Exhibit 1

CITY OF McMINNVILLE
MINUTES OF DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE
Held at Kent Taylor Civic Hall and online via Zoom,
McMinnville, Oregon

Thursday, September 8, 2022, at 4:30 p.m.

Presiding: Committee Co-Chair Larry Miller

Recording Secretary: Noelle Amaya, Communications & Engagement

Manager

Committee Members: Present   Excused Absence
                   Zack Geary   David Cano
                   Larry Miller   Sarah Schwartz
                   Myrna Khoury   Efrain Arredondo
                   Tony Lai
                   Abby Thomas
                   Christine Bader
                   Karina Alcantara

1) CALL TO ORDER: Committee Co-Chair Larry Miller called the meeting to order at 4:40
   p.m.

2) APPROVAL OF MINUTES: Tony Lai MOVED to approve the August XX, 2022, minutes.
   Christine Bader SECONDED. Motion PASSED unanimously.

3) PUBLIC COMMENT: There were no public comments.

4) CITY COUNCIL UPDATE: Councilor Zack Geary provides a City Council update beginning
   with the Three-Mile Lane Plan. The plan is in its conceptual stage. This coming Tuesday will
   be the first time City Council will deliberate on the subject and close the public record.

   Zack encourages the DEI committee to take the Fire District survey or share the information
   with their friends. He encourages the group to attend the meetings or find ways to learn more if
   they're interested. He briefly explains the Fire consolidation concept and how fire taxation
   authority works. The Fire Districting is likely to appear on the May ballot.

   Zack explains the City Services Charge and provides a general background and timeline for
   when and how the City Services Charge will appear to the public.

   Christine asks if Zack could talk about the ARPA update that recently was presented to
   Council.

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Zack explains that the federal grant program manager was the employee who provided the update to council and that she did a great job explaining how we're planning to administer the program in terms of tracking funds and the new rules associated with ARPA.

Christine iterates the role of the committee in terms of these large projects and being sure that the committee uses the equity lens to examine the impact of these projects and spending on community members.

Zack explains how Council has applied the equity when deciding on the City Services Charge. He suggests that the group think about how the committee should present updates and recommendations to City Council.

Tony asks about if we might meet the federal grants manager and if she could come and provide a short presentation to the group about ARPA and the process. Staff Liaison, Noelle Amaya will schedule.

5) EQUITY LENS & PUBLIC ENGAGEMENT CHARTER UPDATE: Committee Co-Chair Larry Miller asks Tony Lai to present the next topic. Tony explains our process in how we put together the draft document that was found in the packet.

Noelle walks through the draft document and the logic model behind how the two documents were merged. Christine asks the group to reflect on how we may communicate what we want the City to do with this work. She asks the if we could add something that clearly defines the role of the document. She states there is already enough background information included about the process. She'd like to see the document move from "descriptive" to "prescriptive." Christine suggests moving some of the pieces around to make the document user friendly.

Zack reads the Equity Lens that was used during his time working the MacPac. Noelle explains that we need a little more than a one pager – writing a policy document was the vision originally for the charter.

Larry comments about the definitions section and if we know if these words are embedded in the document. There shouldn't be a definition attached to a word that doesn't appear otherwise. We should rename the definitions or remove them altogether.

Zack asks the group if there is anyone else that we should be asking to comment on the content. Noelle explains the possibility of bringing this to Council after a 30 day (or longer) public comment period.

Larry asks if there is anything that would cause the document to not be approved by council. Zack explains that staff capacity is a real concern that is brought up often, and Council would be weary to add extra work for employees. Noelle explains that completing this work and overseeing engagement is part of the role of the Communications and Engagement Manager, so nothing that we're doing is out of line with work that must be done.

Zack asks Abby Thomas to comment on if Linfield has a document similar to an equity lens and how it holds up to what we've drafted. Abby explains it does not, and suggests that she should take a closer look at the language that pertains to gender, gender expression, and ablism.

Exhibit 1

Zack asks if we have internal DEI policy that the Equity lens work will be used for. Noelle says that we do not, but this will likely happen once we have a new HR Manager in the role. Zack feels like we should be duplicate internally what we're doing externally.

6) PROCESS FOR REVIEWING DRAFT PROCLAMATIONS: Noelle explains the current options for reviewing City proclamations and asks whether the committee would like to review all of them at once or one at a time.

   Larry states he would like to see them reviewed as they come, and suggests that it may work best that committee members have the opportunity to step up as needed.

   Christine suggests that the committee could consider a point person for official proclamation review.

   Abby and Karina decide to review the proclamations together. Zack explains the purpose of a "proclamation" and the multiple ways that they're introduced at Council. He uses Lemonade Day, Pride Month, and Child Abuse awareness month as examples of proclamations that have been presented at Council and their ability to draw awareness to the topic.

   Noelle explains the list of proclamations and will share the list of the current proclamations along with the ones the City isn't currently doing. Zack and Christine suggest Abby and Karina should review the list thoroughly and keep us informed.

7) OTHER BUSINESS: Larry asks about the best way to communicate with the group and asks whether texting is allowed. Zack explains the quorum rules and says that texting should be kept to a minimum.

   Larry says he plans to email the sign-up list for City Council meeting attendance and asks that members sign up. Christine says that the times don't always work for her family life but suggests listening to the meeting recording. However, attending virtually doesn't address the visibility of in-person attendance.

   Zack says attendance will help the group understand the 'system' and you can see how the council works in real time.

   Christine presents a few slides for the Protocol for Culturally Responsive Organizations and would like to sit down and use this guide / scorecard as a system or process for evaluating each department. Christine would like to simplify the document and create a google spreadsheet to share with the group and review. From there she'd like to sit down with the department heads.

   Larry recaps the PROS tour and shares that he learned a lot about parks, there was good conversation, questions and that it was informative. Christine seconds everything Larry said. Tony agrees. It was a great experience.

   Zack asks the group on their level of comfortability understanding what a master plan is and what they're supposed to be working towards. He suggests that we need to backtrack and ensure that everyone knows what this work contributes to. What is the document that we're creating and what is what we're doing now contribute to that work.

   Tony says more information is always better. Christine says it's easier to understand the works we're doing when we have more context. Zack also likes the idea of always being sure to provide context.

8) ADJOURNMENT: Meeting adjourned by Larry Miller at 6:03 pm.

Exhibit 1

s/s Noelle Amaya
Noelle Amaya, Communications & Engagement
Manager
Recorder

DRAFT

Exhibit 2

Public Engagement Charter &
Equity Lens

Introduction

Introduction

The purpose of this document is to create consistency across all City departments in how McMinnville considers equity in its decision-making and public engagement. The Public Engagement Charter and Equity lens is a critical tool for the City to fulfill its commitments in MacTown 2032, and to continuously improve its delivery of high-quality services while upholding the values of stewardship, equity, courage, and accountability.

Public Engagement & Equity: Two sides of the same coin

This document combines two important tools for the City of McMinnville to meet its strategic commitments: a Public Engagement Charter and an Equity Lens.

- A Public Engagement Charter explains how the City conducts public participation, defined by the International Association for Public Participation (IAP2, a national organization that promotes best practices) as "any process that invites input from the public and uses that input to help make decisions."

- An Equity Lens is typically a set of questions for decision-makers to consider, drawing specific attention to potential impacts on historically-excluded or vulnerable communities. See Appendix 1 for more on the case for equity in McMinnville.

Expectations: What we'd like to see

As City staff develop a project (defined as any policy or program that has direct impact on the public, including issuing Requests for Proposals), they should aim to include the following in writing:

1. A public-facing purpose or objective statement about the project.

2. Identification of relevant stakeholders.

3. A public engagement plan, developed in collaboration with the Engagement Manager.

4. Answers to the equity lens questions, ideally in consultation with the Diversity, Equity, & Inclusion Advisory Committee.

5. A follow-up plan for how to incorporate the findings to #2-4 above into project execution.

See Appendix 2 for an example. Detail on each step follows.

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Exhibit 2

1. A public-facing purpose or objective statement about the project.

Projects should begin with purpose and objective statements, such as

"The purpose of this project is...," or "

This project will result in..."

Example: "The McMinnville Programming Advisory Committee (MacPAC), was assembled to assist the
City of McMinnville in examining the Recreation/Aquatic Center, Senior Center, and public library space programs and enrichment services of the community.

2. Identification of relevant stakeholders.

Identify those impacted by the project, along with their viewpoints and interests. Examples include:

- Local business leaders

- Community organizations, neighborhood associations, and civic organizations

- Communities with unifying geographic, racial, ethnic, language, religious, or other characteristics

- At-risk populations, including those where demographic, geographic, or economic characteristics impede or prevent access to City information or events

3. A public engagement plan, developed in collaboration with the Engagement Manager.

Effective public engagement should include a variety of tools, selected as appropriate for where the project's engagement goal sits on the IAP2 spectrum, from "inform" to "empower" (see Appendix 4 for the IAP2 spectrum and information about best practices for public engagement). This step should be seen not just as a singular step to execute a singular project, but as an ongoing opportunity to strengthen community relationships. Best practices include:

- Attending community, neighborhood, or committee meetings of groups which have vested interest or who will be impacted by your project

- Conduct specific outreach to community leaders through face-to-face conversations, being mindful to budget time during project initiation to make connections.

- Conducting specific outreach to community leaders

- Inviting community members to assist in measuring communication tools for effectiveness.

Exhibit 2

- Utilizing a variety of media, including websites, social media, email, direct mail, and phone calls and texts.

4. Answers to the equity lens questions, ideally in consultation with the City Diversity, Equity, & Inclusion Advisory Committee (DEIAC). (See Appendix 3 for an explanation of the DEIAC's role.)

A. Who are the racial/ethnic and underserved groups affected? What is the potential impact of the policy/program on these groups?

B. Does the policy/program ignore or worsen existing disparities or produce other unintended consequences? Does it narrow or widen the opportunity gap?

C. How does the policy/program advance opportunities for historically underserved communities?

D. What are the barriers to more equitable outcomes? (e.g. mandated, political, emotional, financial, programmatic or managerial)

E. How have you intentionally involved members of communities who will be affected? How do you validate your answers to Questions A-D?

F. How will you modify or enhance your strategies to ensure each community member and communities' individual and cultural needs are met?

G. How are you collecting data on race, ethnicity, and native language?

5. A follow-up plan for how to incorporate the findings to #2-4 above into project execution.

The purpose of a public engagement plan and equity lens is not simply to answer a series of questions and tick a set of boxes, but to develop tangible action items that hold the City accountable for its commitments. This section should include specific checkpoints and evaluation measures to demonstrate that the public engagement plan is implemented and impactful.

Exhibit 2

Appendix 1: McMinnville's Equity Lens: The Case for Equity

To examine equity requires an intentional look into the systemic policies and practices that, even if having the appearance of fairness, may in effect serve to marginalize some members of the community or perpetuate existing disparities. McMinnville strives to acknowledge its changing demographics by recognizing the fullness that diversity adds to our communities. Working toward equity requires an understanding of historical contexts and placing an active investment in changing social structures. Over time, this work recognizes that all people, regardless of race or cultural heritage, gender identification, income, or other protected status, have the same opportunities and support from local government to realize their full potential.

Purpose of Equitable Public Engagement

Equitable public engagement means that the City of McMinnville commits to setting intentional policies and investing in systemic change. An equitable system for public involvement creates clear accountability and supports structures that are effective in reaching all sections of our community and correcting those that are not.

Creating a culture of equity in the City of McMinnville includes strengthening civic engagement, resource allocation, public communication, data collection and analysis, hiring practices, purchasing and procurement. The overarching result is a community in which everyone feels welcome to engage with local government, knows how to provide their input and sees its value to the whole, and feels optimistic about the shared ownership and future of McMinnville.

Exhibit 2

Appendix 2: *Equity Lens Template Example*

Purpose / Objective Statement:

This project will increase awareness of the availability of Parks & Recreations free or low-touch financial assistance programming.

Audience	Demographic or Psychographic Characteristics	Preferred Media Channels	Other opportunities	Current behaviors	Knowledge, Attitudes & Perceptions	Barriers to participation
Example: *Families currently not participating in McMinnville parks & recreation programming*	*Low-income Age 18 to 35 Primary education Spanish speaking*	*Mobile phone/text message, radio, parks & recreation guide*	*Church Groups After school care programs*	*Low participation. Talks to peers about family needs but does not reach out for services or scholarship information.*	*Wants to participate but does not know how. Believes the community programs are only for people with money Does not understand the benefit*	*Transportation Income/Cost of program Bad experience or does not feel welcome Language Activities aren't nearby*

Level of the IAP2 Spectrum that you're working within (circle one):

Inform   Consult   Involve   Collaborate   Empower

Exhibit 2

Answers to Equity Lens Questions:

A. Who are the racial/ethnic and underserved groups affected? What is the potential impact of the policy/program on these groups? *Community members currently living in low-income housing.*

B. Does the policy/program ignore or worsen existing disparities or produce other unintended consequences? Does it narrow or widen the opportunity gap? *Bringing fee programming narrows the opportunity gap so that any family can participate without having to self-identify as needing financial assistance.*

C. How does the policy/program advance opportunities for historically underserved communities? *Enrichment activities are proven to increase mental health and the sense of connection to community.*

D. What are the barriers to more equitable outcomes? (e.g. mandated, political, emotional, financial, programmatic or managerial) *Families may feel embarrassed to apply for financial support. If we continue to require families to apply for assistance it could mean that the family won't apply at all since they would have to take the time to come to the Community Center and fill out the paperwork.*

E. How have you intentionally involved members of communities who will be affected? How do you validate your answers to Questions A-D? *Yes, we have conducted 5 interviews with low-income families and met with stakeholders at the school district to help us align our process to the needs of the community.*

F. How will you modify or enhance your strategies to ensure each community member and communities' individual and cultural needs are met? *We will provide culturally diverse activities and remove the need for transportation by creating programs within neighborhoods or local parks where we see low participation.*

G. How are you collecting data on race, ethnicity, and native language? *Program instructors are bi-lingual and check in personally with participants.*

How I plan to incorporate the findings into my project: *We will use what information we learn over the course of the project to identify ways to provide free or low-touch financial assistance to those in our community who need it. We will present our analysis to City Council at this DATE.*

Exhibit 2

Appendix 3: McMinnville's Diversity, Equity, & Inclusion Advisory Committee

Appointed by the City Council, this seven-member advisory committee is responsible for making policy recommendations to the City Council. In alignment with the City's strategic plan, MacTown 2032, this committee also advises City staff on culturally responsive service delivery, programming, and communication strategies.

Responsibilities of the Diversity Equity & Inclusion Advisory Committee (DEIAC)

- Serve as an advisory body to the Council for matters concerning City diversity, equity, and inclusion policies and general City policies through a diversity, equity, and inclusion lens.

- Evaluate City policies and make recommendations to the Council regarding public engagement strategies to ensure all interested persons have an avenue to participate in the Council's decision-making process.

- Supervise the implementation of the Goals and Objectives in the 2019 MacTown 2032 Strategic Plan related to diversity, equity, and inclusion and advise the Council on implementation of other Goals and Objectives in the 2019 MacTown 2032 Strategic Plan through a diversity, equity, and inclusion lens.

- Perform such other duties relating to issues of racism, sexism, or ableism as the McMinnville city council or city manager may request.

- Have the authority to coordinate its activities with other city, county, state or federal agencies.

How this advisory body supports the City's public engagement policy

- Establishes a common understanding of the City's commitment to community engagement across all departments, partnerships, and to McMinnville's community members.

- Sets a clear standard for the public engagement process that all members of our City Departments may reference.

- Helps identifies actions that directly reflect our core values of Stewardship, Equity, Courage, and Accountability

- Works with staff to fine tune tools and techniques that McMinnville uses to communicate with the public.

- Encourages relationship building activities and the community's capacity to engage with the City.

Exhibit 2

- Works with City staff to ensure long term planning decisions consider the needs of community members and are incorporated into the vision for future residents.

Exhibit 2

Appendix 4: Best Practices for Inclusive Engagement

The City of McMinnville is committed to following the International Association for Public Participation (IAP2) as the recognized standard for public engagement practices. IAP2 defines public participation as, "any process that invites input from the public and uses that input to help make decisions."

IAP2's core values include:

- The public should have a say in decisions about actions that could affect their lives

- Public participation includes the promise that the public's contribution will influence the decision

- Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision-makers

- Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision

- Public participation seeks input from participants in designing how they participate

- Public participation provides participants with the information they need to participate in a meaningful way

- Public participation communicates to participants how their input affected the decision.

Exhibit 2

IAP2 Spectrum of Public Participation

iap2 International association for public participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Exhibit 2

IAP2's Spectrum of Involvement and core values should be used assist the City of McMinnville in identifying the purpose and working level of engagement. A well-defined objective for each phase of the project is imperative to selecting the appropriate engagement tools and activities.

There is no single form of engagement that will meet the needs of all. As technology or circumstances change, adjustments should be made to ensure the City is providing community members with a variety of opportunities and two-way channels of engagement.

Based on the desired outcome and identified key audiences, the public engagement plan should apply the appropriate tools and techniques to achieve said outcomes, describe how follow-up with audiences and participants will occur, and identify how communication should be carried out at each step. Following the approval of a scope and budget, a plan should be created to include the following:

Identifying Public Engagement Tools

Choose methods or tools that reflect the diversity and needs of the community. Multiple tools can and should be considered. Public Participation Plans should be living documents, adaptable, and chosen based on specific project needs.

Examples of tools and techniques McMinnville may use to engage the public:

- Web Pages
  - The City of McMinnville Website should be used as the main source for project information (including technical reports and background materials), information should be kept up to date throughout the project with print copies available upon request in both English and Spanish.

- Print & Electronic Communications
  - Provided via postcard, mailer, doorhangers, etc., all project collateral should be provided in duality on the webpage and available in public open house meetings.
  - Graphics should be easy to understand and in plain language.
  - All print materials should be provided in English and Spanish.

- Social media
  - Posts should be used to inspire two-way engagement with the public. Inform, educate, and solicit general feedback or comment from the public.

Exhibit 2

- o Posts may use simple 'story-telling' techniques – action verbs *'we're doing this right now'*, creating suspense *'what will come…'* give context *'why is this important to you?* Show, don't tell, *'use sensory details and create a mental picture'*
- Open Houses, public meetings, and informational sessions
  - o In-person and virtual opportunities should be provided
  - o Public meetings should occur in various locations around the City, preferably in neighborhoods with typically low-visibility

Public Meetings & City Sponsored Events

Public meetings and City Sponsored Events are opportunities for our leaders, project managers, and subject matter experts to interact with McMinnville community members and build community confidence. The City of McMinnville should strive towards broadening our reach with the public through structured communications and city sponsored events. This section should describe what the public should expect in terms of notification, agendas, public comment, access, and types of messaging to be used.

Choosing convenient times, locations, and matters of accessibility

McMinnville's public meetings, including meetings of the McMinnville City Council, open houses and other non-rotating meetings, are conducted at Kent Taylor Civic Hall located at 200 E. Second Street. These meetings are also available to attend virtually.

- The City should strive to hold project specific meetings in various neighborhood locations as applicable.
- City facilities are accessible to persons with disabilities and/or to people who rely on public transportation. We are committed to providing services or accommodations upon request to persons with disabilities.
- The City should strive to provide a friendly atmosphere with activities for children when appropriate, travel vouchers, and interpretation services.
- The City should post recorded digital content on the City's webpage in a timely manner for viewing at a later time.

Exhibit 2

Access to McMinnville City Council

McMinnville City Council meets at 7 p.m. every second and fourth Tuesday of the month or beginning at 5 pm when work sessions are required. McMinnville City Council work sessions and meetings are held virtually at Kent Taylor Civic Hall unless otherwise noted. City Council meetings are broadcast live through our YouTube channel and are repeated on McMinnville Community Media – McMinnville's public access channel. Videos are accessible via the City's YouTube Channel located at (insert YouTube IRL here).

Pre-Engagement Notification Process & Agendas

Public notifications may be sent out based on a pre-determined list of contacts depending on the project. Other public notices are posted in the local newspaper and across all of the city's communication channels (social media, newsletter, email, and public access television).

Pre-consultation with special interest groups or business organizations should be arranged to reach those that are typically harder to engage or for where higher engagement within those groups would benefit the larger community.

Agendas with supporting materials are posted on the City of McMinnville website and mailed or sent electronically to councilors, advisory committee members in advance of all regularly scheduled meetings. Meeting packets contain agenda items and materials, a summary of the last meeting when required, and a date and time of the next meeting. If the public has difficulty accessing meeting materials electronically, printed versions are available upon request.

All public meetings, their materials, and instructions for how to join virtually, or provide public comment are posted to the City's online calendar found on the City's website at www.mcminnvilleoregon.gov.

Testimony and public comment at meetings and public hearings

There are many ways to provide comments, recommendations and testimony to the McMinnville City Council and advisory committees. Public input is carefully considered to inform policy decisions for the City and becomes part of the permanent record. Every council meeting includes an opportunity for public comment.

During a formal public comment opportunity, people may submit comments by mail or email, and orally or in writing at a public meeting. In some cases, there may be a deadline to submit written testimony on a particular subject. Depending on program and project requirements, formal public testimony may be heard by decision-makers prior to and/or at the time of final adoption. To verify testimony deadlines or delivery

Exhibit 2

instructions people may email or call City Hall at 503-434-7402 or email the City Recorder, Claudia Cisneros at Claudia.Cisneros@mcminnvilleoregon.gov

Equal Access to Information

Our commitment is to remove barriers to participation by using easy to understand materials such as:

- Using maps, photo enhancements, posters, charts, graphs, illustrations, presentations, handouts, and videos
- Using clear writing and plain language when explaining or displaying concepts
- Opportunities to speak with subject matter experts to advise or provide clarity when necessary

Concluding the process

Publish a report that summarizes engagement outcomes at key points.

- Summarize notification process, engagement methods used, conduct an analysis and report of any emerging themes
- Provide an engagement process questionnaire at all engagement events and make the questionnaire available online
- Provide an explanation of how feedback gathered informed the planning process and outcomes in the planning process.
- Integrate City planning projects with ongoing City communication goals to maintain continuity of contact with key milestones, individuals, and/or organizations.
- When applicable, evaluate the process with participant feedback. Gather feedback on the engagement process that measures how well the engagement goals were upheld. Use feedback to improve future processes.

CITY OF MCMINNVILLE
PLANNING DEPARTMENT
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City of McMinnville

STAFF REPORT

DATE: October 13, 2022
TO: Diversity, Equity and Inclusion Advisory Committee
FROM: Heather Richards, Community Development Director and
SUBJECT: Long Range Planning Project Advisory Committees

STRATEGIC PRIORITY & GOAL:

GROWTH & DEVELOPMENT CHARACTER
Guide growth & development strategically, responsively & responsibly to enhance our unique character.

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

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Report in Brief:

The Planning Department is preparing to launch three long-range planning efforts. Each effort will have a project advisory committee. We would like to invite one person from the Diversity, Equity, and Inclusion Advisory Committee to join each project advisory committee. A description of each committee is attached.

City of McMinnville

PROJECT ADVISORY COMMITTEE VOLUNTEER OPPORTUNITIES

DO YOU WANT TO HELP PLAN MCMINNVILLE'S FUTURE?

We have several long-range planning efforts that will get underway over the next six months, all of which will have a Project Advisory Committee comprised of community members, who will meet and work with staff and the consultant team on the plan/project. For each project we are hoping to put together a committee representative of McMinnville's residents, property owners and businesses, so we are encouraging youth (under 18), millennials, parents with kids currently in school, retirees, Latinos/Latinas, people with disabilities, business owners, residents, etc. No specific experience is necessary. Just the willingness to have thoughtful, informed dialogues about McMinnville's opportunities and constraints and the passion to participate in planning McMinnville's future. Each effort is described in more detail below.

Housing Needs Analysis / Economic Opportunities Analysis / Housing Strategy:

Project Description: This project will update our Housing Needs Analysis, Economic Opportunity Analysis, and Housing Strategy. We will be identifying what types of housing and jobs we will need through 2041 for a population of approximately 45,000 people and if we have enough land for it. The conversation will be focusing on buildable land supply, types of development we want to see within the city limits, and data points – lots of data points. We have an existing draft of each document, each which needs to be updated to reflect our recent urban growth boundary amendment and missing middle housing codes.

Timeline: This project will kick off in January 2023, and will last approximately 12 months, with a meeting every month for about two hours.

Fox Ridge Road Area Plan:

Project Description: This project will develop a future area plan for the Fox Ridge Road area of the city's urban growth boundary, with a focus on housing, parkland, connectivity, and a Neighborhood Activity Center. It is a great opportunity to get involved in developing the vision for a future growth area of McMinnville and then putting together a plan to support that vision.

Timeline: This project will kick off in Fall 2023, and will last approximately 12 months, with a meeting every month for about two hours.

Transportation System Plan Update:

Project Description: This project will update the city's Transportation System Plan, including transportation infrastructure for cars, bicycles, scooters, walkers, etc. We will be planning for a population of approximately 45,000 people, evaluating roads for vehicular movements, but also planning more off-road infrastructure for pedestrians and bicyclists to encourage people to get around town in something other than a vehicle. If you like to dream about alternative ways for people to move around the community or are concerned about future congestion and want to be part of the solution, or simply like the engineering aspect of this type of infrastructure planning this committee is for you.

Timeline: This project will kick off in early 2023, and will last approximately 24 months, with a meeting every month or two for about two hours.

City of McMinnville

APPLICATION FOR PROJECT ADVISORY COMMITTEE

Thank you for your interest in serving on a project advisory committee. We currently have three project advisory committees that we are putting together. Project information is attached. The information on this form will help us learn about the background of persons interested in serving on a particular committee to ensure that we have a representation cross-section of the community.

Name: _____   Home Phone: _____

Address:_____   Cell Phone: _____

_____   Work Phone:_____

Email: _____   Date of Birth:_____

Project Advisory Committee for which you are an applicant:

☐ Housing Needs Analysis / Economic Opportunities Analysis Update
☐ Fox Ridge Road Area Plan
☐ Transportation System Plan Update

How many years have you lived in McMinnville?_____

Educational and occupational background:_____

_____

_____

_____

_____

Why are you interested in serving?_____

_____

_____

_____

_____

_____

Signature_____   Date_____

Please return to the Planning Department, 231 NE Fifth Street, McMinnville, OR 97128 or

to Heather.Richards@mcminnvilleoregon.gov