



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

City Council Meeting Agenda
Tuesday, September 11, 2018
6:00 p.m. – Work Session
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 – WORK SESSION – COUNCIL CHAMBERS

1. Call to Order
2. Parking Enforcement
3. Adjournment

7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PRESENTATION
 - a. Proclamation: Home Inventory Week
 - b. Strategic Plan Update
4. 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 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.*
5. CONSENT AGENDA
 - a. Consider approval of the minutes from the June 26, 2018 City Council Work Session and Regular Meeting.
 - b. Consider OLCC limited on-premises license request from Cramoisi Vineyard LLC located at 2803 NE Orchard Avenue.
6. RESOLUTIONS
 - a. Consider Resolution No. **2018-45**: A Resolution Approving Three Exemptions to Public Contracting Rules for the Water Reclamation Facility Tertiary Treatment Expansion Project, pursuant to ORS 279C.345.
 - b. Consider Resolution No. **2018-51**: A Resolution amending the composition and scope of charge of the Affordable Housing Task Force.
 - c. Consider Resolution No. **2018-52**: A Resolution appointing members to the Affordable Housing Task Force.

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 at least 48 hours before the meeting to the City Recorder (503) 435-5702 or melissa.grace@mcminnvilleregon.gov.

7. ORDINANCE

- a. Consider first reading with possible second reading of Ordinance No. **5058**: An Ordinance amending the Comprehensive Plan Map designation from Industrial to Residential on an existing property and lot of record, and rezoning said property from M-1 (Light Industrial) to R-4 (Multiple-Family Residential).

8. ADVICE/ INFORMATION ITEMS

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

9. ADJOURNMENT



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

www.mcminnvilleoregon.gov

MEMORANDUM

DATE: September 11, 2018
TO: City Council
FROM: David Koch, City Attorney
SUBJECT: Work Session – Parking Enforcement

The work session will focus on the City of McMinnville's parking enforcement program. The presentation will be made by the City Attorney, Police Chief, and Police Captain. The presentation will begin with an overview of the City's parking enforcement program and the roles of the Police Department and the Municipal Court in administering the program. We will provide data related to the scope of the parking enforcement program, and the overall success of the program. Finally, we will present information concerning the City's authority to tow and impound vehicles parked in violation of various provisions of the City's parking and nuisance codes, and the City's past practices in this area. The presentation will be followed by a Council discussion regarding whether any changes to the enforcement program should be developed and brought forward to the Council for consideration at a later meeting.



PROCLAMATION

WHEREAS, each September is recognized as National Preparedness Month; and

WHEREAS, Oregonians have witnessed and experienced natural disasters in our own community; and

WHEREAS, every community member can take active steps to protect their families and neighbors from natural and manmade disasters; and

WHEREAS, every family and business in McMinnville is encouraged to take active steps to be financially secure after a disaster; and

WHEREAS, every community member is encouraged to make sure they are properly insured against fire, flood, earthquakes, and storms; and

WHEREAS, every community member is encouraged to create a home inventory to include as part of their disaster preparedness kit,

NOW THEREFORE, I Scott Hill Mayor of the City of McMinnville do hereby declare that the week of September 16, through September 22, 2018, be known as

Home Inventory Week

and join cities across Oregon to encourage everyone to build a home inventory of their personal property, and speak with an insurance agent to make sure they are financially prepared for a disaster.

THEREFORE, I have ordered there be placed on this proclamation, the seal of the City of McMinnville and here by place my signature on September 11, 2018.

Scott A. Hill, Mayor



**City of McMinnville
Administration**
230 NE Second Street
McMinnville, OR 97128
(503) 434-7302

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: September 11, 2018
TO: Mayor and City Council
FROM: Jeff Towery, City Manager
VIA:
SUBJECT: Strategic Planning Update – Action Plans

Report in Brief:

The Strategic Planning project has entered its third phase, developing action plans, metrics and overall plan implementation. This presentation will be focused on draft actions prepared by the Executive Team.

Background:

Over the course of the last eight months, consultant teams from BDS Planning and Community Attributes, Inc. has worked with project management teams, focus groups and a wide array of community partners and stakeholders to prepare the Strategic Plan and Economic Development Strategy respectively. The Council has been involved at various stages and has received updates from both of the consultant teams as well as City staff and provided input as the projects matured.

Discussion:

Over the past several weeks, the Executive Team has been meeting to brainstorm potential projects that support one or more of the Council approved strategies and to evaluate actions identified by other stakeholders, particularly for the Economic Development Strategy. As the team has doing this work, we have tried to focus our efforts on actions that meet one or more of the following criteria: high impact, cross functional or multi-department effect/responsibilities, items that may already be underway or on existing work plans, projects or programs in which the City would naturally be seen in a leadership role. This presentation will be an opportunity for the Council to review and consider the work, ask any questions and provide feedback. In addition, the BDS Consultant Team will be convening a number of the participants in the earlier focus groups to do a similar review and provide feedback prior to the draft plan being presented to the Council for further consideration in October.

Attachments:

Attachment 1 – Executive Team – Action Planning Summary
Attachment 2 – Economic Development Strategy 2018
Attachment 3 – Strategic Plan Slide Show (to be provided separately)

Recommendation:


Review the documents, ask questions and provide any guidance that will inform the continuing work on the project.

City Government Capacity


Objective	Develop & Foster Local & Regional Partnerships	Gain efficiencies from technology & equipment investments	Identify & focus on the City's core services	Invest in the City's Workforce
Actions	Create capacity to identify & participate.	Innovation Function to audit, evaluate, advise.	Develop a Communication Strategy.	Competitive & equitable compensation.
	Communicate existing partnerships with potential to improve/ support department initiatives.	Evaluate utilization of existing technology platforms.	Identify the true cost of core services.	Conduct regular staff training & mentorship.
	Identify strategies & venues to improve opportunities for access to regional, state, etc., resources.	Increase opportunities for process improvement training, & implementation.	Complete Facility Assessment.	Develop succession planning.
	Encourage participation & information sharing in professional associations.	Evaluate physical deployment of city services/ facilities.	Leadership Team to define core services for Mac.	Planning for knowledge transfer.
		Finish phone system upgrade or replace/ update phone system.	Establish method to prioritize projects & work assignments.	Develop centralized HR function to support a thriving workforce.
		Endorse innovation culture.	Present alternative revenue report from LOC	Organizational Health (placeholder)
				Employee Survey
				Volunteer Recognition
				All staff meeting
				Supervisor/ Manager Meeting
				Employee Newsletter
				Emotional Intelligence Training




Civic Leadership

Objective	Attract & Develop Future Leaders	Increase awareness of civic affairs and leadership opportunities.	Recognize & raise up leadership in all forms, resulting in more self-identification as leaders.
Actions	Improve communication about pathways (clearing house).	Create "bite sized" leadership opportunities for public.	Help describe the public good created by volunteering.
	Identify, assess, mitigate barriers.	Document the history of civic leadership in Mac.	Leadership luncheon.
	Call to action for future engagement.	Create a communication plan which will be tailored to target specific audiences.	Identify leadership qualities.
	Leverage partnerships.	Identify leadership opportunities by department.	Identify current leaders or current barriers.
	Civic education progress.	Create social media accounts.	
	Create capacity for City Staff to participate in school & higher ed programs to gain interest. (teaching opportunities)	Executive Team to develop and deliver consistent leadership message/s. Ie. Chamber Leadership Program.	Develop a common understanding of leadership (meaning, characteristics, etc.)
	Use knowledge of barriers to create opportunities.	Use City programs & events to showcase leadership.	
	Internal Leadership Academy (i.e. Leadership Exchange)	Engage late career & retirees in leadership & mentoring.	Showcasing community advocates not in formal leadership roles.
	Proactive recruitment of people into leadership opportunity.		Leadership recognition.
	Create youth development leadership initiative.		Leadership Monument in Plaza next to Civic Hall.
	Ensure safe, respectful environment on boards & commissions.		

Community Safety & Resiliency

Objective	Build a community culture of safety (consider safety best practices).	Develop Community Resiliency Targets for Critical Infrastructure	Lead and plan for emergency preparedness.	Provide exceptional police, fire, EMS, Utility Services & PW & Facilities.
Actions	Engage Community through partnerships.	Code and zoning development enforcement.	Education and train staff about roles and responsibilities. (inc. general safety)	Develop standards for training, response time and staffing.
	Youth outreach and education (i.e. safe routes)	Identify and mitigate natural and man-made hazards. (Hazard Mitigation Plan)	Appoint an Emergency Manager to serve as a single point of contact for the City.	Quality Management (i.e. program evaluation standards)
	Community Groups and neighborhood watch programs.	Develop regional hardened data center with public/ private hosting.	Leverage local private reserves in event of large emergency.	Evaluate/ Pursue/ Maintain accreditation.
	Coordination with Educational Instruction.	Evaluate built environment downtown.	Develop a safety plan for each City building.	
	Crime Prevention through environmental design (review, evaluate, adopt) for public spaces.	Resiliency Planning to 2-3 week standards.	Allocate resources to planning/ training.	
	Revise local dangerous building ordinance.		Update Continuity of Operations Plan (COOP)	
	Support existing programs (i.e. School Resource Officers/ Park Rangers, Traffic Safety, CERT.			

Engagement & Inclusion

Objective	Actively protect people from discrimination & harassment.	Celebrate diversity of McMinnville.	Cultivate cultural competency & fluency throughout the community.	Grow City's labor force & Boards & Commission to reflect diverse community.	Improve access by identifying & removing barriers to participation.
Actions 	Codes of conduct.	Support existing events (i.e. Sabor Latino)	Language evaluation for gender identify (i.e. website pronouns)	Evaluate, redesign advertisement and recruiting tools.	Translation of documents, signs, etc.
	Employee Training (i.e. implicit bias & awareness).	Identify opportunities.	Naming policy.	Educate staff and elected officials re: demographics of community and organization.	ADA Transition Plan
	Track, monitor, report statistics (re hate, crime, bias).	Describe and communicate diversity in Mac.	Convene other partners.	Recruitment and retention strategies.	Evaluate software for inclusion.
	Diversity Equity and Inclusion Advisory Council.		City wide Climate survey.		Bilingual pay incentive policy.
			Emotional Intelligence Training for City Employees.		Develop inclusion plans City wide and by department.
			Service delivery training for culturally responsive provision.		Review procurement processes.

Growth & Development Character

Objective	Define Unique Character	Educate and Build Support for Solutions	Strategically plan for short and long-term growth and development	
Actions	Develop and implement a Public Engagement Charter	Social Media strategy to inform and engage	Community visioning project	
	Key stakeholder survey	Develop an educational program to gather and share innovative/creative ideas for growth and development	Policy for updating facilities plans	
	Update comp plan policies	Establishing a program to promote and implement pilot projects	Ensure that plans are flexible enough to respond to emerging trends, technology, etc (ex: AI)	
		Explore open data initiative	Evaluate and plan for City service demands based on growth and development impacts.	
			Long range land use plans	



Housing Opportunities

Objective	Collaborate to improve financial feasibility of diverse housing opportunities	Conduct thorough and timely planning and forecasting	Promote diverse housing types	
Actions	Inventory financial tools available to support housing development.	Buildable Lands Analysis	Consider inclusionary zoning program	
	Explore entitlement status for CDB6 funds	Housing Needs Analysis	Research and evaluate development code incentives	
	Engage with Governors Office for housing development	Housing Strategy	Evaluate and implement transitional housing options	
		Assess UGB	Leverage City Resources to promote mixed use housing opportunities	
		Great Neighborhood Principles	Partner with school district to construct new housing types	
		City Center housing strategy		





MAC-Town 2032

Economic Development Strategic Plan





Founded in 2005, **Community Attributes Inc. (CAI)** helps clients make informed decisions and evaluate results utilizing demographics, economic and financial data, geographic information systems (GIS), and other evidence-based methods. We apply our expertise across multiple disciplines, with a particular focus on regional economics; land use economics; community and economic development; surveys, market research and evaluation; data analysis and business intelligence; and information design.

Acknowledgements

McMinnville City Council

Scott Hill, Mayor

Sal Peralta

Wendy Stassens

Kellie Menke

Alan Ruden

Remy Drabkin

Adam Garvin

City of McMinnville Staff

Jeff Towery, City Manager

Heather Richards, Planning Director

Scott Burke, Information Systems Director

Consultant Team

Chris Mefford, President and CEO

Elliot Weiss, Project Manager

Kristina Gallant

Carrie Schaden

Maureen McLennon

Project Advisory Committee

Jeff Knapp, Visit McMinnville

Jody Christensen, McMinnville Economic Development Partnership

Gioia Goodrum, McMinnville Chamber of Commerce

Jenny Berg, McMinnville Downtown Association

Peter Hofstetter, Willamette Valley Medical Center

Erin Stephenson, Atticus Hotel

Maria Stuart, R Stuart & Co. Winery

Paul Davis, Chemeteka Community College

Kyle Faulk, Citizens Bank

Kelly McDonald, the Granary District

Sean Rauch, Wells Fargo

Peter Kircher, Golden Valley Brewing

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Background and Purpose

MAC-Town 2032 is a strategic planning process founded on the idea that “McMinnville is old enough to be substantial young enough to be ambitious, big enough to be industrious, and small enough to be friendly.” This economic development strategy is an important component of the larger strategic plan, offering direction to the City of McMinnville and its partners, to increase living wage jobs and promote sustainable economic growth.

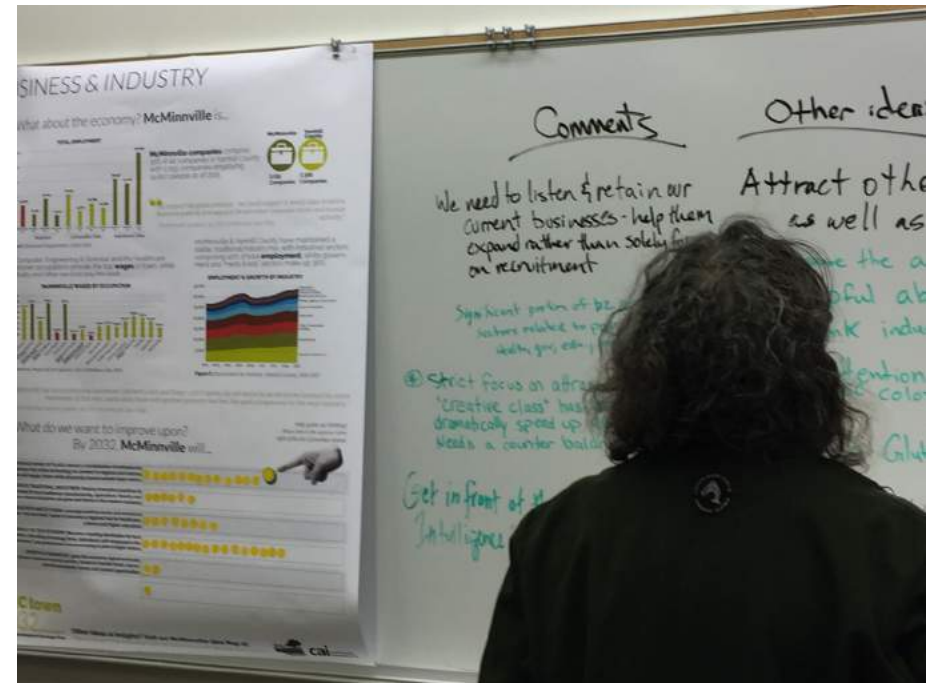
To create the economic development strategy, the project team engaged the community in a variety of ways. The following is a summary of the process used to create this plan.

A Project Advisory Committee (PAC) met monthly to provide direction to the project team, review draft work products and ensure alignment with the citywide strategic plan.

The consultant team toured the City and surrounding areas on foot and by car to understand the City’s physical assets, and assembled a robust data profile to access quantitative and qualitative information about the community.

The team also engaged the public and other stakeholder groups through the following methods:

- > Four focus groups with business leaders from a broad range of industries, including manufacturing, software development, financial services, education, agriculture, wine, tourism and hospitality, and others
- > Two public open house events to share key findings from the data profile and to solicit feedback on McMinnville’s economic vision and strategic priorities
- > Development and hosting of an online Idea Map as an open forum for public comment on opportunities and challenges facing McMinnville
- > Two workshops with City Council for input on goals and strategies



Above: a community member provides input at a MAC-Town 2032 community open house.

Project Goals

The process and outcomes of MAC-Town 2032 are informed by specific goals for McMinnville's economic development strategy. These goals, presented below, seeded conversations amongst the project advisory committee, influenced the development of specific strategies and actions, and imply a continuing commitment to implementing the plan.

- > Identify McMinnville's unique opportunities and niche potential that will separate McMinnville from other communities and maintain the feeling of a vibrant small-town in close proximity to a fast-growing metropolitan area, and create a sustainable economy for generations to come.
- > Position a unique quality of life to attract creative class and entrepreneurial talent to establish the next generation of local business development and investment in the community.
- > Lead McMinnville's agricultural and manufacturing traditional economy towards a successful and sustainable 21st century economy.
- > Utilize McMinnville's history of collaboration towards achieving big things.
- > Identify what is an attractive business climate for McMinnville's targeted potential and what McMinnville still needs to do to create that climate.
- > Leverage the growing tourism industry towards new business development and investment. "If you like to play here, why not work and live here too."
- > Focus the efforts of all individual economic development partners so that they are successful in their own unique roles but working collaboratively and collectively towards advancing a coherent and cohesive overall economic vision.
- > Invest limited resources in strategic initiatives that create family wage jobs that are multi-generational and reinforce the small town charm of McMinnville.
- > Recommendations on light industrial, office, and retail commercial centers – whether or not to preserve existing square footage, increase, or decrease. Include geographic locations for focus.
- > Research and analysis of mobile services – current practices and impacts on local brick-and-mortar businesses and strategies to leverage them to bring in business into the City.
- > Preparation of business attraction and retention strategies incorporating results from McMinnville's SWOT analysis.
- > Preparation of performance measures with timelines that will be used to evaluate whether and to what extent plan goals and objectives have been or are being met.

Project Goals

Living Wage Jobs

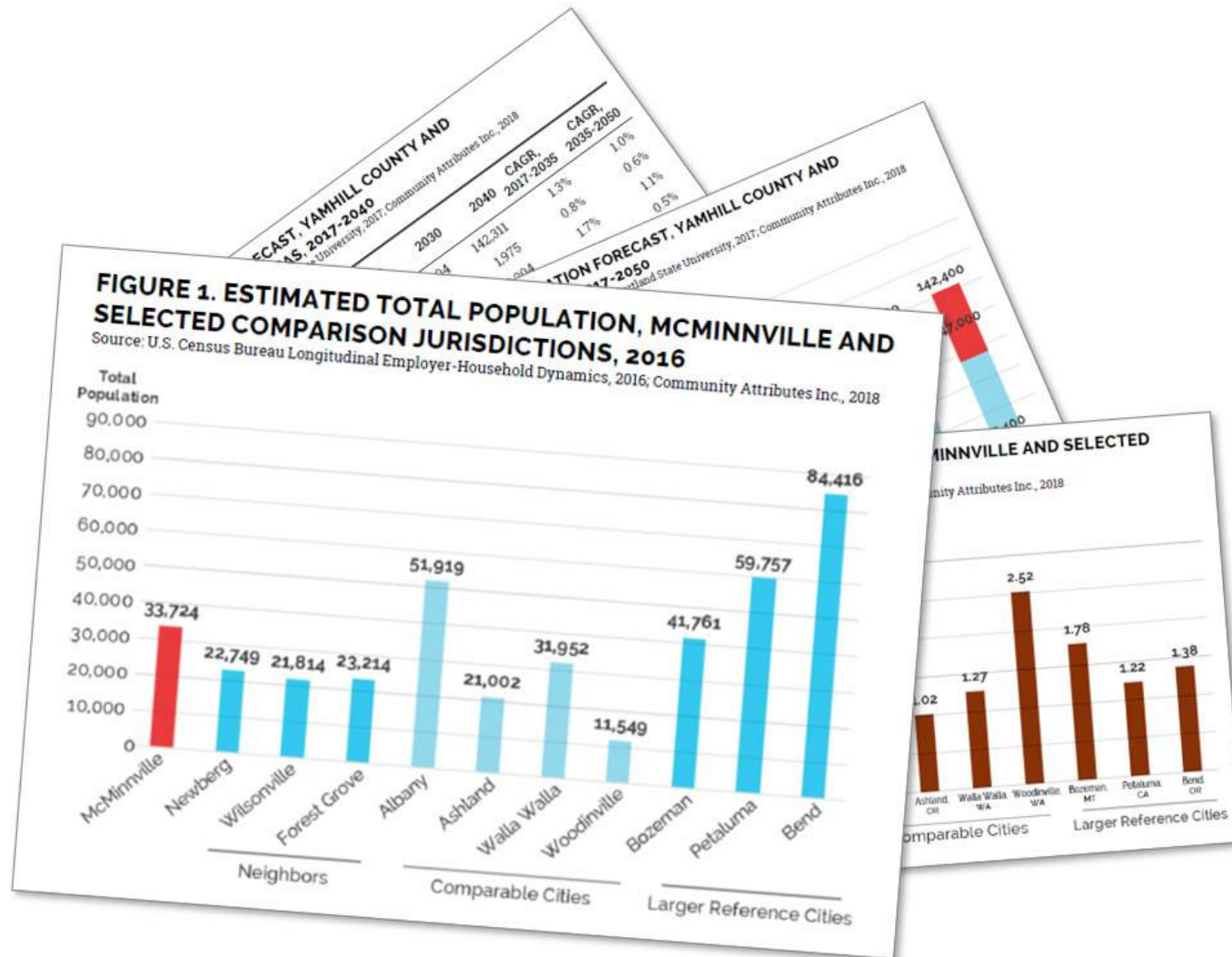
Increasing the number of living wage jobs in McMinnville is central to many of the project goals previously detailed. There are many ways to define a “living wage”. For the purposes of this study, the wage required to afford a median two bedroom apartment is used for context. This assumes that a renter should not spend more than 30% of their income on their housing.

As the real estate market changes, the wage required to afford a median two bedroom unit will also change. The formula below can be used to help understand how market dynamics affect housing affordability at a given point in time. Additional considerations for specific households are also important, and include household size, age, lifestyle demands and other factors.

Monthly Median Rent, 2-Bedroom Unit		Annual Rent Expense		Minimum Income Required (Rent at 30% of Income)		Equivalent Hourly Wage
\$1,260	* 12 =	\$15,120	/ 0.3 =	\$50,400	/ 2080 =	\$24.23

Profile


A rigorous analysis of demographic and economic data underpins this strategic plan. The full data profile is included as an appendix to this report, and key findings are included on the following page of this report.



Key Findings

- > McMinnville has the largest population and highest employment in Yamhill County, which positions the city as a subregional center, on the outskirts of the greater Portland region. McMinnville is expected to grow and capture more than half of projected population growth in Yamhill County in the coming years, thereby increasing its role as the commerce and population center of Yamhill County.
- > For those moving to McMinnville, most come from within Yamhill County or other places within the State of Oregon, indicating that McMinnville is a regional draw.
- > Yamhill County's population is aging and will continue to age; residents 65+ will account for a larger share of the population in the coming decades and will be the largest age segment by 2055.
- > The McMinnville and Yamhill County economy has balanced industry sectors, with Educational and Medical Services, Manufacturing, Trade, Transportation and Utilities, Government, and Leisure and Hospitality each accounting for between 11% - 22% of countywide employment. McMinnville has large employers (or many employers) in each of these sectors, including Cascade Steel, Willamette Valley Medical Center, Linfield College, Yamhill County (government), and others.
- > Office-using employment, such as Professional and Business Services, Financial Activities and Information, is low, though Professional and Business Services are expected to grow rapidly. Educational and Medical Services are expected to add the greatest number of jobs in the Mid-Valley region through 2024.
- > McMinnville's median household income is low, with disparities by race or ethnicity and educational attainment; healthcare practitioner and technical occupations is the highest-paying occupational category in McMinnville, at \$68,000.
- > Most McMinnville residents commute to work alone in a car. Many McMinnville residents (39%) work in McMinnville, and the most common commute destinations for residents are to Portland and Salem (12% total).
- > A lower percentage of McMinnville residents obtain a bachelor's degree or higher; educational attainment lags relative to the region.
- > Housing affordability is a challenge, as it is throughout the greater Portland region. Housing costs are not more burdensome than in many other communities throughout the region.
- > McMinnville's poverty rate is relatively high at 20%, but poverty varies across family types, race or ethnicity, and educational attainment. In McMinnville, more than half of single mothers and one-quarter of all families with children are in poverty; one-third of Hispanic or Latino individuals are in poverty and one-third of individuals with less than a high school diploma live in poverty.

Mission

A photograph of the McMinnville Community Center, a two-story brick building with a prominent arched entrance and decorative elements like crosses and a diamond shape. A blue ramp with a white railing leads up to the entrance. In the foreground, there are several green bushes and a grassy area. The sky is blue with some clouds.

McMinnville provides **economic opportunity** for all residents through sustainable growth across a **balanced array of traditional and innovative industry sectors**, from steel manufacturing to technology. Economic growth is **collaborative**, and **inclusive** of individuals from diverse backgrounds. Businesses leverage **local and regional talent pipelines** while attracting new employees and residents who value McMinnville's **high quality of life**. Our strong downtown serves residents and visitors alike, featuring unique shops and world-class restaurants that offer **locally-produced food products and globally-renowned wine**. As we evolve, we prize our **small-town roots** and we maintain McMinnville's character.

FOUNDATIONAL GOALS AND STRATEGIES...

are meant to be broadly beneficial across multiple industry sectors.

1. **Accelerate Growth in Living-Wage Jobs** Across a Balanced Array of Industry Sectors
2. Improve Systems for **Economic Mobility and Inclusion**
3. Maintain and Enhance our **High Quality of Life**

TARGET SECTOR GOALS AND STRATEGIES...

are intended to pursue opportunities and improve outcomes within clusters or sectors of related industries.

4. Sustain and Innovate within **Traditional Industry and Advanced Manufacturing**
5. Foster Opportunity in **Technology and Entrepreneurship**
6. Be a Leader in **Hospitality and Place-Based Tourism**
7. Align and Cultivate Opportunities in **Craft Beverages and Food Systems**
8. Proactively Assist Growth in **Education, Medicine and Other Sciences**



Accelerate Growth in Living-Wage Jobs

Across a Balanced Array of Industry Sectors

Goal One



Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors

1.1 Maintain and enhance McMinnville's positive business climate

1.1.1 Improve the dialogue between the City and the local business community.

POTENTIAL TASKS OR PROJECTS:

- > Coordinate with partners to define the appropriate forum for, and regularly conduct, small business forums or distribute surveys to connect with stakeholders and determine the challenges and opportunities facing McMinnville's business community.
- > Host an annual business summit where business owners, employees and consumers can interact with elected officials, suggest improvements to the business climate, identify networking opportunities and growth strategies, and spread awareness of local offerings, potentially with breakout sessions for specific industry clusters.

1.1.2 Provide additional tools and resources for business formation and growth.

POTENTIAL TASKS OR PROJECTS:

- > Develop and implement a coordinated onboarding system for new and small businesses, in coordination with MEDP, McMinnville Downtown Association, McMinnville Water and Light, McMinnville Industrial Promotions, the McMinnville Chamber of Commerce and other partners.
- > Coordinate efforts to create branded online and print materials to market business resources, potentially including a small business resource directory, a "how to do business in McMinnville" guide and a handbook on licensing and permitting.

- > Develop a web-based dashboard that incorporates demographic, economic and real estate data to quickly assess trends, challenges and opportunities for prospective entrepreneurs, business owners and real estate developers.
- > Identify and catalogue sources for federal, state and county business incentives, including low-interest loans, industrial revenue bonds, sales or property tax deferrals, New Market and other tax credits, SBA HUB Zones, and others.
- > Encourage the development of industry specific mentor groups/associations

1.1.3 Sustain a streamlined permitting and approvals process.

POTENTIAL TASKS OR PROJECTS:

- > Appoint and train a designated coordinator to help new business owners navigate local development regulations and obtain federal, state and county-based financial incentives.
- > Develop check lists or fact sheets to aid in understanding and compliance with permitting and code enforcement procedures; produce a "play book" that outlines City requirements and codes, available venues and associated costs, and volunteer organizations able to assist with event management.



Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors

1.2 Develop McMinnville's brand and leverage McMinnville's strong sense of place to spur economic growth.

1.2.1 Conduct a formal branding process.

POTENTIAL TASKS OR PROJECTS:

- > Facilitate conversations with industry sector representatives and between key stakeholders to identify and develop branding themes and discrete, high-priority branding initiatives.
- > Apply McMinnville's brand to communications, marketing, and other materials to align marketing efforts.

1.2.2 Reinforce McMinnville's brand identity through strategic communications.

POTENTIAL TASKS OR PROJECTS:

- > Communicate the City of McMinnville's community and economic development successes via press releases, interviews, and social media.
- > Coordinate internally and externally to optimize the City's social media accounts for dissemination of information related to economic development assets, success stories, events, and networking and employment opportunities.

1.2.3 Communicate McMinnville's sense of place through thoughtful design.

POTENTIAL TASKS OR PROJECTS:

- > Improve key gateways into and through McMinnville with coordinated design interventions that reflect McMinnville's brand.
- > Install noticeable welcome and wayfinding signage at the Three Mile Lane bridge, as well as at key entrances to the downtown area and other economically significant areas.
- > Coordinate street furniture and other amenities with McMinnville's brand.
- > As new infrastructure projects are planned and completed, such as a bridge replacement, ensure that the design serves McMinnville's sense of place.
- > Assess the sufficiency of McMinnville's existing design guidelines to protect and enhance valued aspects of the City's building stock and built form.



Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors

1.3 Ensure commercial and industrial land availability

1.3.1 Assess land supply for commercial and industrial uses and document lands available for development

POTENTIAL TASKS OR PROJECTS:

- > Vet the findings of McMinnville's most recent Economic Opportunities Analysis to clarify commercial and industrial land capacity; complete supplemental analyses as needed.
- > Develop and host a web application to present available commercial properties.
- > Develop a brownfield remediation program in partnership with the state, to redevelop the old bus barn site, the NE Gateway vehicular junkyard and downtown autobody shop.

1.3.2 Communicate land availability to current and prospective businesses.

POTENTIAL TASKS OR PROJECTS:

- > Invite reputable, locally-based real estate brokers to write a periodic column on available properties in McMinnville and the McMinnville area real estate market.
- > Promote a branded "shovel-ready" certification to focus interest and resources on key commercial and industrial development sites in McMinnville.



Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors

1.4 Improve infrastructure to serve businesses, visitors and local residents.

1.4.1 Improve external connections between McMinnville and the region.

POTENTIAL TASKS OR PROJECTS:

- > Encourage efforts, through lobbying and other means, to complete the Highway 99 Dundee Bypass in a timely manner.
- > Explore the feasibility of consistent commuter airline service between McMinnville and larger regional hubs, such as Seattle, Portland and northern California.
- > Work with YCTA, Metro, local employers and other regional partners to expand and improve and expand public and private transportation between McMinnville and Portland.

1.4.2 Invest in infrastructure improvements that make it safer and easier for residents and visitors to get around McMinnville.

POTENTIAL TASKS OR PROJECTS:

- > Inventory key bike and pedestrian corridors and rank the investments required to improve pedestrian amenities.
- > Develop wayfinding graphics for primary pedestrian and bike connectors through and between McMinnville's major assets.
- > Consider improvements to downtown streets and sidewalks, including regrading and low-impact development (LID) retrofits, to improve drainage and prevent standing water during and after rain events.
- > Complete improvements to Alpine Avenue and throughout the Granary/Northeast Gateway District.

1.4.3 Identify and complete high-priority infrastructure projects that serve McMinnville's current and future business community.

POTENTIAL TASKS OR PROJECTS:

- > Work with regional partners to assess the rail network in the Yamhill Valley and to explore options for increased use by McMinnville businesses.
- > Explore additional business lines at the McMinnville airport, including wildland fire fighting, recreation and tourism uses such as skydiving, paragliding, and balloon rides, pilot training on various aircraft and helicopters, and for private travel.
- > Maximize the potential for light industrial and office development near the airport; review regulations and infrastructure at key airport sites and revise the Airport Layout Report as necessary to position the airport for compatible forms of growth.
- > Evaluate McMinnville's disaster preparedness and prioritize infrastructure improvements to ensure adequate preparation for future natural disasters.
- > Work with McMinnville Water and Light to develop a process for placing all electrical infrastructure, such as transmission lines, underground, particularly for new development.
- > Identify and evaluate options to add an alternate freight route.
- > Create a user-friendly program to coordinate utility improvements for both public and private improvements to ensure maximum efficiencies and potential
- > Evaluate a 10GB fiber network with Online Northwest.
- > Develop an extensive, coordinated Capital Improvement Plan for business districts that supports current needs and is flexible enough to respond to future needs.



Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors

1.5 Expand efforts in talent attraction and retention.

POTENTIAL TASKS OR PROJECTS:

- > Work with partners to curate and host McMinnville-based professional retreats or co-working programs to draw talent for local industries and institutions.
- > Recruit targeted trade/associations for conferences.
- > Implement intentional talent attraction strategies with 2 and 4-year institutions, including strategies around significant class reunions.
- > Build a bridge with Visit McMinnville and business travelers to augment and track lead generation and talent attraction opportunities.
- > Expand internship programs throughout the City of McMinnville's municipal departments.
- > Identify and market amenities targeted to recruit Millennials from the Portland metro, particularly as they start to have families and look for opportunities to live in smaller cities and towns outside the city.



Improve Systems For

Economic Mobility and Inclusion

Goal Two



Improve Systems for Economic Mobility and Inclusion

2.1 Enhance education and workforce development, build career pathways and provide adult skills training.

2.1.1 Work with local businesses to specify workforce needs, including occupations and skills.

POTENTIAL TASKS OR PROJECTS:

- > Collaborate with a local workforce agency to form industry panels to collaborate on hiring needs conversations.
- > Identify skills needed and connect that information with local curriculum leaders at all educational levels.

2.1.2 Improve access to skill development and education in career pathways at the elementary and secondary levels.

POTENTIAL TASKS OR PROJECTS:

- > Work with local educational institutions to create programs, such as career fairs or lesson plans, that highlight career paths and technical skills in demand with McMinnville employers.
- > Seek volunteers and other partners, including the South Metro - Salem STEM Partnership and Oregon Institute of Technology, to develop mentor-based STEM programs for young people in McMinnville.
- > Partner with local educators to identify grant-funded opportunities for program expansion in STEM learning.
- > Increase access by K-12 schools across Valley school districts to skills development and workforce training opportunities including internship and apprenticeship programs.

2.1.3 Increase the access for McMinnville residents to workforce training and re-training resources at local community and technical colleges.

POTENTIAL TASKS OR PROJECTS:

- > Create and advertise “hire local” incentives for McMinnville businesses.
- > Complete a feasibility assessment and establish partnerships for the creation of a makerspace and fabrication laboratory.
- > Explore creation of a volunteer workforce development task force to connect employers and students for job shadow, internship and volunteer opportunities, as well as coursework aimed at non-traditional and career-change students.
- > Actively publicize local hiring events and other career-related programs, such as career fairs, at local post-secondary institutions.



Improve Systems for Economic Mobility and Inclusion

2.2 Provide tools for growing and scaling small, entrepreneurial endeavors.

2.2.1 Connect businesses with available resources.

POTENTIAL TASKS OR PROJECTS:

- > Research and track the nomination process for the State of Oregon's Opportunity Zones and, pending McMinnville's status as an Opportunity Zone, devise a strategy to maximize the ROI associated with the program.
- > Create and distribute a list of Business Oregon incentives and resources, such as Oregon InC and the Rural Opportunity Initiative, that would potentially benefit McMinnville entrepreneurs.

2.2.2 Support DBE businesses.

POTENTIAL TASKS OR PROJECTS:

- > Catalogue and publicize resources that DBE-qualified businesses are uniquely able to access and provide technical assistance in securing resources for early-stage businesses.
- > Host an annual DBE Summit to bring businesses together for networking and interaction with City officials.



Improve Systems for Economic Mobility and Inclusion

2.3 Ensure adequacy of social services.

POTENTIAL TASKS OR PROJECTS:

- > Partner with Yamhill County Family and Youth Services to develop and expand programs on parenting, money management, conflict resolution, preparedness, sheltering and other relevant topics.
- > Negotiate with service providers to improve the accessibility of basic services for adults with decreasing mobility and provide transportation to key regional destinations.
- > Connect adults and youth for whom English is a second language with regional programming and resources to improve English language proficiency.
- > Provide and link to resources and funding opportunities for retrofitting homes with monitoring and support technology to facilitate "aging in place" for McMinnville residents.
- > Convene a coalition of service providers, business owners and other stakeholders to meet regularly to develop a sustainable solution to homelessness.
- > Consider the installation of spare change "parking meters" in downtown to encourage donations and supplement funds for housing the homeless.



Maintain and Enhance Our

High Quality of Life

Goal Three



Maintain and Enhance our High Quality of Life

3.1 Provide a sufficient quantity of housing units that suit local wages and workforce needs.

3.1.1 Ensure that regulatory frameworks and land supply align with market-driven housing needs.

POTENTIAL TASKS OR PROJECTS:

- > Complete a housing needs assessment, possibly in conjunction with the Urban Renewal Plan, that includes an inventory of vacant and redevelopable residential lands and a code assessment to identify gaps in code provisions that preclude or impede the construction of specific housing typologies.
- > Demonstrate the viability of new housing types through demonstration projects that leverage workforce training partnerships in construction.
- > Work with local employers to identify unique housing arrangements for employees relocating to McMinnville.
- > Rezone and change other regulations, as needed, to ensure that duplexes, triplexes, quadplexes, ADUs, tiny homes, modular homes and/or other housing types are allowable in appropriate locations.
- > Develop a City Center Housing Strategy to identify how to develop new housing in the Downtown and NE Gateway District that responds to market needs.

3.1.2 Collaborate to improve the financial feasibility of housing development and new home purchases.

POTENTIAL TASKS OR PROJECTS:

- > Partner with a local bank on a “live where you work” homebuyer program offering favorable mortgage terms for workers looking for housing in McMinnville.
- > Evaluate the potential for public-private partnerships that provide infrastructure for new residential development.



Maintain and Enhance our High Quality of Life

3.2 Expand and improve recreation amenities and options.

3.2.1 Update the Parks, Recreation and Open Space Plan to evaluate and prioritize investments in recreation infrastructure.

POTENTIAL TASKS OR PROJECTS:

- > Evaluate and designate primary pedestrian and bike connectors through and between McMinnville's major assets and implement public realm improvements including lighting, signage, landscaping and street furniture.
- > Complete a trail or paved path along the Yamhill River.
- > Install fitness equipment along existing trail corridors, such as the Hewlett Packard trail.
- > Add in-town cycling infrastructure like bike lanes and bike racks.
- > Improve pedestrian connections to Joe Dancer Park from Wortman Park and from Evergreen.
- > Improve Yamhill River access, such as through a dock, at Joe Dancer Park.
- > Complete improvements to existing parks and sports fields, including a restroom facility and picnic pavilion in Joe Dancer Park and new awnings or covers for the dugouts at the baseball fields.
- > Construct a BMX pump track.
- > Extend the Westside Bicycle/Pedestrian Greenway.
- > Add an outdoor stage or amphitheater to one of McMinnville's existing parks.

3.2.2 Cultivate partnerships to develop and market McMinnville's recreation amenities.

POTENTIAL TASKS OR PROJECTS:

- > Establish a Parks Advisory Committee made up of community stakeholders with a Business and Economic Development representative to maintain the importance of parks amenities in an economic development program.
- > Develop and implement an adopt-a-trail program to enhance maintenance and upkeep of existing trails in McMinnville.
- > Promote and expand existing regional athletic events held in McMinnville, including youth sports tournaments and running and bike races.
- > Work with IMBA, local shops, local riders, the U.S. Forest Service and other property owners to develop a network of off-road trails leaving straight from McMinnville, with the "town as trailhead".
- > Work with Travel Oregon to expand, signify, and promote road biking routes in and around McMinnville.
- > Evaluate the potential for events in the "all-road" cycling segment, leveraging local gravel and dirt road networks.
- > Collaborate with Michelbook to plan proactively for the future of country club and its recreational assets.
- > Support a recreation facilities plan that identifies the community's priorities and resources needed to update, improve, expand and add recreational facilities that serve the community's needs including a Community Center and Aquatic Center.
- > Work with Yamhill County to identify and prioritize improvements to the Yamhill County Fairgrounds.
- > Coordinate with YMCA and/or other similar organizations to evaluate the feasibility of opening a recreation facility in McMinnville.



Maintain and Enhance our High Quality of Life

3.3 Leverage arts and culture amenities.

POTENTIAL TASKS OR PROJECTS:

- > Evaluate the feasibility of a public private partnership to create a community art space or collaborative studio and cooperative gallery.
- > Create or expand programs that feature the work of local artists on a rotating basis in City buildings and in the public realm.
- > Assess the need for and feasibility of updating or expanding the McMinnville Public Library.
- > Initiate a conversation between locals artists, arts organizations, philanthropies and other parties to identify the potential for an arts and culture-focused event center in McMinnville.
- > Establish periodic, formal dialogue with the Evergreen Aviation and Space Museum and the Yamhill County Heritage Museum to anticipate their needs and identify opportunities to provide support
- > Collaborate to develop a community arts and culture event calendar that centralizes McMinnville's arts and culture-related offerings



Maintain and Enhance our High Quality of Life

3.4 Invest in McMinnville's neighborhoods.

3.4.1 Implement the recommendations of the citywide Strategic Plan, particularly as they relate to livable neighborhoods

3.4.2 Ensure that regulations and City investments encourage livability.

POTENTIAL TASKS OR PROJECTS:

- > Review and revise zoning designations to provide neighborhood-serving retail and services in close proximity to residential neighborhoods.
- > Systematically evaluate the adequacy of street lighting in residential areas and key bike and pedestrian corridors, and ensure that pedestrian corridors in neighborhoods and around key destinations are well-served by crosswalks, bike lanes, and other bike and pedestrian infrastructure.
- > Evaluate the adequacy of current policy regarding vacation and short-term rentals to balance the needs of neighborhood residents and visitors to McMinnville.



Maintain and Enhance our High Quality of Life

3.5 Proactively maintain McMinnville's character.

POTENTIAL TASKS OR PROJECTS:

- > Explore the creation of a legacy business program to celebrate the longevity of longstanding local businesses.
- > Explore the feasibility of facade improvement grants, tax credit/abatement programs or revolving loans for property owners that voluntarily make physical improvements to their properties.
- > Evaluate the potential applicability of form-based code provisions, particularly in neighborhood centers, pedestrian corridors, and the downtown area, to ensure good design.
- > Review adopted design guidelines and other development standards to ensure that new development contributes positively to McMinnville's sense of place.

3.6 Become a regional leader in cross-jurisdiction collaboration and problem-solving.

POTENTIAL TASKS OR PROJECTS:

- > Identify the appropriate forum for conversations around complex regional issues and potentially lead the creation or and facilitate a regional working group that meets periodically to develop regional solutions
- > Evaluate existing City participation in regional organizations and coordinate to encourage employee participation in regional leadership positions

Sustain and Innovate Within



Traditional Industry and Advanced Manufacturing

Goal Four



Sustain and Innovate within Traditional Industry and Advanced Manufacturing

4.1 Ensure workforce availability in trades and other mid-skill positions.

POTENTIAL TASKS OR PROJECTS:

- > Encourage expansion and allocate resources for middle, high school, and community and technical college programs that encourage career exploration and skills development in trades and mid-skill occupations
- > Convene a panel of business leaders from traditional industry and advanced manufacturing employers in McMinnville to pioneer a collaborative approach to expanding apprenticeships and volunteering employee time to teach in-demand skills to individuals evaluating trade-based careers.

4.2 Connect traditional industry and advanced manufacturing to innovation resources for sustainable growth.

POTENTIAL TASKS OR PROJECTS:

- > Highlight industrial innovation in McMinnville through periodic events, posts and other marketing, connecting innovators through storytelling and innovation partnerships.
- > Plan and participate in an industrial innovation working group or recurring social event to facilitate idea sharing and cross-pollination among business leaders.
- > Connect business leaders with regional innovation resources through Business Oregon and other innovation-oriented organizations.
- > Consider an international sister city program to share innovative practices.



Sustain and Innovate within Traditional Industry and Advanced Manufacturing

4.3 Expand and market land availability for industrial activities.

POTENTIAL TASKS OR PROJECTS:

- > "Promote and market the McMinnville Industrial Park as a target area for advanced manufacturing investment within Yamhill County."
- > Coordinate with McMinnville Industrial Promotion to ensure leadership succession and continued engagement.



Foster Opportunity In

Technology and Entrepreneurship

Goal Five



Foster Opportunity in Technology and Entrepreneurship

5.1 Become a place where small and medium technology firms can relocate and grow.

POTENTIAL TASKS OR PROJECTS:

- > Foster physical connections to existing tech and entrepreneurship hubs through low-cost air services.
- > Market McMinnville as a destination for young and aspiring employees to find opportunity in business, entrepreneurship, computer and software engineering and other programs in Oregon's post-secondary institutions.
- > Survey local "tech" employers to identify current regulatory shortcomings or infrastructural needs for business relocation and expansion.
- > Promote the concept of McMinnville's "tech terroir" to emphasize McMinnville's potential assets to entrepreneurs, business owners and others involved in tech-oriented occupations.
- > Explore opportunities to improve connections to and otherwise better leverage McMinnville's dark fiber ring for business use.
- > Hire an innovation officer and/or complete a comprehensive strategy around smart cities and innovation in urban sustainability.
- > Create an "Invest in the Future" grant program that is targeted towards private investment and business development with living wage job outcomes.

5.2 Provide opportunities for co-working, teleworking, and other arrangements enabled by telecommunications technology.

POTENTIAL TASKS OR PROJECTS:

- > Collaborate to develop a coworking space to foster entrepreneurship, innovation and to enable convenient telecommuting to regional employers in Portland or elsewhere. Explore unique partnership opportunities for cooperative or pop-up telecommuting spaces.



Foster Opportunity in Technology and Entrepreneurship

5.3 Incubate new businesses and start-ups.

POTENTIAL TASKS OR PROJECTS:

- > Maintain a list of funding sources for start-up and expansion grants for locally-owned businesses.
- > Coordinate with partners to improve access to funding and resources available through local foundations, non-profits and other funders in McMinnville to empower local capacity-building efforts.
- > Study the feasibility of aggregators or cooperatives to efficiently distribute locally-made products from McMinnville businesses to larger metropolitan markets.

5.4 Create new talent pipelines for tech-related occupations.

POTENTIAL TASKS OR PROJECTS:

- > Connect business leaders with interested local educators to develop extracurricular activities and to improve current curricula and align education and training with emerging employer needs.
- > Cultivate relationships with post-secondary institutions to ensure awareness of job opportunities in McMinnville, and ensure that McMinnville job opportunities are represented on school job boards, in job fairs, and other promotional events.



Be a Leader In

Hospitality and Place-Based Tourism

Goal Six



Be a Leader in Hospitality and Place-Based Tourism

6.1 Make downtown the best it can be.

POTENTIAL TASKS OR PROJECTS:

- > Evaluate current zoning, historical districts and designations, and existing land use patterns, including underutilized parcels, to ensure that key downtown parcels offer the highest and best use for their location.
- > Communicate with County officials to explore the potential for a purpose-built County facility, outside of downtown, that includes a courthouse, commissioners offices, and clerks office.
- > Continue to evaluate new downtown events to diversify downtown events and activities and publicize emerging retailers or other non-retail organizations.
- > Evaluate the feasibility of improving or expanding the provision of public restrooms in the downtown area.

6.2 Become the preferred destination for wine-related tourism.

POTENTIAL TASKS OR PROJECTS:

- > Collaborate to expand marketing of McMinnville and Yamhill Valley products and to improve national and international recognition of local wine.
- > Connect hoteliers and other hospitality professionals in Oregon and elsewhere to local opportunities for high-quality additions to McMinnville's current hospitality offerings.
- > Collaborate with Travel Oregon to host a tourism workshop for McMinnville business owners to establish and leverage competitive advantages of over similar regional offerings.
- > Leverage Linfield's wine studies program to identify opportunities to increase visitation to the Willamette Valley region and to the viticultural areas immediately surrounding McMinnville



6.3 Diversify tourism destinations beyond wine.

POTENTIAL TASKS OR PROJECTS:

- > Create branded itineraries for a range of activities and distribute online and in hard copy throughout McMinnville and at local and regional airports to offer pre-planned adventures for visitors.
- > Optimize social media performance by continuing and expanding the use of hash tags, branded icons, slogans, and other techniques to highlight and encourage sharing of McMinnville-based experiences.
- > Conduct a feasibility study to identify the potential costs and economic and fiscal impacts of building an indoor sports complex for local recreation and regional event use.
- > Engage the Wings and Waves water park to identify and pursue opportunities for growth and expansion.
- > Become a national destination for bicycle tourism and other recreational and leisure activities.

6.4 Market and promote McMinnville.

POTENTIAL TASKS OR PROJECTS:

- > Develop and maintain robust relationships with Travel Oregon, and seek promotion opportunities accordingly.
- > Document and track the economic impact of tourism and outdoor recreation to Yamhill Valley communities.
- > Work with visit McMinnville and local hoteliers to identify gaps in available conference space and to establish a plan to expand McMinnville's offerings for small and large conferences.



Align and Cultivate Opportunities In

Craft Beverages and Food Systems

Goal Seven



Align and Cultivate Opportunities in Craft Beverages and Food Systems

7.1 Maintain prominence in wine while looking for opportunities to innovate within supply chains, viticulture and production.

POTENTIAL TASKS OR PROJECTS:

- > Convene a technical assistance panel to identify new opportunities in urban wine-making and distribution and to establish a framework for collaboration and innovation in wine-making that best leverages public and private resources and identifies critical public/private partnerships.
- > Expand programming at IPNC to include a technical component for knowledge sharing between wine-makers and other professionals in viticulture and oenology.
- > Encourage collaborative research at Linfield and Chemeketa CC and facilitate connections between these schools and other viticulture programs nationally.
- > Proactively recruit beverage-makers that complement existing wineries and breweries, such as cideries and distilleries.

7.2 Locate higher job-density food and beverage activities within McMinnville.

POTENTIAL TASKS OR PROJECTS:

- > Ensure the sufficiency of regulations in applicable zones to accommodate urban wine-making and other non-retail aspects of the wine industry, including transportation and distribution.
- > Encourage further clustering of wine-oriented business in the Granary/Alpine District.
- > Contact wineries throughout the region to identify growth-oriented operations needing new or larger space, and target marketing and recruitment efforts accordingly.



Align and Cultivate Opportunities in Craft Beverages and Food Systems

- > Recruit food processing and production companies that offer synergies with wineries, such as charcuterie and cheese companies.
- > Coordinate with educational institutions to anticipate needs and ensure that McMinnville remains a hub for wine education while expanding culinary education and training locally

7.3 Expand R&D for wine and other agricultural/cultivation-oriented and value-added practices.

POTENTIAL TASKS OR PROJECTS:

- > Hire an Agriculture Coordinator or Resource Officer to connect producers with resources and coordinate efforts to innovate within wine and agriculture.
- > Convene a group of wine-makers and entrepreneurs to evaluate the feasibility of a wine maker-space or similarly collaborative wine-making space for small producers, experimental products, or research.
- > Conduct a feasibility study and potentially complete a business plan for an integrated food hub and permanent, year-round farmer's market.
- > In partnership with other Oregon cities and counties, commission a study of value-added industry successes and best practices related to agriculture in western U.S. and Canadian communities.
- > Liaise with researchers at OSU's Small Farms Program and other similar agricultural programs throughout the state and the region.
- > Invite educators in the region to conduct research and teaching based in the Yamhill Valley, including possible distance learning and online college course options.
- > Explore opportunities for expanded agricultural production using hydroponics, aquaponics and other similar cultivation methods



Align and Cultivate Opportunities in Craft Beverages and Food Systems

7.4 Open new markets for local agricultural products.

POTENTIAL TASKS OR PROJECTS:

- > Establish a branding and marketing program for local agricultural products, such as “Yamhill County Grown” or similar.
- > Develop and market a local Farm-to-Table program by connecting Yamhill Valley farmers with local restaurants.
- > Explore the potential for a cooperative distribution model to move McMinnville’s agricultural products to restaurants in the Portland metro.

7.5 Encourage a holistic approach to local food culture, improving connections to the local producers and cultivating a community of exceptional restaurants and culinary establishments.

POTENTIAL TASKS OR PROJECTS:

- > Create a forum for local restaurateurs to connect with local agricultural producers and improve culinary offerings.
- > Work with stakeholders to establish a local demonstration or innovation kitchen that can be rented to test new recipes, host small events, or otherwise incubate local culinary endeavors.
- > Publicize local food offerings across all price levels through a branded guide to local cuisine, and distribute at and regional hotels, wineries, airports and other places frequented by travelers.
- > Partner on development of a “Farm-for-a-Day” agri-tourism program connecting local farming operations to paying guests.
- > Evaluate alignment of current food cart regulations with community goals.



Align and Cultivate Opportunities in Craft Beverages and Food Systems

7.6 Preserve natural assets while ensuring long-term stability in agricultural production.

POTENTIAL TASKS OR PROJECTS:

- > Espouse an approach to environmental stewardship and encourage participation and support by local farmers for initiatives in keeping with this approach.
- > Establish and facilitate a business leadership group to identify solutions to sustainability challenges.
- > Establish local resiliency infrastructure and training through programs like FEMA's Community Emergency Response Teams (CERT) or other community-based models.



Proactively Assist Growth In

Education, Medicine and Other Sciences

Goal Eight



Proactively Assist Growth in Education, Medicine and Other Sciences

8.1 Leverage institutional land assets and support planning for institutional growth and clustering.

POTENTIAL TASKS OR PROJECTS:

- > Ensure that the Willamette Valley Medical Center can accommodate future growth through a master plan that includes supportive zoning, targeted capital improvements and other tools.
- > Use regulatory tools and constructive dialogue with businesses to encourage clustering of medical-professional uses near the Willamette Valley Medical Center and to create a regional anchor for health care.
- > Engage McMinnville's large institutions in a dialogue about proactive planning for large and underutilized land assets.
- > Assess the desirability and potential feasibility of the creation of a "university district" or similar near one or more of McMinnville's college campuses.

8.2 Assist in recruitment and training to fill specific workforce needs.

POTENTIAL TASKS OR PROJECTS:

- > Identify and fill gaps in education and training opportunities at local educational institutions for in-demand skills in "Eds and Meds" occupations.
- > Connect employers in education and health care to national skilled workforce pools through branding, recruitment, relocation incentives and other tools.
- > Explore public-private and other partnerships to improve amenities for students and employees, potentially including an expanded supply of student housing or housing appropriate for students on or near Linfield and Chemeketa campuses, and improved transportation to campuses and other institutions.



Proactively Assist Growth in Education, Medicine and Other Sciences

8.3 Support the expansion of programmatic offerings at local institutions.

POTENTIAL TASKS OR PROJECTS:

- > Work with Linfield College and Chemeketa CC to assess demand for education and training in health care and related services and to expand programming accordingly.
- > Engage Chemeketa CC leadership in a dialogue to explore the creation an on-site culinary and hospitality program.
- > Collaborate with leadership at the school district and at Linfield and Chemeketa to better engage Oregon's four-year public universities.
- > Connect local students with opportunities to work with OSU Extension, in labs or to participate in other UO and OSU programs prior to high school graduation.
- > Explore the creation of an aviation education program that leverages McMinnville's existing infrastructure and workforce assets.
- > Identify opportunities to bring programming offered at other Chemeketa Community College campuses to McMinnville, particular when serving established local industries.
- > Foster R&D opportunities for existing and emerging industries.

8.4 Improve and expand connections between key institutions and the City of McMinnville.

POTENTIAL TASKS OR PROJECTS:

- > Create safer and more intuitive physical connections to McMinnville from Linfield and Chemeketa, including better sidewalks, lighting and public transportation, particularly along Davis Street.
- > Proactively engage students in community events to improve dialogue between permanent residents and college attendees.



Implementation

Implementation

This section of the strategic plan identifies potential lead actors, potential partners and performance measures for each strategy included in the plan.

Potential leads and partners are anticipated to spearhead and contribute to the implementation of the strategies identified. In some cases, the City's Stable Table is identified as a lead or partner. This group includes the City of McMinnville, Visit McMinnville, McMinnville Chamber of Commerce, McMinnville Downtown Association and McMinnville Economic Development Partnership. Other organizations identified include:

- > Affordable Housing Task Force (AHTF)
- > Chemeketa College
- > International Pinot Noir Celebration (IPNC)
- > Linfield College
- > McMinnville Chamber of Commerce
- > McMinnville Economic Development Partnership (MEDP)
- > McMinnville Downtown Association (MDA)
- > McMinnville Industrial Promotions (MIP)
- > McMinnville School District (MSD)
- > McMinnville Urban Renewal Advisory Committee (MURAC)
- > McMinnville Water and Light (MW&L)
- > Mid-Willamette Valley Council of Governments (MWVCOG)
- > Oregon Department of Transportation (ODOT)
- > Oregon State University (OSU)
- > Public Art Committee
- > Regional Solutions Team (RST)
- > Travel Oregon
- > University of Oregon (UO)
- > Visit McMinnville
- > Willamette Valley Medical Center (WVMC)
- > Willamette Valley Wineries Association (WVWA)
- > Yamhill County
- > Yamhill County Transit (YCTA)
- > Yamhill Soil and Water Conservation District (SWCD)



Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors

1.1 Maintain and enhance McMinnville's positive business climate

Stable Table; City of McMinnville; McMinnville Economic Development Partnership (MEDP)

Stable Table

Customer satisfaction surveys; feedback from business summit (1.1.1)

1.2 Develop McMinnville's brand and leverage McMinnville's strong sense of place to spur economic growth.

Stable Table; City of McMinnville

Stable Table; Oregon Department of Transportation (ODOT)

Total employment; MEDP inquiries; social media content production and user engagement

1.3 Ensure commercial and industrial land availability

City of McMinnville; MEDP

Stable Table; City of McMinnville; Chamber of Commerce; Regional Solutions Team (RST)

Buildable lands capacity analyses; land transactions

1.4 Improve infrastructure to serve businesses, visitors and local residents.

City of McMinnville; Stable Table; MEDP; Parkway Committee; McMinnville Urban Renewal Advisory Committee (MURAC)

City; Stable Table; MEDP; RST; ODOT; Chamber; Yamhill County Transit (YCTA); Yamhill County; Airport Commission; McMinnville Water and Light (MW&L); McMinnville Industrial Promotions (MIP)

Transportation levels of service; flights departing/arriving McMinnville; mode split (ACS); commute times (ACS)

1.5 Expand efforts in talent attraction and retention.

Stable Table; City of McMinnville; MEDP; Visit McMinnville; Linfield College; McMinnville High School

Stable Table

Number of conferences hosted; student retention (surveys); age segmentation (ACS)



Improve Systems for Economic Mobility and Inclusion

2.1 Enhance education and workforce development, build career pathways and provide adult skills training.

MEDP; Stable Table; McMinnville School District (MSD)

Stable Table; Chamber of Commerce; MSD; Linfield College; Chemeketa College

Unemployment rate; median household income; educational attainment; feedback from employer surveys or focus groups

2.2 Provide tools for growing and scaling small, entrepreneurial endeavors.

City of McMinnville; MEDP; Stable Table

MEDP; Stable Table

New business licenses; business owner demographics

STRATEGY	POTENTIAL LEADS	POTENTIAL PARTNERS	PERFORMANCE MEASURES
2.3 Ensure adequacy of social services.	Yamhill County	MSD; City of McMinnville	Poverty rate; unemployment rate; homeless PIT counts
 Maintain and Enhance our High Quality of Life			
3.1 Provide a sufficient quantity of housing units that suit local wages and workforce needs.	City of McMinnville; MEDP; MURAC; Affordable Housing Task Force (AHTF)	City of McMinnville; Chamber of Commerce; McMinnville Downtown Association (MDA)	Housing starts (building permits); housing unit segmentation (ACS); housing cost burden; homeless PIT counts
3.2 Expand and improve recreation amenities and options.	City of McMinnville; Visit McMinnville; Stable Table	City of McMinnville; Yamhill County	Number of events; total event attendance; Travel Oregon economic impact data
3.3 Leverage arts and culture amenities.	Public Art Committee; City of McMinnville	MDA; Visit McMinnville	Number of events; total event attendance; Travel Oregon economic impact data
3.4 Invest in McMinnville's neighborhoods.	City of McMinnville		Neighborhood safety (e.g. crime data, traffic incidents); vacancy rates
3.5 Proactively maintain McMinnville's character.	City of McMinnville; Chamber of Commerce; MURAC	MEDP	Program enrollment/utilization (from actions in 3.5)
3.6 Become a regional leader in cross-jurisdiction collaboration and problem-solving.	City of McMinnville	Stable Table; RST; Mid-Willamette Valley Council of Governments (MWVCOG)	Number of regional leadership positions held by City staff



Sustain and Innovate within Traditional Industry and Advanced Manufacturing

4.1 Ensure workforce availability in trades and other mid-skill positions.

MEDP

MSD; Chamber of Commerce;
Chemeketa College; Linfield
College

Certificate and degree completions; feedback from employer surveys or focus groups; total employment in industrial sectors

4.2 Connect traditional industry and advanced manufacturing to innovation resources for sustainable growth.

MEDP

Year over year change in employment in industrial sectors; new industrial businesses (business licenses)

4.3 Expand and market land availability for industrial activities.

MEDP; MIP

Land transactions on industrially-zoned properties; industrial vacancy and absorption; total assessed improvement value for industrial lands



Foster Opportunity in Technology and Entrepreneurship

5.1 Become a place where small and medium technology firms can relocate and grow.

City of McMinnville; MEDP;
MURAC

Certificate and degree completions; feedback from employer surveys or focus groups; total employment in information sectors; new businesses in info. sector

5.2 Provide opportunities for co-working, teleworking, and other arrangements enabled by telecommunications technology.

Stable Table

Commute data (ACS); co-working memberships

5.3 Incubate new businesses and start-ups.

MEDP; Chamber of Commerce

New businesses in the information sector (business licenses); businesses receiving venture capital investment (via survey)

5.4 Create new talent pipelines for tech-related occupations.

MEDP

MSD; Chemeketa College; Linfield College

Certificate and degree completions; total employment by occupation for tech-related occupations

STRATEGY

POTENTIAL LEADS

POTENTIAL PARTNERS

PERFORMANCE MEASURES



Be a Leader in Hospitality and Place-Based Tourism

6.1 Make downtown the best it can be.

City of McMinnville; MDA; MU-RAC

MDA; Stable Table

External press/recognition; social media engagement; retail vacancy rate; total assessed improvement value; hotel stays; total retail sales

6.2 Become the preferred destination for wine-related tourism.

Visit McMinnville

Tasting room retail sales (via business survey); hotel stays; Travel Oregon economic impact data

6.3 Diversify tourism destinations beyond wine.

Visit McMinnville

Hotel stays; Travel Oregon economic impact data

6.4 Market and promote McMinnville.

Visit McMinnville

Travel Oregon; Yamhill County

Social media engagement; hotel stays; Travel Oregon economic impact data



Align and Cultivate Opportunities in Craft Beverages and Food Systems

7.1 Maintain prominence in wine while looking for opportunities to innovate within supply chains, viticulture and production.

MEDP; Linfield College; Cheme-keta College; International Pinot Noir Celebration (IPNC); DP

Willamette Valley Wineries Association (WVWA); Visit McMinnville; MDA

Number of wine-related businesses (business licenses); IPNC and other event attendance; Linfield College wine program enrollment

7.2 Locate higher job-density food and beverage activities within McMinnville.

City of McMinnville; MEDP

WVWA; MURAC

Total employment in food and beverage sector; square feet per employee in food and beverage sector

7.3 Expand R&D for wine and other agricultural/cultivation-oriented and value-added practices.

MEDP

WVWA; MDA; RST; Oregon State University (OSU)

Total employment in agriculture; number of businesses in agriculture sector; gross business income for businesses in agriculture sector

STRATEGY	POTENTIAL LEADS	POTENTIAL PARTNERS	PERFORMANCE MEASURES
7.4 Open new markets for local agricultural products.	MEDP; Chamber of Commerce	Stable Table; MEDP; MDA; City of McMinnville; OSU	Farmer's market dates and attendance; gross business income for businesses in agriculture sector; percent of revenues from direct sales (from business survey)
7.5 Encourage a holistic approach to local food culture, improving connections to the local producers and cultivating a community...	City of McMinnville; MEDP; Visit McMinnville	MDA; Yamhill Soil and Water Conservation District (SWCD)	Locally-sourced ingredients (from business survey); total number of restaurants
7.6 Preserve natural assets while ensuring long-term stability in agricultural production.	RST; MP&L; SWCD	City of McMinnville	Total land in agriculture; total land in conservation; water quality indicators (as available from SWCD)



Proactively Assist Growth in Education, Medicine and Other Sciences

8.1 Leverage institutional land assets and support planning for institutional growth and clustering.	City of McMinnville; Linfield College; Chemeketa College; Willamette Valley Medical Center (WVMC)		Total employment in "eds and meds" sectors; new construction (square feet) on institutional lands; total enrollment at LC, CC
8.2 Assist in recruitment and training to fill specific workforce needs.	MEDP; Linfield College; Chemeketa College; Willamette Valley Medical Center (WVMC)	Visit McMinnville; City of McMinnville	Total employment in "eds and meds" sectors; feedback from employer surveys or focus groups
8.3 Support the expansion of programmatic offerings at local institutions.	Linfield College; Chemeketa College; MSD	University of Oregon (UO); OSU; City of McMinnville	Certificate and degree completions; total enrollment at LC, CC
8.4 Improve and expand connections between key institutions and the City of McMinnville.	City of McMinnville; Linfield College; Chemeketa College		Student feedback (via surveys or other per 8.4)



Appendices

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

Tuesday, June 26, 2018 at 5:30 p.m.

Presiding: Kellie Menke, Council President

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Scott Hill
	Adam Garvin	
	Alan Ruden	
	Wendy Stassens	
	Sal Peralta	

Also present were City Manager Jeff Towery, City Attorney David Koch, Planning Director Heather Richards, Police Chief Matt Scales, and Dave Adams, KLYC Radio.

1. CALL TO ORDER: Council President Menke called the meeting to order at 5:46 p.m.

2. PRESENTATION: CODE ENFORCEMENT.

Planning Director Heather Richards explained that the Code Enforcement program is transitioning from Police Department to the Planning Department. She shared that it has historically been a decentralized, civil process operated primarily out of the Police Department. Ms. Richards shared that there have been communication and customer service challenges. The recommendation is to move to a more centralized program and make it an administrative process in order to provide better customer service and improved efficiencies. The Planning Department will not handle traffic infractions.

Ms. Richards explained that code enforcement is part of the equation that transforms a town from a politically designated area into a community. She stated that good plans justify the municipal code, which justifies code enforcement and allows the City to reach the community goals and vision. The code compliance program is not a criminal program; it's a good neighborhood program where everyone is playing by the same set of rules for everybody's benefit. It is enforced locally and can be enforced by the state as well. The Code Enforcement Program would cover the

Comprehensive Plan, Municipal Code, Zoning Ordinance and Building Code.

The Program will ensure that the code equitably is enforced. Ms. Richards explained that Code Enforcers should:

- Know the code.
- Understand their authority to enforce.
- Understand the reasons behind the code they enforce.
- Work with residents to help them comply.
- Enforce code equitably to all properties and property owners in the community.

Code Enforcement:

- Protects and improves land values.
- Decreases number of attractive nuisances.
- Improves Safety.
- Increases Sense of Community.
- Improves Public Image.
- Improves Quality of Life.
- Reduces Health Threats.
- Increases Economic Development Investment.

The goal is voluntary compliance through education, providing information, communication, relationships, and providing pathways for citizens. It is not meant to be a penal process.

A judicial process happens when there is noncompliance. This is done through an abatement process. Ms. Richards explained the judicial process and administrative abatement. The goal of the process is compliance in a timely manner.

Ms. Richards stated that there will be an intentional approach. She shared various community relations programs related to nuisances.

Ms. Richards stated that the next steps include:

- Evaluating the codes for nuisances and code compliance issues.
- Amend the Municipal Code to create an administrative code compliance process.
- Create a centralized program in the Planning Department.
- Develop a Community Relations Program.
- Bring an amended code to council for adoption.
- Develop a Fee Schedule.
- Hire a Code Compliance Team.

Implementation was discussed. It will involve the community, need to be done incrementally, and an online communication portal will be developed. Ms. Richards shared that she would like a dedicated phone line for complaints.

Police Chief Scales felt that it makes much more sense to move in the direction as described by Ms. Richards. He stated that the community will get a better service and complaints will be dealt with in a more timely manner.

City Manager Towery stated that there will be more discussion in a work session in the next couple of months.

Discussion ensued regarding funding the positions.

City Manager Towery explained that he has seen how quickly the administrative process works.

3.

PRESENTATION: CAR CAMPING ORDINANCE.

Ms. Richards stated that the program is a recommendation coming forward from the Affordable Housing Task Force and it originated in the Housing for Homeless Subcommittee. The program provides a car camping opportunity on private property. The property owner assumes the liability and the site management would be administered through the Champion team. The intention is not to be a permanent residential solution. The intention of the program is that it provides a safe place to stay for a period of time to advance towards shelter. The City would establish policies and procedures for the program that focus on program success and mitigation of negative impact to neighboring properties.

The Ordinance will describe what is prohibited and where the camping is allowed. Camping on sidewalks, streets, alleys, public right-of-way, parks or any other publicly owned properties would be prohibited unless allowed by ordinances, and special events could be exempted. The Ordinance would allow for permitted overnight sleeping as follows:

- Commercial/ Industrial Property: three vehicles or less, needs to be on parking lot with structure.
- Religious Institution: three vehicles or less, needs to be on parking lot with structure.
- Residence: backyard or driveway.
- Vacant Property: three vehicles or less. Needs to register with city and be part of a supervised program.

The site provisions required would include:

- Dedicated Sanitary Facilities.

- Dedicated Garbage Disposal Services.
- Storage Area for Personal Items.
- Tent or camping shelter in a backyard must be five feet away from property line.
- Not require payment of any fee, rent, or other monetary charge for overnight sleeping. Needs to register with city and be part of a supervised program.

Ms. Richards explained the provisions of the proposed Ordinance. The property owner would be able to revoke permission at any time and for any reason, and any person who had received permission to use the property shall leave the property immediately. The City would have the authority to impose administrative civil penalties on property owners who failed to comply with the Ordinance. The City Manager or the City Manager's designee would have the authority to prohibit overnight sleeping if the city finds that the activity is incompatible with adjacent properties or constitutes a nuisance. The City could adopt administrative rules to implement the program. The City Manager could authorized overnight sleeping associated with a special event. Furthermore there would be a statement that nothing would create any duty on the part of the city or its agents to ensure the protection of persons or property with regard to the permitted overnight sleeping.

Councilor Ruden asked about time restrictions on camping in someone's backyard. Planning Director Richards stated that there is not a time limit. He stated that he could see where this could become a nuisance. Planning Director Richards stated that the City Manager could determine that it was a nuisance if rose to that level.

Discussion ensued regarding the Champion Team's involvement. It was noted that the City would be providing some policies but would not be administering the human aspect of the program. That piece would be administered by Champion Team.

Councilor Drabkin noted that the Committee has been helping look for additional funding for Champion Team. If they were to receive additional funding, they might be able to serve more.

Councilor Peralta commented on keeping families together and that may have more than one car.

Planning Director Richards stated that one of Eugene's recommendations were that it would be good to keep the numbers allowed per site low.

The Council expressed their interest in taking the next steps.

4.

PRESENTATION: YAMHELAS WESTSIDER TRAIL.

Wayne Wiebke, representing the Friends of the Yamhelas Westsider shared a history of the Yamhelas Westsider Trail. He stated that the Friends group has been working since 2012. The original effort began in 1991. He stated that the Friends group is asking for an endorsement from the Council that would be used in order to procure grants. Since the trail was purchased in December last year, it opened up opportunities for grant funding. He stated that they will be partnering with Yamhill County and they are trying to fund a master plan or a feasibility study. The first phase would be Carlton-Yamhill. The phase south of Carlton stops at Gun Club corner. The ultimate goal is to have McMinnville and Forest Grove as anchors in the trail system. Mr. Wiebke stated the trails benefit to McMinnville noting that lodging is important to a trail system, including bed and breakfasts. He stated that part of having a trail is about getting people off the trail and coming in to town to spend the night. Ms. Wiebke explained how Cities can use the trail to promote tourism. Gaston and Washington County are involved in securing property for the trail as well. He noted that they would welcome the Council's endorsement and that it would help in the grant writing process.

Councilor Peralta stated that he received a letter from the Friends of the Yamhelas. He noted that the trail has a regional economic benefit that the City's Strategic Plan calls for. Councilor Peralta noted that earlier in the year the Council supported the bypass which won't connect for years and he felt this was similar in terms of economic impact.

Councilor Garvin stated that he felt rail to trail programs were usually positive. He stated that farmer's concerns should be noted. Mr. Wiebke responded that farmers concerns will be considered and that the master plan will look at these concerns and attempt to address concerns in the plan.

Councilor Ruden asked about Yamhill County Commissioners and if they were in support. Mr. Wiebke noted that they are in favor 2-1. Councilor Ruden stated that they have supported things outside of town and that he likes the trail concept.

Discussion ensued regarding the purchase of property and when and how the properties would be purchased to complete the project.

Councilor Stassens commented that she was in support of the work they have been doing. She felt that it was really good.

Council President Menke also expressed her support.

City Manager Towery explained that the City can draft a letter in support of the project and will bring it back to Council

4. ADJOURNMENT: Council President Menke adjourned the Work Session at 6:56 p.m.

City Recorder

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

Tuesday, June 26, 2018 at 7:00 p.m.

Presiding: Kellie Menke, Council President

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Scott Hill
	Adam Garvin	
	Alan Ruden	
	Wendy Stassens	
	Sal Peralta	

Also present were City Manager Jeff Towery, City Attorney David Koch, Finance Director Marcia Baragary, Planning Director Heather Richards, Police Chief Matt Scales and Dave Adams, KLYC Radio.

AGENDA ITEM

1. CALL TO ORDER: Council President Menke called the meeting to order at 7:07 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: Council President Menke invited the public to comment.

Tara Gregory, 521 NW Mt. Mazama, stated that she is a medical professional in the area. She commented on the proposed Ordinance No. 5054. She discussed the dangers of second hand smoke and provided a handout to Councilors. She reviewed the two types of second hand smoke. She encouraged the Council to approve Ordinance No. 5054.

Johnathan Olivera, Willamette Valley Vineyards, came on behalf of the second hand smoke ordinance. He stated that their business has been negatively affected on Third Street. He stated that he is in support of the Ordinance, noting that from a business perspective it is very difficult.

4.a. PUBLIC HEARING: Proposed Supplemental Budget for the Fiscal Year June 30, 2018 (related to the Telecommunications Fund).

Finance Director Baragary explained that the supplemental budget is required because there was an occurrence that was not known at the time the budget was prepared that required a change in financial planning. Since the supplemental budget increases expenditures by \$12,000, which exceeds 10 percent of total expenditures in the Telecommunications Fund, the Council is required to hold a public hearing and take public comment prior to adopting the supplemental budget. She noted that an appropriate notice of the public hearing was published in the News Register.

Council President Menke opened the Public Hearing at 7:18 p.m. and asked for comments.

There were no comments.

Council President Menke closed the Public Hearing at 7:18 p.m.

4.b. PUBLIC HEARING: Proposed increase in the Transportation Fund expenditures in the 2018-2019 budget to be adopted by the City Council.

Finance Director Baragary explained that a public hearing was required as the increase in the Transportation Fund expenditures was \$1,352,100, which exceeds the 10 percent limitation. She noted that some of the projects scheduled and budgeted in 2017-2018 will be carried into 2018-2019. She noted that this is typical for capital projects. Local budget law was followed.

Council President Menke opened the Public Hearing at 7:20 p.m. and asked for comments.

There were no comments.

Council President Menke closed the Public Hearing at 7:20 p.m.

- 5.a. PRESENTATION: Receive Report and Recommendation from Gary Eastland, Hagan Hamilton to approve the 2018-2019 Property, Liability, Workers Compensation, and Auto Insurance Coverages.

Gary Eastland of Hagan Hamilton presented the 2018-2019 Property, Liability, Workers Compensation, and Auto Insurance Coverages. He commended City Staff for their support. The proposed annual contribution for the CIS package (Property/ Liability, Auto, Mechanical breakdown) was \$475,655 noting there is a 4.5% increase over the prior year contribution. He stated that the increase was primarily exposure driven.

Mr. Eastland stated that there was a significant increase in CIS workers compensation. The deposit premium is \$181,846 which is up from \$92,584 last year. He shared that the experience modification factor increased from .76 to .97 and that since the number is under one it is still good. City Manager Towery noted that there is currently a 1.8 million insurance reserve fund.

Mr. Eastland stated that the Airport Liability Insurance is a separate policy than CIS and that the premium has been exactly the same amount for the last five years, \$5,675.

6. CONSENT AGENDA

- a. **Resolution No. 2018-32:** A Resolution Declaring the City's election to receive state revenues.
- b. **Resolution No. 2018-33:** A Resolution certifying provision of municipal services by the City of McMinnville as required by ORS 221.760.
- c. **Resolution No. 2018-34:** A Resolution Extending the City of McMinnville's workers compensation coverage to the City of McMinnville volunteers.
- d. **Resolution No. 2017-35:** A Resolution providing for and approving a form of contract by and between the City of McMinnville, Oregon and the McMinnville Rural Fire Protection District.

Councilor Ruden MOVED to adopt the consent agenda as presented; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 7.a. **Resolution No. 2018-36:** A Resolution adopting a supplemental budget for fiscal year 2017-2018 and making supplemental appropriations (*Related to the Telecommunications Fund*).

Finance Director Baragary stated that the Resolution proposes a supplemental budget for the Telecommunications Fund. She stated that the supplemental budget is necessary to allow disbursement of higher than anticipated telecommunication fee revenues received in 2017-2018. The increase in expenditures is \$12,000.

Councilor Stassens MOVED to adopt Resolution No. 2018-36 adopting a supplemental budget for fiscal year 2017-2018 and making supplemental appropriations (*Related to the Telecommunications Fund*); SECONDED by Councilor Drabkin. Motion PASSED unanimously.

- 7.b. **Resolution No. 2018-37:** A Resolution making a budgetary transfer of appropriation authority for the fiscal year 2017-2018 General Fund, Finance and Library Department budget.

Finance Director Baragary explained that in April 2018 the decision was made to fund all general service employee's Voluntary Employees Beneficiary Associations (VEBA) plan accounts in an amount equal to 100 percent of the employee's annual health insurance deductible. Increasing VEBA contributions for general service employees provided equity between the VEBA benefit for non-represented general service employees and Fire Union members. The higher VEBA contributions were not anticipated when the 2017-2018 budget was adopted. In the Library and Finance Departments there may not be sufficient savings to absorb the additional VEBA contribution costs so the resolution transfers additional appropriate authority to the personnel services categories in those departments.

Councilor Drabkin MOVED to adopt Resolution No. 2018-37 making a budgetary transfer of appropriation authority for the fiscal year 2017-2018 General Fund, Finance and Library Department budget; SECONDED by Councilor Stassens. Motion PASSED unanimously.

- 7.c. **Resolution No. 2018-38:** A Resolution making a budgetary transfer of appropriation authority for fiscal year 2017-2018 (*Ambulance Fund*).

Finance Director Baragary stated that the resolution amends the Ambulance fund. There were unexpected vacancies in firefighter positions and absences due to medical leave and therefore overtime costs for shift coverage were higher than anticipated in 2017-2018. In addition a transfer of \$75,000 from contingency to the materials and services category is necessary due to higher than anticipated ambulance revenue "write-off" expenses. It was noted that overall there isn't a change in the net revenue for the Ambulance Fund.

Councilor Garvin MOVED to adopt Resolution No. 2018-38 making a budgetary transfer of appropriation authority for fiscal year 2017-2018 (*Ambulance Fund*); SECONDED by Councilor Stassens. Motion PASSED unanimously.

7.d.

Resolution No. 2018-39: A Resolution adopting a new fee schedule for ambulance services provided by the City of McMinnville and repealing Resolution No. 2017-45.

Fire Chief Leipfert stated that the 3.6% was the Consumer Price Index (CPI) increase for the Portland-Salem metro area this year. It has been the City's policy to increase ambulance rates each year by the CPI amount.

Councilor Stassens MOVED to adopt Resolution No. 2018-39 adopting a new fee schedule for ambulance services provided by the City of McMinnville and repealing Resolution No. 2017-45; SECONDED by Councilor Ruden. Motion PASSED unanimously.

7.e.

Resolution No. 2018-40: A Resolution adopting the budget for the fiscal year beginning July 1, 2018; making the appropriations; imposing the property taxes; and categorizing the property taxes.

Finance Director Baragary noted that local budget law allows changes to be made from the budget that was approved by the Budget Committee. If the total increase in expenditures in a fund does not exceed 10 percent of the fund expenditures, a public hearing is not required. Ms. Baragary reviewed the changes as follows:

Increase in appropriations in 2018-2019 Budget due to 2017-2018 projects carried forward to 2018-2019

- *Transportation Fund* – Total increase of \$1,352,100 in professional services and capital outlay appropriations for bond related projects, including Hill Road, Old Sheridan Road, 2nd Street, 5th Street, and 1st and 2nd Street pedestrian improvements.
- *Wastewater Capital Fund* – Total increase of \$480,000, with \$60,000 for major equipment replacement at the Water Reclamation Facility (WRF) and pump stations and with \$420,000 for capital outlay appropriations for I&I reduction projects.

Increase in personnel services appropriations for 2018-2019 Budget

- *General Fund, Park and Recreation Department* – Increase in Aquatic Center personnel services expenditures by \$3,113; position has been reclassified due to significant change in duties.

- *General Fund, Library Department* – Increase in Library Department personnel services expenditures by \$50,324 due to increasing Library open hours from 45 hours per week to 50 hours per week.

Councilor Ruden MOVED to adopt Resolution No. 2018 -40 adopting the 2018-2019 budget in the total amount of \$111,996,208 for the fiscal year beginning July 1, 2018; to make the appropriations in the amount of \$77,368,779; to impose and categorize the City of McMinnville's permanent property tax rate of \$5.02 per \$1,000 assessed value for general operations and \$3,980,326 for debt service; SECONDED by Councilor Stassens. Motion PASSED unanimously.

7.f.

Resolution No. 2018-41: A Resolution Amending the City Manager's Employment Agreement.

City Manager Towery explained the four changes in the contract including clarification of reporting relationships consistent with the FY 18-19 Budget, an increase in vacation accrual to better reflect career experience, a change in mileage reimbursement, and an increase in deferred compensation to better reflect the average benefit packages of comparable cities.

It was noted that the 8% straight deferred compensation contribution has a net impact of \$4,800.

Councilor Ruden MOVED to adopt Resolution No. 2018-41 amending the City Manager's Employment Agreement; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

8.

ORDINANCE

Consider Second Reading of **Ordinance No. 5054**: An Ordinance Relating to Smoking Regulations in Downtown McMinnville and City Park Areas; establishing MMC Chapter 8.32; and, amending MMC 12.36.020.

Council President Menke called on citizens to provide testimony.

Sylla McCullan, stated that she is representing the McMinnville Downtown Association and is the owner of Third Street Books. She noted that she also served on the Downtown Public Safety Task Force. She stated that one of the suggestions of the Task Force was to create a smoke-free downtown. Ms. McCullan stated that the McMinnville Downtown Association is in support and that if the Ordinance were to pass there is a group that would be going out Downtown to share new Ordinance.

Councilor Drabkin stated that she visited with several business owners that may be impacted if the smokers moved off Third Street onto their streets. She stated that they had not been notified and were concerned about smokers in their downtown businesses.

Police Chief Scales referred Council to his memo and stated that in addition to the Smoke Free Street is an expansion of 50 feet north and south of Third Street. In addition, Oregon state law prohibits smoking within 10 feet of places of employment or enclosed areas open to the public including entrances, exits, windows that open, ventilation intakes that serve an enclosed area and outdoor dining areas.

Councilor Drabkin asked why the Ordinance did not include designated smoking areas. She commented on concerns she heard related to execution, enforcement, and lack of communication to other businesses that may be impacted.

Discussion ensued regarding the potential negative impact to businesses close to Third Street.

City Attorney Koch stated the intent of codifying the State statute is to make it enforceable in the City's Code. He noted that the 10 foot requirement is City wide.

Councilor Drabkin asked about what enforcement would look like. Police Chief Scales stated that it would be a violation. The first thirty days will be an education campaign.

Councilor Peralta asked about signage about "Smoke Free 3rd Street" and where smoking is permitted. Police Chief Scales shared that the County Health Department is willing to assist with signage.

Jenny Berg, MDA Board President stated that the MDA discussed talking to the community but felt that since this was something coming from the City and the Downtown Safety Task Force they did not want to go in front of the Council's decision. She stated that the education effort would be made after the enactment. She noted that they let MDA members know that this was being discussed at the City Council Meeting.

Heather Miller, Local Flow Owner and MDA Board Member shared that she will be assisting with the education program. She stated that they are happy to take in information.

Councilor Ruden noted the support of the ban has been overwhelming. He stated that he was in favor of the Ordinance. He also noted that the City

Parks were also included in the Ordinance and that there should be signage there as well.

City Attorney Koch read by title only for a second time Ordinance No. 5054.

Councilor Gavin MOVED to approve Ordinance No. 5054 Relating to Smoking Regulations in Downtown McMinnville and City Park Areas; establishing MMC Chapter 8.32; and, amending MMC 12.36.020; SECONDED by Councilor Ruden. Ordinance No. 5054 PASSED by a unanimous roll-call vote.

9. ADVICE/ INFORMATION ITEMS

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

Councilor Ruden noted that the Airport Commission Meetings are delayed until September. There is a Work Session tomorrow for the Affordable Housing Task Force.

Councilor Drabkin stated that there will be an Affordable Housing Task Force meeting on July 9th.

Councilor Stassens stated that there will be a MURAC meeting on the second Wednesday in July.

Councilor Garvin shared that YCOM adopted the budget. He stated that there will likely not be a meeting in July. He stated that each city's Information Systems Department will for how their systems integrate with the new YCOM system.

Councilor Peralta shared that the Mid-Willamette Valley Council of Governments had a presentation on homelessness. He noted that homelessness has been on a rise primarily in rural areas.

Council President Menke shared that Visit McMinnville met and stated that there was conversation around convening regional tourism stakeholders. She stated that the Parkway Committee has been discussing that they will be looking to cities for additional funding. They will be asking for funds to buy land which would be used for land purchases for the next phase of the bypass. She noted that they would first ask the County and Newberg.

9.b. Department Head Reports

Finance Director Baragary shared that on July 9th the auditors will be a the City.

City Manager Towery handed out challenge coins to the City Council members as a thank you for their strategic planning efforts.

10. ADJOURNMENT: Council President Menke adjourned the City Council Meeting at 8:28 p.m.

City Recorder



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

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Cramoisi Vineyard LLC
BUSINESS LOCATION ADDRESS: 2803 NE Orchard Ave
LIQUOR LICENSE TYPE: Winery – 2nd Location

Is the business at this location currently licensed by OLCC

☒ Yes ☐ No

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

Hours of operation: N/A

Entertainment: N/A

Hours of Music: N/A

Seating Count: N/A

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: ☒ Yes ☐ No

Criminal Records Check: ☒ Yes ☐ No

Recommended Action: ☒ Approve ☐ Disapprove

Chief of Police / Designee

City Manager / Designee



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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: September 11, 2018
TO: Jeff Towery, City Manager
FROM: Rich Spofford, Engineering Services Manager
VIA: Mike Bisset, Community Development Director
SUBJECT: WRF Tertiary Treatment and Disinfection Project, Project 2017-2

Council Goal:

Plan and Construct Capital Projects – Continue to plan and use available sanitary sewer funding for planned improvements at the Wastewater Reclamation Facility.

Report in Brief:

This action is the consideration of a resolution to allow the sole sourcing of specific equipment at the WRF in order to maintain compatibility with existing equipment and systems.

Background:

On May 9, 2017, the City Awarded CH2M (Now Jacobs) a contract to provide consulting services related to the Wastewater Tertiary Treatment and Disinfection project. On January 16, 2018 Phase 2 of the design contract was approved by Council. As Staff and Jacobs have worked through the design of the improvements it's become important for both maintenance, compatibility, and cost to use certain specific equipment.

Discussion:

The City's public contracting rules, prohibit the City from including specifications that expressly or implicitly require any project by any brand name or mark, or the product of any particular manufacturer or seller, unless the product is found to be exempt, pursuant to ORS 279C.345 and OAR 137-049-0870. Acting as the Local Contract Review Board, the City Council has authority over public contracts awarded by the City of McMinnville.

The Local Contract Review Board may find a product to be exempt if,

- a) It is unlikely that the exemption will encourage favoritism in the awarding of the public improvement contracts or substantially diminish competition for the improvement contracts;
- b) The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the City;
- c) There is only one manufacturer or seller of the product of the quality required; or,
- d) Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies.

Attached are the product Exemption Forms for the 3 products in question; 1) Trojan Technologies, TrojanUV3000Plus UV Systems, 2) Parkson EcoWash, Automatic Backwashing Filter, and 3) Rotork IQ Series Gate Actuators.

Bidding is scheduled for October 2018 with construction expected to begin in November of 2018.

Attachments:

1. Product Exemption Forms for Trojan, Parkson, Rotork.
2. Resolution
3. Project Map

Fiscal Impact:

Funds for this project are included in the adopted FY19 Wastewater Services Fund (75) and Wastewater Capital Fund (77).

Recommendation:

Staff recommends the Council acting as the Local Contract Review Board to review the requests for exemption submitted by staff for the following products and find the products are exempt for the reasons set forth in the documents attached as shown in Exhibits 1, 2, and 3.

RESOLUTION NO. 2018-45

A Resolution Approving Three Exemptions to Public Contracting Rules for the Water Reclamation Facility Tertiary Treatment Expansion Project, pursuant to ORS 279C.345.

RECITALS:

Acting as the Local Contract Review Board, the City Council has authority over public contracts awarded by the City of McMinnville.

The City's public contracting rules, prohibit the City from including specifications that expressly or implicitly require any project by any brand name or mark, or the product of any particular manufacturer or seller, unless the product is found to be exempt, pursuant to ORS 279C.345 and OAR 137-049-0870.

The Local Contract Review Board may find a product to be exempt if,

- a) It is unlikely that the exemption will encourage favoritism in the awarding of the public improvement contracts or substantially diminish competition for the improvement contracts;
- b) The specification of a product by brand name or mark, or the product or a particular manufacturer or seller, would result in substantial cost savings to the City;
- c) There is only one manufacturer or seller of the product of the quality required; or,
- d) Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies.

The Council has reviewed the requests for exemption submitted by staff for the following products and finds that the products are exempt for the reasons set forth in the documents attached hereto as Exhibits 1, 2, and 3, and incorporated herein:

- a) UV System: Trojan Technologies, TrojanUV3000Plus
- b) Automatic Backwashing Filter: Parkson, EcoWash
- c) Gate Actuators: Rotork, IQ Series

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

1. The Products described in the attached Exhibits 1, 2, and 3, are hereby exempt pursuant to ORS 279C.345 and OAR 137-049-0870, for the purposes of the Water Reclamation Facility Tertiary Treatment Expansion Project.
2. This Resolution will 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 28th day of August 2018 by the following votes:

Ayes: Drabkin, Garvin, Menke, Peralta, Ruden, Stassens

Nays: _____

Approved this 28th day of August 2018.

MAYOR

Approved as to form:

CITY ATTORNEY

**CITY OF McMinnville
ORS 279C.345 EXEMPTION FORM**

PROJECT NAME: WRF Tertiary Treatment and Disinfection Project PROJECT NO. 2017-2

PROPOSED EXEMPT PRODUCT: UV System; Trojan Technologies, TrojanUV3000Plus

Pursuant to ORS 279C.345 and OAR 137-049-0870, "specifications for public improvement contracts may not expressly or implicitly require any product by any brand name or mark, nor the product of any particular manufacturer or seller unless the product is exempt" under one of the following criteria:

CHECK ALL THAT APPLY:

- ☒ It is unlikely that the exemption will encourage favoritism in the awarding of the public improvement contracts or substantially diminish competition for the improvement contracts.
- ☒ The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the City.
- ☐ There is only one manufacturer or seller of the product of the quality required.
- ☒ Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies.

Explanation (Attach additional pages and exhibits as necessary):

Please see Attachment A: Brand Name Explanation -- Trojan

APPROVAL PROCESS: The exemption must be approved by a Resolution of the City Council, acting as the Local Contract Review Board for the City of McMinnville, at a regularly scheduled public meeting. A public hearing is not required and there are no special notice provisions required.

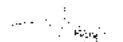
APPEAL NOTICE: Any person (except the City or its agents) may bring an action for writ of review under ORS chapter 34 to test the validity of an exemption granted by the City.

SUBMITTED (Project Manager)



By: Rich Spofford
Date: 08/20/18

APPROVED (Department Head)



Digitally signed by Michael Bisset
Date: 2018.08.20 14:32:28 -0700

By:
Date:

Attachment A: Brand Name Explanation – Trojan

In August 2017, CH2M (now Jacobs) issued a technical memorandum (TM) to the City titled *McMinnville Water Reclamation Facility – UV Disinfection System Configuration and Delivery Approach Evaluation*. The TM identified three leading ultraviolet (UV) system suppliers that offered products to replace the WRF's existing UV equipment, which is at the end of its serviceable life. Options were limited to those which would efficiently utilize the WRF's existing UV channels without significant modifications. Systems that required modifications to the existing channels, pumping, or other large infrastructure costs were eliminated from consideration. On November 17, 2017, a request for information was sent to the three suppliers, Trojan Technologies, Wedeco, and Calgon Corporation, requesting proposals that addressed cost and non-cost criteria. In December 2017, proposals were reviewed by six reviewers from Jacobs and the City. Reviewers scored the proposals based on the criteria and results were combined. Trojan Technologies' TrojanUV3000Plus™ was ranked the highest of the three proposals and was the lowest cost. It should be noted that the City's existing UV equipment was provided by Trojan Technologies in 1995 and 2000. The existing Trojan UV system's performance since installation and Trojan's familiarity with the existing system provides added reassurance that the replacement system will provide excellent value to the City, including improved coordination of decommissioning of the existing Trojan UV system.

CITY OF McMinnville
ORS 279C.345 EXEMPTION FORM

PROJECT NAME: WRF Tertiary Treatment and Disinfection ProjectPROJECT NO. 2017-2PROPOSED EXEMPT PRODUCT: Automatic Backwashing Filter; Parkson, EcoWash

Pursuant to ORS 279C.345 and OAR 137-049-0870, "specifications for public improvement contracts may not expressly or implicitly require any product by any brand name or mark, nor the product of any particular manufacturer or seller unless the product is exempt" under one of the following criteria:

CHECK ALL THAT APPLY:

- ☐ It is unlikely that the exemption will encourage favoritism in the awarding of the public improvement contracts or substantially diminish competition for the improvement contracts.
- ☐ The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the City.
- ☐ There is only one manufacturer or seller of the product of the quality required.
- ☒ Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies.


Explanation (Attach additional pages and exhibits as necessary):

The City's Capital Improvement Plan identifies a project to expand and rehabilitate the Tertiary Filter Facility. In July 2017, CH2M (now Jacobs) issued a technical memorandum (TM) to the City titled McMinnville Water Reclamation Facility – Tertiary Treatment Evaluation. The TM explored options for expansion of the existing filtration process, including expanding the existing technology and adding new filtration technologies. However, the TM identified that WRF dry weather flow rates have remained steady since the 2008 Facility Plan was developed, so expansion of the filtration process is not warranted at this time. Since maintenance requirements and reliability of the existing process are an ongoing concern, modifications to the existing process were still recommended.

The existing filters were provided by Parkson in 1995. Parkson now offers the EcoWash modification to the existing filter backwash features, which would improve the reliability of the existing process and reduce maintenance. Utilizing Parkson's EcoWash system also maintains single manufacturer responsibility for the filter system's performance. The Tertiary Treatment Evaluation recommended the incorporation of the EcoWash package.

APPROVAL PROCESS: The exemption must be approved by a Resolution of the City Council, acting as the Local Contract Review Board for the City of McMinnville, at a regularly scheduled public meeting. A public hearing is not required and there are no special notice provisions required.

APPEAL NOTICE: Any person (except the City or its agents) may bring an action for writ of review under ORS chapter 34 to test the validity of an exemption granted by the City.

SUBMITTED (Project Manager)


By: Rich Spofford
 Date: 08/20/18

APPROVED (Department Head)

Digitally signed by Michael Bisset
 Date: 2018.08.20 14:34:19 -07'00'

By:
 Date:

**CITY OF McMinnville
ORS 279C.345 EXEMPTION FORM**

PROJECT NAME: WRF Tertiary Treatment and Disinfection ProjectPROJECT NO. 2017-2PROPOSED EXEMPT PRODUCT: Gate Actuators; Rotork, IQ Series

Pursuant to ORS 279C.345 and OAR 137-049-0870, "specifications for public improvement contracts may not expressly or implicitly require any product by any brand name or mark, nor the product of any particular manufacturer or seller unless the product is exempt" under one of the following criteria:

CHECK ALL THAT APPLY:

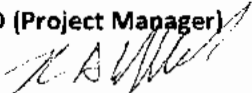
- ☐ It is unlikely that the exemption will encourage favoritism in the awarding of the public improvement contracts or substantially diminish competition for the improvement contracts.
- ☐ The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the City.
- ☐ There is only one manufacturer or seller of the product of the quality required.
- ☒ Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies.

Explanation (Attach additional pages and exhibits as necessary):

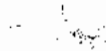
The UV replacement portion of the project requires replacement of the gate actuators on the UV channel influent gates. The WRF has utilized a variety of actuator manufacturers, including some that have performed poorly. Rotork actuators were provided for Secondary Expansion Project, and the Rotork actuators have performed well. Staff prefers to standardize actuator manufacturers at the WRF for equipment reliability, efficiency of maintenance (similar operation, maintenance, troubleshooting, and disassembly procedures) and standardization of spare parts.

APPROVAL PROCESS: The exemption must be approved by a Resolution of the City Council, acting as the Local Contract Review Board for the City of McMinnville, at a regularly scheduled public meeting. A public hearing is not required and there are no special notice provisions required.

APPEAL NOTICE: Any person (except the City or its agents) may bring an action for writ of review under ORS chapter 34 to test the validity of an exemption granted by the City.

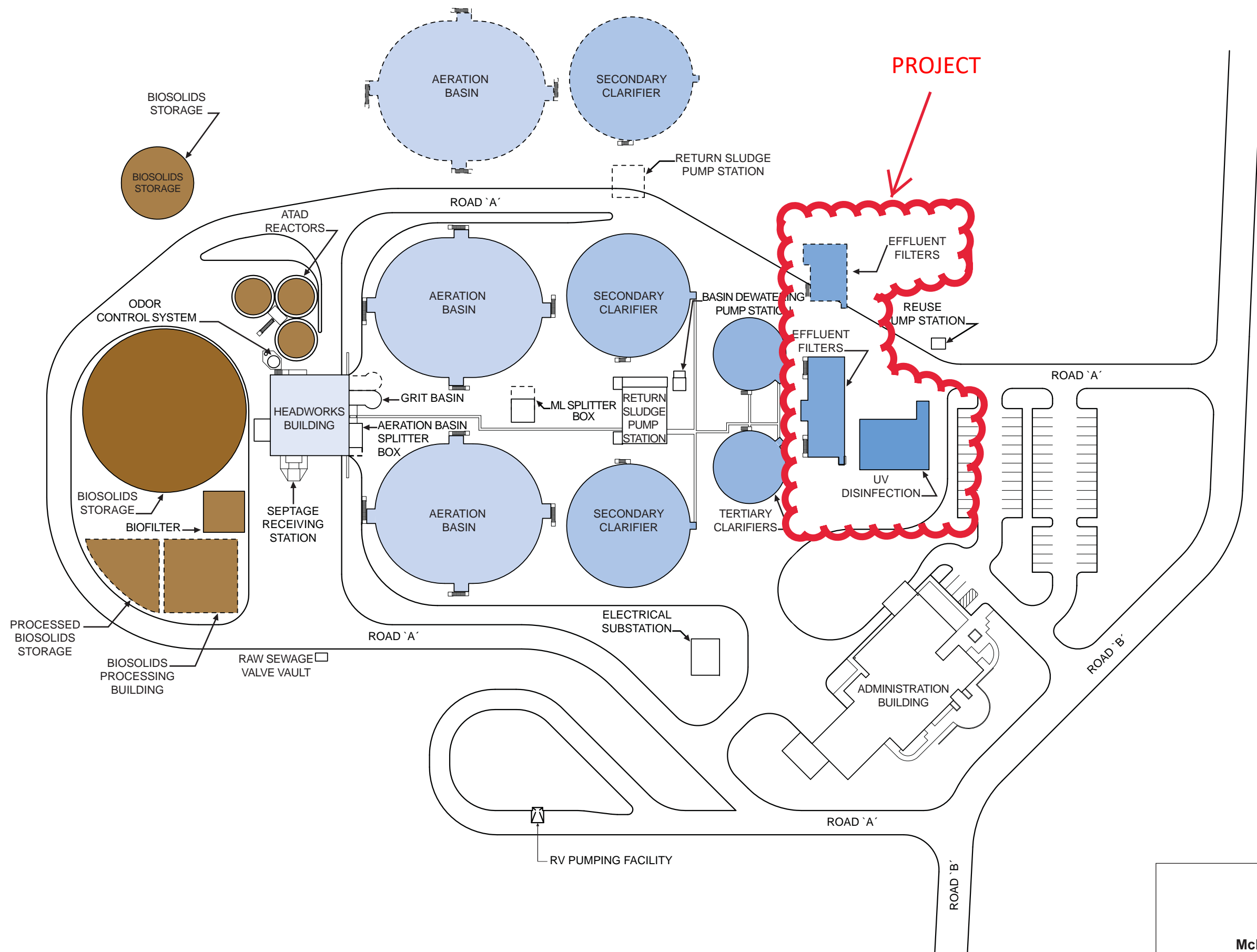
SUBMITTED (Project Manager)


By: Rich Spofford
Date: 08/20/18

APPROVED (Department Head)


Digitally signed by Michael Bisset
Date: 2018.08.20 14:33:20 -07'00'

By:
Date:



LEGEND

- Existing
- - - - New

Figure ES-8

McMinnville Water Reclamation Facility
 RECOMMENDED SITE PLAN AND PLANT LAYOUT



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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: September 11, 2018
TO: Mayor and City Councilors
FROM: Tom Schauer, Senior Planner
SUBJECT: Resolution No. 2018-51 –Affordable Housing Task Force Composition and Scope

Council Goal:

Promote Sustainable Growth and Development

Report in Brief:

This action is the consideration of Resolution No. 2018-51, a resolution to:

- (a) amend the composition of the Affordable Housing Task Force to replace the non-voting representative of the Planning Department with a voting Citizen at Large, and
- (b) broaden the scope of charge of the Task Force to address a wider range of affordable housing to also include “workforce housing” which is often defined as housing affordable to citizens earning 80-120% of area median income. Currently, the scope is limited to citizens earning 80% or less of median income.

Background:

City Council created the Affordable Housing Task Force in 2016 by Resolution 2016-20. At the August 22, 2018 meeting, the Affordable Housing Task Force recommended City Council approve changes related to the composition of the task force and the scope of its charge.

Discussion:

Composition. The task force was created within nine members representing different perspectives. One of the nine positions is a non-voting representative of the Planning Department. This resolution would replace the non-voting representative of the Planning Department with a voting Citizen at Large. The Planning Department will continue to provide staff support and make recommendations to the Task Force, but this will free up a non-voting position with a voting citizen at large, providing for additional representation.

Scope of Charge. Resolution 2016-20 provides that, *“The McMinnville Affordable Housing Task Force shall review and recommend to the Council, policies and or amendments to current zoning ordinances, Building Division review processes, System Development Charge fees, street standards and other governmental policies that encourage increased access to and construction of*

housing for citizens earning 80% or less of McMinnville's median income...” 80% or less of median income is typically defined as addressing low and moderate income households. The proposed change would broaden the scope of charge of the task force to address housing for citizens earning less than 120% of median income.

Affordable developments funded by state and federal resources haven't traditionally funded housing for citizens earning more than 80% of median income. There is also a need to address housing for people in this income range, and there are some new tools available to local governments to do so. If the task force will be reviewing these tools, it is appropriate that this is reflected in its scope of charge. For example, SB 1533 provided enabling legislation for some of these tools, which have been discussed by the task force. The Oregon Housing Alliance noted the following about SB 1533:

SB 1533 defines “affordable housing” as housing units affordable to households with incomes at or above 80% of the area median income (AMI), an approximate income level earned by workers such as teachers, firefighters, and nurses. Today, the private sector is not building housing units for this demographic either...”

This amendment would validate the role of the task force to address housing needs for citizens earning less than 120% of median income.

Fiscal Impact:

There is no anticipated fiscal impact.

Alternative Courses of Action:

1. **APPROVE** Resolution No. 2018-51.
2. **REQUEST** more information.
3. **DO NOT APPROVE** Resolution No. 2018-51.

Recommendation/Suggested Motion:

As recommended by the Affordable Housing Task Force, staff recommends that the Council approve Resolution No. 2018-51, amending the composition of the Affordable Housing Task force to replace the non-voting representative of the Planning Department with a voting Citizen at Large, and changing the scope of charge of the task force to also address housing for citizens earning less than 120% of median income.

“BASED ON THE RECOMMENDATION OF THE AFFORDABLE HOUSING TASK FORCE, I MOVE TO APPROVE RESOLUTION NO. 2018-51, AMENDING THE COMPOSITION OF THE AFFORDABLE HOUSING TASK FORCE AND AMENDING THE SCOPE OF CHARGE OF THE TASK FORCE.”

RESOLUTION NO. 2018-51

A Resolution amending the composition and scope of charge of the Affordable Housing Task Force.

RECITALS:

After extensive research, the City Council determined in September 2015, the best way to assist Citizens who are experiencing homelessness or who are on the verge of losing their current home was to increase housing availability for low and no-income families. To support this policy, the Council directed the formation of an Affordable Housing Task Force with the task of developing an action plan to meet this focus.

Since that time, the Task Force completed an initial action plan and proposed formal adoption of the Affordable Housing Task Force charter language and the action plan itself.

On April 26, 2016, the City Council created the Affordable Housing Task Force by Resolution 2016-20.

At its August 22, 2018 meeting, the Affordable Housing Task Force voted to recommend changes to its composition and scope.

The change in composition will replace the non-voting representative of the Planning Department with a voting Citizen at Large, providing for broader citizen representation. The Planning Department will continue to provide staff support to the task force.

The change in scope will broaden the charge of the Task Force to address a wider range of affordable housing to also include housing affordable to citizens earning 80-120% of area median income, often defined as "workforce housing".

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, that the provisions governing the composition and scope of charge of the Affordable Housing Task Force, originally established by Resolution 2016-20, are hereby amended as provided below:

1. The McMinnville Affordable Housing Task Force shall review and recommend to the Council, policies and or amendments to current zoning ordinances, Building Division review processes, System Development Charge fees, street standards and other governmental policies that encourage increased access to and construction of housing for citizens earning ~~80%~~ **120%** or less of McMinnville's median income as defined by the U.S. Department of Housing and Urban Development. In coordination with the City Council, the Affordable Housing Task Force shall review its action plan annually and amend as warranted.
2. The McMinnville Affordable Housing Task Force shall consist of nine members including two Council members, ~~one member of the planning department (non-voting)~~, **one citizen at large**, two representatives from the building community, one representative from the bank or finance community, one representative from the business community, and two representatives from the nonprofit or

housing sector. Initially members will be appointed by the Council in the following manner:

- a. Of the initial members of the Task Force who are not Councilors ~~or City Staff~~, approximately one third will serve three year terms (a full term), one third will serve two year terms and one third will serve one year terms. These initial members will be appointed by majority vote of the Council in the month following adoption of the Establishing Resolution.
 - b. Subsequent members who are not Councilors ~~or City Staff~~ will be appointed by the Council with advice from the Task Force to serve three year terms.
 - c. City Councilor positions will be filled by appointment by the Mayor upon approval of a majority of the City Council. ~~The planning department member will be assigned by the City Manager.~~
 - d. Initial members will be credited a full year of participation during the year of establishment. Subsequent years of service will be from Jan 1 through December 31.
3. The McMinnville Affordable Housing Task Force may establish sub-committees to address certain goals, maximizing the expertise of the greater McMinnville community.
 4. The McMinnville Affordable Housing Task Force will present an action plan progress report to the Council for their approval by no later than ~~May~~ **December** of each year starting in 2017. Based upon this report, amendments to the adopted action plan (see Exhibit A) may be considered by the City Council.

Adopted by the Common Council of the City of McMinnville at a meeting held the ____ day of September 2018 by the following votes:

Ayes: _____

Nays: _____

Approved this ____ day of September 2018.

MAYOR

Approved as to form:

CITY ATTORNEY

EXHIBIT A

McMinnville Affordable Housing Task Force Action Plan (Updated by Resolution No.2017-52)

Immediate/ Short Term Actions (Due date: May 1, 2017)

1. Memorialize System Development Charge discounts for affordable housing projects.
2. Review recently adopted inclusionary zoning law and, if warranted, draft an inclusionary zoning ordinance and present to the Council for consideration.
3. Offer an expedited permit process to builders including affordable housing.
4. Research "Cottage Codes" from other jurisdictions and, if warranted, prepare ordinance language for adoption by the Council and for inclusion in McMinnville's zoning ordinance.

Mid-Term (Due date: May 1, 2018)

1. Review emergency shelter zoning ordinance provisions and revise as necessary to provide allowance for tiny homes or temporary shelter to residents suffering from homelessness.
2. Survey the city for property opportunities (City-owned, County-owned and Non-Profit-owned). Research and evaluate creative programs to leverage these properties for affordable housing (affordable housing exchange, land trusts, etc.)
3. Evaluate the impact of a density bonus for developers including affordable housing units.

Long Term (Due date: May 1, 2019)

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



City of McMinnville
Planning Department
231 NE Fifth Street
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STAFF REPORT

DATE: September 11, 2018
TO: Mayor and City Councilors
FROM: Tom Schauer, Senior Planner
SUBJECT: Resolution No. 2018-52 – Appointments to the Affordable Housing Task Force

Council Goal:

Promote Sustainable Growth and Development

Report in Brief:

This action is the consideration of Resolution No. 2018-52, a resolution appointing volunteers to two of the open positions on the Affordable Housing Task Force.

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.

City Council created the Affordable Housing Task Force in 2016 by Resolution 2016-20, with nine members representing different perspectives. The resolution provides that after the initial appointments, subsequent appointments are to be made by City Council with advice from the Task Force.

Discussion:

There are currently four vacancies on the Task Force. In addition, at its August 22, 2018 meeting, the Task Force recommended a change to the composition to replace the non-voting representative of the Planning Department with a voting member-at-large. Therefore, subject to approval of that change, there would be five appointments to be made to the Task Force.

Two applications were received and reviewed by the Task Force at its August 22 meeting. These were for two vacant positions representing the Nonprofit or Housing Sector. These were previously represented by the prior Director of the Housing Authority of Yamhill County (HAYC) and the prior Director of the Yamhill Community Action Partnership (YCAP).

The Task Force voted to recommend the following appointments for the City Council's consideration:

Attachments:

Attachment 1: Application from Massey Casper

Attachment 2: Application from Mary Stern

Attachment 3: Resolution No. 2018-52

<u>Name & Organization</u>	<u>Position (3-year terms):</u>
Massey Casper, Housing Authority of Yamhill County	Housing/Nonprofit (1 of 2)
Mary Stern, McMinnville Area Habitat for Humanity	Housing/Nonprofit (2 of 2)

The Task Force also voted to authorize the Chair and Vice-Chair to make recommendations to City Council on behalf of the Task Force regarding subsequent applications for the remaining vacancies. Recommendations on remaining vacancies will be forthcoming.

Fiscal Impact:

There is no anticipated fiscal impact.

Alternative Courses of Action:

1. **APPROVE** Resolution No. 2018-52.
2. **REQUEST** more information.
3. **DO NOT APPROVE** Resolution No. 2018-52.

Recommendation/Suggested Motion:

Staff recommends that the Council approve Resolution No. 2018-52, appointing two volunteers to serve on the Affordable Housing Task Force.

“BASED ON THE RECOMMENDATION OF THE AFFORDABLE HOUSING TASK FORCE, I MOVE TO APPROVE RESOLUTION NO. 2018-52, AND THANK THE VOLUNTEERS FOR THEIR SERVICE AND COMMITMENT TO THE CITY OF MCMINNVILLE.”

Attachments:

Attachment 1: Application from Massey Casper

Attachment 2: Application from Mary Stern

Attachment 3: Resolution No. 2018-52



APPLICATION FOR SERVICE ON BOARD OR COMMISSION

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving on a particular board or commission.

Name: Massey Casper _____

Home Phone: _____

Address: _____

Cell Phone: _____

Work Phone: 503.883.4318 _____

Email: mcasper@hayc.org _____

Board, Commission or Committee for which you are an applicant:

- | | |
|---|---|
| <input type="checkbox"/> Advisory Board | <input type="checkbox"/> Landscape Review Committee |
| <input type="checkbox"/> Airport Commission | <input checked="" type="checkbox"/> McMinnville Affordable Housing Task Force |
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> McMinnville Urban Renewal Advisory Committee (MURAC) |
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Citizens' Advisory Committee | |
| <input type="checkbox"/> Historic Landmark Committee | |

Ward in which you reside (if applicable): _____

How many years have you lived in McMinnville? 1 month

Educational and occupational background:

Prior to joining HAYC I worked at the Providence Housing Authority in Rhode Island as an Associate Director of Facilities Management administering and implementing a comprehensive program of corrective and preventative maintenance for the 3rd largest housing authority in New England consisting of 2,600 public housing apartments. I also served as Director of Finance and Administration for the Marlborough Community Development Authority; as Senior Asset Manager for Madison Park Development Corporation; and as Financial Analyst for WinnResidential. I am an MBA graduate from Johnson and Wales in Rhode Island and have certifications from the Project Management Institute, Massachusetts NAHRO, National Apartment Association; and NeighborWorks America. I am passionate about finding innovative solutions to develop and preserve affordable housing _____

Why are you interested in serving? _____

1. One way of giving back to the community _____
 2. Be able to use my knowledge and expertise for the greater good of the community I live
in _____
 3. Better understand the various constituents, social organizations, NGO's, city council,
their needs and motivations _____
-
-

Date 8/14/18 _____ Signed Massey Casper _____

Please return to City Hall, 230 NE Second Street, McMinnville, OR 97128



APPLICATION FOR SERVICE ON BOARD OR COMMISSION

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving on a particular board or commission.

Name: Mary Stern _____

Home Phone: [REDACTED] _____

Address: [REDACTED] _____

Cell Phone: [REDACTED] _____

McMinnville _____

Work Phone: 503-687-1411 _____

Email: mary@machabitat.org _____

Board, Commission or Committee for which you are an applicant:

- | | |
|---|---|
| <input type="checkbox"/> Advisory Board | <input type="checkbox"/> Landscape Review Committee |
| <input type="checkbox"/> Airport Commission | <input checked="" type="checkbox"/> McMinnville Affordable Housing Task Force |
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> McMinnville Urban Renewal Advisory Committee (MURAC) |
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Citizens' Advisory Committee | |
| <input type="checkbox"/> Historic Landmark Committee | |

Ward in which you reside (if applicable): _____

How many years have you lived in McMinnville? _____ 19 _____

Educational and occupational background: BS in Criminal Justice from Westfield State College; JD from Suffolk University School of Law. Former Yamhill County Commissioner (2003-14); Community Development and Housing Policy Analyst for the Association of Oregon Counties (2014-16); Executive Director of MacHabitat since June 2016.

Why are you interested in serving? I am the director of McMinnville Area Habitat for Humanity and am dealing with affordable housing issues every day. I have been attending the AHTF meetings as often as possible over the past two years and greatly appreciate the work of the task force. As a developer of affordable homes and a non-profit director, I believe I will bring valuable insight to the task force.

Date 7-2-18 _____

Signed Mary P. Stern _____

Please return to City Hall, 230 NE Second Street, McMinnville, OR 97128

RESOLUTION NO. 2018-52

A Resolution appointing members to the Affordable Housing 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 to the Affordable Housing Task Force (3-year term):

Massey Casper (Non-Profit/Housing)	new appointment to vacancy
Mary Stern (Non-Profit/Housing)	new appointment to vacancy

2. This Resolution and these appointments will take effect immediately, and the remainder of the terms of the vacant positions will be served. If the remainder of the term is less than one year, then this appointment includes the next full 3-year term, as follows:

Massey Casper will serve the remainder of the three year term of the vacant position which expired on December 31, 2017 and began on January 1, 2018. This term will expire on December 31, 2020.

Mary Stern will serve the remainder of the three year term of the vacant position which expires on December 31, 2018, and she is reappointed to the three year term which begins on January 1, 2019. This term will expire on December 31, 2021.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 11th day of September, 2018 by the following votes:

Ayes: _____

Nays: _____

Approved this 11th day of September, 2018.

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: September 11, 2018
TO: Mayor and City Councilors
FROM: Chuck Darnell, Senior Planner
SUBJECT: Ordinance No. 5058 - CPA 1-18 (Comprehensive Plan Map Amendment) and ZC 1-18 (Zone Change) at 1601 NE McDaniel Lane

Council Goal:

Promote Sustainable Growth and Development

Report in Brief:

This action is the consideration of Ordinance No. 5058, an ordinance approving a Comprehensive Plan map amendment and zone change request on an existing property.

The property in question is currently designated as Industrial on the Comprehensive Plan Map and zoned M-1 (Light Industrial). The requests are to amend the Comprehensive Plan Map designation to Residential, and to rezone the property to R-4 (Multiple-Family Residential) to allow for development of residential uses that are permitted in the R-4 (Multiple-Family Residential) zone. The subject site is located at 1601 NE McDaniel Lane, and is more specifically described as Tax Lot 7100, Section 16DB, T. 4 S., R. 4 W., W.M.

This land use request was considered in a public hearing by the McMinnville Planning Commission on July 19, 2018 and August 16, 2018. The public hearing was closed on August 16, 2018, following which the Planning Commission deliberated and then voted to recommend that the Council consider and approve the Comprehensive Plan map amendment and zone change request subject to conditions of approval outlined in Ordinance No. 5058.

Background:

The subject site is currently used industrially as a concrete contractor's shop and storage yard with limited improvements on site. The site is developed with one building on the southern portion of the site, and the remaining northern portion of the site is open gravel area used as parking and equipment and material storage. The site is bounded on the east by NE McDaniel Lane and on the south by the Southern Pacific Railroad corridor. To the east across NE McDaniel Lane is a vacant industrially zoned property, and to the south across the railroad corridor is another industrial property that is in the process of being redeveloped into a marijuana processing and production facility. The property to the north is

Attachments:

Ordinance No. 5058 including:

Exhibit A – CPA 1-18 Decision Document

Exhibit B – ZC 1-18 Decision Document

Application and Public Testimony Received

Planning Commission Minutes, 07.19.18 and 08.16.18

zoned R-4 (Multiple-Family Residential) and the existing use is a single story apartment complex. The property to the west is zoned R-2 (Single Family Residential), with existing single family homes immediately adjacent to the subject site in the Montrose Subdivision.

The subject site is identified below:

Site Reference Map



Attachments:

Ordinance No. 5058 including:

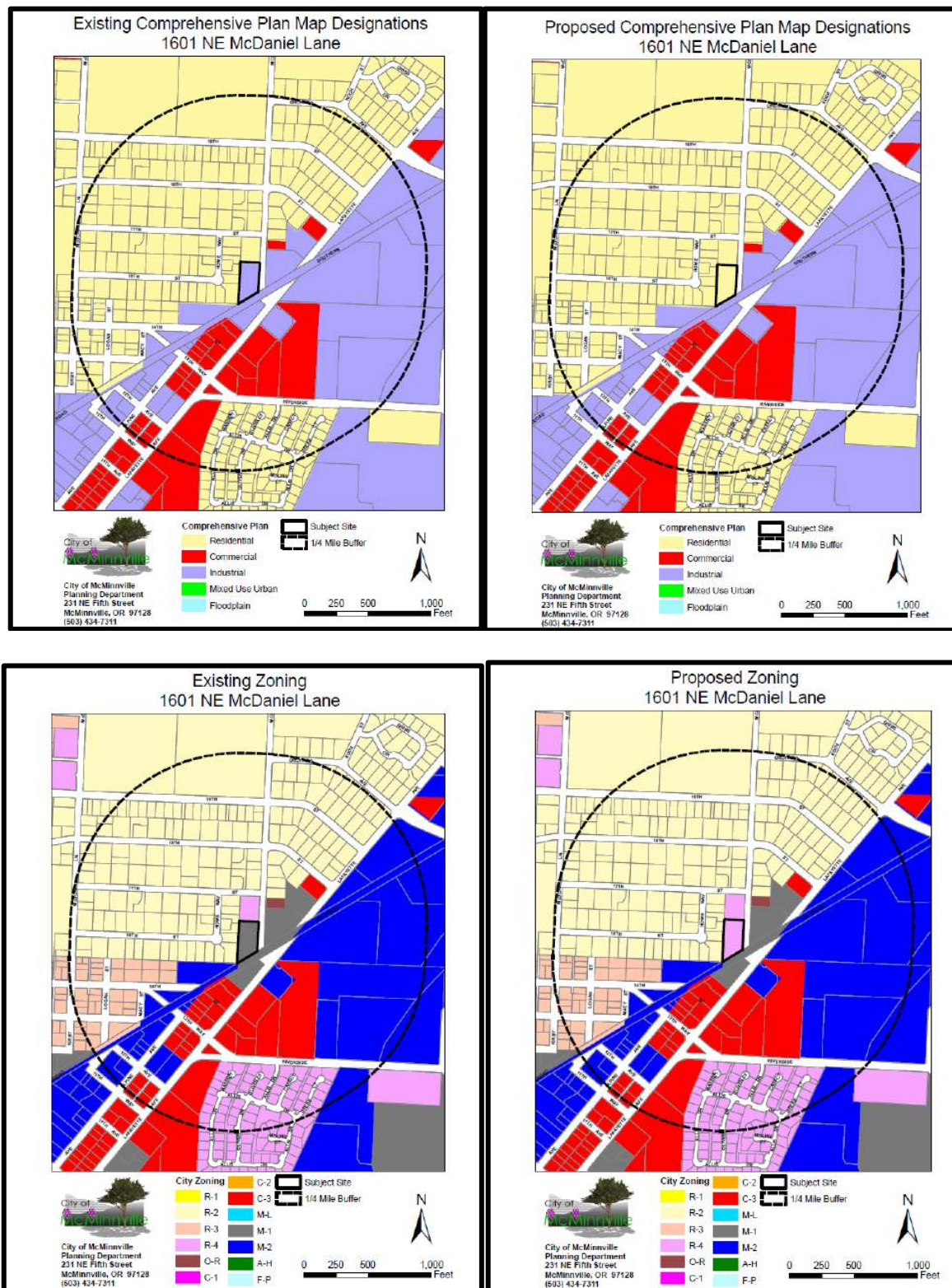
Exhibit A – CPA 1-18 Decision Document

Exhibit B – ZC 1-18 Decision Document

Application and Public Testimony Received

Planning Commission Minutes, 07.19.18 and 08.16.18

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



Attachments:

Ordinance No. 5058 including:

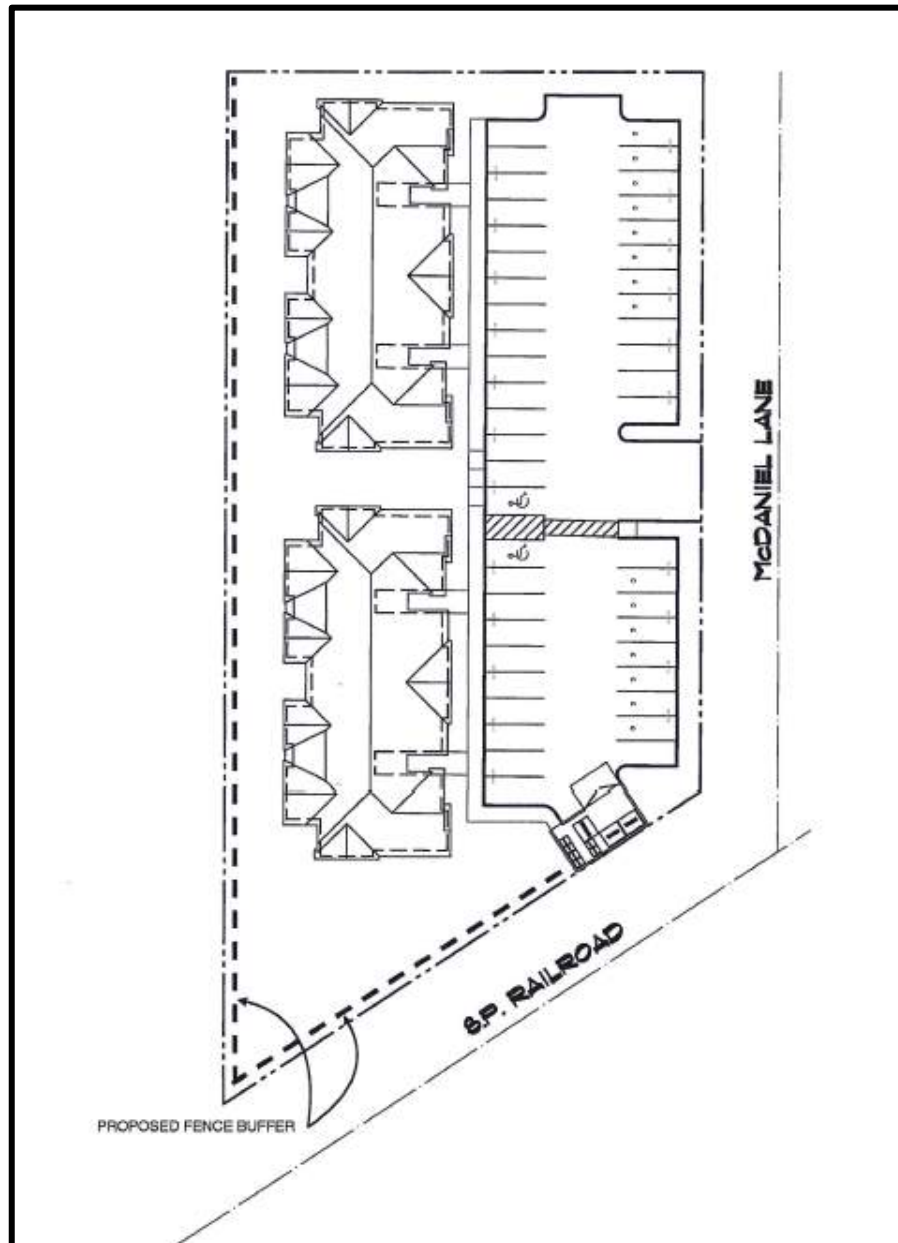
Exhibit A – CPA 1-18 Decision Document

Exhibit B – ZC 1-18 Decision Document

Application and Public Testimony Received

Planning Commission Minutes, 07.19.18 and 08.16.18

The applicant has submitted a conceptual development plan for the site, which they have specifically requested to not be binding on the site in any way, to depict the potential multiple-family residential uses they anticipate to construct on the site. The concept plan shows the development of 24 dwelling units in a two separate two-story buildings. The concept plan, which again is not proposed to be binding on the site, is identified below:



Comprehensive Plan Map Amendment Request (CPA 1-18)

As discussed above, the applicant is requesting an amendment of the Comprehensive Plan Map designation of the property from Industrial to Residential. The criteria relevant to this request are analyzed below.

Attachments:

Ordinance No. 5058 including:

Exhibit A – CPA 1-18 Decision Document

Exhibit B – ZC 1-18 Decision Document

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Section 17.74.020

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

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

The Comprehensive Plan goals and policies most applicable to the Comprehensive Plan amendment request are found in Chapter V (Housing and Residential Development). Goals from Chapter V of the Comprehensive Plan promote the development of affordable, quality housing for all city residents, and also promote a land-intensive development pattern. More specifically, there are policies that provide guidance in the provision of opportunities for the development of a variety of housing types and densities (Policy 58.00) and opportunities for multiple-family developments to encourage lower-cost housing (Policy 59.00). The applicant has used these policies to argue for the amendment of the Comprehensive Plan Map designation from Industrial to Residential.

The most recently acknowledged Economic Opportunities Analysis for the City of McMinnville, which was finalized in November 2013, identified a surplus of industrial land within the McMinnville Urban Growth Boundary. The surplus was identified at an amount of 235.9 acres, as shown in Figure 26 from the Economic Opportunities Analysis below:

Figure 26. Comparison of Land Demand to Supply (2013-33)				
Acres by Plan Designation				
	Commercial	Industrial	Total	Comments
Vacant Land Demand				Based on 2013-33 jobs forecast
Commercial	164.6	-	164.6	Commercial retail & service need
Industrial	-	145.1	145.1	Manufacturing & related sectors
Institutional	2.2	8.0	10.2	62% of need w/per job method
Totals	166.8	153.2	319.9	Employment land demand
Available Land Supply				Fully & partially vacant sites
2013 BLI Update	130.9	389.1	520.0	Revised per BLI update 7/13
Surplus/(Deficit)	(35.8)	235.9	200.1	As of 2033 forecast year
Notes: All acreage figures are rounded to nearest 1/10 th of an acre.				
Source: E. D. Hovee & Company, LLC.				

Additionally, the applicant refers to the most recently acknowledged Residential Buildable Lands Inventory, which was prepared in 2001, that identified a need for additional land for housing uses. That inventory, which was titled the McMinnville Buildable Land Needs Analysis and Growth Management Plan, identified a deficit of over 1,000 acres of land for housing in Table B-11 of Appendix B. More specifically, the analysis identified a need of 162 acres of R-4 (higher density) zoned land. The planning horizon in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan was 2020, and since the time of that analysis, approximately 56.2 acres of land have been rezoned to R-4 (Multiple-Family Residential).

The applicant has argued that the Comprehensive Plan Map amendment is justified, given that the slight reduction in industrial land will not impact the surplus of industrial land identified in the 2013 Economic Opportunities Analysis and the additional residential land will result in a reduction in the deficit of

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residential land identified in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan. Therefore, the Comprehensive Plan goals and policies related to the provision of opportunities for the development of a variety of housing types and densities (Policy 58.00) and opportunities for multiple-family developments to encourage lower-cost housing (Policy 59.00) would be satisfied by the proposed Comprehensive Plan Map amendment.

There are additional Comprehensive Plan goals and policies that relate to the designation of high density residential zones, but those are more applicable to the zone change request to R-4 (Multiple-Family Residential) and will be addressed in the analysis of that request below.

Section 17.74.020

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

The development pattern in the surrounding area is widely varying. Both residential and industrial land uses are located adjacent to the subject site. Commercial land uses are also present within one quarter mile of the subject site. The properties that share direct boundaries and are immediately adjacent to the subject site, to the north and west, are all designated as Residential on the Comprehensive Plan Map. Other adjacent properties that are designated as Industrial are separated from the subject site by either public right-of-way (McDaniel Lane) or the Southern Pacific Railroad corridor.

The subject site is located on the fringe of an area that is predominately guided for commercial and industrial land uses on the Comprehensive Plan Map. The commercial and industrial uses in this area are generally bounded on the north and west by the Southern Pacific Railroad corridor. Properties located immediately north of and adjacent to the railroad corridor, as the subject site is, vary in terms of their land use designation. North of the railroad corridor between Hembree Street and 18th Street there are twelve properties that are designated as Industrial on the Comprehensive Plan Map. There are also groups of properties on the north side of the railroad corridor that are designated as Residential. These exist in the vicinity of both the southern terminus of Hembree Street and Logan Street. Therefore, the proposed designation of the subject site as Residential is not inconsistent with the development pattern in the surrounding area where residential uses are located immediately adjacent to the railroad corridor.

Given the surrounding land uses and development pattern, the proposed amendment of the Comprehensive Plan Map designation from Industrial to Residential is orderly and timely. The residential land use will be more compatible with the other immediately adjacent residential lands than an industrial land use. The use of the subject site as a residential use will also provide additional buffering and separation between existing residential land uses to the north and west from the higher concentration of industrial and commercial land uses to the south across the Southern Pacific Railroad corridor.

Section 17.74.020

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

Utility and Service Provision: This area is well served by existing sanitary and storm sewer systems as well as other public utilities. The Engineering Department has reviewed this proposal and has offered no concerns with providing adequate services to this site to support residential development density at the subject site. The adopted Wastewater Conveyance System Master Plan anticipated an industrial flow contribution of 12 dwelling unit equivalents (EDU's) from the subject site. Based on the size of the

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site at 43,557 square feet and assuming that the highest density residential zone (R-4) was approved, the maximum allowable density would be 29 multifamily dwelling units (based on the lot size requirement of 1,500 square feet per dwelling unit). However, the applicant is anticipating the development of 24 dwelling units, given other site improvements that would be required for a multiple family development project. The Engineering Department has stated that the 12 additional dwelling units, for a total of 24 units, would not significantly impact the City's wastewater system.

Street System: The applicant has provided a traffic impact analysis that concluded that the surrounding street network has the capacity to accommodate the number of trips that would result from the applicant's request to amend the Comprehensive Plan Map designation and complete a zone change to allow the development of 24 dwelling units on site. The traffic analysis showed that no increase in delay would occur at three of the four intersections included in the analysis. The only increase in delay occurred at the intersection of McDaniel and Lafayette, and was only an increase of 0.1 seconds per vehicle during the AM peak hour and an increase of 0.3 seconds per vehicle during the PM peak hour. The minimal increase in delay at that intersection and the trips introduced to the surrounding street system by the proposed development did not have any impact on the overall level of service of any intersection within the study area. The new access to the site on McDaniel was also shown to operate at a level of service of "B" in both the 2018 AM and PM peak hours.

The Engineering Department has reviewed the traffic impact analysis, and does not have any concerns with the analysis or the findings. As noted in more detail above, the maximum allowable density of the subject site would be 29 multifamily dwelling units. The traffic impact analysis did not account for this maximum allowable density, as it assumed only the 24 dwelling units that the applicant anticipates constructing on the site. This could limit the development potential of the site, and will be addressed in more detail in the analysis of the zone change request below.

Zone Change Request (ZC 1-18)

As discussed above, the applicant is requesting an amendment of the Comprehensive Plan Map designation of the property from Industrial to Residential. Should that Comprehensive Plan Map amendment be recommended for approval, the applicant is also requesting that the property be rezoned from M-1 (Light Industrial) to R-4 (Multiple-Family Residential) to allow for the development of residential uses permitted in the R-4 zone.

Section 17.74.020

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

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

General Comprehensive Plan Goals & Policies

The Comprehensive Plan goals and policies most applicable to the zone change request are found in Chapter V (Housing and Residential Development). Goal V 1 is to "promote development of affordable, quality housing for all city residents" and Goal V 2 is to "promote a residential development pattern that is land intensive and energy-efficient that provides for an urban level of public and private services". Policies to support these goals include providing opportunities for the development of a variety of housing types and densities (Policy 58.00), encouraging a compact form of urban development by directing residential growth to areas where services are available (Policy 68.00), and designating specific

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lands in the urban growth boundary as residential to meet future projected housing needs (Policy 71.00). These broader goals and policies can be satisfied by the arguments that the most recently acknowledged Economic Opportunities Analysis and Buildable Land Needs Analysis identify a surplus of industrial land and a deficit of residential land for housing uses. The industrial land surplus was identified at an amount of 235.9 acres, as shown in Figure 26 from the Economic Opportunities Analysis. The residential land deficit was identified at over 1,000 acres in Table B-11 of Appendix B, with a specific deficit of 162 acres of R-4 (higher density) zoned land. The planning horizon in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan was 2020, and since the time of that analysis, approximately 56.2 acres of land have been rezoned to R-4 (Multiple-Family Residential). The zone change, along with the accompanying Comprehensive Plan Map amendment, would result in a reduction of the residential land deficit to 104.8 acres without significantly impacting the industrial land surplus.

While the request satisfies multiple Comprehensive Plan goals and policies by providing for additional R-4 zoned land that is identified as a needed land type, there are more specific policies to apply to the zone change request to determine whether the specific subject site is appropriate for higher density development. Those policies provide specific factors to be considered in the designation of areas for medium and high-density residential development (Policy 71.09 and 71.13) and also specific multiple-family development policies that must be achieved with the development of multiple-family uses on the subject site (Policy 86.00 through 92.02).

Locational Comprehensive Plan Policies

Comprehensive Plan Policy 71.09 provides the following factors for the consideration of medium density residential development, as follows:

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

The subject site meets many of the factors described in Policy 71.09. The site is not committed to low density development, as it is currently designated and zoned for industrial use. There are not any major development limitations with the subject site, and the Engineering Department has not identified any issues with providing services and infrastructure to the subject site to support higher density residential development.

Attachments:

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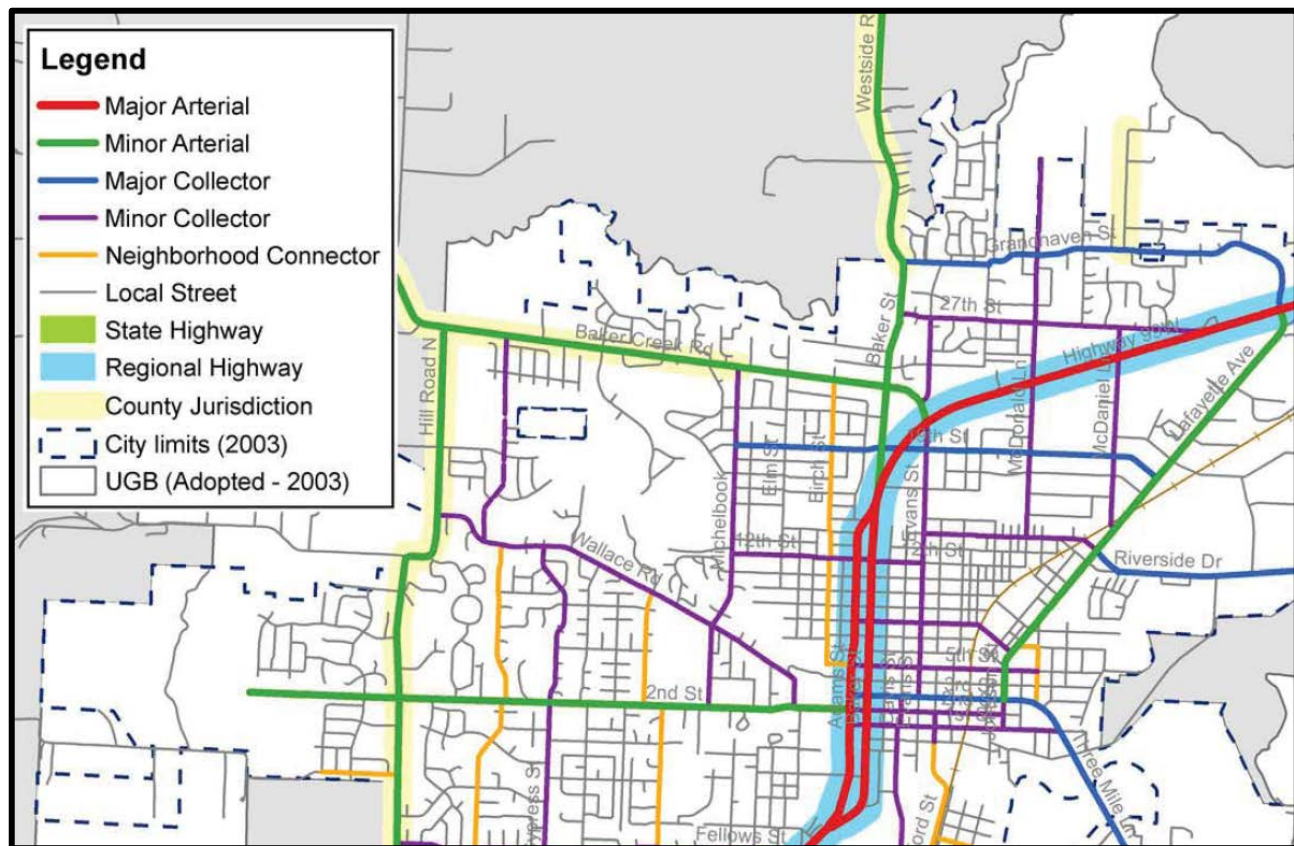
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The site is accessed from McDaniel Lane, which is classified as a minor collector street in the City of McMinnville Transportation System Plan. The street functional classification system can be seen below:



The site is also located in close proximity to existing public transportation. Routes 33 and 44 run on Lafayette Avenue, with identified stops on the route schedules at both Riverside Drive and Orchard Avenue. The intersection of Lafayette Avenue and Riverside Drive is located well within one-quarter mile of the subject site, and the intersection of Lafayette Avenue and Orchard Avenue is just slightly over one-quarter mile of the subject site. While Routes 33 and 44 are both commuter-type routes that run from McMinnville to Hillsboro and Tigard, the routes do run in both directions throughout the day. This would allow a transit rider to board the westbound bus and connect to other local, hourly-service routes at the McMinnville Transit Center. Routes 33 and 44 do not provide consistent hourly service throughout the day, but have more frequent service in the morning and evening hours and periodic service (between one and two and a half hours) mid-day.

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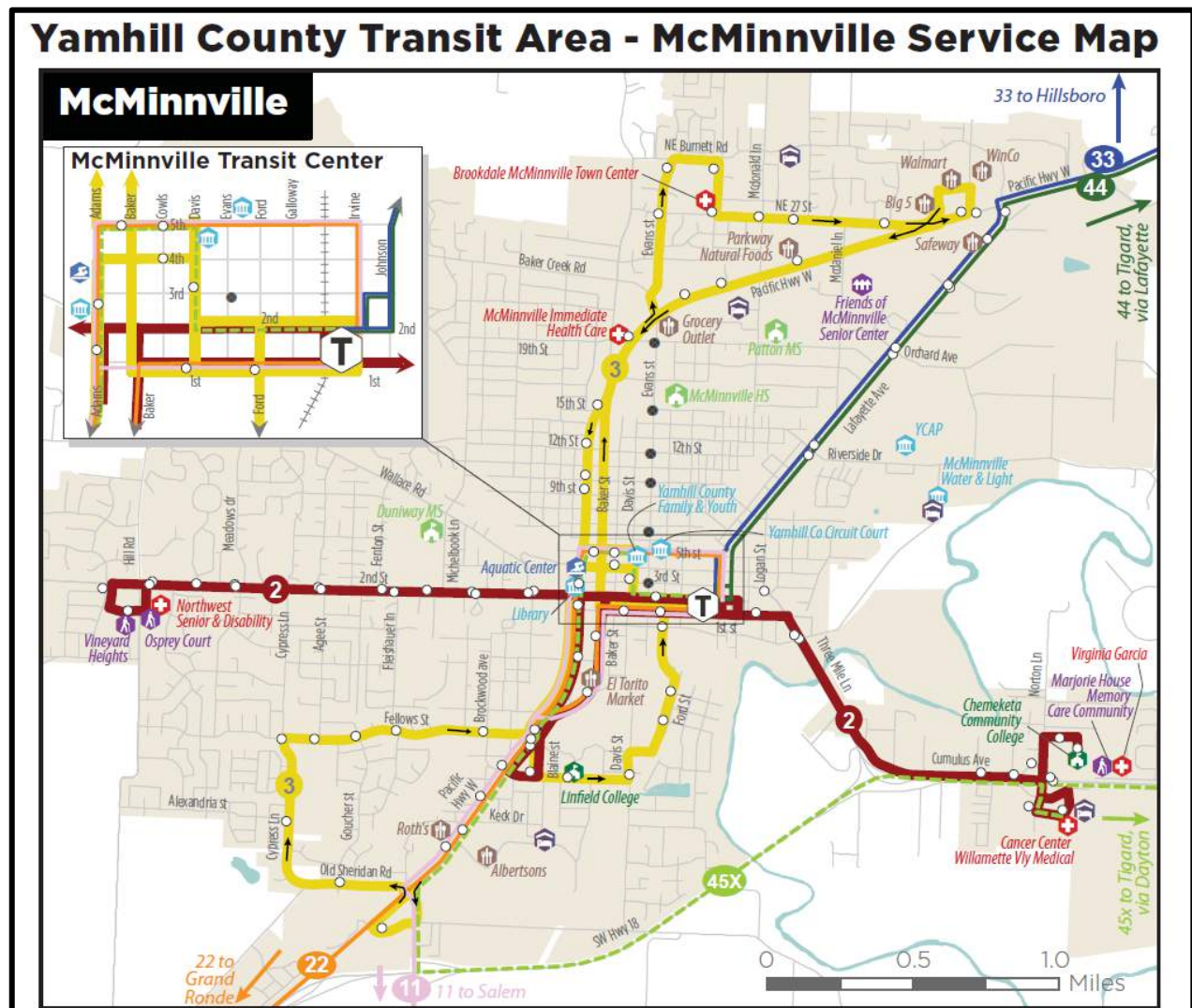
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A view of the McMinnville transit map, which identifies Routes 33 and 44 on Lafayette Avenue, is provided below:



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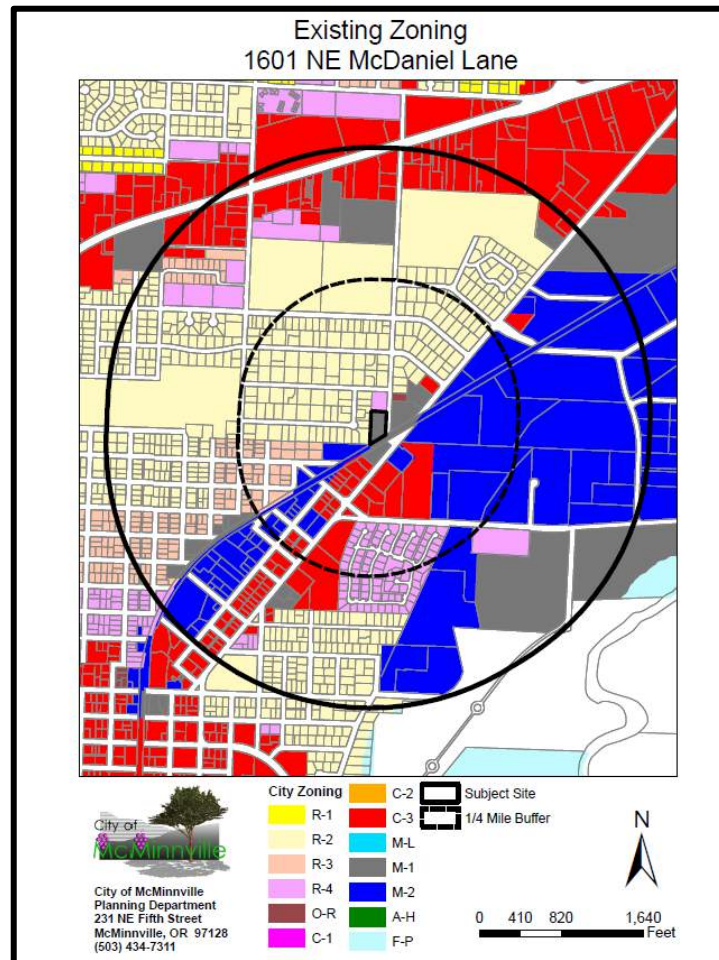
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A map showing buffers of the subject site at both one-quarter and one-half miles is also provided below. The intersection of Riverside Drive is within the one-quarter mile buffer of the subject site.



The final factor to be considered in the designation of an area for medium density residential use is that the site can be buffered from low density residential areas in order to maximize the privacy of established low density residential areas. The areas immediately adjacent to the subject site to the west are established low density, single family residential areas. Based on the orientation of the subject site and its access onto McDaniel Lane, the front yard of the site would be along the east property line. This would result in the west property line being treated as the rear yard. The rear yard setback in the R-4 zone is 20 feet. While this will provide space between the adjacent single family uses and the multiple-family residential uses that would be allowed on the site, there still could be adverse impacts of multiple-family development on the adjacent single family uses. One of those impacts could be additional vehicular traffic, noise, and headlight glare, as drive aisles and parking spaces do not require any specific setback in the R-4 zone.

To mitigate this, and to meet the Comprehensive Plan policy that requires buffering from low density residential areas, the Planning Commission is suggesting a condition of approval be included to require a dedicated 10 foot landscaped area along the entire west property line. The landscaped area should include sight-obscuring fencing along the property line and dense evergreen trees and shrubs within the

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10 foot landscaped area to provide adequate buffering between the adjacent single family uses and the multiple-family development site.

In addition, a condition of approval is being recommended to increase required setbacks if the maximum building height normally allowed in lower density residential zones is exceeded to better buffer the multiple-family development site from the adjacent low density residential areas. Currently the R-4 (Multiple Family Residential) zone states all yards shall be increased over the requirements of the R-4 section by one (1) foot for each two (2) feet of building height over 35 (thirty-five) feet (Section 17.21.040). Since the subject site is adjacent to existing single family residential development, it is recommended that the language for increasing the yard setbacks relative to building height over 35 (thirty-five) feet be increased to one (1) foot for each one (1) foot of building height over 35 (thirty-five) feet (which is the maximum building height in the adjacent R-2 zone).

Comprehensive Plan Policy 71.13 continues with additional factors that should serve as criteria in determining areas appropriate for high-density residential development, which is what the applicant is proposing with the request to rezone the property to R-4 (Multiple-Family Residential):

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

As discussed in more detail above, the subject site is not committed to low or medium density development, does not have development limitations, and has no issues with the provision of utilities and services to serve higher density residential development. The condition of approval noted above related to the landscaped buffer area along the entire west property line would provide for the buffering from low density residential areas required of high density residential development areas.

The site does not have direct access to a major collector or arterial street. As shown in the Transportation System Plan street functional classification system map above, McDaniel Lane is classified only as a minor collector. However, the applicant has argued that the site is in close proximity to Lafayette Avenue, which is designated as a minor arterial on the street functional classification system map. The applicant has also submitted a traffic impact analysis that shows that the zone change and subsequent construction of a multiple-family development on the subject site would not have any significant or adverse impacts on the surrounding street system. Comprehensive Plan Policy 91.00 provide some additional flexibility in the type of street that a multiple-family residential development should be accessed from. Specifically, Policy 91.00 states that "Multiple-family housing developments shall be required to access off of arterials or collectors or streets determined by the City to have sufficient carrying capacities to accommodate the proposed development." Given the findings of the traffic impact analysis, it can be found that the site has appropriate access for higher density development.

Also as discussed in more detail above, existing transit service is located in close proximity to the site. Routes along Lafayette Avenue include stops within one-quarter mile of the subject site. However, the

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high density factors require that the area designated for high density development be located within a one-half mile corridor centered on transit routes. The site is clearly within a one-half mile corridor of the existing transit routes on Lafayette Avenue, but with this expanded allowance, the site is also within a one-half mile corridor of the existing, higher frequency transit route on Highway 99W (Route 3 which runs hourly).

The subject site is located within one-quarter mile of commercially zoned property. The McMinnville Municipal Code does not have any definition of neighborhood or general commercial shopping centers, so the commercial designation of property needs to be used in analyzing this Comprehensive Plan policy and high density locational factor. The commercially zoned property within one-quarter mile of the subject site is zoned to allow general retail, service, and shopping type uses.

The subject site is not located adjacent to private or public open space. There is only one public park within one-quarter mile of the subject site, but that is the Riverside Drive Dog Park and is designed specifically for a subset of the population that would be seeking recreational space for their pets. The next closest public open space would be Wortman Park, which is located slightly over one-quarter mile from the subject site. There is some school property within one-quarter mile of the site, but this is private property and is not necessarily readily available for use by the general public. The factor for high density residential development calls for open space to be adjacent to the site, not within a certain distance. While there are some opportunities for access to open space within one-half mile of the subject site, there is not any usable open space adjacent to the site. Therefore, the Planning Commission is recommending a condition of approval to require that, if the site is developed with multiple-family residential uses, an area equivalent to 7 percent of the gross size of the site shall be reserved for usable open space for residents of the multiple-family development site. The condition of approval should clarify that the usable open space area will be in addition to the required landscape areas along the west and south property lines. The condition of approval should also state that the usable open space area shall be a contiguous area with each dimension being at least 15 feet in length, shall be located outside of the front yard setback area, and may be counted towards the minimum 25 percent of the site area that must be landscaped.

For reference, a map showing the locations of amenities surrounding the subject site is provided below:

Attachments:

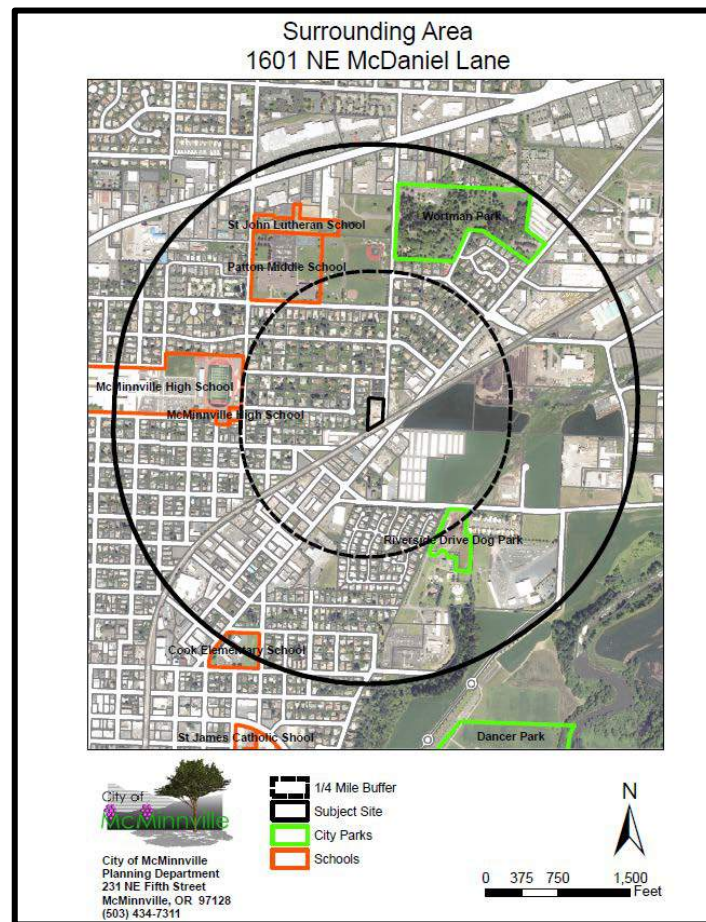
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Multiple-Family Development Comprehensive Plan Policies

The Comprehensive Plan includes specific policies that must be achieved with the development of multiple-family uses on any particular site. Some of these are similar to the locational factors in Policies 71.09 and 71.13, including the street access to the site, and the site's proximity to transit routes and general commercial shopping centers. One policy in particular (Policy 92.02) requires higher density housing to be located within a "reasonable walking distance" to shopping, schools, parks and public transportation. This distance is not specifically defined, but a typical distance used for a reasonable walking distance is one-quarter mile. As discussed in more detail above, the site is within one-quarter mile of schools, areas that could be developed with general commercial shopping uses, and public transportation. There is also one park (Riverside Drive Dog Park) within one-quarter mile of the site, and one larger park (Wortman Park) just over one-quarter mile from the site.

One additional multiple-family development policy that is applicable to the subject site is Policy 92.01, which states that "high-density housing shall not be located in undesirable places such as near railroad lines, heavy industrial uses, or other potential nuisance areas unless design factors are included to buffer the development from the incompatible use". The subject site is located immediately adjacent to an active railroad corridor, which bounds the subject site on the south. As railroad lines are listed as a specific "incompatible use" in the Comprehensive Plan policy, the use of the subject site for higher density housing must include design factors that buffer the development from the "incompatible" railroad corridor. Therefore, the Planning Commission is suggesting a condition of approval be included to

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require a dedicated 20 foot landscaped area along the entire south property line. The landscaped area should include sight-obscuring fencing along the property line and dense evergreen trees and shrubs within the 20 foot landscaped area to provide adequate buffering between the multiple-family residential uses and the adjacent railroad corridor.

Section 17.74.020

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

The development pattern in the surrounding area is widely varying. Both residential and industrial uses and zones are located adjacent to the subject site. Commercially zoned lands are also present within one-quarter mile of the subject site. The properties that share direct boundaries and are immediately adjacent to the subject site, to the north and west, are all zoned residential. The properties immediately to the west are a lower density residential (R-2 – Single Family Residential), and the property immediately to the north is higher density residential (R-4 – Multiple-Family Residential). Other adjacent properties that are zone M-1 (Light Industrial) are separated from the subject site by either public right-of-way (McDaniel Lane) or the Southern Pacific Railroad corridor.

The subject site is located on the fringe of an area that is predominately guided for commercial and industrial land uses on the Comprehensive Plan Map and zoned as a mixture of industrial and commercial. The commercial and industrial uses in this area are generally bounded on the north and west by the Southern Pacific Railroad corridor. Just to the southwest of the subject site is also the northern boundary of the Northeast Gateway Planned Development Overlay District, which is a mixed use district that allows for a variety of housing, commercial, and light industrial uses. Properties located immediately north of and adjacent to the railroad corridor, as the subject site is, vary in terms of their zoning classifications. North of the railroad corridor between Hembree Street and 18th Street there are twelve properties that are zoned either M-1 (Light Industrial) or M-2 (General Industrial). There are also groups of properties on the north side of the railroad corridor that are zoned residentially. Most of these residential areas are lower density zones (R-2 – Single Family Residential), and these exist in the vicinity of both the southern terminus of Hembree Street and Logan Street. However, immediately adjacent to the subject site to the north is an existing higher density zoned (R-4 – Multiple-Family Residential) property. Given the variety of zoning classifications in the areas along the railroad corridor and the presence of R-4 (Multiple-Family Residential) zoned land immediately adjacent to the subject site, the proposed zone change to R-4 (Multiple-Family Residential) is not inconsistent with the development pattern in the surrounding area.

The proposed residential land use will also be more compatible with the other immediately adjacent residential lands than an industrial land use. The use of the subject site as a residential use will also provide additional buffering and separation between existing residential land uses to the north and west from the higher concentration of industrial and commercial land uses to the south across the Southern Pacific Railroad corridor. However, the proposed zone change would result in a higher density residential use than most of the adjacent residential properties to the west of the subject site. The conditions of approval suggested by staff above would mitigate any potential impact to surrounding land uses and result in a development more compatible with the surrounding area. The conditions of approval would also result in a multiple-family development site that is more functional for the eventual residents of site. As a summary, those conditions of approval include dense landscaped buffers along the west and south portions of the site, an increase in yard setbacks if building heights exceed the height allowed in the lower density residential zones, and the provision of usable open space within the site.

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

Utility and Service Provision: This area is well served by existing sanitary and storm sewer systems as well as other public utilities. The Engineering Department has reviewed this proposal and has offered no concerns with providing adequate services to this site to support residential development density at the subject site. The adopted Wastewater Conveyance System Master Plan anticipated an industrial flow contribution of 12 dwelling unit equivalents (EDU's) from the subject site. Based on the size of the site at 43,557 square feet and assuming that the highest density residential zone (R-4) was approved, the maximum allowable density would be 29 multifamily dwelling units (based on the lot size requirement of 1,500 square feet per dwelling unit). However, the applicant is anticipating the development of 24 dwelling units, given other site improvements that would be required for a multiple family development project. The Engineering Department has stated that the 12 additional dwelling units, for a total of 24 units, would not significantly impact the City's wastewater system.

Street System: The applicant has provided a traffic impact analysis that concluded that the surrounding street network has the capacity to accommodate the number of trips that would result from the applicant's request to amend the Comprehensive Plan Map designation and complete a zone change to allow the development of 24 dwelling units on site. The traffic analysis showed that no increase in delay would occur at three of the four intersections included in the analysis. The only increase in delay occurred at the intersection of McDaniel and Lafayette, and was only an increase of 0.1 seconds per vehicle during the AM peak hour and an increase of 0.3 seconds per vehicle during the PM peak hour. The minimal increase in delay at that intersection and the trips introduced to the surrounding street system by the proposed development did not have any impact on the overall level of service of any intersection within the study area. The new access to the site on McDaniel was also shown to operate at a level of service of "B" in both the 2018 AM and PM peak hours.

The Engineering Department has reviewed the traffic impact analysis, and does not have any concerns with the analysis or the findings. Specific tables showing the projected intersection functionality, both currently and after the incorporation of the trips that could result from the proposed zone change, are provided below:

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	McDaniel at 19th St	All-way stop	HCM 6th Edition	SB Thru	0.274	9.0	A
2	McDaniel at 18th St	Two-way stop	HCM 6th Edition	EB Thru	0.026	11.5	B
3	McDaniel at 17th St	Two-way stop	HCM 6th Edition	EB Left	0.018	10.6	B
4	McDaniel at Lafayette	Two-way stop	HCM 6th Edition	SEB Left	0.005	15.1	C

Existing AM Peak Hour Summary

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ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	McDaniel at 19th St	All-way stop	HCM 6th Edition	SB Thru	0.275	9.0	A
2	McDaniel at 18th St	Two-way stop	HCM 6th Edition	EB Thru	0.026	11.5	B
3	McDaniel at 17th St	Two-way stop	HCM 6th Edition	EB Left	0.018	10.6	B
4	McDaniel at Lafayette	Two-way stop	HCM 6th Edition	SEB Left	0.005	15.2	C
5	McDaniel at Site Access	Two-way stop	HCM 6th Edition	EB Left	0.006	10.6	B

2018 AM Peak Hour Summary with McDaniel St Apts

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	McDaniel at 19th St	All-way stop	HCM 6th Edition	NB Thru	0.240	8.9	A
2	McDaniel at 18th St	Two-way stop	HCM 6th Edition	WB Thru	0.025	11.8	B
3	McDaniel at 17th St	Two-way stop	HCM 6th Edition	EB Left	0.016	10.9	B
4	McDaniel at Lafayette	Two-way stop	HCM 6th Edition	SEB Left	0.007	22.2	C

Existing PM Peak Hour Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	McDaniel at 19th St	All-way stop	HCM 6th Edition	NB Thru	0.243	8.9	A
2	McDaniel at 18th St	Two-way stop	HCM 6th Edition	WB Thru	0.025	11.8	B
3	McDaniel at 17th St	Two-way stop	HCM 6th Edition	EB Left	0.016	10.9	B
4	McDaniel at Lafayette	Two-way stop	HCM 6th Edition	SEB Left	0.008	22.5	C
5	McDaniel at Site Access	Two-way stop	HCM 6th Edition	EB Left	0.003	10.7	B

2018 PM Peak Hour Summary with McDaniel St Apts

The traffic impact analysis was also accompanied by a Transportation Planning Rule memo (dated June 22, 2018) that provided an analysis and comparison of uses allowed in both the existing industrial zone and the proposed multiple-family residential zone. Using some assumptions as to the developable area of the site for different types of industrial uses, the analysis determined that the proposed development of the site with 24 apartment units would result in less trips than another use (small office building) that would be permitted under the site's current zoning.

One issue with the traffic impact analysis was that it did not account for the maximum allowable density of the subject site if the proposed zone change was approved. As noted in more detail above, the maximum allowable density of the subject site would be 29 multifamily dwelling units. The traffic impact

Attachments:

Ordinance No. 5058 including:

Exhibit A – CPA 1-18 Decision Document

Exhibit B – ZC 1-18 Decision Document

Application and Public Testimony Received

Planning Commission Minutes, 07.19.18 and 08.16.18

analysis did not account for this maximum allowable density, as it assumed only the 24 dwelling units that the applicant anticipates constructing on the site. Because the traffic impact analysis does not provide an analysis of the impacts of the maximum level of development of the subject site if the zone change to R-4 (Multiple-Family Residential) was approved, the Planning Commission is suggesting a condition of approval be included to incorporate a trip cap on the future proposed multiple-family development. This trip cap would be based on the figures provided in the Transportation Planning Rule memo (dated June 22, 2018) that accompanied the traffic impact analysis report. That memo cited the Institute of Traffic Engineers (ITE) Trip Generation Manual and the number of trips that would be generated by each individual apartment unit. The average daily trips for an apartment unit is 7.32 trips per apartment (ITE 220). As the traffic impact analysis and the accompanying Transportation Planning Rule memo assumed the development of only 24 dwelling units on the subject site, the analysis assumed 176 average daily trips (24 times 7.32 trips) generated by the development of the subject site. Therefore, the condition of approval will limit the development of the site to a residential density that generates no more than 176 average daily trips as referenced in the Transportation Planning Rule memo (dated June 22, 2018), unless a subsequent traffic impact analysis is submitted by the applicant and found to be acceptable to the City.

Discussion:

The Planning Commission held a public hearing at their regular meetings on July 19, 2018 and August 16, 2018. The public hearing was opened at the July 19, 2018 Planning Commission meeting. During the initial portion of the public hearing, a staff report, applicant testimony, and public testimony were received by the Planning Commission. However, since there were some concerns about how the public hearing was noticed, the Planning Commission decided to continue the public hearing to the August 16, 2018 meeting to allow for notification of the public hearing in the News Register on Tuesday, August 7, 2018, to ensure that the general public had the opportunity to learn about the land-use request and participate in the public hearing if they chose to do so. The public hearing was re-opened on August 16, 2018, where a staff report, applicant testimony, and public testimony were again received by the Planning Commission.

One resident provided written testimony prior to the July 19, 2018 portion of the public hearing. One resident provided oral testimony during the July 19, 2018 portion of the public hearing, and two residents provided oral testimony during the August 16, 2018 portion of the public hearing.

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

- Loss of privacy with the addition of an apartment complex
- Increased traffic in the surrounding area
- Concerns of building height with the future development of an apartment complex

The conditions of approval suggested by staff and now recommended by the Planning Commission address items of testimony and areas of concern. Specifically, the conditions of approval will require dense landscaped buffers along the west and south portions of the site, an increase in yard setbacks if building heights exceed the height allowed in the lower density residential zones, and the provision of usable open space within the site. These conditions will help to provide additional space and buffering between the multiple family site and the surrounding and adjacent lower density residential areas. Specifically, the condition related to increased setbacks if building heights exceed the height allowed in the lower density residential areas addresses the most common item of testimony provided during the public hearings, which was a concern with future building height. Staff would also note that the existing

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Ordinance No. 5058 including:

Exhibit A – CPA 1-18 Decision Document

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Application and Public Testimony Received

Planning Commission Minutes, 07.19.18 and 08.16.18

M-1 (Light Industrial) zone would allow for building heights up to 80 feet, while the proposed R-4 (Multiple-Family Residential) zone allows for only up to 60 feet.

The public hearing was closed on August 16, 2018, following which the Planning Commission deliberated and then voted to recommend that the Council consider and approve the Comprehensive Plan map amendment and zone change requests subject to conditions of approval described above and also outlined in detail in Ordinance No. 5058.

Fiscal Impact:

None

Alternative Courses of Action:

1. **ADOPT** Ordinance No. 5058, approving CPA 1-18 and ZC 1-18 and adopting the Decision, Conditions of Approval, Findings of Fact and Conclusionary Findings.
2. **ELECT TO HOLD A PUBLIC HEARING** date specific to a future City Council meeting.
3. **DO NOT ADOPT** Ordinance No. 5058, providing findings of fact based upon specific code criteria to deny the application in the motion to not approve Ordinance No. 5058.

Recommendation/Suggested Motion:

Staff recommends that the Council adopt Ordinance No. 5058 which would approve CPA 1-18 and ZC 1-18 subject to conditions of approval 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. 5058.”

CD:sjs

Attachments:

Ordinance No. 5058 including:

Exhibit A – CPA 1-18 Decision Document

Exhibit B – ZC 1-18 Decision Document

Application and Public Testimony Received

Planning Commission Minutes, 07.19.18 and 08.16.18

ORDINANCE NO. 5058

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN MAP DESIGNATION FROM INDUSTRIAL TO RESIDENTIAL ON AN EXISTING PROPERTY AND LOT OF RECORD, AND REZONING SAID PROPERTY FROM M-1 (LIGHT INDUSTRIAL) TO R-4 (MULTIPLE-FAMILY RESIDENTIAL).

RECITALS:

The Planning Department received applications (CPA 1-18 / ZC 1-18) from Daniel Danicic requesting approval of a Comprehensive Plan Map amendment and Zone Change on portions an existing lot of record. The applicant requested that the parcel be amended from an Industrial Comprehensive Plan Map designation to a Residential designation. Concurrent with that request, the applicant requested approval of a zone change on the parcel, rezoning the parcel from M-1 (Light Industrial) to R-4 (Multiple-Family Residential); and

The subject site is located at 1601 NE McDaniel Lane, and is more specifically described as Tax Lot 7100, Section 16DB, T. 4 S., R. 4 W., W.M.; and

A public hearing was held on July 19, 2018 and August 16, 2018, both at 6:30 p.m., before the McMinnville Planning Commission after due notice had been provided in the local newspaper on August 7, 2018, and written notice had been mailed to property owners within 300 feet of the affected property; and

At said public hearings, testimony was received, the application materials and a staff report were presented, and applicant and public testimony was received; and

The Planning Commission, being fully informed about said requests, found that the requested amendments conformed to the applicable Comprehensive Plan goals and policies, as well as the comprehensive plan amendment and zone change review criteria listed in Section 17.74.020 of the McMinnville Municipal Code based on the material submitted by the applicant and the findings of fact and conclusionary findings for approval contained in Exhibits A and B; and

The Planning Commission recommended approval of said comprehensive plan amendment and zone change to the Council;

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

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

1. That the Council adopts the Findings of Fact, Conclusionary Findings, Decision and Conditions of Approval as documented in Exhibits A and B; and
2. That the comprehensive plan map designation for the property is hereby amended from Industrial to Residential; and
3. That the property is hereby rezoned from M-1 (Light Industrial) to R-4 (Multiple-Family Residential), subject to the following conditions:

1. That the rezoning be contingent on the Comprehensive Plan Map amendment request (CPA 1-18) being approved by the McMinnville City Council.
2. That a dedicated 10 foot landscaped area be provided along the entire west property line. The landscaped area shall include sight-obscuring fencing along the property line and dense evergreen trees and shrubs within the 10 foot landscaped area to provide adequate buffering between the adjacent single family uses and the multiple-family site. No improvements shall encroach on the dedicated landscaped area. The exact species and type of fencing shall be approved by the Landscape Review Committee during the review of the landscape plan for any future development of the site.
3. That a dedicated 20 foot landscaped area be provided along the entire south property line. The landscaped area shall include sight-obscuring fencing along the property line and dense evergreen trees and shrubs within the 20 foot landscaped area to provide adequate buffering between the multiple-family residential uses and the adjacent railroad corridor. No improvements shall encroach on the dedicated landscaped area, with the exception of a trash enclosure. The exact species and type of fencing shall be approved by the Landscape Review Committee during the review of the landscape plan for any future development of the site.
4. Yard setbacks shall be increased one foot for each foot of building height over thirty-five feet.
5. If the site is developed as multi-family residential, an additional area equivalent to 7 percent of the gross area of the site (or 3,048 square feet) shall be reserved for usable open space for residents of the multiple-family development site. The usable open space area shall be in addition to the required landscape areas along the west and south property lines. The usable open space area shall also be a contiguous area with each dimension being at least 15 feet in length, shall be located outside of the front yard setback area, and may be counted towards the minimum 25 percent of the site area that must be landscaped.
6. That, based on the analysis provided in the submitted Traffic Impact Analysis (TIA) (June 25, 2018) and the Transportation Planning Rule memo (June 22, 2018) prepared for the applicant by Associated Transportation Engineering & Planning, Inc., the residential density allowed on this subject site shall be limited to a use that generates a maximum total of 176 trips per day (ADT) as referenced in the Transportation Planning Rule memo (June 22, 2018) unless a subsequent TIA is submitted by the applicant and the conclusions of which are found to be acceptable to the City.

Passed by the Council this 11th day of September 2018, by the following votes:

Ayes: _____

Nays: _____

MAYOR

Attest:

Approved as to form:

CITY RECORDER

CITY ATTORNEY



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

503-434-7311
www.mcminnvilleoregon.gov

**DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A
COMPREHENSIVE PLAN MAP AMENDMENT FROM AN INDUSTRIAL DESIGNATION TO A
RESIDENTIAL DESIGNATION AT 1601 NE MCDANIEL LANE**

DOCKET: CPA 1-18 (Comprehensive Plan Map Amendment)

REQUEST: Approval to amend the Comprehensive Plan Map designation of a property from Industrial to Residential to allow for the development of residential uses on the subject site.

LOCATION: The subject site is located at 1601 NE McDaniel Lane, and more specifically described as Tax Lot 7100, Section 16DB, T. 4 S., R. 4 W., W.M.

ZONING: The subject site's current zoning is M-1 (Light Industrial).

APPLICANT: Daniel Danicic

STAFF: Chuck Darnell, Senior Planner

DATE DEEMED COMPLETE: June 5, 2018

HEARINGS BODY: McMinnville Planning Commission

DATE & TIME: July 19, 2018 and August 16, 2018. Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.

DECISION MAKING BODY: McMinnville City Council

DATE & TIME: September 11, 2018. Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.

APPEAL: An action or ruling of the City Council may be appealed to the Land Use Board of Appeals (LUBA) within 21 (twenty-one) days of the date written notice of the decision is mailed.

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

DECISION

Based on the findings and conclusions, the Planning Commission recommends **APPROVAL** of the Comprehensive Plan Map amendment (CPA 1-18) 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:

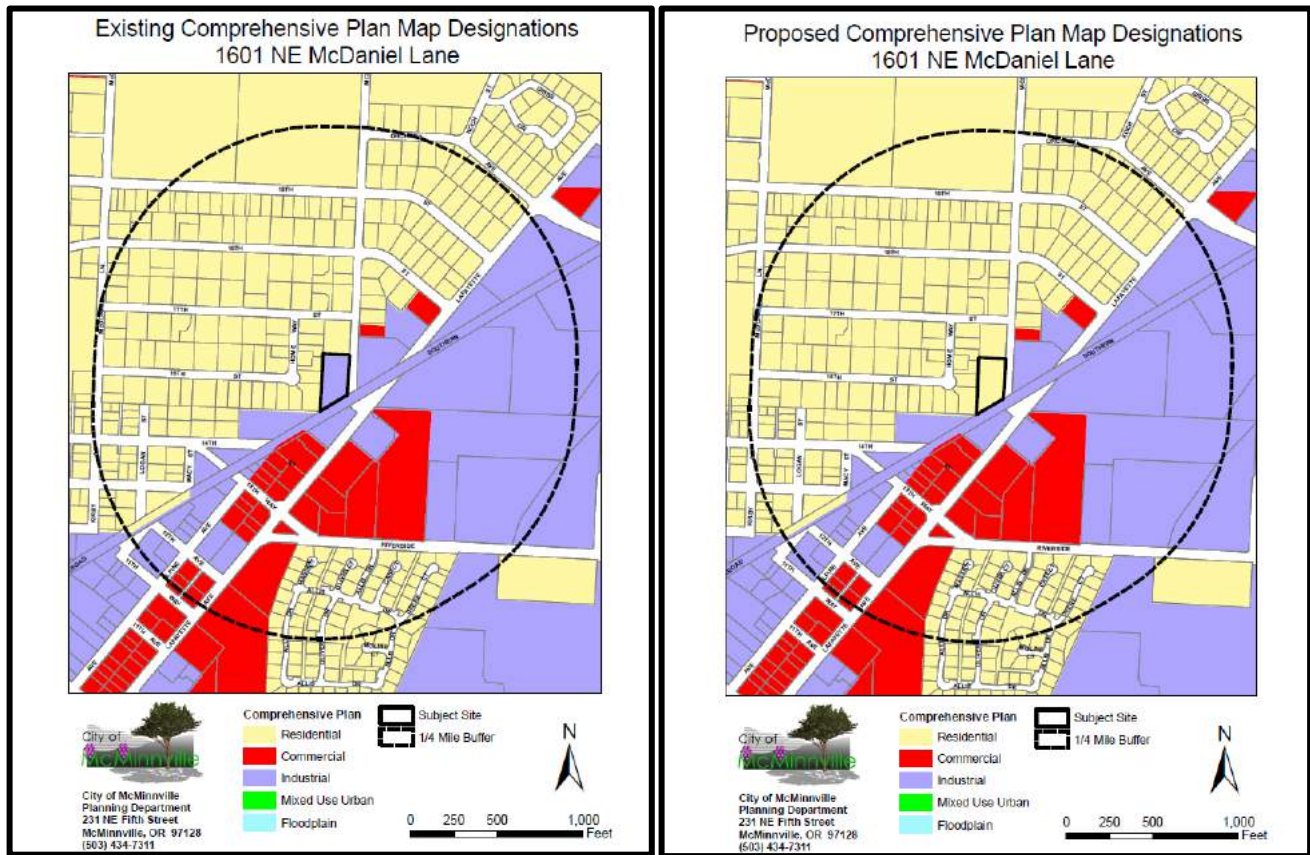
The application is a request to amend the Comprehensive Plan Map designation of the property at 1601 NE McDaniel Lane from Industrial to Residential to allow for the development of residential uses on the subject property.

The subject site is currently used industrially as a concrete contractor's shop and storage yard. The site is developed with one building on the southern portion of the site, and the remaining northern portion of the site is open gravel area used as parking and equipment and material storage. The site is bounded on the east by NE McDaniel Lane and on the south by the Southern Pacific Railroad corridor. To the east across NE McDaniel Lane is a vacant industrially zoned property, and to the south across the railroad corridor is another industrial property that is in the process of being redeveloped into a marijuana processing and production facility. The property to the north is zoned R-4 (Multiple-Family Residential) and the existing use is a single story apartment complex. The property to the west is zoned R-2 (Single Family Residential), with existing single family homes immediately adjacent to the subject site in the Montrose Subdivision.

The subject site is identified below:



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



ATTACHMENTS:

1. CPA 1-18 Application and Attachments (on file with the Planning Department)
2. Public Testimony – Jody & Tricia Fisher via email on July 17, 2018 (on file with the Planning Department)

COMMENTS:

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

- McMinnville Engineering Department

We have reviewed proposed CPA 1-18 / ZC 1-18, and note the following:

- The submitted information from the applicant's traffic engineer indicate that the proposed zone change will not significantly impact the transportation system; and
- The adopted Wastewater Conveyance System Master Plan anticipated an industrial flow contribution of 12 dwelling unit equivalents (EDU's) from this site. The 12 additional units (24 units total) under the proposed zone change will not significantly impact the City's wastewater system.

Additional Testimony

Notice of this request was mailed to property owners located within 300 feet of the subject site. Notice of the public hearing was also provided in the News Register on Tuesday, August 7, 2018. As of the date of the Planning Commission continued public hearing on August 16, 2018, one item of public testimony had been received by the Planning Department. That testimony was provided by Jody and Tricia Fisher at 1508 NE 16th Street, and was in opposition to the requests based on the potential height of the apartment buildings, the loss of privacy, and more traffic and noise from the development.

FINDINGS OF FACT

- A. Daniel Danicic requested an amendment to the Comprehensive Plan Map designation of a property from Industrial to Residential to allow for the development of residential uses on the subject site. The subject site is located at 1601 NE McDaniel Lane and is more specifically described as Tax Lot 7100, Section 16DB, T. 4 S., R. 4 W., W.M.
- B. The site is currently designated as Industrial on the McMinnville Comprehensive Plan Map, 1980. The site is currently zoned M-1 (Light Industrial) on the McMinnville Zoning Map.
- C. Sanitary sewer and municipal water and power can adequately serve the site. The municipal water reclamation facility has sufficient capacity to accommodate expected waste flows resulting from development of the property.
- D. This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas. No comments in opposition were provided to the Planning Department.
- E. Notice of the application was provided by the City of McMinnville to property owners within 300 feet of the subject site, as required by the process described in Section 17.72.120 (Applications–Public Hearings) of the McMinnville Zoning Ordinance. Notice of the public hearing was also provided in the News Register on Tuesday, August 7, 2018. One item of public testimony was provided to the Planning Department, which is referenced in this document and on file with the Planning Department.
- F. The applicant has submitted findings (Attachment 1) in support of this application. Those findings are herein incorporated.

CONCLUSIONARY FINDINGS:

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

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

Policy 59.00 Opportunities for multiple-family and mobile home developments shall be provided in McMinnville to encourage lower-cost renter and owner-occupied housing. Such housing

shall be located and developed according to the residential policies in this plan and the land development regulations of the City.

Finding: Goal V 1 and Policies 58.00 and 59.00 are met by this proposal in that the amendment of the Comprehensive Plan Map designation of the subject site will allow for more opportunity for a variety of housing types, and for more opportunities for multiple-family housing development.

The most recently acknowledged Economic Opportunities Analysis for the City of McMinnville, which was finalized in November 2013, identified a surplus of industrial land within the McMinnville Urban Growth Boundary. The surplus was identified at an amount of 235.9 acres, as shown in Figure 26 from the Economic Opportunities Analysis below:

Figure 26. Comparison of Land Demand to Supply (2013-33)				
Acres by Plan Designation				
	Commercial	Industrial	Total	Comments
Vacant Land Demand				Based on 2013-33 jobs forecast
Commercial	164.6	-	164.6	Commercial retail & service need
Industrial	-	145.1	145.1	Manufacturing & related sectors
Institutional	2.2	8.0	10.2	62% of need w/per job method
Totals	166.8	153.2	319.9	Employment land demand
Available Land Supply				Fully & partially vacant sites
2013 BLI Update	130.9	389.1	520.0	Revised per BLI update 7/13
Surplus/(Deficit)	(35.8)	235.9	200.1	As of 2033 forecast year
Notes: All acreage figures are rounded to nearest 1/10 th of an acre.				
Source: E. D. Hovee & Company, LLC.				

Additionally, the applicant refers to the most recently acknowledged Residential Buildable Lands Inventory, which was prepared in 2001, that identified a need for additional land for housing uses. That inventory, which was titled the McMinnville Buildable Land Needs Analysis and Growth Management Plan, identified a deficit of over 1,000 acres of land for housing in Table B-11 of Appendix B. More specifically, the analysis identified a need of 162 acres of R-4 (higher density) zoned land. The planning horizon in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan was 2020, and since the time of that analysis, approximately 56.2 acres of land have been rezoned to R-4 (Multiple-Family Residential).

The applicant has argued that the Comprehensive Plan Map amendment is justified, given that the slight reduction in industrial land will not impact the surplus of industrial land identified in the 2013 Economic Opportunities Analysis and the additional residential land will result in a reduction in the deficit of residential land identified in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan. Therefore, the Comprehensive Plan goals and policies related to the provision of opportunities for the development of a variety of housing types and densities (Policy 58.00) and opportunities for multiple-family developments to encourage lower-cost housing (Policy 59.00) would be satisfied by the proposed Comprehensive Plan Map amendment.

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

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

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

Policy 71.05 The City of McMinnville shall encourage annexations and rezoning which are consistent with the policies of the Comprehensive Plan so as to achieve a continuous five-year supply of buildable land planned and zoned for all needed housing types.

Finding: Goal V 2 and Policies 68.00, 71.00, and 71.05 are met by this proposal in that the amendment of the Comprehensive Plan Map designation of the subject site to residential will allow for residential development in an area of the city that is already developed and has urban level services available to serve the site. As noted in the finding for Goal V 1 and Policies 58.00 and 59.00 above, the proposed Comprehensive Plan Map amendment is justified, given that the slight reduction in industrial land will not impact the surplus of industrial land identified in the 2013 Economic Opportunities Analysis and the additional residential land will result in a reduction in the deficit of residential land identified in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan.

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

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

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

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

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

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

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

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

2. *Major, Minor collectors.*
 - a. *Designs should minimize impacts on existing neighborhoods.*
 - b. *Sufficient street rights-of-way should be obtained prior to development of adjacent lands.*
 - c. *On-street parking should be limited wherever necessary.*
 - d. *Landscaping should be required along public rights-of-way.*

Finding: Goal VI 1 and Policies 117.00, 119.00, 120.00 and 122.00 are satisfied by this proposal in that the subject site is currently adjacent to the McDaniel Lane public right-of-way and street. McDaniel Lane is identified in the Transportation System Plan as a minor collector street, so there are no issues with limiting access onto an arterial street. The applicant provided a traffic impact analysis that analyzed the change in trips and the impacts of a denser form of residential development that could be allowed under an eventual residential zoning designation, and found that there were no significant impacts to the functionality of the surrounding street network. Any right-of-way improvements required for the subject site will be required at the time of development.

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

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

Finding: Policies 126.00 and 127.00 are satisfied by this proposal in that off-street parking will be required based on the type of residential development proposed and allowed under the eventual residential zoning of the subject site.

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

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

Finding: Policies 130.00 and 132.15 are satisfied by this proposal in that, if it is determined that the existing public sidewalks are not sufficient at the time of development, they will be required to be upgraded to Public Right-of-Way Accessibility Guidelines (PROWAG) as a condition of building permit approval, which will enhance pedestrian connections between the site and the surrounding area.

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

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

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

1. *Sufficient municipal treatment capacities exist to handle maximum flows of effluents.*

2. *Sufficient trunk and main line capacities remain to serve undeveloped land within the projected service areas of those lines.*
3. *Public water service is extended or planned for extension to service the area at the proposed development densities by such time that sanitary sewer services are to be utilized*
4. *Extensions will implement applicable goals and policies of the comprehensive plan.*

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

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

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

Policy 145.00 The City of McMinnville, recognizing McMinnville Water and Light as the agency responsible for water system services, shall extend water services within the framework outlined below:

1. *Facilities are placed in locations and in such manner as to insure compatibility with surrounding land uses.*
2. *Extensions promote the development patterns and phasing envisioned in the McMinnville Comprehensive Plan.*
3. *For urban level developments within McMinnville, sanitary sewers are extended or planned for extension at the proposed development densities by such time as the water services are to be utilized;*
4. *Applicable policies for extending water services, as developed by the City Water and Light Commission, are adhered to.*

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

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

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

5. *Applicable policies of McMinnville Water and Light and the City relating to water and sewer systems, respectively, are adhered to.*

Finding: Goal VII 1 and Policies 136.00, 139.00, 142.00, 143.00, 144.00, 145.00, 147.00 and 151.00 are satisfied by the request as, based on comments received, adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply, and energy distribution facilities, either presently serve or can be made available to serve the site. Additionally, the Water Reclamation Facility has the capacity to accommodate flow resulting from development of this site. Administration of all municipal water and sanitary sewer systems guarantee adherence to federal, state, and local quality standards. The City of McMinnville shall continue to support coordination between city departments, other public and private agencies and utilities, and McMinnville Water and Light to insure the coordinated provision of utilities to developing areas and in making land-use decisions.

Policy 153.00 The City of McMinnville shall continue coordination between the planning and fire departments in evaluating major land use decisions.

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

Finding: Policies 153.00 and 155.00 are satisfied in that emergency services departments have reviewed this request and no concerns were raised.

GOAL VII 3: TO PROVIDE PARKS AND RECREATION FACILITIES, OPEN SPACES, AND SCENIC AREAS FOR THE USE AND ENJOIMENT OF ALL CITIZENS OF THE COMMUNITY.

Policy 163.00 The City of McMinnville shall continue to require land, or money in lieu of land, from new residential developments for the acquisition and/or development of parklands, natural areas, and open spaces.

Finding: Goal VII 3 and Policy 163.00 are satisfied in that park fees shall be paid for each housing unit at the time of building permit application as required by McMinnville Ordinance 4282, as amended.

GOAL VIII 1: TO PROVIDE ADEQUATE ENERGY SUPPLIES, AND THE SYSTEMS NECESSARY TO DISTRIBUTE THAT ENERGY, TO SERVICE THE COMMUNITY AS IT EXPANDS.

Policy 173.00 The City of McMinnville shall coordinate with McMinnville Water and Light and the various private suppliers of energy in this area in making future land use decisions.

Policy 177.00 The City of McMinnville shall coordinate with natural gas utilities for the extension of transmission lines and the supplying of this energy resource.

Finding: Policies 173.00 and 177.00 are satisfied in that McMinnville Water and Light and Northwest Natural Gas were provided opportunity to review and comment regarding this proposal and no concerns were raised. A building permit pre-application meeting was held, and McMinnville Water and Light did not have any concerns with providing adequate services to this site to support the residential development density that could be allowed by the future residential zoning of the subject site.

GOAL X1: 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 X1 and Policy 188.00 are satisfied in that McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the holding of advertised public hearing(s). 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:

17.74.020 Comprehensive Plan Map Amendment and Zone Change - Review Criteria. An amendment to the official zoning map may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:

- A. The proposed amendment is consistent with the goals and policies of the comprehensive plan;
- B. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;
- C. Utilities and services can be efficiently provided to service the proposed uses or other potential uses in the proposed zoning district.

When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statutes), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map.

In addition, the housing policies of the McMinnville Comprehensive Plan shall be given added emphasis and the other policies contained in the plan shall not be used to: (1) exclude needed housing; (2) unnecessarily decrease densities; or (3) allow special conditions to be attached which would have the effect of discouraging needed housing through unreasonable cost or delay.

Finding: Section 17.74.020 is satisfied by this proposal in that the proposed Comprehensive Plan Map amendment is consistent with the goals and policies of the Comprehensive Plan, as described in more detail above in the specific findings for each Comprehensive Plan goal and policy.

The development pattern in the surrounding area is widely varying. Both residential and industrial land uses are located adjacent to the subject site. Commercial land uses are also present within one quarter mile of the subject site. The properties that share direct boundaries and are immediately adjacent to the subject site, to the north and west, are all designated as Residential on the Comprehensive Plan Map. Other adjacent properties that are designated as Industrial are separated from the subject site by either public right-of-way (McDaniel Lane) or the Southern Pacific Railroad corridor.

The subject site is located on the fringe of an area that is predominately guided for commercial and industrial land uses on the Comprehensive Plan Map. The commercial and industrial uses in this area are generally bounded on the north and west by the Southern Pacific Railroad corridor. Properties located immediately north of and adjacent to the railroad corridor, as the subject site is, vary in terms of their land use designation. North of the railroad corridor between Hembree Street and 18th Street there are twelve properties that are designated as Industrial on the Comprehensive Plan Map. There are also groups of properties on the north side of the railroad corridor that are designated as Residential. These exist in the vicinity of both the southern terminus of Hembree Street and Logan Street. Therefore, the proposed designation of the subject site as Residential is not inconsistent with the development pattern in the surrounding area where residential uses are located immediately adjacent to the railroad corridor.

Given the surrounding land uses and development pattern, the proposed amendment of the Comprehensive Plan Map designation from Industrial to Residential is orderly and timely. The residential land use will be more compatible with the other immediately adjacent residential lands than an industrial land use. The use of the subject site as a residential use will also provide additional buffering and separation between existing residential land uses to the north and west from the higher concentration of industrial and commercial land uses to the south across the Southern Pacific Railroad corridor.

The subject area is well served by existing sanitary and storm sewer systems as well as other public utilities. The Engineering Department has reviewed this proposal and has offered no concerns with providing adequate services to this site to support residential development density at the subject site. The adopted Wastewater Conveyance System Master Plan anticipated an industrial flow contribution of 12 dwelling unit equivalents (EDU's) from the subject site. Based on the size of the site at 43,557 square feet and assuming that the highest density residential zone (R-4) was approved, the maximum allowable density would be 29 multifamily dwelling units (based on the lot size requirement of 1,500 square feet per dwelling unit). However, the applicant is anticipating the development of 24 dwelling units, given other site improvements that would be required for a multiple family development project. The Engineering Department has stated that the 12 additional dwelling units, for a total of 24 units, would not significantly impact the City's wastewater system.

The applicant has provided a traffic impact analysis that concluded that the surrounding street network has the capacity to accommodate the number of trips that would result from the applicant's request to amend the Comprehensive Plan Map designation and complete a zone change to allow the development of 24 dwelling units on site. The traffic analysis showed that no increase in delay would occur at three of the four intersections included in the analysis. The only increase in delay occurred at the intersection of McDaniel and Lafayette, and was only an increase of 0.1 seconds per vehicle during the AM peak hour and an increase of 0.3 seconds per vehicle during the PM peak hour. The minimal increase in delay at that intersection and the trips introduced to the surrounding street system by the proposed development did not have any impact on the overall level of service of any intersection within the study area. The new access to the site on McDaniel was also shown to operate at a level of service of "B" in both the 2018 AM and PM peak hours.

Specific tables showing the projected intersection functionality, both currently and after the incorporation of the trips that could result from the proposed comprehensive plan map amendment and subsequent zone change, are provided below:

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	McDaniel at 19th St	All-way stop	HCM 6th Edition	SB Thru	0.274	9.0	A
2	McDaniel at 18th St	Two-way stop	HCM 6th Edition	EB Thru	0.026	11.5	B
3	McDaniel at 17th St	Two-way stop	HCM 6th Edition	EB Left	0.018	10.6	B
4	McDaniel at Lafayette	Two-way stop	HCM 6th Edition	SEB Left	0.005	15.1	C

Existing AM Peak Hour Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	McDaniel at 19th St	All-way stop	HCM 6th Edition	SB Thru	0.275	9.0	A
2	McDaniel at 18th St	Two-way stop	HCM 6th Edition	EB Thru	0.026	11.5	B
3	McDaniel at 17th St	Two-way stop	HCM 6th Edition	EB Left	0.018	10.6	B
4	McDaniel at Lafayette	Two-way stop	HCM 6th Edition	SEB Left	0.005	15.2	C
5	McDaniel at Site Access	Two-way stop	HCM 6th Edition	EB Left	0.006	10.6	B

2018 AM Peak Hour Summary with McDaniel St Apts

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	McDaniel at 19th St	All-way stop	HCM 6th Edition	NB Thru	0.240	8.9	A
2	McDaniel at 18th St	Two-way stop	HCM 6th Edition	WB Thru	0.025	11.8	B
3	McDaniel at 17th St	Two-way stop	HCM 6th Edition	EB Left	0.016	10.9	B
4	McDaniel at Lafayette	Two-way stop	HCM 6th Edition	SEB Left	0.007	22.2	C

Existing PM Peak Hour Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	McDaniel at 19th St	All-way stop	HCM 6th Edition	NB Thru	0.243	8.9	A
2	McDaniel at 18th St	Two-way stop	HCM 6th Edition	WB Thru	0.025	11.8	B
3	McDaniel at 17th St	Two-way stop	HCM 6th Edition	EB Left	0.016	10.9	B
4	McDaniel at Lafayette	Two-way stop	HCM 6th Edition	SEB Left	0.008	22.5	C
5	McDaniel at Site Access	Two-way stop	HCM 6th Edition	EB Left	0.003	10.7	B

2018 PM Peak Hour Summary with McDaniel St Apts

The traffic impact analysis was also accompanied by a Transportation Planning Rule memo (dated June 22, 2018) that provided an analysis and comparison of uses allowed in both the existing industrial zone and the proposed multiple-family residential zone. Using some assumptions as to the developable area of the site for different types of industrial uses, the analysis determined that the proposed development of the site with 24 apartment units would result in less trips than another use (small office building) that would be permitted under the site's current zoning.

One issue with the traffic impact analysis was that it did not account for the maximum allowable density of the subject site if the highest density zoning district was approved for the subject site. Based on the size of the site at 43,557 square feet and assuming that the highest density residential zone (R-4) was approved, the maximum allowable density would be 29 multifamily dwelling units (based on the lot size requirement of 1,500 square feet per dwelling unit). The traffic impact analysis did not account for this maximum allowable density, as it assumed only the 24 dwelling units that the applicant anticipates constructing on the site. Because the traffic impact analysis does not provide an analysis of the impacts

of the maximum level of development of the subject site if the zone change to R-4 (Multiple-Family Residential) was approved, any subsequent zone change will include a condition of approval that places a trip cap on the eventual development of the site allowing only the level of development that would generate the trips analyzed in the traffic impact analysis.

CD:sjs



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

503-434-7311
www.mcminnvilleoregon.gov

**DECISION, CONDITIONS OF APPROVAL, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS
FOR THE APPROVAL OF A ZONE CHANGE FROM M-1 (LIGHT INDUSTRIAL) TO R-4 (MULTIPLE-
FAMILY RESIDENTIAL) AT 1601 NE MCDANIEL LANE**

DOCKET: ZC 1-18 (Zone Change)

REQUEST: Approval to change the zoning classification of a property from M-1 (Light Industrial) to R-4 (Multiple-Family Residential) to allow for the development of residential uses permitted in the R-4 zone on the subject site.

LOCATION: The subject site is located at 1601 NE McDaniel Lane, and more specifically described as Tax Lot 7100, Section 16DB, T. 4 S., R. 4 W., W.M.

ZONING: The subject site's current zoning is M-1 (Light Industrial).

APPLICANT: Daniel Danicic

STAFF: Chuck Darnell, Senior Planner

DATE DEEMED COMPLETE: June 5, 2018

HEARINGS BODY: McMinnville Planning Commission

DATE & TIME: July 19, 2018 and August 16, 2018. Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.

DECISION-MAKING BODY: McMinnville City Council

DATE & TIME: September 11, 2018. Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.

APPEAL: An action or ruling of the City Council may be appealed to the Land Use Board of Appeals (LUBA) within 21 (twenty-one) days of the date written notice of the decision is mailed.

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

DECISION

Based on the findings and conclusions, the Planning Commission recommends **APPROVAL** of the Zone Change (ZC 1-18) to the McMinnville City Council, **subject to the conditions of approval provided in this document.**

DECISION: APPROVAL WITH CONDITIONS

City Council: _____
Scott Hill, Mayor of McMinnville

Date: _____

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

Date: _____

Planning Department: _____
Heather Richards, Planning Director

Date: _____

APPLICATION SUMMARY:

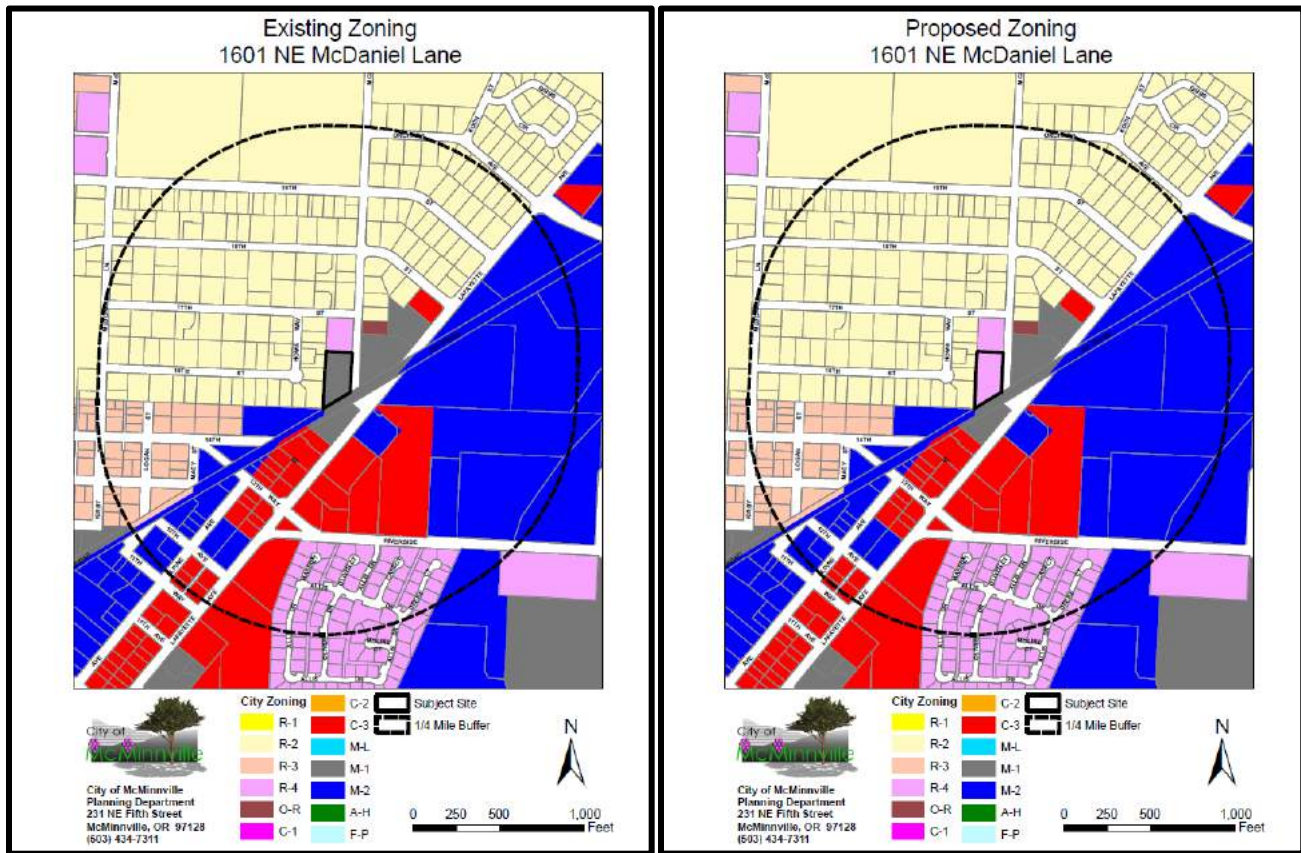
The application is a request to change the zoning classification of the property at 1601 NE McDaniel Lane from M-1 (Light Industrial) to R-4 (Multiple-Family Residential) to allow for the development of residential uses permitted in the R-4 zone on the subject site.

The subject site is currently used industrially as a concrete contractor's shop and storage yard. The site is developed with one building on the southern portion of the site, and the remaining northern portion of the site is open gravel area used as parking and equipment and material storage. The site is bounded on the east by NE McDaniel Lane and on the south by the Southern Pacific Railroad corridor. To the east across NE McDaniel Lane is a vacant industrially zoned property, and to the south across the railroad corridor is another industrial property that is in the process of being redeveloped into a marijuana processing and production facility. The property to the north is zoned R-4 (Multiple-Family Residential) and the existing use is a single story apartment complex. The property to the west is zoned R-2 (Single Family Residential), with existing single family homes immediately adjacent to the subject site in the Montrose Subdivision.

The subject site is identified below:



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



CONDITIONS OF APPROVAL:

The following conditions of approval shall be required:

ZC 1-18 is **approved** subject to the following conditions:

1. That the rezoning be contingent on the Comprehensive Plan Map amendment request (CPA 1-18) being approved by the McMinnville City Council.
2. That a dedicated 10 foot landscaped area be provided along the entire west property line. The landscaped area shall include sight-obscuring fencing along the property line and dense evergreen trees and shrubs within the 10 foot landscaped area to provide adequate buffering between the adjacent single family uses and the multiple-family site. No improvements shall encroach on the dedicated landscaped area. The exact species and type of fencing shall be approved by the Landscape Review Committee during the review of the landscape plan for any future development of the site.
3. That a dedicated 20 foot landscaped area be provided along the entire south property line. The landscaped area shall include sight-obscuring fencing along the property line and dense evergreen trees and shrubs within the 20 foot landscaped area to provide adequate buffering between the multiple-family residential uses and the adjacent railroad corridor. No improvements shall encroach on the dedicated landscaped area, with the exception of a trash enclosure. The exact species and type of fencing shall be approved by the Landscape Review Committee during the review of the landscape plan for any future development of the site.

4. Yard setbacks shall be increased one foot for each foot of building height over thirty-five feet.
5. If the site is developed as multi-family residential, an additional area equivalent to 7 percent of the gross area of the site (or 3,048 square feet) shall be reserved for usable open space for residents of the multiple-family development site. The usable open space area shall be in addition to the required landscape areas along the west and south property lines. The usable open space area shall also be a contiguous area with each dimension being at least 15 feet in length, shall be located outside of the front yard setback area, and may be counted towards the minimum 25 percent of the site area that must be landscaped.
6. That, based on the analysis provided in the submitted Traffic Impact Analysis (TIA) (June 25, 2018) and the Transportation Planning Rule memo (June 22, 2018) prepared for the applicant by Associated Transportation Engineering & Planning, Inc., the residential density allowed on this subject site shall be limited to a use that generates a maximum total of 176 trips per day (ADT) as referenced in the Transportation Planning Rule memo (June 22, 2018) unless a subsequent TIA is submitted by the applicant and the conclusions of which are found to be acceptable to the City.

ATTACHMENTS:

1. ZC 1-18 Application and Attachments (on file with the Planning Department)
2. Public Testimony – Jody & Tricia Fisher via email on July 17, 2018 (on file with the Planning Department)

COMMENTS:

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

- McMinnville Engineering Department

We have reviewed proposed CPA 1-18 / ZC 1-18, and note the following:

- The submitted information from the applicant's traffic engineer indicate that the proposed zone change will not significantly impact the transportation system; and
- The adopted Wastewater Conveyance System Master Plan anticipated an industrial flow contribution of 12 dwelling unit equivalents (EDU's) from this site. The 12 additional units (24 units total) under the proposed zone change will not significantly impact the City's wastewater system.

Additional Testimony

Notice of this request was mailed to property owners located within 300 feet of the subject site. Notice of the public hearing was also provided in the News Register on Tuesday, August 7, 2018. As of the date of the Planning Commission continued public hearing on August 16, 2018, one item of public testimony had been received by the Planning Department. That testimony was provided by Jody and Tricia Fisher at 1508 NE 16th Street, and was in opposition to the requests based on the potential height of the apartment buildings, the loss of privacy, and more traffic and noise from the development.

FINDINGS OF FACT

- A. Daniel Danicic requested a change in the zoning classification of a property from M-1 (Light Industrial) to R-4 (Multiple-Family Residential) to allow for the development of residential uses permitted in the R-4 zone on the subject site. The subject site is located at 1601 NE McDaniel Lane and is more specifically described as Tax Lot 7100, Section 16DB, T. 4 S., R. 4 W., W.M.
- B. The site is currently designated as Industrial on the McMinnville Comprehensive Plan Map, 1980. The site is currently zoned M-1 (Light Industrial) on the McMinnville Zoning Map.
- C. Sanitary sewer and municipal water and power can adequately serve the site. The municipal water reclamation facility has sufficient capacity to accommodate expected waste flows resulting from development of the property.
- D. This matter was referred to the following public agencies for comment: McMinnville Fire Department, Police Department, Parks and Recreation Department, Engineering and Building Departments, City Manager, and City Attorney, McMinnville School District No. 40, McMinnville Water and Light, Yamhill County Public Works, Yamhill County Planning Department, Recology Western Oregon, Frontier Communications, Comcast, Northwest Natural Gas. No comments in opposition were provided to the Planning Department.
- E. Notice of the application was provided by the City of McMinnville to property owners within 300 feet of the subject site, as required by the process described in Section 17.72.120 (Applications–Public Hearings) of the McMinnville Zoning Ordinance. Notice of the public hearing was also provided in the News Register on Tuesday, August 7, 2018. One item of public testimony was provided to the Planning Department, which is referenced in this document and on file with the Planning Department.
- F. The applicant has submitted findings (Attachment 1) in support of this application. Those findings are herein incorporated.

CONCLUSIONARY FINDINGS:

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

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

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

Finding: Goal V 1 and Policies 58.00 and 59.00 are met by this proposal in that the amendment of the Comprehensive Plan Map designation of the subject site will allow for more opportunity for a variety of housing types, and for more opportunities for multiple-family housing development.

The most recently acknowledged Economic Opportunities Analysis for the City of McMinnville, which was finalized in November 2013, identified a surplus of industrial land within the McMinnville Urban

Growth Boundary. The surplus was identified at an amount of 235.9 acres, as shown in Figure 26 from the Economic Opportunities Analysis below:

Figure 26. Comparison of Land Demand to Supply (2013-33)				
Acres by Plan Designation				
	Commercial	Industrial	Total	Comments
Vacant Land Demand				Based on 2013-33 jobs forecast
Commercial	164.6	-	164.6	Commercial retail & service need
Industrial	-	145.1	145.1	Manufacturing & related sectors
Institutional	2.2	8.0	10.2	62% of need w/per job method
Totals	166.8	153.2	319.9	Employment land demand
Available Land Supply				Fully & partially vacant sites
2013 BLI Update	130.9	389.1	520.0	Revised per BLI update 7/13
Surplus/(Deficit)	(35.8)	235.9	200.1	As of 2033 forecast year
Notes:	All acreage figures are rounded to nearest 1/10 th of an acre.			
Source:	E. D. Hovee & Company, LLC.			

Additionally, the applicant refers to the most recently acknowledged Residential Buildable Lands Inventory, which was prepared in 2001, that identified a need for additional land for housing uses. That inventory, which was titled the McMinnville Buildable Land Needs Analysis and Growth Management Plan, identified a deficit of over 1,000 acres of land for housing in Table B-11 of Appendix B. More specifically, the analysis identified a need of 162 acres of R-4 (higher density) zoned land. The planning horizon in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan was 2020, and since the time of that analysis, approximately 56.2 acres of land have been rezoned to R-4 (Multiple-Family Residential). The zone change, along with the accompanying Comprehensive Plan Map amendment, would result in a reduction of the residential land deficit to 104.8 acres without significantly impacting the industrial land surplus.

The applicant has argued that the Comprehensive Plan Map amendment is justified, given that the slight reduction in industrial land will not impact the surplus of industrial land identified in the 2013 Economic Opportunities Analysis and the additional residential land will result in a reduction in the deficit of residential land identified in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan. Therefore, the Comprehensive Plan goals and policies related to the provision of opportunities for the development of a variety of housing types and densities (Policy 58.00) and opportunities for multiple-family developments to encourage lower-cost housing (Policy 59.00) would be satisfied by the proposed Comprehensive Plan Map amendment.

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

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

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

Policy 71.05 The City of McMinnville shall encourage annexations and rezoning which are consistent with the policies of the Comprehensive Plan so as to achieve a continuous five-year supply of buildable land planned and zoned for all needed housing types.

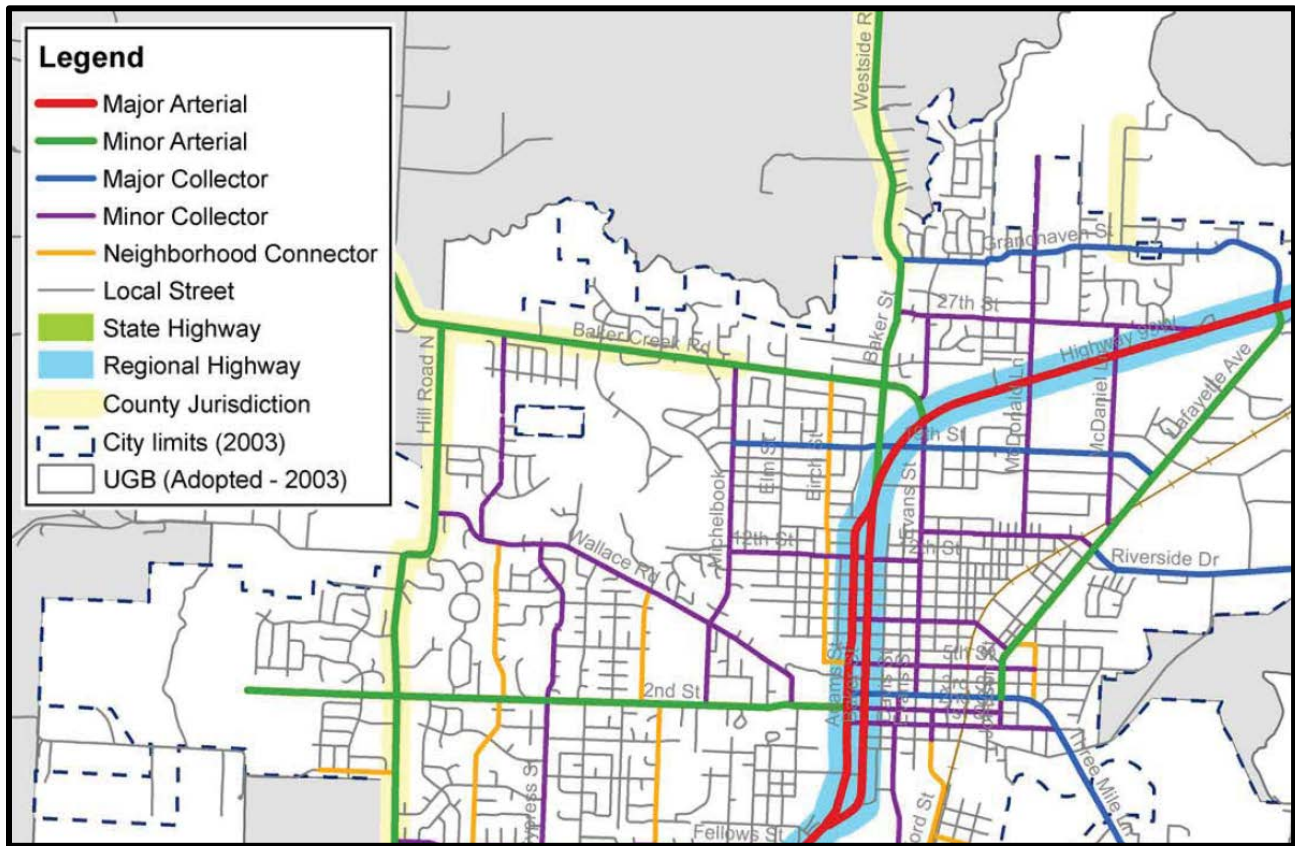
Finding: Goal V 2 and Policies 68.00, 71.00, and 71.05 are met by this proposal in that the amendment of the Comprehensive Plan Map designation of the subject site to residential will allow for residential development in an area of the city that is already developed and has urban level services available to serve the site. As noted in the finding for Goal V 1 and Policies 58.00 and 59.00 above, the proposed Comprehensive Plan Map amendment is justified, given that the slight reduction in industrial land will not impact the surplus of industrial land identified in the 2013 Economic Opportunities Analysis and the additional residential land will result in a reduction in the deficit of residential land identified in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan.

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

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

Finding: Policy 71.09 is satisfied by this proposal. The site is not committed to low density development, as it is currently designated and zoned for industrial use. There are not any major development limitations with the subject site, and the Engineering Department has not identified any issues with providing services and infrastructure to the subject site to support higher density residential development.

The site is accessed from McDaniel Lane, which is classified as a minor collector street in the City of McMinnville Transportation System Plan. The street functional classification system can be seen below:



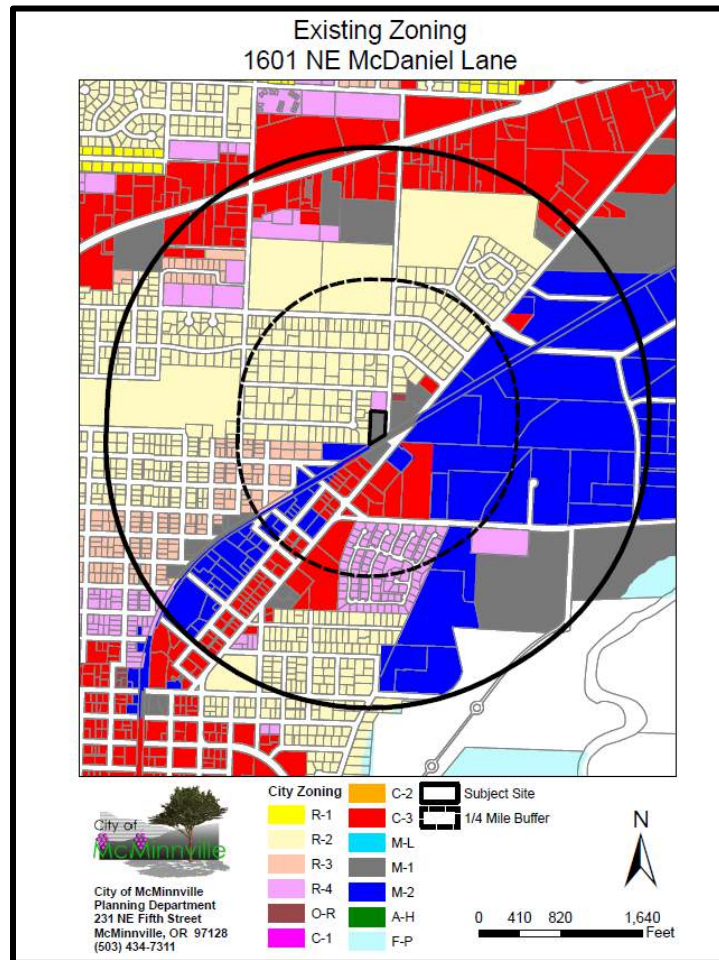
The site is also located in close proximity to existing public transportation. Routes 33 and 44 run on Lafayette Avenue, with identified stops on the route schedules at both Riverside Drive and Orchard Avenue. The intersection of Lafayette Avenue and Riverside Drive is located well within one-quarter mile of the subject site, and the intersection of Lafayette Avenue and Orchard Avenue is just slightly over one-quarter mile of the subject site. While Routes 33 and 44 are both commuter-type routes that run from McMinnville to Hillsboro and Tigar, the routes do run in both directions throughout the day. This would allow a transit rider to board the westbound bus and connect to other local, hourly-service routes at the McMinnville Transit Center. Routes 33 and 44 do not provide consistent hourly service throughout the day, but have more frequent service in the morning and evening hours and periodic service (between one and two and a half hours) mid-day.

A view of the McMinnville transit map, which identifies Routes 33 and 44 on Lafayette Avenue, is provided below:

Yamhill County Transit Area - McMinnville Service Map



A map showing buffers of the subject site at both one-quarter and one-half miles is also provided below. The intersection of Riverside Drive is within the one-quarter mile buffer of the subject site.



The final factor to be considered in the designation of an area for medium density residential use is that the site can be buffered from low density residential areas in order to maximize the privacy of established low density residential areas. The areas immediately adjacent to the subject site to the west are established low density, single family residential areas. Based on the orientation of the subject site and its access onto McDaniel Lane, the front yard of the site would be along the east property line. This would result in the west property line being treated as the rear yard. The rear yard setback in the R-4 zone is 20 feet. While this will provide space between the adjacent single family uses and the multiple-family residential uses that would be allowed on the site, there still could be adverse impacts of multiple-family development on the adjacent single family uses. One of those impacts could be additional vehicular traffic, noise, and headlight glare, as drive aisles and parking spaces do not require any specific setback in the R-4 zone.

To mitigate this, and to meet the Comprehensive Plan policy that requires buffering from low density residential areas, a condition of approval is included to require a dedicated 10 foot landscaped area along the entire west property line. The landscaped area shall include sight-obscuring fencing along the property line and dense evergreen trees and shrubs within the 10 foot landscaped area to provide adequate buffering between the adjacent single family uses and the multiple-family development site. The exact species and type of fencing shall be approved by the Landscape Review Committee during the review of the landscape plan for any future development of the site.

In addition, a condition of approval is included to increase required setbacks if the maximum building height normally allowed in lower density residential zones is exceeded to better buffer the multiple-family development site from the adjacent low density residential areas. Currently the R-4 (Multiple Family Residential) zone states all yards shall be increased over the requirements of the R-4 section by one (1) foot for each two (2) feet of building height over 35 (thirty-five) feet (Section 17.21.040). Since the subject site is adjacent to existing single family residential development, it is recommended that the language for increasing the yard setbacks relative to building height over 35 (thirty-five) feet be increased to one (1) foot for each one (1) foot of building height over 35 (thirty-five) feet (which is the maximum building height in the adjacent R-2 zone).

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

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

Finding: Policy 71.13 is satisfied by this proposal in that, as discussed in more detail in the finding for Policy 71.09 above, the subject site is not committed to low or medium density development, does not have development limitations, and has no issues with the provision of utilities and services to serve higher density residential development. The condition of approval noted above related to the landscaped buffer area along the entire west property line would provide for the buffering from low density residential areas required of high density residential development areas.

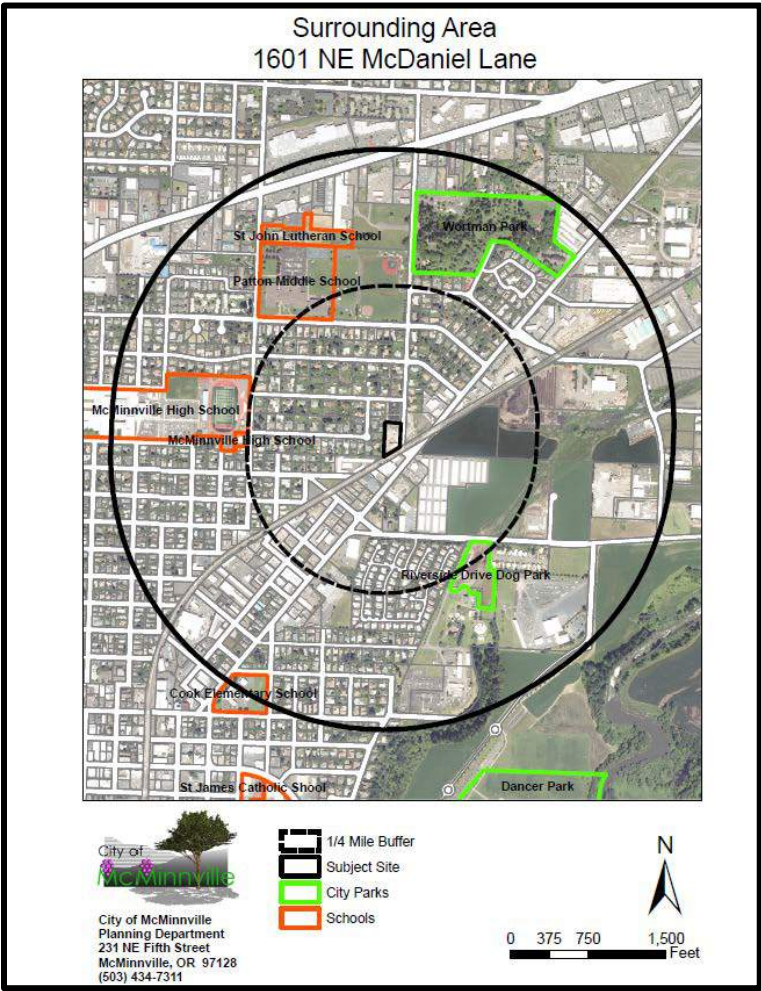
The site does not have direct access to a major collector or arterial street. As shown in the Transportation System Plan street functional classification system map above, McDaniel Lane is classified only as a minor collector. However, the applicant has argued that the site is in close proximity to Lafayette Avenue, which is designated as a minor arterial on the street functional classification system map. The applicant has also submitted a traffic impact analysis that shows that the zone change and subsequent construction of a multiple-family development on the subject site would not have any significant or adverse impacts on the surrounding street system. Comprehensive Plan Policy 91.00 provide some additional flexibility in the type of street that a multiple-family residential development should be accessed from. Specifically, Policy 91.00 states that "Multiple-family housing developments shall be required to access off of arterials or collectors or streets determined by the City to have sufficient carrying capacities to accommodate the proposed development." Given the findings of the traffic impact analysis, it is found that the site has appropriate access for higher density development.

Also as discussed in more detail above, existing transit service is located in close proximity to the site. Routes along Lafayette Avenue include stops within one-quarter mile of the subject site. However, the high density factors require that the area designated for high density development be located within a one-half mile corridor centered on transit routes. The site is clearly within a one-half mile corridor of the existing transit routes on Lafayette Avenue, but with this expanded allowance, the site is also within a one-half mile corridor of the existing, higher frequency transit route on Highway 99W (Route 3 which runs hourly).

The subject site is located within one-quarter mile of commercially zoned property. The McMinnville Municipal Code does not have any definition of neighborhood or general commercial shopping centers, so the commercial designation of property is used in analyzing this Comprehensive Plan policy and high density locational factor. The commercially zoned property within one-quarter mile of the subject site is zoned to allow general retail, service, and shopping type uses.

The subject site is not located adjacent to private or public open space. There is only one public park within one-quarter mile of the subject site, but that is the Riverside Drive Dog Park and is designed specifically for a subset of the population that would be seeking recreational space for their pets. The next closest public open space would be Wortman Park, which is located slightly over one-quarter mile from the subject site. There is some school property within one-quarter mile of the site, but this is private property and is not necessarily readily available for use by the general public. The factor for high density residential development calls for open space to be adjacent to the site, not within a certain distance. While there are some opportunities for access to open space within one-half mile of the subject site, there is not any usable open space adjacent to the site. Therefore, a condition of approval is included to require that, if the site is developed with multiple-family residential uses, an area equivalent to 7 percent of the gross size of the site shall be reserved for usable open space for residents of the multiple-family development site. The condition of approval requires that the usable open space area be in addition to the required landscape areas along the west and south property lines. The condition of approval also states that the usable open space area shall be a contiguous area with each dimension being at least 15 feet in length, shall be located outside of the front yard setback area, and may be counted towards the minimum 25 percent of the site area that must be landscaped.

For reference, a map showing the locations of amenities surrounding the subject site is provided below:



Policy 84.00 Multiple-family, low-cost housing (subsidized) shall be dispersed throughout the community by appropriate zoning to avoid inundating any one area with a concentration of this type of housing.

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

Finding: Policy 84.00 and Policy 86.00 is satisfied by this proposal in that the proposed zone change will allow for multiple-family housing in an area of the city that is not predominately high density residential housing. This disperses the density of the city throughout the community, but still does not result in an inundation of high density housing in the area of the subject site. The only other high density residential area in proximity to the subject site is located immediately to the north. The other areas in proximity to the subject site are zoned for lower density residential uses, and the potential impacts of the proposed zone change and allowance for higher density residential uses on the subject site will be mitigated through the conditions of approval described in more detail above.

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

Finding: Policy 89.00 is met by this proposal in that landscaping will be required for any future proposed multiple-family housing development at the time of development.

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

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

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

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

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

Finding: Policies 90.00, 92.00, 92.01 and 92.02 are satisfied by this proposal in that the subject site is within one-quarter mile of areas zoned for commercial uses, is within one-half mile of existing public transit routes, and is accessed off of a roadway with sufficient traffic carrying capacities to accommodate the proposed development. The applicant has submitted a traffic impact analysis that shows that the zone change and subsequent construction of a multiple-family development on the subject site would not have any significant or adverse impacts on the surrounding street system. Given the findings of the traffic impact analysis, it can be found that the site has appropriate access for higher density development. Findings for these additional locational requirements are also provided in the findings for Policy 71.09 and 71.13 above.

The subject site is located immediately adjacent to an active railroad corridor, which bounds the subject site on the south. As railroad lines are listed as a specific “incompatible use” in the Comprehensive Plan policy, the use of the subject site for higher density housing must include design factors that buffer the development from the “incompatible” railroad corridor. Therefore, a condition of approval is included to require a dedicated 20 foot landscaped area along the entire south property line. The landscaped area shall include sight-obscuring fencing along the property line and dense evergreen trees and shrubs within the 20 foot landscaped area to provide adequate buffering between the multiple-family residential uses and the adjacent railroad corridor. The exact species and type of fencing shall be approved by the Landscape Review Committee during the review of the landscape plan for any future development of the site.

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

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

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

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

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

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

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

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

- 3. Major, Minor collectors.*
 - a. Designs should minimize impacts on existing neighborhoods.*
 - b. Sufficient street rights-of-way should be obtained prior to development of adjacent lands.*
 - c. On-street parking should be limited wherever necessary.*
 - d. Landscaping should be required along public rights-of-way.*

Finding: Goal VI 1 and Policies 117.00, 119.00, 120.00 and 122.00 are satisfied by this proposal in that the subject site is currently adjacent to the McDaniel Lane public right-of-way and street. McDaniel Lane is identified in the Transportation System Plan as a minor collector street, so there are no issues with limiting access onto an arterial street. The applicant provided a traffic impact analysis that analyzed the change in trips and the impacts of a denser form of residential development that could be allowed under an eventual residential zoning designation, and found that there were no significant impacts to the functionality of the surrounding street network. Any right-of-way improvements required for the subject site will be required at the time of development.

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

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

Finding: Policies 126.00 and 127.00 are satisfied by this proposal in that off-street parking will be required based on the type of residential development proposed and allowed under the eventual residential zoning of the subject site.

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

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

Finding: Policies 130.00 and 132.15 are satisfied by this proposal in that, if it is determined that the existing public sidewalks are not sufficient at the time of development, they will be required to be upgraded to Public Right-of-Way Accessibility Guidelines (PROWAG) as a condition of building permit approval, which will enhance pedestrian connections between the site and the surrounding area.

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

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

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

- 5. Sufficient municipal treatment capacities exist to handle maximum flows of effluents.*
- 6. Sufficient trunk and main line capacities remain to serve undeveloped land within the projected service areas of those lines.*
- 7. Public water service is extended or planned for extension to service the area at the proposed development densities by such time that sanitary sewer services are to be utilized*
- 8. Extensions will implement applicable goals and policies of the comprehensive plan.*

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

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

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

Policy 145.00 The City of McMinnville, recognizing McMinnville Water and Light as the agency responsible for water system services, shall extend water services within the framework outlined below:

- 5. Facilities are placed in locations and in such manner as to insure compatibility with surrounding land uses.*
- 6. Extensions promote the development patterns and phasing envisioned in the McMinnville Comprehensive Plan.*
- 7. For urban level developments within McMinnville, sanitary sewers are extended or planned for extension at the proposed development densities by such time as the water services are to be utilized;*
- 8. Applicable policies for extending water services, as developed by the City Water and Light Commission, are adhered to.*

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

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

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

Finding: Goal VII 1 and Policies 136.00, 139.00, 142.00, 143.00, 144.00, 145.00, 147.00 and 151.00 are satisfied by the request as, based on comments received, adequate levels of sanitary sewer collection, storm sewer and drainage facilities, municipal water distribution systems and supply, and energy distribution facilities, either presently serve or can be made available to serve the site.

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

Policy 153.00 The City of McMinnville shall continue coordination between the planning and fire departments in evaluating major land use decisions.

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

Finding: Policies 153.00 and 155.00 are satisfied in that emergency services departments have reviewed this request and no concerns were raised.

GOAL VII 3: TO PROVIDE PARKS AND RECREATION FACILITIES, OPEN SPACES, AND SCENIC AREAS FOR THE USE AND ENJOIMENT OF ALL CITIZENS OF THE COMMUNITY.

Policy 163.00 The City of McMinnville shall continue to require land, or money in lieu of land, from new residential developments for the acquisition and/or development of parklands, natural areas, and open spaces.

Finding: Goal VII 3 and Policy 163.00 are satisfied in that park fees shall be paid for each housing unit at the time of building permit application as required by McMinnville Ordinance 4282, as amended.

GOAL VIII 1: TO PROVIDE ADEQUATE ENERGY SUPPLIES, AND THE SYSTEMS NECESSARY TO DISTRIBUTE THAT ENERGY, TO SERVICE THE COMMUNITY AS IT EXPANDS.

Policy 173.00 The City of McMinnville shall coordinate with McMinnville Water and Light and the various private suppliers of energy in this area in making future land use decisions.

Policy 177.00 The City of McMinnville shall coordinate with natural gas utilities for the extension of transmission lines and the supplying of this energy resource.

Finding: Goal VIII 1 and Policies 173.00 and 177.00 are satisfied in that McMinnville Water and Light and Northwest Natural Gas were provided opportunity to review and comment regarding this proposal and no concerns were raised. A building permit pre-application meeting was held, and McMinnville Water and Light did not have any concerns with providing adequate services to this site to support the residential development density that could be allowed by the future residential zoning of the subject site.

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

Finding: Policy 178.00 is satisfied in that the applicant is proposing to amend the current zoning designations of this site to R-4 to allow for a multiple family housing product, thereby achieving a more compact form of urban development and energy conservation than would have otherwise been achieved.

GOAL X1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNIVILLE.

Policy 188.00 The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on

planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.

Finding: Goal X1 and Policy 188.00 are satisfied in that McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the holding of advertised public hearing(s). 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:

17.21.010 Permitted uses. In an R-4 zone, the following uses and their accessory uses are permitted:

- A. Single-family dwelling;
- B. Two-family dwelling;
- C. Multiple-family dwelling; [...]

Finding: Section 17.21.010 is satisfied by the proposal in that the applicant has stated that they intend to construct multiple-family dwellings on the subject site in apartment buildings. The applicant had submitted a conceptual site plan that identified the development of 24 dwelling units in two separate apartment buildings, but that conceptual plan was requested to not be binding on the site. That intended use would be permitted in the R-4 zone.

17.74.020 Comprehensive Plan Map Amendment and Zone Change - Review Criteria. An amendment to the official zoning map may be authorized, provided that the proposal satisfies all relevant requirements of this ordinance, and also provided that the applicant demonstrates the following:

- D. The proposed amendment is consistent with the goals and policies of the comprehensive plan;
- E. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment;
- F. Utilities and services can be efficiently provided to service the proposed uses or other potential uses in the proposed zoning district.

When the proposed amendment concerns needed housing (as defined in the McMinnville Comprehensive Plan and state statutes), criterion "B" shall not apply to the rezoning of land designated for residential use on the plan map.

In addition, the housing policies of the McMinnville Comprehensive Plan shall be given added emphasis and the other policies contained in the plan shall not be used to: (1) exclude needed housing; (2) unnecessarily decrease densities; or (3) allow special conditions to be attached which would have the effect of discouraging needed housing through unreasonable cost or delay.

Finding: Section 17.74.020 is satisfied by this proposal in that the proposed zone change is consistent with the goals and policies of the Comprehensive Plan, as described in more detail above in the specific findings for each Comprehensive Plan goal and policy.

The development pattern in the surrounding area is widely varying. Both residential and industrial uses and zones are located adjacent to the subject site. Commercially zoned lands are also present within one-quarter mile of the subject site. The properties that share direct boundaries and are immediately adjacent to the subject site, to the north and west, are all zoned residential. The properties immediately to the west are a lower density residential (R-2 – Single Family Residential), and the property

immediately to the north is higher density residential (R-4 – Multiple-Family Residential). Other adjacent properties that are zone M-1 (Light Industrial) are separated from the subject site by either public right-of-way (McDaniel Lane) or the Southern Pacific Railroad corridor.

The subject site is located on the fringe of an area that is predominately guided for commercial and industrial land uses on the Comprehensive Plan Map and zoned as a mixture of industrial and commercial. The commercial and industrial uses in this area are generally bounded on the north and west by the Southern Pacific Railroad corridor. Just to the southwest of the subject site is also the northern boundary of the Northeast Gateway Planned Development Overlay District, which is a mixed use district that allows for a variety of housing, commercial, and light industrial uses. Properties located immediately north of and adjacent to the railroad corridor, as the subject site is, vary in terms of their zoning classifications. North of the railroad corridor between Hembree Street and 18th Street there are twelve properties that are zoned either M-1 (Light Industrial) or M-2 (General Industrial). There are also groups of properties on the north side of the railroad corridor that are zoned residentially. Most of these residential areas are lower density zones (R-2 – Single Family Residential), and these exist in the vicinity of both the southern terminus of Hembree Street and Logan Street. However, immediately adjacent to the subject site to the north is an existing higher density zoned (R-4 – Multiple-Family Residential) property. Given the variety of zoning classifications in the areas along the railroad corridor and the presence of R-4 (Multiple-Family Residential) zoned land immediately adjacent to the subject site, the proposed zone change to R-4 (Multiple-Family Residential) is not inconsistent with the development pattern in the surrounding area.

The proposed residential land use will also be more compatible with the other immediately adjacent residential lands than an industrial land use. The use of the subject site as a residential use will also provide additional buffering and separation between existing residential land uses to the north and west from the higher concentration of industrial and commercial land uses to the south across the Southern Pacific Railroad corridor. However, the proposed zone change would result in a higher density residential use than most of the adjacent residential properties to the west of the subject site. The conditions of approval suggested by staff above would mitigate any potential impact to surrounding land uses and result in a development more compatible with the surrounding area. The conditions of approval would also result in a multiple-family development site that is more functional for the eventual residents of site. As a summary, those conditions of approval include dense landscaped buffers along the west and south portions of the site, an increase in yard setbacks if building heights exceed the height allowed in the lower density residential zones, and the provision of usable open space within the site.

This area is well served by existing sanitary and storm sewer systems as well as other public utilities. The Engineering Department has reviewed this proposal and has offered no concerns with providing adequate services to this site to support residential development density at the subject site. The adopted Wastewater Conveyance System Master Plan anticipated an industrial flow contribution of 12 dwelling unit equivalents (EDU's) from the subject site. Based on the size of the site at 43,557 square feet and assuming that the highest density residential zone (R-4) was approved, the maximum allowable density would be 29 multifamily dwelling units (based on the lot size requirement of 1,500 square feet per dwelling unit). However, the applicant is anticipating the development of 24 dwelling units, given other site improvements that would be required for a multiple family development project. The Engineering Department has stated that the 12 additional dwelling units, for a total of 24 units, would not significantly impact the City's wastewater system.

The applicant has provided a traffic impact analysis that concluded that the surrounding street network has the capacity to accommodate the number of trips that would result from the applicant's request to amend the Comprehensive Plan Map designation and complete a zone change to allow the development of 24 dwelling units on site. The traffic analysis showed that no increase in delay would occur at three of the four intersections included in the analysis. The only increase in delay occurred at the intersection of McDaniel and Lafayette, and was only an increase of 0.1 seconds per vehicle during the AM peak hour and an increase of 0.3 seconds per vehicle during the PM peak hour. The minimal

increase in delay at that intersection and the trips introduced to the surrounding street system by the proposed development did not have any impact on the overall level of service of any intersection within the study area. The new access to the site on McDaniel was also shown to operate at a level of service of "B" in both the 2018 AM and PM peak hours.

The Engineering Department has reviewed the traffic impact analysis, and does not have any concerns with the analysis or the findings. Specific tables showing the projected intersection functionality, both currently and after the incorporation of the trips that could result from the proposed zone change, are provided below:

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	McDaniel at 19th St	All-way stop	HCM 6th Edition	SB Thru	0.274	9.0	A
2	McDaniel at 18th St	Two-way stop	HCM 6th Edition	EB Thru	0.026	11.5	B
3	McDaniel at 17th St	Two-way stop	HCM 6th Edition	EB Left	0.018	10.6	B
4	McDaniel at Lafayette	Two-way stop	HCM 6th Edition	SEB Left	0.005	15.1	C

Existing AM Peak Hour Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	McDaniel at 19th St	All-way stop	HCM 6th Edition	SB Thru	0.275	9.0	A
2	McDaniel at 18th St	Two-way stop	HCM 6th Edition	EB Thru	0.026	11.5	B
3	McDaniel at 17th St	Two-way stop	HCM 6th Edition	EB Left	0.018	10.6	B
4	McDaniel at Lafayette	Two-way stop	HCM 6th Edition	SEB Left	0.005	15.2	C
5	McDaniel at Site Access	Two-way stop	HCM 6th Edition	EB Left	0.006	10.6	B

2018 AM Peak Hour Summary with McDaniel St Apts

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	McDaniel at 19th St	All-way stop	HCM 6th Edition	NB Thru	0.240	8.9	A
2	McDaniel at 18th St	Two-way stop	HCM 6th Edition	WB Thru	0.025	11.8	B
3	McDaniel at 17th St	Two-way stop	HCM 6th Edition	EB Left	0.016	10.9	B
4	McDaniel at Lafayette	Two-way stop	HCM 6th Edition	SEB Left	0.007	22.2	C

Existing PM Peak Hour Summary

ID	Intersection Name	Control Type	Method	Worst Mvmt	V/C	Delay (s/veh)	LOS
1	McDaniel at 19th St	All-way stop	HCM 6th Edition	NB Thru	0.243	8.9	A
2	McDaniel at 18th St	Two-way stop	HCM 6th Edition	WB Thru	0.025	11.8	B
3	McDaniel at 17th St	Two-way stop	HCM 6th Edition	EB Left	0.016	10.9	B
4	McDaniel at Lafayette	Two-way stop	HCM 6th Edition	SEB Left	0.008	22.5	C
5	McDaniel at Site Access	Two-way stop	HCM 6th Edition	EB Left	0.003	10.7	B

2018 PM Peak Hour Summary with McDaniel St Apts

The traffic impact analysis was also accompanied by a Transportation Planning Rule memo (dated June 22, 2018) that provided an analysis and comparison of uses allowed in both the existing industrial zone and the proposed multiple-family residential zone. Using some assumptions as to the developable area of the site for different types of industrial uses, the analysis determined that the proposed development of the site with 24 apartment units would result in less trips than another use (small office building) that would be permitted under the site's current zoning.

One issue with the traffic impact analysis was that it did not account for the maximum allowable density of the subject site if the proposed zone change was approved. As noted in more detail above, the maximum allowable density of the subject site would be 29 multifamily dwelling units. The traffic impact analysis did not account for this maximum allowable density, as it assumed only the 24 dwelling units that the applicant anticipates constructing on the site. Because the traffic impact analysis does not provide an analysis of the impacts of the maximum level of development of the subject site if the zone change to R-4 (Multiple-Family Residential) was approved, a condition of approval is included to incorporate a trip cap on the future proposed multiple-family development. This trip cap would be based on the figures provided in the Transportation Planning Rule memo (dated June 22, 2018) that accompanied the traffic impact analysis report. That memo cited the Institute of Traffic Engineers (ITE) Trip Generation Manual and the number of trips that would be generated by each individual apartment unit. The average daily trips for an apartment unit is 7.32 trips per apartment (ITE 220). As the traffic impact analysis and the accompanying Transportation Planning Rule memo assumed the development of only 24 dwelling units on the subject site, the analysis assumed 176 average daily trips (24 times 7.32 trips) generated by the development of the subject site. Therefore, the condition of approval will limit the development of the site to a residential density that generates no more than 176 average daily trips as referenced in the Transportation Planning Rule memo (dated June 22, 2018), unless a subsequent traffic impact analysis is submitted by the applicant and found to be acceptable to the City.

CD:sjs



Planning Department
231 NE Fifth Street • McMinnville, OR 97128
(503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Office Use Only:

File No. CPA 1-18

Date Received 5-15-18

Fee 707.50

Receipt No. 18M0096

Received by SA

Comprehensive Plan Map Amendment/ Zone Change Application

Applicant Information

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

Applicant Name Daniel Danicic Phone 503-476-7102

Contact Name _____ Phone _____
(If different than above)

Address 3411 HAYES ST #122

City, State, Zip NEWBERG, OR 97132

Contact Email djdanicic@gmail.com

Property Owner Information

Property Owner Name Charles E. Parr II Phone 503-474-3137
(If different than above)

Contact Name _____ Phone _____

Address 1601 NE McDaniel Ln

City, State, Zip McMinnville, OR 97128

Contact Email finishingtouchinc1@frontier.com

Site Location and Description

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

Property Address 1601 NE McDaniel Ln

Assessor Map No. R4 416 - DB - 07100 Total Site Area 45,669 SF

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation Industrial Zoning Designation M-1

This request is for a:

☒ **Comprehensive Plan Amendment**

☐ **Zone Change**

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

SEE ATTACHED NARRATIVE

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

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

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

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

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

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

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

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

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

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


Applicant's Signature

5-4-18
Date


Property Owner's Signature

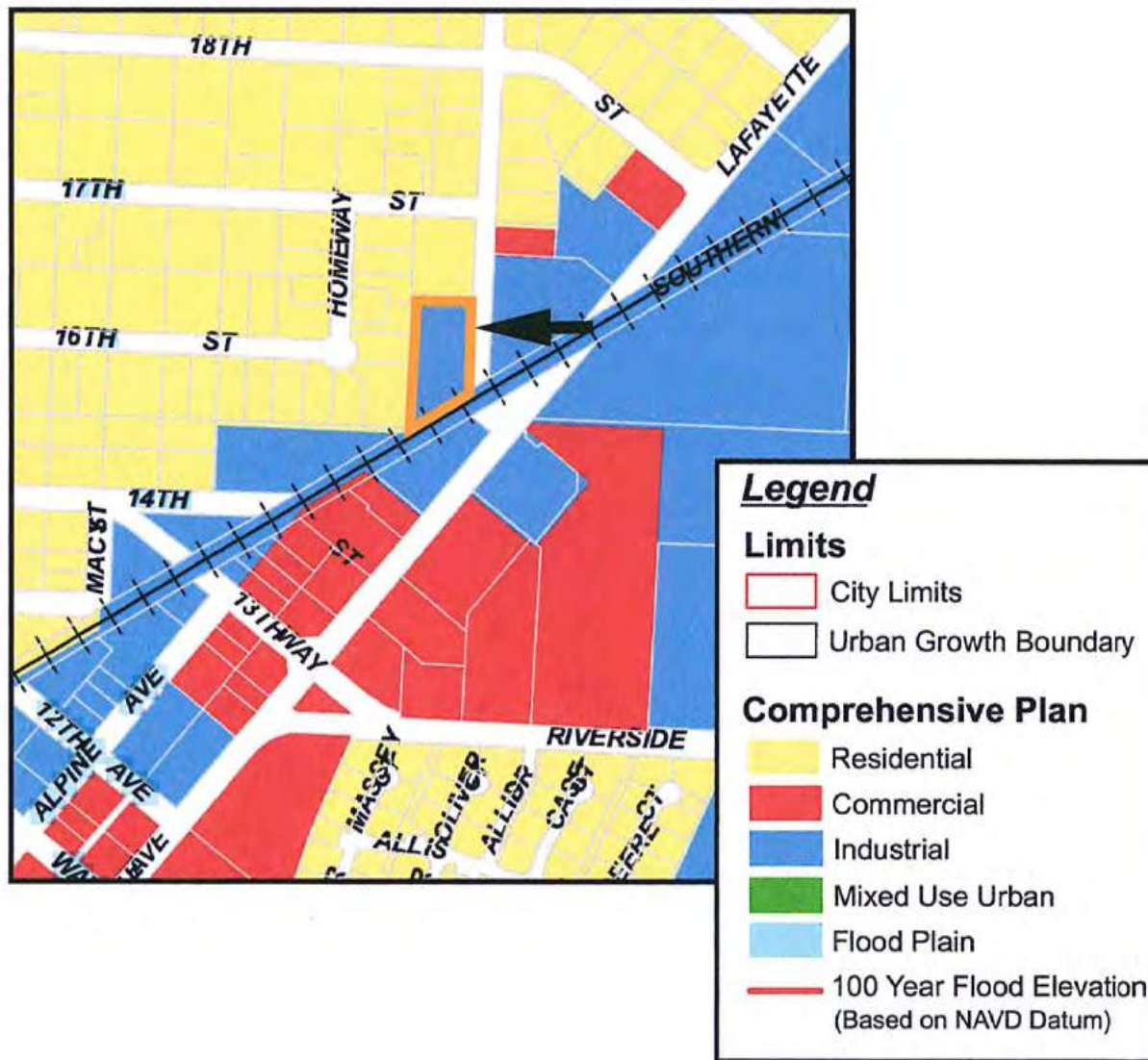
5/7/18
Date

Supporting Narrative for Comprehensive Plan Amendment Application 1601 NE McDaniel Lane, McMinnville

1. What, in detail, are you asking for? State the Reasons for the request and intended use of the property.

The applicant is seeking a Comprehensive Plan amendment from the City of McMinnville for a plan change from Industrial to Residential for the property located at 1601 NE McDaniel Lane. See comprehensive plan below.

The applicant desires this change in order to allow for the development of a multi-family apartment complex on the site.



2. Show in detail, by citing specific goals and policies, how your request confirms to applicable McMinnville Comprehensive Plan Goals and Policies (Volume 2).

The following Comprehensive Plan Goals are relevant to this requested plan amendment.

INDUSTRIAL DEVELOPMENT

GOAL IV 5: TO CONTINUE THE GROWTH AND DIVERSIFICATION OF McMINNVILLE'S INDUSTRIAL BASE THROUGH THE PROVISION OF AN ADEQUATE AMOUNT OF PROPERLY DESIGNATED LANDS.

RESPONSE: This goal is maintained as the application requests to modify 1.05 acres of land currently designated Industrial in the Comp Plan to Residential. The 2013 City of McMinnville Economic Opportunities Analysis determined that there is a surplus of 235.9 acres of Industrial zone land (Refer to Figure 23) so the reduction of 1.05 acres is not detrimental to the City economic desires.

HOUSING AND RESIDENTIAL DEVELOPMENT

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

General Housing Policies:

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

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

RESPONSE: Policies 58 and 59 are satisfied.

The 2001 McMinnville Residential Needs Analysis determined an overall need of 164 acres of R-4 - Residential through the year 2020 (Table B-11). Since 2001, approximately 56.2 acres of land have been rezoned R-4 leaving a deficit of 107.8 acres. This Comp Plan amendment will help to reduce this deficiency.

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

INNOVATIVE DEVELOPMENT TECHNIQUES TO BE EMPLOYED IN RESIDENTIAL DESIGNS. Policies:

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

RESPONSE: Policy 68 is satisfied as the site is served by existing urban services.

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

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

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

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

RESPONSE: Policies 71.09 and 71.13 are satisfied. This property, zoned Industrial, is not committed to low density residential. It will have direct access to McDaniel Lane, a minor collector classification, though it is only 200 feet from NE Lafayette Ave which is a minor arterial (refer to attached Traffic Impact Analysis demonstrating there will not be any detrimental impact to adjacent streets and intersections). The site has no topographical limitations for development and has direct access to existing public facilities. It is within a quarter-mile of

public transit on NE Lafayette Ave and public open space (Wortman Park), and can be buffered from adjacent low density neighborhood through measures such as vegetative screening and/or fencing. It is within a half-mile of neighborhood and general commercial shopping at Pacific Highway and NE McDaniel Lane intersection.

Multiple-family Development Policies:

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

89.00 Zoning standards shall require that all multiple-family housing developments provide landscaped grounds. (Ord. 4796, October 14, 2003) VOLUME II Goals and Policies Page 22

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

91.00 Multiple-family housing developments, including condominiums, boarding houses, lodging houses, rooming houses but excluding campus living quarters, shall be required to access off of arterials or collectors or streets determined by the City to have sufficient traffic carrying capacities to accommodate the proposed development. (Ord. 4573, November 8, 1994) 92.00 High-density housing developments shall be encouraged to locate along existing or potential public transit routes.

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

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

RESPONSE: Policies 86.00, 89.00, 90.00, 92.01 and 92.02 are satisfied. The location of this Muti-family project does not result in a concentration of high density development. When developed the site will have the required amount of landscaping. This site will have direct access to a collector street, McDaniel Lane (refer to attached Traffic Impact Analysis demonstrating there will not be any detrimental impact to adjacent streets and intersections). Though site is located adjacent to a railroad line, it will be developed with a landscape and/or fencing buffer. The project site is within reasonable walking distance of the Middle and High schools, public open space provided at Wortman Park, the shopping area located at the intersection of McDaniel Lane and Pacific Highway as well as public transit on NE Lafayette Ave.

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

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

RESPONSE: Policy 99.00 is satisfied. A pre-development meeting held with the City and other utilities confirmed that adequate urban services are available at the site or can be extended to provide service. McDaniel Lane currently meets city street standards. Therefore a Comp Plan amendment from Industrial to Residential can be supported by City services.

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

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

118.00 The City of McMinnville shall encourage development of roads that include the following design factors:

- 1. Minimal adverse effects on, and advantageous utilization of, natural features of the land.*
- 2. Reduction in the amount of land necessary for streets with continuance of safety, maintenance, and convenience standards.*
- 3. Emphasis placed on existing and future needs of the area to be serviced. The function of the street and expected traffic volumes are important factors.*
- 4. Consideration given to Complete Streets, in consideration of all modes of transportation (public transit, private vehicle, bike, and foot paths). (Ord.4922, February 23, 2010)*
- 5. Connectivity of local residential streets shall be encouraged. Residential cul-de-sac streets shall be discouraged where opportunities for through streets exist*

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

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

RESPONSE: Policies 117.00, 118.00, 119.00 and 120.00 are satisfied. No new public streets are needed for this Comp Plan change. The attached Traffic Impact Analysis demonstrates there will not be any detrimental impact to adjacent streets and intersections.

PARKING Policies:

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

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

RESPONSE: The proposed site can accommodate the required number of off-street parking spaces.

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

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

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

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

STORM DRAINAGE Policies:

142.00 The City of McMinnville shall insure that adequate storm water drainage is provided in urban developments through review and approval of storm drainage systems, and through

requirements for connection to the municipal storm drainage system, or to natural drainage ways, where required.

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

WATER SYSTEM Policies:

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

145.00 The City of McMinnville, recognizing McMinnville Water and Light as the agency responsible for water system services, shall extend water services within the framework outlined below:

- 1. Facilities are placed in locations and in such a manner as to insure compatibility with surrounding land uses.*
- 2. Extensions promote the development patterns and phasing envisioned in the McMinnville Comprehensive Plan.*
- 3. For urban level developments within McMinnville, sanitary sewers are extended or planned for extension at the proposed development densities by such time as the water services are to be utilized.*
- 4. Applicable policies for extending water services, as developed by the City Water and Light Commission, are adhered to*

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

WATER AND SEWER--LAND DEVELOPMENT CRITERIA Policies:

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

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

RESPONSE: Policies 136.00, 139.00, 139.00, 142.00, 143.00, 144.00, 145.00, 147.00 and 152.00 are satisfied. Adequate levels of sanitary sewer, storm sewer, water either presently serve

or can be made to serve the site to support the Comp Plan amendment from Industrial to Residential.

153.00 The City of McMinnville shall continue coordination between the planning and fire departments in evaluating major land use decisions.

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

RESPONSE: Policies 153.00 and 155.00 are satisfied. The subject property will meet requirements for any and all emergency services.

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

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

RESPONSE: Policy 188.00 is satisfied. Citizen involvement has been provided through a pre-application neighborhood meeting that was held by the applicant on April 11, 2018. Documentation of this meeting is attached to this application. The public also has access to this application and has opportunity to provide testimony and ask questions during the hearing process.

3. Is your request subject to the provisions of a planned development overlay, show, in detail, how the request confirms to the requirements of the overlay.

This site is not subject to a planned development overlay.

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

No planned development overlay is proposed.

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

This proposal to modify the Comp Plan designation from Industrial to Residential is orderly as the adjacent property to the north and west are also Residential. Industrial land to the south is buffered by the rail line. The land to the east is Industrial with a low intensity use as a gravel parking area and is separated by McDaniel Lane. It is timely as McMinnville has identified a need for additional multi-family housing.

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

Amending the Comp Plan designation from Industrial to Residential is a more compatible use directly adjacent to Residential designated lands to the north and west.

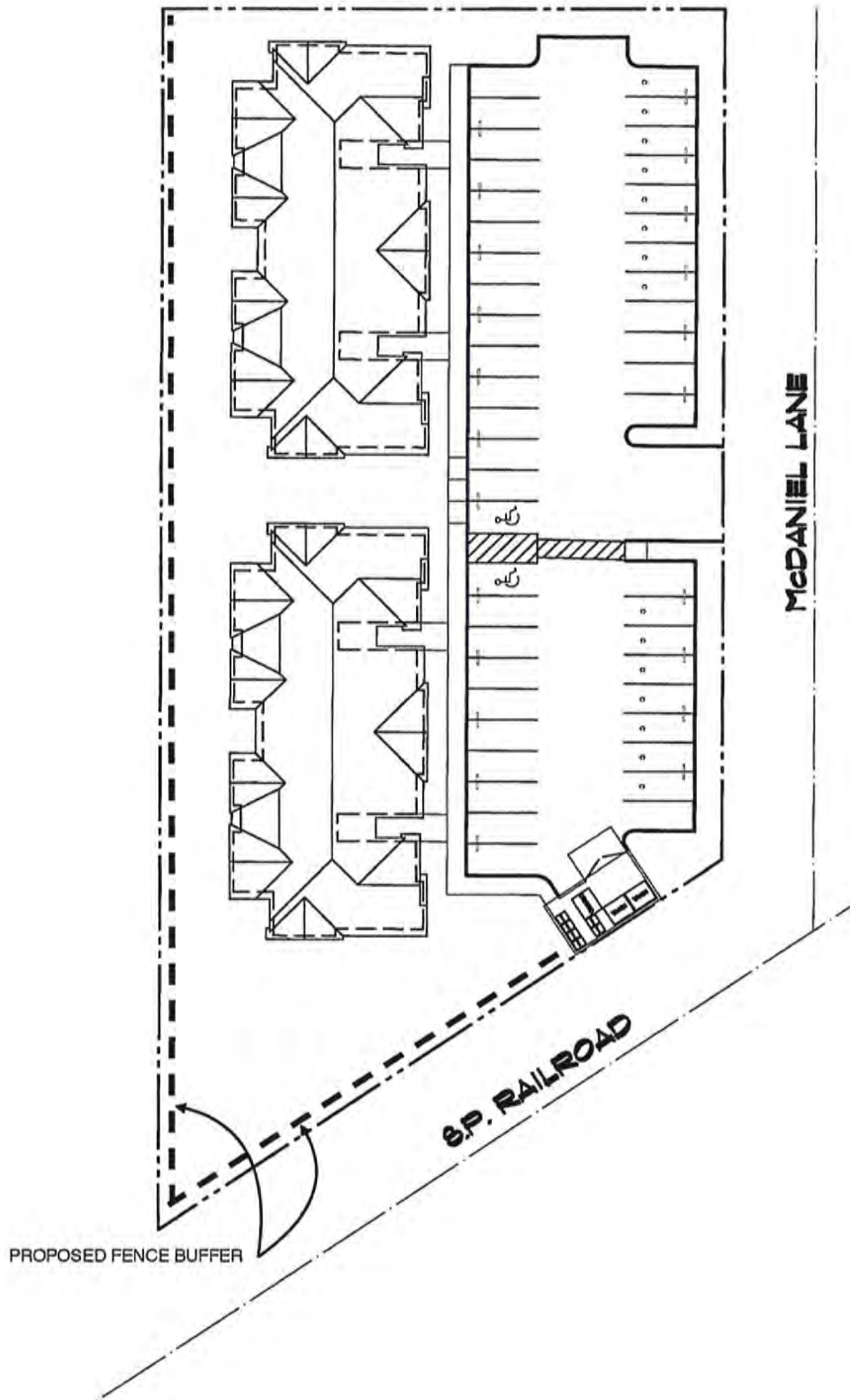
7. Describe how the site can be efficiently provided with public utilities, including water, sewer, electricity and natural gas, if needed, and that there is sufficient capacity to serve the proposed use.

At the pre-development meeting with the City, staff indicated that sanitary sewer is available at the northwest corner of the site and that storm drainage can be provided by way of an extension along NE McDaniel Lane from NE 17th Street. McMinnville Water and Light indicated that there is water capacity and electricity are available from existing facilities in or along NE McDaniel Lane. A change from Industrial to Residential can be accommodated.

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

Refer to the attached Traffic Impact Analysis prepared by A.T.E.P. Inc. dated April 5, 2018.

CONCEPT SITE PLAN



SITE PLAN

1"=30'

0 30' 60'

LOT INFORMATION

TAX LOT 1100,
SECTION 16, T. 4 S., R. 4 W.,
WILLAMETTE MERIDIAN,
CITY OF MC MINNVILLE,
YAMHILL COUNTY, OREGON

LEGAL DESCRIPTION



First American

myFirstAm® Combined Report

1601 Ne Mcdaniel Ln, Mcminnville, OR 97128

Property Address:

**1601 Ne Mcdaniel Ln
Mcminnville, OR 97128**

Combined Report

1601 Ne Mcdaniel Ln, Mcminnville, OR 97128

03/12/2018

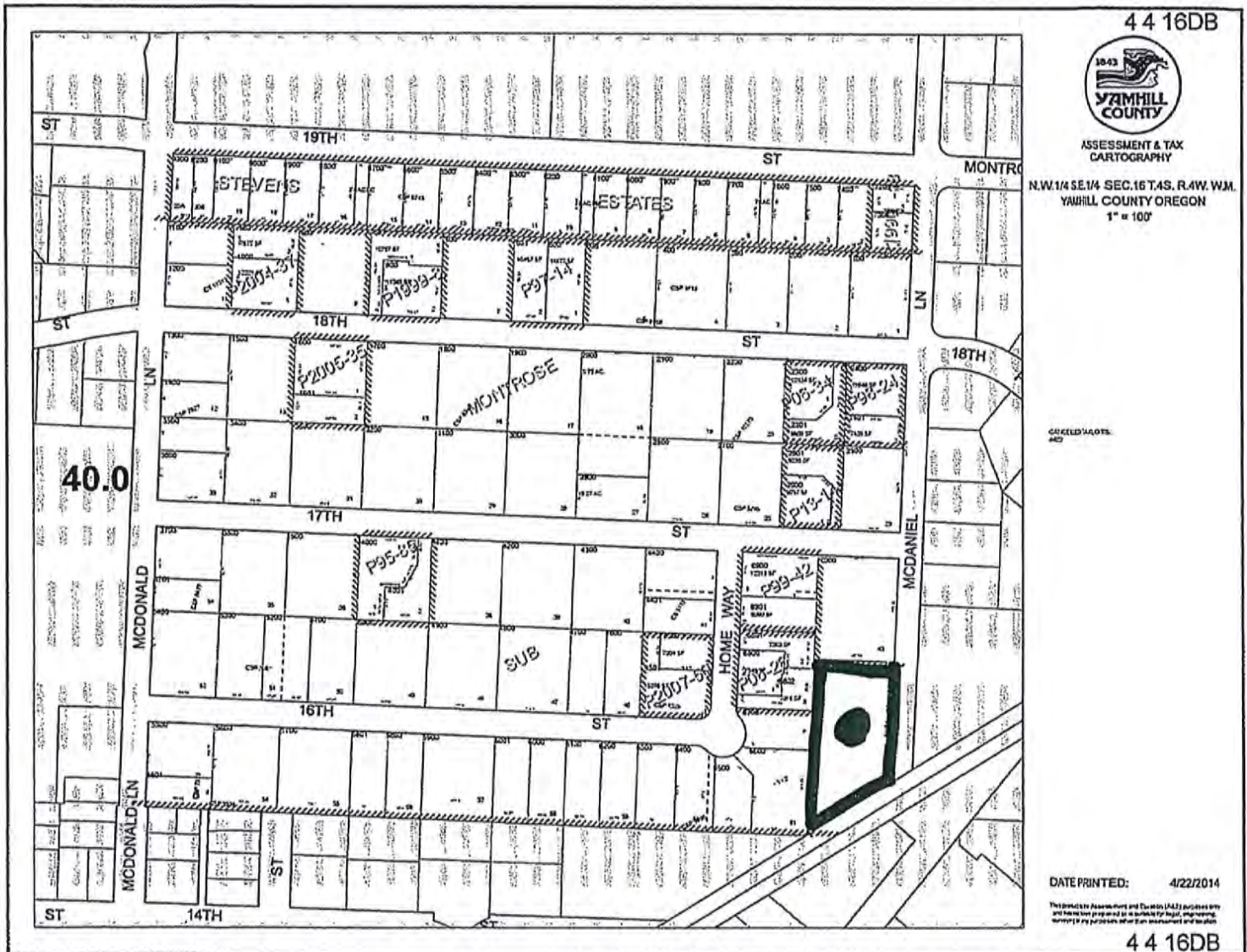
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NN

TRUST DEED

STATE OF OREGON,
County of _____ } ss.I certify that the within instrument was
received for recording on _____
at _____ o'clock _____ AM and recorded inOFFICIAL YAMHILL COUNTY RECORDS
REBEKAH STERN DOLL, COUNTY CLERK

\$36.00

00318076200900021230030035

200902129

3:52:16 PM 2/18/2009

DMR-DTDMR Cnt=1 Stn=3 SUSIE
\$15.00 \$10.00 \$11.00

Grantor's Name and Address

Beneficiary's Name and Address

After recording, return to (Name, Address, Zip):

Michael Flanigan
PO Box 768 c/o Oregon Mainline Paving
McMinnville, OR 97128

THIS TRUST DEED, made on _____, between

CHARLES E. PARR II

First American Title

Oregon Mainline Paving LLC

WITNESSETH:

Grantor irrevocably grants, bargains, sells and conveys to trustee, in trust, with power of sale, the property in
Yamhill County, Oregon, described as:

See Exhibit "A" attached.

together with all and singular the tenements, hereditaments and appurtenances and all other rights thereunto belonging or in any way
now or hereafter appertaining, and the rents, issues and profits thereof, and all fixtures now or hereafter attached to or used in con-
nection with the property.FOR THE PURPOSE OF SECURING PERFORMANCE of each agreement of grantor herein contained and payment of the sum of \$80,000Eighty thousand dollars and no/100Dollars, with interest thereon according to the terms of a promissory note of even date herewith, payable to beneficiary or order and made by grantor, the final
payment of principal and interest, if not sooner paid, to be due and payable on June 20, 2011The date of maturity of the debt secured by this instrument is the date, stated above, on which the final installment of the note becomes due and payable.
Should the grantor either agree to, attempt to, or actually sell, convey, or assign all (or any part) of the property, or all (or any part) of grantor's interest in it without
first obtaining the written consent or approval of the beneficiary, then, at the beneficiary's option, all obligations secured by this instrument, irrespective of the ma-
jority dates expressed therein, or herein, shall become immediately due and payable. The execution by grantor of an earnest money agreement** does not constitute a
sale, conveyance or assignment.

To protect the security of this trust deed, grantor agrees:

1. To protect, preserve and maintain the property in good condition and repair; not to remove or demolish any building or improvement thereon; and not to
commit or permit any waste of the property.2. To complete or restore promptly and in good and habitable condition any building or improvement which may be constructed, damaged or destroyed there-
on, and pay when due all costs incurred therefor.3. To comply with all laws, ordinances, regulations, covenants, conditions and restrictions affecting the property; if the beneficiary so requests, to join in exe-
cuting such financing statements pursuant to the Uniform Commercial Code as the beneficiary may require, and to pay for filing the same in the proper public office
or offices, as well as the cost of all lien searches made by filing officers or searching agencies as may be deemed desirable by the beneficiary.4. To provide and continuously maintain insurance on the buildings now or hereafter erected on the property against loss or damage by fire and other hu-
mans, as the beneficiary may from time to time require, in an amount not less than \$ max ins value, written by one or more
companies acceptable to the beneficiary, with loss payable to the latter. All policies of insurance shall be delivered to the beneficiary as soon as issued. If the grantor
shall fail for any reason to procure any such insurance and to deliver the policies to the beneficiary at least fifteen days prior to the expiration of any policy of insur-
ance now or hereafter placed on the buildings, the beneficiary may procure the same at grantor's expense. The amount collected under any fire or other insurance policy
may be applied by beneficiary upon any indebtedness secured hereby and in such order as beneficiary may determine, or at option of beneficiary the entire amount so
collected, or any part thereof, may be released to grantor. Such application or release shall not cure or waive any default or notice of default hereunder or invali-
date any act done pursuant to such notice.5. To keep the property free from construction liens and to pay all taxes, assessments and other charges that may be levied or assessed upon or against the
property before any part of such taxes, assessments and other charges becomes past due or delinquent and promptly deliver receipts therefor to beneficiary. Should
the grantor fail to make payment of any taxes, assessments, insurance premiums, liens or other charges payable by grantor, either by direct payment or by providing
beneficiary with funds with which to make such payment, beneficiary may, at its option, make payment thereof, and the amount so paid, with interest at the rate set
forth in the note secured hereby, together with the obligations described in paragraphs 6 and 7 of this trust deed, shall be added to and become a part of the debt
secured by this trust deed, without waiver of any rights arising from breach of any of the covenants hereof. For such payments, with interest as aforesaid, the prop-
erty heretofore described, as well as the grantor, shall be bound to the same extent that they are bound for the payment of the obligation herein described. All such
payments shall be immediately due and payable without notice, and the nonpayment thereof shall, at the option of the beneficiary, render all sums secured by this
trust deed immediately due and payable and shall constitute a breach of this trust deed.6. To pay all costs, fees and expenses of this trust, including the cost of title search, as well as the other costs and expenses of the trustee incurred in con-
nection with or in enforcing this obligation, and trustee and attorney fees actually incurred.7. To appear in and defend any action or proceeding purporting to affect the security rights or powers of beneficiary or trustee; and in any suit, action or pro-
ceeding in which the beneficiary or trustee may appear, including any suit for the foreclosure of this deed or any suit or action related to this instrument, including
but not limited to its validity and/or enforceability, to pay all costs and expenses, including evidence of title and the beneficiary's or trustee's attorney fees. The amount
of attorney fees mentioned in this paragraph in all cases shall be fixed by the trial court, and in the event of an appeal from any judgment or decree of the trial court,
grantor further agrees to pay such sum as the appellate court shall adjudge reasonable as the beneficiary's or trustee's attorney fees on such appeal.

It is mutually agreed that:

8. In the event that any portion or all of the property shall be taken under the right of eminent domain or condemnation, beneficiary shall have the right, if it
so elects, to require that all or any portion of the monies payable as compensation for such taking which are in excess of the amount required to pay all reasonable
costs, expenses and attorney fees necessarily paid or incurred by grantor in such proceedings, shall be paid to beneficiary and applied by it first upon any reasonable
costs and expenses and attorney fees, both in the trial and appellate courts, necessarily paid or incurred by beneficiary in such proceedings, and the balance applied
upon the indebtedness secured hereby. Grantor agrees, at its own expense, to take such actions and execute such instruments as shall be necessary in obtaining such
compensation promptly upon beneficiary's request.NOTE: The Trust Deed Act provides that the trustee hereunder must be either an attorney who is an active member of the Oregon State Bar, a bank, trust company or savings and loan
association authorized to do business under the laws of Oregon or the United States, a title insurance company authorized to insure title to real property of this state, its subsidiaries,
affiliates, agents or branches, the United States or any agency thereof, or an escrow agent licensed under ORS 606.505 to 606.585.

**WARNING: 12 USC 1701c-3 regulates and may prohibit exercise of this option.

**The publisher suggests that such an agreement address the issues of obtaining beneficiary's consent in complete detail.

FIRST AMERICAN TITLE

9. At any time, and from time to time upon written request of beneficiary, payment of its fees and presentation of this deed and the note for endorsement (in case of full reconveyances, for cancellation), without affecting the liability of any person for the payment of the indebtedness, trustee may (a) consent to the making of any map or plat of the property; (b) join in granting any easement or creating any restriction thereon; (c) join in any subordination or other agreement affecting this deed or the lien or charge thereof; or (d) reconvey, without warranty, all or any part of the property. The grantee in any reconveyance may be described as the "person or persons legally entitled thereto," and the recitals therein of any matters or facts shall be conclusive proof of the truthfulness thereof. Trustee fees for any of the services mentioned in this paragraph shall be not less than \$5.

10. Upon any default by grantor hereunder, beneficiary may, at any time without notice, either in person, by agent, or by a receiver to be appointed by a court, and without regard to the adequacy of any security for the indebtedness hereby secured, enter upon and take possession of the property or any part thereof, in its own name sue or otherwise collect the rents, issues and profits, including those past due and unpaid, and apply the same, less costs and expenses of operation and collection, including reasonable attorney fees, upon any indebtedness secured hereby, and in such order as beneficiary may determine.

11. The entering upon and taking possession of the property, the collection of such rents, issues and profits, or the proceeds of fire and other insurance policies or compensation or awards for any taking or damage of the property, and the application or release thereof as aforesaid, shall not cure or waive any default or notice of default hereunder, or invalidate any act done pursuant to such notice.

12. Upon default by grantor in payment of any indebtedness secured hereby or in grantor's performance of any agreement hereunder, time being of the essence with respect to such payment and/or performance, the beneficiary may declare all sums secured hereby immediately due and payable. In such event, the beneficiary may elect to proceed to foreclose this trust deed in equity as a mortgage or direct the trustee to foreclose this trust deed by advertisement and sale, or may direct the trustee to pursue any other right or remedy, either at law or in equity, which the beneficiary may have. In the event the beneficiary elects to foreclose by advertisement and sale, the beneficiary or the trustee shall execute and cause to be recorded a written notice of default and election to sell the property to satisfy the obligation secured hereby whereupon the trustee shall fix the time and place of sale, give notice thereof as then required by law and proceed to foreclose this trust deed in the manner provided in ORS 86.735 to 86.795.

13. After the trustee has commenced foreclosure by advertisement and sale, and at any time prior to 5 days before the date the trustee conducts the sale, the grantor or any other person so privileged by ORS 86.753 may cure the default or defaults. If the default consists of a failure to pay, when due, sums secured by the trust deed, the default may be cured by paying the entire amount due at the time of the cure other than such portion as would not then be due had no default occurred. Any other default that is capable of being cured may be cured by tendering the performance required under the obligation or trust deed. In any case, in addition to curing the default or defaults, the person effecting the cure shall pay to the beneficiary all costs and expenses actually incurred in enforcing the obligation of the trust deed, together with trustee and attorney fees not exceeding the amounts provided by law.

14. Otherwise, the sale shall be held on the date and at the time and place designated in the notice of sale or the time to which the sale may be postponed as provided by law. The trustee may sell the property either in one parcel or in separate parcels and shall sell the parcel or parcels at auction to the highest bidder for cash, payable at the time of sale. Trustee shall deliver to the purchaser its deed in form as required by law conveying the property so sold, but without any covenant or warranty, express or implied. The recitals in the deed of any matters of fact shall be conclusive proof of the truthfulness thereof. Any person, excluding the trustee, but including the grantor and beneficiary, may purchase at the sale.

15. When trustee sells pursuant to the powers provided herein, trustee shall apply the proceeds of sale to payment of: (1) the expenses of sale, including the compensation of the trustee and a reasonable charge by trustee's attorney; (2) to the obligation secured by the trust deed; (3) to all persons having recorded liens subsequent to the interest of the trustee in the trust deed as their interests may appear in the order of their priority; and (4) the surplus, if any, to the grantor, or to any successor in interest entitled to such surplus.

16. Beneficiary may, from time to time, appoint a successor or successors to any trustee named herein or to any successor trustee appointed hereunder. Upon such appointment, and without conveyance to the successor trustee, the latter shall be vested with all title, powers and duties conferred upon any trustee herein named or appointed hereunder. Each such appointment and substitution shall be made by written instrument executed by beneficiary, which, when recorded in the mortgage records of the county or counties in which the property is situated, shall be conclusive proof of proper appointment of the successor trustee.

17. Trustee accepts this trust when this deed, duly executed and acknowledged, is made a public record as provided by law. Trustee is not obligated to notify any party hereto of pending sale under any other deed of trust or of any action or proceeding in which grantor, beneficiary or trustee shall be a party unless such action or proceeding is brought by trustee.

The grantor covenants to and agrees with the beneficiary and the beneficiary's successors in interest that the grantor is lawfully seized in fee simple of the real property and has a valid, unencumbered title thereto, except as may be set forth in any addendum or exhibit attached hereto, and that the grantor will warrant and forever defend the same against all persons whomsoever.

WARNING: Unless grantor provides beneficiary with evidence of insurance coverage as required by the contract or loan agreement between them, beneficiary may purchase insurance at grantor's expense to protect beneficiary's interest. This insurance may, but need not, also protect grantor's interest. If the collateral becomes damaged, the coverage purchased by beneficiary may not pay any claim made by or against grantor. Grantor may later cancel the coverage by providing evidence that grantor has obtained property coverage elsewhere. Grantor is responsible for the cost of any insurance coverage purchased by beneficiary, which cost may be added to grantor's contract or loan balance. If it is so added, the interest rate on the underlying contract or loan will apply to it. The effective date of coverage may be the date grantor's prior coverage lapsed or the date grantor failed to provide proof of coverage. The coverage beneficiary purchases may be considerably more expensive than insurance grantor might otherwise obtain alone and may not satisfy any need for property damage coverage or any mandatory liability insurance requirements imposed by applicable law.

The grantor warrants that the proceeds of the loan represented by the above described note and this trust deed are (choose one):*

(a) primarily for grantor's personal, family or household purposes (see Important Notice below).

(b) for an organization, or (even if grantor is a natural person) are for business or commercial purposes.

This deed applies to, inures to the benefit of, and binds all parties hereto, their heirs, legatees, devisees, administrators, executors, personal representatives, successors and assigns. The term beneficiary shall mean the holder and owner, including pledgee, of the contract secured hereby, whether or not named as a beneficiary herein.

In construing this trust deed, it is understood that the grantor, trustee and/or beneficiary may each be more than one person; that if the context so requires, the singular shall be taken to mean and include the plural, and that generally all grammatical changes shall be made, assumed and implied to make the provisions hereof apply equally to corporations and to individuals.

IN WITNESS WHEREOF, the grantor has executed this instrument the day and year first written above.

*IMPORTANT NOTICE: Delete, by lining out, whichever warranty (a) or (b) is inapplicable. If warranty (a) is applicable and the beneficiary is a creditor as such word is defined in the Truth-in-Lending Act and Regulation Z, the beneficiary MUST comply with the Act and Regulation by making required disclosures. For this purpose use Stevens-Ness Form No. 1319, or the equivalent. If compliance with the Act is not required, disregard this notice.

Charles E Parr II

STATE OF OREGON, County of Yamhill

ss. 2-9-09

This instrument was acknowledged before me on

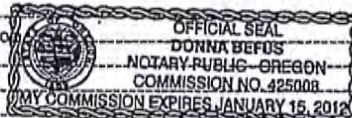
by Charles E Parr II

This instrument was acknowledged before me on

by

as

of



Notary Public for Oregon

My commission expires

REQUEST FOR FULL RECONVEYANCE (To be used only when obligations have been paid.)

TO: _____, Trustee
The undersigned is the legal owner and holder of all indebtedness secured by the foregoing trust deed. All sums secured by the trust deed have been fully paid and satisfied. You hereby are directed, on payment to you of any sums owing to you under the terms of the trust deed or pursuant to statute, to cancel all evidences of indebtedness secured by the trust deed (which are delivered to you herewith together with the trust deed) and to reconvey, without warranty, to the parties designated by the terms of the trust deed, the estate now held by you under the same. Mail the reconveyance and documents to _____

DATED _____

Do not lose or destroy this Trust Deed OR THE NOTE which it secures.
Both should be delivered to the trustee for cancellation before reconveyance is made.

Beneficiary

EXHIBIT "A"

A parcel of land being part of that deed recorded April 8, 1985 in Film Volume 193, Page 1006, Deed Records of Yamhill County, Oregon, located in the Southeast 1/4 Section 16, Township 4 South, Range 4 West, Willamette Meridian, and being a portion of the Madison Malone D.L.C. No. 49, Yamhill County, Oregon, being more particularly described as follows:

Beginning at a 5/8" Iron Rod at the northeast corner of Lot 5, in Block 13, in Oak Park Addition to the City of McMinnville, Yamhill County, Oregon, as set by County Survey 10708, and recorded in Volume Y, Page 38, Survey Records of Yamhill County, Oregon said Iron Rod set on the westerly margin of Alpine Avenue; thence North $38^{\circ}01'33''$ East a distance of 109.94 feet along the westerly margin of Alpine Avenue; thence leaving the westerly margin of Alpine Avenue South $51^{\circ}58'27''$ East a distance of 30.00 feet; thence North $38^{\circ}01'33''$ East a distance of 36.69 feet; thence North $51^{\circ}58'27''$ West a distance of 30.00 feet to an Iron Rod set on the easterly margin of the Southern Pacific Railroad Right-of-way; thence South $57^{\circ}17'56''$ West along the said easterly Right-of-way, a distance of 155.33 feet to the northwest corner of Lot 5, Block 13, Oak Park Addition; thence South $51^{\circ}58'27''$ East a distance of 51.27 feet to the point of beginning and containing 4,842 square feet of land more or less.

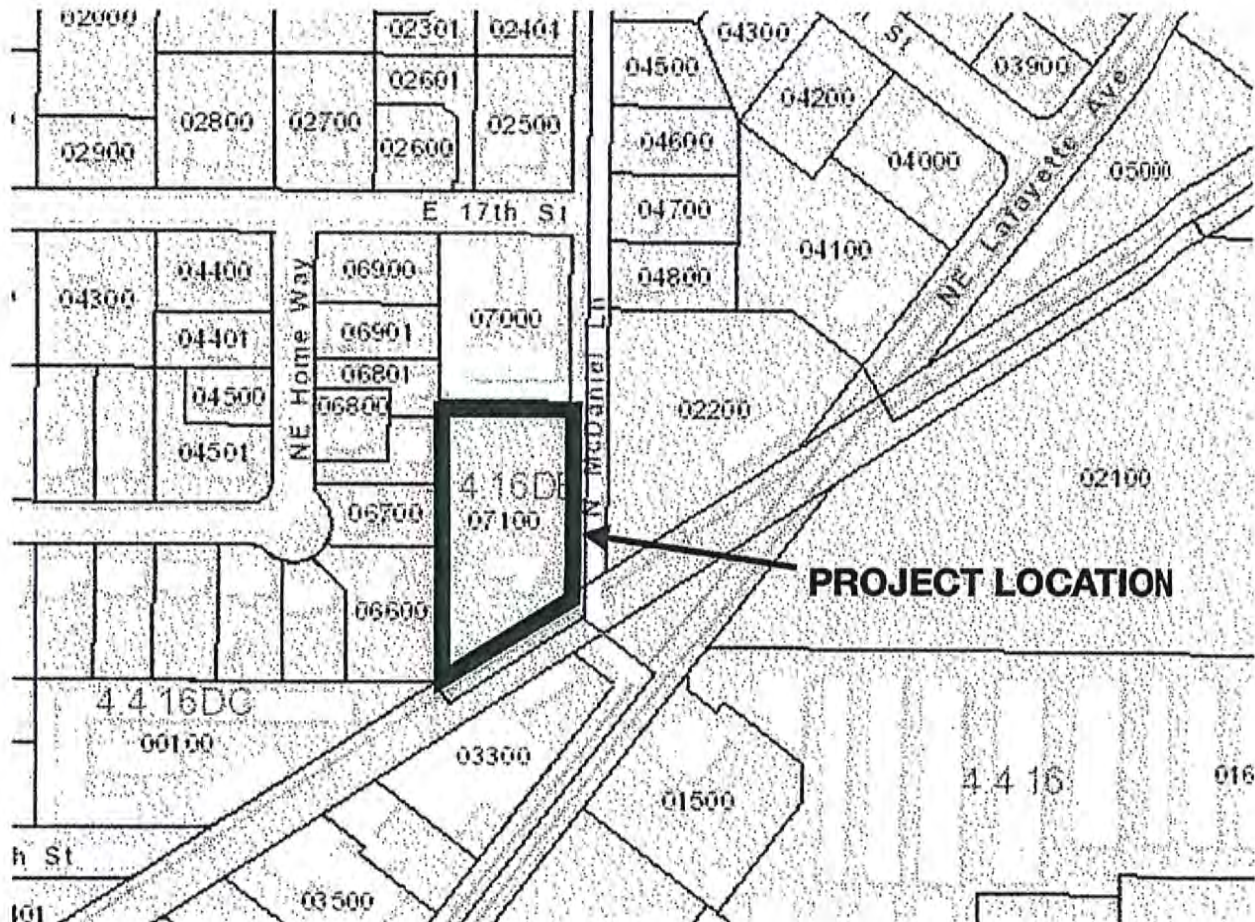
EVIDENCE OF COMPLIANCE
OF
NEIGHBORHOOD MEETING

NEIGHBORHOOD MEETING NOTICE

March 20, 2018

Dear Neighbor,

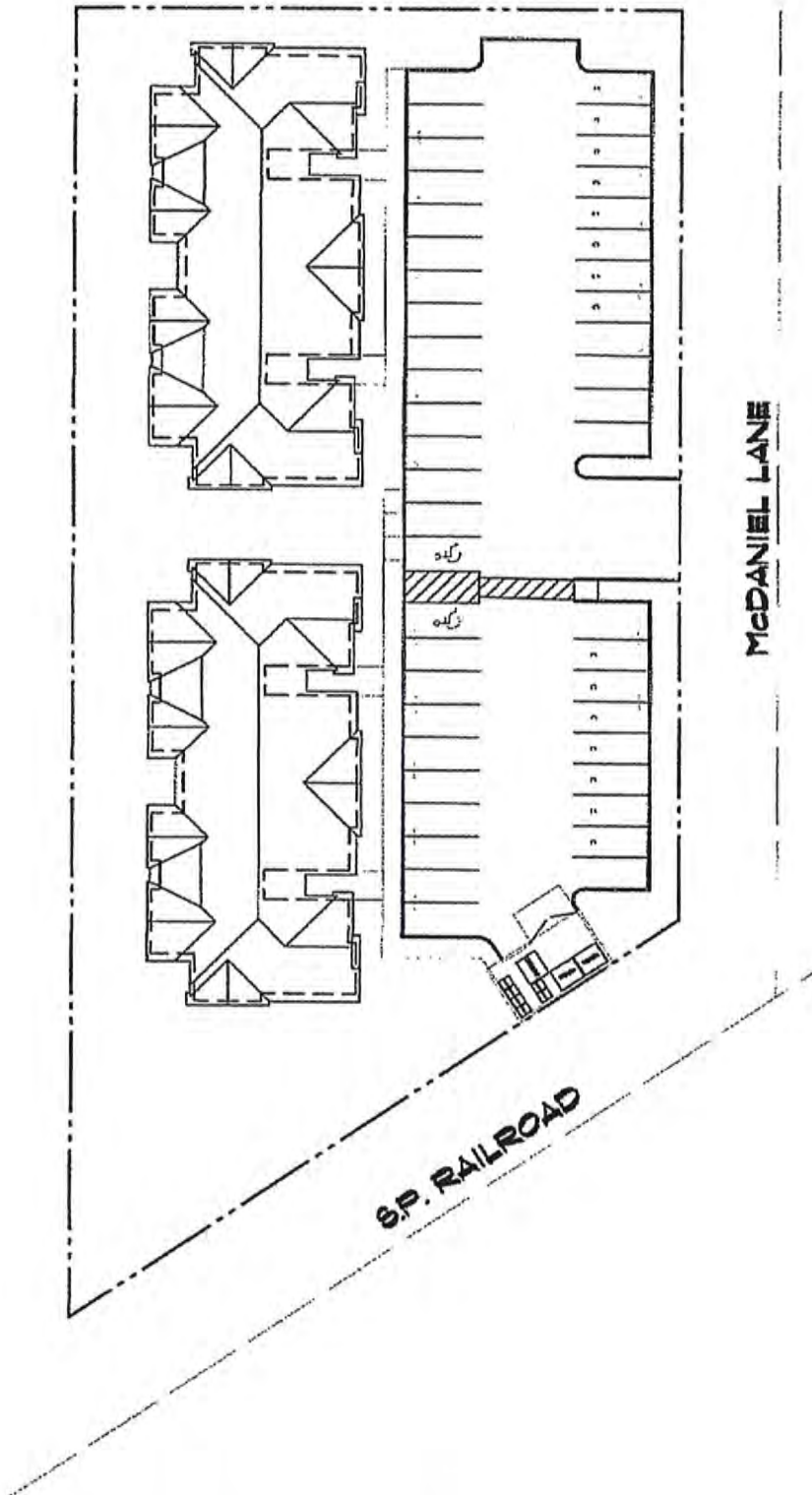
We are proposing to build an apartment complex at 1601 NE McDaniel Lane, McMinnville Oregon 97128.



We are holding an open neighborhood meeting to present this project, answer your questions and provide an opportunity for you identify any issues you believe should be addressed.

The meeting will be held in Carnegie Room of the McMinnville Public Library on April 11, 2018 at 6:30 PM. The library is located at 225 NW Adams Street.

A conceptual plan is provided on the other side of this notice.



SITE PLAN

1"=30'

PEREZ MIGUEL MARTINEZ
1520 NE 16TH ST
MCMINNVILLE OR 97128

HILTON ELDON W & JUNE C
1525 E 17TH ST
MCMINNVILLE OR 97128

HAMILTON ROBERT K
1550 NE 17TH ST
MCMINNVILLE OR 97128

CASPERS JAMES W
1475 NE 16TH ST
MCMINNVILLE OR 97128

KING ROGER R
PO BOX 12962
SALEM OR 97309

VANTAGE HOMES LLC
1761 THIRD ST #103
NORCO CA 92860

SEWARD BLAKE E
1625 NE 17TH ST
MCMINNVILLE OR 97128

BREITENBUCHER CHERYL L
1625 NE HOME WY
MCMINNVILLE OR 97128

NAVARRA DUANE P & CATHY A
1450 E 16TH ST
MCMINNVILLE OR 97128

MAFFIN MICHAEL S
1610 NE HOME WY
MCMINNVILLE OR 97128

HANSEN TYSON
1712 MCDANIEL LN
MCMINNVILLE OR 97128

BRINDLEY PROPERTY HOLDINGS LLC
1594 SW FELLOWS ST
MCMINNVILLE OR 97128

DRUSE STEPHEN E
20101 SW TENINO CT
TUALATIN OR 97062

DOTY MICHAEL E
17980 NE HILLSIDE DR
NEWBERG OR 97132

SHERMAN MARKA
PO BOX 483
MCMINNVILLE OR 97128

CLARK ROBERT C
1630 NE HOME WAY
MCMINNVILLE OR 97128

PACIFIC RENTALS AND STORAGE LLC
15055 SW 150TH CT
BEAVERTON OR 97007

KAER STEVEN
17110 CEDAR RD
LAKE OSWEGO OR 97034

WIDMER JACE D
1450 NE 17TH ST
MCMINNVILLE OR 97128

M K MORRIS LLC
1405 NE LAFAYETTE AVE SUITE E
MCMINNVILLE OR 97128

SANDOVAL RICARDO
1702 NE MCDANIEL LN
MCMINNVILLE OR 97128

WILLIAMS MAXWELL
1626 NE HOME WAY
MCMINNVILLE OR 97128

GORMLEY EDWARD J 50% &
1020 NW BAKER CREST CT
MCMINNVILLE OR 97128

SCHOKO PROPERTIES LLC
19191 SW PEAVINE RD
MCMINNVILLE OR 97128

AIKEN TIFFANNIE L
1602 NE HOME WAY
MCMINNVILLE OR 97128

FISHER JODY S
1508 NE 16TH ST
MCMINNVILLE OR 97128

DOTY MICHAEL E
17980 NE HILLSIDE DR
NEWBERG OR 97132

MILLER STEPHEN D & AUDREY 1/2 &
17211 NE 167TH AVE
BRUSH PRAIRIE WA 98606

KLAUS DEAN C & DEBRA A
450 NW 7TH ST
MCMINNVILLE OR 97128

HF PROPERTIES
720 NW MICHELBOOK CT
MCMINNVILLE OR 97128

YOUR SPACE PUBLIC STORAGE LLC
450 NW 7TH ST
MC MINNVILLE OR 97128

Photo of posted sign



Neighborhood Meeting Notes

April 11, 2018

6:30 PM held in the Carnegie Room of the McMinnville Public Library

Materials presented consisted of copies of the mailed meeting notice which included a concept site plan.

Summary of Comments from attendees:

Privacy

- Noise
- Sight lines from 2nd and 3rd floors
- Light

Suggestions

- Frosted glass
- Orient buildings so side faces residents
- Design without decks or windows at rear
- Tall vegetative buffer
- Improve the west fence line
- Have parking lot on west side to move building closer to McDaniel

Blocking sunlight into yards

Traffic

How will increased traffic affect intersections on McDaniel

Will school bus stop in front of site

Misc

Increase rodents from site construction or future trash enclosure

This will reduce my property values

Will there be an on-site manager

Will there be a park or play structure

One comment that an apartment project better than potential other industrial uses.

Revisions made to concept plan based on comments:

The applicant investigated changing the orientation of the apartment units to address the main concerns of those attending the meeting. It was determined that to comply with the front setback requirement of 20 feet along NE McDaniel Lane an effective and efficient layout could not be created for the site and accommodate either emergency services or trash collection.

NAME	ADDRESS
Jody Fisher	1508 NE 16 th St.
Roxie Rike	1618 NE Home Way
James [unclear]	1610 NE Home Way
Tim Aiken	1602 NE Home Way
South Bookin	1625 NE Home Way
Doug Hurl	Memphisville
Cathy & Duane Navana	1450 NE 16 th St.

Chuck Darnell

From: Jody Fisher <jandtfisher982@gmail.com>
Sent: Tuesday, July 17, 2018 5:47 PM
To: Chuck Darnell
Subject: Public hearing

To whom it may concern,

In regards to the zone change request at 1601 NE McDaniel lane, we are very opposed to apartments being built 3 stories high. We feel it doesn't coincide with the neighborhood. It would bring loss of privacy and more traffic and noise. If we were to vote on the issue, we would vote No!

With regards
Jody and Tricia Fisher
1508 ne 16th st



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

www.mcminnvilleoregon.gov

MINUTES

July 19, 2018
Planning Commission
Regular Meeting

6:30 pm
McMinnville Civic Hall, 200 NE 2nd Street
McMinnville, Oregon

Members Present: Chair Roger Hall, Commissioners: Martin Chroust-Masin, Gary Langenwalter, Lori Schanche, and Erica Thomas

Members Absent: Erin Butler, Susan Dirks, Zack Geary, and Roger Lizut

Staff Present: Chuck Darnell – Senior Planner

1. Call to Order

Chair Hall called the meeting to order at 6:30 p.m.

2. Citizen Comments

None

3. Approval of Minutes

None

4. Public Hearing

A. Comprehensive Plan Map Amendment & Zone Change (CPA 1-18 & ZC 1-18) (Exhibit 1)

Request: Approval to amend the Comprehensive Plan Map designation of a property from Industrial to Residential, and to rezone the property from M-1 (Light Industrial) to R-4 (Multiple-Family Residential) to allow for development of residential uses that are permitted in the R-4 (Multiple-Family Residential) zone.

Location: The subject site is zoned M-1 (Light Industrial) and is located at 1601 NE McDaniel Lane and is more specifically described as Tax Lot 7100, Section 16DB, T.4 S., R.4 W., W.M.

Applicant: Daniel Danicic

Chair Hall opened the public hearing and read the hearing statement. He asked if there was any objection to the Commission's jurisdiction to hear this matter. There was none. He asked

if anyone on the Commission had disclosures to make or would abstain from participating or voting on this application. There was none.

Senior Planner Darnell presented the staff report. This was a request for a zone change and Comprehensive Plan Map amendment at 1601 NE McDaniel Lane. The amendment was to change from industrial to residential, and if that was approved to rezone the property from M-1, light industrial, to R-4, multiple family residential. The applicant provided a concept plan for the site that showed the future intention of the use of the property, but that plan was treated as a concept plan and would not be binding on the site in any way. He reviewed the Comprehensive Plan Map amendment criteria and how the request met the goals and policies for developing affordable and quality housing for residents and providing a variety of different housing types and densities. Previous analysis was completed in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan and the 2013 Economic Opportunities Analysis that compared residential and industrial land in the City. Those analyses showed a surplus of industrial land and a need for additional residential land. The area around the site had various land use designations. There were areas where residential abutted industrial. This request was not inconsistent with the surrounding area and development pattern.

Regarding the zone change criteria, Senior Planner Darnell explained there was a need for additional R-4 land, based on the needs identified in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan. The property was currently not committed to low density residential and as an industrial site, it was planned to have more intense development. It was not subject to any development limitations as the site was flat and had services available and there was no concern regarding capacity to serve the site as R-4. The site was in a quarter mile of transit service and commercial shopping locations. The items the property lacked were: buffering of the low density residential to the west, access to a major collector or arterial, and it was not adjacent to a public or private open space. The applicant provided a traffic impact analysis which showed there were no issues identified with the R-4 use and the surrounding streets could accommodate the additional traffic. Some of the uses in the existing industrial zoning could have created more traffic than what was being proposed. With staff's conditions of approval, the application could meet the criteria for buffering of the adjacent low density residential by providing a landscape buffer and fence on the west property line as well as through rear yard setbacks and lower building height. Regarding buffering from the railroad corridor, staff suggested a landscape buffer and fence on the south side of the site. These buffers would be reviewed by the Landscape Review Committee. Regarding the open space, staff suggested providing an area dedicated to usable open space on the site for residents, which was about 4,300 square feet. There was another R-4 site to the north of this property which showed the application was consistent with the zoning of the surrounding area, and there were other residential uses around the industrial and railroad corridor. Adequate utilities and services could be provided to the site.

Senior Planner Darnell stated that the traffic analysis showed there would be minor impacts to surrounding intersections, but it would not change the level of service of those intersections. The site access would be on McDaniel Lane which was found adequate to serve the site. The analysis was based on development of 24 units on the property as proposed in the concept plan; however the maximum number of units allowed was 29. Staff suggested another condition that required a trip cap on the site for any future proposed development and that the cap be the maximum number of average daily trips that were analyzed in the traffic study, which was 176 daily trips. If the applicant wanted to increase the number of units, they would have to do a new traffic impact analysis.

Senior Planner Darnell stated that since the time of the packet completion, one additional item of public testimony had been received. It was from a resident to the northwest who was concerned about the potential height of the apartments, loss of privacy, and increased traffic and noise. Staff thought the conditions of approval would address some of these concerns. Staff recommended approval of the application with conditions, however he requested the hearing be continued to August 16 to allow for notice to be placed in the newspaper.

Commissioner Langenwaller asked if the proposed buffer for the neighboring residential property would be sufficient. Senior Planner Darnell said that the ten foot landscape buffer was what staff was suggesting and he thought it should be sufficient.

Applicant: Daniel Danicic, representing the property owner, and Charles Parr II, property owner, asked for a modification to the conditions. They were concerned that if the ten foot buffer was increased, they would have difficulty placing the units on the property. For Condition #3 regarding the 20 foot landscape buffer to the south, they asked that the trash enclosure and a minor intrusion of the parking lot be allowed in that buffer area. For Condition #5 regarding the open space, there was a park nearby that was just over a quarter of a mile away. They did not think the quarter mile from a park was a hard and fast criterion in the code, but was more of a rule of thumb for what was reasonable. There was not a 4,000 square foot space available on the property for the open space and they asked that the Commission to delete Condition #5. In the neighborhood meeting there was concern about privacy and they had attempted to change the alignment of the buildings. However, the setback requirements would not be met with that realignment. What was proposed was the most effective and efficient use to follow the setbacks and parking requirements in the code.

Commissioner Schanche suggested a connection to the sidewalks that was not through the parking lot. She also had concerns regarding the buffering.

Commissioner Langenwaller asked how many stories this development would be. Mr. Parr said it would be three stories, which would be around 32 feet in height.

Commissioner Langenwaller asked if there were any other apartments of that height in the vicinity. Mr. Parr said there were none in the neighborhood, but there were some in the surrounding area.

Commissioner Langenwaller said in trying to keep with the character of the neighborhood, was there was a way to build the 24 units in two stories with the footprint they had and still have decent sized apartments. Mr. Parr replied no, not with the setbacks, buffers, and parking required.

Proponent: None

Opponent: Mike Mathen, McMinnville resident, lived directly west of this property. He thought the size of the buildings would negatively impact the neighborhood. He asked that the Planning Commission include any conditions possible to address the taller building height that could be developed.

Neutral: Jason Petredis, McMinnville resident, asked since this was adjacent to a rail line, was there a study on the frequency of the rail traffic and safety risks, especially for children that might live in these units. He also asked if there were other residential properties adjacent to the railroad.

Senior Planner Darnell said the traffic study included the railroad crossing in regard to delays to traffic. Pedestrian connectivity and safety was not included in that study. There were other high density residential areas located near the railroad. There were conditions of approval, such as the buffering, that could mitigate the safety concerns, and that the applicant could also address safety concerns in their site design.

Mr. Petredis thought the nearby park had less than desirable activities going on in it and was not a park families would want to use. Chair Hall said unfortunately that was not a criterion, only the distance to a park was.

There was consensus to continue the public hearing to August 16, 2018.

5. Discussion Items

- Long Range Planning Project Updates

Senior Planner Darnell gave an update on the buildable lands inventory and housing needs analysis and housing strategy. The consultants had begun the work on these projects, and they would be a year-long process. The Great Neighborhood Principles process would begin soon as well. Two new Planning staff members had been hired, and would be introduced at the August Planning Commission meeting.

6. Old/New Business

None

7. Commissioner/Committee Member Comments

None

8. Staff Comments

None

9. Adjournment

Chair Hall adjourned the meeting at 7:20 p.m.



Heather Richards
Secretary



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

www.mcminnvilleoregon.gov

MINUTES

August 16, 2018
Planning Commission
Regular Meeting

6:30 pm
McMinnville Civic Hall, 200 NE 2nd Street
McMinnville, Oregon

Members Present: Chair Roger Hall, Commissioners: Martin Chroust-Masin, Roger Lizut, Gary Langenwalter, Lori Schanche, Susan Dirks, Erin Butler, and Erica Thomas

Members Absent: Zack Geary

Staff Present: Chuck Darnell – Senior Planner, Jamie Fleckenstein – Associate Planner, Heather Richards – Planning Director, Tom Schauer – Senior Planner, and David Koch – City Attorney

1. Call to Order

Chair Hall called the meeting to order at 6:30 p.m.

2. Citizen Comments

None

3. Approval of Minutes

- **June 21, 2018 Work Session Minutes**
- **June 21, 2018 Planning Commission Minutes**
- **July 19, 2018 Work Session Minutes**
- **July 19, 2018 Planning Commission Minutes**

Chair Hall called for action on the Planning Commission minutes from the June 21, 2018 work session and regular meeting and from the July 19, 2018 work session and regular meeting. Commissioner Chroust-Masin MOVED to APPROVE the minutes as presented; SECONDED by Commissioner Langenwalter. Motion CARRIED 7-0, with Commissioner Lizut abstaining.

4. Public Hearing

A. Comprehensive Plan Map Amendment & Zone Change

1601 NE McDaniel Lane (CPA 1-18 & ZC 1-18) – Continued from the July 19, 2018 Meeting (Exhibit 2)

Request: Approval to amend the Comprehensive Plan Map designation of a property from Industrial to Residential, and to rezone the property from M-1 (Light Industrial) to R-4 (Multiple-Family Residential) to allow for development of residential uses that are permitted in the R-4 (Multiple-Family Residential) zone.

Location: The subject site is zoned M-1 (Light Industrial) and is located at 1601 NE McDaniel Lane and is more specifically described as Tax Lot 7100, Section 16DB, T.4 S., R.4 W., W.M.

Applicant: Daniel Danicic

Chair Hall opened the public hearing and read the hearing statement. He asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. He asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

Senior Planner Darnell presented the staff report. This was a request for a Comprehensive Plan map amendment from the existing industrial designation to a residential designation and zone change from M-1 to R-4 for property on NE McDaniel Lane. He described the subject site. A concept plan was provided with the application which showed construction of apartments on the site. He reviewed the Comprehensive Plan Map amendment criteria and how the request met the goals and policies for developing affordable and quality housing for residents and providing a variety of different housing types and densities. Previous analysis was completed in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan and the 2013 Economic Opportunities Analysis that compared residential and industrial land in the City. Those analyses showed a surplus of industrial land and a need for additional residential land. The change in comprehensive plan map designation would not be inconsistent with the surrounding area as there was residential adjacent to the site. The area was not committed to low density development, was not subject to any development limitations, and there were no issues with utilities serving the site with the new comprehensive plan map designation.

Regarding the zone change criteria, Senior Planner Darnell explained there was a need for additional R-4 land, based on the needs identified in the 2001 McMinnville Buildable Land Needs Analysis and Growth Management Plan. The property was a quarter mile from transit service and shopping centers, however there was no park adjacent to the site. NE McDaniel was a minor collector and the applicant had provided a traffic impact analysis. This location was near low density residential, and staff recommended conditions of approval to provide a landscape buffer on the west property line and to increase setbacks based on the proposed building height. Regarding the railroad corridor, staff recommended a condition for a landscape buffer on the south property line. One additional condition was suggested, that because there was no adjacent open space, a dedicated contiguous space within the site be provided at a minimum of 10% of the site. The property was surrounded by a mixture of zones, both low and high density residential. He explained the traffic analysis that was done which showed minimal increases in delay and no increases in levels of service. Based on the traffic analysis, engineering staff found that McDaniel was a suitable access to the site. The Transportation Planning Rule analysis showed the existing zoning could produce more traffic more than the proposed zoning. It assumed the development of 24 apartments, which was less than the maximum allowable density of the property, so staff suggested a condition of approval for a trip cap. The cap would be 176 maximum average daily trips, which is the number of trips generated by the development of 24 apartments, unless an updated traffic impact analysis was provided. Testimony had been received last month. Some of the concerns were the building height, loss of privacy, increased

traffic, and noise. Staff recommended approval of the application with the conditions of approval, which addressed the comments and concerns provided during previous public testimony.

Applicant: Dan Danicic, representing the applicant, requested modification to two of the conditions. The first was to Condition #3, dedication of the 20 foot landscaping area to the south to prevent any encroachments. The concern was the trash enclosure would be within the buffer and it would have to be pulled into the site. He thought the trash enclosure in the buffer would not be a detriment as it would help with the buffering from the railroad. They currently had 45 parking spaces planned, which was more than the 36 required. Moving the trash enclosure would require removing some of the parking spaces. He wanted to provide as much parking as possible so people would not park in the nearby neighborhoods. He asked that the words, "No improvement shall encroach in the dedicated landscape area" be stricken from the condition. The second was Condition #5, the additional open space area. The code provision that spoke to having proximity to open space was one of the criteria that they should consider, but they did not have to meet. There was no open space within a quarter mile, but there was within half a mile. He was concerned about providing contiguous open space, especially since they were providing buffers on the west and south sides. This condition would be difficult to meet, and he did not think it should be required.

Commissioner Langenwaller suggested changing Condition #3 to only allow the trash enclosure in the buffer. Mr. Danicic changed the recommended language to, "No improvements shall encroach on the dedicated landscape area, with the exception of a trash enclosure."

Commissioner Schanche asked what type of apartments these would be. Mr. Danicic said there would be one bedroom apartments to accommodate college students, but the majority would be two bedroom apartments. There would be ADA accessible apartments as well. They had looked at alternatives for the configuration of the buildings to accommodate neighborhood concerns, but found that the current layout was the most efficient.

Commissioner Schanche said regarding Condition #5, they had a lot of extra parking and she asked if they would be willing to lose some of the parking in order to provide more green space. Mr. Danicic thought the current layout provided green space already. As a compromise, he suggested requiring 5% contiguous open space instead of 10%.

There was discussion regarding changing the configuration of the site to allow for the open space.

Proponents: None

Opponents: Don Navarra, McMinnville resident, asked if this would be a two or three story apartment building. Chair Hall stated it would be a three story.

Mr. Navarra said he and his wife were opposed to the application due to the impact that the apartment buildings would have on the neighborhood. For him, it would mean the loss of morning sun and problems with a denser population, and for those abutting the property it would mean a lack of privacy. The property was located close to a commercial marijuana processing plant and railroad tracks. A one story apartment building would be more homogenous to the neighborhood.

Steve Kaer, McMinnville resident, was also concerned about losing the sun and he asked if staff could speak to that issue. He was concerned about the materials that would be used and setbacks as well.

Senior Planner Darnell stated there was nothing in the code to apply a condition to address solar access to surrounding properties. There was a policy in the Comprehensive Plan to review the design to ensure site orientation preserved the potential future utilization of solar energy. This was not a design review, but a zone change, and staff could not provide a condition related to that. The setbacks were to provide spacing between the buildings and other properties. The current zoning would allow for a maximum building height of 80 feet and the maximum building height for the proposed zone allowed for a maximum of 60 feet. There was also a condition that increased the setbacks based on the building height.

Rebuttal: Charlie Parr bought this property as an investment 20 years ago. He planned to do something with it, whether it would be an apartment complex or commercial building. This proposal was the most feasible and the best use of the property.

Chair Hall closed the public hearing.

Commissioner Schanche discussed the proposed alterations to the conditions. She thought they were putting in extra parking spaces to the detriment of needed open space. She was not in favor of changing any of the staff-suggested conditions.

Commissioner Chroust-Masin viewed the buffers as open space. Senior Planner Darnell clarified the open space would be dense evergreen trees and shrubs and fencing. Chair Hall said it would be too dense for recreation, and that there was a difference between usable open space and landscaping for buffering.

Commissioner Thomas thought the trash enclosure could be allowed in the buffer. The middle school was within a quarter mile of this site and could be considered open space. She thought the zone change met the requirements, and that having the extra parking spaces would be beneficial.

Commissioner Langenwaller proposed a 3,000 square foot area for open space and removing some of the parking to accommodate it. Senior Planner Darnell said staff proposed 10% of the lot size as a reasonable portion of the site, but that he could look up different percentages if the Commission was interested. Senior Planner Darnell also stated that the Commission was not reviewing the concept plan as a site plan review or design review, so they did not have the ability to include conditions related to the design of the concept plan.

Commissioner Dirks was in favor of the proposal for more affordable housing and apartments in this area. She was open to a compromise, but thought there should still be a large open space. She thought it was a reasonable request to allow the trash enclosure in the buffer. She suggested capping the parking to 40 spaces.

Senior Planner Darnell stated that the Planning Commission was not able to put in that restriction at this point, as the request before the Commission was for a zone change and did not include a formal site plan review or design review.

There was consensus to change Condition #3 regarding the trash enclosure as proposed.

Commissioner Schanche was not in favor of changing the open space percentage.

Based on the findings of fact, conclusionary findings for approval, and materials submitted by the applicant, Commissioner Schanche MOVED to recommend Council approval of CPA 1-18

& ZC 1-18 subject to the staff recommended conditions of approval as amended. Conditions 1, 2, 4, and 6 would remain as written, Condition 3 would read, "No improvements shall encroach on the dedicated landscape area, with the exception of a trash enclosure", and Condition 5 would be changed from 10% open space to 7% or 3,048 square feet. **SECONDED** by Commissioner Thomas. The motion **PASSED** 6-1 with Commissioner Schanche opposed and Commissioner Lizut abstaining.

The applicant agreed to waive the seven day rebuttal period.

B. Variance (VR 1-18), 103-115 NE Irvine Street – (Exhibit 3)

Request: Approval of a zoning variance to reduce the required off-street parking of a Social Relief Facility following a proposed remodel from nine (9) spaces to six (6) spaces.

Location: The subject site is zoned C-3 (General Commercial) and is located at 103-115 NE Irvine Street. It is more specifically described as Tax Lot 9300, Section 21BD, T.4 S., R. 4 W., W.M.

Applicant: The Housing Authority of Yamhill County

C. Conditional Use Permit (CU 1-18), NE 7th Avenue between NE Alpine Avenue and NE Lafayette Avenue – (Exhibit 4)

Request: Approval of a conditional use permit to allow the operation of a preschool on a C-3 PD (General Commercial Planned Development) zoned property within the Northeast Gateway District.

Location: The subject site is zoned C-3 (General Commercial) and is located off NE 7th Avenue (between NE Alpine Avenue and NE Lafayette Avenue) and is more specifically described as a portion of Tax Lot 4800, Section 21BA, T.4 S., R.4 W., W.M.

Applicant: Rhonda Thompson

5. Discussion Items

None

6. Old/New Business

None

7. Commissioner/Committee Member Comments

None

8. Staff Comments

None

9. Adjournment

Chair Hall adjourned the meeting at

Heather Richards
Secretary



FINANCE DEPARTMENT
230 NE Second Street
McMinnville, Oregon 97128
www.mcminnvilleoregon.gov

DATE: September 11, 2018
TO: Jeff Towery, City Manager
FROM: Marcia Baragary, Finance Director
SUBJECT: Update on General Fund results for fiscal year 2017-18

Discussion:

This memo is to provide an update on the General Fund *preliminary* (i.e., unaudited) results of fiscal year 2017-2018 and compare these results to estimated 2017-2018 revenues, expenditures, and ending fund balance (reserve). "Estimated" figures referred to in this memo are from the General Fund forecast, which was used in the development of the 2018-19 budget.

Actual revenues for 2017-18 are \$21.9 million compared to \$21.5 million of estimated revenues, a 2% positive variance, primarily due to:

- Higher than anticipated property tax receipts
- Mid-year increase in Recology franchise fee rates and transient lodging tax rates
- Actual local and state-shared marijuana and liquor taxes exceeded estimates

Actual expenditures are \$22.5 million compared to \$23.2 million of estimated expenditures, a 3% positive variance. Actual expenditures were less than estimated due to unanticipated vacant positions in the Police and Fire Departments and materials & services savings in nearly every General Fund department.

Actual ending fund balance (reserve) is \$6.5 million or 29% of General Fund total expenditures for 2017-18. This compares to \$5.4 million of estimated reserve, or 23% of total expenditures, which was the most conservative reserve percentage forecasted during the 2018-19 budget process.

The positive variances between estimated and *preliminary* actual results at June 30, 2018 are comparable to variances experienced in previous years.

A mid-year update on the status of the 2018-19 budget will be presented to the Council and Budget Committee in January 2019.

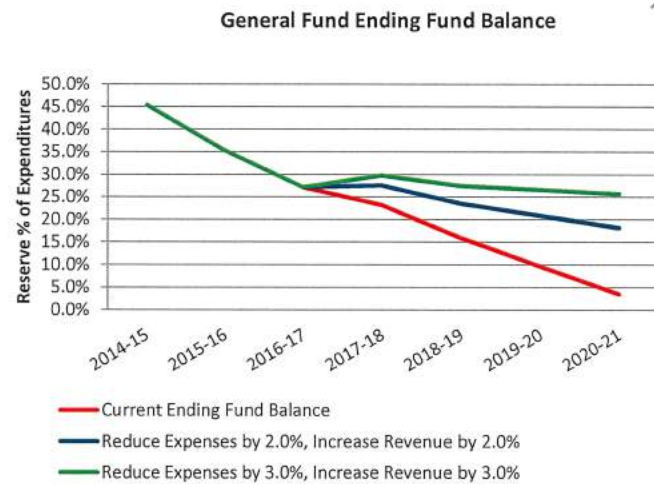
2017 - 2018 Proposed Budget
GF-Forecasted alternate EFB

	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimated 2017-18	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21
Revenues	18,642,878	19,322,972	26,096,682	21,504,195	23,264,441	23,488,238	24,195,575
Expenses	18,710,787	20,637,738	26,239,354	23,238,884	26,022,028	26,555,860	27,294,984
Ending Fund Balance	8,490,219	7,270,350	7,127,679	5,392,990	2,635,403	567,781	(1,531,628)

	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimated 2017-18	Proposed 2018-19	Forecast 2019-20	Forecast 2020-21
Beginning Fund Balance (Includes 1,500,000 in savings)				7,127,679	5,392,990	4,135,403	2,567,781
Revenues	18,642,878.0	19,322,972.1	26,096,682.0	21,504,195	23,264,441	23,488,238	24,195,575
Expenses	18,710,787.0	20,637,738.4	26,239,354.0	23,238,884	26,022,028	26,555,860	27,294,984
Current Ending Fund Balance	8,490,219.0	7,270,350.3	7,127,679.0	5,392,990	4,135,403	2,567,781	968,372
	45.4%	35.2%	27.2%	23.2%	15.9%	9.7%	3.5%

Beginning Fund Balance				7,127,679	6,278,739	6,006,881	5,440,141
Revenues + 2.0	18,642,878.0	19,322,972.1	26,096,682.0	21,934,280	23,729,730	23,958,003	24,679,487
Expenses - 2.0	18,710,787.0	20,637,738.4	26,239,354.0	22,783,220	25,501,587	26,024,743	26,749,084
Reduce Expenses by 2.0%, Inc	8,490,219.0	7,270,350.3	7,127,679.0	6,278,739	6,006,881	5,440,141	4,870,544
	45.4%	35.2%	27.2%	27.6%	23.6%	20.9%	18.2%

Beginning Fund Balance				7,127,679	6,714,976	6,935,983	6,869,684
Revenues + 3.0	18,642,878.0	19,322,972.1	26,096,682.0	22,149,320	23,962,374	24,192,885	24,921,442
Expenses - 3.0	18,710,787.0	20,637,738.4	26,239,354.0	22,562,023	25,241,367	25,759,184	26,476,134
Reduce Expenses by 3.0%, Inc	8,490,219	7,270,350	7,127,679	6,714,976	6,935,983	6,869,684	6,814,992
	45.4%	35.2%	27.2%	29.8%	27.5%	26.7%	25.7%



Actual (preliminary) reserve
= \$6,506,000 = approx 28.8%