



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

**City Council Meeting Agenda  
Tuesday, September 12, 2017**

**6:00 p.m. – Dinner Meeting  
7:00 p.m. – Regular Council Meeting**

*Welcome! All persons addressing the Council will please use the table at the front of the Council Chambers. All testimony is electronically recorded. Public participation is encouraged. If you desire to speak on any agenda item, please raise your hand to be recognized after the Mayor calls the item. If you wish to address Council on any item not on the agenda, you may respond as the Mayor calls for "Invitation to Citizens for Public Comment."*

**6:00 PM – DINNER MEETING – CONFERENCE ROOM**

1. Call to Order
2. Review City Council Agenda
3. Review and discuss McMinnville Economic Development Partnership Bylaws
4. Sign Amortization Program Update
5. Adjournment

**7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PROCLAMATION
  - a. McMinnville MADE Day in conjunction with the National Manufacturing Day
4. PRESENTATION
  - a. McMinnville Industrial Promotions
5. INVITATION TO CITIZENS 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 topic already on the agenda; 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 the duration of these comments.*
6. CONSENT AGENDA
  - a. Consider the Minutes of the June 13<sup>th</sup>, 2017, July 11<sup>th</sup>, 2017, August 8<sup>th</sup>, 2017, and August 22<sup>nd</sup>, 2017 Dinner and Regular City Council Meetings.
  - b. Consider OLCC Liquor License application for a Winery located at 2803 NE Orchard Avenue (King's North Winery).

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. For TTY services, please dial 711.

- c. Consider OLCC Liquor License application for off-premises sales related to a Change of Ownership for Paradise Circle K.

## 7. RESOLUTIONS

- a. **Resolution No. 2017-61**: A Resolution approving system development charge exemptions and reduced building and planning permitting fees in excess of \$75,000 for a 16-unit affordable housing project at 1944 NE Baker Street. The total SDC exemptions and permit reductions is \$104,304.25.

## 8. ORDINANCES

- a. First reading with possible second reading of **Ordinance No. 5036**: An Ordinance approving a zone change from R-1 (single-family residential) to R-4 (multiple-family residential) on approximately 0.22 acres of land and a planned development amendment to expand an existing Planned Development Overlay to encompass two parcels for a total of 1.11 acres of land.
- b. First reading with possible second reading of **Ordinance No. 5037**: An Ordinance approving text amendments to Chapter X, citizen involvement and plan amendment, of the McMinnville Comprehensive Plan.

## 9. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
- c. Building Division Report

## 10. ADJOURNMENT

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**City of McMinnville**  
**City Attorney's Office**  
230 NE Second Street  
McMinnville, OR 97128  
(503) 434-7303

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## **MEMORANDUM**

**DATE:** September 7, 2017  
**TO:** City Council  
**FROM:** David Koch, City Attorney  
**SUBJECT:** McMinnville Economic Development Partnership Bylaws

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The bylaws for the McMinnville Economic Development Partnership will be discussed during the dinner meeting. The bylaws are currently be reviewed and a draft will be provided at the dinner meeting.



**City of McMinnville**  
**Planning Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311

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## MEMORANDUM

**DATE:** September 12, 2017  
**TO:** Mayor and City Councilors  
**FROM:** Heather Richards (Planning Director), Chuck Darnell (Associate Planner)  
**SUBJECT:** Sign Amortization Program Update

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### Background:

The Planning Department has started to implement the sign amortization program, which will require that nonconforming freestanding and roof signs be removed or brought into compliance with the City's sign standards by December 31, 2017. Notices of potential sign noncompliance were sent to property owners that appear to have nonconforming signage in late June 2017, which began the City's process of working with property owners that may have nonconforming signs that will be subject to the sign amortization program.

### History and Context:

The sign code was first discussed in 2004 and was adopted in 2008 after a four-year public dialogue and process.

On November 18, 2004, the McMinnville City Council and the McMinnville Planning Commission met in a joint work session to discuss the need for additional signage regulations in light of several large billboards that were constructed within the city in the prior months, and response from the public to those signs. Subsequent to that work session, the City Council, in 2005, made it one of their goals to draft a comprehensive sign ordinance for adoption, should it be favored by the public and business community. To accomplish this task, the Council directed staff to work with a Council appointed advisory committee to prepare such an ordinance for public review. Using a draft ordinance created in 1990, the committee met over the course of two years to develop a draft sign ordinance. The committee's work concluded on September 20, 2007, at which time a draft sign ordinance was presented to the McMinnville Planning Commission. Four public hearings before the Commission followed, on November 15, and December 20, 2007, January 17, and February 21, 2008, at which public testimony on the draft was received.

Following these hearings, the Planning Commission considered the public hearing received at meetings held February 15, April 17, May 1, and May 15, 2008. In addition, the McMinnville City Council and Planning Commission held a joint work session on March 14, 2008, to discuss the purpose and intent of signage regulations appropriate for McMinnville.

Following the May 15, 2008, Commission meeting, a revised draft was prepared by staff, consistent with

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#### *Attachments:*

*Attachment 1: List of Properties that Received Notices of Potential Noncompliance*



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Commission direction, and was put forth for public review. Public hearings on this revised draft were held on June 19, July 17, and August 21, 2008.

At its August 21, 2008, meeting, following the close of the public hearing, the Commission reviewed, deliberated, and unanimously recommended that the proposed ordinance be approved by the Council.

At that time it was adopted with the new standards and language requiring all non-compliant signs to be brought into compliance by 2016. The adopting ordinance also required a one year review and evaluation of the sign code.

In December, 2009, a letter was sent to 152 property owners letting them know that their sign was potentially not compliant with the city's sign code and that they would need to replace it or bring it into compliance by 2016.

In 2010/2011, in a series of meetings, city staff presented a one-year review of the sign code to the Planning Commission for review. At that time the amortization program was discussed and it was reinforced to keep the amortization program as shown in the code.

In 2016, city staff brought the amortization enforcement program to the City Council for further dialogue at three separate meetings to gain direction, to request one more year for enforcement and to change the code to allow some exception considerations.

McMinnville City Code Language:

Amortization. Any freestanding, roof, or animated sign which was lawfully established before January 1, 2009, but which does not conform with the provisions of this ordinance, shall be removed or brought into conformance with this ordinance by no later than December 31, 2017, or at the time of occurrence of any of the actions outlined in provision 'A' above.

#### **Properties and Businesses Impacted:**

Notices of potential sign noncompliance were provided to 140 property owners throughout the city. While the notices were provided to 140 properties, there are many more businesses that will be impacted, as some properties contain multiple businesses that lease space within a larger building or complex. A complete list of the properties that received notices of potential noncompliance is provided in Attachment A.

The sign amortization program applies only to freestanding and roof signs. A majority of the notices of potential noncompliance (55%) were in regards to freestanding signs that appear to exceed the maximum height allowed or the maximum sign surface area allowed, or both.

The specific types of potentially noncompliant signage by property are provided below:

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*Attachment 1: List of Properties that Received Notices of Potential Noncompliance*

*Attachment 2: Comparable Sign Code Regulations with other Cities*

<b>Type</b>	<b>Number of Properties</b>
Billboard Only	8
Electronic Changeable Copy (ECC) Only	1
Freestanding Height and/or Size Only	77
Freestanding Height and/or Size & Billboard	1
Freestanding Height and/or Size & ECC	2
Freestanding Height and/or Size & Number of Freestanding Signs Exceeded	18
Freestanding Height and/or Size & Number of Freestanding Signs Exceeded & ECC	1
Freestanding Height and/or Size & Number of Freestanding Signs Exceeded & Roof	5
Freestanding Height and/or Size & Roof	3
Freestanding Height and/or Size & ROW	1
Roof	12
ROW	11

Staff has also categorized the types of properties that are being impacted by the sign amortization program:

<b>Type of Property</b>	<b>Number of Properties</b>
Auto Dealer	4
Billboard (Other Uses Also Exist on Most Sites)	8
Large Industrial Site	5
Large Stand Alone Commercial Business	6
Multi-Tenant Office Complex	3
Multi-Tenant Shopping Center	9
Small Strip Commercial	14
Gas Station	8
Stand Alone Commercial Business	72
Stand Alone Industrial Business	11

The majority of properties and businesses being impacted by the sign amortization program are properties with a single commercial or industrial building or business. Images of these different categories of properties and the signage being impacted are provided below:

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Auto Dealer:



Doran Chevrolet  
1315 NE 3<sup>rd</sup> Street

Violations: Height of the  
freestanding signs and too many  
tall freestanding signs on one site.

Billboard:



Billboard  
125 NE Highway 99W

Violations: Height and size of a  
freestanding sign.

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Large Stand Alone Commercial:



Freestanding Sign  
2585 NE Highway 99W

Violations: Height and size of a freestanding sign.

Multi-Tenant Shopping Center:



Freestanding & Roof Signs  
1200 NE Baker Street

Violations: Height and size of a freestanding sign. Height of freestanding sign within required 5 foot setback area. Roof sign projecting above top of building wall



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Multi-Tenant Shopping Center:



Freestanding Signs  
1461 NE Highway 99W

Violations: Height and size of 2  
taller freestanding signs. Too  
many tall freestanding signs on  
one site.



Small Strip Commercial:



Freestanding Signs  
235 NE Highway 99W

Violations: Height of taller  
freestanding sign. Too many tall  
freestanding signs on one site.

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Stand Alone Commercial Business:



Freestanding Sign  
947 SW Baker Street

Violations: Height of  
freestanding sign.

Stand Alone Commercial Business:



Freestanding Sign  
603 SE Baker Street

Violations: Height of  
freestanding sign. Number of  
electronic changeable copy  
signs (2 located on this site).

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Stand Alone Commercial Business:



Freestanding Sign  
1801 NE Highway 99W

Violations: Height of  
freestanding sign. This site also  
has a roof sign in violation.

Stand Alone Commercial Business:



Freestanding Sign  
2001 NE Lafayette Avenue

Violations: Height of  
freestanding sign.

**Options for Impacted Properties:**

The Planning Department did provide an opportunity for property owners that received a notice of potential sign noncompliance to submit evidence proving that their signage meets the required sign standards. As of the date of this memorandum, 18 property owners have submitted evidence of their signs being in compliance. Staff has been in conversations with other property owners, and estimates that at least 10 other property owners will also be submitting evidence of compliance with the sign standards.

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For property owners with signs that are in noncompliance, the current deadline to either remove the signage or alter the signage to bring it into compliance is December 31, 2017. However, the McMinnville Zoning Ordinance does provide options for property owners to pursue to allow for their signs to exceed the City's sign standards. Those options include the ability to apply for a variance or an exception to the sign standards. As of the date of this memorandum, the Planning Department has received 5 applications for exceptions to the sign standards. Those applications are for the following properties:

- 1424-1691 NE Highway 99W – McMinnville Town Center (Excell Fitness, Jimmy John's, Chase Bank, etc.)
- 2250 NE Highway 99W – Burger King
- 615 SW Keck Drive – McMinnville Market Center (Albertson's, Starbucks, etc.)
- 1200 NE Baker Street – Baker Street Square (Dollar Tree, Shari's, etc.)
- 508-616 NE Highway 99W – Mayfair Plaza (Grocery Outlet, Sherwin Williams, etc.)

Planning Department staff expects to receive at least 4 additional exception applications from other property owners as well. Most of the exception applications received at this point are related to freestanding signage at large multi-tenant shopping center type properties. Exception requests will be reviewed and decided upon by the Planning Commission after holding a public hearing. Staff expects that the applications received thus far will be reviewed by the Planning Commission at their regular meeting on October 19, 2017.

In addition to the options described above, Planning Department staff has been developing other solutions for signage that may be subject to the sign amortization program. During conversations with property owners, it was determined that some signage in the city may be of historical significance and the community may not want to see these types of landmark signs removed or modified. Staff brought this issue to the Historic Landmarks Committee for discussion, and the Committee encouraged those property owners that believe they have historically significant signage to nominate their signage to be designated as a landmark sign and have the sign designated on the McMinnville Historic Resources Inventory. If a sign is found to be a landmark sign, it is exempt from the sign standards and the amortization program. Staff estimates that at least 3 property owners will request that their signage be designated on the Historic Resources Inventory. These requests will begin to be considered by the Historic Landmarks Committee at their regular meeting on September 27, 2017.

One final option under evaluation is the establishment of a revocable permit process for signs that currently encroach into the public right-of-way. There are a number of signs that received a notice of potential noncompliance due to the fact that their sign canopy (not the footing or the structural support) extends over the property line and therefore encroaches into the public right-of-way, but are otherwise compliant in terms of size and height. If a sign meets all of the other sign standards, the public right-of-way clearance standards, and the clear vision triangle criteria, staff is proposing that those property owners enter into the revocable permit with the City to allow their sign to continue to encroach into the public right-of-way. This revocable permit process is still under development, but would apply to at least 6 properties that received notices of potential noncompliance.

### **Sign Code Comparison:**

In an effort to show City Council what other similar communities sign code regulations are, city staff developed a quick matrix of sign code regulations in five other similarly sized and situated communities (Grants Pass, Ashland, Newberg, Sherwood, Redmond) and one city with a distinctive design

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environment that is reinforced by the sign code (Sisters). The matrix developed reviewed those elements that are of particular interest relative to the sign amortization program – free standing signs (size, height and amount), billboards, and roof signs. (Please see Attachment 2).

A quick summary shows that most cities have a height limitation on signs that range from 15 feet – 30 feet, with height being proportionate to type of environment and parcel sizes. Most communities allow only one free-standing sign per frontage with exceptions for larger parcels typically with more than one access. Free standing signs in the downtown are typically very limited in height, 5 feet – 6 feet. Some communities define billboards and prohibit them. And most communities do not allow roof signs that exceed the height of the roof.

### **Signage Updates Underway:**

Since the notices of potential noncompliance were issued in late June 2017, staff has been made aware of a number of properties that have made some changes to their signage to come into compliance with the sign standards. Those properties include the following:

- 1020 NE Baker Street – Growler Station, Grandma's Wedding, Evergreen Hearing
- 1911 NE Baker Street – Plaid Pantry
- 905 NE Baker Street – Incahoots
- 3130 NE Highway 99W – Point S Tire (property still not completely in compliance, but changes have occurred)
- 1595 SW Baker Street – Roth's (property still not completely in compliance, but changes have occurred)
- 1100 NE Lafayette Avenue – J&W Carstar
- 2005 SW Highway 99W – Shell (building permits submitted on August 29, 2017)

An additional 33 properties and businesses are in discussions with city staff regarding proposed changes to come into compliance with the sign code. These include:

- Alpine Cleaners
- Circle K
- Dave's Auto
- Great Harvest – 1135 SW Baker Street
- Wilson's Carpet
- Roth's
- GuestHouse Vineyard Inn
- Muchas Gracias
- Yan's
- Chuck Colvin Ford Nissan
- Tommy's
- Jim Doran Properties – Dodge/Mazda/Toyota, VW, Subaru, and Chevrolet
- First Federal
- Marshall's Auto Body
- Mac Club Bar
- Tobacco Shop - 1206 NE Adams St
- Wade Miller – 3130 NE Highway 99W

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- 76 – 1714 NE Highway 99W
- Elite Tuxedos – 1103 NE Baker Street
- Cleaners – 2245 NE McDaniel Lane
- Impact Jujitsu – 819 NE Highway 99W
- Action Plaza – 235 NE Highway 99W
- Auto Zone
- Elk Creek Forest
- Staples – 1150 NE Highway 99W
- Freelin Wade – 1730 NE Miller Street
- Pro Build – 545 NE Highway 99W
- Wendy's – 1730 NE Highway 99W
- Vintage Place – 913 NE Highway 99W
- Nature's Pet – 900 NE Highway 99W
- Franz Cookies/Smith Cookie Company – 1388 NE Highway 99W
- A&E
- Mazatlan's – 2714 NE Highway 99W

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COMPARATIVE SIGN CODE REGULATIONS								
Topic	McMinnville	Sisters	Newberg	Ashland	Redmond	Sherwood	Grants Pass	Summary Notes
Freestanding Signs								Misc.
Height	20 feet in height on Highways 99W or 18. 16 feet in height everywhere else	Highway Commercial District and Shopping Centers: 15 Feet in height	Height varies based on setback and frontage, from 3 feet to 30 feet. One per major frontage, and one for each 600 feet of frontage. 30 feet allowed for lots larger than ten acres and 200 feet of frontage.	5 feet in height in all Commercial zones. Freeway Sign Overlay allows one Freeway sign per site no more than 100 square feet in size and no higher than 2,028 above mean sea level.	25 feet	6 feet except in five specific locations (commercial strip) which allow 20 foot height maximum. 2 free-standing signs allowed for 300+ street frontage.	1 per street frontage. Maximum height = 25 feet. Shopping Center: 25 feet maximum height and 400 square foot maximum size	Ashland: Historic signs are exempt
Billboards		Billboards prohibited, use the definition in the Oregon Motorist Information Act of 1971.			Billboards allowed to 35 foot maximum height and 288 square feet in area. 500 foot spacing standard and no more than 15 buildboards in town		Billboards are prohibited. Defined as a sign located on a zone lot not containing a building.	
Downtown District	Not permitted in the Downtown Design District (neither are pedestal signs).		Downtown -- Freestanding signs 6 foot maximum height	Downtown - 5 foot maximum height	Downtown - 5 foot maximum height			Newberg uses a point system for calculating sign size in the downtown core
Size (Sign Face)	125 square feet	32 square feet	100 square feet	60 square feet	150 square foot maximum based on site frontage	36 square feet for most. 100 square feet for commercial center or 150 feet for commercial plaza.	Sliding scale maximizing at 100 square feet	Sherwood defines roof signs but does not otherwise address them in the ordinance
Roof Signs								
	Not Permitted	Signs that exceed the height of the existing building or structure are not allowed.	Not permitted, but Wall Signs may extend above the roof line by 8 feet in some zones.	Not Permitted	In lieu of a wall sign -- one roof sign mounted on a single story, flat roofed building. Sign maximum 6 feet in height or 25 feet above curb-line. No more than 50 square feet in area.		No mention of roof signs in code	

Site Address - 2009	Address if Different	Current Business	Current Inventory Date	# nonconforming	Type of Sign	Type of Use	Estimated Size	Too Many	Too Large	Too Tall	Roof	R-O-W	ECC	Temp
1315 NE 3rd Street		Doran Chevrolet	May 3, 2017	2	Freestanding, Multiple	Auto Dealer	40', Multiple	x		x				
1701 NE Highway 99W		Chuck Colvin Auto Center	May 4, 2017	4	Freestanding, Multiple	Auto Dealer	40', Multiple							
3075 NE Highway 99W		Doran Chrysler Jeep Mazda	May 4, 2017	3	Freestanding, Multiple	Auto Dealer	30', Multiple	x		x				
830 NE Highway 99W		Larsen Motors	May 4, 2017	2	Freestanding, Multiple	Auto Dealer	30', Multiple	x	x	x				
125 NE Highway 99W		The Mac Rack; Billboard	May 4, 2017	1	Billboard	Billboard			x	x				
150 SE Booth Bend Road		Billboard	June 6, 2017	1	Billboard	Billboard			x	x				
1800 NE Highway 99W		Billboard	May 4, 2017	2	Billboard	Billboard			x	x				
1810 SW Baker Street		Billboard	May 3, 2017	1	Billboard	Billboard			x	x				
2070 SW Highway 99W		Billboard	June 6, 2017	1	Billboard	Billboard			x	x				
280 SE Booth Bend Road		Billboard		1	Billboard	Billboard			x	x				
320 SE Booth Bend Road		Billboard		1	Billboard	Billboard			x	x				
900 SW Booth Bend Road		Billboard	June 6, 2017	1	Billboard	Billboard			x	x				
2050 NE Lafayette Avenue		Yamhill County Fairgrounds	June 6, 2017	1	Freestanding	Large Industrial Site				x				x
2700 NE Orchard Avenue	2705 NE Rivergate Street	Elk Creek Lumber	June 6, 2017	1	ROW	Large Industrial Site						x		
2750 NE Lafayette Avenue		Air Liquide	June 6, 2017	1	Freestanding	Large Industrial Site	20'			x				

Site Address - 2009	Address if Different	Current Business	Current Inventory Date	# nonconforming	Type of Sign	Type of Use	Estimated Size	Too Many	Too Large	Too Tall	Roof	R-O-W	ECC	Temp
2900 NE Orchard Avenue		Fraser Wood	June 6, 2017	1	ROW	Large Industrial Site						x		
3200-4030 NE Riverside Dr.	3200 NE Highway 99W	Cascade Steel	June 6, 2017	6	Freestanding, Multiple	Large Industrial Site	Multiple	x		x				
1595 SW Baker Street		Roth's	May 3, 2017	2	Freestanding, Multiple	Large Stand Alone Comm Business	28', Multiple		x	x				
2445 NE Highway 99W		Walmart, Coffee Shop	May 4, 2017	1	Freestanding	Large Stand Alone Comm Business	25'							
2585 NE Highway 99W		Winco	May 4, 2017	1	Freestanding	Large Stand Alone Comm Business	30'		x	x				
2600 NE Lafayette Avenue		McMinnville Self Stor	June 6, 2017	1	Freestanding, Multiple	Large Stand Alone Comm Business	22', Multiple	x		x				
2741 NE Highway 99W		Wilco	May 4, 2017	1	Freestanding	Large Stand Alone Comm Business	22', Larger than 125 sq ft			x				
545 NE Highway 99W		Pro Build	May 4, 2017	1	Freestanding	Large Stand Alone Comm Business	25'			x				
1215 NW Adams Street		Johnstone Professional Center	May 3, 2017	1	Freestanding	Multi-Tenant Office Complex	22', Larger than 125 sq ft		x	x				
1300 NE Highway 99W		North Plaza	May 4, 2017	1	Freestanding	Multi-Tenant Office Complex	18'			x				
723 NE Baker Street		Columbia Bank	May 3, 2017	4	Freestanding, Multiple	Multi-Tenant Office Complex	Multiple	x						
1101-1411 NE Highway 99W	1101 NE Highway 99W	Town Center; Dutch Bros; Budget Blinds	May 4, 2017	3	Freestanding	Multi-Tenant Shopping Center	30', 28'		x	x	x			
1200-1470 NE Baker Street	1200 NE Baker Street	Baker Street Square	May 3, 2017	3	Freestanding, Multiple, Roof	Multi-Tenant Shopping Center	20'5", 150 sq ft		x	x	x	x		
1206-1228 NE Adams Street	1206 NE Adams Street	Tobbacco Shop	May 3, 2017	2	Freestanding, Multiple	Multi-Tenant Shopping Center	25', Multiple	x		x				x
1421-1675 N. Highway 99W	1461 NE Highway 99W	Town Center, Chase, Jimmy Johns	May 4, 2017	3	Freestanding, Multiple, Roof	Multi-Tenant Shopping Center	30', Multiple		x	x				

Site Address - 2009	Address if Different	Current Business	Current Inventory Date	# nonconforming	Type of Sign	Type of Use	Estimated Size	Too Many	Too Large	Too Tall	Roof	R-O-W	ECC	Temp
2180 NE Highway 99W		JC Penny	May 4, 2017	1	Freestanding	Multi-Tenant Shopping Center	30'		x	x				
2570 NE Highway 99W		Safeway, McMinnville Plaza	May 4, 2017	1	Freestanding	Multi-Tenant Shopping Center	35'		x	x				
508-616 NE Highway 99W	602 NE Highway 99W	Grocery Outlet, Mattress Mania, Sherwin Williams, Little Ceasars	May 4, 2017	6	Freestanding, Multiple, Roof	Multi-Tenant Shopping Center	34', Multiple	x	x	x	x			
615 SW Keck Drive		Albertsons	May 3, 2017	1	Freestanding	Multi-Tenant Shopping Center	30'		x	x				
913 NE Highway 99W		Multiple Tenants	May 4, 2017	1	Freestanding	Multi-Tenant Shopping Center	25', Larger than 125 sq ft			x				x
1004 NE Baker Street		Tax Pros NW; Excavating	May 3, 2017	1	Roof	Small Strip Commercial	Roof				x	x		
1020 NE Baker Street		Evergreen Hearing; Grandma's Wedding	May 3, 2017	2	Roof	Small Strip Commercial	Roof				x	x		
1049 NE Highway 99W		Papa Murphys, Others	May 4, 2017	1	Freestanding	Small Strip Commercial				x				
1101 and 1117 NW Adams Street	1101 NW Adams Street	Edge Exchange; Baker's Bargains	May 3, 2017		Roof	Small Strip Commercial	Roof				x			x
1103 and 1107 NE Baker Street	1103 NE Baker Street	Elite Tuxedo	May 3, 2017	1	Roof	Small Strip Commercial	Roof				x			
1650 SW Baker Street		Barber Shop	June 30, 2017	1	ROW	Small Strip Commercial	ROW					x		
201 NE 8th Street		Salon	May 3, 2017	1	Roof	Small Strip Commercial					x			
219-235 NE Highway 99W	235 NE Highway 99W	Copy Cats; Others	May 4, 2017	2	Freestanding, Multiple	Small Strip Commercial	25', Multiple	x		x				
2736 NE Highway 99W	2736 NE Highway 99W	Subway, Verizon	May 4, 2017	1	Freestanding	Small Strip Commercial	25'							

Site Address - 2009	Address if Different	Current Business	Current Inventory Date	# nonconforming	Type of Sign	Type of Use	Estimated Size	Too Many	Too Large	Too Tall	Roof	R-O-W	ECC	Temp
3130 NE Highway 99W		Tire Factory, Blue Star Gas, Christensen Auto, Multi-tenant	May 4, 2017	4	Freestanding, Multiple	Small Strip Commercial	22', Multiple	x		x		x	x	
359 NE Highway 99W		McMinnville Cleaners	May 4, 2017	1	Freestanding, Roof	Small Strip Commercial	Roof			x	x			
500 SW Adams Street		Construction Comp, El Rancho Market	May 3, 2017	3	Freestanding, Multiple	Small Strip Commercial	22', Multiple	x		x				
635 NE Highway 99W		McMinnville Plaza	May 4, 2017	2	Freestanding	Small Strip Commercial	20'	x		x				
835 NE Highway 99W		A&E	May 4, 2017	1	Freestanding	Small Strip Commercial	25'			x			x	x
101 NE Highway 99W		Chevron	May 3, 2017	1	Freestanding	Stand Alone Business (Gas Station)	25'		x	x				
1048 NE Baker Street	1048 NE Highway 99W	Shell	May 4, 2017	1	Freestanding	Stand Alone Business (Gas Station)	30'			x				
1249 SW Baker Street		Mobil	May 3, 2017	1	Freestanding	Stand Alone Business (Gas Station)	25'		x	x			x	
1347 NE Baker Street		Shell	May 3, 2017	4	Freestanding, Multiple, Roof	Stand Alone Business (Gas Station)	30', Multiple		x	x	x		x	
1700 NE Lafayette Avenue		Moreland Oil	June 6, 2017	1	Freestanding	Stand Alone Business (Gas Station)	18'			x				
1714 NE Highway 99W		76 Station	May 4, 2017	4	Freestanding, Multiple	Stand Alone Business (Gas Station)	Multiple	x		x			x	
1920 NE Lafayette Avenue		Shell, Bretthauer Oil	June 6, 2017	1	Freestanding	Stand Alone Business (Gas Station)	30'		x	x				
2005 SW Highway 99W		Shell	May 3, 2017	3	Freestanding, Multiple	Stand Alone Business (Gas Station)	35', Multiple	x	x	x				

Site Address - 2009	Address if Different	Current Business	Current Inventory Date	# nonconforming	Type of Sign	Type of Use	Estimated Size	Too Many	Too Large	Too Tall	Roof	R-O-W	ECC	Temp
101 NE 15th Street		Auto Zone	May 3, 2017	1	Freestanding	Stand Alone Comm Business	25'			x				
102 SE Baker Street		Classic Cleaners	May 3, 2017	1	ROW	Stand Alone Comm Business	ROW			x		x		
103 SE Baker Street		Hopscotch	May 3, 2017	1	ROW	Stand Alone Comm Business	ROW			x		x		
1050 NE Lafayette Avenue		Farnham Electric	June 6, 2017	1	Freestanding	Stand Alone Comm Business	20'			x				
1052 & 1100 NE Lafayette Avenue	1100 NE Lafayette Avenue	Car Star; Homeward Bound	June 6, 2017	1	Freestanding	Stand Alone Comm Business				x		x		
1114 NE Baker Street		Airgas	May 3, 2017	1	Freestanding	Stand Alone Comm Business				x				
1135 SW Baker Street		Great Harvest Bread	May 3, 2017	1	Freestanding	Stand Alone Comm Business	22', Larger than 125 sq ft			x				
1150 NE Highwawy 99W		Staples	May 4, 2017	1	Freestanding	Stand Alone Comm Business	25', Larger than 125 sq ft			x				
1155 NW Adams Street		Dairy Queen	May 3, 2017	1	Freestanding	Stand Alone Comm Business				x				
118 NE 3rd Street		First Federal	May 3, 2017	1	ECC	Stand Alone Comm Business	ECC			x			x	
1208-1212 SW Baker Street	1212 SW Baker Street	Vacant	May 3, 2017		Roof	Stand Alone Comm Business	25'				x			
1250 SW Baker Street		Alf's Restaurant	May 3, 2017	1	Roof	Stand Alone Comm Business	Roof				x			
1290 NE Highway 99W		Izzy's	May 4, 2017	1	Freestanding	Stand Alone Comm Business				x				
1335 NE Baker Street		Wells Fargo	May 3, 2017	2	Freestanding, Multiple	Stand Alone Comm Business	25', Multiple			x				
1388 NE Highway 99W		Smith Cookie Company	May 4, 2017	1	Freestanding	Stand Alone Comm Business	25'		x	x				



Site Address - 2009	Address if Different	Current Business	Current Inventory Date	# nonconforming	Type of Sign	Type of Use	Estimated Size	Too Many	Too Large	Too Tall	Roof	R-O-W	ECC	Temp
140 NE 19th Street		Alpine Cleaners	July 1, 2016	1	Freestanding	Stand Alone Comm Business	20'			x				
1421 NE Lafayette Avenue		Pacific Reflex Signs	June 6, 2017	1	Freestanding	Stand Alone Comm Business	20'			x				
1444 NE Highway 99W		Black Rock Coffee	May 4, 2017	1	Freestanding	Stand Alone Comm Business				x				
1621 NE Baker Street		Sears	May 4, 2017	1	Freestanding	Stand Alone Comm Business	25'			x			x	x
1637 NE Baker Street		Mac Auto Pros	May 4, 2017	1	Freestanding	Stand Alone Comm Business	25'		x	x				
1650 NE Highway 99W		Bank of America	August 1, 2016	1	Freestanding	Stand Alone Comm Business	22'							
1675 SW Baker Street		China House	May 3, 2017	1	Freestanding	Stand Alone Comm Business			x	x				
170 NE 12th Street		Vacant, Previously Pets Stop Inn	May 3, 2017	2	Freestanding, Multiple	Stand Alone Comm Business				x				
170 NE Highway 99W		Les Schwab	May 4, 2017	1	Freestanding	Stand Alone Comm Business	25'			x				
1717 NE Baker Street	1701 NE Baker Street	NAPA	May 4, 2017	1	Freestanding	Stand Alone Comm Business	25'							
1730 NE Highway 99W		Wendys	May 4, 2017	1	Freestanding	Stand Alone Comm Business	25'			x				
1788 NE 18th Street		Dr HVAC	June 6, 2017	1	Freestanding, ECC	Stand Alone Comm Business	20'			x			x	
1800 SW East Street		Walnut City Lanes	May 3, 2017	1	Freestanding	Stand Alone Comm Business	30'			x				
1822 NE Highway 99W	1801 NE Highway 99W	Yan's Restaurant	May 4, 2017	2	Freestanding, Roof	Stand Alone Comm Business	28'		x	x	x			
1911 NE Baker Street		Plaid Pantry	May 4, 2017	1	Freestanding	Stand Alone Comm Business				x				
1947 NE Highway 99W		Tommy's Restaurant	May 4, 2017	1	Freestanding	Stand Alone Comm Business	22'			x		x		

Site Address - 2009	Address if Different	Current Business	Current Inventory Date	# nonconforming	Type of Sign	Type of Use	Estimated Size	Too Many	Too Large	Too Tall	Roof	R-O-W	ECC	Temp
2001 NE Lafayette Avenue		McMinnville Veterinary Clinic	June 6, 2017	1	Freestanding	Stand Alone Comm Business	20'			x				
2019 NE Highway 99W		Java Espresso, Taco Truck	May 4, 2017	1	Freestanding	Stand Alone Comm Business	22'			x				
2035-2045 SW Highway 99W	2045 SW Baker Street	Vineyard Inn	May 3, 2017	2	Freestanding, Multiple	Stand Alone Comm Business	Multiple							
2065 SW Highway 99W		Motel 6	May 3, 2017	2	Freestanding, Billboard	Stand Alone Comm Business	40'		x	x				
2077 NE Highway 99W		Centro Chiropractic	May 4, 2017	1	Freestanding	Stand Alone Comm Business	25'			x		x		
212 NE 19th Street	245 NE Highway 99W	Buck's Upholstery	May 4, 2017	1	Roof	Stand Alone Comm Business					x			
2121 NE 27th Street		Jae's Landing	May 4, 2017	2	Freestanding, Roof	Stand Alone Comm Business	30'			x	x			
2125 NE Lafayette Avenue		Marshall's Auto Body	June 6, 2017	1	Freestanding	Stand Alone Comm Business	20'			x				
220 NE 12th Street		Muchas Gracias	May 3, 2017	1	Freestanding	Stand Alone Comm Business	ROW			x		x		
2214 NE McDonald Lane		Vacant	May 4, 2017	1	Freestanding	Stand Alone Comm Business	25'			x				
2223 NE McDaniel Lane		Mac Club	June 30, 2017	2	Freestanding, ECC	Stand Alone Comm Business	20'			x			x	
2245 NE McDaniel Lane		Cleaners	May 4, 2017	1	Roof	Stand Alone Comm Business								
2250 NE Highway 99W		Burger King	May 25, 2017	1	Freestanding	Stand Alone Comm Business	25'							
242 NE Baker Street	224 NE Baker Street	Berkshire Hathaway	May 25, 2017	1	Freestanding	Stand Alone Comm Business	22'			x				

Site Address - 2009	Address if Different	Current Business	Current Inventory Date	# nonconforming	Type of Sign	Type of Use	Estimated Size	Too Many	Too Large	Too Tall	Roof	R-O-W	ECC	Temp
2714 & 2736 NE Highway 99W	2714 NE Highway 99W	Mazatlan	May 4, 2017	1	Freestanding	Stand Alone Comm Business	22'	x,x						
2800 NE Lafayette Avenue		Rental Equipment Store	June 6, 2017	1	Freestanding	Stand Alone Comm Business	20', Larger than 125 sq ft							
3170 NE Highwawy 99W		Kraemer's	May 4, 2017	1	Freestanding	Stand Alone Comm Business	22'			x				
325 NE Highway 99W	321 NE Highway 99W	Tequilla Grill	May 4, 2017	1	Roof	Stand Alone Comm Business								
335 NE 3rd Street	335 NE 3rd Street	US Bank	May 25, 2017	1	Freestanding	Stand Alone Comm Business	20'			x				x
342 NE 3rd Street		Key Bank	May 25, 2017	1	Freestanding	Stand Alone Comm Business	20'			x		x		
381 NE Highway 99W		McMinnville Inn	May 4, 2017	1	Freestanding	Stand Alone Comm Business	22'		x	x			x	
448 NE Highway 99W		Rite Aid	May 4, 2017	1	Freestanding	Stand Alone Comm Business	22'							
603 SE Baker Street		Walgreens	May 3, 2017	2	Freestanding, Multiple, ECC	Stand Alone Comm Business	22', Multiple			x			x	
615 NE Lafayette Avenue		AJ's Appliance, Aftermath Thrift Store	June 6, 2017	1	ROW	Stand Alone Comm Business						x		
632 NE Highway 99W		Chan's	May 4, 2017	1	Freestanding	Stand Alone Comm Business	25'		x	x		x		
645 NW Adams Street		Dave's Auto	May 3, 2017	3	Freestanding, Multiple, Roof	Stand Alone Comm Business	25', Multiple	x		x	x			
655 NW Hwy 99W	655 NE Highway 99W	Coast Hills Community Church	May 4, 2017	1	Freestanding	Stand Alone Comm Business			x	x				
710 NE 3rd Street		Ray's Auto	May 25, 2017	1	Freestanding	Stand Alone Comm Business	20'			x				

Site Address - 2009	Address if Different	Current Business	Current Inventory Date	# nonconforming	Type of Sign	Type of Use	Estimated Size	Too Many	Too Large	Too Tall	Roof	R-O-W	ECC	Temp
711 NE Highway 99W		Sandwich Express	May 4, 2017	1	Freestanding	Stand Alone Comm Business			x	x				
813 NE Lafayette Avenue		Big Apple Market	June 6, 2017	1	Roof	Stand Alone Comm Business					x	x		
819 NE Highway 99W		Impact Jiu Jitsu	May 4, 2017	2	Freestanding, ROW	Stand Alone Comm Business						x		
825 SW Baker Street		El Primo	May 3, 2017	1	Freestanding	Stand Alone Comm Business	25'			x				
840 NE 3rd Street		Circle K	May 25, 2017	1	Freestanding	Stand Alone Comm Business	20'			x				
900 NE Highway 99W		Nature's Pet	May 4, 2017	1	Freestanding	Stand Alone Comm Business	25'			x		x		
903 NE 3rd Street		Hidalgo Market	May 25, 2017	1	Freestanding	Stand Alone Comm Business	20'			x				x
905 NE Baker Street		Incahoots	May 3, 2017	2	Freestanding, Multiple	Stand Alone Comm Business	Multiple	x		x				
905 SW Baker Street		7 Eleven	May 3, 2017	1	Freestanding	Stand Alone Comm Business	22'							
915 NE Highway 99W		Taco Bell	May 4, 2017	1	Freestanding	Stand Alone Comm Business	22'			x				
945 NE Baker Street		Carquest Auto Parts	May 3, 2017	1	Freestanding	Stand Alone Comm Business	22'			x		x		
947 SW Baker Street		Wilson Carpet	May 3, 2017	1	Freestanding	Stand Alone Comm Business	25'			x				
950 NE Highway 99W		Fjelland Floors	May 4, 2017	1	Freestanding	Stand Alone Comm Business				x		x		
1109 NE Lafayette Avenue		Pringles	June 6, 2016	1	Freestanding	Stand Alone Indus Business	22'			x				
1157 NE Lafayette Street		Yutzy Builders	June 6, 2016	1	Freestanding	Stand Alone Indus Business				x				
1350 SE Davis Street		Junkyard	June 6, 2017	1	Freestanding	Stand Alone Indus Business	20'			x				
1439 NE Lafayette		Vacant (Marijuana Production in process)	June 6, 2017	1	ROW	Stand Alone Indus Business	ROW					x		

Site Address - 2009	Address if Different	Current Business	Current Inventory Date	# nonconforming	Type of Sign	Type of Use	Estimated Size	Too Many	Too Large	Too Tall	Roof	R-O-W	ECC	Temp
1500 NE Lafayette Avenue		Your Space Storage	June 6, 2017	1	Freestanding	Stand Alone Indus Business				x				
1730 NE Miller Street		Freelin Wade	June 6, 2017	1	ROW	Stand Alone Indus Business	ROW					x		
2019 NE Colvin Court		DND Professional Building	June 6, 2017	1	ROW	Stand Alone Indus Business						x		
2075 NE Lafayette Avenue		Your Space Storage	June 6, 2017	1	Freestanding	Stand Alone Indus Business				x				
2910 NE Rivergate Street		Excel Tech Inc	June 6, 2017	1	ROW	Stand Alone Indus Business						x		
4035 NE Riverside Drive		Royal Pacific	June 30, 2017	1	ROW	Stand Alone Indus Business						x		
740 NE 3rd Street		Southern Pacific	May 25, 2017	1	Roof	Stand Alone Indus Business					x			

# Sign Amortization Update

City Council  
September 12, 2017

**CITY COUNCIL. 09.12.17**



# TYPES OF PROPERTIES IMPACTED

Type of Property	Number of Properties
Auto Dealer	4
Billboard (Other Uses Also Exist on Most Sites)	8
Large Industrial Site	5
Large Stand Alone Commercial Business	6
Multi-Tenant Office Complex	3
Multi-Tenant Shopping Center	9
Small Strip Commercial	14
Gas Station	8
Stand Alone Commercial Business	72
Stand Alone Industrial Business	11

CITY COUNCIL. 09.12.17





# AUTO DEALERS



Doran Chevrolet  
1315 NE 3<sup>rd</sup> Street

CITY COUNCIL. 09.12.17





# AUTO DEALERS



Chuck Colvin Ford Nissan  
1701 NE Hwy 99W



CITY COUNCIL. 09.12.17



# AUTO DEALERS



Larsen Motors  
830 NE Hwy 99W



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# BILLBOARDS



Billboard  
125 NE Hwy 99W



CITY COUNCIL. 09.12.17



# BILLBOARDS



Billboard  
1800 NE Hwy 99W

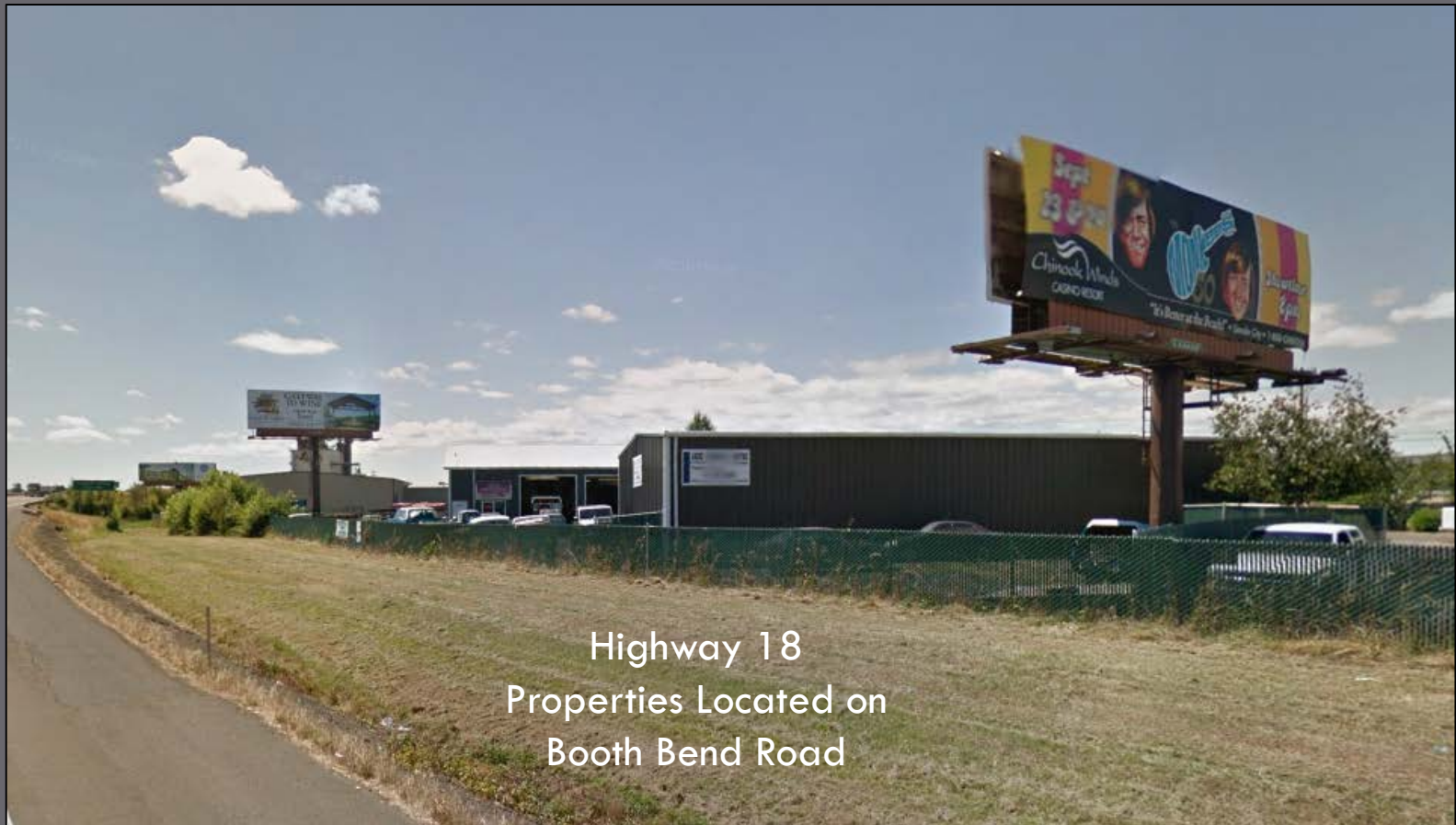


CITY COUNCIL. 09.12.17





# BILLBOARDS



**CITY COUNCIL. 09.12.17**



# LARGE STAND ALONE COMMERCIAL



Roth's  
1595 SW Baker Street



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# LARGE STAND ALONE COMMERCIAL



WinCo Foods  
2585 NE Hwy 99W

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# LARGE STAND ALONE COMMERCIAL



Walmart  
2445 NE Hwy 99W

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# MULTI-TENANT SHOPPING CENTER



McMinnville Town Center  
1101 NE Hwy 99W



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# MULTI-TENANT SHOPPING CENTER



Baker Street Square  
1200 NE Baker Street



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# MULTI-TENANT SHOPPING CENTER



McMinnville Town Center  
1461 NE Hwy 99W



CITY COUNCIL. 09.12.17



# MULTI-TENANT SHOPPING CENTER



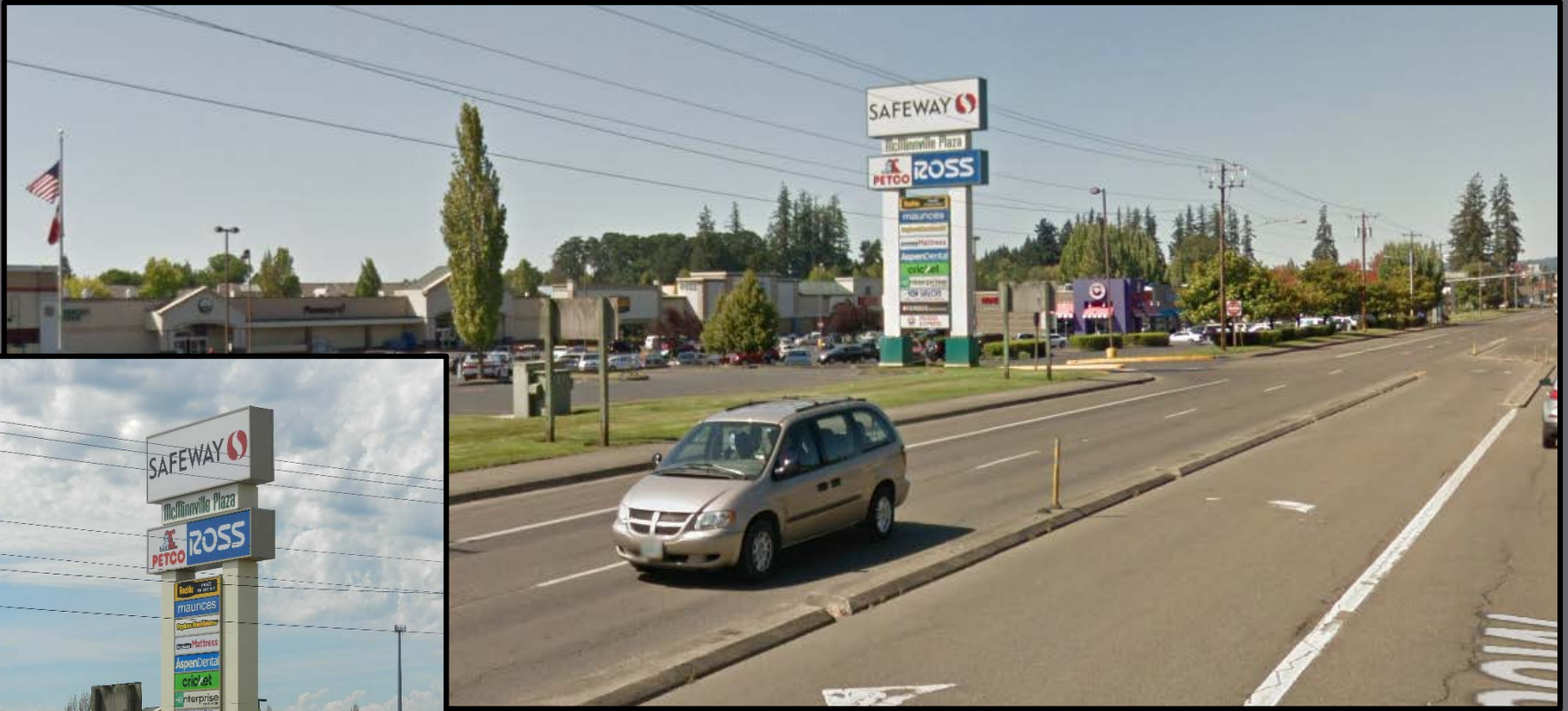
Vintage Place  
913 NE Hwy 99W

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# MULTI-TENANT SHOPPING CENTER



McMinnville Plaza  
2570 NE Hwy 99W

CITY COUNCIL. 09.12.17



# MULTI-TENANT SHOPPING CENTER



Mayfair Plaza  
602 NE Hwy 99W



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# SMALL STRIP COMMERCIAL

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1020 NE Baker Street

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# SMALL STRIP COMMERCIAL



Action Plaza & Copy Cats  
235 NE Hwy 99W

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# SMALL STRIP COMMERCIAL



2736 NE Hwy 99W

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# SMALL STRIP COMMERCIAL



835 NE Hwy 99W



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# GAS STATION

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Shell  
1347 NE Baker Street

**CITY COUNCIL. 09.12.17**



# GAS STATION

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Mobil  
1249 SW Baker Street

CITY COUNCIL. 09.12.17





# STAND ALONE COMMERCIAL/INDUSTRIAL BUSINESS



1135 SW Baker Street

1335 NE Baker Street



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# STAND ALONE COMMERCIAL/INDUSTRIAL BUSINESS



140 NE 19<sup>th</sup> Street

1250 SW Baker Street



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# STAND ALONE COMMERCIAL/INDUSTRIAL BUSINESS



170 NE Hwy 99W

1701 NE Baker Street



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# STAND ALONE COMMERCIAL/INDUSTRIAL BUSINESS



1730 NE Hwy 99W

1801 NE Hwy 99W



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# STAND ALONE COMMERCIAL/INDUSTRIAL BUSINESS



900 NE Hwy 99W

945 NE Baker Street



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# STAND ALONE COMMERCIAL/INDUSTRIAL BUSINESS



603 SE Baker Street

947 SW Baker Street



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# STAND ALONE COMMERCIAL/INDUSTRIAL BUSINESS



224 NE Baker Street

335 NE 3<sup>rd</sup> Street



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# STAND ALONE COMMERCIAL/INDUSTRIAL BUSINESS



2125 NE Lafayette Ave

2001 NE Lafayette Ave



CITY COUNCIL. 09.12.17





# STAND ALONE COMMERCIAL/INDUSTRIAL BUSINESS



1730 NE Miller Street

2001 NE Lafayette Ave



CITY COUNCIL. 09.12.17





# NEXT STEPS

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**CITY COUNCIL. 09.12.17**



# QUESTIONS?

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**CITY COUNCIL. 09.12.17**





# PROCLAMATION

**Whereas,** manufacturing makes a very significant contribution to the national, state and local economy; and

**Whereas,** our community is fortunate to be the home of over 90 world-class manufacturing companies; and

**Whereas,** those manufacturing companies add to the vitality and prosperity of our community by employing over 3400 people with a \$15 million average annual payroll.

**Now, therefore,** I, Scott A. Hill, by the virtue of the authority vested in me as the mayor of the City of McMinnville, do hereby proclaim October 6, 2017 as

## **McMinnville MADE Day in conjunction with The National Manufacturing Day**

**In Witness Whereof,** I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 12<sup>th</sup> day of September, 2017.

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Scott A. Hill, Mayor

CITY OF McMinnville  
MINUTES OF WORKSHOP MEETING  
of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon  
Tuesday, June 13, 2017 at 5:30 p.m.

Presiding: Scott A. Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors: Present  
Adam Garvin  
Kevin Jeffries  
Kellie Menke, Council President  
Alan Ruden  
Wendy Stassens  
Remy Drabkin

Also present were City Manager Jeff Towery, Planning Director Heather Richards, Finance Director Marcia Baragary and Community Development Director Mike Bisset.

CALL TO ORDER: Mayor Hill called the Meeting to order at 5:37 p.m.

PRESENTATION BY AFFORDABLE HOUSING TASK FORCE

Councilor Drabkin who also serves as Affordable Housing Task Force Chair, presented the annual report. In 2015 a panel discussion was conducted on housing and homelessness which was open to the community. Community outreach took place. In September 2016, the Affordable Housing Task Force was established through Council Resolution.

Councilor Drabkin shared the local and state statistics related to affordable housing. She noted that 33% of home owners with mortgages are in unaffordable conditions and 54% of renters are in unaffordable housing in McMinnville. She then reviewed the purpose of the Affordable Housing Task Force.

The action plan for short-term, mid-term and long-term actions were reviewed. Two of the short-term actions had been completed:

1. Memorialize Systems Development Charge discounts for affordable housing projects.



2. Offer an expedited permit process to builders including affordable housing.

Two of the short-term actions were underway:

1. Review recently adopted inclusionary zoning law and, if warranted, draft an inclusionary zoning ordinance and present to the Council for consideration.
2. Research “Cottage Codes” from other jurisdictions and, if warranted, prepare ordinance language for adoption by the Council and for inclusion in McMinnville’s zoning ordinance.

The mid-term actions include:

1. Evaluate the impact of a density bonus for developers including affordable housing units.
2. Survey the city for vacant city-owned lots. Review an affordable housing exchange to local builders for use of said land.
3. Review emergency shelter zoning ordinance provisions and revise as necessary to provide allowances for tiny homes or temporary shelter for resident suffering from homelessness.

The long-term actions include:

1. Review the City’s inventory of surplus lands to assess for possible rezoning to multi-family housing.
2. Reach out to local service groups to involve them in neighborhood stabilization programs.
3. Conduct or partner with an outside organization to complete a needs assessment in regard to housing for the City.
4. Evaluate the possibility and sources for a local match fund for nonprofit builders.

Discussion ensued regarding development incentives, inclusionary zoning, and construction excise tax. Councilor Ruden explained SB 1533 which allows for inclusionary zoning.

Planning Director Richards discussed Cottage Cluster Developments and other options for changes to the code related to measures to encourage affordable housing.

Ms. Richards discussed two pilot projects that the State is offering related to affordable housing.

Councilor Drabkin shared a sub-committee was formed to address homelessness. She shared how the sub-committee discussed subsets of homeless populations and how they can find actionable items.

Jeff Sargent, Executive Director of Yamhill Community Action Partnership, shared the action plan for homeless veterans.

Councilor Drabkin then reviewed the action plan amendments that the Affordable Housing Task Force (AHTF) will be asking Council to consider. One amendment was related to mid-term action item two. The AHTF would like to replace item two as follows: 2. Survey the City for property opportunities City-owned, County-owned, and church-owned, Research and evaluate creative programs to leverage these properties for affordable housing (Affordable Housing Exchange, land trusts, etc.) She also noted they would like a reorganization of the long-term action plan.

A question and answer session with Councilors ensued.

DINNER

The agenda for the evening was reviewed.

ADJOURNMENT: The Meeting adjourned at 6:41 p.m.

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Melissa Grace, City Recorder

CITY OF McMINNVILLE  
MINUTES OF REGULAR MEETING  
of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon  
Tuesday, June 13, 2017 at 7:00 p.m.

Presiding: Scott A. Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors: Present  
Adam Garvin  
Kevin Jeffries  
Kellie Menke, Council President  
Alan Ruden  
Wendy Stassens  
Remy Drabkin

Also present were City Manager Jeff Towery, City Attorney David Koch, Planning Director Heather Richards, Finance Director Marcia Baragary, Community Development Director Mike Bisset, Police Chief Matt Scales, Principal Planner Ron Pomeroy, and Information Systems Director Scott Burke.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:10 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Council President Menke led the Pledge of Allegiance.
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Beverly McBee, McMinnville resident, expressed her concerns regarding the lack of weed control of a neighbor. She had been working with Pam Ramsey to address the issue, but had only received excuses from the neighbor. The weeds were high and went all around the house and they

were coming over the fence into her yard. She asked for assistance in getting the weeds cleaned up.

Police Chief Matt Scales said he was aware of this property and it was high on his agenda. He expected it would go to court since the property owners were not willing to remedy the situation.

Dan Hilbert, McMinnville resident, commented on a request regarding funding of Zero Waste by the City. He had called Councilor Garvin and left messages to find out how much funding they received, but stated Councilor Garvin never called him back. He received the information from the City Recorder. Councilor Garvin told him previously the City gave Zero Waste \$2,000 when the City had actually given them \$10,000 and he had tried to call and confirm the number. Councilor Garvin gave him false information and did not return his phone calls, and was not fit to serve on the Council.

Councilor Garvin responded to Mr. Hilbert by stating he tried to return the phone calls several times, but Mr. Hilbert did not have a voice mail set up and he could not leave a message.

Mark Davis, McMinnville resident, made comments regarding affordable housing. He was in support of applying inclusionary zoning to the Urban Renewal District and any new areas that would be added to the Urban Growth Boundary. He suggested the R-5 zone be brought back. It was an exclusive multi-family housing zone. The problem with the R-4 zone was that other types of housing could be built, and that was what had happened in the City.

JW Millegan, McMinnville resident, discussed the waiver of the \$100,000 System Development Charges (SDCs) for the Atticus Hotel. He asked when the public would have the opportunity to give input on the criteria that the waiver had to meet.

Planning Director Heather Richards said the Development Agreement would go to the McMinnville Urban Renewal Advisory Committee (MURAC) for approval, and public input could be given at that time.

Fred Stemmler and Amanda Harris of Recology gave a presentation on their rate review process. Last year they added yard debris and glass for all



of McMinnville residents and businesses and committed to going through a three year rate review process. It was a 5% rate adjustment last year and this year there would be a 5% rate adjustment as well. This would result in a \$1.77 increase for the standard 96 gallon weekly service. Some people participating in the yard debris, recycle, and glass options had dropped to every other week service. Discussion ensued regarding the number of people participating in the new programs and it was noted that the next year about 60% of the City would be participating. The new increase would be enacted on July 1, 2017. The transfer station was set to be done in July or August.

Councilor Jeffries asked if there was a way to let people know when the glass and compost bins should be put out. Ms. Harris said the yard debris was every other week and the glass was once a month. There were calendars available on the website.

Councilor Jeffries had introduced a draft resolution that would bar any future garbage from McMinnville from going to Riverbend. It was asked if Recology was prepared to go somewhere else if such a resolution was passed. Mr. Stemmler said they would be prepared for whatever decision was agreed upon.

City Attorney David Koch said this item would be brought back to the next Council meeting for Council action.

#### 4. PUBLIC HEARINGS

##### 4.a. Proposed Budget as approved by the Budget Committee

Mayor Hill opened the public hearing at 7:35 p.m.

Mark Davis, McMinnville resident, commented on the franchise fee for McMinnville Water and Light. The McMinnville Water and Light budget that was already approved had the franchise cost at \$2,017,658, but in the City's budget it was \$1,850,000. He thought it should be the same number. He would also like to see some funds dedicated to affordable housing. The funds could come from the Transient Lodging Tax. The money should be used to leverage incentives to developers to build affordable housing units. Mayor Hill explained the Council wanted flexibility for using those funds and they would be going into the General Fund to be used for the

Council's priorities, and affordable housing was one of those priorities. He and the Finance Director would look into the difference between the franchise cost.

Mayor Hill closed the public hearing at 7:39 p.m.

- 4.b. Proposed Uses of State Revenue Sharing for Fiscal Year 2017-2018 as approved by the Budget Committee

Mayor Hill opened the public hearing at 7:39 p.m.

Mayor Hill said the City would receive \$315,000 in revenue sharing funds.

There was no public testimony.

Mayor Hill closed the public hearing at 7:40 p.m.

- 4.c. Public Hearing regarding Vacation of a Portion of NE Macy Street between NE 14<sup>th</sup> Street and NE 13<sup>th</sup> Street (RV 1-17)

Mayor Hill opened the public hearing at 7:40 p.m.

There was no public testimony.

Mayor Hill closed the public hearing at 7:40 p.m.

5. CONSENT AGENDA

- 5.a. Consider the Minutes of the August 9, 2016 and September 6, 2016 meetings.

Council President Menke MOVED to adopt the consent agenda;  
SECONDED by Councilor Stassens. Motion PASSED unanimously.

6. RESOLUTIONS

- 6.a. **Resolution No. 2017-36:** A Resolution appointing representatives of the McMinnville Planning Commission.

Mayor Hill said Councilors Menke and Stassens were the subcommittee of the Council to hold the interviews.

Planning Director Richards stated there were two vacancies on the Planning Commission due to resignations. The Ward 2 position would expire on December 31, 2019 and the Ward 3 position would expire on December 31, 2018. Two applications were received for the Ward 2 position and three applications for the Ward 3 position. All five candidates were interviewed.

Council President Menke stated that there were very qualified candidates for both vacancies. They recommended appointing Roger Lizut for the Ward 2 position and Gary Langenwalter for the Ward 3 position.

Councilor Drabkin MOVED to adopt Resolution No. 2017-36 appointing Roger Lizut for Ward 2 and Gary Langenwalter for Ward 3 to the McMinnville Planning Commission; SECONDED by Councilor Ruden. Motion PASSED unanimously.

- 6.b. **Resolution No. 2017-37:** A Resolution making a budgetary transfer of appropriation authority for fiscal year 2016-2017.

Finance Director Baragary explained the need for making a budgetary transfer of appropriation authority for fiscal year 2016-2017. The total budget that was adopted for the Administration Department was \$1,107,286. She estimated the department would exceed that amount by about \$55,000. The reasons were when the former City Manager resigned in October of 2016, some unanticipated personnel costs were incurred and materials and services expenditures for interview candidates' travel and lodging expenses. She noted that the transfer was from contingency.

Councilor Stassens MOVED to adopt Resolution No. 2017-37 making a budgetary transfer of appropriation authority for fiscal year 2016-2017; SECONDED by Council President Menke. Motion PASSED unanimously.

- 6.c. **Resolution No. 2017-38:** A Resolution awarding the contract for the Ford Street Sidewalk Improvements Project, Project 2015-15.



Community Development Director Bisset explained that the bids for the project were opened on June 1. Eight bids were received and the low bid from Banzer Construction in the amount of \$397,430 was chosen. The project was being funded by the 2014 Transportation Bond proceeds. The work would happen this summer and would be completed by the end of September.

Councilor Ruden MOVED to adopt Resolution No. 2017-38 awarding the contract for the Ford Street Sidewalk Improvements Project, Project 2015-15; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 6.d. **Resolution No. 2017-39:** A Resolution approving Task Order No. 2 to the Personal Services Contract for the design of the Ford Street Sidewalk Improvements and Pedestrian Safety Improvements transportation bond measure projects.

Community Development Director Bisset said this was Task Order No. 2 to the WH Pacific contract which was the design engineering for the Ford Street project and the pedestrian safety improvements project. He explained what was included in the Task Order.

Councilor Garvin MOVED to adopt Resolution No. 2017-39 approving Task Order No. 2 to the Personal Services Contract for the design of the Ford Street Sidewalk Improvements and Pedestrian Safety Improvements transportation bond measure projects; SECONDED by Councilor Stassens. Motion PASSED unanimously.

- 6.e. **Resolution No. 2017-40:** A Resolution awarding the contract for the Pedestrian Safety Improvements Project, Project 2017-5.

Community Development Director Bisset said on May 25 the bids were opened for the project. Three bids were received and the bid from Haworth Inc. in the amount of \$482,658.53 was chosen. The project would be funded by the 2014 Transportation Bond proceeds. Work would occur this summer and should be completed before school started in the fall.

Councilor Jeffries said there were large decorative rocks on Star Mill Way that would be impacted by the sidewalks and the property owner requested help with moving them. Community Development Director Bisset replied

the project manager had coordinated with all of the homeowners on the corridor, but he would follow up on the request.

Council President Menke MOVED to adopt Resolution No. 2017-40 awarding the contract for the Pedestrian Safety Improvements Project, Project 2017-5; SECONDED by Councilor Ruden. Motion PASSED unanimously.

7. ORDINANCES

- 7.a. **Ordinance No. 5025:** An Ordinance vacating a portion of NE May Street between NE 14<sup>th</sup> Street and NE 13th Street (RV 1-17).

Community Development Director Bisset explained the legal process that was followed regarding the proposed vacation of Macy Street. The City had received a vacation request from the Yamhill County Gospel Rescue Mission and HR Birch Limited Partnership, the property owners adjacent to the property to be vacated. At the Council's May 9 meeting the Council adopted a resolution setting tonight as the public hearing for the request. Staff had followed the appropriate notification process for the proposed vacation and no objections had been received. There was a comment from McMinnville Water and Light indicating there were utilities in the corridor. The City had public sanitary sewer and storm water lines in the corridor as well. The ordinance requested the retention of a public utility easement over the vacated area which would satisfy the utility needs.

City Attorney Koch read by title only Ordinance No. 5025 vacating a portion of NE May Street between NE 14th Street and NE 13th Street (RV 1-17). (No Councilor present requested that the Ordinance be read in full.) The title of the ordinance was read for the second time. Ordinance No. 5025 PASSED by a unanimous roll-call vote.

- 7.b. **Ordinance No. 5022:** An Ordinance approving a zone change from R-2 (Single Family Residential) to R-4 (Multiple-Family Residential) on approximately two (2) acres of land and a zone change from LDR-9000 (Low Density Residential – 9,000 square foot minimum) to R-4 (Multiple-Family Residential) on approximately 2.6 acres of land.

Planning Director Richards stated the Planning Commission recommended approval of this application. She explained the site location

on N Baker Street and NE Evans Street. The existing zoning on the property was two acres of R-2 and 2.6 acres of County LDR-9000. The proposed zone change was to make the whole property R-4. She described the process for zone change review as outlined in Section 17.74.020 of the City's Municipal Code. There was a caveat to this section that said when the proposed amendment concerned needed housing, criterion 2 would not apply to the rezoning. Criterion 2 said the review would consider the pattern of development in the area, surrounding land uses, and any changes which might have occurred in the neighborhood or community. The 2001 housing needs analysis identified the need for additional R-4 land, about 140 acres, and since that time 48 acres had been rezoned. She stated the caveat applied to this request. In terms of the Comprehensive Plan policies and goals, this would be high density residential which allowed for townhouses, condominiums, and apartments as well as single family dwelling units. There was no project proposed for this property yet; this was only a zone change request. Staff recommended not allowing direct access to Baker Street, but that the access would be on Evans. The area was not subject to flooding or poor drainage, there were adequate services from existing facilities, there was access to public transit within a quarter mile, it was not geographically constrained, and it could be buffered from low density residential development. She reviewed the surrounding land uses, street classification map, and modeled intersections for traffic impact. Rezoning to R-4 did not create any significant changes to the nearby intersections. She discussed the public testimony that was received by the Planning Commission. The concerns raised were: traffic and parking on NE Evans and North Baker Streets, elimination of the County LDR zone decreased diversity, future multi-family development would not comply with buffering requirements, the capacity of McMinnville schools and impacts on classroom size and education quality, and the R-4 zoning would create a different type of neighborhood with increased traffic. The Planning Commission asked staff to look at conditions to address these concerns. Some of the recommended conditions included: sidewalks would be required on Evans, development would be designed to allow for a future bike and pedestrian connection, vehicular access to the site from Baker would be prohibited, side yard setbacks would be increased one foot for each foot of building height over 35 feet, and buffering would be required along the northern and southern boundaries of the site and the proposed buffers would be submitted to the McMinnville Landscape Review Committee for review and approval. Staff recommended approval with conditions.

Councilor Ruden asked if there would be improvements on Baker. Planning Director Richards said no, it was a County road and was not serving as an urban road.

Councilor Drabkin asked if the applicant and opponents responded to the conditions. Planning Director Richards said the applicant accepted the conditions. She had not heard from any of the opponents, although they did know what the conditions were.

Mayor Hill asked if there were parking requirements in R-4. Planning Director Richards explained the development standards would be specific to the type of product that was proposed on the site.

Community Development Director Bisset noted the Transportation System Plan outlined how Baker would be improved in the future. Since this site would not access Baker and it was inefficient to make minor improvements to an unimproved corridor, they were not requiring any improvements to be made on Baker. Neither the City Council nor County Commission had discussed the proposition of changing the jurisdiction of the road. Staff recommended not taking jurisdiction until the road was improved.

Planning Director Richards said it also had to do with proportionality in what they could require the developer to do.

Councilor Garvin asked if it was common to rezone a property without a proposed development. Planning Director Richards said it was. If there were businesses there that were not allowed in the new zone, they would be considered non-conforming.

City Attorney Koch read by title only Ordinance No. 5022 approving a zone change from R-2 (Single Family Residential) to R-4 (Multiple-Family Residential) on approximately two (2) acres of land and a zone change from LDR-9000 (Low Density Residential – 9,000 square foot minimum) to R-4 (Multiple-Family Residential) on approximately 2.6 acres of land. (No Councilor present requested that the Ordinance be read in full.) The title of the ordinance was read for the second time.



Councilor Ruden MOVED to adopt Ordinance No. 5022; SECONDED by Council President Menke. Ordinance No. 5022 PASSED by a unanimous roll-call vote.

- 7.c. **Ordinance No. 5023:** An Ordinance Amending The McMinnville Zoning Ordinance Specific To Section 17.53.101(L) Land Division Standards – Street Grades And Curves) To Allow Local Street Grades Up To And Including Fifteen (15) Percent.

Planning Director Richards said the majority of the Planning Commission recommended approval of the steep streets standards. This was a City staff initiative for a proposed text amendment to the Zoning Ordinance to look at modifications to residential street grade standards. In recent years more residential development was occurring in McMinnville's West Hills. Steeper slopes and ravines were encountered in the West Hills resulting in street designs with greater street grades and for longer distances than had historically occurred. The topography of this area was very challenging to design streets to current street grade limitations. The current requirements limited street grades to 6% on arterials, 10% on collectors, and 12% on any other streets. She shared the research that was done for maximum standards related to street grades. A maximum standard of 15% was not unusual. Tigard allowed up to 18%. She noted that several departments provided input on 12–15% street grades. Fire engines could safely navigate 15% grade in most weather situations and could provide service for grades up to 12% without risking damage to their pumping systems. Fire hoses could be pulled a distance of just over 100 feet. Consequently, any street section between 12% and 15% grade could be longer than 200 feet in length. A street section less than 12% grade must be provided between steeper sections to enable safe equipment operations. A refuge area less than 12% grade was needed by the Fire Department and must be at least 75 feet in length. The Building Department could require sprinklers in homes that were accessed by street grades exceeding 12%. The Engineering Department recommended requiring street intersection grades to not exceed 5%, which also helped create the needed Fire Department operational refuges. Ms. Richards reviewed the supportive and oppositional testimony received by the Planning Commission. Staff recommended amending the Zoning Ordinance to allow street grades to exceed 12%. Any local street grades exceeding 12% would be reviewed for approval by the Fire Code Official during the land use application review process. When a local residential street was approved to exceed

12%, the following shall be required: a maximum of 200 feet of roadway length would be allowed with a grade between 12% and 15% for any one section, the roadway grade must reduce to no more than 12% for a minimum of 75 linear feet of roadway length between each section for firefighting operations, and fire sprinklers would be installed in all residential and commercial structures whose access road was constructed at a grade higher than 12%.

Councilor Garvin asked if there was input from the School District about school buses going up and down the steep streets. Principal Planner Ron Pomeroy said the School District did not share any concerns with the City. Councilor Garvin asked if the Fire Department's ladder truck would be capable of serving these steep areas. Planning Director Richards said the Fire Department did not bring up any concerns regarding the ladder truck.

Councilor Jeffries expressed his concerns with a 15% street grade from a risk management standpoint. Not all slopes were the same and he had difficulty allowing a 15% across the board. He thought it should be a case by case basis. There was no insurance coverage for landslides.

Community Development Director Bisset noted that 15% street grade was within national norms. He did not think the minor isolated land slide in this area was indicative of the entire hill. There would be minimal change to the City's maintenance standards. The snow and ice removal routes would be amended to make sure the steeper areas receive priority.

City Attorney Koch read by title only Ordinance No. 5023 amending the McMinnville Zoning Ordinance specific to Section 17.53.101(L) Land Division Standards – Street Grades And Curves to allow local street grades up to and including fifteen (15) percent. (No Councilor present requested that the Ordinance be read in full.)

Councilor Ruden MOVED to adopt Ordinance No. 5023; SECONDED by Council President Menke. Ordinance No. 5023 PASSED 5-1 by roll-call vote with Councilor Jeffries opposed. The ordinance would be brought back to Council on June 27<sup>th</sup> for second reading.

7.d.

**Ordinance No. 5024:** An Ordinance Amending Planned Development Ordinance No. 4868 To Allow Exceptions To Current Street Grade, Block Length, Block Circumference And Lot Depth To Width Standards And To

## Amend An Approved Residential Subdivision And Phasing Plan On Approximately 132 Acres Of Land.

Planning Director Richards said this ordinance amended an existing Planned Development. The Planning Commission recommended approval. She explained the site location north of West 2<sup>nd</sup> Street and west of Mt. Mazama. She reviewed the existing planned development of 164.1 acres which was approved in April of 2007. She showed the existing approved phased development plan and the areas that had already been developed. There were 132.2 acres that were left to develop. She discussed the proposed phased subdivision plan and topographical challenges and noted key intersection points proposed for removal. She reviewed the variances proposed for the street grades, block lengths, block circumference, and lot depth to width standards. She gave a comparison of the lots by phase. The total lots in the existing approved planned development were 512 and the total lots in the proposed amended planned development were 552, which meant 40 more lots proposed for the development. She reviewed the lot sizes and densities. The maximum density allowed was six units per acre for this development. The minimum lot size was 5,292 square feet and the maximum was 35,305 square feet due to wetlands. The average lot size would be 9,547 square feet. Total single family units were 551 and total multi-family units were 68. The multi-family units had already been built. She then discussed the planned development amendment process as outlined in Section 17.74.070 of the Municipal Code and reviewed the supportive and oppositional testimony received by the Planning Commission on May 18, 2017. A new condition of approval was added that stated it was the Building Official's prerogative to require a geotechnical report for all new residential permits pulled for this development. Another condition added pedestrian connectivity to the development.

Discussion ensued regarding water service and a future additional water reservoir. Community Development Director Bisset confirmed there would be no development above a certain line until the system was built out. These improvements were in the McMinnville Water and Light master planning process. About half of the lots would be above the line. There was further discussion regarding the open drainage areas and pedestrian access ways.

Councilor Jeffries expressed his concerns with developing on steep slopes due to the risks.

City Attorney Koch read by title only Ordinance No. 5024 amending Planned Development Ordinance No. 4868 to allow exceptions to current street grade, block length, block circumference and lot depth to width standards and to amend an approved residential subdivision and phasing plan on approximately 132 acres of land. (No Councilor present requested that the Ordinance be read in full.)

Councilor Ruden MOVED to adopt Ordinance No. 5024; SECONDED by Councilor Stassens. Ordinance No. 5024 PASSED 5-1 by roll-call vote with Councilor Jeffries opposed. The ordinance would be brought back to Council on June 27<sup>th</sup> for second reading.

7.e.

**Ordinance No. 5026:** An Ordinance amending the McMinnville Municipal Code provisions incorporating a Local Transient Lodging Tax (Ordinances No. 5003, 4994, 4974 and 4970).

City Manager Towery explained that the Council had directed staff to draft the ordinance. The ordinance would incorporate two changes to the Code. One was to apply the City's current Transient Lodging Tax (TLT) to RV parks and campgrounds and the other was to increase the rate from 8% to 10%. These changes would be effective August 1.

Councilor Garvin suggested the collection of the TLT from RV parks and campgrounds begin on January 1, 2018 instead. This would be consistent with the process for the current TLT partners who came on board on January 1, 2014.

Councilor Drabkin expressed concerns that the 10% was at the top compared to other jurisdictions, and she would like to see the additional money go to affordable housing and addressing homelessness. City Manager Towery noted that the new revenue would go into reserves so it could not be expended on other purposes at this time.

City Attorney Koch read by title only Ordinance No. 5026 amending the McMinnville Municipal Code provisions incorporating a Local Transient Lodging Tax (Ordinances No. 5003, 4994, 4974 and 4970) with the change that the collection of the TLT for RV parks and campgrounds



would begin on January 1, 2018. (No Councilor present requested that the Ordinance be read in full.) The title of the ordinance was read for the second time.

Councilor Ruden MOVED to adopt Ordinance No. 5026 as amended; SECONDED by Council President Menke. Ordinance No. 5026 PASSED by a unanimous roll-call vote.

8. ADVICE/ INFORMATION ITEMS

8. a. Reports from Councilors on Committee and Board Assignments

Councilor Garvin reported on the last Yamhill Communications Agency (YCOM) meeting where their budget was adopted with a 3% increase.

Council President Menke reported on the latest Wayfinding Committee meeting. The Parkway Committee went to the legislature to discuss funding for phase 2 of the Bypass.

Mayor Hill met with Senator Boquist and Representative Noble regarding funding for the project as well. They would be receiving \$22 million for the Bypass, which was not enough to complete the next phase of the project.

Commissioner Stassens reported on the Urban Renewal Advisory Committee meeting where façade improvement grants were awarded. They also received updates on the Alpine Avenue project, Atticus Hotel, parking study, and Third Street improvement project.

Councilor Drabkin reported on the subcommittee on homelessness meeting where ideas were discussed with members of the faith based community.

Councilor Ruden announced the retirement party for Jay Pearson on June 21.

8.b. Department Head Reports

Planning Director Richards announced the University of Oregon's Green Cities program had chosen the City of McMinnville to focus their

curriculum on this summer. They would be looking at the design for the Three Mile Lane corridor. She also applied for a grant to look at that corridor as well.

Community Development Director Bisset said the bid opening for the Hill Road project would be on Thursday. He encouraged the Council to put in a plug for the bridge replacement.

10. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:40 p.m.

There was no Executive Session.

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Melissa Grace, City Recorder

CITY OF McMINNVILLE  
MINUTES OF DINNER MEETING  
of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, July 11, 2017 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors:        Present                      Excused Absence  
Remy Drabkin  
Adam Garvin  
Kevin Jeffries  
Kellie Menke, Council President  
Alan Ruden  
Wendy Stassens

Also present were City Manager Jeff Towery, City Attorney David Koch, Planning Director Heather Richards, and Community Development Director Mike Bisset, Parks and Recreation Director Susan Muir, Tom Henderson and intern Hannah Jones of the *News Register*, and Daved Adams of KLYC Radio.

DINNER

CALL TO ORDER: Mayor Hill called the Dinner Meeting to order at 6:21 p.m. and welcomed all in attendance.

DISCUSSION:

Mayor Hill asked for a volunteer to lead the Pledge of Allegiance and Council President Menke volunteered.

It was noted that there may be citizen comments regarding homelessness concerns and the downtown transient population.

The agenda items for the evening were reviewed.

Planning Director Richards stated that letters were mailed out regarding Sign Ordinance compliance and that the Planning Department is trying to work as partners with those impacted including local sign companies. Discussion ensued regarding feedback received.

ADJOURNMENT: The Dinner Meeting adjourned at 6:43 p.m.

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Melissa Grace, City Recorder



CITY OF McMINNVILLE  
MINUTES OF REGULAR MEETING  
of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, July 11, 2017, at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	
	Adam Garvin	
	Kevin Jeffries	
	Kellie Menke, Council President	
	Alan Ruden	
	Wendy Stassens	

Also present were City Manager Jeff Towery, City Attorney David Koch, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, and Community Development Director Mike Bisset, Information Systems Director Scott Burke, Finance Director Baragary, Tom Henderson and intern Hannah Jones of the *News Register*, and Dave Adams of KLYC Radio.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Council President Menke led the Pledge of Allegiance.
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Alan Zanuzoski requested that his airport hanger lease be redrawn and be similar to the new leases. He stated that everyone should be treated fairly.

Colleen Schroeder, 302 Dayton Avenue, stated that there is a parking strip and sidewalk where teenagers have been hanging out and leaving trash on and next to her property. She stated that they are scratching into the concrete retaining wall. Ms. Schroeder stated that the liability is not good. She also mentioned that she owns Blue Moon and is concerned for her employee's safety.

Amy (no last name or address provided) shared that she is building a home in McMinnville and will be moving to the community soon and is nervous to raise her family here because she is concerned for their safety. She asked that the Homelessness Subcommittee meeting meet more than once a month and be moved to later in the evening. She also stated that there are parks that have needles in them.

Steve Gertz, 133 SW Ford Street, stated that between Ford and 2<sup>nd</sup> Street it is like a transient living room, bedroom and bathroom. He is concerned for children's safety. He stated that he has spoken with the police department. Mr. Gertz stated that he would like to see legislation be passed to help address the issue and asked that Council remain compassionate but not foolish.

Shannon Brooks, 1549 SE Morgan Lane, shared that a group of neighbors formed a neighborhood watch about a year ago. She stated that they have turned things around quite a bit with the help of the City of McMinnville and the Police Department. Ms. Brooks stated that she has the same concerns as those who spoke before her. She asked for more police presence and for it to be a high priority to help the community to feel safe.

Councilor Drabkin thanked Ms. Brooks for her efforts and hopes that others will follow her model.

Council President Menke mentioned that three new officers were budgeted for last year and there are five in the academy.

Stacy Martin, downtown McMinnville property owner and McMinnville Citizen, stated that she would like to know if there are things that can be done to help the downtown transient population such as no camping and no loitering ordinances. She asked that the City take swift action while continuing long-term solutions.

Richard Andersen, 960 SW Edmunston Street, provided a history on a piece of property adjacent to his property. He noted that the land had been reserved for a road; however, the road is unnecessary now. Mr. Andersen explained that he went through mediation with his neighbors that was

unsuccessful. Mr. Andersen handed out information regarding his concerns to the Council and asked that Council the street vacation process be initiated.

Mayor Hill noted that the Councilors are moving forward very thoughtfully in addressing the issues brought before them. He stated that he appreciates the comments.

4. PRESENTATION

4.a. Yamhill County Gospel Rescue Mission

Kaye Sawyer and Dave Haugeberg of Yamhill County Gospel Rescue Mission (YCGRM) provided a presentation. Ms. Sawyer stated that fundraising for the shelter has exceeded \$1,000,000 and shared that YCGRM will be able to start building the men's facility in the fall. Ms. Sawyer expressed her thanks to the City and Council for their support. Ms. Sawyer stated that she noticed that many people in the community are not aware there is a shelter in the community. She clarified that the shelter is year-round. She thanked the Council for the work they have been doing.

Dave Haugeberg, stated that the McMinnville Community Foundation appreciates the work that has been done and that the work has been above and beyond. He provided an example of how Community Development Director Bisset worked quickly and efficiently. He then noted how former Planning Director Doug Montgomery and Principal Planner Ron Pomeroy helped in the expansion process of the Mission. He also shared how former City Attorney Candace Haines helped. Mr. Haugeberg also recognized former Building Official Robert Poskin and Planning Director Heather Richards for their work. He stated that the foundation has decided to provide a \$5,000 grant to fund a kitchen for the women's and children's shelter that will be in recognition of the City Staff of the Building and Planning Department.

4.b. Receive Report and Recommendation from Gary Eastlund, Hagan Hamilton to approve the 2017 – 2018 Property, Liability, Workers' Compensation, and Auto Insurance Coverages.

Mr. Gary Eastland, Commercial Agent for Hagan Hamilton Insurance explained that CityCounty Insurance (CIS) is providing a good and fairly flat renewal (4.1% increase). He noted that the Workers' Compensation rates have dropped slightly. Mr. Eastland noted that the CIS Insurance program is a successful program and that no one is able to compete with CIS.

Discussion ensued regarding recreational liabilities, the recent related legislation and the drivers for airport liability increases.

Mayor Hill noted that safety is paramount and this shows in the insurance rates.

Council President Menke MOVED to renew the City's insurance coverage through CIS for fiscal year 2017-2018 for property/ liability, and workers' compensation, and on a separate policy, renew the airport owners and operators liability coverage; SECONDED by Councilor Garvin. Motion PASSED unanimously.

4.c.

HB 4079 – UGB Affordable Housing Pilot Project Application Submittal

Planning Director Richards stated that the Planning Department has been vetting properties over the last few weeks related to the HB 4079 – UGB Affordable Housing Pilot Project. She noted that 4,048 (over 9,000 residents) households are considered house burdened meaning that they are in vulnerable housing situations. Ms. Richards detailed HB 4079 noting that it is a pilot program to develop affordable and needed housing on land currently outside Urban Growth Boundary (UGB). Ms. Richards displayed a map of McMinnville's URB.

Ms. Richards stated that the current UGB is 7,552 acres. She noted that a 50 acre would increase it by .6%.

Ms. Richards stated that the City is the applicant for the HB 4079 project. She reviewed the table of measures that are being worked through to encourage affordable and needed housing. She noted that the pre-application is due in September.

Ms. Richards explained that part of the process includes reviewing the soil maps. High Value Farmland was identified. She stated that this program will not serve the community because there is not any land available that is not considered High Value Farmland.

Planning Director Richards stated that the community is going to have a dialogue about growth as housing supply is constrained, permit levels are low, planning permits are low and it is difficult to fund public services at existing levels if the tax base does not grow at the same rate as personnel costs.

Discussion ensued regarding density, development and population growth.

Councilor Drabkin asked what could be done within the current constraints to help ensure affordable housing is being considered.



Planning Director Richards stated that they would be launching a great neighborhood principal discussion with the community. Information gathered will help write a zoning ordinance to achieve the desired standards.

Mark Davis, 652 SE Washington Street, reminded Council that there are two sources of land for development: new land and infill. He encouraged Council to look at the Urban Renewal District.

John Englebrecht, 1266 NE Augusta Drive, commented on HB 4079 and feels that affordable housing projects must be done within the UGB. Mr. Englebrecht discussed previous affordable housing efforts and noted that affordable housing has to come.

5. CONSENT AGENDA

5.a. Consider the Minutes of the May 9, 2017 and June 27, 2017 Dinner and Regular Meetings.

Councilor Stassens MOVED to adopt the consent agenda; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

6. RESOLUTION

6.a. **Resolution No. 2017-52:** A Resolution amending the McMinnville Affordable Housing Task Force Annual Action Plan.

Planning Director Richards stated that the three-year Affordable Housing Task Force Action Plan was reviewed by the McMinnville Affordable Housing Task Force. She noted that the proposed amendments include a survey of the City for property opportunities followed by research and evaluation of those properties for affordable housing. The other proposed change is a revision of priorities to include a housing needs analysis in 2018-2019.

Councilor Drabkin noted the hard, efficient, and well-done work of the Planning Department. She stated that she would like to see the mid-term actions be reprioritized. Councilor Drabkin stated that the removal of action item related to HB 4079 could be removed. She recommended that the remaining three action items be reprioritized as follows: 1. Review emergency shelter zoning ordinance provisions and revise as necessary to provide allowance for tiny homes or temporary shelter to residents suffering from homelessness. 2. Survey the city for property opportunities (City-owned, County-owned and Non-Profit- owned). Research and evaluate creative programs to leverage these properties for affordable housing (affordable housing exchange, land trusts, etc. 3. Evaluate the impact of a density bonus for developers including affordable housing units.

Council President Menke MOVED to adopt Resolution No. 2017-52 as amended by Councilor Drabkin amending the McMinnville Affordable Housing Task Force Annual Action Plan. SECONDED by Councilor Stassens. Motion PASSED unanimously.

7. ORDINANCES

7.a. First Reading with possible Second Reading of Ordinance No. 5030: An Ordinance authorizing lease of real property located at the McMinnville Airport to Redtail Soaring, LLC, pursuant to ORS 271.310.

Community Development Director Bisset explained that the lease is for 8.7 acres of airport property for glider operations. He noted that the lease expired on September 30, 2016 and if this area would be used as farm area if it was not used as a glider lease.

Councilor Jeffries asked about the relationship between local residents and Redtail Soaring. Community Development Director Bisset stated that the lease includes a provision that they will work on conforming with the Fly Friendly Program.

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

City Attorney Koch read by title only Ordinance No. 5030 An Ordinance authorizing lease of real property located at the McMinnville Airport to Redtail Soaring, LLC, pursuant to ORS 271.310.

Council President Menke MOVED to pass Ordinance No. 5030 to a second reading; SECONDED by Councilor Garvin. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5030.

Council President Menke MOVED to approve Ordinance No. 5030 authorizing lease of real property located at the McMinnville Airport to Redtail Soaring, LLC, pursuant to ORS 271.310; SECONDED by Councilor Stassens. Ordinance No. 5030 PASSED by a unanimous roll-call vote.

8.d. First Reading with possible Second Reading of Ordinance No. 5031: An Ordinance authorizing lease of real property located at the McMinnville Airport to Potcake Farms, LLC, pursuant to ORS 271.310.

Community Development Director Bisset explained that the location of the proposed hangers is consistent with the adopted Airport Layout Plan. The lease is for 35 years and the lease allows for five-year extensions throughout the useful lifetime of the built hangers. Mr. Bisset noted that this is a

different approach to leases than in the past. He shared that he has heard that the current lease terms are restricting and make it difficult for financing to be obtained.

Staff recommends that Council entertain revisiting existing leases. The Airport Commission also recommends revisiting the existing leases.

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

City Attorney Koch read by title only Ordinance No. 5031 An Ordinance authorizing lease of real property located at the McMinnville Airport to Potcake Farms, LLC, pursuant to ORS 271.310.

Councilor Garvin noted that he spent some time at the airport recently speaking with the airport operators, leases, and pilots. He commented on his observations. He feels that the new platform for leases is more sustainable.

Discussion continued regarding the new lease terms.

Graham Goad, associated with B & G Hanger, stated that he will be asking for the same lease terms and rate as Potcake Farms, LLC.

Holy Nehls, Konnect Aviation and Airport Manager, thanked City Staff for putting together the lease packages and stated that the leases helps generate revenues for maintaining the airport facilities.

Councilor Drabkin MOVED to pass Ordinance No. 5031 to a second reading; SECONDED by Councilor Stassens. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5031.

Councilor Jeffries MOVED to approve Ordinance No. 5031 authorizing lease of real property located at the McMinnville Airport to Potcake Farms, LLC, pursuant to ORS 271.310; SECONDED by Councilor Drabkin. Ordinance No. 5031 PASSED by a unanimous roll-call vote.

8.e.

First Reading with possible Second Reading of Ordinance No. 5032: An Ordinance authorizing lease of real property located at the McMinnville Airport to Kauer Family Farms, LLC, pursuant to ORS 271.310.

Community Development Director discussed the details of the lease. He explained that a Request for Proposals (RFP) package for the leasing of farm land at the McMinnville Municipal Airport was issued in March of 2017. Upon completion of the review process the RFP submitted by Kauer Family Farms, LLC was determined to be in the best interest of the Airport. He noted that the total financial compensation over the initial five year lease

period will be approximately \$310,000. The lease was considered by the Airport Commission and is being recommended.

Mr. Bisset added that in addition to the proposed financial compensation, Kauer Family Farms, LLC has proposed to perform the following services to the airport at no charge:

- Mowing services for the large grass areas that cannot be farmed. Such mowing services will be provided up to twice per lease year, at the sole cost and expense of the Kauer Family Farms, LLC; and
- Weed spraying services of all taxiway/ runway shoulders, old taxiway areas, and overrun shoulder areas. Such spaying services will be provided up to twice per lease year, at the sole cost and expense of the Kauer Family Farms, LLC.

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

City Attorney Koch read by title only Ordinance No. 5032 An Ordinance authorizing lease of real property located at the McMinnville Airport to Kauer Family Farms, LLC, pursuant to ORS 271.310.

Councilor Drabkin asked how the weed spraying is addressed in regards to the endangered species at the airport. Safety operations are excluded from those endangered species protections because it relates to safety operations. Discussion ensued regarding how the determination of safety prioritization takes place.

Airport Manager Nehls explained the minimal impact to the endangered species from the safety maintenance conducted.

Councilor Garvin MOVED to pass Ordinance No. 5032 to a second reading; SECONDED by Council President Menke. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5032.

Councilor Garvin MOVED to approve Ordinance No. 5032 An Ordinance authorizing lease of real property located at the McMinnville Airport to Kauer Family Farms, LLC, pursuant to ORS 271.310; SECONDED by Councilor Ruden. Ordinance No. 5032 PASSED by a unanimous roll-call vote.

## 8. ADVICE/ INFORMATION ITEMS

### 8. a. Reports from Councilors on Committee and Board Assignments



Councilor Jeffries stated that he recently met with the new Executive Director Sean O'Day. He noted that Mr. O'Day is conducting a listening tour and will be visiting McMinnville soon.

Councilor Drabkin shared that the Affordable Homeless Sub Committee has been exploring partnerships with Yamhill County to bring programs to McMinnville that have proven track records in other communities. She noted that Peace and Community Together has a monthly meeting at the McMinnville Cooperative Ministries.

Mayor Hill provided an update on the Parkway Committee. He stated that they are looking at Phase 2 of the bypass. A soft opening of Phase 1 of the bypass is expected in mid-September with a full opening in December.

8.b. Department Head Reports

City Manager noted he will be out of town the rest of the week at Oregon City Managers Association.

8.c. Cash & Investment Report

9. EXECUTIVE SESSION: EXECUTIVE SESSION UNDER ORS 192.660(2)(d) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED TO CARRY OUT LABOR NEGOTIATIONS.

Council and staff designated to participate in the Executive Session entered executive Session at 9:33 p.m. The Executive Session concluded at 10:02 p.m.

10. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:27 p.m.

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Melissa Grace, City Recorder

CITY OF McMINNVILLE  
MINUTES OF DINNER MEETING  
of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, August 8, 2017 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Kevin Jeffries
	Adam Garvin	
	Kellie Menke, Council President	
	Alan Ruden	
	Wendy Stassens	

Also present were City Manager Jeff Towery, City Attorney David Koch, Planning Director Heather Richards, Community Development Director Mike Bisset, Deputy City Attorney Natalee Levine, Dave Adams of KLYC Radio, and *News Register* Intern Hannah Jones.

DINNER

CALL TO ORDER: Mayor Hill called the Dinner Meeting to order at 6:24 p.m. and welcomed all in attendance.

DISCUSSION:

Mayor Hill asked for a volunteer to lead the Pledge of Allegiance and Councilor Ruden volunteered.

Community Development Director Bisset discussed the NW Hill Road transportation project. Discussion ensued regarding traffic flow during construction.

Planning Director Richards shared the proposed code amendments to the Historic Preservation and Historic Landmarks Committee ordinances.

The agenda for the evening was reviewed.

Mayor Hill thanked Council for the time that was spent at the July 25<sup>th</sup>, 2017 City Council meeting listening to public comments. The Mayor stated that there was a lot of good testimony. It was noted that in response to comments shared, police presence has been increased on Third Street.

The Mayor provided recommendations on best practices for public comments. He noted that this it was a topic of discussion during the Oregon Mayors Association Conference.

Mayor Hill proposed that a task force be established to look at safety. It would have a very specific charge with a six-month time frame. The task force would report to the Council on the second, forth and sixth month and make recommendations.

ADJOURNMENT: The Dinner Meeting adjourned at 7:02 p.m.

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Melissa Grace, City Recorder

CITY OF McMINNVILLE  
MINUTES OF REGULAR MEETING  
of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, August 8, 2017, at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u> Remy Drabkin Adam Garvin Kellie Menke, Council President Alan Ruden Wendy Stassens	<u>Excused Absence</u> Kevin Jeffries
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Also present were City Manager Jeff Towery, City Attorney David Koch, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Police Chief Matt Scales, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Deputy City Attorney Natalee Levine, Associate Planner Chuck Darnell, Dave Adams of KLYC Radio, and *News Register* Intern Hannah Jones.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:06 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Councilor Drabkin led the Pledge of Allegiance.
3. PRESENTATION
- 3.a. Willamette Valley Pleistocene Project – Presentation of Tusk Replica to the City of McMinnville and the McMinnville Police Department.

Mike Full from the Willamette Valley Pleistocene Project stated that the project begun a long time ago. Mr. Full noted he is a former McMinnville Police Officer. He stated that the City has granted the volunteers and students access to the Willamette River from City property to conduct their research. He shared that students from several local universities and high schools as well as a variety of scientists have had the opportunity to be a part of the project. He noted that the City and particularly the Police Department have been extremely helpful and provided invaluable aide.

Mr. Full presented Mayor Hill and Police Chief Scales a McMinnville mammoth tusk replica in appreciation and thanks to the City and Police Department.

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

Rebecca Quandt, 612 NW 13<sup>th</sup> Street, Executive Director of the McMinnville Downtown Association, thanked the Council for listening last week. She stated that she has spoken to downtown merchants have noticed additional police presence. She said that they are optimistic and appreciate what is being done.

The Mayor shared that a downtown safety task force is going to be created. He thanked Ms. Quandt for the thoughtful approach and noted that there was immediate follow up,

Jeb Bladine, 611 NE Third Street, shared what he has learned regarding underground utilities. He discussed the intricacies of dealing with the various utilities. He noted that McMinnville Water and Light may be interested in undergrounding utilities and that the Urban Renewal District has a goal of undergrounding utilities.

5. CONSENT AGENDA

- 5.a. Consider the Minutes of the April 25, 2017 Dinner and Regular Meetings and July 19, 2017 Special Called Work Session (Strategic Planning).

- 5.b. Consider request for a change in ownership on OLCC application (Tequila Grill).

Council President Menke MOVED to adopt the consent agenda;  
SECONDED by Councilor Garvin. Motion PASSED unanimously.



6. RESOLUTION

- 6.a. **Resolution No. 2017-56:** A Resolution approving Task Order No.2 amending the Personal Services Contract to include services during construction for the NW Hill Road transportation bond measure project.

Community Development Director Bisset explained that the resolution amends the contract with CH2MHill Engineers by \$242,523. This will allow staff to move forward with the NW Hill Road Improvements Project.

Councilor Stassens MOVED to adopt Resolution No. 2017-56 approving Task Order No.2 amending the Personal Services Contract to include services during construction for the NW Hill Road transportation bond measure project; SECONDED by Councilor Garvin. Motion PASSED unanimously.

7. ORDINANCES

- 7.a. First reading with possible second reading of Ordinance No. 5033: An Ordinance amending Ordinance 4904, relating to the Solid Waste Collection Franchise.

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

City Attorney Koch read by title only Ordinance No. 5033 amending Ordinance 4904, relating to the Solid Waste Collection Franchise.

City Manager Towery stated that staff's recommendation is to implement a franchise fee increase to 5% in two stages. The increase to 4% would be effective October 1, 2017 and the increase to 5% would be effective July 1, 2018. City Manager Towery shared that the proposed increases would be consistent with regional practices.

Councilor Garvin inquired about landfill use at Riverbend.

Fred Stemmler, General Manager of Recology, stated that they have done modeling on the costs of not using Riverbend and he could provide an undated spreadsheet to Council.

Mayor Hill thanked Mr. Stemmler for his communication and requested that Mr. Stemmler provide Council with an update on the new programs.

Discussion ensued regarding the timeline for waste diversion at Riverbend. Mr. Stemmler noted that once the transfer station is ready they will have immediate access to it.

Councilor Stassens MOVED to pass Ordinance No. 5033 to a second reading; SECONDED by Council President Menke. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5033.

Councilor Drabkin MOVED to approve Ordinance No. 5033 amending Ordinance 4904, relating to the Solid Waste Collection Franchise; SECONDED by Councilor Ruden. Ordinance No. 5033 PASSED by a unanimous roll-call vote.

- 7.b. First Reading with possible Second Reading of Ordinance No. 5034: An Ordinance amending the McMinnville Zoning Ordinance specific to Chapter 17.06 (Definitions), Chapter 17.59 (Downtown Design Standards And Guidelines), Chapter 17.65 (Historic Preservation) and Chapter 17.72 (Applications And Review Process) for the Preservation of Historic Resources in McMinnville.

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

City Attorney Koch read by title only Ordinance No. 5034 amending the McMinnville Zoning Ordinance specific to Chapter 17.06 (Definitions), Chapter 17.59 (Downtown Design Standards and Guidelines), Chapter 17.65 (Historic Preservation) and Chapter 17.72 (Applications And Review Process) for the Preservation of Historic Resources in McMinnville.

Associate Planner Darnell reviewed the current local historic preservation program. He explained that the current ordinance in place regulates historic resources in the City. He shared that there is a historic resources inventory, a permit clearance process and guidelines and design standards.

Mr. Darnell added that the Oregon Statewide Planning Goals and Goal 5 includes protection of historic resources. Mr. Darnell stated that there were some recent updates to the Oregon Administrative Rules (OARs) related to Goal 5 that were driven by inconsistencies in administration of local historic resource programs, desire for protection of National Register of Historic Places properties and updates to the owner consent process. Mr. Darnell stated that the Historic Landmarks Committee has reviewed the update of the OARs and discussed how these changes would impact the City's current ordinances. They began reviewing existing ordinances and zoning chapters in October 2016. The Historic Landmarks Committee recommended the proposed amendments be approved and they be brought to the Planning Commission and City council review.

Mr. Darnell discussed the proposed amendments including changes to the Historic Preservation Ordinance as listed:

1. The repealing of the existing Historic Preservation Ordinance to allow for a Historic Preservation chapter to be adopted into the McMinnville Zoning Ordinance.
2. Update the review criteria to be considered in the designation of a historic resource.
3. Inclusion of owner consent definitions and the processes to be consistent with the new rules and the ruling of *Lake Oswego Preservation Society v. City of Lake Oswego*.
4. The inclusion of the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation as review criteria for the consideration of the alteration of any historic landmark.
5. Inclusion of all National Register for Historic Places as protected resources, and the exclusion of accessory structures and non-contributing resources within a National Register nomination from the review and protection requirements.
6. The establishment of a public hearing process for the demolition or moving of National Register resources, as well as a review process and criteria for the consideration of the demolition or moving of National Register resources.
7. Creation of a Certificate of Approval process to replace the existing Building Permit Clearance review process. Currently, only alterations that require a building permit are subject to the historic preservation standards and review process. The Certificate of Approval process will apply in more situations.
8. Relocation of the Historic Landmarks Committee bylaws.

Discussion ensued regarding education in a historic preservation.

Councilor Stassens MOVED to pass Ordinance No. 5034 to a second reading; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5034.

Councilor Drabkin MOVED to approve Ordinance No. 5034 amending the McMinnville Zoning Ordinance specific to Chapter 17.06 (Definitions), Chapter 17.59 (Downtown Design Standards And Guidelines), Chapter 17.65 (Historic Preservation) and Chapter 17.72 (Applications And Review Process) for the Preservation of Historic Resources in McMinnville; SECONDED by Councilor Ruden. Ordinance No. 5034 PASSED by a unanimous roll-call vote.

- 7.c. First Reading with possible Second Reading of Ordinance No. 5035: An Ordinance Amending The McMinnville City Code, Chapter 2.34, Specific To The Historic Landmarks Committee.

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

City Attorney Koch read by title only Ordinance No. 5035 amending The McMinnville City Code, Chapter 2.34, Specific To The Historic Landmarks Committee.

Planning Director Richards stated that the proposed ordinance adds Chapter 2.34 (Historic Landmarks Committee) to the McMinnville City Code to update the enabling language for the Historic Landmarks Committee. She noted that the Historic Landmarks Committee has been governed by Ordinance No. 4401 since 1987. Ms. Richards explained that the duties of the Historic Landmarks Committee include proactive inventory, evaluation, designation of historic landmarks, education and land use in terms of historic landmarks that are going through alterations or demolition.

Discussion ensued regarding available grant funding. Ms. Richards stated that there is opportunity to bring funds into the City to help with education.

Discussion ensued regarding code compliance, enforcement of the sign ordinance and the Historic Landmarks Committee's role as well as the potential for some signs to be designated as historic landmarks.

Councilor Stassens noted that she likes the proactive approach and education involved in the Historic Landmarks Committee.

Councilor Ruden MOVED to pass Ordinance No. 5035 to a second reading; SECONDED by Councilor Garvin. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5035.

Councilor Ruden MOVED to approve Ordinance No. 5035 amending The McMinnville City Code, Chapter 2.34, Specific To The Historic Landmarks Committee; SECONDED by Councilor Stassens. Ordinance No. 5035 PASSED by a unanimous roll-call vote.

8. NEW BUSINESS

Consider request from Ossie Bladine for a Noise Ordinance Waiver for the Walnut City Music Festival to be held on September 1 & 2, 2017 at 755 NE Alpine Avenue.

City Manager Towery provided a brief summary of the event.

Ossie Bladine, co-organizer of the Walnut City Music Festival stated that 2017 is the 5<sup>th</sup> year of the event. He stated that they would like to have amplified music until 11 p.m. on September 1<sup>st</sup> and September 2<sup>nd</sup>.

Councilor Drabkin asked about notification to neighborhood residents.

Mr. Bladine stated that he would be happy to communicate with the neighbors.

Discussion ensued regarding a radius for notification. City Attorney Koch stated that an arrangement for notification would be made in the permit.

Councilor Drabkin MOVED to direct the City Manager to write a letter to Mr. Bladine letting him know that he has the Council's approval conditional upon informing residents in the area as the City Manager and City Attorney deem fit; SECONDED by Councilor Garvin. The Motion PASSED unanimously.

9. ADVICE/ INFORMATION ITEMS

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

Mayor Hill noted that he attended the first Oregon Association of Mayor's conference and had a great time learning and networking.

Council President Menke shared that she had an opportunity to attend a presentation related to property taxes and the County and City.

Councilor Garvin briefed Council on Yamhill Communications Agency (YCOM) activities.

Councilor Drabkin stated that the Planning Commission will be reviewing the recommendations from the Affordable Housing Taskforce.

9.b. Department Head Reports

City Attorney Koch welcomed the new Deputy City Attorney Natalee Levine. Deputy City Attorney Natalee Levine provided a brief background of her work experience.



Police Chief Scales noted that after the testimony received during the last City Council meeting the Police Department took note that the McMinnville Downtown Association did not feel that police presence and the park ranger program were adequate downtown. In response, they have assigned a specific officer to be downtown for a number of hours each shift. He noted that they have also worked with the Parks Department in regards to the park rangers and they are making improvements.

Planning Director Richards stated that 139 letters were sent out notifying property owners that their signs were possibly non-compliant to the sign ordinance. They have spoken with around 40 individuals. Ms. Richards stated that they are working through a variety of issues and trying to look at all of the tools based on the intent of the code. There are signs that will need to be replaced and there may be significant costs associated with the replacement. She noted that they are asking that people contact the Planning Department so they can look at the tools available and begin a path of compliance.

Community Development Director Bisset, noted that there are many construction projects all over town and he appreciates the patience and tolerance of business owners and residents.

9.c. Building Division Report

10. EXECUTIVE SESSION UNDER ORS 192.660(2)(d) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED TO CARRY OUT LABOR NEGOTIATIONS.

Council and staff designated to participate in the Executive Session entered Executive Session at 8:36 p.m. The Executive Session concluded at 9:00 p.m.

11. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 8:33 p.m.

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Melissa Grace, City Recorder

CITY OF McMinnville  
MINUTES OF DINNER MEETING  
of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, August 22, 2017 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin	Remy Drabkin
	Kellie Menke, Council President	Kevin Jeffries
	Alan Ruden	
	Wendy Stassens	

Also present were City Manager Jeff Towery, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Deputy City Attorney Natalee Levine, Dave Adams of KLYC Radio, and *News Register* Intern Hannah Jones.

## DINNER

CALL TO ORDER: Mayor Hill called the Dinner Meeting to order at 6:25 p.m. and welcomed all in attendance.

## DISCUSSION:

Mayor Hill asked for a volunteer to lead the Pledge of Allegiance and Councilor Garvin volunteered.

The agenda was reviewed.

Mayor Hill reminded Council that City Manager Towery's 6-month evaluation is coming up. The annual evaluation will take place in December. It was noted that on Monday, September 18<sup>th</sup> there will be a work session regarding the evaluation that the Executive Director of the Mid-Willamette Valley Council of Governments, Sean O'Day, will facilitate.

Discussion ensued regarding the slurry seal project. Community Development Director Bisset noted that the project is delayed due to demand for product being high.

ADJOURNMENT: The Dinner Meeting adjourned at 6:43 p.m.

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Melissa Grace, City Recorder

CITY OF McMINNVILLE  
MINUTES OF REGULAR MEETING  
of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, August 22, 2017, at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Kevin Jeffries
	Adam Garvin	
	Kellie Menke, Council President	
	Alan Ruden	
	Wendy Stassens	

Also present were City Manager Jeff Towery, City Attorney David Koch, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Information Systems Director Scott Burke, Police Chief Matt Scales, Engineering Services Manager Rich Spofford, Deputy City Attorney Natalee Levine, Dave Adams of KLYC Radio, and *News Register* Intern Hannah Jones.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:01 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Councilor Garvin led the Pledge of Allegiance.
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Doug Johnson, 1834 NW 8<sup>th</sup> Street, thanked Council for the time provided for citizen comments. He shared his thoughts on Initiative Petition 22 (IP 22) related to the Oregon Sanctuary Law. Mr. Johnson believes that it would impact the community in a negative way. He reminded Council that there are many mixed status families in McMinnville. Mr. Johnson noted that it is a challenge to have the Latino Community communicate openly with law enforcement. He felt that communication would become more challenging and safety may be compromised if IP 22 passed. Mr. Johnson asked Council to consider challenging the assumptions.

4. PUBLIC HEARING ON PROPOSED BUDGET AMENDMENT  
RELATED TO THE AIRPORT MAINTENANCE FUND.

Mayor Hill stated that the public hearing was noticed in the paper on August 15, 2017.

Mayor Hill opened the public hearing at 7:07 p.m. and asked if there were any comments. There were no comments. Mayor Hill closed the public hearing at 7:08 p.m.

5. CONSENT AGENDA

- 5.a. Consider the Minutes of the May 23, 2017 Dinner and Regular Meetings. Councilor Stassens MOVED to adopt the consent agenda; SECONDED by Councilor Ruden. Motion PASSED unanimously.

6. RESOLUTIONS

- 6.a. **Resolution No. 2017-57:** A Resolution adopting a supplemental budget for fiscal year 2017-2018 and making supplemental appropriations.  
*(Related to the Airport Maintenance Fund)*

Finance Director Baragary noted that a supplemental budget is required for the 2017-2018 due to an unanticipated delay in the runway rehabilitation construction project. Because the supplemental budget increases the fund's expenditures by more than 10 percent, a public hearing had to be held. She reminded Council that Oregon Local Budget Law allows a local government to prepare a supplemental budget when an



occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

Community Development Director Bisset explained that the contractor did not complete a significant amount of work prior to June 30, 2017.

Councilor Ruden MOVED to adopt Resolution No. 2017-57 adopting a supplemental budget for fiscal year 2017-2018 and making supplemental appropriations. (*Related to the Airport Maintenance Fund*); SECONDED by Council President Menke. Motion PASSED unanimously.

- 6.b.           **Resolution No. 2017-58:** A Resolution approving the acquisition of property from McMinnville School District No. 40 for the NW Hill Road Improvements Transportation Bond Project.

Community Development Director Bisset stated that the resolution is the third related to property purchases for the NW Hill Road Improvements transportation bond project. The parcel of land is school district property and the McMinnville School District Board has approved the sale.

Councilor Ruden MOVED to adopt Resolution No. 2017-58 approving the acquisition of property from McMinnville School District No. 40 for the NW Hill Road Improvements Transportation Bond Project; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 6.c.           **Resolution No. 2017-59:** A Resolution regarding the award of the contract for the construction of the 4<sup>th</sup> and Ford Sanitary Sewer Rehabilitation Project, Project 2016-14.

Community Development Director Bisset explained that the small project is in the vicinity of 4th and Ford that addresses a combined storm and sanitary system. It allows for the storm water and sanitary systems to be separated. He noted that this is a part of the Master Plan. Mr. Bisset stated that five bids were received and that the bid from Emery & Sons Construction Group, in the amount of \$385,428.00 was deemed to be the lowest responsible and responsive bid.

Discussion ensued regarding rising construction costs.

Councilor Garvin MOVED to adopt Resolution No. 2017-59 regarding the award of the contract for the construction of the 4<sup>th</sup> and Ford Sanitary Sewer Rehabilitation Project, Project 2016-14; SECONDED by Council President Menke. Motion PASSED unanimously.

7. ADVICE/ INFORMATION ITEMS

7. a. Reports from Councilors on Committee and Board Assignments

Council President Menke provided an update on the Parkway Committee. She shared that on September 23<sup>rd</sup> there will be an opportunity to walk the new bypass. She also shared that Visit McMinnville is working on hiring a company to do feasibility study on entertainment facilities and they are looking into the future.

Councilor Drabkin stated that there will be a lot of information provided during the upcoming Affordable Housing Taskforce meeting.

Mayor Hill shared that he recently attended a Landscape Review Committee and that he appreciates the longevity of the committee and their work. Mayor Hill also shared that he recently toured the Yamhill County Gospel Rescue Mission with Council President Menke and was impressed with the increased number of beds available. They also toured the Youth Outreach Center in Newberg and thinks there might be opportunity to have a similar program in McMinnville.

7.b. Department Head Reports

Police Chief Scales reminded Councilors that Drag the Gut is this weekend. He also shared that Officer Brice Winters recently graduated from the Police Academy.

Finance Director Baragary shared that she found out that the City received the Government Finance Officers Association (GFOA) Certificate of Achievement for financial reporting. She noted that it was the 20<sup>th</sup> consecutive year the award was received.

Information Systems Director Burke noted that his department has been focused on security recently.

Engineering Services Manager Rich Spofford briefed the Council on the Airport Runway Rehabilitation Project. He shared that they are trying to move the contract forward.

Discussion ensued regarding the number of airplanes from the Monday Eclipse.

City Manager Towery noted he recently attended the local government dinner with the Mayor Hill and Council President Menke.

8. EXECUTIVE SESSION UNDER ORS 192.660(2)(d) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED TO CARRY OUT LABOR NEGOTIATIONS.

Council and staff designated to participate in the Executive Session entered Executive Session at 7:35 p.m. The Executive Session concluded at 7:54 p.m.

9. RETURN FROM EXECUTIVE SESSION TO TAKE ACTION:  
**Resolution No. 2017-60:** A Resolution ratifying a collective bargaining agreement between the City of McMinnville and the McMinnville Police Association (MPA) for wages only for the period starting July 1, 2017.

Council returned to the regular meeting at 7:55 p.m. to consider Resolution No. 2017-60.

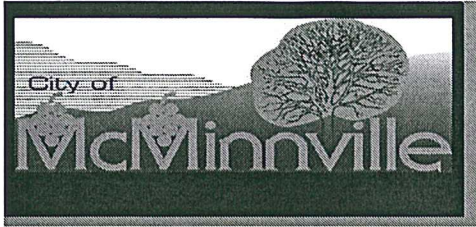
Councilor Drabkin noted that this action is a response to the clear need and demand for additional officers. She stated that she support this and continuing in this way. She feels that it is a positive step to move forward to getting additional officers hired. She stated that in regards to strategic planning she feels that the City needs create permanent funding sources. Councilor Drabkin shared that she feels there is a clear desire and demand for an increased police force from the Citizens, Council, and the Police Department. She stated that it is crucial that a clear revenue stream is identified for short-term and long-term planning.

Councilor Garvin MOVED to adopt Resolution No. 2017-60 ratifying a collective bargaining agreement between the City of McMinnville and the McMinnville Police Association (MPA) for wages only for the period starting July 1, 2017; SECONDED by Council President Menke. Motion PASSED unanimously.

10. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 8:00 p.m.

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Melissa Grace, City Recorder



City Recorder Use	
Final Action: _____	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

## Liquor License Recommendation

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BUSINESS NAME / INDIVIDUAL: \_Mac & Sid Wine Enterprise, LLC dba King's North\_  
BUSINESS LOCATION ADDRESS: \_2803 NE Orchard Avenue, McMinnville\_  
LIQUOR LICENSE TYPE: \_Winery\_

Is the business at this location currently licensed by OLCC

☒ Yes      ☐ No

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

\_\_\_King's North Winery\_\_\_

Hours of operation: \_\_\_Monday – Friday 8AM to 5PM\_\_\_

Entertainment: \_\_\_No\_\_\_

Hours of Music: \_\_\_No\_\_\_

Seating Count: \_\_\_No\_\_\_

EXEMPTIONS:

(list any exemptions)

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Tritech Records Management System Check: ☒ Yes      ☐ No

Criminal Records Check: ☒ Yes      ☐ No

Recommended Action: ☒ Approve      ☐ Disapprove

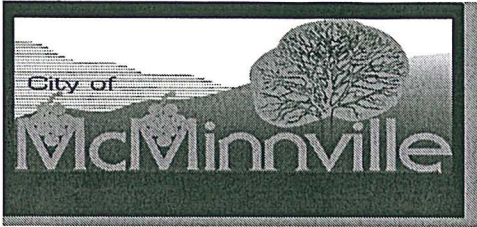
*New Outlet*

*[Signature]*

Chief of Police / Designee

City Manager / Designee





City Recorder Use

Final Action:

☒ Approved ☐ Disapproved

## Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Paradise Circle K

BUSINESS LOCATION ADDRESS: 160 SW Hill Road, McMinnville

LIQUOR LICENSE TYPE: Off Premises

Is the business at this location currently licensed by OLCC

☒ Yes ☐ No

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

Paradise Circle K

Hours of operation: Sunday – Saturday 6AM to 10PM

Entertainment: No

Hours of Music: No

Seating Count: No

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: ☒ Yes ☐ No

Criminal Records Check: ☒ Yes ☐ No

Recommended Action: ☒ Approve ☐ Disapprove

*Change in ownership*

Chief of Police / Designee

City Manager / Designee



**City of McMinnville**  
**Planning Department**  
 231 NE Fifth Street  
 McMinnville, OR 97128  
 (503) 434-7311

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## STAFF REPORT

**DATE:** September 12, 2017  
**TO:** Mayor and City Councilors  
**FROM:** Heather Richards, Planning Director  
**SUBJECT:** **Resolution No. 2017-61:** Affordable Housing SDC Exemption and Permit Fee Reductions – 1944 NE Baker Street

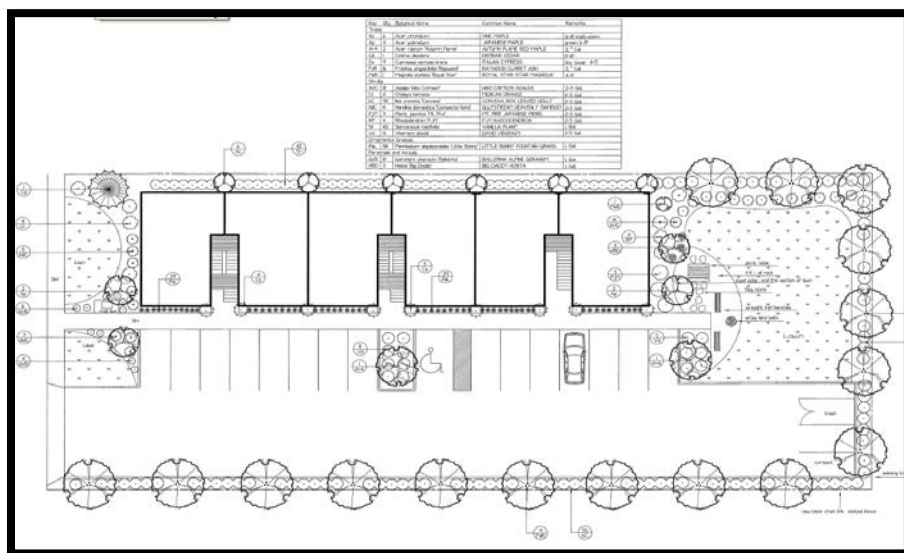
### Council Goal:

Promote Sustainable Growth and Development

### Report in Brief:

This action is the consideration of Resolution No. 2017-61 providing development fee exemptions and reductions for an affordable housing project at 1944 NE Baker Street in the amount of \$104,304.25 (\$98,983.20 in system development charges exempted and \$5,321.05 in permitting fee reductions). (See Attachment A).

The project is a 16-unit apartment complex being built by TDJC LLC, a local developer, for Yamhill County Health and Human Services. There will be nine two-bedroom units and six one-bedroom units that will be rented to individuals and families managing significant mental health issues with household incomes of 50% or less of area median income. In addition there will be an on-site residential manager.



(1944 NE Baker Street Site Plan)

### Attachments:

Attachment A: Resolution No. 2017-61

Attachment B: Agreement between Yamhill County Health and Human Services and Housing Authority of Yamhill County

Attachment C: CU 1-17 Decision Document

**Background:**

On November 8, 2016, the McMinnville City Council approved Ordinance No. 5012 and Resolution No. 2016-81 exempting qualifying affordable housing projects from system development charges and reducing building and permitting fees by 50% for qualifying affordable housing projects. The City Council took these actions based upon the recommendation of the McMinnville Affordable Housing Task Force in an effort to incentivize and stimulate the development of more affordable housing in the community.

Criteria for qualifying projects are:

- Housing for low-income residents which is exempt from real property taxes under state law.
- Owner-occupied or lease-to-purchase housing for households with an income at or below 80% of the Area Median Income as determined by the State Housing Council based on information from the United States Department of Housing and Urban Development. Income levels will need to be certified and provided by the applicant at the time of application.
- Homeless Shelter Developments
- If the project has units that do not qualify for the exemption or a commercial component, the exemption will be applied to only that portion of the project that qualifies.

With limited budgets and financially constrained programs, the city elected to establish an annual allocation for these exemptions at \$75,000 unless approved by action of the McMinnville City Council.

Additionally, each qualifying project will have a Certificate of Exemption recorded through the Yamhill County Recorder's office on the property stating that if the project does not continue to serve as a qualifying affordable housing project within ten years of the issuance of the Certificate of Occupancy, the property owner will pay the city back the full exemption listed on the certificate.

In February, 2017, Troy Haworth with TDJC LLC started visiting with city staff about a project he was building for Yamhill County Health and Human Services to provide housing for individuals and families managing significant mental health issues and maintaining a household income of 50% or less of area median income.

TDJC LLC applied for a conditional use permit for a social relief facility for the project that was approved on April 20, 2017, after a Planning Commission public hearing. (See Attachment C).

At the same time, city staff started working with TDJC LLC and Yamhill County Health and Human Services staff on determining whether or not the project qualified for the city's affordable housing development incentives.

Housing will be provided for households making 50% or less of area median income and based upon the type of project that was being constructed it will be exempt from real property taxes under state law. Yamhill County Health and Human Services is partnering with the Housing Authority of Yamhill County to certify the income levels of the residents and to provide fast-track Section 8 housing choice vouchers for the units. The Housing Authority of Yamhill County will then provide an annual income certification audit for the residential units. (See Attachment B).

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*Attachments:*

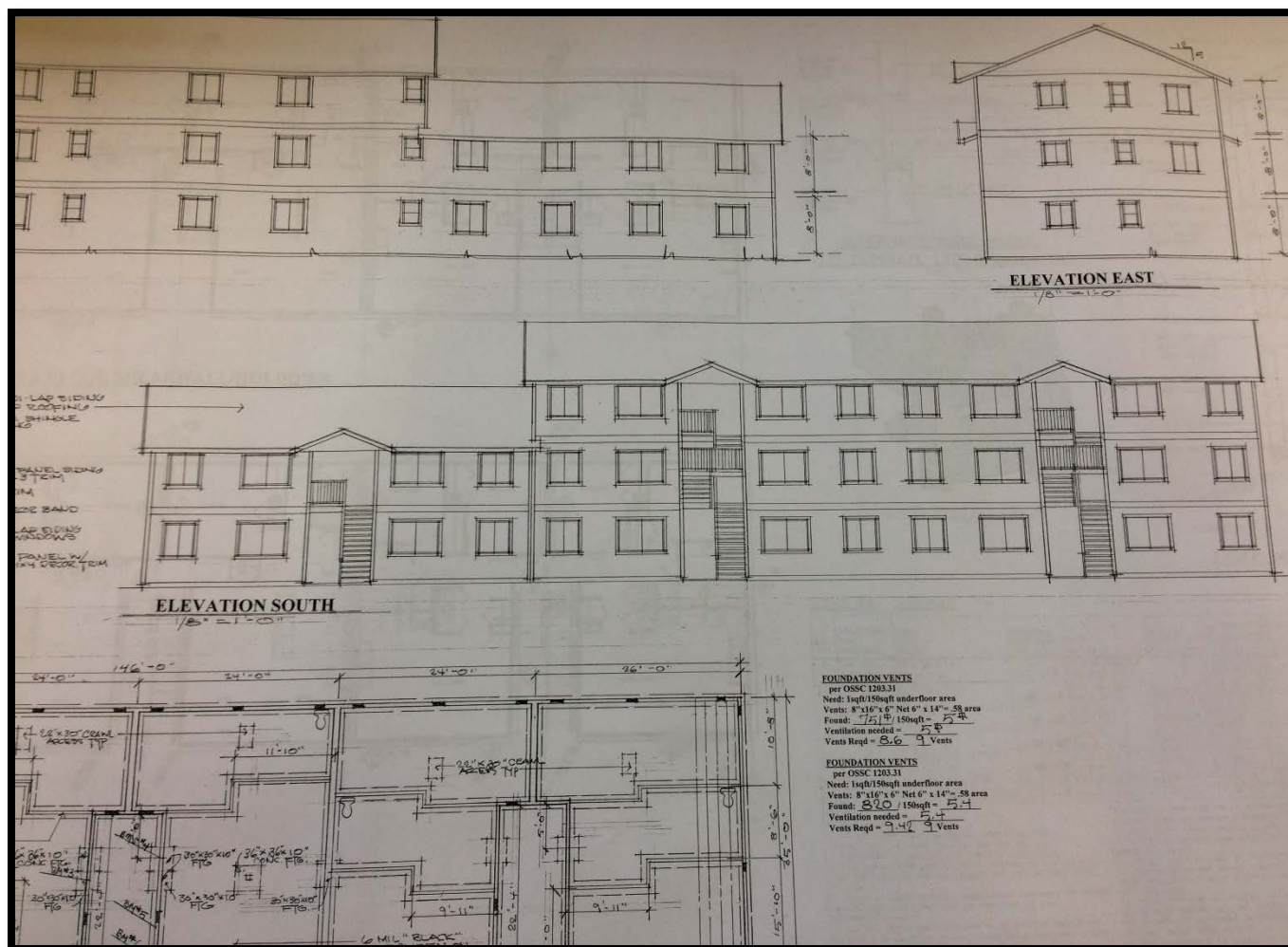
*Attachment A: Resolution No. 2017-61*

*Attachment B: Agreement between Yamhill County Health and Human Services and Housing Authority of Yamhill County*

*Attachment C: CU 1-17 Decision Document*

The end user will benefit from the development fee incentives by realizing a rental rate 25% less than the market rate.

Currently the approved program would allow the project at 1944 NE Baker Street to receive \$75,000.00 in development fee incentives due to the authority established in the McMinnville City Code, Section 3.10.060(B)(2). Resolution No. 2017-61 increases that allocation to \$104,304.25.



**(Elevations of the project)**

**Discussion:**

This development incentive program was initiated to try and stimulate more affordable housing opportunities and creative partnerships amongst service providers. This project is illustrative of that hoped for outcome, providing fifteen (15) residential units for households earning less than 50% of area median income.

However, with constrained budgets and expansive needs, the foregone revenue for the city's programs should be monitored and considered. A \$75,000 annual allocation to this program without additional City Council approval was meant to ensure that the impacted funds (Transportation, Wastewater and Parks SDC collections, and building and planning permitting fees) would not be overly impacted. This

**Attachments:**

Attachment A: Resolution No. 2017-61

*Attachment B: Agreement between Yamhill County Health and Human Services and Housing Authority of Yamhill County*

**Attachment C: CU 1-17 Decision Document**

project exceeds the \$75,000 allocation and if approved all future projects in this fiscal year will need to be considered on a case-by-case basis and approved by the City Council. (See table below). The enabling ordinance for this program includes a program evaluation in three years. If the program is successful and is able to stimulate more projects than the funds are able to absorb, the City may consider an annual competitive process for the limited funds in the future.

### **Fiscal Impact:**

Total fiscal impact to the City of McMinnville is \$104,304.25 in foregone revenue that would have been distributed to the following programs:

<b>PROGRAM</b>		<b>AMOUNT</b>
<b>Permit Fees</b>		
Building		\$4,793.55
Planning		\$527.50
<b>Total Permit Fees Foregone</b>		<b>\$5,321.05</b>
<b>System Development Charges</b>		
Transportation Fund		\$19,175.20
Wastewater Fund		\$33,888.00
Parks Fund		\$45,920.00
<b>Total SDCs Foregone</b>		<b>\$98,983.20</b>
<b>TOTAL (Permit Fees and SDC Exemptions):</b>		<b>\$104,304.25</b>

### **City Council Options:**

1. **APPROVE** Resolution No. 2017-61, approving \$104,304.25 in development incentives for the affordable housing project at 1944 NE Baker Street.
2. **REQUEST** more information.
3. **DO NOT APPROVE** Resolution No. 2017-61, limiting the amount of development fee incentives available to the qualifying affordable housing project at 1944 NE Baker Street to \$75,000.00.

### **Recommendation/Suggested Motion:**

Staff recommends that the Council approve Resolution No. 2017-61.

**“I MOVE TO APPROVE RESOLUTION NO. 2017-61.”**

HR:sjs

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#### *Attachments:*

*Attachment A: Resolution No. 2017-61*

*Attachment B: Agreement between Yamhill County Health and Human Services and Housing Authority of Yamhill County*

*Attachment C: CU 1-17 Decision Document*



RESOLUTION NO. 2017 - 61

A Resolution approving system development charge exemptions and reduced building and planning permitting fees in excess of \$75,000 for a 16-unit affordable housing project at 1944 NE Baker Street. The total SDC exemptions and permit reductions is \$104,304.25.

RECITALS:

The City of McMinnville understands the value and need for affordable housing in the City of McMinnville; and

The McMinnville City Council would like to increase the availability of affordable housing for low and no-income residents of the City of McMinnville; and

On November 8, 2016, the City of McMinnville adopted Ordinance No. 5012, amending Section 3.10.060 of the McMinnville City Code, exempting qualifying affordable housing projects from system development charges; and

1944 NE Baker Street qualifies as an affordable housing project as housing for low-income residents which is exempt from real property taxes under state law, Section 3.10.060(B)(1)(a); and

1944 NE Baker Street is a 16-unit apartment complex managed by the Housing Authority of Yamhill County for the Yamhill County Health and Human Services Department serving households earning 50% or less of the area median income; and

The value of the system development charges exempted is \$98,983.20; and

Resolution No. 2016-81 allows for a reduction in building and planning permit fees for qualifying affordable housing projects; and

Since the project at 1944 NE Baker Street is a qualifying affordable housing project, it also received a reduction in building and planning permitting fees totaling \$5,321.05; and

The total combined exemptions and reductions for 1944 NE Baker Street equals \$104,304.25; and

Per Section 3.10.060(B)(2) of the McMinnville City Code, the total annual allocation for affordable housing exemptions will not exceed \$75,000 unless it is approved by action of the McMinnville City Council; and

Since the McMinnville City Council would like to increase the availability of affordable housing for low and no-income residents of the City of McMinnville

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

Section 1. That the affordable housing project at 1944 NE Baker Street is exempt from paying \$98,983.20 of system development charges to the City of McMinnville.

Section 2. A Certificate of Exemption documenting the date and amount of the exemption plus the amount of the reduced permit fees (\$104,304.25) will be recorded on the property with the Yamhill County Recorder's office.

Section 3. In the event the project at 1944 NE Baker Street ceases to be utilized for housing for low-income persons within ten years from the date the certificate of exemption is recorded, the person to whom the reduction was granted shall be required to pay to the city the amount of the exemptions and reduced permit fees.

Passed by the Council this 12th day of September, 2017 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 12th day of September, 2017.

\_\_\_\_\_  
MAYOR (council president)

Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY



## HEALTH AND HUMAN SERVICES DEPARTMENT

### ADMINISTRATION

627 N.E. Evans – McMinnville, OR 97128 – Phone 503-434-7523 – Fax 503-434-9846 – TTY 1-800-735-2900

April 11, 2017

Elise Hui  
Housing Authority of Yamhill County  
135 NE Dunn Place  
McMinnville, OR 97128

Dear Ms. Hui:

Thank you for your continued effort to provide quick housing stabilization for special needs populations served by Yamhill County Health and Human Services (HHS).

We are developing two exciting projects aimed to meet a specific community need: 1) A new 15 unit (9 two bedrooms, 6 one bedroom) supportive housing site focused on individuals and families with significant mental health challenges who also face physical health challenges and/or need health navigation support. The model will be a permanent affordable housing approach. 2) A new 5 unit (two bedrooms) long term family transitional housing model for parents in active and sustained recovery from substance use disorder. Both models will wrap services around these individuals and ensure they are stable and learning new life skills. There will be on site peer housing specialist within the 15 unit project as a part of the model. The 5 unit project will incorporate onsite Recovery Mentor Support and continued professional outpatient services as needed. Both sites are situated close to shopping, schools and major public transit lines.

As a long term partner in creating sustainable programs and community solutions, I hope the Housing Authority can join in development of these two project by providing up to twenty (20) Fast Track vouchers to be used, at least initially, at these facilities.

Transitional Housing and the fast track program is a promising practice that leads to better outcomes for our communities. Additional assistance from the Housing Authority would greatly aid us in meeting that goal.

Thank you for your consideration.

With gratitude,

Silas Halloran-Steiner  
Director, Yamhill County Health and Human Services

HOUSING AUTHORITY OF YAMHILL COUNTY

YAMHILL COUNTY, OREGON

**RESOLUTION NO. 17-04**  
**REVISION OF SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**  
**ADMINISTRATIVE PLAN**

**WHEREAS**, the Housing Authority of Yamhill County is required to update the Administrative Plan for the Section 8 Housing Choice Voucher Program when there are changes to the PHA admission preferences; and

**WHEREAS**, the Housing Authority of Yamhill County is required to update the Administrative Plan for the Section 8 Housing Choice Voucher Program when there are substantive changes in policy; and

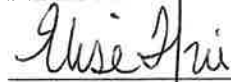
**WHEREAS**, HAYC has added a preference for Yamhill County Health and Human Services – Supportive Housing Fast Track voucher program requiring specific changes in the Administrative Plan; and

**WHEREAS**, the Housing Authority of Yamhill County will implement this change to the Administrative Plan once approved;

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of Yamhill County authorizes the approval of the policy as submitted.

DATED: April 25, 2017

ATTEST:



Elise Hui  
Secretary



Joyce E. Morrow  
Chair



**CITY OF MCMINNVILLE  
PLANNING DEPARTMENT**  
231 NE FIFTH STREET  
MCMINNVILLE, OR 97128

503-434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**DECISION, CONDITIONS OF APPROVAL, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A CONDITIONAL USE PERMIT FOR A SOCIAL RELIEF FACILITY AT 1944 NE BAKER STREET.**

**DOCKET:** CU 1-17 (Conditional Use)

**REQUEST:** The applicant is requesting a conditional use permit to allow for the construction and operation of a social relief facility. The social relief facility would be operated by Yamhill County Health and Human Services and would provide housing for individuals that are in need of assistance pertaining to individual independence.

**LOCATION:** The subject site is located at 1944 NE Baker Street and is more specifically described as Tax Lot 3400, Section 16CB, T. 4 S., R. 4 W., W.M.

**ZONING:** The subject site's current zoning is C-3 PD (General Commercial Planned Development).

**APPLICANT:** TDJC, LLC

**STAFF:** Chuck Darnell, Associate Planner

**HEARINGS BODY:** McMinnville Planning Commission

**DATE & TIME:** April 20, 2017. Meeting held at the Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon.

**COMMENTS:** This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Comcast; and Northwest Natural Gas. Their comments are provided in this exhibit.

**DECISION AND CONDITIONS OF APPROVAL**

**DECISION**

Based on the findings and conclusions, the Planning Commission **APPROVES** the conditional use permit (CU 1-17) **subject to the conditions of approval provided in this document.**



////////////////////////////////////  
**DECISION: APPROVAL WITH CONDITIONS**  
////////////////////////////////////

Planning Commission: Roger Hall  
Roger Hall, Chair of the McMinnville Planning Commission

Date: 4/20/17

Planning Department: Heather Richards  
Heather Richards, Planning Director

Date: 4/20/17

**Application Summary:**

The applicant is requesting a conditional use permit to allow for the construction and operation of a social relief facility. The social relief facility would be operated by Yamhill County Health and Human Services and would provide housing for individuals that are in need of assistance pertaining to individual independence.

**CONDITIONS OF APPROVAL**

The following conditions of approval shall be required:

**CU 1-17 is approved** subject to the following conditions:

1. That prior to the release of building permits for the proposed development, the applicant shall submit for review and approval by the McMinnville Landscape Review Committee, a plan proposing landscaping for the areas affected by the proposed expansion. All landscaping, as approved by the Landscape Review Committee, shall be installed prior to occupancy of the newly constructed expansion. Alternatively, a landscape bond for 120-percent of the landscaping cost of the uninstalled portion shall be placed on deposit with the City prior to occupancy.
2. That, should the use of the site change in the future, the site and building shall be updated to meet all necessary requirements for the type of use proposed at that time.
3. That this conditional use permit approval shall be terminated if the proposed improvements do not commence within one year of the effective date of this approval, or if the use once commenced lapses for any single period of time that exceeds one year in duration.

**ATTACHMENTS**

1. CU 1-17 Application and Attachments

**COMMENTS**

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Frontier Communications, Comcast, Northwest Natural Gas. The following comments had been received:

McMinnville Engineering Department:

We have reviewed proposed CU 1-17, and do not have any comments or suggested conditions of approval.

McMinnville Water and Light:

MW&L has no comments on this application.

Yamhill County Public Works:

I have reviewed the request and find that County Public Works has no conflicts with this request.

**FINDINGS OF FACT**

1. TDJC, LLC is requesting a conditional use permit to allow for the construction and operation of a social relief facility. The social relief facility would be operated by Yamhill County Health and Human Services and would provide housing for individuals that are in need of assistance pertaining to individual independence. The subject site is located at 1944 NE Baker Street and is more specifically described as Tax Lot 3400, Section 16CB, T. 4 S., R. 4 W., W.M.
2. The site is currently zoned C-3 PD (General Commercial Planned Development), and is designated as Commercial on the McMinnville Comprehensive Plan Map, 1980.
3. Sanitary sewer and municipal water and power can serve the site. The municipal water reclamation facility has sufficient capacity to accommodate expected waste flows resulting from development of the property.
4. This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Frontier Communications, Comcast, Northwest Natural Gas, Oregon Department of Transportation, Oregon Division of State Lands, and Oregon Department of Fish and Wildlife. No comments in opposition have been provided.
5. The applicant has submitted findings (Attachment 1) in support of this application. Those findings are herein incorporated.

**CONCLUSIONARY FINDINGS**

The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

GOAL III 1: TO PROVIDE CULTURAL AND SOCIAL SERVICES AND FACILITIES COMMENSURATE WITH THE NEEDS OF OUR EXPANDING POPULATION, PROPERLY LOCATED TO SERVICE THE COMMUNITY AND TO PROVIDE POSITIVE IMPACTS ON SURROUNDING AREAS.

Finding: Goal III 1 is satisfied in that the development will provide a unique form of housing for a particular portion of McMinnville's population, those being people that are in need of assistance to live independently. The location of this facility is appropriate to serve the community members that will reside at the facility, as it is within a quarter mile of hourly transit service and also within walking distance to other necessary commercial services.

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

*Policy 58.00: City land development ordinance shall provide opportunities for development of a variety of housing types and densities.*

Finding: Goal V 1 and Policy 58.00 are met by this proposal in that the residential units being provided in this social relief facility will be reserved specifically for clients of Yamhill County Health and Human Services. The facility will provide affordable, quality housing for a segment of the population that might otherwise not have access to independent living facilities. Yamhill County Health and Human Services

will also place income restrictions on the living units, thereby providing subsidized affordable housing in McMinnville.

*Policy 64.00: The City of McMinnville shall work in cooperation with other governmental agencies, including the Mid-Willamette Valley Council of Governments and the Yamhill County Housing Authority, and private groups to determine housing needs, provide better housing opportunities and improve housing conditions for low and moderate income families.*

Finding: Policy 64.00 is satisfied in that the City is working in cooperation with Yamhill County Health and Human Services to place a social relief facility in an appropriate location that will meet the needs of their clients and the community members that will reside at the facility. The facility will be completely new construction and will be income-restricted, which will provide improved housing conditions for lower income community members.

*Policy 67.00: Subsidized low-cost housing shall be dispersed throughout the McMinnville urban area. Dispersal plans shall be coordinated with appropriate agencies.*

Finding: Policy 67.00 is satisfied in that the City is working in cooperation with Yamhill County Health and Human Services to place a social relief facility in an appropriate location that will meet the needs of their clients and the community members that will reside at the facility.

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

*Policy 69.00: The City of McMinnville shall explore the utilization of innovated land use regulatory ordinances which seek to integrate the functions of housing, commercial, and industrial developments into a compatible framework within the city.*

Finding: The proposed social relief facility will be located near the Highway 99W corridor, and will be on the edge of an area of the City that is predominately commercial. The site will be designed in such a way as to blend in to this commercial area by providing on-site open space and landscaped buffering of the facility from adjacent uses, while also taking the form of an apartment complex to be compatible with other uses in the immediate vicinity. The development will provide for a transition between the more intense commercial uses along Highway 99W and the single family residential areas to the west and north, which integrates the existing housing and commercial developments in this area of the city. Goal V 2 and Policy 69.00 are met by this proposal.

*Policy 99.00: An adequate level of urban services shall be provided prior to or concurrent with all proposed residential development, as specified in the acknowledged Public Facilities Plan. Services shall include, but not be limited to:*

- 1. Sanitary sewer collection and disposal lines. Adequate municipal waste treatment plant capacities must be available.*
- 2. Storm sewer and drainage facilities (as required).*
- 3. Streets within the development and providing access to the development, improved to city standards (as required).*
- 4. Municipal water distribution facilities and adequate water supplies (as determined by City Water and Light). (as amended by Ord. 4796, October 14, 2003)*

Finding: Policy 99.00 is satisfied by this proposal as adequate levels of sanitary sewer collection, storm sewer and drainage facilities, and municipal water distribution systems and supply either

presently serve or can be made available to adequately serve the site. Additionally, the Water Reclamation Facility has the capacity to accommodate flow resulting from development of this site.

**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.

*Policy 136.00: The City of McMinnville shall insure that urban developments are connected to the municipal sewage system pursuant to applicable city, state, and federal regulations.*

*Policy 142.00: The City of McMinnville shall insure that adequate storm water drainage is provided in urban developments through review and approval of storm drainage systems, and through requirements for connection to the municipal storm drainage system, or to natural drainage ways, where required.*

*Policy 143.00: The City of McMinnville shall encourage the retention of natural drainage ways for storm water drainage.*

*Policy 144.00: The City of McMinnville, through McMinnville Water and Light, shall provide water services for development at urban densities within the McMinnville Urban Growth Boundary.*

*Policy 147.00: The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas. The City shall also continue to coordinate with McMinnville Water and Light in making land use decisions.*

*Policy 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.*

**Finding:** Goal VII 1 and Policies 136.00, 142.00, 143.00, 144.00, 147.00 and 151.00 (1)-(5) are satisfied by the request as adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply, and energy distribution facilities, either presently serve or can be made available to serve the site. Additionally, the Water Reclamation



Facility has the capacity to accommodate flow resulting from development of this site. Administration of all municipal water and sanitary sewer systems guarantee adherence to federal, state, and local quality standards. The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas and in making land-use decisions.

*Policy 155.00: The ability of existing police and fire facilities and services to meet the needs of new service areas and populations shall be a criterion used in evaluating annexations, subdivision proposals, and other major land use decisions.*

Finding: Policy 155.00 is satisfied in that emergency services departments have reviewed this request and raise no concerns with providing police and fire protection to the subject area.

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

*Policy 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.*

Finding: Goal X 1 and Policy 188.00 are satisfied in that McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the McMinnville Planning Commission and/or McMinnville City Council review of the request and recommendation at an advertised public hearing. All members of the public have access to provide testimony and ask questions during the public review and hearing process.

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) are applicable to the request:

C-3 General Commercial Zone:

17.33.020 Conditional uses. In a C-3 zone, the following uses and their accessory uses may be permitted subject to the provisions of Chapters 17.72 and 17.74: [...]

B. Social relief facility

Finding: The underlying zoning of the subject site is C-3 (General Commercial), which allows the proposed use of a social relief facility as a conditional use. The Planned Development overlay (Ordinance 4880) that applies to the subject site does not limit uses, so any use permitted or conditionally permitted in the underlying C-3 zone would be allowed.

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:

- A. The proposal will be consistent with the Comprehensive Plan and the objectives of the zoning ordinance and other applicable policies of the City;
- 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;
- 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;
- 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;
- E. The proposal will preserve environmental assets of particular interest to the community;
- 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.

Finding: The proposed amendment is consistent with the goals and policies of the Comprehensive Plan, as is described in greater detail above.

The property in question is zoned C-3 PD (General Commercial Planned Development), and the proposed use, a social relief facility, is allowed as a conditional use in the C-3 zone (Section 17.33.020). The Planned Development (Ordinance 4880) did not limit the types of uses that could be conducted on the site. Therefore, the uses permitted and conditionally permitted in the underlying C-3 zone would be allowed.

The applicant is proposing to construct 16 residential units on the site, which will take the form of a traditional apartment complex. The building will meet all required setbacks and will be constructed at a height of 30 feet, well below the maximum height allowed in the C-3 zone.

Parking on the site will be located south of the building, and will be accessed directly from NE Baker Street. Parking requirements for this type of social relief facility, which provides primarily housing and support services, are based on the multiple-family dwelling parking requirements. Section 17.60.060 (Spaces-Number required) (A)(4) requires that one parking space be provided for each dwelling unit which is expressly reserved for senior or handicapped persons. Based on the size of the social relief facility and the 16 residential units, the minimum number of parking spaces required is 16 spaces. The applicant is proposing to provide a total of 18 parking spaces, which is more than the minimum required. This will provide for sufficient parking, as many of the clients that will reside at the facility are not capable or allowed to operate a vehicle.

All other design and access requirements of the McMinnville Zoning Ordinance are being met with the proposed parking area design Section 17.60.080 (Design requirements) (A - C). The parking spaces are sized appropriately, the drive aisle is of sufficient width to provide adequate space for maneuvering, and handicapped parking is being provided at a rate consistent with building code requirements.

The subject site is a deep and somewhat narrow property. The facility is proposed to be situated on the northern portion of the site, which allows for adequate space for the required parking and drive aisles south of the building. The applicant is also proposing to provide a landscaped area on the eastern portion of the site, which will provide usable open space for residents, while also providing buffering and screening between the proposed use and surrounding properties. Trees will be installed along the perimeter of the property, which will eventually provide for adequate screening of the proposed use. A fence will be constructed along the south property line, along with a planting area and trees, which will screen the parking spaces and drive aisle from the adjacent property to the

south. Screening of the parking facilities was one condition of the Planned Development that still applies to the property, so this condition is being met by the proposed landscape plan. The proposed location and size of the facility, and the overall design and coverage of the site, will be compatible with the surrounding neighborhood and will not impact the livability or appropriate development of abutting properties.

Adequate public facilities serve the existing site, including water, sewer, and streets. The applicant has provided information on proposed utilities, and the Engineering Department has reviewed the plans and has no concerns with the proposed utilities on the site.

The proposed use will not generate a significant amount of traffic, and the traffic anticipated to be generated can be accommodated on NE Baker Street. The Engineering Department did not have any comments or concerns with the proposed use and the impacts on the surrounding street network. The parking areas on the site were described in detail above, and actually exceed the minimum requirements of the McMinnville Zoning Ordinance.

The proposed social relief facility will basically take the form of a traditional apartment complex, as it will provide 16 individually accessed residential units in one larger building on the site. The onsite staff person will use one of the residential units as their office, which will blend into and not be inconsistent with the development of the site. The type of development proposed is also consistent with the development pattern of the surrounding area. Multiple family residential development exists to the north and south of the subject site, and the apartment complexes on those sites are similar to the proposed development in bulk and site coverage. Office uses also exist in the surrounding area, particularly across NE Baker Street.

The subject site is zoned C-3 PD (General Commercial Planned Development), which would allow for a wide range of commercial uses as permitted development. There are a number of other commercial uses that would be permitted outright that would be of a much more intense use of the property, and therefore have greater impact on the livability of abutting properties and the surrounding area. Given the existing development pattern and the existence of other small-scale apartment complexes in the surrounding area, the proposed use will not cause any significant adverse impact on the livability of the surrounding area or the value of abutting properties.

The site and the proposed building have been designed in such a way as to blend in with the surrounding area. The social relief facility will take the form of a traditional, small-scale apartment complex, and will serve as new, high-quality construction in the area. The design of the apartment will be as attractive as the nature of the use and is setting warrants. The west elevation of the facility, which will be most visible from the public right-of-way, will have a variety of siding materials and patterns, along with regularly spaced windows.

The regularly spaced window pattern will continue on the other elevations of the facility, particularly on the north and south elevations which will also be visible from adjacent properties. Horizontal trim boards will be included on the façade of the building, which clearly identify each story of the building and provide for visual interest by breaking up the expansive façade on the north and south sides of the building. The building will also be designed to step down toward NE Baker Street, with the portion of the building closest to the street being only two (2) stories, and then going up to three (3) stories further into the site. This will reduce the bulk and visual impact of the new facility on the surrounding area.

There are no city-inventoried environmental assets within the site.

The applicant intends to construct the facility in the upcoming building season, and has the capability to develop the land as proposed.

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.

Finding: The conditions of approval included in this document are included to ensure that the development does not have a detrimental impact on the surrounding area, and to protect the best interest of the surrounding area.

The following conditions of approval from the existing Planned Development overlay (Ordinance 4880) are applicable to the request:

Section 3 (2): That, to the extent practicable, off-street parking shall be obscured from view from Baker Street by placing it within the eastern portion of the site behind the existing structures, or through the use of landscaping, fencing, or similar means.

Finding: This condition of approval was created under the assumption that a small-scale office use would be operating on the site. The proposed use is completely different than an office use, so other components of the development were considered in placing the parking spaces on the site. In order to maximize the amount of usable open space for residents and landscaped areas, the parking was located on the south side of the building instead of behind the building on the eastern portion of the site. An access drive aisle would have been required through the entire site to access parking spaces behind the building on the eastern portion of the site. This would have increased the amount of impervious surface on the site, reduced the amount of open space, and would still keep the drive aisle visible from NE Baker Street. In its proposed location, the parking will be screened from the south by a fence and continuous landscaped planter along the south property line. Landscaping and trees will also be installed between the parking area and NE Baker Street, providing screening and obscuring the parking from view from the street to the extent practicable given the proposed use and site characteristics.

Section 3 (3): That signs must be flush against the building and not protrude more than 12 inches from the building face, except that one ground-mount (monument-type) sign not more than five feet in

height may be allowed. All signs, if illuminated, must be indirectly illuminated and non-flashing; and no individual sign may exceed thirty-six (36) square feet in size.

Finding: Signs were not proposed with the development. However, staff will ensure during any future sign permit review that the signage on the site meets these requirement.

CD:sjs



**City of McMinnville**  
**Planning Department**  
231 NE Fifth Street  
McMinnville, OR 97128  
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## STAFF REPORT

**DATE:** September 12, 2017  
**TO:** Mayor and City Councilors  
**FROM:** Chuck Darnell, Associate Planner  
**SUBJECT:** **Ordinance No. 5036 - ZC 9-17 / ZC 10-17** – Zone Change and  
Planned Development Amendment, 1730 SW 2<sup>nd</sup> Street

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### **Council Goal:**

Promote Sustainable Growth and Development

### **Report in Brief:**

This action is the consideration of a zone change from R-1 (Single Family Residential) to R-4 (Multiple-Family Residential) on a parcel approximately 0.22 acres, and an amendment to an existing planned development (R-4 PD) of approximately 0.89 acres, that would increase the allowed density, provide variances for setbacks, allow for multiple duplexes as a multi-family project, and increase the size by adding the 0.22 acre parcel that has been rezoned to R-4 for a new multiple-family residential planned development of approximately 1.11 acres. The two parcels are located immediately adjacent to each other, with the smaller parcel adjacent to 2<sup>nd</sup> Street and the larger parcel to the south extending down to SW Apperson Street. The rezoning and planned development amendment would result in the ability to develop 21 (twenty-one) multiple-family residential dwelling units on the two parcels. The subject sites are located at 1730 SW 2<sup>nd</sup> Street, and more specifically described as Tax Lots 101 and 100, Section 20CB, T. 4 S., R. 4 W., W.M., respectively.

### **Background:**

The subject sites are currently largely undeveloped. There is an existing single family home on the northern parcel and the southern parcel is vacant. The site is bounded on the north by SW 2<sup>nd</sup> Street and on the south by SW Apperson Street. Existing single family homes in the Jandina subdivision are located to the west of the subject site. Immediately to the east of the subject site are a few single family homes and a larger apartment complex, the Villa West Apartments. The subject sites are identified below:

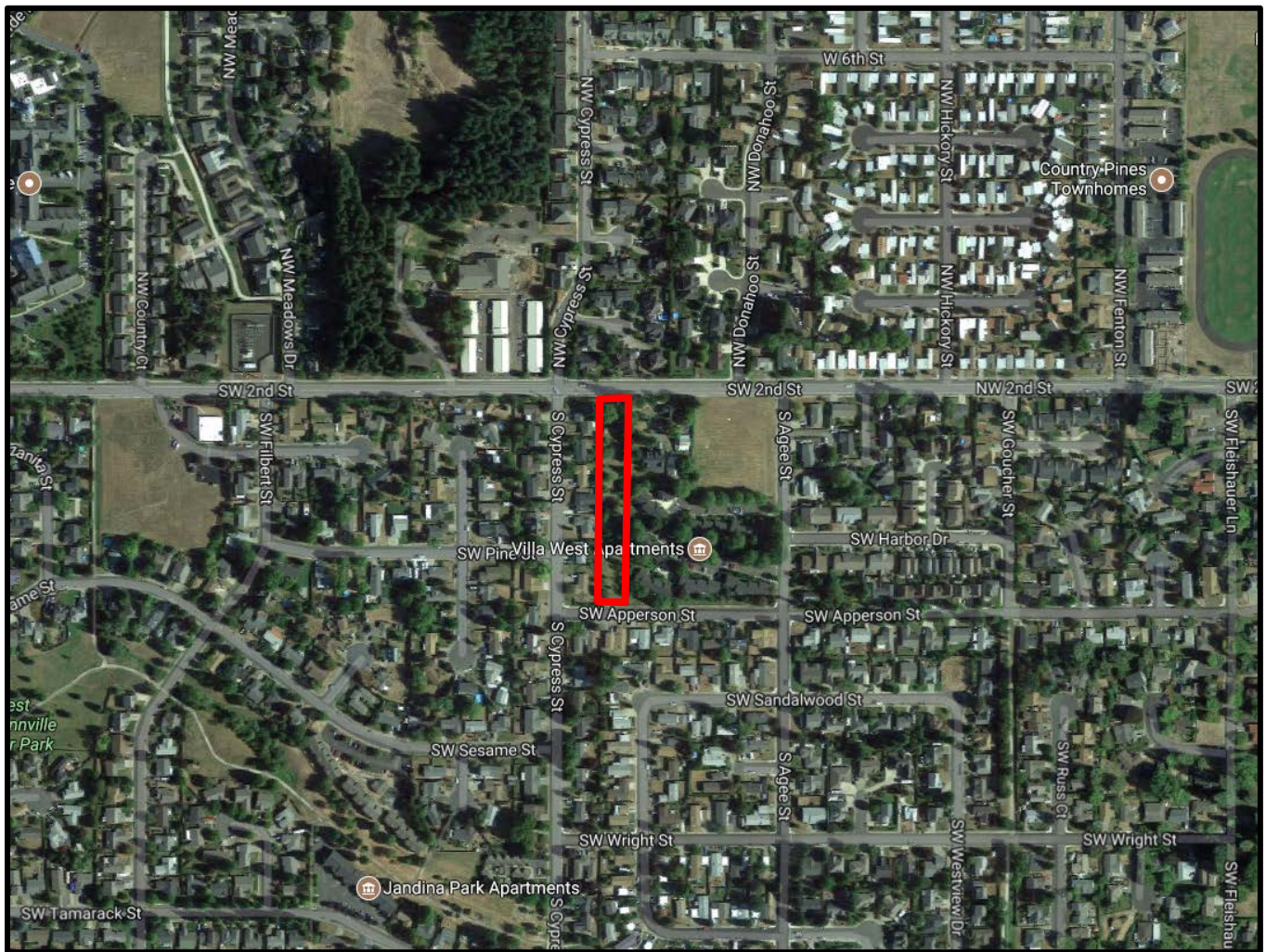
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#### *Attachments:*

*Ordinance No. 5036 including:*  
*Exhibit A – ZC 9-17/ZC 10-17 Decision Document*  
*Public Testimony Received*



## Site Reference Map



The northern parcel is currently zoned R-1 (Single Family Residential) and is designated on the comprehensive plan map as Residential. The southern parcel is currently zoned R-4 PD (Multiple Family Residential Planned Development) and is also designated on the comprehensive plan map as Residential.

The existing Planned Development overlay that applies to the southern parcel (Ordinance 4097) was adopted in 1980 and resulted in a rezoning of the property to R-4 PD to allow for the development of up to five (5) dwelling units. The approval of the planned development included conditions of approval as follows:

- 1) That the density allowed for development of this property be limited to five units.
- 2) That sewer and water facilities be extended to the property prior to the issuance of building permits
- 3) That "A" Street be improved to City standards prior to the issuance of building permits.
- 4) That a ten-foot easement for utilities be granted to the City along the subject site's "A" Street frontage.

**Attachments:**

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Public Testimony Received

The applicant is proposing to repeal the outdated existing planned development ordinance and replace it with a new planned development ordinance that more accurately reflects their proposed development plan. The original conditions of approval from the 1980 planned development have either already been completed or will be required as part of the applicant's development. The required improvements to "A" Street, which is now SW Apperson Street, have already occurred. Sewer and water facilities and any necessary easements will be required by McMinnville Water and Light and the Engineering Department through the building permit process should the zone change and planned development requests be approved.

The original condition of approval related to density and the limit to 5 (five) dwelling units was based on a sewer system analysis completed in 1979, which had determined that downstream capacity issues existed in the sanitary sewer system serving this property and this area of the city. One of the recommendations of the 1979 sewer system analysis was to limit density in the western side of McMinnville to 6 (six) dwelling units per acre. This resulted in the southern parcel being limited to 5 (five) dwelling units based on its 0.89 acres size. Since the adoption of the existing planned development in 1980, improvements to the sanitary sewer system have occurred and will be discussed in more detail below during the evaluation of the review criteria.

Properties immediately adjacent to the subject site to the west in the Jandina subdivision are zoned R-2 PD (Single Family Residential Planned Development). Other properties immediately adjacent to the subject site are zoned R-2 (Single Family Residential) and R-4 PD (Multiple Family Residential Planned Development). The R-4 PD property to the east is the location of the Villa West Apartments and was allowed to be developed at a density of up to 15 dwelling units per acre as part of a planned development that was adopted in 1978. The zoning of other properties in the general vicinity of the subject site is varied, with some R-2 (Single Family Residential) and R-3 (Two Family Residential) zoned property, as well as some other R-4 (Multiple Family Residential) zoned properties in both directions along SW 2<sup>nd</sup> Street.

Reference maps showing the existing and proposed zoning designations of the subject site and the surrounding properties are provided below:

There are two concurrent requests being made by the applicant. The zone change request applies to the northern parcel, and the planned development amendment request applies to both the southern and northern parcels. The two requests have different review criteria, and have been reviewed against those criteria separately. However, the overall planned development as proposed would expand to cover both parcels and the entire development site, so the entire site was considered when reviewing the proposed development plan against the planned development review criteria.

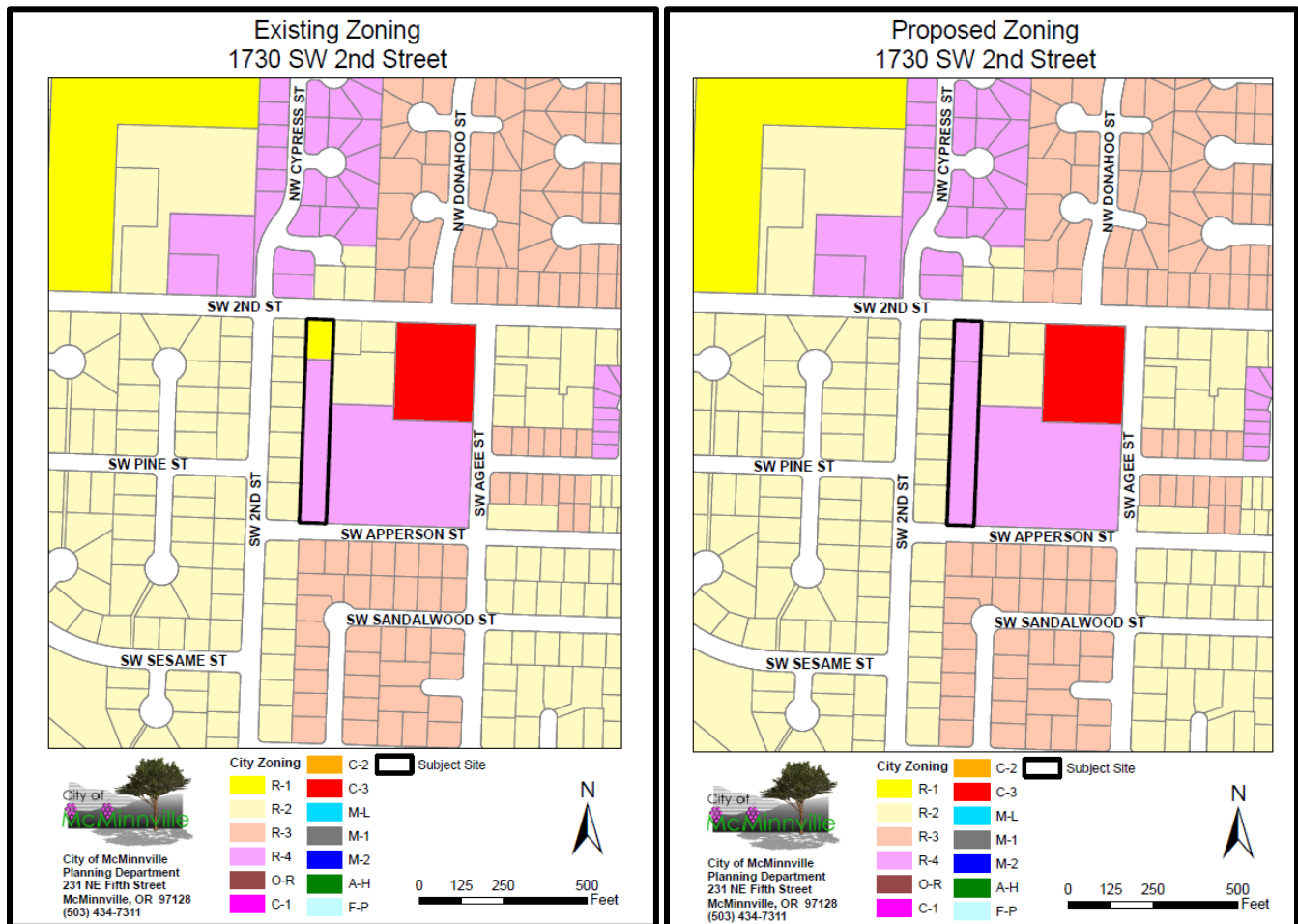
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*Public Testimony Received*



## Northern Parcel Zone Change

The request that is applicable to the northern parcel is to rezone the parcel from R-1 (Single-Family Residential) to R-4 (Multiple-Family Residential). An amendment of the zoning map may be authorized provided that the proposal satisfies all applicable zoning requirements and provided that the applicant demonstrates the following:

### Section 17.74.020

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

There are numerous Comprehensive Plan Goals and Policies that are applicable to this request. The narrative provided by the applicant identifies those goals and policies in detail, and they have also been identified in the attached decision document.

The more notable Comprehensive Plan policies being satisfied by the rezoning are found in Chapter V (Housing and Residential Development). Goals from Chapter V of the Comprehensive Plan promote the development of affordable, quality housing for all city residents, and also promote a land-intensive development pattern. Policies adopted to support and achieve those goals include providing opportunities to develop a variety of housing types and densities, and an encouragement of a compact form of urban development close to the city center and in areas where urban services are readily available. Specifically, there is a policy that provides guidance in the designation of high density residential zones. Policy 71.13 states that the following factors should serve as criteria in determining areas appropriate for high-density residential development:

### Attachments:

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Exhibit A – ZC 9-17/ZC 10-17 Decision Document

Public Testimony Received



1. Areas which are not committed to low or medium density development;
2. Areas which can be buffered by topography, landscaping, collector or arterial streets, or intervening land uses from low density residential areas in order to maximize the privacy of established low density residential areas;
3. Areas which have direct access from a major collector or arterial street;
4. Areas which are not subject to development limitations;
5. Areas where the existing facilities have the capacity for additional development;
6. Areas within a one-half mile wide corridor centered on existing or planned public transit routes;
7. Areas within one-quarter mile from neighborhood and general commercial shopping centers; and
8. Areas adjacent to either private or public permanent open space.

The northern parcel is currently zoned for low density residential development. However, the applicant is arguing that the site better meets the locational criteria for high density residential development. The adjacent property that will be part of the overall development of the northern parcel is currently zoned for high density residential development. In addition, the surrounding residential neighborhoods are zoned for a variety of residential densities, with a variety of housing types in the immediate area. The northern parcel can be buffered by landscaping from adjacent lower density residential areas on the west and east sides of the site. A condition of approval is being suggested to require landscaping as buffering along the planned development's east and west property lines to maximize the privacy of established lower density residential areas adjacent to the site. The condition of approval will also require that a landscape plan be submitted for review, at which time the Landscape Review Committee would ensure that any proposed landscaping is achieving the required buffering effect.

In addition, because the request is to rezone a property with a lower residential density to a higher residential density that has adjacency to existing single family development, a condition of approval is being recommended to increase required setbacks if the maximum building height normally allowed in lower density residential zones is exceeded. Currently the R-4 (Multiple Family Residential) zone states that a side yard shall not be less than six (6) feet, except an exterior side yard shall not be less than 15 (fifteen) feet. And all yards shall be increased over the requirements of this section, one (1) foot for each two (2) feet of building height over 35 (thirty-five) feet (Section 17.21.040). Since the subject site is adjacent to existing single family residential development, it is recommended that the language for increasing the side yard setbacks relative to building height over 35 (thirty-five) feet be increased to one (1) foot for each one (1) foot of building height over 35 (thirty-five) feet. The applicant has stated in their narrative that they intend to construct duplex units with similar architecture and exterior design as the applicant's recently constructed multiple family complex across SW 2<sup>nd</sup> Street, west of Newby Elementary School. These units were not more than 35 feet in height, but because there are no specific architectural plans associated with the planned development request, this condition of approval would ensure that adequate spacing and buffering is provided.

The northern parcel has direct access from SW 2<sup>nd</sup> Street, which is an arterial street. The northern parcel is not subject to any development limitations, as the site is flat and does not contain any significant natural or topographic features or that would reduce the developable area of the site.

The applicant has provided a traffic analysis that concluded that the surrounding street network has the capacity to accommodate the increase in trips that would result from the applicant's request to rezone the northern parcel and develop 21 (twenty-one) dwelling units on the entire site, including the southern parcel. The traffic analysis showed that minimal increases in delays would occur at all of the surrounding intersections on SW 2<sup>nd</sup> Street, SW Agee Street, and SW Cypress Street. The minimal increases in delay did not have any impact on the overall level of service of any intersection within the study area. The Engineering Department has reviewed the traffic analysis, and does not have any concerns with the

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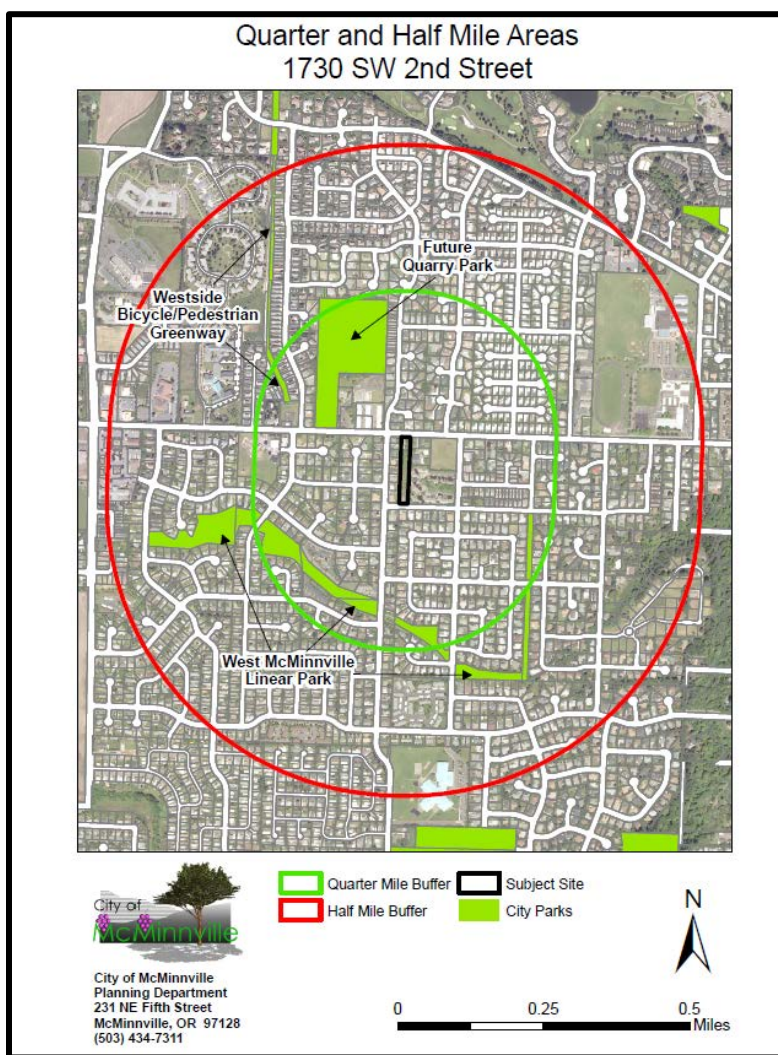
*Exhibit A – ZC 9-17/ZC 10-17 Decision Document*

*Public Testimony Received*

analysis or the findings. The Engineering Department has also verified that adequate sanitary and storm sewer facilities exist to serve the increased density of the site proposed by the applicant.

Public transit is available immediately adjacent to the property, as Yamhill County Transit Route 2 (McMinnville East-West Express) runs hourly along SW 2<sup>nd</sup> Street for most of the day. The northern parcel is within one-quarter mile of a future commercial area, as there is a vacant piece of land at the southwest corner of the intersection of SW 2<sup>nd</sup> Street and SW Agee Street that is zoned C-3 (General Commercial). The northern parcel is not immediately adjacent to any permanent public open space, but private open space will be provided within the site and will be discussed in more detail below in the review of the planned development. The site is located in close proximity to permanent public open space. A nearly 2,000 foot long segment of the West McMinnville Linear Park is located within a quarter mile of the subject site, and the southern end of the Westside Bicycle/Pedestrian Greenway is also located within a quarter mile of the subject site. Also within a quarter mile of the subject site is the future Quarry Park, which is proposed in the Parks, Recreation, and Open Space Master Plan to be a special use park. While there is no neighborhood park within a half mile of the property, there are multiple other existing or planned park and recreation facilities within a quarter mile of the site.

The amenities within a quarter mile and half mile of the subject site can be seen below:



*Attachments:*

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*Public Testimony Received*

Section 17.74.020

- 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.

The development pattern in the surrounding area is widely varying. Within a quarter mile of the subject site, there are nearly all forms of residential zones and housing types. The area to the west in the Jandina subdivision is primarily single-family residences, with some duplexes on corner lots along SW Cypress Street. Immediately adjacent to the subject site to the east is an existing higher density apartment complex. Slightly further east and across SW Agee Street, a number of duplex and townhome type residential dwelling units have been developed. Across SW 2<sup>nd</sup> Street and near the intersection of SW 2<sup>nd</sup> Street and SW Cypress Street, another R-4 (Multiple Family Residential) zoned property contains another apartment complex. The established development pattern for the larger surrounding area is clearly a mix of residential housing types.

The parcel immediately to the south of the northern parcel is vacant, but is zoned R-4 PD (Multiple Family Planned Development). Therefore, the rezoning of the northern parcel to R-4 would be consistent with the zoning of other properties immediately adjacent to the site, and also would be consistent with the overall development pattern of the area. The existing R-4 PD zoned property to the south is very deep and narrow, which makes development of that property difficult. The rezoning of the northern parcel to R-4 will allow for the property to be developed along with the vacant parcel to the south, which will be discussed in more detail below in the review of the planned development. The rezoning of the property to R-4 will allow for more efficient and orderly development of the vacant land in this area of the city.

The applicant is also arguing that the current zoning designation of R-1 (Single Family Residential) is not consistent with the City's locational policies for R-1 zoned land. Comprehensive Plan policies 71.06 and 71.07 state that low density residential development should be limited to areas adjacent to collector and local streets, areas with development limitations such as natural or topographic features, and areas where utilities cannot support more intense uses. The subject site does not meet many of these locational requirements. Together with the adjacent land uses and pattern of development in the surrounding area, the subject site better meets the locational policies for higher density residential development.

Section 17.74.020

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

*Utility and Service Provision:* This area is well served by existing sanitary and storm sewer systems as well as other public utilities. The Engineering Department has reviewed this proposal and has offered no concerns with providing adequate services to this site to support the residential development density proposed by the applicant as part of the planned development.

*Street System:* As discussed above, the applicant has provided a traffic analysis that concluded that the surrounding street network has the capacity to accommodate the increase in trips that would result from the applicants request to rezone the northern parcel and develop 21 dwelling units on the entire site, including the southern parcel. The traffic analysis showed that minimal increases in delays would occur at all of the surrounding intersections on SW 2<sup>nd</sup> Street, SW Agee Street, and SW Cypress Street. The minimal increases in delay did not have any impact on the overall level of service of any intersection within the study area. The Engineering Department has reviewed the traffic analysis, and does not have any concerns with the analysis or the findings.

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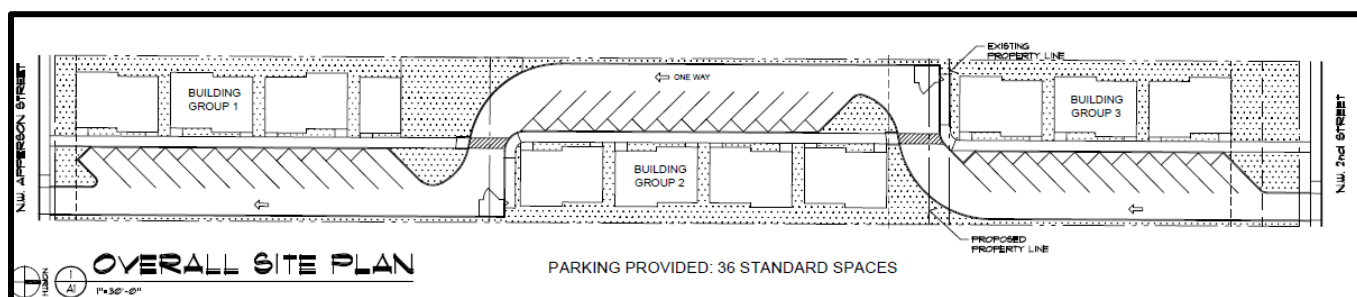


## Planned Development Amendment

The request that is applicable to the southern parcel is an amendment of the existing planned development. The primary reasons for the amendment are to increase the density of the planned development which is limited based upon an outdated land-use decision; request a variance in the setbacks from the street to be able to create more open space interior to the project due to the unique and constrained layout of the property, and to allow several duplexes as a multi-family project on one parcel rather than one large apartment complex.

The applicant is requesting to repeal the existing planned development ordinance and replace it with a new planned development overlay. The zoning of the property would remain as R-4 PD (Multiple Family Residential Planned Development), but a development plan has been proposed by the applicant to become binding on the site. Also, the applicant is proposing to expand the planned development overlay to encompass the northern parcel. Therefore, the entire site would become R-4 PD, and the entire site was considered when reviewing the proposed development plan against the planned development review criteria

The proposed development plan can be seen below:



An amendment to an existing planned development may be authorized, provided that the proposal satisfies all relevant zoning requirements, and also provided that the applicant demonstrates the following:

### Section 17.74.070

- A. There are special physical conditions or objectives of a development which the proposal will satisfy to warrant a departure from the standard regulation requirements;

The subject site is uniquely shaped, as it is a somewhat narrow (80 feet wide) and deep (510 feet deep) parcel. This unique lot size creates a difficulty in the development of multiple family dwelling units on the site. The subject site is also located between two properties with different residential zoning classifications and existing residential uses. Immediately to the west are properties zoned R-2 PD (Single Family Residential Planned Development) and developed as single family dwellings. Immediately to the east is a property zoned R-4 PD (Multiple Family Residential Planned Development) and developed as a higher density apartment complex.

To allow for efficient development of the parcel, the applicant is proposing to combine the property with the adjacent property to the north, should the concurrent zone change request be approved, to provide one-way access through the site. This allows the applicant to reduce the amount of space required for vehicular movement, and also allows for the dwelling units to be more evenly distributed and spread out throughout the site.

### Attachments:

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In addition, the applicant is proposing to construct multiple duplex units within the site, clustered into three separate groups throughout the site. This pattern of development would not normally be allowed under standard zoning requirements. The City's definition of a multiple family dwelling unit is "a building containing three or more dwelling units". The buildings proposed by the applicant would only contain two dwelling units, which are defined as two-family dwelling units and are more commonly known as duplexes. Duplexes are allowed in the underlying R-4 zone, but normally no more than one duplex is allowed on a single lot. The allowance for multiple duplex units on a single lot is the primary reason for the applicant's planned development request. The proposed pattern of development with multiple duplex units clustered throughout the site would also provide more of a transition in building massing between the existing apartment complex to the east and the existing single family residences to the west.

The physical conditions of the site being uniquely shaped, and the applicant's intent to distribute housing units throughout the site and provide a transition between existing land uses, warrant a departure from the standard regulation requirements and the allowance of multiple duplex units in one development site.

#### Section 17.74.070

- B. Resulting development will not be inconsistent with the Comprehensive Plan objectives of the area;

There are numerous Comprehensive Plan Goals and Policies that are applicable to this request. The narrative provided by the applicant identifies those goals and policies in detail, and they have also been identified in the attached decision document.

#### *Housing and Residential Development Policies*

The more notable Comprehensive Plan policies being satisfied by the planned development amendment are found in Chapter V (Housing and Residential Development). Goals from Chapter V of the Comprehensive Plan promote the development of affordable, quality housing for all city residents, and also promote a land-intensive development pattern. The applicant is proposing to provide a housing type that is needed in the city in multiple family dwelling units, and the infill development of this parcel with increased densities is an efficient and land-intensive development pattern.

The applicant is requesting an increase in density on the southern parcel as part of the planned development amendment. The existing planned development overlay limits the southern parcel to five (5) dwelling units, which is based on a maximum density of six (6) units per acre. The development plan for the overall planned development, which includes the parcel to the north, shows the construction of 21 (twenty-one) dwelling units. The requested increase to 21 (twenty-one) dwelling units then represents an overall increase of 15 (fifteen) dwelling units. The density of the overall planned development as proposed would be 18.9 units per acre. This level of density is more consistent with the densities intended for high density residential (R-4) properties in Comprehensive Plan Policy 71.09. The southern parcel also meets the locational requirements described in Policy 71.13 for high density residential (R-4) land, in that the site will have direct access from an arterial street if the planned development is approved. The site also has access to existing transit service, access to future commercial services, access to public parks and pedestrian walkways, and the development of the site is not limited by any natural or topographic features.

#### *Westside Density Policy*

The existing Planned Development overlay that applies to the southern parcel (Ordinance 4097) was adopted in 1980 and resulted in a rezoning of the property to R-4 PD to allow for the development of up to five (5) dwelling units. The limit to five (5) dwelling units was included as a condition of approval and was based on a sewer system analysis completed in 1979, which had determined that downstream

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capacity issues existed in the sanitary sewer system serving this property and this area of the city. One of the recommendations of the 1979 sewer system analysis was to limit density in the western side of McMinnville to six (6) dwelling units per acre. This resulted in the southern parcel being limited to five (5) dwelling units based on its 0.89 acres size.

In response to the sewer capacity issues identified in the 1979 analysis, the City adopted the Westside Density Policy in 1985 as a policy within the Comprehensive Plan. The Westside Density Policy (Policy 71.01) formally limited densities on the west side of the city to no more than six (6) units per acre. However, in an effort to disperse multiple family units throughout the community, the policy was amended in 2003 to exclude properties within a quarter mile of planned or existing transit corridors from the density limitation. The southern parcel is located well within a quarter mile of transit service. The Yamhill County Transit Route 2 (McMinnville East-West Express) currently operates immediately adjacent to the site, running hourly along SW 2<sup>nd</sup> Street for most of the day. Therefore, the subject site is not limited to six dwelling units per acre.

### *Planned Development Policies*

Comprehensive Plan policies related to planned developments are contained in Policies 72.00 – 78.00. These policies encourage planned developments as a form of residential development as long as social, economic, and environmental savings will accrue to the city. The planned development policies also require preservation of natural and topographic features, the development of open space and community facilities within the planned development, and the development of safe and efficient traffic patterns and vehicle circulation within the planned development.

The proposed planned development will provide for a type of needed housing in the city in the form of multiple family residential rental housing. The increase in density on the site is more consistent with the city's policies for high density residential zones, as described above, but the increase in dwelling units also increases the efficiency with which vacant land in the city is being developed. This can be considered an environmental savings as it will allow for densification within the existing urban growth boundary.

There are no significant natural or topographic features to preserve within the site. Open space is being provided within the development that directly benefits the future residents of the development. The applicant had originally submitted a development plan that included minimal open space, outside of some small areas that would be used for landscaping. To better meet the purpose of a planned development and Comprehensive Plan policies 75.00 and 76.00, the applicant revised the site plan to include more open space. On the north side of the southernmost grouping of duplexes, one of the duplex units was reduced to a single stand-alone unit. This allowed for a contiguous open space area to be provided within the site, totaling 2,360 square feet. The space is centrally located within the site, and will provide opportunities for gathering space and recreation for future residents. The open space provided equates to five (5) percent of the site being preserved as contiguous, usable open space.

In order to provide that larger open space within the site, the applicant is requesting reduced setbacks for the overall development site. The reduced setbacks are shown on the development plan that would become binding on the site, should the planned development amendment be approved. Specifically, the reduced setbacks are as follows:

	Front Yard	Rear Yard
Standard Required Setback	20 Feet	15 Feet
Proposed Setback	15 Feet	10 Feet

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### *Attachments:*

*Ordinance No. 5036 including:*

*Exhibit A – ZC 9-17/ZC 10-17 Decision Document*

*Public Testimony Received*

Since the City does not have specific standards for the amount of open space to be provided, staff reviewed other Oregon city's requirements and found that the proposed percentage of open space is consistent with what other communities require within multiple family developments.

The internal traffic system is being designed to be efficient and safe. The circulation through the site will be one-way traffic, with ingress to the site from SW 2<sup>nd</sup> Street and egress to SW Apperson Street. The one-way drive aisle will meander through the site, primarily to allow for clustering of the duplex units, but that will effect traffic movement and should help to limit vehicle speed through the site. Also, landscaped islands will be provided near the curves in the drive aisle, which should assist more with traffic calming through the site.

Section 17.74.070

- C. The development shall be designed so as to provide for adequate access to and efficient provision of services to adjoining parcels;

The surrounding area is fully developed, and the property within the planned development will not provide for access or services to adjoining parcels. Buffering will be required as a condition of approval between the subject site and the adjoining parcels, and the planned development will directly connect to the streets adjacent to the property without any major reconstruction or change to the surrounding transportation system.

Section 17.74.070

- D. The plan can be completed within a reasonable period of time;

The applicant has developed other properties in the city, and has a bona fide ability to develop this site. From conversations with the applicant, it is staff's understanding that, should the zone change and planned development amendment be approved, the applicant intends to begin site work this fall in anticipation of construction of the dwelling units during the next construction season. In order to ensure that the plan is completed in a reasonable period of time, a condition of approval is recommended to require that the proposed improvements commence within two years of the effective date of this proposal. If the proposed improvements have not commenced within two years, and if they are not fully complete within seven years, the planned development approval shall be terminated and the applicant would be required to resubmit a planned development amendment application.

Section 17.74.070

- E. The streets are adequate to support the anticipated traffic, and the development will not overload the streets outside the planned area;

The applicant has provided a traffic analysis that concluded that the surrounding street network has the capacity to accommodate the increase in trips that would result from the applicant's request to rezone the northern parcel and develop 21 (twenty-one) dwelling units on the entire site, including the southern parcel. The traffic analysis showed that minimal increases in delays would occur at all of the surrounding intersections on SW 2<sup>nd</sup> Street, SW Agee Street, and SW Cypress Street. The minimal increases in delay did not have any impact on the overall level of service of any intersection within the study area. The Engineering Department has reviewed the traffic analysis, and does not have any concerns with the analysis or the findings. The engineering department has also verified that adequate sanitary and storm sewer facilities exist to serve the increased density of the site proposed by the applicant.

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*Attachments:*

*Ordinance No. 5036 including:*

*Exhibit A – ZC 9-17/ZC 10-17 Decision Document*

*Public Testimony Received*

Section 17.74.070

- F. Proposed utility and drainage facilities are adequate for the population densities and type of development proposed;

Improvements to the sanitary sewer system have occurred since the time of the adoption of the Westside Density Policy, which was discussed in more detail above. Those improvements have addressed the capacity issues that drove the need for the Westside Density Policy, and the Engineering Department has reviewed this proposal and has offered no concerns with providing adequate services to this site to support the residential development density proposed by the applicant as part of the planned development. The applicant has also discussed the proposed development plan with other utility providers, McMinnville Water and Light and Northwest Natural, and neither entity has concerns with providing services to the site. Water, electricity, natural gas, sanitary sewer, and storm sewer all exist in either SW 2<sup>nd</sup> Street or SW Apperson Street to service the site. The engineering department will require that onsite stormwater detention and storm system improvements be provided that comply with the City's Storm Drainage Master Plan, and the applicant has verified that they intend to design their onsite system to meet that requirement.

Section 17.74.070

- G. The noise, air, and water pollutants caused by the development do not have an adverse effect upon surrounding areas, public utilities, or the city as a whole.

The proposed development will be relatively low in intensity as a multiple family residential development. Based on the size of the site at 1.11 acres and the allowable densities in the R-4 (Multiple Family Residential) zone, the property could be developed with up to 32 (thirty-two) dwelling units. Therefore, significant noise, air, and water pollutants from the proposed development of the 21 (twenty-one) dwelling units will not have an adverse effect on the surrounding area or the city as a whole.

**Additional Conditions of Approval**

As proposed, the development plan shows three clusters of duplex units. The northern-most cluster is identified to be located primarily on the northern parcel. However, one of the duplex units in the northern cluster is currently shown to be constructed over the existing property line between the two subject parcels. In order to not have a duplex unit constructed over a common property line, a condition of approval has been included to require that the applicant complete a property line adjustment to either eliminate the common property line between the parcels or to adjust the property line to allow for the construction of all duplex units on one parcel.

**Discussion:**

The Planning Commission held a public hearing at their regular meeting on August 17, 2017. One resident provided oral testimony during the public hearing, and also submitted a written copy of his testimony at the public hearing. Two items of written testimony were provided to the Planning Department on the day of the public hearing, which were entered into the public record during the staff presentation portion of the public hearing.

The testimony provided was oppositional, and focused on the following elements:

- Buffering of the development site from adjacent properties
- Traffic congestion on SW Second Street and Cypress Street
- Statewide Planning Goal 10 analysis
- Impacts of the development on surrounding school enrollment

---

*Attachments:*

*Ordinance No. 5036 including:*

*Exhibit A – ZC 9-17/ZC 10-17 Decision Document*

*Public Testimony Received*

- Overabundance of multiple-family dwelling units in the surrounding area
- Under-parking of the multiple family site

The public testimony received is provided as an attachment to this staff report.

After closing the public hearing and deliberating, the Planning Commission voted unanimously to recommend approval of the zone change and planned development amendment to the City Council. The proposed zone change and planned development amendment are described in detail below.

**Fiscal Impact:**

None.

**City Council Options:**

1. **ADOPT** Ordinance No. 5036, approving ZC 9-17/ZC 10-17 and adopting the Decision, Conditions of Approval, Findings of Fact and Conclusionary Findings.
2. **ELECT TO HOLD A PUBLIC HEARING** date specific to a future City Council meeting.
3. **DO NOT ADOPT** Ordinance No. 5036, providing findings of fact based upon specific code criteria to deny the application in the motion to not approve Ordinance No. 5036.

**Recommendation/Suggested Motion:**

Staff recommends that the Council adopt Ordinance No. 5036 which would approve the zone change and planned development amendment as recommended by the Planning Commission.

**“THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE APPLICANT, I MOVE TO ADOPT ORDINANCE NO. 5036.”**

CD:sjs

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*Attachments:*

*Ordinance No. 5036 including:*

*Exhibit A – ZC 9-17/ZC 10-17 Decision Document*

*Public Testimony Received*





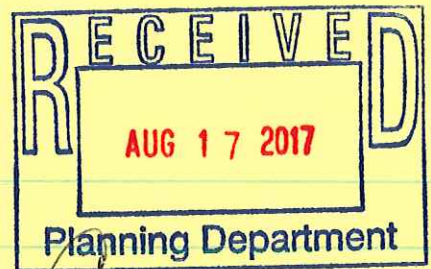
PLANNING DEPARTMENT, 231 NE Fifth Street, McMinnville, Oregon 97128  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

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ATTACHMENT TO CITY COUNCIL STAFF REPORT, SEPTEMBER 12, 2017.

# TESTIMONY RECEIVED FOR ZC 9-17/ZC 10-17 PLANNING COMMISSION PUBLIC HEARING

8-17-17



To Whom It May Concern

This letter is in regards to  
the Planned Development at  
1730 SW 2nd ST.

Our concern is the increase of  
traffic on west 2nd ST. As  
it is now, coming off Donahoo  
Street, sometimes you have to  
wait for 8-10 cars to go by  
before enabling you to enter 2nd ST.  
During the school year it is  
even worse.

With the increase of 21 multiple  
family dwellings, it can only get  
worse. Do you plan on any  
traffic signals to help with the  
congestion? What is your plan  
to alleviate this problem?

Please take our concern seriously.  
Sorry we are not able to make this  
meeting as we had a prior commitment.

Sincerely - Alex - Linda Donahoe 503.472.7764



August 17, 2017

Planning Commission  
230 NE Second Street  
McMinnville, OR 97128

**Re: ZC 9-17/ZC 10-17**

Dear Commissioners:

This letter is submitted jointly by Housing Land Advocates (HLA) and the Fair Housing Council of Oregon (FHCO). Both HLA and FHCO are non-profit organizations that advocate for land use policies and practices that ensure an adequate and appropriate supply of affordable housing for all Oregonians. FHCO's interests relate to a jurisdiction's obligation to affirmatively further fair housing. Please include these comments in the record for the above-referenced proposed amendment.

As you may know, all amendments to the Comprehensive Plan Map and Zoning Map must comply with the Statewide Planning Goals. ORS 197.175(2)(a). However, the staff report for this proposal does not reference the proposal's impact on the City's Statewide Planning Goal 10 (Goal 10) obligations.

HLA and FHCO applaud the City's aim to increase its housing stock. However, when a decision is made affecting the residential land supply, the City must refer to its Housing Needs Analysis and Buildable Land Inventory to show that an adequate number of needed housing units (both housing type and affordability level) will be supported by the residential land supply after enactment of the proposed change.

Even when a proposal increases the residential land supply, the City must show that it is adding needed residential zones. The City must demonstrate that its actions do not leave it with less than adequate residential land supplies in the types, locations, and affordability ranges affected. *See Mulford v. Town of Lakeview*, 36 Or LUBA 715, 731 (1999) (rezoning residential land for industrial uses); *Gresham v. Fairview*, 3 Or LUBA 219 (same); see also, *Home Builders Assn. of*





*Lane County v. City of Eugene*, 41 Or LUBA 370, 422 (2002) (subjecting Goal 10 inventories to tree and waterway protection zones of indefinite quantities and locations).

HLA and FHCO urge the Commission to defer adoption of the proposed amendment until goal 10 findings are made. Thank you for your consideration. Please provide written notice of your decision to, FHCO, c/o Louise Dix, at 1221 SW Yamhill Street, #305, Portland, OR 97205 and HLA, c/o Jennifer Bragar, at 121 SW Morrison Street, Suite 1850, Portland, OR 97204. Please feel free to email Louise Dix at [ldix@fhco.org](mailto:ldix@fhco.org) or reach her by phone at (541) 951-0667.

Thank you for your consideration.

A handwritten signature in black ink that reads "Louise Dix".

Louise Dix  
AFFH Specialist  
Fair Housing Council of Oregon

A handwritten signature in black ink that reads "Jennifer Bragar".

Jennifer Bragar  
President  
Housing Land Advocates

cc: Gordon Howard ([gordon.howard@state.or.us](mailto:gordon.howard@state.or.us))

Received at  
Planning Commission  
Public Hearing 8-17-17

For the McMinnville Planning Commission:

re: Zone Change at 1730 West Second Street (Mac) = docket # ZC 9-17/ZC 10-17

I would like to assist the MacPlanningCommission & the CityCouncil in making your decision on the above-referenced request for a Zone Change & Planned Development Amendment.

[historical note]: I came before this body, what 7 years ago? ... when the development of "the West Hills" with 400+ new homes was being asked for, and considered.

Whereas I am sure that the Planning Commission member composition has changed, ... the same issues remain. At that hearing I cautioned, warned, and predicted that such a move would have the effect of eventually overcrowding Newby Elementary and Duniway Middle Schools, ... AND ... make/create West Second as an overcrowded major artery in McMinnville.

Now, BOTH of the predictions has occurred, ... despite the assurances I was offered at that hearing, to the CONTRARY.

[personal note]: I reside in this immediate area, adjacent to and overlooking West Second; ... AND ... I teach in McMinnville School District (at both buildings above referenced).

---

West Second has become a major high-trafficked arterial, with traffic most all hours of the day and night; especially and particularly during the morning 90-min rush hour; and the 2-hour afternoon/evening rush hours. It is also a main-line arterial for fire, ambulance, and police emergency calls.

---

Newby Elementary is drastically overcrowded, having to utilize SIX portable trailer units, to house SIX classes of 3rd and 4th graders, despite the expansion and remodeling of Newby that took place in recent history.

Duniway Middle School has become overcrowded as well, in spite of new additions, with class sizes too large for middle school-aged kids.

---

As for the issue of Mac's plan for housing mixture;

- 1] There already exists a 48-unit multiple-family apartment complex, immediately adjacent to proposed new development.
- 2] There already exists a 50-unit multiple-family apartment complex, 100 feet to the immediate northwest of the proposed development.
- 3] There already exists a 28-unit complex of multiple-family apartment/condo complex, 750 feet, due north, on Cypress street of the proposed development.
- 4] There already exists many duplex multiple-family units 200 feet immediately east of the proposed development.

So, I would submit that any issue regarding the Mac Comprehensive Plan, has been more than sufficiently met ... of "this area" of town.

---

Therefore, the last thing "this area" needs is yet another 21-unit duplex complex.

The very last thing that S.D.# 40 needs to contend with is an  
ADDITIONAL 40+ new students needing to be accommodated at Newby and Duniway schools.

---

Now let's talk about safety AND congestion:

West Second Street is/has become a congested safety corridor (thanks in large part to the  
'development of the West Hills' — that this body approved 7 years ago)

In particular there is a 550-foot stretch that is especially of concern. ...

That is the area immediately between Agee Street, and 200-  
feet beyond Cypress Street (heading West on Second).  
Both Agee and Cypress have become MAJOR arterials that feed into, and cross over West Second.  
The Cypress/W. Second intersection has become a "Choke-point" ...  
as well as a major safety area (there is an accident occurring there about once every month).  
There are, already, visibility issues at this intersection.

Creating/building an additional new development that must gain entrance from West Second, within  
this 550-foot stretch, will only serve to 1] make for more congestion, and 2] increase the  
safety hazards at and within this "Choke-point."

These "new" hypothetical residents turning left on West Second into their complex, will stack  
up all of the westbound traffic, and they must buck the eastbound traffic to gain entry.

These "new" hypothetical residents turning right on West Second, must slow to make that abrupt turn,  
and cross a bike path lane, and the eastbound traffic coming over the blind hill, just  
200 feet behind them (many of them speed coming up and over the hill) will be on their rear end be  
fore they realize it; and to a similar degree cars turning either left, or right onto West Second,  
from Cypress street with also be upon them, only 140-  
feet away; and their driving attention is focused almost solely on getting ONTO West Second and not  
being hit by the cars on Second, ... only after exceleerating to get onto Second, to suddenly discover  
that there is a car immediately in front of them which has decelerated to leave West Second street.

To repeat, and emphasize, this area becomes especially susceptible to both danger and congestion,  
during BOTH city rush hour periods.

Now picture what this would then look like, when we have emergency vehicles added to this mixture  
... ?

---

Parking:

This 21-  
unit proposed development complex; has 36 parking spaces designated; ... and due to the VERY  
limited space, there could NEVER been any additional ones.

First, I don't know of any 21 multiple-  
family homes that would only use 36 parking spaces, just for themselves, let alone visitors,  
guests, and service professionals??

Second, there is NO parking on West Second, adjacent to this development.

Third, ... if they do so choose to park on Second, they would have to park on the far side, the  
north side of W. Second; and then exit their car onto W. Second AND cross the traffic flow on foot.  
... and when exiting the driver-side doors when opened, block the adjacent bike lane.



Fourth, ... this same 550-

foot stretch of W. Second is heavily used by walkers, joggers, bicycle traffic, skate boarders, dog walkers, and baby walkers.

MANY of these non-

car users, choose to transit in the "street area" and NOT use the sidewalk (yes, I know, some are not supposed to use the sidewalk)

Parked cars on this stretch would greatly impede both movement, and vision, and visibility thru this entire stretch. (normally, it is rare to find any cars parked here); but when they do, it causes problems and safety issues; especially for the above mentioned individuals. And further, the closer they are parked to the Cypress intersection, it greatly hampers and impedes the visibility of drivers attempting to either cross or gain entry to West Second; ... and ... for drivers on West Second, heading west, it hampers and blocks their visual perception of the upcoming intersection.

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To sum up:

This proposed development fails to address or assist the necessary and adequate future plans for the McMinnville School District.

This proposed development fails to address, meet, or add to the McMinnville Comprehensive Plan for "this area" of town.

This proposed development fails to take into account the negative and detrimental effects and impact on the safety of drivers, and other users in the vicinity.

---

Yes. Failing to plan effectively, .. is planning to fail, .. in the long run.

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As to the stated/listed criteria for this docket number being considered before you:

It fails to meet .... Number 1.

It fails to meet .... Purpose, on Number 2.

It fails to meet .... on 17.74.070 ... sub sections A.; B.; and E.

---

Consider VERY carefully, your decision.

The consequences and ramifications of approving this are lasting; and most likely can never be changed, ... or ... Un - done.

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Most seriously submitted,

Bill Bordeaux

long-time resident and observer in "this area" that you are evaluating.

## **ORDINANCE NO. 5036**

**AN ORDINANCE APPROVING A ZONE CHANGE FROM R-1 (SINGLE-FAMILY RESIDENTIAL) TO R-4 (MULTIPLE-FAMILY RESIDENTIAL) ON APPROXIMATELY 0.22 ACRES OF LAND AND A PLANNED DEVELOPMENT AMENDMENT TO EXPAND AN EXISTING PLANNED DEVELOPMENT OVERLAY TO ENCOMPASS TWO PARCELS FOR A TOTAL OF 1.11 ACRES OF LAND.**

### **RECITALS:**

The subject site includes two parcels which are located south of SW 2<sup>nd</sup> Street at 1730 SW 2<sup>nd</sup> Street, and are more specifically described as Tax Lots 101 and 100, Section 20CB, T. 4 S., R. 4 W., W.M.; and

The Planning Department received an application for a zone change (ZC 9-17) and an application for a planned development amendment (ZC 10-17) on June 12, 2017, and deemed the applications complete on June 16, 2017. A public hearing was held before the McMinnville Planning Commission on August 17, 2017, after due notice had been provided in the local newspaper on August 8, 2017, and written notice had been mailed to property owners within 300 feet of the affected property. At the August 17, 2017, Planning Commission public meeting, after the application materials and a staff report were presented and testimony was received, the Commission closed the public hearing. After deliberation, the Planning Commission voted unanimously to recommend approval of ZC 9-17 and ZC 10-17 with conditions to the McMinnville City Council; and

The City Council, being fully informed about said request, found that the requested amendments conformed to the applicable Comprehensive Plan goals and policies, as well as the zone change review criteria listed in Section 17.74.020 and the planned development amendment review criteria listed in Section 17.74.070 of the McMinnville Zoning Ordinance based on the material submitted by the applicant and the findings of fact and conclusionary findings for approval contained in Exhibit A; and

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 Findings of Fact, Conclusionary Findings, Decision and Conditions of Approval as documented in Exhibit A for ZC 9-17 and ZC 10-17; and
2. That the northern parcel on the site be rezoned from R-1 (Single-Family Residential) to R-4 (Multiple-Family Residential) and that the Planned Development overlay be expanded to encompass both parcels on the site, subject to the following conditions:

#### **CONDITIONS OF APPROVAL:**

1. That the development plan, to include appropriate open space amenities and recreational facilities, shall be placed on file with the Planning Department and become a part of the zone and binding on the owner and developer.

The developer will be responsible for requesting approval of the Planning Commission for any major change in the details of the adopted site plan. Minor changes to the details of the adopted plan may be approved by the City Planning

Director. It shall be the Planning Director's decision as to what constitutes a major or minor change. An appeal from a ruling by the Planning Director may be made only to the Planning Commission. Review of the Planning Director's decision by the Planning Commission may be initiated at the request of any one of the commissioners.

2. Side yards setbacks shall be increased one (1) foot for each one (1) foot of building height over 35 (thirty-five) feet.
3. Buffering along the western and eastern boundaries of this site shall be required and shall utilize methods for the express purpose of mitigating noise, headlight glare, and visual intrusion from this site onto the neighboring properties located to the west and east of this site and shall include a mix of vertical and horizontal vegetation, fencing and/or berms. A landscape plan for the site, which includes proposed plant material to provide the required buffering, shall be submitted to the McMinnville Landscape Review Committee for review and approval prior to the issuance of building permits for the site.
4. The current development plan includes one duplex unit that would be constructed over the existing common property line between the subject parcels. To prevent a duplex unit from being constructed over a common property line, the applicant shall submit a property line adjustment application to the Planning Department to either eliminate the common property line between the subject parcels, or to adjust the common property line to allow for the construction of each duplex unit on an individual lot of record. The property line adjustment shall be recorded, as approved by the Planning Director, with the Yamhill County Clerk's office prior to the issuance of building permits for the site.
5. That the applicant shall submit shared parking and access agreements or easements to the Planning Department for review. The shared parking and access agreements or easements shall be recorded, as approved by the Planning Director, with the Yamhill County Clerk's office prior to the issuance of building permits for the site.
6. That the applicant shall dedicate 18 (eighteen) feet of right-of-way along the site's SW 2<sup>nd</sup> Street frontage to provide the necessary right-of-way for the roadway as it is classified in the Transportation System Plan.
7. That the applicant shall dedicate a 10 (ten) foot public utility easement along the site's SW 2<sup>nd</sup> Street frontage.
8. That driveway and sidewalk improvements within the site and adjacent to the site shall be constructed to meet current Public Right-of-Way Accessibility Guidelines (PROWAG).
9. That the applicant shall provide onsite stormwater detention and storm system improvements that satisfy the requirements of the City of McMinnville Storm Drainage Master Plan.
10. That the planned development amendment approval shall be terminated if the proposed improvements do not commence within two years of the effective date of this approval, and if the proposed improvements are not complete with seven years of the effective date of this approval.
11. That Ordinance No. 4097 is repealed in its entirety.

12. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the Council this 12<sup>th</sup> day of September 2017, by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

Attest:

Approved as to form:

\_\_\_\_\_  
CITY RECORDER

\_\_\_\_\_  
CITY ATTORNEY



**CITY OF MCMINNVILLE  
PLANNING DEPARTMENT**  
231 NE FIFTH STREET  
MCMINNVILLE, OR 97128

503-434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**DECISION, CONDITIONS OF APPROVAL, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS  
FOR THE APPROVAL OF ZONE CHANGE AND PLANNED DEVELOPMENT AMENDMENT  
REQUESTS FOR PROPERTY LOCATED AT 1730 SW 2<sup>ND</sup> STREET.**

**DOCKET:** ZC 9-17/ZC 10-17 (Zone Change and Planned Development Amendment)

**REQUEST:** The applicant is requesting approval of a zone change from R-1 (Single Family Residential) to R-4 (Multiple-Family Residential) on a parcel approximately 0.22 acres, and an amendment to an existing planned development (R-4 PD) of approximately 0.89 acres, that would increase the allowed density, provide variances for setbacks, allow for multiple duplexes as a multi-family project, and increase the size by adding the 0.22 acre parcel that has been rezoned to R-4 for a new multiple-family residential planned development of approximately 1.11 acres. The two parcels are located immediately adjacent to each other, with the smaller parcel adjacent to 2<sup>nd</sup> Street and the larger parcel to the south extending down to SW Apperson Street. The rezoning and planned development amendment would result in the ability to develop 21 (twenty-one) multiple-family residential dwelling units on the two parcels.

**LOCATION:** The subject sites are located at 1730 SW 2<sup>nd</sup> Street, and more specifically described as Tax Lots 101 and 100, Section 20CB, T. 4 S., R. 4 W., W.M., respectively.

**ZONING:** The subject site's current zoning is R-1 and R-4 PD.

**APPLICANT:** Ray Kulback

**STAFF:** Chuck Darnell, Associate Planner

**HEARINGS BODY:** McMinnville Planning Commission

**DATE & TIME:** August 17, 2017. Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon.

**HEARINGS BODY:** McMinnville City Council

**DATE & TIME:** September 12, 2017. Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon.

**COMMENTS:** This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Recology Western Oregon; Comcast; Northwest Natural Gas. Their comments are provided in this decision document.

## DECISION

Based on the findings and conclusions, the Planning Commission recommends that the City Council **APPROVE** zone change ZC 9-17 and planned development amendment ZC 10-17 **subject to the conditions of approval provided in this document.**

**DECISION: APPROVAL WITH CONDITIONS**

City Council: \_\_\_\_\_  
Scott Hill, Mayor of McMinnville

Date: \_\_\_\_\_

Planning Commission: \_\_\_\_\_  
 Roger Hall, Chair of the McMinnville Planning Commission

Date: \_\_\_\_\_

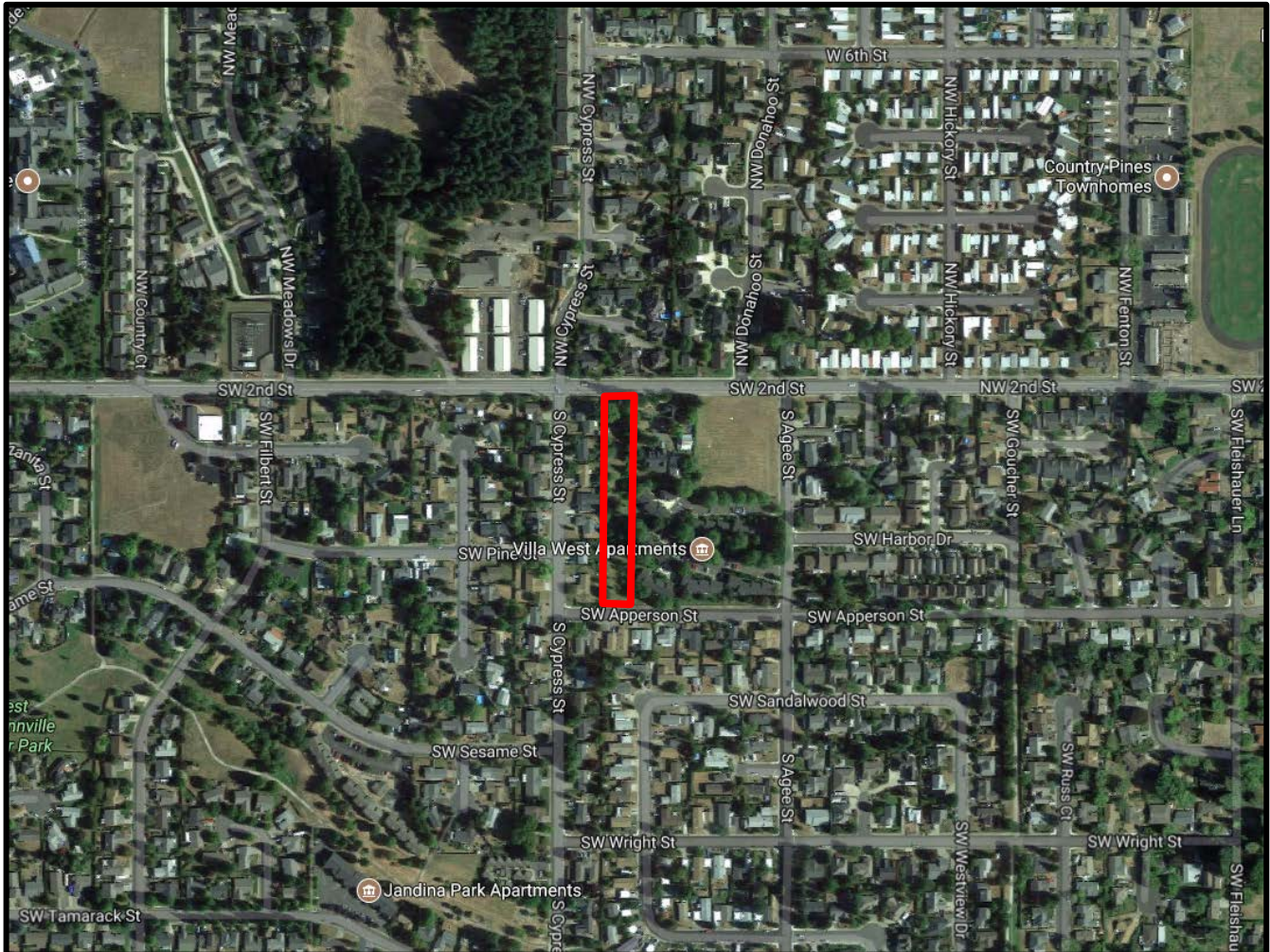
Planning Department: \_\_\_\_\_  
Heather Richards, Planning Director

Date: \_\_\_\_\_

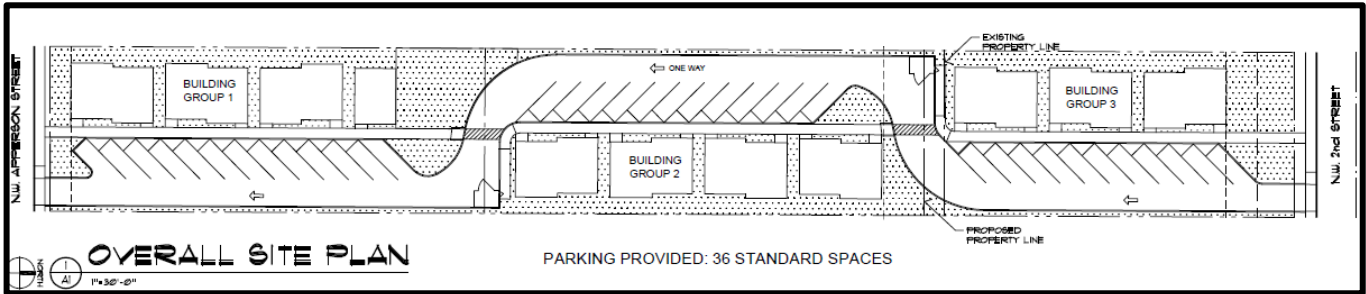


## Application Summary:

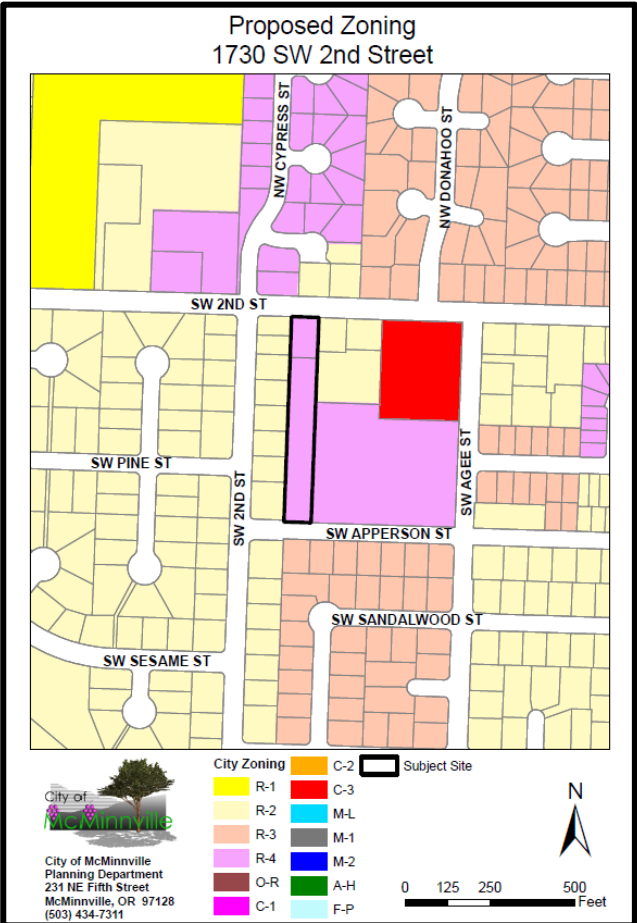
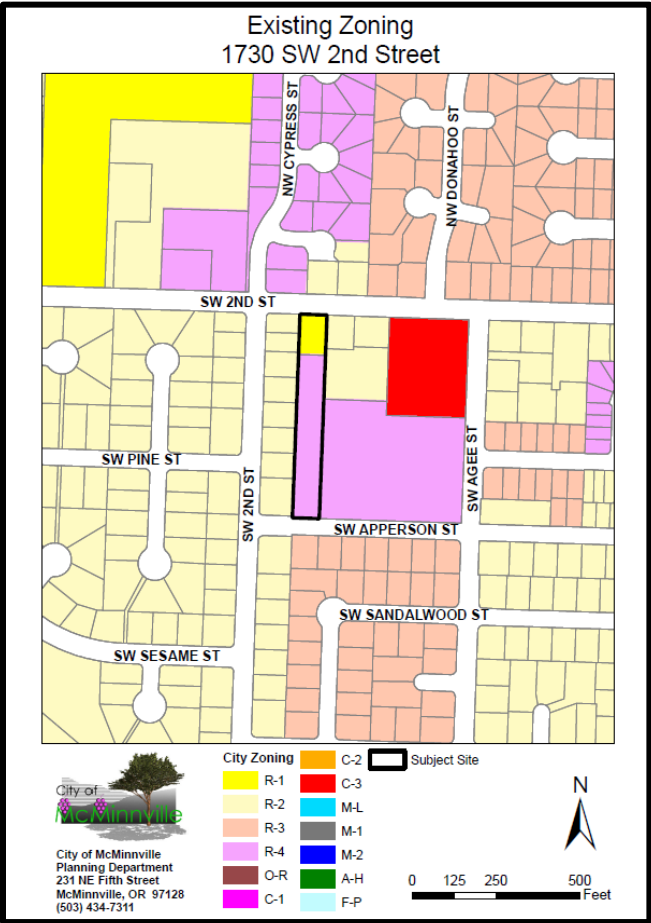
The applicant is requesting approval of a zone change from R-1 (Single Family Residential) to R-4 (Multiple-Family Residential) on a parcel approximately 0.22 acres, and an amendment to an existing planned development (R-4 PD) of approximately 0.89 acres, that would increase the allowed density, provide variances for setbacks, allow for multiple duplexes as a multi-family project, and increase the size by adding the 0.22 acre parcel that has been rezoned to R-4 for a new multiple-family residential planned development of approximately 1.11 acres. The two parcels are located immediately adjacent to each other, with the smaller parcel adjacent to 2<sup>nd</sup> Street and the larger parcel to the south extending down to SW Apperson Street. The rezoning and planned development amendment would result in the ability to develop 21 (twenty-one) multiple-family residential dwelling units on the two parcels. The subject sites are identified below:



The proposed development plan can be seen below:



The two graphics below provide a depiction of current zoning designations on the subject sites and surrounding properties in addition to identifying how the zoning map would appear should these zone change requests be approved.



## **CONDITIONS OF APPROVAL:**

The following conditions of approval shall be required to ensure that the proposal is compliant with the City of McMinnville's Comprehensive Plan and Zoning Ordinance:

1. That the development plan, to include appropriate open space amenities and recreational facilities, shall be placed on file with the Planning Department and become a part of the zone and binding on the owner and developer.

The developer will be responsible for requesting approval of the Planning Commission for any major change in the details of the adopted site plan. Minor changes to the details of the adopted plan may be approved by the City Planning Director. It shall be the Planning Director's decision as to what constitutes a major or minor change. An appeal from a ruling by the Planning Director may be made only to the Planning Commission. Review of the Planning Director's decision by the Planning Commission may be initiated at the request of any one of the commissioners.

2. Side yards setbacks shall be increased one (1) foot for each one (1) foot of building height over 35 (thirty-five) feet.
3. Buffering along the western and eastern boundaries of this site shall be required and shall utilize methods for the express purpose of mitigating noise, headlight glare, and visual intrusion from this site onto the neighboring properties located to the west and east of this site and shall include a mix of vertical and horizontal vegetation, fencing and/or berms. A landscape plan for the site, which includes proposed plant material to provide the required buffering, shall be submitted to the McMinnville Landscape Review Committee for review and approval prior to the issuance of building permits for the site.
4. The current development plan includes one duplex unit that would be constructed over the existing common property line between the subject parcels. To prevent a duplex unit from being constructed over a common property line, the applicant shall submit a property line adjustment application to the Planning Department to either eliminate the common property line between the subject parcels, or to adjust the common property line to allow for the construction of each duplex unit on an individual lot of record. The property line adjustment shall be recorded, as approved by the Planning Director, with the Yamhill County Clerk's office prior to the issuance of building permits for the site.
5. That the applicant shall submit shared parking and access agreements or easements to the Planning Department for review. The shared parking and access agreements or easements shall be recorded, as approved by the Planning Director, with the Yamhill County Clerk's office prior to the issuance of building permits for the site.
6. That the applicant shall dedicate 18 (eighteen) feet of right-of-way along the site's SW 2<sup>nd</sup> Street frontage to provide the necessary right-of-way for the roadway as it is classified in the Transportation System Plan.
7. That the applicant shall dedicate a 10 (ten) foot public utility easement along the site's SW 2<sup>nd</sup> Street frontage.
8. That driveway and sidewalk improvements within the site and adjacent to the site shall be constructed to meet current Public Right-of-Way Accessibility Guidelines (PROWAG).
9. That the applicant shall provide onsite stormwater detention and storm system improvements that satisfy the requirements of the City of McMinnville Storm Drainage Master Plan.
10. That the planned development amendment approval shall be terminated if the proposed improvements do not commence within two years of the effective date of this approval, and if the proposed improvements are not complete with seven years of the effective date of this approval.
11. That Ordinance No. 4097 is repealed in its entirety.

## **ATTACHMENTS**

1. ZC 9-17/ZC 10-17 Application and Attachments

## **COMMENTS**

This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Recology Western Oregon; Comcast; Northwest Natural Gas. Their comments are provided in this decision document:

### *Engineering Department:*

We have reviewed proposed ZC 9/10-17, and do not have concerns with the proposal. As noted in the applications, and associated attachments, there is adequate transportation network and sanitary sewer system capacity to accommodate the proposed zone change.

At the time of development of the properties, the appropriate infrastructure improvements and right-of-way dedications, in compliance with the City's adopted master plans, will be required. Those requirements will include:

- The dedication of an additional 18' of right-of-way along the site's 2<sup>nd</sup> Street frontage per the adopted Transportation System Plan;
- The dedication of a 10' public utility easement along the site's 2<sup>nd</sup> Street frontage;
- Site driveway and sidewalk improvements meeting current Public Right-of-Way Accessibility Guidelines (PROWAG); and
- Onsite stormwater detention and storm system improvements in compliance with the City's Storm Drainage Master Plan.

### *Building Department:*

A full Geo-Technical study of the proposed development will be required specifically areas of bearing capacities of the building footprint.

### *Yamhill County Public Works:*

I have reviewed the subject Planned Development Amendment and have no conflicts with the interests of Yamhill County Public Works.

### *McMinnville Water and Light:*

MW&L has no comments on this application.

## **FINDINGS OF FACT**

- A. Ray Kulback is requesting approval of a zone change from R-1 (Single Family Residential) to R-4 (Multiple-Family Residential) on a parcel approximately 0.22 acres, and an amendment to an existing planned development (R-4 PD) of approximately 0.89 acres, that would increase the allowed density, provide variances for setbacks, allow for multiple duplexes as a multi-family project, and increase the size by adding the 0.22 acre parcel that has been rezoned to R-4 for a new multiple-family residential planned development of approximately 1.11 acres. The two parcels are located immediately adjacent to each other, with the smaller parcel adjacent to 2<sup>nd</sup> Street and the larger parcel to the south extending down to SW Apperson Street. The rezoning and planned development amendment would result in the ability to develop 21 (twenty-one) multiple-family residential dwelling units on the two parcels.
- B. The site is currently designated as Residential on the McMinnville Comprehensive Plan Map, 1980.
- C. Sanitary sewer and municipal water and power can adequately serve the site. The municipal water reclamation facility has sufficient capacity to accommodate expected waste flows resulting from development of the property.
- D. The applicant has submitted findings (Attachment 1) in support of this application. Those findings are herein incorporated.

## **CONCLUSIONARY FINDINGS**

The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

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

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

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

Finding: Goal V 1 and Policies 58.00 and 59.00 are met by this proposal in that approval of the zone change requests from R-1 (Single-Family Residential) to R-4 (Multiple-Family Residential) will allow for the opportunity to develop the property and increase the variety of housing types and densities in this area of the city. The multiple family residential units proposed would provide rental housing, which is a needed type of housing in the city. Higher density residential development is also consistent with the surrounding development pattern, as there are numerous multiple-family development projects located within a quarter mile of the subject sites.

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



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

*Policy 71.00 The City of McMinnville shall designate specific lands inside the urban growth boundary as residential to meet future projected housing needs. Lands so designated may be developed for a variety of housing types. All residential zoning classifications shall be allowed in areas designated as residential on the Comprehensive Plan Map.*

*Policy 71.09 Medium and High-Density Residential (R-3 and R-4) – The majority of residential lands in McMinnville are planned to develop at medium density range (4 – 8 units per net acre). Medium density residential development uses include small lot single-family detached uses, single family attached units, duplexes and triplexes, and townhouses. High density residential development (8 – 30 dwelling units per net acre) uses typically include townhouses, condominiums, and apartments. The City of McMinnville shall encourage a compact form of urban development by directing residential growth close to the city center and to those areas where urban services are already available before committing alternate areas to residential use.*

- 1. Areas that are not committed to low density development;*
- 2. Areas that have direct access from collector or arterial streets;*
- 3. Areas that are not subject to development limitations such as topography, flooding, or poor drainage;*
- 4. Areas where the existing facilities have the capacity for additional development;*
- 5. Areas within one-quarter mile of existing or planned public transportation; and,*
- 6. Areas that can be buffered from low density residential areas in order to maximize the privacy of established low density residential areas.*

*Policy 71.13 The following factors should serve as criteria in determining areas appropriate for high-density residential development:*

- 1. Areas which are not committed to low or medium density development;*
- 2. Areas which can be buffered by topography, landscaping, collector or arterial streets, or intervening land uses from low density residential areas in order to maximize the privacy of established low density residential areas;*
- 3. Areas which have direct access from a major collector or arterial street;*
- 4. Areas which are not subject to development limitations;*
- 5. Areas where the existing facilities have the capacity for additional development;*
- 6. Areas within a one-half mile wide corridor centered on existing or planned public transit routes;*
- 7. Areas within one-quarter mile from neighborhood and general commercial shopping centers; and*
- 8. Areas adjacent to either private or public permanent open space.*

**Finding:** Goal V 2 and Policies 68.00, 71.00, 71.09, and 71.13 are met by this proposal in that the proposal to rezone this land as requested is encouraged by the existing Comprehensive Plan. In addition, rezoning of this site to allow higher residential density encourages more efficient residential development in an area where urban services are already available before committing alternate areas to residential development. The northern parcel is currently zoned for low density residential



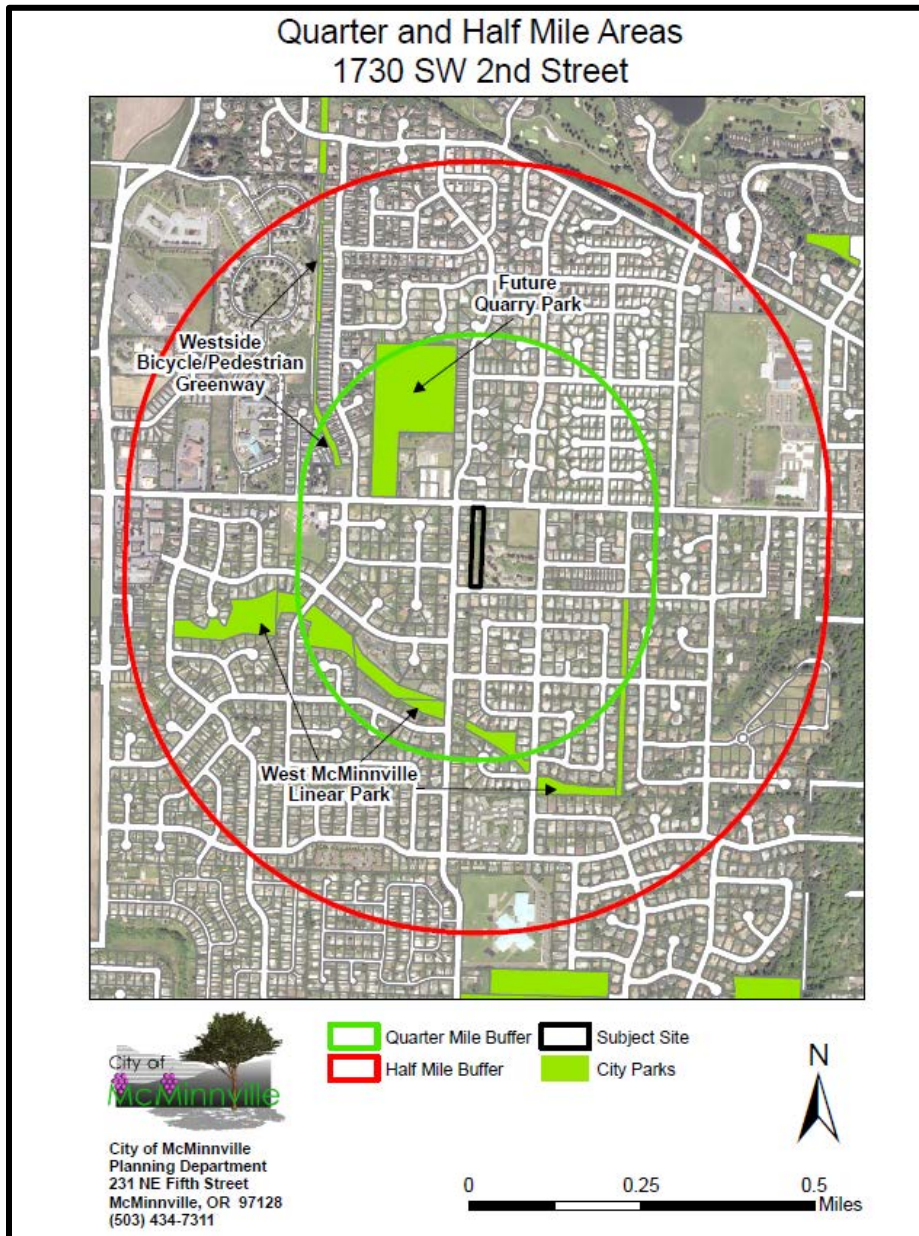
development. However, the site better meets the locational criteria for high density residential development. The adjacent property that will be part of the overall development of the northern parcel is currently zoned for high density residential development. The site can be buffered by landscaping from adjacent lower density residential areas on the west and east sides of the site. A condition of approval is included to require landscaping as buffering along the planned development's east and west property lines to maximize the privacy of established lower density residential areas adjacent to the site. The condition of approval also requires that a landscape plan be submitted for review, at which time the Landscape Review Committee would ensure that any proposed landscaping is achieving the required buffering effect.

In addition, because the request is to rezone a property with a lower residential density to a higher residential density that has adjacency to existing single family development, a condition of approval is included to increase required setbacks if the maximum building height normally allowed in lower density residential zones is exceeded. Currently the R-4 (Multiple Family Residential) zone states that a side yard shall not be less than six (6) feet, except an exterior side yard shall not be less than 15 (fifteen) feet. And all yards shall be increased over the requirements of this section, one (1) foot for each two (2) feet of building height over 35 (thirty-five) feet (Section 17.21.040). Since the subject site is adjacent to existing single family residential development, a condition of approval is included to require that side yards be increased by one (1) foot for each one (1) foot of building height over 35 (thirty-five) feet. The applicant has stated in their narrative that they intend to construct duplex units with similar architecture and exterior design as the applicant's recently constructed multiple family complex across SW 2<sup>nd</sup> Street, west of Newby Elementary School. These units were not more than 35 feet in height, but because there are no specific architectural plans associated with the planned development request, this condition of approval will ensure that adequate spacing and buffering is provided.

The northern parcel has direct access from SW 2<sup>nd</sup> Street, which is an arterial street. The northern parcel is not subject to any development limitations, as the site is flat and does not contain any significant natural or topographic features or that would reduce the developable area of the site.

The applicant has provided a traffic analysis that concluded that the surrounding street network has the capacity to accommodate the increase in trips that would result from the applicant's request to rezone the northern parcel and develop 21 (twenty-one) dwelling units on the entire site, including the southern parcel. The traffic analysis showed that minimal increases in delays would occur at all of the surrounding intersections on SW 2<sup>nd</sup> Street, SW Agee Street, and SW Cypress Street. The minimal increases in delay did not have any impact on the overall level of service of any intersection within the study area. The Engineering Department has reviewed the traffic analysis, and does not have any concerns with the analysis or the findings. The Engineering Department has also verified that adequate sanitary and storm sewer facilities exist to serve the increased density of the site proposed by the applicant. Conditions of approval have been included to ensure that when the site is developed, it is done so to meet current street, right-of-way, and stormwater requirements.

Public transit is available immediately adjacent to the property, as Yamhill County Transit Route 2 (McMinnville East-West Express) runs hourly along SW 2<sup>nd</sup> Street for most of the day. The northern parcel is within one-quarter mile of a future commercial area, as there is a vacant piece of land at the southwest corner of the intersection of SW 2<sup>nd</sup> Street and SW Agee Street that is zoned C-3 (General Commercial). The northern parcel is not immediately adjacent to any permanent public open space, but a condition of approval has been included to require common open space within the planned development. The site is also located in close proximity to permanent public open space. A nearly 2,000 foot long segment of the West McMinnville Linear Park is located within a quarter mile of the subject site, and the southern end of the Westside Bicycle/Pedestrian Greenway is also located within a quarter mile of the subject site. Also within a quarter mile of the subject site is the future Quarry Park, which is proposed in the Parks, Recreation, and Open Space Master Plan to be a special use park. While there is no neighborhood park within a half mile of the property, there are multiple other existing or planned park and recreation facilities within a quarter mile of the site. Please see the aerial map below.



**Policy 71.01** *The City shall plan for development of the property located on the west side of the city that is outside of planned or existing transit corridors (1/4 mile either side of the route) to be limited to a density of six units per acre. It is recognized that it is an objective of the City to disperse multiple family units throughout the community. In order to provide higher density housing on the west side, sewer density allowances or trade-offs shall be allowed and encouraged. (Ord. 4961, January 8, 2013; Ord.4796, October 14, 2003)*

1. *It will be the obligation of the City Planning Director and the City Engineer to determine whether or not the density of each proposed development can exceed six units per acre. School property, floodplain, and parklands will not be included in the density calculations.*
2. *For those developments which have less than six units per acre, the differences between the actual density of the development and the allowed density (six units per acre) may be used as an additional density allowance by other property which is located in the same immediate sewer service area, providing that no peak loading*

*effect would occur which would cause overloading of particular line design capacity, and provided that the zone change application is processed under the provisions of Chapter 17.51 of the zoning ordinance.*

- 3. The City will monitor development on the west side of McMinnville to determine which property is available for development at increased densities.*
- 4. In no case will a residential development of a higher density than six units per acre be approved if, by allowing the development, some other undeveloped property (which is not included in the application, but which is within the above-mentioned sewer service area) would be caused to develop at less than six units per acre because of lack of sewer capacity.*
- 5. Applications for multiple-family zone changes will be considered in relation to the above factors, e.g., sewer line capacity and dispersal of units. In addition, requests for zone changes to multiple-family shall consider those factors set for in Section 17.74.020 (Comprehensive Plan Map Amendment and Zone Change – Review Criteria) of the zoning ordinance (Ord. 4796, October 14, 2003; Ord. 4218, November 23, 1985).*

**Finding:** Policy 71.01 is met by this proposal in that the property is located well within a quarter mile of transit service. The Yamhill County Transit Route 2 (McMinnville East-West Express) currently operates immediately adjacent to the site, running hourly along SW 2<sup>nd</sup> Street for most of the day. Therefore, the subject site is not limited to six dwelling units per acre. The Engineering Department has no concerns with providing adequate services to this site to support the residential development density proposed by the applicant as part of the planned development.

*Policy 72.00 Planned developments shall be encouraged as a favored form of residential development as long as social, economic, and environmental savings will accrue to the residents of the development and the city.*

*Policy 73.00 Planned residential developments which offer a variety and mix of housing types and prices shall be encouraged.*

**Finding:** Policies 72.00 and 73.00 are satisfied by this proposal in that the proposed planned development will provide for a type of needed housing in the city in the form of multiple family residential rental housing. The increase in density on the site is more consistent with the city's policies for high density residential zones, and will also increase the efficiency with which vacant land in the city is being developed. This can be considered an environmental savings as it will allow for densification within the existing urban growth boundary.

*Policy 74.00 Distinctive natural, topographic, and aesthetic features within planned developments shall be retained in all development designs.*

**Finding:** Policy 74.00 is satisfied by this proposal in that there are no significant natural or topographic features to preserve within the site.

*Policy 75.00 Common open space in residential planned developments shall be designed to directly benefit the future residents of the developments. When the open space is not dedicated to or accepted by the City, a mechanism such as a homeowner's association, assessment district, or escrow fund will be required to maintain the common area.*

*Policy 76.00 Parks, recreation facilities, and community centers within planned developments shall be located in areas readily accessible to all occupants.*

**Finding:** Open space is being provided within the development that directly benefits the future residents of the development. The applicant had originally submitted a development plan that included minimal open space, outside of some small areas that would be used for landscaping. To better meet the

purpose of a planned development and Comprehensive Plan policies 75.00 and 76.00, the applicant revised the site plan to include more open space. On the north side of the southernmost grouping of duplexes, one of the duplex units was reduced to a single stand-alone unit. This allowed for a contiguous open space area to be provided within the site, totaling 2,360 square feet. The space is centrally located within the site, and will provide opportunities for gathering space and recreation for future residents. The open space provided equates to five (5) percent of the site being preserved as contiguous, usable open space.

*Policy 77.00 The internal traffic system in planned developments shall be designed to promote safe and efficient traffic flow and give full consideration to providing pedestrian and bicycle pathways.*

*Policy 78.00 Traffic systems within planned developments shall be designed to be compatible with the circulation patterns of adjoining properties.*

Finding: The internal traffic system is being designed to be efficient and safe. The circulation through the site will be one-way traffic, with ingress to the site from SW 2<sup>nd</sup> Street and egress to SW Apperson Street. The one-way drive aisle will meander through the site, primarily to allow for clustering of the duplex units, but that will also help to limit vehicle speed through the site. In addition, landscaped islands will be provided near the curves in the drive aisle, which should assist further with traffic calming through the site. Since the planned development will include two (2) existing parcels, a condition of approval is included to require that shared parking and access agreements or easements between the two (2) parcels be created and recorded with the Yamhill County Clerk's office.

*Policy 86.00 Dispersal of new multiple-family housing development will be encouraged throughout the residentially designated areas in the City to avoid a concentration of people, traffic congestion, and noise. The dispersal policy will not apply to areas on the fringes of the downtown "core," and surrounding Linfield College where multiple-family developments shall still be allowed in properly designated areas.*

Finding: Policy 86.00 is satisfied by this proposal in that the rezoning and planned development amendment will allow for the development of multiple-family residential units in a residentially designated area of the city that has both low density and high density existing residential development. The development of multiple family residential units would not be inconsistent with the surrounding development pattern, but would allow for additional dispersal of new multiple family units in the city.

*Policy 89.00 Zoning standards shall require that all multiple-family housing developments provide landscaped grounds.*

Finding: Policy 89.00 is met by this proposal in that landscaping will be provided for the site, and a landscape plan will be required to be submitted and approved by the Landscape Review Committee.

*Policy 90.00 Greater residential densities shall be encouraged to locate along major and minor arterials, within one-quarter mile from neighborhood and general commercial shopping centers, and within a one-half mile wide corridor centered on existing or planned public transit routes. (Ord. 4840, January 11, 2006; Ord. 4796, October 14, 2003)*

*Policy 91.00 Multiple-family housing developments, including condominiums, boarding houses, lodging houses, rooming houses but excluding campus living quarters, shall be required to access off of arterials or collectors or streets determined by the City to have sufficient traffic carrying capacities to accommodate the proposed development. (Ord. 4573, November 8, 1994)*

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

*Policy 92.01 High-density housing shall not be located in undesirable places such as near railroad lines, heavy industrial uses, or other potential nuisance areas unless design factors are included to buffer the development from the incompatible use. (Ord. 4796, October 14, 2003)*

*Policy 92.02 High-density housing developments shall, as far as possible, locate within reasonable walking distance to shopping, schools, and parks, or have access, if possible, to public transportation. (Ord. 4796, October 14, 2003)*

Finding: Policies 90.00, 92.00, 92.01 and 92.02 are satisfied by this proposal in that the subject site is located adjacent to and accessed from SW 2<sup>nd</sup> Street, which is a minor arterial street. Public transit is available immediately adjacent to the property, as Yamhill County Transit Route 2 (McMinnville East-West Express) runs hourly along SW 2<sup>nd</sup> Street for most of the day. The northern parcel is within one-quarter mile of a future commercial area, as there is a vacant piece of land at the southwest corner of the intersection of SW 2<sup>nd</sup> Street and SW Agee Street that is zoned C-3 (General Commercial). In addition, there are multiple schools and parks within one-half mile of the subject site. The subject site is not located near any undesirable land uses such as railroad lines or heavy industrial uses.

*Policy 99.00 An adequate level of urban services shall be provided prior to or concurrent with all proposed residential development, as specified in the acknowledged Public Facilities Plan. Services shall include, but not be limited to:*

- 1. Sanitary sewer collection and disposal lines. Adequate municipal waste treatment plant capacities must be available.*
- 2. Storm sewer and drainage facilities (as required).*
- 3. Streets within the development and providing access to the development, improved to city standards (as required).*
- 4. Municipal water distribution facilities and adequate water supplies (as determined by City Water and Light). (as amended by Ord. 4796, October 14, 2003)*
- 5. Deleted as per Ord. 4796, October 14, 2003.*

Finding: Policy 99.00 is satisfied by this proposal as adequate levels sanitary sewer collection, storm sewer and drainage facilities, and municipal water distribution systems and supply either presently serve or can be made available to adequately serve the site. Additionally, the Water Reclamation Facility has the capacity to accommodate flow resulting from development of this site. Required street improvements shall be required at the time of development.

**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.**

*Policy 117.00 The City of McMinnville shall endeavor to insure that the roadway network provides safe and easy access to every parcel.*

*Policy 119.00 The City of McMinnville shall encourage utilization of existing transportation corridors, wherever possible, before committing new lands.*

*Policy 120.00 The City of McMinnville may require limited and/or shared access points along major and minor arterials, in order to facilitate safe access flows.*

*Policy 122.00 The City of McMinnville shall encourage the following provisions for each of the three functional road classifications: [in part]*

- 1. Major, Minor arterials.*

a. Access should be controlled, especially on heavy traffic-generating developments.

Finding: Goal VI 1 and Policies 117.00, 119.00, 120.00 and 122.00 are satisfied by this proposal in that the subject site is currently adjacent to public streets along two sides, SW 2<sup>nd</sup> Street on the north and SW Apperson Street on the south. Access to the site will be provided from SW 2<sup>nd</sup> Street, with entry only off of SW 2<sup>nd</sup> Street and a one-way drive aisle through the site that exits onto SW Apperson Street. This circulation pattern will limit access points and traffic delays on SW 2<sup>nd</sup> Street, which is a minor arterial street. The driveway on SW 2<sup>nd</sup> Street is also being located as far east as possible to increase the distance between the driveway and the intersection of SW 2<sup>nd</sup> Street and SW Cypress Street.

*Policy 126.00 The City of McMinnville shall continue to require adequate off-street parking and loading facilities for future developments and land use changes.*

*Policy 127.00 The City of McMinnville shall encourage the provision of off-street parking where possible, to better utilize existing and future roadways and right-of-ways as transportation routes.*

Finding: Policies 126.00 and 127.00 are satisfied by this proposal in that off-street parking will be provided in excess of the minimum number of required parking spaces for a multiple family development.

*Policy 130.00 The City of McMinnville shall encourage implementation of the Bicycle System Plan that connect residential areas to activity areas such as the downtown core, areas of work, schools, community facilities, and recreation facilities.*

*Policy 132.15 The City of McMinnville shall require that all new residential developments such as subdivisions, planned developments, apartments, and condominium complexes provide pedestrian connections with adjacent neighborhoods.*

Finding: Policies 130.00 and 132.15 are satisfied by this proposal in that public sidewalks will be required to be upgraded to Public Right-of-Way Accessibility Guidelines (PROWAG) as a condition of approval, which will enhance pedestrian connections between the site and the surrounding area. An accessible pedestrian walkway will be provided through the site, connecting to the existing sidewalk network on SW 2<sup>nd</sup> Street on the north side of the site and SW Apperson Street on the south side of the site.

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.

*Policy 136.00 The City of McMinnville shall insure that urban developments are connected to the municipal sewage system pursuant to applicable city, state, and federal regulations.*

*Policy 139.00 The City of McMinnville shall extend or allow extension of sanitary sewage collection lines with the framework outlined below:*

- 1. Sufficient municipal treatment capacities exist to handle maximum flows of effluents.*
- 2. Sufficient trunk and main line capacities remain to serve undeveloped land within the projected service areas of those lines.*
- 3. Public water service is extended or planned for extension to service the area at the proposed development densities by such time that sanitary sewer services are to be utilized*



4. Extensions will implement applicable goals and policies of the comprehensive plan.

*Policy 142.00 The City of McMinnville shall insure that adequate storm water drainage is provided in urban developments through review and approval of storm drainage systems, and through requirements for connection to the municipal storm drainage system, or to natural drainage ways, where required.*

*Policy 143.00 The City of McMinnville shall encourage the retention of natural drainage ways for storm water drainage.*

*Policy 144.00 The City of McMinnville, through McMinnville Water and Light, shall provide water services for development at urban densities within the McMinnville Urban Growth Boundary.*

*Policy 145.00 The City of McMinnville, recognizing McMinnville Water and Light as the agency responsible for water system services, shall extend water services within the framework outlined below:*

- 1. Facilities are placed in locations and in such manner as to insure compatibility with surrounding land uses.*
- 2. Extensions promote the development patterns and phasing envisioned in the McMinnville Comprehensive Plan.*
- 3. For urban level developments within McMinnville, sanitary sewers are extended or planned for extension at the proposed development densities by such time as the water services are to be utilized;*
- 4. Applicable policies for extending water services, as developed by the City Water and Light Commission, are adhered to.*

*Policy 147.00 The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas. The City shall also continue to coordinate with McMinnville Water and Light in making land use decisions.*

*Policy 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.*

**Finding:** Goal VII 1 and Policies 136.00, 139.00, 142.00, 143.00, 144.00, 145.00, 147.00 and 151.00 are satisfied by the request as, based on comments received, adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply, and

energy distribution facilities, either presently serve or can be made available to serve the site. Additionally, the Water Reclamation Facility has the capacity to accommodate flow resulting from development of this site. Administration of all municipal water and sanitary sewer systems guarantee adherence to federal, state, and local quality standards. The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas and in making land-use decisions.

*Policy 153.00 The City of McMinnville shall continue coordination between the planning and fire departments in evaluating major land use decisions.*

*Policy 155.00 The ability of existing police and fire facilities and services to meet the needs of new service areas and populations shall be a criterion used in evaluating annexations, subdivision proposals, and other major land use decisions.*

Finding: Policies 153.00 and 155.00 are satisfied in that emergency services departments have reviewed this request and no concerns were raised.

GOAL VII 3: TO PROVIDE PARKS AND RECREATION FACILITIES, OPEN SPACES, AND SCENIC AREAS FOR THE USE AND ENJOIMENT OF ALL CITIZENS OF THE COMMUNITY.

*Policy 163.00 The City of McMinnville shall continue to require land, or money in lieu of land, from new residential developments for the acquisition and/or development of parklands, natural areas, and open spaces.*

Finding: Goal VII 3 and Policy 163.00 are satisfied in that park fees shall be paid for each housing unit at the time of building permit application as required by McMinnville Ordinance 4282, as amended.

GOAL VIII 1: TO PROVIDE ADEQUATE ENERGY SUPPLIES, AND THE SYSTEMS NECESSARY TO DISTRIBUTE THAT ENERGY, TO SERVICE THE COMMUNITY AS IT EXPANDS.

*Policy 173.00 The City of McMinnville shall coordinate with McMinnville Water and Light and the various private suppliers of energy in this area in making future land use decisions.*

*Policy 177.00 The City of McMinnville shall coordinate with natural gas utilities for the extension of transmission lines and the supplying of this energy resource.*

Finding: Policies 173.00 and 177.00 are satisfied in that McMinnville Water and Light and Northwest Natural Gas were provided opportunity to review and comment regarding this proposal and no concerns were raised. A building permit pre-application meeting was held, and McMinnville Water and Light did not have any concerns with providing adequate services to this site to support the residential development density proposed by the applicant as part of the planned development

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

Finding: Policy 178.00 is satisfied in that the applicant is proposing to amend the current zoning designations of this site to R-4 to allow for a multiple family housing product, thereby achieving a more compact form of urban development and energy conservation than would have otherwise been achieved.

GOAL X1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNIVILLE.

*Policy 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.*

Finding: Goal X1 and Policy 188.00 are satisfied in that McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the holding of advertized public hearing(s). All members of the public have access to provide testimony and ask questions during the public review and hearing process.

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) are applicable to the request:

17.21.010 Permitted uses. In an R-4 zone, the following uses and their accessory uses are permitted:

- A. Single-family dwelling;
- B. Two-family dwelling;
- C. Multiple-family dwelling;

Finding: Section 17.21.010 is satisfied by the proposal in that the proposed planned development will include two-family dwellings that will operate as a larger multiple family complex. The applicant is proposing to construct multiple duplex (two-family) units within the site, clustered into three separate groups throughout the site. This pattern of development would not normally be allowed under standard zoning requirements, but the unique development pattern with multiple duplex units on a single lot can be allowed within a planned development overlay, which will be described in more detail below.

17.21.040 Yard requirements. In an R-4 zone, each lot shall have yards of the following size unless otherwise provided for in Section 17.54.050:

- A. A front yard shall not be less than fifteen feet;
- B. A side yard shall not be less than six feet, except an exterior side yard shall not be less than fifteen feet;
- C. A rear yard shall not be less than twenty feet;
- D. Whether attached to a residence or as a separate building, a covered storage facility for a vehicle on which the main opening is toward a street shall be located not less than twenty feet to the property line bordering the street;
- E. All yards shall be increased, over the requirements of this section, one foot for each two feet of building height over thirty-five feet.

Finding: Section 17.21.040 is satisfied by the proposal in that the required side yard setbacks in the R-4 zone will be met based on the development plan associated with the proposed planned development. The applicant has requested reduced front and rear yard setbacks as part of the planned development overlay, which will be described in more detail below.

17.21.060 Density requirements. In an R-4 zone, the lot area per family shall not be less than fifteen hundred square feet for each unit with two bedrooms or less, and not less than seventeen hundred fifty square feet for each unit with three bedrooms, and an additional five hundred square feet for each additional bedroom in excess of three in any one unit. The above requirements may be waived if the provisions of Section 17.21.020(M) are utilized.

Finding: Section 17.21.060 is satisfied in that the proposed density of the planned development is under the maximum density allowed based on the size of the lot. Based on the size of the lot at 1.11 acres, the site could accommodate up to 32 (thirty-two) dwelling units. As proposed, the planned development would include 21 (twenty-one) dwelling units.

17.51.010 Purpose. The purpose of a planned development is to provide greater flexibility and greater freedom of design in the development of land than may be possible under strict interpretation of the provisions of the zoning ordinance. Further, the purpose of a planned development is to encourage a variety in the development pattern of the community; encourage mixed uses in a planned area; encourage developers to use a creative approach and apply new technology in land development; preserve significant man-made and natural features; facilitate a desirable aesthetic and efficient use of open space; and create public and private common open spaces. A planned development is not intended to be simply a guise to circumvent the intent of the zoning ordinance.

Finding: Section 17.51.010 is satisfied in that the proposed planned development, along with the conditions of approval described in this decision document, is consistent with the purpose of a planned development. The planned development provides for the efficient development of a unique shaped lot. The planned development will increase the variety of housing types available in the area of the city it will be located in, while not being inconsistent with the surrounding development pattern. Private common open space will be provided, which will help to facilitate a desirable aesthetic within the planned development site. The open space being provided within the development will directly benefit the future residents of the development.

The applicant had originally submitted a development plan that included minimal open space, outside of some small areas that would be used for landscaping. To better meet the purpose of a planned development and Comprehensive Plan policies 75.00 and 76.00, the applicant revised the site plan to include more open space. On the north side of the southernmost grouping of duplexes, one of the duplex units was reduced to a single stand-alone unit. This allowed for a contiguous open space area to be provided within the site, totaling 2,360 square feet. The space is centrally located within the site, and will provide opportunities for gathering space and recreation for future residents. The open space provided equates to five (5) percent of the site being preserved as contiguous, usable open space. In order to provide that open space, the applicant is proposing reduced setbacks for the overall development site. The reduced setbacks are shown on the development plan that will become binding on the site. Specifically, the reduced setbacks are as follows:

	Front Yard	Rear Yard
Standard Required Setback	20 Feet	15 Feet
Proposed Setback	15 Feet	10 Feet

17.51.020 Standards and requirements. The following standards and requirements shall govern the application of a planned development in a zone in which it is permitted:

- A. The principal use of land in a planned development shall reflect the type of use indicated on the comprehensive plan or zoning map for the area. Accessory uses within the development may include uses permitted in any zone, except uses permitted only in the M-2 zone are excluded from all other zones. Accessory uses shall not occupy more than twenty-five percent of the lot area of the principal use;
- B. Density for residential planned development shall be determined by the underlying zone designations.

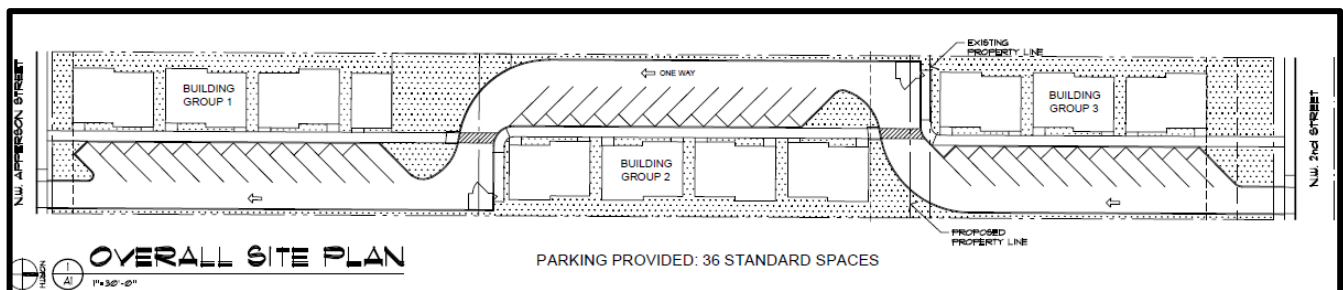
Finding: Section 17.51.020 is satisfied by this proposal in that the use of land as proposed, with duplex units functioning as a larger multiple family complex, is consistent with the Comprehensive Plan and zoning of the underlying property. The property is designated as residential on the Comprehensive Plan, and the underlying R-4 (Multiple Family Residential) zone allows for two-family and multiple family dwelling units as permitted uses. The proposed density for the planned development is well within that which would be allowed in the R-4 zone.

17.51.030 Procedure. The following procedures shall be observed when a planned development proposal is submitted for consideration: [...]

- C. The Commission shall consider the preliminary development plan at a meeting at which time the findings of persons reviewing the proposal shall also be considered. In reviewing the plan, the Commission shall need to determine that:
1. There are special physical conditions or objectives of a development which the proposal will satisfy to warrant a departure from the standard regulation requirements;
  2. Resulting development will not be inconsistent with the Comprehensive Plan objectives of the area;
  3. The development shall be designed so as to provide for adequate access to and efficient provision of services to adjoining parcels;
  4. The plan can be completed within a reasonable period of time;
  5. The streets are adequate to support the anticipated traffic, and the development will not overload the streets outside the planned area;
  6. Proposed utility and drainage facilities are adequate for the population densities and type of development proposed;
  7. The noise, air, and water pollutants caused by the development do not have an adverse effect upon surrounding areas, public utilities, or the city as a whole;

Finding: Section 17.51.030(C) is satisfied in that the proposed planned development, along with the conditions of approval described in this decision document, meets the necessary review criteria for a planned development.

The development plan, which would become binding on the site, is identified below:



There are special physical conditions of the subject site that warrant the use of a planned development overlay. The subject site is uniquely shaped, as it is a somewhat narrow (80 feet wide) and deep (510 feet deep) parcel. This unique lot size creates a difficulty in the development of multiple family dwelling units on the site. The subject site is also located between two properties with different residential zoning classifications and existing residential uses. Immediately to the west are properties zoned R-2 PD (Single Family Residential Planned Development) and developed as single family dwellings. Immediately to the east is a property zoned R-4 PD (Multiple Family Residential Planned Development) and developed as a higher density apartment complex.

To allow for efficient development of the parcel, the applicant is proposing to combine the property with the adjacent property to the north, should the concurrent zone change request be approved, to provide one-way access through the site. This allows the applicant to reduce the amount of space required for vehicular movement, and also allows for the dwelling units to be more evenly distributed and spread out throughout the site.

In addition, the applicant is proposing to construct multiple duplex units within the site, clustered into three separate groups throughout the site. This pattern of development would not normally be allowed under standard zoning requirements. The City's definition of a multiple family dwelling unit is "a building containing three or more dwelling units". The buildings proposed by the applicant would only contain two dwelling units, which are defined as two-family dwelling units and are more commonly known as duplexes. Duplexes are allowed in the underlying R-4 zone, but normally no more than one duplex is allowed on a single lot. The allowance for multiple duplex units on a single lot is the primary reason for

the applicant's planned development request. The proposed pattern of development with multiple duplex units clustered throughout the site would also provide more of a transition in building massing between the existing apartment complex to the east and the existing single family residences to the west.

The physical conditions of the site being uniquely shaped, and the applicant's intent to distribute housing units throughout the site and provide a transition between existing land uses, warrant a departure from the standard regulation requirements and the allowance of multiple duplex units in one development site.

The proposed planned development is consistent with the goals and policies of the Comprehensive Plan, as described in more detail above in the specific findings for each Comprehensive Plan goal and policy.

The surrounding area is fully developed, and the property within the planned development will not provide for access or services to adjoining parcels. Buffering will be required as a condition of approval between the subject site and the adjoining parcels, and the planned development will directly connect to the streets adjacent to the property without any major reconstruction or change to the surrounding transportation system.

The applicant has developed other properties in the city, and has a bona fide ability to develop this site. Should the zone change and planned development amendment be approved, the applicant intends to begin site work this fall in anticipation of construction of the dwelling units during the next construction season. In order to ensure that the plan is completed in a reasonable period of time, a condition of approval is included to require that the proposed improvements commence within two years of the effective date of this proposal. If the proposed improvements have not commenced within two years, and if they are not fully complete within seven years, the planned development approval shall be terminated and the applicant would be required to resubmit a planned development amendment application.

The applicant has provided a traffic analysis that concluded that the surrounding street network has the capacity to accommodate the increase in trips that would result from the applicant's request to rezone the northern parcel and develop 21 (twenty-one) dwelling units on the entire site, including the southern parcel. The traffic analysis showed that minimal increases in delays would occur at all of the surrounding intersections on SW 2<sup>nd</sup> Street, SW Agee Street, and SW Cypress Street. The minimal increases in delay did not have any impact on the overall level of service of any intersection within the study area. The Engineering Department has reviewed the traffic analysis, and does not have any concerns with the analysis or the findings. The engineering department has also verified that adequate sanitary and storm sewer facilities exist to serve the increased density of the site proposed by the applicant.

Improvements to the sanitary sewer system have occurred since the time of the adoption of the Westside Density Policy, which was discussed in more detail above. Those improvements have addressed the capacity issues that drove the need for the Westside Density Policy, and the Engineering Department has reviewed this proposal and has offered no concerns with providing adequate services to this site to support the residential development density proposed by the applicant as part of the planned development. The applicant has also discussed the proposed development plan with other utility providers, McMinnville Water and Light and Northwest Natural, and neither entity has concerns with providing services to the site. Water, electricity, natural gas, sanitary sewer, and storm sewer all exist in either SW 2<sup>nd</sup> Street or SW Apperson Street to service the site. The engineering department will require that onsite stormwater detention and storm system improvements be provided that comply with the City's Storm Drainage Master Plan, and the applicant has verified that they intend to design their onsite system to meet that requirement.



The proposed development will be relatively low in intensity as a multiple family residential development. Therefore, significant noise, air, and water pollutants from the proposed development will be minimal and will not have an adverse effect on the surrounding area or the city as a whole.

17.51.030 Procedure. The following procedures shall be observed when a planned development proposal is submitted for consideration: [...]

- D. The Commission may attach conditions to carry out the purpose of this ordinance provided that such conditions are not used to exclude needed housing or unnecessarily reduce planned densities, and do not result in unnecessary costs or delay;

Finding: Section 17.51.030(E) is satisfied in that conditions of approval have been included to better carry out the purpose of a planned development.

The proposed development plan shows three clusters of duplex units. The northern-most cluster is identified to be located primarily on the northern parcel. However, one of the duplex units in the northern cluster is currently shown to be constructed over the existing property line between the two subject parcels. In order to not have a duplex unit constructed over a common property line, a condition of approval has been included to require that the applicant complete a property line adjustment to either eliminate the common property line between the parcels or to adjust the property line to allow for the construction of all duplex units on one parcel.

17.57.010 Landscaping – Purpose and intent. The purpose and intent of this chapter is to enhance the appearance of the city by encouraging quality landscaping which will benefit and protect the health, safety, and welfare of the general public. By relating all the requirements of the zoning ordinance to the project in one review procedure, the review will assist the developer in integrating the uses of the property with the landscaping, will relate the project to surrounding property uses in existence or projected, and will attempt to minimize project costs. The landscaping provisions in Section 17.57.050 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. [...]

17.57.050 Area Determination—Planning factors.

- B. The following factors shall be considered by the applicant when planning the landscaping in order to accomplish the purpose set out in Section 17.57.010. The Landscape Review Committee shall have the authority to deny an application for failure to comply with any or all of these conditions:
  - 1. Compatibility with the proposed project and the surrounding and abutting properties and the uses occurring thereon.
  - 2. Screening the proposed use by sight-obscuring, evergreen plantings, shade trees, fences, or combinations of plantings and screens. [...]

Finding: Sections 17.57.010 and 17.57.050(B)(1-2) are satisfied by the request through adoption of a condition of approval of this application requiring sufficient buffering and screening for the benefit of established adjacent residential developments on the east and west sides of the site. This buffering and screening shall utilize methods for the express purpose of mitigating noise, headlight glare, and visual intrusion from the site's development onto adjacent land north and south and shall include a mix of vertical and horizontal vegetation, fencing and/or berms as may be approved by the Landscape Review Committee.

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;

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

When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statutes), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map.

In addition, the housing policies of the McMinnville Comprehensive Plan shall be given added emphasis and the other policies contained in the plan shall not be used to: (1) exclude needed housing; (2) unnecessarily decrease densities; or (3) allow special conditions to be attached which would have the effect of discouraging needed housing through unreasonable cost or delay.

Finding: Section 17.74.020 is satisfied by this proposal in that the proposed zone change is consistent with the goals and policies of the Comprehensive Plan, as described in more detail above in the specific findings for each Comprehensive Plan goal and policy.

The proposed zone change is orderly and timely, based on the pattern of development in the surrounding area. The development pattern in the surrounding area is widely varying. Within a quarter mile of the subject site, there are nearly all forms of residential zones and housing types. The area to the west in the Jandina subdivision is primarily single-family residences, with some duplexes on corner lots along SW Cypress Street. Immediately adjacent to the subject site to the east is an existing higher density apartment complex. Slightly further east and across SW Agee Street, a number of duplex and townhome type residential dwelling units have been developed. Across SW 2<sup>nd</sup> Street and near the intersection of SW 2<sup>nd</sup> Street and SW Cypress Street, another R-4 (Multiple Family Residential) zoned property contains another apartment complex. The established development pattern for the larger surrounding area is clearly a mix of residential housing types.

The parcel immediately to the south of the northern parcel is vacant, but is zoned R-4 PD (Multiple Family Planned Development). Therefore, the rezoning of the northern parcel to R-4 would be consistent with the zoning of other properties immediately adjacent to the site, and also would be consistent with the overall development pattern of the area. The existing R-4 PD zoned property to the south is very deep and narrow, which makes development of that property difficult. The rezoning of the northern parcel to R-4 will allow for the property to be developed along with the vacant parcel to the south. The rezoning of the property to R-4 will allow for more efficient and orderly development of the vacant land in this area of the city. Together with the adjacent land uses and pattern of development in the surrounding area, the subject site better meets the locational policies for higher density residential development.

Utilities and services can be efficiently provided to the subject site. This area is well served by existing sanitary and storm sewer systems as well as other public utilities. The Engineering Department has reviewed this proposal and has offered no concerns with providing adequate services to this site to support the residential development density proposed by the applicant as part of the planned development. The applicant has provided a traffic analysis that concluded that the surrounding street network has the capacity to accommodate the increase in trips that would result from the applicants request to rezone the northern parcel and develop 21 dwelling units on the entire site, including the southern parcel. The traffic analysis showed that minimal increases in delays would occur at all of the surrounding intersections on SW 2<sup>nd</sup> Street, SW Agee Street, and SW Cypress Street. The minimal increases in delay did not have any impact on the overall level of service of any intersection within the study area. The Engineering Department has reviewed the traffic analysis, and does not have any concerns with the analysis or the findings.

17.74.070 Planned Development Amendment - Review Criteria. An amendment to an existing planned development may be either major or minor. Minor changes to an adopted site plan may be

approved by the Planning Director. Major changes to an adopted site plan shall be processed in accordance with Section 17.72.120, and include the following:

- An increase in the amount of land within the subject site;
- An increase in density including the number of housing units;
- A reduction in the amount of open space; or
- Changes to the vehicular system which results in a significant change to the location of streets, shared driveways, parking areas and access.

An amendment to an existing planned development may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:

- A. There are special physical conditions or objectives of a development which the proposal will satisfy to warrant a departure from the standard regulation requirements;
- B. Resulting development will not be inconsistent with the Comprehensive Plan objectives of the area;
- C. The development shall be designed so as to provide for adequate access to and efficient provision of services to adjoining parcels;
- D. The plan can be completed within a reasonable period of time;
- E. The streets are adequate to support the anticipated traffic, and the development will not overload the streets outside the planned area;
- F. Proposed utility and drainage facilities are adequate for the population densities and type of development proposed;
- G. The noise, air, and water pollutants caused by the development do not have an adverse effect upon surrounding areas, public utilities, or the city as a whole.

Finding: Section 17.64.070 is satisfied by this proposal. The planned development amendment is considered a major change, as the applicant proposed an increase in density and an increase in the size of the planned development. As a major change, the planned development amendment request was processed consistent with Section 17.72.120, which includes a review of the application by the Planning Commission during a public hearing and ultimately final approval by the City Council.

The planned development amendment proposed on the both the northern and southern parcels is consistent with the review criteria for a planned development amendment, as described in more detail above in the findings for the overall planned development that will apply to both parcels.

CD:sjs



**City of McMinnville**  
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## STAFF REPORT

**DATE:** September 12, 2017  
**TO:** Mayor and City Councilors  
**FROM:** Heather Richards, Planning Director  
**SUBJECT:** **Ordinance No. 5037 – G 5-17:** Comprehensive Plan Text Amendments, Chapter X (Citizen Involvement and Plan Amendment) of the McMinnville Comprehensive Plan

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### **Council Goal:**

Promote Sustainable Growth and Development

### **Report in Brief:**

This action is the consideration of proposed text amendments to the McMinnville Comprehensive Plan, Volume II Goals and Policies, Chapter X, Citizen Involvement and Plan Amendment to designate the Planning Commission as the Committee for Citizen Involvement and to establish a structure to appoint special advisory boards and ad-hoc committees for land-use and planning matters as deemed appropriate.

### **Background:**

Goal #1 of the Oregon land use system is citizen involvement. Oregon Administrative Rules (OAR) 660-015-0000(1) requires that each governing body charged with adopting and administering a comprehensive plan shall adopt and publicize a program for citizen involvement that clearly defines the procedures by which the general public will be involved in the on-going land-use planning process.

The program needs to incorporate the following components:

1. Citizen Involvement – To provide for widespread citizen involvement by appointing an officially recognized committee that represents a cross-section of affected citizens in all phases of the planning process. This can be the Planning Commission or a separate committee.
2. Communication – To assure effective two-way communication with citizens.
3. Citizen Influence – To provide the opportunity for citizens to be involved in all phases of the planning process.
4. Technical Information – To assure that technical information is available in an understandable form.
5. Feedback Mechanisms – To assure that citizens will receive a response from policy-makers.
6. Financial Support – To insure funding for the citizen involvement program.

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### *Attachments:*

*Ordinance No. 5037 including:*

*Exhibit A – G 5-17 Decision Document*

In 1976, the City of McMinnville created a Citizen Advisory Committee with Resolution No. 1976-11 to respond to this land-use goal and mandate. This resolution was amended by Resolution 1985-1. Interestingly Resolution 1985-1 appoints the Planning Commission officially as the Citizen Involvement Committee but also enables a Citizen Advisory Committee.

The Citizen Advisory Committee has not met since 2000 and has three members appointed with four vacancies. It does not appear to be effective or relevant at this point.

Other communities operate with the Planning Commission as the standing Citizen Involvement Committee, and establish a Project Advisory Committee for each significant long-range planning effort, typically consisting of a Citizen Advisory Committee and a Technical Advisory Committee. The Citizen Advisory Committee is then populated with interested residents and stakeholders that meet for a prescribed period of time to develop the product, conduct a public process and then hand the product to the Planning Commission and/or City Council for a formal public deliberation and adoption process. Typically these committees are 15 – 20 people, and include members of city commissions and committees as appropriate, as well as city partners, other stakeholders and interested residents. This type of process allows for a robust public participation that is specific and timely. The Technical Advisory Committee is then often appointed with technical experts, including city staff, consultants and other technical experts, who work with city staff on providing the due diligence, research and review needed to support the Citizen Advisory Committee.

Staff has drafted some proposed Comprehensive Plan text amendments to reaffirm the action taken in 1985 that officially designated the Planning Commission as the Committee for Citizen Involvement and to establish a structure to appoint special advisory boards and ad-hoc committees for land-use and planning matters as deemed appropriate.

The amendments include adding one goal (Goal X2), amending one policy (190.00 – 192.00), adding four additional policies (193.00- 196.00) and adding two proposals (40.00- 41.00) per the following:

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

Policies:

190.00     **The City of McMinnville shall appoint a representative Planning Commission that will serve as the officially recognized Committee for Citizen Involvement (CCI) for the City of McMinnville. This Commission will be made up of representatives of all geographical areas of the City, and shall hold public forums and public hearings on major comprehensive plan text amendments, comprehensive plan and zoning map amendments, zoning ordinance text amendments and changes in the urban growth boundary and/or urban growth management agreements.**

~~The City of McMinnville shall continue to engage citizens in community advisory positions for input on the major elements of the comprehensive plan. An ongoing Citizens' Advisory Committee, made up of representatives of all geographical areas of the City, shall hold public forums on major comprehensive plan text and map amendments, and changes in the urban growth boundary and/or urban growth management agreement text.~~

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Attachments:

Ordinance No. 5037 including:

Exhibit A – G 5-17 Decision Document

- 191.00 The **Committee for Citizen Involvement** ~~Citizens' Advisory Committee~~ shall, in addition to reviewing the aforementioned proposals, undertake a major review of the City's comprehensive plan, as required by the LCDC, to insure compliance with the statewide goals, to insure the proper functioning of the plan and all implementation measures, and to incorporate into the plan changes in citizenry views or community circumstances which are deemed necessary and proper. (Ord. 4536, April 27, 1993)
- 192.00 The **Committee for Citizen Involvement** ~~Citizens' Advisory Committee~~ shall have the power to initiate requests for amendments to the comprehensive plan text, maps, or implementation ordinances through appropriate procedures and channels.
- 193.00 The City of McMinnville shall continue to engage citizens in community advisory positions for input on the major elements of the comprehensive plan by creating special citizen advisory bodies and ad-hoc committees comprised of volunteers representing a broad cross-section of the community to provide input on every major comprehensive planning effort and other related land use planning matters.**
- 194.00 The City of McMinnville shall strive to include youth members on City committees involved in land use planning, and work with the McMinnville School District, local private schools and service groups to encourage youth involvement in land use planning activities.**
- 195.00 The City of McMinnville shall assure that technical information is available to citizens in an understandable form and when needed provide translations of information to non-English speaking members of the community.**
- 196.00 The City of McMinnville shall allocate adequate human, financial and informational resources for the citizen involvement program.**

**Proposals:**

- 40.00 Periodically evaluate the City's Citizen Involvement Program and make adjustments as needed to improve its effectiveness.**
- 41.00 Have the Committee for Citizen Involvement report at least annually to the City Council to evaluate the effectiveness of the City's citizen involvement efforts.**

These amendments were reviewed by the existing members of the Citizen Advisory Committee and by the Planning Commission at their work session on July 20, 2017.

In addition to the proposed text amendments, the Planning Department will work with the Planning Commission on drafting a Standard Operating Procedure (PLAN SOP 101 and PLAN SOP 201) for the Citizen Involvement Program and Project Advisory Committee guidelines.



**Discussion:**

The Planning Commission held a public hearing at their regular meeting on August 17, 2017. No one offered any public testimony either in support or opposition to the proposal.

After closing the public hearing and deliberating, the Planning Commission voted unanimously to recommend approval of the proposed comprehensive plan text amendments to the McMinnville City Council.

**Fiscal Impact:**

None.

**City Council Options:**

1. **ADOPT** Ordinance No. 5037, approving G 5-17 and adopting the Decision, Findings of Fact and Conclusionary Findings.
2. **ELECT TO HOLD A PUBLIC HEARING** date specific to a future City Council meeting.
3. **DO NOT ADOPT** Ordinance No. 5037, providing findings of fact based upon specific code criteria to deny the application in the motion to not approve Ordinance No. 5037.

**Recommendation/Suggested Motion:**

Staff recommends that the Council adopt Ordinance No. 5037 which would approve comprehensive plan text amendments as recommended by the Planning Commission.

**“THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED, I MOVE TO ADOPT ORDINANCE NO. 5037.”**

HR:sjs

## ORDINANCE NO. 5037

### AN ORDINANCE APPROVING TEXT AMENDMENTS TO CHAPTER X, CITIZEN INVOLVEMENT AND PLAN AMENDMENT, OF THE MCMINNVILLE COMPREHENSIVE PLAN.

#### RECITALS:

Goal #1 of the Oregon Land Use System is citizen involvement (Oregon Administrative Rules 660-015-0000(1); and

Chapter X of the McMinnville Comprehensive Plan identifies the goals and policies for how the City of McMinnville achieves this goal; and

In 2016, the Planning Commission and McMinnville City Council evaluated what was working and what was not working with its citizen involvement program; and

In the course of this evaluation, it became evident that the standing City Council appointed Citizen Advisory Committee was not effective in engaging citizen involvement in the city's long-range planning program; and

Although the McMinnville Planning Commission was identified as the Committee for Citizen Involvement, it was not effective in engaging citizen involvement in the city's long-range planning program due to confusion associated with the duality of roles between the McMinnville Planning Commission and the McMinnville Citizen Advisory Committee; and

After a series of public meetings and dialogue, city staff drafted proposed text amendments to Chapter X of the McMinnville Comprehensive Plan to try and encourage a more active citizen involvement program in the city's long range planning program and a process for annual evaluation of the effectiveness of that program; and

A public hearing before the McMinnville Planning Commission was held on August 17, 2017, after due notice had been provided in the local newspaper on Tuesday, August 8, 2017. At the August 17, 2017, Planning Commission public hearing, the application materials and a staff report were presented and no testimony was received. The Planning Commission then closed the public hearing, deliberated, and voted unanimously to recommend approval of G 53-17 to the City Council; and

The City Council, being fully informed about said request, found that the requested amendments conformed to the applicable state and local regulations, goals and policies based on the material submitted and the findings of fact and conclusionary findings for approval contained in Exhibit A; and

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 Findings of Fact, Conclusionary Findings, and Decision as documented in Exhibit A for G 5-17; and
2. That Chapter X, (Citizen Involvement and Plan Amendment) of the McMinnville Comprehensive Plan is amended as provided in Exhibit B. Text that is added is shown in **bold underlined** font while text that is removed is shown in ~~strikeout~~ font.

3. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the Council this 12<sup>th</sup> day of September 2017, by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_  
MAYOR

Attest:

Approved as to form:

\_\_\_\_\_  
CITY RECORDER

\_\_\_\_\_  
CITY ATTORNEY



**CITY OF MCMINNVILLE  
PLANNING DEPARTMENT**  
231 NE FIFTH STREET  
MCMINNVILLE, OR 97128

503-434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**DECISION, CONDITIONS OF APPROVAL, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS  
FOR THE APPROVAL OF LEGISLATIVE AMENDMENTS TO THE MCMINNVILLE  
COMPREHENSIVE PLAN, CHAPTER X, CITIZEN INVOLVEMENT.**

**DOCKET:** G 5-17

**REQUEST:** The City of McMinnville is proposing to amend Chapter X of the McMinnville Comprehensive Plan (Citizen Involvement and Plan Amendment) to appoint the Planning Commission as the Committee for Citizen Involvement and to establish a structure to appoint special advisory boards and ad-hoc committees for land-use and planning matters as deemed appropriate.

**LOCATION:** N/A

**ZONING:** N/A

**APPLICANT:** City of McMinnville

**STAFF:** Heather Richards, Planning Director

**HEARINGS BODY:** McMinnville Planning Commission

**DATE & TIME:** August 17, 2017. Meeting held at the Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon.

**HEARINGS BODY:** McMinnville City Council

**DATE & TIME:** September 12, 2017. Meeting held at the Civic Hall, 200 NE 2<sup>nd</sup> Street, McMinnville, Oregon.

## DECISION

Based on the findings and conclusions, the Planning Commission recommends **APPROVAL** of the legislative zoning text amendments (G 5-17) to the McMinnville City Council.

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**DECISION: APPROVAL**

////////////////////////////////////

City Council: \_\_\_\_\_  
Scott Hill, Mayor of McMinnville

Date: \_\_\_\_\_

Planning Commission: \_\_\_\_\_  
 Roger Hall, Chair of the McMinnville Planning Commission

Date: \_\_\_\_\_

Planning Department: \_\_\_\_\_  
Heather Richards, Planning Director

Date: \_\_\_\_\_

## **Application Summary:**

The City of McMinnville is proposing to amend Chapter X of the McMinnville Comprehensive Plan (Citizen Involvement and Plan Amendment) to appoint the Planning Commission as the Committee for Citizen Involvement and to establish a structure to appoint special advisory boards and ad-hoc committees for land-use and planning matters as deemed appropriate.

## **CONDITIONS OF APPROVAL**

None.

## **FINDINGS OF FACT**

- A. Goal #1 of the Oregon land use system is citizen involvement. Oregon Administrative Rules (OAR) 660-015-0000(1) requires that each governing body charged with adopting and administering a comprehensive plan shall adopt and publicize a program for citizen involvement that clearly defines the procedures by which the general public will be involved in the on-going land-use planning process.
- B. In 1976, the City of McMinnville created a Citizen Advisory Committee with Resolution No. 1976-11 to serve as the Committee for Citizen Involvement.
- C. In 1981, the City of McMinnville adopted the McMinnville Comprehensive Plan.
- D. In 1985, the City of McMinnville adopted Resolution 1985-1 appointing the Planning Commission as the Committee for Citizen Involvement.
- E. Public notification of the public hearing held by the Planning Commission was published in the August 8, 2017 edition of the News Register. No comments in opposition were provided by the public prior to the public hearing.
- F. The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

## **Citizen Involvement**

- GOAL X 1 TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.
- GOAL X 2 TO PERIODICALLY REVIEW AND AMEND THE McMINNVILLE COMPREHENSIVE PLAN TO REFLECT CHANGES IN COMMUNITY CIRCUMSTANCES, IN CITIZEN DESIRES, AND IN THE STATEWIDE GOALS..

Finding: Goals X 1 and X 2 are satisfied by this proposal in that the proposed modifications represent a recent review of the citizen involvement process with the Planning Commission and the City Council and the conclusion was that it was not successful as it could be in terms of engaging representative community demographics and providing opportunities for citizens to participate in long-range planning discussions. The proposed amendments allow for more opportunities for citizens to participate in the long-range planning for the community, encourages the City of McMinnville to make an effort to engage representative demographic profiles in its planning processes, and requires an active evaluation of the citizen involvement program.





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## PROPOSED AMENDMENTS TO THE MCMINNVILLE COMPREHENSIVE PLAN, VOLUME II GOALS AND POLICIES

New proposed language is represented by **bold underline font**, deleted language is represented by ~~strikethrough font~~.

### CHAPTER X CITIZEN INVOLVEMENT AND PLAN AMENDMENT

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

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

GOAL X ~~23~~: TO PERIODICALLY REVIEW AND AMEND THE MCMINNVILLE COMPREHENSIVE PLAN TO REFLECT CHANGES IN COMMUNITY CIRCUMSTANCES, IN CITIZEN DESIRES, AND IN THE STATEWIDE GOALS.

#### Policies:

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.*

190.00 **The City of McMinnville shall appoint a representative Planning Commission that will serve as the officially recognized Committee for Citizen Involvement (CCI) for the City of McMinnville. This Commission will be made up of representatives of all geographical areas of the City, and shall hold public forums and public hearings on major comprehensive plan text amendments, comprehensive plan and zoning map**

**amendments, zoning ordinance text amendments and changes in the urban growth boundary and/or urban growth management agreements.**

~~The City of McMinnville shall continue to engage citizens in community advisory positions for input on the major elements of the comprehensive plan. An ongoing Citizens' Advisory Committee, made up of representatives of all geographical areas of the City, shall hold public forums on major comprehensive plan text and map amendments, and changes in the urban growth boundary and/or urban growth management agreement text.~~

- 191.00 The **Committee for Citizen Involvement** ~~Citizens' Advisory Committee~~ shall, in addition to reviewing the aforementioned proposals, undertake a major review of the City's comprehensive plan, as required by the LCDC, to insure compliance with the statewide goals, to insure the proper functioning of the plan and all implementation measures, and to incorporate into the plan changes in citizenry views or community circumstances which are deemed necessary and proper. (Ord. 4536, April 27, 1993)
- 192.00 The **Committee for Citizen Involvement** ~~Citizens' Advisory Committee~~ shall have the power to initiate requests for amendments to the comprehensive plan text, maps, or implementation ordinances through appropriate procedures and channels.
- 193.00 The City of McMinnville shall continue to engage citizens in community advisory positions for input on the major elements of the comprehensive plan by creating special citizen advisory bodies and ad-hoc committees comprised of volunteers representing a broad cross-section of the community to provide input on every major comprehensive planning effort and other related land use planning matters.**
- 194.00 The City of McMinnville shall strive to include youth members on City committees involved in land use planning, and work with the McMinnville School District, local private schools and service groups to encourage youth involvement in land use planning activities.**
- 195.00 The City of McMinnville shall assure that technical information is available to citizens in an understandable form and when needed provide translations of information to non-English speaking members of the community.**
- 196.00 The City of McMinnville shall allocate adequate human, financial and informational resources for the citizen involvement program.**

**Proposals:**

- 40.00 Periodically evaluate the City's Citizen Involvement Program and make adjustments as needed to improve its effectiveness.**
- 41.00 Have the Committee for Citizen Involvement report at least annually to the City Council to evaluate the effectiveness of the City's citizen involvement efforts.**

# City of McMinnville

## C404 - Privately Owned

Between 07/01/2016 and 06/30/2017

	Class Code	Permits	Bldgs	Houses	Valuation
		863	379	379	\$3,573,726
	<b>Sub-Totals:</b>	<b>863</b>	<b>379</b>	<b>379</b>	<b>\$3,573,726</b>
<b><u>Section I - Residential HouseKeeping Buildings</u></b>					
Manufactured Homes	<b>100</b>	5	5	5	\$61,365
One-Family Houses Detached	<b>101</b>	52	52	52	\$13,843,720
One-Family Houses Attached	<b>102</b>	4	4	4	\$828,072
Two-Family Buildings	<b>103</b>	2	2	4	\$474,932
	<b>Sub-Totals:</b>	<b>63</b>	<b>63</b>	<b>65</b>	<b>\$15,208,090</b>
<b><u>Section II - New Residential Non-Housekeeping Buildings</u></b>					
Hotels, Motels & Tourist Cabins	<b>213</b>	1	1	36	\$4,300,000
	<b>Sub-Totals:</b>	<b>1</b>	<b>1</b>	<b>36</b>	<b>\$4,300,000</b>
<b><u>Section III - New Non-Residential Buildings</u></b>					
Industrial Buildings	<b>320</b>	2	2	0	\$7,518,307
Office, Bank & Professional Buildings	<b>324</b>	2	2	0	\$1,297,841
Other Nonresidential Building	<b>328</b>	15	15	0	\$3,067,247
Structures Other than Buildings	<b>329</b>	8	0	0	\$3,158,900
	<b>Sub-Totals:</b>	<b>27</b>	<b>19</b>	<b>0</b>	<b>\$15,042,295</b>
<b><u>Section IV - Additions &amp; Alterations</u></b>					
Add or Alter Dwellings	<b>434</b>	30	0	0	\$1,155,990
Add or Alter All Other Buildings and Structures	<b>437</b>	37	0	0	\$13,488,383
Residential Garages & Carports	<b>438</b>	3	0	0	\$32,200
	<b>Sub-Totals:</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>\$14,676,573</b>
<b><u>Section V - Demolitions</u></b>					
Demolish One-Family Buildings	<b>645</b>	4	4	4	\$17,600
Demolish All Other Than Dwellings	<b>649</b>	4	4	4	\$12,550
	<b>Sub-Totals:</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>\$30,150</b>

# City of McMinnville

## C404 - Privately Owned

Between 07/01/2016 and 06/30/2017

Class Code	Permits	Bldgs	Houses	Valuation
<b>Grand-Totals:</b>	<b>1032</b>	<b>470</b>	<b>488</b>	<b>\$52,830,834</b>

## C404 - Publicly Owned

Between 07/01/2016 and 06/30/2017

	Class Code	Bldgs	Houses	Valuation
<b><u>Section II - New Residential Non-Housekeeping Buildings</u></b>				
Other Non-HouseKeeping Shelter	<b>214</b>	1	0	\$231,926.24
	<b>Sub-Totals:</b>	<b>1</b>	<b>0</b>	<b>\$231,926.24</b>
<b><u>Section III - New Non-Residential Buildings</u></b>				
Schools & Other Educational Buildings	<b>326</b>	2	0	\$10,874,138.00
Other Nonresidential Building	<b>328</b>	2	0	\$750,000.00
Structures Other than Buildings	<b>329</b>	0	0	\$102,000.00
	<b>Sub-Totals:</b>	<b>4</b>	<b>0</b>	<b>\$11,726,138.00</b>
<b><u>Section IV - Additions &amp; Alterations</u></b>				
Add or Alter All Other Buildings and Structures	<b>437</b>	0	0	\$6,097,711.00
	<b>Sub-Totals:</b>	<b>0</b>	<b>0</b>	<b>\$6,097,711.00</b>
<b><u>Section V - Demolitions</u></b>				
Demolish All Other Than Dwellings	<b>649</b>	4	4	\$63,440.00
	<b>Sub-Totals:</b>	<b>4</b>	<b>4</b>	<b>\$63,440.00</b>
	<b>Grand-Totals:</b>	<b>9</b>	<b>4</b>	<b>\$18,119,215.24</b>