



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

**City Council Meeting Agenda
Tuesday, May 11, 2021
7:00 p.m. – Regular Council Meeting**

Welcome! The public is strongly encouraged to participate remotely but there is limited seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself. In accordance with Governor Kate Brown's new face covering mandate, all who wish to attend public meetings must wear a face mask or some kind of face covering is required while in the building and you must maintain six feet apart from others.

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

www.mcm11.org/live

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/96009049779?pwd=RVNZRIZMOEhnaOR2M2NldXdZSHg3Zz09>

Zoom ID: 960-0904-9779

Zoom Password: 159183

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

ID: 960-0904-9779

7:00 PM – REGULAR COUNCIL MEETING – VIA ZOOM & COUNCIL CHAMBERS

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PROCLAMATIONS
 - a. National Economic Development Week
 - b. National Public Works Week
 - c. National Police Week
 - d. National Emergency Medical Services Week
4. INVITATION TO CITIZENS FOR PUBLIC COMMENT – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. The Mayor will read comments emailed to City Recorded and then any citizen participating via Zoom.*
5. PRESENTATIONS
 - a. Recology Presentation
 - b. Telephone Polling - Revenue Options
6. **JOINT MEETING MCMINNVILLE URBAN RENEWAL AGENCY & MCMINNVILLE CITY COUNCIL**
 - a. Call to Order
 - b. PRESENTATION:
 - i. Audit Report for Fiscal Year 2020 presented by Merina & Company

- c. RESOLUTIONS:
 - i. Consider **Resolution No. 2021-27**: A Resolution adopting the City Center Housing Strategy Final Report.
- d. Adjournment of Joint Meeting

7. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
- c. January 2021 Cash and Investment Report (in packet)

8. CONSENT AGENDA

- a. Consider OLCC request for a Winery 3rd location license from White Estate Winery, LLC DBA: Troon Vineyard located at 620 NE 3rd Street.
- b. Consider OLCC request for a Winery 2nd location license from Soter Vineyards LLC located at 1445 NE Miller Street Building D suites 3 & 4.
- c. Consider OLCC request for a limited on-premises; off-premises license from Historic 3rd and Ford, LLC DBA: Tributary Hotel located at 610 NE 3rd Street.
- d. Consider the Minutes of the March 24, 2020 City Council Regular Meeting.
- e. Consider the Minutes of the April 14, 2020 City Council Work Session & Regular Meeting.

9. RESOLUTIONS

- a. Consider **Resolution No. 2021-25**: A Resolution adopting an increase in online lien search fees and repealing all previous resolutions regarding this fee at the time this becomes effective.
- b. Consider **Resolution No. 2021-26**: A Resolution appointing Judge Pro Tempore of the McMinnville Municipal Court.

10. ADJOURNMENT

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice: Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing 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 or Claudia.Cisneros@mcminnvilleoregon.gov.



PROCLAMATION

Whereas, McMinnville is fortunate to have four economic development organizations that partner with the City to ensure our community continues to thrive. This group is colloquially known as the “Stable Table” and works collaboratively to help ensure the economic growth and diversity of our community. This group is comprised of the McMinnville Area Chamber of Commerce, McMinnville Downtown Association, McMinnville Economic Development Partnership and Visit McMinnville; and

Whereas, each organization provides a unique perspective, representative of a constituency important to the growth and future of our community; and

Whereas, McMinnville’s economic vitality leaders promote economic well-being and quality of life for this community by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

Whereas, these partners do everything they can to support our local businesses, helping them through the hurdles of start-ups, nurturing their growth, and celebrating their longevity; and

Whereas, the economic vitality partners stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of the American economy; and

Whereas, these partners provide leadership and excellence in economic development for this community, their respective membership base, and partners through opportunities, networking, training courses, advisory services and research, publications, marketing, public policy advocacy, and initiatives, as well as execute the vision for the strategic plan for the economic vitality of the city outlined in Mactown 2032; and

Whereas, these partners are focused on accelerating the growth in living wage jobs, maintaining McMinnville’s positive business climate, expanding talent and attraction efforts, being a leader in hospitality and placed-based tourism, and improve infrastructure to better serve local businesses, visitors and community members; and

Whereas, our economic vitality partners attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in our region; and

Whereas, our economic vitality partners work in the City of McMinnville within the State of Oregon.

NOW, THEREFORE, I, Scott A. Hill, Mayor of the City of McMinnville do hereby proclaim May 9-15, 2021, as

National Economic Development Week

in the City of McMinnville and remind individuals of the importance of this community celebration which supports expanding career opportunities and improving quality of life. I also invite all to visit www.iedconline.org/edw to learn more about Economic Development week.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the OFFICIAL Seal of the City of McMinnville to be affixed this 11th day of May, 2021.



National Public Works Week Proclamation

May 16 – 22, 2021

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of McMinnville; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are responsible for building, maintaining, improving and protecting our community's transportation, water and power supply, water and wastewater treatment systems, public buildings, parks and open spaces, and other structures and facilities essential for our community members; and,

WHEREAS, it is in the public interest for the community members and civic leaders in the City of McMinnville to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in our community; and,

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association.

NOW THEREFORE, I, Scott A. Hill, Mayor of the City of McMinnville, do hereby designate the week May 16 – 22, 2021 as

National Public Works Week

in the City of McMinnville, and I call upon all community members, business leaders and civic organizations to recognize the substantial contributions that the employees of McMinnville Water & Light and the employees of the City's Engineering, Public Works, and Wastewater Departments make to protecting and enhancing our health, safety, and quality of life.

IN WITNESS, WHEREOF, I hereunto set my hand and cause the Official Seal of the City of McMinnville to be affixed this 11th day of May 2021.

Scott A. Hill, Mayor



PROCLAMATION

Whereas, The Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police Week; and

Whereas, the members of the law enforcement agency of McMinnville play an essential role in safeguarding the rights and freedoms of McMinnville; and

Whereas, it is important that all community members know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas, the men and women of the law enforcement agency of McMinnville unceasingly provide a vital public service.

Now, Therefore, I, Scott A. Hill, Mayor of the City of McMinnville, do hereby proclaim May 9-15, 2021 to be:

National Police Week

and call upon all McMinnville community members and upon all patriotic, civic, and educational organizations to observe the week of May 9 – 15, 2021, as **Police Week** with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all community members.

I further call upon all McMinnville community members to observe May 15, 2021 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In Witness Whereof, I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 11th day of May, 2021.

Scott A. Hill, Mayor



**City of McMinnville
Fire Department**
175 NE 1st Street
McMinnville, OR 97128
(503) 435-5800
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: May 5, 2020
TO: Mayor and City Councilors
FROM: Rich Leipfert, Fire Chief
SUBJECT: EMS Week Proclamation
STRATEGIC PRIORITY & GOAL:



COMMUNITY SAFETY & RESILIENCY

Proactively plan for & responsively maintain a safe & resilient community.

OBJECTIVE/S: Provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works

Report in Brief: This is a proclamation to be read by the Mayor which will proclaim May 16-22 as National EMS week.

Background: EMS Week was started when President Gerald Ford declared November 3 – 10, 1974 as the first “National Emergency Medical Services Week.” It is recognizing the dedication of these public servants and the losses experienced by their families, friends, and colleagues also serves as a reminder that we must never cease our efforts to build an EMS Culture of Safety and work together to prevent work-related injuries, illnesses, and deaths.

Discussion: National Emergency Medical Services Week brings together local communities and medical personnel to publicize safety and honor the dedication of those who provide the day-to-day lifesaving services of medicine's "front line." The City of McMinnville Fire Department provides EMS services to 450 square miles of Yamhill County. Each year the organization responds to over 6000 EMS calls in their response area.

Attachments:

Proclamation

Fiscal Impact: No changes

Recommendation: Staff recommend Mayor read the proclamation to proclaim May 16-22 as National EMS Week



PROCLAMATION

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and emergency medical transport; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, emergency medical team members have stepped up during the time of the COVID-19 pandemic, through stressors such as policy change, increased PPE wear, and potential exposures; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

NOW, THEREFORE, I, Scott A. Hill, Mayor of the City of McMinnville, do hereby proclaim the week of May 16th – 22nd, 2021 as

NATIONAL EMERGENCY MEDICAL SERVICES WEEK

in the City of McMinnville, and I urge all community members to observe Emergency Medical Services week and support our first response resources throughout the city.

In Witness Whereof, I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 11th day of May, 2021.

Scott A. Hill, Mayor



Mr. Jeff Towery
City Manager
City of McMinnville
230 E. 2nd St.
McMinnville, OR 97128

April 2, 2021

Dear Jeff:

In compliance with the terms of our franchise agreement, please find enclosed the following documents that make up the Rate Review Report and Annual Financial Report:

1. Rate Review Report, which includes the following:
 - a. All the actual expenses incurred in the preceding calendar year, and all allowable expenses that we reasonably anticipate will be incurred in the upcoming rate year,
 - b. The allocation factors and percentages used to allocate shared expenses, and
 - c. The Operating Ratios for the preceding calendar year and the upcoming rate year.
2. Reviewed Financial Statement for RWO – Valley for calendar year 2020.
3. Rate Sheets – not provided, no changes requested.

In March of 2020, a lot of things changed on short notice. We were able to adjust on the fly and found ways to keep our trucks on the road and our customer service reps on the phones. We feel very lucky that our staff and our business have all weathered this storm. At the same time, we understand that many of our customers have not been as fortunate. Some neighbors lost their jobs, and others had to deal with serious illness or the untimely loss of friends or loved ones. In recognition of these difficulties, we did not suspend or stop service for any customers from March through December of 2020. We continue to work with customers by offering extended payment plans and flexible terms.

When we built our projections for the upcoming rate year, we assumed that most things will go back to something close to “normal”. As a result, we re-used the allocation factors from 2019 to more accurately predict what that should look like. As promised back in August of 2020, we are not proposing to change collection rates for the upcoming rate year.

We appreciate the opportunity to provide these essential services to our neighbors in McMinnville. We take this obligation seriously, and we are committed to keeping our operations running as expected. We look forward to attending an upcoming council meeting, either in person or via computer.

Please let us know if you have any questions or need any additional information. You can reach our Rate Analyst Dave Larmouth at 503-437-0103 or dlarmouth@recology.com. You can find me at 503-474-4839 or cpeters@recology.com.

Respectfully,

A handwritten signature in black ink, appearing to read 'Carl Peters', with a stylized flourish at the end.

Carl Peters
General Manager

Recology Western Oregon - Valley Inc.
(A Wholly - Owned Subsidiary of Recology Inc.)
Financial Statements
December 31, 2020
(With Independent Accountant's Review Report)



TABLE OF CONTENTS

	<u>Page No.</u>
Independent Accountant's Review Report	1
Balance Sheet	2
Statement of Earnings and Stockholder's Investment	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 12
Supplementary Information	
Schedule of Expenses	14

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of
Recology Western Oregon – Valley Inc.
McMinnville, Oregon

We have reviewed the accompanying financial statements of Recology Western Oregon – Valley Inc., which comprise the balance sheet as of December 31, 2020, and the related statements of earnings and stockholder's investment and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Supplementary Information

The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.



Armanino^{LLP}
San Ramon, California

March 25, 2021

RECOLOGY WESTERN OREGON - VALLEY INC.
(A Wholly - Owned Subsidiary of Recology Inc.)
Balance Sheet
December 31, 2020

ASSETS

Current assets:

Accounts receivable, net of allowance for doubtful accounts of \$38,397	\$ 2,028,173
Prepaid expenses	60,930
Due from Parent	<u>220,632</u>
Total current assets	<u>2,309,735</u>

Property and equipment:

Machinery and equipment	2,125,291
Less accumulated depreciation	<u>(2,098,007)</u>
Property and equipment, net	<u>27,284</u>
Total assets	<u>\$ 2,337,019</u>

LIABILITIES AND STOCKHOLDER'S INVESTMENT

Current liabilities:

Accounts payable	\$ 36,088
Accrued liabilities	343,369
Deferred revenues	<u>1,230,252</u>
Total current liabilities	<u>1,609,709</u>

Other liabilities:

Deferred taxes	<u>42,422</u>
Total other liabilities	42,422

Stockholder's investment, net

Total liabilities and stockholder's investment	<u>684,888</u> <u>\$ 2,337,019</u>
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See accompanying notes to financial statements and independent accountant's review report.

RECOLOGY WESTERN OREGON - VALLEY INC.
(A Wholly - Owned Subsidiary of Recology Inc.)
Statement of Earnings and Stockholder's Investment
For the Year Ended December 31, 2020

Revenues	<u>\$ 13,677,885</u>
Cost of operations	
Intercompany disposal	1,345,630
Third party refuse disposal	841,108
Labor costs	2,332,838
Operational expenses	<u>5,827,309</u>
Total cost of operations	<u>10,346,885</u>
Gross profit	3,331,000
General and administrative expenses	<u>1,995,787</u>
Earnings from operations	<u>1,335,213</u>
Other income	
Interest income	27,979
Gain on asset disposal	<u>1,828</u>
Total other income	29,807
Net earnings	1,365,020
Stockholder's investment, net, beginning of year	363,594
Net distributions to Parent and affiliates	<u>(1,043,726)</u>
Stockholder's investment, net, end of year	<u>\$ 684,888</u>

See accompanying notes to financial statements and independent accountant's review report.

RECOLOGY WESTERN OREGON - VALLEY INC.
(A Wholly - Owned Subsidiary of Recology Inc.)
Statement of Cash Flows
For the Year Ended December 31, 2020

Cash flows from operating activities:	
Net earnings	\$ 1,365,020
Adjustments to reconcile net earnings to net cash provided by operating activities:	
Depreciation	11,481
Provision for bad debts	(9,029)
Gain on asset disposal	(1,828)
Changes in assets and liabilities:	
Accounts receivable	(503,129)
Prepaid expenses	(4,774)
Due from Parent	92,066
Accounts payable	(15,996)
Accrued liabilities	(76,852)
Deferred revenues	142,517
Deferred taxes	<u>42,422</u>
Net cash provided by operating activities	<u>1,041,898</u>
Cash flows used in financing activities:	
Net distributions to Parent and affiliates	<u>(1,041,898)</u>
Net change in cash	-
Cash, beginning of year	<u>-</u>
Cash, end of year	<u>\$ -</u>

See accompanying notes to financial statements and independent accountant's review report.

RECOLOGY WESTERN OREGON - VALLEY INC.
(A Wholly - Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
December 31, 2020

1. ORGANIZATION AND ACCOUNTING POLICIES

Organization

Recology Western Oregon - Valley Inc. (the "Company"), is a wholly-owned subsidiary of Recology Oregon Inc., which is a wholly-owned subsidiary of Recology Inc. (the "Parent" or "Recology"), which in turn is wholly-owned by the Recology Employee Stock Ownership Plan (the "Recology ESOP" or the "ESOP").

Revenue recognition and accounts receivable

The Company recognizes revenue on an accrual basis when services are performed. Deferred revenues primarily consist of revenues billed in advance that are recorded as revenue in the period in which the related services are rendered. The majority of the Company's revenue is subject to rate regulation by the municipalities in which it operates.

The Company's receivables are recorded when billed and represent claims against third parties that will be settled in cash. The carrying value of the Company's receivables, net of the allowance for doubtful accounts, represents their estimated net realizable value. The Company estimates its allowance for doubtful accounts based on several factors, including historical collection trends, type of customer, existing economic conditions and other factors.

In accordance with the Company's adoption of the new revenue recognition standard during 2019, municipal franchise fees were presented as a reduction to revenue for the year ended December 31, 2020.

Property and equipment

Property and equipment, including major renewals and betterments, are stated at cost. It is the Company's policy to periodically review the estimated useful lives of its property and equipment. Depreciation is calculated on a straight-line basis over the estimated useful lives of assets as follows:

	<u>Estimated useful lives</u>
Buildings	20-40 years
Leasehold improvements	Shorter of lease or useful life
Machinery and equipment	6-8 years
Furniture and fixtures	8 years
Vehicles	9 years
Containers	10 years

Depreciation expense on the above amounted to \$11,481 for the year ended December 31, 2020. The cost of maintenance and repairs is charged to operations as incurred; significant renewals and betterments are capitalized.

RECOLOGY WESTERN OREGON - VALLEY INC.
(A Wholly - Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
December 31, 2020

1. ACCOUNTING POLICIES (continued)

Environmental remediation liabilities

The Company accrues for environmental remediation costs when they become probable and based on its best estimate within a range. If no amount within the range appears to be a better estimate than any other, the low end of such range is used. Remediation costs are estimated by environmental remediation professionals based upon site remediation plans they develop and on their experience working with regulatory agencies and the Company's environmental staff and legal counsel. All estimates require assumptions about future events due to a number of uncertainties, including the nature and extent of any contamination, the appropriate remedy or remedies, the final apportionment of responsibility among the potentially responsible parties, if any are identified, the financial viability of other potentially responsible parties, and regulatory agency requirements. Thus, actual costs incurred may differ from the Company's initial estimate. These estimates do not take into account discounts for the present value of total estimated future costs, as the timing of cash payments is not reliably determinable. The Company regularly evaluates the recorded liabilities when additional information becomes available or regulatory changes occur to ascertain whether the accrued amounts are adequate. The Company does not recognize recoverable amounts from other responsible parties or insurance carriers until receipt is deemed probable. No environmental liabilities were accrued at December 31, 2020.

Impairment of long-lived assets

The Company's policy is to review estimated undiscounted future cash flows and other measures of asset value for its operations when events or changes in circumstances indicate the carrying value of an asset may not be fully recoverable. If an asset is deemed impaired, a loss is recognized.

During the year ended December 31, 2020, there were no events or changes in circumstances that indicated the carrying value of an asset was not fully recoverable.

Income taxes

Effective October 1, 1998, the Parent elected to become an S corporation with the Company electing to be treated as a Qualified Subchapter S corporation subsidiary. Under S corporation rules, the Parent's taxable income and losses are passed through to the ESOP, the Parent's sole shareholder, which is exempt from income tax, and the Company is treated as a division of the Parent having no separate income tax obligations. The Parent has not allocated the income tax expense to the Company.

The Company recognizes income tax positions only if those positions are more likely than not of being sustained. Recognized income tax positions are measured at the largest amount that has a greater than 50% likelihood of being realized. Changes in recognition or measurement are reflected in the period in which the change in judgment occurs. The Company's accounting policy for evaluating uncertain tax positions is to accrue estimated benefits or obligations relating to those positions.

The Company records interest related to unrecognized tax benefits as interest expense and penalties as an administrative expense. For the year ended December 31, 2020, there was no interest or penalties recorded because the Company has no uncertain tax positions that meet the more likely than not threshold.

RECOLOGY WESTERN OREGON - VALLEY INC.
(A Wholly - Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
December 31, 2020

1. ACCOUNTING POLICIES (continued)

Cash concentration account

The Company's bank account is linked to the Parent's concentration account. Cash balances (or deficits) at the end of each day are automatically transferred to (or from) the concentration account. At the end of any particular day, as well as at year-end, the Company's bank account has a zero balance, with related amounts debited or credited to the underlying intercompany account.

Allocations

The Company includes allocated charges from the Parent and affiliates in operating expenses. The charges are allocated by applying activity appropriate factors to direct and indirect costs of the Parent and affiliates or based upon established fees.

Use of estimates

Management of the Company has made a number of estimates and assumptions relating to the reporting of assets and liabilities and the disclosure of contingent assets and liabilities to prepare these financial statements in conformity with accounting principles generally accepted in the United States of America. The more significant estimates requiring the judgment of management include the valuation of the allowance for doubtful accounts and accrued franchise fees. Actual results could differ from those estimates.

Stockholder's investment

The Company has 1,000 shares of common stock authorized and 500 shares issued and outstanding with no par value as of December 31, 2020. Stockholder's investment, net is comprised of the legal capital plus cumulative contributions net of distributions.

Fair value of financial instruments

The carrying amounts reported in the balance sheet, which are considered to be financial instruments (such as receivables, accounts payable, and accrued liabilities), approximate their fair value based upon current market indicators.

Concentration of credit risk

Cash and accounts receivable are financial instruments that potentially expose the Company to credit risk. The Company's bank account is linked to the Parent's concentration account. Cash balances (or deficits) at the end of each day are automatically transferred to (or from) the concentration account. Management believes that the Company is not exposed to any significant risk on cash. As of December 31, 2020, two jurisdictions accounted for approximately 78% of accounts receivable.

RECOLOGY WESTERN OREGON - VALLEY INC.
(A Wholly - Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
December 31, 2020

2. OPERATIONS

The Company collects refuse and recyclables in the City of McMinnville and surrounding municipalities in Yamhill and Polk Counties. The Company's refuse collection rates are set by these municipalities. The rate setting process may result in the disallowance of certain costs and/or delays in cost recovery, as well as differences in the timing of when revenues and expenses are recognized.

During the year ended December 31, 2020, the Company disposed of refuse collected by its operations at a facility owned and operated by an affiliate as well as a facility owned and operated by a third party. Yard debris and other recyclable commodities were primarily disposed at a facility owned and operated by an affiliate.

3. COMMITMENTS AND CONTINGENCIES

Substantially all of the assets of the Company are pledged to secure the obligations of the Parent. The Company, along with the Parent and the Parent's wholly-owned subsidiaries, has guaranteed the repayment, on a joint and several basis, of any and all obligations under the Parent's Revolving Credit Agreement. The Company could be required to honor the guarantee upon an uncured default event, as defined in the Parent's Revolving Credit Agreement. The Parent's Revolving Credit Agreement expires on April 21, 2022. At September 30, 2020, the Parent's fiscal year-end, there was an outstanding balance of \$267.0 million on the Parent's Revolving Credit Agreement and there were standby letters of credit issued for \$102.8 million.

The Company, along with the Parent and the Parent's wholly-owned subsidiaries, has guaranteed the payment of amounts owed to unrelated third parties, which provided the equipment financing to affiliates of the Company. The affiliates are obligated to the unrelated third parties with various expiration dates through June 2027. At September 30, 2020, the outstanding principal on the financed equipment recorded by the affiliates was \$51.5 million.

The Company and the Parent are involved in various legal actions arising in the normal course of business. It is the Company's opinion that these matters are adequately provided for or that the resolution of such matters will not have a material adverse impact on the financial position or results of operations of the Company or the Parent.

RECOLOGY WESTERN OREGON - VALLEY INC.
(A Wholly - Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
December 31, 2020

4. PROPERTY AND EQUIPMENT OBLIGATIONS

The Company has cancelable agreements with an affiliate whereby it pays for the use of certain operating equipment. Future payments for continued use of the property and equipment, by year-end and in aggregate, as of December 31, 2020 are as follows:

Year ending December 31:

2021	\$ 1,052,792
2022	893,986
2023	763,901
2024	491,158
2025	328,159
Thereafter	<u>206,536</u>
Total future payments	<u>\$ 3,736,532</u>

Rental expense for the year ended December 31, 2020 was \$976,354 including amounts under short-term rental agreements with third parties and affiliates.

Under the terms of the equipment lease agreement with an affiliate, and in accordance with existing rate policies, the Company may continue to use certain equipment under operating leases without a related payment once the affiliate's equipment cost and related interest have been funded through operating lease payments.

RECOLOGY WESTERN OREGON - VALLEY INC.
(A Wholly - Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
December 31, 2020

5. TRANSACTIONS WITH RELATED PARTIES

During the year ended December 31, 2020, operating and other expenses of the Company included allocated charges from the Parent and affiliates. Such charges are based upon the direct and indirect costs of the Parent and affiliates, or established fees, and allocated based on specific activities. The allocated charges are as follows:

Parent:	
Health insurance	\$ 16,516
Worker's compensation	67,405
401(k) employer portion	3,369
General and vehicle insurance	<u>197,273</u>
	<u>284,563</u>
Affiliates:	
Collection revenue	(646,317)
Rental of equipment	819,028
Property rental	12,780
Disposal costs	2,684,198
Processing fees	1,078,850
General and administration allocation	1,270,241
Truck and garage	920,852
Regional management and accounting fees	<u>401,360</u>
	<u>6,540,992</u>
Total	<u>\$6,825,555</u>

During the year ended December 31, 2020, amounts due from or payable to Parent and affiliates were accumulated by the Company and as of the Parent's fiscal year-end, September 30, 2020, the net amount was settled by way of capital contributions or distributions. Changes in amounts due from or payable to Parent or affiliates are presented as a financing activity in the statement of cash flows, except as related to expenditures attributable to property and equipment. For the three months from October 1, 2020 to December 31, 2020, the net amount was not settled by way of capital contributions or distributions.

RECOLOGY WESTERN OREGON - VALLEY INC.
(A Wholly - Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
December 31, 2020

6. EMPLOYEE STOCK OWNERSHIP PLAN

In 1986, the Parent established an employee stock ownership plan and trust, which purchased all of the Parent's outstanding stock. The ESOP is a noncontributory plan that covers substantially all of the employees of the Company and other Recology subsidiaries. Employees, except under certain conditions, become fully vested after a requirement of three years of service. No vesting occurs until the full service requirement is satisfied.

The Parent's common stock is not traded on an established market. Presently, all shares are held by the ESOP. All distributions will be made from the ESOP in cash, which is received from Recology, or shares, subject to immediate repurchase by Recology. A participant who is vested is entitled to begin receiving a distribution from his or her ESOP account at a future date following his or her termination of employment. Distributions may be made in a lump-sum, equal annual installments over a period generally not to exceed five years, or a combination of the foregoing, generally as determined by the ESOP Administrative Committee (the "Committee"). The Committee also generally determines the timing and manner of distributions, subject to the following limitations: (i) in the event of a participant's retirement, disability, or death, distributions must begin prior to September 30 of the plan year following the plan year in which employment terminates; and (ii) if a participant's employment terminates for any other reason, distribution must begin prior to September 30 of the sixth plan year following the plan year in which employment terminates, although the Committee may further defer distributions that are not attributable to post-1986 shares until the participant reaches the age that he or she would be required to reach in order to qualify for retirement under the ESOP. Each participant who has attained age 55 and has participated in the ESOP for at least 10 years may elect to receive cash distributions for in-service withdrawals attributable to post-1986 shares allocated to his or her account. An eligible participant is entitled to elect payment attributable to as much as 25% of his or her eligible shares during the first five years of election and up to 50% of eligible shares in the sixth year. The cash distributions are based upon the appraised value of Recology stock and other assets, if any, as of the most recent valuation of the participant's account.

The Parent makes contributions to the ESOP to make benefit payments to eligible participants under the plan.

7. RISKS AND UNCERTAINTIES

In March 2020, the World Health Organization declared the outbreak of a new strain of coronavirus ("COVID-19") a global pandemic. The COVID-19 pandemic has negatively impacted the global economy, disrupted global supply chains, and created significant volatility and disruption of financial markets. Both national and local government agencies have implemented steps with the intent to slow the spread of the virus, including shelter-in-place orders and the mandatory shutdown of certain businesses. During this time, the Company continued to provide essential services to customers. In mid-March 2020, certain customers began adjusting their service levels, which included a decrease in the frequency of pickups or a temporary pause in service. As service levels decreased, the Company also experienced a decrease in certain costs of operations which are variable in nature. This decline in service activity gradually improved thereafter as local economies began to gradually reopen and customers began to resume service. The full extent of the impact of the COVID-19 pandemic on the Company's operations and financial performance will depend on future developments, including the duration and spread of the pandemic, all of which are uncertain and cannot be predicted at this time.

RECOLOGY WESTERN OREGON - VALLEY INC.
(A Wholly - Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
December 31, 2020

8. SUBSEQUENT EVENTS

Users of these financial statements should consult recent events in the public domain relating to the Parent's March 2021 settlement with the City and County of San Francisco and also the Parent's sale of certain assets in San Francisco to Amazon in December 2020.

The Company has evaluated its subsequent events through March 25, 2021, the date the financial statements were available to be issued. No other subsequent events have occurred that would have a material impact on the presentation of the Company's financial statements.

SUPPLEMENTARY INFORMATION

RECOLOGY WESTERN OREGON - VALLEY INC.
(A Wholly - Owned Subsidiary of Recology Inc.)
Schedule of Expenses
For the Year Ended December 31, 2020

Operational expenses	
Depreciation	\$ 11,481
Fuel	345,951
Insurance	197,273
Supplies	51,590
Operational lease expense	976,354
Recycling processing costs	1,078,850
Repair and maintenance	1,541,618
Taxes and licenses	247,930
Yard debris funding	1,338,568
Other operational expenses	<u>37,694</u>
Total operational expenses	<u>\$ 5,827,309</u>
General and administrative expenses	
General administration allocation	\$ 1,270,241
Regional management and accounting fees	401,360
Advertising and promotion	6,345
Bad debt recoveries	(9,029)
Contributions	14,309
Billing services	75,911
Dues and subscriptions	17,289
Education and training	3,007
Bank service charges	50,560
Meals	3,823
Office supplies	8,257
Postage	16,772
Professional services	33,304
Telephone	87,322
Travel	3,614
Other administration	<u>12,702</u>
Total general and administrative expenses	<u>\$ 1,995,787</u>

RWO - Valley Cost of Service Report 2020-21



	RWO - Valley Total			City of McMinnville		
	2020 Calendar Year Actual	2021-22 Projected Rate Year	Allocation Method	2020 Calendar Year Actual	Adjustments and Projected Changes	2021-22 Projected Rate Year
REVENUE				Rate Adj. % >>>	0.00%	no adj.
Collection Services - Residential	\$ 7,249,336	\$ 7,404,695	Actual	\$ 3,954,886	\$ 86,659	\$ 4,041,544
Collection Services - Commercial	\$ 3,975,099	\$ 4,097,332	Actual	\$ 2,791,277	\$ 82,953	\$ 2,874,231
Collection Services - Debris Box	\$ 1,270,761	\$ 1,286,821	Actual	\$ 691,289	\$ 49,606	\$ 740,895
COLLECTION SERVICES:	\$ 12,495,196	\$ 12,788,848	Actual	\$ 7,437,452		\$ 7,656,670
Proposed Rate Adjustment			Actual			\$ -
Revenue - DB Disposal	\$ 800,199	\$ 845,820	Actual	\$ 410,818	\$ 29,480	\$ 440,297
Revenue - Medical Waste	\$ 153,543	\$ 156,786	Actual	\$ 134,053	\$ 2,011	\$ 136,064
Revenue - Other (fees & related)	\$ 9,059	\$ 12,955	Actual	\$ 4,883	\$ 570	\$ 5,453
Non-Franchised Revenue	\$ 740,833	\$ 670,539	Actual	\$ -	\$ -	\$ -
Total Revenue	\$ 14,198,830	\$ 14,474,948		\$ 7,987,206	\$ 251,278	\$ 8,238,484
Franchise Fees	\$ (520,945)	\$ (534,052)	Actual	\$ (375,696)		\$ (411,924)
Revenue w/o Franchise Fees	\$ 13,677,885	\$ 13,940,896		\$ 7,611,510		\$ 7,826,560
LABOR EXPENSES						
Operational Personnel	\$ 1,577,356	\$ 1,661,243	Labor Hours	\$ 674,082	\$ 35,849	\$ 709,931
Payroll Taxes	\$ 139,921	\$ 147,362	Labor Hours	\$ 59,795	\$ 3,180	\$ 62,975
Medical Insurance	\$ 403,359	\$ 437,561	Labor Hours	\$ 172,375	\$ 14,616	\$ 186,991
Other Benefits	\$ 212,202	\$ 212,321	Labor Hours	\$ 90,684	\$ 51	\$ 90,735
Total Labor Expense	\$ 2,332,838	\$ 2,458,487		\$ 996,936	\$ 53,696	\$ 1,050,633
DISPOSAL						
Disposal Charges - Outside Source	\$ 762,357	\$ 823,597	Vessel Weights	\$ -	\$ -	\$ -
Disposal Charges - Inter-Company	\$ 1,345,630	\$ 1,395,460	Vessel Weights	\$ 1,345,630	\$ 49,830	\$ 1,395,460
Medical Waste & Supplies	\$ 78,751	\$ 80,326	Med. Waste	\$ 68,475	\$ 1,369	\$ 69,844
Total Disposal Expense	\$ 2,186,738	\$ 2,299,383		\$ 1,414,105	\$ 51,199	\$ 1,465,304
OPERATIONAL EXPENSES						
Fuel	\$ 248,529	\$ 317,236	Franchised Labor	\$ 123,910	\$ 34,255	\$ 158,166
Repairs and Maintenance	\$ 1,245,084	\$ 1,401,202	Franchised Labor	\$ 620,767	\$ 77,836	\$ 698,603
Business Taxes and PUC	\$ 187,980	\$ 195,528	Franchised Labor	\$ 93,722	\$ 3,763	\$ 97,485
Supplies & Uniforms	\$ 21,589	\$ 21,992	Labor Hours	\$ 9,226	\$ 172	\$ 9,398
Operational Supplies/Safety	\$ 30,001	\$ 41,057	Labor Hours	\$ 12,821	\$ 4,725	\$ 17,545
Contract Labor	\$ -	\$ -	Labor Hours	\$ -	\$ -	\$ -
Depreciation and Amortization	\$ 6,723	\$ 6,739	Franchised Labor	\$ 3,352	\$ 8	\$ 3,360
Operational Lease and Rent	\$ 803,140	\$ 871,711	Franchised Labor	\$ 400,425	\$ 34,188	\$ 434,613
Insurance Expense	\$ 197,273	\$ 218,843	Labor Hours	\$ 84,304	\$ 9,218	\$ 93,522
Yard Debris/wood & Other Funding	\$ 1,338,568	\$ 1,164,278	Program	\$ 1,199,209	\$ (156,145)	\$ 1,043,065
Recycling Expense	\$ 1,078,850	\$ 1,100,224	Recycling	\$ 635,329	\$ 12,587	\$ 647,916
Purchase Recyclables	\$ -	\$ -	Recycling	\$ -	\$ -	\$ -
Operational Lease and Rent - N/F	\$ 173,214	\$ 176,678	Actual	\$ -	\$ -	\$ -
Fuel - Non-Franchised (N/F)	\$ 97,422	\$ 89,229	Actual	\$ -	\$ -	\$ -
Repairs and Maintenance - N/F	\$ 296,534	\$ 306,912	Actual	\$ -	\$ -	\$ -
Business Taxes and PUC - N/F	\$ 59,950	\$ 62,048	Actual	\$ -	\$ -	\$ -
Depreciation and Amortization N/F	\$ 4,758	\$ 4,762	Actual	\$ -	\$ -	\$ -
Other Operational	\$ 37,694	\$ 39,643	Labor Hours	\$ 16,108	\$ 833	\$ 16,942
Total Operations Expense	\$ 5,827,309	\$ 6,018,082		\$ 3,199,174	\$ 21,440	\$ 3,220,615
SUBTOTAL	\$ 3,331,000	\$ 3,164,944		\$ 2,001,295	\$ 88,714	\$ 2,090,009
ADMINISTRATIVE EXPENSES						
Management Services	\$ 423,417	\$ 434,248	Computed	\$ 239,616	\$ 7,538	\$ 247,155
Administrative Services	\$ 1,270,241	\$ 1,302,745	Computed	\$ 718,849	\$ 22,615	\$ 741,464
Non-Admin. Labor	\$ (22,057)	\$ -	Franchised Labor	\$ (10,997)	\$ 10,997	\$ -
Office Supplies	\$ 8,257	\$ 13,606	Customers	\$ 3,878	\$ 2,512	\$ 6,391
Postage	\$ 16,772	\$ 19,294	Customers	\$ 7,878	\$ 1,185	\$ 9,063
Billing services	\$ 75,911	\$ 76,644	Customers	\$ 35,656	\$ 345	\$ 36,001
Dues and Subscriptions	\$ 17,289	\$ 20,251	Customers	\$ 8,121	\$ 1,391	\$ 9,512
Telephone	\$ 87,322	\$ 88,895	Customers	\$ 41,016	\$ 739	\$ 41,755
Bank Service Charges	\$ 50,560	\$ 51,230	Customers	\$ 23,749	\$ 315	\$ 24,063
Professional fees	\$ 33,304	\$ 32,891	Customers	\$ 15,643	\$ (194)	\$ 15,449
Travel	\$ 3,614	\$ 8,656	Customers	\$ 1,698	\$ 2,368	\$ 4,066
Advertising and Promotions	\$ 6,345	\$ 9,255	Customers	\$ 2,980	\$ 1,367	\$ 4,347
Business Meals	\$ 3,823	\$ 2,736	Customers	\$ 1,796	\$ (510)	\$ 1,285
Education & Training	\$ 3,007	\$ 7,162	Customers	\$ 1,412	\$ 1,952	\$ 3,364
Contributions	\$ 14,309	\$ 13,336	Customers	\$ 6,721	\$ (457)	\$ 6,264
Bad Debt	\$ (9,029)	\$ 67,656	Customers	\$ (4,241)	\$ 36,020	\$ 31,779
Other Administrative	\$ 12,702	\$ 12,697	Customers	\$ 5,966	\$ (3)	\$ 5,964
Total Admin Expense	\$ 1,995,787	\$ 2,161,302		\$ 1,099,742	\$ 88,179	\$ 1,187,921
EARNINGS FROM OPERATIONS	\$ 1,335,213	\$ 1,003,642		\$ 901,553	\$ 535	\$ 902,088
Interest Income	\$ (27,979)	\$ (23,577)	Not Allocated	\$ -	\$ -	\$ -
Loss on Asset Disposal	\$ (1,828)	\$ -	Not Allocated	\$ -	\$ -	\$ -
NET INCOME BEFORE TAX	\$ 1,365,020	\$ 1,027,219		\$ 901,553	\$ 535	\$ 902,088
Operating Margin	9.98%	7.37%		11.84%	0.00%	11.53%
Calculated Operating Ratio	90.13%	92.71%		88.07%	no adj.	88.39%

RWO - Valley Cost of Service Report 2020-21



	RWO - Valley Total			City of McMinnville		
	2020 Calendar Year Actual	2021-22 Projected Rate Year	Allocation Method	2020 Calendar Year Actual	Adjustments and Projected Changes	2021-22 Projected Rate Year
Allocation Data:						
Revenue (All RWO-VAL)	\$ 14,198,830	\$ 14,474,948		\$ 7,987,206		\$ 8,238,484
Revenue Percent	100.00%	100.00%		56.25%		56.92%
2019 Labor Hours	100%	100%		42.73%		42.73%
2019 Disposal - Outside Source	100%	100%		0.00%		0.00%
2019 Disposal - Inter-Company	100%	100%		100.00%		100.00%
2019 Recycling	100%	100%		58.89%		58.89%
2019 Customer Count	100%	100%		46.97%		46.97%
2019 Yard Debris	100%	100%		89.59%		89.59%
2019 Medical Waste	100%	100%		86.95%		86.95%
2019 Franchised Labor	100%	100%		49.86%		49.86%
Operating Ratio Calculation						
Total Expenses:						
Total Labor	\$ 2,332,838	\$ 2,458,487		\$ 996,936		\$ 1,050,633
Total Disposal	\$ 2,186,738	\$ 2,299,383		\$ 1,414,105		\$ 1,465,304
Total Operational	\$ 5,827,309	\$ 6,018,082		\$ 3,199,174		\$ 3,220,615
Total Administrative	\$ 1,995,787	\$ 2,161,302		\$ 1,099,742		\$ 1,187,921
Total	\$ 12,342,672	\$ 12,937,254		\$ 6,709,957		\$ 6,924,472
Less Non Allowable Expenses:						
Interest on Purchase of routes	\$ -	\$ -		\$ -		\$ -
Contributions	\$ (14,309)	\$ (13,336)		\$ (6,721)		\$ (6,264)
Amortization	\$ -	\$ -				
Allowable Expenses	\$ 12,328,363	\$ 12,923,918		\$ 6,703,236		\$ 6,918,208
Revenue						
Revenue w/o Franchise Fees	\$ 13,677,885	\$ 13,940,896		\$ 7,611,510		\$ 7,826,560
Revenue (net of Pass Through)	\$ 13,677,885	\$ 13,940,896		\$ 7,611,510		\$ 7,826,560
Operating Ratio:						
Allowable Expenses divided by	\$ 12,328,363	\$ 12,923,918		\$ 6,703,236		\$ 6,918,208
Revenue (w/o Franchise Fees)	\$ 13,677,885	\$ 13,940,896		\$ 7,611,510		\$ 7,826,560
Calculated Operating Ratio	<u>90.13%</u>	<u>92.71%</u>		<u>88.07%</u>	proposed adjustment 0.00% no adj.	<u>88.39%</u>



**City of McMinnville
Administration**
230 NE Second Street
McMinnville, OR 97128
(503) 435-5702
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: May 3, 2021
TO: Mayor and City Councilors
FROM: Jeff Towery, City Manager
SUBJECT: Telephone Polling - Revenue Options
STRATEGIC PRIORITY & GOAL:



CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

OBJECTIVE/S: Identify and focus on the City's core services

Background:

Council in 2019 added an action priority of: Right-Size Services: Address insufficient resources by finding new sustainable funding sources: Looking for ways to bring additional revenue into the City's general fund.

Discussion:

On the week of April 12th and April 19th, 2021, Campbell DeLong Resources, Inc. (CDRI), conducted telephone poll to registered voters in McMinnville about two potential revenue alternatives. The purpose of the survey is to give the City more information about public opinion as the City contemplates approaches for gaining the revenue necessary to operate City government without the need for further furloughs, hiring freezes, or potential layoffs. With two revenue options under consideration, the survey will give us an indication of the public's preference for a local option property tax levy approach or a utility fee. These are certainly not the only revenue options the City may consider at some point, however they are both common approaches used in Oregon and are likely to be at least familiar to most people who respond to the survey. It will also tell us more about the degree to which the voters value various City services and the value of an appropriately staffed City government as well.

A survey such as this is one way to help inform go/no-go decisions on specific revenue approaches and to help orient those in leadership positions to speak to the types of revenue-related issues that are of particular concern with the voting public. In short, the survey can contribute to consensus building about a likely path forward by providing City leadership with a clear picture of current opinion held by the voters. Without polling, each person in a decision-making role is left to estimate public sentiment based on impressions gained from their

correspondence, conversations, and public meeting feedback. While such feedback is an important part of a participatory democracy, it does tend to represent the opinions of only a minority of community members – those who are more actively engaged in City issues. It is often, but not always, the case that the opinions of the greater electorate are different, sometimes to a surprising degree. Well-implemented polling will tell us what the larger voting population thinks as well, providing a more complete understanding for decision making.

The short version: Polling tells us what the voters think, which often varies from the opinions expressed by members of the public who come to City meetings.

CDRI finished the survey on or about April 25th and the results are before Council to be presented. While this is the first time in recent years that the City has used this kind of polling technique, we have done mailed survey work (National Citizens Survey) twice in the last ten years and expect to do additional polling about the Fire District concept and a new Recreation and Aquatics facility soon. This is a tool to bring more information to the Council's attention to help inform robust policy discussions. This is expected to be one of several discussions that Council will have about revenue options over the next several months.

Financial impact

Approximately \$30,000

2021 Revenue Options Survey

Conducted for:



Contents

- ▶ Research methods page 1
- ▶ Survey findings page 2
 - ✓ Demographics
 - ✓ Response to local option levy
 - ✓ Reaction to information statements
 - ✓ Opinions regarding utility fee option
- ▶ Conclusions & Recommendations page 27
- ▶ Appendix page 33
 - ✓ Survey questionnaire
 - ✓ Data printout

RESEARCH METHODS

- ▶ Objective: Develop understanding of voter attitudes & support for additional revenue options
- ▶ Telephone survey:
 - ✓ Primary & general voters. Landline & cell phone
 - ✓ 50/50 female/male split
 - ✓ Data collected April 15 to May 2, 2021
 - ✓ Final sample of 160 interviews
 - ✓ Reliability for sample of 160 is $\pm 7.8\%$

SURVEY FINDINGS

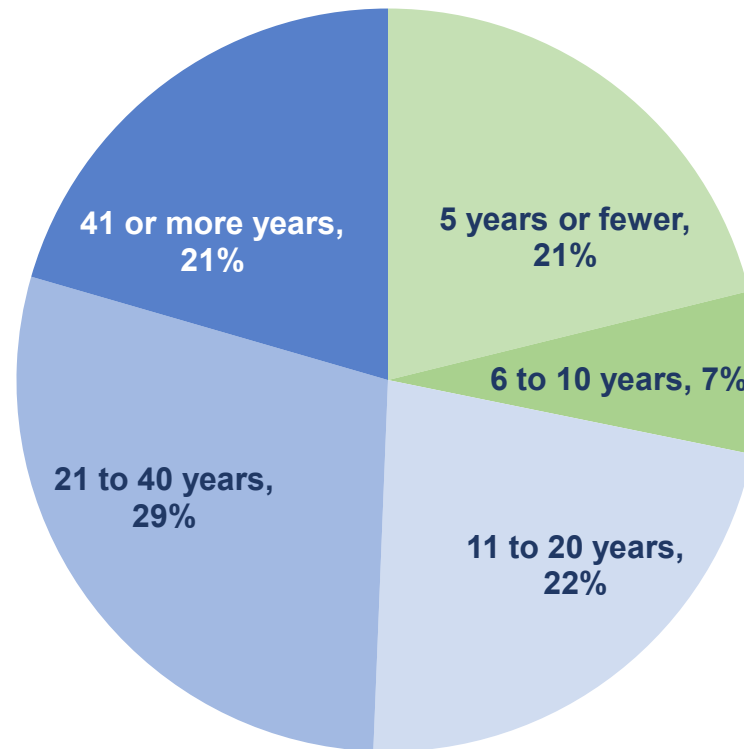
Demographics

Average length of time in area is 24 years

Though many are also relatively new to area: 21% say 5 years or less

Q: How long have you lived in the City of McMinnville?

All voters n=160

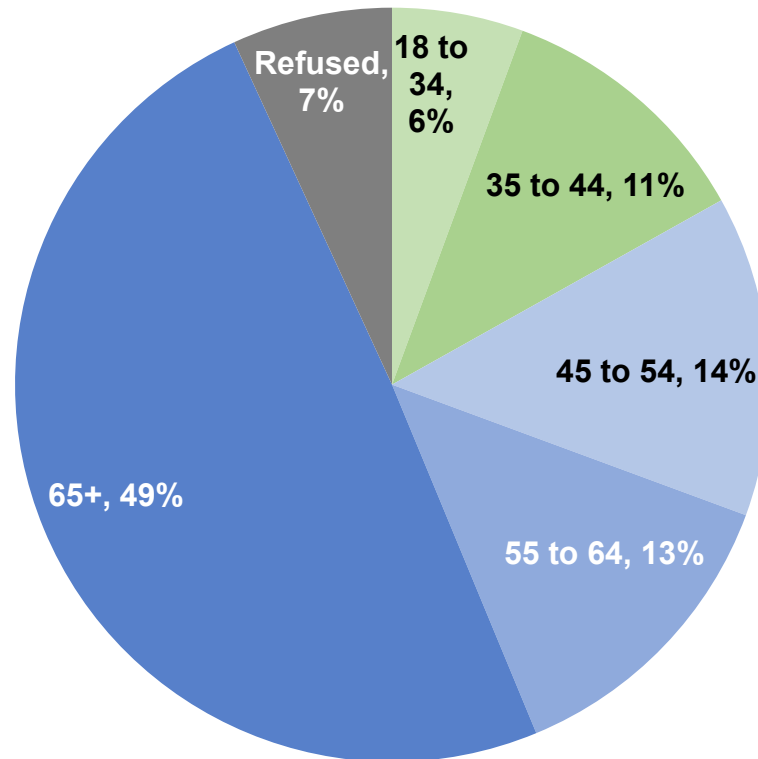


Average of respondents is 63

(Voters skew older than general adult population)

Q: What is your age?

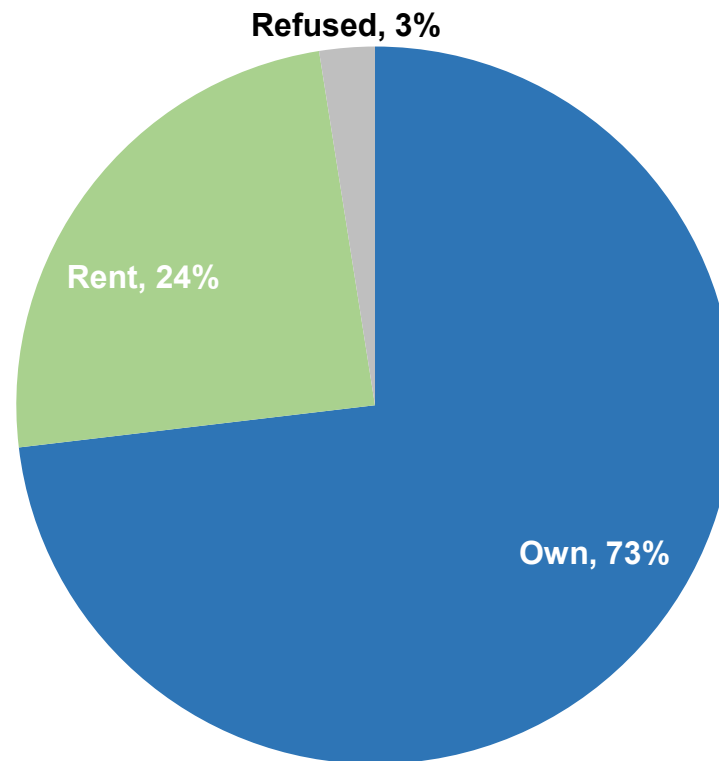
All voters n=160



Seven in ten are homeowners

Q: Do you own or rent your current home?

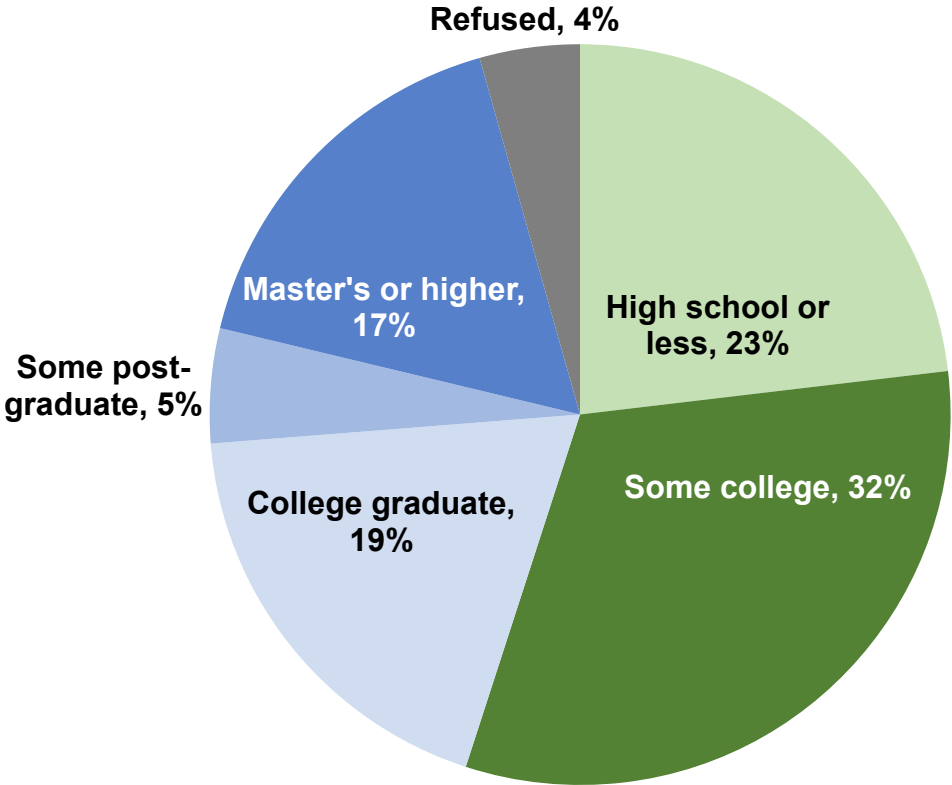
All voters n=160



Four in ten have a college degree or more

Q: What is the last year of education you completed?

All voters n=160



Response to Local Option Levy

Levy Question

Now I have some questions about a local option levy the City of McMinnville is considering placing on the ballot in an upcoming election. The purpose of the levy would be to provide funding support for the full range of services the City provides.

The City has experienced revenue shortfalls for a number of years. As a result, it is currently making funding cuts to all departments, resulting in reduced services for City residents including police, fire, courts, planning, library, park maintenance, and recreation and aquatics programs. If the levy is approved, these cuts to services would be restored.

A “yes” vote would result in a levy tax rate of 75¢ per thousand of tax assessed value, *not market value*. For property assessed at \$225,000, about average for residential property in the City, the cost would be about \$169 per year.

If approved, this measure may cause property taxes to increase more than 3%.

If the election were held today, would you vote “yes” for the City of McMinnville’s local option levy or “no” against the levy?

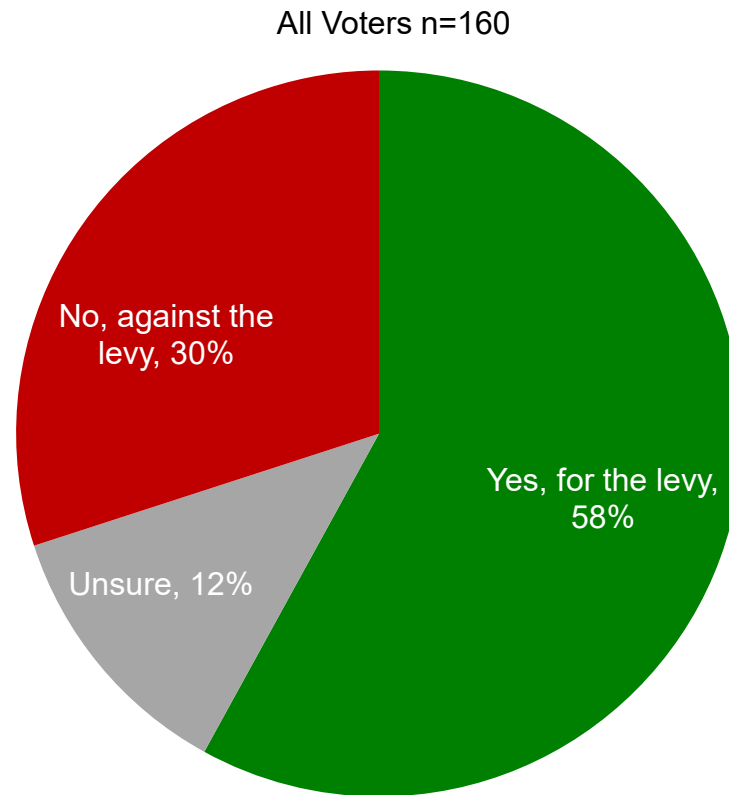
Follow-up levy questions...

If don't know: If you had to make a decision today, would you say you are leaning toward voting *for* or *against* the City of McMinnville's levy?

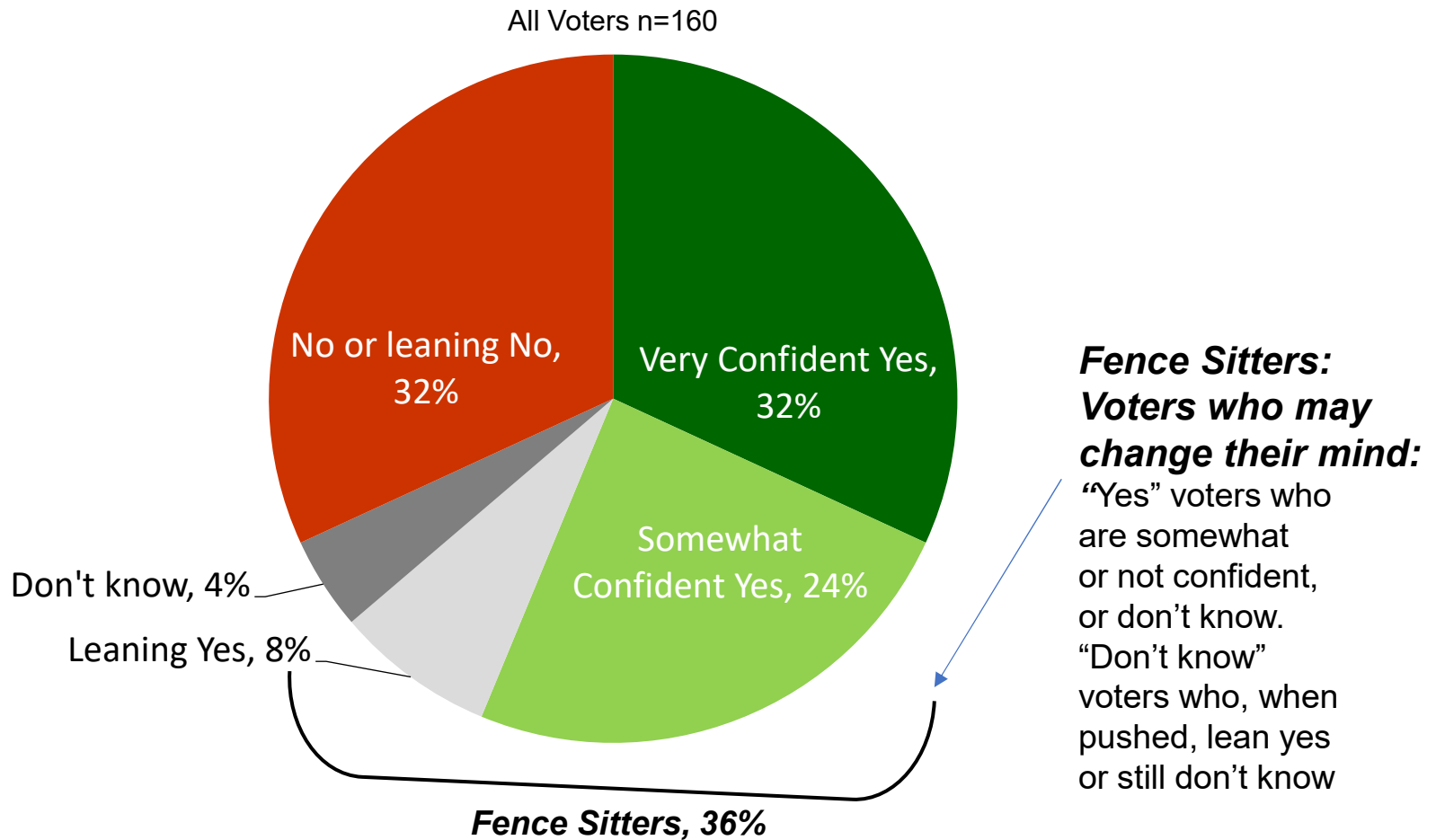
If yes: The election is currently as much as a year away and other funding measures may be on the ballot at that time. How strong is your support for the levy? Would you say you are *very confident, somewhat confident, or not confident* that you will vote for the City's levy when it appears on the ballot?

“Initial ask” result is positive but not by an amount that suggests easy passage

Q: If the election were held today, would you vote “yes” for the City of McMinnville’s local option levy or “no” against the levy?



Only a third are “Very Confident” Yes voters



Differences by demographic segments are consistent with other research...

“Yes” voters, of any type, are a bit more likely to be...

▶ Statistically significant:

✓ College graduates (69% “yes”) vs. non graduates (52%)

▶ Not statistically significant in this study, but consistent with findings in similar studies:

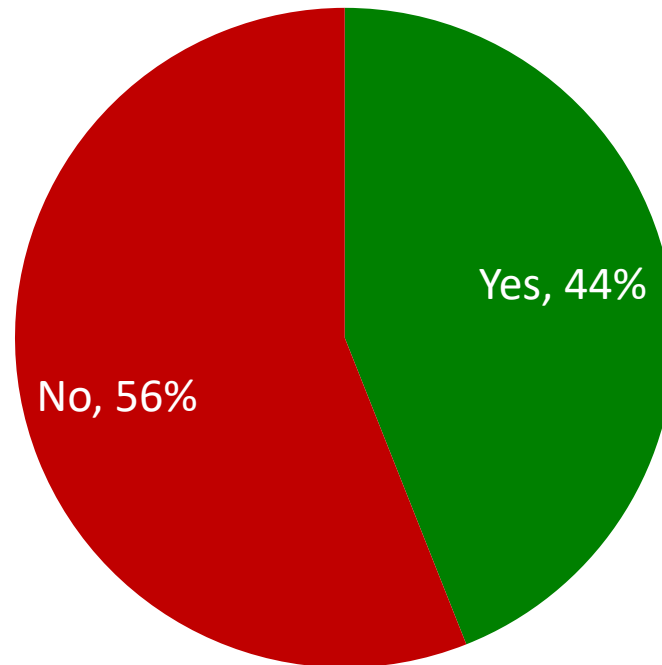
✓ Women (60% “yes”) vs. men (56%)

✓ Renters (64% “yes”) vs. owners (56%)

Projection: Assuming no significant change between now & election day, passage unlikely

Based on assumption:
All Very Confident “Yes” & one-third of Fence Sitters will vote “Yes”

Projection suggests 44% vote “Yes”



Reaction to information statements

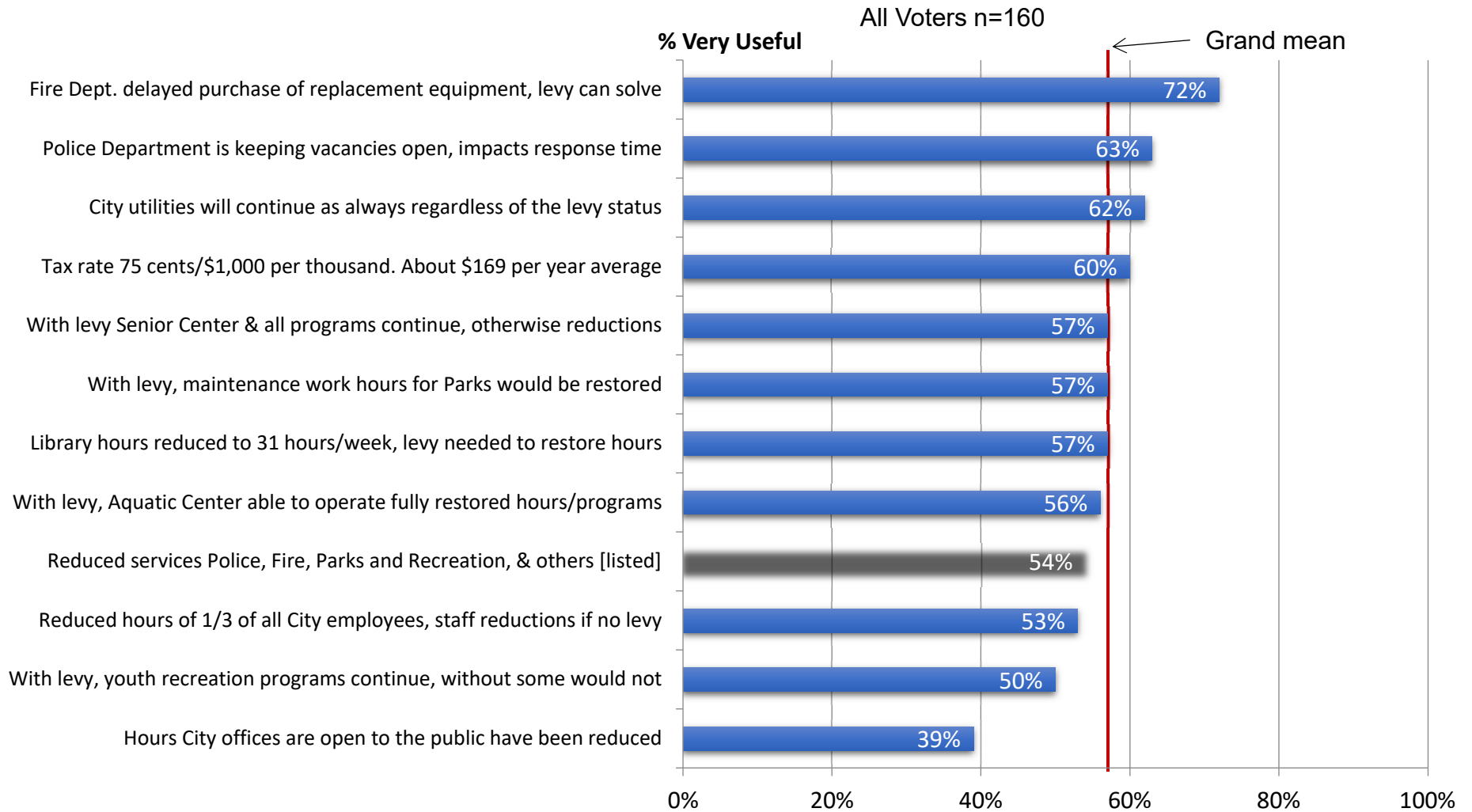
Statement Usefulness Testing

Q: Now I am going to read you a series of factual statements regarding the proposed levy. Regardless of how you currently believe you would vote, please rate how *useful* the information seems to you in clarifying whether or not you would vote for the City of McMinnville levy.

For each statement, please tell me whether it is *very useful, somewhat useful, or not especially useful* information regarding the levy.

*(Statement abbreviations are shown on following graphics. **See full statements to understand full context.**)*

Impacts on fire lead list, followed by police, utilities & tax rate

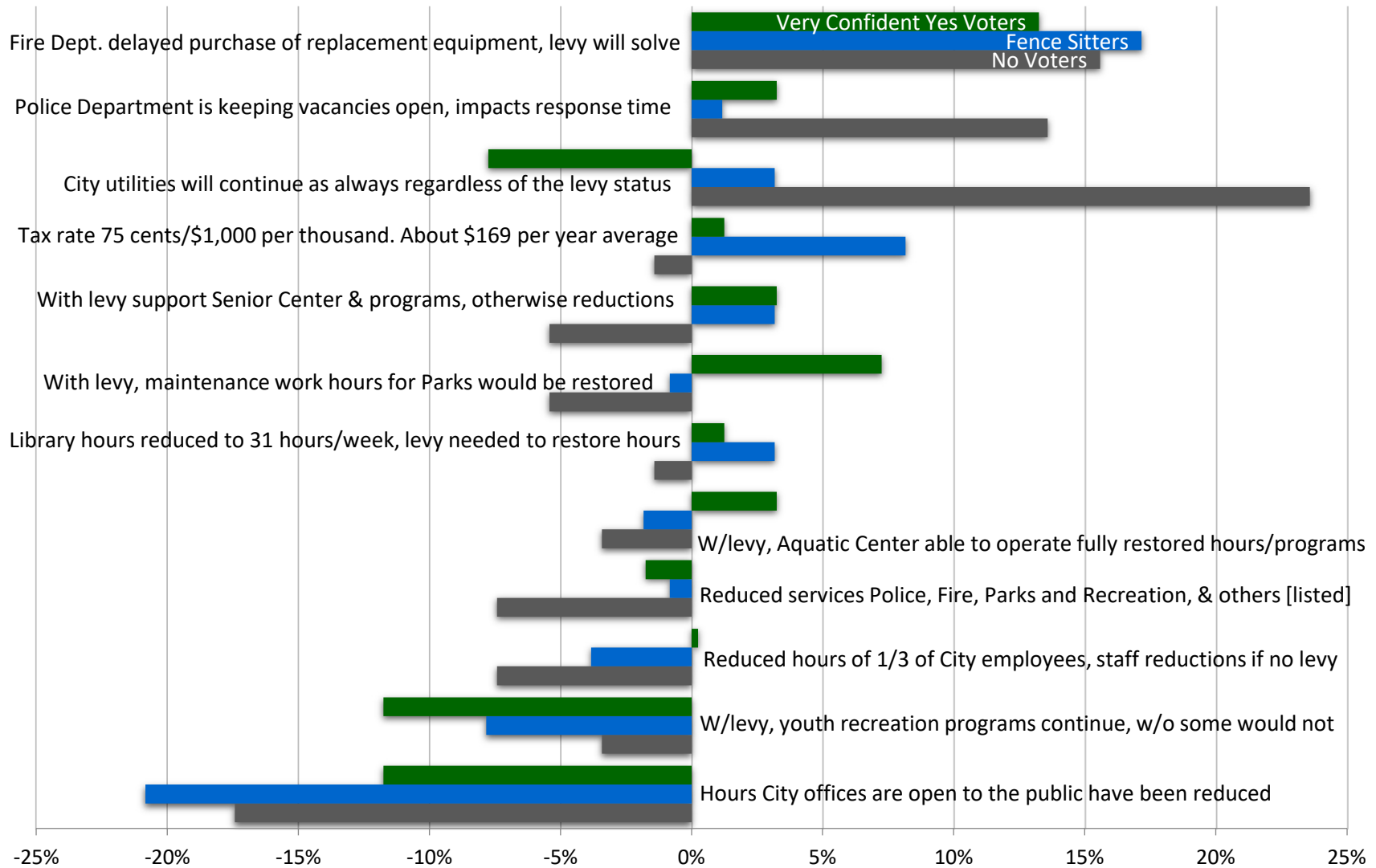


Normalize data to identify key messages

- ▶ Tendency for individuals or groups to rate all items higher or lower than others. Grand mean of *very useful* ratings by segment:
 - ✓ Very Confident Yes (75%), Fence Sitters (61%), No (32%)
- ▶ To address issue, normalize data. Two steps:
 - ✓ Determine “grand mean” – average of averages – for each segment
 - ✓ Determine how far above or below each statement’s rating is from grand mean
- ▶ Higher *above* grand mean, more important to communicate

Normalized data show opinions by segment vary

Very Confident n=51; Fence Sitters n=58; No Voters n=48



Information Fence Sitters find more useful:

- ▶ “McMinnville **Fire Department** has delayed the purchase of a replacement ambulance and updated extraction equipment necessary to assist accident victims in today’s newer cars. Use of outdated equipment can impact on-scene response. If the levy passes, vehicles and equipment will be replaced or upgraded on schedule”
- ▶ “The levy’s **property tax rate** would be 75 cents per thousand of tax assessed value. For the average residential property in the City the cost would be about \$169 per year or \$14 a month”
- ▶ “If the levy passes, the City would continue supporting the **Senior Center** and related senior programs as it did prior to the pandemic. If it does not pass, resources for the center and related programs would be reduced”
- ▶ “McMinnville **Public Library** hours have been reduced to 31 hours per week from 52 hours because of the pandemic. If the levy does not pass the City would not be able to fully restore these hours after pandemic restrictions are lifted”
- ▶ “**City utilities** – water, sewer, and electric – which are funded through utility bills, not property taxes, have not been impacted by budget cuts and will continue as always regardless of the levy status”

Additional information considered especially useful to others:

Very Confident Yes voters also value information about Parks and Aquatic Center:

- ▶ “If the levy passes, maintenance work hours for **Parks** -- work that keeps City parks clean, green, and maintained -- would be restored”
- ▶ “If the levy passes, the **Aquatic Center** would be able to operate with fully restored hours and swim programs after pandemic restrictions are lifted”

Very Confident Yes voters & (especially) No voters also value information about police:

- ▶ “The McMinnville **Police Department** is keeping vacancies open in response to the revenue shortfall which could impact response time. If the levy passes, all positions would be filled”

Discussions of staff hours or generalized serviced cuts don't resonate as well:

As we have seen in other research, voters put less value on information about staff hours or generalize statements of service cuts as useful. Among statements with lowest *very useful* ratings:

- ▶ “City services that have **reduced staff hours or held positions vacant** include Police, Fire, Parks and Recreation, Park Maintenance, Aquatic Center, Library, Planning, Permitting, and Municipal Court”
- ▶ “To balance the budget, the City has **reduced the hours of about one third of all City employees** and will need to reduce staff over the longer term if the levy does not pass”
- ▶ “Reduction in staff hours mean the hours City offices are open to provide **services to the public have been reduced**”

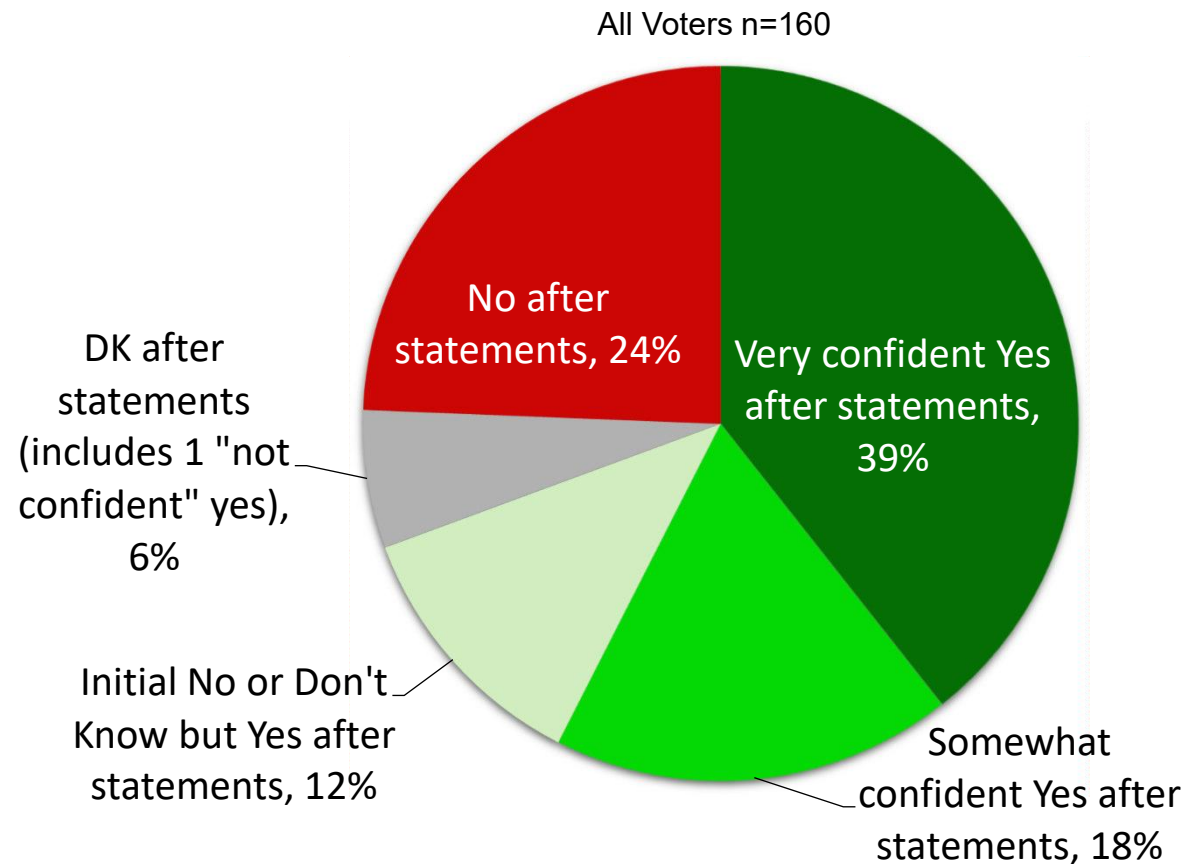
While youth programs are important, they are not especially valued by voters for decision making

The other statement that joins general discussions of staff hours and service cuts toward the bottom of the list relates to youth programs. (Remember, however, that voters skew older than the general population)

- ▶ “If the levy passes, the City would be able to continue providing the type of **youth recreation programs** it was providing prior to the pandemic. If it does not pass, some programs would not be restored”

After information provided:

- ▶ “Very Confident Yes” is 7 points higher
- ▶ 12-point shift to “Yes” from No/Don’t Know respondents
- ▶ Replicating result among all voters is unlikely



Opinions regarding utility fee option

Utility Fee Question

Instead of a local option levy, another means of raising revenue to prevent a reduction in City services would be a fee added to utility bills – the bill you get for water, sewer, and electricity.

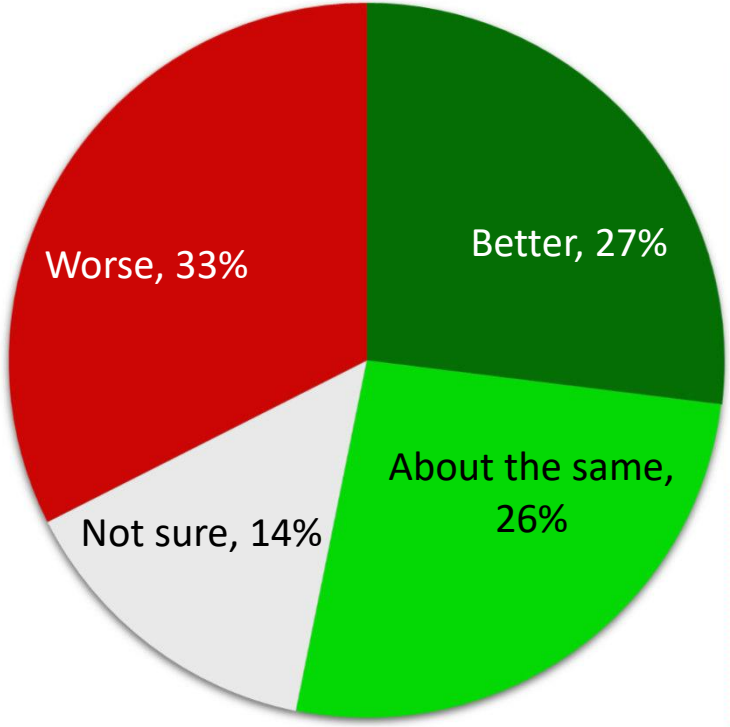
If this approach is used, instead of a local option levy paid by all residential and commercial property owners, it is anticipated that a 3.3% utility fee would be required that would be paid by both residential and business utility rate payers. This would add about \$7 to the average monthly residential utility bill or \$84 per year.

In your opinion, do you consider the utility fee approach to raise revenue necessary to maintain City services to be better, worse, or about the same as the local option levy approach?

Mixed reviews on utility fee option

Q: Compare to the levy option, a utility fee approach is...

All Voters n=160



CONCLUSIONS & RECOMMENDATIONS

Levy unlikely to pass without very effective communication, unanimous leadership support

Passage more likely with:

- ▶ A concerted effort to emphasize information rated more useful for decision-making to voters
- ▶ Ensuring enough time to get the message out... and using that time well
- ▶ Asking the voters during an off-year election *might* improve chance of passage, though difference indicated in the data is not statistically significant

Particularly useful facts to emphasize:

- ▶ Key benefits to public, especially:
 - ✓ Benefit to Fire Department's response readiness
 - ✓ Support for Senior Center
 - ✓ Restoring Library hours
 - ✓ Filling Police vacancies to ensure response times
 - ✓ Keeping parks clean, green & maintained
- ▶ The rate & estimated cost to the average residential property
- ▶ That City Utilities will continue regardless of the levy
- ▶ Aquatic Center & Youth recreation programs are relevant, but lower priority than information about fire, police, senior center, library, & parks

De-emphasize organizational (as oppose to community) impact statements:

- ▶ Consider difference between explaining impact on:
 - ✓ Emergency response time & effectiveness, senior center support, library hours, & clean, green parksCompared to...
 - ✓ Reductions in staff hours, reduced city service availability or a list of departments impacted
- ▶ While the two ways of describing the issues may add up to the same thing, it is better to be direct about community impact rather than expecting voters to do the translation

If utility fee is contemplated, commit to communicating the benefits & trade-offs well

- ▶ Most important: *The same community benefits already discussed*
- ▶ Financial logic for fee vs. levy, e.g.
 - ✓ Comparative cost of the fee vs. a property tax levy to many individual taxpayers
 - ✓ How fees & levies impact taxpayers differently

*For answers to questions or
more information, contact:*

Martha DeLong or John Campbell
MarthaD@cdri.com, John@cdri.com
(503) 221-2005



APPENDIX

Survey questionnaire

CITY OF MCMINNVILLE
2021 Revenue Survey
Spring 2021
901

DATE _____

PHONE NUMBER _____

RESPONDENT NAME _____

INTERVIEWER _____

REASONS FOR TERMINATION

Gender quotaQ1

Wrong ZIP codeQ2

Not a registered voter.....Q3

INTRODUCTION

(TO RANDOM HOUSEHOLD RESPONDENT:) Hello, I'm (FIRST AND LAST NAME) from Campbell DeLong Resources. We are conducting a brief study on *local* government. May I please speak with a (male/female) household member who is a registered voter? **(IF NECESSARY: The survey will take no more than 12 minutes to complete.) IF NOT AVAILABLE, MAKE CALLBACK APPOINTMENT FOR FIRST POSSIBLE TIME.**

AS NECESSARY: This is strictly research. We are not selling anything and your name will not be associated with your comments.

IF ASKING FOR MALE RESPONDENT: I need to speak to a male in the household because we need to interview an equal number of men and women and we have already reached our quota for women.

(TO NEW HOUSEHOLD RESPONDENT:) Hello, I'm (FIRST AND LAST NAME) from Campbell DeLong Resources. We are conducting a brief study on *local* government. **(IF NECESSARY: The survey will take no more than 12 minutes to complete.)**

AS NECESSARY: This is strictly research. We are not selling anything and your name will not be associated with your comments.

SCREENING

First, I have just a couple of questions to determine if you are the appropriate person to talk with.

1. **GENDER. RECORD. DO NOT ASK. CHECK QUOTAS. AN APPROXIMATE 50/50 MALE/FEMALE QUOTA**

Male 1 **CONTINUE**

Female 2 **CONTINUE**

Unable to determine 3 **CONTINUE**

2. What is your ZIP code? **RECORD. CONFIRM SAME AS VOTER REGISTRATION LIST.**

97128 1

Other ZIP code, specify _____

IF ZIP CODE PROVIDED MATCHES ZIP CODE IN VOTER REGISTRATION CONTINUE.

IF ZIP CODE DOES NOT MATCH ZIP IN VOTER REGISTRATION LIST, POLITELY DISCONTINUE

IF REFUSES ZIP CODE SAY: We need this information just to confirm that you live in a specific area within Yamhill County. This information is strictly confidential and will not be associated with your name or provided to other organizations. **IF CONTINUES TO REFUSE, POLITELY DISCONTINUE.**

3. Are you registered to vote in Oregon? **RECORD ONE ONLY.**

Yes 1 **CONTINUE**

No 2 **POLITELY DISCONTINUE**

DO NOT READ: Don't know9 **POLITELY DISCONTINUE**

4. Which one of the following statements *best* describes how often you typically vote? **READ CATEGORIES IN ORDER. RECORD ONE ONLY.**

Every election no matter what is on the ballot..... 1 **CONTINUE**

Consistently in major May primaries and November general elections and sometimes in others2 **CONTINUE**

In Presidential elections, but less frequently in others . 3 **CONTINUE**

Rarely in any election.....4 **POLITELY DISCONTINUE**

DO NOT READ: Don't know9 **POLITELY DISCONTINUE**

ATTITUDES TOWARD GENERAL REVENUE LEVY

Now I have some questions about a local option levy the City of McMinnville is considering placing on the ballot in an upcoming election. The purpose of the levy would be to provide funding support for the full range of services the City provides.

The City has experienced revenue shortfalls for a number of years. As a result, it is currently making funding cuts to all departments, resulting in reduced services for City residents including police, fire, courts, planning, library, park maintenance, and recreation and aquatics programs. If the levy is approved, these cuts to services would be restored.

A “yes” vote would result in a levy tax rate of 75¢ per thousand of tax assessed value, *not market value*. For property assessed at \$225,000, about average for residential property in the City, the cost would be about \$169 per year.

If approved, this measure may cause property taxes to increase more than 3%.

5A. If the election were held today, would you vote “yes” for the City of McMinnville’s local option levy or “no” against the levy? **RECORD ONE ONLY.**

- Yes, for the levy..... 1 **SKIP TO 5C**
- No, against the levy2 **SKIP TO 6**
- DO NOT READ:** Don’t know..... 9 **ASK 5B**

5B. **IF DON’T KNOW IN 5A:** If you had to make a decision today, would you say you are leaning toward voting *for* or *against* the City of McMinnville’s levy? **RECORD ONE ONLY.**

- Leaning toward yes 1
- Leaning toward no2
- DO NOT READ:** Don’t know..... 9

5C. **IF YES IN 5A:** The election is currently as much as a year away and other funding measures may be on the ballot at that time. How strong is your support for the levy? Would you say you are *very* confident, *somewhat* confident, or *not* confident that you will vote for the City’s levy when it appears on the ballot? **RECORD ONE ONLY.**

- Very confident.....1 Not confident..... 3
- Somewhat confident2 **DO NOT READ:** Don’t know 9

USEFULNESS OF INFORMATION

6. **ASK ALL:** Now I am going to read you a series of factual statements regarding the proposed levy. Regardless of how you currently believe you would vote, please rate how *useful* the information seems to you in clarifying whether or not you would vote for the City of McMinnville levy. For each statement, please tell me whether it is *very useful*, *somewhat useful*, or *not especially useful* information regarding the levy. **RANDOMIZE ORDER.**

VERY SOMEWHAT NOT DK

- a) The levy's **property tax rate** would be 75 cents per thousand of tax assessed value. For the average residential property in the City the cost would be about \$169 per year or \$14 a month1.....2.....3.....9
- b) To balance the budget, the City has **reduced the hours of about one third of all City employees** and will need to reduce staff over the longer term if the levy does not pass1.....2.....3.....9
- c) **City services that have reduced** staff hours or held positions vacant include Police, Fire, Parks and Recreation, Park Maintenance, Aquatic Center, Library, Planning, Permitting, and Municipal Court.....1.....2.....3.....9
- d) **Reduction in staff hours** mean the hours City offices are open to provide services to the public have been reduced1.....2.....3.....9
- e) **City utilities** – water, sewer, and electric – which are funded through utility bills, not property taxes, have not been impacted by budget cuts and will continue as always regardless of the levy status.....1.....2.....3.....9
- f) McMinnville Public **Library** hours have been reduced to 31 hours per week from 52 hours because of the pandemic. If the levy does not pass the City would not be able to fully restore these hours after pandemic restrictions are lifted.....1.....2.....3.....9
- g) The McMinnville **Police** Department is keeping vacancies open in response to the revenue shortfall which could impact response time. If the levy passes, all positions would be filled.....1.....2.....3.....9
- h) McMinnville **Fire** Department has delayed the purchase of a replacement ambulance and updated extraction equipment necessary to assist accident victims in today's newer cars. Use of outdated equipment can impact on-scene response. If the levy passes vehicles and equipment will be replaced or upgraded on schedule1.....2.....3.....9
- i) If the levy passes, the **Aquatic Center** would be able to operate with fully restored hours and swim programs after pandemic restrictions are lifted1.....2.....3.....9
- j) If the levy passes, maintenance work hours for **Parks** -- work that keeps City parks clean, green, and maintained -- would be restored1.....2.....3.....9
- k) If the levy passes, the City would be able to continue providing the type of youth **recreation programs** it was providing prior to the pandemic. If it does not pass, some programs would not be restored1.....2.....3.....9

- l) If the levy passes, the City would continue supporting the **Senior Center** and related senior programs as it did prior to the pandemic. If it does not pass, resources for the center and related programs would be reduced1.....2.....3.....9

7A. **ASK ONLY OF THOSE WHO SAY “NO” OR “DON’T KNOW” IN Q5A:** As I noted before, all of the statements I just read are true. Now that you have been provided with this information, if the election were held today, would you vote “yes” for the City of McMinnville’s levy or “no” against the levy? **RECORD ONE ONLY.**

Yes, for the levy..... 1

No, against the levy 2

DO NOT READ: Don’t know..... 9

SKIP TO 8

7B. **ASK ONLY OF THOSE WHO SAY “YES” IN Q5A:** As I noted before, all of the statements I just read are true. Now that you have been provided with this information, how strong is your support for the levy? Would you say you are *very* confident, *somewhat* confident, or *not* confident that you will vote for this levy when it is on the ballot? **RECORD ONE ONLY.**

Very confident..... 1

Not confident..... 3

Somewhat confident 2

DO NOT READ: Don’t know 9

UTILITY FEE

8. **ASK ALL:** Instead of a local option levy, another means of raising revenue to prevent a reduction in City services would be a fee added to utility bills – the bill you get for water, sewer, and electricity. If this approach is used, instead of a local option levy paid by all residential and commercial property owners, it is anticipated that a 3.3% utility fee would be required that would be paid by both residential and business utility rate payers. This would add about \$7 to the average monthly residential utility bill or \$84 per year.

In your opinion, do you consider the utility fee approach to raise revenue necessary to maintain City services to be better, worse, or about the same as the local option levy approach?

Better 1

About the same 2

Worse..... 3

Unsure..... 9

DEMOGRAPHICS

Now I have just a few questions to help classify your responses.

9. How long have you lived in the City of McMinnville? **RECORD IN YEARS. (IF LESS THAN ONE YEAR, RECORD AS "LESS THAN ONE YEAR.")**

_____ **YEARS**
LESS THAN ONE YEAR 98

DO NOT READ: Don't remember/don't know/refused. 99

10. Do you own or rent your current home?

Own 1
Rent 2
Refused 9

11. What is your age, please? **RECORD.**

_____ **YEARS**
Refused 999

12. And what is the last year of education you had the opportunity to complete? **RECORD. READ LIST ONLY IF NECESSARY.**

Less than 12th grade (not a high school graduate).. 1
High school graduate..... 2
Some college or other post-secondary education 3
College graduate 4
Some post-graduate 5
Master's degree or higher..... 6
Refused..... 9

VERIFY AND RECORD RESPONDENT FIRST NAME AND PHONE NUMBER. Thank you very much for participating in this survey.

Data printout

Data Printout: CITY OF MCMINNVILLE 2021 Revenue Survey

CITY OF MCMINNVILLE 2021 Revenue Survey

Gender

	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education		
	Total	Yes	No	DK	Yes	Fence Sitte	No	Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Male	77	43	26	8	24	24	26	18	22	30	7	51	26	55	20	0	77	35	37	43	31
	48%	46%	54%	42%	47%	41%	54%	42%	52%	58%	30%	47%	51%	47%	51%	0%	100%	50%	47%	49%	48%
Female	80	48	21	11	27	32	21	23	19	22	16	56	24	60	18	80	0	34	40	44	32
	50%	52%	44%	58%	53%	55%	44%	53%	45%	42%	70%	51%	47%	51%	46%	100%	0%	49%	51%	50%	49%
Unknown	3	2	1	0	0	2	1	2	1	0	0	2	1	2	1	0	0	1	2	1	2
	2%	2%	2%	0%	0%	3%	2%	5%	2%	0%	0%	2%	2%	2%	3%	0%	0%	1%	3%	1%	3%

CITY OF MCMINNVILLE 2021 Revenue Survey

Which one of the following statements best describes how often you typically vote?

	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education		
	Total	Yes	No	DK	Yes	Fence Sitte	No	Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Every election	109	64	31	14	40	36	31	29	26	38	16	109	0	80	26	56	51	43	58	54	49
	68%	69%	65%	74%	78%	62%	65%	67%	62%	73%	70%	100%	0%	68%	67%	70%	66%	61%	73%	61%	75%
Primaries & General	31	18	9	4	5	16	9	7	12	7	5	0	31	24	6	15	16	16	13	22	8
	19%	19%	19%	21%	10%	28%	19%	16%	29%	13%	22%	0%	61%	21%	15%	19%	21%	23%	16%	25%	12%
Presidential, sometimes others	20	11	8	1	6	6	8	7	4	7	2	0	20	13	7	9	10	11	8	12	8
	12%	12%	17%	5%	12%	10%	17%	16%	10%	13%	9%	0%	39%	11%	18%	11%	13%	16%	10%	14%	12%

CITY OF MCMINNVILLE 2021 Revenue Survey

How long have you lived in the City of McMinnville?

	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education		
	Total	Yes	No	DK	Yes	Fence Sitte	No	Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Less than 1 year	4	4	0	0	2	2	0	1	1	0	2	3	1	2	1	2	2	3	0	2	1
	2%	4%	0%	0%	4%	3%	0%	2%	2%	0%	9%	3%	2%	2%	3%	2%	3%	4%	0%	2%	2%
15 years	29	21	7	1	10	11	7	10	9	8	2	16	13	16	12	12	17	20	8	16	12
	18%	23%	15%	5%	20%	19%	15%	23%	21%	15%	9%	15%	25%	14%	31%	15%	22%	29%	10%	18%	18%
6-10 years	11	7	2	2	3	6	2	2	3	6	0	9	2	8	3	6	5	5	6	5	6
	7%	8%	4%	11%	6%	10%	4%	5%	7%	12%	0%	8%	4%	7%	8%	8%	6%	7%	8%	6%	9%
11-20 years	35	21	11	3	12	11	11	14	5	8	8	23	12	26	9	16	18	14	19	20	15
	22%	23%	23%	16%	24%	19%	23%	33%	12%	15%	35%	21%	24%	22%	23%	20%	23%	20%	24%	23%	23%
21-40 years	45	25	13	7	17	15	13	10	12	14	9	30	15	38	7	27	16	16	27	25	19
	28%	27%	27%	37%	33%	26%	27%	23%	29%	27%	39%	28%	29%	32%	18%	34%	21%	23%	34%	28%	29%
41+	32	13	13	6	7	11	13	6	9	15	2	25	7	27	5	15	17	11	19	20	11
	20%	14%	27%	32%	14%	19%	27%	14%	21%	29%	9%	23%	14%	23%	13%	19%	22%	16%	24%	23%	17%
Don't know/Refused	4	2	2	0	0	2	2	0	3	1	0	3	1	0	2	2	2	1	0	0	1
	2%	2%	4%	0%	0%	3%	4%	0%	7%	2%	0%	3%	2%	0%	5%	2%	3%	1%	0%	0%	2%
mean	23.99	20.29	27.22	34.11	21.37	23.39	27.22	20.49	25.9	26.15	22.43	25.21	21.38	26.38	17.84	24.94	22.99	18.57	28.76	25.55	21.97

CITY OF MCMINNVILLE 2021 Revenue Survey

Do you rent or own your current home?

	Total	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education		
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad	
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65	
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Own	117	66	39	12	38	38	39	34	27	39	17	80	37	117	0	60	55	47	64	62	52	
	73%	71%	81%	63%	75%	66%	81%	79%	64%	75%	74%	73%	73%	100%	0%	75%	71%	67%	81%	70%	80%	
Rent	39	25	7	7	13	18	7	9	13	12	5	26	13	0	39	18	20	22	15	26	12	
	24%	27%	15%	37%	25%	31%	15%	21%	31%	23%	22%	24%	25%	0%	100%	22%	26%	31%	19%	30%	18%	
Refused	4	2	2	0	0	2	2	0	2	1	1	3	1	0	0	2	2	1	0	0	1	
	2%	2%	4%	0%	0%	3%	4%	0%	5%	2%	4%	3%	2%	0%	0%	2%	3%	1%	0%	0%	2%	

CITY OF MCMINNVILLE 2021 Revenue Survey

What is your age, please?

	Total	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education		
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad	
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65	
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
18-34	9	3	2	4	2	4	2	4	3	1	1	6	3	4	5	2	7	9	0	7	2	
	6%	3%	4%	21%	4%	7%	4%	9%	7%	2%	4%	6%	6%	3%	13%	2%	9%	13%	0%	8%	3%	
35-44	18	12	4	2	2	11	4	5	5	6	2	8	10	12	6	8	10	18	0	10	8	
	11%	13%	8%	11%	4%	19%	8%	12%	12%	12%	9%	7%	20%	10%	15%	10%	13%	26%	0%	11%	12%	
45-54	22	16	5	1	7	10	5	6	7	7	2	14	8	15	6	10	11	22	0	11	11	
	14%	17%	10%	5%	14%	17%	10%	14%	17%	13%	9%	13%	16%	13%	15%	12%	14%	31%	0%	12%	17%	
55-64	21	8	11	2	4	6	11	7	5	7	2	15	6	16	5	14	7	21	0	9	12	
	13%	9%	23%	11%	8%	10%	23%	16%	12%	13%	9%	14%	12%	14%	13%	18%	9%	30%	0%	10%	18%	
65+	79	50	21	8	34	23	21	19	18	29	13	58	21	64	15	40	37	0	79	49	30	
	49%	54%	44%	42%	67%	40%	44%	44%	43%	56%	57%	53%	41%	55%	38%	50%	48%	0%	100%	56%	46%	
Refused	11	4	5	2	2	4	5	2	4	2	3	8	3	6	2	6	5	0	0	2	2	
	7%	4%	10%	11%	4%	7%	10%	5%	10%	4%	13%	7%	6%	5%	5%	8%	6%	0%	0%	2%	3%	
mean	62.91	63.27	63.56	59.35	68.18	58.41	63.56	61.22	60.11	64.38	68	64.94	58.62	64.95	57.16	65	60.6	47.13	76.89	62.95	62.84	

CITY OF MCMINNVILLE 2021 Revenue Survey

And what is the last year of education you had the opportunity to complete?

	Total	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education		
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad	
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65	
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Less than 12th grade	4	1	3	0	0	1	3	2	1	1	0	2	2	3	1	3	1	3	1	4	0	
	2%	1%	6%	0%	0%	2%	6%	5%	2%	2%	0%	2%	4%	3%	3%	4%	1%	4%	1%	5%	0%	
High school graduate	33	18	11	4	10	12	11	8	10	10	5	24	9	26	7	19	13	12	20	33	0	
	21%	19%	23%	21%	20%	21%	23%	19%	24%	19%	22%	22%	18%	22%	18%	24%	17%	17%	25%	38%	0%	
Some college or post HS	51	27	15	9	14	20	15	13	15	18	5	28	23	33	18	22	29	22	28	51	0	
	32%	29%	31%	47%	27%	34%	31%	30%	36%	35%	22%	26%	45%	28%	46%	28%	38%	31%	35%	58%	0%	
College graduate	30	20	7	3	11	11	7	10	7	9	4	20	10	23	7	16	13	16	13	0	30	
	19%	22%	15%	16%	22%	19%	15%	23%	17%	17%	17%	18%	20%	20%	18%	20%	17%	23%	16%	0%	46%	
Some postgraduate	8	8	0	0	4	4	0	2	1	3	2	5	3	7	0	4	4	5	3	0	8	
	5%	9%	0%	0%	8%	7%	0%	5%	2%	6%	9%	5%	6%	6%	0%	5%	5%	7%	4%	0%	12%	
Master's degree or higher	27	17	8	2	12	7	8	6	5	11	5	24	3	22	5	12	14	12	14	0	27	
	17%	18%	17%	11%	24%	12%	17%	14%	12%	21%	22%	22%	6%	19%	13%	15%	18%	17%	18%	0%	42%	
Refused	7	2	4	1	0	3	4	2	3	0	2	6	1	3	1	4	3	0	0	0	0	
	4%	2%	8%	5%	0%	5%	8%	5%	7%	0%	9%	6%	2%	3%	3%	5%	4%	0%	0%	0%	0%	

CITY OF MCMINNVILLE 2021 Revenue Survey

If the election were held today, would you vote 'yes' for the City of McMinnville's local option levy or 'no' against the levy?

	Total	Initial Response			Voter Type				Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education	
		Yes	No	DK	Yes	Fence Sitte No	Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad		
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65	
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Yes, for the levy	93	93	0	0	51	42	0	25	21	32	15	64	29	66	25	48	43	39	50	46	45	
	58%	100%	0%	0%	100%	72%	0%	58%	50%	62%	65%	59%	57%	56%	64%	60%	56%	56%	63%	52%	69%	
No, against the levy	48	0	48	0	0	0	48	15	14	17	2	31	17	39	7	21	26	22	21	29	15	
	30%	0%	100%	0%	0%	0%	100%	35%	33%	33%	9%	28%	33%	18%	26%	34%	31%	27%	33%	23%		
Don't know	19	0	0	19	0	16	0	3	7	3	6	14	5	12	7	11	8	9	8	13	5	
	12%	0%	0%	100%	0%	28%	0%	7%	17%	6%	26%	13%	10%	10%	18%	14%	10%	13%	10%	15%	8%	

CITY OF MCMINNVILLE 2021 Revenue Survey

IF DON'T KNOW IN Q5A: If you had to make a decision today, would you say you are leaning toward voting for or against the City of McMinnville's levy?

	Total	Initial Resp			Voter Type				Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education	
		DK	Fence Sitte	Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad					
Total	19	19	16	3	7	3	6	14	5	12	7	11	8	9	8	13	5					
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%					
Leaning toward yes	9	9	9	1	4	1	3	6	3	7	2	6	3	5	4	6	3					
	47%	47%	56%	33%	57%	33%	50%	43%	60%	58%	29%	55%	38%	56%	50%	46%	60%					
Leaning toward no	3	3	0	1	1	1	0	2	1	2	1	0	3	2	1	2	1					
	16%	16%	0%	33%	14%	33%	0%	14%	20%	17%	14%	0%	38%	22%	12%	15%	20%					
Don't know	7	7	7	1	2	1	3	6	1	3	4	5	2	2	3	5	1					
	37%	37%	44%	33%	29%	33%	50%	43%	20%	25%	57%	45%	25%	22%	38%	38%	20%					

CITY OF MCMINNVILLE 2021 Revenue Survey

IF YES IN Q5A: How strong is your support for the levy? Would you say you are very confident, somewhat confident, or not confident that you will vote for the City's levy when it appears on the ballot?

	Total	Initial Resp			Voter Type				Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education	
		Yes	No	DK	Yes	Fence Sitte	Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad		
Total	93	93	51	42	25	21	32	15	64	29	66	25	48	43	39	50	46	45				
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%				
Very confident	51	51	51	0	11	10	20	10	40	11	38	13	27	24	15	34	24	27				
	55%	55%	100%	0%	44%	48%	62%	67%	62%	38%	58%	52%	56%	56%	38%	68%	52%	60%				
Somewhat confident	39	39	0	39	13	9	12	5	24	15	26	11	20	17	22	15	21	16				
	42%	42%	0%	93%	52%	43%	38%	33%	38%	52%	39%	44%	42%	40%	56%	30%	46%	36%				
Not confident	3	3	0	3	1	2	0	0	0	3	2	1	1	2	2	1	1	2				
	3%	3%	0%	7%	4%	10%	0%	0%	0%	10%	3%	4%	2%	5%	5%	2%	2%	4%				

CITY OF MCMINNVILLE 2021 Revenue Survey

The levy's property tax rate would be 75 cents per thousand of tax assessed value. For the average residential property in the City the cost would be about \$169 per year or \$14 a month

	Total	Initial Response			Voter Type				Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education	
		Yes	No	DK	Yes	Fence Sitte No	Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad		
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65	
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Very Useful	96	71	15	10	39	40	15	30	21	30	15	64	32	72	23	51	44	46	47	52	42	
	60%	76%	31%	53%	76%	69%	31%	70%	50%	58%	65%	59%	63%	62%	59%	64%	57%	66%	59%	59%	65%	
Somewhat Useful	37	18	12	7	11	13	12	7	13	14	3	28	9	25	10	15	21	11	21	17	17	
	23%	19%	25%	37%	22%	22%	25%	16%	31%	27%	13%	26%	18%	21%	26%	19%	27%	16%	27%	19%	26%	
Not Useful	24	2	21	1	1	2	21	6	7	8	3	16	8	18	5	12	11	11	10	16	6	
	15%	2%	44%	5%	2%	3%	44%	14%	17%	15%	13%	15%	16%	15%	13%	15%	14%	16%	13%	18%	9%	
Unsure	3	2	0	1	0	3	0	0	1	0	2	1	2	2	1	2	1	2	1	3	0	
	2%	2%	0%	5%	0%	5%	0%	0%	2%	0%	9%	1%	4%	2%	3%	2%	1%	3%	1%	3%	0%	

CITY OF MCMINNVILLE 2021 Revenue Survey

To balance the budget, the City has reduced the hours of about one third of all City employees and will need to reduce staff over the longer term if the levy does not pass

	Total	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education	
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Very Useful	85	62	12	11	38	33	12	22	22	27	14	55	30	60	25	41	42	41	40	43	40
	53%	67%	25%	58%	75%	57%	25%	51%	52%	52%	61%	50%	59%	51%	64%	51%	55%	59%	51%	49%	62%
Somewhat Useful	52	22	23	7	8	20	23	13	15	18	6	35	17	40	8	25	26	19	26	30	17
	32%	24%	48%	37%	16%	34%	48%	30%	36%	35%	26%	32%	33%	34%	21%	31%	34%	27%	33%	34%	26%
Not Useful	20	7	13	0	4	3	13	8	4	7	1	17	3	15	5	11	9	9	11	12	8
	12%	8%	27%	0%	8%	5%	27%	19%	10%	13%	4%	16%	6%	13%	14%	14%	12%	13%	14%	14%	12%
Unsure	3	2	0	1	1	2	0	0	1	0	2	2	1	2	1	3	0	1	2	3	0
	2%	2%	0%	5%	2%	3%	0%	0%	2%	0%	9%	2%	2%	2%	3%	4%	0%	1%	3%	3%	0%

CITY OF MCMINNVILLE 2021 Revenue Survey

City services that have reduced staff hours or held positions vacant include Police, Fire, Parks and Recreation, Park Maintenance, Aquatic Center, Library, Planning, Permitting, and Municipal Court

	Total	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education	
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Very Useful	86	63	12	11	37	35	12	21	23	27	15	54	32	57	28	49	35	36	45	46	38
	54%	68%	25%	58%	73%	60%	25%	49%	55%	52%	65%	50%	63%	49%	72%	61%	45%	51%	57%	52%	58%
Somewhat Useful	48	24	17	7	8	22	17	14	13	14	7	36	12	38	8	22	26	22	22	28	16
	30%	26%	35%	37%	16%	38%	35%	33%	31%	27%	30%	33%	24%	32%	21%	28%	34%	31%	28%	32%	25%
Not Useful	22	4	18	0	4	0	18	7	4	11	0	15	7	20	1	7	14	10	10	10	11
	14%	4%	38%	0%	8%	0%	38%	16%	10%	21%	0%	14%	14%	17%	3%	9%	18%	14%	13%	11%	17%
Unsure	4	2	1	1	2	1	1	1	2	0	1	4	0	2	2	2	2	2	2	4	0
	2%	2%	2%	5%	4%	2%	2%	2%	5%	0%	4%	4%	0%	2%	5%	2%	3%	3%	3%	5%	0%

CITY OF MCMINNVILLE 2021 Revenue Survey

Reduction in staff hours mean the hours City offices are open to provide services to the public have been reduced

	Total	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education	
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Very Useful	63	50	7	6	32	23	7	16	14	21	12	39	24	45	17	35	26	26	34	37	26
	39%	54%	15%	32%	63%	40%	15%	37%	33%	40%	52%	36%	47%	38%	44%	44%	34%	37%	43%	42%	40%
Somewhat Useful	62	31	18	13	11	31	18	14	22	18	8	42	20	43	16	28	33	29	28	33	24
	39%	33%	38%	68%	22%	53%	38%	33%	52%	35%	35%	39%	39%	37%	41%	35%	43%	41%	35%	38%	37%
Not Useful	33	11	22	0	8	3	22	13	5	12	3	26	7	27	6	15	18	15	15	17	14
	21%	12%	46%	0%	16%	5%	46%	30%	12%	23%	13%	24%	14%	23%	15%	19%	23%	21%	19%	19%	22%
Unsure	2	1	1	0	0	1	1	0	1	1	0	2	0	2	0	2	0	0	2	1	1
	1%	1%	2%	0%	0%	2%	2%	0%	2%	2%	0%	2%	0%	2%	0%	2%	0%	0%	3%	1%	2%

CITY OF MCMINNVILLE 2021 Revenue Survey

City utilities water, sewer, and electric which are funded through utility bills, not property taxes, have not been impacted by budget cuts and will continue as always regardless of the levy status

	Total	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education	
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Very Useful	99	61	27	11	34	37	27	29	24	32	14	66	33	77	22	52	45	42	53	54	43
	62%	66%	56%	58%	67%	64%	56%	67%	57%	62%	61%	61%	65%	66%	56%	65%	58%	60%	67%	61%	66%
Somewhat Useful	38	22	9	7	9	19	9	8	11	11	8	29	9	21	13	21	16	15	18	21	13
	24%	24%	19%	37%	18%	33%	19%	19%	26%	21%	35%	27%	18%	18%	33%	26%	21%	21%	23%	24%	20%
Not Useful	23	10	12	1	8	2	12	6	7	9	1	14	9	19	4	7	16	13	8	13	9
	14%	11%	25%	5%	16%	3%	25%	14%	17%	17%	4%	13%	18%	16%	10%	9%	21%	19%	10%	15%	14%

CITY OF MCMINNVILLE 2021 Revenue Survey

McMinnville Public Library hours have been reduced to 31 hours per week from 52 hours because of the pandemic. If the levy does not pass the City would not be able to fully restore these hours after pandemic restrictions are lifted

	Total	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education	
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Very Useful	92	65	15	12	39	37	15	25	27	25	15	61	31	63	27	48	41	40	47	53	37
	57%	70%	31%	63%	76%	64%	31%	58%	64%	48%	65%	56%	61%	54%	69%	60%	53%	57%	59%	60%	57%
Somewhat Useful	37	20	11	6	7	17	11	7	9	17	4	24	13	25	10	16	21	20	14	17	17
	23%	22%	23%	32%	14%	29%	23%	16%	21%	33%	17%	22%	25%	21%	26%	20%	27%	29%	18%	19%	26%
Not Useful	30	7	22	1	4	4	22	11	6	10	3	23	7	28	2	15	15	10	17	18	10
	19%	8%	46%	5%	8%	7%	46%	26%	14%	19%	13%	21%	14%	24%	5%	19%	19%	14%	22%	20%	15%
Unsure	1	1	0	0	1	0	0	0	0	0	1	1	0	1	0	1	0	0	1	0	1
	1%	1%	0%	0%	2%	0%	0%	0%	0%	0%	4%	1%	0%	1%	0%	1%	0%	0%	1%	0%	2%

CITY OF MCMINNVILLE 2021 Revenue Survey

The McMinnville Police Department is keeping vacancies open in response to the revenue shortfall which could impact response time. If the levy passes, all positions would be filled

	Total	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education	
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Very Useful	101	67	22	12	40	36	22	24	28	30	19	68	33	74	26	55	43	37	60	56	44
	63%	72%	46%	63%	78%	62%	46%	56%	67%	58%	83%	62%	65%	63%	67%	69%	56%	53%	76%	64%	68%
Somewhat Useful	33	16	12	5	8	13	12	10	10	11	2	23	10	20	10	13	20	17	11	17	11
	21%	17%	25%	26%	16%	22%	25%	23%	24%	21%	9%	21%	20%	17%	26%	16%	26%	24%	14%	19%	17%
Not Useful	23	8	14	1	2	7	14	8	3	10	2	16	7	20	3	9	14	14	7	12	10
	14%	9%	29%	5%	4%	12%	29%	19%	7%	19%	9%	15%	14%	17%	8%	11%	18%	20%	9%	14%	15%
Unsure	3	2	0	1	1	2	0	1	1	1	0	2	1	3	0	3	0	2	1	3	0
	2%	2%	0%	5%	2%	3%	0%	2%	2%	2%	0%	2%	2%	3%	0%	4%	0%	3%	1%	3%	0%

CITY OF MCMINNVILLE 2021 Revenue Survey

McMinnville Fire Department has delayed purchase of replacement ambulance & updated extraction equipment to assist victims in today's newer cars... can impact onscene response. If levy passes vehicles & equipment will be replaced or upgraded on schedule

	Total	Initial Response			Voter Type			Utility Reaction				Voter Frequency		Home Ownership		Gender		Age		Education	
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Very Useful	115	76	23	16	45	45	23	34	31	31	19	77	38	81	32	64	48	49	59	66	45
	72%	82%	48%	84%	88%	78%	48%	79%	74%	60%	83%	71%	75%	69%	82%	80%	62%	70%	75%	75%	69%
Somewhat Useful	31	14	14	3	4	12	14	5	9	14	3	23	8	26	3	12	19	13	15	14	14
	19%	15%	29%	16%	8%	21%	29%	12%	21%	27%	13%	21%	16%	22%	8%	15%	25%	19%	19%	16%	22%
Not Useful	13	3	10	0	2	1	10	3	2	7	1	8	5	9	4	3	10	8	4	7	6
	8%	3%	21%	0%	4%	2%	21%	7%	5%	13%	4%	7%	10%	8%	10%	4%	13%	11%	5%	8%	9%
Unsure	1	0	1	0	0	0	1	1	0	0	0	1	0	1	0	1	0	0	1	1	0
	1%	0%	2%	0%	0%	0%	2%	2%	0%	0%	0%	1%	0%	1%	0%	1%	0%	0%	1%	1%	0%

CITY OF MCMINNVILLE 2021 Revenue Survey

If the levy passes, the Aquatic Center would be able to operate with fully restored hours and swim programs after pandemic restrictions are lifted

	Total	Initial Response			Voter Type			Utility Reaction					Voter Frequency		Home Ownership		Gender		Age			Education	
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad		
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65		
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Very Useful	90	64	14	12	40	34	14	22	30	23	15	60	30	60	28	52	36	40	47	53	36		
	56%	69%	29%	63%	78%	59%	29%	51%	71%	44%	65%	55%	59%	51%	72%	65%	47%	57%	59%	60%	55%		
Somewhat Useful	41	25	11	5	8	21	11	8	8	20	5	30	11	30	10	15	25	18	20	21	18		
	26%	27%	23%	26%	16%	36%	23%	19%	19%	38%	22%	28%	22%	26%	26%	19%	32%	26%	25%	24%	28%		
Not Useful	27	4	21	2	3	3	21	12	3	9	3	17	10	25	1	12	15	12	10	12	11		
	17%	4%	44%	11%	6%	5%	44%	28%	7%	17%	13%	16%	20%	21%	3%	15%	19%	17%	13%	14%	17%		
Unsure	2	0	2	0	0	0	2	1	1	0	0	2	0	2	0	1	1	0	2	2	0		
	1%	0%	4%	0%	0%	0%	4%	2%	2%	0%	0%	2%	0%	2%	0%	1%	1%	0%	3%	2%	0%		

CITY OF MCMINNVILLE 2021 Revenue Survey

If the levy passes, maintenance work hours for Parks work that keeps City parks clean, green, and maintained would be restored

	Total	Initial Response			Voter Type			Utility Reaction					Voter Frequency		Home Ownership		Gender		Age			Education	
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad		
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65		
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Very Useful	91	66	13	12	42	35	13	26	26	23	16	63	28	62	28	51	38	36	52	53	38		
	57%	71%	27%	63%	82%	60%	27%	60%	62%	44%	70%	58%	55%	53%	72%	64%	49%	51%	66%	60%	58%		
Somewhat Useful	49	26	17	6	8	23	17	10	10	22	7	33	16	39	8	20	28	23	21	24	20		
	31%	28%	35%	32%	16%	40%	35%	23%	24%	42%	30%	30%	31%	33%	21%	25%	36%	33%	27%	27%	31%		
Not Useful	20	1	18	1	1	0	18	7	6	7	0	13	7	16	3	9	11	11	6	11	7		
	12%	1%	38%	5%	2%	0%	38%	16%	14%	13%	0%	12%	14%	14%	8%	11%	14%	16%	8%	12%	11%		

CITY OF MCMINNVILLE 2021 Revenue Survey

If the levy passes, the City would be able to continue providing the type of youth recreation programs it was providing prior to the pandemic. If it does not pass, some programs would not be restored

	Total	Initial Response			Voter Type			Utility Reaction					Voter Frequency		Home Ownership		Gender		Age			Education	
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad		
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65		
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Very Useful	80	56	14	10	32	31	14	20	22	25	13	54	26	58	21	41	36	39	38	44	36		
	50%	60%	29%	53%	63%	53%	29%	47%	52%	48%	57%	50%	51%	50%	54%	51%	47%	56%	48%	50%	55%		
Somewhat Useful	52	27	19	6	11	22	19	13	14	19	6	31	21	37	12	21	31	18	29	29	18		
	32%	29%	40%	32%	22%	38%	40%	30%	33%	37%	26%	28%	41%	32%	31%	26%	40%	26%	37%	33%	28%		
Not Useful	24	9	14	1	8	2	14	10	5	7	2	21	3	20	4	15	9	12	10	12	10		
	15%	10%	29%	5%	16%	3%	29%	23%	12%	13%	9%	19%	6%	17%	10%	19%	12%	17%	13%	14%	15%		
Unsure	4	1	1	2	0	3	1	0	1	1	2	3	1	2	2	3	1	1	2	3	1		
	2%	1%	2%	11%	0%	5%	2%	0%	2%	2%	9%	3%	2%	2%	5%	4%	1%	1%	3%	3%	2%		

CITY OF MCMINNVILLE 2021 Revenue Survey

If the levy passes, the City would continue supporting the Senior Center and related senior programs as it did prior to the pandemic. If it does not pass, resources for the center and related programs would be reduced

	Total	Initial Response			Voter Type			Utility Reaction					Voter Frequency		Home Ownership		Gender		Age			Education	
		Yes	No	DK	Yes	Fence Sitte No		Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad		
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65		
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Very Useful	92	64	13	15	40	37	13	25	24	28	15	62	30	62	29	54	36	36	52	54	36		
	57%	69%	27%	79%	78%	64%	27%	58%	57%	54%	65%	57%	59%	53%	74%	68%	47%	51%	66%	61%	55%		
Somewhat Useful	47	24	20	3	9	17	20	11	14	16	6	31	16	36	9	16	30	24	18	21	22		
	29%	26%	42%	16%	18%	29%	42%	26%	33%	31%	26%	28%	31%	31%	23%	20%	39%	34%	23%	24%	34%		
Not Useful	21	5	15	1	2	4	15	7	4	8	2	16	5	19	1	10	11	10	9	13	7		
	13%	5%	31%	5%	4%	7%	31%	16%	10%	15%	9%	15%	10%	16%	3%	12%	14%	14%	11%	15%	11%		

CITY OF MCMINNVILLE 2021 Revenue Survey

ASK ONLY OF THOSE WHO ARE 'NO' OR 'DON'T KNOW' IN Q5A: Now that you have been provided with this information, if the election were held today, would you vote 'yes' for the City of McMinnville's levy or 'no' against the levy?

	Total	Initial Response			Voter Type			Utility Reaction			Voter Frequency			Home Ownership		Gender		Age		Education		
		No	DK	Fence Sitte No	Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad				
Total	67	48	19	16	48	18	21	20	8	45	22	51	14	32	34	31	29	42	20			
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			
Yes, for the levy	19	9	10	9	9	4	8	3	4	12	7	12	7	11	7	11	8	14	5			
	28%	19%	53%	56%	19%	22%	38%	15%	50%	27%	32%	24%	50%	34%	21%	35%	28%	33%	25%			
No, against the levy	39	38	1	1	38	12	11	15	1	25	14	33	4	17	22	18	17	23	13			
	58%	79%	5%	6%	79%	67%	52%	75%	12%	56%	64%	65%	29%	53%	65%	58%	59%	55%	65%			
Don't know	9	1	8	6	1	2	2	2	3	8	1	6	3	4	5	2	4	5	2			
	13%	2%	42%	38%	2%	11%	10%	10%	38%	18%	5%	12%	21%	12%	15%	6%	14%	12%	10%			

CITY OF MCMINNVILLE 2021 Revenue Survey

IF YES IN Q5A: Now that you have been provided with this information, how strong is your support for the levy? Would you say you are very confident, somewhat confident, or not confident that you will vote for this levy when it is on the ballot?

	Total	Initial Resp			Voter Type			Utility Reaction			Voter Frequency			Home Ownership		Gender		Age		Education		
		Yes	Yes	Fence Sitte	Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad				
Total	93	93	51	42	25	21	32	15	64	29	66	25	48	43	39	50	46	45				
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%				
Very confident	63	63	49	14	16	13	22	12	45	18	45	16	35	27	22	38	30	32				
	68%	68%	96%	33%	64%	62%	69%	80%	70%	62%	68%	64%	73%	63%	56%	76%	65%	71%				
Somewhat confident	29	29	2	27	9	7	10	3	19	10	20	9	13	15	17	11	16	12				
	31%	31%	4%	64%	36%	33%	31%	20%	30%	34%	30%	36%	27%	35%	44%	22%	35%	27%				
Not confident	1	1	0	1	0	1	0	0	0	1	1	0	0	1	0	1	0	1				
	1%	1%	0%	2%	0%	5%	0%	0%	0%	3%	2%	0%	0%	2%	0%	2%	0%	2%				

CITY OF MCMINNVILLE 2021 Revenue Survey

In your opinion, do you consider the utility fee approach to raise revenue necessary to maintain City services to be better, worse, or about the same as the local option levy approach?

	Total	Initial Response			Voter Type			Utility Reaction			Voter Frequency			Home Ownership		Gender		Age		Education		
		Yes	No	DK	Yes	Fence Sitte No	Better	Same	Worse	Unsure	Every	Some	Own	Rent	Female	Male	Under 65	65+	No col deg	Col grad		
Total	160	93	48	19	51	58	48	43	42	52	23	109	51	117	39	80	77	70	79	88	65	
	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
Better	43	25	15	3	11	16	15	43	0	0	0	29	14	34	9	23	18	22	19	23	18	
	27%	27%	31%	16%	22%	28%	31%	100%	0%	0%	0%	27%	27%	29%	23%	29%	23%	31%	24%	26%	28%	
About the same	42	21	14	7	10	17	14	0	42	0	0	26	16	27	13	19	22	20	18	26	13	
	26%	23%	29%	37%	20%	29%	29%	0%	100%	0%	0%	24%	31%	23%	33%	24%	29%	29%	23%	30%	20%	
Worse	52	32	17	3	20	14	17	0	0	52	0	38	14	39	12	22	30	21	29	29	23	
	32%	34%	35%	16%	39%	24%	35%	0%	0%	100%	0%	35%	27%	33%	31%	28%	39%	30%	37%	33%	35%	
Unsure	23	15	2	6	10	11	2	0	0	0	23	16	7	17	5	16	7	7	13	10	11	
	14%	16%	4%	32%	20%	19%	4%	0%	0%	0%	100%	15%	14%	15%	13%	20%	9%	10%	16%	11%	17%	



CITY OF MCMINNVILLE
FINANCE DEPARTMENT
230 NE SECOND STREET
MCMINNVILLE, OR 97128
503-434-7301

www.mcminnvilleoregon.gov

Audit Presentation

DATE: May 4, 2021
TO: Mayor and City Councilors
FROM: Jennifer Cuellar, Finance Director
SUBJECT: Audit Presentation by Merina and Company

FY20 Audit documents for both City Council and Urban Renewal Agency are found below.

- [City of McMinnville 20 \(City of McMinnville \[6/30/2020\] \(In Process\)\) \(mcminnvilleoregon.gov\)](#)
- [City of McMinnville UR 20 \(City of McMinnville \[6/30/2020\] \(In Process\)\) \(mcminnvilleoregon.gov\)](#)



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

STAFF REPORT

DATE: May 11, 2021
TO: Mayor and City Councilors
FROM: Chuck Darnell, Senior Planner
SUBJECT: Resolution No. 2021-27: Adoption of City Center Housing Strategy Final Report

STRATEGIC PRIORITY & GOAL:



HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)
Create diverse housing opportunities that support great neighborhoods.

OBJECTIVE/S: Collaborate to improve the financial feasibility of diverse housing development opportunities

Report in Brief:

This is the consideration of Resolution No. 2021-27, a resolution adopting the City Center Housing Strategy Final Report, which will provide direction for future City and Urban Renewal Agency actions to further support and incentivize opportunities for housing development in the city center area. The resolution will be considered by the McMinnville City Council in their role as City Council and also acting in their role as the McMinnville Urban Renewal Agency.

Background:

In 2019 and 2020, the Planning Department and the McMinnville Urban Renewal Advisory Committee (MURAC) partnered to fund and complete the City Center Housing Strategy (CCHS) project. The overall purpose of the CCHS project was to create a strategy to potentially increase and incentivize more housing within the city center and the surrounding areas where there may be capacity for additional housing opportunities. A Project Advisory Committee (PAC) was formed to oversee and provide guidance on the project. The PAC included all MURAC members, as well as other community representatives including a representative from the McMinnville Downtown Association, MEDP, City Council, Planning Commission, and Historic Landmarks Committee.

The major tasks of the CCHS project were as follows:

- Identify desired housing types appropriate to the city center context that meet needs across the income spectrum.
- Evaluate existing development code and policy documents to determine barriers to housing.
- Analyze existing housing market conditions and development forecast including market conditions, housing stock, property values, and development costs to evaluate opportunities for city center housing.

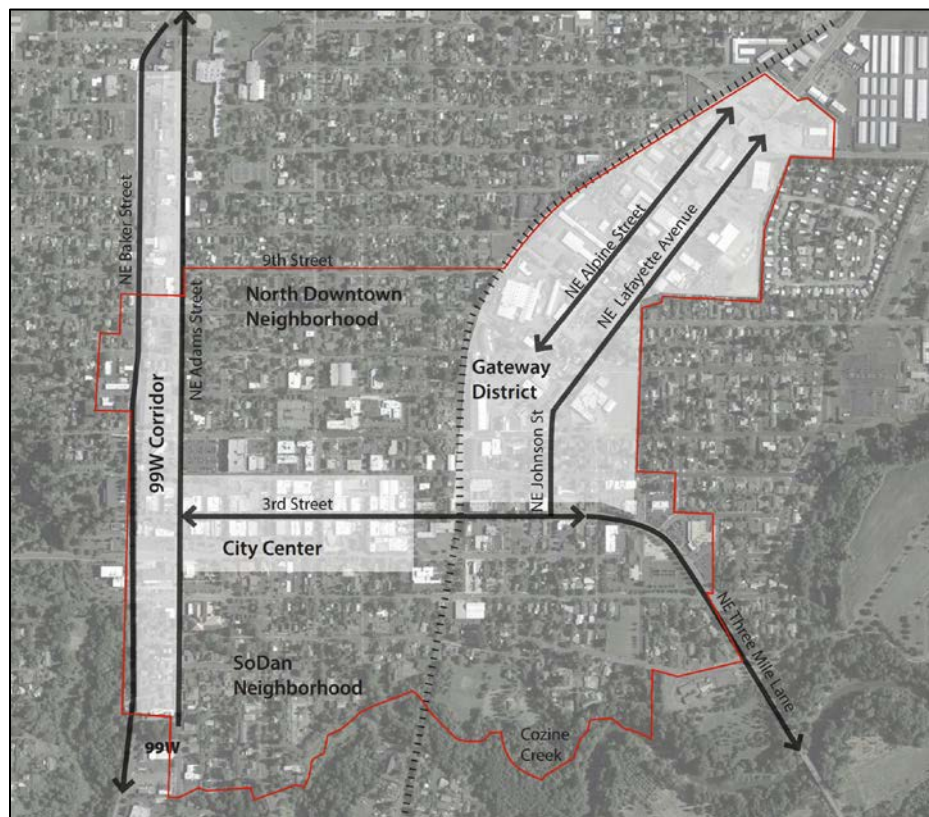
- Formulate two pilot projects on specific opportunity sites that could serve as catalysts for continuing the revitalization of downtown, including side streets and the NE Gateway District.
- Synthesize findings into a creative and straightforward implementation strategy.

The PAC met four times over the course of the CCHS project and provided guidance to the project consultant, Urbsworks, Inc, on the development of the CCHS final report. The CCHS final report culminates with an Action Plan that contains individual actions that the City or the Urban Renewal Agency could follow to further support the creation of additional housing opportunities in the city center area.

At the final PAC meeting in May 2020, the PAC had directed staff to complete more research on some of the proforma analysis completed as part of the project, as well as additional research into market conditions for housing in downtown areas in other comparable communities throughout Oregon. Due to staff workload and a need to focus staff time on other long range planning efforts, most notably the Urban Growth Boundary remand response, staff had put the project and the additional requested research on hold. More recently in March and April 2021, the CCHS was brought back to MURAC and the PAC for discussion and clarification on how to move the project forward. Following further discussion, MURAC moved to recommend that the City Council and Urban Renewal Agency adopt the City Center Housing Strategy final report by resolution, with a caveat that all of the proforma analysis within Exhibit E of the final report was not found to be entirely consistent with local McMinnville market conditions.

Discussion:

The CCHS project area included the existing Urban Renewal District boundary, as well as the higher density residential zones to the north and south of the downtown core area. A map identifying the CCHS project area is provided below:



Attached to this staff report is the City Center Housing Strategy (CCHS) final report, which was recommended by MURAC to be adopted by the City Council and Urban Renewal Agency by resolution. The purpose of the adoption of the CCHS final report will be to provide direction for the applicable City departments, committees/commissions, and agencies to move forward with implementing the individual actions within the Action Plan and incorporating those tasks into their individual workplans.

Staff provided a more detailed presentation on the CCHS final report at a recent Council work session meeting on April 21, 2021, but below is a brief overview of the document and its major components.

The CCHS final report is organized into two parts, as follows:

- Part One (Introduction and Vision) contains the following:
 - Overview of the project including the purpose, study area boundary, and community engagement.
 - City's existing vision and goals around housing, historical context of McMinnville, housing need, and policy context around housing.
 - Summary of input from focus groups and project advisory committee (PAC) meetings.
- Part Two (Strategy) contains the following:
 - Overview of steps to the action plan.
 - Housing types envisioned for the city center and an overview of the different downtown context areas.
 - Overview of financial feasibility tests and outcomes.
 - Overview of two selected pilot projects.
 - Summary of regulatory and non-regulatory barriers.
 - Recommended actions for achieving the desired housing in the city center, including an action plan with regulatory and non-regulatory steps.

The CCHS final report culminates with an Action Plan that contains individual actions that the City or the Urban Renewal Agency could follow to further support the creation of additional housing opportunities in the city center area. The Action Plan is focused on the following four categories:

- Remove barriers to desired housing in the city center.
- Provide incentives and support to desired development.
- Improve street character, connections, and walkability.
- Align enforcement and programming efforts with the city's housing goals.

A summary table identifying all of the actions within the Action Plan is provided below (please note that the CCHS final report has more detail for each of the individual actions on pages 33-40):

Action Plan

	Regulatory	Non Regulatory	Proposed Action
1.0 Remove barriers to desired housing in city center			
1.1	x		Remove density requirements*
1.2	x		Reduce residential parking minimums*
1.3	x		Extend the parking reduction area*
1.4	x		Revise parking lot standards for small scale development*
1.5	x		Permit townhouses in C3 zone*
1.6	x		Permit or conditionally permit SROs*
1.7	x		C3-specific setbacks for multi-family residential*
1.8	x		Residential-specific design standards*
2.0 Provide incentives and support to desired development			
2.1		x	City-led pilot projects in partnership with developer*
2.2		x	Subsidy gap financing from Urban Renewal funds
2.3		x	Evaluate SDC costs
2.4		x	Property Acquisition and Reduction of Land Costs
2.5		x	Fast-track system for permitting
2.6		x	Small-scale developer bootcamp
2.7		x	Developer guidebook of financial assistance
2.8		x	Developer Tours
3.0 Improve street character, connections, and walkability			
3.1		x	Improvements to 2nd and 4th streets
3.2		x	Streetscape improvements to Adams and Baker
3.3		x	Improvements to Lafayette
3.4		x	Strengthen connections between Alpine District + 3rd St
3.5		x	Continue façade improvement program
3.6		x	Free design assistance application
3.7		x	Urban open space network to support downtown housing
4.0 Align enforcement and programming efforts with City's housing goals			
4.1		x	Evaluate short term rental regulations
4.2		x	Transportation modeling of the city center
4.3		x	Parking management plan / shared parking plan
4.4		x	Review of school capacity and other public services

* Being addressed as part of the City Center Housing Strategy

Attachments:

- Resolution No 2021-27 with City Center Housing Strategy Final Report Attached
- CCHS Final Report Appendix A: PAC and Focus Group Findings*
- CCHS Final Report Appendix B: Code Audit*
- CCHS Final Report Appendix C: Policy Analysis*
- CCHS Final Report Appendix E: Pro Forma Findings*
- CCHS Final Report Appendix F: Pilot Sites*

**Due to the size of the files, all of the appendices can be accessed from the link below (scroll down on the webpage to “Project Documents”).*

<https://www.mcminnvilleoregon.gov/planning/page/city-center-housing-strategy>

Fiscal Impact:

At this time there is no fiscal impact with the adoption of the City Center Housing Strategy.

Implementing some of the programs recommended in the Action Plan could incur a fiscal impact to both the City of McMinnville and the McMinnville Urban Renewal Agency.

Recommendation:

Staff recommends that the City Council, acting as both the McMinnville City Council and in their role as the McMinnville Urban Renewal Agency, adopt Resolution No. 2021-27 which would adopt the City Center Housing Strategy Final Report.

Suggested motion: “I move to adopt Resolution No. 2021-27”.

RESOLUTION NO. 2021-27

A Resolution adopting the City Center Housing Strategy Final Report.

RECITALS:

The City of McMinnville is committed to creating and expanding housing opportunities throughout the City, as identified in the MAC-TOWN 2032 Strategic Plan which includes "Housing Opportunities" as one of the City's strategic priorities, and more specifically, an objective to carry out that strategic priority of collaborating to improve the financial feasibility of diverse housing development opportunities; and

The McMinnville Planning Department included on its recent department work plans the concept for the City Center Housing Strategy project. The overall project purpose was to create a strategy to potentially increase and incentivize more housing within the city center area and the surrounding higher density residential zones where there may be capacity for additional housing opportunities; and

In 2019 and 2020, the McMinnville Planning Department secured the services of a consultant to assist in the City Center Housing Strategy project, and to develop the City Center Housing Strategy Final Report; and

The development of the City Center Housing Strategy Final Report was overseen by the McMinnville Urban Renewal Advisory Committee (MURAC) and a Project Advisory Committee (PAC), who provided feedback and guidance on the development of the project vision, overall strategy, and individual actions within the Action Plan that is the culmination of the City Center Housing Strategy Final Report; and

At the regular meeting of the McMinnville Urban Renewal Advisory Committee (MURAC) on April 7, 2021, MURAC and the Project Advisory Committee (PAC) recommended that the City Council adopt the City Center Housing Strategy Final Report; and

The adoption of the City Center Housing Strategy Final Report, and the Action Plan within it, will provide direction for the applicable City departments, committees/commissions, and agencies to move forward with implementing the individual actions within the Action Plan and incorporating those tasks into their individual workplans.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE, OREGON, ACTING AS THE COMMON COUNCIL AND ALSO ACTING IN THEIR ROLE AS THE MCMINNVILLE URBAN RENEWAL AGENCY BOARD, DO HEREBY RESOLVE:

1. That the City of McMinnville adopt the City Center Housing Strategy Final Report, as it is attached to this Resolution. The City Center Housing Strategy Final Report includes appendices, which due to their size are not attached to this Resolution, but are on file with the McMinnville Planning Department.

Adopted by the Common Council of the City of McMinnville and the McMinnville Urban Renewal Agency at a joint regular meeting held the 11th day of May, 2021 by the following votes:

Ayes: _____

Nays: _____

Approved this 11th day of May, 2021.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder



McMinnville City Center Housing Strategy

FINAL DRAFT
March, 2020





Acknowledgments

Project Advisory Committee (PAC)

- | | |
|----------------|------------------|
| Walt Gowell | John Dietz |
| Wendy Stassens | Scott Hill |
| Ossie Bladine | Jenny Berg |
| Kyle Faulk | Scott Cooper |
| Ed Gormley | Mark Davis |
| Peter Kircher | Kellie Menke |
| Kelly McDonald | Susan Dirks |
| Cassie Sollars | Roger Lizut |
| Marilyn Worrix | Mary Beth Branch |

City of McMinnville

- Chuck Darnell
- Heather Richards
- Tom Schauer
- Jamie Fleckenstein
- Mike Bisset

Consultant Team

- Urbsworks, Inc
- Marcy McInnelly
- Erika Warhus
- Pauline Ruegg

Table of Contents

4	Part One: Introduction and Vision
5	Project Purpose and Background
6	Community Engagement
6	Document Organization
7	Study Area Boundary
8	Strong Vision for Housing
8	Historical Context
9	Housing Need
10	Policy Context Around Housing
13	PAC and Focus Group Feedback
14	Part Two: Strategy
15	Steps to Action Plan
16	Housing Typologies
20	Context Areas
22	Example Sites
23	Development Feasibility
28	Pilot Projects
30	Existing Barriers
31	Action Plan

Appendices

A	PAC and Focus Group Findings
B	Code Audit
C	City Center Policy Analysis
D	Example Sites Summary
E	Proforma Summary
F	Pilot Project Analysis

Part One

Introduction and Vision



Project Purpose

The purpose of this document is to create a clear path forward for the city to achieve its goals for desired housing in the city center. It seeks to:

- » Identify desired housing types appropriate to the city center context that meet needs across the income spectrum.
- » Evaluate existing development code and policy documents to determine barriers to housing.
- » Analyze existing housing market conditions and development forecast including market conditions, housing stock, property values, and development costs to evaluate opportunities for city center housing.
- » Formulate two pilot projects on specific opportunity sites that could serve as catalysts for continuing the revitalization of downtown, including side streets and the NE Gateway District.
- » Synthesize findings into a creative and straightforward implementation strategy.
- » Create design and development standards to encourage desired housing types and ensure housing in the city center is compatible with existing character.

The work contained within this document culminates in an action plan that identifies specific steps the City of McMinnville and partner agencies can take to increase housing in the city center. This strategy explores both traditional and non-traditional solutions including policies, comprehensive plan amendments, code amendments, capitol projects, programs, and financial incentives. Collectively these actions create a clear path forward, grounded in the existing strengths of the city beloved by its residents.

Remove barriers to desired housing in city center	Provide incentives and support to desired development
Improve street character, connections, and walkability	Align enforcement and programming efforts with City Center Housing Strategy

Project Purpose

Background

As the Willamette Valley continues its growth in population, towns throughout the region are experiencing the flip side of expansion; as housing supply can't keep up with demand, prices are rising. McMinnville is proactively seeking to identify how the city can absorb and foster housing, including infill and higher density housing in the city center, while maintaining its existing quality of life and complementing its unique sense of place. Given average median incomes and the cost of construction, this is a challenge.

Over the course of 12 months beginning in March of 2019, city planning staff and a project advisory committee (PAC) worked collaboratively on developing the Central City Housing Strategy (CCHS). Objectives include:

- » Identify traits and unique characteristics of McMinnville to capture in recommendations
- » Describe and detail desired housing types the city would like to encourage
- » Conceptualize housing across the income spectrum
- » Determine the market for these housing types and potential costs to developers
- » Prioritize most effective amendments to encourage development
- » Evaluate financial impact of proposed code changes
- » Identify funding gaps and potential solutions to bridge
- » Build excitement and capacity with local developers to advocate for these housing types

Over the course of three overlapping phases, the project team addressed these objectives. During Phase 1 (Existing Conditions Analysis and Synthesis), the consultant team analyzed city policies, zoning, building code requirements, market studies, and recent development applications to identify barriers to development of desired housing types. The consultant team, in close coordination with city staff and the PAC, identified several opportunity sites on which to test the physical and financial feasibility of different forms of residential development.

Shifting to Phase 2 (Recommended Strategies and Prioritization), findings from Phase 1 were synthesized into a matrix of proposed housing types and prototypical sites. The consultant team took several of the proposed housing types and quantified their development potential in numbers of dwelling units, square footage, and number of parking spaces. Using three-dimensional graphic models

and financial feasibility tests, or pro formas, the consultant team measured the financial feasibility, affordability, and resulting building design against project objectives. These opportunities were then analyzed to better understand the financial impacts of regulatory barriers and identify the most effective zoning code changes.

During Phase 3 (Plan Development and Refinement) lessons learned were translated into an implementation strategy. This document summarizes these work products.

Community Engagement

Several groups have informed this work, providing feedback at critical junctures. The project advisory committee (PAC) is made up of members of the community including a number of representatives from the McMinnville Urban Renewal Advisory Committee (MURAC). Three PAC meetings were held over the course of the project, where members reviewed project findings and gave their feedback. The schedule below shows the overall project timeline and PAC involvement.

In addition to the PAC meetings, a series of focus groups were held at the beginning of the project. The consultant team and city staff met with developers, policy makers, and property owners to better understand the unique perspectives of housing from each group. Specific feedback from these meetings can be found on page 13 as well as part of Appendix A, PAC and Focus Group Findings.

Document Organization

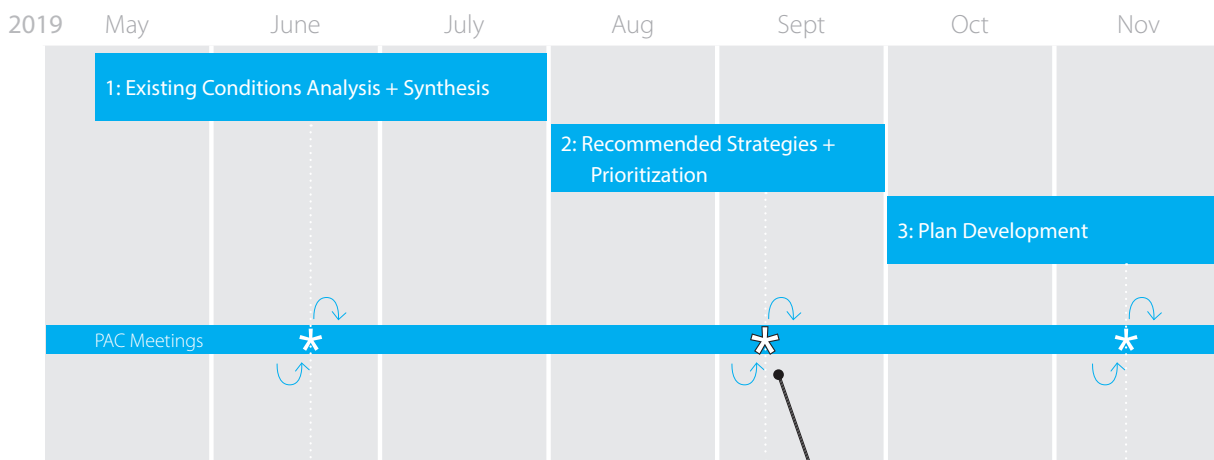
The document is organized into two parts.

Part One (Introduction and Vision) contains the following:

- » Overview of the project including the purpose, study area boundary, and community engagement.
- » City’s existing vision and goals around housing, historical context of McMinnville, housing need, and policy context around housing.
- » Summary of input from focus groups and project advisory committee (PAC) meetings.

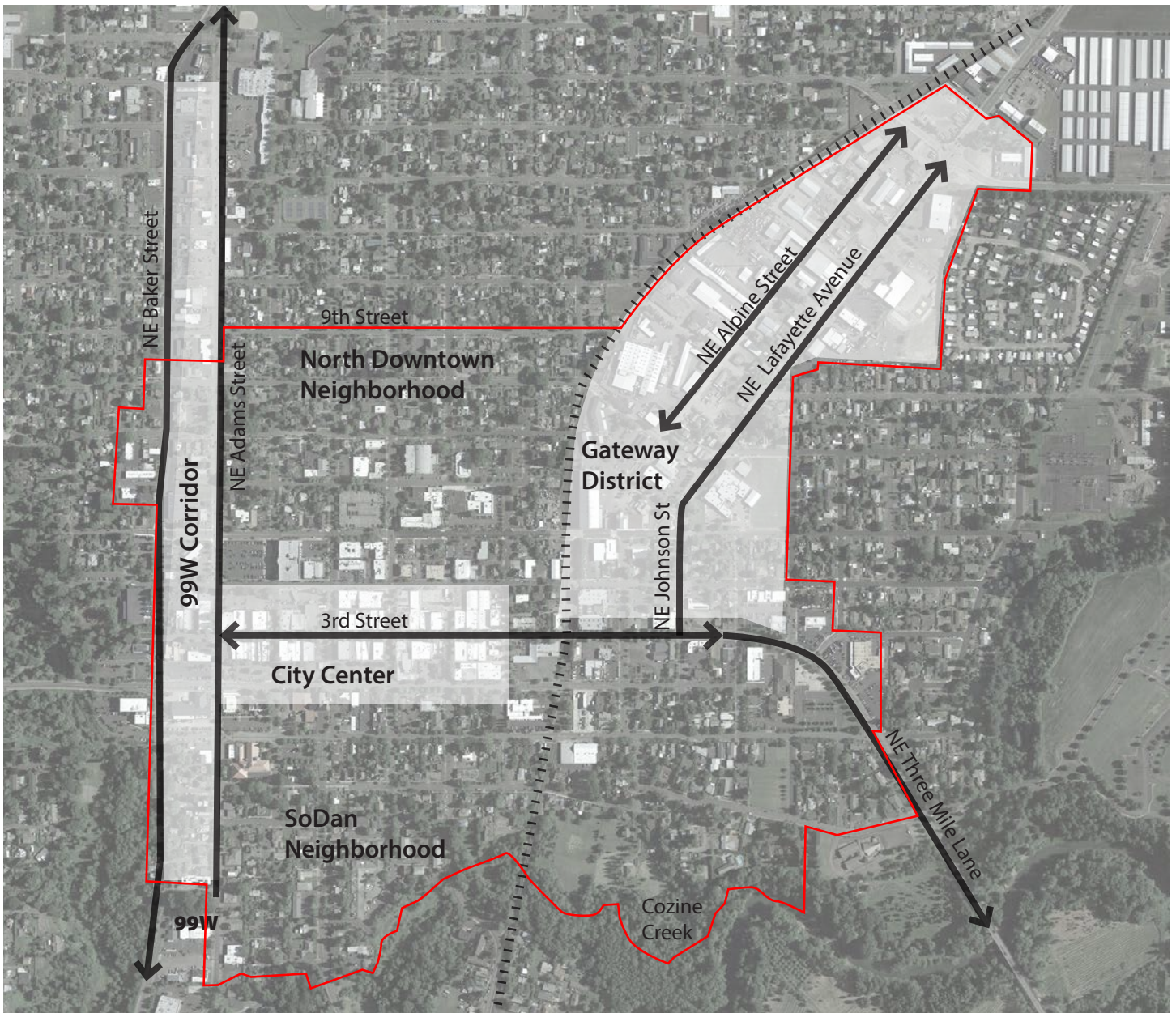
Part Two (Strategy) contains the following:

- » Overview of steps to the action plan.
- » Housing types envisioned for the city center and an overview of the different downtown context areas.
- » Overview of financial feasibility tests and outcomes.
- » Overview of two selected pilot projects.
- » Summary of regulatory and non-regulatory barriers.
- » Recommended actions for achieving the desired housing in the city center, including an action plan with regulatory and non-regulatory steps.



Project schedule

Feedback loop of PAC input at critical points during each phase.



City Center Study Area Boundary

The study area boundary for the Central City Housing Strategy is indicated in the map above (in red). While it contains the McMinnville Urban Renewal District (UR), its area extends outside the UR boundary. To the west the study area is bounded by the SE Adams/Baker couplet. To the south, the study area is bounded by Cozine Creek and the Yamhill River and encapsulates the SoDan neighborhood south of the city center. To the east, the study area roughly follows NE Lafayette Ave, extending to blocks to the east of this primary corridor in order to include the important intersection of NE Johnson Street and NE 3rd Street and the parcels containing St. James Catholic Church. The northern edge of the study area extends along NE Lafayette Ave and the railroad to capture the NE Gateway District and then along NE 9th Street encompassing the residential and commercial uses north of downtown.

Strong Vision for Housing

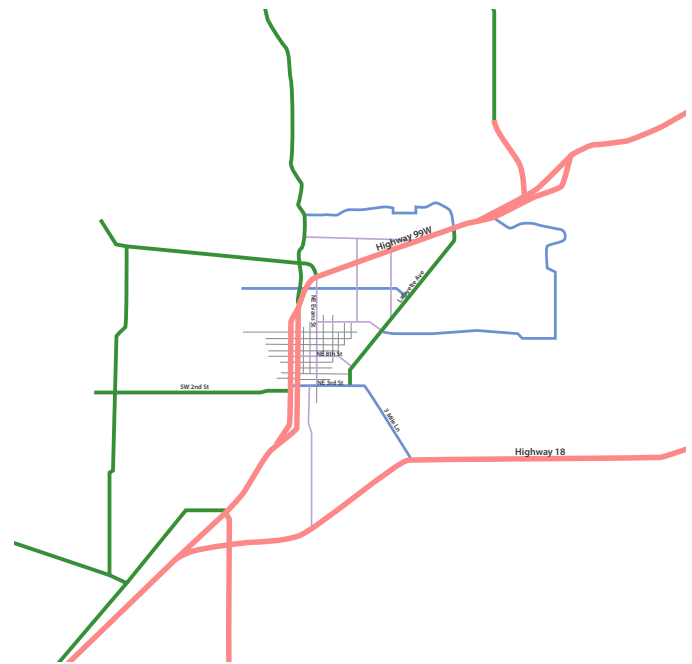
McMinnville has a clear vision for housing that is decades in the making. A robust and comprehensive set of policy documents bolster this vision. Together, these represent a clear direction, and the city center is an important component of that vision and direction. Building off its history, downtown is a logical location to accommodate growth. Supported by complete streets, transit infrastructure, and a range of uses, the city center presents a key opportunity to increase housing while diversifying types.

Historical Context

Founded as part of the stream of settlers traveling the Oregon Trail, McMinnville has a deep and rich history evident in the character of its central city. Beginning in 1844 with a claim from John Baker, McMinnville was located for agricultural production. Kalapuyan tribes, devastated by outbreaks of disease transmitted by European settlers, left the rich alluvial plains largely uninhabited. Additionally the Kalapuyan tribes had already cleared stands of trees, following a practice of seasonal burns. Other settlers followed John Baker, claiming large, plow-ready plots of land. The first homes and mills were built to support agriculture in the early 1850s as a small business district grew along 3rd Street. Early in its development, McMinnville's downtown was established as the central focus of the growing city.

Officially incorporated in 1876, McMinnville continued to grow. The establishment of a rail connection in 1880 and construction of additional grist mills attracted new residents. By 1894 the business district was taking shape, with brick buildings replacing earlier wooden structures and sidewalks laid down. Many of the iconic buildings found downtown today were built during the period spanning from the 1880s through the 1910s; these include the National Bank building, the Schilling Building, the Masonic Building, the Campbell Building, Hotel Elberton, Cooks Hotel, the Union Block Building, and the Wright Building among others. These brick buildings framed 3rd Street, establishing the street wall and rich detailed character evident today. A vibrant mix of uses located downtown, filling out the 200-foot by 200-foot block structure. An industrial district continued to grow alongside downtown. Mills and workers' cottages lined the Southern Pacific Railway extension. Today these buildings define the NE Gateway District.

Historically, residential uses were integrated with commercial uses; downtown shopkeepers lived above their stores while residents living in boarding houses and hotels were within easy walking distance of their jobs; small workers' cottages were built alongside mills. Detached single-dwelling residences sprouted up north and south of downtown, following the same 200 x 220 block pattern. Victorian and Queen Anne homes were built on large lots, set back from the street, framed by large open lawns and comfortable, tree-lined streets. These historic homes account for much of the current character of McMinnville's residential development. Only one historic example of a multi-dwelling can be found at 507 NE Davis Street; several older homes have since been converted into duplexes and triplexes. To house the post-WWII growth in population, more residential development arrived in the form of detached single-dwellings on smaller lots. These contemporary and ranch style homes can be found north and south of downtown.

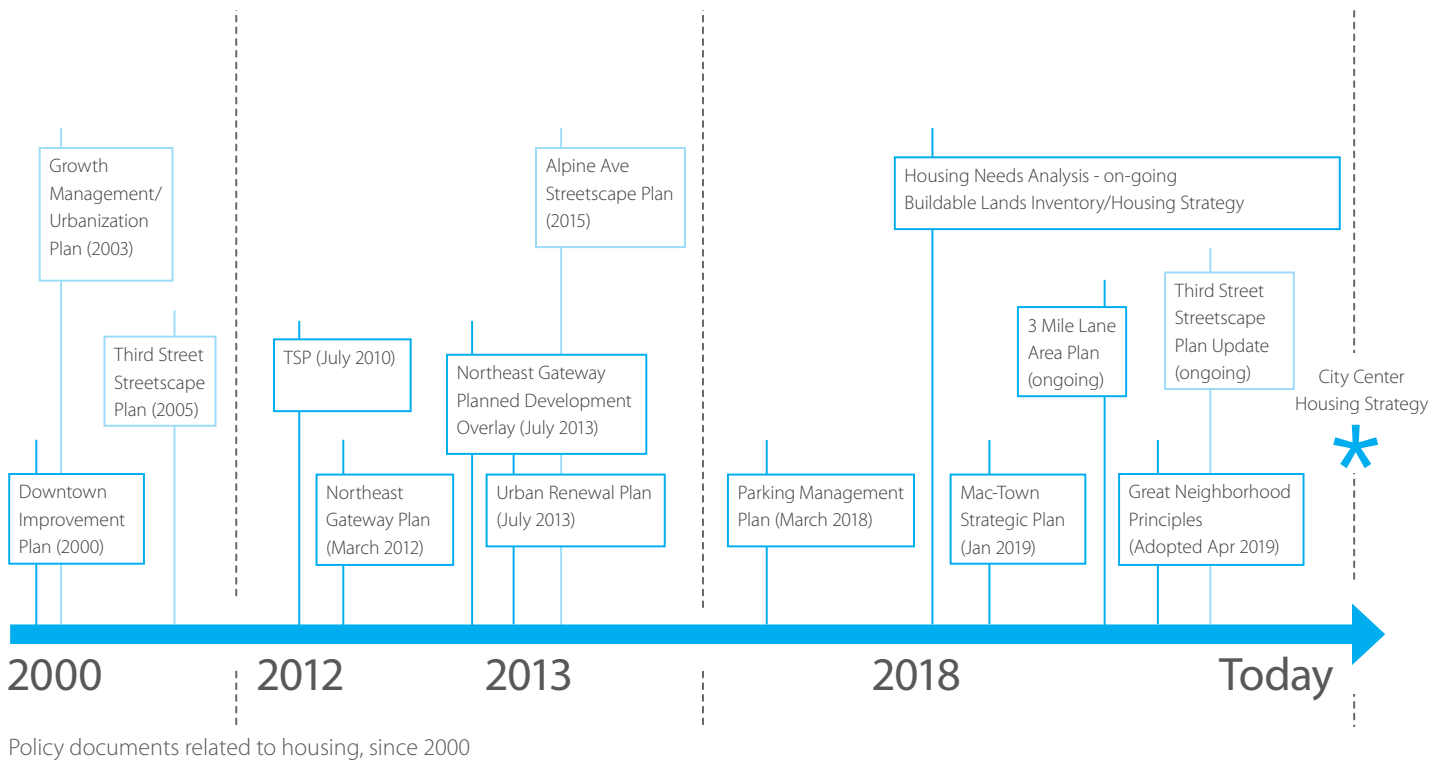


The city center in context

Housing Need

McMinnville is projected to grow by 12,000 people in the next twenty years. According to the recently completed Housing Needs Assessment (HNA), this translates into 4,424 new units. The city acknowledges that small-scale infill is not adequate to meet projected need. Nor is it desirable to continue to expand beyond the Urban Growth Boundary with detached single residences that occupy valuable farm land and natural resources. A strategy is needed to accommodate growth that uses a range of housing types across the city. Higher-density housing types are critical to addressing the forecasted need. Given its historic residential use, downtown is an appropriate location for higher density forms of housing.

The HNA states that there is an existing preference for detached single-dwellings, and housing price is the most important factor determining which types of housing residents choose. Today, according to the HNA, the median sales price is \$315,000 and continuing to increase; in 2012 the median home price was \$196,400. With lower incomes in comparison to Yamhill County and the State, McMinnville residents cannot continue to afford detached single-dwellings. In addition, there is a limited amount of housing product targeted at households earning more than \$100,000 per year. As a result, these higher-income households are purchasing “less housing” than they can afford. This exerts a downward pressure on the market. There is a real need to open the market to different products including cottages, townhomes, duplexes, triplexes, quadplexes, and multi-dwellings to increase housing choice and respond to identified need.



Policy Context Around Housing

Downtown is envisioned as a mixed-use district that builds off the historic core along Third Street. Existing plans, policies, and strategies address the many facets of increasing housing in the central city including land uses, transportation infrastructure, the public realm, parking, and the character and types of housing. Over the last several decades the city's policies have evolved. Taken together these documents provide the policy context guiding the development of the city center. In the summary that follows, potential areas of agreement or barriers are highlighted, and recommended changes supportive of the vision are cataloged in Part Two of this document.

As articulated in the Downtown Improvement Plan (2000), the central city is seen as a vital, mixed-use district that continues to be the focus of the community. The historic, high-quality buildings, relatively narrow streets, and urban-scaled blocks provide an identifiable character. A mix of uses and inviting streets attract people downtown and encourage walking. In order to remain competitive with residential development in other areas of the city, the central city's historic character should be the basis of any new development. New housing types should reflect the existing architectural context and patterns. Key to on-going development is building partnerships with community and governmental agencies. Since 2000, the city has fostered these partnerships and many actions identified in the action plan include these partners.

A large portion of centrally-located property along 4th Street NE is owned by the County. Multiple parcels



Downtown McMinnville today

along 2nd Street NE are owned by non-profits. Capital improvements along 2nd and 4th Streets NE and Adams/Baker Streets NE are critical, as are infrastructure improvement to 3rd Street NE. Development will infill along these primary corridors, and their development should match the high-quality pedestrian environment already established along 3rd Street NE.

While the Transportation System Plan (2010) supports the development of complete streets, current policy envisions the streets downtown more as means to move people through downtown. For example, 2nd Street NE is identified as a Major Collector. This may need to be revisited so that this street can become a mixed-use, pedestrian-friendly area with residences. Peak traffic should be distributed throughout the street network. Policy changes that acknowledge the increase in residents downtown will impact TSP assumptions. Mixed-use residential building types rely on a high-quality public realm and a balanced approach to vehicular traffic that prioritizes pedestrian environment and access. Achieving the correct balance will influence the decision of residents to choose a home in a more urban setting over an outlying detached dwelling in a more suburban setting.

Both the Downtown Improvement Plan and the TSP highlight the need for upgrades to Adams Street NE and Baker Street NE. This would make residential options more attractive in these blocks.

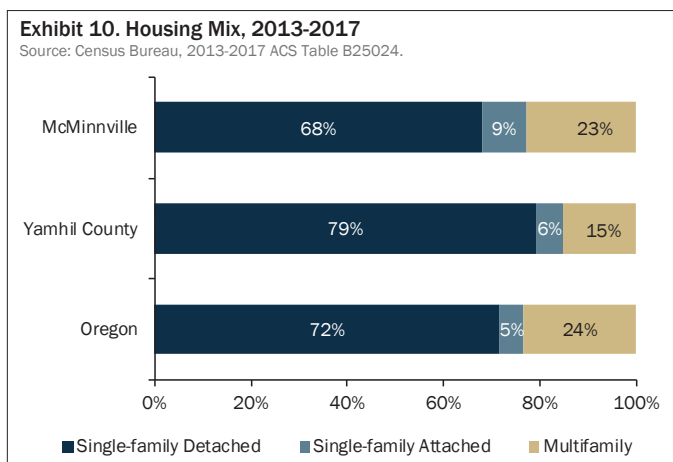
Expanding the vision for housing in the central city, the Northeast Gateway Plan (2012) established the concept for a new mixed-use district adjacent to downtown. Recent implementation of the Alpine Avenue Streetscape Plan created a new center of gravity to the east of downtown, and established a craft-workshop character that is complementary to the traditional downtown character. The Alpine Avenue area has attracted development energy, encouraged new routes of access, and brought interesting new kinds of streets and gathering places to the downtown.

The amended Comprehensive Plan designated this district as a new center for housing, and the adopted Planned Development Overlay (PDO) designated residential uses and development standards. The PDO adopted by the city in 2015 divided the District into three zones and retained the R-2, R-4 and C-3 zones while M-1 and M-2 zones were rezoned as either C-3 or M-L zones. Currently there is

limited housing in the district, but housing types that would be especially appropriate for this area include live/work rowhouses with studio and workshop space on the ground floor, and multi-story buildings with dwellings over ground-floor commercial. The existing PDO will need to be modified as the R-2, R-4, and C-3 zoning limit this type and density of development.

Urban Renewal is an important financial tool to support the objectives for increasing housing downtown.

Urban Renewal (UR) is an important financial tool to support the objectives for increasing housing downtown. Established in 2013, this vision for UR supports and recognizes the importance of both the central city and the NE Gateway District. Currently the boundary of the UR district does not include the County buildings along 4th Street NE. Potentially \$30 million in funds can be directed to capital projects or infrastructure projects. For example, improvements to 2nd Street NE could be funded through UR. Funds can also be used for technical and financial assistance for development and redevelopment, such as programs that improve facades as part of a redevelopment. The most recent use of UR funds to bridge the gap in development feasibility for the Atticus Hotel demonstrates how critical UR funds can be in encouraging and supporting desirable development. Low-interest loans, small grant programs, and gap financing for new construction are valuable tools to support the intentions of the CCHS.



Housing Mix 2013-2017, HNA

Critical to the success of housing downtown will be balancing the parking needs of various uses with the desired urban forms and density levels. The Downtown Strategic Parking Management Plan (2018) found through extensive field research that there is more than enough parking downtown currently. The existing supply is underutilized. Creative management practices include allowing different uses to share parking on a single site, residential permit zones in the neighborhoods surrounding downtown to offset spillover parking, and valet options for commercial and lodging uses downtown.

Together these parking management programs could ensure that the parking supply remains adequate even as more people move downtown. The public parking garage was cited as a major resource, possibly increasing off-site parking options. While the majority of parking is privately held (78%), no solutions were identified to more effectively share the large amount of surface parking behind commercial uses fronting 3rd Street NE. The city may consider amending the Zoning Ordinance language for off-street parking to encourage the use of shared parking. New shared use options might include allowing the owner of an existing lot to sell or lease their unused parking supply to other users downtown, including residents.

With the vision in place for where housing should be developed, a plan for infrastructure, and the funding mechanisms to support this growth, the city turned to identifying its housing need. The recently completed Housing Needs Analysis (HNA) identified a need for 4,424 units. The HNA defined three housing types and identified the need for each of those three types:

- » 55% Single-family detached – 2,433 units
- » 12% Single-family attached – 531 units
- » 33% Multi-family – 1,460 units

Additionally, demand for housing will not necessarily translate into development. Recent market research does indicate that while there is high demand for housing, few affordable or multi-dwelling projects are being constructed as they are not financially feasible. Given the lower median household income and higher than national average construction costs, the city needs additional measures in the CCHS to bridge this gap.

Anticipating this housing growth, the city co-developed its principles through a community dialogue to articulate the city’s values around what makes a great neighborhood.

Adopted in 2019, the Great Neighborhood Principles set the standard for new housing development; they address how to integrate housing that matches the strong existing city character. This set of 13 principles amends the city's Comprehensive Plan and are the starting point for the vision for the development of housing in the central city. The principals embodied in the GNP range from a vision for how natural features and scenic views should be preserved and shape the character of future development to the qualities of neighborhoods including pedestrian and bike networks, parks and open spaces, a mix of uses, and interconnected accessible streets. The principles most relevant to the CCHS study are found below.

Great Neighborhood Principles support housing opportunities for people and families with a wide range of incomes, and for people and families in all stages of life.

11. Housing for Diverse Incomes and Generations.

Great Neighborhoods provide housing opportunities for people and families with a wide range of incomes, and for people and families in all stages of life. A range of housing forms and types shall be provided and integrated into neighborhoods to provide for housing choice at different income levels and for different generations.

12. Housing Variety.

Great Neighborhoods have a variety of building forms and architectural variety to avoid monocultural design. Neighborhoods shall have several different housing types. Similar housing types, when immediately adjacent to one another, shall provide variety in building form and design.

The envisioned housing types for the city center should provide a range of housing forms and types to provide for housing choice and access across different income levels and generations. Different architectural building types will provide opportunities for flexibility and variety while still meeting the needs identified in the HNA. These housing types will support the continued development of the city center as a livable, healthy, social, safe, and vibrant neighborhood.

HNA Findings

Currently the city's housing stock is primarily single-family detached (68%) with smaller portions of multi-family (23%) and single-family attached (9%). This mix has remained fairly stagnant since 2000. Net densities remain relatively low: single-family detached (4.8 units/acre), single-family attached (12.3 units/acre), and multi-family (an average of 18.2 units/acre). 95% of homeowners live in single-family detached housing which indicates there may not be many other options available.

While there is a preference for single-family detached housing, housing price is the most important factor in housing choice. Incomes in McMinnville are lower than Yamhill County and State (\$50,299). Meanwhile the median sales price is \$315,000 and increasing at a higher pace than increases in household income, jumping from \$196,400 in 2012 to \$350,000 in 2019. Lower household incomes (50% of households made \$50,000 or less per year) indicate there is a real need for affordable housing options. Likewise, there is a deficit of housing targeted at households earning more than \$100,000 per year, which translates into pent up demand for higher-amenity housing that is exerting downward pressure on the middle-income housing market as higher income households purchase less housing than they can afford.

Over the next 40 years McMinnville's population will age, with people over the age of 65 coming to make up 28% of the city's population, increasing demand for housing suitable to elderly residents. This may translate to a need for more smaller single-family housing (attached and detached), multifamily units, and group housing. In order to meet the needs of these residents, McMinnville will need to increase its share of smaller, less costly homes. Smaller housing types are attractive to both elderly and Millennial populations. Surveys indicate that Millennials want affordable single-family homes in areas that offer transportation alternatives to cars. The preference for urban neighborhoods and town centers may increase demand for townhomes, rowhouses, and multifamily housing types.

An inventory identified the city center as the best option for providing higher density housing. Currently there is an inadequate range of options that allow residents of McMinnville to make decisions based on both preferences and needs. This opportunity/flexibility comes from planning for a range of housing and amending the Zoning Ordinance to ensure there are no barriers to this range of housing. The city needs to allow a wider range of housing types in single-family zones, ensure that sufficient land is zoned to allow attached and multi-dwelling housing types, and encourage residential development downtown, including through

Project Advisory Committee (PAC) and Focus Groups

In a series of listening sessions with focus groups and multiple meetings with the PAC, the consultant team asked for feedback on what type of housing they want to see in the city center as well as what barriers to development and incentives exist. These questions and responses are detailed below. In addition they have been incorporated into action items in Part Two of this document.

What type of housing is desired in the city center?

- » Housing for all groups of people at every end of the income spectrum
- » Maintain character of McMinnville
- » Senior and millennial housing that is low-maintenance
- » Housing that attracts retirees including upper-end condos
- » Places for young families
- » Small-scale infill in city center residential neighborhoods including Plexes and ADUs
- » Apartments similar to Village Quarter
- » Live/work spaces to foster artist community and support the Alpine District

What are the barriers and challenges to achieving the desired housing?

- » Market rate housing doesn't support financing
- » Meeting building code requirements is costly for existing older buildings, including fire/life/safety requirements
- » Existing historic buildings in disrepair are too expensive to rehabilitate
- » Parking requirements are high and take away from developable area
- » Short term rental projects are succeeding in lieu of long-term housing
- » Limited pool of developers experienced with larger-scale projects
- » Negative perceptions of "higher density housing"

Recap of Last PAC Meeting

City Center housing discussion



- » Housing need across the income spectrum for high-end housing and affordable housing
- » Small-scale infill in neighborhoods is important but cannot meet all of the housing need

Slide from PAC presentation

What are incentives for achieving desired housing?

- » Urban Renewal grants for gap financing
- » Waiving SDC charges
- » Public/private partnerships for large-scale projects
- » Inclusionary zoning bill will help implement a pilot program
- » Extend the downtown parking zone where parking requirements are waived
- » Managing shared downtown parking
- » Property tax relief or deferred property taxes
- » Incentivize dividing existing buildings into plexes rather than tear them down

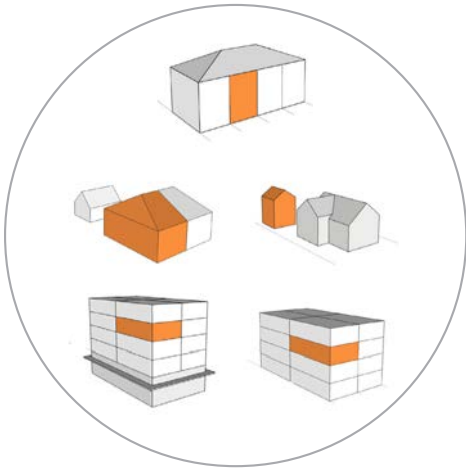
Part Two

Strategy



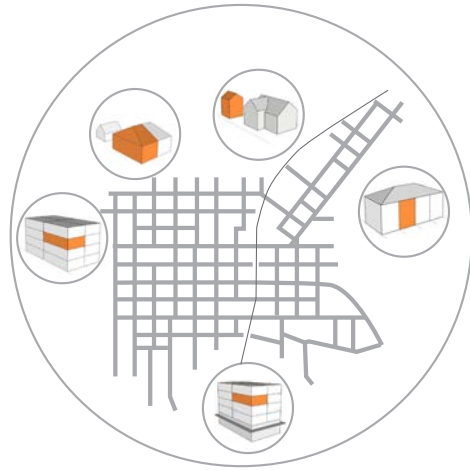
Steps to Action Plan

Before arriving at an action plan including regulatory and non-regulatory actions, a better understanding of opportunities and barriers was needed. A series of steps led to the action plan including studying appropriate contexts for housing types using example sites and financial feasibility of existing regulations. These steps are outlined below and described in greater detail in the pages that follow.



STEP 1: Identify housing types + context areas

Which housing types are most appropriate for the city center, and what are the characteristics of different areas?



STEP 2: Study key issues of example sites

Example sites in different city center contexts were studied to understand zoning challenges, regulatory barriers, and the most appropriate contexts for each housing type.



STEP 3: Test financial feasibility and pilot projects

Several sites were selected for pro forma testing of housing types to understand the impact of existing regulations. Pilot projects were used to test existing and proposed regulations in detail.



STEP 4: Action Plan

Based on findings from prior steps, recommendations were developed for regulatory and non-regulatory actions.

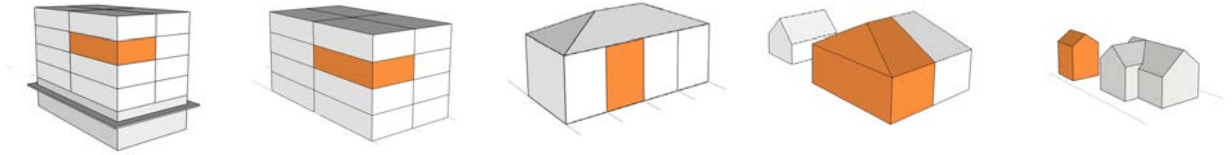
Introduction to Housing Typologies

Based on city goals, stakeholder focus groups, and committee input, five housing types were identified as the most desired and appropriate for the city center. They encompass a range of densities and are suited for different contexts within the City Center Study Area. The housing types vary in sizes and configuration and can appeal to different people with differing needs and household sizes.

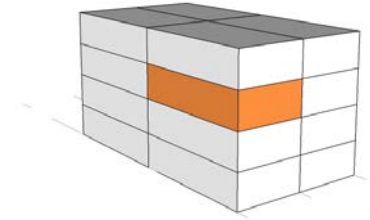
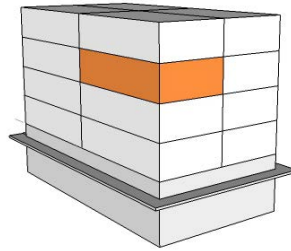
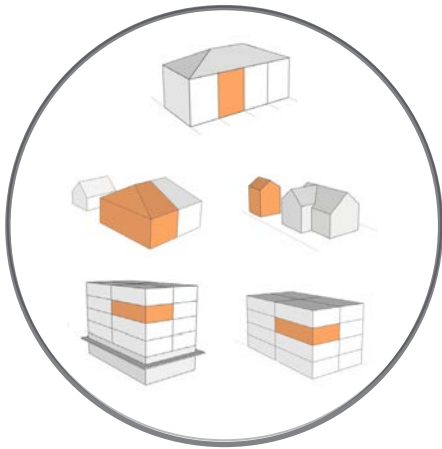
Pages 17 and 18 describe appropriate contexts by type and show a representative photo of each.

City center housing types include:

- » Residential above retail
- » Stand alone residential
- » Townhouse
- » Plexes (including duplexes, triplexes and quadplexes)
- » City center accessory dwelling units (ADUs)

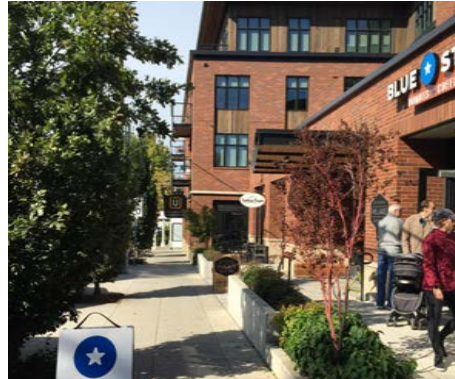


	Residential Above Retail	Stand-alone Residential	Townhouse (inc. Live/Work)	Plexes	CC Neighborhood ADU
Typical Density (units per acre)	10 - 200	10 - 200	18 - 25	15 - 72	Varies; increases the density of an existing lot
Typical Lot Width (feet)	Varies	Varies	20 - 35	25 - 80	Varies
Typical Lot Depth (feet)	Varies	Varies	90 - 110	90 - 110	Varies
Typical Lot (square feet)	7,200 - 320,000	7,200 - 320,000	1,800 - 3,500	2,000 - 8,000	5,000 - 9,000
Description	Mixed-use development with dwellings above ground-floor retail on a single lot. Typically, in the form of stacked flats. Units are usually rented but are sometimes sold as condominiums. Single Room Occupancies (SROs) are a variation of this type.	Multiple dwellings on one lot in the form of stacked flats or courtyard apartments arranged around a shared green space. Units are typically rented but are sometimes sold as condominiums. Single Room Occupancies (SROs) are a variation of this type.	Attached units, each on a separate lot, and each with its own entry from a public or share street or common area. Townhouse variation includes live/work units.	Multiple dwellings on one lot stacked or side-by-side. Rented or owned. Single Room Occupancies (SROs) are a variation of this type.	Small dwellings located on the same lot with a single dwelling. Units can be detached, above or instead of a garage, or attached to the primary dwelling.



STEP 1: Identify housing types and context areas

Which housing types are most appropriate for the city center, and what are the characteristics of different areas?



Residential Above Retail

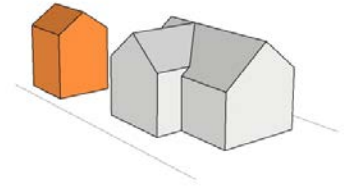
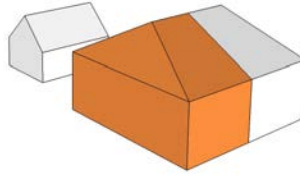
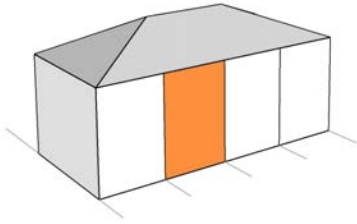
Residential above retail buildings can be up to seven stories high. Given their commercial uses and height these buildings are located primarily along prominent streets well-served by transit such as 3rd Street NE and adjacent side streets in the heart of the city center.

- » Height: Max. 80 feet
- » 4 – 7 stories
- » Uses: Ground floor retail or office space, upper floors include a combination of office and residential uses

Stand-Alone Residential

Stacked flats in a single building or groups of buildings. Units have shared parking and typically are accessed through a single, shared lobby. While buildings vary in size and design, they typically have large footprints and fit in the core of the city center or along major streets served by transit.

- » Height: 25 – 55 feet
- » 2 – 6 stories
- » Uses: Residential



Townhouse + Live/Work

Medium scale attached residential units each with their own entrance from a public or shared street. For live/work townhomes, the ground level is typically the business portion of the dwelling. Townhouses may be attached in groups of 4-6 together. Townhouses are appropriate in transition areas, such as between taller mixed-use buildings at the core of the city center, in creative light industrial neighborhoods such as the NE Gateway District, and at the edges of low and medium density residential neighborhoods.

- » Height: 35 – 45 feet
- » 2 – 4 stories
- » Uses: Residential, live/work possible on ground floor

Plexes

Plexes including duplexes, triplexes, and quadplexes and may be conversions from older single dwellings. They fit in nicely in existing low and medium density residential neighborhoods such north and south of the city center.

- » Height: 25 - 35 feet
- » 2 – 3 stories
- » Uses: Residential

City Center Neighborhood ADU

Small dwellings located on the same lot with a single dwelling. ADUs can be detached, above or instead of a garage, or attached to the primary dwelling. They fit best into low and medium density residential neighborhoods and provide infill options for existing single dwelling neighborhoods.

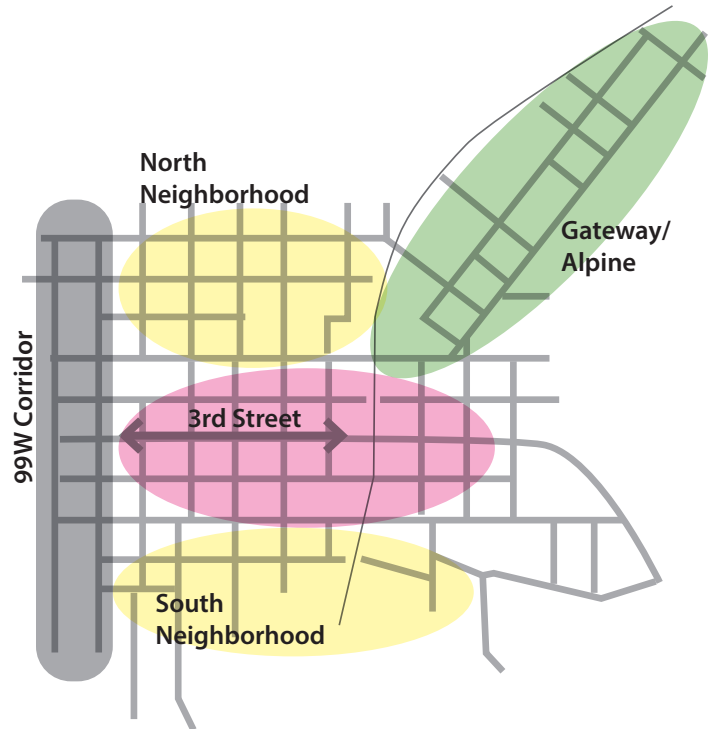
- » Height: 15 - 25 feet
- » 1 – 2 stories
- » Uses: Residential, live/work

City Center Context Areas

Within the City Center Study Area there are four sub-area contexts. Each context area has a distinctive character and specific housing types that are most appropriate. The context areas include:

- » 3rd Street – historic center of town with shops and restaurants clustered in the same area.
- » North and South residential neighborhoods – characterized by larger lots with single and multi-dwellings.
- » Gateway / Alpine District – area in transition from industrial to creative mixed-use.
- » 99W corridor – Heavy traffic and auto-oriented uses such as gas stations and car-related services.

The following page gives more detail to each context area.





3rd Street

3rd Street is the historic main street of McMinnville. It is a pedestrian-friendly thriving center of the city with day and nighttime activities serving tourists and residents alike. A history of mixed-uses and residences above retail makes this an ideal location for higher-density residential development.



N/S Neighborhoods

Neighborhoods to the north and south of downtown have larger lots, typically with single dwellings or lower intensity multi-dwellings. These neighborhoods are green and leafy with on-street parking, street trees, and generous setbacks.



Gateway / Alpine District

The NE Gateway District is northeast of 3rd street, and a ten minute walk from the heart of downtown. With recent streetscape improvements and a festival street design, Alpine Street and the Gateway District are attracting new development to this light industrial neighborhood. The district has a mix of small and very large lots, some empty and some with single story warehouses.



99W Corridor

The 99W couplet is directly to the west of the historic main street. As a major regional connection carrying high-volume traffic, it presents an east/west barrier to the city center. Surrounding development is auto-oriented.

Example Sites

A range of sites within the study area were analyzed by the consultant team to better understand existing standards, different context areas, and site-specific challenges and opportunities that exist throughout the study area. Example sites were studied for their property characteristics including lot size, existing zoning, allowable building envelope, permitted uses, and parking.

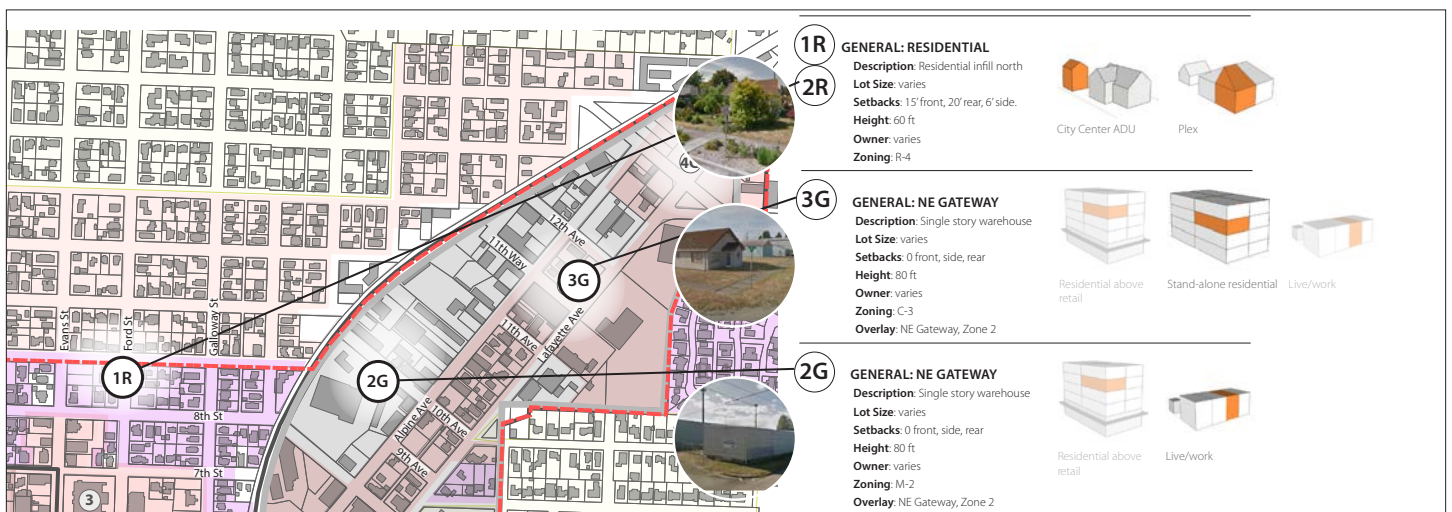
Each example site was studied for its particular context, and the most appropriate housing types were identified for each site. The team asked “which housing types work best on this site” and “are there any barriers to developing the desired housing type with current regulations.”

The team reached several conclusions through this process. Several desired housing types were not permitted in certain zones. For example, townhomes were not permitted in C-3 zone. Residential neighborhoods to the north and south of downtown were generally good locations for plexes and ADUs because the smaller scale massing and residential form is compatible with low to medium density residential neighborhoods. In areas with more mixed-use commercial and light industrial uses, stand-alone residential buildings, mixed-use developments, and live/work townhomes were identified as appropriate types. For detailed analysis of the example sites review, see Appendix D.



STEP 2: Study key issues of example sites

Example sites in different city center contexts were studied to understand zoning challenges, regulatory barriers, and the most appropriate contexts for each housing type.



Excerpt from the example sites studied as part of Appendix D.

Development Feasibility

Using the example sites as a guide, several prototype sites were tested for their development feasibility. While the prototypes are not site-specific, they have characteristics similar to example sites studied. Prototype sites were selected to accommodate a diverse set of housing types, to represent different character areas, and to represent different regulatory challenges. Prototypes include:

- » Mixed-use on a full block
- » Stand alone residential on a half-block
- » Rowhouse or Live/work on a quarter block.

These prototypes were 3D modeled and run through a pro forma analysis. Cascadia Partners used a new beta version of the Envision Tomorrow pro forma tool, calibrated for McMinnville. The pro forma analysis used industry standards for project performance and investment targets. See Appendix E for more details.



STEP 3: Test financial feasibility and pilot projects

Several sites were selected for pro forma testing of housing types to understand the impact of existing regulations. Pilot projects were used to test existing and proposed regulations in detail.

Sensitivity Testing

The sensitivity test takes a development prototype through a series of scenarios to measure the effect of different regulations on development feasibility. The sensitivity tests start with a base case using existing regulations. A series of changes to the existing policy are tested and these changes, or levers, show how costs can be reduced through a mix of regulatory and non-regulatory measures.

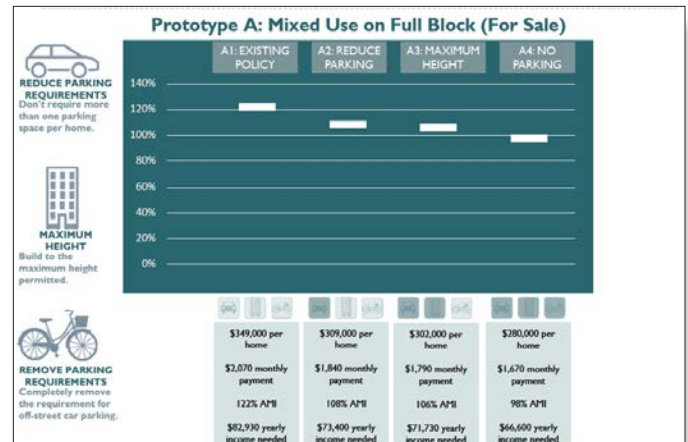
Some levers include:

- » Reduce SDC charges
- » Reduce required parking
- » Reduce dwelling unit size
- » Remove land costs
- » Maximize allowable development capacity (maximum height)
- » Remove all parking requirements

A variety of these levers were tested for a mixed-use building on a full block and a stand-alone residential building on a half block. When parking requirements are reduced to one space per unit and there is no parking requirement for retail/commercial, costs go down. Similarly, when the development capacity is maximized with an increase in height, the cost per unit drops; however, this increase in units also translates into a need for more parking spaces. Even at reduced levels of one space per unit, this increase in parking provided on site impacts feasibility. A middle ground can be achieved between maximizing building height and accommodating some parking. See details on page 25.

Note about parking assumptions:

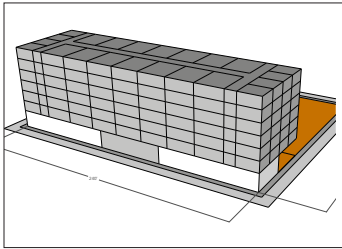
Surface parking was assumed for the pro forma testing, due to costs. Surface parking costs roughly \$5,000 per space while structured above ground parking costs approximately \$20,000 per space. Other types such as underground, mechanized, and internal are even more expensive. While options outside of surface parking are certainly worth considering, development costs would significantly increase.



Sensitivity testing using 3 levers: reduce parking, maximize development, and eliminate parking.

Maximize height

Build to the maximum height permitted and allow parking area to stay the same.



Least parking



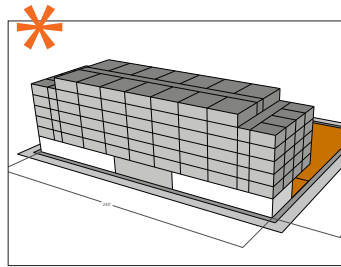
High square footage



Lowest cost

Reduced parking

See how much development is possible with a parking reduction to one space per unit and none for retail.



Medium parking



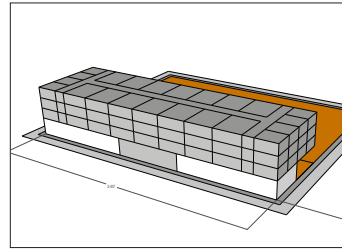
Medium square footage



Medium cost

Maintain parking

Build to maximum development potential based on existing parking standards.



Most parking



Low square footage



Highest cost

PARKING

There is less parking per unit as unit numbers go up.

FORM


The form is larger as the number of units increases.

COST

Greater number of units means more financially feasible units which may be more affordable

Finding the right balance for McMinnville

Pro forma testing shows that the most affordable project provides the least amount of parking and the largest form with the most units. Conversely, the least affordable project provides the most parking and has the smallest number of units and smallest form.

 A medium amount of parking can provide for a mid-range of units and moderate affordability. This might be the best solution because it may be politically supportable now and produces units that are within reach of certain mid-level Area Median Incomes (AMIs).

Development Prototypes and Test Results

Prototype A: Mixed-use Building on a Full Downtown Block

Three scenarios of Prototype A were tested. A1 shows development capacity using existing parking standards. A2 shows development capacity with a reduced parking ratio of one space per unit. A3 shows the maximum development capacity and allows the parking area to stay the same.

Preliminary findings: The mixed-use building cannot reach the maximum height permitted by zoning: On-site parking requirements limit development capacity before the building hits the maximum height allowed. Therefore, the building cannot provide as many dwelling units as the development standards (e.g., height and setbacks) would be expected to allow. For cost reasons the pro forma assumes parking is provided on the surface of the lot, surrounding the building (see above, Note about parking assumptions). As a result of these factors, unit costs were high.

To see if a larger number of units could be provided and costs per unit could be reduced, a second round of testing was conducted, which completely removed parking requirements (Prototype A4).

- » In scenario A4, even with the reduction in parking and maxing of height, the prototype remains expensive at 126% Area Median Income (AMI). While it's not affordable, the change does reduce the gap between construction costs and rents. This remaining gap may be able to be bridged with urban renewal funds.
- » Additionally the parking ratio of 0.95 spaces/unit seems more likely to be supported by City Council and the public given how close it is to 1 space/unit.

Prototype A: MU on Full Block

A1

Existing parking standards.

Max out development potential based on existing parking requirements.

A2

Reduced parking standards.

See how much development is possible with a parking reduction to one space per unit and none for retail.

A3

Maximum height.

Build to the maximum height permitted and allow parking area to stay the same.

McMinnville Prototype A3

BUILDING FORM		48,000 sf
Lot area		1.10 acres
Building Footprint		18,754 sf
Parking Footprint (Adjusted)		28,246 sf
Height		7 stories
Floor-area ratio		2.45 FAR

DEVELOPMENT PROGRAM		Gross	Net
Use			
Residential		102,965	92,668
Retail		8,315	5,683
Office		-	-
Industrial		-	-
Public		-	-
Educational		-	-
Healthcare		-	-
Commercial Parking		-	-
Structured Parking		-	-
Unstructured Parking		8,225	8,225

UNITS AND EMPLOYEES		132	120 /year
Housing Units			
Average unit size		793 sf	6 /unit
Employees		0	0 /year

PARKING & OPEN SPACE		125	0.00 /per unit
Residential			
Retail		-	- /1000 sq ft
Office		-	- /1000 sq ft
Industrial		-	- /1000 sq ft
Public		-	- /1000 sq ft
Educational		-	- /1000 sq ft
Healthcare		-	- /per room
Parking Structure		-	- /per room
Total parking spaces		125	
Landscaping and open space area		0%	

TOTAL COSTS		\$ (15,406,737)
Land Costs		\$ (924,960)
Hard Costs		\$ (16,519,398)
Residential		\$ (13,481,839)
Retail		\$ (1,160,990)
Office		\$ -
Industrial		\$ -
Public		\$ -
Educational		\$ -
Healthcare		\$ -
Hotel/Hotel		\$ -
Parking		\$ (1,898,623)
Soft Costs		\$ (2,000,798)
Other Costs		\$ (24,000)
Demolition Costs		\$ -
Site Development Costs		\$ (8,000)
Event/Field Remediation Costs		\$ -
Water Quality Controls		\$ -
Additional Infrastructure		\$ -

RENTS AND SALES PRICES		N/A	N/A /sf
Residential Unit Sales Price			
Residential Unit Rent		\$ 2,293	\$3.21 /sf
Retail Rent (off-year)		\$ 20,000	/sf (single unit)
Office Rent (off-year)		N/A	/sf (single unit)
Industrial (off-year)		N/A	/sf (single unit)
Hotel/Hotel (\$/night)		N/A	/ room / night

FINANCIAL PERFORMANCE		11.5%
Annual		
Cash-on-Cash (After Year 10)		11.5%
IRR on Project Cost (\$/Invested Return)		12.0%
IRR on Investor Equity (Leveraged Return Before Tax)		20.2%
Debt Service Coverage Ratio (Year 10)		1.64
Rate of 100 performance (Year 10)		103%

UNIT MIX		30%	30%	100%	100%
Home size (sf)					
1 bedroom	400	30%	100%	100%	
2 bedroom	800	30%	100%	100%	
3 bedroom	1200	30%	100%	100%	
Studio	375	40%	80%	100%	
Average	700	100%	100%	100%	

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Detailed proformas were run on each building prototype to inform the sensitivity test. See Appendix E.

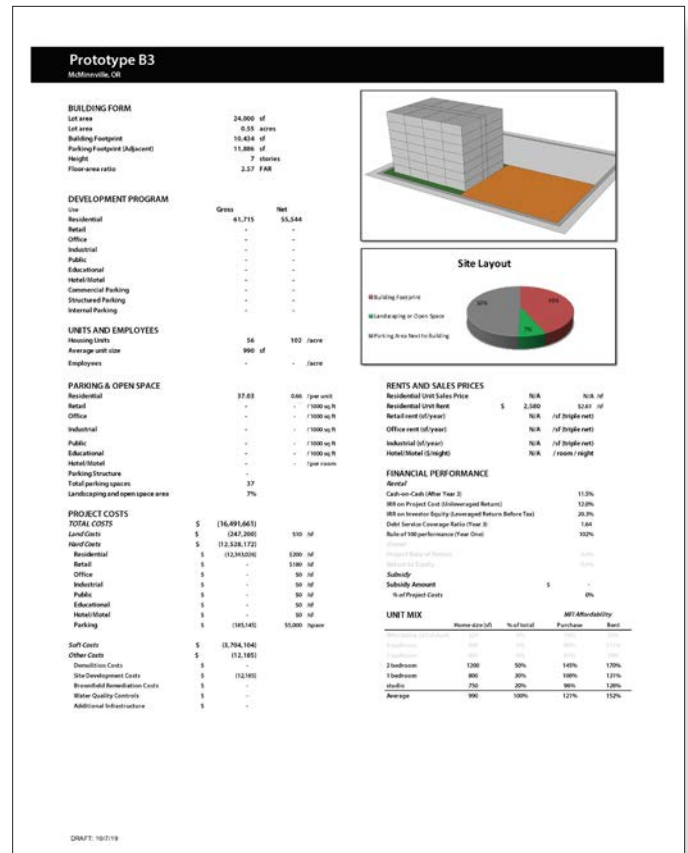
Prototype B: Stand-Alone Residential Building on a Half Downtown Block

Three scenarios of Prototype B were tested. B1 shows development capacity using existing parking standards. B2 shows development capacity with a reduced parking ratio of one space per unit. B3 shows the maximum development capacity and allows the parking area to stay the same.

Preliminary findings: Similar to Prototypes A1 through A3, the stand-alone residential buildings cannot reach the maximum height permitted by zoning because on-site parking requirements limit development capacity before the building reaches the maximum height allowed. As for Prototypes B1 through B3, unit costs were high.

A second round of testing was conducted, which reduced the home size square footage (B4).

- » For Prototype B, in scenario B4, while the reduction in unit sizes drops the unit cost to 85% AMI, the increase in units from 56 to 66 units is still challenging to park on-site, even with a further reduced parking ratio (below 0.66/unit). A parking ratio this low may not be feasible, but some parking supply may be managed off-site, through subsidizing parking in the City garage or other district parking management programs.



Detailed proformas were run on each building prototype to inform the sensitivity test. See Appendix E.

Pilot Projects

The purpose of the pilot projects is to test the development of housing on two actual sites in the city center. The immediate surrounding contexts of the sites helped determine which housing type was most appropriate. The consultant team, in coordination with the city and willing property owners, developed a distinct program for each site. Specific design responses were developed to further understand the needs and opportunities for each site.

The pilot projects allowed the consultant team and staff to test assumptions around financial feasibility, design, and current barriers to achieving the desired housing in the city center. The pilot projects are the precursor to identifying regulatory and non-regulatory barriers, and recommended actions.

The Fire Station block and the Cooperative Ministries block were established as the pilot projects. The following page provides a brief overview of each site. For a complete analysis of the pilot projects, see Appendix F.

Pilot projects provide an opportunity to test assumptions about current barriers and possible design and regulatory solutions using specific sites in the city center.





1

FIRE STATION



Description: City-owned property that may be available for redevelopment as the needs of the community have grown beyond the capacity of what the existing fire station can serve.

Lot Size: 200x220 ft

Setbacks: 0 front, side, rear

Height: 80 ft

Owner: City

Zoning: C-3

Overlay: Downtown Design

2

COOPERATIVE MINISTRIES



Description: Full city block owned by McMinnville Cooperative Ministries. The site has an existing church and shared parking lot.

Lot Size: 200x220 ft

Setbacks: 0 front, side, rear

Height: 80 ft

Owner: City

Zoning: C-3

Overlay: Downtown Design

Existing Barriers

The zoning code assessment attempts to pinpoint major issues caused by several zoning code problems acting in concert: While the zoning code permits a range of housing types, when they are subjected to the review procedures, parking requirements, minimum lot sizes and other requirements, dwellings such as townhomes or apartments are not feasible to build. In other words, a dwelling type or use may be permitted, and marked with a capital “P” in the land use table, but that does not mean it will be developed, even if it is popular, fulfills market demand, and there is land available. Additional building code issues present further barriers to financially feasible development downtown. Without amendments to fix these problems, McMinnville will be unable to achieve the vision of its Comprehensive Plan. Below are big picture results of the code assessment. Recommendations to improve the zoning code are presented in the action plan.

The following analysis highlights issues that may pose barriers to the proposed potential housing types in the city center. Based on our experience, we identified issues that affect the feasibility, affordability, and form of each of the potential housing types. Some of these issues may include parking requirements, alley availability, lot width, driveway access, site suitability, context appropriate adjustments for housing shape and size, issues with code definitions, design review, and administrative procedures.

Regulatory Issues

There are six zones found in the City Center Study Area. They are:

- » R-2– Single-Family Residential
- » R-4 – Multiple-Family Residential
- » O-R – Office-Residential
- » C-3 – General Commercial
- » M-1 – Limited Light Industrial
- » M-2 – General Industrial

A complete audit of the zoning code can be found in Appendix B. It includes a detailed simplified use and development standard tables. These tables distill many pages of text, lining up uses and standards in rows to make them easier to compare across different chapters of the code. From this comparison comes a clearer picture of the barriers to potential new housing types. Regulatory barriers are summarized below by category.

Some desired housing is not permitted or restricted

- » Townhouses are not permitted in C-3.
- » Single Room Occupancies (SROs) are not currently permitted in any zone.
- » While other housing types are permitted, they have requirements such as lot size that make them more restrictive in practice.
- » With a goal of providing a variety of housing types at a range of income levels throughout the city, existing minimum lot size requirements in some zones may not attract these possible housing types. Some housing types, such as tiny homes and rowhouses need less square footage than the minimum required lot size, making it difficult to achieve this variety in practice.

Density requirements conflict with city center goals

- » Density standards are low and encourage less-dense development not in keeping with the city’s vision.
- » Density is defined by the amount of space per family, an outdated measure that does not reflect household types nor accurately portray dwelling unit density.
- » C-3 is subject to R-4 density requirements.

Parking Issues

- » Parking lot design
- » Parking requirements are onerous. Additionally, the current parking zone that reduces or eliminates parking requirements is limited to the core of the city center. Other areas adjacent are still required to provide large amounts of parking.
- » Minimum parking requirements (2 spaces per unit on-site) are high for denser housing types and impact the development potential of lots and affordability of dwellings.

Design standards are geared towards commercial uses

- » Downtown design standards lack appropriate requirements for ground floor residential.

Review procedures are subjective

- » Review procedures and criteria for conditional uses are intensive and not clear and objective, increasing the time and cost of development and introducing a level of uncertainty for developers and builders. This impacts the potential for development of duplexes and rowhouses across all zones and more dense multi-dwelling in the R-4 zone.

Action Plan

The action plan lists regulatory and non-regulatory actions that will help the city achieve its desired goal for housing in the city center.

The action plan is organized by the following categories:

- » Remove barriers to desired housing in the city center
- » Provide incentives and support to desired development
- » Improve street character, connections, and walkability
- » Align enforcement and programming efforts with the city's housing goals



STEP 4: Action Plan

Based on findings from prior steps, recommendations were developed for regulatory and non-regulatory actions.

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Action Plan

	Regulatory	Non Regulatory	Proposed Action
1.0 Remove barriers to desired housing in city center			
1.1	x		Remove density requirements*
1.2	x		Reduce residential parking minimums*
1.3	x		Extend the parking reduction area*
1.4	x		Revise parking lot standards for small scale development*
1.5	x		Permit townhouses in C3 zone*
1.6	x		Permit or conditionally permit SROs*
1.7	x		C3-specific setbacks for multi-family residential*
1.8	x		Residential-specific design standards*
2.0 Provide incentives and support to desired development			
2.1		x	City-led pilot projects in partnership with developer*
2.2		x	Subsidy gap financing from Urban Renewal funds
2.3		x	Evaluate SDC costs
2.4		x	Property Acquisition and Reduction of Land Costs
2.5		x	Fast-track system for permitting
2.6		x	Small-scale developer bootcamp
2.7		x	Developer guidebook of financial assistance
2.8		x	Developer Tours
3.0 Improve street character, connections, and walkability			
3.1		x	Improvements to 2nd and 4th streets
3.2		x	Streetscape improvements to Adams and Baker
3.3		x	Improvements to Lafayette
3.4		x	Strengthen connections between Alpine District + 3rd St
3.5		x	Continue façade improvement program
3.6		x	Free design assistance application
3.7		x	Urban open space network to support downtown housing
4.0 Align enforcement and programming efforts with City's housing goals			
4.1		x	Evaluate short term rental regulations
4.2		x	Transportation modeling of the city center
4.3		x	Parking management plan / shared parking plan
4.4		x	Review of school capacity and other public services

* Being addressed as part of the City Center Housing Strategy

1.1 Remove density requirements

Density standards are low and do not permit development that would be consistent with the city's vision. The C-3 zone is currently subject to the standards of the R-4 zone for multi-family residential development, which specifies a minimum lot area per family. Denser development in a small core area of downtown is conditionally permitted, however, to achieve the desired goals of higher density housing for the city center, all density requirements should be removed within the study area. The allowed maximum build out of property would be based on building form, rather than lot-area per unit or dwelling unit per acre calculations. Parking requirements are more likely to limit density and define maximum building height, at least in the near future.

Lead: City of McMinnville

Partners:

1.2 Reduce residential parking minimums

Reduce residential parking minimums to one space per unit for downtown residential uses. Apply the reduced residential parking minimums to the City Center Housing Strategy Study Area.

Lead: City of McMinnville

Partners:

1.3 Extend the parking reduction area

Several parking reduction zones for commercial uses exist in the city center. In the heart of the city center, there are no parking requirements for commercial uses, while just to the north, there is only a fifty percent reduction. These parking reduction areas should be extended to include a larger area of the city center. Even while the parking reduction only applies to non-residential uses, enlarging the parking reduction area would support downtown housing by making mixed use buildings more feasible. The gateway district already has permissive commercial parking requirements; no off-street parking is required for non-residential units under 3,000 square feet.

Lead: City of McMinnville

Partners:

1.4 Revise parking lot standards for small scale development

Parking lot design requirements are onerous, especially for multi-dwellings that are small scale (8 units or less). Drive aisles and stall requirements are large and developers consistently request variances for narrower aisles. Right-sizing parking lot standards for small scale development is recommended, including allowing alternative parking configurations such as stacked parking.

Lead: City of McMinnville

Partners:

1.5 Permit townhouses in C3 zone

C-3 zone does not currently permit townhouses. Amend the zoning code to allow for this type within the entire C-3 zone.

Lead: City of McMinnville

Partners:

1.6 Permit or conditionally permit SROs

Single Room Occupancies are not currently permitted in the City of McMinnville. This housing type is recommended for inclusion in the City Center Housing Strategy Study Area . SROs are very small apartments that share some facilities such as kitchens and bathrooms. Permitting such a housing type creates very affordable options for the community and helps to balance housing needs across the income spectrum.

Lead: City of McMinnville

Partners:

1.7 C3-specific setbacks for multi-family residential

Setbacks are limiting for C-3 properties outside of the downtown design area because they are subject to the setback standards of the R-4 zone. This includes a 15-foot front setback. In a city center context, this isn't appropriate.

Lead: City of McMinnville

Partners:

1.8 Residential-specific design standards

Buildings within the downtown design overlay area are required to maintain a zero setback from the property line, with exceptions allowed for plazas, courtyards, dining space, or rear access for public pedestrian walkways. Current design requirements are targeted toward commercial ground floor uses and do not take into account the need for design standards of ground floor residential uses. Amend the zoning code to add provisions for vertical and/or horizontal separation compatible with residential uses. This amendment would allow for porches, stoops and terraces to give ground floor units privacy, and a modest setback from the edge of the sidewalk. Consider amending the zoning code to remove limitation of two stories on corner lots.


Lead: City of McMinnville

Partners:

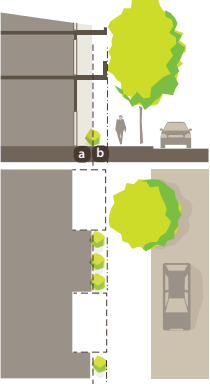


Example of Action 1.8: In a more urban context where entrances to residences could be close to the sidewalk, a partially open fence and landscaping creates layers of private to public space.

Front Yard

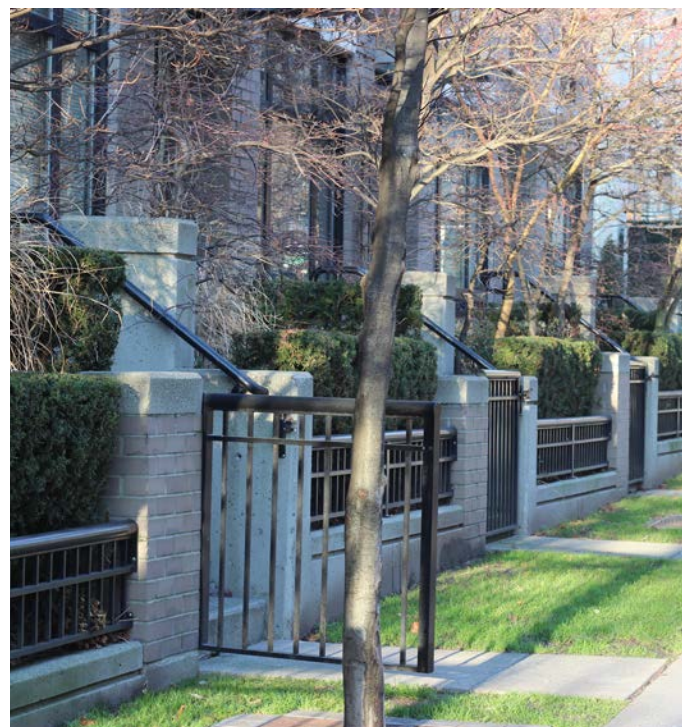


Gateway zone is created by projecting bays on either side of the entry, while a balcony above provides rain protection on the ground level.



Type 2 Front Yard (Urban Type)			
Zone	Requirement	Intent and purpose	Ways to meet the requirement
a	Gateway	Marks the threshold between the public zone of the sidewalk and the private dwelling zone. May provide a location for address identification.	<input type="checkbox"/> Low wall or fence <input type="checkbox"/> Change in paving material <input type="checkbox"/> Low fence <input type="checkbox"/> Low planting—shrubs, grasses <input type="checkbox"/> Vertical difference—a step or slope
b	Front Yard, Forecourt or Dooryard	At a minimum, provides a transitional zone between the domestic realm of the dwelling and the public realm of the street. If larger, it provides a habitable and personalize-able outdoor space for the resident.	Fundamental requirements: Minimum of ten feet in distance, when combined with Zone C. Additional options: <ul style="list-style-type: none"> <input type="checkbox"/> Raised platform, 3 feet above grade maximum <input type="checkbox"/> Ornamental fencing or balustrade <input type="checkbox"/> Columns demarcating perimeter or supporting the roof <input type="checkbox"/> Planted area <input type="checkbox"/> Wood decking
c	Porch, Stoop or Terrace	At a minimum, provides an outdoor entry vestibule. If larger, it provides an outdoor living area that is physically and visually connected to the public realm of the street. Provides opportunities for community interaction. May provide a location for address identification.	Fundamental requirements: Minimum of ten feet in distance, when combined with Zone B. Additional options: <ul style="list-style-type: none"> <input type="checkbox"/> Raised platform, 3 feet above grade maximum <input type="checkbox"/> Ornamental fencing or balustrade <input type="checkbox"/> Columns demarcating perimeter or supporting the roof <input type="checkbox"/> Recessed area <input type="checkbox"/> Overhanging balcony <input type="checkbox"/> Canopy

Residential Site and Design Review Code Amendments | City of McMinnville | Urbsworks, Inc. DRAFT October 2019 | 41



Example of Action 1.8: Landscaping, trees, and partially-open wall provide a graceful transition with layers of privacy from the sidewalk edge to the apartment building.

Example of Action 1.8: Residential Site and Design Review Code Amendments project (currently underway) proposes design standards for ground floor residences that would require transition elements such as a gateways, front yards, forecourts, or porches.

2.1 City-led pilot projects in partnership with developer

Test proposed amendments by creating two pilot projects on specific sites in McMinnville. The pilot projects should be developed in partnership with willing property owners, to test several different housing types on actual sites in the city center. Design and development standards will be analyzed through 3D modeling and development feasibility from earlier sensitivity testing.

Lead: City of McMinnville

Partners:

2.2 Subsidy gap financing from Urban Renewal funds

Sensitivity testing found that a gap remains between the cost of housing prices and Area Median Incomes (AMI). Given the high cost of construction and lower incomes in comparison to the county and statewide, development of desired housing types remains financially unfeasible. Funds available through Urban Renewal could be applied to bridge this gap, increasing the feasibility of new housing types. Urban Renewal funds were recently applied to this end for the Atticus Hotel in the central city.

Lead: City of McMinnville

Partners: Urban Renewal Agency

2.3 Evaluate SDC costs

Evaluate the effect of SDCs (Systems Development Charges) on the cost of development. Consider McMinnville Urban Renewal Advisory Committee (MURAC) buying down SDC costs through loan or grant programs to help property owners and developers building certain desirable housing types. Starting in 2010, the City of Portland waived SDCs for Accessory Dwelling Units (ADUs) and saw an increase in ADU construction. The Accessory Dwelling Unit ordinance had been on the books since before 2000, and the city permitted a small number every year. After the SDCs were waived, ADU permits grew from about 50 a year to 500 a year. In 2018 the City of Portland extended the SDC waiver for Accessory Dwelling Units with an additional condition: The program required the property owner to sign a covenant stating that neither the ADU nor the house will be rented as accessory short-term rentals for 10 years. The city's objective was to continue to incentivize ADUs, but ensure that ADUs would contribute to Portland's housing capacity.

Lead: City of McMinnville

Partners:

2.4 Property Acquisition and Reduction of Land Costs

Land costs are one of the higher cost line items in development budgets. McMinnville is fortunate however; a large percentage of land in the central city is owned by either governmental agencies (city or county agencies) or non-profits interested in partnering with the city. Lower land costs in the form of donated land or property tax relief or deferment could lower the threshold for potential development. Additionally, land acquisition and parcel assembly can assist small-scale developers in aggregating land.

Lead: City of McMinnville

Partners: Urban Renewal Agency

2.5 Fast-track system for permitting

Expedite, streamline or aid the passage of permits for desirable housing types. Provide a special permit path for projects that meet specific criteria, provide pre-approved building plan sets, or provide staff assistance shepherding specific housing permits through the approval process.

Lead: City of McMinnville

Partners:

2.6 Small scale developer bootcamp

Bring in national experts to conduct a workshop or educational classes for local property owners who are interested in adding small-scale infill development to their own residential properties but don't know where to start. Leaders like John Anderson of Incremental Development Alliance, hold "bootcamps" for local developers, in cities all over the country. Housing types promoted include Accessory Dwelling Units, duplexes, tri- and quad-plexes, cottage clusters, cohousing and creative housing combinations. The aim is to cultivate locally-based amateur developers, build local knowledge and capacity, increase production of compact infill housing, and promote locally-appropriate and entrepreneurial solutions to housing choices and supply. Incremental Development Alliance helps homeowners and residential property owners understand how to access ordinary lending programs such as home equity loans and use residential property they already own.

Lead: TBD

Partners:

2.7 Developer guidebook of financial assistance

To signal to potential developers and entrepreneurs that the city is friendly to business, resources should be developed cataloguing all available assistance. Currently McMinnville Economic Development Partnership's (MEDP) website lists incentives including Urban Renewal tools such as façade improvement grants, free design assistance, and property assistance loans as well as available properties. The city should partner with MEDP and the McMinnville Downtown Association to develop more information regarding tools available in the central city targeted to the development of diverse new housing types. This information should be easy to find on the city's website.

Lead: City of McMinnville

Partners: MEDP, McMinnville Downtown Association, Chamber of Commerce

2.8 Developer tours

Consider conducting developer tours to build relationships with emerging developers from other communities. This was done in Redmond with great success, where a tour led to multiple projects coming to fruition.

Lead: City of McMinnville

Partners:

3.1 Improvements to 2nd + 4th streets

Improve the overall street character of 2nd and 4th streets. Properties facing 3rd street “turn their backs” on 2nd and 4th streets with parking and loading areas. Surface parking lots make the perceived width of these streets much wider than their actual width. Lighting, streetscape furniture, and street trees would help to visually narrow the roadway and create a more urban character.

Lead: City of McMinnville

Partners:

3.2 Streetscape improvements to Adams and Baker

Improve the overall street character of Adams and Baker so they are a welcome space for pedestrians, and appear and function as downtown streets. The 99W couplet carries heavy vehicular traffic and has an auto-centric design that can feel unsafe for pedestrians to cross and walk along. These streets act as a barrier between the city center and civic services like the library and large city park. Add protected crossings at regular intervals, improve lighting, and street trees. Encourage new development to meet the back of the sidewalk to create a more urban character in the city center.

Lead: City of McMinnville

Partners:

3.3 Improvements to Lafayette

Address the walkability and character of Lafayette Avenue. As identified in both the Northeast Gateway Plan (2012) and the Transportation System Plan (2010), Lafayette is an important arterial street that functions well for cars. However, it needs design improvements and street trees to make it a safe, walkable space for pedestrians. This would increase the viability and desirability of housing along this thoroughfare.

Lead: City of McMinnville

Partners:

3.4 Strengthen connections between Alpine District and 3rd Street

Lighting, wayfinding signage, and gateway elements can visually connect the Gateway District to 3rd Street. While these two areas have a distinct character, they are a short walkable distance from one another. Links between the two districts increases foot traffic and the viability of the city center as a 24-hour livable and lively place.

Lead: City of McMinnville

Partners:

3.5 Continue façade improvement program

Façade improvement grants funding through Urban Renewal can be leveraged in the central city and gateway district to improve existing buildings. The street wall lining 3rd Street NE is a valuable historic resource as are the historic buildings in the gateway district. Grants stimulate private investment and encourage local property owners and small developers to re-invest in existing buildings.

Lead: City of McMinnville

Partners: Urban Renewal Agency, MEDP, McMinnville Downtown Association, Main Street McMinnville

3.6 Free design assistance application

Grants are available through UR to fund up to ten hours or \$1,000 of free design assistance from a pre-qualified list of architects and designers. These funds should be used to support small and local developers struggling with how to develop desired housing types in the central city. Additional support could be provided by the city funding a developer bootcamp. See 2.6 Small scale developer bootcamp.

Lead: City of McMinnville

Partners: Urban Renewal Agency, MEDP, McMinnville Downtown Association

3.7 Urban open space network to support downtown housing

Increase the number and types of downtown parks and connect them to each other and to existing open space. New or additional types of downtown open space would include the full spectrum of parks, from fully public (e.g., urban plazas, pocket parks—green or paved), to semi-private residential courtyards, forecourts and dooryards. Consider an update to the Parks Master Plan to include a fuller range of downtown-appropriate residential-supporting open space types and facilities. The objective of the Master Plan would be to define a system of pedestrian-friendly sidewalks, through-block connections, and pedestrian-dominant alleys or woonerfs. The walking system would provide improved pedestrian access to parks which are adjacent to downtown, such as City Park. Access improvements would include pedestrian-protected crossings of major streets such as the Adams and Baker couplet. City Park is close to downtown housing, but Baker and Adams are daunting to cross with small children or in a walker or a wheelchair. See 3.2 Streetscape improvements to Adams and Baker.

Lead: TBD

Partners:

4.1 Evaluate short-term rental regulations

Short term rental projects are succeeding in lieu of long-term housing. In residential zones, a spacing standard helps regulate the frequency and location of rentals by specifying a 200-foot spacing standard. A similar approach could be taken with commercial zones in the city center. However, data from Visit McMinnville shows a lodging shortage as well. Sufficient production of new housing could negate the need for heavy regulation of short-term rentals, given the potential negative side effects of putting a damper on visitor volume. There will need to be a balance between lodging and long-term rentals.

Lead: City of McMinnville

Partners:

4.2 Transportation modeling for the city center

The existing Master Plan and infrastructure plans do not account for maximum potential density under the current zoning. While there is increased dialogue about density and infill in the downtown, and Comprehensive Plan policies support higher density residential in the city center, there are concerns about insufficient infrastructure and services. For example, the existing master plan/infrastructure plan was not designed to accommodate the density called for in the Comprehensive Plan. The existing Transportation System Plan (TSP) did not model higher-density in the city center. Scenarios previously modeled assumed land use growth at edges of McMinnville. New transportation models for downtown should acknowledge the role of autonomous vehicles, ride sharing, micro-mobility, and other transportation technology and mode shifts. A possible action resulting from this project would be to conduct transportation modelling of the city center at the density the City is planning for. When conducting transportation modelling of the city center, the City should consider the designation of the city center as a mixed-use, pedestrian friendly center as described and allowed in OAR 660-012-0060(6).

Lead: City of McMinnville

Partners:

4.3 Parking management plan / shared parking plan

The public parking garage was cited as a major resource, possibly increasing off-site parking options. While the majority of parking is privately held (78%), no solutions were identified to more effectively share the large amount of surface parking behind commercial uses fronting 3rd Street NE. Amend the Zoning Ordinance language for off-street parking to more explicitly encourage the use of shared parking. New shared use options might include allowing the owner of an existing lot to sell or lease their unused parking supply to other users downtown, including residents.

Lead: City of McMinnville

Partners:

4.4 Review of school capacity and other public services

Assess school capacities and other public services such as parks, open space, and the pool/community center, to plan for additional people living in the city center. Evaluate public services of a scale appropriate for an urban city center environment. This may include an update to the Parks Master Plan to include a fuller range of open space types and facilities. See 3.7 Urban open space network to support downtown housing.

Lead: City of McMinnville

Partners:

From: [Mark Davis](#)
To: [Claudia Cisneros](#)
Subject: Comment and Request to Speak
Date: Monday, May 10, 2021 8:53:08 AM
Attachments: [We sent you safe versions of your files.msg](#)
[MURACCityCenterHousingStrategy0421.pdf](#)

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

This message originated outside of the City of McMinnville.

Claudia,

Please provide the attached letter that was part of the MURAC meeting last month to the City Council for consideration under Resolution 2021-27. Also please pass along a request to the Mayor to speak on this matter when the Council considers this agenda item. Thank you.

Mark Davis

Mark Davis



April 3, 2021

McMinnville Urban Renewal Advisory Committee
230 NE Second Street
McMinnville, OR 97128

Dear Chair Gowell and Members of the Committee:

As a member of the Project Advisory Committee that reviewed the McMinnville City Center Housing Strategy, I remain concerned about the accuracy of the pro formas included in Appendix E of that document. I do not believe they reflect what is financially realistic in McMinnville, nor do they meet the first project purpose stated on page 5: “Identify desired housing types appropriate to the city center context that meet needs across the income spectrum.”

I remain supportive of the general concepts contained within the Strategy document. I served as the developer for the Housing Authority of Yamhill County’s Village Quarter project on Third Street and strongly believe in bringing more quality, high-density housing projects to the downtown area. I also understand that not all such housing will be “affordable”, but believe it should include units affordable to all income levels as referenced in the purpose statement above.

Appendix E contains two prototypes of downtown development, one larger full-block project with ground floor retail (designated with the letter ‘A’) and the other a half-block 3-story apartment building (designated by the letter ‘B’). Each prototype has a base case pro forma and 3 additional pro formas changing parking and/or height restrictions to test feasibility.

On prototype A monthly rents range from \$2795 to \$2140 for units between 703 and 716 square feet. They show these tiny units being affordable to persons above 126% to 165% of Area Median Income (AMI). What they don’t tell you in their table is that these units only meet these AMI percentages if 4 persons live in them. Here are the AMI percentages broken out by household size for each of the four rental pro formas:

	A1	A2	A3	A4
Monthly Rent	\$2,795	\$2,350	\$2,290	\$2,140
1-Person AMI %	235%	198%	193%	180%
2-Person AMI %	206%	173%	169%	158%
4-Person AMI %	165%	138%	135%	126%

While it is theoretically possible for four persons to live in a 700 square foot apartment unit, more realistically they would be occupied by singles and couples whose income would have to be about twice the area median to be affordable to them. On a practical level we might suggest they would be desirable units for people working downtown in lodging and food services. The draft Economic Opportunities Analysis (EOA) shows these jobs pay on average \$18,591 per year, meaning the units wouldn't be affordable even if 4 workers pooled their income to rent one of them.

Prototype B suffers from a similar defect as it also uses the 4-person AMI to make it look more affordable. At least these units at 990 square feet make some sense for four people (B4 provides miniscule 673 square unit apartments that are totally impractical at that occupancy). The biggest problem I have with this prototype is the base case (B1) is supposedly based on current code.

The consultants claim that B1 can be built on a lot measuring half a block and provide 24 apartment units in a 3-story building that can also accommodate 37 parking spaces. While this report was being drafted Creekside Homes was removing an old mobile home park on First Street (a half-block lot between Johnson and Irvine) and constructing a 16-unit apartment complex with 23 parking spaces called McMinnville Glen:
<https://creeksidehomes.net/mcminnville-glen-16-unit-multi-family-building/>

The website claims they designed a “building that would maximize the income potential for this site based on land use codes and the size of the property.” If it was possible for them under current code like this report claims to add a third story (8 more units) and 14 additional parking spaces on this site, why wouldn't they do it? There certainly is plenty of demand for additional apartment units. I happen to believe that Creekside Homes experience is more reflective of current code and further, that these new apartments rent in a typical range for McMinnville, not the inflated rents shown in the pro forma.

Given the current budget crunch the City is facing I realize that it is not possible to pay the consultants to provide pro formas more reflective of McMinnville development costs and rents. I also understand from communication with the Planning Director that potential downtown housing projects might be more likely if the code changes called for in the Action Plan were adopted, and that approval of the City Center Housing Strategy would aid in their adoption.

I do not want my objections to the deficiencies in Appendix E to stand in the way of code changes or future downtown housing projects. I would ask that the motion recommending adoption of the Strategy include a statement that the pro formas in Appendix E do not represent the current economic realities in McMinnville. Thank you for considering my thoughts on this matter.

Sincerely,

//S//

Mark Davis

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
January 2021

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$1,923,262.13	\$8,913,655.54	\$10,836,917.67
05	Special Assessment	\$933.43	\$136,162.82	\$137,096.25
07	Transient Lodging Tax	\$40.88	\$11,000.00	\$11,040.88
10	Telecommunications	\$915.28	\$1,030.00	\$1,945.28
15	Emergency Communications	\$21.75	\$34,094.81	\$34,116.56
20	Street (State Tax)	\$467.61	\$1,547,710.92	\$1,548,178.53
25	Airport Maintenance	\$398.10	\$502,749.03	\$503,147.13
45	Transportation	\$184.33	\$2,079,359.72	\$2,079,544.05
50	Park Development	\$764.54	\$1,611,441.49	\$1,612,206.03
58	Urban Renewal	\$517.99	\$206,936.12	\$207,454.11
59	Urban Renewal Debt Service	\$206.82	\$450,657.93	\$450,864.75
60	Debt Service	\$995.35	\$1,044,477.30	\$1,045,472.65
70	Building	\$900.70	\$1,466,478.00	\$1,467,378.70
75	Wastewater Services	\$894.93	\$2,404,356.74	\$2,405,251.67
77	Wastewater Capital	\$549.71	\$35,571,103.65	\$35,571,653.36
80	Information Systems & Services	\$958.88	\$247,091.47	\$248,050.35
85	Insurance Reserve	\$319.30	\$1,124,290.54	\$1,124,609.84
CITY TOTALS		1,932,331.73	57,352,596.08	59,284,927.81

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.20%	\$ 1,932,331.73
N/A	Key Bank of Oregon	Money Market Savings Account	0.75%	\$ 9,535,730.57
N/A	State of Oregon	Local Government Investment Pool (LGIP)	0.75%	\$ 46,218,945.84
N/A	State of Oregon	Transportation Bond (LGIP)	0.75%	\$ 561,027.44
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	0.75%	\$ 254,094.96
N/A	MassMutual Financial Group	Group Annuity	3.00%	\$ 782,797.27
				<u>\$ 59,284,927.81</u>
				\$ -



City Recorder Use

Final Action:
 Approved Disapproved

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: White Estate Winery, LLC DBA: Troon Vineyard
BUSINESS LOCATION ADDRESS: 620 NE 3rd Street
LIQUOR LICENSE TYPE: Winery 3rd Location

Is the business at this location currently licensed by OLCC

Yes No

If yes, what is the name of the existing business:

Hours of operation: Monday-Thursday 12pm to 7pm, Friday-Sunday 12pm to 8pm

Entertainment: Live and recorded music

Hours of Music: hours of operation

Seating Count: 55 total; 51 indoor and 4 outdoor

EXEMPTIONS:
(list any exemptions)

Tritech Records Management System Check: Yes No

Criminal Records Check: Yes No

Recommended Action: Approve Disapprove

Chief of Police / Designee

City Manager / Designee



LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp: <i>4/23/2021</i>
Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 st location	Name of City or County: _____
BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	By: _____
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	Date: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	OLCC USE ONLY
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 st location	
GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	Date application received: <i>4-20-2021</i>
<input type="checkbox"/> Limited On-Premises	Date application accepted: <i>4-22-2021</i>
<input type="checkbox"/> Off-Premises	<i>Denial</i>
<input type="checkbox"/> Warehouse	License Action(s): RECEIVED OREGON LIQUOR CONTROL COMMISSION <i>No 3rd location</i>
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	<i>APR 22 2021</i>
Winery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input checked="" type="checkbox"/> (4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY** (example: corporation or LLC) or **INDIVIDUAL(S)**¹ applying for the license(s):

White Estate Winery, LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See) Troon Vineyard		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 620 NE Third St		
City McMinnville	County Yamhill	Zip Code 97128

¹ Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



City Recorder Use

Final Action:
 Approved Disapproved

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Soter Vineyards LLC
BUSINESS LOCATION ADDRESS: 1445 NE Miller Street Building D suites 3 & 4
LIQUOR LICENSE TYPE: Winery 2nd Location

Is the business at this location currently licensed by OLCC

Yes No

If yes, what is the name of the existing business:

Hours of operation: 7 am to 7 pm Sunday - Saturday
Entertainment: N/A
Hours of Music: N/A
Seating Count: N/A

EXEMPTIONS:
(list any exemptions)

Tritech Records Management System Check: Yes No
Criminal Records Check: Yes No
Recommended Action: Approve Disapprove



Chief of Police / Designee

City Manager / Designee



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp: <u>4/29/2021</u>
Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 st location	Name of City or County: _____
BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	By: _____
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	Date: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	OLCC USE ONLY
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 st location	
GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	Date application received: <u>4-8-2021</u>
<input type="checkbox"/> Limited On-Premises	Date application accepted: <u>4-9-2021</u> RECEIVED
<input type="checkbox"/> Off-Premises	<u>OLCC</u> OREGON LIQUOR CONTROL COMMISSION
<input type="checkbox"/> Warehouse	License Action(s): <u>2nd WINE</u> APR 14 2021
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	SALEM REGIONAL OFFICE
Winery Additional location (2 nd) <input checked="" type="checkbox"/> (3 rd) <input type="checkbox"/> (4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**¹ applying for the license(s):

Soter Vineyards, LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

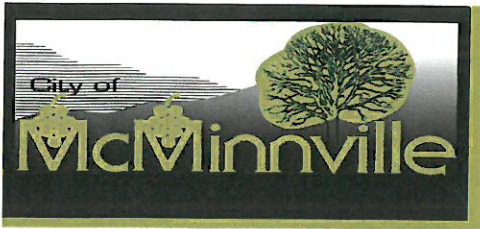
App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See) Soter Vineyards, LLC <u>REV OWNED</u>		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 1445 NE Miller St., Building D, Suites 3 & 4		
City McMinnville	County Yamhill	Zip Code 97128

¹ Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



City Recorder Use

Final Action:
 Approved Disapproved

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Historic 3rd and Ford, LLC DBA: Tributary Hotel
BUSINESS LOCATION ADDRESS: 610 NE 3rd Street
LIQUOR LICENSE TYPE: Limited on-premises; Off premises

Is the business at this location currently licensed by OLCC

Yes No

If yes, what is the name of the existing business:

Hours of operation: 24 hours Sunday-Saturday
Entertainment: N/A
Hours of Music: N/A
Seating Count: N/A

EXEMPTIONS:
(list any exemptions)

Tritech Records Management System Check: Yes No
Criminal Records Check: Yes No
Recommended Action: Approve Disapprove

Chief of Police / Designee

City Manager / Designee



LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp: 5/4/2021
Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 st location	Name of City or County: _____
BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	By: _____
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	Date: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	OLCC USE ONLY Date application received: 4-15-2021 Date application accepted: 4-26-2021 RECEIVED OREGON LIQUOR CONTROL COMMISSION
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 st location	
GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	License Action(s): N/A
<input checked="" type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	APR 15 2021 SALEM REGIONAL OFFICE
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
Winery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/> (4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)¹** applying for the license(s):

Historic 3rd and Ford, LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT _____ App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT _____

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT _____ App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT _____

3. Trade Name of the Business (Name Customers Will See) Tributary Hotel		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 610 NE 3rd Street		
City McMinnville	County Yamhill	Zip Code 97128

¹ Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.

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, March 24, 2020 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present
Adam Garvin
Zack Geary
Kellie Menke, Council President
Wendy Stassens
Sal Peralta
Remy Drabkin (arrived at 8:03 p.m.)

Also present were City Manager Jeff Towery, Police Chief Matt Scales, Finance Director Jennifer Cuellar, City Recorder Claudia Cisneros, Community Services Director Mike Bisset, Planning Director Heather Richards, Information System Director Scott Burke, Fire Chief Rich Leipfert, Senior Planner Chuck Darnell, City Attorney Spencer Parsons, Information System Analyst Megan Simmons, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:00 p.m. and welcomed all in attendance in person and via zoom.

Mayor Hill gave a Covid-19 update. He had been on several calls with the governor and mayors from around the state over the last few weeks as well as calls with other partners. There had also been emails from national sources and conference calls with County Commissioners, the School District, and mayors of Yamhill County. On Monday the City received an executive order to stay at home and practice social distancing as well as temporarily closing businesses. He read from the order to further explain and shared the status report from the Oregon Health Authority. The American Red Cross would continue to hold blood drives. There would be a meeting this Thursday of the MAC Leadership Council to share this information. The City's website had all of the critical communications in both English and Spanish. McMinnville Water & Light offices had closed, however services would continue as normal. No one's services would be shut off for non-payment and more funds had been put into assistance.

City Manager Towery said all the City's facilities had been closed to walk in traffic including parks and play equipment. All departments were responding to calls, emails, and limited appointments. Several employees were working

from home and those who were not were practicing safe protocols. He had been engaging with the Yamhill County Public Health Office, emergency management, and hospital. Information on City services and government resources were being provided through media releases, social media, the City's website, and partners. He discussed the work load impacts for the Police Department, Fire Department, and Community Development. They had also been working on childcare for healthcare and emergency response workers, sanitation services, shelter solutions, and business support programs. He encouraged everyone to support family and friends as well as local businesses that were open. He said they planned to expand Water & Light's Customers Helping Customers program to include sewer bills.

There was consensus for staff to work on that program.

City Manager Towery read quotes about Covid-19 and thanked staff for stepping up during this time.

2. PLEDGE OF ALLEGIANCE

3. ADVICE/ INFORMATION ITEMS

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

Councilor Peralta reported on the Mid-Willamette Valley Council of Governments who had adopted the City's HR protocols for working from home. They were placed on the governor's solutions team to improve health and sanitation policies for businesses. He shared the report on the joint legislative committee on Covid-19 response. He thought there needed to be an effort to protect the City's iconic downtown businesses and to support Meals on Wheels and other programs for those currently out of work.

Mayor Hill thought staff should look at what other cities were doing and bring back some recommendations for programs.

Council President Menke reported on the last YCAP meeting where fiscal challenges and staffing were discussed. All of the departments were open as they were considered essential services and they were doing their best to keep things moving.

Councilor Geary echoed Councilor Peralta's concerns and anything they could do in the immediate future to help local businesses and residents was tantamount.

There was discussion regarding ideas for assistance programs.

Councilor Garvin said YCOM met and they expressed concern about the number of calls from all users being used for the feasibility study.

3.b. Department Head Reports

None

4. CONSENT AGENDA

a. Authorize City Manager to sign the Airport Property Lease Amendment with Van Holland Farms.

Councilor Garvin asked if this was the same land they had been farming or different land and why the lease rate was doubled.

Community Development Director Bisset said the renters had asked for an extension of the lease. The City's other farm leases had been updated and this lease was raised to be more commensurate with those lease rates. This was the same property and there were no special lease considerations proposed.

b. Consider the Minutes of the September 24, 2019 City Council Work Session and Regular City Council Meeting.

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

5. RESOLUTIONS

5.a. Consider **Resolution No. 2020-18**: A Resolution for City of McMinnville, Oregon Ratifying the Declaration of State of Emergency signed by Mayor Scott Hill on March 16, 2020.

Fire Chief Leipfert explained that the Emergency Operations Plan required ratification of the emergency declaration by the Mayor as soon as the Council could gather together. This was the first meeting after the Mayor signed the declaration of emergency. It put the City in the position to access additional funding if it became available through state and federal sources.

Councilor Peralta asked about reimbursement for loss of revenue related to the emergency and relief to business owners and people who had been laid off.

Fire Chief Leipfert said the things he knew could be reimbursed were staffing, supplies, and equipment due to Covid-19.

Councilor Peralta acknowledged the speed with which Fire Chief Leipfert and his department implemented the safety protocols.

Councilor Stassens also acknowledged the Police and Fire Departments and City staff's response to this emergency.

Councilor Garvin asked if the 24 hour car was just for this emergency and how staff was being affected by the overtime. Fire Chief Leipfert said it was

just for the duration of the emergency. They were monitoring day by day the need for the 24 hour car. They were using overtime hours to staff it, but it had all been done voluntarily by staff. They did have an on-call professional counselor available for staff if needed.

Councilor Peralta asked about using Fire Station 12 if staff needed to quarantine and hotel rooms if that filled up. Fire Chief Leipfert said those arrangements had not been made at this point in time. Crews were wearing PPE on every call so they would not have to worry about quarantine. Workers would not be placed into quarantine until they showed symptoms. They had a good supply of PPE on hand and were sharing with the community.

*Councilor Geary MOVED to adopt **Resolution No. 2020-18**; ratifying the declaration of state of emergency signed by Mayor Scott Hill on March 16, 2020; SECONDED by Council President Menke. Motion PASSED unanimously.*

- 5.b. Consider **Resolution No. 2020-19**: A Resolution approving the award of a Personal Services Contract to Jacobs for Phase 1 of the Water Reclamation Facility (WRF) Biosolids Storage Tank and Grit System Expansion, Project 2019-10.

Community Development Director Bisset said they were proposing the design work be phased to provide a detailed, holistic analysis up front that evaluated the process needs and constraints before they selected an engineering solution. This would be phase 1 of the work which included the analysis and would occur this calendar year. The estimated cost was \$255,541.

*Councilor Stassens MOVED to adopt **Resolution No. 2020-19**; approving the award of a Personal Services Contract to Jacobs for Phase 1 of the Water Reclamation Facility (WRF) Biosolids Storage Tank and Grit System Expansion, Project 2019-10; SECONDED by Council President Menke. Motion PASSED unanimously.*

6. ORDINANCES

- 6.a. Consider second reading of **Ordinance No. 5084**: An Ordinance Amending the Comprehensive Plan Map Designation of the Property at the Northeast Quadrant of the Intersection of NW Hill Road and NW Baker Creek Road from a Commercial Designation to a Mix of Residential and Commercial Designations.

- 6.b. Consider second reading of **Ordinance No. 5085**: An Ordinance Approving a Zone Change of the Property at the Northeast Quadrant of the Intersection of NW Hill Road and NW Baker Creek Road from a Mix of R-1 (Single

Family Residential) and EF-80 (Exclusive Farm Use) to C-3 (General Commercial) and R-4 (Multiple Family Residential).

- 6.c. Consider second reading of **Ordinance No. 5086**: An Ordinance Approving a Planned Development Amendment to Amend the Conditions of Approval and Reduce the Size of an Existing Planned Development Overlay District at the Northeast Quadrant of the Intersection of NW Hill Road and NW Baker Creek Road.
- 6.d. Consider second reading of **Ordinance No. 5087**: An Ordinance Approving a Planned Development Overlay District to Allow for the Development of a 280 Lot Residential Subdivision with Modifications from the Underlying Zoning Requirements at the Northeast Quadrant of the Intersection of NW Hill Road and NW Baker Creek Road.
- 6.e. Consider second reading of **Ordinance No. 5088**: An Ordinance Approving a Tentative Subdivision for a 280 Lot, Phased Single-Family Detached Residential Development at the Northeast Quadrant of the Intersection of NW Hill Road and NW Baker Creek Road.
- 6.f. Consider second reading of **Ordinance No. 5089**: An Ordinance Approving a Landscape Plan and Street Tree Plan for the Baker Creek North Subdivision.

Mayor Hill asked if the Council had ex parte contacts to declare since the last meeting.

Councilor Peralta said at the end of the last meeting he was approached by two opponents who had overheard a conversation between him and the Mayor about traffic flows. They had misunderstood some information and he explained it to them.

Senior Planner Darnell presented on all six ordinances. These were six separate land use applications for the Baker Creek North project. Approval would allow the Baker Creek North project to be developed which included a ten phased 280 lot single family subdivision with all of the associated public improvements and public/private open spaces and 6.62 acre commercial site at the corner of Hill and Baker Creek Roads. No specific development plans for the commercial site had been submitted yet. The Council held public hearings on January 28 and March 10 and approved first and second readings on the ordinances. However not all of the approvals of the ordinances were unanimous and based on City Charter provisions they were coming back to Council for another reading and enactment. At the March 10 meeting there were amendments made to the conditions of approval for Ordinance 5086. Staff prepared an amended ordinance that incorporated those amendments.

Brian Cavenas, Stafford Land Company, requested continuing the ordinances to the next meeting when all of the Council was present.

City Attorney Parsons said they just received this request. The applicant would extend the 120 day deadline if it was continued.

Councilor Drabkin joined the meeting at 8:03 p.m. There was consensus to proceed with the ordinances.

City Attorney Parsons read by title only **Ordinance No. 5084**.

*Council President Menke MOVED to adopt **Ordinance No. 5084** amending the Comprehensive Plan Map designation of the property at the northeast quadrant of the intersection of NW Hill Road and NW Baker Creek Road from a commercial designation to a mix of residential and commercial designations; SECONDED by Councilor Stassens. The motion PASSED 5-1 by the following vote:*

*Ayes – Councilors Drabkin, Peralta, Stassens, Garvin, and Menke
Nay – Councilor Geary*

City Attorney Parsons read by title only **Ordinance No. 5085**.

*Councilor Peralta MOVED to adopt **Ordinance No. 5085** approving a zone change of the property at the northeast quadrant of the intersection of NW Hill Road and NW Baker Creek Road from a mix of R-1 (Single Family Residential) and EF-80 (Exclusive Farm Use) to C-3 (General Commercial) and R-4 (Multiple Family Residential); SECONDED by Council President Menke. The motion PASSED 4-2 by the following vote:*

*Ayes – Councilors Drabkin, Peralta, Stassens, and Menke
Nay – Councilors Geary and Garvin*

City Attorney Parsons read by title only **Ordinance No. 5086**.

*Council President Menke MOVED to adopt **Ordinance No. 5086** approving a Planned Development Amendment to amend the conditions of approval and reduce the size of an existing Planned Development Overlay District at the northeast quadrant of the intersection of NW Hill Road and NW Baker Creek Road; SECONDED by Councilor Peralta. The motion PASSED 4-2 by the following vote:*

*Ayes – Councilors Drabkin, Peralta, Stassens, and Menke
Nay – Councilors Geary and Garvin*

City Attorney Parsons read by title only **Ordinance No. 5087**.

*Council President Menke MOVED to adopt **Ordinance No. 5087** approving a Planned Development Overlay District to allow for the development of a 280 lot residential subdivision with modifications from the underlying zoning*

requirements at the northeast quadrant of the intersection of NW Hill Road and NW Baker Creek Road; SECONDED by Councilor Stassens.

Councilor Geary disagreed that this met the requirements in 17.51.030 C1 regarding it being a distinct and special area of the City.

The motion PASSED 4-2 by the following vote:

Ayes – Councilors Drabkin, Peralta, Stassens, and Menke

Nay – Councilors Geary and Garvin

City Attorney Parsons read by title only **Ordinance No. 5088**.

*Council President Menke MOVED to adopt **Ordinance No. 5088** approving a tentative subdivision for a 280 lot, phased single-family detached residential development at the northeast quadrant of the intersection of NW Hill Road and NW Baker Creek Road; SECONDED by Councilor Drabkin. The motion PASSED 4-2 by the following vote:*

Ayes – Councilors Drabkin, Peralta, Stassens, and Menke

Nay – Councilors Geary and Garvin

City Attorney Parsons read by title only **Ordinance No. 5089**.

*Council President Menke MOVED to adopt **Ordinance No. 5089** approving a Landscape Plan and Street Tree Plan for the Baker Creek North Subdivision; SECONDED by Councilor Drabkin. The motion PASSED 4-2 by the following vote:*

Ayes – Councilors Drabkin, Peralta, Stassens, and Menke

Nay – Councilors Geary and Garvin

Councilor Geary said the multiple land use decisions and developments that had been occurring in this area had created traffic issues and they were getting F letter grades on Baker Creek and Michelbook. He suggested moving the intersection up in priority for a traffic light to help with the congestion issues.

Councilor Peralta agreed it should be addressed sooner rather than later.

Council President Menke was in support if it was feasible.

Community Development Director Bisset said all of the recent studies the Council had seen indicated that the signal was not warranted at that location currently. It was not good practice to install traffic lights where it was not warranted. Staff would be monitoring it and when it was warranted they would install the signal. Currently the biggest transportation need was the declining condition of the pavement.

There was discussion regarding monitoring this area, future updating of infrastructure plans, and traffic impact studies for future development.

Mayor Hill announced April as National Child Abuse Prevention Month.

7. ADJOURNMENT: Mayor Hill adjourned the meeting at 8:25 p.m.

Claudia Cisneros, City Recorder

DRAFT

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

Tuesday, April 14, 2020 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin	
	Zack Geary	
	Kellie Menke, Council President	
	Sal Peralta	
	Remy Drabkin	
	Wendy Stassens	

Also present were City Manager Jeff Towery, City Attorney Spencer Parsons, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Senior Planner Tom Schauer, Senior Planner Chuck Darnell, Building Official Stuart Ramsing, Police Chief Matt Scales, Operations Chief Amy Hanifan, Human Resources Manager Kylie Bayer, Information System Director Scott Burke, and member of the News Media –and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the virtual meeting to order at 5:30 p.m.

2. 2003 UGB SUBMITTAL REVIEW FOR DIRECTION

Planning Director Richards said the Council had directed staff to explore whether or not the City could respond to the 2012 remand for the 2003 UGB expansion submittal. This was a follow up to the January 22 Work Session. McMinnville was trying to decide how it would move forward with growth planning to accommodate 20 years of population growth within the City’s Urban Growth Boundary. Today’s discussion would focus on what a response to the Court of Appeals 2012 Remand to the 2003 McMinnville Growth Management and Urbanization Plan looked like in terms of time, costs, and risks, in comparison with starting a new UGB expansion effort. The need to expand had not been the issue, it was how and where the City expanded that had been a contested dialogue for 20 years, plagued by opposition, challenges, and appeals. McMinnville’s UGB history was as follows:

- 1981: Adopted UGB for 1980-2000 Planning Period
- 1988: Entered Periodic Review with DLCD
- 1993-1995: Residential inventory/projections
- 1994-1995: Commercial land inventory and projection
- 1995-1997: HB 2709 retrofit to Residential inventory and needs
- 1999: Community Growth and Land Use Analysis project

- 2000-2002: Residential BLI, adoption, DLCD appeal, LUBA remand
- 2001-2003: Economic Opportunities Analysis
- 2002-2003: Additional local review produced the McMinnville Growth Management and Urbanization Plan adopted in 2003
- 2003-2013: Continued defense of Growth and Expansion plan
- 2013: Remand by Oregon Circuit Court of Appeals
- 2013: Decision to let it rest. – battle worn and resource depleted
- 2018: Start work again with HNA/EOA and direction to pursue URA/UGB

Land supply was constrained which led to higher land costs, lack of affordable housing opportunities, lack of overall housing opportunities, increasing homeless population, loss of economic opportunities, more population growth in unincorporated areas, deficit in tax revenue to fund public levels of service, and infill in a vacuum. A quick snapshot of McMinnville showed that:

- McMinnville was beginning to gentrify.
- Lower and moderate income households were being displaced.
- Homelessness was increasing.
- Average home sale price in 2019 was \$398,200.
- Employers were losing employees due to housing scarcity.
- Last successful UGB amendment was adopted in 1981 for the planning horizon of 1980-2000.
- Started next effort in 1994, and then decided to shelve it in 2013 after 20 years of challenges and appeals.
- McMinnville spent \$1,000,000 on the MGMUP effort, hundreds of hours of staff time, and hundreds of hours of community engagement.

Home prices in McMinnville were escalating. Not even those making \$60,400, which was 120% of median family income, could afford the median housing price in the City. There had been a lot of dialogue recently about how McMinnville should grow, whether up, out, or both. ORS 197.298 discussed the priority lands for UGB amendments:

First priority = Urban Reserve Land

Second priority = Land adjacent to the UGB that was an exception area or non-resource land

Third priority = Land designated as marginal land

Fourth priority = Agricultural and Forest Lands

- Low Value Farmland
- High Value Farmland

Surrounding McMinnville were exception lands and high value farmland, which were second and fourth priority lands. The exception lands were already developed and there was not a lot of opportunity for redevelopment. In the high value farmland area there was land that was development constrained with high slopes and landslide soils. Potential paths forward were:

1. URA/UGB

2. UGB
 - a. Dust off 2003 submittal, resubmit with revised findings
 - b. new alternatives analysis
 - c. concurrent with URA
3. Regional Problem Solving
 - a. RPS – 2003 UGB Plan
 - b. RPS – URA/UGB
4. Legislative Bill
5. Quasi-Judicial UGB Amendments
6. Do Nothing (wait for a state-wide fix)
7. Negotiate a Deal

The decision making filter included:

1. Does it achieve success – reality not monopoly
 - a. Housing
 - b. Economy
 - c. Parks
 - d. Livability
 - e. Infrastructure
 - f. Master planning
 - g. Local Control
2. Achievement of Goals
3. Costs
4. Time

The City Council had directed staff to evaluate responding to the 2012 remand of the 2003 MGMUP. The MGMUP (2003-2023) UGB history was as follows:

- 1994-2000 Coordinated Population Forecast, Draft HNA work
- 2001: HNA Adopted. Appealed to LUBA. Remanded back to City.
- 2002: City started work on the UGB Alternative Analysis (2003-2023)
- 2003: Ordinance No. 4795 (EOA) and Ordinance No. 4976 (MGMUP)
- 2004: LCDC Hearing on MGMUP. Objections filed. LCDC Remands to the City.
- 2006: Ordinance No. 4840 and 4841 – Amended MGMUP. Approved by DLCD staff. Appealed to LCDC. LCDC Affirms DLCD staff decision. Appealed to Court of Appeals.
- 2011: Court of Appeals Decision – one assignment of error. Remanded back to LCDC.
- 2012: LCDC remanded back to the City of McMinnville (Yamhill County was not part of the remand)

- 2013: City adopts Ordinance No. 4961, unwinding all of its work, electing to delay a response to the remand.
- 2014-2015: DLCD Rulemaking
- 2016: New rules become effective. All UGB work prior to new rules can still be forwarded under previous rules.

Councilor Drabkin left the meeting at 5:53 p.m. due to an emergency.

Planning Director Richards continued by stating the City had established the need for 1,188 acres. In 2004 (Ordinance No. 4796), the City brought in 217 acres of rural residential lands and 42 acres for a future school. None of the rural residential lands had annexed into the City and developed since that time. In the west hills, there was no infrastructure to support development and there were areas of high susceptibility for landslides. A conservation easement was put on 81 acres of land that was already inside the UGB and no development could occur. McMinnville could legally respond to LCDC's remand. DLCD supported this interpretation pursuant to statutes and administrative rules in effect at the time of the submittal in 2006.

Councilor Stassens said this UGB expansion was for the time period up to 2023. If they decided to finish that process now, would it satisfy the next 20 year planning horizon? Planning Director Richards said it would still be for the horizon up to 2023. They would still be using the data that was put together for the Housing Needs Analysis and Economic Opportunities Analysis associated with the 2006 submittal. When compared with the data of today, they were very similar in terms of need for the community. They had asked DLCD if they could use data from that time period and DLCD said that they could.

Councilor Geary asked if those documents would still achieve the goals they had today. Planning Director Richards said the planning horizon for 2023 was for a population of 45,000 people. The planning horizon they had been working on for 2041 was for a population of 48,000 people. The number of housing units and types of housing needed was very similar.

DJ Heffernan, consultant, gave a review of the remand. In the Court of Appeals decision was a general critique of the buildable land analysis and how to do it correctly. There was also a specific critique of the UGB analysis to include/exclude areas. For the buildable land analysis, the cost did not make the land unbuildable. The solution was to revise the BLI maps to only exclude hazards, steep slopes, and topographic/physical barriers. From the buildable land maps, they would need to select land to include in the UGB based on statutory priorities. They could skip priority areas only if they could not meet a specific land need. DLCD's remand order said they had to follow the Court's instructions or proceed in any other manner that complied with the statewide planning goals. The response-remand work outline was as follows:

- Re-Map Buildable Land
- Cost to Serve Analysis
- Land Development Cost Analysis
- Refine Housing Need Analysis
- Revise UGB Expansion Map
- Revise Plan Documents/Findings

For the buildable lands map:

- Most land in the expansion areas would be classified as buildable.
- Exclude: flood plains, steep slopes, severe and high risk landslide.
- Topographic/Physical Barriers: Baker Creek, Yamhill River.

Mr. Heffernan then discussed the candidate expansion areas including exception land subareas, resource land subareas, and UGB expansion proposal areas. The Cost to Serve Study would include water, sewer, and roads. The serviceability cost rating would be low, medium, and high costs per buildable acre. Jacobs Engineering would do the study for the City. This would be used as criteria for evaluating which areas came into the UGB. The Land Development Cost Analysis would be for a typical 5 acre site in West Hills, Riverside South, and 3-Mile Lane. It would look at the feasibility and cost per dwelling to develop single family residential and multi-family residential. The Housing Needs Analysis would be refined to use the data from the 2001 HNA. They would define land needs and cost parameters for housing types from executive to affordable. They would revise the UGB expansion map to follow the Court of Appeals screening process to justify inclusions and exclusions. They would also use the 2006 plan designations and zoning (NAC, R-5 zone). The plan documents and findings would be revised to use the 2006 amendments where possible. Appendix C would be revised to document the UGB land selection process. They would also outline implementation steps. He then explained the costs for these tasks, which totaled around \$83,000. There would also be a cost to update the City's public facility plans plus any legal expenses incurred. The pros of the remand process were:

- Built upon previous work and investment, had community support.
- All of the challenges had been legally resolved except for one assignment of error.
- Court decision laid out a path for response.

Mayor Hill asked if other cities had been successful in this process. Mr. Heffernan said other cities had used this path and had been successful. Planning Director Richards said there hadn't been a city go through the new rules from 2016 yet with a substantial UGB amendment. Angela Carnahan, representing DLCD, confirmed there had not been any cities that had gone through the expansion process under the new priority rules. Mr. Heffernan said other cities had done it, but not with data as old as the City's, however everything came to a standstill with the recession and very little had changed in terms of the forecast for housing and employment needs. Planning Director Richards said both Woodburn and Springfield finalized and affirmed their UGB amendments with data that was almost 17 years old.

The cons of the remand process were:

- One assignment of error was a big one – priority structure
- Could not use new rules adopted in 2016 which allowed for impractical infrastructure analysis.

Senior Planner Schauer discussed what a new submittal would look like as far as process, cost, and time. The new work started in 2018 with planning for a UGB for 2021 to 2041 and an Urban Reserve to 2067. So far they had done a draft Needs Analysis for residential, employment, and public/semi-public land, draft Buildable Lands Inventory to determine sufficiency, but had not yet begun evaluating the expansion areas per the new rules. It also had not yet been vetted through a public process or adopted. Challenges or appeals at any step in the process were unknown. They were still on Step 1 of the process. The tasks yet to be done for Step 1 were:

Needs Analysis Tasks:

- Housing Needs Analysis and BLI
- EOA and BLI, Public/Semi Public Land Needs
- Urbanization Report
- Housing Strategy (not a land use document)

All Items:

- Complete remaining items in drafts
- Distribute to PAC for review
- Public vetting
- Public hearing process for adoption
- Need to submit PAPA “Notice of Proposed Amendment” for drafts to DLCDC in May

The City would then need to go to Step 2, evaluate alternatives to meet the need and Step 3, develop and select the preferred alternative. Step 4 was to adopt the plan, Step 5 was to adopt supporting plans, and Step 6 was to implement the plan. Under the new rules, the City had to establish a preliminary study area which included all land within an Urban Reserve (not applicable), all lands within one mile from the UGB, and all exception areas contiguous to an exception area that included land within one mile of the UGB and that were within 1.5 miles of the UGB. At the discretion of the local government, the preliminary study area could contain lands in addition to those above. The City could exclude land from the preliminary study area if it was impracticable to provide necessary public facilities or services to the land, subject to significant development hazards due to risks like landslides, flooding, or tsunamis, consisted of significant scenic, natural, cultural, or recreational resources, and owned by the federal government and managed primarily for rural uses. Impracticable was defined as:

- an area of at least 5 acres where the majority, 75% or more, was slope of 25% or greater, but not if the majority of the area had a slope less than 25%
- isolated from existing service networks by physical, topographic, or other impediments to service provision. . .if impracticable to serve during planning period, based on evaluation of:
 - amount of development likely during planning period
 - likely cost of facilities and services
 - substantial evidence how similarly situated land in the region had/hadn't developed over time

Impediments were rivers/water bodies requiring new bridge crossings to serve, topo features (canyons/ridges), freeways, rail lines, restricted access corridors requiring grade separation to serve, official significant scenic, natural, cultural, recreational resources that would prohibit or significantly impede public facilities and services. Existing development patterns that might affect capacity were not an allowable exclusion. After the allowed exclusions were removed from the preliminary study area, if it was not already two times the identified deficiency, they had to adjust the area to include two times the amount of land needed to address deficiency by expanding the distance. Then the land in the study area had to be evaluated for inclusion in the UGB. To evaluate the land, they had to apply land priorities and to include as much land in the highest priority before the next priority.

Senior Planner Schauer explained the costs of the tasks for the new work program, which would be about \$260,000. Added to that cost would be the updates to the public facility plans plus any legal expenses. Any decision, analysis, or assumption that wasn't a safe harbor was subject to appeal at each step of the process. The potential areas for appeal were:

1. Needs Analysis: housing, employment, other lands, needs, BLI, capacity, surplus/deficit
2. UGB/UR Expansion Study Area Analysis: analysis of areas eligible for inclusion
- 3-4. UGB/UR Expansion Proposal and Plan: selection of proposed expansion area from eligible areas, Comprehensive Plan Map for expansion areas, Comprehensive Plan policies
5. Supporting Plans: Public facility plans, Goal 5 and Goal 7 resource plans
6. Implementation: area planning, code amendments, efficiency measures, rezoning, etc.

The pro of going through the new process was that the investment in the HNA/EOA had already occurred. The cons were exposure to significantly more challenges and appeals, costs of alternatives analysis and new public facility planning, and McMinnville would be the test case for the new rules in an environment that had historically been strife with challenges, opposition, and legal appeals.

Planning Director Richards said when comparing the remand and new process, there would be a December 2020 submittal with the remand and a December 2022/23 submittal with the new process. It would cost \$83,000 for the remand plus the facility plans estimated to be \$500,000 as opposed to \$260,000 for the new process plus the facility plans estimated to be \$815,000. The appeals had been resolved on all issues but one for the remand, but the adoption process had not yet started and everything was on the table for challenges and appeals for the new process. The outcome for the remand was satisfying the land need for a total population of 44,055 and the outcome for the new process was satisfying the land need for a total population of 47,498. Some of the options for use of the new work were: continue with the new work instead of the remand, continue with the new work in addition to the remand, add an Urban Reserve to the remand, after remand completion update the UGB to 2021-2041, and after remand completion update the UGB and add an Urban Reserve.

Councilor Peralta discussed the difference between the two approaches. Going with the new process would net them housing for 3,000 more people. How big of a factor should that be in this decision? Planning Director Richards said if they wanted the most bang for the buck and if there wasn't a critical need right now, following the new process might be the recommendation because it was a larger population forecast. However, the City was in a critical position right now regarding land constraints and housing affordability and there was a timeliness issue associated with this work. There was a large margin of error in population forecasts and 3,000 additional people was not a lot of difference. If they only did the remand, they would need to do this type of growth planning again in 10-15 years.

Council President Menke liked the idea of moving forward with the remand and then looking at adding an urban reserve.

Councilor Drabkin joined the meeting again at 6:58 p.m.

Councilor Geary asked about the deadline to decide the path moving forward. Planning Director Richards would like the decision tonight.

Councilor Garvin asked if the state was still willing to move forward with the remand. Planning Director Richards said they had been in discussions with the state and they were in support of the City responding to the remand.

There was consensus for staff to move forward with preparing a response to the remand. The work for the remand would be done with cognizance that it could be work to support a future urban reserve area effort, but the focus would be on the remand.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 7:03 p.m.

Claudia Cisneros, City Recorder

DRAFT

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, April 14, 2020 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin	
	Remy Drabkin	
	Zack Geary	
	Kellie Menke, Council President	
	Wendy Stassens	
	Sal Peralta	

Also present were City Manager Jeff Towery, City Attorney Walt Gowell, Police Chief Matt Scales, Finance Director Jennifer Cuellar, Community Services Director Mike Bisset, Planning Director Heather Richards, Human Resources Manager Kylie Bayer, Information System Director Scott Burke, Fire Chief Rich Leipfert, Parks and Recreation Director Susan Muir, Senior Planner Chuck Darnell, Operations Chief Amy Hanifan, and member of the News Media –and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the virtual meeting to order at 7:04 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATION
Arbor Day

Mayor Hill read the proclamation declaring April 24, 2020, as Arbor Day.

Planning Director Richards said the City had been participating in Arbor Day for 23 years. Typically there was an event, however this year there would be an educational program for the community about the value of trees.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Mayor Hill said public comments had been received from Jerry Hart discussing the use of TLT dollars.

Mark Davis, McMinnville resident, thanked the Council for their time and effort in the Baker Creek North hearing. There had been thoughtful discussion and important issues were raised. As he had listened to the discussion about growth over the years, there had been a lot of discussion about the pros and cons. Some of the positives were providing needed housing, greater business choices, expanded tax base, higher paying jobs, more parks were created, and additional cultural opportunities. The cons were traffic congestion, more crime, loss of open space, higher taxes, more homelessness, and loss of the small town feel. It was the Council's task to try to maximize the positives and minimize the negatives. Regarding the Work Session that was held earlier, it was important how they implemented the ordinances and the neighborhood activity centers in the Growth Management and Urbanization Plan were a great idea. He was glad to see they were moving in that direction. At the Baker Creek North hearing he did not hear a lot of positives about that concept. He thought there needed to be more education on the idea if that was what they wanted to do. He thought the neighborhood activity centers and Great Neighborhood Principles were in agreement and the direction they should go in the City.

5.

PRESENTATION

League of Oregon Cities Presentation

Patty Mulvihill, General Counsel for the League of Oregon Cities, discussed local Transient Lodging Tax. McMinnville's lodging tax was established via Ordinance No. 4970 on June 11, 2013. The original tax rate was 8%. Tax collectors were permitted to withhold 5% of the net tax due to cover expenses they incurred in collecting and remitting the tax. The original ordinance had been amended six times since its enactment. The 2017 amendment raised the rate from 8% to today's rate of 10%. The most recent amendment in September of 2019 ensured that online travel companies and hosting platforms must collect McMinnville's lodging tax from their guests. There were limitations on how McMinnville could use its lodging tax revenues. 70% of the net revenue must be used to fund tourism promotion or tourism-related activities or finance or refinance the debt of tourism-related facilities. 30% of the net revenue may be used to fund non-tourism related city services. Tourism promotion was:

- Advertising, publicizing, or distributing information for the purpose of attracting and welcoming tourists
- Conducting strategic planning and research necessary to stimulate future tourism development
- Operating tourism promotion agencies
- Marketing special events and festivals designed to attract tourists.

A tourist was a person who, for business, pleasure, recreation, or participation in events related to the arts, heritage, or culture, travelled from the community in which that person was a resident to McMinnville. The trip required the person to travel more than 50 miles from their community or

residence or included an overnight stay in McMinnville. A tourism promotion agency included any of the following:

- An incorporated non-profit organization or governmental unit that was responsible for the tourism promotion of a destination on a year-round basis
- A non-profit entity that managed tourism-related economic development plans, programs, and projects
- A regional or statewide association that represented entities that relied on tourism-related business for more than 50% of their income.

A tourism related activity was a conference center, convention center, or visitor information center or other improved real property that had a useful lifespan of ten or more years and had a substantial purpose of supporting tourism or accommodating tourist activities. A conference center was a facility that was owned or partially owned by a unit of local government, a governmental agency, or a non-profit agency and met the current membership criteria of the International Association of Conference Centers. A convention center was a facility that:

- Was capable of attracting and accommodating conventions and trade shows from international, national, and regional markets requiring exhibition space, ballroom space, meeting room space, or other associated space.
- Had a total meeting room and ballroom space between 1/3 and 1/2 of the total size of the center's exhibition space.
- Generated a majority of its business income from tourists.
- Had a room-block relationship with the local lodging industry.
- Was owned by a unit of local government, a governmental agency, or a non-profit organization.

A visitor information center meant a building or a portion of a building the main purpose of which was to distribute and disseminate information to tourists. What types of real property supported tourism or accommodated tourist activities? There was no statutory definition or Oregon appellate case that gave guidance. There was a 2008 General Opinion from the Attorney General that provided some guidance. That opinion was that the legislature most likely intended local roads, sewer plants, and transportation facilities to qualify as tourism related facilities only if they drew tourists themselves, directly served a specific attraction, or were part of the infrastructure for a specific tourist attraction. The legislature likely did not intend tourism related facilities to encompass roads and other infrastructure simply because they were used, even heavily, by tourists as well as locals. In 2019, the League of Oregon Cities had two bills that attempted to expedite ways in which cities could spend local lodging taxes. While neither attempt was successful, both bills had large support and they might have more leverage in future legislative sessions.

Councilor Garvin asked how much of the TLT dollars could be used for Covid impact relief and could restaurants receive the funds?

Ms. Mulvihill said that was a gray area of the law. There were valid arguments on both sides and it came down to a risk/reward decision. Each city needed to weigh it individually.

Councilor Peralta asked of the law suits that had been filed against cities for using the TLT for other projects, who had brought the law suits against the cities?

Ms. Mulvihill said the ones that had come to the Court of Appeals were mostly from the Oregon Restaurant and Lodging Association. She didn't know about the ones from Circuit Court. She suggested if giving these funds for Covid relief was something the City wanted to consider, they should get an opinion from the City Attorney.

Councilor Peralta said the city of Seaside declined to collect their TLT tax for the first three months of this year. He asked if that went against the state statute.

Ms. Mulvihill said no, because it was a local tax.

Councilor Peralta said the city of Keizer used their TLT to fund a portion of their civic center. How did that qualify?

Ms. Mulvihill said they met the standards for a convention center.

Councilor Garvin asked about using TLT funds for police or first responder staff for events.

Ms. Mulvihill said they had a bill put forward in the 2019 legislative session where they asked to be able to spend TLT funds that way and it died in committee. They would bring it back to the 2021 session.

Jeff Knapp, Executive Director of Visit McMinnville, said the last month had been a shock for the community and it was an unsettling time for businesses and the visitor economy. They were proud of the work they had done over the last five years in building a strong foundation of trust. They had secured dozens of national and international earned media pieces with millions of impressions and had received the highest industry acknowledgement for their work in the state. They had supported over 25 new visitor facing businesses open and jobs associated with those. They had redirected funding to leverage grant funding from the Willamette Valley Visitors Association to form the Yamhill County tourism partnerships to funnel resources back into the community. They were able to move the national and international perception of the epicenter of Oregon wine country from Dundee to McMinnville. They worked closely with the City on the Economic Development Plan. The original plan was to come to Council today with diversifying their destination and development efforts, however with Covid

they were now likely two years out from that course of action. There had been a lot of discussion about doing something with the TLT that would be meaningful and impactful to the community during this crisis. They were a small organization and did not have large reserves of funding to deploy for economic situations such as this. He thought the best use of the TLT was to deploy a data driven, targeted, well-crafted campaign to get people back to our local businesses as fast and safely as possible. Visit McMinnville was a very competent organization and had a history of success. They would weather the pandemic and come out the other side with their pedal to the floor. He thought they would have a leg up on other destinations in terms of potential bounce back due to the rural location, spaces to explore, and types of leisure travel. With well-crafted and targeted information they could get people back here faster than other surrounding cities. He explained their strategic milestones of planting for the first 1-5 years, fertilizing in the next 5-10 years, growing in 10-15 years, and maturing in 15-20 years. They were anticipating at minimum a 50% decrease in revenue which would put them back to where they were in 2016. They were excited that they now had the Economic Vitality Leadership Council to help bring additional connections to the work that they did as it related to the Economic Development Plan for the City. He hoped the Council viewed them as trusted partners and that they were working to be the best they could be. He would be bringing back their recommended business plan and contract in the upcoming months. Their plans would be flexible to accommodate for the pandemic. Currently they were focusing on local business messaging and working closely with the Stable Table on collaborative projects and grants. They were also working on a community based website to let people know what businesses were open and what they were offering and would be launching a community pride campaign called Our Roots Run Deep focusing on McMinnville history and resiliency and connecting resources. They were also monitoring travel sentiment with a plan to deploy as quickly as possible post-Covid. He discussed the historic TLT collections from 2014 to 2019 and the results of going back to the 2016 numbers which would be a big hit. He requested that the City extend their contract duration, support their business plan that would be focused on deploying all efforts to get business back to local stakeholders, and understand they were committed to investing in research and data to help drive the City's Economic Development Plan forward and work with the Economic Vitality Leadership Council to achieve the City's goals. Tomorrow they would be receiving the Visitor Economic Development Impact Study which would be shared with the City.

Councilor Stassens expressed appreciation for all of their efforts to support local businesses. She asked if he knew how many businesses would not be able to recover from the Covid shut downs.

Mr. Knapp said there would be a percentage of small businesses that would not be able to recover. He was not sure what those numbers might be. What

could make the biggest impact was capital for getting some of the businesses back up and the perishable products they needed. People's shopping habits would also change as they got comfortable with shopping online.

Councilor Stassens asked how the local government could support businesses.

Mr. Knapp said the most viable option was grants that might need matching funds or revolving loan funds. He did not have an answer, but there were many groups working on coming up with ideas.

Councilor Stassens asked if the local businesses were communicating to Visit Newberg and each other to help support them through the pandemic.

Mr. Knapp said each organization was staying in contact with their members. Surveys were also going out to assess the full impact on the community. They did not have the results yet, but businesses needed capital.

Councilor Peralta clarified there was no intent or funds for Visit McMinnville to be part of a grant program. What was the balance on their funding right now?

Mr. Knapp said as of April 1, they had \$95,000. They spent about \$27,000 per month on staff and other commitments. Beyond that they had a \$75,000 reserve. They did not have a pool of money that could be used for grants.

Councilor Drabkin asked what austerity measures they were taking as an organization.

Mr. Knapp said they had done quite a few things to cut expenditures. They had paused all Seattle media pieces and cut the group sales and destination development contract employee. They had also cut their media buying agency and the only marketing they were doing was for the Oregon Wine Press local messaging. They were focused on social media and email communication for local businesses.

6. ADVICE/ INFORMATION ITEMS

6.b. Department Head Reports

City Manager Towery said about a third of the City's workforce was working from home. Those who were on site were practicing social distancing and wearing PPE when appropriate and staggering shifts. They had been exploring a shelter partnership with the County, YCAP, and Newberg. They had landed on an expanded hotel voucher program that would provide an additional 20-30 beds for 2-3 months. They had a conceptual agreement for a cost share and McMinnville's share would be \$20,000. Regarding a business support program, they had been working with Stable Table partners seeking grant resources to focus on a short term support program and resiliency during recovery. He would like to provide \$10,000 to YCAP to help support the active meal services in McMinnville. The home delivery of library

materials program was launched on April 1 and as of yesterday there had been 331 deliveries and 72 more were set for today. They were real time answering patron questions for reference and other programs by phone and email. They were pushing downloadable audio books and streaming video resources. They were getting Spanish and English information out on social media about a variety of library resources. In Fire and ambulance, they transitioned the Monday through Friday peak units to a 24 hour ambulance to deal with the increased time it was taking to decontaminate the facilities. Due to the reduction of calls, they had gone back to just four 24 hour ambulances. They were doing full shift meals and trainings in the trainings room where there was room for social distancing. They received a little over \$51,000 from the Cares Act provider relief fund which was being used to offset revenue losses from decreased call volume. The PPE numbers were holding steady and a full decontamination of the fire station, house on Baker Creek Road, all of the ambulances, and front line engines would continue on a weekly basis. Planning and Building was still operating at full service through e-permitting and electronic plan reviews. The prescription delivery program was launched a week ago and 13 had already been filled and delivered. They were working with partnerships to utilize a compliance team to help deliver food pantry boxes. The Police Department was continuing to work on social distancing and limiting non-essential travel. They had done about ten birthday party parade drive-bys and staff had been working with elementary schools for virtual story times. They were also working with the School District to remind children about social distancing at bus stops when buses were delivering meals. Human Resources had been working on a number of policies and they had extended employee assistance programs to include all part time, seasonal, and temporary employees. They had laid off part time parks employees last week and had given them a comprehensive fact sheet of other work opportunities in the community and help with navigating unemployment claims. Finance had been operating at a distance and all payroll and accounts payable were being processed according to normal schedules. The finance team was also being used to provide support for grant awards in response to Covid. Wastewater services were participating in a Harvard based study to test treatment plant influent for signs of the Covid-19 virus. Public Works crews were working on staggered shifts. They were repurposing an old library book drop into a secure construction bid submission receptacle. Public bid openings would be done outdoors in the parking lot. Parks and Recreation had launched a Mac to You program with downloadable videos and games. Staff had called about 400 active seniors and volunteers to check in with them and delivered about 150 activity packs to seniors. A scholarship fund had been started for kids and families that had been particularly hard hit so they could get back into recreation once the programs started again. The park ranger season had begun early to focus on social distancing education and to remind people what was allowed in the parks.

Councilor Peralta asked if each department was looking at their budgets and alternatives to further layoffs. He suggested furlough days and other reductions instead of layoffs.

City Manager Towery said that would be part of the conversations during the budget process.

Councilor Garvin asked about possible grant funding.

City Manager Towery said they were looking into the Oregon Community Foundation Grant. Planning Director Richards said the Foundation might consider the McMinnville Downtown Association Economic Improvement District for the funds. They had also been in discussion with Craft 3 who was the community development financial institution about a program as well. The Oregon Community Foundation had about \$14 million for small business stabilization funds and she hoped they would be successful.

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

Mayor Hill had attended the Governor's meeting today regarding Covid. The League of Oregon Cities was meeting on a weekly basis. There were also County meetings with state senators and representatives along with Chambers and City Managers. They had also been involved with McMinnville Water & Light and providing funds for those struggling with paying utilities. He gave the latest statistics; Yamhill County had a total of 6 deaths. So far there had been no deaths in McMinnville. There were 814 individuals who had been tested and 32 were positive. Testing was going to be ramped up to 1,500 tests per week throughout the state. He was attending a lot of meetings and keeping up to date with the information.

Council President Menke said there would be a Visit McMinnville Board meeting tomorrow and League of Oregon Cities meeting on Friday. The soup kitchen was closed for two weeks. Some churches had filled in and were serving meals in the interim.

Mayor Hill said the Yamhill Rescue Mission had about 50 individuals in the emergency shelter during the cold weather. They were now serving about 25 individuals.

Councilor Geary said the Historic Landmarks Commission had met. A Landscape Review Committee meeting would be held tomorrow. The KOB Technical Advisory Committee joint meeting with the Council and School District had been put on hold due to Covid. The Mac Pac Committee would be getting together digitally to talk about how to move forward with their 18 month process. The climate initiative still remained an issue and would be coming back to Council. He asked when they planned to bring the Council's Level 10 meeting discussions regarding fire and EMS staffing back to Council, especially if the SAFER Grant had opened.

City Manager Towery said the SAFER Grant rules came out last week and the window was open for about another month. Staff would bring back a recommendation to Council at the next meeting. The consultant study on the

district assessment was still continuing. He thought preliminary data could be brought back to the next meeting as well.

Councilor Peralta said the Mid Willamette Council of Governments expected in this quarter to generate triple the revenues from loans than they had budgeted for the entire year due to Covid. Several cities had reached out to them for help with loans for gap funding as a result of Covid, and it was an option for McMinnville as well. The Council of Governments was the host for the new continuum of care and in addition to Marion and Polk Counties, the Grand Ronde Tribes had joined into that rural continuum. Yamhill County was the only Mid Willamette Valley jurisdiction that did not join the continuum to help address the homelessness situation.

Councilor Stassens said MURAC was not meeting this month. Regarding the Level 10 meetings, they had decided to wait until they could meet in person again or until they were more comfortable with the Zoom meeting format before continuing with the Level 10 meetings.

Councilor Garvin said the Airport Commission and YCOM Budget meetings were postponed. He thought the Level 10 meetings could resume in May. He thought they should make a decision on the SAFER grant at the next meeting. He suggested the City put together a small business assistance grant program. He thought they should give grocers the flexibility to not enforce the bag ban right now and allow grocers to ban the use of reusable bags in the store to protect staff.

Councilor Drabkin said the Community Home Builders had been working closely with the Planning Department for their subdivision. The City had provided \$236,861.90 in development fee incentives for affordable housing since July 1, 2017. She was also attending the League of Oregon Cities meetings and had been working on a number of initiatives. There was an effort through Nike to connect government with local businesses that had sewing machines and 3D printers to produce PPEs. She had discussions about the role of the City in assisting with commercial leases for businesses. First Baptist Church had stopped providing overnight housing for the homeless. There was a work group who was meeting to discuss solutions for the homeless. She had also been helping YCAP and other organizations by being a conduit of information. She had been helping to support foodbanks who planned to distribute 2,000 food boxes per week. She had been having conversations with non-profits and business owners about PPE loans. They were experiencing in McMinnville the inequitable distribution of loans based on access to the banking system, especially for minorities, which would be impactful to the community. She encouraged everyone to donate blood with the American Red Cross.

City Manager Towery said the SAFER grant window of application closed on May 15. There would likely be a local match required.

Councilor Geary would like to see the grant come to Council sooner rather than later.

Fire Chief Leipfert said they had partnered with Life Flight on the Fire Med Program. Life Flight would now be managing the program. Regarding the SAFER grant, they would have a professional grant writer helping them.

7. CONSENT AGENDA

a. Authorize City Manager to sign the Airport Property Lease Amendment with Van Holland Farms.

b. Customers Helping Customers Program.

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

8. RESOLUTIONS

8.a. Consider **Resolution No. 2020-20**: A resolution to award a contract for the McMinnville Municipal Airport Jet A Fueling System, Project No. 2019-8, to Mascott Equipment

Community Development Director Bisset said this was for a new Jet A fueling system at the Airport. Two bids were received and the lowest responsible bidder was Mascott Equipment in the amount of \$229,850.

Councilor Garvin clarified there would not be any down time on the fuel tank. Community Development Director Bisset said that was correct, the existing fuel tank would be in service and remain in service until the new tank was put in by September 2020.

Councilor Garvin MOVED to adopt Resolution No. 2020-20, awarding a contract for the McMinnville Municipal Airport Jet A Fueling System, Project No. 2019-8, to Mascott Equipment; SECONDED by Council President Menke. Motion PASSED 6-0 by the following vote:

*Ayes – Councilors Drabkin, Garvin, Geary, Stassens, Menke, and Peralta
Nay – None*

8.b. Consider **Resolution No. 2020-21**: A resolution to award a contract for the 2020 Spring Street Repair, Project No. 2020-1, to K&E Paving Inc., dba H&H Paving

Community Development Director Bisset said this contract was for pavement repairs on Linfield Avenue and Second Street. Three bids had been received and the lowest responsive bidder was K&E Paving.

Councilor Drabkin MOVED to adopt Resolution No. 2020-21, awarding a contract for the 2020 Spring Street Repair, Project No. 2020-1, to K&E Paving Inc., dba H&H Paving; SECONDED by Councilor Geary. Motion PASSED 6-0 by the following vote:

*Ayes – Councilors Drabkin, Garvin, Geary, Stassens, Menke, and Peralta
Nay – None*

- 8.c. Consider **Resolution No. 2020-22**: A resolution authorizing an interfund loan from the Wastewater Capital Fund to the General Fund and Consider **Resolution No. 2020-23**: A resolution making a budgetary transfer of resources and appropriation authority for fiscal year 2019-2020 in the Wastewater Capital Fund and General Fund budgets.

Finance Director Cuellar said there were two resolutions associated with this action. The first would authorize internal borrowing from the Wastewater Capital Fund to the General Fund. It would be used to purchase equipment for the Emergency Operations Center. It would also cover 3 vehicles that were in the budget for the Police Department. The second resolution was the actual budget transfers for these items. It would also transfer funds they would have otherwise budgeted next year so that parks could utilize it in the current fiscal year to do basic maintenance projects for facilities that were currently closed to avoid closures later in the summer.

Councilor Garvin asked if they were originally going to lease the police vehicles but now they were going to purchase them outright. Finance Director Cuellar said it would be an internal borrowing, which would be a five year payback to the Wastewater Fund as opposed to a five year lease with a commercial agency. The total for the vehicles was \$175,000 and the Emergency Operations equipment was \$62,000.

Council President Menke MOVED to adopt Resolution No. 2020-22, authorizing an interfund loan from the Wastewater Capital Fund to the General Fund and Resolution No. 2020-23, making a budgetary transfer of resources and appropriation authority for fiscal year 2019-2020 in the Wastewater Capital Fund and General Fund budgets; SECONDED by Councilor Garvin. Motion PASSED 6-0 by the following vote:

*Ayes – Councilors Drabkin, Garvin, Geary, Stassens, Menke, and Peralta
Nay – None*

- 8.d. Consider **Resolution No. 2020-24**: A resolution authorizing the closure of one fund, the Ambulance Fund, and authorizing the change of the Building Fund from an enterprise fund to a special revenue fund and Consider **Resolution No. 2020-25**: A resolution authorizing a budgetary transfer of resources and appropriation authority for FY 2019-20 of the Ambulance Fund to the General Fund – Fire Department.

Finance Director Cuellar said there were two resolutions associated with this action as well. The first would close the Ambulance Fund and re-appropriate those funds to the Fire Department. The reason for the change was for programmatic purposes as right now the Fire and Ambulance staff was the same staff and fully integrated but historically had been separated financially. The Ambulance Fund had not been sustainable and there was not a year where current costs were covered by current revenues. The General Fund had to support it significantly and it did not make sense to continue it. They had received an internal control finding on the City's audit and part of that was the complexity of the hand work involved in producing financial statements. By changing the fund from an enterprise fund to a special revenue fund, it would still be a stand-alone fund but the accounting for it would be less complicated. The second resolution shifted the appropriations previously given to the Ambulance Fund to the Fire Department in the General Fund.

Councilor Garvin asked if they would still be able to see the trends for EMS and Fire separately in the budget. Finance Director Cuellar said it was structured so that it would be a transparent one to one change.

Council President Menke MOVED to adopt Resolution No. 2020-24, authorizing the closure of one fund, the Ambulance Fund, and authorizing the change of the Building Fund from an enterprise fund to a special revenue fund and Resolution No. 2020-25, authorizing a budgetary transfer of resources and appropriation authority for FY 2019-20 of the Ambulance Fund to the General Fund – Fire Department; SECONDED by Councilor Peralta. Motion PASSED 6-0 by the following vote:

*Ayes – Councilors Drabkin, Garvin, Geary, Stassens, Menke, and Peralta
Nay – None*

9. ORDINANCE

9.a. Consider first reading of **Ordinance No. 5092**: Adopting New Requirements and Regulations to Campaign Finance

City Attorney Gowell said this was a Work Session topic in February where the Council discussed the status of campaign finance. At the conclusion of the meeting the Council had directed staff to prepare an ordinance that emulated the Portland campaign finance disclosure provisions that were upheld by the Circuit Court of Multnomah County. That was the ordinance before them tonight. It would establish the rights of employees to have payroll deductions made from their salaries for campaign contribution purposes, required registration of campaign entities and committees with the Oregon Secretary of State within three days after they had spent \$750 on an election cycle for a candidate campaign in McMinnville, required timely disclosure of large contributions and expenditures in connection with campaign communications, and those disclosures must include the five dominant contributors who had supported the campaign communications

and if any of the dominant contributors was a political committee then that committee had to disclose its top three funders during the current election cycle. The disclosures had to be done within 10 days of the printed material and within 5 days of any video or audio communications. The ordinance also contained implementation and enforcement procedures and created a financial penalty, appointed the City's Finance Director to be the point person for receiving and investigating complaints and issuing orders, empowered the Finance Director to issue subpoenas, and allowed for appeal to the Circuit Court.

Council President Menke clarified this only addressed candidate campaigns, not ballot measures.

Mayor Hill asked if the Council wanted to schedule a public hearing on the ordinance or a first reading.

There was consensus to continue to a first reading.

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

City Attorney Gowell read by title only Ordinance No. 5092.

Council President Menke MOVED to pass Ordinance No. 5092 to a second reading; SECONDED by Councilor Peralta. Motion PASSED 6-0 by the following vote:

*Ayes – Councilors Drabkin, Garvin, Geary, Stassens, Menke, and Peralta
Nay – None*

City Attorney Gowell read by title only for a second time Ordinance No. 5092.

Councilor Peralta MOVED to approve Ordinance No. 5092, adopting new requirements and regulations to campaign finance; SECONDED by Council President Menke. Motion PASSED 6-0 by the following vote:

*Ayes – Councilors Drabkin, Garvin, Geary, Stassens, Menke, and Peralta
Nay – None*

10. ADJOURNMENT: Mayor Hill adjourned the meeting at 9:28 p.m.

Claudia Cisneros, City Recorder



Finance Department, 230 NE Second Street • McMinnville, Oregon 97128

Staff Report

DATE: May 11, 2021
TO: Mayor and City Councilors
FROM: Jennifer Cuellar, Finance Director
SUBJECT: Online Lien Search Fees

Strategic Priority & Goal:



CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize and deliver municipal services with discipline and focus

Report in Brief:

The City offers online search capacity of liens issued by the city against properties. The direct cost to provide the service increased by 20% in 2018. This proposal seeks to increase the per item cost to users by 20% starting in FY2021-22 on July 1, 2021.

Background:

Registered users of the online lien search capacity are typically title companies. User fees, \$25 per search, have not been increased since the service was first offered in 2003. In that time, the City's direct cost per item has been raised twice, most recently in 2018 when it was increased by 20%. The city has not sought to increase fees based on the labor costs involved in staffing the service; in fact, when direct costs increased, the amount of funds available to offset the staffing costs were effectively reduced.

In order to better keep pace with the incremental increase in cost for providing this online service, the Finance Department seeks to raise the current per item fee charged to users from \$25 to \$30.

Total revenue for this service is as follows:

01-03-013.5310 (General-Finance-Accounting. On-Line Lien Search Fees)

	FY17	FY18	FY19	FY20
Actuals	24,700	17,573	20,775	28,584

Financial Impact:

Raising the fees to \$30 an item will have the impact of offsetting the direct costs per item and will increase slightly the amount of the per item user fee available to offset the staffing costs associated with maintaining the online lien search data in the system.

Year	2003	2021
Direct cost	8.00	12.00
Staff cost recovery	17.00	18.00
User Fee	25.00	30.00

At this time an increase in the user fee of 20% to match the most recent direct cost increase of 20% seems a reasonable rate increase for users after over 15 years. Finance will do a review of actual staff costs and if the City is not breaking even on this service, a proposal for additional rate increases to catch up to break even will be proposed for FY2022-23.

Attachments:

1. Resolution No. 2021-25 with proposed fee increase

Recommendation:

Staff recommend approval of the Resolution and increase in the online lien search fee.

RESOLUTION NO. 2021-25

A Resolution adopting an increase in online lien search fees and repealing all previous resolutions regarding this fee at the time this becomes effective.

RECITALS:

The City of McMinnville collects online lien search fees for to fund the cost of providing online lien search fees; and

Per Resolution No. 2003-31, it is the belief of the City Council that real estate and mortgage companies and others using the online lien search services should provide cost recovery for the City for the time required to provide accurate information; and

In 2018, the City's direct costs were increased for the second time since launching the online service, at this time by 20%; and

This fee increase of 20%, \$5 per item, from \$25 to \$30 results in a net increase since 2003 of \$1 more per item to offset staffing costs.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE, OREGON as follows:

1. That the City of McMinnville's online lien search fee will be \$30.
2. That this fee will take effect July 1, 2021.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 11th day of May, 2021 by the following votes:

Ayes: _____

Nays: _____

Approved this 11th day of May 2021.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder



City of McMinnville
Finance Department
230 NE Second Street
McMinnville, OR 97128
(503) 434-2350
www.mcminnvilleoregon.gov

Staff Report

DATE: May 11, 2021
TO: Mayor and City Councilors
FROM: Jennifer Cuellar, Finance Director
SUBJECT: Judge, *Pro Tempore*

STRATEGIC PRIORITY & GOAL:



COMMUNITY SAFETY & RESILIENCY

Proactively plan for and responsively maintain a safe and resilient community



CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.



ENGAGEMENT & INCLUSION

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

Report in Brief:

The City Council appoints the Municipal Court Judge and Judge *Pro Tempore* (city code 2.40.020). On occasion, the presiding Municipal Court Judge is unavailable and the Judge *Pro Tempore* (Pro Tem) will take the bench during those absences. This resolution appoints the Judge Pro Tem for the McMinnville Municipal Court.

Background:

The McMinnville Municipal Court typically will have two court days per month focused on traffic violations and two per month on misdemeanors. Judge Terry Mahr currently acts as Judge Pro Tem. During the Covid-19 pandemic, it has become clear that it would be advisable to have a second Judge available to step in should there be a need.

The second Judge, *Pro Tempore* proposed is Mr. Mark Lawrence. Mr. Lawrence is a former Yamhill County and Washington County Prosecutor and a partner in The Lawrence and Lawrence Law Firm, located in the Justice Center on Third Street. Mr. Lawrence is active on the McMinnville Municipal Court Indigent Defense List serving the legal needs of the underprivileged in our community. He brings the expertise and high standards of a murder-qualified lawyer to our court appointed attorneys municipal defense bar. His background and expertise fulfill the qualifications requirement under city code 2.40.030 for Judge, *Pro Tempore*. Mr. Lawrence is also an enrolled member of the Wyandotte Nation, a federally recognized Native American tribe. In its current location, our court sits on the ancestral tribal lands of the Kapalua people with their descendants living in our community, and on tribal lands, who appear in our court; a diverse bench confirms our commitment to equal access to justice for those who have been overrepresented in the criminal justice system.

Financial Impact:

The budget includes funds for Judge, *Pro Tempore* services. An additional \$140 membership in the Oregon Municipal Court Judge Association will need to be added.

Attachments:

Resolution appointing Judge, *Pro Tempore* of the McMinnville Municipal Court

Recommendation:

Staff recommends that Council approve this appointment

RESOLUTION NO. 2021-26

A Resolution appointing Judge Pro Tempore of the McMinnville Municipal Court

RECITALS:

The City of McMinnville appointed Municipal Judge is the Honorable Cynthia Kaufman Noble; and

City Council, under city code 2.40.020, has the authority to also appoint Judge, *Pro Tempore* to serve when the appointed Municipal Judge is unavailable; and

The City Council affirms the previous appointment of Mr. Terry Mahr as Judge, *Pro Tempore*; and

Having satisfied city code 2.40.030 concerning qualifications for the post, the City Council appoints Mr. Mark Lawrence as an additional Judge, *Pro Tempore* for the City's Municipal Court.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE, OREGON as follows:

1. That Mr. Mark Lawrence is appointed Judge, *Pro Tempore*. The City Manager is authorized to enter into a personal services agreement with Mr. Lawrence for judicial services for a term of 4 years.
2. This appointment will take effect as of the date of approval

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 11th day of May, 2021 by the following votes:

Ayes: _____

Nays: _____

Approved this 11th day of May 2021.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder