; the same is true for text communication sent to the phone number above. This e-mail is subject to the [State of Oregon Retention Schedule](#).

From: Loretta Johnson <lorettamj@onlinemac.com>

Sent: Saturday, August 30, 2025 12:29 PM

To: Mayor Kim Morris <Kim.Morris@mcminnvilleoregon.gov>; 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: Expenditures requiring approval

This message originated outside of the City of McMinnville.

We am contacting you to request you don't change the current purchase limit requiring approval by the city manager. Inconvenience is not a good enough reason to change this current limit of \$2500.00. There are too many instances of wasteful spending in city governments and we are okay with our city not following the crowd but instead, being wise-even frugal with our money. If we are going to stand out, let it be for good reasons like being responsible and accountable to our citizens. Thank you for your consideration.

Respectfully,

Loretta and Dave Johnson

Sent from my iPad

MW&L SEMI-ANNUAL UPDATE TO CITY



September
2025

Regional Water Discussion

Legislators, representatives from several cities, and McMinnville Water & Light participated in a Regional Water Discussion on July 30, which included a presentation and a tour of the Water Treatment Plant.



MW&L FACILITY PROJECT



MWA Architects will be presenting the schematic design for the Office Expansion/Remodel & Warehouse Seismic Retrofit Project to the commission in November. The presentation will include the first project estimate.





WAREHOUSE ADDITION

- McMinnville Water & Light representatives toured the Freres Engineered Wood plant and warehouse in Lyons, Oregon, on Monday, June 30.
- MPP (mass plywood panels) were in consideration as the construction material for the warehouse addition. Also in consideration was a custom structural steel building.
- On August 7, the commission approved MPP as the construction material for the warehouse addition.





Baker Creek Transmission Upgrade Project

August 2025: Crews began Phase 1 of 5 for the transmission line upgrade project north of Baker Creek Substation. This project ties new Brentano feeder to Baker Creek Substation and Hwy 47. The full project will replace approximately 90 aging transmission poles (former BPA poles) between MW&L's Baker Creek Substation and Hwy 47.





27th Street Water Main Replacement Project

July 2025: Crews completed the 27th Street Water Main Replacement Project between Westside Road and Davis Court. The work included:

Replacing 230 feet of old 6-inch cast iron water main with new 8-inch ductile iron pipe along 27th Street.



Annual Infrastructure Tour

August 2025: Local and regional stakeholders visited one of our substations, the Norman Scott Water Treatment Plant, MW&L watershed, and Fox Ridge reservoirs. A great behind the scenes look at how we serve the residents of McMinnville.



On August 19, MW&L hosted an electric infrastructure tour for local and state legislators. The group also toured Cascade Steel. This was a great opportunity to discuss electric transmission capacity, future needs and challenges facing McMinnville and the region.



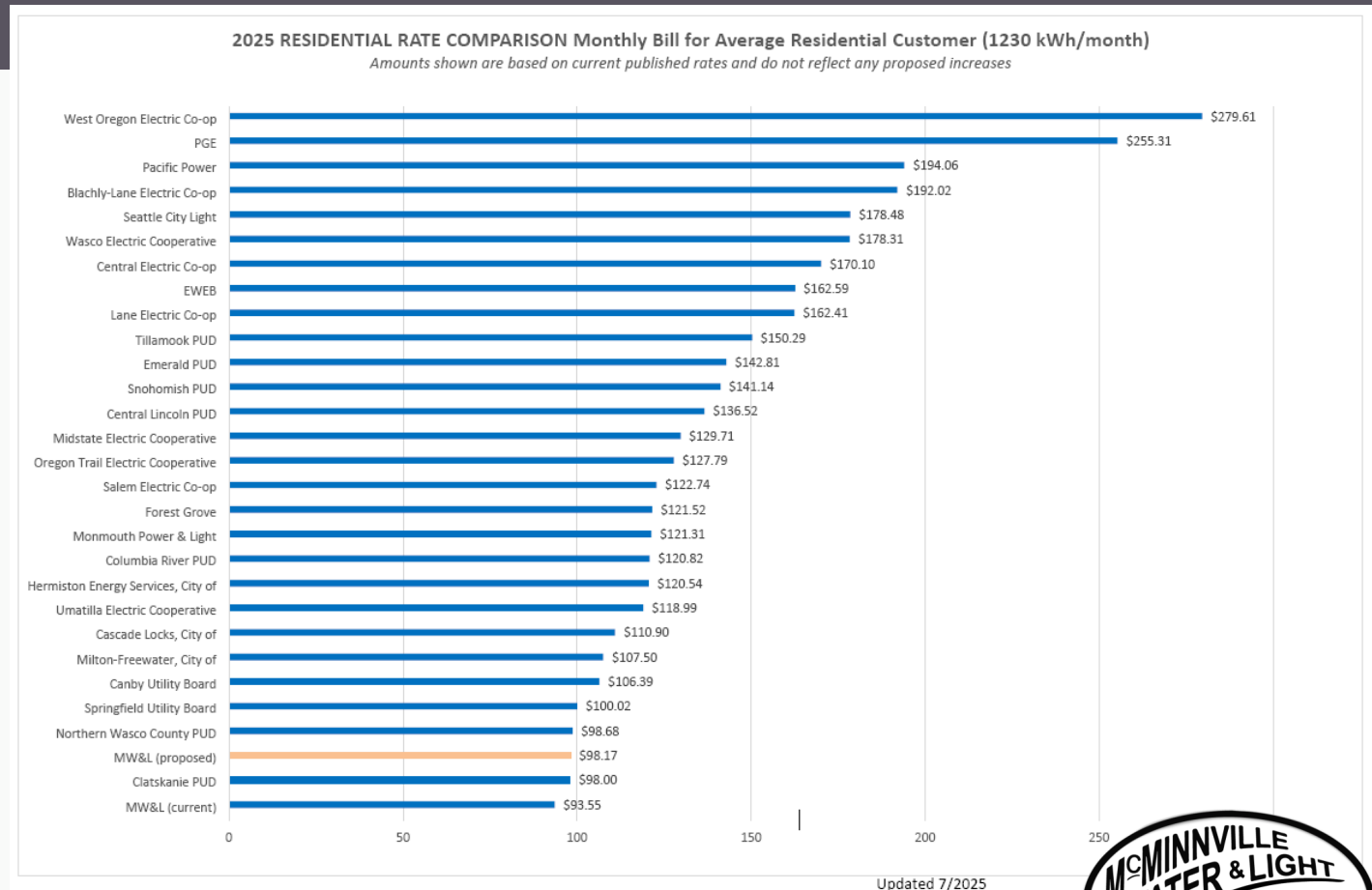
Electric Tour



Rates

Electric

- Public Hearing concluded on 8/19/25
- BPA: Power rates increased 8% and transmission rates increased 18%
- MW&L: 4.5% overall rate increase approved by the commission and will go into effect 10/1/25
- MW&L's rates remain competitive



*Water rate hearing to be held 9/16/25

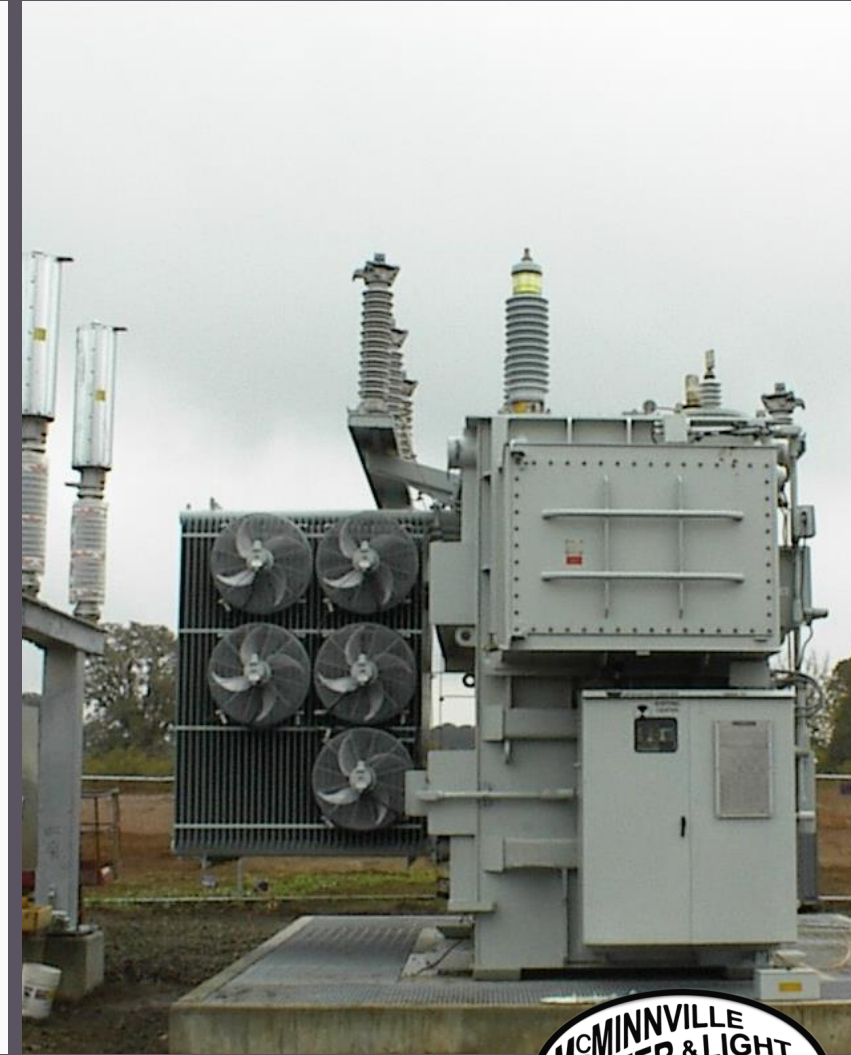
Amended on 09.10.2025



Substation Transformers Purchased

August 2025

- Commission approved purchase of (3) substation transformers for a contract price of \$4,853,000.00 (subject to cost escalation due to long lead time item)
- Two of the transformers are for Cascade and Airgas and will be placed at Windishar Substation. These two units will replace transformers installed in 1977 and 1980. Both have reached the end of their service life and now require replacement.
- The third transformer will be for the future 3-Mile Lane substation.
- Lead time for this equipment is 52 months (hopefully sooner).



BPA Provider of Choice Contract

New Power Supply Contract (2028-2044)

BPA and stakeholders have been in discussions and holding workshops on this new contract for over 5 years

Contract templates were released in June

Staff plans to bring contract to commission for approval in October

Contracts must be executed by December 2025 for service to begin October 1, 2028



QUESTIONS?



McMinnville Municipal Court

Report to Council 2025

❖ Personnel

- ½ strength for months
- Part-time clerk is now full-time
- Another full-time clerk will be hired

❖ Jail

- every working day
 - we check the list of new arrests
 - non-court days a senior clerk goes to the jail and contacts me by phone
 - With me on the phone
 - ◆ Arraignment
 - ◆ Release decision
 - ◆ Prosecutor's offer
 - ◆ Often plea and sentence
- Wednesdays
 - Hold court in the jail for those in custody

❖ Ad Hoc Specialty Courts

- Mental health
 - YCMH member attends
 - Magistrate's Notice of Mental Health
 - Two people committed and apparently are doing very well
- Camping
 - Prosecutor's system
 - 1st time
 - ◆ Counseling
 - ◆ Reduced to violation
 - 2nd time
 - ◆ Counseling
 - ◆ Work crew
 - ◆ Conviction
 - 3rd time
 - ◆ Jail

➤ **Challenges**

- Trial Days
 - Requirements
 - ◆ In custody
 - Within 60 days
 - ◆ Out of custody
 - Within 2 years
 - Our Schedule
 - ◆ We only have court one day a week
 - ◆ Fifth Wednesday of a month
 - Four jury trials a year
 - ◆ Witnesses move on
 - I have had to dismiss several cases over the past year for lack of speedy trial
 - ◆ Considering using existing traffic day for jury trials

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

Tuesday, August 12, 2025 at 6:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

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

Also present were City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Library Director / Parks & Recreation Director Jenny Berg, Community Development Director Heather Richards, Chief of Police Cord Wood, Police Captain Tim Symons, Police Captain Scott Fessler, City Engineer James Lofton, Public Works Director Geoff Hunsaker, Human Resources Director / Acting City Manager Vicki Hedges (via Zoom), Finance Director Katie Henry (via Zoom), Airport Administrator Willy Williamson (via Zoom), and *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. OPTIONS AND RECOMMENDATIONS FOR POSSIBLE DOG/ANIMAL REGULATION:

City Attorney David Ligtenberg shared a PowerPoint presentation. The City Council discussed comprehensive updates to the city's animal control code, focusing on enforcement, dangerous dogs, and penalties. The existing code was described as outdated and difficult to enforce, with overlapping roles between police and code enforcement, and unclear definitions. The council reviewed key violations such as leash laws, licensing, rabies vaccination, and public nuisance provisions, noting inconsistencies in penalties and enforcement.

Mr. Ligtenberg and Chief of Police Cord Wood proposed amendments to the code including classifying unprovoked animal attacks as Class B misdemeanors, with enhanced penalties for attacks resulting in death and provisions for restitution to victims. There was discussion regarding the need to clearly define terms such as "vicious" and "dangerous" dogs, introduce

levels of dog behavior with appropriate enforcement responses, and mandate secure containment measures for high-risk animals.

Concerns were raised about the costs of enforcement and the absence of a dedicated revenue stream. The possibility of a city-run licensing fee program was discussed, as well as collaborating with the county, which is considering adjustments to its fee structure. Staff also proposed removing breed-specific restrictions, adding a self-defense clause, and simplifying language to ensure escalating penalties for repeat offenders.

The council examined how misdemeanor penalties are applied, the flexibility available to judges, and the challenges in tracking repeat offenders under the current municipal court system.

3. ADJOURNMENT: Mayor Morris adjourned the meeting at 6:53 p.m.

Claudia Cisneros, City Recorder

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

Tuesday, August 12, 2025, at 7:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

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

Also present were City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Library Director / Parks & Recreation Director Jenny Berg, Community Development Director Heather Richards, Chief of Police Cord Wood, Police Captain Tim Symons, City Engineer James Lofton, Public Works Director Geoff Hunsaker, Special Projects Manager Jody Christensen, Human Resources Director / Acting City Manager Vicki Hedges (via Zoom), Finance Director Katie Henry (via Zoom), Airport Administrator Willy Williamson (via Zoom), Communications & Engagement Manager Noelle Amaya (via Zoom) and *members of the News Media – Kyle Dauterman McMinnville Community Media.*

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

Jenny Berg, Library Director / Parks & Recreation Director led the Pledge of Allegiance.
3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT:
Mayor Morris invited the public to comment.

There was none.
4. ADVICE/ INFORMATION ITEMS
- 4.a. Reports from Councilors on Committee & Board Assignments

Councilor Cunningham missed a PAC meeting due to illness, but will watch the video recording, and the rest of the committees are on summer vacation.

Councilor Chenoweth had nothing to report

Council President Peralta had nothing to report.

Mayor Morris mentioned joining the ribbon-cutting for Celestial Hill on July 23rd. MEDP coordinated some tours and was able to tour Skyline Homes and see the process from start to finish. Their homes are a cost-effective option, especially for those who own their own property. Had a Mayor's and City Managers state leaders meeting about regional water. It was an excellent meeting, and then I went up Meadow Lake Road and toured the treatment plant. Attended the ribbon-cutting for the water reclamation facility, celebrating the completion of their \$21 million solids treatment. Last Thursday rang the opening bell for the farmers' market and worked on the city table with Noelle and Evan from Planning to share information about the Innovation Campus and City Committees. Met with Gustavo Guerrero, who works for Senator Merkley's office. Attended a Yamhill County Economic Alliance meeting to talk about a way that they can work together in Yamhill County to increase the economy, and work with OGEAC and Business Oregon, who have some grants and some funding for that. Met with Interim Superintendent Courtney Ferreira. Volunteered for a few days in the information booth at the Yamhill County Fair and volunteered for National Night Out in the obstacle course with the McMinnville Police Department.

Councilor Geary stated Visit McMinnville will meet next week, MURAC had no meeting but read an update that was provided to MURAC members. Highlighting the NW Rubber site staff are currently working on negotiations. The Alpine Avenue Phase 2 project was submitted for the 2025 state legislative session, the federal CIP program for \$995,701 **and one** million. All state transportation requests were deferred to the 2026 legislative session and recently learned that the federal request did not make the cut. The Downtown Master Plan update has been delayed to January 2026. Long-term member, Lisa Pool, will not be reapplying for another term, and there will be additional openings in MURAC. Then, on the PAC side, they presented last night at the McMinnville School Board's agenda and requested their formal endorsement, which was unanimously approved and gave their endorsement for the project.

Councilor Tucholsky stated the Airport Commission did not meet, and YCOM continues to plan for the 2026-2027 budget process. Air show planning is underway for the end of September this year, and preparations are also well underway for next year's show. There might be an agreement between the airport and Evergreen to bring the largest air show yet and potentially include the U.S. Navy Blue Angels once again. Law enforcement records management are starting to work further together for Yamhill County and McMinnville PD, allowing those two entities to work together under the same system, as well as the City of Yamhill, and eventually the City of Carlton. An after-action review will be conducted for the propane tank incident. The McMinnville Fire District will conduct it, and they will be assessing: What was the mission tasked with? How did they do?

Where did they fail? Where did they succeed? What needs to change for future activity? There is an emergency alert system that people can sign up for called Everbridge.net and can provide a link if anyone needs it. Lastly, County Law and County Fire are going live with their new radio channels in August, which should provide improved communication and clarity for everyone, so I think there's a lot of positive activity going on through YCOM.

4.b. Department Head Reports

City Attorney David Ligtenberg noted that everything working on is on tonight's agenda, reminding everyone a little over a month away from taking some personal leave, he will make sure the Council is informed on how legal will be covered during this time.

Chief of Police Cord Wood said the National Night Out event was held last Tuesday night and was very well attended. Since January of this year, they've had over 500 animal-related calls for service. 350 of those have been titled Animal Nuisance, which can encompass a wide range of behaviors, and then had 20 instances that were classified as animal bites.

Community Development Director Heather Richards noted working with the McMinnville Economic Vitality Leadership Council (MEVLC), the City Council adopted the MAC-Town 2032 Economic Development Strategic Plan to address the economic prosperity priority that's in the six priorities.

The MEVLC was chartered to move that forward. They are 50% of the way through when we adopted these strategic plans for 2032.

Jody Christensen is leading that effort with the MEVLC in coordination with all the staff of Economic Development Partners, which is the Downtown Association, Visit McMinnville, the McMinnville Economic Development Partnership, the Chamber, and the City. She has also gotten a couple of complaints about trees in terms of limbs over the public right-of-way, so we do have a code that requires trees to be limbed up. Since have gotten some complaints, will be going out with code enforcement and hanging door knockers for people who need to do tree trimming for their street trees.

James Lofton mentioned that Cypress and Fellows finished paving and striping for Phases 1, 2, and 3. The contractor is currently working on some additional ADA ramps that the City authorized with Amendment 1 to the contract in Phase 4, which is on tonight's consent agenda. The ARPA Midtown Basin Stormwater Project has been completed. It has come in substantially under budget on this project, with an expectation of \$100,000 to \$150,000 under budget. Expect it to result in a 49% reduction in flooding experienced in the area. In response to the tragic accident. Engineering is moving forward, and has authorized David Evans and Associates to collect some traffic and pedestrian data on Southwest Sheridan Road. There will be some video cameras in that area collecting data over the next few weeks. It will be collected, compressed, and analyzed. Will be coming back by the end of September to provide short-term and long-term improvements

and safety recommendations. Provided an update on Hillcrest development, expecting public utilities to begin installation next week, contractors are moving ahead, and so far, seeing a great product from them.

Library Director / Parks & Recreation Director Jenny Berg mentioned soccer registration is underway, expecting more than 500 kids to sign up. There was a refresh of the gym at the Aquatic Center, and received a number of pieces of equipment from Planet Fitness and has received a lot of good feedback. The Community Center and Aquatic Center will be closed the week of August 25th, which will be for a variety of maintenance issues that they're going to be covering. This week marks the final main week of Summer Fun, featuring a variety of activities. The bookmobile continues for a couple of weeks, visiting various apartment complexes. Lastly, the Summer Fun staff has a partnership with the school district's nutrition services, and by the end of July, they had surpassed 10,000 meals served at the various sites, representing a significant increase from last year. This is the last week they will be having meals at the summer fun sites, but next week, kids can go to any of the elementary schools to receive food, both breakfast and lunch.

Public Works Director Geoff Hunsaker today opened bids for the elevator replacement project at the community center and expects to bring a contract to Council for approval at the next meeting. Took another step forward regarding the IGA with ODOT for the 99W ramps and active transportation project. The IGA is now with the Department of Justice for review. James put in a lot of work with ODOT to get that finalized and wrapped up. As the Mayor mentioned, they had their ribbon-cutting for the solids project at the wastewater facility. Great project, great work done by city staff, the consultant, and the contractor. If any Councilor is still interested in taking a tour, let him know and he will arrange that. Has hired an airport manager, John Pascal, who has been the airport manager in Salem for the last 14 years, he will be starting on September 2nd.

City Recorder Claudia Cisneros noted has been working on several meeting minutes that are on tonight's consent agenda. Councilor Cunningham found a Scribner error on the June 10th meeting minutes, Page 29 instead of recreation, it should be re-accreditation. Unless Council wants to, they can approve the consent agenda noting the amendment. Next week's City Council Work Session meeting is canceled, so Council can attend the City-County dinner deadline to RSVP is tomorrow. Scheduled a special-called meeting on Thursday, August 28th starting at 12 pm.

Finance Director Katie Henry has not filled the Court Clerk position in Municipal Court; that position is open and accepting applications through the end of this month. Software update has not started, need to have this additional position filled, and catch up on some of the administrative work that is behind before they can consider implementing the software update. The Muni staff hired as part-time is now full-time, and doing amazingly well. On the Finance side, doing all things year-end. The year is ending and are wrapping up anything that has to do with the fiscal year 2025, meaning any

expenditures incurred up through June 30th. The auditors will be here in September. Will be having a work session on August 25th entirely on Finance.

Communications & Engagement Manager Noelle Amaya noted the Innovation Campus Survey is open until Friday, August 15th. Was handing out small flyers with QR codes on them at the farmers' market and had an increase of about 30 survey takers over the weekend. Will be at the Farmers Market again on August 28th from 12:00 – 4:00 pm if any Councilor would like to join her. Supporting the Emergency Management Coordinator to help spread the word about a free emergency preparedness event at Chemeketa Community College on Thursday, September 21st, from 10 to 1 p.m. Will be supporting the Southwest Area Plan and Saturday, September 13th, Community Design Workshop, from 10 to 12 p.m.

Ms. Cisneros also noted that today is City Hall Selfie Day, if anyone would like to take a selfie and add #cityhallselfie.

1. Staff's recommendation of draft Explanatory Statement for Culture Parks & Recreation Bond.

Mr. Ligtenberg noted Resolution 2025-44 included the workshopped ballot title and delegated authority to the City Manager or designee to draft a 500-word informational statement. This statement must meet the same standards of impartiality as the ballot title but allows for more detailed explanation. A draft of the informational statement has been prepared and is presented for informational purposes.

Some concerns were raised about the lists of projects getting longer, and community members expecting everything that's listed, worrying about setting expectations too high and failing to meet them. Another concern was raised regarding the actual cost of the bond, which is higher than what is written. There was clarification on the wording noting the statement: If this measure is approved, taxpayers will be assessed an estimated additional 95 cents for each \$1,000 in assessed value, with taxpayers paying a total of \$1.79 per \$1,000 for all city bond obligations.

5. CONSENT AGENDA

- a. Consider the request from Michi Antojos El Perico LLC for Full On-premises-Commercial, OLCC Liquor License located at 1350 NE Baker Street.
- b. Consider the Draft minutes of the June 10, 2025 Joint City Council & URA Work Session Meeting.
- c. Consider the Draft Minutes of the June 10, 2025 City Council Regular Meeting.
- d. Consider the Draft Minutes of the June 18, 2025 Joint City Council & Planning Commission Work Session Meeting.

AMENDED MINUTES – WITH CORRECTION ON PAGE 4 of 9

- e. Consider the Draft Minutes of the June 18, 2025 City Council Regular Work Session Meeting.
- f. Consider the Draft Minutes of the June 24, 2025 City Council Work Session & Regular Meeting.
- g. Consider the Draft Minutes of the June 27, 2025 City Council Special Called Meeting.
- h. Consider the Draft Minutes of the July 08, 2025 Joint City Council & Planning Commission Work Session Meeting.
- i. Consider the Draft Minutes of the July 08, 2025 City Council Regular Meeting.
- j. Consider the Draft Minutes of the July 16, 2025 City Council Work Session.
- k. Consider the Draft Minutes of the July 22, 2025 City Council Work Session & Regular Meeting.
- l. Consider **Resolution No. 2025-45**: A Resolution to participate in the New National Opioids Settlements with Purdue and with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, and authorizing the City Attorney to take all action to effectuate that participation.
- m. Consider **Resolution No. 2025-46**: A Resolution appointing Adam Garvin to the position of City Manager on an interim basis and authorizing execution of an employment agreement for that appointment.
- n. Consider **Resolution No. 2025-47**: A Resolution authorizing the execution of a Change Order for the Cypress and Fellows Paving Project 2024-10.
- o. Consider **Resolution No. 2025-48**: A Resolution adopting an updated edition of the Airport Minimum Standards for Commercial Aeronautical Activities.

*Councilor Chenoweth MOVED to adopt the consent agenda except for Item l Resolution No. 2025-45 & o. Resolution No. 2025-48 and including the correction of the Scribner error on the June 10 meeting minutes;
SECONDED by Councilor Cunningham*

*AYE: Councilors Cunningham, Tucholsky, Chenoweth, Geary, Peralta
NAY: NONE*

*The amended consent agenda has **PASSED** unanimously by a vote of 5-0.*

5. ITEMS REMOVED FROM THE CONSENT AGENDA

- 5.1. Consider **Resolution No. 2025-45**: A Resolution to participate in the New National Opioids Settlements with Purdue and with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, and authorizing the City Attorney to take all action to effectuate that participation.

Councilor Chenoweth & Mayor Morris removed this topic from the consent agenda with questions on the amount of money involved in the settlement and how many settlements there were. Mr. Ligtenberg provided clarification.

Councilor Tucholsky MOVED to approve Resolution No. 2025-45, To participate in the New National Opioids Settlements with Purdue and with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, and authorizing the City Attorney to take all action to effectuate that participation; SECONDED by Council President Peralta.

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

Resolution No. 2025-45 PASSED unanimously by a vote of 5-0.

- 5.o. Consider **Resolution No. 2025-48**: A Resolution adopting an updated edition of the Airport Minimum Standards for Commercial Aeronautical Activities.

Mayor Morris removed this topic from the consent agenda asking for further explanation on this item. Airport Administrator Willy Williamson clarified this is an update to the existing minimum standards for commercial aeronautical activities. In this version provided he's clarified a variety of things, taken out a bunch of redundancies, removed some technical information.

Councilor Tucholsky MOVED to approve Resolution No. 2025-48, Adopting an updated edition of the Airport Minimum Standards for Commercial Aeronautical Activities; SECONDED by Council President Peralta.

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

Resolution No. 2025-48 PASSED unanimously by a vote of 5-0.

Mayor Morris noted the council approved Resolution 2025-46 as part of the consent agenda, appointing Adam Garvin as Interim City Manager and authorizing the execution of his employment agreement. Mr. Garvin will begin his role on Monday and congratulated him.

Mayor Morris stated the City Council will be going into the conference room for a closed-to-the-public executive session pursuant to: ORS 192.660(2)(h) To consult with Council 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.

6. ADJOURNMENT: Mayor Morris adjourned the meeting at 8:03 p.m.

Claudia Cisneros, City Recorder

Final Action:

Approved ☐ Disapproved ☐

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Stardance Winery LLC

BUSINESS LOCATION ADDRESS: 1421 NE Alpha Dr

LIQUOR LICENSE TYPE: Winery – Non consumption

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, Retail off-premises sales

Tritech Records Management System Check: Yes ☒ No ☐

Criminal Records Check: Yes ☐ No ☒

Recommended Action: Approve ☒ Disapprove ☐

Tim Symons

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): STARDANCE WINERY LLC
Proposed Trade Name: STARDANCE WINERY LLC
Premises Address: 1421 NE ALPHEA DR Unit:
City: McMinnville County: Yamhill Zip: 97148
Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of Location
License Type: WINERY Non Consumption ☐ Additional Location for an Existing License

Applicant Contact Information

Contact Name: CHRISTOPHER FRANZ Phone: [REDACTED]
Mailing Address: [REDACTED]
City: PORTLAND State: OR Zip: 97212
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):

Proposed Trade Name: **STAR DANCE WINERY LLC**

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: August 25, 2025

Received by: Tim Symons

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

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets ORR 845.025-0300)
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

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