



**Diversity, Equity, & Inclusion Advisory Committee  
Work Session: Project Advisory Committee Meeting #3  
Thursday, June 22nd, 2023  
12:00 p.m. to 1:00 p.m.**

Location: Civic Hall (200 NE 2<sup>nd</sup> St, McMinnville OR 97128)

You may also join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/85187967814?pwd=bkITcHFoT1hscW5obXBEZ0tyT29lZz09>

Meeting ID: 851 8796 7814

Zoom Password: 064202

Or you can call in and listen via Zoom: +1 253 215 8782 (US)

Meeting ID: 817 1459 4776

Public Comments: If you wish to address the Diversity, Equity & Inclusion Advisory Committee on any item not on the agenda, you may respond as the Committee Chair calls for "Public Comment." You may also submit written comment via email at any time up to 12:00 pm the day of the meeting to [noelle.amaya@mcminnvilleoregon.gov](mailto:noelle.amaya@mcminnvilleoregon.gov), that email will be provided to Committee members and entered into the record at the meeting.

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**12:00 PM – WORK SESSION MEETING – VIA ZOOM AND SEATING IN THE CIVIC HALL  
CONFERENCE ROOM**

1. CALL TO ORDER
2. UPDATE ON OUTREACH EFFORTS & ENGAGEMENT
3. REVIEW AND DISCUSSION OF PRELIMINARY DEFICIENCIES & REMEDIES
4. ADJOURNMENT OF WORK SESSION

Please submit requests for accommodations, including interpretation for people who are deaf or hard of hearing, at least 48 hours before the meeting to Noelle Amaya, Communications & Engagement Manager (503) 883-3727.

**TECHNICAL MEMORANDUM**

To: Heather Richards, McMinnville Planning Staff

From: Ashley Doty, PE  
3J Consulting, Inc.

Date: June 13, 2023

**Project: McMinnville Public Facility Evaluation**  
**Project No: 23844**  
**RE: Analysis of Existing Conditions: Deficiencies and Remedies**

**EXECUTIVE SUMMARY**

The City of McMinnville would like to evaluate public facilities within older sections of the city through the *Planning for Equity: Infrastructure & Investments in McMinnville Neighborhoods* Project. The study area is compiled of ten census block groups with the lowest family median incomes, highest number of households living in poverty, and highest percentage of residents that identify as Hispanic, Asian and Multi-Race. This analysis will determine if the city has an equitable approach to maintenance, master planning and prioritizing projects.

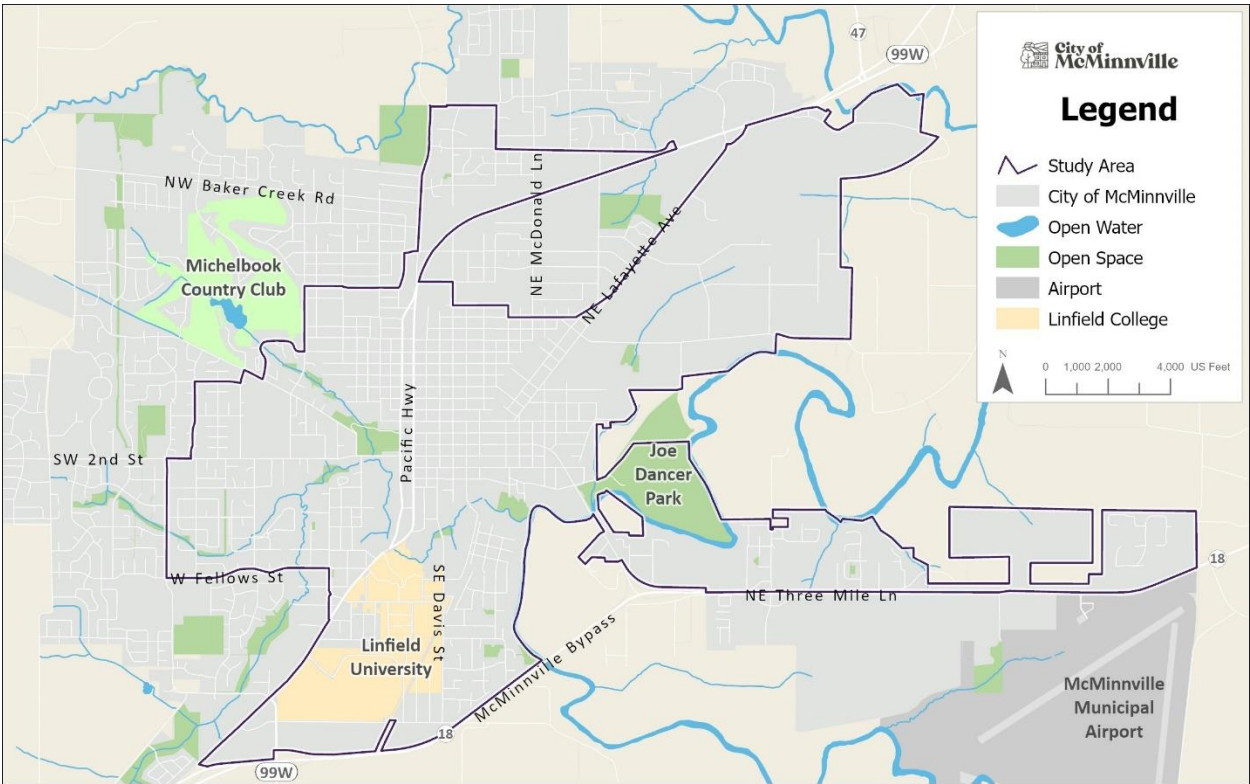


Figure 1: Public Facility Evaluation Study Area



This memorandum provides an overview of the existing conditions and known deficiencies in four key infrastructure systems in McMinnville within the study area: pedestrian safety, roadway infrastructure, storm drainage system, sanitary sewer system, and parks. It also outlines potential remedies to address these deficiencies.

The analysis of McMinnville's existing master plans and public comments in these five key infrastructure systems presents a common theme of the master plans being out of date.

### **PUBLIC OUTREACH**

There were four outreach activities that occurred over this time period. An ongoing outreach activity included an online survey in which community members could show their perceptions of public infrastructure as well as where issues occurred. Other outreach activities included tabling at the McMinnville Community Fair (5/25), tabling at the McMinnville Farmers Market (6/8), and tabling at Taylor Park (6/14). The tabling events included bringing a printed version of the online map to the community and having community members mark where they noticed deficiencies in public infrastructure. Marked dots then corresponded with comment cards where they could elaborate on their observations.

### **Transportation**

The highest rate of responses from the public were surrounding the topic of transportation. Many members of the community identified broken sidewalks to be an issue throughout the study area. Some emphasized that broken, or a lack of, sidewalks in these areas are a large safety issue for those who push strollers, use wheelchairs, or for those with limited mobility. Road conditions and traffic safety issues were also identified as larger subcategories discussed among the public. Members of the community noticed that in many of the areas where there was a lack of crosswalks and stop signs that speeds were also disproportionately higher. Road condition deficiencies such as potholes and paving issues were identified by the public within the study area as well.

### **Parks**

Facilities and maintenance within parks within the study area were a high touchpoint for community members. A lack of facilities within parks such as waste disposal, play structures, and accommodations for older kids were included in the assessment. The need for more public restrooms was frequently mentioned when thinking about both current and future parks. A need for restrooms was pinpointed along 3<sup>rd</sup> Street with hopes of future pocket parks to support these facilities along the area. The concept of pocket parks and the need for green space within neighborhoods in the study area was also discussed.

### **Drainage**

Drainage issues were identified frequently within the study area. Issues such as clogged storm drains, flooding, and standing water were reported within the area. Erosion was marked as a catalyst of drainage/flooding issues in some areas by the public, such as along Cozine Creek in McMinnville City Park. Other water-related issues were not mentioned by the public.



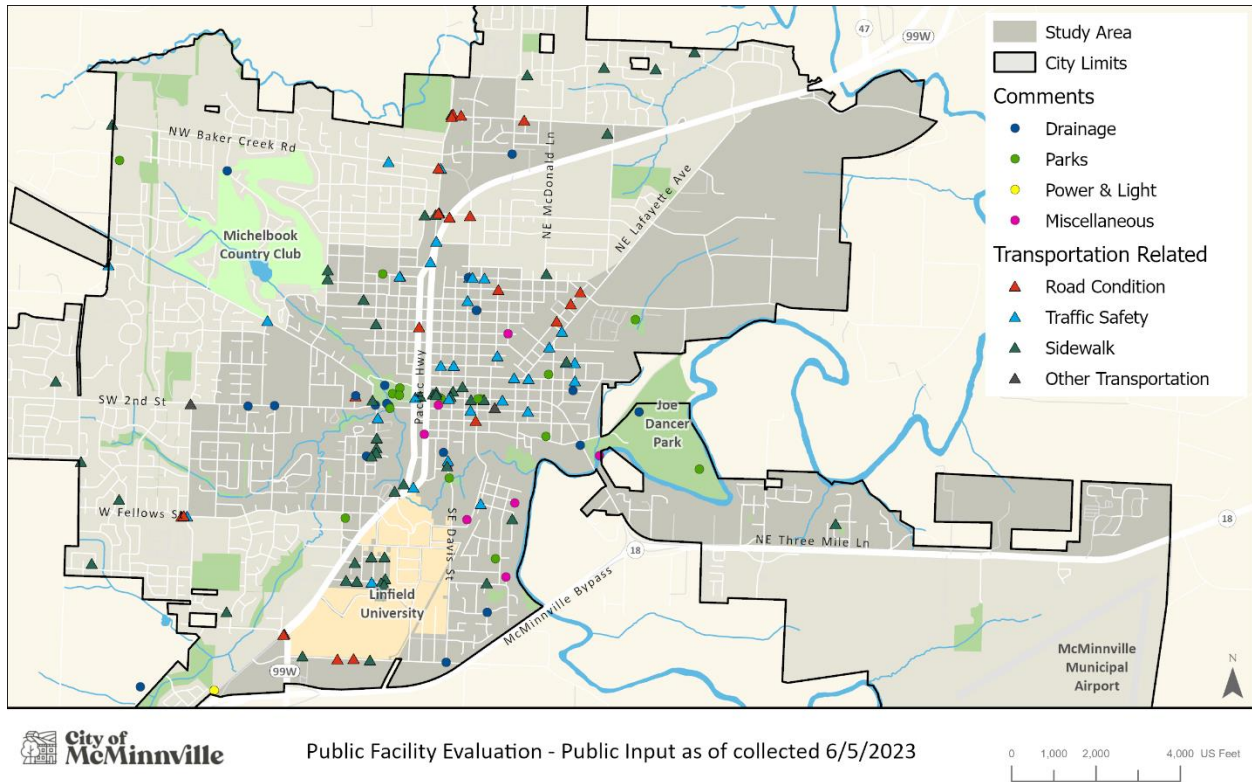


Figure 2: Categorized Public Input

## **PEDESTRIAN SAFETY**

### **Existing Conditions and Known Deficiencies**

McMinnville's 2010 Transportation System Plan (TSP) and public comments were used to analyze the existing conditions of the pedestrian infrastructure system. Within the Study Area, there are a significant amount of missing or damaged sidewalks and curb ramps (see *Figure 3: Pedestrian System Plan with Public Concerns*). Public comments also aligned with the TSP, where well over 50% of the comments were in relation to pedestrian safety, sidewalks, and ramps.



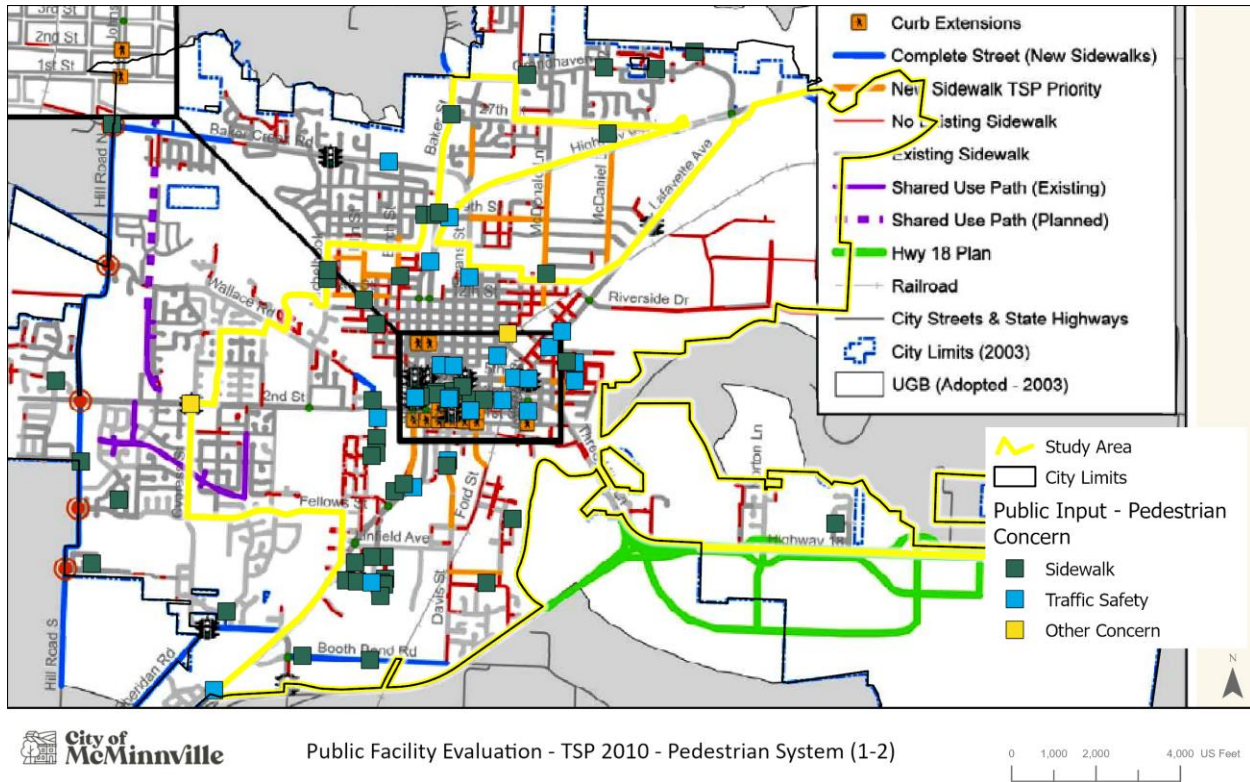


Figure 3: Pedestrian System Plan with Public Concerns

The city has identified pedestrian specific Capital Improvement Projects (CIPs) with them mainly being focused around schools and many of these priority projects fall within our Study Area.

### Remedies

With the TSP being thirteen years old and the public comments showing that a majority of the identified deficiencies in the pedestrian system still exist, the following solutions would be the next steps to remedy the issues.

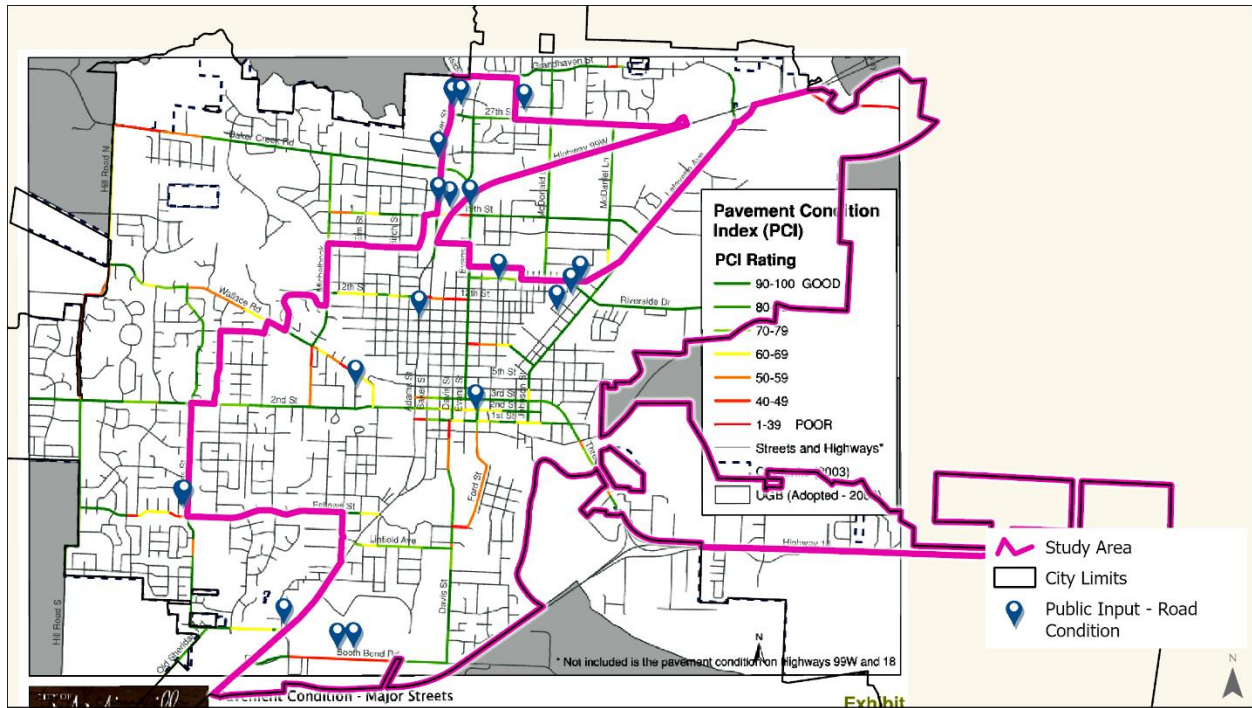
1. Update the current Transportation System Plan
2. Prioritize pedestrian safety within the City's CIPs while focusing on the Study Areas as these had a higher level of issues.
3. Create a citywide program to upgrade curb ramps to be ADA compliant such as allocating or identifying funding to complete a set number of ramp upgrades on an annual basis.

### ROADWAY INFRASTRUCTURE

#### Existing Conditions and Known Deficiencies

McMinnville's 2010 Transportation System Plan (TSP) and public comments were used to analyze the existing conditions of the roadway infrastructure system. The TSP rates pavement conditions, where a majority of the low Pavement Condition Index (PCI) are located within the study area (see *Figure 4: Transportation System Plan with Public Concerns*). Additionally, many public comments state poor roadway conditions, such as potholes, cracking, and uneven surfaces.





Public Facility Evaluation - TSP 2010 - Pavement Condition (3-16)



Figure 4: Transportation System Plan with Public Concerns

### Remedies

As mentioned in the pedestrian safety section, the TSP is outdated. Updating the current TSP would confirm the public comments and identify priority CIPs needed to address the deficiencies. Reviewing the deficiencies through the lens of the Study Area can help to determine which projects should or can be prioritized.

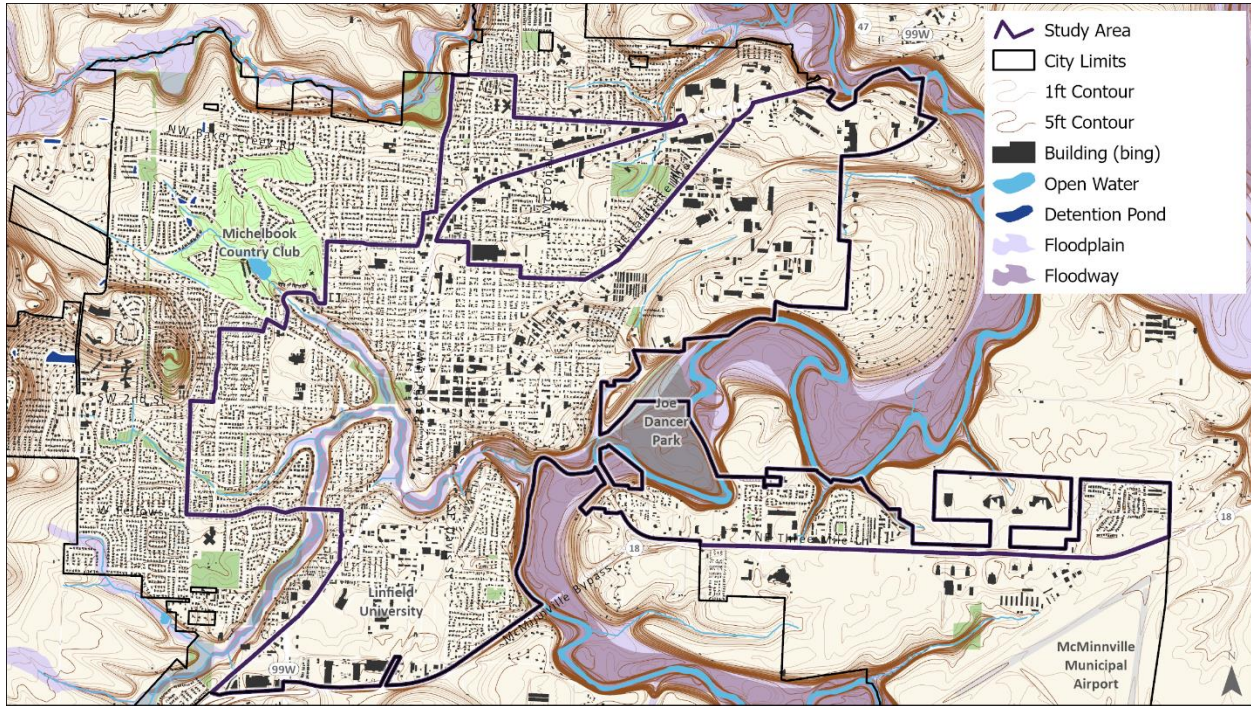
### STORM DRAINAGE SYSTEM

#### Existing Conditions and Known Deficiencies

McMinnville's 2009 Storm Drainage Master Plan (SDMP) and public comments were used to analyze the existing conditions of the storm drainage system. Compared to the City as a whole, the Study Area has a significant number of identified deficiencies within the system with a majority of these being undersized pipes. Public comments noted maintenance issues, such as clogged inlets and ditches.

In the SDMP, the city has identified priority Capital Improvement Projects (CIPs) with a majority of these projects falling within the Study Area.

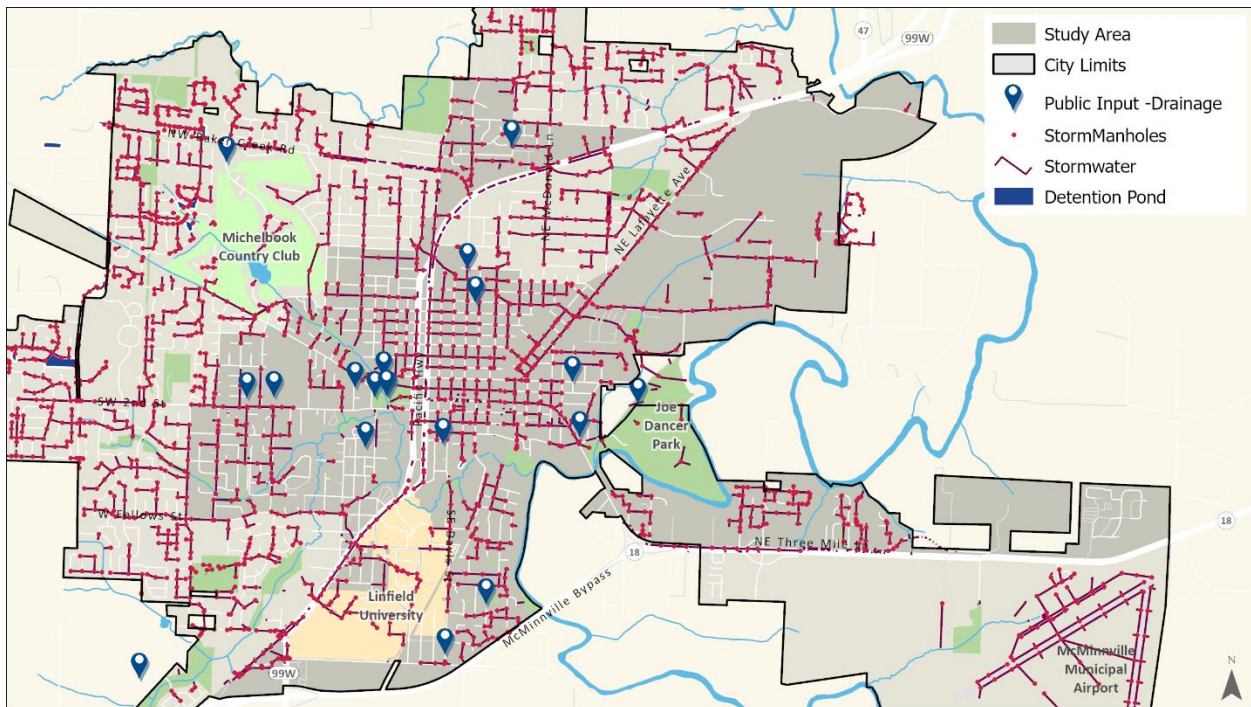




Public Facility Evaluation - Drainage



Figure 5: Drainage Systems



Public Facility Evaluation - Storm



Figure 6: Stormwater Systems with Public Concerns



## Remedies

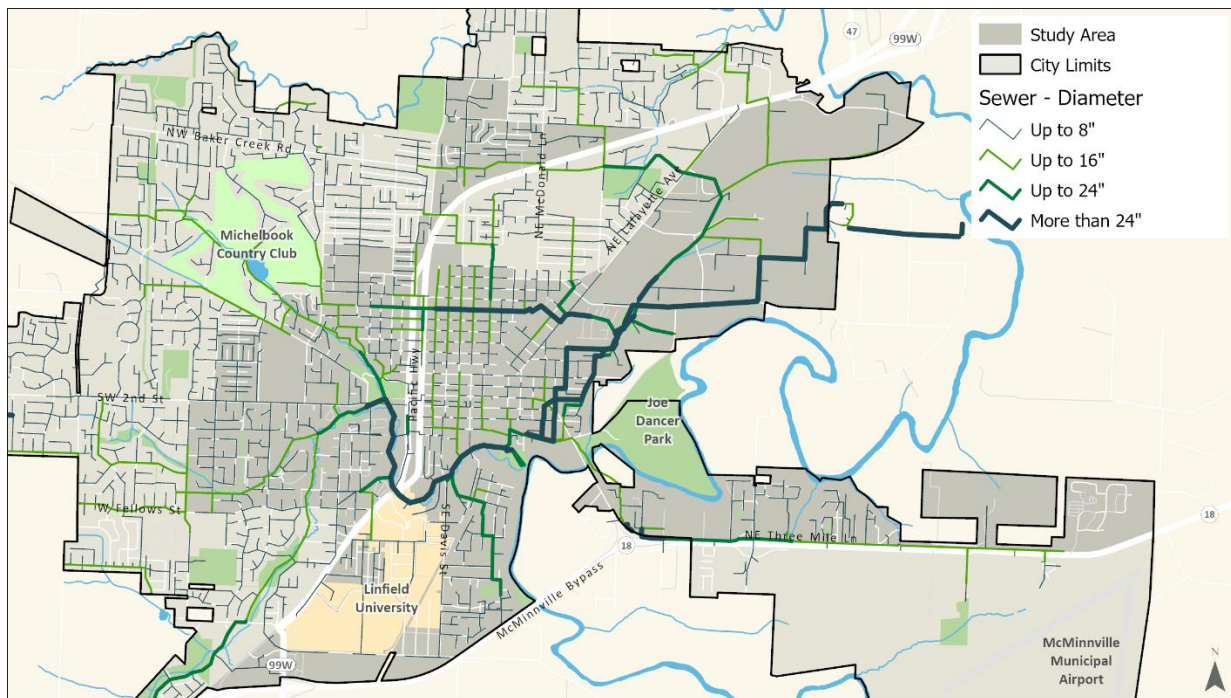
An immediate solution is to prioritize maintenance on the existing clogged storm system. This should help to alleviate localized flooding for smaller storm events. Updating the Storm Drainage Master Plan would be the next step into confirming and updating existing deficiencies in the system. Reviewing the deficiencies through the lens of the Study Area can help to determine which projects should or can be prioritized.

## SANITARY SEWER SYSTEM

### Existing Conditions and Known Deficiencies

McMinnville's current Wastewater Master Plan was completed in 2009. The City is currently working on a project to update this plan to include recent changes to the Urban Growth Boundary, aging infrastructure and more stringent environmental requirements. The project was started in September 2022 and is scheduled to be completed by the end of 2024. The City has also identified infiltration and inflow (I&I) projects for the sewer system. Infiltration of groundwater and inflow of storm water that enters into the sewer system can contribute significantly to the cost of operation and capacity of the City's water reclamation facility.

The City has a sewer lateral program to upgrade private sewer laterals up to federal and state standards as it's estimated that 60% of McMinnville's I&I comes from private laterals. This program provides an incentive to the property owners to fix deficient laterals by being reimbursed for a portion of the construction costs.



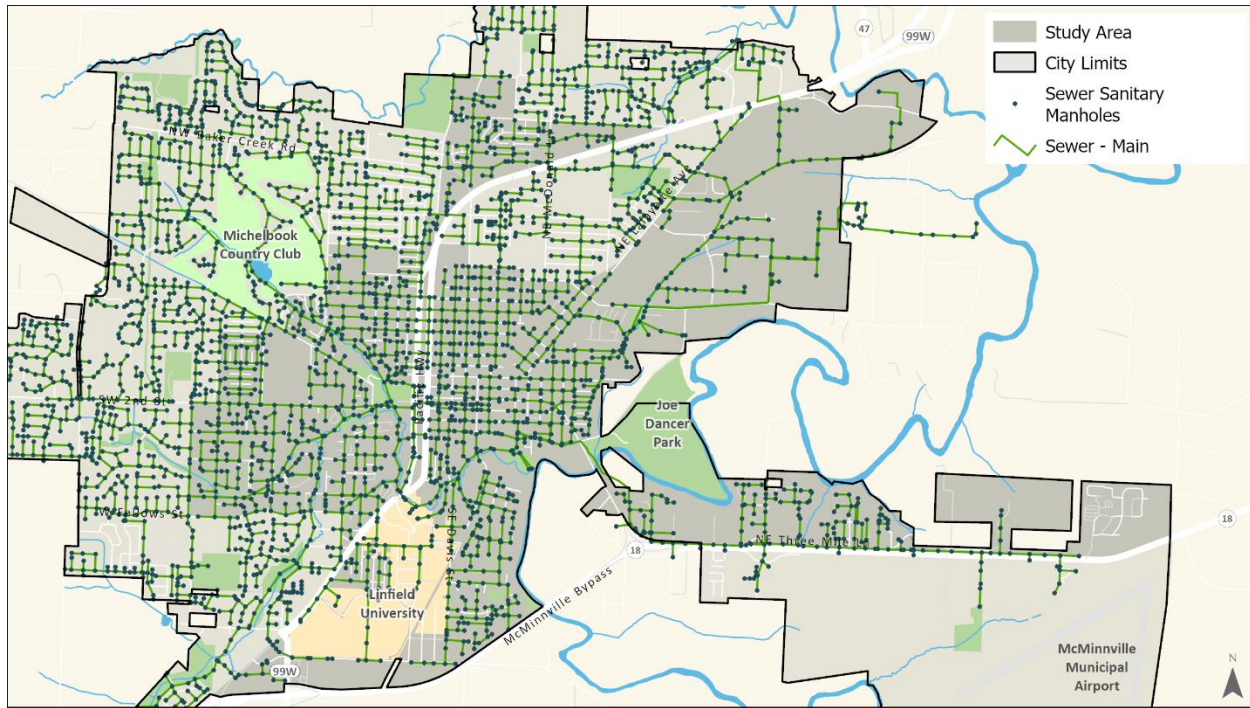
Public Facility Evaluation - Sewer



Figure 7: Sewer Capacity







Public Facility Evaluation - Sewer



Figure 8: Sewer Systems

## Remedies

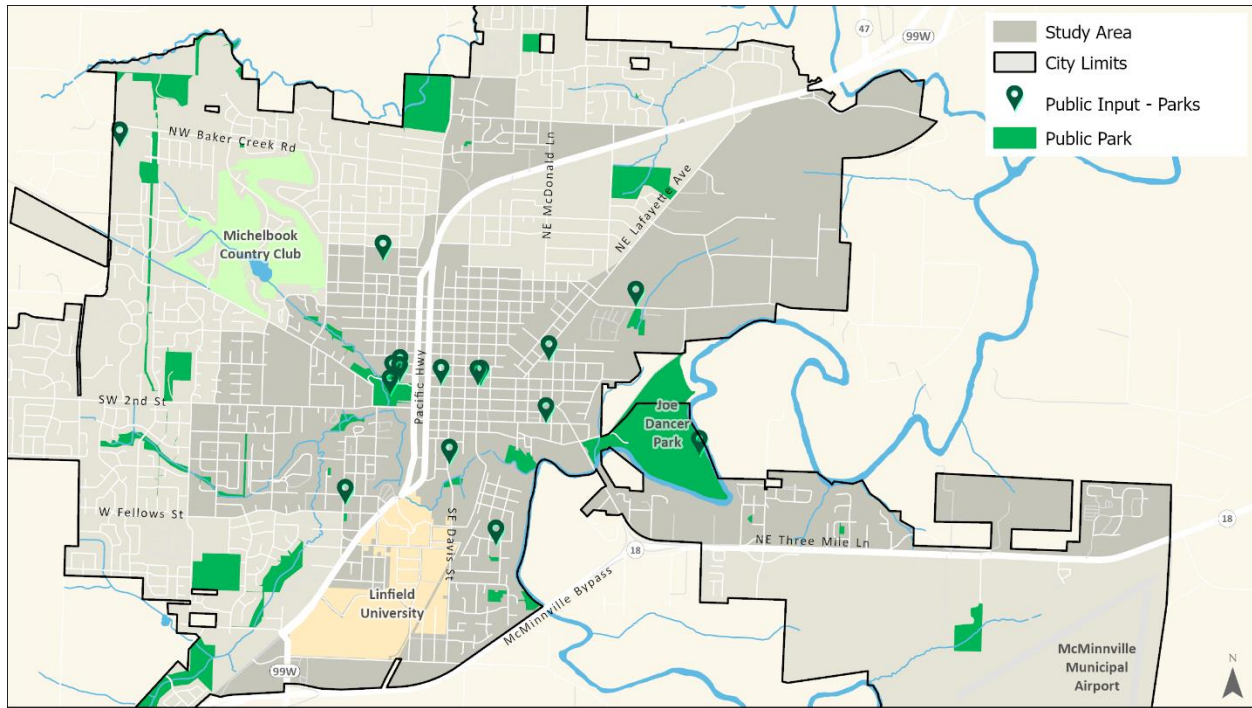
As the City is undergoing a project to upgrade the Wastewater Master Plan, this process will help to identify which projects need to be a priority. Reviewing the deficiencies through a lens of the Study Area can help to determine which projects should or can be prioritized.

## PARKS

### Existing Conditions and Known Deficiencies

McMinnville's Parks, Recreation, and Open Space Master Plan was finalized in 1999. The city is currently working on a project to update this plan to meet the needs of McMinnville's growing population. This update began in 2022 and is expected to be completed by the winter of 2023. The 1999 Master Plan recommended that there should be 14 acres of parkland per 1,000 people. The existing amount of parkland per 1,000 people is currently lower than the 1999 standard with 358 acres of parks serving approximately 34,666 people, totaling about 10.3 acres of parkland per 1,000 people. Public Comments realized this deficiency by noting areas where parks or greenspaces would be beneficial in neighborhoods with few to none.





Public Facility Evaluation - Parks

0 1,000 2,000 4,000 US Feet

Figure 9: Parks with Public Concerns

### Remedies

As the city undergoes the update of the City's Parks, Recreation, and Open Space Master Plan, this process will help to identify which projects need to be a priority. Reviewing the deficiencies through a lens of equity identified in the Study Area can help to determine which projects should or can be prioritized.

### CONCLUSION

To improve infrastructure systems in McMinnville in an equitable way, it is essential to address the identified deficiencies in pedestrian safety, roadway infrastructure, storm drainage, and sanitary sewer systems. By updating the Transportation System Plan and Storm Drainage Master Plan, prioritizing pedestrian safety and maintenance, and upgrading the Wastewater Master Plan, the city can make targeted improvements to the Study Area to enhance the safety, functionality, and resilience of its infrastructure. These initiatives will contribute to the overall quality of life and economic development to the entire city of McMinnville rather than isolated in specific areas.

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