

EXHIBIT 3 – STAFF REPORT

DATE: October 21, 2021
TO: McMinnville Planning Commission
FROM: Heather Richards, Planning Director
SUBJECT: G 5-21, Yamhill County Transit Area (YCTA) Transit Development Plan (TDP)

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

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

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

Report in Brief:

This is a work session to discuss the 2018 Yamhill County Transit Area (YCTA) Transit Development Plan (TDP) to the planning commission.

Due to size of the documents, they are linked below for online access, and pertinent excerpts are provided as attachments to this staff report.

Volume I of the Yamhill County Transit Area Transit Development Plan, (October, 2018)
http://ycbus.org/wp-content/uploads/2018/11/YCTA-TDP_Volume-I-FINAL-10-2018.pdf

Volume II of the Yamhill County Transit Area Transit Development Plan (October, 2018)
https://www.co.yamhill.or.us/sites/default/files/YCTA%20TDP_Volume%20II%20Technical%20Memos%20%26%20Meeting%20Notes%20FINAL%2010-2018.pdf

Volume I Appendices

http://ycbus.org/wp-content/uploads/2018/11/YCTA-TDP_Volume-I-Appendices-A-G-FINAL-10-2018.pdf

Background:

Transit service in McMinnville and the surrounding Yamhill County area comes in several forms, fixed-route bus services, dial-a-ride and commuter link bus service to other Willamette Valley cities. Yamhill County Transit Area (YCTA) operates the fixed-route, dial-a-ride and inter-city bus services in McMinnville. While the City does not directly own and operate public transit, there are many ways in which it supports transit through multi-modal system operations and project and program development. McMinnville's stated Transit System Goal per the Transportation System Plan is *"to support YCTA in their goal to provide a city-wide street and sidewalk system that result in efficient transit operations (current and future) as well as safe and convenient pedestrian and bicycle access to public transportation services and facilities"*.

In 2017, YCTA initiated an update to their Transit Development Plan (TDP). The City of McMinnville participated in the update of the plan through the Yamhill County Transit Area Project Advisory Committee. (YCTA/PAC). The YCTA/PAC approved and recommended approval of the TDP to the YCTA Board of Directors and the Board of County Commissioners on October 2, 2018. On October 18, 2018, the Yamhill County Board of Commissioners approved the TDP.

The purpose of the TDP is to provide strategic guidance to help YCTA provide a sustainable and innovative transit system serving both urban and rural users over a 20-year period.

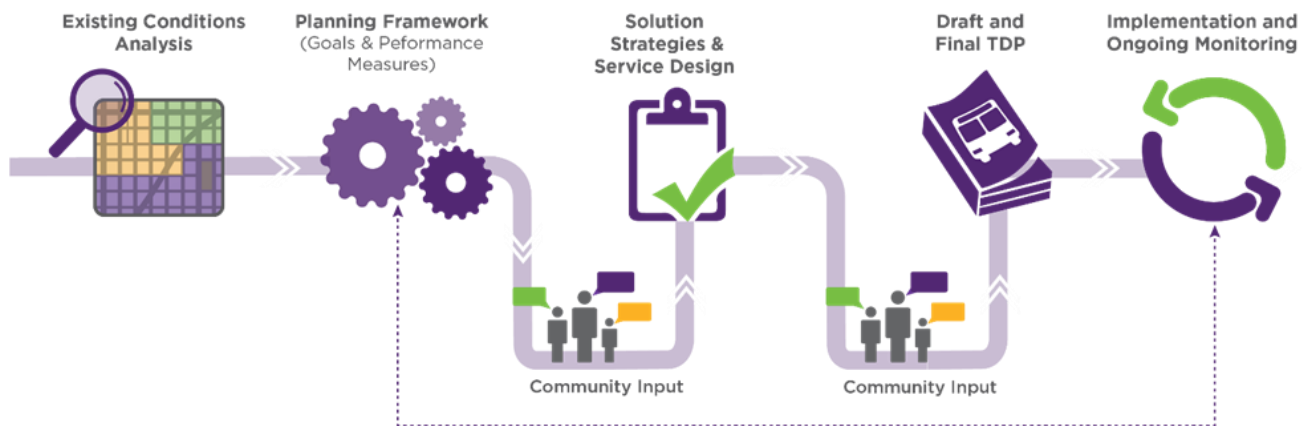
There were five strategic outcomes desired for this effort:

- Optimize and/or reorganize existing service
- Enhance physical transit infrastructure
- Provide revenue-neutral and increased funding scenarios
- Promote full range of transportation options
- Identify transit-supportive land use policies and provide local jurisdictions with guidance for planning and decision-making

This discussion will focus on the fifth outcome of *identifying transit-supportive land-use policies and provide local jurisdictions with guidance for planning and decision-making*.

Creating an implementable TDP required both technical analysis as well as continual input from the community and stakeholders. Figure 1-1 illustrates how the various phases of the project fit together. The process included:

- Assessing existing conditions related to usage of the current transit system, community demographics and travel patterns, and future transportation needs.
- Creating a planning framework with goals and objectives used to assess service strategies.
- Gathering community input at multiple points in the process, which provided insights into existing issues and feedback on service opportunities.
- Developing service strategies that meet the transportation needs identified through existing conditions analysis and community input. These strategies were refined and turned into a service plan covering all aspects of the system from routing and schedules to fleet, technology, system management, and fares.
- Distilling findings into a TDP document, reflecting the preferred vision for transit in Yamhill County and providing a phased approach for implementing the vision.
- Establishing a performance monitoring program based on peer analysis and industry standards to set performance measure benchmarks for YCTA to use in regularly assessing system and route-level progress.



Discussion:

Some of McMinnville’s Comprehensive Plan policies that impact land-use decisions is based on an adopted Transit Plan (for example, the location of high density residential development). Currently the City of McMinnville’s adopted Transit Plan is the 1997 YCTA Transit Feasibility Study.

The City needs to update its 1997 adopted Transit System Plan and adopt the 2018 YCTA Transit Development Plan as a supplemental document to the McMinnville Transportation System Plan, as well as amend its Comprehensive Plan goals and policies and development code as appropriate.

Chapter X of Volume I of the YCTA TDP provides some guidance on supporting public transit with local land use policies. (Please see Attachment A). And Appendix G of Appendices of Volume I of the YCTA TDP provides a detailed assessment of McMinnville's current comprehensive plan and development code relative to supporting the YCTA TDP. (Please see Attachment B).

Since the City of McMinnville will be updating its Transportation System Plan in 2022 and 2023, staff is recommending that only the YCTA TDP is adopted as a supplemental document to the Transportation System Plan at this time and that all references to the 1997 Transit Feasibility Analysis in the McMinnville Transportation System Plan, McMinnville Comprehensive Plan and McMinnville Municipal Code be changed to the Yamhill County Transit Area Transit Development (October, 2018). Comprehensive Plan policies and the development code will be evaluated for further amendments during the Transportation System Plan update.

Provided for reference are the following documents:

Attachment C is the Transit System Plan chapter of the Transportation System Plan.

Attachment D is the highlighted transit references of the McMinnville Comprehensive Plan.

Attachment E is the highlighted transit references of the McMinnville Development Code.

Attachments:

- Attachment A: Chapter X of Volume I of the Yamhill County Transit Area Transit Development Plan, (October, 2018), *Supporting Public Transit with Local Land Use Policies*
- Attachment B: Appendix G of Appendices of Volume I of Yamhill County Transit Area Transit Development Plan, (October, 2018), *Detailed Land Use Policy Assessment*
- Attachment C: Chapter 7 of the McMinnville Transportation System Plan, *Transit System Plan*

- Attachment D: *Highlighted Transit References, McMinnville Comprehensive Plan, Volume II, Goals and Policies*
- Attachment E: *Highlighted Transit References, McMinnville Municipal Code, Title 17 – McMinnville Development Code*

Fiscal Impact:

There is no immediate fiscal impact to the City of McMinnville with this action.

Recommendation:

Staff is seeking Planning Commission in put and direction on staff's recommendation regarding the phased adoption of the YCTA TDP.