



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

City Council Work Session Agenda
Wednesday, July 17, 2024
6:00 p.m. – Work Session

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

*Download the "Cablecast" app on iOS, Android, Roku, Apple TV or
Amazon Firestick and watch McMinnville City Council on all your devices.*

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/81520242195?pwd=IR5IP54o6BMU0NH6WNxOwf1wpatzhS.1>

Zoom ID: 815-2024-2195

Zoom Password: 890121

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

ID: 815-2024-2195

1. CALL TO ORDER
2. LONG RANGE PLANNING WORK PLAN
3. 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 CityRecorderTeam@mcminnvilleoregon.gov.



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

STAFF REPORT

DATE: July 17, 2024
TO: Mayor and City Councilors
FROM: Heather Richards, Community Development Director
SUBJECT: Work Session – Long Range Planning Work Plan

Report in Brief:

This is a work session to discuss the Planning Division’s Long Range Planning Work Plan.

Background:

The Planning Division is part of the Community Development Department. The Community Development Department also hosts the Building, Code Compliance, Special Projects, Affordable Housing and Urban Renewal Divisions and programs.

The Planning Division provides three primary services: current planning, long-range planning and citizen involvement. Please see below for a description of each service.

Current Planning

- Direct and administer the day-to-day land use, development, and zoning related activities of the City.
- Process land-use applications per regulatory compliance.

Long-Range Planning

- Initiate strategic and proactive long-range plans that reflect the community’s values and opportunities.
- Maintain and update the comprehensive plan; analyze and forecast economic and growth-related trends; and assist in the preparation of public facility master plans.
- Inform the City Council on matters of land use policy that affect McMinnville.

Citizen Involvement

- Staff and support five citizen involvement committees – Affordable Housing Committee, Economic Vitality Leadership Council, Historic Landmarks Committee, Landscape Review Committee, and Planning Commission.
- Ensure that the City is reaching out and allowing opportunities for public input and engagement in city planning activities.

With limited staff resources, each planning position participates in supporting the current planning, long-range planning and citizen involvement programs. This is necessary since the current planning program must meet state statutory deadlines for review and decision-making, requiring fluidity in staff assignments with limited staffing.

Staff program assignments are per the following:

Position	Current Planning	Long-Range Planning	Committee Support
Community Development Director	.20 FTE	.20 FTE	.05 FTE
Planning Manager*	.50 FTE	.45 FTE	.05 FTE
Senior Planner (x2)	.50 FTE	.45 FTE	.05 FTE
Associate Planner	.50 FTE	.45 FTE	.05 FTE
Associate Housing Planner		.25 FTE	.05 FTE
Planning Analyst	.45 FTE	.30 FTE	.05 FTE
Permit Technician	.30 FTE		
TOTAL:	2.95 FTEs	2.55 FTEs	.35 FTE

**The Planning Manager is a new position supported in the FY 24/25 Budget and is expected to start in Fall '24.*

For many years, the Planning Division operated with approximately 3.5 – 5.5 FTEs to support the program. Please see the chart below. This is important, as with fluctuating staff capacity, the City of McMinnville feel behind in its planning program. At the same time, the City of McMinnville is well known throughout the state for being at the epicenter of the land-use tensions between the preservation of farm and forest land and urban growth planning. For many years, from 1996 – 2020, the City of McMinnville devoted its limited staff capacity and resources to a growth planning effort that was continually challenged and appealed in the state land-use system leading to remand work for city staff and a significant delay in urban growth planning that then consequently delayed the overall long-range planning work plan for the City of McMinnville.

Planning Program FTE Staff Support for Past 20 Years

2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20-	2020/21	2021/22	2022/23	2023/24	2024/25
4.5	5.0	5.5	5.5	5.5	5.5	4.5	4.0	3.5	3.25	3.35	3.25	3.35	4.35	4.50	4.69	4.62	4.58	5.05	5.85

**This FTE count does not include Code Compliance, Special Projects, CET AH or Urban Renewal staff support.*

In 2016, then City Manager Martha Meeker asked the Planning Director, Heather Richards, to assess McMinnville’s Planning Program in terms of where it was at and what it would take to bring it current with other city planning programs throughout the state. The assessment started with a Strengths, Weaknesses, Opportunities and Threats analysis.

MCMINNVILLE PLANNING DEPARTMENT – SWOT (2017):

STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Staff (Old and New) • Institutional Knowledge • Supportive / Engaged Community • Basic Strong Local Development Community • Engineering / Building / Planning relationship 	<ul style="list-style-type: none"> • Sustained Underfunding – Capacity Constraints • Reliance on GF for funding • Lack of Training • Fatigue • Archaic Practices (Ideological) • Archaic Practices (Structural) • Zoning Ordinance • No Site/Design Review • Exclusivity Mentality • Lack of Strategic Planning with Planning Commission • Reliance on Taxpayer to Fund Growth (SDCs, Fees) • Lack of Regular Evaluation / Updates to Existing Plans 	<ul style="list-style-type: none"> • Solid Market • Supportive Community • Hunger for Long Range Planning • State Need for Success in McMinnville • Community “Fear” of Change • Planning Commission Willingness for Strategic Planning 	<ul style="list-style-type: none"> • Continued Underfunding • Reliance on GF for funding • Deferred Long Range Planning <ul style="list-style-type: none"> ○ Land Supply (UGB) ○ Comp Plan Vision (1981) ○ Housing Needs Analysis ○ Special District Planning • Builder/Developer Emphasis • Community “Fear” of Change • Entrenched Opposition Groups • “That’s the way that we have always done it mentality”

Then staff assessed the comprehensive planning as required by the state (response to Oregon land use goals, such as growth planning, public facility planning, natural hazards and natural resources, etc.); community planning (such as economic development, ADA Transition Plan, Affordable Housing Plan, etc.); Special Interest Plans (such as Downtown Planning, Three Mile Lane, Airport Master Plan, City Center Housing, University District, etc.); zoning ordinance updates (Great Neighborhood Principles, Wireless Communications, Master Planning, Site and Design Review, Commercial Design Standards, etc.) and other planning processes (annexation, UGB management agreement with Yamhill County).

The assessment identified whether it was required by either state or local regulations, whether an update was needed, whether it was a high, medium or low priority, how much staff resources it would take to undertake the planning program in terms of FTEs and if cash resources would be needed for consultant help.

Sample Page of 2017 Assessment:

TYPE OF PLAN	PLAN	LAST DONE	REQUIRED	UPDATE NEEDED	SHOULD HAVE BEEN UPDATED	HIGH PRIORITY	MEDIUM PRIORITY	LOW PRIORITY	CASH RESOURCE	STAFF RESOURCE
COMPREHENSIVE PLAN	Community Vision	1981	STATE	Every 10 - 20 Years	15 Years Past Due	X			\$225,000	1.25 FTE for 2 Years
	Comprehensive Comp Plan Update	1981	STATE	Every 10 - 20 Years	15 Years Past Due	X			\$75,000	.5 FTE for 1 Year
	Transportation System Plan	2010	STATE	Every 4 - 10 Years	2020			X	\$150,000	.5 FTE for 1 Year
	Public Facility Plan	1995	STATE	Every 4 - 10 Years	10 Years Past Due	X			\$150,000	.5 FTE for 1 Year
	Parks Master Plan	1999	STATE	Every 4 - 10 Years	6 Years Past Due		X		\$75,000	.5 FTE for 1 Year
	Historic Preservation Plan	1987	STATE	Every 4 - 10 Years	20 Years Past Due	X			\$15,000	.25 FTE for 6 months
	BLI - Housing	2001	STATE	Every 2 - 3 Years	15 Years Past Due	X			In-House	.5 FTE for 6 months
	BLI - Economic	2012	STATE	Every 4 - 10 Years	2017	X			In-House	.5 FTE for 6 months
	Housing Needs Analysis	1998	STATE	Every 4 - 10 Years	18 Years Past Due	X			\$50,000	.5 FTE for 1 Year
	Economic Opportunity Analysis	2012	STATE	Every 4 - 10 Years	2017		X		\$25,000	.25 FTE for 1 Year
	Urban Reserve Area	NEVER DONE		Every 30 Years		X			\$500,000	2 FTES for 2 Years
	UGB Amendment	1998 - NF	STATE	Every 10 - 20 Years	15 Years Past Due	X			\$500,000	2 FTES for 2 Years
	Add Zones to Comp Plan - Airport, Park, Public Facility	NEVER DONE				X			In-House	.25 FTE for 1 Year

This assessment served as the basis for determining the planning program’s level of service and what it would need to be at a higher level of service. At the time of the assessment, it was determined that the planning program was operating at a below-base level of service.

Base-Level	Mid-Level	Optimal-Level
6.0·FTEs \$325,000· Professional· Services	7.0·FTEs \$325,000· Professional· Services	8.0·FTEs \$400,000· Professional· Services
Add·1.0·FTE <i>Planning·Manager</i>	Add·2.0·FTE· <i>Planning·Manager</i> <i>GIS·Planner</i>	Add·3.0·FTEs·plus· \$50,000· professional· services. <i>Planning·Manager</i> <i>Associate·Planner</i> <i>GIS·Planner</i>

Note: Through grants and general fund allocations, the planning program has maintained approximately \$325,000 for long range planning professional services over the past several years. However, staffing has been an issue.

For the FY 24/25 fiscal year, the Budget Committee and City Council voted to add a Planning Manager FTE to the planning program. This position is expected to be filled in the fall of 2024.

This assessment is then re-evaluated every couple of years based on new state and local priorities, including recent state statutory requirements relative to growth planning, and whether the plan or program is part of the 2018 MAC Town 2032 Strategic Plan to promote the city’s goals of “Housing”, “Growth and Development Character” and “Economic Development – Quality Jobs”.

Sample Page of 2024 Assessment

LONG RANGE PLANNING LED BY PLANNING STAFF												
Long Range Planning Projects	Timeframe	Why is it on the list?	Planner	Planner Time Est. (Leads)	Budget	Comments	Priority	MAC Town Strategic Plan	ORS Statutory Mandate	Housing	Growth and Development Character	Economic Development – Quality Jobs
ORS 197.290, OAR 660-008-0045, Exhibit A and OAR 660-008-0050, Deadline December 31, 2024, extended to June 30, 2025												
Housing Production Strategy	Dec 31, 2023 – May 31, 2025	State Law Mandate – ORS 197.290, OAR 660-008-0045, Exhibit A	Evan Hietpas	EH - .15 FTE	\$87,300 (\$35,000 Grant) (\$52,300 GF)	Scope of work and contract are final. Work started in April, 2024.	H	✓	✓	✓	✓	✓
ORS 197.296 and OAR 660-025-0185, Deadline March 1, 2026												
Land Use Efficiencies / UGB (Task 2 Sequential Work Plan)	Dec 31, 2023 – March 1, 2026	State Law Mandate – ORS 197.296 and OAR 660-025-0185	Heather Richards / Evan Hietpas / Matt Deppe	HR - .10 FTE EH - .20 FTE MD - .10 FTE	\$300,000 (\$150,000 Grant) (\$150,000 GF)	Scope of work and contract negotiations for land use efficiencies are final. PAC is being established. Delayed due to PROS Plan Comp Plan adoption. Should start in October, 2024.	H	✓	✓	✓	✓	✓
PROS Plan – Comp Plan Adoption	August, 2024 – February, 2025	Potential Housing Land Use Efficiency – Needed for Housing Production Strategy Submittal	Heather Richards / Tom Schauer	HR - .10 FTE TS - .10 FTE	\$0	Proposed reduced LOS in PROS Plan could be a housing land-use efficiency, but the PROS Plan needs to be adopted via an acknowledged land-use process so that it can be used as a land-use efficiency.	H	✓	✓	✓	✓	✓
OAR 660-012-0055, OAR 660-012-0060, OAR 660-011. Should be done with a UGB Amendment. Most recent UGB amendment April, 2021. Comp Plan Policy 182.50, done within five years of UGB amendment												
Transportation System Plan	June 1, 2024 - December 31, 2026	Strategic Plan Goal CC Goal FY 21 (Delayed due to staffing) Need to update Facility Plan to entitle 2020 UGB lands.	Heather Richards / Taylor Graybehl	HR - .15 FTE TS - .10 FTE TG - .15 FTE	\$450,000	Delayed by 3 years due to staffing capacity. ODOT will remove us from the queue to update model if we do not start soon. RFQ in draft. Issue by October 1, 2024	H	✓	✓	✓	✓	✓
Natural Hazards Planning – Goal 7	March 1, 2020 – Delayed July 1, 2023 – June 30, 2024	Part of 2020 UGB Expansion work. ORS 197.296 Goal 7 Mandate YC NHMP Action Item	Heather Richards	HR - .05 FTE	\$35,000 (\$35,000 funded in FY 21)	95% Complete, in public hearing process. Working through Engineering transition and concerns.	H	✓	✓	✓	✓	✓
Natural Resources Planning – Goal 5	January 1, 2021 – Delayed June 1, 2024 – June 30, 2025	CC Goal FY 21 ORS 197.296 2020 UGB Expansion Follow-Up	Matthew Deppe / Tom Schauer	MD - .15 FTE TS - .10 FTE	\$175,000 (\$125,000 funded in FY 22) (\$50,000 allocated in FY 24)	60% Complete, needs ESEE Analysis and then go through public process. Potential for opposition	H	✓	✓	✓	✓	✓

Every year, staff uses this assessment to work with the Planning Commission on a long range planning work plan by identifying what has been completed, what is underway and what needs to be prioritized over the next year.

MCMINNVILLE PLANNING ASSESSMENT, 2023 REVIEW, 11.16.23

TYPE OF PLAN	PLAN	LAST DONE	REQUIRED	UPDATE NEEDED	SHOULD HAVE BEEN UPDATED	HIGH PRIORITY	MEDIUM PRIORITY	LOW PRIORITY	CASH RESOURCE	STAFF RESOURCE
COMPREHENSIVE PLAN	Community Vision	1981	STATE	Every 10 - 20 Years	15 Years Past Due		X		\$225,000	1.25 FTE for 2 Years
	Comprehensive Comp Plan Update	1981	STATE	Every 10 - 20 Years	15 Years Past Due		X		\$100,000	.5 FTE for 1 Year
2024-2025	Transportation System Plan	2010	STATE	Every 4 – 10 Years	2020	X			\$450,000	.5 FTE for 2 Years
UNDERWAY	WW Master Plan	1995	STATE	Every 4 – 10 Years	10 Years Past Due	X			\$250,000	.25 FTE for 1 Year
UNDERWAY	Parks Master Plan	1999	STATE	Every 4 – 10 Years	6 Years Past Due	X			\$250,000	.25 FTE for 1 Year
DONE	Historic Preservation Plan	1987	STATE	Every 4 – 10 Years	20 Years Past Due	X			\$15,000	.25 FTE for 6 months
DONE	BLI – Housing	2001	STATE	Every 2 – 3 Years	15 Years Past Due	X			\$50,000	.5 FTE for 6 months
DONE	BLI – Economic	2012	STATE	Every 4 – 10 Years	2017	X			\$50,000	.5 FTE for 6 months
DONE	Housing Needs Analysis	1998	STATE	Every 4 – 10 Years	18 Years Past Due	X			\$150,000	.5 FTE for 1 Year
DONE	Economic Opportunity Analysis	2012	STATE	Every 4 – 10 Years	2017	X			\$50,000	.25 FTE for 1 Year
	Urban Reserve Area	NEVER DONE		Every 30 Years			X		\$500,000	2 FTES for 2 Years
DONE	UGB Amendment	1998 - NF	STATE	Every 10 – 20 Years	15 Years Past Due	X			\$500,000	2 FTES for 2 Years
	Add Zones to Comp Plan – Airport, Park, Public Facility	NEVER DONE					X		In-House	.25 FTE for 1 Year

Planning staff uses these assessments to develop a three-five year work plan to develop a responsive planning program that serves the community of McMinnville. Please see 2024 – 2027 Long Range Planning Work Plan below. This is reviewed by the Planning Commission at the end of each calendar year and helps to inform the next year’s long range planning budget and planning staff work plans.

2024 – 2027 LONG RANGE PLANNING WORK PLAN

Work Product	Feb – June, 2024	June 1, 2024 – Dec. 31, 2025	2026-2027
Long-Range Plans	<ul style="list-style-type: none"> • Airport Master Plan • Housing Production Strategy • Growth Planning – Land Use Efficiencies 	<ul style="list-style-type: none"> • Airport Master Plan • Housing Production Strategy • Growth Planning – Land Use Efficiencies • Natural Hazard Planning • Natural Resources Plan • Transportation System Plan • Downtown Master Plan <p><u>2025</u></p> <ul style="list-style-type: none"> • UGB Alternatives Analysis • ADA Transition Plan 	<p><u>2026</u></p> <ul style="list-style-type: none"> • Downtown Master Plan • Transportation System Plan • Southwest Area Plan • UGB Alternatives Analysis • ADA Transition Plan <p><u>2027</u></p> <ul style="list-style-type: none"> • Riverside South Area Plan • Urban Reserve Area
Comprehensive Plan Amendments	<ul style="list-style-type: none"> • Goal 8 – Parks and Rec • Goal 11 – Public Facilities 	<ul style="list-style-type: none"> • Goal 5 – Cultural/Natural Resources • Goal 7 – Natural Hazards • Goal 12 - Transportation 	<ul style="list-style-type: none"> • Park Zone • Public Facility Zone
Zoning Ordinance Amendments	<ul style="list-style-type: none"> • Natural Hazards District • Landscape Chapter Rewrite • Historic Landmarks Demolition 	<p><u>2024</u></p> <ul style="list-style-type: none"> • Transfer of Density for Natural Features • Natural Resources <p><u>2025</u></p> <ul style="list-style-type: none"> • Innovation Special District • Downtown Design Review Overlay • Downtown Parking • TMP, Alcohol Sales Downtown 	<p><u>2026</u></p> <ul style="list-style-type: none"> • Commercial/Industrial Site and Design Review • Incentive Zoning - (HPS) • Green/Climate Standards • Mixed-Use Zoning – (Land Use Efficiencies) • 20 Minute Neighborhoods <p><u>2027</u></p> <ul style="list-style-type: none"> • Planned Development • Land Division Standards • Commercial Zone Amendments • Industrial Zones Amendments

This is the process in which the work plan is developed. There can be many disrupters to the work plan, including new state mandates with pressing deadlines, challenges and appeals to current work that needs to be resolved prior to advancing to the next phase of work, new local priorities by the City Council or Planning Commission, and staff turnover.

All of those disrupters have occurred in the past four years creating a backlog of planning efforts that need to be completed in the upcoming years. The next portion of this staff report will discuss those challenges and opportunities.

Discussion:

In the past five years the state legislative session has passed annual legislation in an effort to help solve Oregon’s housing crisis. Most of the legislation has focused on development code amendments (HB 2001 (2019 Legislative Session) - missing middle housing allowances in all single family residential zones and infrastructure capacity analysis to support missing middle housing, and SB 458 (2021 Legislative Session) – missing middle housing expedited land division); data collection (HB 2003 (2019 Legislative Session) - regional housing needs analysis); or expedited growth planning (HB 2003 (2019 Legislative Session) – Housing Capacity Analysis due by December 31, 2023 and Housing Production Strategy due by December 31, 2024).

At the same time in 2020, the City of McMinnville successfully submitted their 2003 UGB amendment (McMinnville Growth Management and Urbanization Plan (MGMUP)) to the state after years of challenges, appeals and remands. The final UGB boundaries were different than those originally proposed which necessitated updates of all of the public facility plans (wastewater, water and transportation) for the UGB expansion areas.

The MGMUP also identified two additional growth planning processes that needed to occur prior to annexation of the UGB expansion areas into the city for urban development: 1) Land-Use Planning for the UGB Expansion Areas (Framework Plan, Area Plan and Master Plan); and 2) Planning for Goal 5 (Natural Resources and Open Space), Goal 7 (Natural Hazards) and Goal 8 (Parks).

To support these efforts, the City adopted Comprehensive Plan Policies and Proposals to memorialize these commitments as outlined below. The City committed to initiating the necessary coordinated master planning and plan updates within five years of a major UGB update (Comprehensive Plan Policy #182.50). Comprehensive Plan Policies #187.60.10 and 187.80.00 commit the City to initiating area planning for the UGB expansion areas. And proposals developed an annexation process that included the need for area plans of the UGB expansion areas. Additionally the City adopted an area planning process prior to annexation of the UGB expansion lands into the city as part of the MGMUP to ensure that the UGB expansion areas would develop per the community vision. This process added a planning step to development of these lands as well that the City committed to undertaking each year.

McMinnville Comprehensive Plan Policy #182.50

182.50 ***Coordinated Master Planning and Plan Updates.*** *The City should initiate updates of its functional planning documents within 5 years of a major UGB update to address consistency with the new UGB, and work with service providers to conduct updates to their planning documents as needed. This includes:*

City:

- *Parks and Recreation Master Plan*
- *Water Reclamation Facilities Plan*
- *Storm Drainage Master Plan*
- *Transportation System Plan*
- *Airport Layout Plan*
- *Goal 5 Resources Plan*
- *Goal 7 Hazards Plan*

Service Providers:

- *McMinnville Water and Light: Water Distribution System Master Plan*
- *Yamhill County Transit: Transit System Master Plan. (Ord. 5098, December 8, 2020)*

Comprehensive Plan Policies 187.60.10 and 187.80.00

187.60.10 *The City of McMinnville's overall planning process for UGB expansion areas shall include the completion and adoption of three successive levels of planning for lands within UGB expansion areas prior to their development. The three successive*

planning processes include the Framework Plan, the Area Plan, and the Master Plan. (Ord. 5098, December 8, 2020)

187.80.00 The City of McMinnville shall initiate an Area Planning process for UGB expansion areas that are designated on the Comprehensive Plan Map as Urban Holding (UH). The City of McMinnville shall prioritize which UGB expansion areas to complete Area Planning for based on the size of the area, the need for coordination of the development of public infrastructure and services, and the expected timeframe of development or redevelopment. (Ord. 5098, December 8, 2020)

Comprehensive Plan Proposals 0.50 and 0.75, 40.00, 41.00 and 48.10.

0.50 The City should develop, adopt and maintain a Natural Hazards Inventory as part of the McMinnville Comprehensive Plan (Volume I). The inventory shall include maps and text that identify the location, type and risk level for three types of natural hazards: geological hazards (including steep slopes, earthquakes and landslides), flood hazards (land within the 100-year floodplain) and wildfire hazards within the urban growth boundary and the unincorporated land outside of the urban growth boundary.

0.75 The City should develop and adopt a Natural Hazards (NH) overlay zone to manage the cumulative effects of inventoried natural hazards within the urban growth boundary on people and property. (Ord. 5098, December 8, 2020)

40.00 The City shall complete an inventory of the applicable natural resources listed in Goal 5 of the Oregon Statewide Planning Goals and Guidelines. The resources to be included in the inventory include, but are not limited to, riparian corridors, wetlands, wildlife habitat, open space, and scenic views. The City shall coordinate with the Department of Land Conservation and Development to determine which Goal 5 resources to include in the inventory.

41.00 The City shall complete an inventory of landmark trees that are of significance or value to the City's environment or history.

48.10 The City shall complete and adopt Area Plans for the following areas as described in the McMinnville Growth Management and Urbanization Plan:

- 1. Southwest Area – Potentially with subareas:
 - a. West Hills South, Southwest 2, and West of Old Sheridan Road (potentially also including Redmond Hill Road)*
 - b. Southwest 06 and Old Sheridan Road**
- 2. Fox Ridge Road, NW-EX1b-R1, and High School Site*
- 3. Riverside South*
- 4. Redmond Hill Road (potentially include with the Southwest Area Plan)*
- 5. Booth Bend Road*
- 6. Riverside North (Ord. 5098, December 8, 2020)*

Lastly, from 2020 – 2023, both the Planning and Engineering Divisions experienced significant staff turnover and vacancies resulting in several key positions transitioning with interim placements and new hires. Due to this staffing instability within these two divisions, many of the long range planning programs were put on hold.

Now that both divisions are staffed and key positions are filled, below is the Long Range Planning Work Plan needed to meet the state statutory mandates, local policies and community needs in the next three – five years. These planning projects have been carefully timed and assigned to lead staff to allow for workload capacity adjustments as necessary. For those products that do not have state statutory mandates, the planning staff will lead them in such a way to accommodate the needs of internal staffing capacity without compromising the integrity and need of completing the planning for the community.

State Mandated Deadlines Embedded in ORS – OAR 660-008-0045, Exhibit A

Planning Document	Due Date	Approved Extension
Housing Capacity Analysis	December 31, 2023	February 29, 2025 (DLCD Approved Sequential UGB Work Plan – 2/7/24)
Housing Production Strategy	December 31, 2024	June 30, 2025* (DLCD Approved Sequential UGB Work Plan – 2/7/24)
Land Use Efficiencies	December 31, 2023	June 30, 2025* (DLCD Approved Sequential UGB Work Plan – 2/7/24)
UGB Amendment	December 31, 2023	March 1, 2026 (DLCD Approved Sequential UGB Work Plan – 2/7/24)

**Housing Land-Use Efficiencies need to be identified as part of the Housing Production Strategy, which is due on June 30, 2025.*

Reduced Parks LOS in the PROS Plan could be used as a Housing Land-Use Efficiency for both the UGB Amendment and the Housing Production Strategy. But it needs to be adopted as part of the comprehensive plan to qualify. PROS Plan needs to be adopted by February 2025 to fold into the Housing Production Strategy.

MGMUP UGB Amendment, December 2020 – Master Plan Updates

Planning Document	Initiated	Completed
Parks and Recreation Master Plan	<u>February, 2022</u>	<u>February, 2025</u>
Goal 7 – Hazards Plan <ul style="list-style-type: none"> • Natural Hazards Mapping • Natural Hazards Overlay District 	<u>March, 2020</u>	<u>March, 2025</u>
Water Distribution System Master Plan	<u>January, 2023</u>	<u>March, 2025</u>
Water Reclamation Facilities Plan	Underway	<u>April, 2025</u>
Goal 5 – Natural Resources <ul style="list-style-type: none"> • Protection of Natural Resources/Trees • ESSE Analysis 	<u>January, 2021</u>	August 2025
Airport Layout Plan <ul style="list-style-type: none"> • Airport Zone 	Underway	December 2025
Transportation System Plan (Vehicular, Bike, Ped, Active Trans)	<u>October, 2024</u>	<u>December, 2026</u>
Storm Drainage Master Plan	TBD	TBD
Transit System Master Plan	TBD	TBD

Responding to McMinnville’s Housing Crisis / Needs = Setting the table for the UGB expansion areas to annex into the city and develop.

Setting the Table = Public Facility Planning and Area Planning

Planning Document	Initiated	Completed
AREA PLANS:		
Fox Ridge Road Area Plan	<u>June, 2022</u>	<u>February, 2024</u>
Southwest Area Plan (Includes Redmond Hill Road and Old Sheridan Road Areas)	<u>September, 2024</u>	<u>December, 2026</u>
Riverside South	TBD	TBD
Booth Bend Road	TBD	TBD
PUBLIC FACILITY PLANS:		
Water Public Facility Plan	Underway	March 11, 2025
Wastewater Public Facility Plan	Underway	<u>April, 2025</u>
Transportation System Plan	October 15, 2024	<u>December, 2026</u>

City of McMinnville Specialty Planning – Unique to McMinnville

Planning Document	Initiated	Completed
Airport Master Plan <ul style="list-style-type: none"> • Airport Layout Plan • Airport Zone 	<u>November, 2023</u>	<u>June, 2025</u>
Innovation Campus <ul style="list-style-type: none"> • Master Planning • Public Infrastructure Feasibility Analysis • Design and Development Standards • Marketing 	February 7, 2024	December 31, 2025
Downtown Master Plan Update <ul style="list-style-type: none"> • Expanded Study Area • Housing • Future Development Sites • Design and Development Standards • Urban Plan Amendment 	September 15, 2024	December 31, 2026
SODAN Intensive Level Survey	<u>March, 2024</u>	<u>August, 2024</u>

Code Amendments Required by State Law or as Directed by PC and/or CC

Code Amendment	Initiated	Completed
Landscape MMC Amendments	2018	<u>November, 2024</u>
Small Lot Subdivisions	2022	<u>December, 2024</u>
Transitional Housing	<u>March, 2024</u>	<u>January, 2025</u>
SB 458 Integration	<u>April, 2025</u>	<u>November, 2025</u>
TMP – Alcohol Sales Downtown	Under legal review	

Each planning product will be ultimately adopted by the City Council through a land-use process which will include notice to the Department of Land Conservation and Development, public hearings with the Planning Commission and adoption by ordinance by City Council.

Most planning processes will also include Planning Commission and City Council work sessions to share updates on the planning progress and to obtain direction at necessary decision milestones.

Attachment A – Long Range Planning Work Plan is provided as a suggested calendar of work over the next three years, including approximate schedules for work sessions and City Council adoption. These are high level schedules and are subject to change.

It is recognized that this work plan will be impactful to many city teams (primarily planning and engineering, but also public works and parks intermittently). Both planning and engineering have reviewed the work plan for staff allocations and FTE support. Staff will work with each other to manage workloads. Those planning programs that have mandatory deadlines will be a priority.

Attachments:

- Long Range Planning Work Plan Calendar

Fiscal Impact:

All planning products are currently accounted for in the FY 24/25 City of McMinnville budget.

LONG RANGE PLANNING WORK PLAN

Plan	2024				2025				2026			
	Jan - Mar	April - June	July - Sep	Oct - Dec	Jan - Mar	April - June	July - Sep	Oct - Dec	Jan - Mar	April - June	July - Sep	Oct - Dec
State Mandated Housing Planning												
Housing Production Strategy			CC/PC Work Session	CC/PC Work Session	CC/PC Work Session	CC Adoption						
Land Use Efficiencies			CC/PC Work Session	CC/PC Work Session	CC/PC Work Session	CC Adoption						
UGB Amendment							CC/PC Work Session	MUAMC	CC Adoption			
2020 UGB Expansion Areas - State and Local Mandated Growth Planning												
Natural Hazards Planning (Goal 7)			PC Public Hearing	CC Work Session	CC Adoption							
Natural Resources Planning (Goal 5)						PC/CC Work Session	CC Adoption					
Southwest Area Plan						PC/CC Work Session			PC/CC Work Session			CC Adoption
Water Master Plan Update				PC Work Session	CC Adoption							
Wastewater Master Plan Update				PC Work Session	PC Public Hearing	CC Adoption						
Transportation System Plan Update							PC/CC Work Session			PC/CC Work Session		CC Adoption
PROS Plan Update			PC Work Session	PC Public Hearing	CC Adoption							

LONG RANGE PLANNING WORK PLAN												
PLAN	2024				2025				2026			
	Jan - Mar	April - June	July - Sep	Oct - Dec	Jan - Mar	April - June	July - Sep	Oct - Dec	Jan - Mar	April - June	July - Sep	Oct - Dec
City of McMinnville Specialty Planning – Unique to McMinnville												
SODAN Intensive Level Survey			HLC Adoption									
Airport Master Plan Update						PC Public Hearing	CC Adoption					
Innovation Campus Plan				PC/CC Work Session		PC/CC Work Session	PC Public Hearing	CC Adoption				
Downtown Master Plan Update						CC Work Session		CC Work Session			PC Public Hearing	CC Adoption
Code Amendments Required By State Law or as Directed by Planning Commission or City Council												
Accessory Structures			PC Public Hearing	CC Adoption								
Landscape MMC Amendments			PC Public Hearing	CC Adoption								
Small Lot Subdivisions			PC Public Hearing	CC Adoption								
Transitional Housing			PC/CC Work Session	PC Public Hearing	CC Adoption							
SB 458 Integration							PC Public Hearing	CC Adoption				
TMP – Alcohol Sales Downtown*												

*Currently under legal review

Note: All dates are approximate and are subject to change.