

CITY OF McMinnville  
MINUTES OF CITY COUNCIL MEETING  
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, February 27, 2024 at 7:00 p.m.

Presiding: Adam Garvin, Council President

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u> Kellie Menke Zack Geary Chris Chenoweth Sal Peralta	<u>Absent</u> Remy Drabkin, Mayor Jessica Payne
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Also present were City Manager Jeff Towery, City Attorney David Ligtenberg, City Recorder Claudia Cisneros, Deputy City Recorder/Executive Assistant Daniel Ruiz, Public Works Director Geoff Hunsaker, Senior Planner Tom Schauer, Special Legal Counsel Bill Kabeiseman, and Community Development Director Heather Richards, Finance Director Jennifer Cuellar (via Zoom), Lead Code Compliance Officer Nic Miles (via Zoom), and *members of the News Media – Kyle Dauterman McMinnville Community Media and Scott Unger News-Register (via Zoom).*

1. CALL TO ORDER: Council President Garvin called the meeting to order at 7:00 p.m. and welcomed all in attendance.
  
2. PLEDGE OF ALLEGIANCE  
  
Deputy City Recorder/Executive Assistant Daniel Ruiz led the pledge of allegiance.
  
3. PROCLAMATION  
  
3.a. Women’s History Month Proclamation  
  
Council President Garvin read the proclamation declaring the month of March as Women’s History Month.
  
3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT: Council President Garvin invited the public to comment.  
  
Linda and David Hatfield community members of McMinnville discussed adding stop signs by Northeast Evans. Mentioned the noise and cars racing in front of their home.

Natalie Utrup community member of McMinnville mentioned the huge uptick in speeding in her neighborhood and has asked for officers to enforce this area.

William Sykes community member of McMinnville expressed concern regarding loud vehicles racing around town.

6. ADVICE/ INFORMATION ITEMS

6.a. Reports from Councilors on Committee & Board Assignments

Councilor Peralta stated the Mid-Willamette Valley Council of Governments (MWVCOG) annual meeting and dinner will be tomorrow night hosted by The Confederated Tribe of Grand Ronde.

Councilor Menke said there will be an Affordable Housing Committee meeting on Wednesday to review the plan for this coming year. Highlights looking at are tiny homes and making rules around them for use in the City.

Councilor Geary mentioned the Affordable Housing Committee meeting tomorrow.

Councilor Chenoweth stated the McMinnville Economic Vitality Leadership Council (MEVLC) and talked about business assistance resiliency grants and updated on Workforce Development. The Parkway Committee met and going to bid in the middle of next month for the next phase of the bypass.

Council President Garvin mentioned Visit McMinnville has their annual retreat tomorrow. The Airport Commission meets on March 5<sup>th</sup>.

6.b. Department Head Reports

City Manager Jeff Towery formally introduced the new public works director Geoff Hunsaker.

Public Works Director Geoff Hunsaker stated excited to join the city and know the community more. Stated the Public Works team is a great team that is dedicated and does great work. Thanked James Lofton for stepping in as Interim Public Works Director.

Community Development Director Richards shared exciting news regarding Representative Elmer's Bill, House Bill 4134 was passed through the subcommittee which will move forward to the House floor and Senate floor. Thankful for Elmer's efforts on the City's behalf.

7. CONSENT AGENDA

- a. Consider **Resolution No. 2024-09**: A Resolution of the City of McMinnville appointing Tyler Reid Judge Pro Tempore of the McMinnville Municipal Court.
- b. Consider the Minutes of the January 12, 2021, City Council Work Session & Regular Meeting.
- c. Consider the Minutes of the January 20, 2021, City Council Work Session Meeting.
- d. Consider the Minutes of the January 26, 2021, City Council Regular Meeting.
- e. Consider the Minutes of the February 13, 2024, City Council Work Session & Regular Meeting.
- f. Consider the request from Hawaii Five-0-Three Cafe for Commercial OLCC Liquor License located at 619 NE 3rd Street.

*Councilor Menke MOVED to adopt the consent agenda as presented; SECONDED by Councilor Peralta. Motion PASSED unanimously.*

7. RESOLUTIONS

- 7.a. Consider **Resolution No. 2024-07**: A Resolution approving code compliance liens on properties to recover unpaid civil penalty citations.

Lead Code Compliance Officer Nic Miles mentioned this was the quarterly check-in for outstanding unpaid citations for leans. There were no abatements this time. Stated there was an amendment to the resolution as a property owner contacted them yesterday to pay off their unpaid citations, property listed on Arthur Street.

*Councilor Peralta MOVED to approve Resolution No. 2024-07 as amended, approving code compliance liens on properties to recover unpaid civil penalty citations; SECONDED by Councilor Menke. Motion PASSED 5-0.*

- 7.b. Consider **Resolution No. 2024-10**: A Resolution adopting a fiscal year 2023-24 supplemental budget for the Fire District Transition Fund.

Council President Garvin stated Resolution No. 2024-10 was pulled from the agenda and will be heard at the March 12<sup>th</sup> City Council Meeting.

8. ORDINANCE

- 8.a. Consider the second of **Ordinance No. 5141**: An Ordinance Adopting the November 2023 “McMinnville Urbanization Report”, and Updating the McMinnville Comprehensive Plan, Volume I, by Adopting the November 2023 “McMinnville Housing Needs Analysis” and the November 2023

“McMinnville Economic Opportunities Analysis”, and Repealing Ordinances No. 4746 and 4976.

Ms. Richards reminded the Council this is the adoption of the Housing Needs Analysis and Economic Opportunities Analysis and stated there is a summary of the two in the packet. The first reading was heard on November 28, 2023. Listed the four documents that would be adopted, amending the comprehensive plan, volume I, and repeals Ordinances No. 4746 and 4976. She stated the analysis describes a housing land need of 202 acres serving the City from 2021 to 2041 to meet the population forecast. Also shows an employment land need of 188 acres, (29 industrial acres, 159 commercial acres) and 32 acres of public/institutional land need for a total of 422 acres.

Ms. Richards stated per ORS 197.296, the city needs to submit a Housing Capacity Analysis and Buildable Lands Inventory by December 31, 2023. The work plan was submitted to the Yamhill County Board of Commissioners and then submitted to the Department of Land Conservation and Development (DLCD) for review. They approved the work plan in early February and extended the deadline for submitting the needs analysis to February 29, 2024. Talked about the population forecast and planning horizon. Shared the next steps and the things to look at for land and rezoning opportunities. Stated this work meets two of the City Council's goals one being Housing and the other being Growth and Development Character adopted in the MacTown 2032 strategic plan.

There was discussion about the timeline of the next Urban Growth Boundary (UGB) expansion and regarding the involvement of sequential UGB processes. Ms. Richards talked about a new program in the Governor’s Housing Bill is the development of a housing production accountability office.

Council President Garvin stated the Ordinance did not have a unanimous vote at the November 28, 2023 Council Meeting requiring a second reading to be conducted.

No Councilor present requested the Ordinance be read in full.

City Attorney David Ligtenberg read by title only Ordinance No. 5141.

*Councilor Chenoweth MOVED to adopt Ordinance No. 5141, Adopting the November 2023 “McMinnville Urbanization Report”, and Updating the McMinnville Comprehensive Plan, Volume I, by Adopting the November 2023 “McMinnville Housing Needs Analysis” and the November 2023 “McMinnville Economic Opportunities Analysis”, and Repealing Ordinances No. 4746 and 4976.; SECONDED by Councilor Menke. Motion PASSED 4-1 by the following vote:*

*Aye – Councilors Chenoweth, Garvin, Menke, and Peralta,  
Nay – Councilors Geary*

- 8.b. Consider first reading with possible second reading of **Ordinance No. 5142**: An Ordinance Adopting the Fox Ridge Road Area Plan and its Appendices as Supplemental Document to the McMinnville Comprehensive Plan.

Council President Garvin asked if any Councilor needed to declare any conflict of interest or recuse themselves. There was none.

Senior Planner Tom Schauer and introduced consultant Thuy Cao from Harper Houf Peterson Righellis Inc. (HHPR). Ms. Cao shared a PowerPoint presentation and Mr. Schauer provided background of the Ordinance. Ms. Cao covered the framework of the area plan. Mr. Schauer covered the planning process for this area plan including the five major parts of the project. Talked about the plan narrative, the visions, goals, and policies, and the area plan map. Mr. Schauer shared the written testimony received and the five people testified all indicating testifying in support of the plan during the public hearing at the Planning Commission. Mr. Schauer shared the planning commission's recommendation for the Council and provided the four options for the Council to consider.

There was discussion about the framework plan acreage and there was clarification on differences in lot sizes between low-density residential vs. medium-density residential.

There was consensus about moving forward with Ordinance No.5142 as presented.

No Councilor present requested that the Ordinance be read in full.

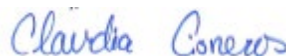
City Attorney David Ligtenberg read by title only Ordinance No. 5142.

*Councilor Menke MOVED to pass Ordinance 5142 to a second reading; SECONDED by Councilor Geary. Motion PASSED unanimously 5-0.*

City Attorney David Ligtenberg read by title only for a second time Ordinance No. 5142.

*Councilor Chenoweth MOVED to adopt Ordinance No. 5142, Ordinance Adopting the Fox Ridge Road Area Plan and its Appendices as Supplemental Document to the McMinnville Comprehensive Plan; SECONDED by Councilor Menke. Motion PASSED unanimously 5-0.*

9. ADJOURNMENT: Council President Garvin adjourned the meeting at 8:34 p.m.



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Claudia Cisneros, City Recorder