



Kent Taylor Civic Hall  
200 NE Second Street  
McMinnville, OR 97128

**McMinnville Urban Renewal Agency Meeting Agenda  
Tuesday, September 22, 2020**

**7:00 p.m.**

*Welcome! The public is welcome to attend, however if you are not feeling well, please stay home and take care of yourself. In accordance with Governor Kate Brown's Executive Order we are limiting the amount of people at Civic Hall and if we meet capacity we may ask you to leave. **With new face covering mandate all who wish to attend public meetings must wear a face mask or some kind of face covering is required.***

*The public is strongly encouraged to relay concerns and comments to the Council in one of three ways:*

- *Email at any time up to 12 p.m. the day of the meeting to [Claudia.Cisneros@mcminvilleoregon.gov](mailto:Claudia.Cisneros@mcminvilleoregon.gov);*
- *If appearing via telephone only please sign up prior to the meeting by emailing the City Recorder at [Claudia.Cisneros@mcminvilleoregon.gov](mailto:Claudia.Cisneros@mcminvilleoregon.gov) as the chat function is not available when calling in zoom;*
- *Join the zoom meeting; send a chat directly to City Recorder, Claudia Cisneros, to request to speak and use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic.*

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*You can live broadcasts the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:*

[www.mcm11.org/live](http://www.mcm11.org/live)

**URBAN RENEWAL AGENCY MEETING:**

*You may join online via Zoom Meeting:*

<https://mcminvilleoregon.zoom.us/j/92911913384?pwd=ajR5bWJGM2tKY0ZmaTc2Wi93Um15Zz09>

*Zoom ID: 929-1191-3384*

*Zoom Password: 984789*

*Or you can call in and listen via zoom: 1-253- 215- 8782*

*ID: 929-1191-3384*

1. CALL TO ORDER & ROLL CALL
2. CONSENT AGENDA
  - a. Consider the Minutes of the December 10, 2019 Urban Renewal Agency Meeting.
  - b. Consider the Minutes of the January 14, 2020 Urban Renewal Agency Meeting.
3. RESOLUTION
  - a. Consider **Resolution 2020-03**, A Resolution appointing members to the McMinnville Urban Renewal Advisory Committee.
4. ADJOURNMENT

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the having impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702.

CITY OF McMinnville  
MINUTES OF REGULAR MEETING  
of the McMinnville Urban Renewal Agency  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, December 10, 2019 at 8:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u> Adam Garvin - Zack Geary Sal Peralta Kellie Menke, Council President	<u>Excused Absence</u> Wendy Stassens Remy Drabkin
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Also present were Attorney Walt Gowell, City Manager Jeff Towery, Police Chief Matt Scales, Planning Director Heather Richards, Interim City Recorder Rebecca Holmes, Information Technology Director Scott Burke, Finance Director Jennifer Cuellar, and members of the News Media – Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Chair Hill called the meeting to order at 9:10 p.m.

2. CONSENT AGENDA

2.a. Consider the Minutes of the June 25, 2019 Urban Renewal Agency Meetings.

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

3. RESOLUTION

3.a. Consider **Resolution 2019-03**, A Resolution appointing members to the McMinnville Urban Renewal Advisory Committee.

Planning Director Richards stated these are for five different position openings. Three positions that had termed out and Mayor, Council President Menke and Vice Chair Stassens an elected to reappoint all three members who terms had termed out and reappoint for another three years. Then appoint Allen Fox and Maria Stuart for vacant positions and appoint for two year terms.

Councilor Peralta MOVED to adopt 2019-03, A Resolution appointing members to the McMinnville Urban Renewal Advisory Committee; SECONDED by Councilor Geary. Motion PASSED unanimously.

4. ADJOURNMENT: Mayor Hill adjourned the Urban Renewal Agency Meeting at 9:13 p.m.

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Claudia Cisneros, Recording Secretary

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# PLAN PROJECTS

PROJECT	UR AMOUNT	TIMEFRAME	STATUS
5 <sup>th</sup> Street	\$1,200,000	2023-2024	2017 – TSBO
1 <sup>st</sup> /2 <sup>nd</sup> Streets	\$1,000,000	2025-2030	2018 - Partial, TSBO
Downtown Signals	\$700,000	2017-2026	2017 - Partial, TSBO
2 <sup>nd</sup> Street	\$1,100,000	2037-2039	2017 - Partial, TSBO
Alpine Avenue	\$5,300,000	2016-2032	2017 - \$2.2 MM (7 <sup>th</sup> -11 <sup>th</sup> )
3 <sup>rd</sup> Street Streetscape	\$2,325,000	2016-2022	2019 - \$30,000
Adams/Baker	\$600,000	2021-2024	
Lafayette Avenue	\$1,500,000	2034-2038	
Public Parking	\$1,000,000	2025, 2032-2035	2018 - Utilization Study
Public Infrastructure	\$590,000	2038-2039	
Property Acquisition	\$450,000	As Needed	On-Going
Development Assist Programs	\$940,000	Incremental	On-Going
Debt Service / Administration			
• Financing Fees	\$218,895	As Needed	On-Going
• Administration	\$1,229,996	Annual	On-Going
• Reimbursement of UR Plan	\$50,000	2017-18	2017 - 2020

Four of the top projects are partially or fully completed with the transportation system bond. These projects at this time have been shifted to the side. They have been focusing on the Development Assistant Programs as a means to start generating tax base in the district fairly quickly to increase the increment and be able to fund public improvement projects. The Alpine Avenue was the first public improvement project and is half-way completed. Spent a little over \$2 million of the \$5million allocated to this project. The next big public improvement project is the 3<sup>rd</sup> street streetscape project with an allocation of \$2.3 million. Also looking into parking in the downtown area as it's a need for this area. Presented the five year financial forecast to help understand timing in cash flow and ability to bond in the district. Looking at the forecast think they are able to go out for a bond in the year 2021/2022 for the next big public improvement project, which would be the 3<sup>rd</sup> street streetscape. In December she updates McMinnville Urban Renewal Advisory Committee (MURAC) where they are at in terms of financials and wanted to share this with Council as well. The District is yielding more in property tax revenue than originally forecasted. At the same time administrative costs have also increased other than projected which is for materials and services that are not related to projects. They have also placed a lot more money into the Property Assistant Plan than originally planned. This was originally a small grant program to do some small aesthetic improvements in the downtown area. But beefed it up to be a public partner to make some private projects happen to increase the tax base. This has been successful. One thing they want to watch for is the fund balance which is a little less than originally projected to go out for bond in 2021/2022. They do expect some big projects to come on the tax rolls for the next year and tax receipts received this year are higher than expected so are in an exponential forecast for revenue so should catch them back up.

For last year's accomplishments and investment was made towards the development assistance program. There were 8 loans/grants awarded which totaled the amount of \$128,200. This yielded about 2 million dollars' worth of projects. This was for the 2018 with a list of the projects and the commitment dollar amount made to each project shown below.

## 2018 - DEVELOPMENT ASSISTANCE (\$128,200)

PROJECT	LOAN	GRANT
ATTICUS		\$20,000
MAC MARKET	\$90,000	\$5,000
AMCRAFT		\$5,000
ST. RUE – NE GATEWAY		\$4,500
THE BINDERY		\$2,500
ELIZABETH CHAMBERS		\$1,200
<b>TOTAL</b>	<b>\$90,000</b>	<b>\$38,200</b>

In 2019 there was a budgeted \$245,000 for the Development Assistance program. They were aware of other private projects wanting to move forward. Have made a commitment of \$150,000 with these projects being large projects. This will create more energy in the Northeast Gateway District.

## 2019 - DEVELOPMENT ASSISTANCE (\$245,000)

PROJECT	LOAN	GRANT
ATTICUS		\$20,000
BOTTENS – NE GATEWAY		\$5,000
GRANARY ROW	\$71,000	
THE BINDERY	\$24,450	
HURL – NE GATEWAY		\$10,000
BOUTIQUE RETREAT		\$10,000
DELUXE HOTEL		\$5,000
MECA ART GALLERY		\$5,000
<b>TOTAL: \$150,450</b>	<b>\$95,450</b>	<b>\$55,000</b>

In terms of projects there is a five year strategic plan focusing on five specific projects. Outlining what was budgeted, what was committed thus far and what is remaining for the remainder of the fiscal year shown below.

<b>PROJECT DISCUSSION</b>			
<b>PROJECT</b>	<b>BUDGETED</b>	<b>COMMITTED</b>	<b>REMAINING</b>
<b>DEVELOPMENT ASSISTANCE</b>	<b>\$245,000</b>	<b>\$150,450</b>	<b>\$94,550</b>
<b>THIRD STREET IMPROVEMENT</b>	<b>\$30,000</b>		<b>\$30,000</b>
<b>DISTRICT IDENTITY</b>	<b>\$35,000</b>		<b>\$25,000</b>
Rooftop Lights Wayfinding		<b>\$10,000</b>	
<b>PUBLIC PARKING</b>	<b>\$58,000</b>		<b>\$44,000</b>
Structural Analysis		<b>] \$14,000</b>	
<b>DOWNTOWN MASTER PLAN</b>	<b>\$25,000</b>		<b>\$25,000</b>
<b>CONTINGENCY</b>			<b>\$90,354</b>

The big project MURAC is working on is the 3<sup>rd</sup> street improvement project. In the past calendar year they budgeted \$30,000 to get this project started. They've decided to bring the boundary line all the way to City Center Park over by the Library plaza. So far they have reviewed the history of downtown planning, have done existing conditions evaluations, best practices & cases studies from other communities and project charter with vision, goals and objectives. She quickly went over the project Goals and Objectives which are:

1. Reinforce and celebrate McMinnville's Unite and Welcoming Identify
2. Strengthen the Prosperity of Local Businesses
3. Ensure Safety for all users and Connectivity throughout Downtown
4. Choose Durable, Long-Lasting solutions that allow for Efficient Construction and Effective Maintenance
5. Foster a Range of Events for Citizens and Visitors Alike
6. Facilitate a Robust Public Engagement process that engages the entire Community

The other project they have been working this past year is the City Center Housing Strategy. The effort behind this project is to look at how they can incentivize more housing in the City Center. The City Center strategy is on its way and there are four steps to this project:

1. Identifying housing types – what makes sense in the downtown and where
2. Study key issues of example sites – what are the barriers?
3. Test financial feasibility and pilot projects

#### 4. Action plan

They are towards the end of this process and will be bringing out to the public fairly soon. Additionally, they have done some sensitivity testing which is understanding what's in the code to incentives housing and also a barrier to housing. What they have learned is our parking standards is a barrier to housing in the downtown area. They are working toward an action plan which has four goals to it:

1. Remove barriers to desired housing in city center – things that need to be in or removed from code for regulatory reasons.
2. Provide incentives and support to desired development – are there programs that can be created to incentive projects is there a role that Urban Renewal can play.
3. Improve street character, connections, and walkability – Are there reasons people are not locating downtown due to the amenities and their demographics.
4. Align enforcement and programming efforts with City's housing goals – Continue to regulate short-term rentals and the impact to the downtown area.

Another project scheduled for this fiscal year but has not been started is the rooftop lights project. This has been put off as McMinnville Downtown Association (MDA) was working through transitional discussion and wanted to do this in partnership with them. Wayfinding project was revisited this month they had originally invested in it and the committee elected not to move forward. This project has been on hiatus and looking for a leader to step up and move this project it forward as it's a big project. Talking about connections how to get people from Third Street to the Northeast gateway district in a safely pedestrian way. Also looking into public parking, have budgeted \$58,000 for this. Did a utilization study and it was determined the public garage was not being utilized and should invest in making it more attractive for people to use. Worked through some of enforcements issues that were occurring there and now working on a structural analysis. They are working with a consultant firm that will make a structural analysis on the garage. Based on the results of this analysis they will use some of the funds to make more improvements.

There are funds set aside to do a downtown mater plan which is part of the Five Strategic Plan and were hoping to get it under way in 20202 but waiting for MDA is ready to participate as their partnership is very important in this project. The five year plan was established in 2018 and focuses on its downtown plan and its housing/office development in this area. There is also a lot of talk about the connection between Third Street and the city center park as it currently has a lot of barriers for people to safely crossing.

Mayor opened the dais for questions/comments related to the presentation.



Councilor Garvin asked for clarification if the rooftop lighting is designated to compliment the tree lighting, so would the tree lighting stay? Planning Director Richards state yes, she had worked with Rebecca on the lighting program for the downtown area. This was a three part program consisting of buying the lights instead of leasing them and to keep the lights up year round. The communities' response was positive. Then adding lights to the sequoia tree and the final part to this program was the rooftop lighting. The rooftop lighting is more complicated as it's on private property when installing.

Councilor Garvin asked if the business community/property owners are in support of this?

Ms. Richards said for the most part they were but they would need to do survey each property owner and have them sign a contract with the city before they can install the lights.

Mayor Hill stated Councilor Stassens, Council President Menke and he are regularly involved in MURAC meetings.

3.

### RESOLUTION

3.a.

Consider **Resolution 2020-01**, A Resolution to Enter Into and Manage a Development Agreement with the Bindery Event Space, 610 NE Fourth Street for the Historic Rehabilitation of a Historic Warehouse.

Planning Director Richards introduced the project and stated Chelsea, the owner of the project is present for questions. This project has been in discussion with MURAC for a while and excited to bring forward. The project comes from the development assistance program authorized in the Urban Renewal Plan and \$940,000 is authorized. This project will hit all three loans in the plan. This is a historic rehab of a warehouse to an event center the budget for this is \$205,000. She read the qualifications for the project to qualify for the funds. This project also achieves four of the qualification goals. MURAC recommends a \$41,000 loan which is the maximum amount they can get.

Mayor Hill asked for any questions from Council.

Councilor Stassens asked for clarification on original motion to approved \$24,000 is part of the requested \$41,000?

Ms. Richards stated that was correct that it is not adding to but part of it and there have been no funds dispersed for their project.

Councilor Stassens MOVED to adopt 2020-01, A Resolution to Enter Into and Manage a Development Agreement with the Bindery Event Space, 610 NE Fourth Street for the Historic Rehabilitation of a Historic Warehouse; SECONDED by Council President Menke. Motion PASSED unanimously 5-0.

4. ADJOURNMENT: Mayor Hill adjourned the Urban Renewal Agency Meeting at 6:31 p.m.

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Claudia Cisneros, Recording Secretary

DRAFT



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

# URBAN RENEWAL AGENCY STAFF REPORT

DATE: September 22, 2020  
TO: Urban Renewal Board Members  
FROM: Heather Richards, Planning Director  
SUBJECT: Resolution No. 2020 – 03, “MURAC Appointments”

## STRATEGIC PRIORITY & GOAL:



### ENGAGEMENT & INCLUSION

Create a culture of acceptance & mutual respect that acknowledges differences & strives for equity.

**OBJECTIVE/S:** Grow City's employees and Boards and Commissions to reflect our community

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### Report in Brief:

This is the consideration of Urban Renewal Agency Resolution No. 2020-03, appointing volunteers to the McMinnville Urban Renewal Agency (MURAC).

### Background:

Urban Renewal Resolution No. 2013-01, approved by the McMinnville Urban Renewal Board on December 10, 2013, created the McMinnville Urban Renewal Advisory Committee (MURAC) and adopted bylaws to guide MURAC's roles, responsibilities, and operations.

Article II of Resolution No. 2013-01 addressed membership.

**Section 1. Membership:** *The MURAC shall consist of seven members who are appointed by a majority vote of the Board at a public meeting. Committee members shall serve without compensation. Three (3) MURAC members shall have businesses or property within the Urban Renewal District boundaries the remaining four (4) members must be residents of McMinnville. In addition, the committee may include a member of the City Council, the McMinnville Downtown Association Executive Director or designee, and McMinnville Water and Light representative, each of whom shall serve in a non-voting, ex-officio capacity. Following their recommended appointment by their respective organization, ex-officio members shall be confirmed by a majority vote of the Board at a public meeting.*

*To the extent possible, members should represent a diverse cross section of community interests and have familiarity with urban planning, finance, economic development, real estate, or similar urban renewal related activities.*

On January 3, 2018, MURAC voted to amend the language of Article II, Section 1 membership to read:

**Section 1. Membership:** *The MURAC shall consist of not less than seven and not more than nine voting members who are appointed by a majority vote of the Board at a public meeting. Committee members shall serve without compensation. Four (4) MURAC members shall have businesses or property within the Urban Renewal District boundaries the remaining five (5) members must be residents of McMinnville. In addition, the committee may include a member of the City Council, the McMinnville Downtown Association Executive Director or designee, and McMinnville Water and Light representative, each of whom shall serve in a non-voting, ex-officio capacity. Following their recommended appointment by their respective organization, ex-officio members shall be confirmed by a majority vote of the Board at a public meeting.*

*To the extent possible, members should represent a diverse cross section of community interests and have familiarity with urban planning, finance, economic development, real estate, or similar urban renewal related activities.*

**Discussion:**

There are two vacancies on MURAC due to resignations, one business representative with a term that expires on December 31, 2022, and one resident with a term that expires on December 31, 2021.

A solicitation for applications was conducted and the City received four applications. Mayor Scott Hill and MURAC Chair Walt Gowell interviewed the four applicants and elected to extend an appointment to Mike Morris (business representative) and Lisa Pool (resident representative) respectively.

McMINNVILLE URBAN RENEWAL ADVISORY COMMITTEE

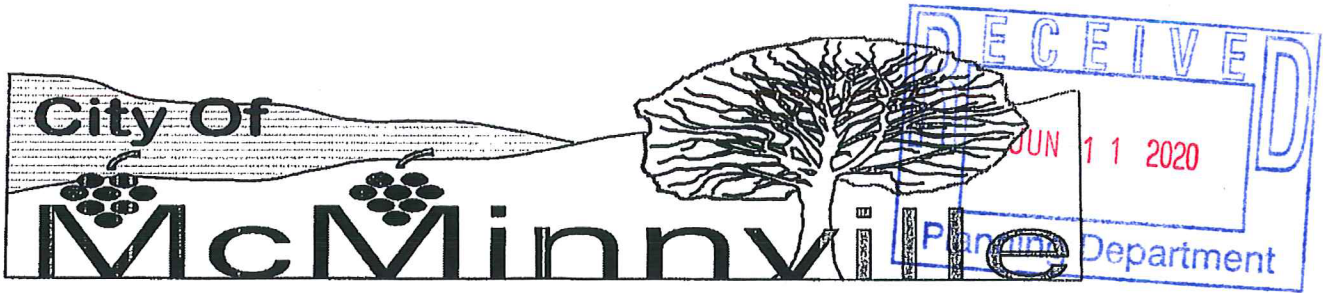
Mike Morris (Business)	appointment, expires December 31, 2022
Lisa Pool (Resident)	appointment, expires December 31, 2021

**Fiscal Impact:**

There is no anticipated fiscal impact with this action.

**Action / Recommended Motion:**

"I move to approve URA Resolution No. 2020-03."



**APPLICATION FOR SERVICE ON BOARD OR COMMISSION**

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving on a particular board or commission.

Name: Lisa Pool

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Board, Commission or Committee for which you are an applicant:**

<input type="checkbox"/> Advisory Board	<input type="checkbox"/> Landscape Review Committee
<input type="checkbox"/> Airport Commission	<input type="checkbox"/> McMinnville Affordable Housing
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> Task Force
<input type="checkbox"/> Budget Committee	<input checked="" type="checkbox"/> McMinnville Urban Renewal
<input type="checkbox"/> Citizens' Advisory Committee	<input type="checkbox"/> Advisory Committee (MURAC)
<input type="checkbox"/> Historic Landmark Committee	<input type="checkbox"/> Planning Commission

**Ward in which you reside (if applicable):** \_\_\_\_\_

How many years have you lived in McMinnville? 8

Educational and occupational background: \_\_\_\_\_

Bachelors - Sociology, Environmental Issues, Music

Masters - Acupuncture

Please see attached resume

Why are you interested in serving? McMinnville is rapidly changing and while some of those changes have been for the good, some issues have increased as we've gained in population. I'm very concerned about preserving our town's community centered goals, environmental impacts of our growth and supporting the balance between farmers and urban growth.

Date 6/11/2020

Signed Lisa Pool LA



**APPLICATION FOR SERVICE ON BOARD OR COMMISSION**

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving on a particular board or commission.

Name: MIKE MORRIS

Home Phone: N/A

Address: [REDACTED]

Cell Phone: [REDACTED]

Work Phone: [REDACTED]

Email: [REDACTED]

Board, Commission or Committee for which you are an applicant:

- |   |  |
|---|--|
| <input type="checkbox"/> Advisory Board               | <input type="checkbox"/> Landscape Review Committee                                      |
| <input type="checkbox"/> Airport Commission           | <input type="checkbox"/> McMinnville Affordable Housing Task Force                       |
| <input type="checkbox"/> Board of Appeals             | <input checked="" type="checkbox"/> McMinnville Urban Renewal Advisory Committee (MURAC) |
| <input type="checkbox"/> Budget Committee             | <input type="checkbox"/> Planning Commission   |
| <input type="checkbox"/> Citizens' Advisory Committee |  |
| <input type="checkbox"/> Historic Landmark Committee  |  |

Ward in which you reside (if applicable): \_\_\_\_\_

How many years have you lived in McMinnville? 59

Educational and occupational background: H.S. DIPLOMA 1979  
MORRIS CARPET CLEANING 32 YEARS  
COMMERCIAL PROPERTY OWNER SINCE 1990  
COMMERCIAL REAL ESTATE BROKER 5 YEARS

Why are you interested in serving? WE HAVE A UNIQUE OPPORTUNITY HERE IN McMINNVILLE TO CONTINUE BUILDING A STRONG DIVERSIFIED ECONOMIC COMMUNITY AND I FEEL I PROVIDE A VALUABLE RESOURCE BOTH LOOKING BACK HISTORICALLY AND MOVING FORWARD

Date 6/24/2020

Signed [Signature]

**Please return to City Hall, 230 NE Second Street, McMinnville, OR 97128**

RESOLUTION NO. 2020-03

A Resolution appointing members to the McMinnville Urban Renewal Advisory Committee.

RECITALS:

WHEREAS, at a public meeting held March 26, 2013, the McMinnville City Council appointed itself as the McMinnville Urban Renewal Board, pursuant to the provisions of Chapter 457 of the Oregon Revised Statutes; and

WHEREAS, the Urban Renewal Board wishes to solicit advice from its citizens and business owners concerning various elements of the Urban Renewal Plan, adopted July 23, 2013, and believes this is best accomplished through an advisory committee; and

WHEREAS, the McMinnville Urban Renewal Board Resolution No. 2013-01 established the McMinnville Urban Renewal Advisory Committee (MURAC) in 2013; and

WHEREAS, Resolution No. 2013-01 created MURAC with seven members that who are appointed by a majority vote of the Board at a public meeting, with three (3) MURAC members representing business or property owners within the Urban Renewal District and four (4) members representing residents of McMinnville. Members would serve three year terms; and

WHEREAS, Resolution No. 2013-01 also provided that the by-laws of MURAC could be amended by a majority vote of the members of MURAC; and

WHEREAS, on January 3, 2018, MURAC voted to amend its membership from "shall consist of seven members" to shall consist of not less than seven and not more than nine voting members" with four (4) MURAC members representing business or property owners within the Urban Renewal District and five (5) members representing residents of McMinnville, to allow for more public participation on the committee.

NOW THEREFORE BE IT RESOLVED that the McMinnville Urban Renewal Board appoints the following volunteers to the McMinnville Urban Renewal Advisory Committee (MURAC) effective immediately as detailed below:

McMINNVILLE URBAN RENEWAL ADVISORY COMMITTEE

Mike Morris (Business)	appointment, expires December 31, 2022
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Lisa Pool (Resident)	appointment, expires December 31, 2021
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Adopted by the Board of the McMinnville Urban Renewal Agency at a regular meeting held the 22<sup>nd</sup> day of September, 2020 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 22<sup>nd</sup> day of September, 2020.

\_\_\_\_\_  
CHAIR OF THE URBAN RENEWAL BOARD

Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY