

## Third Street Improvement Project Advisory Committee

**#3 B Meeting Date:** February 1, 2024

**Minutes Issued:** February 12, 2024

**BKF Job Number:** C20221310-10

**Location:** Hybrid

**Prepared By:** Jason White

McMinnville Civic Hall

200 NE 2nd, McMinnville, OR, 97128

<https://protect-us.mimecast.com/s/YsACgJ7ngfqkJ3xuNbBuF?domain=mcminnvilleoregon.zoom.us>

### Invited Attendees:

PROJECT ADVISORY COMMITTEE (PAC)	
Representing	Name
<b>TSI-MCM Project Managers</b>	Jeff Gooden Jody Christensen
<b>Project Advisory Committee Chair</b>	Walt Gowell
<b>McMinnville Urban Renewal Advisory Committee (MURAC)</b>	James Howe Kelly McDonald Mike Morris Abigail Neilan Doris Towery John Deitz Peter Kircher
<b>City Council</b>	Kellie Menke Zack Geary (MURAC Liaison)
<b>McMinnville Downtown</b>	Dani Chisholm Marilyn Kosel (arrived late) Scott Cunningham
<b>Community Stakeholders</b>	Steve Rupp Sylla McClellan Ken Denier
<b>BKF (Consultant)</b>	Jason White Emily Lehmann Alex Croskey Samantha Nguyen
<b>SERA Architects (Consultant)</b>	Matthew Arnold Margaret Raimann
<b>Pacific Resources (Consultant)</b>	Steve Goetz

NOT IN ATTENDANCE	
<b>McMinville Urban Renewal Advisory Committee (MURAC)</b>	Alan Fox Jeff Knapp Lisa Pool
<b>City Council</b>	Remy Drabkin (Mayor)
<b>Community Stakeholders</b>	Carson Benner Charles Hillestad Robert Stephenson Heather Miller
NON-PROJECT ADVISORY COMMITTEE ATTENDEES	
<b>Community Members</b>	Joe (Last Name not provided) Scott Unger (Press)
<b>City Staff</b>	Heather Richards Matthew Deppe Taylor Grayden
<b>Landscape Review Committee</b>	Carlton Davidson

**Subject: Third Street Improvement (TSI) Project – Project Advisory Committee Meeting #3B**

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**Agenda/Discussion:**

**1. Welcome + Introductions**

**2. Approval of the Minutes from PAC Mtgs 1, 2, & 3A**

- **Decision:** Approved

**3. Project Updates**

- **Business Resiliency Milestone Update:** In-Business Visits/Interviews & Small Format Group Interviews are completed, 25 separate businesses were in attendance
  - Civilis presentation scheduled for March 12<sup>th</sup>

**4. Proposed Addition to Goals and Objectives**

- **Motion:** add additional project goal/objective: "where feasible, preserve Third Street's EXISTING STREET TREES"
  - **Decision:** Passed unanimously

**5. Revised Tree Preservation Criteria + Decision Tree**

- **Discussion:** SERA reviewed Street Tree Preservation Criteria and Decision Tree to determine any additional recommendation for MURAC/City Council
- **Slide deck Available** <https://www.mcminvilleoregon.gov/thirdstreetimprovement>

**4. Discussion – Concerns?**

- **Discussion:** Visual revisions to Tree Preservation Decision Tree were requested



- **Action: SERA and BKF** to clarify decision tree flow with solid arrows that point directly to next steps
- **Discussion:** Heather Richards (HR) requested clarification on decision process for design modifications, especially as related to costs.
  - HR noted decisions impacting project cost should not be made by City Staff and consultant team without consulting City Leadership.
  - Jason White (JW) clarified Decision Tree is to be utilized by the project team to provide and recommendations for review by City's Project Managers.
  - Walt Gowell clarified that, as shown in the Decision Tree, modifications to design to go to PAC, TAC, and City for approval.
  - John Dietz (JD) recommended considering Private Property Owners in decisions, due to possible costs required for Private Property Owners, such as replacing water lateral from meter to building
    - **Action Item: City** to clarify Private Property Owners' responsibility
- **Motion:** Subject to minor visual revisions, revised form of Tree Preservation Decision Tree is accepted to be brought to Counsel
  - **Decision:** Approved unanimously
- **Motion:** Revised form of Tree Preservation Decision Criteria is accepted to be brought to Council
  - **Decision:** Approved unanimously

#### 5. Project Scope & Budget History

- Heather Richards (HR) presented History of Project Scope & Budget

#### 6. Next Steps:

- The **Consultant** team will consider modifications to the decision tree graphic to improve clarity and logic based on feedback from the group.
- The **City** will determine who is responsible for making decisions about design modifications and their associated costs.

#### 7. Upcoming Milestones:

- February 27th - City Council/MURAC work session for Street Tree Criteria
- March 12th - Business Resiliency Presentation to Downtown Businesses

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

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

