



City of McMinnville
Planning Department
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EXHIBIT 3 - STAFF REPORT

DATE: July 16, 2020
TO: Planning Commission Members
FROM: Heather Richards, Planning Director
SUBJECT: G 5-20, Proposed Code Amendments to Chapter 17.03, General Provisions

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

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

Report in Brief:

This is the consideration of 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 Attachment 1 – Proposed Code Amendments to Chapter 17.03).

Background:

Historically the City of McMinnville relied on the Municipal Court to resolve city code violations. This process was very long and labor intensive. In August, 2019, the McMinnville City Council amended the McMinnville Municipal Code to create 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 2 – 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.

Attachments:

Attachment 1 – Proposed Code Amendments to Chapter 17.03, General Provisions

Attachment 2 – Decision Document, G 5-20

Attachment 3 – Chapter 2.50 of the McMinnville Municipal Code, Code Compliance

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

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

Attachments:

- Attachment 1 – Proposed Code Amendments to Chapter 17.03 of the McMinnville Zoning Ordinance.
- Attachment 2 - Decision Document, G 5-20
- Attachment 3 - Chapter 2.50 of the McMinnville Municipal Code

Fiscal Impact:

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

Recommendation:

Staff recommends the Planning Commission recommend the proposed code amendments to the McMinnville City Council for adoption.

Attachments:

Attachment 1 – Proposed Code Amendments to Chapter 17.03, General Provisions

Attachment 2 – Decision Document, G 5-20

Attachment 3 – Chapter 2.50 of the McMinnville Municipal Code, Code Compliance