

## STAFF MEMO – DRAFT

**DATE:** January 9, 2024  
**TO:** Third Street Improvement Project Advisory Committee  
**FROM:** Jody Christensen, Special Projects Manager  
Jeff Gooden, Engineering Project Manager  
**SUBJECT:** Third Street Improvement Project Advisory Committee Work Session 3 A –  
Development of Tree Criteria for a Decision Tree Model

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**Memo in Brief:** This memo is intended to support the Third Street Improvement Project Advisory Committee’s (PAC) development of evaluation criteria and a decision tree to be used by the consultants regarding the existing street trees on Third Street.

**Looking Ahead:** During the 02.01.2024 PAC Meeting #3, the committee will be reviewing the evaluation criteria, the decision tree, and the consultant recommendations for Third Street’s existing street trees. The intention is that the evaluation criteria and decision tree will accompany any committee recommendations going before the joint City Council and McMinnville Urban Renewal Advisory Committee work session on 02.27.2024.

### **Brief Background on Tree Considerations and Criteria:**

#### *Phase C*

On 07.12.2022, in a joint City Council and McMinnville Urban Renewal Advisory Committee (MURAC) work session, SERA, the project consultant, gave a final presentation of Third Street Streetscape Design Phase C project. During the discussion that followed ([Video at 1:29.57](#)), the council considered moving to the Design and Engineering step identified as Phase D. In their discussion, the Council expressed criteria considerations regarding the next phase including, but not limited to, capital vs annual costs; keeping a “tunnel effect”; using acceptable standards regarding the trees; biodiversity of urban forest; tree replacement plan; taking a long view time horizon; and considering anything salvageable as a win. The City Council approved moving to Phase D, which launched August 2023.

#### *Phase D*

During the 11.30.23 PAC #2 meeting, it was determined that an additional meeting would be necessary to give the committee the opportunity to discuss and develop evaluation criteria in a decision tree for the consultants to use in the design and engineering phase of this project. The committee shared some initial decision criteria considerations such as condition; likelihood to damage new sidewalk; visibility of existing business signs; death probability; likely post-construction life span; and conflicts with proposed



infrastructure. City Staff has reached out to the Technical Advisory Committee (TAC) to solicit input for the draft criteria to be presented to the PAC in work session #3-A.

**Discussion:** The committee will hear from the consultant team with an overview of the DRAFT decision tree concept developed using the previous work, the PAC meeting #2 criteria discussion, and TAC insights. The committee will help finalize a decision tree to be used by the consultants as they prepare for recommendations coming before the committee and in future work. The final model will be reviewed at the next TAC meeting as well.

**Attachments:**

11.30.23 PAC 2 Meeting Notes

01.09.24 PAC 3-A Meeting Agenda

Evaluation Criteria and Decision Tree – draft