



CITY OF MCMINNVILLE  
 PLANNING DEPARTMENT  
 231 NE FIFTH STREET  
 MCMINNVILLE, OR 97128  
 503-434-7311

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**MCMINNVILLE URBAN RENEWAL ADVISORY COMMITTEE**  
 Community Development Center, 231 NE 5<sup>th</sup> Street  
 Wednesday, May 6, 2020, 4:00 – 5:00 PM

**ZOOM Meeting: You may join online via the following link:**

<https://mcminnvilleoregon.zoom.us/j/91633378243?pwd=Z2h0MUgvQ0JrRGJmS2s1akJxMC81QT09>

COMMITTEE MEMBERS	ITEM
Walt Gowell Chair	1. Call to Order / Introductions
Wendy Stassens Vice-Chair	2. Citizen Comments
Ossie Bladine	3. Minutes:
Alan Fox	<ul style="list-style-type: none"> <li>• November 6, 2019 (<i>Exhibit 1</i>)</li> <li>• January 8, 2020 (<i>Exhibit 2</i>)</li> </ul>
Kyle Faulk	4. Urban Renewal Projects Discussions/Update
Ed Gormley	<ul style="list-style-type: none"> <li>• Alpine Avenue – Lighting Specifications</li> <li>• Third Street Streetscape Improvement Project</li> </ul>
Peter Kircher	5. Commissioner/Committee Member Comments
Kelly McDonald	6. Staff Comments
Maria Stuart	7. Adjournment
John Dietz. MW&L Ex-Officio	<p><b><i>Please Note that this meeting will be conducted via ZOOM meeting software due to the COVID-19 event.</i></b></p> <p><a href="https://mcminnvilleoregon.zoom.us/j/91633378243?pwd=Z2h0MUgvQ0JrRGJmS2s1akJxMC81QT09">https://mcminnvilleoregon.zoom.us/j/91633378243?pwd=Z2h0MUgvQ0JrRGJmS2s1akJxMC81QT09</a></p> <p>Meeting ID: 916 3337 8243</p> <p>Password: 000259</p> <p>Zoom meeting software can be downloaded for free on both a computer and a cell phone. If you do not have access to either a computer or a cell phone access to a computer to participate in the meeting can be provided at the Community Development Center. Please call the Planning Department at (503) 434-7311 for assistance at least 48 hours in advance of the meeting. Seating will be provided on a first-come, first-served basis and will meet social distancing requirements..</p> <p>These documents are also available on the City's website <a href="http://www.mcminnvilleoregon.gov">www.mcminnvilleoregon.gov</a>; click on Government, click on Boards and Commissions, click on McMinnville Urban Renewal Advisory Committee. You may also request a copy from the Planning Department at the Community Development Center, 231 NE 5<sup>th</sup> Street, 503-434-7311.</p>
Scott Hill, Mayor Ex-Officio	
Dave Rucklos, MDA Ex-Officio	



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## **EXHIBIT 1: MINUTES**

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**November 6, 2019**  
**McMinnville Urban Renewal Advisory Committee**  
**Regular Meeting**

**4:00pm**  
**Community Development Center**  
**McMinnville, Oregon**

**Members Present:** Walt Gowell, Kyle Faulk, Kelly McDonald, and Ossie Bladine  
**Members Absent:** Ed Gormley, Peter Kircher, and Wendy Stassens  
**Ex-Officios Present:** Scott Hill  
**Ex-Officios Absent:** John Dietz and Lucetta Elmer  
**Staff Present:** Heather Richards – Planning Director  
**Guests Present:** Kellie Menke – City Councilor, Ken Diener, Kyle Macadam, Chae Pak, and Steven Rupp

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### **1. Call to Order/Roll Call/Introductions**

Chair Gowell called the meeting to order at 4:00 p.m.

### **2. Citizen Comments**

None

### **3. Minutes**

- August 7, 2019

Committee Member Bladine moved to approve the August 7, 2019 minutes. The motion was seconded by Committee Member McDonald and passed unanimously.

### **4. Urban Renewal Projects Discussions/Update**

- Third Street Streetscape Project

Planning Director Richards gave a presentation on the list of projects that were authorized in the Urban Renewal Plan. She reviewed the updated financial feasibility analysis and five year strategic plan. Projects were moving forward, encouraging property tax base increasing revenue, and the fund balance was being protected. She would be meeting with the new Finance Director to update the five year financial forecast. In last year's budget they funded \$128,200 of property assistance funds, awarded eight loans and grants, and yielded \$2 million of private investment. They had committed to investing \$150,000 in projects that had not been started yet which left \$95,000

uncommitted in the property assistance program. Regarding the Third Street project, they had \$30,000 budgeted and staff was looking at the scope of work in order to move forward. There was also a description in the Urban Renewal Plan regarding Third Street district identity and using amenities to create that identity and \$20,000 had been set aside for rooftop lights. It was going to be done in partnership with MDA, but with the staff changes at MDA it had not moved forward. Wayfinding was also listed in the district identity and \$15,000 was in the budget for that. A project had come to MURAC in April 2018 and \$8,000 had been invested in collaboration with other partners to do design work on the wayfinding. There was also an opportunity for a grant match with Travel Oregon and MURAC had voted to give up to \$10,000 for the grant match, but they also gave direction that the design work was not quite there and staff needed to do more. The grant needed a larger match and Visit McMinnville could not get additional funds and they pulled the application. The project then went into a holding pattern. They had \$58,000 budgeted for parking. A parking structural analysis was requested with the request that they look at options for going up, but it had been difficult to come up with the scope of work and it was expensive. The recommendation was to wait until they had a project for going up and then analyze that and instead to do an analysis of the existing structure to see if there were any deficiencies that needed to be addressed. She asked if MURAC wanted to move forward with the existing structure analysis. There was \$25,000 in the budget for a Downtown Master Plan. This was going to be done in partnership with MDA, but since the staff changes she had not heard anything more about this project. The contingency was about \$90,000.

There was discussion regarding where the MDA was in the process and how to collaborate with them.

There was further discussion about the rooftop lighting project and timing the wayfinding project with the streetscape design project.

- Wayfinding

Ken Diener, architect, discussed the previous wayfinding study which he did not think said McMinnville. His priority for setting up the process and scope for the project was to look at the landmarks, gateways, and wayfinding which all created an identity. He thought for McMinnville this should include historical precedence, rooftops, arches, and cultural icons. He had identified over 15 stakeholder groups that should have input. They should work with Sierra on Third Street, tying in to City Park and Adams, and getting from Third Street to the Granary District. It was not just wayfinding, but identity, information, kiosks, and landmarks. This would be his approach and he was in discussions with the various groups.

Chair Gowell thought there might be more than one style. There could be a style for historic downtown, industrial Alpine, etc., but they still wanted to have one common element that tied them together and that said this was McMinnville.

Mr. Diener said he was putting together a list of local artists and craftsmen who could create the cultural iconic pieces in this work.

There was consensus for staff to come back with a proposal for engaging consulting services for the project. MURAC would like Visit McMinnville to be included in the process.

Committee Member McDonald thought that was the direction to go instead of taking the lead on projects that they should not be taking the lead on.

Mayor Hill thought the parking structure did not seem to be a priority right now.

Planning Director Richards said if they took out the upper story analysis, the existing structure analysis would cost about \$8,000. That would identify any repairs that would need to be made. Part of the purpose of the project was to improve the structure so it would be utilized more, such as adding lighting and painting.

- Rooftop Lighting

There was consensus to reconnect with MDA and reiterate MURAC's willingness to help fund the project and encourage MDA to create a committee to do the project.

Planning Director Richards volunteered to be the project manager for the project, but she would need to be able to contact the property owners.

- Property Assistance

This item was discussed above.

## 5. NE Gateway District Overlay Amendment

Chae Pak presented his request to change Zone 2 in the Gateway District to allow drive-thrus. This was for the Granary Row project which was a four micro-restaurant communal dining building on Lafayette.

Planning Director Richards stated Mr. Pak had come to MURAC a few months ago regarding the potential drive-thru tenant opportunity and MURAC had discussed how Lafayette was different from Alpine in terms of its pedestrian focus. They were not in a position of doing a legislative change at that time, but Mr. Pak was moving forward with the application. He had come to MURAC to explain the request.

Mr. Pak stated he was requesting that drive-thrus be a Conditional Use in Zone 2, especially for those properties that had frontage on Lafayette. He thought there were two distinct areas in Zone 2, one that was pedestrian heavy on Alpine, and the other was on a minor arterial. He was looking for the opportunity to still create an inviting space where there was outdoor dining, big garages for indoor/outdoor combined experiences, and a large single-story space. There would be a 30 foot tower and 20 foot units that would be all exposed and front facing. The text amendment would allow the drive-thru to be a Conditional Use as an auxiliary use, not stand alone. There would be a one way in, one way out onto Lafayette. They would build it to take a ten car queue before it started bleeding into Lafayette. The design team he was working with was proposing a fifth unit that was 250 to 300 square feet for the drive-thru business. It could be a coffee drive-thru or something that supported the other businesses in the project.

Planning Director Richards said Lafayette was a freight corridor and it probably would not be redeveloped as imagined in the NE Gateway District Plan with narrower lanes, wider sidewalks, and more pedestrian oriented.

Mr. Pak stated he had done a traffic study which showed on a normal week am and pm peak times, prior to the drive-thru they were under .20 of volume to capacity and the threshold was .95. They were proposing a Conditional Use so other applications would also have to do a traffic study to make sure there was enough capacity. It also gave incentive for projects to come in before the capacity filled up. Regarding parking for the restaurant businesses, he was looking for parking options. He was also looking into some kind of delivery service as well. They had to think beyond what they could do with just pedestrian traffic.

There was discussion regarding the design of the drive-thru.

Planning Director Richards said this application would be going to the Planning Commission and then to City Council for approval.

## **6. Committee Member Comments**

None

## **7. Staff Comments**

- MURAC Term Expirations

Planning Director Richards said there were several MURAC terms expiring and she encouraged the current committee members to reapply. Applications had also been received for some vacant seats and they would soon be interviewed.

- Financial Review

Planning Director Richards said this review would be done with the new Finance Director.

## **8. Adjournment**

Chair Gowell adjourned the meeting at 4:56 p.m.



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## **EXHIBIT 2: MINUTES**

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**January 8, 2020**  
**McMinnville Urban Renewal Advisory Committee**  
**Regular Meeting**

**4:00pm**  
**Community Development Center**  
**McMinnville, Oregon**

**Members Present:** Chair Walt Gowell, Kyle Faulk, Alan Fox, Ed Gormley, Peter Kircher, Kelly McDonald, and Ossie Bladine  
**Members Absent:** Wendy Stasssens, and Maria Stuart  
**Ex-Officios Present:** Scott Hill  
**Ex-Officios Absent:** John Dietz and Lucetta Elmer  
**Staff Present:** Heather Richards – Planning Director  
**Guests Present:** Kellie Menke – City Councilor, Gioia Goodrum, Chelsy Nichol, and Steven Rupp

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### **1. Call to Order/Roll Call/Introductions**

Chair Gowell called the meeting to order at 4:00 p.m.

### **2. Citizen Comments**

None

### **Election of Chair and Vice Chair**

Committee Member McDonald moved to reelect the existing Chair and Vice Chair. The motion was seconded by Committee Member Gormley and passed unanimously.

### **3. Minutes**

- September 4, 2019

Committee Member McDonald moved to approve the September 4, 2019 minutes. The motion was seconded by Committee Member Gormley and passed unanimously.

### **4. Urban Renewal Projects Action Items**

- The Bindery – Loan Request Amendment

Planning Director Richards said this project had come to MURAC in the fall of 2018, and the application was approved in January 2019. At that time the Committee approved a loan for \$24,500 at a rate of 2.25%. The application had a project budget of \$225,000 but all of the bids had not come in yet and the applicant was invited to come back when all of those elements had been put together. The project was coming in at about \$205,000 and the request was being revised to \$41,000, which would be 20% of the project. Staff recommended approval with an early payback provision that if it was paid off within five years, 10% of the loan would be forgiven, and to allow interest only payments for the first two years to help the business with cash flow.

Committee Member Gormley moved to approve the amended loan request for The Bindery project as recommended by staff. The motion was seconded by Committee Member McDonald and passed unanimously.

Chelsy Nichol, applicant, gave an update on the project and seismic and sprinkler upgrades. She was currently working under a special event permit that allowed up to 99 people in the building. When everything was done, the expected capacity was 400 people. She thought the maximum for her events would be 150-200 people. They had to turn people away and had requests for larger events.

- Annual Report – Fiscal Year End June 30, 2019

Planning Director Richards said by state law they had to submit an annual report to the City Council. The report included what had been achieved over the fiscal year. They also had to say where they were at for the maximum indebtedness of the district. This would go to the City Council next Tuesday. She noted that the actuals for the revenues and expenditures for the last fiscal year and what was proposed for this fiscal year would also be included. The property tax collection was \$250,000 for last fiscal year, and she thought it would be a high \$200,000 for this fiscal year. Not everything that had been invested in had hit the tax rolls yet.

Committee Member Gormley moved to approve the annual report to be forwarded to the City Council. The motion was seconded by Committee Member McDonald and passed unanimously.

Committee Member Bladine arrived at 4:13 p.m.

## **5. Urban Renewal Projects Discussions/Update**

- Parking Structure Structural Analysis

Planning Director Richards said the Committee had approved a structural analysis of the parking structure not to exceed \$12,000. This work would be done in the next couple of months. The analysis would look for any structural deficiencies and give recommendations for remedies.

- Rooftop Lighting – 3<sup>rd</sup> Street

Planning Director Richards would be working with the MDA to get the project going in the next couple of months.

**6. NE Gateway District Overlay Amendment**

This item was not discussed.

**7. Committee Member Comments**

Committee Member Fox introduced himself.

**8. Staff Comments**

Planning Director Richards said the annual report would be presented to Council on January 14 as well as The Bindery loan application.

**9. Adjournment**

Chair Gowell adjourned the meeting at 4:27 p.m.