



**City of McMinnville**  
**Planning Department**  
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# STAFF REPORT

**DATE:** July 28, 2020  
**TO:** Mayor and City Councilors  
**FROM:** Heather Richards, Planning Director  
**SUBJECT:** Ordinance No. 5094, Amending Section 17.03 of the McMinnville Municipal Code, Zoning Ordinance, General Provisions

## STRATEGIC PRIORITY & GOAL:



### GROWTH & DEVELOPMENT CHARACTER

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

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## Report in Brief:

This is the consideration of Ordinance No. 5094, proposed code amendments to Title 17 of the McMinnville Municipal Code, Chapter 17.03, General Provisions, relative to code enforcement of the McMinnville Zoning Ordinance. (Please see attached Ordinance No. 5094.)

## Background:

Historically the City of McMinnville relied on the Municipal Court to resolve city code violations. This process was very long and labor intensive. On August 13, 2019, the McMinnville City Council adopted Ordinance No. 5078 to amend McMinnville Municipal Code creating a code compliance process that relies on a civil administrative process which is more efficient and fiscally prudent than the court system. The City has moved forward with amending many aspects of its city codes so that the enforcement of the codes could utilize this new process. (Please see Attachment – Chapter 2.50 of the McMinnville Municipal Code, Code Compliance).

The new code compliance program provides for an administrative structure for a notice of violation, abatement and collection program that saves the City time and resources in processing code enforcement cases to ensure compliance in a timely manner.

## Discussion:

The proposed amendments align the enforcement of the McMinnville Zoning Ordinance with this new code compliance program.

The proposed amendments reference penalties assigned as Class Code Violations. These violations were established in 2019 with the adoption of Chapter 2.50 of the MMC and are provided below as reference. The fees associated with these Class Code Violations have been approved by resolution of the City Council as part of the McMinnville Fee Schedule.

**CODE VIOLATION FEES**

<b>TYPE OF FEE</b>	<b>FEE</b>
Class 1 Code Violation	<b>\$5,000.00</b>
Class 2 Code Violation	<b>\$2,000.00</b>
Class 3 Code Violation	<b>\$1,000.00</b>
Class 4 Code Violation	<b>\$500.00</b>
Class 5 Code Violation	<b>\$250.00</b>
Class 6 Code Violation	<b>\$100.00</b>
Class 7 Code Violation	<b>\$50.00</b>
Class 8 Code Violation	<b>\$25.00</b>

A public hearing was held by the Planning Commission on July 16, 2020. The public hearing was closed at the same meeting, following which the Planning Commission deliberated and then voted to recommend that the Council consider and approve the proposed code amendments as outlined in Ordinance No. 5094.

**Attachments:**

- Attachment 1 – Chapter 2.50 of the McMinnville Municipal Code
- Attachment 2 - Ordinance No. 5094

**Fiscal Impact:**

This action should save the City significant funds in court costs and staff resources.

**Recommendation:**

Staff recommends adoption of Ordinance No. 5094.