



**MacPAC Agenda**  
**Thursday, October 1, 2020**  
**6:30 p.m.**  
**Online meeting**

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*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/95672390442?pwd=OURQaWZZVmhpd2dkZHpWL2h2blVmdz09>

*Zoom ID: 956 7239 0442*

*Zoom Password: 042210*

*Or you can call in and listen via zoom: 1 253 215 8782*

*ID: 956 7239 0442*

- 1. WELCOME**
- 2. FINALIZE – Subcommittee recommendation on performance space**
- 3. FINALIZE – New recreation facility amenity overview**
- 4. PRESENTATION – Next steps on Library planning**
- 5. DISCUSSION – Guiding Project Principles & Site evaluation criteria**
- 6. NEXT MEETING – November 5, 2020 at 6:30pm**
- 7. WRAP UP**

If you have any questions about this meeting, or if you would like to make a request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities please contact Anne Lane at (503) 474-4963 least 48 hours before the meeting.

## Staff Report

**To:** MacPac – October 1, 2020 meeting  
**From:** Katie Noyd, P&R staff  
**Date:** September 21, 2020  
**Subject:** Agenda item #2 – Finalize Subcommittee Recommendation on performance space

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The MacPAC subcommittee on performance and meeting spaces met four times between the August MacPAC meeting and October. During the conversations the committee reviewed (and provided) data about historic use of the Community Center, the inventory of other spaces in McMinnville, as well as models of performance spaces in other communities.

The subcommittee consisted of Duane Bond, Meredith Maxfield, Ryan McIrvine and Kitri McGuire. Katie Noyd staffed the subcommittee and Susan Muir attended the final meeting on September 21, 2020.

### MacPAC subcommittee recommendation

1. MacPAC subcommittee had Consensus – it does not make sense to include an auditorium but to make it feel right to the community, we need to:
  - a. Have a larger community conversation with the City & other partners at the table.
  - b. Address the void of spaces for school district, second winds and other community activities as they have historically been held at the Community Center.
  - c. Map out alternate plans for those historic events that currently happen at the Community Center during the transition time from leaving the Community Center to construction of a new facility for performances.
  - d. Consider a Feasibility assessment for performance center (similar to the Conference Center feasibility study completed 2 years ago with Visit McMinnville and the City).
2. MacPAC subcommittee had Consensus to also not include community meeting/rental spaces because there are enough rental spaces in McMinnville and the City and the new facility will have some small meeting spaces available.

### Attached information:

- Attachment 2A: Rental History & numbers for Community Center (page 3)  
Attachment 2B: List of other amenities in McMinnville (pages 4-6)  
Attachment 2C: Cost estimates and size for other Oregon performing arts centers (page 7)

		2018					2019				
	Int	Ext	School District	City of Mac	Free Rental		Int	Ext	School District	City of Mac	Free Rental
Gym Space	350	283	7	7	4		304	289	7		4
Example	Pickleball (94) Fitness Classes (192) Rec Family Program	Jazzercise (126) Preschool Recess (85) Church (50)			Blood Drives (4)		Pickleball (118) Fitness Classes (98) Rec Family Programs	Jazzercise (131) Preschool Recess (85) Church (51)			
Auditorium	1	7	7			1	8	8	8	1	
Example	Missoula Children's Theatre	UFO (3) Second Winds (4)	Winter Programs (5) Mission Mac High Community Choir			Missoula Children's Theatre	UFO (3) Karate Tourney Second Winds (4)	Winter Programs (5) Community Choir Mission Mac High Community Jazz	Merkley Town Hall		
Banquets		14	4	2			14	14	3	2	
Example		MV Advancements (3) Spring Into Gardening Champions for Children Kiwanis Scholarship L Rocky Mt Elk Found Girls Night Out Bids for Kids Meggit Holiday Party WVMC Holiday Party		Employee Breakfast City Health Fair			MV Advancements (4) Church Lecture Champions for Children WVMC Holiday Meggit Holiday Party Chamber Awards Bids for Kids Spring into Gardening SWCD County Insurance	Jazz Night Crab Feed Fashion Show Winter Formal	Employee Breakfast City Holiday Party		

\* ( ) How many times this occurs per year

Property Name	# of Meeting Spaces	Meeting Guest Capacity	Space Specifics
3 middles schools 5 grade schools	Patton-2 gyms		A Gym-8,624 sq.ft; B Gym-7,644 sq. ft
High School	2-Gyms Performing Arts		12,720 sq. ft
Allison Inn & Spa - Newberg	7		
Atticus Hotel	Flats	16	
Chehalem Cultural Center	7 + the outdoor plaza	Ballroom - 320, Grand Lobby - 100, Black Box Theater - 70, three classrooms - 40	
Chemeketa Community College	16 classrooms	16-147	
Comfort Inn	1	Board-Room for 12	
Douglas on 3rd	Block	N/A	
Evergreen Aviation	6+	2-450+	
First Baptist Church	2+	10-150	
High School		Auditorium-400	

			<p>Indoor and outdoor spaces, bar and restaurant, 42 guest rooms; •  Mattie's Room - 10-120</p> <ul style="list-style-type: none"> <li>• Cellar Bar* - 10-40</li> <li>• Paragon Lounge* - 10-25</li> <li>• Rooftop Crow's Nest* - up to 20</li> <li>• Rooftop North Patio* - up to 25</li> </ul> <p>* = seasonal and/or limited availability</p> <p>• McMenamins is a full-service, on-site banquet facility. There is no charge for the event space, as long as a Hosted Food &amp; Beverage Minimum is met. A 21% Service Charge is applied to all hosted food and beverage purchases. If the minimum is not met, the remaining amount is charged as a room rental fee.</p>
Hotel Oregon	7 (1 main, can be divided into 3 rooms, 4 seasonal spaces)	10-120	
Linfield College	>180	1-1000	Upper Gym – 6270 sq ft, 250 capacity; Lower Gym – 12,768 sq ft, 1500 capacity; Classrooms vary from 200 sq ft up to 2000 sq ft, largest capacity 115; Ice Auditorium capacity ~400 with lots of breakout spaces available
Mac Market	2+ (see notes)	5-100	
Maysara Winery	1	300+	
McMinnville Community Center	7	0-850	
McMinnville Grand Ballroom		~300	
Motel 6	1	20-30	Full apartment upstairs
The Barberry	1	25 seated	Upstairs from restaurant
The Best Western	1	26	
The Bindery	1	150 - may increase	
The Honeycomb	1	100	
The Oak	1	99	
The Red Lion	1,300 sq feet of meeting space	75 max	

Third Street Flats	1+ Atticus Hotel	16	
Union Block Coffee	1	50	
Yamhill County Fairgrounds	4	25-800	<p>Lewis Pavilion – pre-Covid 300-500 – current restrictions 100 (the space is 75' x 100')</p> <p>Delashmutt Arena – pre-Covid seating in the stands for 800- The dimensions of the arena is 100' x 200'.</p> <p>Heritage Building – is appropriate for about 25</p>
Youngberg Hill	indoor and outdoor, but inn rooms are optional	150 seated, 325 for outdoor/indoor	

## Attachment 2C

### Cost estimates and size for other Oregon performing arts centers

#### Medford

- Craterian Theatre-owned/operated by Rogue Valley Art Association
- Seats 732
- \$5.2 million raised by RVAA from individuals, businesses, city, and county

#### Chehalem Cultural Center

- Operated by non-profit org
- Property gifted by the Newberg School District

#### Newport Performing Arts Center (opened 1988, \$3 million, 23,000 sq ft)

- Alice Silverman Theatre-328 seats; David Ogden Stiers Theatre-880 seats
- Raised \$700,000, asked City for Urban renewal funding
- Advocates originally wanted a 1000 seat arena but were talked down to a reasonable compromise
- Completed a \$4.3 million capital campaign to update acoustical, lighting, sound, etc.

#### Bend

- Central Oregon Center for the Arts (formed as nonprofit in 2019)
- Proposed performing arts center approximately \$80-\$100 million project with 1200 seat theatre, 600 seat theatre, and black box space, green rooms, storage, and rehearsal spaces; restaurant/brew pub, possible retail shops and community areas
- Goal is to open in 2026
- Funded by fundraising and working with community

## Staff Report

**To:** MacPac – October 1, 2020 meeting  
**From:** Anne Lane, P&R Staff  
**Date:** September 21, 2020  
**Subject:** Agenda item #3 - New Recreation Facility Amenity Overview

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### Background:

On August 6, 2020 MacPac heard from Parks & Recreation staff regarding their recommendations for size and scope of 17 different amenity spaces to be housed in one multi-purpose recreation facility. Recommendations made by staff were in some cases modified from the original recommendations made by the consulting group (Ballard\*King) in the Phase I report (pg 55-59).

MacPac members were asked to complete a survey regarding the recommendations made by staff and provide comment on each of the 17 described amenity spaces.

On September 3, 2020 staff presented survey results to MacPac members and determined that MacPac members were in agreement with the recommendations provided by staff on the 17 different amenity spaces with the exception of the work the auditorium/banquet/subcommittee had for a few spaces. A subcommittee was formed and per their recommendation on agenda item #2, the meeting space and auditorium space are not included in the final table below. If MacPAC makes an alternate recommendation under agenda item #2, staff can make updates to the final recommendation.

Staff would like MacPAC to approve the final list of amenities attached. Keep in mind, there will be minor adjustments and refinements later on based on things such as budget, public input, site characteristics, etc. This approval action is necessary to ensure the architects can move forward on developing a budget and start to develop a building design.

Amenity spaces have been grouped and categorized as aquatics, active space and community space in the attached space program summary.

### Staff recommendation:

Staff recommends the MacPAC approve the attached list of amenities spaces for the joint aquatic center/community center to begin the design process.

Attachment 3A: Space Program Summary (page 9)

# McMinnville Recreation / Aquatic Center Study

## SPACE PROGRAM SUMMARY

09.22.2020

	MCC Space Program	
<b>Aquatic Spaces</b>		
Stretch 25-Yard x 25-Meter Stretch Pool (8,000sf water)	15,000	
<b>C-0</b> Spectator Seating (500 seats) 3,000sf	3,000	
Warm Water / Leisure Pool (4,000sf water)	9,000	
<b>C-0</b> Spa / Whirlpool	300	
Multi-Purpose Meeting / Party Room (2 @ 300sf)	600	
<b>Subtotal: Aquatic Spaces</b>	<b>27,900</b>	<b>nsf</b>
<b>Activity Spaces</b>		
Multi-Purpose Gym (2 courts @ 50' x 84')	16,500	
Elevated Walk / Jog Track	5,250	
Gymnastics Room	7,500	
Weight / Cardio Space	5,000	
Functional Training	1,500	
Group Exercise Studio	2,000	
Fitness Studio	1,500	
<b>Subtotal: Activity Spaces</b>	<b>39,250</b>	<b>nsf</b>
<b>Community Spaces</b>		
Multi-Purpose Room	1,600	
Catering Kitchen	300	
Crafts / Classroom (2 @ 1000sf)	2,000	
Afterschool / Youth Center	1,800	
<b>E-0</b> Drop-in Childwatch Room	1,000	
Indoor Playground	2,000	
<b>Subtotal: Community Spaces</b>	<b>8,700</b>	<b>nsf</b>
<b>Total Net Program Amenity SF</b>	<b>75,850</b>	<b>nsf</b>
Total Net Support SF (Lobby, Lockers, Restrooms, Offices, Storage)	18,410	nsf
Total Net-to-Gross SF (20%; General Circulation, Mech, Walls, etc)	18,852	gsf
<b>Total Building Square Footage</b>	<b>113,112</b>	<b>gsf</b>

## Staff Report

**To:** MacPAC – October 1, 2020 meeting  
**From:** Jenny Berg, Library Director  
**Date:** September 21, 2020  
**Subject:** Agenda item #4 – Next steps on Library planning

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### **Background:**

For this agenda item on the future of the McMinnville Public Library there are three areas that will be covered:

- Location
- Preliminary observations and thoughts
- Library subcommittee formation

### **Location:**

The Library was added to this project after the first phase of work was done on the recreation buildings. While the City Council directed staff to consider a new recreation facility at an undetermined location, the location of the Library was not specifically addressed by Council. The conversation at that time related to the lack of space and condition of the current library, and whether or not a branch library might be warranted (either in conjunction with the rec building or stand-alone).

Staff will provide context and recommendations regarding location and a branch library for your discussion at the meeting. During the conversation staff would like MacPAC input about whether or not additional information is needed, or additional discussion is needed before the committee answers the following questions.

1. Does MacPAC concur that the Library should remain at its current location and be enhanced and expanded at that site?
2. Does MacPAC concur that a branch (meaning a separate, fully independent building) is not appropriate for the foreseeable future for McMinnville?

### **Preliminary Observations:**

At the July MacPAC meeting staff presented Library service priorities and surveyed (using poll everywhere) MacPAC on design options and other initial questions. (See attachment.)

After the July meeting, staff and the consultant team toured and assessed the Library and gathered observations and data that will be reviewed at the October 1 meeting.

The presentation on October 1 will cover national and state library standards, and current conditions and observations.

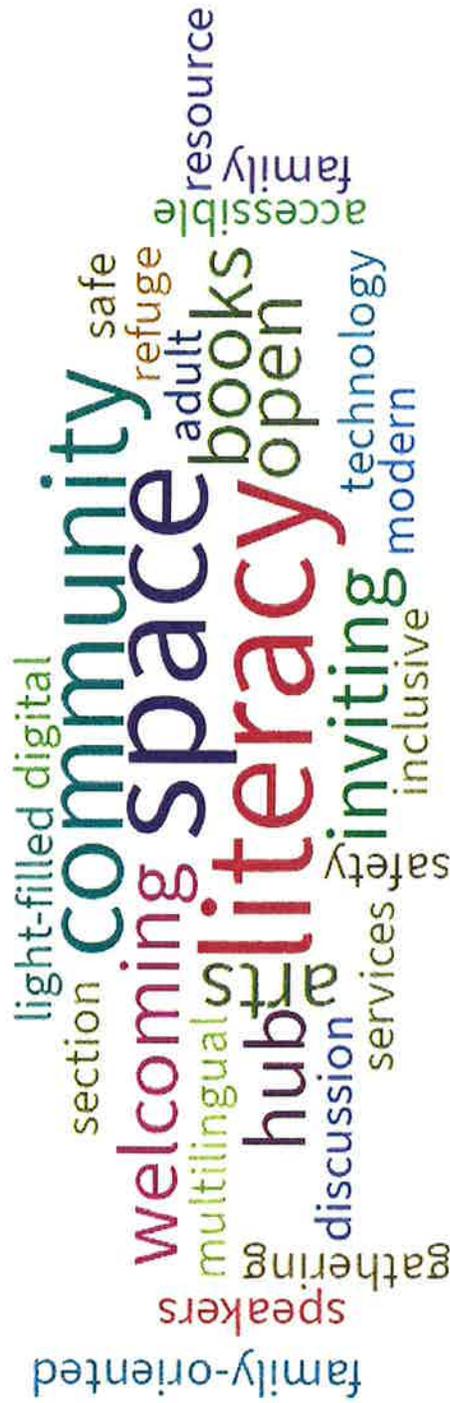
**Library Subcommittee:**

Staff would recommend a subcommittee be formed at the October 1 meeting to do more work on planning for the future library that will then come back to MacPAC as a recommendation. It is anticipated that this committee will meet approximately three times for about 1 hour (3 hours total).

Attachment 4A:       Space Program Summary (pages 12-19)

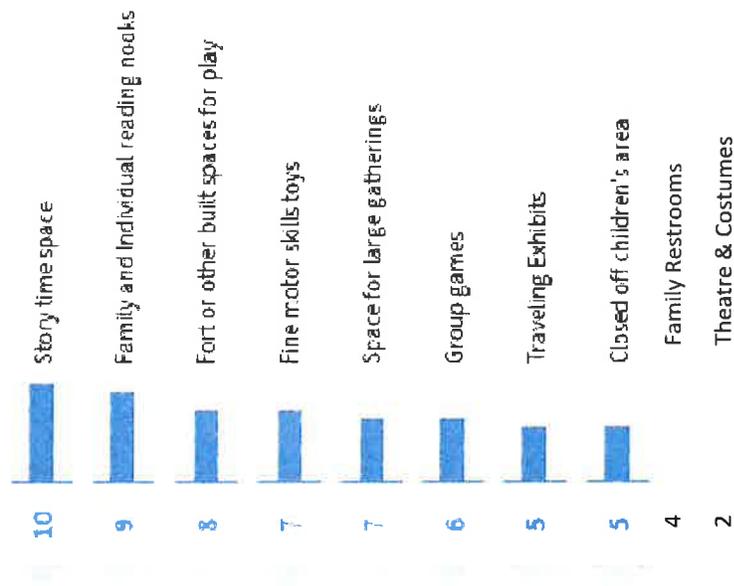
When poll is active, respond at [PollEV.com/macpac041](https://pollEV.com/macpac041)

# What words would you use to describe the library that you want for our Community?



# What would you like to see in the Library Children's room design? You can vote on the ideas submitted.

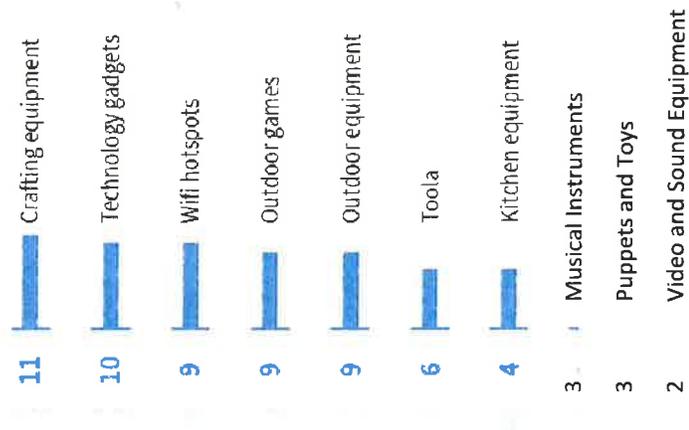
Top



 Poll locked. Responses not accepted.

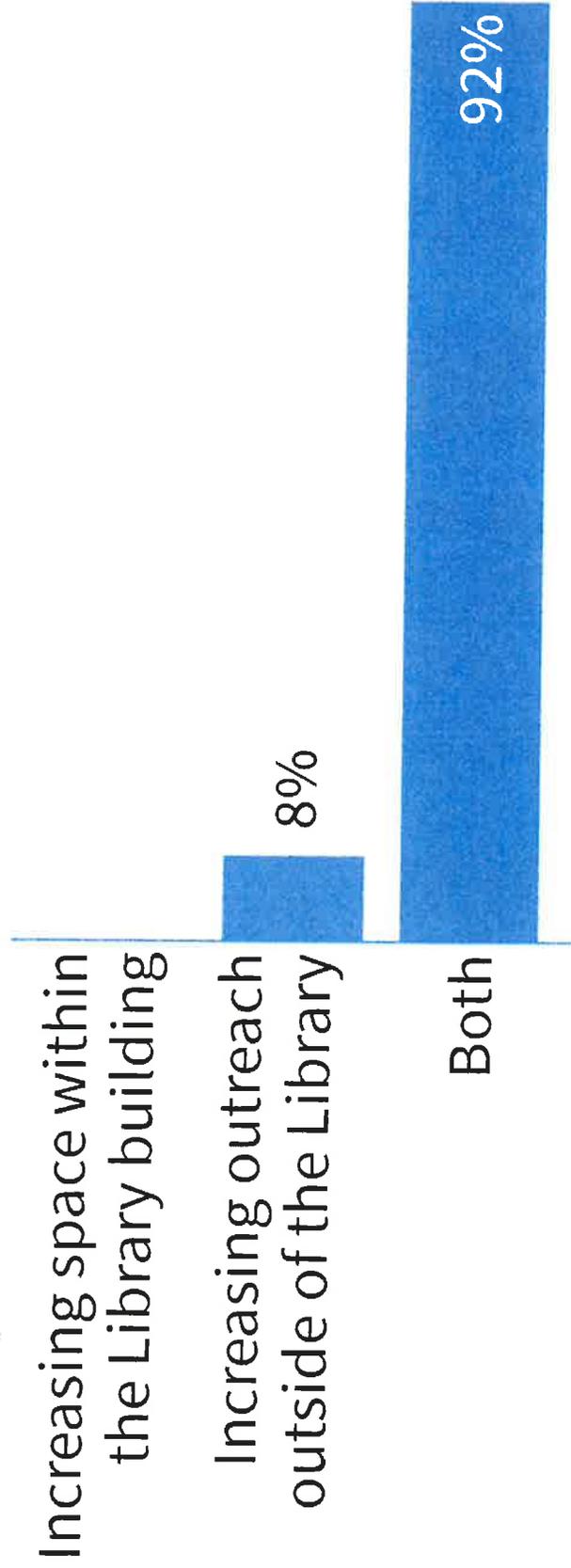
# What physical materials do you think should be available to borrow from the Library? You can vote on the ideas submitted.

Top



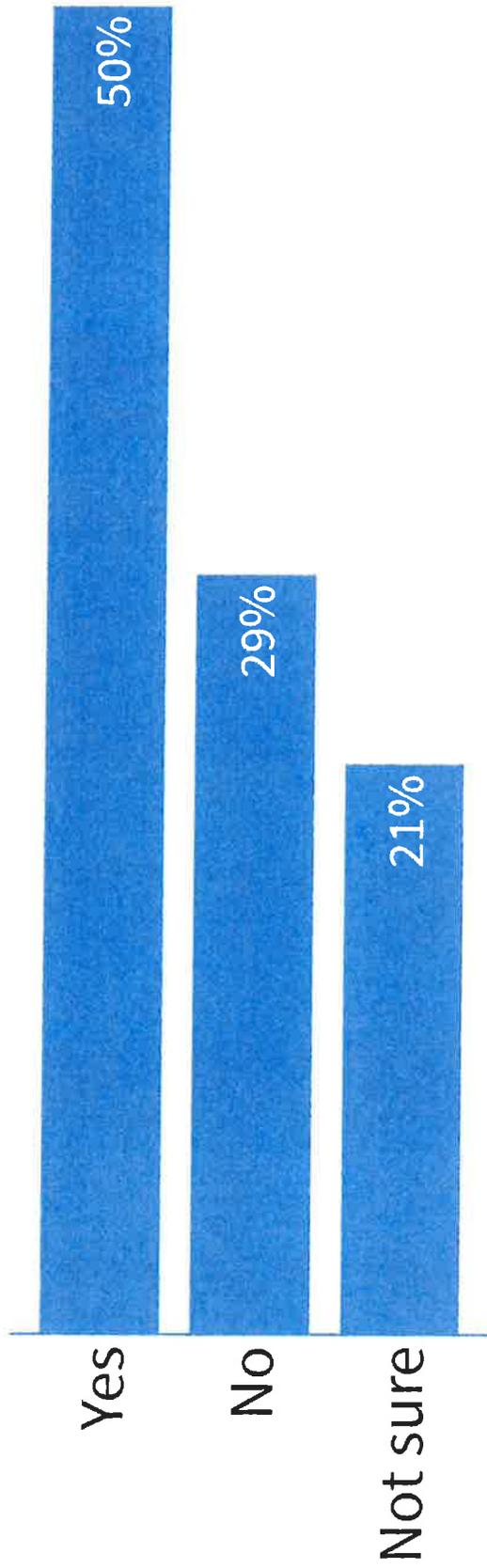
 Poll locked. Responses not accepted.

## To serve our Latino and Spanish speaking community, do you think the Library should focus on:



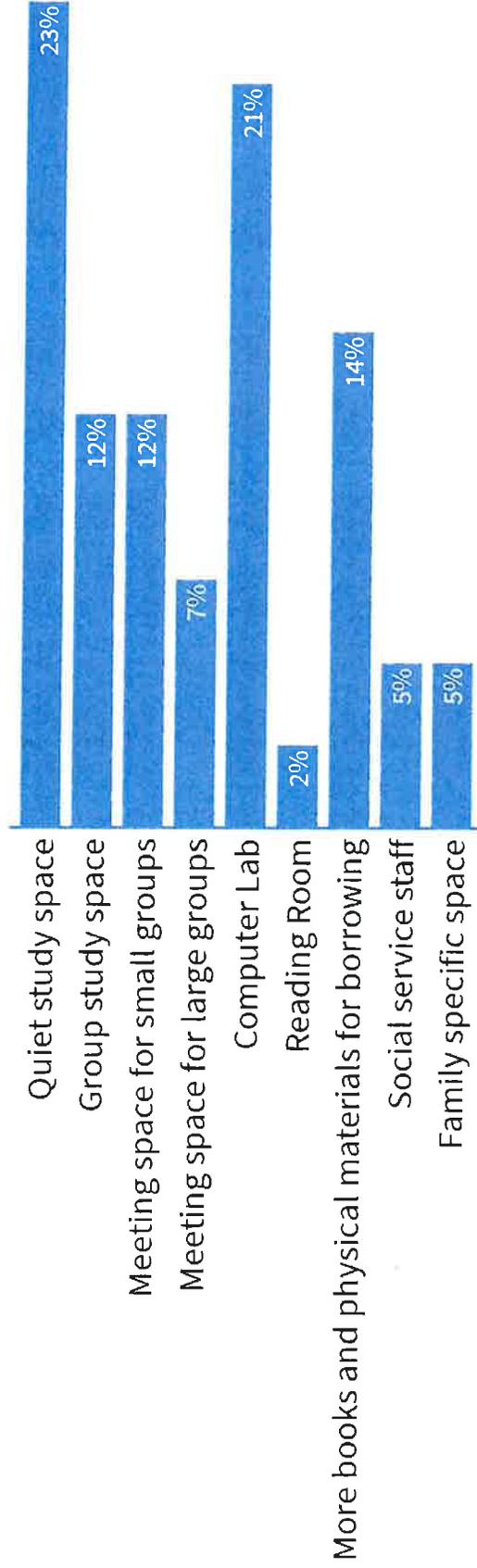
 Poll locked. Responses not accepted.

## **Do you think the Library should include a social service element for people experiencing homelessness in its design?**



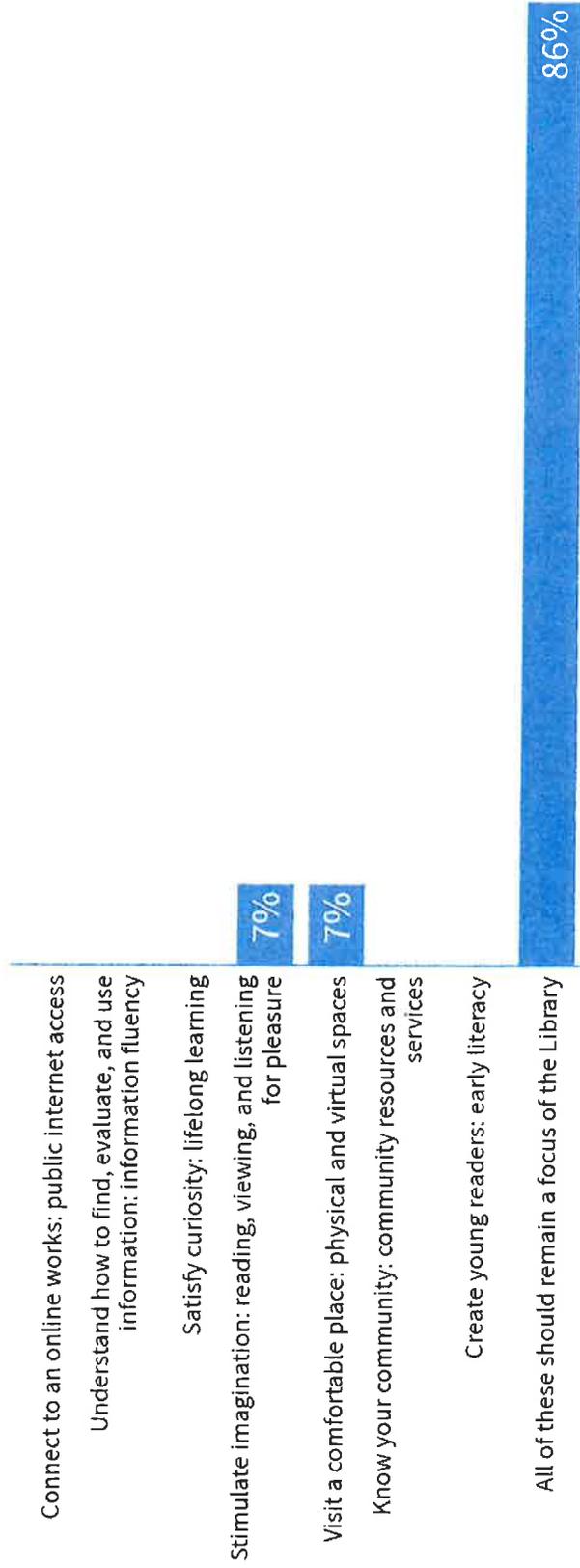
 Poll locked. Responses not accepted.

## What would you like to see in the McMinnville Public Library? Choose your Top 3



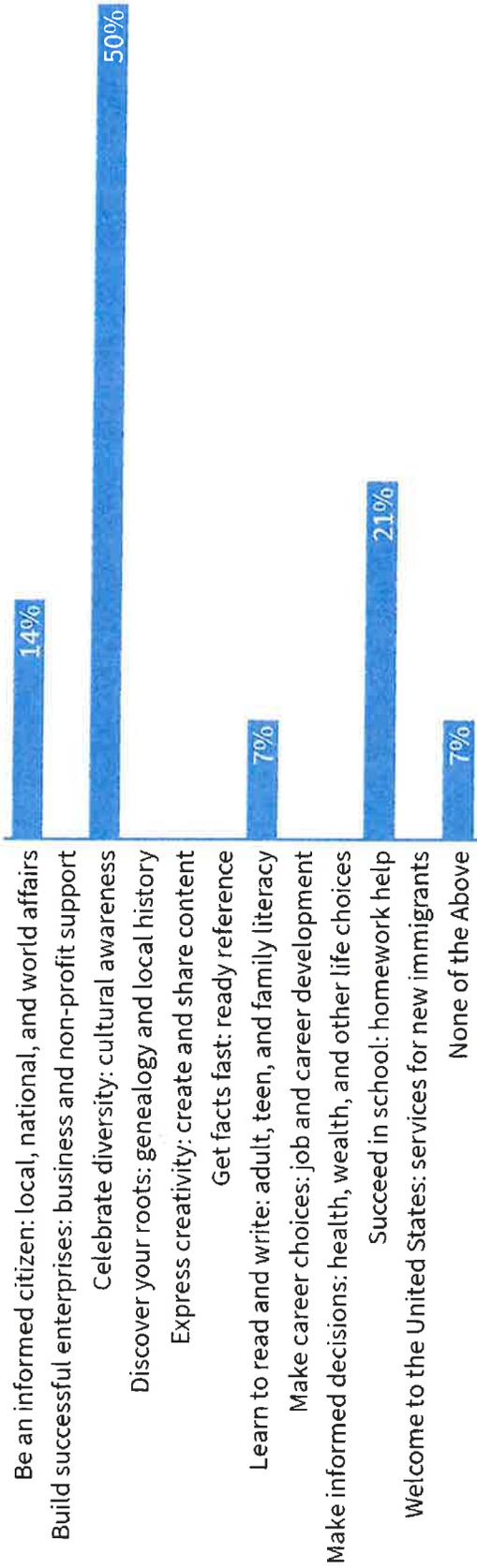
 Poll locked. Responses not accepted.

## Are there current Library service responses that you think should NOT be a focus of the Library? Choose One



 **Poll locked.** Responses not accepted.

## What is your top choice for an additional service response for the Library to focus on? Choose One



## Staff Report

**To:** MacPac – October 1, 2020 meeting  
**From:** Anne Lane, P&R Staff  
**Date:** September 21, 2020  
**Subject:** Agenda item #5 – Guiding Project Principles & Site Evaluation criteria

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### **Background:**

At the August MacPAC meeting the consultant team presented project guiding principles and MacPAC gave feedback that is incorporated into the revised attachment A.

After the meeting, staff and the consultant team reviewed the principles along with the other tools we have and are making another recommended change. The second bullet in the draft that was presented in August included a statement about meeting DEI Goals. We wanted to raise the issue and offer alternative language that incorporates the DEI lens that MacPAC had previously adopted.

In addition to the Project Principles, attachment B is a preliminary draft of site evaluation criteria for discussion and review by the MacPAC for the new joint Community Center/Aquatic Center. Finalized and agreed upon site criteria will be used to assist the MacPAC in evaluating potential sites. It will be a resource to assess the various range of criteria from a holistic perspective to determine if sites respond to these criteria to inform a preferred site recommendation. The various criteria are organized into categories ranging from development capacity, to economic viability, support of diversity, equity and inclusion, stewardship of funds, and regulatory approval.

These 3 tools, the DEI lens, project guiding principles and site evaluation criteria will be incorporated into the staff & consultant team work going forward and will tee us up to lead with MacPAC's values in the upcoming decision making process.

### **Recommendation:**

Staff recommends MacPAC discuss and revise as necessary, and approve the attachments:

Attachment 5A: Guiding Project Principles (p. 21)

Attachment 5B: Site Evaluation Criteria (p. 22)

09/22/2020

## McMinnville Recreation / Aquatic Center

### 12 Guiding Project Principles

- Welcoming & Accessible to Everyone
- Passes through Diversity, Equity & Inclusion Lens
- Represents McMinnville's Identity & Character
- Offers Indoor / Outdoor Programming Opportunities
- Provides Highly Functional Multi-Use Spaces
- Provides Safe & Secure Environment
- Environmentally Sound & Energy Efficient
- Offers Potential for Partnership Opportunities
- Public Support for Successful Bond Measure
- Long-Term Vision with Enduring Quality
- Potential for Phased Implementation & Expansion
- Optimizes Value of Budget (Capital & Operations)

## **McMinnville Recreation / Aquatic Center**

### **Site Evaluation Criteria - DRAFT**

9.22.20

#### **Development Capacity**

- Accommodates Space Program Needs
- Accommodates Parking Requirements
- Potential for Expansion
- Optimal and Effective Use of Site

#### **Economic Viability**

- Cost Recovery Potential
- Prominent Street Frontage
- Proximity to Compatible Amenities
- Partnership Potential

#### **Stewardship of Funding**

- Site Cost (acquisition, on-site / off-site improvements)
- Project Development Cost
- Value Added Design

#### **Supports Diversity, Equity, and Inclusion**

- Central Location
- Access to Variety of Transportation Modes
- Proximity to Underserved Communities

#### **Regulatory Approval**

- Within Urban Growth Boundary
- Avoids Potential Environmental Impact
- No Extended Approval Process