



City of McMinnville  
 Community Development  
 231 NE Fifth Street  
 McMinnville, OR 97128  
 (503) 434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**AGENDA**

**Fox Ridge Road Area Plan – Project Advisory Committee (PAC) Meeting**

**Hybrid Meeting: In-Person and ZOOM Online Meeting**  
**Thursday, December 1, 2022, 6:30pm-8:00pm**

*You may attend in-person or via ZOOM meeting software.*

**In-Person: McMinnville Police Department Training Room, 121 SW Adams St.**  
**ZOOM Meeting: You may join online via the following link:**

<https://mcminnvilleoregon.zoom.us/j/88254013182?pwd=ZTIhS2cyUIJqL2NpUWN3Nk1LbEZWZz09>

**Zoom ID:** 882 5401 3182

**Zoom Password:** 473064

**Or call in and listen via zoom:** Dial 1-253-215-8782, Meeting ID: 882 5401 3182

| Members                            | Time   | Agenda Items  |
|------------------------------------|--------|---|
| Jim Culbert                        | 6:30pm | <b>1. Call to Order / Roll Call</b>                               |
| Sid Friedman                       | 6:35pm | <b>2. Welcome and Introductions</b>                               |
| Malcolm Greenlees                  | 6:50pm | <b>3. Minutes:</b> None   |
| Sam Justice                        | 6:50pm | <b>4. Establishing the PAC</b>                                    |
| Ellen Kersting                     |        | a. Committee Role and Ground Rules                                |
| Allan Larsen                       |        | b. Election of Chair and Vice-Chair                               |
| Stephen Leonard                    | 7:05pm | <b>5. Information Sharing:</b> Project Overview, <i>Exhibit 1</i> |
| Denise Murphy                      | 7:20pm | <b>6. Action Items – Discussion and Direction</b>                 |
| Miriam Peterson                    |        | a. Evaluation criteria – how will success be measured?            |
| Sean Rauch                         |        | b. Public engagement: survey & stakeholder interviews             |
| Brian Ruden                        |        | c. Existing conditions  |
| Steve Ryan                         |        | d. Opportunities and constraints                                  |
| Sara Tucholsky                     | 7:45pm | <b>7. Next Steps</b>  |
| Peter Van Patten                   |        | a. Tour of planning area  |
|                                    |        | b. Survey and stakeholder interviews: Dec.-Jan.                   |
|                                    |        | c. Community Design Workshop                                      |
|                                    |        | d. Next PAC meeting   |
| <b><u>Liaisons:</u></b>            |        | <b>8. Citizen Comments</b>  |
| <b><i>City Council:</i></b>        |        | <b>9. Task Force Member Comments</b>                              |
| Kellie Menke                       |        |   |
| <b><i>Planning Commission:</i></b> | 7:50pm | <b>10. Adjournment</b>  |
| Gary Langenwalter                  | 7:55pm |   |
| Sylla McClellan                    | 8:00pm |   |

Please note that meeting materials are also available on the City’s website at:  
[www.mcminnvilleoregon.gov/planning/page/fox-ridge-road-area-plan-project-g-1-22](http://www.mcminnvilleoregon.gov/planning/page/fox-ridge-road-area-plan-project-g-1-22)

You may also request copies from the Planning Department at the Community Development Center, 231 NE 5<sup>th</sup> Street, 503-434-7311. Page 1 of 9

# MEMORANDUM

City of McMinnville – Fox Ridge Road Area Plan



**Date:** November 28, 2022  
**To:** Project Advisory Committee  
**From:** Chris Green, HHPR  
**CC:** Tom Schauer, City of McMinnville  
**Subject:** **City of McMinnville Fox Ridge Road Area Plan**  
**Project Summary and Schedule, Key Questions, Next Steps**

**Attachments:**

- A. Project Overview Summary
- B. Project Schedule Summary
- C. Draft Evaluation Criteria

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A project team consisting of Harper Houf Peterson Righellis (HHPR), SERA Architects, Johnson Economics, and DKS Associates is working with the City of McMinnville on a community planning process to develop an Area Plan for the Fox Ridge Road Area. This memorandum outlines the framework for the area plan, planning process, and key feedback needed from the Project Advisory Committee at the first Project Advisory Committee meeting.

## Planning Framework

### *Growth Management and Urbanization Plan (Growing McMinnville Mindfully)*

The McMinnville Growth Management and Urbanization Plan (MGMUP), adopted by the City of McMinnville and Yamhill County in 2020, identifies six areas where the adopted Urban Growth Boundary (UGB) will go through a planning process to plan for the future growth of the City of McMinnville as property owners pursue annexation of development of properties in these areas. One of these areas is the Fox Ridge Road Area, most of which has been in the Urban Growth Boundary since 2006. The MGMUP establishes an order of planning processes, starting with the most conceptual and moving to greater detail and specificity.

- 1) **Framework Plan:** The McMinnville Framework Plan is included in the MGMUP and identifies a general urban land use concept for lands that are included in the UGB expansion areas. Because the Framework Plan is meant to be conceptual in nature, is the concept plan is general in nature, and it is not formally adopted in the MGMUP in such a way that it would be binding on any individual properties in the same way as a zoning map. The framework plan map is not binding on specific landowners, developers, or the City.
- 2) **Area Planning:** Area Plans will more specifically identify land uses, their locations, and their relationship to public facilities, natural resources, and existing urban uses. The land uses identified in an Area Plan must be consistent with the Framework Plan and the needed land types identified in the MGMUP.



- 3) *Master Planning*: Following the adoption of an Area Plan, and prior to annexation, individual property owners or developers must complete a Master Planning process to allow for annexation and development to occur in UGB expansion areas. The Master Planning process requires consistency with the land uses identified in the adopted Area Plan that is applicable to the land in question.

*Great Neighborhood Principles*: In 2019, the City of McMinnville adopted Ordinance 5066, amending the Comprehensive Plan to include a series of Great Neighborhood Principles to ensure that new neighborhoods provide certain elements to support all residents. The Great Neighborhood Principles are adopted in Section 187 of the Comprehensive Plan and include:

- 1) Natural Feature Preservation
- 2) Scenic Views
- 3) Parks and Open Spaces
- 4) Pedestrian Friendly
- 5) Bike Friendly
- 6) Connected Streets
- 7) Accessibility
- 8) Human Scale Design
- 9) Mix of Activities
- 10) Urban-Rural Interface
- 11) Housing for Diverse Incomes and Generations
- 12) Housing Variety
- 13) Unique and Integrated Design Elements

These principles will apply to the Area Planning work. In addition, as property owners pursue annexation and development, their property-specific master plans must be consistent with the Area Plan and the Great Neighborhood Principles.

#### *Framework Plan Elements for Fox Ridge Road*

The Fox Ridge Road area includes about 234 acres added to the Urban Growth Boundary through the Framework Plan process. Within the Fox Ridge Road Area, the Framework Plan envisions the following:



### Fox Ridge Road Area as shown in MGMUP Framework Plan:



- A 5–10-acre Neighborhood Activity Center (NAC) including approximately:
  - 1-2 acres of neighborhood serving commercial and office development
  - 2 acres of high-density residential development (R-5)
  - 2-5 acres of medium density residential development
- One neighborhood park of 3-5 acres in size
- Lower density residential development, particularly in areas with steeper slopes at the west end of the plan area
- Possible development of a school or other major community feature at a 41-acre site owned by McMinnville School District

## Project Approach

### Overview of Planning Process

An overview of the proposed project summary and schedule is included as **Attachments A and B**. HHPR will work with City staff to engage Planning Area property owners, stakeholders, and the McMinnville community at large in a facilitated discussion about the future development of the Fox Ridge Road Area, including diagramming key opportunities and constraints, developing alternative development scenarios through a Community Design Workshop, and refinement of a preferred scenario through additional analysis and collaborative design addressing the local street and trail network for the area, and parks and open space amenities.

### Community Engagement Strategy

Community outreach for the project has been planned with the understanding that most or all engagement opportunities will take in a hybrid format with in-person and remote options. In order to gain detailed knowledge from stakeholders with specific knowledge or interest in the plan area, the project team will conduct individual interviews by phone. Interviewees could include:

- Individual property owners in the plan area
- McMinnville School District
- McMinnville Water & Light
- Conservation groups
- Recreation groups (youth sports, local interest groups)
- Real estate professionals
- McMinnville Area Chamber of Commerce
- Unidos Yamhill County
- State or regional agency staff

In addition to individual interviews, some stakeholders could be gathered to provide feedback on a specific topic of interest, in a group setting. These groups could include:

- Conservation, natural resource agency, and recreation groups (Parks and Open Space focus)
- Real estate/construction/finance professionals, affordable housing advocates (Housing focus)

To ensure that a variety of interests and perspectives from the community are incorporated, the project team will share multimedia project information and solicit community feedback via an online hub, as well as two Community Design Workshops in early 2023. To help inform these outreach efforts, an online public survey running from December 2022 to early January 2023 will help gather feedback from the McMinnville community at large and help the project team gather additional information about existing conditions, opportunities, constraints, and ideas for the plan area, leading up to the Community Design Workshops. plan area. Potential topics for survey questions include:

- Important natural features or scenic areas in the plan area
- Park or public space types most needed
- Characteristics of new housing in the plan area
- Communitywide assets that could be provided in the plan area
- Needed neighborhood commercial products or services that aren't currently available in the vicinity.

Consistent with the Engagement & Inclusion goals and objectives adopted by the City of McMinnville in the *Mactown 2032* strategic plan, and in coordination with the ongoing work of the Diversity Equity and Inclusion Advisory Committee, the project team will strive for equitable outcomes both in terms of project participants and in considering the anticipated outcomes of issues identified and policies proposed. Spanish translations of key project documents and outreach through a variety of methods will engage traditionally underrepresented individuals and groups in the community.

### *Discussion Topics for the Project Advisory Committee*

At the first meeting, the project team is looking for specific guidance from the PAC on the following topics:

- Criteria for measuring project success and evaluating alternative development scenarios, *See Attachment C: Draft Evaluation Criteria*
- Identifying key stakeholders in the Planning Area and McMinnville community, *See preliminary list of potential stakeholder interviews above*
- Potential topics for questions to gather feedback in the upcoming online survey and stakeholder interviews, *See preliminary list of potential survey topics above*
- Understanding existing conditions and key opportunities and constraints in the planning area that may shape future development



| <b>Phase 1:<br/>Project<br/>Kick-Off</b>   | <b>Phase 2:<br/>Gather &amp; Assess<br/>Information</b>   | <b>Phase 3:<br/>Develop &amp; Evaluate<br/>Alternatives</b>  | <b>Phase 4:<br/>Develop &amp; Refine<br/>A Preferred Alternative</b>  | <b>Phase 5:<br/>Adoption<br/>Process</b>  |
|--|---|--|---|---|
| <b>What’s happening<br/>during this phase:</b>   | <b>What’s happening<br/>during this phase:</b>  | <b>What’s happening<br/>during this phase:</b>   | <b>What’s happening<br/>during this phase:</b>  | <b>What’s happening<br/>during this phase:</b>  |
| <ul style="list-style-type: none"> <li>-Establish Project Advisory Committee</li> <li>-Establish Ground Rules</li> <li>-Project Overview/Orientation</li> <li>-Establish Public Engagement Webpage and Platform and Prepare Initial Public Engagement Materials</li> </ul> | <ul style="list-style-type: none"> <li>-<b>Existing Conditions Report</b> <ul style="list-style-type: none"> <li>--Plan &amp; Policy Review</li> <li>--Physical Conditions</li> <li>--Market Analysis</li> </ul> </li> <li>-<b>Gather Community Input &amp; Information</b> <ul style="list-style-type: none"> <li>--PAC</li> <li>--Stakeholder Interviews</li> <li>--Survey</li> </ul> </li> <li>-<b>Opportunities &amp; Constraints Analysis</b> <ul style="list-style-type: none"> <li>--Diagram and Summary Report</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>-<b>Develop Three Conceptual Alternatives</b></li> <li>-<b>Evaluate Three Conceptual Alternatives:</b> <ul style="list-style-type: none"> <li>--Community-Identified Issues</li> <li>--Technical Issues</li> </ul>                     (See table with evaluation criteria)                 </li> </ul> | <ul style="list-style-type: none"> <li>-Develop Preferred Alternative based on evaluation of conceptual alternatives</li> <li>-Evaluate Preferred Alternative</li> <li>-Refine Preferred Alternative</li> </ul> | <ul style="list-style-type: none"> <li>-Prepare Final Draft Plan Document and Amendments</li> <li>-Prepare Final Draft Implementation Measures</li> <li>-Prepare Findings</li> <li>-Hold Public Hearings</li> </ul> |
| <b>Meetings that will happen<br/>during this phase:</b>  | <b>Meetings that will happen<br/>during this phase:</b>   | <b>Meetings that will happen<br/>during this phase:</b>  | <b>Meetings that will happen<br/>during this phase:</b>   | <b>Meetings that will happen<br/>during this phase:</b>   |
| <ul style="list-style-type: none"> <li>-PAC Meeting #1</li> <li>-Project Area Tour</li> </ul>  | <ul style="list-style-type: none"> <li>-Stakeholder Interviews</li> <li>-(See also Phase 3 meetings)</li> </ul>   | <ul style="list-style-type: none"> <li>-Community Design Workshop #1</li> <li>-PAC Meeting #2</li> <li>-PC/CC Update #1</li> </ul>   | <ul style="list-style-type: none"> <li>-PAC Meeting #3</li> <li>-Community Design Workshop #2</li> <li>-PAC Meeting #4</li> <li>-PC/CC Update #2</li> </ul>   | <ul style="list-style-type: none"> <li>-Planning Commission Public Hearing</li> <li>-City Council Meeting</li> </ul>  |

**Project Schedule**

| Task  | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. |
|---|------|------|------|------|------|------|-----|------|------|------|------|------|
| <b>PHASE 1: Kick Off the Project</b>                            |      |      |      |      |      |      |     |      |      |      |      |      |
| 1.1 Project Management Team (PMT) Kickoff                       | ■    |      |      |      |      |      |     |      |      |      |      |      |
| 1.2 Project Advisory Committee (PAC) Meeting #1                 |      | ■    |      |      |      |      |     |      |      |      |      |      |
| 1.3 Project Area Tour   |      | ■    |      |      |      |      |     |      |      |      |      |      |
| 1.4 Establish Public Engagement Platform and Project Info       |      | ■    |      |      |      |      |     |      |      |      |      |      |
| <b>PHASE 2: Gather and Assess Information</b>                   |      |      |      |      |      |      |     |      |      |      |      |      |
| 2.1 Existing Conditions Report                                  |      | ■    |      |      |      |      |     |      |      |      |      |      |
| 2.2 Opportunities & Constraints Analysis                        |      | ■    |      |      |      |      |     |      |      |      |      |      |
| 2.3 Survey  |      | ■    | ■    |      |      |      |     |      |      |      |      |      |
| 2.4 Stakeholder Interviews                                      |      | ■    | ■    |      |      |      |     |      |      |      |      |      |
| <b>PHASE 3: Develop and Evaluate Alternatives</b>               |      |      |      |      |      |      |     |      |      |      |      |      |
| 3.1 Community Design Workshop #1 / PAC Meeting #2               |      |      | ■    |      |      |      |     |      |      |      |      |      |
| 3.2 City Council/Planning Commission Update #1                  |      |      |      | ■    |      |      |     |      |      |      |      |      |
| 3.3 Evaluate Development Scenarios                              |      |      |      | ■    | ■    |      |     |      |      |      |      |      |
| <b>PHASE 4: Develop and Refine a Preferred Alternative</b>      |      |      |      |      |      |      |     |      |      |      |      |      |
| 4.1 PAC Meeting #3  |      |      |      |      |      | ■    |     |      |      |      |      |      |
| 4.2 Evaluate Preferred Alternative                              |      |      |      |      |      | ■    |     |      |      |      |      |      |
| 4.2 Community Design Workshop #2                                |      |      |      |      |      |      | ■   |      |      |      |      |      |
| 4.3 Prepare Draft Local Street and Trail Connectivity Plan      |      |      |      |      |      |      | ■   | ■    |      |      |      |      |
| 4.4 Prepare Neighborhood Park and Trail Design Concepts         |      |      |      |      |      |      | ■   | ■    |      |      |      |      |
| 4.5 Prepare Draft Plan Goals, Policies, Implementation Measures |      |      |      |      |      |      | ■   | ■    |      |      |      |      |
| 4.6 PAC Meeting #4  |      |      |      |      |      |      |     |      | ■    |      |      |      |
| 4.7 City Council/Planning Commission Update #2                  |      |      |      |      |      |      |     |      | ■    |      |      |      |
| <b>PHASE 5: Adopt the Plan</b>                                  |      |      |      |      |      |      |     |      |      |      |      |      |
| 5.1 Prepare Final Draft Plan, Policies, Implementation Measures |      |      |      |      |      |      |     |      |      | ■    |      |      |
| 5.2 Prepare Findings  |      |      |      |      |      |      |     |      |      | ■    |      |      |
| 5.3 Planning Commission Hearing                                 |      |      |      |      |      |      |     |      |      |      | ■    |      |
| 5.4 City Council Meeting  |      |      |      |      |      |      |     |      |      |      |      | ■    |



DRAFT

## Fox Ridge Road Area Plan

### Evaluation Criteria

| Item   | Alt 1 | Alt 2 | Alt 3 | Preferred Alt |
|--|-------|-------|-------|---------------|
| <b>Meets minimum project requirements</b>  |       |       |       |               |
| -Land Uses (residential, neighborhood commercial, parks, open space, etc).       |       |       |       |               |
| -Consistency with Comprehensive Plan Goals and Policies                          |       |       |       |               |
| -Consistent with Great Neighborhood Principles (Part of Comp. Plan)              |       |       |       |               |
| <b>Equity</b>  |       |       |       |               |
| -Plan Identifies and Addresses Issues from Broad Cross-Section of the Community  |       |       |       |               |
| -Supportive of All Backgrounds, Ages, and Abilities                              |       |       |       |               |
| -Addresses Socioeconomic Needs of Community                                      |       |       |       |               |
| <b>Financial</b>   |       |       |       |               |
| -Financially Feasible/Viable   |       |       |       |               |
| -Cost-Effective Provision of Services  |       |       |       |               |
| <b>Transportation &amp; Public Safety Ingress/Egress</b>                         |       |       |       |               |
| -Public Safety Access (Street Grades)  |       |       |       |               |
| -Public Safety Access & Evac. (Connectivity- Internal and External)              |       |       |       |               |
| -Relationship to Transit Routes  |       |       |       |               |
| -Walkable/Bikeable   |       |       |       |               |
| <b>Water</b>   |       |       |       |               |
| -Serviceability - (Water Pressure Zones, etc.)                                   |       |       |       |               |
| -Fire Flows/Capacity   |       |       |       |               |
| <b>Sanitary Sewer</b>  |       |       |       |               |
| -Serviceability (gravity/pump stations)  |       |       |       |               |
| -Downstream Capacity   |       |       |       |               |
| <b>Natural Resources</b>   |       |       |       |               |
| -Habitat Protection/Mitigation   |       |       |       |               |
| <b>Hazards - Minimize Risk to Life and Property</b>                              |       |       |       |               |
| -Wildfire  |       |       |       |               |
| -Geologic Hazards (slopes, soils, etc.)  |       |       |       |               |
| <b>Phasing/"Phaseability"</b>  |       |       |       |               |
| -Allows for phasing consistent with property owner intentions                    |       |       |       |               |
| -Feasible service extensions/phases  |       |       |       |               |
| <b>Land Use Relationships</b>  |       |       |       |               |
| -Internal to Area  |       |       |       |               |
| -Surrounding Areas   |       |       |       |               |
| <b>Additional Property Owner, Community, &amp; Stakeholder-Identified Issues</b> |       |       |       |               |
| -Additional issues to be identified through process                              |       |       |       |               |

**Rating Legend:**

- Good
- Moderate
- Poor

