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### **MEMORANDUM**

**To:** Heather Richards, City of McMinnville  
**From:** Rick Williams, Owen Ronchelli, and Pete Collins, RWC  
**Date:** September 6, 2017  
**Project:** Downtown McMinnville Parking Study  
**Subject:** **Task 2: Technical Memorandum 1 – Inventory Summary**

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This memorandum summarizes the project purpose as well as presents the inventory of the on- and off-street parking supply within the downtown McMinnville Parking Study Area. The purpose of the project is to provide an objective understanding of parking behavior in downtown using accurate data and to develop management strategies the City can implement to compliment an already thriving and growing Downtown McMinnville.

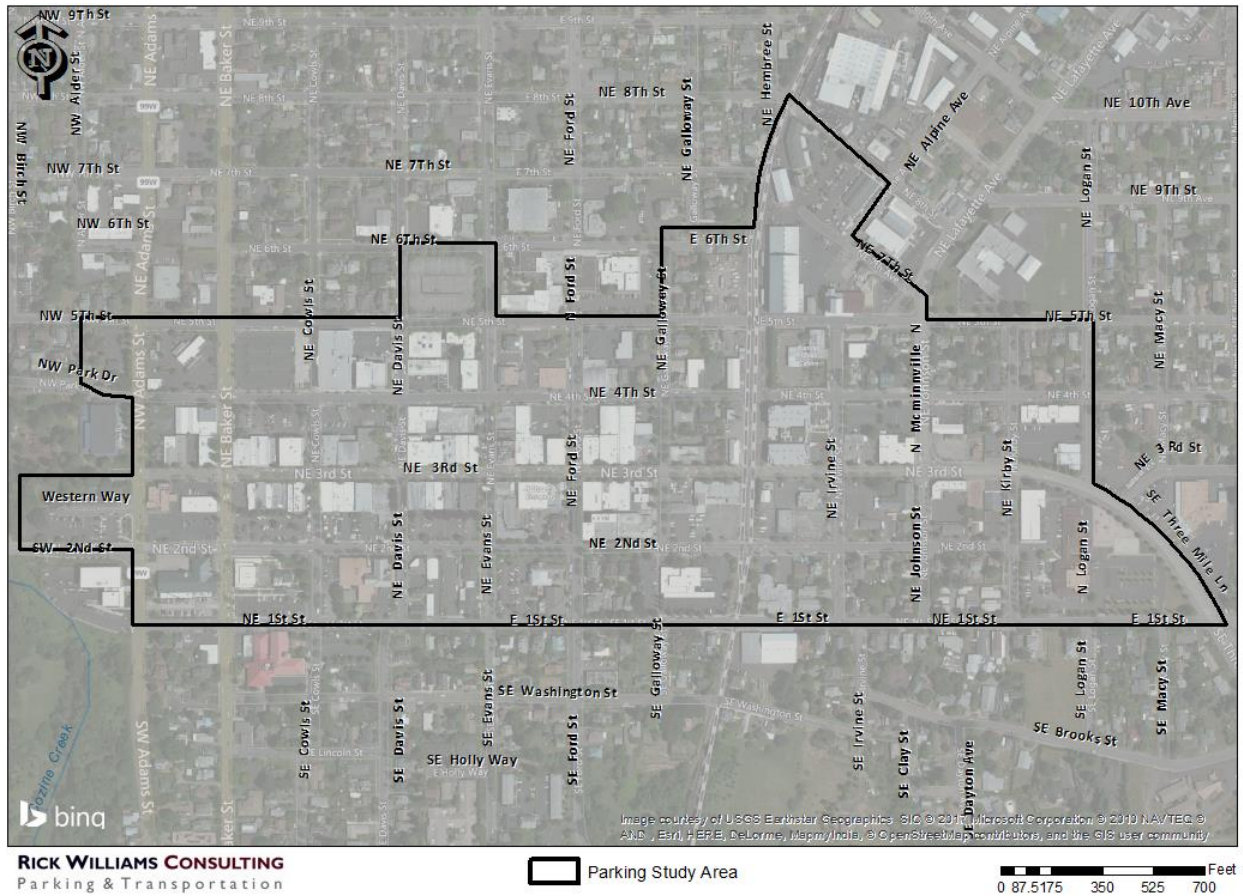
This technical memorandum sets out to accurately summarize the complete on and off-street parking supply within the study area boundary as provided for in Task 2 of the project work scope.

#### **I. STUDY AREA**

The City of McMinnville is interested in an objective assessment of the dynamics of use within the parking supply, both on-street and off-street (public and private) associated with the area north of 1<sup>st</sup> Street, south of 5<sup>th</sup> Street and extension, east of NW Adams Street/NW Birch/NW Alder and west of N Logan Street/SE Three Mile Lane. The study area was determined in conjunction with the project Stakeholder Advisory Committee and city staff.

The inventory provides a categorization (i.e., on and off-street, by time restriction, by lot or garage) of the parking supply that exist to support the business and commerce, and residences of the downtown. To this end, this study focuses on on-street parking stalls located within close proximity to the downtown core along NE 3<sup>rd</sup> Street as well as 75 off-street lots (both public and private) located throughout the study area. The inventory of off-street lots are evaluated as sites that currently, or could possibly, serve commercial uses in the downtown. **Figure A** (page 2) illustrates the Downtown McMinnville study area boundary.

**Figure A: Parking Inventory Study Area**



**II. PARKING SUPPLY**

The consultant team inventoried the on and off-street parking supply on the morning of Monday, May 8<sup>th</sup>, 2017. The inventory day was selected in consultation with McMinnville City staff as were specific streets and lots seen as reasonably serving downtown uses and/or showing potential for serving downtown activities.

The total supply of parking within the parking study includes 2,845 parking stalls, of which 798 (28%) are on-street stalls and 2,047 (72%) are off-street stalls located on 75 off-street sites. Four (4) off-street public parking lots are included as part of the comprehensive off-street inventory. Components used as the basis for the parking study assessment include:

**On-Street**

As all of on-street parking stalls are within close proximity to the Downtown core, 100% of the on-street stalls was inventoried and subsequently surveyed, amounting to 798 on-street stalls. Stalls were categorized by type (i.e. timestay, NL (No Limit) and ADA (American Disability Act – Handicapped) stalls).

**Table 1** presents a breakout of the on- and off-street parking inventoried in Downtown McMinnville.

**Table 1: 2017 Downtown McMinnville On-Street Inventory**

Stalls by Type	Stalls	% of Total
10 Minutes (Signed)	1	< 1%
15 Minutes (Signed)	1	< 1%
2 Hours (Signed)	282	35.3%
ADA Accessible (Signed)	21	2.6%
No Limit	493	61.8%
<i>On-Street Supply</i>	<i>798</i>	<i>100%</i>
Off-Street Supply (75 sites)	2,047	100%
<i>Off-Street Supply Surveyed (42 sites)</i>	<i>1,666</i>	<i>81.4%</i>
<i>Off-Street 2 Hour Parking Supply<sup>1</sup></i>	<i>138</i>	<i>6.7%</i> <i>(of off-street supply)</i>
<b>Total Supply</b>	<b>2,845</b>	<b>100%</b>
<b>Total Supply Surveyed</b>	<b>2,464</b>	<b>86.6%</b>

From **Table 1** the following on-street findings can be derived:

- 35% of the on-street supply is provided in the form of 2 Hour stalls.
- 62% of the supply is provided in the form of No Limit stalls, or stalls with no time restrictions.
- Nearly 3% of the on-street supply is devoted to ADA Accessible stalls.
- Only two stalls in the downtown study area are dedicated to quick trips (stalls of 30 minutes or less).

### Off-Street

The entire public and private off-street parking supply has 2,047 stalls spread across 75 sites. The parking inventory captures all parking stalls within the study boundary including small parking areas in alleyway (if applicable), reserved stalls for specific user groups (e.g., emergency vehicles, ADA Accessible, etc.). As such, this represents the total available off-street parking supply for all users of the

<sup>1</sup> A sub-category of off-street stalls dedicated to short-term stays (stays of 2 hours or less).

Downtown. When it comes to the data collection effort, measuring parking utilization, only a portion of those stalls will be evaluated. This is done to make efficient use of survey resources; managing data collection costs while also delivering highly accurate findings. That sampling of off-street sites is noted in **Table 1 – Off-Street Supply Surveyed (42 sites)**. Of the total supply, 1,666 stalls will be evaluated for occupancy which represents an 81% sample of the whole off-street system – a highly statistically valid and accurate sample of off-street parking behavior/utilization.

From **Table 1** the following off-street findings can be derived:

- The public and private off-street parking system has 2,047 parking stalls.
- The 2,047 stalls are distributed across 75 individual sites throughout the study area.
- 138 stalls (7% of the supply) are designated for short-term stays, 2 Hour parking.
- 81% of the total off-street supply will be sampled for parking utilization.

**Table 2** illustrates the entire off-street parking inventory identified by Lot ID, site name, number of stalls, and the percentage of the off-street supply. Of the seventy-five off-street sites, forty-two (42) sites will be surveyed for parking utilization during the data collection process, including four (4) public off-street lots (Lot #s 27, 28, 47, 50). **Figure B** (page 7) displays the geographical distribution of all the off-street parking sites included in the inventory identified by Lot ID number.

**Table 2: 2017 Downtown McMinnville Off-Street Inventory by Site**

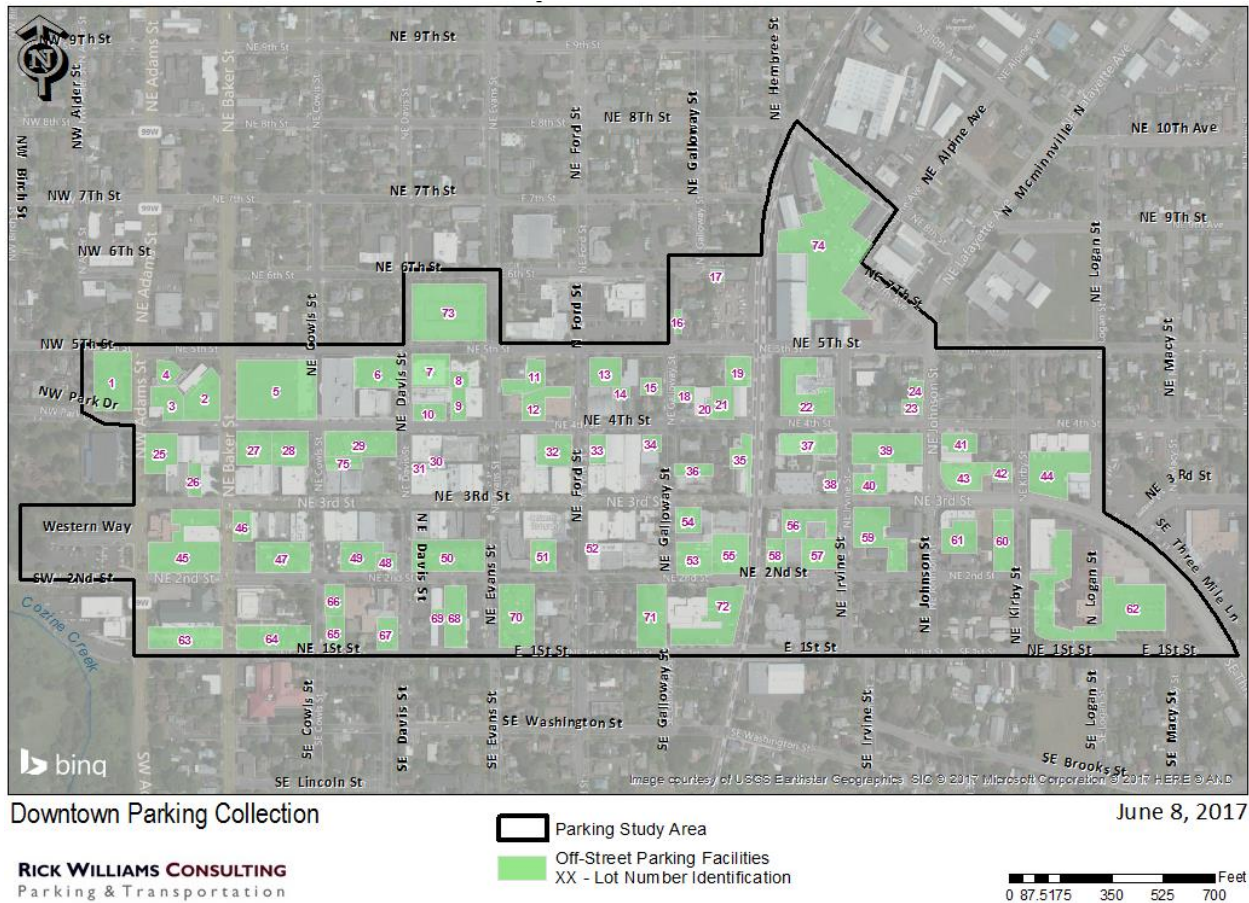
Lot ID	Off-Street Parking Sites <sup>2</sup>	Stalls	% of Total
1	McMinnville Chamber of Commerce	29	1.4%
2	Citizens Bank	31	1.5%
3	Ticor Title	11	0.5%
4	Dutch Bros	3	0.1%
5	Oregon Mutual Insurance	140	6.8%
6	Oregon Mutual Insurance – Rear	22	1.1%
7	Yamhill County Family + Youth Program	19	0.9%
8	Vacant Building	7	0.3%
9	The Springs Living	13	0.6%
10	Frontier	7	0.3%
11	Board of County Commissioners	19	0.9%
12	Dept. Planning + Dev	19	0.9%

<sup>2</sup> Sites highlighted in red will not be surveyed for parking utilization during the data collection phase of this study.

13	Yamhill Co Public Health	33	1.6%
14	Court Appointed Advocates	6	0.3%
15	Private Residence	5	0.2%
16	707 NE 5th St	4	0.2%
17	Galloway Place	2	0.1%
18	Cynthia Kaufman Noble LLC	5	0.2%
19	Utility Yard	6	0.3%
20	Boxer Boys	4	0.2%
21	Cellar Ridge Construction	7	0.3%
22	Elizabeth Chambers Winery	10	0.5%
23	Buchanan Cellars	5	0.2%
24	Carlyle Construction	8	0.4%
25	Cozine House/ First Federal	17	0.8%
26	Retail Parking	10	0.5%
27	<b>Retail – 2 Hour Parking</b>	<b>26</b>	<b>1.3%</b>
28	<b>Retail – 2 Hour Parking</b>	<b>30</b>	<b>1.5%</b>
29	US Bank	20	1.0%
30	Retail Parking	3	0.1%
31	Retail Parking	3	0.1%
32	News Register	37	1.8%
33	News Register	13	0.6%
34	McMinnville Glass Shop Entrance	5	0.2%
35	Portland & Western McMinnville Depot	20	1.0%
36	Lost in the 50s	10	0.5%
37	Village Outlier/ Yamhill County	54	2.6%
38	Third Street Animal Hospital	4	0.2%
39	Golden Valley	58	2.8%
40	Mini Super Hidalgo	19	0.9%
41	Acupro Oregon Computer Sales	14	0.7%
42	Northwest Spine & Sport	9	0.4%
43	Acupro Oregon Computer Sales	40	2.0%
44	HBF International	69	3.4%

45	First Federal	64	3.1%
46	Berkshire Hathaway	11	0.5%
47	Public - 2 Hour Parking	29	1.4%
48	Public – All Day Parking	17	0.8%
49	Key Bank	20	1.0%
50	Public – 2 Hour Parking	53	2.6%
51	Multi-Tenant Parking	15	0.7%
52	The Springs Living	5	0.2%
53	Rays Auto Service Back lot	27	1.3%
54	Rays Auto Service Front lot	0	0.0%
55	Unknown	27	1.3%
56	K Mini Mart	13	0.6%
57	Headstart of Yamhill County	15	0.7%
58	Headstart of Yamhill County – Bus Parking	10	0.5%
59	McMinnville Praise Assembly	40	2.0%
60	Mountain View – Dr. Marvin Johnson and Thomas Kolodge	24	1.2%
61	Farmers Insurance	23	1.1%
62	James Catholic Church/ School	128	6.3%
63	McMinnville Fire Department	34	1.7%
64	Public – All Day Parking/ Civic-City Hall	38	1.9%
65	Public – All Day Parking	15	0.7%
66	First Presbyterian Church	12	0.6%
67	First Presbyterian Church – Rear	15	0.7%
68	Macy & Son Memorial Chapel	25	1.2%
69	Poseyland Florist	7	0.3%
70	McMinnville Co-op/ Public – All Day Parking	49	2.4%
71	US Post Office	31	1.5%
72	Authorized Vehicles Only	69	3.4%
73	5th Avenue Garage	222	10.8%
74	The Granary	120	5.9%
75	McMinnville Grand Ballroom	13	0.6%
	<b>Off-Street Supply (75 sites)</b>	<b>2,046</b>	<b>100%</b>
	<b>Off-Street Supply Surveyed (42 sites)</b>	<b>1,665</b>	<b>81.4%</b>

Figure B: Off-Street Parking Inventory Sites



### III. SUMMARY

Downtown McMinnville’s on-street parking supply is healthy and well distributed throughout the study area. There are only a few block faces that prohibit on-street parking for safety purposes (e.g., adjacent to railroad tracks, near the transit center), consequently the supply is proximate and convenient to most downtown businesses. Most of the short-term parking stall (2 Hour) are appropriately located along 3<sup>rd</sup> Street, the retail ‘main street’, and intersecting perpendicular streets between 2<sup>nd</sup> and 4<sup>th</sup> Streets. Streets beyond this retail core have some mix of time restrictions depending on their location, but are predominantly made up of No Limit stalls. The off-street system is primarily private or accessory to specific adjacent uses, with a handful of lots in public control catering to shorter-term stays (for trips up to 2 hours), which encourages parking turnover and is supportive of neighboring retail businesses. The off-street system complements the on-street supply by allowing for longer-term stays for both employee and customer use.

McMinnville’s parking system appears to be well structured and supportive of commerce activities in the downtown. The forthcoming data collection effort will provide helpful utilization information that will detail how these parking assets are being used and when.