DATE: April 26, 2023
TO: McMinnville Housing Needs Analysis, Economic Opportunities Analysis, and Urbanization
          Study Project Advisory Committee (PAC)
CC;   Heather Richards
FROM: Beth Goodman, Scott Goodman, and Barrett Lewis
SUBJECT: **REVISED DRAFT** MCMINNVILLE BLI, HNA, AND URBANIZATION STUDY: PROJECT CHARTER

This memorandum presents the draft Project Charter for McMinnville's Buildable Lands Inventory (BLI), Housing Needs Analysis (HNA), and Economic Opportunities Analysis (EOA)

Purpose

For any collaborative process to proceed smoothly it is helpful for those involved to agree at the outset on the purpose of the partnership and on the procedures and principles by which the group understands it will conduct its interactions and decision making. This Charter describes the project's goals and objectives and expectations of the teams. The Charter establishes communication procedures, identifies potential project risks and outlines a recommended strategy for addressing these risks. The Charter will also identify other procedures or operations unique for the project.

Project Goals

The City intends to make selected and targeted updates to the documents, as described below. Most analysis in the HNA and EOA will not change from the existing versions of the documents.

- Update the BLI for consistency with the most recent 2020 UGB expansion and to account for development that occurred since the BLIs were completed.

- Update the HNA for consistency with HB 2001 and HB 2003

- Update the EOA for consistency with the most recent 2020 UGB expansion and account for other changes in land needs.

- Update the Urbanization Summary.

Project Schedule

All DLCD grant funded work must be completed by June 30, 2023. The City plans to adoption the HNA and EOA by the end of 2023.

External Communications Protocols

Heather Richards from the City of McMinnville is the city's project manager. Any external communications (e.g., community members, industry representatives, media, etc.) will be routed through Heather.

Team Members

The project's team members include the Project Advisory Committee and the Project Management Team.

Project Advisory Committee

The purpose of the Project Advisory Committee is to:

- Provide feedback on changes to the HNA, EOA, and BLI

- Understand how the 2020 UGB expansion affects the HNA and EOA

- Understand how HB 2001 and HB 2003 affect the HNA and EOA

The Project Advisory Committee will meet twice:

- May 8, 2023: Project introduction and understanding

- June 22, 2023: Review analysis and provide input.

The Project Advisory Committee is made up of Citizen Advisors and Technical Advisors. City Council authorized the selection process. Members are:

Exhibit 1. Project Advisory Committee Members

Citizen Advisors	Technical Advisors
Christopher Anderson (City Resident)	Heather Richards, Community Development Director
Matthew Deppe (City Resident)	Tom Schauer, Senior Planner
Scott Green (County Resident)	James Lofton, City Engineer
Rob Hallyburton (County Resident)	Melissa Ahrens, DLCD Regional Representative
Ellen Hogg (City Resident)	
Kellie Menke (City Resident)	
Abigail Neilan (City Resident)	
Judith Pasch (City Resident)	
Katie Russ (City Resident)	
Katie Wennerstrom (City Resident)	

Project Management Team

The Project Management Team (PMT) is comprised of City and consultant staff as shown in the exhibit below.

Exhibit 2. Project Management Team Members

Agency/Firm	Individual	Role and Responsibility
City of McMinnville	Heather Richards	Project Support
ECONorthwest	Beth Goodman	Project Director
ECONorthwest	Scott Goodman	Associate
ECONorthwest	Bob Parker	Project Advisor

The PMT will provide guidance on the updates to the Buildable Lands Inventory, Housing Needs Analysis, and Economic Opportunities Analysis.

Meeting Guidelines and Protocols

Individuals will be on time to meetings and come prepared to contribute. Individuals are expected to participate respectfully, allow everyone who wants to participate to do so, listen with an open mind, and stay on topic.

For formal meetings (e.g. PAC meetings), the City and consultant team will provide agendas (with time limits for agenda items) and PowerPoint presentations. PAC meetings will start with a meeting overview to set clear expectations and meeting objectives. The City will take verbal record of the meeting with of a zoom recording.

Informal meetings (e.g. Project Management Team meetings) will not be recorded, but participants are encouraged to document decisions via personal notes. Topics discussed will not necessarily be predetermined with a formal agenda; they may be discussed informally via email or over the phone.

Tentative Work Plan and Meeting Commitment

Preliminary and subject to change:

- The Project Advisory Committee (PAC) will attend scheduled meetings (two meetings total) to review and provide guidance on work and work products and provide recommendations. Members are expected to review and comment on work products. It is expected that all City Staff will follow the Protocols listed in the next section.
  - **Meeting 1: Kickoff Meeting with Project Advisory Committee** (May 8, 2023) The kick-off meeting will review the project charter with project purpose, role of the PAC, Goals and Objectives, scope, and schedule. The PAC will review the draft June 2019 Housing Needs Analysis/Housing Strategy, the recently adopted McMinnville Growth Management and Urbanization Plan and amended urban growth boundary and how that

relates to the project efforts. The PAC will review HB 2001 and what was and was not included in the draft 2019 documents, HB 2003 and the mandate that the City of McMinnville adopt a new Housing Needs Analysis by December 2023, and HB 2003 and OAR 660-008-0050 and how it impacts the draft June 2019 Housing Strategy. The PAC will review the proposed changes to the HNA, EOA, and BLI.

- o **Meeting 2: Review changes to HNA and EOA** (June 22, 2023) The PAC will review the changes to the HNA and EOA, including changes to the BLI

- ▪ Evidentiary Hearings
  - o **Meeting 1: Planning Commission** (TBD)

  - o **Meeting 2: City Council** (TBD)