



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

**Joint Work Session of City Council
& McMinnville School District Board of Directors
Wednesday, March 22, 2023**

Welcome! The public is strongly encouraged to participate remotely but there is 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.

*You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331,
Ziplay Fiber 29 or webstream here:
www.mcm11.org/live*

*You may join online via Zoom Meeting:
<https://mcminnvilleoregon.zoom.us/j/81822238639?pwd=SOhWQzQzeG9VVEFpV05JWU1SeFI0dz09>*

*Zoom ID: 818 2223 8639
Zoom Password: 001265*

*Or you can call in and listen via zoom: 1-253- 215- 8782
ID: 818 2223 8639*

6:00 PM – JOINT WORK SESSION MEETING – VIA ZOOM AND SEATING AT CIVIC HALL

1. CALL TO ORDER
 - a. MAYOR DRABKIN CALL COUNCIL TO ORDER
 - b. CHAIR BENNER CALL BOARD TO ORDER
2. PARKS, RECREATION AND OPEN SPACE MASTER PLAN
3. FOX RIDGE ROAD AREA PLAN
4. RECREATION FACILITY PLANNING
5. ADJOURNMENT OF JOINT MEETING
 - a. CHAIR BENNER ADJOURN BOARD MEMBERS
 - b. MAYOR DRABKIN ADJOURN COUNCIL MEMBERS



City of McMinnville

City of McMinnville
Parks and Recreation Department

Contact: Susan Muir
McMinnville, OR 97128
(503) 434-7310

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: November 16, 2022
TO: City Council and McMinnville School Board
FROM: Susan Muir, Parks and Recreation Director
SUBJECT: Parks, Recreation and Open Space Master Plan (PROS Plan)

A. Background

Report in Brief: This work session is an opportunity to introduce the McMinnville School Board and staff to the city's parks and open space planning project. Earlier this year, the City kicked off the process to update our guiding document for the parks and open space system. This project will build on the vision and success of the [1999 Parks, Recreation and Open Space Master Plan](#) and create a roadmap for McMinnville's next 20 years of park development, programming, and maintenance.

The goal of this project is to have a modern park system plan based on sufficient funding that is grounded in equity.

The purpose of this work session is to:

- Provide an overview of the project, including the process,
- Provide a preliminary overview of McMinnville's existing park inventory and park conditions,
- Receive input from the McMinnville School Board and City Council on current challenges and future goals for parks, and
- Discuss next steps.

Background:

The 1999 PROS Plan did a great job of setting the city up to acquire and develop amazing outdoor recreational amenities that enhance our community. And now, 23 years later, it's time for us to refresh the plan, look at new trends in recreation and park design, check in with the community and plan for the next 20 years.

Identified stakeholders in this project include (but are not limited to):

- The City's [Diversity, Equity and Inclusion Advisory Committee](#) (DEIAC) will act as the project advisory committee in alignment with the city's goal to strive for equity,
- The City's Planning Commission and City Council,
- The staff Project Management Team with representatives from Parks & Recreation, Public Works, Planning & the city's Communication & Engagement Manager,
- Partners including MSD, Linfield, Chemeketa, Yamhill County, and others,
- Stakeholder and user groups, and most importantly
- The community - through a robust public engagement plan designed to bring forward different voices from our community.

There will be multiple opportunities throughout this planning process for engagement and input. A project web page has been setup and will soon include surveys and other opportunities for engagement. The project web page address is:

mcminnvilleparksplan.com.

Discussion:

At the work session, staff will make a brief presentation and be available to answer any questions about the project. City staff will also facilitate and record feedback regarding opportunities and challenges the school board, MSD staff and city council identify for this project.

There is no staff recommendation at this time.

EXHIBIT 2 – STAFF REPORT

DATE: March 22, 2023
TO: City Council and McMinnville School Board
FROM: Tom Schauer, Senior Planner
SUBJECT: Fox Ridge Road Area Plan Update

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

Report in Brief:

The purpose of this work session is to provide background information about the Fox Ridge Road Area Plan and to provide an update on the project status.

Background & Discussion:

The information sheet attached as **Attachment 1** provides an overview of the Area Planning process and the Fox Ridge Road Area Plan. The Area Plan will guide future development of the Fox Ridge Road area as it transitions from rural to urban land uses over time, consistent with the adopted Framework Plan. The Area Plan will provide guidance for the planning and development of fully integrated, mixed-use, pedestrian-oriented neighborhoods.

Through the public process, the community helps guide the plan, which looks at the arrangement of the area for homes, parks, open spaces, trails, neighborhood commercial uses and amenities, and circulation consistent with the Great Neighborhood Principles and policies.

Fox Ridge Road Area Plan Update

The Fox Ridge Road Area Plan project launched in 2022 and is scheduled for adoption by the end of 2023. The public engagement process includes a multi-faceted public engagement program. Work is guided by a Project Advisory Committee, and broad community engagement is solicited at key decision-making steps during the process.

This project includes the following major steps: information gathering and analysis, development and evaluation of alternatives, selection of a preferred alternative, refinement of a preferred alternative into the draft plan, and the public hearing process to consider adoption of the draft plan.

Key public engagement elements to date include the following:

- The Project Advisory Committee held a kick-off meeting and a bus tour of the project area and surrounding area.
- The project team has been gathering and analyzing background information and conducting stakeholder interviews.
- A community survey launched in March and will be open through April 10.
- A Community Design Workshop was held on March 21, and the Project Advisory Committee met following the workshop to debrief relative to next steps.

Based on the community input received through these activities, the project team will assemble three alternatives for preliminary evaluation, to be considered in the next phase of the process to select a preferred alternative.

Relationship to School District Property

The Fox Ridge Road Planning Area is approximately 234 acres. The northernmost property is owned by the McMinnville School District, and is approximately 42 acres in size comprising approximately 18% of the Fox Ridge Road Planning area.

The School District property was annexed into the City and rezoned to R-4 with a Planned Development Overlay (“R-4 PD”) in 2005. (Docket ANX 1-05, ZC 1-05), adopted by Ordinance 4829. This means the property is subject to special provisions of a “Planned Development Overlay” listed in the ordinance, which are part of the zoning regulations for the property. ***See Attachment 2.***

The conditions for the property specify that the use of the land is limited to a public high school and ancillary uses, subject to an approved conditional use permit, which would be submitted for review through the Conditional Use Permit process prior to development. The School District property is the only property in the Planning Area that is already within City limits with City zoning.

The School District’s most current enrollment forecasting indicates slower near-term growth in high school age population and forecast student enrollment than the previous trends for growth in that age cohort in the 1990s and 2000s.

However, the Fox Ridge Road Area Plan is a long-range plan for the area that continues to provide guidance to future growth, whether it occurs faster or slower than forecast.

In developing the Fox Ridge Road Area Plan, we want to ensure the plan thoughtfully considers the high school site as part of a cohesive Area Plan with thoughtful consideration given to relationships and connections between the surrounding neighborhoods, neighborhood activity center, and the high school site. This includes good connectivity for pedestrian-oriented neighborhoods with opportunities for walking, biking, and transit; and opportunities for good connections to trails, recreational opportunities, and open spaces.

Attachments:

1. Attachment 1. Fox Ridge Road Area Plan Background Information Sheet
2. Attachment 2. Ordinance 4829

Action Requested:

No action is requested this evening. This work session is for purposes of information-sharing. The School District is a key partner in the successful planning for the future of the Fox Ridge Road Area. Participation in each phase of the Fox Ridge Road Area Planning process is welcomed.

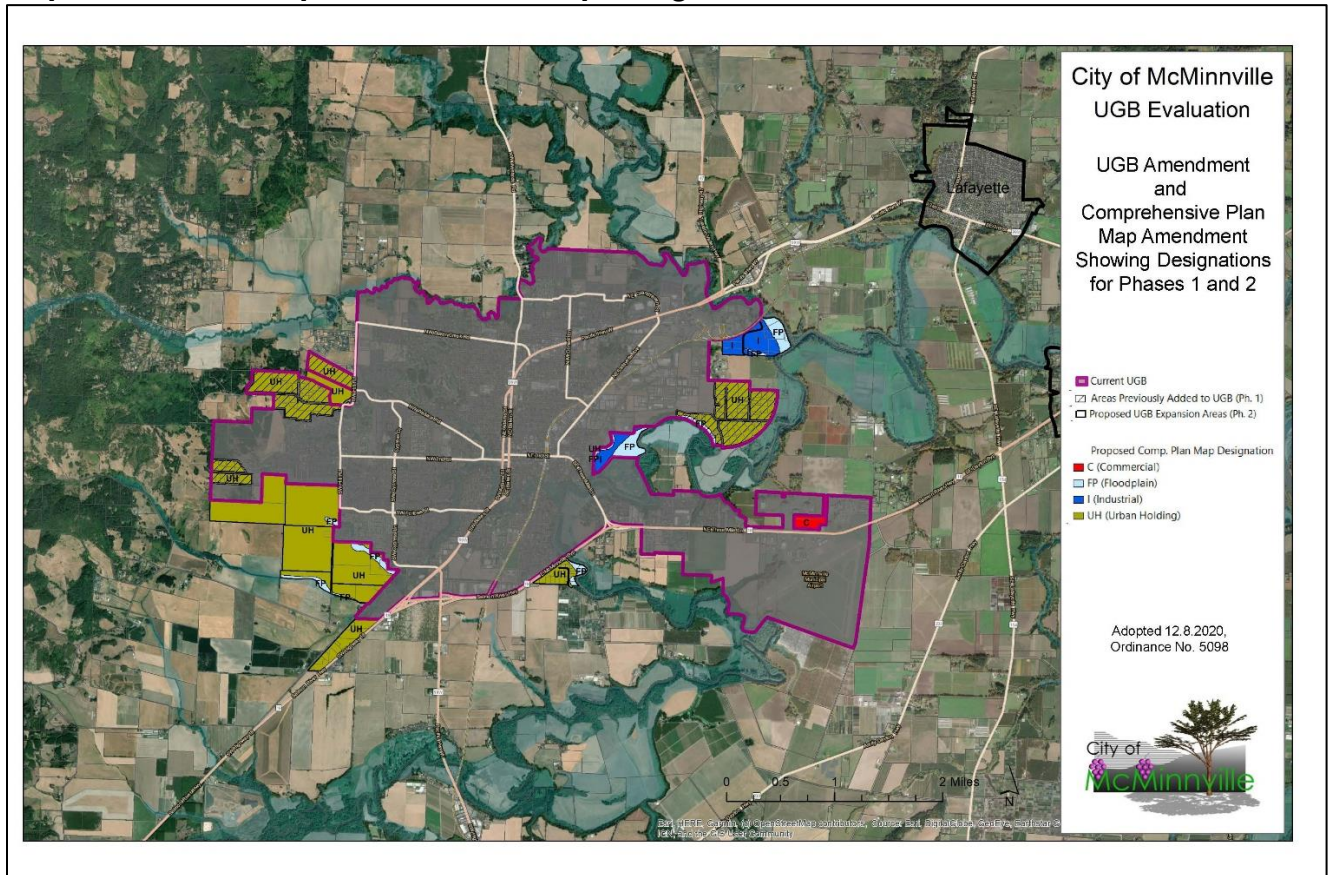
FOX RIDGE ROAD AREA PLANNING PROJECT

About This Project

Recently, the City of McMinnville amended its urban growth boundary (UGB) by adopting the McMinnville Growth Management and Urbanization Plan (MGMUP, [MGMUP 2003 UGB Remand Project | McMinnville Oregon](#)) (Ordinance No. 5098, December 8, 2020). The MGMUP amended McMinnville’s UGB by 924 gross buildable acres. Most of this acreage was placed into an Urban Holding (UH) comprehensive plan designation. Please see map below and Map 1 of Appendix B).

All land within a UH comprehensive plan designation needs to undergo an area planning process prior to annexation into the city limits, rezoning and development. Area planning can be initiated by the City or by private property owners.

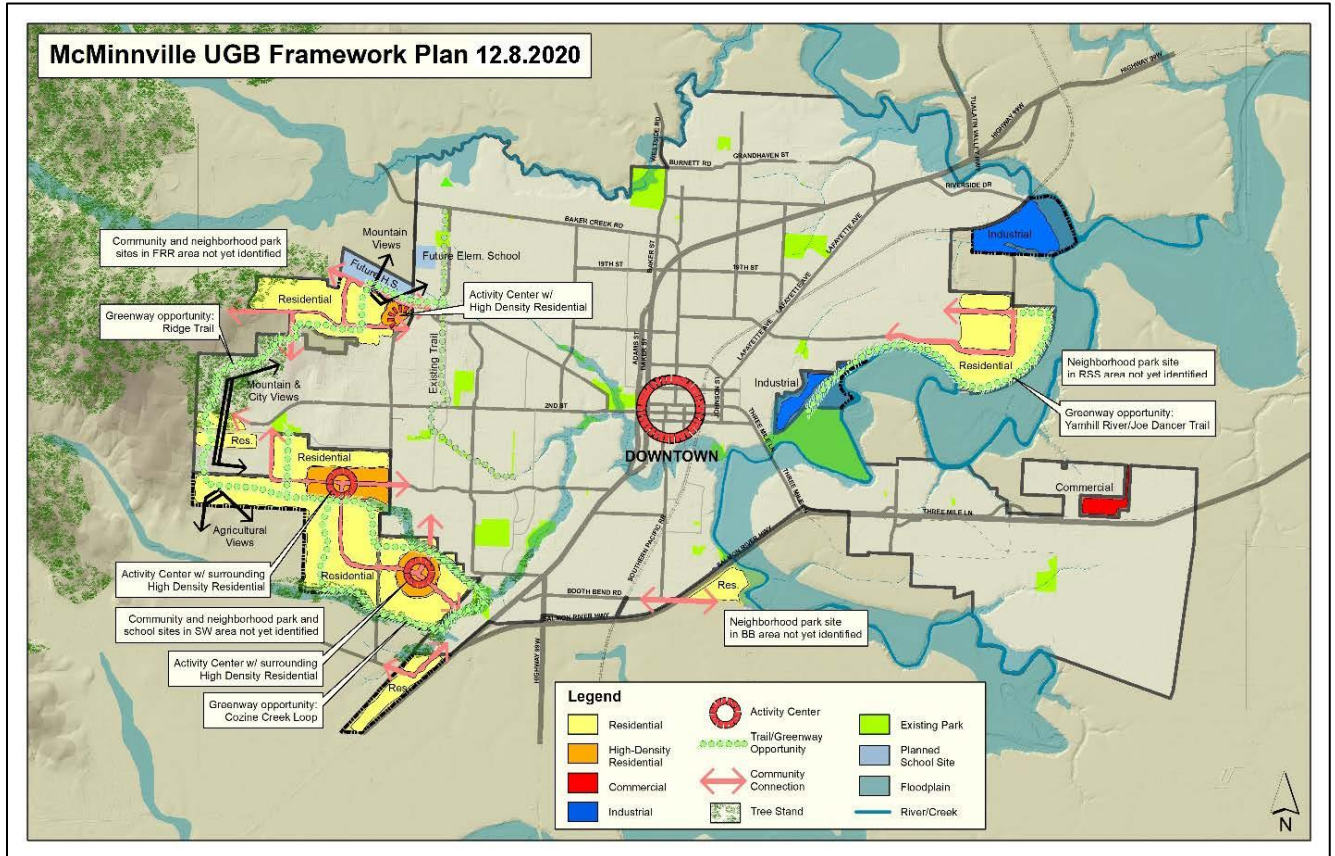
Map 1: MGMUP Comprehensive Plan Map Designations



Appendix G of the MGMUP is a Framework Plan identifying six different areas that will need area plans. The City of McMinnville has committed to investing in one area planning process each year. Please see Framework Plan Map below.

The MGMUP Framework Plan also identifies how McMinnville’s future land need could and should be distributed throughout the six different area plans.

Map 2: MGMUP Framework Plan

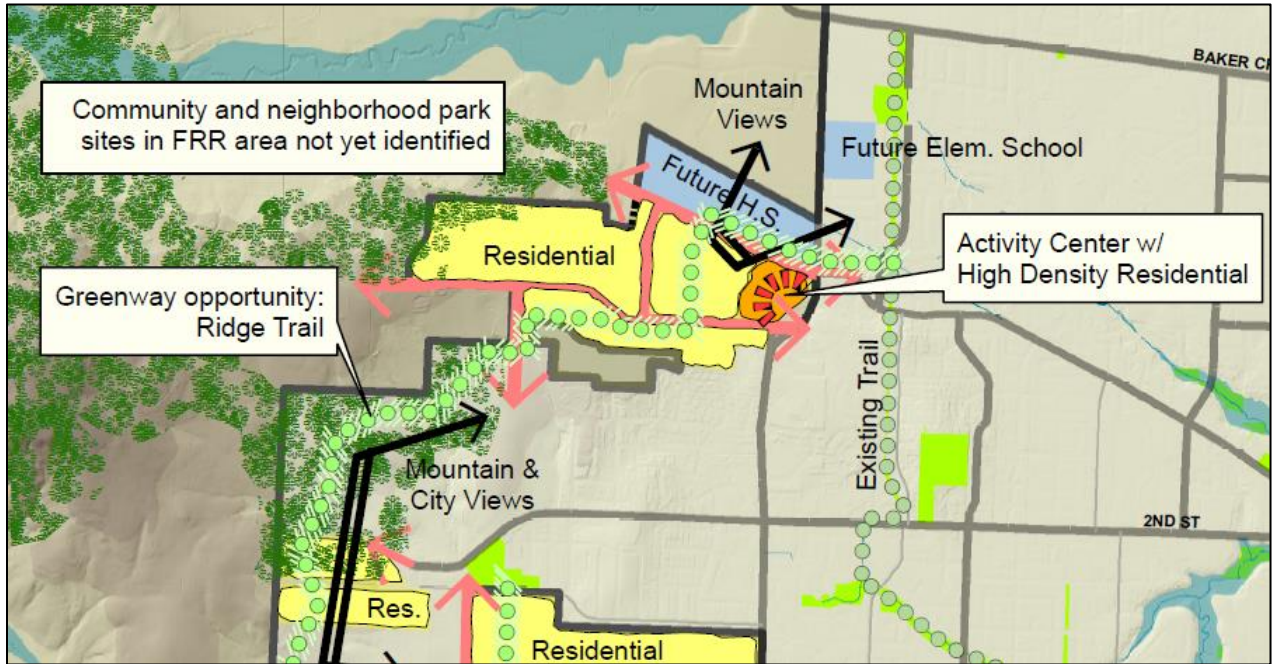


Potential Assignment of Land Need in Area Plans:

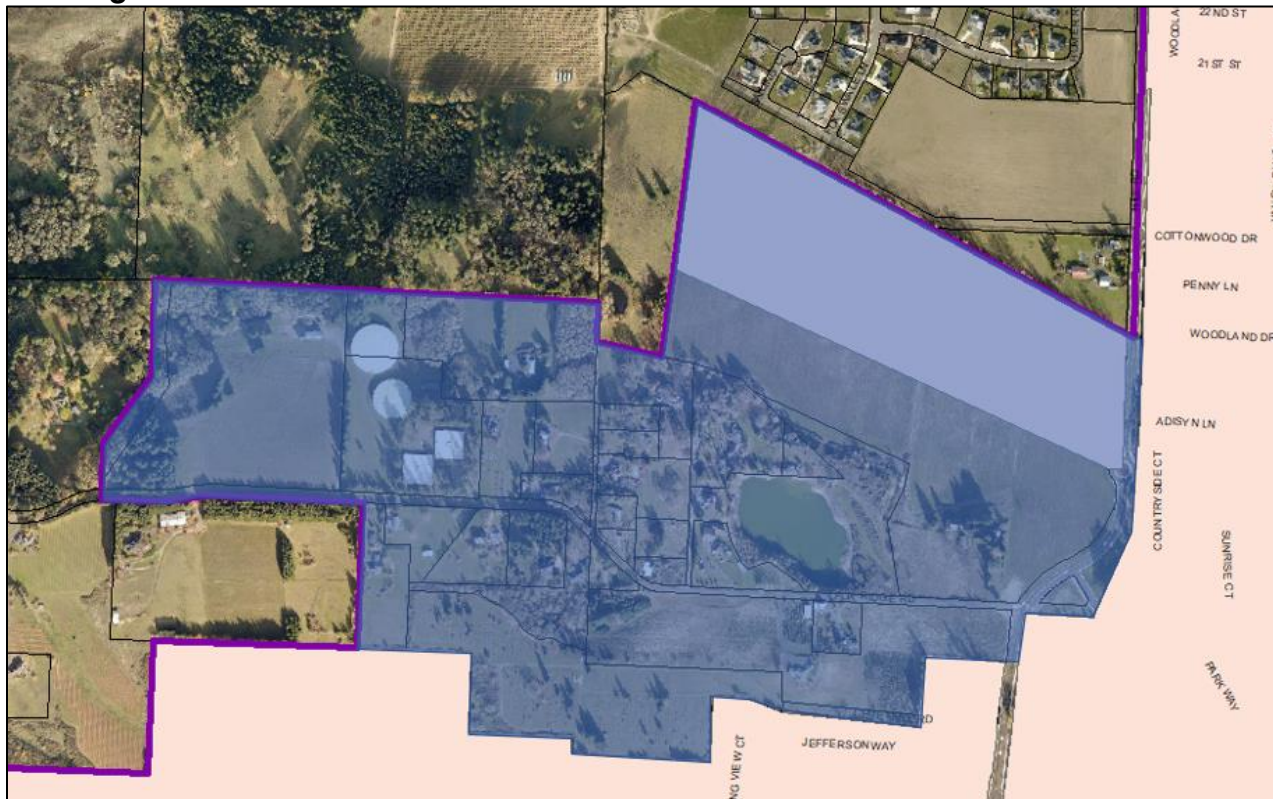
Land Need	Total Need	Southwest	Fox Ridge Road	Riverside South	Redmond Hill Road	Booth Bend Road	Riverside North
Residential							
R-5	36 acres						
Parks							
Neighborhood Park	88.11 acres						
Community Park	58.84 acres						
Greenways/ Natural Areas	106.81 acres						
Schools	43 acres						
Commercial	39.3 acres						
Industrial	Surplus						

The first area plan that will be initiated by the City is the Fox Ridge Road Area Plan. The Fox Ridge Road Area is known as the area around Fox Ridge Road, and the future high school site as depicted in the illustration below. It is approximately 234 acres.

Fox Ridge Road Area as shown in MGMUP Framework Plan:



Fox Ridge Road Area shaded in blue



The Fox Ridge Road Area Plan will primarily be housing. However, the Fox Ridge Road Area Plan will include a significant land use within the site that is owned by the McMinnville School District and identified for the development of a future high school. The high school site will be within the northern portion of the Fox Ridge Road Area Plan. The Fox Ridge Road Area Plan should also provide an opportunity for a partial or half of a Neighborhood Activity Center (NAC) along the area's Hill Road frontage between the Wallace Road roundabout and the intersection of Fox Ridge Road. This modified and reduced NAC should be approximately 5 – 10 acres, with approximately 1 - 2 acres of neighborhood serving commercial and office development, approximately 2 acres of high-density residential development (R-5), and approximately 2 - 5 acres of medium density residential housing. The remainder of the residential land within Fox Ridge Road Area Plan will likely be suitable for lower density residential housing, where the lands begin to exhibit steeper slopes within the southern and western portions of the Fox Ridge Road area.

To further provide services to support this residential area and to accommodate the park land need identified in the MGMUP, the Fox Ridge Road Area Plan should incorporate one neighborhood park of approximately 3 - 5 acres in size. The neighborhood park should be placed to ensure that every residence is within a ½ mile of a neighborhood park, and due to slopes should likely be placed in the northern portion of the area. The Fox Ridge Road Area also includes a several natural and geographic features that provide an excellent opportunity for a natural resource community park. Natural greenspaces or greenways should be considered that could connect the Fox Ridge Road Area to the West Hills and Redmond Hill Road area, potentially in the form of a ridgeline greenway/greenspace. A greenway/greenspace could also serve to preserve the tree stands in the Fox Ridge Road and West Hills areas that currently provide habitat for protected avian species.

Connectivity and coordination with the development of the high school site will be important in the Fox Ridge Road Area Plan. Land uses should anticipate the development of this major community feature, and land uses should transition appropriately to surrounding areas. Any trail networks considered should incorporate connectivity to the high school site. Bike and pedestrian connectivity should also be considered in the Area Plan, with consideration of connecting to the existing trails and linear parks (BPA and Westside trail systems) that are located just east within the existing UGB and may be able to be linked via Wallace Road.

The Area Plan will be adopted as a supplement to the McMinnville Comprehensive Plan, and completed by the City and adopted by the City Council as a guiding land use document. Area plans must embody the development principles of the MGMUP, MGMUP Framework Plan, McMinnville Comprehensive Plan and any other applicable City land use policies and standards.

The MGMUP provides guidance for the planning and development of fully integrated, mixed-use, pedestrian-oriented neighborhoods. Therefore, Area Plans for UH areas within the MGMUP areas will be developed to be consistent with:

- 1) The guidelines and characteristics of the Traditional Neighborhood model, as described in the McMinnville Growth Management and Urbanization Plan.

- 2) The potential identification of locations that would be suitable for Neighborhood Activity Centers (NACs) to meet neighborhood commercial land needs as identified in the MGMUP Framework Plan, and support surrounding residential development, as described in the McMinnville Growth Management and Urbanization Plan.
- 3) The City's adopted Great Neighborhood Principles, as described in Comprehensive Plan Policies 187.10 through 187.50.

ORDINANCE NO. 4829

An Ordinance rezoning certain property from a County EF-80 (Exclusive Farm Use – 80-acre minimum) zone to a City R-4 PD (Multi-Family Residential Planned Development) zone on a parcel of land approximately 42 acres in size.

RECITALS

The Planning Commission received an application (ZC 1-05) from the McMinnville School District #40, dated February 24, 2005, for a zone change from a County EF-80 (Exclusive Farm Use - 80-acre minimum) zone to a City R-4 PD (Multi-Family Residential Planned Development) zone on a parcel of land approximately 42 acres in size. The property is more specifically described as a portion of Tax Lots 700 and 701, Section 18, T. 4 S., R. 4 W., W.M.

A public hearing was held on May 19, 2005 at 6:30 p.m. before the McMinnville Planning Commission after due notice had been given in the local newspaper on May 14, 2005, and written notice had been mailed to property owners within 300 feet of the affected property; and

At said public hearing, testimony was received, the application materials and a staff report were presented; and

The Planning Commission, being fully informed about said request, found that said change conformed to the zone change review criteria listed in Chapter 17.72.035 of Ordinance No. 3380 based on the material submitted by the applicant and findings of fact and the conclusionary findings for approval contained in the staff report, all of which are on file in the Planning Department, and that the zone change is consistent with the Comprehensive Plan; and

The Planning Commission approved said zone change and has recommended said change to the Council; and now, therefore,

THE CITY OF McMINNVILLE ORDAINS AS FOLLOWS:

Section 1. That the Council adopts the findings and conclusions of the Planning Commission, staff report on file in the Planning Department, and the application filed by McMinnville School District #40.

Section 2. That the property described in Exhibit "A", is hereby rezoned from a County EF-80 (Exclusive Farm Use – 80-acre minimum) zone to a City R-4 PD (Multi-Family Residential Planned Development) zone subject to the following conditions:

1. That a detailed master plan for the subject site shall be submitted to the McMinnville Planning Commission for review and approval as part of the required conditional use permit, and prior to any development occurring on the site. The plan shall include, at a minimum, proposed land uses and their location(s), building locations, proposed circulation pattern, access to adjacent parcels, proposed open and recreational spaces, grading and drainage information, landscaping, location and size of public utilities and services, and other information deemed necessary to convey the details of the proposed development plans to the Planning Commission.
2. Approval or denial of the master plan shall be based on findings that, to the extent possible, the building(s) and site design employ principles which will ensure compatibility with adjacent development (existing and future), including the provision of a

comprehensive transportation system which provides coordinated access opportunities and necessary easements or street connections to adjacent parcels of land, and is sensitive to existing environmental conditions.

3. That the residentially zoned land shall be limited to a public high school and ancillary uses, subject to an approved conditional use permit.
4. That the illustrative plan submitted by the applicant as part of this land use request shall in no way be binding on the City.
5. That the master plan, as may be approved by the Planning Commission as part of the conditional use permit, shall be placed on file with the Planning Department and become a part of the zone and binding on the owner and developer.

The developer will be responsible for requesting approval of the Planning Commission for any major change in the details of the adopted site plan. Minor changes to the details of the adopted plan may be approved by the City Planning Director. It shall be the Planning Director's decision as to what constitutes a major or minor change. An appeal from a ruling by him may be made only to the Commission. Review of the Planning Director's decision by the Planning Commission may be initiated at the request of any one of the commissioners.

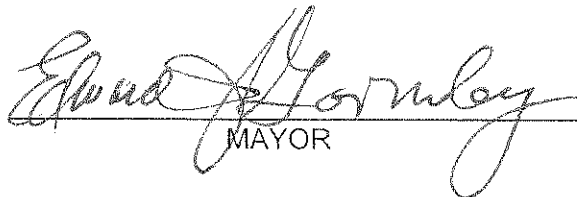
6. That approval of direct vehicular access from Hill Road may be considered if it can be demonstrated through the findings of a traffic impact study, prepared by a professional transportation engineer, that allowing such access can be done in a manner that will maintain or enhance safe traveling conditions to vehicles and pedestrians within the Hill Road corridor and subject site. Such determinations shall be made by the Planning Commission as part of the Conditional Use Permit review. The City Engineer shall review the TIS and provide a recommendation to the Planning Commission for their consideration.

Passed by the Council this 28th day of June 2005, by the following votes:

Ayes: Hansen, Hill, Menke, Olson, Springer, Yoder

Nays: _____

Approved this 28th day of June 2005.


MAYOR

Attest:


CITY RECORDER

Approved as to form:


CITY ATTORNEY

EXHIBIT "A"

A tract of land in Section 18, Township 4 South, Range 4 West of the Willamette Meridian in Yamhill County, Oregon, and being more particularly described as follows:

Beginning at the most westerly southwest corner of that tract of land described in deed from SMITH to FOX RIDGE LLC and recorded as Instrument No. 200000732, Deed Records, said corner being the southeast corner of that tract of land described in deed from MUHS to McDANIEL and recorded in Film Volume 47, Page 797, Deed Records, and said corner further being a point on the north line of that tract of land described in deed from MUHS to McDANIEL and recorded in Film Volume 42, Page 317, Deed Records; thence North 05°57'25" East 452.70 feet to an iron rod on the east line of the first said McDANIEL tract and the TRUE POINT OF BEGINNING; thence North 05°57'25" East 866.22 feet to the northeast corner of the first said McDANIEL tract being a point in the center of the Star Mill Race Ditch, being the northwest corner of the FOX RIDGE LLC tract; thence South 63°12'07" East 2506.95 feet along the center of said Ditch and the north line of said FOX RIDGE LLC tract to the west margin of North Hill Road (30.00 feet from centerline); thence South 00°22'35" West 671.78 feet along said margin to an iron rod; thence North 89°37'25" West 70.00 feet to an iron rod; thence North 67°21'16" West 2441.42 feet to the point of beginning.



STAFF REPORT

DATE: November 16, 2022
TO: City Council and McMinnville School Board
FROM: Jeff Towery, City Manager and Susan Muir, Parks and Recreation Director
SUBJECT: City Facility Planning

Background

On June 27, 2022 the McMinnville School Board and City Council held a joint meeting and discussed three topics with the purpose of exploring synergistic opportunities to work together. In addition to briefly touching upon the timing of upcoming capital bonds, the 2 main topics discussed were:

- **Property and facilities** – MSD staff presented an [online map](#) that showed property owned by both entities. Future school sites were discussed including the potential future high school site near the intersection of Hill and Wallace Roads (approx. 40 acres), an approximately 10 acre site at Hill Road and Cottonwood for a future elementary school, and a future middle school site (approx. 27 acres) north of Grandhaven near Chegwyn Park. Back in 2020, as part of the city’s conceptual rec facilities planning work, two of those three MSD owned sites were analyzed along with about 10 other properties across the city. The 2 MSD sites previously analyzed were the future school sites along Hill Road. The 2020 analysis is included in Attachment A, and since the June joint meeting, city staff ran the same analysis on the 27 acre Grandhaven location for discussion purposes (also included in Attachment A).

Also at the June meeting, the City shared the two preferred sites that came out of the 2020 analysis (known as the MacPAC or phase II report) for the potential new rec center, neither one being an MSD owned property. Currently, the two preferred locations for a new rec center are: Linfield owned property next to

Albertsons's on HWY 99, and a property near Joe Dancer along Marsh Lane adjacent to and owned by Mac Water & Light. Councilor Zack Geary, who served on the city project advisory committee, mentioned the decision about location has not been made, and the city is open to all discussions and partnerships related to the location of the new facility.

All 3-site analysis and ratings for MSD owned property can be found in *Attachment A*. Additional information about the sites considered as part of the 2020 analysis can be found in the City advisory committee's (MacPAC) final report [here](#) (or by typing bit.ly/macpacfinal into your browser).

- **Programming and Space Usage** – The City and MSD have a history of formally recognizing that:
 - we want to be partners with each other,
 - we as partners should use taxpayer dollars wisely by avoiding duplication of facilities, and
 - we can do that by ensuring we are prioritizing each other in the scheduling, rental and use of each other's facilities.

The City and MSD work together in providing programs, classes, team and league practices and concerts at the Community Center, Aquatic Center, Joe Dancer Park, City Park, Wortman Park, Baker Field, and the gyms @ Duniway, Patton, Memorial, Newby, Columbus, Buel, and Grandhaven. We use each other's spaces for a wide range of activities including one night events, 2 week events, seasonal events, meets, survival swim, school parties, cross country, rugby, basketball, tennis, soccer and more. The partnership has worked well in our shared goal of serving our community.

The purpose of the work session is to:

- Continue the conversation about synergy
- Present an overview of the city's process to date on recreation facility planning, and
- Continue to brainstorm the future of the MSD / City partnership

Attachment A –Site Analysis

Page 1: 2020 location rating system used to evaluate sites

Page 2-5: Analysis of the Grandhaven Property including zoning map

Page 6-7: 2020 analysis of the future MSD high school and grade school sites (neither site moved forward to the deeper dive analysis for a preferred site)

Page 8: Comparison of the city advisory committee's 2 preferred sites with the MSD site near Grandhaven

Attachment B – Background on the identified recreation facility need

Attachment C – Background on the city's facility planning process

MAC PAC SITING DISCUSSION

ATTACHMENT A page 1

DEVELOPMENT CAPACITY		FINANCIAL STEWARDSHIP	
<u>Accommodates Space Program and Parking Requirements</u> (10 Developable Acres)		<u>Site Costs</u> Assumes project development costs and value added design are site neutral.	
<u>Expansion Potential</u> (Ability to expand 1-5Acres)		SUPPORTS DIVERSITY, EQUITY AND INCLUSION	
<u>Optimal and Effective Use of Site</u> <ul style="list-style-type: none"> Assumes best use of site Prioritization of preserving existing park land 		<u>Central Location</u> <ul style="list-style-type: none"> Residential Neighborhoods K – 12 Schools Transportation Infrastructure 	
ECONOMIC VIABILITY		<u>Access to Variety of Trans Modes</u> <ul style="list-style-type: none"> Bicycle Pedestrian Transit 	
<u>Prominent Street Frontage</u> <ul style="list-style-type: none"> Highway / Arterial Access 		<u>Proximity to Underserved Communities</u> (Proximity to lower income census tracts and census block groups)	
<u>Proximity to Compatible Amenities</u> <ul style="list-style-type: none"> Parks Recreational Trails Community Gathering Places 		REGULATORY IMPACT	
<u>Partnership Potential</u>		<u>Within UGB</u>	
<u>Stimulate Local Tourism and Economic Development</u> <ul style="list-style-type: none"> Proximity/Visibility to Highways Connection to Downtown 		<u>Avoids Potential Environmental Impact</u> <ul style="list-style-type: none"> Wetlands / Riparian Corridors Tree Copses Protected Ecosystems 	
		<u>No Extended Approval Process</u> <ul style="list-style-type: none"> Permitted use in underlying zone 	

RATING SYSTEM:

- 0 = Poor** (does not meet siting criteria)
- 1 = Marginal** (barely meets siting criteria)
- 2 = Good** (meets siting criteria)
- 3 = Great** (really meets siting criteria)

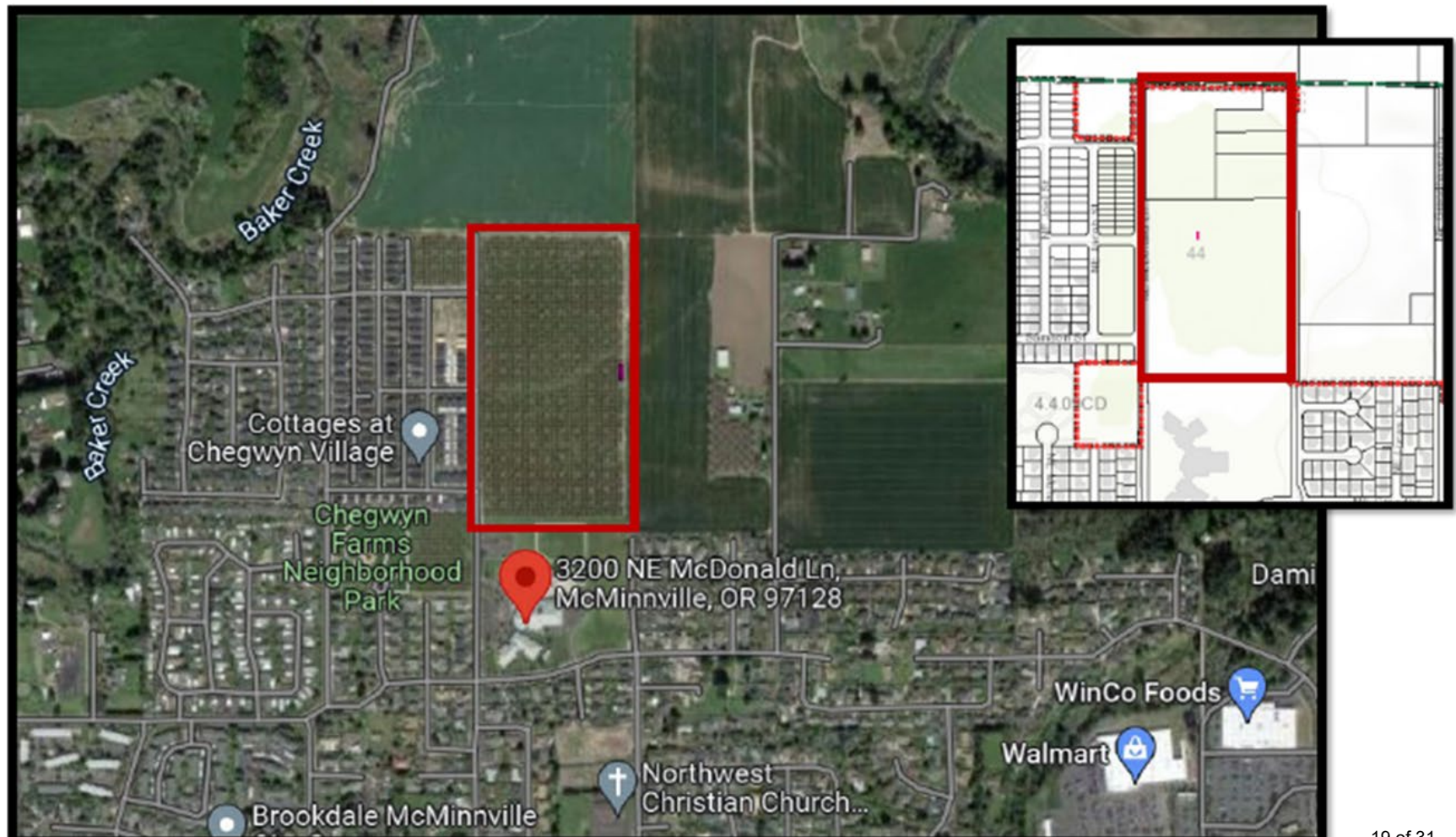
Notes:

- Some of the siting criteria are clear and objective standards and some are discretionary. Where criteria are discretionary, some notes are provided for clear and objective standards associated with that criteria.
- A rating system was developed to help rate the siting criteria (see above). Comments on the rating sheets help to explain the rating.
- The committee's value of *prioritization of preserving existing park land* was added as a standard of review to the "Optimal and Effective Use of Site" criteria.
- The committee's value of *Highway / Arterial Access* was added to the "Prominent Street Frontage" criteria.

MSD Site, 24.86 Acres

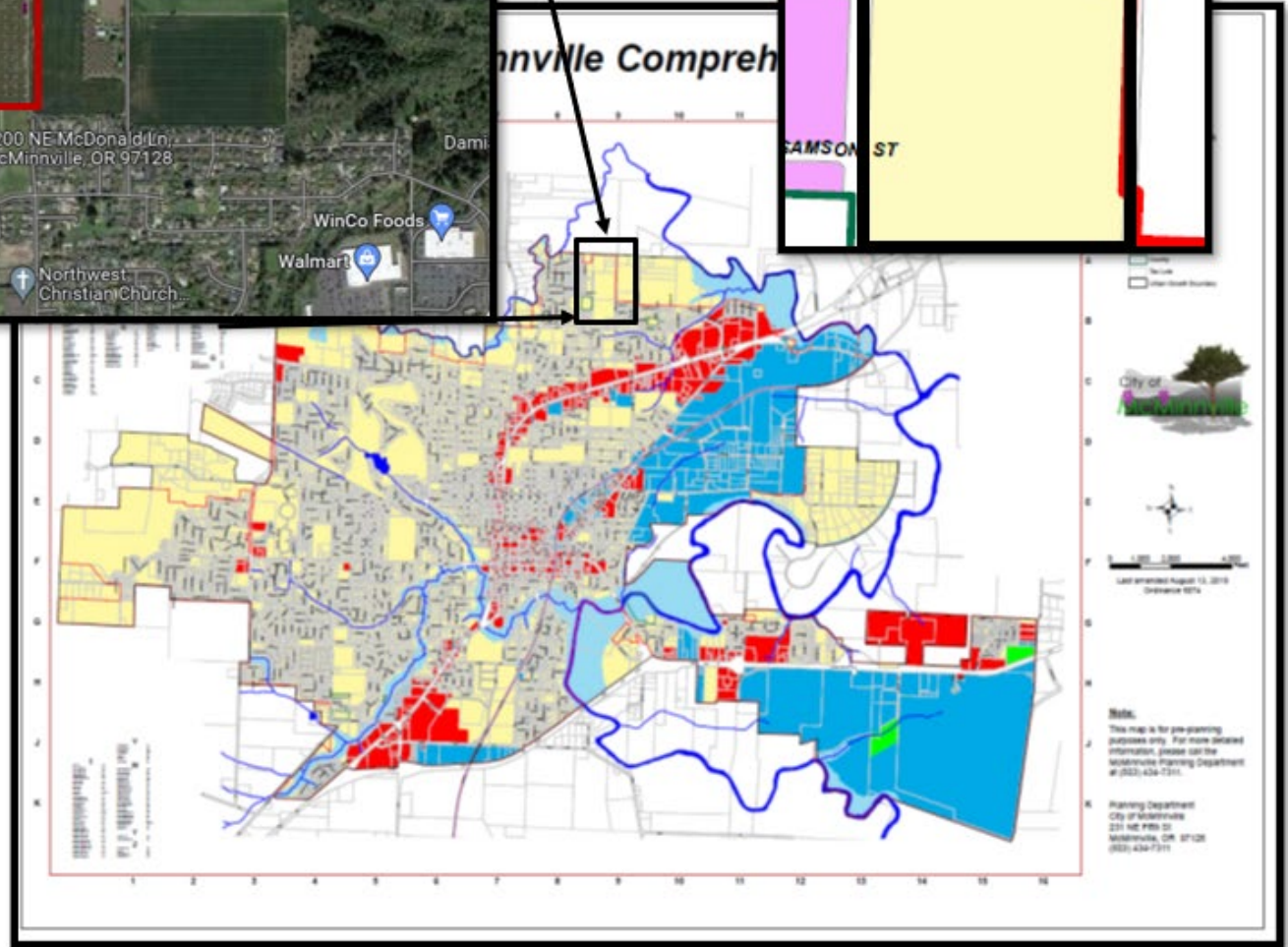
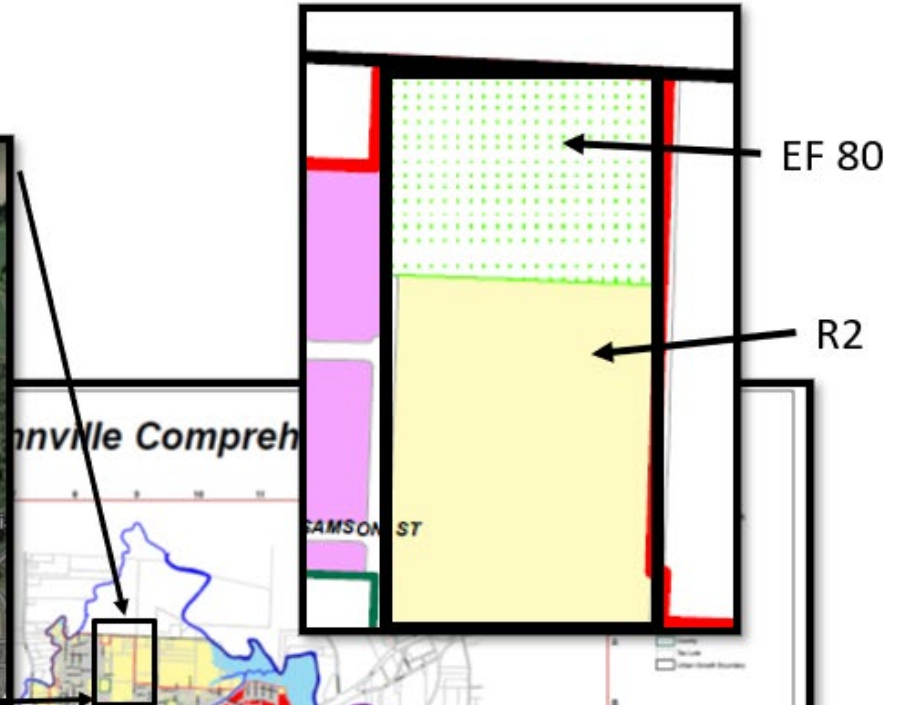
Existing Conditions: Currently vacant property owned by the McMinnville School District. Five parcels, 15.07 acres of R2 zoned land and 9.79 of EF 80 zoned land. Flat site that was previously farmed as hazelnut orchards. Orchards have been removed.

Surrounding Neighborhood: Located just north of the Grandhaven Elementary School, east of the Chegwyn Village Subdivision, west of the Chegwyn Farms conservation easement (171 acres) and south of farmland. .



ATTACHMENT A page 2

MSD Site, 24.86 Acres



ATTACHMENT A page 3

City of McMinnville
Last Amended August 13, 2019
Ordinance 6574

Note:
This map is for pre-planning purposes only. For more detailed information, please call the McMinnville Planning Department at (503) 434-1211.

Planning Department
City of McMinnville
231 NE Park St
McMinnville, OR 97128
(503) 434-1211

MSD Site, 24.86 Acres

ATTACHMENT A page 4

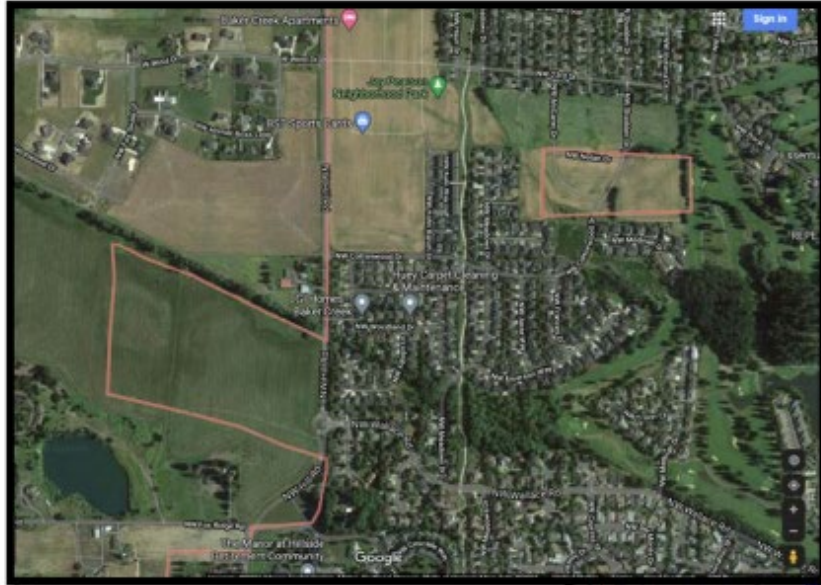
DEVELOPMENT CAPACITY		Comments
<u>Accommodates Space Program and Parking Requirements</u> (10 Developable Acres)	3	All 24.86 acres are developable. Flat site with easy access.
<u>Expansion Potential</u> (Ability to expand 1-5 Acres)	3	Due to the rectangular shape easy to expand program.
<u>Optimal and Effective Use of Site</u> <ul style="list-style-type: none"> Assumes best use of site Prioritization of preserving existing park land 	2	Not currently used for anything. MSD has it reserved for a future middle school site, however, future city growth will not be in this area due to the permanent 171 acre conservation easement on Chegwyn Farm property. If a middle school is not needed in this area of the community based on the housing buildout currently, it probably would not be needed in the future.
ECONOMIC VIABILITY		
<u>Prominent Street Frontage</u> <ul style="list-style-type: none"> Highway / Arterial Access 	1	Direct access to Highway 99 via NE McDonald Street, approximately ½ mile away. NE McDonald Street (a minor collector runs the length of the western boundary of the site. Nearest major collector is several blocks away. (See Appendix 1 – Street Functional Classification Map from the Transportation System Plan)
<u>Proximity to Compatible Amenities</u> <ul style="list-style-type: none"> Parks Recreational Trails Community Gathering Places 	2	MAC PAC facility would be located adjacent to the 171-acre Chegwyn Farms Conservation Easement, which could be a potential partnership but the easement does not allow for public access except for the development of pedestrian trails along the border if managed by the City of McMinnville or Yamhill County Parks department.. One block away from Chegwyn Park, a public 3-4acre neighborhood park. Across the street from Grandhaven Elementary School.
<u>Partnership Potential</u>	1	Limited financial partnership potential outside of corporate sponsorships etc, as McMinnville School District is the property owner. Might be an opportunity for an operational partnership with McMinnville School District.
<u>Stimulate Local Tourism and Economic Development</u> <ul style="list-style-type: none"> Proximity/Visibility to Highways Connection to Downtown 	0	99W is most prominent street and commercial corridor in adjacency to this site., and it is ½ mile away. 99W is comprised of large strip commercial highway frontage. Site does not have visibility or access to 99W. Connection to downtown would be via McDonald Lane, 99 W and Davis or Evans Street, which is 2 miles long and navigating 99W for several blocks.

MSD Site, 24.86 Acres

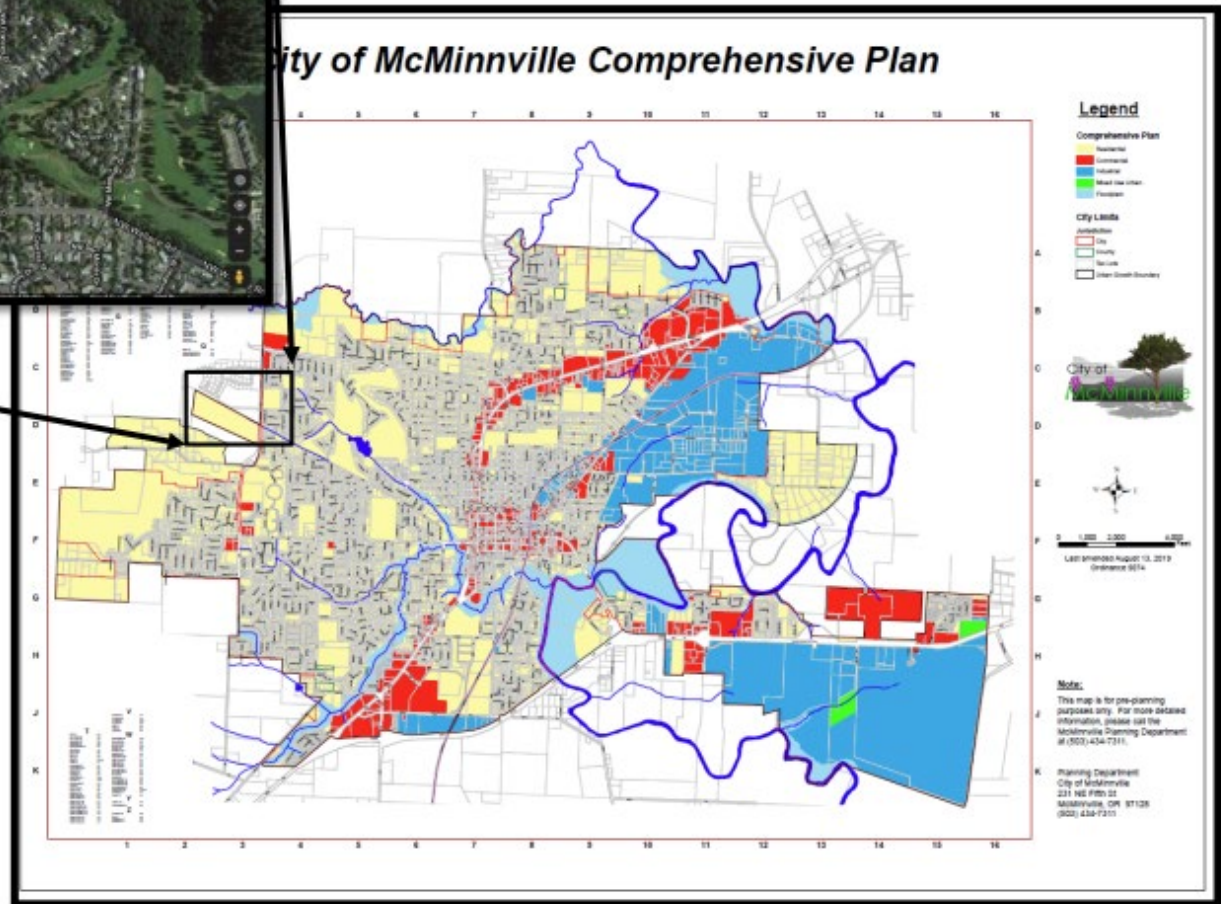
FINANCIAL STEWARDSHIP		Comments
<p><u>Site Costs</u></p> <p>Assumes project development costs and value added design are site neutral.</p>	1	<p>Site is owned by the McMinnville School District.</p> <p>Depending upon traffic impact analysis could be impact to the intersection of McDonald Lane and 99W, and Newby Street and potentially a public street on the northern boundary would need to be constructed.</p> <p>However, site preparation should be minimal due to flat topography and previous farmed conditions. .</p>
SUPPORTS DIVERSITY, EQUITY AND INCLUSION		
<p><u>Central Location</u></p> <ul style="list-style-type: none"> Residential Neighborhoods K – 12 Schools Transportation Infrastructure 	1	<p>Not centrally located. Located on the edge of the city limits with marginal opportunity for additional growth.</p> <p>Across the street from Grandhaven Elementary School. One mile north of McMinnville High School, separated by Highway 99W. Separated from other three elementary schools by 99W, (1.5 miles to Memorial, 2.5 miles to Newby, 3.2 miles from Sue Buel elementary school, 3.3 miles to Columbus).</p> <p>Minor collector (NE McDonald Lane) borders the property. ½ mile from 27th Street, a major collector and 2/3 mile from 99 W a major arterial.</p>
<p><u>Access to Variety of Trans Modes</u></p> <ul style="list-style-type: none"> Bicycle Pedestrian Transit 	1	<p>Bicycle and pedestrian access is limited to on-street system. Signalized intersection on 99W and McDonald Lane for controlled, safe crossing from southern residential neighborhoods. Fairly cut off from western residential neighborhoods for non-vehicular transportation.</p> <p>Closest transit route is on 27h Street and NE McDonald Lane (1/2 mile from site). (See Appendix 2 – Yamhill County Transit – McMinnville Fixed Routes)</p>
<p><u>Proximity to Underserved Communities</u></p> <p>(Proximity to lower income census block groups per Appendix 3)</p>	1	<p>The only lower income census block group that the site is close to is “Neighborhood 3” Census block Group 41071.30801.1, where 23% of the resident live below the poverty level and median household income is \$28,905, and a little less than 50% of the population identified as Hispanic.</p> <p>Site is located in one of the wealthier census block neighborhoods in McMinnville.</p>
REGULATORY IMPACT		
<p><u>Within UGB</u></p>	3	Yes
<p><u>Avoids Potential Environmental Impact</u></p> <ul style="list-style-type: none"> Wetlands / Riparian Corridors Tree Copses Protected Ecosystems 	3	No perceived environmental impact issues..
<p><u>No Extended Approval Process</u></p> <ul style="list-style-type: none"> Permitted use in underlying zone 	2	Underlying zoning is R2 residential and EF 80. Would need to rezone EF 80 land. Outright permitted use is public park and recreation area. Community building is a conditional use. Surrounding neighborhood impact would be examined for a conditional use permit.

MSD Site, 42 Acres

10 Acres	X	Site Cost	X
Expansion Potential	X	Central Location	
Optimal and Effective Use of Site		Access to Variety of Trans Modes	X
Prominent Street Frontage	X	Proximity to Underserved Communities	
Proximity to Compatible Amenities	X	Within UGB	X
Partnership Potential	X	No Extended Approval Process	



ATTACHMENT A page 6

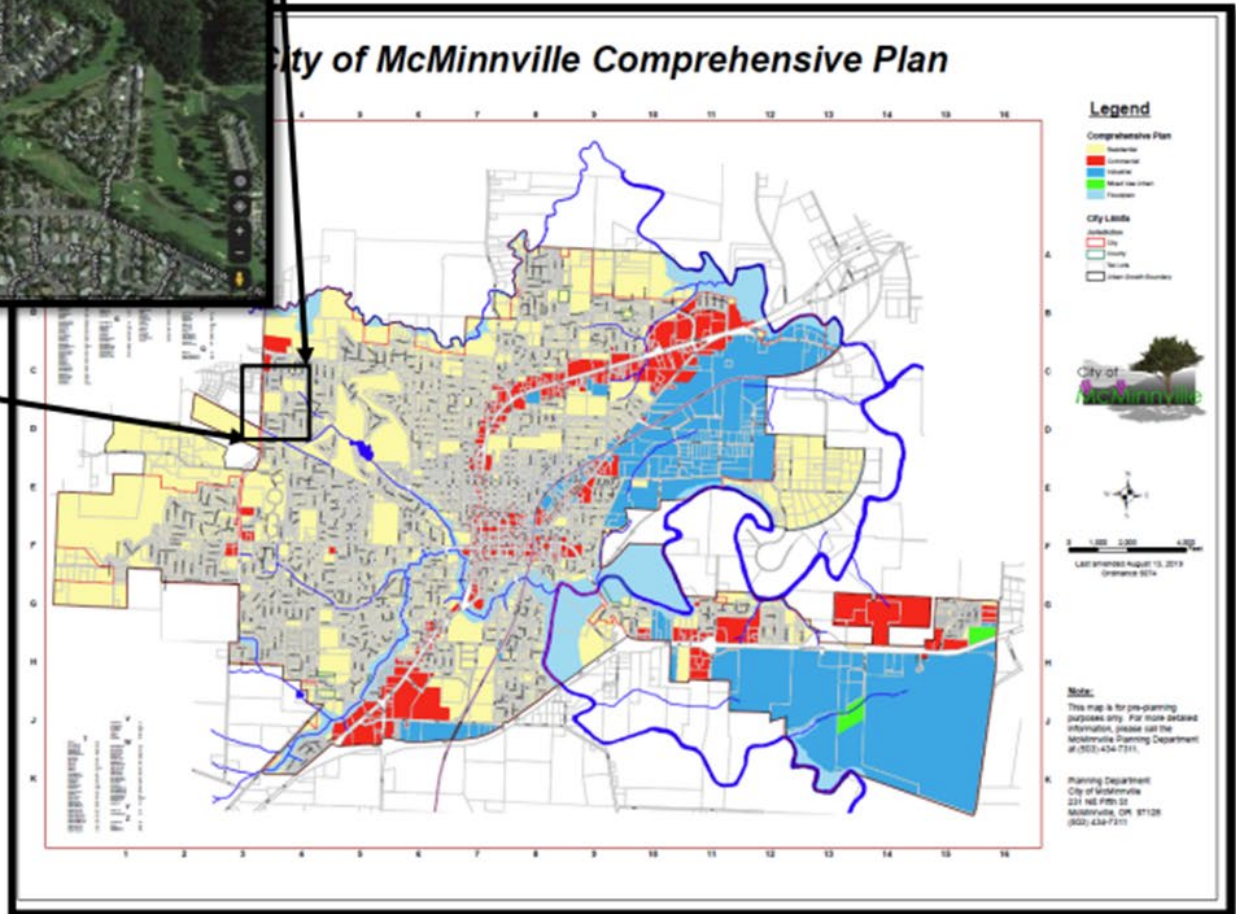


MSD Site, 10 Acres



10 Acres	X	Site Cost	X
Expansion Potential		Central Location	
Optimal and Effective Use of Site		Access to Variety of Trans Modes	X
Prominent Street Frontage	X	Proximity to Underserved Communities	
Proximity to Compatible Amenities	X	Within UGB	X
Partnership Potential	X	No Extended Approval Process	X

ATTACHMENT A page 7



New Analysis – Using the site rating system found on the first page of attachment A, the table below compares the results of the more detailed analysis of the 2 MacPAC preferred sites, Linfield University (LU) and Mac Water and Light (MW) with the new analysis of the MSD property near Grandhaven (MSD). *Note, MacPAC has not weighed in on or reviewed the MSD site. All analysis was done by the City's Planning Department. Because the scoring is discretionary and may be weighted as part of future site selection discussions, totals have not been provided or compared (like MacPAC's siting discussions).*

Development Capacity	LU	MW	MSD
Accommodate Space Program and Parking Requirements (10 developable acres)	3	3	3
Expansion Potential (ability to expand 1-5 acres)	3	3	3
Optimal and Effective Use of Site (assumes best use of site)	3	1	2
Economic Viability			
Prominent street frontage – highway/arterial access	3	1	1
Proximity to compatible amenities (parks, trails, community gathering places)	2	2	2
Partnership Potential	2	1	1
Stimulate Local Tourism and Economic Dev. (proximity to highways, connection to downtown)	2	1	0
Financial Stewardship			
Site Costs – assumes project development costs and value added design are site neutral	2	2	1
Supports Diversity, Equity and Inclusion			
Central location – residential neighborhoods, K-12 schools, transportation infrastructure)	2	1	1
Access to a Variety of Transportation Modes (bike, ped & transit)	2	1	1
Proximity to Underserved Communities (lower income census tracts and census block groups)	3	1	1
Regulatory Impact			
Within the Urban Growth Boundary	3	3	3
Avoids Potential Environmental Impacts (wetlands, riparian corridors, tree groves, protected ecosystems)	3	3	3
No extended approval process (permitted use in underlying zoning).	3	2	2

ATTACHMENT B

The Recreation Facility Need

In 2018, the City hired an architectural firm to complete a Facility Condition Assessment (FCA), the first step in any sort of long-range facility planning, and through that assessment, we now have data and conditions across approximately 57 city owned buildings.

The City grouped the buildings into 3 categories; those facilities that are generally in good condition and need to be on a PMP (Preventative Maintenance Plan) path; those that need more capital investment and are in moderate condition, and then those that were in what we called a no -ROI (return on investment) category. The last category included 7 facilities that were in the worst condition and needed to be addressed. Two of the 7 buildings were also some of the largest city facilities, the Aquatic Center and Community Center. While the city has done planning for other facilities using the FCA's, for the purposes of this discussion and joint meeting, the focus will be on the Aquatic Center and Community Center.

The situation we are facing in these two facilities, in addition to the data provided in the FCA's, is evident from the rain buckets regularly on the floors of both facilities, the blue tarps on the roof, and the failing HVAC systems that create unpredictable, and unmanageable temperatures and air quality in the facilities (the 2 non-parks and recreation tenants in the Community Center have left due to this issue). Other community facing conditions that create a need for this project include:

- ADA and accessibility - No elevator/accessibility to the spectator / 2nd floor of the Aquatic Center, a lack of ADA restrooms and family changing rooms in both buildings. Neither pool has zero depth entry to allow better accessibility to those with limited mobility.
- Location - both buildings struggle with a lack of available parking. The Community Center is located next door to the jail and on jail release days, is difficult to manage both the perception and the actual impact to users at the Community Center.

- Unprogrammable spaces for recreation needs – as one consultant indicated to us, the Community Center (built and designed as an armory) although it has one large gym space, has what are known as ‘multi-useless spaces’. With the dropped ceilings and office/general meeting space design in most rooms, it is challenging to program activities such as gymnastics (one of our most desirable programs) and meet the recreational needs of our community. In addition, the gym, one of the beloved spaces in our community, can no longer meet current needs of the diverse uses that we try to host in that space whether it is open gym for basketball or pickleball (too small and poor lighting), a banquet hall (underperforming aesthetics, technology and kitchen), a performance hall (outdated and difficult to set up bleacher system, outdated performance lighting), or recreation classes such as jazzercise and Senior Fitness (poor lighting, air circulation/fresh air).
- Both facilities, as our community changes, have issues with poor site lines, lack of control of entrances and exits, and in the case of the community center, a maze of an unsupervised basement that all create safety concerns for both our patrons and our staff.
- The City Parks and Recreation programs run on a cost recovery model, which means essentially, we recover 50% of our direct operational costs through user fees. With the age and condition of the facilities, it is becoming increasingly difficult to charge the fees needed to run the programs. Dripping ceilings, wet carpets, buckets, no-tech supported meeting rooms, in addition to the worsening cosmetics make it difficult to grow our cost recovery to reflect the increasing operational costs (inflation and personnel costs).
- The City Parks and Recreation staff have done everything they can to maximize these challenging spaces. There are no facility managers at the City of McMinnville. The staff responsible for maintaining the facilities at the Aquatic Center and Community Center are parks and recreation professionals. Managing the complexity of outdated building systems, including 2 swimming pools, and two large, outdated facilities pulls professional parks and recreation staff away from direct services to our community.

ATTACHMENT C

The City's Facility Planning Process

Phase I – feasibility

In early February 2019 the City kicked off a phase I feasibility project by hiring a national recreational planner and architectural team to assess the options for the City. This phase of the project included evaluating the data from the FCA, engaging with the community to hear what they would like from their Parks and Recreation facilities and programs, an operating and capital budget analysis, and an outline of options for the future of the 2 facilities. The term “Doing nothing is not an option” also came out of this phase as the city realized the condition of the buildings was getting worse and worse each year, and without major investments, the problems were growing quickly.

The City consultant team included specialists in community engagement and involvement who helped the city develop and execute an outreach plan that involved partners, stakeholders and our community. As an example, MSD was identified as one of the 17 formal partners and as such, Dr. Russell was interviewed and provided feedback early in the process. Ryan McIrvine was also included in this process and in a later phase of the project was the MSD representative on the advisory committee. In addition to formal partners, specific user groups and stakeholders, the community involvement process engaged over 1,200 voices from our community.

At the conclusion of phase I, after reviewing several options, the City Council directed city staff to explore building one new building to replace the existing Aquatic Center and Community Center.

Phase II – Facility Concepts

Phase II of this project involved creating an advisory committee to further amplify the community's voice in this facility planning process. In early 2020, the City Council appointed a group we now call MacPAC, with the charge of planning for the next 20 years of indoor recreation and library services. Ryan McIrvine was a member of MacPAC as a representative of MSD.

This two year planning project included this almost 20 member committee looking at the programs and spaces in greater detail than phase I, and added the additional element of a diversity, equity and inclusion (DEI) lens to align with the City's related strategic goal of reducing barriers to participation. Project components included evaluating and developing concept plans for: Programs, Spaces, Location, and Funding.

In addition to the equity lens, MacPAC created project principles to help evaluate the project as it went along. Those guiding principles were:

- Welcoming & Accessible to Everyone
- Represents McMinnville's Identity & Character
- Offers Indoor & Outdoor Programming Opportunities
- Provides Highly Functional Multi-Use Spaces
- Provides Safe & Secure Environment
- Environmentally Sound & Energy Efficient
- Offers Potential for Partnership Opportunities
- Public Support for Successful Bond Measure
- Long-Term Vision with Enduring Quality to be a Legacy for Our Community
- Potential for Phased Implementation & Expansion
- Optimizes Value of Budget (Capital & Operations)
- Prioritize Preservation of Existing Parkland

The conversation about locations was challenging due to the limited supply of sites large enough to accommodate this type of facility. The consultant team identified a minimum of 10 acres needed for the facility at the beginning of phase II, by the end, the size needs had grown to accommodate outdoor recreation opportunities and future expansion. The city and consultants developed a preliminary evaluation of a dozen or so sites in McMinnville and presented those to MacPAC for feedback. In addition to the equity lens and project guiding principles, the site evaluation criteria looked at each site's development capacity, economic viability (cost recovery potential), financial stewardship (site & development cost) and regulatory issues.

After the site analysis was presented to MacPAC, they initially narrowed their preferred sites down to two: an 80 acre parcel owned by Linfield University in south McMinnville near the intersection of HWY 99/Baker St. and Keck Drive and their second preferred site was at Wortman Park along NE McDaniel Lane. After more in-depth study of the 2 sites, ultimately MacPAC landed on the Linfield site because the

Wortman Park site would remove park land from the city's already limited inventory, and there were potential regulatory issues due to restrictions on the property brought on by a federal grant.

During the siting discussion, similar to the MSD owned property near Grandhaven, an additional 10 acre parcel was added to the conversation after the initial preference towards the Linfield site. The new site was the Mac Water & Light owned property near Joe Dancer Park at the SE intersection of Riverside Drive and Marsh Lane. This site also became a preferred location for MacPAC, leaving the 2 preferred sites being near Linfield University and near Mac Water and Light.

The importance of partnering on both a location and a facility has been at the forefront of the city's mind and process, and we have made it clear that we are open to any and all conversations regarding partners and locations. The city talked with both property owners identified by MacPAC, Linfield and Mac Water and Light. Ultimately the discussions with Linfield led to the standard practice of developing a more formal partnership, in this case between a private entity and a government, the tool we selected was a memorandum of understanding (MOU). The MOU was like an intergovernmental agreement (IGA) that regularly occurs between governmental entities. The MOU was specifically stated to be non-binding to either party and merely solidified the desire and basis for potentially negotiating further agreements. The non-binding agreement had a limited time frame of 6 months, either party could terminate it with notice, and it made sense because of our shared interest in creating partnerships, potentially sharing facilities, and serving our common community members recreationally. Ultimately, after almost the full term of the agreement, Linfield University let MacPAC and the city know that they would not be renewing the MOU. They decided to embark on a university wide strategic plan and property was going to be a part of that discussion. Linfield University indicated then, and have done so since then, that they are still interested in being a part of the project and keeping the subject property a part of the conversation.

The financial concepts that were a part of MacPAC discussions and this phase II effort, hit a stopping point as the City budget, impacted by Covid and other issues, needed to be addressed so the city would be in a healthier place financially to discuss a new facility. Over almost a year, the City's Budget Committee and City Council have rolled out several initiatives to balance and potentially shore up our financial outlook. As such, phase II ended upon the completion of the MacPAC report at a joint MacPAC

City Council meeting in January, 2022. At that time, staff identified the next steps for phase III to be:

- continuing conversations with partners and formalizing them where possible,
- continuing to engage the community in the conversation,
- refining the concept designs and programs,
- refining the financial plan
- positioning the project to be ready for alternative funding opportunities such as grants,
- developing a financial plan for capital and operational costs,
- continuing to pursue the plan supported by City Council and MacPAC to replace the existing aquatic center and community center with one new joint facility.

Phase III

In addition to the tasks outlined above, the city is kicking off the Parks, Recreation and Open Space Plan that will incorporate outdoor community needs and wants. Once that is completed, there will be a comprehensive path towards the community plan for indoor and outdoor recreational needs for the next 20 years. City Council has not decided on a specific timeline for next step, however we are all critically aware that this project needs to continue to move, or we risk additional deterioration of facilities. The city wants to avoid closing any facility and recognizes the importance of continuity of public services to our community.