



MEETING NOTES

Meeting Date: November 30, 2023

Minutes Issued: December 11, 2023

Location: Virtual

BKF Job Number: C20221310-10

Prepared By: Jason White

Invited Attendees:

| PROJECT ADVISORY COMMITTEE (PAC) | |
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| Representing | Name |
| TSI-MCM Project Managers | Jeff Gooden Jody Christensen |
| Project Advisory Committee Chair | Walt Gowell |
| McMinnville Urban Renewal Advisory Committee (MURAC) | Jamie Howe Jeff Knapp Kelly McDonald Mike Morris Abigail Neilan Doris Towery John Deitz Peter Kircher |
| City Council | Kellie Menke Remy Drabkin (Mayor) Zack Geary (MURAC Liaison) |
| McMinnville Downtown | Dani Chisholm Heather Miller Marilyn Kosel Scott Cunningham |
| Community Stakeholders | Carson Benner Ken Denier Steve Rupp Sylla McClellan |
| BKF (Consultant) | Jason White Emily Lehmann Samantha Nguyen Alex Croskey |
| SERA Architects (Consultant) | Matthew Arnold Margaret Raimann |
| NOT IN ATTENDANCE | |
| McMinnville Urban Renewal Advisory Committee (MURAC) | Alan Fox Peter Kircher Lisa Pool |
| City Council | Remy Drabkin (Mayor) |

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| Community Stakeholders | Carson Benner Charles Hillestad Robert Stephenson |
| NON-PROJECT ADVISORY COMMITTEE ATTENDEES | |
| Community Members | Jamie Baker Leslie Spagnola Scott Unger (Press) |

Subject: Third Street Improvement (TSI) Project – Project Advisory Committee Meeting #2

Agenda/Discussion:

1. Welcome + Introduction:

- **Discussion:** Jody Christensen (JC) introduced new PAC Members: Marilyn Kosel and Scott Cunningham

2. Business Resilience Update

- **Discussion:** Doris Towery provided an update on business resilience activities.

3. Discussion - What are your concerns about Third Street's infrastructure?

- **Discussion:** The PAC noted the following concerns:
 - Stormwater/drainage issues
 - Lack of public restrooms
 - Cracked/broken sidewalks
 - Trees damaging streets and sidewalks
 - Accessibility
 - Waste management
 - Parking
 - Commercial vehicle loading and unloading
 - Underground tanks/hazardous materials
 - Street lighting

4. Existing Conditions Presentation

- **Discussion:** BKF and SERA presented the existing conditions documentation performed to date.

5. Street Tree Considerations

- **Discussion:** The PAC asked if the team had examples of similar projects where trees were successfully preserved.
- **Action:** SERA and BKF to research past similar projects where trees were successfully preserved.
- **Discussion:** Walt Gowell (WG) suggested the following criteria for assessing tree removal/preservation
 - Condition
 - Likelihood to damage new sidewalk
 - Visibility of existing business signs
 - Death probability
 - Likely post-construction life span
 - Conflicts with proposed infrastructure



- **Action:** SERA and BKF to validate tree removal/ preservation criteria with the project arborist and suggest additional criteria.
 - **Discussion:** PAC requested a future section at post-construction timelines (1, 5, 10, and 20-year). The committee discussed an additional meeting to develop a tree decision criteria matrix to be used by the consultants in preparation for the 02.01.24 meeting's recommendations.
 - **Action:** SERA to provide sections at post-construction timelines (1, 5, 10, and 20-year) with future deliverables.
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Decision Summary:

- 1) The PAC requested an additional meeting to develop a tree decision criteria matrix in advance of the 02.01.21 meeting.

Action Summary:

- 1) **SERA** and **BKF** to research past similar projects where trees were successfully preserved.
- 2) **SERA** and **BKF** to validate tree removal/ preservation criteria with the project arborist and suggest additional criteria.
- 3) **SERA** to provide sections at post-construction timelines (1, 5, 10, and 20-year) with future deliverables.
- 4) **City Staff** to confirm additional meeting details.

This meeting was recorded and available on the city website on the link below:

<https://www.mcminnvilleoregon.gov/thirdstreetimprovement>

