



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

**City Council Meeting Agenda
Tuesday, December 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. Adjournment

7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. 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 comments to 3 minutes per person for a total of 30 minutes. Please complete a request to speak card prior to the meeting. Speakers may not yield their time to others.*
4. PRESENTATIONS
 - a. Sanitary Sewer Rates
 - b. Planning Commission Annual Report
 - c. Green Cities Initiative
5. CONSENT AGENDA
 - a. Consider the Minutes of November 28th Dinner and Regular City Council Meetings.
 - b. Consider full on-premises, commercial OLCC license application from El Rancho Market, LLC located at 523 SE Baker Street.

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.

6. RESOLUTIONS

- a. **Resolution No. 2017-71**: A Resolution appointing and re-appointing members to the various Boards, Committees, Commissions, and Task Force.
- b. **Resolution No. 2017-72**: A Resolution approving the acquisition of property and permanent sight line from Wilmington Savings Fund Society FSB, dba Christiana Trust, for the NW Hill Road Improvements transportation bond project.

7. ORDINANCES

- a. First reading with possible second reading of Ordinance No. **5045**: An Ordinance amending Title 17 (Zoning) of the McMinnville City Code, specific to Chapter 17.72 (Applications and Review process) to include neighborhood meeting requirements for certain types of land use applications.
- b. First reading with possible second reading of Ordinance No. **5046**: An Ordinance amending 3.10.060, Systems Development Charges, Exemptions, of the McMinnville Municipal Code.

8. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
- c. Cash and Investment Report – September 2017
- d. McMinnville Area Chamber of Commerce Annual Report - 2017

9. ADJOURNMENT

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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: December 12, 2017
TO: Mayor and City Councilors
FROM: Heather Richards, Planning Director
SUBJECT: Planning Commission Annual Report

Council Goal:

Promote Sustainable Growth and Development

Report in Brief:

This is the Planning Commission's Annual Report to the McMinnville City Council as required by Section 2.32.040 of the McMinnville City Code. The purpose of the annual report is highlight past work and accomplishment of the Planning Commission in 2017 and to discuss upcoming projects planned for 2018.

Background:

The Planning Commission was first established by Ordinance No. 2169 in 1946, and is considered the longest standing city committee serving the City of McMinnville outside of the McMinnville City Council.

Currently Chapter 2.32 of the McMinnville City Code describes the role, responsibilities and power of the Planning Commission.

The purpose of the Planning Commission is to "serve in an advisory role to the City Council on the development and implementation of the City of McMinnville's Comprehensive Plan and its associated planning documents. The Planning Commission also serves in a quasi-judicial capacity on land-use decisions for the City of McMinnville, in order to ensure that the City of McMinnville grows and develops in an orderly fashion with adequate resources for housing, business, industry, transportation, recreation, culture, comfort, health and welfare of its population so that residents and businesses enjoy a high quality of life." (McMinnville City Code, Section 2.32.010)

The Planning Commission is uniquely situated in that it makes quasi-judicial decisions for the City of McMinnville and is authorized to do so by Oregon Revised Statute 227. The Commission renders land-use decisions on current planning projects such as subdivisions, conditional uses, variances and zone changes. The Planning Commission is also responsible for making recommendations to the McMinnville City Council on long-range planning initiatives and to serve as the Citizen Involvement Committee for the City of McMinnville.

Attachments:

Planning Commission 2017-2018 Work Plan
PDF of Power Point Presentation

The PC has nine members, representing all three wards of the city. The commission is comprised of both long-term and recent residents, retired professionals and young professionals. Several of the commissioners have served on the commission for several years and several are new appointments in the last two years. Planning Commissioners serve four-year terms and are allowed to serve three full terms.

The current members are as follows:

- **Roger Hall, Chair:** Resident of McMinnville for fifteen years – Ward 2. Retired Financial Services Advisor. Past City Councilor and Mayor in Milwaukie, Oregon. This is Roger's seventh year on the commission.
- **Zack Geary, Vice-Chair:** Resident of McMinnville for twenty years – Ward 2. Project Manager for Cellar Ridge Construction. Grew up in McMinnville and graduate of University of Oregon. Zach has been on the commission for two years.
- **Erin Butler:** Resident of McMinnville for two years – Ward 1. Teacher for many years, now works in the wine industry. This is Erin's first year on the commission.
- **Martin Chroust-Masin:** Resident of McMinnville for thirty-five years – Ward 1. Retired Yamhill County planner. Bachelor's degree in Architecture and Urban Planning from University of Washington. This is Martin's seventh year on the commission.
- **Sue Dirks:** Resident of McMinnville for one year – Ward 2. Retired academic administrator from Austin, Texas. This is Sue's first year on the commission.
- **Gary Langenwalter:** Resident of McMinnville for five years – Ward 3. Gary is a University of Oregon alumni with a BA in Industrial Management and a MBA from Michigan State University. He is the founder of the CEO Advisors Board. This is Gary's first year on the commission.
- **Roger Lizut:** Resident of McMinnville for two years – Ward 2. Retired engineer. Previous planning commission experience in Corvallis, Oregon, Walla Walla, Washington and Port Townsend, Washington. This is Roger's first year on the commission.
- **Lori Schanche:** Resident of McMinnville for one year – Ward 1. Bachelor of Landscape Architecture. Worked for Anchorage for 25 years as the Non-motorized Transportation Coordinator. This is Lori's first year on the commission.
- **Erica Thomas:** Resident of McMinnville for twenty-four years – Ward 3. Linfield College graduate. Works for the City of McMinnville. This is Erica's fourth year on the commission.

Discussion:

Adopted Work Plan:

Although the Planning Commission is responsible for both current and long-range planning for the City of McMinnville, due to budget constraints and staffing reductions, for many years the Planning Commission has been focused primarily on current planning land-use application review and decision-making.

Attachments:

Planning Commission 2017-2018 Work Plan
PDF of Power Point Presentation

In 2017, the Planning Commission worked with planning staff on assessing the needs of the city's long-range planning program. Due to the significant backlog of past-due long-range planning efforts, commission members made a commitment to increase their meeting times and work with staff on updating the long-range planning program for the City of McMinnville. A work plan was drafted with a five year snapshot and a detailed two year work plan for 2017 and 2018 was adopted.

Since resources are still limited in the Planning Department, many of the long range planning efforts will be reliant on grants, academic partnerships and other creative outsourcing to get accomplished.

The work plan is organized by long-range planning initiatives, comprehensive plan amendments, development code text amendments and other initiatives such as necessary training to complete the work.

The adopted work plan is attached to this staff report for your reference.

2017 Accomplishments:

The Planning Commission hosted 22 public hearings, rendering decisions and/or recommendations on 12 land-use applications and 10 legislative amendments.

The 2017 accomplishments are attached to this staff report for your reference.

Attachments:

*Planning Commission 2017-2018 Work Plan
PDF of Power Point Presentation*

THE CITY OF MCMINNVILLE MISSION:

The City of McMinnville is primarily responsible for maintaining a safe and livable environment within the community. This is achieved by providing open governance and efficient delivery of services.



THE PLANNING DEPARTMENT ACHIEVES THIS BY:

Providing excellent customer service, public engagement, and proactive planning programs to promote McMinnville as the most livable and prosperous city in the state of Oregon now and into the future.

Work Product	2017-19	2019-21	2021-23
Long-Range Plans	<ul style="list-style-type: none"> • Three Mile Lane • Great Neighborhood Principles • Annexation • BLI – Housing • Historic Preservation Plan • Housing Needs Analysis / Strategy • Economic Development Strategy 	<ul style="list-style-type: none"> • City Center Housing Strategy • Downtown Plan • Urban Reserve Area • Airport Ec Dev Strategy 	<ul style="list-style-type: none"> • UGB Amendment • Parks Master Plan • Highway 99 Corridor Study
Comprehensive Plan Amendments	<ul style="list-style-type: none"> • Citizen Involvement • Park Zone • Public Facility Zone 	<ul style="list-style-type: none"> • Airport Zone • University Zone 	
Zoning Ordinance Amendments	<ul style="list-style-type: none"> • Travel Commercial Zone • Wireless Facilities • Steep Streets • Landscape • Trees • Historic Preservation • Multi-Family Site Design Review • Residential Zone Amendments • Neighborhood Meetings • Accessory Dwelling Units • Cottage Code Developments • Sign Code Enforcement 	<ul style="list-style-type: none"> • Commercial Zone Amendments • Industrial Zones • Site/Design Review 	<ul style="list-style-type: none"> • Planned Development • Land Division Standards

2017-19

Work Product	2017 Accomplishments	2018 Work Plan
Long-Range Plans		<ul style="list-style-type: none"> • Three Mile Lane (Grant) • Great Neighborhood Principles (In-House) • Annexation (In-House) • BLI – Housing (Grant) • Housing Needs Analysis/Strategy (Grant) • Historic Preservation Plan (Grant) • Economic Development Strategy (Budgeted 17/18)
Comprehensive Plan Amendments	<ul style="list-style-type: none"> • Citizen Involvement 	<ul style="list-style-type: none"> • Park Zone (In-House) • Public Facility Zone (In-House) • University District (In-House)
Zoning Ordinance Amendments	<ul style="list-style-type: none"> • Wireless Facilities • Landscape • Trees • Historic Preservation • Neighborhood Meetings • Accessory Dwelling Units • Sign Code Enforcement • Planning Commission Enabling Code 	<ul style="list-style-type: none"> • Sign Code Amortization Review (In-House) • Residential Zone Amendments (In-House) • Site and Design Review (In-House) • Multi-Family(In-House) • Cottage Code Developments (In-House) • Comp Plan/Zone Map Amendment – Park Zone • Comp Plan/Zone Map Amendment – PF Zone • Comp Plan/Zone Map Amendment – University District
Other	<ul style="list-style-type: none"> • Planning Commission Enabling Code • Planning Commission Training • Traffic Impact Analysis 101 	Citizen Involvement Plan Water Master Plan 101 Wastewater Master Plan 101 Parks Master Plan 101 Transportation System Plan 101

PLANNING COMMISSION ANNUAL REPORT



CITY COUNCIL, 12.12.17



RESPONSIBILITIES

Plan for growth and development in an orderly fashion with adequate resources for housing, business, industry, transportation, recreation, culture, comfort, health and welfare of McMinnville residents so that residents and businesses enjoy a high quality of life.

- ☐ **Advisory to City Council**
- ☐ **Quasi Judicial Decision Making Body**

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RESPONSIBILITIES

CITIZEN INVOLVEMENT COMMITTEE

- ☐ Evaluate the effectiveness of the citizen involvement committee annually at its October meeting.
- ☐ Recommend and make suggestions to the City Council regarding revisions as necessary.



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MEMBERSHIP

- **Nine Members**
- **Ward Representation (2)**
- **3 At-Large
(including UGB)**
- **Cross-section of citizens**
- **4 Year Terms**
- **3 Full Terms**
- **Ex-Officio Youth**



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MEMBERSHIP

- Roger Hall, Chair
- Zack Geary, Vice-Chair
- Erin Butler
- Martin Chroust-Masin
- Susan Dirks
- Gary Langenwalter
- Roger Lizut
- Lori Schanche
- Erica Thomas



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CURRENT PLANNING

- Administer Development Code
- Apply Comprehensive Plan, Development Code, Zoning Map, Area Plans, etc. to specific properties – public and private
- Land Use Decisions - Findings

12

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LONG RANGE PLANNING

10

- Plan for the future of our community
- Amend Development Code to reflect changing community preferences and market conditions within the framework of the Comprehensive Plan.
- Planning Framework & Major Projects

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LONG RANGE PLANNING NEEDS ASSESSMENT

PLANNING DEPARTMENT: REVIEW/STATUS OF LONG RANGE PLANNING PROGRAM

TYPE OF PLAN	PLAN	ADOPTED	UPDATED	PRIORITY (H, M, L)	RISK (H, M, L)	Tax Base ROI	Quality of Life	CASH RESOURCE	STAFF RESOURCE
COMPREHENSIVE PLAN	Community Vision	1981	2001: 15 Years Past Due	H		X	X	\$225,000	1.25 FTE for 2 Years
	Comprehensive Comp Plan Update	1981	2001: 15 Years Past Due	H		X	X	\$75,000	.5 FTE for 1 Year
	Transportation System Plan	2010	2020	L		X	X	\$150,000	.5 FTE for 1 Year
	Public Facility Plan	1995	2005: 10 Years Past Due	M		X	X	\$150,000	.5 FTE for 1 Year
	Parks Master Plan	1999	2009: 6 Years Past Due	M		X	X	\$75,000	.5 FTE for 1 Year
	Historic Preservation Plan	1987	1997: 20 Years Past Due	H			X	\$15,000	.25 FTE for 6 months
	BLI – Housing	2001	2005: 10 Years Past Due	H		X	X	In-House	.5 FTE for 6 months
	BLI – Economic	2012 (2001)	2017	H		X	X	In-House	.5 FTE for 6 months
	Housing Needs Analysis	1998	2008: 8 Years Past Due	H		X	X	\$50,000	.5 FTE for 1 Year
	Economic Opportunity Analysis	2014 (2001)	2024	M		X	X	\$25,000	.25 FTE for 1 Year
	Urban Reserve Area	NEVER DONE		H		X	X	\$500,000	2 FTES for 2 Years
	UGB Amendment	1998 – Never Final	2003: 13 Years Past Due	H		X	X	\$500,000	2 FTES for 2 Years
	Add Zones to Comp Plan – Airport, Park, Public Facility	NEVER DONE		H				In-House	.25 FTE for 1 Year

State Law Mandates

Federal Law Mandates

Strategic Planning

Foundational

Documents

- Comprehensive Plan
- Development Code

DEFICIT:
\$1,700,000
+ 2 FTES

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WORK PLAN – FIVE YEARS

PLANNING COMMISSION WORK PLAN

THE CITY OF MCMINNVILLE MISSION:

The City of McMinnville is primarily responsible for maintaining a safe and livable environment within the community. This is achieved by providing open governance and efficient delivery of services.

THE PLANNING DEPARTMENT ACHIEVES THIS BY:

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Long Range Plans
Comp Plan Amendments
Zoning Ordinance Amendments

Funding =
Grants
Academic Partnerships
In-House Support

Mission Statement: *Providing excellent customer service, public engagement, and proactive planning programs to promote McMinnville as the most livable and prosperous city in the state of Oregon now and into the future.*

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WORK PLAN, 2017-2018

2017-19

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2017 ACCOMPLISHMENTS

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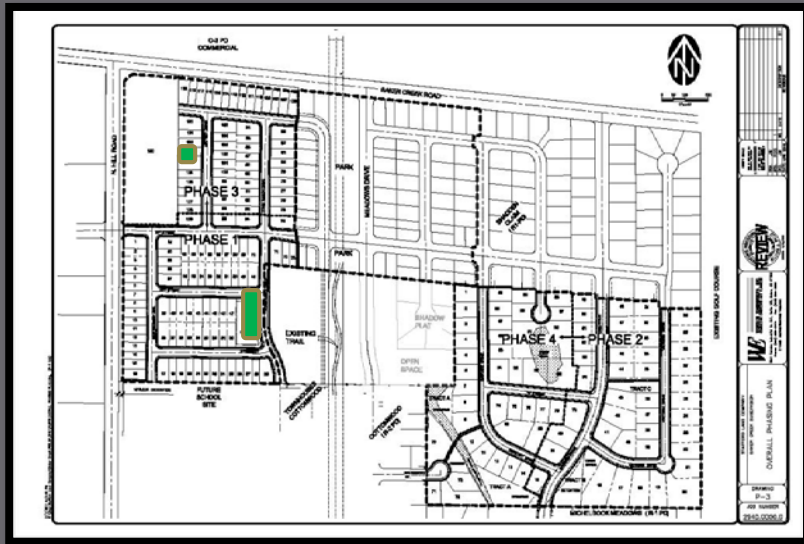


QUASI-JUDICIAL DECISIONS

CITY COUNCIL, 12.12.17



BAKER CREEK DEVELOPMENT



Planning Commission Submittal



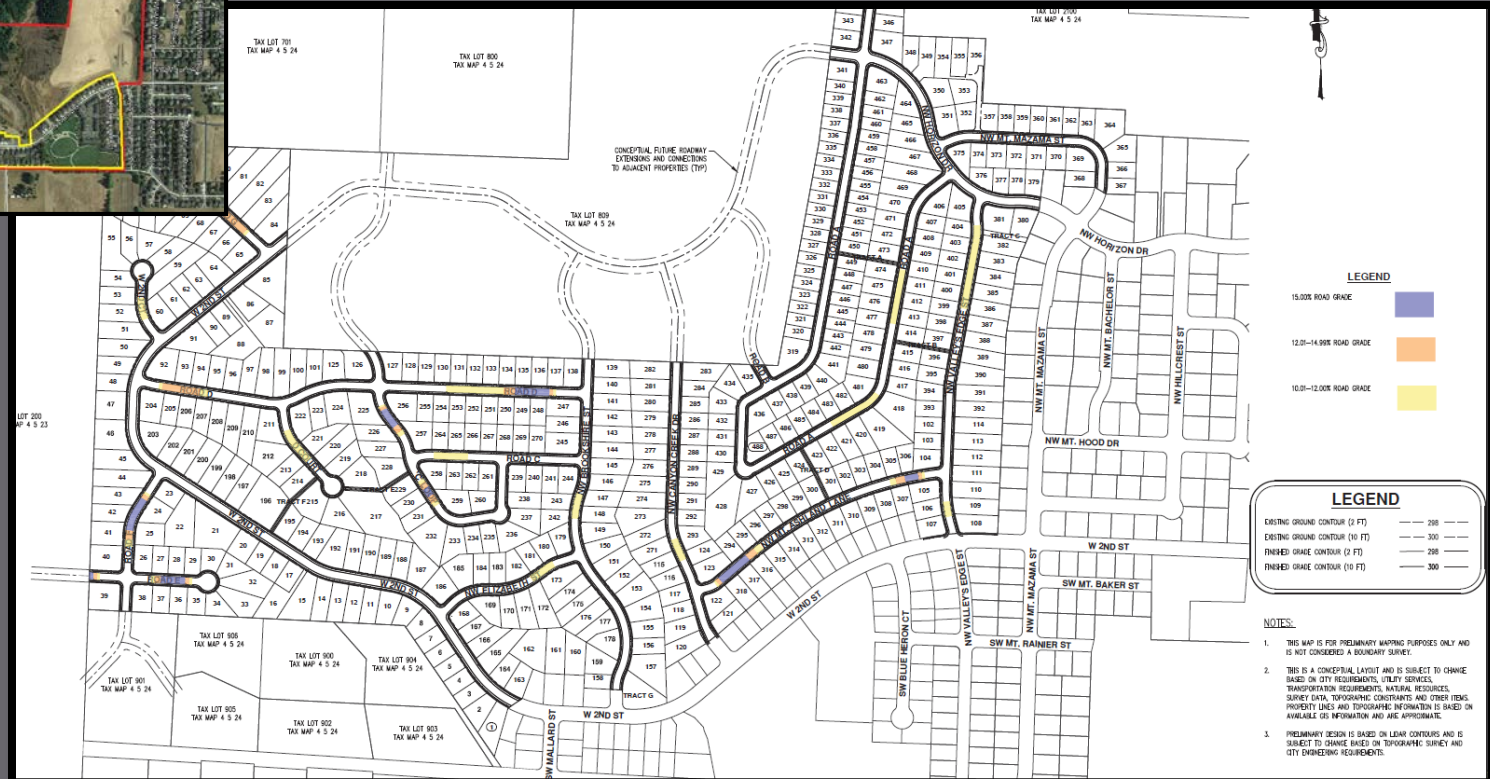
Appeal Submittal

- ❖ Added active open space to BCW (21,500 sf), eliminating five lots.
- ❖ Added five units to multi-family complex (65 units to 70 units)

CITY COUNCIL, 12.12.17



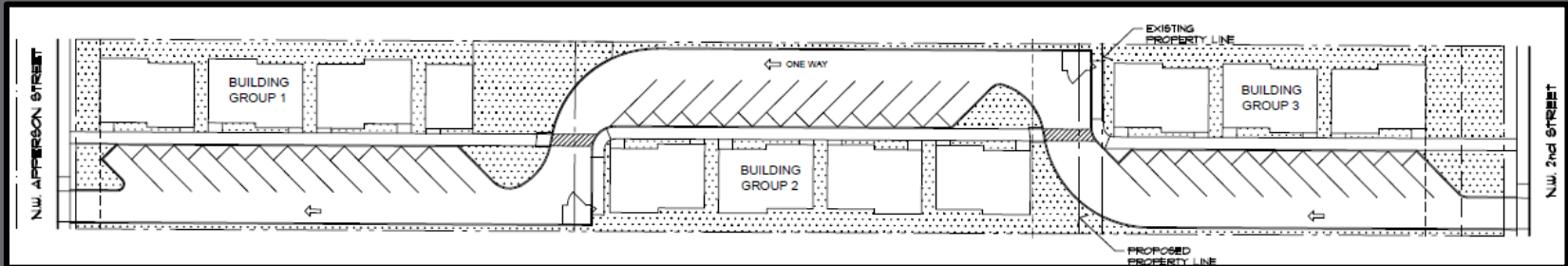
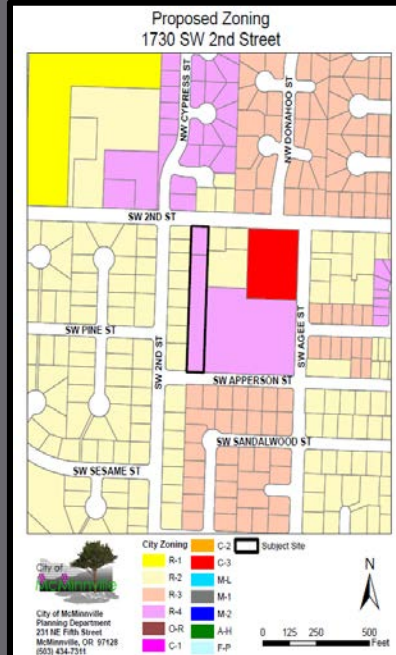
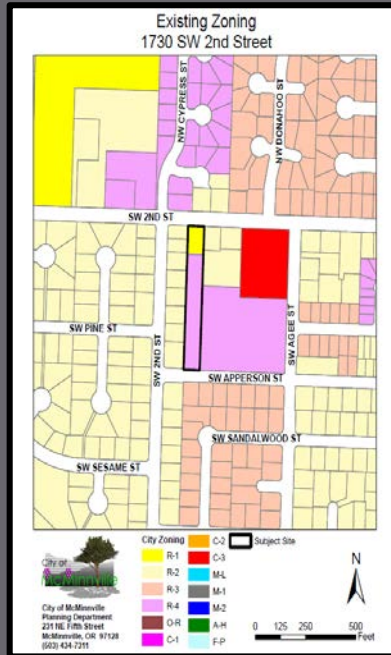
WEST HILLS PD AMENDMENT



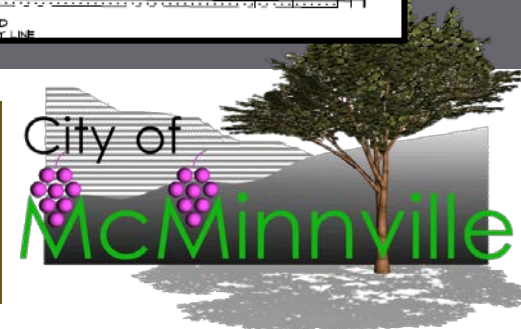
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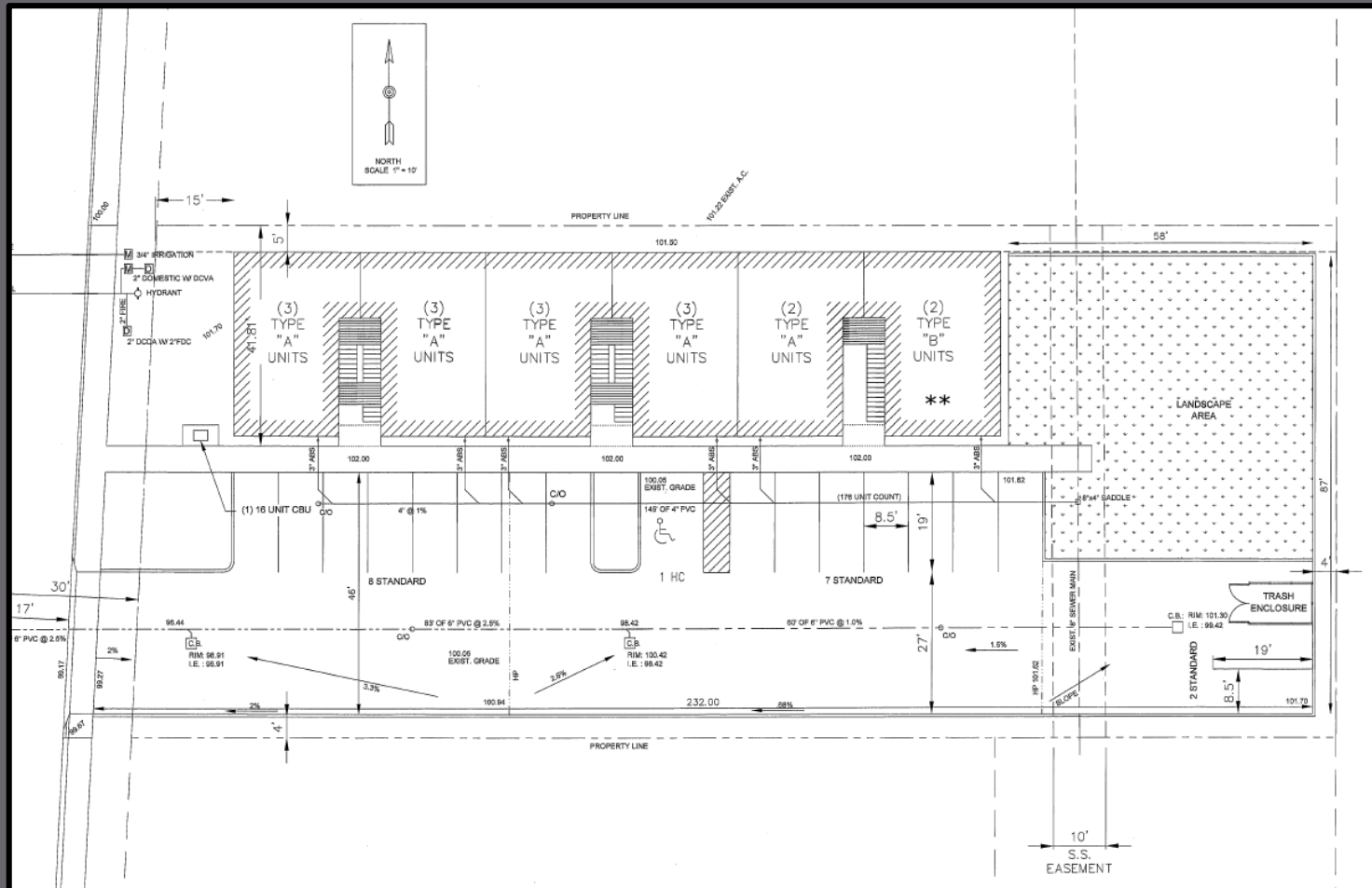
1730 SW 2nd STREET PD/ZC



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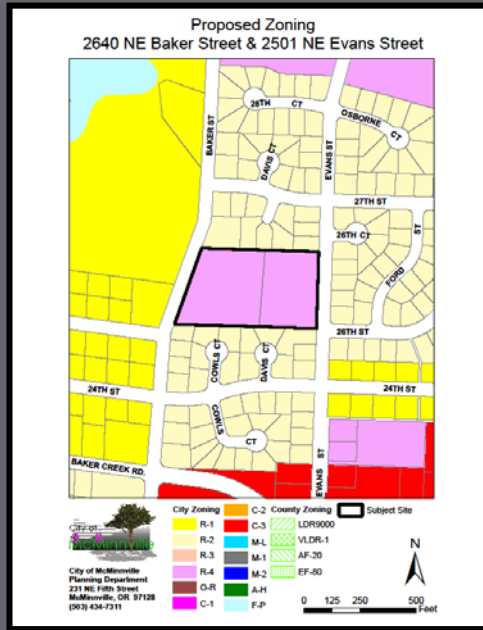
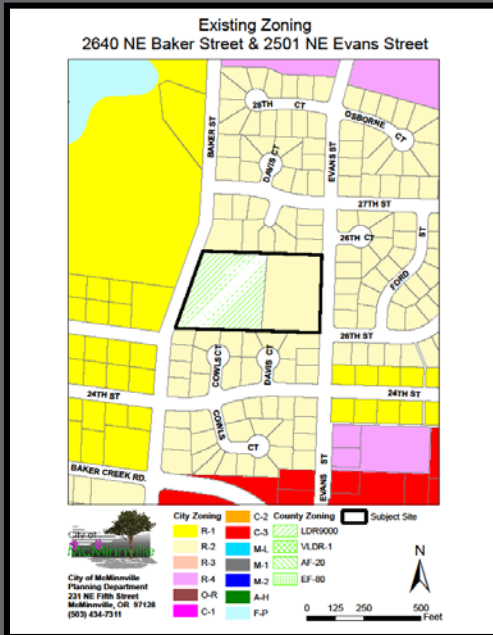
1944 NE BAKER STREET



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ZONE CHANGE

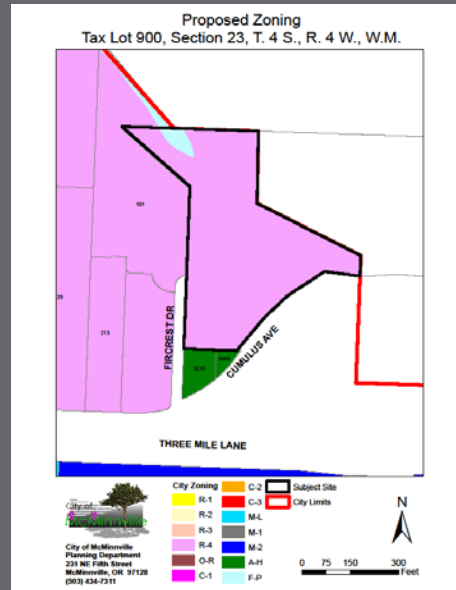
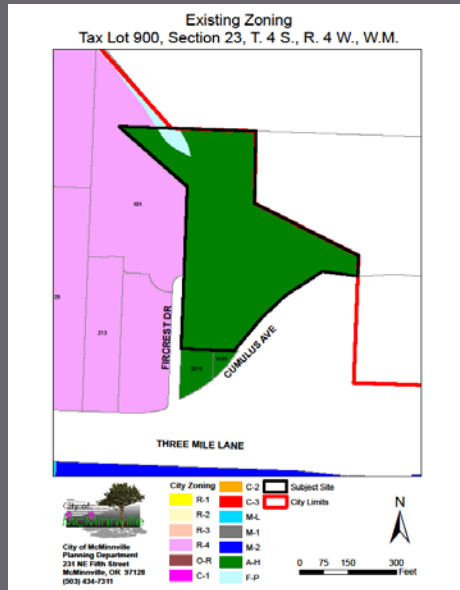


Rezone 4.6 Acres to R-4 Zone

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FIRCREST ZONE CHANGE



Rezone 5.2 Acres to R-4 Zone

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LEGISLATIVE CODE AMENDMENTS

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CITIZEN ADVISORY COMMITTEE

Citizen Advisory Committee Technical Advisory Committee

- ☐ Liaison from impacted commissions/committees
- ☐ Targeted Age Groups
 - Retirees/Seniors
 - 30 – 50
 - 20 - 30
 - Youth
- ☐ Representative Populations
 - Accessibility
 - Latino
- ☐ Partners (Chamber, MEDP, MDA, MSD, FOYC)

- ☐ Staff experts
- ☐ Partner Agency Experts
- ☐ Regional Experts



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LANDSCAPING/TREES



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HISTORIC PRESERVATION



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WIRELESS FACILITIES



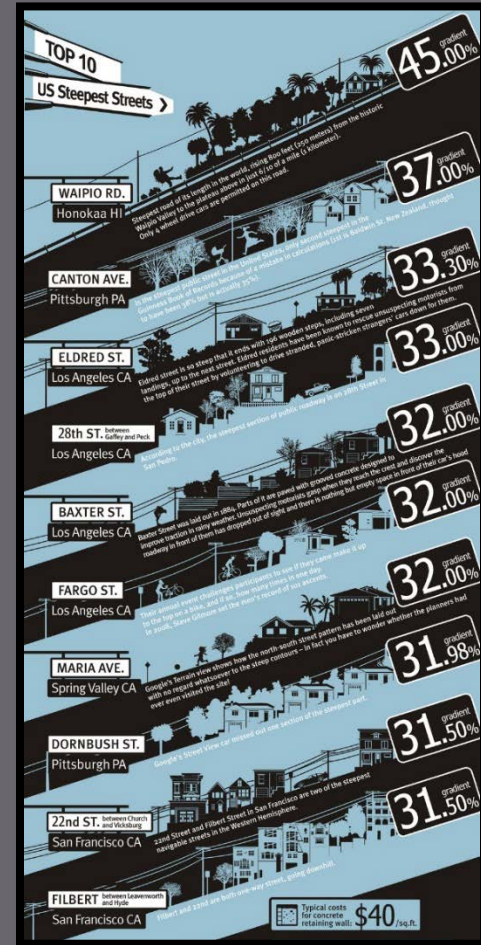
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STEEP STREETS




WHEN THINGS ARE
STEEP, REMEMBER
TO STAY LEVEL-
HEADED.



CITY COUNCIL, 12.12.17

NEIGHBORHOOD MEETINGS



Mark Your Calendar!

NEIGHBORHOOD MEETING

Movin' Out Inc. - Proposed Development Project Meeting #2

Wednesday, March 29, 2017

6:00 p.m.-8:00 p.m.

Bridge Lake Point Waunona Neighborhood Center

1917 Lake Point Drive

Spanish and Hmong interpreters will be available

Please attend this neighborhood meeting regarding the proposed development for 2230 W. Broadway.

The proposed project: 48 units (1-, 2- and 3-bedrooms), with 3,000 square feet of commercial space located on the ground floor.

The focus of this meeting is to gather the community's input for design and amenities so that project is successfully integrated into the neighborhood.

I am looking forward to seeing you on Wednesday.

Alder Sheri Carter

Questions or comments?
Contact:
Alder Sheri Carter, District 14
608.698.6027
district14@cityofmadison.com



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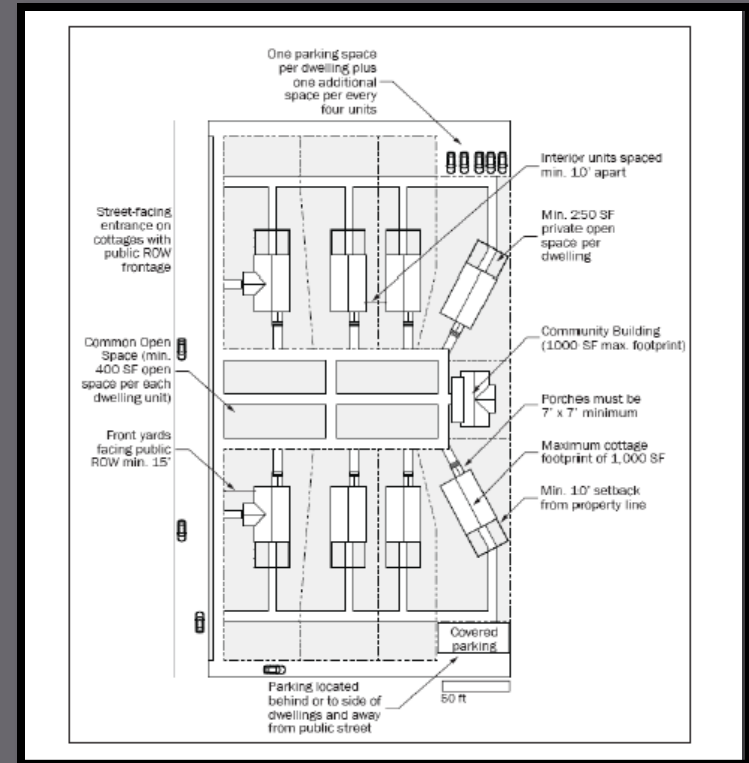
ACCESSORY DWELLING UNITS



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COTTAGE CLUSTER CODES



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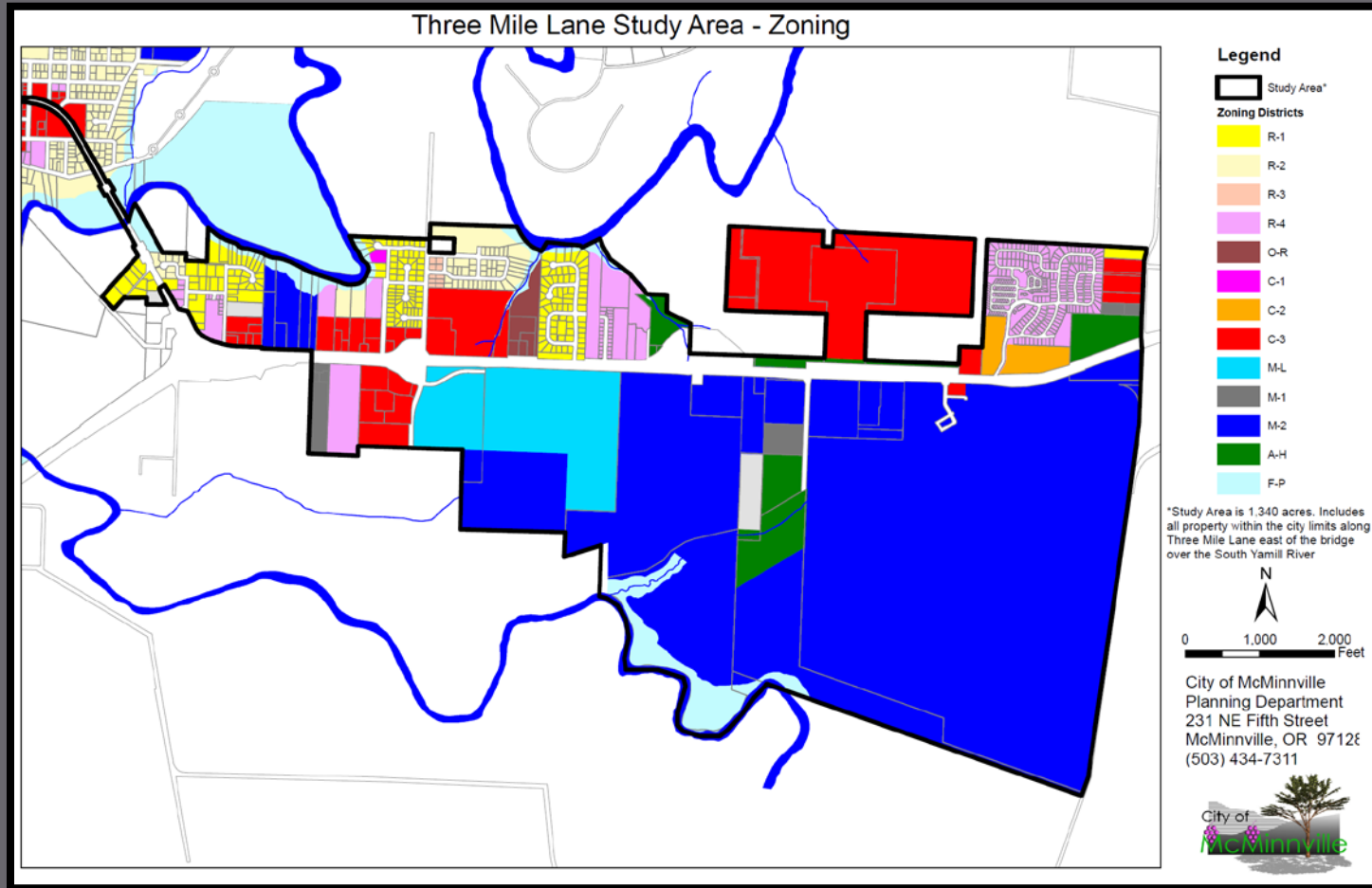


WHAT TO LOOK FOR IN 2018

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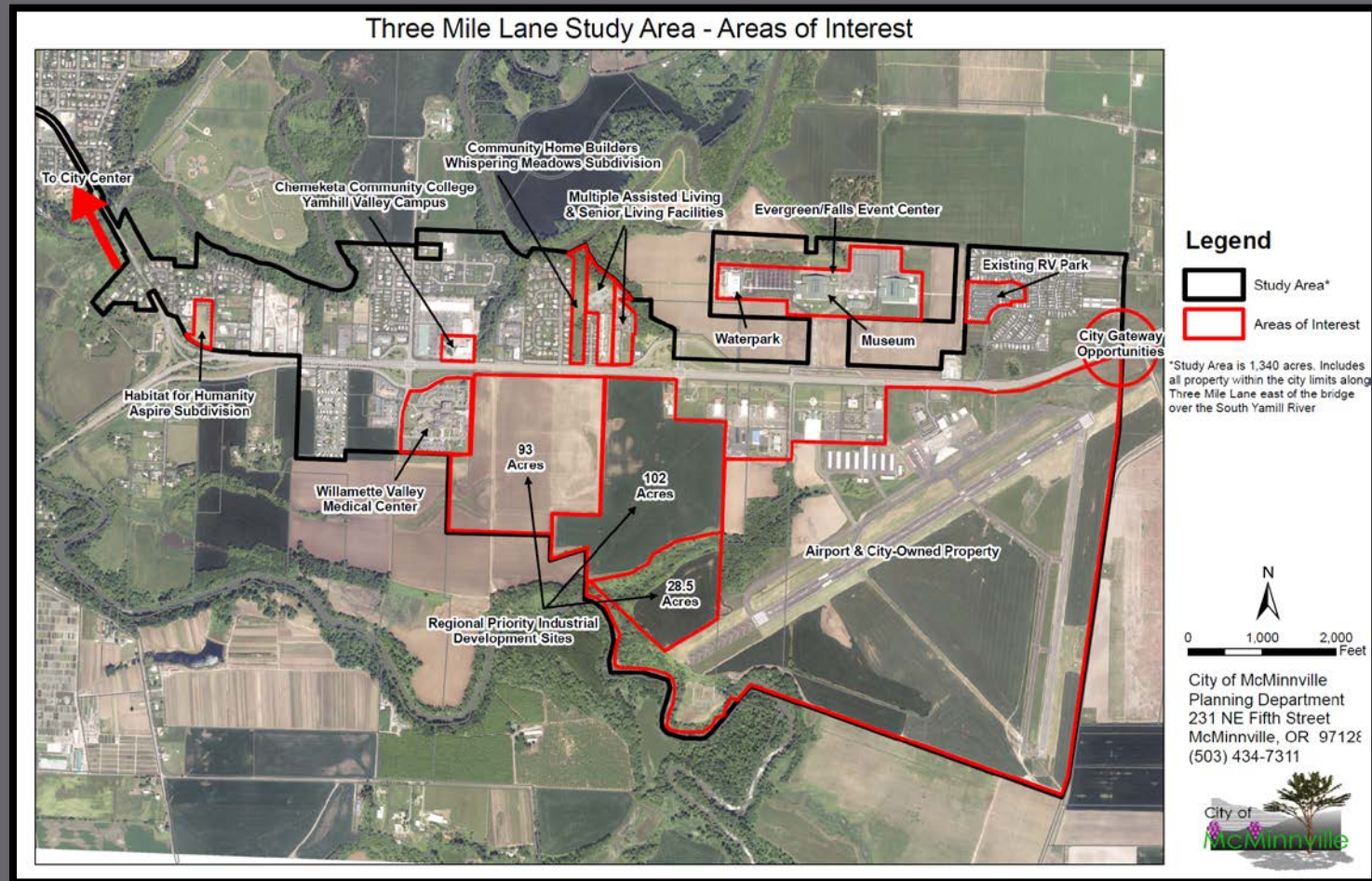
THREE MILE LANE - ZONING



CITY COUNCIL, 12.12.17



THREE MILE LANE – AREAS OF INTEREST

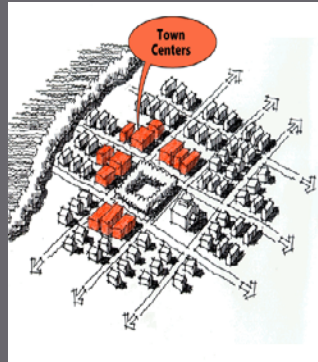


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GREAT NEIGHBORHOOD PRINCIPLES

- ☐ Walkable & Bikable
- ☐ Interconnected Streets
- ☐ Variety of Housing Choices
- ☐ Diverse Mix of Activities
- ☐ Open Spaces
- ☐ Public Art
- ☐ Scenic Views
- ☐ Environmentally-Friendly Design
- ☐ Urban-Rural Interface
- ☐ Integrated Design Elements



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BLI/HNA/HOUSING STRATEGY

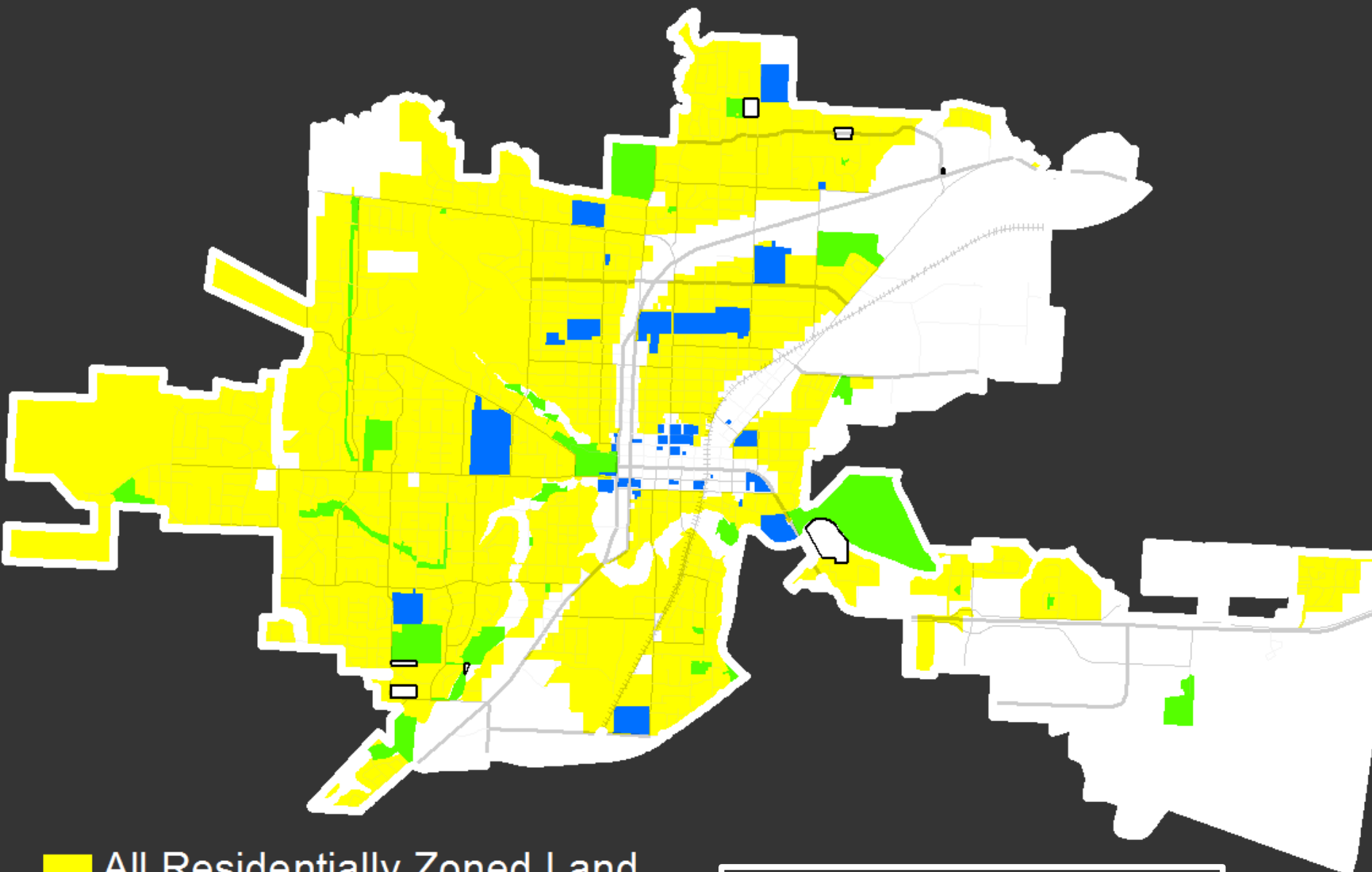
HOUSING:

- ❖ Higher density housing needed in McMinnville should it be located in proximity to the downtown?
- ❖ Millenials and Retirees
- ❖ Affordable to Higher End
- ❖ Balancing Historic District with new construction.



CITY COUNCIL, 12.12.17





- All Residentially Zoned Land
- City Parks
- Schools & Other Institutional

466 Acres of Total Land
(Parks, Schools & Institutional)

MULTI-FAMILY SITE AND DESIGN



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HISTORIC PRESERVATION PLAN



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ECONOMIC DEVELOPMENT STRATEGY



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INDUSTRIAL LAND USE CLASSIFICATIONS



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PARK ZONE

PARKS / PUBLIC GATHERING SPACES:



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UNIVERSITY DISTRICT



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SEIZING OPPORTUNITIES

CITY COUNCIL, 12.12.17



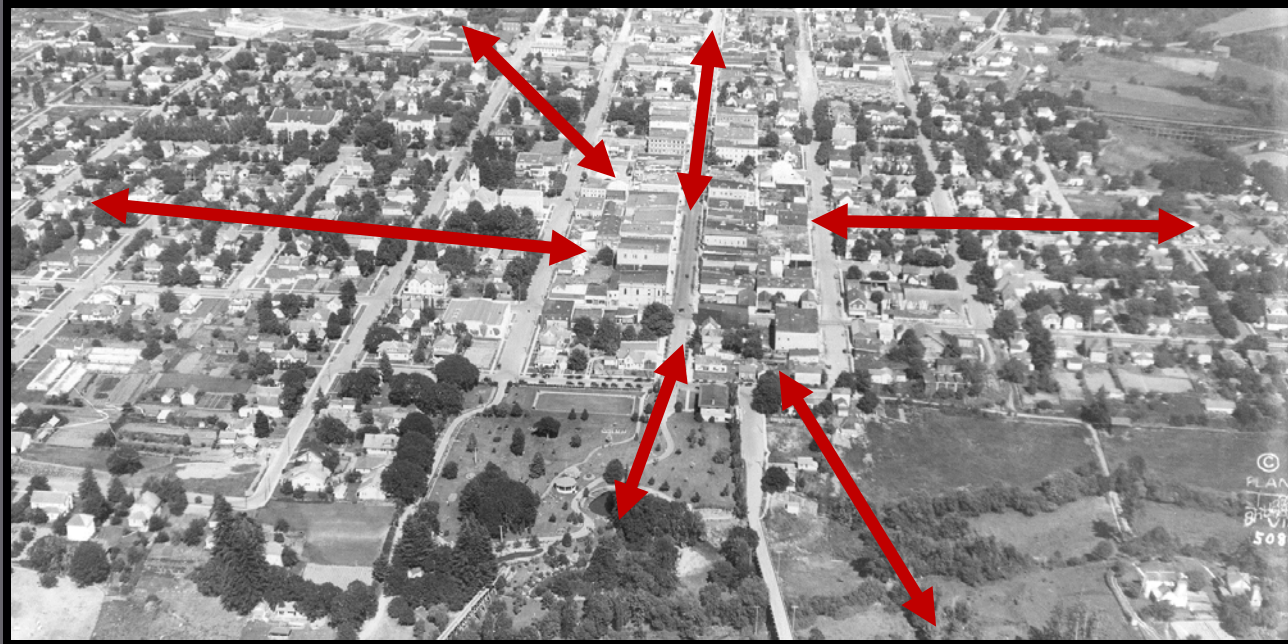
PSU – BIKE/PED PLAN



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PSU – BIKE/PED PLAN

CONNECTIVITY - IMAGINE: Bike/Ped Connections to Linfield, High School, Watersheds, City Park, Library,



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ULI DESIGN CHARRETTE

ENTRYWAYS -



CITY COUNCIL, 12.12.17



Chair/Vice-Chair Comments



- Roger Hall, Chair
- Zack Geary, Vice-Chair

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PLANNING COMMISSION QUESTIONS?



CITY COUNCIL, 12.12.17



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, November 28, 2017 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u> Adam Garvin Kellie Menke, Council President Kevin Jeffries Alan Ruden Wendy Stassens	<u>Excused Absence</u> Remy Drabkin
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Also present were City Manager Jeff Towery, City Attorney David Koch, Planning Director Heather Richards, Finance Director Marcia Baragary, Police Chief Matt Scales, Parks and Recreation Director Susan Muir, Deputy City Attorney Natalee Levine and members of the News Media – Dave Adams, KLYC Radio, and Tom Henderson, *News Register*.

DINNER

CALL TO ORDER: Mayor Hill called the Dinner Meeting to order at 6:18 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.

The agenda for the regular meeting was reviewed.

Finance Director Baragary noted that the changes being proposed in Resolution No. 2017-70 will provide more flexibility to the City and McMinnville Water and Light in making decisions that do not effect one another. She also stated that PERS requires resolutions from both McMinnville Water and Light and the City of McMinnville.

Discussion ensued regarding the process for reviewing the sign amortization program and the Downtown Safety Task Force survey.

ADJOURNMENT: The Dinner Meeting adjourned at 6:46 p.m.

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, November 28, 2017 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u> Remy Drabkin (via Phone) Adam Garvin Kellie Menke, Council President Kevin Jeffries Alan Ruden Wendy Stassens	<u>Excused Absence</u>
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Also present were City Manager Jeff Towery, City Attorney David Koch, Planning Director Heather Richards, Associate Planner Ron Pomeroy, Associate Planner Chuck Darnell, Finance Director Marcia Baragary, Parks and Recreation Director Susan Muir, Information Systems Director Scott Burke, Police Chief Matt Scales, Deputy City Attorney Natalee Levine and members of the News Media – Dave Adams, KLYC Radio, and Tom Henderson, *News Register*.

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.

No comments were made.

PRESENTATION: Recology

Walter Budzik and Dave Larmouth of Recology presented the proposal to reroute waste to an alternate disposal site. Mr. Budzik stated that they selected Cowlitz County landfill near Kelso, Washington as the alternate site and that the cost of the proposal is a ten percent increase in rates. Mr. Budzik added that if the Council accepts the increase, they will not submit

a rate review until July, 2019. He answered the following questions from the previous City Council Meeting:

1. How was the ten percent rate increase determined?
 - Recology aggregated all of the costs for transportation and disposal of the waste. The fee is offset by the elimination of disposal at Riverbend and the change to the franchise fee and other administrative costs. The revenue requirement is also figured out to maintain operating ratio.
2. What is the capacity of Cowlitz County Landfill?
 - 100 years is the capacity.
 - McMinnville's tonnage will not significantly impact this number.
3. How was Cowlitz County selected?
 - Recology asked for bids for rates.
 - Transportation and disposal costs were considered and Cowlitz County provides the lowest cost.

Councilor Stassens asked about how the landfill is run. Mr. Budzik responded that there is an existing relationship with the Cowlitz landfill and they know that it is well run. He noted that according to the franchise agreement, they may only go to a licensed landfill.

Council President Menke ask about the large administrative costs (Management and Administrative Fee – Related Party Transactions) listed in Recology's financial statements. Mr. Budzik explained that these are the people costs including local costs, regional costs, and corporate costs related to the employee overhead.

Council President Menke also asked about Recology's return on investment. Mr. Larmouth stated that the current projected operating ratio is at 91.25. He noted that the agreement calls for Recology to maintain a range between 85-91. Mr. Larmouth stated that they had projected that they would be outside the range and that the proposed changes would bring them back into range.

Recology noted that they are awaiting final inspection for the transfer station.

Councilor Jeffries asked if Coffin Butte responded to the request for proposals. Mr. Larmouth stated that he had not heard from them recently but they would have been a more expensive option.

Discussion ensued regarding commercial rates. The average industrial user haul fee would be increased by \$15.97 for each haul.

Council President Menke asked why the rates are more expensive than the other cities in the area. Mr. Budzik explained that it is very difficult to do a comparison between cities because of the make-up of commercial versus residential is different. Mr. Larmouth noted the variables in services that effect rates.

Discussion ensued regarding determination of the blanket ten percent rate increase and with no rate increase through 2019. It was noted that Recology did not want customers to be concerned that they would be receiving another rate increase in a short amount of time.

Councilor Garvin asked about the total tonnage that McMinnville hauls to Riverbend. Mr. Larmouth responded that it is about 50 percent.

Councilor Jeffries asked if there was a benefit to the City for being proactive in moving to Cowlitz. Mr. Larmouth responded that it would be beneficial to make the move if there were a closure of a landfill.

Councilor Garvin noted that the City's tonnage generates \$1.60 per ton in revenue for the County. He inquired about the tonnage that goes to the landfill. Mr. Budzik stated that it is somewhere between 19,500-20,000 tons.

Councilor Drabkin asked about the negotiations for the rates. Mr. Larmouth stated that a typical agreement is for ten years with adjustments tied to a regional CPI index. He stated that out of agreement adjustments have been rare historically.

Councilor Stassens asked about the \$4,000,000 for related party transactions. Mr. Budzick stated \$1,000,000 is related to management and administration fees. The other expenses relate to health care, workers compensation insurance, vehicle insurance, and purchasing in bulk to get discounts – results in savings and a related party transaction.

4.

PUBLIC HEARING

Relating to a proposal to:

- i. Redirect solid waste collected by Recology, Inc., the City's exclusive franchisee for the collection of solid waste, away from the Riverbend landfill in Yamhill County to alternative landfill sites effective January 1, 2018;
- ii. Approve an out-of-calendar rate adjustment of 10% on cart, container and debris box service rates effective January 1, 2018, with a freeze on further rate adjustments through June 30, 2019; and,
- iii. Adjust the effective date for the pending Franchise Administrative Fee rate increase (4% to 5%), from July 1, 2018 to January 1, 2018.

Mark Davis, 652 SE Washington Street stated that he believes the City made a de facto decision years ago to part ways with the landfill when the City began to move into Urban Renewal and investing money in Visit McMinnville. He noted that millions of dollars in public and private investment have been made and that the focus on tourism is not helped by having a large pile of garbage sitting on the edge of town. He stated that it is hypocritical to be dumping the City's garbage at Riverbend while taking the position that it shouldn't be there. Mr. Davis does not support the rate proposal as he feels it is incomplete. He stated that Recology is a monopoly and that the City needs to hold them accountable. He stated that there should be written financial information that Citizens can review. He noted he is not trying to attack Recology and he supports what they are trying to do and he thinks they are doing a good job for the community. He stated that he attends other meetings in the community related to utility issues (sewer, water, electricity). He noted that in all of these meetings there is complete financial information and typically a consultant is hired. He suggested that the City hires an expert to review Recology's financials in the future. He asked that Council listen to the public and asked that they postpone making a decision until a future meeting until they receive more information.

Ramsey McPhillips, 13000 SW McPhillips Road, stated that he does not plan to sue the Council, he simply wants to reiterate why there is a pending lawsuit against any further waste going into the landfill because it harms him. He stated that the lawsuit at the Supreme Court and the ensuing lawsuit in the County is related to farmland. He noted that it is his farmland. Mr. McPhillips shared that the County had to do extensive research on what would happen if the landfill didn't go away when they decided to expand it. He stated that they hired a \$42,000 firm to do a projection. He explained that the projections can be matched to Recology's estimates. Mr. McPhillips reviewed some of the projections. He stated that when the Council makes the decision it is not based on the reports that were scaring the community but they are based on what Recology is actually offering. He stated that the landfill is not necessary and is obsolete. He stated that they no longer have the tipping fees because Portland went away, the costs are only ten percent, and he has them in court and there is a horrible projected earthquake that would effect the landfill, He stated that he does not see a reason to send the garbage to Riverbend.

Dee Goldman, 1235 NW Cedar Street, stated that she is a Recology customer. She is pleased to have the opportunity to send the garbage to a more environmentally stable site and to not add to the stench of the landfill, and to the impact on local farmers. She feels that a ten percent rate increase sounds very reasonable.

Jeff Fahey, 1576 NW Adisyn Lane, he stated that in estimation, Riverbend isn't dead and that the courts could rule in favor of continuing it. He stated that if Riverbend prevails and the City does not use it, Riverbend

will extend it's lifetime by the amount of garbage not sent to them or they will find a new customer. Mr. Fahey stated that in that sense, the decision to move away feels a little premature. He supports the Recology effort and proposal. He stated that it would put the City in the lead of getting Waste Management out of business. Mr. Fahey provided a cost estimate, he noted that this would force the County Commissioners to do something.

Terry A. Peasley, 1051 SE Shady Street, agreed with the opportunity to spend a little more on rates in order to not contribute to the local landfill that he feels is way overdue to be shut down.

Jason Lett, Eyrie Vineyards, 1015 NE Tenth Avenue. Mr. Lett stated that he can smell the landfill on 10th Street. He reiterated the praise that Mr. Davis gave to the City for the work that has been done on Alpine Avenue and the Urban Renewal efforts. He stated that anything that the City can do to move the garbage to a less environmentally sensitive area is great. As a resident he stated that he fully supports the rate increase to see that happen.

Sam Bear, 521 SW Filbert Street, noted that he worked for Waste Management for ten years and during that time he worked at a waste energy plant. He stated that the City is currently relocating garbage and that methane and carbon dioxide gasses are still going into the environment. He explained that even with methane captures, it is only 50 percent effective. He suggested that instead of putting the garbage into landfills it could go to a waste energy plant in Brooks, Oregon. He explained that they incinerate trash and produce electricity. He stated that they have room to add another boiler. He explained that McMinnville could enter into discussion with the facility or with other entities in the County and look into building a waste energy plant in the County. He stated that there is a cost in waste energy but feels that the people of Yamhill County and McMinnville would be willing to bear that cost in order to do the right thing now instead of kicking the problem down the road to future generations.

Gerry Hunter, 103 SE Baker Street, stated that he is a McMinnville Resident, Downtown Business Owner, and Zero Waste Board Member. On all three accounts he is strongly in favor of sending the waste away from Riverbend Landfill and that as a paying customer of Recology he is happy to pay the proposed rate increase in order to see that happen. He stated that the only possible benefit of continuing to send waste to Riverbend is a short-term, small rate savings for Recology's customers. Mr. Hunter stated that the cost of not doing so includes: blight on landscape, significant odors, contamination of the water shed, and the potentially cataclysmic event of the landfill breaching and moving into the river in the event of a seismic event. The costs of diverting the waste away from Riverbend are minimal and the benefits of doing so could be significant. Mr. Hunter feels that there are no benefits to sending waste to Riverbend. He noted that doing so, runs counterintuitive to the health,

well-being, and enjoyment of Citizens as well as counter to the many efforts made by the community to promote businesses in the area. He noted that McMinnville is promoting itself as a tourist destination and there have been tremendous local investments. Mr. Hunter questioned why the community would contribute to a stinking, pile of garbage adjacent to the farms and wineries and near the downtown and a waterway. He questioned the prudence, wisdom and fiduciary responsibility of the City of entering into a contract that would have the local waste taken to Riverbend. He feels that it does not seem like a good idea for the City to spend time and money negotiating and entering into a contractual agreement for services that includes an uncertain cost element. He noted the legal and financial uncertainties of Riverbend Landfill. Mr. Hunter stated that the franchise agreement is an opportunity to put in place many good things and fund them in the process. He commented on the possibility of a designated Waste Zero position at Recology, and recycling opportunities at the new transfer station.

Ilsa Perse, 5765 Mineral Springs Road, Carlton, commented that there is something wrong with the audio system in the building. She commended Council on the thoroughness of the questioning and the diligence of looking at what Recology wants to do. She wishes that the County had looked at Waste Management as carefully as the City is looking at Recology. She stated that McMinnville is being put on the map partially from the plastic bag ban. She noted that she recently had friends in town from Boston who were impressed that there were not any plastic bags in town. Ms. Perse stated that she is a downtown business owner and that a ten percent increase in the garbage rates will mean virtually nothing to her small business. She stated that she would gladly take the increase in order for McMinnville to not participate in the environmental disaster that is Riverbend Landfill. She stated that the last few days the landfill smells worse than ever. She would commend the Council for not participating in the destruction of the air quality in the County.

Jim Kreutzbender, 1317 NE 9th Avenue, stated that it is time for McMinnville to continue moving forward and that the plastic bag ban has been great. Mr. Kreutzbender stated that it is time for McMinnville to stop participating in an environmental disaster. He feels that the amount of money for the rate increase would not be unmanageable for most although that it may be difficult for some. He stated that perhaps Riverbend could do some education on downscaling services if customers need to reduce their costs. He feels that it is good for the City to pull out of Riverbend.

Sid Freeman, 14286 NW Old Moores Valley Road, Yamhill, he stated that it pains him that his garbage goes to Riverbend Landfill next to the River. He stated that it is not about what others do but it is about the choices that the City makes and what the City does. He stated that he would gladly pay ten percent more for his garbage to not go to Riverbend if he had the choice. He encouraged the Council to approve the waste diversion from Riverbend.

Annelly Germain, 820 NW Wallace Road, stated that Styrofoam takes up huge amounts of landfills and that packing materials are probably 30% of landfills, and 10% of any given landfill could be Styrofoam. She stated that it takes up a lot of room. She stated that when the Styrofoam reaches the transfer station, there is an opportunity to intervene and reduce the amount that goes to the landfill by possibly ten percent. Ms. Germaine stated that the only thing holding up this from happening is that Recology would need to make a commitment to have a collection point at their facility. She stated that Mr. Peters mentioned that it would be considered among others. There is no start point or commitment from Recology. She noted that if there were ten percent less going into the landfill there would be a savings in trucking, hauling, emissions, wear and tear on the road, staff time, and perhaps there would not be a need for a rate increase because of the savings.

Annette Madrid, PO Box 683, Carlton, shared she is thrilled that the City may do this. She stated that about 30 years ago she was introduced to garbage related items. She stated that she would gladly pay ten percent or more to not contribute to the problem. She reiterated that to not contribute to the problem is thrilling.

The Mayor closed the public hearing at 8:00 p.m.

5. PRESENTATIONS

5.a. Landscape Review Committee Annual Report

Associate Planner Darnell stated that the Landscape Review Committee roles are to review and approve landscape plans for new construction and redevelopment projects. He stated that they approve landscape plans, street tree plans, street tree removal requests, they review specific species and plant placement, and consider the long-term aesthetics of site.

There are currently five members made up of a diverse knowledge base. He reviewed their 2017 accomplishments:

- Established a monthly meeting.
- Updated landscaping and tree zoning chapters.
- Reviewed 38 land use applications including 23 landscape plans, 3 street tree plans and 12 street tree removal requests.

Mr. Darnell stated that in 2018 the Landscape Review Committee will continue to review landscape plan applications, consider the street removal process, and provide input on streetscaping and management of downtown trees.

Councilor Garvin stated that the work that the committee does is very important and that it affects the City for years to come.

Planning Director Richards stated that the City does not have a certified arborist on staff. She stated that the Planning Department will be working with an expert in the field to review the City's code and propose best practices for amendments to the code.

Council praised Mr. Darnell and the Landscape Review Committee for their good work.

5.b. Downtown Safety Task Force Update

Police Chief Scales stated that the Task Force was created after Council received testimony at July City Council meetings. He stated that a couple of the charges of the Task Force are to collect data and interview those affected by negative behaviors in the downtown core area. The Task Force Members were recognized. Chief Scales stated that the meetings are public and posted online. He explained that in the first two meetings they reviewed the July Council meetings and categorized behaviors. They have:

- Reviewed existing laws and ordinances.
- Reviewed existing data (call logs).
- Developed and distributed online survey for merchants and residents.
- Started brainstorming potential solutions and tools.
- Developed a web page that includes committee information/ background/ general downtown safety information.

Chief Scales noted that they launched a survey today and that they have already received 90 responses.

He displayed the website and reviewed the information that can be found on the website.

The next steps for the Task Force include:

- Five more meetings through February 2018.
- A review of the survey data (December 19th).
- Continuing to develop short and long-term solutions and measures for success.
- Develop pros and cons list for solution.
- Finalize a recommendation to bring back to Council in March.

Chief Scales expressed his thanks to the Task Force members for their work.

Downtown Safety Task Force Member Rick Weidner stated that this has been a learning experience from him coming from an entrepreneurial background. He noted that Chief Scales and Parks and Recreation Director Muir have been great leaders.

Mr. Weidner said that he has been asking downtown merchants out of curiosity and on his own accord, how they would feel if there was no smoking in the Downtown area. He stated that it has been unanimous that business owners and shoppers would love it if there was no smoking. He noted that this was a behavioral issue.

Mr. Weidner also asked about how people would feel if there were surveillance cameras strategically positioned downtown. He felt that it would be a deterrent to potential perpetrators. He asked if the City would consider a request for proposals to see how much it would cost for cameras in the downtown area.

Jeff Sergeant, Executive Director, Yamhill Community Action Partnership and Downtown Safety Task Force member, stated that he wants the committee to continue to focus on safety. He stated that he represents low-income neighbors in McMinnville and in the County. He reiterated that the focus is on those jeopardizing safety. He noted that Rebecca Quandt had made the point that this is not about particular types of people or homelessness, it is about behavior. He stated that the people he represents are victims of this type of behavior as well. He asked that the City continue to provide compassionate support to those who need it.

6.

CONSENT AGENDA

- a. Consider the Minutes of October 24, 2017, November 14, 2017, and November 15, 2017 Dinner and Regular City Council Meetings.

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

7.

RESOLUTIONS

7.a.

Resolution No. 2017-69: A Resolution approving an out-of-calendar rate adjustment of 10% to most solid waste collection charges, and freezing future rate increases until July 1, 2019.

City Attorney Koch stated that Resolution No. 2017-69 addresses the first two items of the public hearing held earlier in the evening. He noted that the financials received were consistent with what has been received in the past and what is expected. Mr. Koch noted that if desired, the City may exercise the right to move forward with an audit.

Councilor Jeffries stated that he appreciated the well thought out testimony received during the public hearing. He shared that diverting waste from Riverbend has been on his “bucket list” for a long time and he is happy to see the City moving in this direction. He feels that it affects livability. He stated that this is the responsible thing, and in good conscience, the best thing to do. He stated that a ten percent increase is

order to make this happen is worth it to ensure the City is not contributing to the problem.

Councilor Stassens agreed with Councilor Jeffries. She stated that it is the responsible thing to do for McMinnville and its Citizens. She stated that it is a great way to support tourism and support quality of life. She felt that it is a reasonable request to ask for more financial information and would like to request for an audit.

Councilor Drabkin stated that it is not unclear to her of the direction that the City has been heading and the clear benefit to the citizens of McMinnville. She stated that the benefits outweigh the costs. She stated she supports moving forward with moving away from Riverbend. She stated that additional financial information that was requested at a previous meeting, should be provided. She noted that transparency is extremely important.

Council President Menke stated that she would like to see a deeper dive into the financials. She noted that Recology is a monopoly and the City needs to know what is going on.

Councilor Ruden stated that he is in support with not sending any waste to Riverbend. He also would like to exercise the City's right to request an audit. He noted that this is a good time to do it based on the transitions taking place. Councilor Ruden stated that there was a lot of good testimony and that the education received goes a long way.

Councilor Garvin stated that he was initially concerned about the revenue generated for the County until he realized that it is very minimal. He recognized that this may be a burden to some but hopefully it will encourage them to reduce. He stated that he would like to see an audited statement. Councilor Garvin expressed his support of moving away from Riverbend under the condition that there is an audit before there is another rate increase in July 1, 2019.

Mayor Hill stated that before there is another rate increase, the Council expects to see audited financials.

Councilor Stassens MOVED to adopt Resolution No. 2017-69; approving an out-of-calendar rate adjustment of 10% to most solid waste collection charges, and freezing future rate increases until July 1, 2019; SECONDED by Councilor Ruden. Motion PASSED unanimously.

7.b.

Resolution No. 2017-70: A Resolution by the City of McMinnville expressing the intent to be actuarially separate in its Public Employees Retirement System ("PERS") account from its Water And Light Commission.

Finance Director Baragary stated that on November 21st, there was a joint meeting of the City of McMinnville and McMinnville Water and Light's Audit Committees. The purpose of the meeting was to discuss whether the City and Water and Light should separate for actuarial purposes related to PERS. Ms. Baragary stated that there are several benefits to the separation including transparency, understanding the true cost of PERS expenses for each entity, it improves the pension benefit reporting required by Governmental Accounting Standards, and increases the flexibility for both entities. She noted that the impact on the City would be approximately \$44,000 annually. All Audit Committee members agreed to move forward with the separation. The Water and Light Commissioners approved a Resolution on November 21st related to the separation. Both Resolutions will be forwarded to PERS. The rates would be effective July 1, 2018.

Council President Menke noted that there are very positive reasons to make the change. She stated that the City has been establishing a more independent relationship with McMinnville Water and Light.

Mayor Hill stated that Ms. Baragary provided a presentation that showed a good comparison that made the decision clear.

Council President Menke MOVED to adopt Resolution No. 2017-70; expressing the intent to be actuarially separate in its Public Employees Retirement System ("PERS") account from its Water And Light Commission; SECONDED by Councilor Stassens. Motion PASSED unanimously.

8. ORDINANCES

- 8.a. First reading with possible second reading of Ordinance No. 5042: An Ordinance amending Ordinance No. 4904 and 5033 relating to the Solid Waste Collection Franchise.

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

City Attorney Koch read the title of Ordinance No. 5042.

City Attorney Koch stated that Ordinance No. 5042 relates to the third item from the public hearing. He stated that the Ordinance amends an Ordinance passed by the Council a few months ago which provided for an increase in the franchise fee. The increase was from three percent to five percent phased in through July 1, 2018. He explained that with the resolution being passed authorizing the increase in waste collection rates, it is good timing to increase the rate to accelerate the increase to five percent effective January 1, 2018.

Councilor Garvin asked if this was the only revenue received in the Franchise Agreement. City Attorney Koch clarified that it is.

Councilor Ruden MOVED to pass Ordinance No. 5042 to a second reading; SECONDED by Councilor Garvin. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5042.

Councilor Ruden MOVED to adopt Ordinance No. 5042 amending Ordinance No. 4904 and 5033 relating to the Solid Waste Collection Franchise; SECONDED by Councilor Garvin. Ordinance No. 5042 PASSED by a unanimous roll-call vote.

- 8.b. First reading with possible second reading of **Ordinance No. 5043:** An Ordinance repealing Ordinance No. 4732 and amending the McMinnville Zoning Ordinance specific to Chapter 17.06, Definitions, and 17.55 Wireless Communications Facilities.

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

City Attorney Koch read the title of Ordinance No. 5043.

Principal Planner Pomeroy reviewed the current situation regarding Wireless Communications Facilities:

- The City's first Wireless Communications Facilities chapter of the Zoning Ordinance was adopted in June, 2000.
- Over the last 17 years, the FCC has adopted multiple amendments governing the wireless industry.
- It is timely to consider updating the City's regulations to maintain FCC compliance and to consider zoning opportunities to achieve a better community aesthetic.

Mr. Pomeroy stated that the current regulations provided a good foundation for establishing McMinnville's first wireless facilities code. He noted that the regulations have allowed wireless towers in Industrial zones without height limits. The current regulations also allow up to 20 additional feet of height to be added by antennas mounted to existing structures in all zones. He noted that landscaping at the antenna base and equipment enclosure requires a six-foot tall fences and sight obscuring plantings. He also shared that placement of antennas mounted to existing structures located in the Historic Downtown area required Conditional Use approval.

Mr. Pomeroy displayed pictures of current tower installations. He stated that there are alternative support structures located at 3rd and Ford, the Gallery Theater and 3rd at the Railroad Tracks.

Mr. Pomeroy reviewed the recommendations as follows:

- Exemptions would include:
 - Cells on Wheels, federally licensed amateur radio stations, antennas used by viewers to receive TV or radio broadcasts, supervisory control and data acquisition systems, and federally exempted medications to towers or other facilities.
- Height of new towers would be limited to 100 feet.
- Mounting on historic structures requires Historic Landmarks Committee review.
- Within all right-of-way all vaults and equipment pedestals will be underground as much as possible. Outside of right-of-way all utility buildings limited to 12-feet in height and 200 square feet in size unless granted a Conditional Use approval.
- In residential zones or Downtown Historic District, all utility cabinets and similar equipment shall be undergrounded.
- No signs, symbols, flags or banners located on facilities except when federally required or as a flagpole for stealth concealment.
- Color – non-reflective and neutral except when specific color scheme is federally required; such as near the airport.
- Maximum height added to antenna structures in non-residential zones – 10 feet.
- Facade mounted – antenna, wiring, etc. shall be integrated into building architecture as much as possible or be made compatible with the surrounding site or other characteristics.
- Roof mounted – set back from roof edge as far as possible.
- Screening – Six foot tall fencing required around ground equipment area and a ten-foot wide evergreen planting area.
- No artificial lighting unless required by FAA or other federal, state or governmental agency.

Mr. Pomeroy reviewed the additional proposed amendments related to F-P and A-H zones as outlined in Ordinance No. 5043.

Mr. Pomeroy noted that there was one change from what originally went out in the Council Packet. He stated that a hard copy of the revised Ordinance has been provided. He also shared that Verizon Wireless contacted the Planning Department today, November 28th, and provided written communication regarding concerns with the recommended amendments. Their main concerns related primarily to Small Cell systems and the ability to continue to provide adequate residential coverage.

Mr. Pomeroy noted that the goal of the proposed amendments are to provide aesthetically positive federally compliant opportunities for wireless facilities to meet the needs of the community as it grows and that

the goal of the process is to be transparent and inclusive of all interested and affected parties.

Staff recommended that City Council hold a public hearing on the proposed amendments addressing Wireless Communications Facilities (G 4-17) on January 22, 2018, to allow for additional public testimony to be considered.

Discussion ensued regarding setback requirements, the amendments, coverage, stealth and aesthetics.

Council President Menke MOVED to pass 5043 to a second reading to be held on January 23, 2018 to be accompanied by a public hearing; SECONDED BY Councilor Drabkin. Motion PASSED unanimously.

Councilor Drabkin left the meeting at 9:12 p.m.

8.c. First reading with possible second reading of **Ordinance No. 5044**: An Ordinance amending the McMinnville Zoning Ordinance specific to Chapter 17.62 (signs) to update provisions related to the deadline of the amortization of certain types of existing nonconforming signs. No Councilor present requested that the Ordinance be read in full.

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

City Attorney Koch read the title of Ordinance No. 5044.

Planning Director Richards explained that the amendment will extend the deadline for bringing nonconforming signs that are subject to the amortization process into compliance with current signs standards from December 31, 2017 to December 31, 2018. She stated that in June, 2017 the Planning department sent out 140 notices of potential sign noncompliance. There were challenges from some business owners including three legal challenges to the process and code. Based on the challenges received it is being recommended that the deadline be extended to allow time for the City to evaluate the current sign standards and amortization process to ensure that the outcomes of the sign standards and amortization process meet the intent of the Signs chapter and the overall community's desires in regards to updating nonconforming signage. She discussed the intent of the code.

Council discussed the importance of strategic discussions with Staff and the Planning Commission regarding direction.

Councilor Stassens MOVED to pass Ordinance No. 5044 to a second reading; SECONDED by Councilor Menke. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5044.

Councilor Stassens MOVED to adopt Ordinance No. 5044 amending the McMinnville Zoning Ordinance specific to Chapter 17.62 (signs) to update provisions related to the deadline of the amortization of certain types of existing nonconforming signs; SECONDED by Council President Menke. Ordinance No. 5044 PASSED by a unanimous roll-call vote.

9. ADVICE/ INFORMATION ITEMS

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

Council President Menke stated that the Affordable Housing Task Force meeting is meeting tomorrow and they will be discussing System Development waivers and emergency shelter ordinances.

Councilor Stassens stated that the McMinnville Urban Renewal Advisory Committee met to look at streetscapes, parking requirements.

Mayor Hill stated that December 18th at 2:00 p.m. there will be a ribbon cutting/ completion celebration for the bypass. He noted that the bypass will not open on that date.

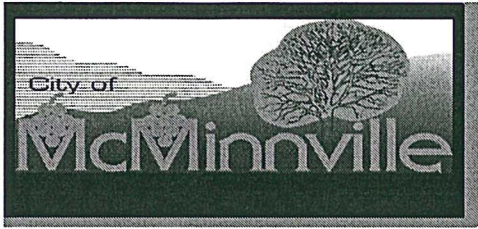
9.b. Department Head Reports

Information Systems Director Burke shared that some components are showing age in Civic Hall and are looking at being replaced.

City Manager Towery shared that Chamber President Gioia Goodrum would be facilitating a discussion around the Myers-Briggs results from the Executive Team.

10. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:24 p.m.

Melissa Grace, City Recorder



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

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: El Rancho Market, LLC

BUSINESS LOCATION ADDRESS: 523 SE Baker Street, McMinnville, OR

LIQUOR LICENSE TYPE: Full On-Premises, Commercial

Is the business at this location currently licensed by OLCC

☒ Yes ☐ No

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

Hours of operation: 8AM to 9PM Sun- Thur 8AM to 10 PM Fri-Sat

Entertainment: No

Hours of Music: No

Seating Count: 30

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: ☒ Yes ☐ No

Criminal Records Check: ☒ Yes ☐ No

Recommended Action: ☒ Approve ☐ Disapprove

Chief of Police / Designee

City Manager / Designee



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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: December 12, 2017
TO: Mayor and City Councilors
FROM: Heather Richards, Planning Director
SUBJECT: **Resolution No. 2017-71 – Board, Commission, Committee Reappointments**

Council Goal

Promote Sustainable Growth and Development

Report in Brief:

This action is the consideration of Resolution No. 2017-71, a resolution appointing volunteers to open positions on city boards, commissions and committees.

Background:

Without the service of volunteers on city committees, commissions, boards and task forces, much of the work of the City of McMinnville would not get accomplished. The City of McMinnville has many official city committees, commissions, boards and task forces, whose members are appointed by the Mayor and City Council for a term of service that work with city staff on developing recommendations to the McMinnville City Council to consider.

The terms of the volunteers are based upon a calendar year, and every year in December, the Mayor and City Councilors appoint or re-appoint volunteers for new terms on the committees.

In order to prepare a list of recommended appointments, an interview panel comprised of the Mayor and a City Councilor, the committee chairperson and staff meet to interview potential candidates for the positions.

Currently there are six positions on city committees whose terms expire on December 31, 2017, two positions each on the Affordable Housing Task Force, Historic Preservation Committee and Landscape Review Committee.

Discussion:

The interview panel recommends the following appointments for the City Council's consideration.

AFFORDABLE HOUSING TASK FORCE

(3-year term)

Elise Hui (Non-Profit)

re-appointment

Jon Johnson (Business)

re-appointment

LANDSCAPE REVIEW COMMITTEE

(3-year term)

Sharon Gunter

re-appointment

Tim McDaniel

re-appointment

HISTORIC LANDMARKS COMMITTEE

(4-year term)

Joan Drabkin

re-appointment

Mark Cooley

new appointment

Fiscal Impact:

There is no anticipated fiscal impact.

Alternative Courses of Action:

1. **APPROVE** Resolution No. 2017-71.
2. **REQUEST** more information.
3. **DO NOT APPROVE** Resolution No. 2017-71.

Recommendation/Suggested Motion:

Staff recommends that the Council approve Resolution No. 2017-71, appointment the six volunteers to city committees.

“THAT BASED ON THE RECOMMENDATION OF THE CITY INTERVIEW PANEL, I MOVE TO APPROVE RESOLUTION NO. 2017-71, AND THANK THE VOLUNTEERS FOR THEIR SERVICE AND COMMITMENT TO THE CITY OF MCMINNVILLE. ”

RESOLUTION NO. 2017-71

A Resolution appointing and re-appointing members to the various Boards, Committees, Commissions, and Task Force.

RECITALS:

The City of McMinnville has several Boards, Committees, Commissions, and Task Forces made up of volunteers; and

The City Council is responsible for making appointments and re-appointments.

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

1. The City Council appoints the following volunteers the various Boards, Commissions, Committees, and Task Force as detailed below.

AFFORDABLE HOUSING TASK FORCE

(3-year term)

Elise Hui (Non-Profit)	re-appointment
Jon Johnson (Business)	re-appointment

LANDSCAPE REVIEW COMMITTEE

(3-year term)

Sharon Gunter	re-appointment
Tim McDaniel	re-appointment

HISTORIC LANDMARKS COMMITTEE

(4-year term)

Joan Drabkin	re-appointment
Mark Cooley	new appointment

2. This Resolution and these appointments will take effect January 1st, 2018.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 12th day of December, 2017 by the following votes:

Ayes: _____

Nays: _____

Approved this 12th day of December, 2017.

MAYOR

Approved as to form:

City Attorney



City of McMinnville
Community Development Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7312

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: December 12, 2017
TO: Jeff Towery, City Manager
FROM: Larry Sherwood, Project Manager
VIA: Mike Bisset, Community Development Director
SUBJECT: Right-of-way dedication for the NW Hill Road Improvements transportation bond measure project

Council Goal:

Plan and Construct Capital Projects

Report in Brief:

This action is the consideration of a resolution approving the acquisition of property and permanent sight line easement from Wilmington Savings Fund Society FSB, dba Christiana Trust, for the NW Hill Road Improvements transportation bond project, Project 2015-16.

Background:

The NW Hill Road Improvements Project is the largest of the five Capital Improvement Projects identified within the Transportation Bond approved by voters in 2014. This project will construct widening and other improvements between NW 2nd Street and NW Baker Creek Road including; wider travel lanes; bike lanes; sidewalks; turn lanes; landscaping; street lighting; drainage improvements; and improved roadway geometry. The "S-curves" at Fox Ridge Road will be softened and roundabouts will be constructed at Hill Roads intersections with Baker Creek Road and Wallace Road. The project started in September 2017 and is anticipated to be complete by October 31, 2018.

Discussion:

At their December 13, 2016 and March 28, 2017 meetings, the City Council adopted Resolution 2016-88 and Resolution 2017-24 respectively authorizing the acquisition of property for the NW Hill Road Improvements transportation bond project. The City's consultant, Hanna, McEldowney and Associates, has completed the appraisal and negotiation process to acquire property and permanent sight line easement for the project from Wilmington Savings Fund Society FSB, dba Christiana Trust.

Attachments:

1. Proposed Resolution
2. Dedication deeds with exhibits
3. Adapted Resolutions 2016-88 and 2017-24

Fiscal Impact:

The total purchase price for the property and easement is \$15,450.00, plus closing and escrow costs. The purchase is funded by 2014 transportation bond proceeds, and the costs are contained in the adopted FY18 Transportation Fund (Fund 45) budget.

Recommendation:

Staff recommends that the City Council adopt the attached resolution approving the acquisition of property and permanent sight line easement from Wilmington Savings Fund Society FSB, dba Christiana Trust, for the NW Hill Road Improvements transportation bond project, and authorizing City Manager to execute the dedication deed and purchase documents.

RESOLUTION NO. 2017-72

A Resolution approving the acquisition of property and permanent sight line from Wilmington Savings Fund Society FSB, dba Christiana Trust, for the NW Hill Road Improvements transportation bond project.

RECITALS:

At their December 13, 2016 and March 28, 2017 meetings, the City Council adopted Resolution 2016-88 and Resolution 2017- 24 respectively authorizing the acquisition of property for the NW Hill Road Improvements transportation bond project.

The City's consultant, Hanna, McEldowney and Associates, has completed the appraisal and negotiation process to acquire property and permanent sight line easement for the project from Wilmington Savings Fund Society FSB, dba Christiana Trust.

The total purchase price for the property and easement is \$15,450.00, plus closing and escrow costs, as follows:

- Dedication Deed - \$14,865.00
- Permanent Sight Line Easement - \$585.00

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

1. That the acquisition of property and permanent sight line easement from Wilmington Savings Fund Society FSB, dba Christiana Trust, for the NW Hill Road Improvements transportation bond project, at the total purchase price of \$15,450.00, is hereby approved, and the City Manager is hereby authorized and directed to execute the deeds, easement, repurchase agreement, and purchase documents.
2. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 12th day of December 2017 by the following votes:

Ayes: _____

Nays: _____

Approved this 12th day of December, 2017.

MAYOR

Approved as to form:

CITY ATTORNEY

NW Hill Road Project - ROW Just Compensation & Acquisition Status 12/12/17

File Number	Property ID\Tax Lot	Owner	Recommended Just Compensation	Negotiated & Agreed Upon Compensation
7	4.4.19-01200	HCP (Hillside Manor)	\$80,100.00	\$80,100.00
7a		HCP (Hillside Manor)		
8	4.4.18-00701	McMinnville School District	\$34,100.00	\$34,100.00
8a	4.4.18-00700	Fox Ridge Developers	\$6,500.00	\$6,500.00
9	4.4.18DC-01500	Wilmington Savings Fund	\$15,450.00	\$15,450.00
10	4.4.18DC-01400	Michael Warren	\$15,150.00	\$18,300.00
11	4.4.18-00200	Baker Creek Development	Donated	\$0.00
12	4.4.18-00203	Baker Creek Development	Donated	\$0.00
13	4.4.18-01200	Dennis Draper	\$4,350.00	\$8,400.00
14	4.4.18-01700	CAN Enterprises (Larry George)	\$10,450.00	\$10,450.00
15	4.4.18-0100	Baker Creek Development	Donated	\$0.00
		Estimated Closing Costs	\$5,000.00	\$5,000.00
		Totals to Date	\$171,100.00	\$178,300.00

File Closing Complete	Fox Ridge Developers	\$6,500.00
File Negotiations Complete	Michael Warren	\$18,300.00
File Negotiations in Process	Baker Creek Development	\$0.00
	Baker Creek Development	\$0.00
	Dennis Draper	\$8,400.00
	CAN Enterprises (Larry George)	\$10,450.00
	Baker Creek Development	\$0.00
	Resolution 2017-55	\$43,650.00
	Resolution 2017-58	\$34,100.00
	Resolution 2017-62	\$80,100.00
	Resolutions Total to date	\$157,850.00
	Current Resolution (Wilmington Savings Fund)	\$15,450.00
	Total Estimated Closing Costs (All Files)	\$5,000.00
	ROW Acquisitions Estimated Total	\$178,300.00

GRANTOR: Wilmington Savings Fund Society, FSB
GRANTEE: City of McMinnville, Oregon
CONSIDERATION: \$14,865.00

After recording return to:
City of McMinnville
230 NE 2nd Street
McMinnville Or 97128

Until a change is requested, all tax statements shall be sent to
the following address: N/A

DEDICATION DEED

Wilmington Savings Fund Society, FSB, d/b/a Christiana Trust, not individually but as trustee for Pretium Mortgage Acquisition Trust, c/o Alta Residential Solutions LLC, GRANTOR, conveys, warrants and dedicates to the City of McMinnville, a Municipal Corporation of the State of Oregon, GRANTEE, a perpetual right-of-way for roadway, pedestrian and public utility purposes, as described in Exhibit "A" and as shown on Exhibit "B", attached hereto and incorporated herein by this reference.

The true and actual consideration for this conveyance is **\$14,865.00.**

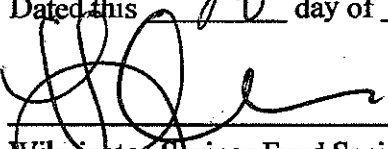
The above described property is conveyed free of encumbrances, except as specifically set forth herein:
NONE.

The Grantor hereby covenants that the Grantor is lawfully seized of the estate in the property, that the Grantor has good right to convey the same, that at the time of the delivery of the deed the property is free from encumbrances except as specifically set forth on the deed, and that the Grantor warrants and will defend the title to the property against all persons who may lawfully claim the same.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010."

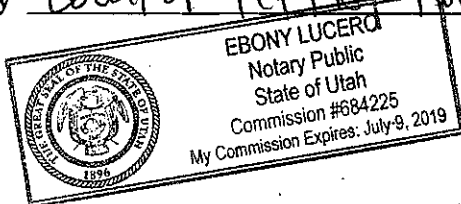
In construing this deed and where the context so requires, the singular includes the plural.

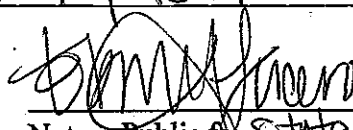
Dated this 29 day of November, 2017


Wilmington Savings Fund Society, FSB
d/b/a Christiana Trust, not individually but as trustee for Pretium Mortgage Acquisition Trust
c/o Alta Residential Solutions LLC

State of Utah)
County of Salt Lake) ss.

This record was acknowledged before me on November 29, 2017
by Laura Ferris Authorized person




Notary Public for State of Utah
My Commission Expires: 7/9/19

APPROVAL OF CONVEYANCE (ORS 93.808)

The City of McMinnville hereby approves of this conveyance and accepts title.

Name: _____

Title: _____

State of Oregon)
) ss.
County of Yamhill)

This record was acknowledged before me on _____
by _____ as _____ of the City of McMinnville.

Notary Public for Oregon
My Commission Expires: _____

EXHIBIT A - Page 1 of 2

NW Hill Road

NW Hill Road Right of Way Acquisition

TL 4418DC01500

File 009

Parcel 1 – Fee

A parcel of land lying in the SE1/4 of Section 18, Township 4 South, Range 4 West, W.M., Yamhill County, Oregon; said parcel being a portion of that property described in that Statutory Warranty Deed to Joanne Wilgus, recorded August 15, 2006 as Document No. 200618768, Deed Records of Yamhill County, said parcel being that portion of said property Northerly of the following described line:

Beginning at a point opposite and 30.00 feet Easterly of Centerline Station 43+98.99 on the herein described center line of NW Hill Road; thence North 60°45'47" East in a straight line to a point opposite and 83.00 feet Easterly of Centerline Station 44+31.47 on said Centerline.

The Centerline of NW Hill Road is described as follows:

Beginning at Centerline Station 10+00.00, said Station being the Centerline intersection of Northwest Hill Road and West Second Street, monumented by a 5/8" iron bar, with aluminum disc, marked "City of McMinnville", in a monument case;

thence North 02°14'49" West, a distance of 1,195.53 feet, to a Point of Intersection at Centerline Station 21+95.54, monumented by a 3/4" inside diameter iron pipe;
thence North 06°39'48" East, a distance of 1,118.61 feet, to a Point of Curve at Centerline Station 33+14.14, of a 500.00 foot radius, tangent curve to the right;

thence along said curve, through a central angle of 59°11'44", a distance of 516.58 feet (chord bears North 36°15'40" East, a distance of 493.91 feet), to a Point of Reverse Curve at Centerline Station 38+30.72, of a 500.00 foot radius, tangent curve to the left;

thence along last said curve, through a central angle of 63°35'41", a distance of 554.97 feet (chord bears North 34°03'42" East, a distance of 526.92 feet), to a Point of Tangency at Centerline Station 43+85.69;

thence North 02°15'51" East, a distance of 3,383.41 feet to Centerline Station 77+69.10, said Station being the Centerline intersection of said Northwest Hill Road and Baker Creek Road, from which a 5/8" iron rod with yellow plastic cap, marked "Barker PLS 636" bears North 02°15'51" East, a distance of 30.22 feet.

Bearings are based on County Survey No. 13244 Yamhill County Survey Records, Yamhill County, Oregon.

This parcel of land contains 377 square feet, more or less, outside the existing right of way.

November 10, 2016

EXHIBIT A - Page 2 of 2

NW Hill Road

NW Hill Road Right of Way Acquisition

TL 4418DC01500

File 009

Parcel 2 – Permanent Sight Line Easement

A parcel of land lying in the SE1/4 of Section 18, Township 4 South, Range 4 West, W.M., Yamhill County, Oregon; said parcel being a portion of that property described in that Statutory Warranty Deed to Joanne Wilgus, recorded August 15, 2006 as Document No. 200618768, Deed Records of Yamhill County, said parcel being that portion of said property Northerly of the following described line:

Beginning at a point opposite and 30.00 feet Easterly of Centerline Station 43+80.46 on the herein described center line of NW Hill Road;

thence North 38°00'17" East in a straight line to a point opposite and 74.00 feet Easterly of Centerline Station 44+41.33 on said Centerline.

EXCEPT therefrom Parcel 1.

The center line of NW Hill Road is described in Parcel 1.

This parcel of land contains 78 square feet, more or less, outside the existing right of way.

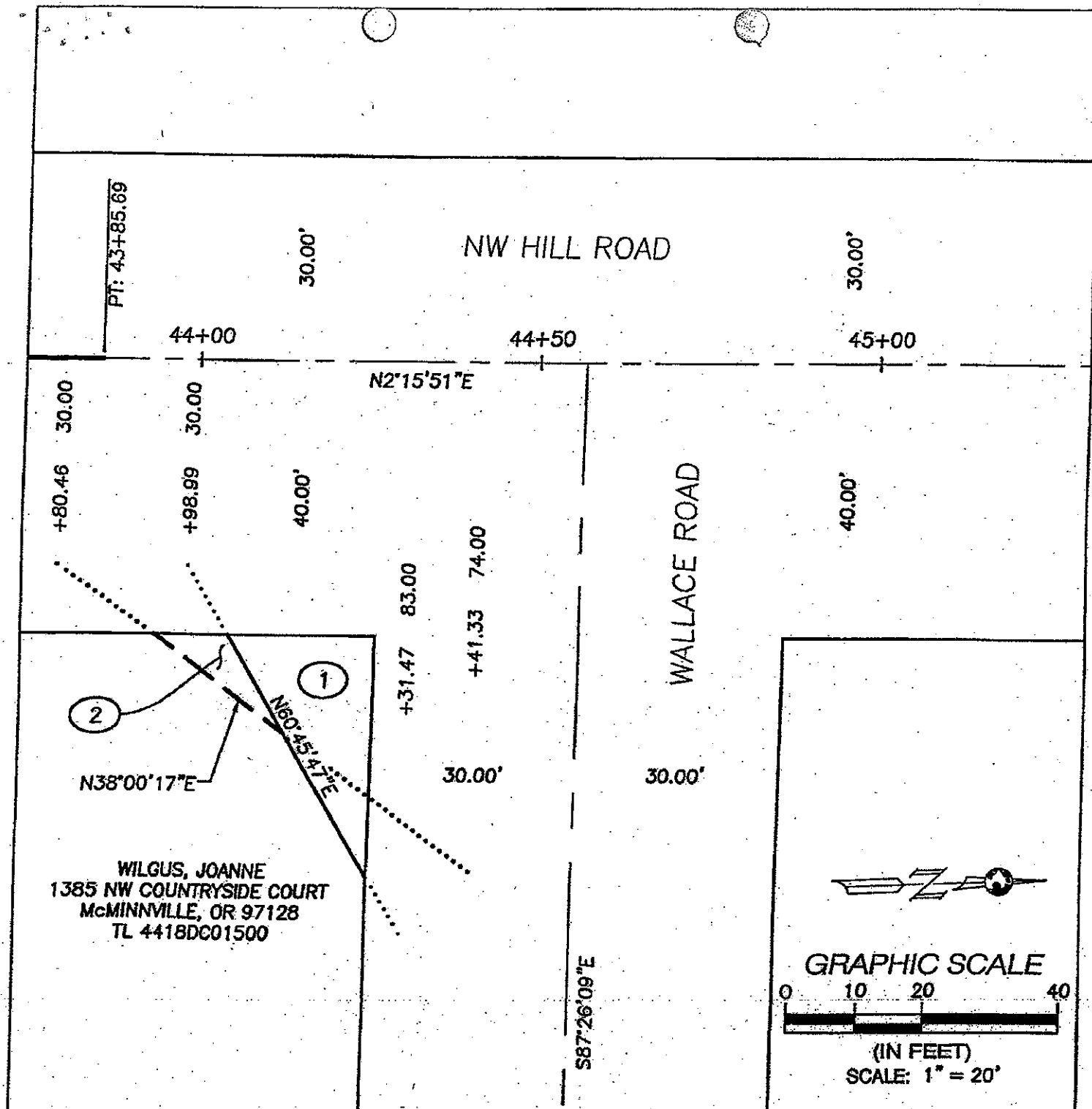
REGISTERED
PROFESSIONAL
LAND SURVEYOR

Robert C. Lennox

OREGON
JULY 14, 1998
ROBERT C. LENNOX
2886

RENEWAL: 12-31-16

November 10, 2016



WILGUS, JOANNE
1385 NW COUNTRYSIDE COURT
McMINNVILLE, OR 97128
TL 4418DC01500



GRAPHIC SCALE



(IN FEET)

SCALE: 1" = 20'

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Robert C. Lennox

OREGON
JULY 14, 1998
ROBERT C. LENNOX
2886

RENEWAL: 12-31-16

EXHIBIT B

NW HILL ROAD RIGHT OF WAY ACQUISITION - FILE 009
1385 NW COUNTRYSIDE COURT, MCMINNVILLE
SE 1/4 SECTION 18, T4S, R4W, W.M.,
YAMHILL COUNTY, OREGON

DATE NOVEMBER 24, 2016

JOB NO. 2015018

bluedot
group

land surveying & mapping
11700 sw 67th ave
portland, or 97223
v. 503.624.0108
f. 503.624.9058

GRANTORS: Wilmington Savings Fund Society, FSB
GRANTEE: City of McMinnville, Oregon
CONSIDERATION: \$585.00

After recording return to:
City of McMinnville
230 NE 2nd Street
McMinnville Or 97128

Until a change is requested, all tax statements shall be sent to
the following address: N/A

PERMANENT SIGHT LINE EASEMENT

THIS INDENTURE MADE and entered into this _____ day of _____, by and between **Wilmington Savings Fund Society, FSB, d/b/a Christiana Trust, not individually but as trustee for Pretium Mortgage Acquisition Trust, Alta Residential Solutions LLC**, hereinafter referred to as the Grantor, and the **City of McMinnville**, a Municipal Corporation of the State of Oregon, hereinafter referred to as the Grantee.

That the Grantor, for and in consideration of the sum of **Five Hundred Eighty Five and No/100 Dollars, (\$585.00)**, does hereby grant, bargain, sell and convey unto the Grantee, a permanent easement for sight distance associated with the intersection of NW Hill Road and NW Wallace Road, as described herein, in, under, upon, and across Grantor's real property located in Yamhill County, State of Oregon, and more particularly described as follows:

See Exhibits "A" and "B" attached to and by reference made a part of this document

Grantor, Grantor's heirs, successors, assigns or representatives, shall not construct or maintain any building or other structures upon the above described real property, nor shall Grantor plant any vegetation that would interfere with the intent of this easement to maintain a sight distance or clear-zone area, free of visual impediments, without prior written approval from the City of McMinnville Department of Engineering.

Should Grantor fail to maintain the sight distance, Grantee shall have the right to enter upon this real property for the purposes described in this document. Grantee may remove trees, shrubs, brush, paving or other materials within the easement area whenever necessary to accomplish these purposes.

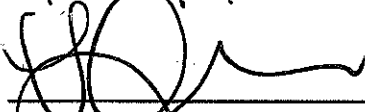
This easement does not obligate the public or Grantee to replace landscaping, fencing, shrubs or trees that may be placed within the easement area in the future, and which interferes with Grantee's use of the easement area for the purposes described in this document. Grantee will repair any damage to the property caused by Grantee's incidental use of the land outside the easement area.

Grantor hereby covenants to and with Grantee, its successors and assigns, that Grantor is the owner of the property which is free from all encumbrances except for easements, conditions and restrictions of record and will warrant and defend the rights herein granted from all lawful claims whatsoever, except as stated in this document.

TO HAVE AND TO HOLD the above easements to the said Grantee, its successors and assigns forever.

IN WITNESS WHEREOF, The Grantor above named has hereunto set their hand this 20 day of

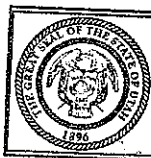
November, 2017.



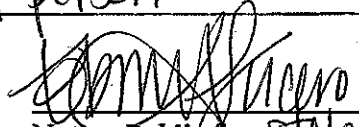
Wilkeson Savings Fund Society, FSB
d/b/a Christiana Trust, not individually but as trustee for Pretium Mortgage Acquisition Trust
c/o Alta Residential Solutions LLC.

State of Utah)
County of Salt Lake) ss.

This record was acknowledged before me on November 20, 2017
by Laura Ferris, Authorized Person



EBONY LUCERO
Notary Public
State of Utah
Commission #684225
My Commission Expires: July 9, 2019


Notary Public for State of Utah
My Commission Expires: 7/9/19

APPROVAL OF CONVEYANCE (ORS 93.808)

The City of McMinnville hereby approves and accepts this conveyance.

Name: _____

Title: _____

State of Oregon)
) ss.
County of Yamhill)

This record was acknowledged before me on _____

by _____ as _____ of the City of McMinnville.

Notary Public for Oregon

My Commission Expires: _____

EXHIBIT A - Page 1 of 2

NW Hill Road

NW Hill Road Right of Way Acquisition

TL 4418DC01500

File 009

Parcel 1 - Fee

A parcel of land lying in the SE1/4 of Section 18, Township 4 South, Range 4 West, W.M., Yamhill County, Oregon; said parcel being a portion of that property described in that Statutory Warranty Deed to Joanne Wilgus, recorded August 15, 2006 as Document No. 200618768, Deed Records of Yamhill County, said parcel being that portion of said property Northerly of the following described line:

Beginning at a point opposite and 30.00 feet Easterly of Centerline Station 43+98.99 on the herein described center line of NW Hill Road; thence North 60°45'47" East in a straight line to a point opposite and 83.00 feet Easterly of Centerline Station 44+31.47 on said Centerline.

The Centerline of NW Hill Road is described as follows:

Beginning at Centerline Station 10+00.00, said Station being the Centerline intersection of Northwest Hill Road and West Second Street, monumented by a 5/8" iron bar, with aluminum disc, marked "City of McMinnville", in a monument case;

thence North 02°14'49" West, a distance of 1,195.53 feet, to a Point of Intersection at Centerline Station 21+95.54, monumented by a 3/4" inside diameter iron pipe;

thence North 06°39'48" East, a distance of 1,118.61 feet, to a Point of Curve at Centerline Station 33+14.14, of a 500.00 foot radius, tangent curve to the right;

thence along said curve, through a central angle of 59°11'44", a distance of 516.58 feet (chord bears North 36°15'40" East, a distance of 493.91 feet), to a Point of Reverse Curve at Centerline Station 38+30.72, of a 500.00 foot radius, tangent curve to the left;

thence along last said curve, through a central angle of 63°35'41", a distance of 554.97 feet (chord bears North 34°03'42" East, a distance of 526.92 feet), to a Point of Tangency at Centerline Station 43+85.69;

thence North 02°15'51" East, a distance of 3,383.41 feet to Centerline Station 77+69.10, said Station being the Centerline intersection of said Northwest Hill Road and Baker Creek Road, from which a 5/8" iron rod with yellow plastic cap, marked "Barker PLS 636" bears North 02°15'51" East, a distance of 30.22 feet.

Bearings are based on County Survey No. 13244 Yamhill County Survey Records, Yamhill County, Oregon.

This parcel of land contains 377 square feet, more or less, outside the existing right of way.

November 10, 2016

EXHIBIT A - Page 2 of 2

NW Hill Road

NW Hill Road Right of Way Acquisition

TL 4418DC01500

File 009

Parcel 2 – Permanent Sight Line Easement

A parcel of land lying in the SE1/4 of Section 18, Township 4 South, Range 4 West, W.M., Yamhill County, Oregon; said parcel being a portion of that property described in that Statutory Warranty Deed to Joanne Wilgus, recorded August 15, 2006 as Document No. 200618768, Deed Records of Yamhill County, said parcel being that portion of said property Northerly of the following described line:

Beginning at a point opposite and 30.00 feet Easterly of Centerline Station 43+80.46 on the herein described center line of NW Hill Road;

thence North 38°00'17" East in a straight line to a point opposite and 74.00 feet Easterly of Centerline Station 44+41.33 on said Centerline.

EXCEPT therefrom Parcel 1.

The center line of NW Hill Road is described in Parcel 1.

This parcel of land contains 78 square feet, more or less, outside the existing right of way.

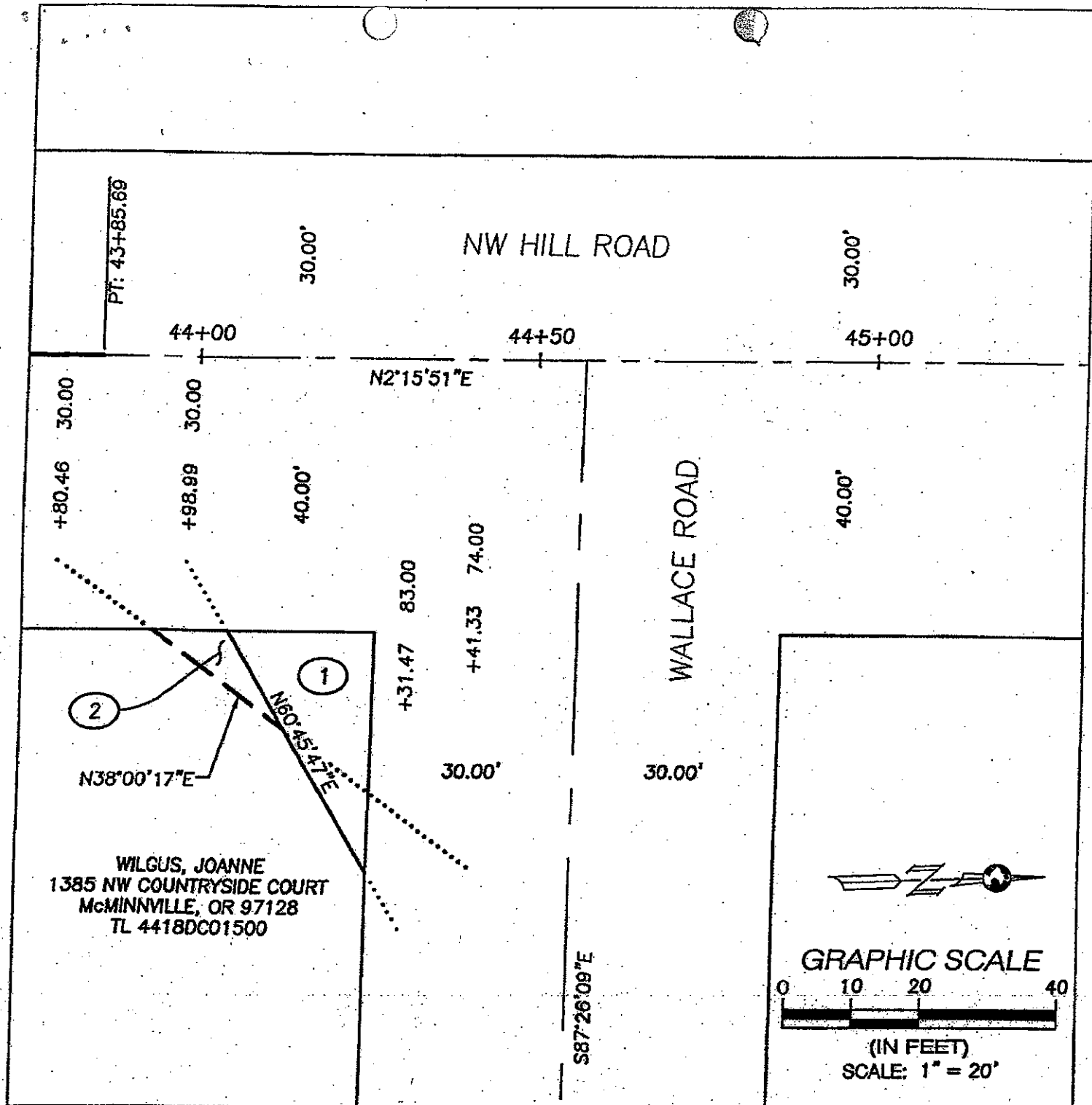
REGISTERED
PROFESSIONAL
LAND SURVEYOR



OREGON
JULY 14, 1998
ROBERT C. LENNOX
2886

RENEWAL: 12-31-16

November 10, 2016



REGISTERED
PROFESSIONAL
LAND SURVEYOR

Robert C. Lennox

OREGON
JULY 14, 1998
ROBERT C. LENNOX
2886
RENEWAL: 12-31-16

EXHIBIT B

NW HILL ROAD RIGHT OF WAY ACQUISITION - FILE 009
1385 NW COUNTRYSIDE COURT, McMINNVILLE
SE 1/4 SECTION 18, T4S, R4W, W.M.,
YAMHILL COUNTY, OREGON

DATE NOVEMBER 24, 2016
JOB NO. 2015018

bluedot
group

land surveying & mapping
11700 sw 67th ave
portland, or 97223
v. 503.624.0108
f. 503.624.9058

LIMITED POWER OF ATTORNEY

Recording Requested By
And When Recorded Mail To:
Alta Residential Solutions, LLC
380 310 Data Drive, Suite 110
Draper, UT 84020
Attn: Laura Ferris

KNOW ALL MEN BY THESE PRESENTS, that Wilmington Savings Fund Society, FSB d/b/a Christiana Trust, not individually but as Trustee for Pretium Mortgage Acquisition Trust, as REO Owner ("**REO Owner**"), hereby constitutes and appoints Alta Residential Solutions, LLC ("**Subservicer**"), by and through Subservicer's officers, REO Owner's true and lawful Attorney-in-Fact, in REO Owner's name, place and stead and for REO Owner's benefit, in connection with those certain real estate owned properties (each an "**REO Property**") subserviced by Subservicer pursuant to the Subservicing Agreement among Subservicer, REO Owner and the other parties named therein dated as of August 8, 2016 (the "**Subservicing Agreement**"), solely for the purpose of performing such acts and executing such documents in the name of REO Owner as may be customarily and reasonably necessary and appropriate to effectuate the following enumerated actions in respect of any REO Property for which the undersigned is REO Owner and for which Subservicer is performing such services, subject to the terms and conditions of the Subservicing Agreement; provided, however, that no authority is granted hereunder or in the Subservicing Agreement to take any action that would be adverse to the interests of REO Owner or any of its officers, members, or affiliates.

This appointment shall apply to the following enumerated actions only:

1. With respect to the marketing and sale of REO Property, the execution of the following documentation:
 - a. listing agreements;
 - b. sale agreements;
 - c. deeds causing the transfer of title of the property to a party contracted to purchase same;
 - d. escrow instructions; and
 - e. any and all documents necessary to effect the transfer of the applicable REO Property or otherwise approved by REO Owner in writing.
2. The negotiation, preparation, completion, execution, delivery, recording and filing of any and all other instruments in connection with Subservicer's servicing, managing and disposing of the REO Property (including, without limitation, any documents relating to an eviction, repair, rehabilitation, maintenance, marketing, and/or sale of any such REO Property).

The undersigned gives said Attorney-in-Fact full power and authority to execute such instruments and to do and perform all and every act and thing necessary and proper to carry into effect the power or powers expressly granted by or under this Limited Power of Attorney, each subject to the terms and conditions set forth in the Subservicing Agreement and in accordance with the standard of care set forth in the Subservicing Agreement as fully as the undersigned

might or could do, and hereby does ratify and confirm to all that said Attorney-in-Fact shall lawfully do or cause to be done such actions by authority hereof. This Limited Power of Attorney shall be effective as of August 8, 2016 and shall remain in force and effect as a limited and revocable power of attorney which may be revoked at any time in writing by REO Owner.

To the extent permitted by applicable law, the terms and provisions of the Subservicing Agreement shall control in the event of any conflict or ambiguity between such terms or provisions and this Limited Power of Attorney.

Third parties without actual notice may rely upon the exercise of the power granted under this Limited Power of Attorney, and may be satisfied that this Limited Power of Attorney shall continue in full force and effect and has not been revoked unless an instrument of revocation has been made in writing by the undersigned.

It is expressly understood and agreed by the Attorney-in-Fact and any person relying on this Power of Attorney that (a) the Subservicing Agreement and this Power of Attorney is executed and delivered by Wilmington Savings Fund Society, FSB, not individually or personally, but solely as Trustee, in the exercise of the powers and authority conferred and vested in it, (b) each of the representations, undertakings and agreements made in the Subservicing Agreement or in this Power of Attorney on the part of the REO Owner or Trustee is made and intended not as personal representations, undertakings and agreements by Wilmington Savings Fund Society, FSB but is made and intended for the purpose of binding only the REO Owner, (c) nothing in the Subservicing Agreement or herein contained shall be construed as creating any liability on Wilmington Savings Fund Society, FSB, individually or personally, to perform any covenant either expressed or implied contained in the Subservicing Agreement or herein of the Trustee or the REO Owner, all such liability, if any, being expressly waived by the Attorney-in-Fact and any person relying on this power of attorney and by any person claiming by, through or under the Attorney-in-Fact or such person, (d) Wilmington Savings Fund Society, FSB has made no investigation as to the accuracy or completeness of any representations and warranties made in the Subservicing Agreement or herein and (e) under no circumstances shall Wilmington Savings Fund Society, FSB be personally liable for the payment of any indebtedness or expenses of the Trustee or REO Owner or be liable for the breach or failure of any obligation, representation, warranty or covenant made or undertaken by the Trustee or REO Owner under the Subservicing Agreement, this Power of Attorney or any other related documents.

Notwithstanding anything herein to the contrary, this Power of Attorney does not, and is not intended to, and will not be construed to, grant any authority to the Attorney-in-Fact to (i) expand, increase, incur, or otherwise impose any duties, liabilities or obligations of or on the Trustee, as trustee or in its individual capacity, or (ii) provide any guaranty, indemnity or property of the Trustee, as trustee or in its individual capacity, for any reason whatsoever.

IN WITNESS WHEREOF, Wilmington Savings Fund Society, FSB d/b/a Christiana Trust, not individually but as Trustee for Pretium Mortgage Acquisition Trust, as REO Owner pursuant to the Agreement, has caused this Limited Power of Attorney to be signed and acknowledged in its name and on its behalf by Jeffrey R. Everhart, its duly elected and authorized AVP as of December 15, 2016.

Wilmington Savings Fund Society, FSB d/b/a Christiana Trust, not individually but as Trustee for Pretium Mortgage Acquisition Trust

By: *Jeffrey R. Everhart*
Name: Jeffrey R. Everhart
Title: AVP

Witness No. 1:

Signature: *Alex Kaplan*
Name: Alex Kaplan

Witness No. 2:

Signature: *Karen Huffman*
Name: Karen Huffman

STATE OF DELAWARE
COUNTY OF NEW CASTLE

On December 15, 2016, before me, the undersigned, a Notary Public in and for said state, personally appeared Jeffrey R. Everhart of Wilmington Savings Fund Society, FSB d/b/a Christiana Trust, not individually but as Trustee for Pretium Mortgage Acquisition Trust, personally known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that she/he executed that same in her/his authorized capacity, and that by her/his signature on the instrument the entity upon behalf of which the person acted and executed the instrument.

WITNESS my hand and official seal.

(SEAL)

Andrew Rutter
Notary Public



RESOLUTION NO. 2016-88

A Resolution authorizing the acquisition of property for the NW Hill Road transportation bond project, and exercising the power of eminent domain.

RECITALS:

The City of McMinnville may exercise the power of eminent domain under ORS 223.105(2) and ORS Chapter 35 when deemed necessary by the City Council to accomplish public purposes for which the City has responsibility.

The City has the responsibility of providing safe transportation routes for commerce, convenience and to adequately serve the traveling public.

The City is acting to improve NW Hill Road, from NW 2nd Street to Baker Creek Road. The project includes the widening of Hill Road and the installation of turn lanes, bike lanes, sidewalks, landscaping, storm water facilities and the installation of roundabouts at the Hill Road/Wallace Road and Hill Road/Baker Creek Road intersections. The project is consistent with the City's adopted 2010 Transportation System Plan, and funding for the project was included in the voter approved 2014 Transportation Improvement bond measure.

The project has been planned in accordance with appropriate engineering standards for the construction, maintenance or improvement of transportation infrastructure so that property damage is minimized, transportation promoted, and travel safeguarded.

To accomplish the Project, it is necessary to acquire the fee title interest in eleven (11) parcels, sight line easements over two (2) parcels and temporary construction easements over five (5) parcels of property located along the existing City right-of-way, as described and shown in the attached Exhibit A.

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

1. The foregoing statements of authority and need are true and the Project is in the public interest.
2. The power of eminent domain is hereby exercised with respect to each of the interests in property described in the attached Exhibit A subject to payment of just compensation and to procedural requirements of Oregon law.
3. The City's staff and the City's agents are authorized to negotiate an agreement with the owner and other persons in interest as to the compensation to be paid for each acquisition and, in the event that no satisfactory agreement can be reached, the City's staff and the City's agents are authorized to commence and prosecute such condemnation proceedings as may be necessary to finally determine just compensation or any other issue appropriate to be determined by a court in connection with the acquisition.
4. The City of McMinnville expressly reserves its jurisdiction to determine the necessity or propriety of any acquisition, its quantity, quality, or locality, and to change or abandon any acquisition.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 13th day of December, 2016 by the following votes:

Ayes: Jeffries, Menke, Ruden, Yoder

Nays: _____

Approved this 13th day of December, 2016.



MAYOR

Approved as to form:



CITY ATTORNEY

RESOLUTION NO. 2017-24

A Resolution amending Resolution 2016-88, authorizing the acquisition of property for the NW Hill Road transportation bond project, Project 2015-16, and exercising the power of imminent domain.

RECITALS:

At their December 13, 2016 meeting, the City Council approved Resolution 2016-88 authorizing the acquisition of property for the NW Hill Road transportation bond project, Project 2015-16, and exercising the power of imminent domain under ORS 223.105(2) and ORS Chapter 35.

Resolution 2016-88 authorized the acquisition of the fee title interest in eleven (11) parcels, site distance easements over two (2) parcels and temporary construction easements over five (5) parcels of property located along the existing City right-of-way.

Subsequent to the adoption of Resolution 2016-88, the City's agents determined that the acquisition files did not accurately reflect the ownership of two parcels along the corridor. The acquisition documents did not reflect the transfer of property from the McMinnville School District (taxlot R4418 00701) to Fox Ridge Developers (taxlot R4418 00700) via warranty deed, recorded on February 9, 1996 as document 199601998.

As a result, the acquisition files approved via Resolution 2016-88 need to be amended to reflect a reduction in the amount of property need from the McMinnville School District parcel (taxlot R4418 00701), and the addition of a file to acquire property from Fox Ridge Developers (taxlot R4418 00700). The amendments to Resolution 2016-88 are as described and shown in the attached Exhibit A.

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

1. Resolution 2016-88 is hereby amended to reflect the reduction in the amount of property need from the McMinnville School District parcel (taxlot R4418 00701), and the addition of a file to acquire property from Fox Ridge Developers (taxlot R4418 00700), as described and shown in the attached Exhibit A.
2. The power of eminent domain is hereby exercised with respect to each of the interests in property described in the attached Exhibit A subject to payment of just compensation and to procedural requirements of Oregon law.
3. The City's staff and the City's agents are authorized to negotiate an agreement with the owner and other persons in interest as to the compensation to be paid for each acquisition and, in the event that no satisfactory agreement can be reached, the City's staff and the City's agents are authorized to commence and prosecute such condemnation proceedings as may be necessary to finally determine just compensation or any other issue appropriate to be determined by a court in connection with the acquisition.
4. The City of McMinnville expressly reserves its jurisdiction to determine the necessity or propriety of any acquisition, its quantity, quality, or locality, and to change or abandon any acquisition.

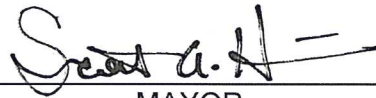
Adopted by the Common Council of the City of McMinnville at a regular meeting held the 28th day of March 2017 by the following votes:

Ayes: Drabkin, Jeffries, Stassens

Nays: _____

Abstention: Ruden

Approved this 28th day of March, 2017.



MAYOR

Approved as to form:



CITY ATTORNEY



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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: December 12, 2017
TO: Mayor and City Councilors
FROM: Chuck Darnell, Associate Planner
SUBJECT: **Ordinance No. 5045 - G 9-17:** Zoning Text Amendment to amend Chapter 17.72 of the McMinnville City Code (Applications and Review Process)

Council Goal:

Promote Sustainable Growth and Development

Report in Brief:

This action is the consideration of Ordinance No. 5045, an ordinance amending Chapter 17.72 (Applications and Review Process) of the McMinnville City Code to incorporate neighborhood meeting requirements into the land use application review process. The amendments would include requirements for neighborhood meetings to be held for certain types of land use applications prior to the submittal of the land use application to the City. The amendments would also incorporate guidelines on the process for notifying and conducting the neighborhood meeting.

Background:

Based on the level and type of public testimony received at recent public hearings, the Planning Commission directed staff to explore the topic of neighborhood meetings and how they could potentially be included in the land use application review process. The Planning Commission's interest in exploring neighborhood meetings was driven by a desire to better provide information on land use applications and development projects to the residents and community members in the areas surrounding potential projects.

Another intention of requiring neighborhood meetings is to provide an opportunity to increase citizen involvement and allow for early engagement in the McMinnville planning process. Also, many comments received at Planning Commission public hearings are not necessarily land-use related, and could be better addressed by developers or applicants at more informal neighborhood meeting environments. A potential outcome of the neighborhood meeting process could be that developers voluntarily revise plans to address issues discussed at neighborhood meetings, which could reduce delays and continuances during the formal land use application review process.

The Planning Commission discussed the topic of neighborhood meetings at their September 21, 2017 work session meeting, and directed staff to begin to develop draft zoning text amendments to incorporate neighborhood meetings into the McMinnville land use application review process. Staff

Attachments:

Ordinance No. 5045 including

Exhibit A – G 9-17 Decision Document

Exhibit B – Amendments to Chapter 17.72 (Applications and Review Process)

then drafted proposed zoning text amendments, and presented the proposed amendments as an informal discussion item at the Planning Commission's October 19, 2017 regular meeting. The Planning Commission directed staff to bring the proposed amendments back to the Planning Commission for consideration during a formal public hearing.

The Planning Commission held a public hearing on the proposed zoning text amendments at their November 16, 2017 meeting. Public testimony was received before and during the public hearing in support of the concept of neighborhood meetings. After deliberation, the Planning Commission voted unanimously to recommend approval of the zoning text amendments to the City Council.

Discussion:

The language on neighborhood meetings is proposed to be added to the Applications and Review Process chapter (Chapter 17.72) of the McMinnville Zoning Ordinance. The main components of the proposed neighborhood meeting requirements and process are explained in more detail below:

1) Types of Applications Requiring a Neighborhood Meeting

The proposed amendments would require neighborhood meetings for most applications that also require a public hearing to be held by the Planning Commission. This will include the following types of applications:

- Annexation
- Comprehensive Plan Map Amendment
- Conditional Use Permit
- Demolition of National Register of Historic Places Structure
- Planned Development
- Planned Development Amendment
- Tentative Subdivision (more than 10 lots)
- Urban Growth Boundary Amendment
- Variance
- Zone Change

The proposed amendments would not require neighborhood meetings for some applications that do require a public hearing. This will include the following types of applications:

- Comprehensive Plan Text Amendment
- Zoning Ordinance Text Amendment
- Appeal of a Planning Director's Decision
- Application with Planning Director's decision for which a public hearing is requested

In addition, the proposed amendments would require neighborhood meetings for some applications that do not require public hearings, and are currently decided on by the Planning Director. This includes the following types of applications:

- Tentative Subdivisions (up to 10 lots)
- Vacation Home Rentals

Attachments:

Ordinance No. 5045 including

Exhibit A – G 9-17 Decision Document

Exhibit B – Amendments to Chapter 17.72 (Applications and Review Process)

The reasoning for not requiring a neighborhood meeting for the comprehensive plan or zoning ordinance text amendments is that those types of amendments generally would be amending City policies that impact the entire city, not just one individual area or neighborhood. The reasoning for not requiring a neighborhood meeting for the Planning Director's decision applications that are appealed or a public hearing is requested for is that those types of applications would already have been submitted and under official review by the City. Requiring a neighborhood meeting to be held would complicate the review process due to the state statute requirements for the City to take action on a land use application within 120 days of the application being deemed complete. The neighborhood meeting in that scenario would also be held after the application has been submitted, and would therefore not allow for early engagement in the land use process.

2) Meeting Date, Location, and Time

The proposed amendments would require that neighborhood meetings be held prior to the applicant submitting their land use application. This will ensure that the public is engaged early on in the development and land use process, and will allow for an applicant to take public comments into consideration prior to submitting their final proposal to the City for official review. Applicants will have the opportunity to revise their plans to address public comments, should they choose to do so. Requiring the neighborhood meeting to be held prior to the submittal of a land use application also will not complicate or delay the 120 day timeframe that the City has to take action on a land use application, as required by state statute.

The proposed amendments would require that the neighborhood meeting be held within 180 days of the date the land use application is submitted. The meeting will be required to be held in an ADA accessible facility within the city limits of McMinnville. The starting time of the meeting will be limited to between 6 PM and 8 PM on weekday evenings, or between 10 AM and 4 PM on Saturdays.

3) Notification of Meeting

The proposed amendments would require that the applicant provide a mailed notice of the neighborhood meeting to property owners surrounding the subject site. The same notification distances as the zoning ordinance currently requires for notifications of public hearings would be used. The proposed language includes requirements for the type of information that is provided in the mailed notice, which includes the date, time, and location of the meeting, the nature of the proposal, a map of the site, and a conceptual site plan. The applicant would also be required to send a notice of the neighborhood meeting to the Planning Department, so that staff is aware of the neighborhood meeting and can monitor the process or attend the meeting if necessary.

The proposed amendments would also require that the applicant post a waterproof sign on each frontage of the subject property. This posted sign will provide an additional means of communication to those that may be interested or to those that for one reason or another do not receive the mailed notice (i.e. renters instead of property owners, mistakes in mailing addresses on file, etc.).

For both the mailed and posted notice, those would be required to be sent or posted not fewer than 20 calendar days nor more than 30 calendar days prior to the meeting. This is consistent with the notification timeframe for the City when sending notices of public hearings.

4) Meeting Agenda

Attachments:

Ordinance No. 5045 including

Exhibit A – G 9-17 Decision Document

Exhibit B – Amendments to Chapter 17.72 (Applications and Review Process)

The proposed amendments would require that the applicant provide a minimum level of information at the neighborhood meeting. This would include providing a conceptual site plan and a description of the major elements of their proposal, including proposed land uses, densities, building sizes, parking, landscaping, and protection of natural resources. The applicant will also be required to provide an opportunity for attendees of the meeting to speak at the meeting, ask questions of the applicant, and to identify any issues that they believe should be addressed. However, the overall format of the meeting will be at the discretion of the applicant. The language was drafted in such a way so as not to have the City prescribe exactly how the meeting is conducted. As long as the minimum level of information is provided, the applicant can create any type of meeting format (e.g. open house, formal presentation, question and answer process, etc.).

5) Evidence of Compliance

To ensure that an applicant has satisfied the neighborhood meeting requirements, the proposed amendments include a list of materials that must be provided by an applicant along with the submittal of their land use application. These materials will be required to be submitted in order for the land use application to be deemed complete, and will ensure that the neighborhood meeting happens prior to land use application submittal.

Fiscal Impact:

None.

Alternative Courses of Action:

1. **ADOPT** Ordinance No. 5045, approving G 9-17 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. 5045.

Recommendation/Suggested Motion:

Staff recommends that the Council adopt Ordinance No. 5045 which would approve the zoning text 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. 5045”

Attachments:

Ordinance No. 5045 including

Exhibit A – G 9-17 Decision Document

Exhibit B – Amendments to Chapter 17.72 (Applications and Review Process)

ORDINANCE NO. 5045

AN ORDINANCE AMENDING TITLE 17 (ZONING) OF THE MCMINNVILLE CITY CODE, SPECIFIC TO CHAPTER 17.72 (APPLICATIONS AND REVIEW PROCESS) TO INCLUDE NEIGHBORHOOD MEETING REQUIREMENTS FOR CERTAIN TYPES OF LAND USE APPLICATIONS

RECITALS:

The McMinnville Planning Commission, based on the level and type of public testimony received at public hearings in 2017, directed Planning Department staff to research neighborhood meetings as a means to better provide information on land use applications and development projects to the residents and community members in the areas surrounding potential projects; and

Planning Department staff completed research on neighborhood meetings and held discussions with the Planning Commission at work sessions on September 21, 2017 and October 19, 2017. The Planning Commission directed staff to draft amendments to the McMinnville Zoning Ordinance to incorporate neighborhood meeting requirements into the McMinnville land use application review process; and

A public hearing was held before the McMinnville Planning Commission on November 16, 2017, after due notice had been provided in the local newspaper on November 7, 2017. At the November 16, 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 to recommend approval of G 9-17 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 McMinnville Zoning Ordinance based on the material submitted by the Planning Department 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 Decision, Findings of Fact and Conclusionary Findings, as documented in Exhibit A for G 9-17; and
2. That Chapter 17.72 (Applications and Review Process) of the McMinnville Zoning Ordinance 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 12th day of December 2017, by the following votes:

Ayes: _____

Nays: _____

MAYOR

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER



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

503-434-7311
www.mcminnvilleoregon.gov

**DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF
LEGISLATIVE AMENDMENTS TO CHAPTER 17.72 (APPLICATIONS AND REVIEW PROCESS).**

DOCKET: G 9-17

REQUEST: The City of McMinnville is proposing to amend Chapter 17.72 (Applications and Review Process) of the McMinnville Zoning Ordinance. The proposed zoning text amendments are related to the introduction of neighborhood meeting requirements into the land use application review process. The amendments would include requirements for neighborhood meetings to be held for certain types of land use applications prior to the submittal of the land use application to the City. The amendments would also incorporate guidelines on the process for notifying and conducting the neighborhood meeting.

LOCATION: N/A

ZONING: N/A

APPLICANT: City of McMinnville

STAFF: Chuck Darnell, Associate Planner

DATE DEEMED COMPLETE: October 19, 2017

HEARINGS BODY: McMinnville Planning Commission

DATE & TIME: November 16, 2017. Meeting held at the Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.

HEARINGS BODY: McMinnville City Council

DATE & TIME: December 12, 2017. Meeting held at the Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.

COMMENTS: This matter was referred to the following public agencies for comment: Oregon Department of Land Conservation and Development, 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 **APPROVAL** of the legislative zoning text amendments (G 9-17) to the McMinnville City Council.

////////////////////////////////////

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 17.72 (Applications and Review Process) of the McMinnville Zoning Ordinance. The proposed zoning text amendments are related to the introduction of neighborhood meeting requirements into the land use application review process. The amendments would include requirements for neighborhood meetings to be held for certain types of land use applications prior to the submittal of the land use application to the City. The amendments would also incorporate guidelines on the process for notifying and conducting the neighborhood meeting.

ATTACHMENTS:

None.

COMMENTS:

This matter was referred to the following public agencies for comment: Oregon Department of Land Conservation and Development, 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. The following comments have been received:

Engineering Department:

I have reviewed proposed G 9-17, and would note that I am generally not in support adding requirements for neighborhood meetings for land use applications. I believe that requiring neighborhood meetings is adding unnecessary time and cost to development proposals.

Further, over the past 17 or so years, it has been my observation that many of the land use applications that have had the most neighborhood concern, did hold neighborhood meetings prior to, or during, the land use review process. Those neighborhood meetings didn't seem to make a measurable difference in the amount of neighborhood concern voiced to the Planning Commission and/or City Council. Also, it is my observation that most often the concerns expressed by neighbors aren't related to the criteria that the decision bodies (Planning Director, Planning Commission, and City Council) must consider when determining to approve or deny an application.

Lastly, if neighborhood meetings are required, I don't understand why vacation home rental applications would require such a meeting. As currently codified, the criteria for approval of a vacation home rental don't include any items that could be influenced by public input (i.e. there are either enough parking spaces or there aren't; there are adequate smoke detectors or there aren't).

It seems to me that the requirement for neighborhood meetings will likely increase (not decrease) the amount of conflict at public hearings by the Planning Commission and/or City Council.

Additional Testimony

No notice was provided to property owners for this application. Five items of testimony in favor of the concept of neighborhood meetings were received by the Planning Department. All of the following testimony is on file with the Planning Department:

- 1) Letter – Connie Foster, received on November 16, 2017
- 2) Email – Patty O'Leary, received on November 8, 2017
- 3) Email – Jim and Jean Semph, received on September 21, 2017
- 4) Email – Gene and Deanna White, received on September 18, 2017

FINDINGS OF FACT

- A. The City of McMinnville is proposing to amend Chapter 17.72 (Applications and Review Process) of the McMinnville Zoning Ordinance. The proposed zoning text amendments are related to the introduction of neighborhood meeting requirements into the land use application review process. The amendments would include requirements for neighborhood meetings to be held for certain types of land use applications prior to the submittal of the land use application to the City. The amendments would also incorporate guidelines on the process for notifying and conducting the neighborhood meeting.
- B. This matter was referred to the following public agencies for comment: Oregon Department of Land Conservation and Development, 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. Comments in opposition were provided by the Engineering Department.
- C. Public notification of the public hearing held by the Planning Commission was published in the November 7, 2017 edition of the News Register. No comments in opposition were provided by the public prior to the public hearing.

CONCLUSIONARY FINDINGS:

Oregon Statewide Planning Goals

The following Oregon Statewide Planning Goals are applicable to this request:

GOAL 1: TO DEVELOP A CITIZEN INVOLVEMENT PROGRAM THAT INSURES THE OPPORTUNITY FOR CITIZENS TO BE INVOLVED IN ALL PHASES OF THE PLANNING PROCESS

Finding: Goal 1 is satisfied in that the incorporation of neighborhood meetings into the land use application review process will provide for additional opportunities for citizen involvement. The process will allow for residents and community members to be made aware of land use and development projects that may be occurring in the city, and that may impact their property or their neighborhood. The process will also allow for early public engagement in land use or development projects. The requirements for the format of the neighborhood meeting will allow for residents and community members to be involved in the land use process by having an opportunity to discuss a project with an applicant or developer, ask questions of the applicant or developer, and also identify issues with any proposed land use or development project that they feel should be addressed.

McMinnville's Comprehensive Plan:

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

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 the incorporation of neighborhood meetings into the land use application review process will provide for additional opportunities for citizen involvement. The process will allow for residents and community members to be made aware of land use and development projects that may be occurring in the city, and that may impact their property or their neighborhood. The process will also allow for early public engagement in land use or development projects. The requirements for the format of the neighborhood meeting will allow for residents and community members to be involved in the land use process by having an opportunity to discuss a project with an applicant or developer, ask questions of the applicant or developer, and also identify issues with any proposed land use or development project that they feel should be addressed.

Goal X 1 and Policy 188.00 are also 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.

McMinnville's City Code:

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

Chapter 17.03 – General Provisions:

17.03.020 Purpose. The purpose of the ordinance codified in Chapters 17.03 (General Provisions) through 17.74 (Review Criteria) of this title is to encourage appropriate and orderly physical development in the city through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, adequate community facilities; and to provide assurance of opportunities for effective utilization of the land resources; and to promote in other ways public health, safety, convenience, and general welfare.

Finding: Section 17.03.020 is satisfied by the legislative amendment in that the incorporation of neighborhood meetings into the land use application review process will provide for additional opportunities for citizen involvement in the land use and development process. The neighborhood meeting process will promote the general welfare of the city by providing residents and community members an opportunity to provide comments and potentially influence land use and development projects in such a way that they become more compatible with the surrounding neighborhood.

CD:sjs

Chapter 17.72APPLICATIONS AND REVIEW PROCESS
(as amended by Ord. 4920, January 12, 2010)Sections:

- 17.72.010 Purpose
- 17.72.020 Application Submittal Requirements
- 17.72.030 Filing Fees
- 17.72.040 Application Review for Completeness
- 17.72.050 Application Decision Time Limit
- 17.72.060 Limitations on Renewal or Refiling of Application
- 17.72.070 Concurrent Applications

Application Review and Decision Process

- 17.72.080 Legislative or Quasi-Judicial Hearings
- 17.72.090 Application Review Summary Table
- 17.72.095 Neighborhood Meetings**
- 17.72.100 Applications and Permits-Director's Review
- 17.72.110 Applications-Director's Review with Notification
- 17.72.120 Applications-Public Hearings
- 17.72.130 Public Hearing Process
- 17.72.140 Mailed Notification

[...]

17.72.095 Neighborhood Meetings.**A. A neighborhood meeting shall be required for:**

- 1. All applications that require a public hearing as described in Section 17.72.120, except that neighborhood meetings are not required for the following applications:**
 - a. Comprehensive plan text amendment; or**
 - b. Zoning ordinance text amendment; or**
 - c. Appeal of a Planning Director's decision; or**
 - d. Application with Director's decision for which a public hearing is requested.**

2. Tentative Subdivisions (up to 10 lots)**3. Vacation Home Rentals****B. Schedule of Meeting.**

- 1. The applicant is required to hold one neighborhood meeting prior to submitting a land use application for a specific site. Additional meetings may be held at the applicant's discretion.**
- 2. Land use applications shall be submitted to the City within 180 calendar days of the neighborhood meeting. If an application is not submitted in this time frame, the applicant shall be required to hold a new neighborhood meeting.**

C. Meeting Location and Time.

1. Neighborhood meetings shall be held at a location within the city limits of the City of McMinnville.
2. The meeting shall be held at a location that is open to the public and must be ADA accessible.
3. An 8 ½ x 11" sign shall be posted at the entry of the building before the meeting. The sign will announce the meeting, state that the meeting is open to the public and that interested persons are invited to attend.
4. The starting time for the meeting shall be limited to weekday evenings between the hours of 6 pm and 8 pm or Saturdays between the hours of 10 am and 4 pm. Neighborhood meetings shall not be held on national holidays. If no one arrives within 30 minutes of the scheduled starting time for the neighborhood meeting, the applicant may leave.

D. Mailed Notice.

1. The applicant shall mail written notice of the neighborhood meeting to surrounding property owners. The notices shall be mailed to property owners within certain distances of the exterior boundary of the subject property. The notification distances shall be the same as the distances used for the property owner notices for the specific land use application that will eventually be applied for, as described in Section 17.72.110 and Section 17.72.120.
2. Notice shall be mailed not fewer than 20 calendar days nor more than 30 calendar days prior to the date of the neighborhood meeting.
3. An official list for the mailed notice may be obtained from the City of McMinnville for an applicable fee and within 5 business days. A mailing list may also be obtained from other sources such as a title company, provided that the list shall be based on the most recent tax assessment rolls of the Yamhill County Department of Assessment and Taxation. A mailing list is valid for use up to 45 calendar days from the date the mailing list was generated.
4. The mailed notice shall:
 - a. State the date, time and location of the neighborhood meeting and invite people for a conversation on the proposal.
 - b. Briefly describe the nature of the proposal (i.e., approximate number of lots or units, housing types, approximate building dimensions and heights, and proposed land use request).
 - c. Include a copy of the tax map or a GIS map that clearly identifies the location of the proposed development.
 - d. Include a conceptual site plan.
5. The City of McMinnville Planning Department shall be included as a recipient of the mailed notice of the neighborhood meeting.
6. Failure of a property owner to receive mailed notice shall not invalidate the neighborhood meeting proceedings.

E. Posted Notice.

1. The applicant shall also provide notice of the meeting by posting one 18 x 24" waterproof sign on each frontage of the subject property not fewer than 20 calendar days nor more than 30 calendar days prior to the date of the neighborhood meeting.
2. The sign(s) shall be posted within 20 feet of the adjacent right-of-way and must be easily viewable and readable from the right-of-way.

3. It is the applicant's responsibility to post the sign, to ensure that the sign remains posted until the meeting, and to remove it following the meeting.
4. If the posted sign is inadvertently removed (i.e., by weather, vandals, etc.), that shall not invalidate the neighborhood meeting proceedings.

F. Meeting Agenda.

1. The overall format of the neighborhood meeting shall be at the discretion of the applicant.
2. At a minimum, the applicant shall include the following components in the neighborhood meeting agenda:
 - a. An opportunity for attendees to view the conceptual site plan;
 - b. A description of the major elements of the proposal. Depending on the type and scale of the particular application, the applicant should be prepared to discuss proposed land uses and densities, proposed building size and height, proposed access and parking, and proposed landscaping, buffering, and/or protection of natural resources;
 - c. An opportunity for attendees to speak at the meeting and ask questions of the applicant. The applicant shall allow attendees to identify any issues that they believe should be addressed.

G. Evidence of Compliance. In order for a land use application that requires a neighborhood meeting to be deemed complete, the following evidence shall be submitted with the land use application:

1. A copy of the meeting notice mailed to surrounding property owners;
2. A copy of the mailing list used to send the meeting notices;
3. One photograph for each waterproof sign posted on the subject site, taken from the adjacent right-of-way;
4. One 8 ½ x 11" copy of the materials presented by the applicant at the neighborhood meeting; and
5. Notes of the meeting, which shall include:
 - a. Meeting date;
 - b. Meeting time and location;
 - c. The names and addresses of those attending;
 - d. A summary of oral and written comments received; and
 - e. A summary of any revisions made to the proposal based on comments received at the meeting.

[...]



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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: December 12, 2017
TO: Mayor and City Councilors
FROM: Heather Richards, Planning Director
SUBJECT: **Ordinance No. 5046** - Text Amendment to amend Chapter 3.10.060 of the McMinnville City Code (SDC Exemptions)

Council Goal

Promote Sustainable Growth and Development

Report in Brief:

This action is the consideration of Ordinance No. 5046, an ordinance amending Chapter 3.10.060 (SDC Exemptions) of the McMinnville City Code to remove the Parks System Development Charge from the exemptions for qualifying affordable housing projects and to remove the annual allocation requirement of \$75,000 prior to City Council approval.

Background:

On November 8, 2016, the McMinnville City Council approved Ordinance No. 5012 and Resolution No. 2016-81 amending the McMinnville City Code to exempt 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.

Part of the amendments adopted by Ordinance No. 5012 included an administrative annual allocation for this program of \$75,000 with anything (singular project or aggregate) going over \$75,000 needing to go to the City Council for approval. On September 12, 2017, the City Council considered a request for a qualifying affordable housing apartment project at 1944 NE Baker Street, whose qualifying exemptions equated to \$98,983.20. Since the total exemptions exceeded \$75,000, the request needed to be reviewed and approved by the McMinnville City Council.

In the course of the review and consideration it became clear that the Parks Fund was significantly more impacted by the request than the Transportation and Wastewater funds due to the fact that the city does not collect system development charges for parks on non-residential projects. The City of McMinnville saw an increase in commercial and industrial development and a decline in residential development in recent years further aggravating the Parks Funds.

Attachments:

Ordinance No. 5046 including
Exhibit A – Amendments to Chapter 3.10.060 (SDC Exemptions)

With the school construction projects, the Atticus Hotel and the Jackson Family Wine processing center, non-residential permitting in the past year had been significantly higher than forecasted and the number of residential permits trended significantly lower than forecasted. The Parks SDC reliance solely on residential permitting put the Parks SDC fund into a vulnerable position in this permitting climate. Please see table below.

System Development Charges

- Prior years budgeted vs. actual revenues

Fund	FY16			FY17		
	Budgeted	Actual	Difference	Budgeted	Actual	Difference
Transportation	\$ 150,000	\$ 252,000	\$ 102,000	\$ 150,000	\$ 480,000	\$ 330,000
Wastewater	\$ 325,000	\$ 490,000	\$ 165,000	\$ 325,000	\$ 418,000	\$ 93,000
Park Development	\$ 301,000	\$ 301,000	\$ -	\$ 275,000	\$ 129,000	\$ (146,000)

NOTE: All revenues rounded to the nearest \$1,000

Discussion:

When this program was first proposed it was meant to memorialize a city practice of reducing SDCs for affordable housing projects by 60%. This was reviewed by the McMinnville Affordable Housing Task Force and a recommendation for a full 100% exemption was proposed.

With the Parks Fund in a vulnerable state, the McMinnville Affordable Housing Task Force revisited their recommendation and are now recommending that the Parks SDC be removed from the exemptions for qualifying affordable housing projects. At the same time, the McMinnville Affordable Housing Task Force also recommends that the annual allocation of \$75,000 be removed as both the Transportation and Wastewater SDC funds are healthy.

PROPOSED AMENDMENTS TO THE MCMINNVILLE MUNICIPAL CITY CODE

New proposed language is represented by **bold underline font**, deleted language is represented by ~~strikethrough font~~.

3.10.060 Exemptions. ~~The following are exempt from the systems development charge imposed in Section 3.10.020.~~

A. An alteration, addition, remodel, replacement or change in use that does not increase the use of capital improvements **are exempt from the systems development charge imposed in Section 3.10.020.**

B. Affordable Housing.

1. The following affordable housing projects are exempt **from the transportation and wastewater systems development charge imposed in Section 3.10.020:**

a. Housing for low-income residents which is exempt from real property taxes under state law. Applicants will need to provide proof of exemption at the time of application.

Attachments:

Ordinance No. 5046 including

Exhibit A – Amendments to Chapter 3.10.060 (SDC Exemptions)

- b. 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.
 - c. Homeless Shelter Developments.
 - d. 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.
- ~~2. The annual allocation to affordable housing exemptions will not exceed 75,000 unless it is approved by action of the McMinnville City Council.~~
23. Upon issuance of the certificate of occupancy, the city shall record the certificate of exemption documenting the date and amount of the exemption with the Yamhill County Recorder's office
34. In the event the property for which an exemption is granted 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 exemption was granted shall be required to pay to the city the amount of the exempted systems development charges.

Fiscal Impact:

The fiscal impact is anticipated foregone revenue to the Transportation and Wastewater SDC funds.

Alternative Courses of Action:

1. **ADOPT** Ordinance No. 5046, approving the proposed amendment.
2. **REQUEST** more information.
3. **DO NOT ADOPT** Ordinance No. 5046.

Recommendation/Suggested Motion:

Staff recommends that the Council adopt Ordinance No. 5046 which would approve the proposed city code amendments..

“THAT BASED ON THE RECOMMENDATION OF THE MCMINNVILLE AFFORDABLE HOUSING TASK FORCE AND THE MATERIALS SUBMITTED, I MOVE TO ADOPT ORDINANCE NO. 5046”

Attachments:

Ordinance No. 5046 including

Exhibit A – Amendments to Chapter 3.10.060 (SDC Exemptions)

ORDINANCE NO. 5046

AN ORDINANCE AMENDING 3.10.060, SYSTEMS DEVELOPMENT CHARGES - EXEMPTIONS, OF THE MCMINNVILLE MUNICIPAL CODE

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

The City of McMinnville created a McMinnville Affordable Housing Task Force on April 26, 2016 with Resolution No. 2016-20; and

The City of McMinnville is able to reduce the costs of building affordable housing by reducing the amount of development fees required; and

The McMinnville Affordable Housing Task Force after careful consideration and evaluation recommends the exemption of affordable housing from system development charges to help enable the development of affordable housing in the City of McMinnville; and

The McMinnville Affordable Housing Task Force recognizes the need to not include the Parks System Development Charges from the exemptions; and

The City Council having received the McMinnville Affordable Housing Task Force recommendation and staff report, and having deliberated;

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

1. That Chapter 3.10.060 of the McMinnville City Code is amended as provided in Exhibit A. Text that is added is shown in bold underlined font while text that is removed is shown in strikeout font.

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

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

Ayes:

Nays:

SIGNATURE PAGE:

MAYOR

Attest:

Approved as to form:

CITY RECORDER

CITY ATTORNEY

EXHIBIT A

PROPOSED AMENDMENTS TO THE MCMINNVILLE MUNICIPAL CITY CODE

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 - b. 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.
 - c. Homeless Shelter Developments.
 - d. 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.
2. ~~The annual allocation to affordable housing exemptions will not exceed 75,000 unless it is approved by action of the McMinnville City Council.~~
23. Upon issuance of the certificate of occupancy, the city shall record the certificate of exemption documenting the date and amount of the exemption with the Yamhill County Recorder's office

- 34.** In the event the property for which an exemption is granted 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 exemption was granted shall be required to pay to the city the amount of the exempted systems development charges.

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
September 2017

FUND #	FUND NAME	GENERAL OPERATING		
		CASH IN BANK	INVESTMENT	TOTAL
01	General	\$1,446,380.52	\$2,452,712.99	\$3,899,093.51
05	Special Assessment	121.12	170,618.82	170,739.94
07	Transient Lodging Tax	21.69	1,000.00	1,021.69
10	Telecommunications	799.96	1,030.00	1,829.96
15	Emergency Communications	440.12	138,094.81	138,534.93
20	Street (State Tax)	46.06	1,776,105.05	1,776,151.11
25	Airport Maintenance	952.49	704,749.03	705,701.52
40	Public Safety Facility Construction	82.53	2,805.24	2,887.77
45	Transportation	319.25	9,802,768.20	9,803,087.45
50	Park Development	181.35	1,275,293.19	1,275,474.54
58	Urban Renewal	487.86	1,121,477.16	1,121,965.02
59	Urban Renewal Debt Service	334.39	269,378.46	269,712.85
60	Debt Service	63.20	202,995.21	203,058.41
70	Building	336.65	1,046,000.00	1,046,336.65
75	Sewer	315.27	969,039.12	969,354.39
77	Sewer Capital	353.06	20,813,103.65	20,813,456.71
79	Ambulance	59.18	(172,164.72)	(172,105.54)
80	Information Systems & Services	658.64	212,713.61	213,372.25
85	Insurance Reserve	411.86	1,675,290.54	1,675,702.40
CITY TOTALS		1,452,365.20	42,463,010.36	43,915,375.56

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST	CASH VALUE
			RATE	
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.20%	\$ 1,452,365.20
N/A	Key Bank of Oregon	Money Market Savings Account	0.02%	7,004,651.74
N/A	State of Oregon	Local Government Investment Pool (LGIP)	1.45%	23,674,465.19
N/A	State of Oregon	Park Improvement Bonds (LGIP)	1.45%	611,942.21
N/A	State of Oregon	Transportation Bond (LGIP)	1.45%	9,105,319.49
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	1.45%	1,392,886.25
N/A	MassMutual Financial Group	Group Annuity	3.00%	673,745.48
				<u>\$ 43,915,375.56</u>

McMinnville Area Chamber of Commerce 2016-2017 Annual Report



**417 NW Adams Street, McMinnville, Oregon, 97128
(503) 472-6196
www.mcminnville.org**

Top Floor Members



Our Vision

A Thriving, Sustainable, Community

Our Mission

Supporting a Strong Local Economy

Our Core Values

- ♦ Promote Members
- ♦ Activate and Educate Members in Public Policy
 - ♦ Collaborate in Workforce Development
 - ♦ Build Networks and Relationships
 - ♦ Engage our Community

Esteemed Chamber Members,

McMinnville is an amazing place to work, live, play and shop all because of you. Every day I am inspired by the vibrant and unique mix of industries located here in the heart of Oregon that the McMinnville Area Chamber represents. As Chair, I will continue to passionately pursue our mission of supporting our strong local economy through promotion, advocacy, leadership development, and education.

Your success is our business. As we review the accomplishments of last year you can rest assured that we will continue to innovate and adapt to provide you relentless value. Your story is our story. We will continue to carry your message as we develop relationships with community leaders, organizations, schools, and government officials. Your labor does not go unnoticed. We will continue to recognize our members who make a difference in the community.

Your success, your story, and your labor make McMinnville remarkable and together we will continue to raise the bar. Thank you for all you do for the community I so deeply love.

It is my pleasure and honor to serve you as Chair of the largest business association in the McMinnville Area.

Chris McLaran, Incoming Chair 2017-2018



A handwritten signature in black ink, appearing to read "Gioia Goodrum".

Dear Members,

Greetings and welcome to our 2017 Annual Meeting and Awards Celebration.

We could not reach our mission of a strong local economy nor our vision of a thriving, sustainable community without your support. The past year was replete with successes, most notably, a membership of 483 strong. Our website had over 61,572 hits. We mailed 1,030 visitor and relocation packets and published over 600 Facebook posts, continuing to be the premier resource for locals and visitors alike for information and referrals.

Chamber Ambassadors and other volunteers logged over 2,000 hours assisting with activities such as Greeters, Turkey Rama and Lemonade Day. Speaking of Lemonade Day, we had 100 youth participate.

Our Government Affairs Council met regularly to discuss legislative issues, notifying members of public policy affecting business. Eleven chamber members showed up at the State Chamber Day at the Legislature, the largest group of members from one organization. Letters to legislators on behalf of business were sent regarding BOLI Overtime Rule and Predictive Scheduling and the Chamber provided updates on over 25 bills we were tracking during the legislative session impacting business.

Pat Riley said "Excellence is the gradual result of always striving to do better." Your chamber is always striving to do better for you. We appreciate your support of our community through chamber membership. Thank you!

Warmest regards,

Gioia Goodrum, CEO



A handwritten signature in black ink, appearing to read "Gioia Goodrum".

2017

MCMINNVILLE AREA
CHAMBER of COMMERCE

WWW.MCMINNVILLE.ORG

McMinnville, situated in the heart of the
Yamhill Valley, represents the best of Oregon.

ANNUAL REPORT



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Develop

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preparing

the chall

WEBSITE USERS

61,572

BUSINESS
MEMBERS 483

VISITORS:

Center Calls.....1,204

Walk In's.....648

Relocation Packets

Sent in a Year.....1,030

FACEBOOK
OUTREACH278K+
IN A YEARFACEBOOK
POSTS600+
IN A YEAR

ADVOCACY

- Tracked and updated members on 25 bills
- Hosted two Town Halls
- Opposition letters regarding BOLI OT rule & Predictive Scheduling

ADERSHIP

duates 2017.....38

ing leaders, building community and
connections. Leadership Mac is a
h interactive study program devoted to
g business people to successfully meet
enges facing our community.

★ 7,000+ 4TH OF JULY ATTENDEES



Lemonade Day Participants.....100+

EMPLOYEES REPRESENTED

10,000+

MEMBER CITIES
REPRESENTED: **25**

BAH Annual Attendees.....410

Forum Annual Attendees.....122



Greeters Weekly Attendees.....87

Women in Business Annual Attendees.....190

49 GREETERS
A YEAR

Government Affairs Committee

The Government Affairs Committee or GAC has been very active over the last year, discussing legislative and other local issues facing business in McMinnville and Oregon. The Committee crafted a legislative guide for 2017-18 and was approved by the Board of Directors at the October meeting. Regulations impacting Economic Development, Transportation, Housing and Taxation are of particular interest.

Committee Goals: Identify key issues in legislation, provide public policy awareness and education to members and recommend action to the Board of Directors.

For more information on the GAC, legislative issues, or to read our legislative guide, visit our website at www.mcminnville.org/government/.

Ambassadors

Each and every Chamber member is important to the McMinnville Area Chamber and the entire community. The goal of the Ambassador Committee is to let our members know how important they are by building trusting and reliable relationships with them through member calls and visits. This dynamic group of individuals are dedicated to the mission of the McMinnville Area Chamber, the community and our members!

The Committee would like you to know that they are here to help, to listen, to be a liaison and to advocate for you, our Members. The Ambassadors are visiting with members, in order to build a better and more consistent relationship with you.

The Year in Pictures



2017-2018 Chamber Leadership

Executive Committee

Chair of the Board

Chris McLaran
Oregon Mutual Insurance

Chair Elect

Lucetta Elmer
Union Block Coffee

Treasurer

Mary Ann Rodriguez
Linfield College

Past Chair

Deanna Benson
Meggitt Polymers & Composites

Board of Directors

Adam Garvin

Xxtreme Auto Spa

Kevin Gebhart

Edward Jones Investments

Dr. Patrick George

Coast Hills Church

Sam Justice

McMinnville Water & Light

Rachel Karl

Suite 4

Rodrigo Lagunas

Third Street Oil and Vinegar

Rick McEvoy

Columbia Bank

Ingo Nehls

Konect Aviation

Meredith Nelson

Willamette Valley

Medical Center

Dr. Maryalice Russell

McMinnville School

District

Sheryl Ryker

Grocery Outlet of

McMinnville, Inc.

Jeff Towery

City of McMinnville

Your Chamber Staff

Gioia Goodrum, *President/CEO*

Holly Gleason, *Membership Director*

Rhonda Pope, *Communications and Event Manager*

Erica Dawson, *Administrative Assistant*

