



City Council Meeting Agenda

Tuesday, October 22, 2024

7:00 p.m. – City Council Regular Meeting

EXECUTIVE SESSION – to immediately follow the Regular Meeting (CLOSED TO THE PUBLIC)

REVISED 10/21/2024

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.

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

- Attend in person and fill out a public comment card.
- Email at any time up to **noon on Monday, October 21st** to CityRecorderTeam@mcminnvilleoregon.gov
- If appearing via telephone only please sign up prior by **noon on Monday, October 21st** by emailing the City Recorder at CityRecorderTeam@mcminnvilleoregon.gov as the chat function is not available when calling in Zoom;
- Join the Zoom meeting use the raise hand feature in Zoom to request to speak, once your turn is up we will announce your name and unmute your mic. **You will need to provide the City Recorder with your First and Last name, Address, and contact information (email or phone) for a public comment card.**

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

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.

CITY COUNCIL REGULAR MEETING:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/87275185011?pwd=Zny9ylHTWRBdxsW4ouwuZN0nFbh4LB.1>

Zoom ID: 872 7518 5011

Zoom Password: 795543

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

ID: 872 7518 5011

7:00 PM – REGULAR COUNCIL MEETING – VIA ZOOM AND SEATING AT CIVIC HALL

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PROCLAMATION
 - a. Extra Mile Day Proclamation
 - b. Veterans Day Proclamation
4. INVITATION TO COMMUNITY MEMBERS 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. Chemeketa Community College Bond Update presented by Dr. Jessica Howard

6. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports

7. CONSENT AGENDA

- a. Consider the Minutes of the July 13, 2021, City Council Regular Meeting.
- b. Consider the Minutes of the July 21, 2021, City Council Work Session Meeting.
- c. Consider the Minutes of the July 27, 2021, City Council Work Session & Regular Meeting, and Joint City Council & Budget Committee Meeting.
- d. Consider the Minutes of the January 23, 2024, Joint City Council & McMinnville Urban Renewal Agency Work Session & City Council Regular Meeting.

8. ORDINANCES

- a. Consider the first reading with a possible second reading of **Ordinance No. 5149**: An Ordinance Amending Title 17 (Zoning) of the McMinnville Municipal Code to Chapter 17.54 “General Regulations,” and Approving the Decision, Findings, and Conclusionary Findings for Docket G 1-24.

9. ADJOURNMENT OF REGULAR MEETING

CITY COUNCIL EXECUTIVE SESSION – IMMEDIATELY FOLLOWING THE REGULAR MEETING (NOT OPEN TO THE PUBLIC)

1. CALL TO ORDER

2. **EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(j)**: To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

3. **EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(a)**: To consider the employment of a public officer, employee, staff member or individual agent; **ORS 192.660(2)(f)**: To consider information or records that are exempt by law from public inspection; **ORS 192.660(2)(h)**: To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; and **ORS 192.660(2)(i)**: To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. **(Added on 10.21.2024)**

4. ADJOURNMENT OF EXECUTIVE SESSION



PROCLAMATION

Whereas, McMinnville, Oregon is a community that acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

Whereas, McMinnville, Oregon is a community that encourages its community members to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

Whereas, McMinnville, Oregon is a community that chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

Whereas, McMinnville, Oregon acknowledges the mission of Extra Mile America to create 550 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2024.

Now, therefore, I, Remy Drabkin, Mayor of the City of McMinnville, Oregon, do hereby proclaim November 1, 2024 as

EXTRA MILE DAY

And I urge each individual in the community to take time on this day to not only “go the extra mile” in their own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

In Witness Whereof, I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 22nd day of October, 2024.

Remy Drabkin, Mayor



PROCLAMATION

Whereas, on Veterans Day, we pay tribute to all who have risked their lives to preserve the liberty of our nation, the families who support them, and the heroes no longer with us. The unparalleled spirit, skills, and devotion of our troops is the backbone of our formidable Armed Forces; and

Whereas, the community of McMinnville has great respect, admiration, and the utmost gratitude for all past & present who have selflessly served our country and community in the Armed Forces; and

Whereas, the contributions and sacrifices of all who served in the Armed Forces past & present have been vital in maintaining the freedom and way of life enjoyed by our community; and

Whereas, the City of McMinnville recognizes and respects our Veterans for their many contributions; and

Whereas, all of our Armed Forces continue to be an inspiration to us all through the demonstration of courage, leadership, and commitment in service to our community and country; and

Whereas, in 1938, Congress declared November 11th as a legal holiday, emphasizing its dedication to the cause of world peace. In 1954, President Dwight D. Eisenhower signed a bill into law renaming the holiday as Veterans Day and on September 20th, 1975 and ending with President Gerald R. Ford signed Public Law 94-97 for November 11 to be recognized as a national holiday to honor all our past & present Veterans, who have served in the Armed Forces; and

Whereas, in 1975, Congress voted to approve Veterans Day as a national holiday every November 11, in honor of all our Veterans, who have served in the Armed Forces; and

Whereas, these Veterans bring to us a sense of duty, patriotism, discipline, and willingness to serve others that remind us all our obligations to our country and the price that is paid for all of our freedoms; and

Whereas, it is fitting to pay tribute also to the families of our past & present Veterans who have endured sacrifice, separation, anguish, and loneliness while their loved ones served with pride and honor; and

Whereas, the courage, honor, sacrifice, and dedication that our veterans have shown in the name of freedom and democracy are worthy of recognition; and

Whereas, the City of McMinnville has many Veterans in our community who have served our country with distinction and honor; and

Whereas, the City Council encourages all community members to honor the valor and sacrifice of our past & present Veterans, thank the Veterans in their lives, and take a few moments to learn more about the sacrifices made by our Veterans.

Now, therefore, I, Remy Drabkin, Mayor of the City of McMinnville, Oregon, do hereby proclaim November 11, 2024 a time to salute and honor the service and sacrifice of our military Veterans as:

VETERANS DAY

We give our heartfelt thanks in honor of the service the Veterans have selflessly given.

In Witness Whereof, I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 22nd day of October, 2024.

Remy Drabkin, Mayor

From: [Chris Palmer](#)
To: [Claudia Cisneros](#)
Cc: [Chris Chenoweth](#); [Kellie Menke](#); [Zack Geary](#); [Jessica Payne](#); [Sal Peralta](#); [Adam Garvin](#)
Subject: Police Chief Hiring Process
Date: Tuesday, October 22, 2024 9:20:03 AM

This message originated outside of the City of McMinnville.

Good morning, Claudia

Please add this summary and opinion to the packet for tonights meeting.

It's essential to recognize the significance of involving the city council in hiring a police chief. This decision holds immense weight for any city as it directly impacts community safety, police-community relations, and the overall effectiveness of law enforcement. The city council serves as a crucial link between the community's needs and the operational objectives of the police department. By working collaboratively with the city council, cities can ensure that the selection of a police chief reflects the values and aspirations of the residents.

1. Embracing Community Representation

The city council consists of elected officials who represent the community's diverse voices. Engaging the council when hiring a police chief is vital to ensure that the candidate understands and prioritizes community concerns. The council can facilitate public forums or surveys to gather input from residents about the qualities and priorities they seek in a police chief. This engagement fosters transparency and builds trust between law enforcement and the community.

2. Setting Clear Priorities and Expectations

The city council profoundly understands the specific challenges and issues facing their community. By working with the council, city leaders can articulate clear priorities for the police chief. This might include a focus on community policing, mental health crisis response, or addressing systemic issues such as racial bias. Establishing these expectations upfront can guide the search process and help identify candidates who are qualified and aligned with the city's vision for public safety.

3. Upholding Oversight and Accountability

The city council is crucial in providing oversight and accountability for the police department. By involving council members in hiring, cities can ensure that the selected police chief is committed to accountability measures, such as implementing body-worn cameras, establishing clear use-of-force policies, and promoting transparency in police operations. This oversight can also extend to evaluating the chief's performance and ensuring they are held accountable to the community.

4. Encouraging Collaboration and Communication

The relationship between the police department and the city council can significantly influence the effectiveness of public safety initiatives. By working together in the hiring process, both entities can establish a foundation of collaboration and communication. A police chief who understands the council's priorities and has a history of working with local government can enhance coordination in addressing public safety challenges, thereby creating a more cohesive approach to law enforcement.

5. Rebuilding Trust in Law Enforcement

In recent years, many communities have faced crises of confidence in their police departments. By involving the city council in hiring, cities can signal a commitment to reform and community involvement. This collaborative approach can help rebuild trust between law enforcement and the community, demonstrating that the police chief will be responsive to public concerns and focused on community engagement.

In Conclusion

Hiring a police chief is not just an administrative task; it is a significant decision that can shape the future of a community's safety and governance. By involving the city council in this process, cities can ensure that the selected chief is qualified and deeply connected to the community they serve. This collaborative approach fosters accountability, prioritizes community needs, and ultimately contributes to a more effective and trustworthy police department. In an era where public trust in law enforcement is paramount, the city council's role in this decision-making process cannot be overstated.

By prioritizing transparency, police departments can build stronger community relationships, lay the groundwork for ethical and effective leadership, and ultimately contribute to a more just and equitable society. In an era marked by calls for reform and accountability, the selection of a police chief must reflect a commitment to these principles, ensuring that the future of policing is rooted in collaboration and trust.

I'm apologize for the lengthy feedback. After reviewing the comments and seeing some lackluster feedback, I felt compelled to emphasize the importance of honoring a process balanced against the community's desired outcome.

Regards,
Chris Palmer

Former resident of McMinnville from 1979-2016, and currently exploring path to return to the community.

[linkedin.com](#)



Members of the Council,

It's not typical for a City Councilor to step off the dais to address you directly, but here we are. The current leadership under our mayor and city manager has centralized control to the point where open discussions on these issues are stifled. I've raised concerns about this over the past two years, noting how the mayor's tight control of the agenda limits our ability to engage in meaningful dialogue.

Today, I want to focus on the appointment process for the Chief of Police. I believe the email from Chris Palmer effectively highlighted why it's crucial for the Council to play the leading role in this process.

Over the last several months I have taken several steps to try address this:

1. I raised concerns about the timing of the Chief of Police hiring in my one-on-one with Jeff back in August.
2. Throughout the month of September, I engaged the city attorney in an email exchange regarding my concerns about the charter.
3. After speaking with a former McMinnville Municipal Judge, I sent an email on October 11th to the Mayor, City Manager, HR Director and City Attorney requesting an outside attorney's opinion on whether Jeff exceeded his authority as city manager. Sadly, I received no response.

This situation could have been avoided.

The mayor claimed that the current hiring process mirrors that of Chief Scales, that's not true.

When Chief Noble resigned, we were without a City Manager and the Council decided they did not want to proceed with hiring a Chief until the City Managers position was filled. Chief Scales was appointed as interim chief, and after a thorough six-month process, we hired City Manager Mecker.

From the included January 2015 Council minutes, we see that the Council was deeply involved in the Chief appointment. They determined the process, they conducted the interview, and they made the decisions. The City Manager wasn't even present for the interview. This contrasts sharply with what's happening today.

When Chief Scales was interviewed, he was the only finalist. When Chief Noble was hired there were four finalists, and all of them were also interviewed by the Council.

According to our city charter Administrative Officers, which includes the chief of police, "shall be appointed" by a majority of the Council.

The current process for hiring the Chief of Police mirrors the process used for the recent hiring of our city attorney and public works director. That process culminated in Ordinance 2024-12

which clearly states that the City Manager made the appointments, and the Council merely approved them. This directly contradicts our charter.

This is not about politics; it's about adhering to a fundamental principle; namely the rule of law. If we don't stay within the guardrails of the charter, why even have a charter? The charter places this power in the hands of the elected body so that their constituents can hold them accountable if it goes south. Please do not abrogate your responsibility.

To rectify this, I propose we notify the finalists for the Chief position that the Council will conduct interviews after the new Council is seated in January. This respects our charter and allows the new Council to make a decision that they will ultimately be held accountable for.

Thank you for your attention.

I am asking that a copy of this statement be entered into the record as well as the supporting documentation that I am providing tonight. This supporting documentation is:

- 1) The email sent on October 11th to Mayor, City Manager, City Attorney and HR Director
- 2) The minutes from January 13, 2015
- 3) The minutes from January 21, 2015
- 4) Resolution 2024-12

Police Chief

From Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>

Date Fri 10/11/2024 6:24 PM

To Jeff Towery <Jeff.Towery@mcminnvilleoregon.gov>; David Ligtenberg <David.Ligtenberg@mcminnvilleoregon.gov>; Mayor Remy Drabkin <Remy.Drabkin@mcminnvilleoregon.gov>; Vicki Hedges <Vicki.Hedges@mcminnvilleoregon.gov>

Bcc [REDACTED]; Jessica Payne <Jessica.Payne@mcminnvilleoregon.gov>

 1 attachments (433 KB)

res_2024-12.pdf;

Jeff,

I wish to express my serious concerns regarding the process undertaken in the selection of the police chief. I submit the following points for consideration:

1. Following the resignation of the former chief, I conveyed my reservations to our City Manager during our one-on-one meetings about the prudence of making a selection prior to January 1.
2. Over the past month, I have engaged in extensive discussions with our City Attorney, emphasizing my belief that the City Council bears the responsibility for appointing/hiring administrative officers as stipulated by our City Charter.
3. The selection process for the final candidate has proceeded as follows:
 - a. An application window was opened.
 - b. Applications received prior to the closing date were reviewed by a panel of four individuals.
 - c. Candidates identified by the panel underwent interviews conducted by panels selected by the executive team.
 - d. A "meet and greet" session was organized for 44 stakeholders, consisting of:
 1. A 40-minute question-and-answer session based on inquiries submitted by attendees.
 2. Attendees were divided into two groups, allowing candidates to engage in informal Q&A for 20 minutes with each group.
 3. Following the candidates' departure, feedback was provided to the City Manager.
 - e. The City Manager will conduct one-on-one interviews with the two finalists and will make a final selection, pending Council approval.
 - f. The selected candidate will undergo a comprehensive background check, which will be managed in-house.

4. During the meet and greet, I inquired whether the Council had participated in any interviews or application screenings prior to the stakeholder meeting, to which the City Manager responded negatively.
5. I have no record of any formal request for a Council vote that would delegate the responsibility of appointing/hiring this non-elected official to the City Manager.
6. The aforementioned steps are closely aligned with the processes previously utilized for the selection of the City Attorney and City Engineer.

As we are currently in an election cycle where public safety is a primary concern for voters the timing is cause for pause. It is noteworthy that one of the final candidates expressed surprise at the speed of this process. I firmly believe that the decision regarding the next police chief should be made by the incoming Council rather than the current one.

Relevant provisions of our Charter include:

- Section 11, which states that appointed administrative officers, including the Chief of Police, shall be appointed by a majority of the Council.
- Section 22 outlines the City Manager's role in supervising administrative affairs but does not grant unilateral authority to appoint such officers without Council input.

The Beaverton City Charter states that a majority of the entire Council must appoint, manage, and remove the City Manager. This suggests that the term "appoint" indeed implies hiring rather than mere approval of an appointment made by the City Manager. I have attached Ordinance 2024-12 where it is clearly defined that the process currently undertaken is one in which the City Manager is making the "appointment" and the Council is merely "approving" that appointment. That is in direct conflict with the wording of the Charter.

In order to uphold the checks and balances intended by our Charter and given the aforementioned points, I formally request that a third-party attorney be retained to assess whether the City Manager has exceeded his authority in this and previous hiring process.

Chris Chenoweth

McMinnville City Councilor, Ward 1



CITY OF McMinnville
MINUTES OF THE DINNER MEETING of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon
January 13, 2015 at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Alan Ruden
	Kevin Jeffries	Larry Yoder
		Kellie Menke

Also present were City Manager Martha Meeker, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Planning Director Doug Montgomery, Finance Director Marcia Baragary, Councilor-Elect Remy Drabkin, and a member of the news media, Don Iler of the *News Register*.

DINNER

CALL TO ORDER: Mayor Olson called the Dinner Meeting to order at 6:30 p.m. and welcomed all in attendance. He noted that this was recently appointed City Manager Meeker's first Council meeting. Mayor Olson briefly reviewed the agenda.

APPOINTMENT OF POLICE CHIEF: City Manager Meeker pointed out that the City Council and former City Manager had allowed Interim Police Chief Scales to continue as interim Police Chief until the new City Manager was in her new position. She advised that in her opinion, Interim Chief Scales had done an exemplary job and had been serving in the interim position for six full months. She noted that it appeared that the Council had four options - 1) appoint Interim Chief Scales to Police Chief; 2) hold an internal recruitment; 3) open a recruitment to invite external applicants; or, 4) interview Mr. Scales and make a determination following the interview. Ms. Meeker advised that Interim Chief Scales had taken the Department through several major issues, including the recent stabbing/shooting event that occurred near Linfield College and she has heard nothing but very positive comments about his conduct and the conduct of the Department.

Extensive discussion followed. Each of the Councilors supported Mr. Scales, but also felt that they should have an opportunity to sit down as a group and visit with him. The Council asked whether such a discussion could occur in an Executive Session. City Attorney Haines advised that an interview with a prospective Chief of Police did not fall under the Executive Session requirements, but that they could certainly meet with Mr. Scales in an open meeting setting.

It was determined that the Council would ask staff to set a meeting time for them to meet with Interim Chief Scales.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 7:02 p.m.

Rose A. Lorenzen, Recording Secretary

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

Tuesday, January 13, 2015 at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Scott Hill
	Kevin Jeffries	Paul May
	Alan Ruden	Larry Yoder
		Kellie Menke

Also present were City Manager Martha Meeker, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Planning Director Doug Montgomery, Interim Police Chief Matt Scales, Finance Director Marcia Baragary, and a member of the news media, Don Iler of the *News Register*.

AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 7:09 p.m. and welcomed all in attendance. He noted that the evening marked new City Manager Meeker's first meeting as McMinnville's new City Manager.

PLEDGE OF ALLEGIANCE: Councilor May led in the recitation of the Pledge of Allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson asked for comments from the audience regarding items not on the evening's agenda.

Mark Davis, 652 SE Washington Street, welcomed new City Manager Martha Meeker and City Councilor Remy Drabkin. Mr. Davis noted that his comments for this evening's meeting centered on the homeless issue and the tents located at the McMinnville Cooperative Ministry. He commended the City's flexibility regarding the matter, and noted that the issue needed the community's attention. He advised that homelessness is not a simple issue and that it would really take the involvement of many different members of the community to make a difference. The solutions are complex,

and he was a firm believer in housing first - housing for people, then work on the social needs of the individuals. He advised that there are several positive things happening in and around the community and suggested that perhaps Howie Harkema could discuss his group's ideas.

Mayor Olson assured Mr. Davis that this topic would be discussed at the Council's upcoming Goals and Objectives meetings.

Howie Harkema, 214 NW 15th Street, advised that he had been a homeless advocate since 2007 when he began serving with the St. Barnabus Soup Kitchen. He noted that he would like to find solutions to the homeless issue and invited the Council to a round-table discussion that was scheduled for an upcoming meeting at the McMinnville Library in the Carnegie Room. He advised that he had been working on a "homeless center" (Community Outreach of McMinnville) which would be an all inclusive, collaborative, community-oriented center that would provide vocational training, and would also include education training designed to help people pass their GED test. People would be able to sleep at the center, but they could not "flop" - they would have to work at the center doing janitorial or other duties that needed attention. He advised that he has also invited all area churches to have a satellite office at this location. He advised that he would send out a meeting reminder to the Council.

Mayor Olson thanked Mr. Harkema for his comments and commended him on his goals for the homeless.

Michael Wilson, 715 SW Baker Street (office) and 21202 NW High Heaven Road (residence) spoke to the City Council regarding the City's Transportation System Development Charges (SDCs). He advised that he had met with staff in mid-2013 to discuss construction of a new veterinary clinic next to his current clinic on SW Baker Street. He advised that when he finally received his loan for construction, which was a fairly lengthy process, he discovered that the fees had risen dramatically, up approximately \$32,000. He advised that he did not know when the new fees had gone into effect, but he believed that any projects that were under consideration prior to enactment of the new fee schedule should have been fallen under the old fees.

Community Development Director Bisset stated that Mr. Wilson had been in the office and had met with staff quite some time before the SDC matter had come before the City Council. He advised that no permits had been pulled for the project and staff had no way of knowing whether Mr. Wilson was moving forward with his construction plans. Mr. Bisset advised that the process had included numerous notifications to the building community and also several public meetings. These occurred several months in advance of implementing the SDC changes. He reminded the City Council that when the new SDC ordinance was adopted, they

allowed several months for folks to get their applications in under the old fee schedule.

Councilor Hill agreed and remembered the lengthy discussions that occurred. He explained that the City was behind in keeping streets and utilities maintained.

Mr. Wilson responded that he did not believe that it had been a fair process and he was not notified.

Additional discussion occurred, following which Mayor Olson promised that the City Council would give this matter more discussion.

OATH OF OFFICE: City Attorney Haines first administered the Oath of Office to newly-elected City Councilor Remy Drabkin. Following her oath, Ms. Drabkin took her place at the dais.

The Oath of Office was then administered to returning Councilors Ruden and Jeffries, both of whom were beginning their second full term as City Councilor.

ELECTION OF COUNCIL PRESIDENT: Mayor Olson explained that each January of odd-numbered years, a new Council President is elected. The individual elected is a senior Councilor who has not served as Council President in the past.

Councilor Hill MOVED to appoint Councilor Jeffries as Council President; SECONDED by Councilor Ruden. Motion PASSED unanimously.

CONSIDER MINUTES: Councilor Yoder MOVED to approve the minutes of the November 18, 2014 Dinner and Regular City Council meetings; SECONDED by Councilor Jeffries. Motion was approved unanimously.

1

NEW BUSINESS

1 a

APPOINTMENT OF POLICE CHIEF: Mayor Olson advised that the Council had discussed the appointment of Police Chief at its Dinner Meeting and asked Councilor Yoder to recap that discussion.

Councilor Yoder stated that the entire Council felt as though the interim appointment of Matt Scales as Police Chief had gone on far too long, yet they had been anxious to have the new City Manager's input into the process. The Council has been very pleased with the job Interim Chief Scales has done and they would like to get to know him better. He advised that all were looking forward to a longer term relationship.

Each of the Councilors affirmed Councilor Yoder's remarks and advised that they were all looking forward to learning more about Interim Chief Scales.

Mayor Olson asked City Manager Meeker to schedule a meeting as quickly as possible so that the Council could take action at its second meeting in January.

Interim Chief Scales thanked the Mayor and Council for the opportunity to discuss his philosophy and passion regarding the Police Department and stated that he looked forward to meeting with them.

2

ORDINANCES

2 a

AMENDING THE DEVELOPMENT PLAN FOR THE ASPIRE SUBDIVISION TO ALLOW RESIDENTIAL USE IN AN AREA CURRENTLY PLANNED FOR COMMUNITY OPEN SPACE: Planning Director Montgomery recalled that in October 2014 the Planning Department received an application from Habitat for Humanity to amend the development plan for its Aspire subdivision. He advised that the Planning Commission heard the matter at its November 20, 2014 Planning Commission meeting. Following the public hearing, the Planning Commission voted to recommend approval of the application to the City Council. He reminded the City Council that although the original application had been a very contentious matter, the amendment to the original application had garnered positive public testimony from one of those originally opposed to the subdivision.

Following a brief discussion by the City Council, Mayor Olson asked City Attorney Haines to read the ordinance by title only.

City Attorney Haines read by title only Ordinance No. 4986 amending the development plan for the Aspire subdivision to allow residential use in an area currently planned for community open space. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 4986 PASSED by a unanimous roll-call vote.

II B

AMENDING CHAPTER 13 OF THE McMinnville MUNICIPAL CODE AND ORDINANCE NUMBERS 4508-A, 4510, 4511, 4622, 4653, 4761, AND 4852 RELATING TO THE OPERATIONS AND FINANCING OF THE SANITARY SEWER SYSTEM: Community Development Director Bisset referred the Council to the materials located in their information packets. He explained that it had been a lengthy journey to update the Municipal Code as it related to the City's pretreatment functions. He explained that the code changes are necessary to incorporate federally mandated changes to the City's pretreatment program. He advised that following the City's public hearing in December, the Environmental Protection Agency had a 30-day window of opportunity to comment on the process; however, no comments were received.

Mr. Bisset recognized Pretreatment Coordinator Corissa Holmes for her leadership that brought this very lengthy

process to a positive end. He also recognized Wastewater Services Division Manager Dave Gehring who mentored Ms. Holmes throughout the process.

Each of the City Councilors and Mayor Olson expressed their appreciation to the Wastewater Services staff for working through a rather difficult process.

City Attorney Haines read Ordinance No. 4987 amending Chapter 13 of the McMinnville Municipal Code and Ordinance Numbers 4508-A, 4510, 4511, 4622, 4653, 4761, and 4852 relating to the operations and financing of the sanitary sewer system. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time. Ordinance No. 4987 PASSED by a unanimous roll-call vote.

3 RESOLUTIONS

3 a DESIGNATING THE CITY MANAGER OF THE CITY OF McMINKVILLE TO SERVE AS BUDGET OFFICER: Finance Director Baragary advised that the proposed resolution was a housekeeping item and is required by the State of Oregon's Local Budget Law.

Councilor Hill MOVED to adopt Resolution No. 2015-1 designating the City Manager of the City of McMinnville to serve as budget officer; SECONDED by Councilor Yoder. Motion PASSED unanimously.

3 b MAKING CERTAIN BUDGETARY TRANSFERS FOR FISCAL YEAR 2014-2015: Finance Director Baragary stated that unanticipated events occurred during the current fiscal year that had not been planned. Recently, major issues with the heating, ventilation, air condition (HVAC) system in the City-owned Chamber of Commerce building occurred. Following investigation into the matter, it was determined that the best use of funds was to purchase a new HVAC unit. Additionally, a significant water leak was discovered in the shower rooms at the Community Center. Due to the age of the facility, damage occurred to the shower pan in the floor of the men's shower room and to the grout and caulking in the men's and women's shower rooms. It was important to address the issue immediately and the repair has been completed.

A short, general discussion regarding required maintenance at the Community Center ensued. Following discussion, Councilor Ruden MOVED to adopt Resolution No. 2015-2 making certain budgetary transfers for fiscal year 2014 - 2015; SECONDED by Councilor Jeffries. Motion PASSED unanimously.

4 ADVICE / INFORMATION ITEMS

ADD ITEM: Mayor Olson advised that he would be reviewing City Councilor assignments to committees and that if any were interested in any particular committee or board, please let him know.

5

ADJOURNMENT: Mayor Olson adjourned the meeting at 8:39
p.m.

Rose A. Lorenzen, Recording Secretary

7

CITY OF McMinnville
MINUTES OF THE SPECIAL MEETING of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon
January 21, 2015 at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present Excused Absence

Scott Hill	Alan Ruden	Remy Drabkin
Kevin Jeffries	Larry Yoder	Kellie Menke

Also present were City Attorney Candace A. Haines, citizen Mark Davis, and a member of the news media, Don Iler of the *News Register*.

CALL TO ORDER: Mayor Olson called the meeting to order at 1:00 p.m. and advised that the sole purpose of the meeting was to have a discussion and interview of interim Police Chief Matt Scales.

Interim Chief Scales thanked the Mayor and City Council for the opportunity for all to sit down and get to know one another better - leadership styles, visioning thought processes, and the like.

Interim Chief Scales discussed his passion for the City of McMinnville and its citizens, advising that he believed McMinnville to be a true community. He stated that he believed the Police Department employees were fantastic and noted that he had been given a six-month interim period, during which he and the Department had worked through some very difficult times. He felt those times had made him a better person and, potentially, a better Chief.

A question and answer period ensued with each of the Councilors asking questions of Interim Chief Scales.

Following the discussion and interview session, each of the Councilors thanked Interim Chief Scales for the insights that he provided them. Mayor Olson asked for a motion and second to appoint Interim Chief Scales to the position of Police Chief and to direct the City Manager and City Attorney to finalize the necessary paperwork.

Councilor Hill MOVED to appoint Interim Police Chief Matt Scales to the position of Police Chief and to direct the City Manager and City Attorney to prepare all necessary paperwork; SECONDED by Councilor Ruden.

The motion PASSED by a unanimous roll-call vote. Mayor Olson noted for the record that both Councilors Drabkin and Menke had previously given their support to the appointment. He advised that the new Chief of Police would be sworn in at the January 27, 2015 City Council Meeting.

ADJOURNMENT: Mayor Olson adjourned the Special Meeting at 3:00 p.m.

Rose A. Lorenzen, Recording Secretary

RESOLUTION NO. 2024-12

A Resolution Approving the Appointment of a new City Attorney and new Public Works Director.

RECITALS:

WHEREAS, City Manager Jeffrey R. Towery appointed David Ligtenberg as City Attorney with service commencing on October 30, 2023; and

WHEREAS, City Manager Jeffrey R. Towery appointed Geoffrey Hunsaker as Public Works Director with service commencing on February 23, 2024; and

WHEREAS, City Manager Towery has recommended that the City Council approve his recommended appointments as provided by Section 11 of the City Charter.

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

1. City Manager Towery's recommended appointment of David Ligtenberg with service commencing on October 30, 2023, is hereby approved.
2. City Manager Towery's recommended appointment of Geoffrey Hunsaker with service commencing on February 23, 2024, is hereby approved.
3. This Resolution will take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 12th day of March, 2024, by the following votes:

Ayes: Chenoweth, Garvin, Geary, Menke, Payne, Peralta

Nays: _____

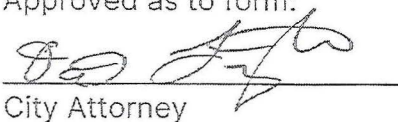
Abstain: _____

Approved this 12th day of March 2024.



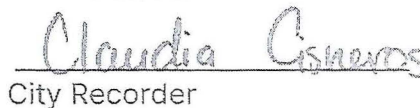
MAYOR

Approved as to form:



City Attorney

Attest:



City Recorder

Prepare for a Specialized Career

As the world changes, the job market changes with it. Technology, education, and health are three of the most rapidly growing fields for a good reason; they evolve so often that only the most accomplished individuals can do the work.



Real time returns on investment

Classes in this program will return immediate results as your employee learns about their strengths and increases their capacity in strategic planning, effective communication and critical thinking. Using their real-life experience, your employee will return from each class with ideas and energy.

Designed for working adults

We know how valuable employees are and how precious their time is. This program will meet one evening a week for 7 terms. Students will complete additional work inline and so we can use the face to face time for engage conversation and active learning. After a long day at work the last thing your employee wants is to sit and listen to a 3-hour lecture. Be assured they will find the class time engaging and the online work meaningful.

How can I support my employee as a BAS student?

- Hand pick your "go to: employee to apply for the program
- Provide work release to attend class and complete homework
- Use tuition reimbursement to invest in your employee
- Provide on the job leadership experiences that allow your employee to learn on the job
- Engage your employee's learning by having them share during team meetings

Margarie Yaroslaski

Instructor Leadership Management
503.584.7257
margarie.yaroslaski@chemeketa.edu

Genisis Arevalo

Administrative Assistant
503.399.5139

For more information, contact:

Chemeketa Community College

4000 Lancaster Drive NE
Salem, OR 97305
Phone 503.584.7257
Email: ag@chemeketa.edu

go.chemeketa.edu

Bachelor of Applied Science in Leadership and Management

Who will fill your shoes?

Succession planning in any organization is both key to long term success and challenging. Many organizations have great people who can become part of the succession plan with just a bit more investment.

Invest in your employees

When you look at your team you will quickly know that person who is always ready for any challenge. Sending them to the Chemeketa Community College Bachelor's of Applied Science program in Leadership and Management will show them your willingness to invest in their future with your organization.



Chemeketa Community College

4000 Lancaster Dr. NE
Salem, OR 97305

503.584.77257
margarie.yaroslaski@chemketa.edu

EO/AA/ADA/Title IX institution

Bachelor of Applied Science (BAS) in Leadership and Management



go.chemeketa.edu/BASLead



CHEMEKETA COMMUNITY COLLEGE 94 Ways to Build Our Workforce



HEALTH PROFESSIONS & WELLNESS

Anesthesia Tech

Anesthesia Tech AAS Degree

Dental

Dental Assisting Certificate

Health Information Management

Healthcare Coding Certificate

Human Services

Addiction Counselor Certificate

Behavioral Health AAS Degree

Medical Assisting

Medical Assisting Certificate

Medical Assisting AAS Degree

Nursing

Practical Nursing Certificate

Nursing AAS Degree

Pharmacy Tech

Pharmacy Tech Certificate

Pharmacy Management AAS

Degree

Speech-Language Pathology

Assistant (SLPA)

SLPA Certificate

SLPA AAS Degree



*Chemeketa is our region's
resource for workforce training.*

SCIENCE, TECHNOLOGY, ENGINEERING & MATH

Computer Aided Drafting

Architectural Drafting Certificate

CAD Certificate

CAD AAS Degree

Computer Information Systems

Cybersecurity AAS Degree

Computer Systems & IT Degree

Electronics

Electronics Certificate

Electronic Engineering Technician

AAS Degree

Industrial Electronics AAS Degree

Renewable Energy Management

AAS Degree



SHORT TERM TRAININGS

Commercial Driver Training

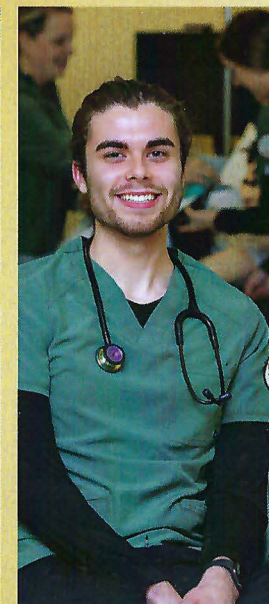
Basic Nursing Assistant Training

BACHELOR OF APPLIED SCIENCE (BAS) IN LEADERSHIP & MANAGEMENT

For more information, call 503.399.5000 | chemeketa.edu

Discover
Chemeketa
Community College
EO/AA/ADA/Title IX institution

chemeketa.edu



Discover
Chemeketa
Community College

chemeketa.edu

Amended on 10.23.2024
23 of 77

Chemeketa Career Technical Education (CTE) Certificates & Degrees



AGRICULTURE, INDUSTRIAL TECHNOLOGY & SKILLED TRADES

Agriculture

Crop Health Certificate
Horticulture AS Degree
Horticulture AAS Degree

Apprenticeship

Electrician
Heating, Ventilation, Air
Conditioning (HVAC)

Plumber
Sheet Metal

Automotive & Diesel

Automotive Body Repair
Certificate
Automotive Entry Level
Technician Certificate
Automotive Machining Certificate
Automotive Technology AAS
Degree
Diesel Technology AAS Degree

Machining

CAM Fundamentals Certificate
Machining Technologies AAS
Degree

Robotics

Robotics AAS Degree

Welding

Arc Welding Certificate
MIG Welding Certificate
Welding Certificate
Welding Fabrication AAS Degree

Wine Studies

Tasting Room Management
Certificate
Vineyard Operations Certificate
Wine Hospitality Certificate
Winemaking Certificate
Vineyard Management AAS
Degree
Winemaking AAS Degree

ARTS, HUMANITIES & COMMUNICATIONS

Visual Communications

Graphic Design

Multimedia

EDUCATION & SOCIAL SCIENCES

Early Childhood Education

Early Childhood Education
Certificate
Infant/Toddler Certificate
Preschool Certificate
Early Childhood Education AAS
Degree

Education

Education Support Professionals
Certificate
High School Career & Technical
Education Teacher Certificate

Added on 10.23.2024

4 of 10

BUSINESS & HOSPITALITY

Accounting

Accounting Certificate
Data Analytics for Accounting
Certificate
Payroll Certificate
Tax Preparation Certificate
Accounting AAS Degree

Business Management

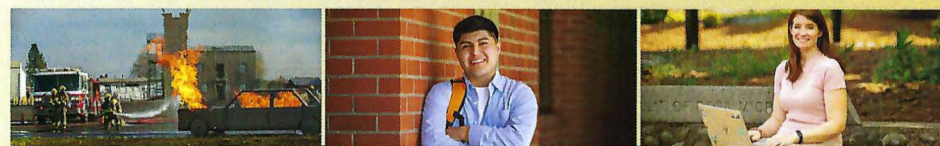
Sustainability in Management
Certificate
Entrepreneurship & Small
Business Management
Certificate
Procurement Management
Certificate
Procurement & Supply Chain
Management AAS Degree
Management AAS Degree
ASOT—Business

Hospitality

Event Management Certificate
Food & Beverage Management
Certificate
Lodging Management Certificate
Tourism & Travel Management
Certificate
Hospitality & Tourism
Management Certificate
Hospitality & Tourism
Management AAS Degree

Office Administration & Technology

Business Technology Certificate
Legal Administrative Professional
Certificate
Office Fundamentals Certificate
Accounting Administrative
Assistant AAS Degree
Administrative Office Professional
AAS Degree
Medical Administrative Assistant
AAS Degree



EMERGENCY SERVICES & PUBLIC SAFETY

Building Inspection

Building Inspector Certificate
Building Inspection AAS Degree

Emergency Medical Technician (EMT)

EMT Certificate
Firefighter—EMT Certificate
Paramedic Bridge Certificate
Paramedicine AAS Degree

Fire Protection

Firefighter—EMT Certificate
Fire Service Supervision &
Management Certificate
Fire Suppression AAS Degree

Fire Prevention

Fire Prevention AAS Degree

Criminal Justice, Corrections & Law Enforcement

Corrections AAS Degree

Criminal Justice

Criminal Justice AAS Degree

Law Enforcement

Law Enforcement AAS Degree

Amended on 10.23.2024

24 of 77

CHEMEKETA

Enhancing Learning Spaces and Facilities

Chemeketa Community College plans to enhance facilities and provide better spaces for students and the community through a bond measure.

Cutting-Edge CTE

The proposed improvements will create greater capacity and flexibility for future-focused career and technical education, specifically in the trades and healthcare professions.

Improved Safety and Security

The commitment to upgrading facilities through this bond extends across the college district. It encompasses improvements to safety and security infrastructure at all Chemeketa locations.

Enhanced Health and Wellness

Proposed district-wide improvements include upgrading spaces to facilitate changing technologies and best practices in teaching and learning. The plan includes revitalizing the athletic facilities in Salem, leveraging state bond funds to create an environment focused on health and wellness that will also function as a community resiliency shelter in the case of emergency. Modernizing nearby athletic fields and tennis courts will ensure a more engaging and modern environment for physical activities and community members of all ages.

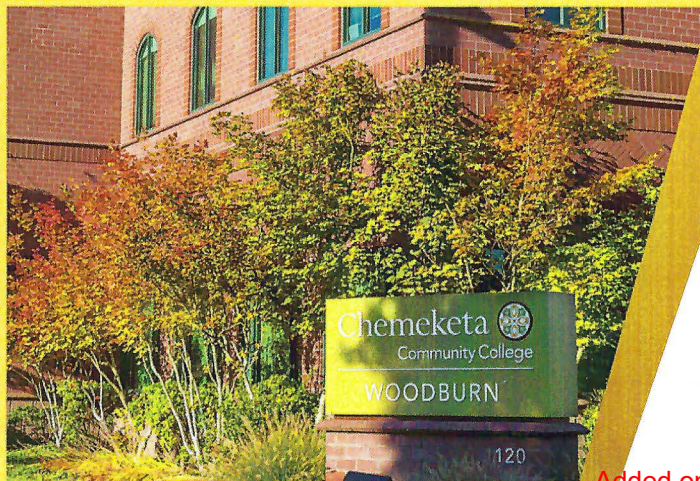
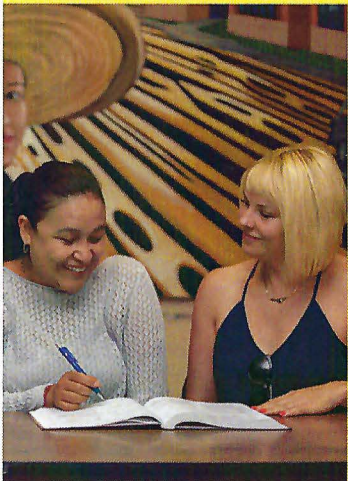
New Academic Offerings and Modernized Facilities

A new science lab at the Woodburn Center and internal and external improvements at the Salem location will facilitate student access to all the critical academic and student supports that Chemeketa offers.

This comprehensive approach to facility upgrades seeks to create a more vibrant, modern, and supportive learning environment at Chemeketa, ultimately benefiting students, staff, and the community as a whole.

For More Information

Elizabeth Facanha
541.600.6539
mfacanha@chemeketa.edu



NEW TRADES CENTER Enhance educational opportunities by creating a Trades Center in Salem and reconfiguring classrooms at Brooks. Creates greater capacity for education in apprenticeship, healthcare, the trades and emergency services programs.

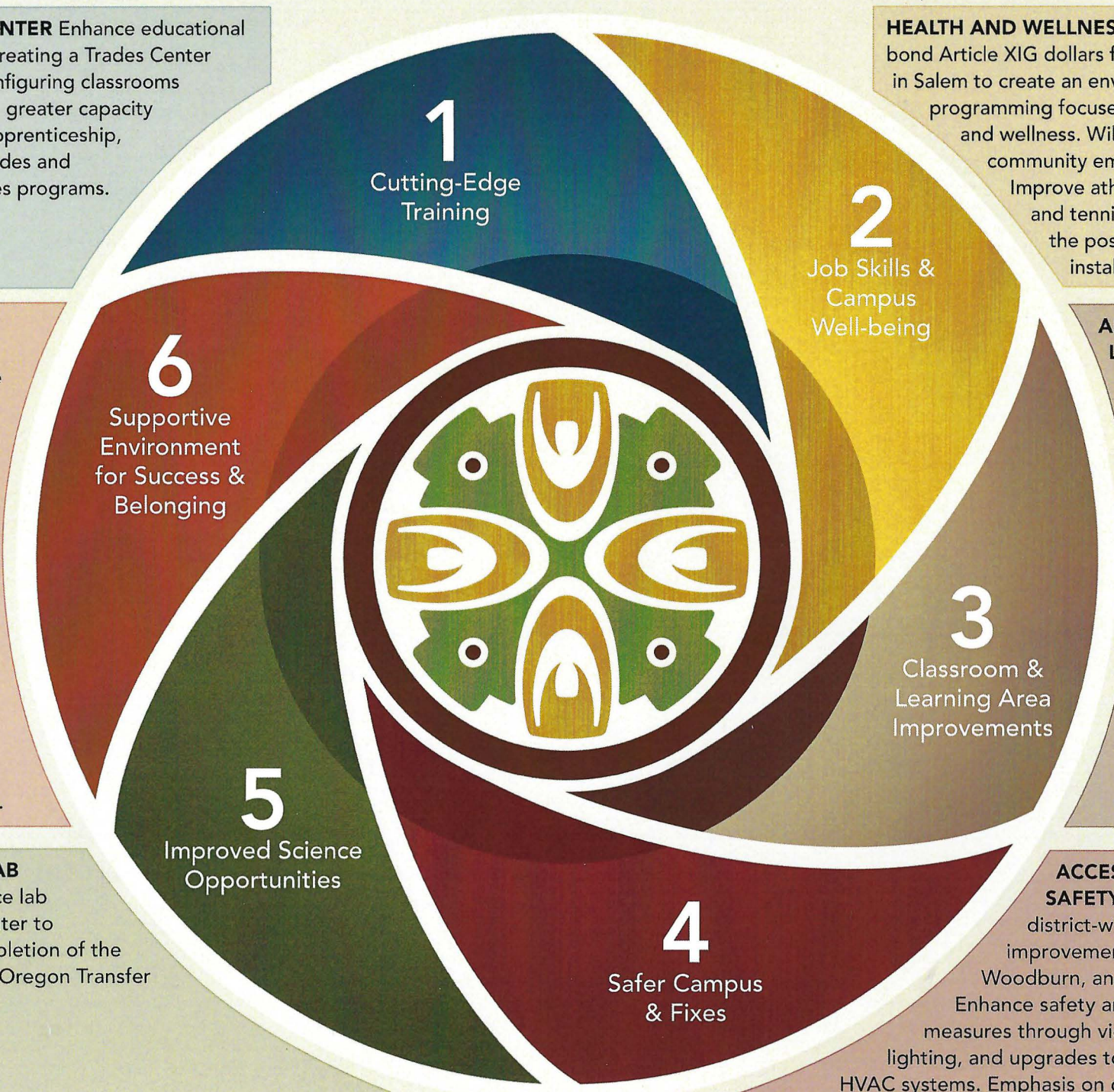
HEALTH AND WELLNESS Leverage state bond Article XIG dollars for Building 7 in Salem to create an environment and programming focused on health and wellness. Will function as a community emergency shelter. Improve athletic fields and tennis courts with the possibility of turf installation.

MODERNIZE CAMPUS Refresh the front entrance and interior of Building 2. This initiative includes strengthening infrastructure to support critical student services and making environmental modifications to increase student access and success. These improvements benefit students across the district.

ADVANCED LEARNING Upgrade technology, modernize Lower Division Transfer classrooms, and implement universal design for Building 3 in Salem. This initiative enhances the district-wide learning environment.

NEW SCIENCE LAB Introduce a science lab to Woodburn Center to facilitate the completion of the Associate of Arts Oregon Transfer (AAOT) program.

ACCESSIBILITY AND SAFETY Implement district-wide parking lot improvements at the Yamhill, Woodburn, and Salem campuses. Enhance safety and security measures through video cameras, lighting, and upgrades to parking lots and HVAC systems. Emphasis on compliance.





Para más información:

Envíe un correo electrónico a Jackie Franke a jackiefranke@comcast.net

Preguntas Frecuentes (FAQs)

Campaña de Recaudación de Bonos Chemeketa 2024

P. ¿A cuánto asciende el nuevo Bono?

R. La nueva tasa de bonos **seguirá siendo la misma** que la tasa de bonos que vence, que es de \$0.27 por cada \$1000 del valor tasado de la propiedad. Para una casa valorada en \$280,000, el propietario continuaría pagando \$75.60 por año, o 20 centavos por día. Si se aprueba, el bono de 2024 generará \$140 millones en ingresos destinados a mejoras en el campus/centro.

P. ¿Cuándo se retirará el Bono Chemeketa 2008?

R. Este Bono está programado para retirarse en el año fiscal 2026.

P. ¿Cuál es la duración del nuevo Bono?

R. Si bien los detalles finales se determinarán después de las elecciones, se anticipa que el nuevo bono tendrá múltiples emisiones durante un plazo de 15 a 20 años.

P. ¿Cómo utilizara Chemeketa los ingresos del nuevo Bond?

R. El colegio llevo a cabo extensas reuniones en la comunidad y en el campus para identificar áreas prioritarias. Las iniciativas clave incluyen:

- **Ampliar la Educación Profesional y Técnica:** Aumentar la capacidad en atención médica, oficios y servicios de emergencia.
- **Reconfiguración del Centro de Brooks:** Ampliar la programación para servicios de atención médica y de emergencia.
- **Renovación del Edificio 33:** Crear un nuevo centro de oficios para programas de aprendizaje (plomaría, climatización, chapa metálica) en el campus de Salem.
- **Renovación del Edificio 7:** Modernizar la estructura de 1981 para programación de salud y bienestar, complementando su uso actual de educación física y reconfigurándola con fondos federales de contrapartida para servir a la comunidad como un sitio de recursos para desastres.
- **Modernización de Aulas:** Seguir el ritmo de las mejores prácticas tecnológicas y académicas.
- **Mejoras en el Estacionamiento:** Mejorar la seguridad en todos los campus/centros de Chemeketa.
- **Centro de Woodburn:** Introducir un nuevo laboratorio de ciencias que permitiría a los estudiantes completar títulos de asociados a nivel local. (El Centro actualmente no cuenta con un laboratorio de ciencias).
- **Participación Estudiantil:** Crear espacios para apoyar los servicios estudiantiles, centrándose en el Edificio 2 y los campos deportivos del campus de Salem.

P. ¿Cómo se involucra la gente en la campaña?

R. Se están llevando a cabo dos campañas: una del colegio para información pública y una campaña política de Amigos de Chemeketa PAC. Visite el sitio web del PAC en chemeketavoteyes.com para obtener más información.

P. ¿Cuándo son las elecciones?

R. La elección es el 5 de noviembre y las boletas se enviarán por correo el 17 de octubre.

P. ¿Qué dicen las encuestas sobre las posibilidades de ganar las elecciones?

R. Las encuestas indican que Chemeketa tiene una calificación muy favorable dentro de las comunidades a las que presta servicios, con un fuerte apoyo de los votantes al bono.

P. ¿Cómo puedo donar a los Amigos de Chemeketa?

R. Las donaciones se pueden realizar a través del sitio web chemeketavoteyes.com

Vea un [mapa del distrito de Servicios de Chemeketa Community College y las direcciones de ubicación.](#)



Frequently Asked Questions (FAQs)

For more information:

Email Jackie Franke at jackiefranke@comcast.net

Chemeketa 2024 Bond Levy Campaign

Q. How much is the new Bond?

A. The new Bond rate will **remain the same** as the expiring Bond rate, which is \$0.27 per \$1,000 of assessed property value. For a home valued at \$280,000, the property owner would continue to pay \$75.60 per year, or 20 cents per day. If passed, the 2024 bond will generate \$140 million in revenue designated for campus/center improvements.

Q. When will the 2008 Chemeketa Bond retire?

A. This Bond is scheduled to retire in fiscal year 2026.

Q. What is the duration of the new Bond?

A. While final details will be determined post-election, it is anticipated that the new bond will have multiple issuances over a term of 15-20 years.

Q. What does the new Chemeketa Bond buy with the new revenue?

A. The college held extensive community and campus meetings to identify priority areas. Key initiatives include:

- **Expanding career and technical education:** Increase capacity in healthcare, the trades, and emergency services.
- **Brooks Center reconfiguration:** Expand programming for healthcare and emergency services.
- **Building 33 renovation:** Create a new trades center for apprenticeship programs (plumbing, HVAC, sheet metal) on the Salem Campus.
- **Building 7 renovation:** Modernize the 1981 structure for health and wellness programming, complementing its current physical education use and reconfiguring it with federal matching funds to serve the community as a disaster resource site.
- **Classroom modernization:** Keep pace with technological and academic best practices.
- **Parking lot improvements:** Enhance safety across Chemeketa's campuses/centers.
- **Woodburn Center:** Introduce a new science lab which would allow students to complete associate degrees locally. (The Center does not currently have a science lab.)
- **Student engagement:** Create spaces to support student services, focusing on Salem Campus's Building 2 and athletic fields.

Q. How do people get involved with the campaign?

A. Two campaigns are running: one by the college for public information and a political campaign by the Friends of Chemeketa PAC. Visit the PAC website at chemeketavoteyes.com for more information.

Q. When is the election?

A. The election is November 5th, with ballots mailed out October 17th.

Q. What does polling say about the chances for winning the election?

A. Polling indicates that Chemeketa has a highly favorable rating within the communities it serves, with strong voter support for the bond.

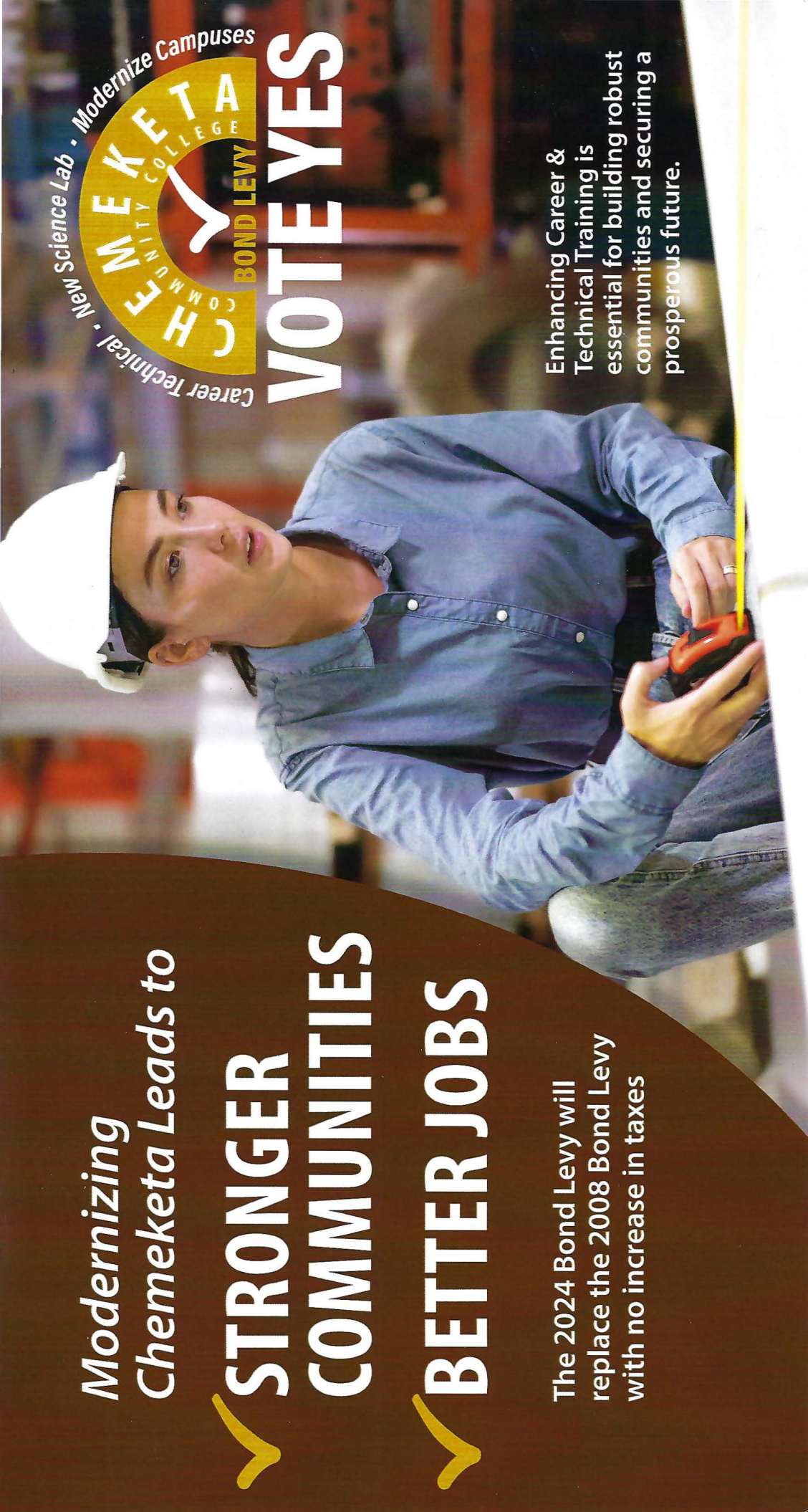
Q. How can I donate to the Friends of Chemeketa?

A. Donations can be made via the website at chemeketavoteyes.com

View a [map of the Chemeketa Community College Service District and location addresses](#)

Paid for by Friends of Chemeketa, PAC #6610; Top 5 Donors:

Freres Timber Inc; Jessica H Howard; Richard Withnell; John D Hawkins; Katrina Van Ummersen



*Modernizing
Chemeketa Leads to*

**STRONGER
COMMUNITIES**
BETTER JOBS

The 2024 Bond Levy will
replace the 2008 Bond Levy
with no increase in taxes

Enhancing Career &
Technical Training is
essential for building robust
communities and securing a
prosperous future.

Career Technical • New Science Lab • Modernize Campuses
CHEMEKETA
COMMUNITY COLLEGE
BOND LEVY

VOTE YES

THE 2024 BOND WILL HELP

- ✓ Bolster Career Technical Training
- ✓ Modernize the Chemeketa Campuses
- ✓ Build A New Science Lab
- ✓ Improve Accessibility and Safety



The Future Requires More Investment in Career Technical Training

By expanding space for career and technical training, Chemeketa will be paving the way for thousands of future students to find meaningful and well-paying technical employment, especially in the trades and healthcare professions where demand is high.

Bond Investment Will Modernize Chemeketa Facilities

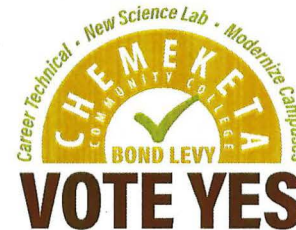
Many buildings date back decades and need extensive upgrades to increase student success and ensure safety. Chemeketa's Salem Campus will see dramatic improvements making the hub of the campus more functional and accommodating to everyone who enters. Various infrastructure projects are also planned to support important student services.

A New Science Lab Will Help Train Students for Future Jobs

Once a science lab is added to the Woodburn Campus, students will be able to complete their Associate of Arts Oregon Transfer (AAOT) degree locally. This certification will open many doors to well-paying jobs.

The World Has Changed, Improving Safety is Critical to Student Success

Safety is a bigger issue than ever before. The Bond will allow for drastic improvements to parking lot security in Salem, Yamhill, and Woodburn campuses. Enhanced video capabilities and upgrades to lighting and technology will mean a more secure environment on all Chemeketa campuses.



Chemeketa: Transforming Lives and Strengthening Communities



We are Proud to be Your Community College

- VALUE: \$8.50 return (Oregon average is \$5.20)
- OPPORTUNITY: Largest Hispanic Serving Institution
- CTE QUALITY: #1 nursing program in the state
- EXCELLENCE: Chemeketa Scholars program
- SUCCESS: Only CC in the nation that publishes low-cost textbooks written by faculty, saving students over \$6M to date.
- INNOVATION: Bachelor's Degree degree in Leadership and Management



2008 Bond Levy \$92M



- Brooks Center (2011)
- Salem Campus, Bldg. 8 (2011)
- Salem Campus, Bldg. 20 (2015)
- Salem Campus, Bldg. 21 (2015)
- Yamhill Valley Campus (2011)



2024 General Obligation Bond Measure

2008 Bonds

- Amount: \$92 million
- Ends 2026
- **Average Tax Rate: \$0.27 per \$1,000**

2024 Bonds

- Amount: \$140 million
- Term: 15-20 years
- **Projected Tax Rate: \$0.27 per \$1,000**



Drivers and Prep for 2024 Bond Measure

- 17 external community conversations
- Comprehensive facilities study
- Internal Chemeketa conversations
- Mid-Valley employer workforce study
- Community polling (December 2023)

Cutting-Edge Career and Technical Training



Increase capacity in career and technical education (CTE), specifically in healthcare, the trades, and emergency services programming.

- New Trades Center on Salem Campus
- Double capacity for paramedic programming



Wellness and Disaster Preparedness



Renovate Building 7 on the Salem Campus to support wellness programming in addition to physical education, and to function as a community disaster resource site.

- Leverage an \$8M state grant (Article XI-G bond)



Improved Teaching and Learning Spaces



Renovate educational spaces across the college district for both CTE and Lower Division Transfer programs.

- Modernize technology
- Meet ADA and other compliance standards



Safety and Security



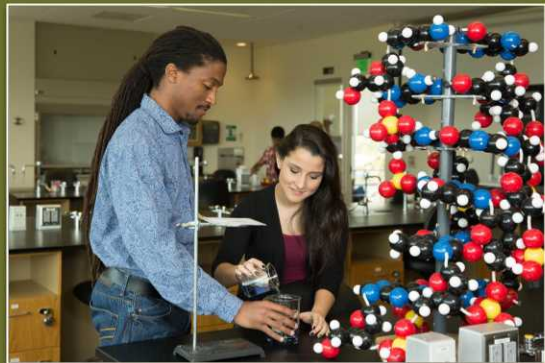
Enhance district-wide safety and security through improvements to:

- Parking lots, lighting
- Security cameras
- Elevators
- HVAC systems



Amended on 10.23.2024

Improved Science Opportunities



Create a Science lab at the Woodburn Center to facilitate the completion of the Associate of Arts Oregon Transfer (AAOT) program by local students.



Supportive Environments for Student Success



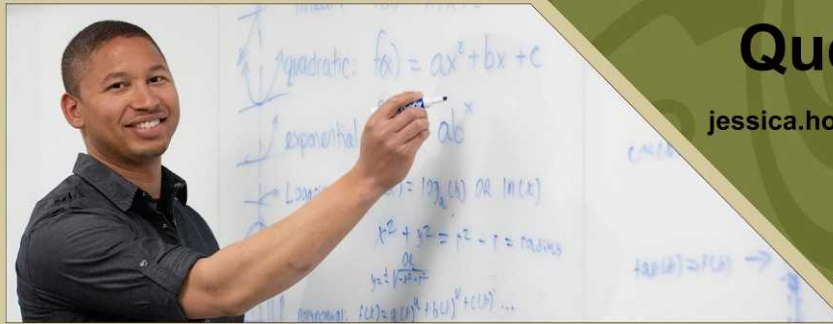
Renovate, upgrade, and improve student activity and support spaces across the college district.

- Student environments
- Community athletic fields



Questions?

jessica.howard@chemeketa.edu



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

Tuesday, July 13, 2021 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Police Chief Matt Scales, Fire Chief Rich Leipfert, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Engineering Services Manager Larry Sherwood, Human Resources Manager Kylie Bayer, Information Technology Director Scott Burke, Parks and Recreation Director Susan Muir, and *members of the News Media Jerry Eichten, McMinnville Community Media and Kirby Neumann-Rea, News Register.*

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

2. PLEDGE OF ALLEGIANCE

Councilor Geary led the pledge of allegiance.

3. INVITATION TO CITIZENS FOR PUBLIC COMMENT

Maeshowe Pierce, McMinnville community member, requested the City Council help Chris Bean get his house and belongings back and drop the discriminatory fines. She would like to be a part of the Climate Action Plan Committee and work on important environmental issues.

Tynan Pierce, McMinnville community member, discussed Chris Bean's arrest and taking of his belongings. He hoped all the charges would be dropped and that changes would be made to the process.

Valerie Miller, McMinnville community member, had witnessed what happened with Chris Bean and it was traumatic. The City needed to evaluate what was reasonable when it came to the homeless.

Jacob Miller, McMinnville community member, was concerned about criminalizing the homeless and the difference between homelessness and permitted camping. He thought Chris Bean should get his property back without fines.

Chris Bean, McMinnville community member, had been sober for six months and his tent trailer was his home where he felt safe. He thought he had been doing the right things, but he was arrested, and all his possessions taken. It made him feel defeated.

Summer Hatfield, McMinnville community member, requested a radar speed sign be put near the intersection of 9th and Evans. It was especially unsafe to cross the street there, and she had almost been hit and her brother's dog had been run over. She thought the sign would help reduce speeds. The signs were low cost considering maintenance fees.

Linda Hatfield, McMinnville community member, said she lived on Evans where there were four blocks of no stop signs. People sped on this street and she had talked to the Police Department several times. However, a speed radar sign had not been placed out there yet. She had a signed petition from 150 neighbors, but nothing was done. She read comments from neighbors about this safety issue.

David Hatfield, McMinnville community member, discussed the speeding on Evans and the safety hazards it caused. Between 8th and 12th there were no stop signs. He suggested putting a stop sign on 10th.

Leonard O'Dell, McMinnville community member, thanked the City for the stop sign on 9th and Galloway. He had witnessed the issues on Evans and it was a safety concern. Some traffic calming device was needed.

4. PRESENTATION

TurtleDove Presentation

John Mead and Patrick Evans discussed the TurtleDove shelters project including the background on the project, what a Turtledove shelter was, their mission statement, personal observations on homelessness, their inspiration, how these were temporary shelters, what the Turtledove organization was not, future steps, where homeless needed Council's help, and where Turtledove Shelters needed Council's help.

There was discussion regarding how the community could help.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Peralta reported on the Rental Property Inspection Committee meeting.

Council President Menke reported on Visit McMinnville business promotions and mural on 3rd Street.

Councilor Drabkin reported on the DEI meetings with department heads, Wine Country Pride event, and Oregon Wine Board presentations.

Mayor Hill reported on the Bypass funding.

5.b. Department Head Reports

Parks and Recreation Director Muir reported on the Senior Center reopening, registration for Kids on the Block, Mac Pac developing a finance subcommittee, Summer Fun program, and upcoming events.

Finance Director Cuellar said there was a clerical error in Resolution 2021-46 that adopted the budget and changes were made to the document. The auditors would be in next week.

Human Resources Manager Bayer gave an update on the DEI Committee community outreach subcommittee and furlough program.

Police Chief Scales reported on the Park Ranger Program and Crime Response Unit.

Fire Chief Leipfert discussed the upcoming Council Work Session with the consultant on the new fire district and reengaging partners.

City Manager Towery reported that the Mid-Willamette Valley Council of Governments would be hosting an in-person meeting on ARPA funds on Friday.

6. CONSENT AGENDA

- a. Consider the Minutes of the April 28, 2020 City Council Regular Meeting.
- b. Consider the Minutes of the May 12, 2020 City Council Regular Meeting.

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

7. RESOLUTIONS

- 7.a. Consider **Resolution No. 2021-47**: A Resolution for City of McMinnville, Oregon Ratifying the Declaration of State of Emergency concerning the collection, disposal, and general management of solid waste.
City Attorney Guile-Hinman said Riverbend Landfill informed Recology they were no longer going to be accepting municipal waste effective June 19. This was in violation of the Conditional Use Permit for Recology's

Transfer Station. Because of the public health and safety considerations, a state of emergency needed to be put in place until the issue was resolved over the next few months.

Carl Peters, Recology, said as of July 1, they were not accepting anything at the landfill except particular types of soils. Commercial contractors could dump at the transfer station.

Councilor Geary MOVED to adopt Resolution 2021-47; A Resolution for City of McMinnville, Oregon Ratifying the Declaration of State of Emergency concerning the collection, disposal, and general management of solid waste. City Attorney Guile-Hinman said Riverbend Landfill informed Recology they were no longer going to be accepting municipal waste effective June 19. This was in violation of the Conditional Use Permit for Recology's Transfer Station. Because of the public health and safety considerations, a state of emergency needed to be put in place until the issue was resolved over the next few months SECONDED by Councilor Chenoweth. Motion PASSED unanimously 6-0.

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

8. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 8:25 p.m.

Claudia Cisneros, City Recorder

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, July 21, 2021 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Megan Simmons

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

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Information Services Specialist Megan Simmons, Fire Chief Rich Leipfert, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Library Director Jenny Berg, Engineering Services Manager Larry Sherwood, and *members of the News Media Jerry Eichten, McMinnville Community Media and Kirby Neumann-Rea, News Register.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:00 p.m. and welcomed all in attendance.

2. MCMINNVILLE PROGRAMMING ADVISORY COMMITTEE (MacPAC) UPDATE:

Parks and Recreation Director Muir, Library Director Berg, and Meredith Maxfield, MacPAC Vice Chair, gave an update on MacPAC's work. They discussed the project timeline, purpose of the project, MacPAC's role in the process, value driven framework, MacPAC members, subcommittees, and charge, vision for the Senior Center, vision for the Library, vision for the new Rec Center, finances, ongoing challenges, and next steps.

3. ANNEXATION PRESENTATION/DISCUSSION:

Planning Director Richards gave a presentation on annexations. She explained the definition of annexation and what it was governed by, the history of local ordinances, vote by electorate, and Ordinance No. 4636. Staff recommended embedding annexation requirements and procedures in the City Code, replacing the existing Chapter 16 which was a redundant

land division standards chapter, with a Chapter 16 dedicated to annexations. Staff also recommended amending Chapter 17 to remove any references to annexation processes and procedures, making them administrative and not quasi-judicial. She then discussed the MGMUP process and components, what was in an annexation agreement, and next steps.

There was discussion regarding the language in the Charter for voter-approved annexations, how state statute overruled home rule, annexation agreements which included affordable housing provisions, rectifying islands of properties that did not want to annex, preservation of heritage trees and other environmental resources, natural hazards overlay, and cost recovery.

There was consensus for staff to move forward with the provisions in the annexation agreements as presented.

4. ADJOURNMENT: Mayor Hill adjourned the meeting at 7:30 p.m.

Claudia Cisneros, City Recorder

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, July 27, 2021 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	Present	Excused Absence
	Remy Drabkin, Council President	Adam Garvin
	Kellie Menke	
	Sal Peralta (joined at 5:36 p.m.)	
	Chris Chenoweth	
	Remy Drabkin	
	Zack Geary	

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Finance Director Jennifer Cuellar, Parks and Recreation Director Susan Muir, Planning Director Richards, Police Chief Matt Scales, Library Director Jenny Berg, Human Resources Manager Kylie Bayer, and *member of the News Media Jerry Eichten, McMinnville Community Media.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:31 p.m. and welcomed all in attendance.

2. REVIEW CITY COUNCIL LEVEL 10 MONTHLY TEAM MEETING AGENDA:

Wendy Stassens, consultant, said the purpose of the meeting was to agree to the top 5-7 principles that would be refined and utilized as guiding principles for the Council going forward. The homework for Council was to share their favorite leadership quote and explain why they chose it.

The Council shared their quotes.

Ms. Stassens gave a status on the last meeting's action items. She introduced the process for refining the operating agreement.

The Council individually shared their top 5 guiding principles and discussed why each had been chosen.

Ms. Stassens took the top-ranking principles as the principles to carry forward and fine-tune at the next meeting.

3. ADJOURNMENT: Mayor Hill adjourned the meeting at 6:59 p.m.

Claudia Cisneros, City Recorder

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

Tuesday, July 27, 2021 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Police Chief Matt Scales, Fire Chief Rich Leipfert, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Engineering Services Manager Larry Sherwood, Human Resources Manager Kylie Bayer, Information Technology Director Scott Burke, Parks and Recreation Director Susan Muir, and *members of the News Media Jerry Eichten, McMinnville Community Media and Kirby Neumann-Rea, News Register.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:01 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT

Planning Director Richards gave an update on the issue of Jacob Miller and his RV located on private property. She had met with the parties involved to work on solutions.

Tynan Pierce, McMinnville community member, spoke about the quick response of the City to this issue. He thought City ordinances should be reviewed for discriminatory language. There needed to be a sense of urgency to all these types of situations. Affordable housing was a big issue in the City and needed to be addressed.

Jacob Miller, McMinnville community member, spoke about changes to the enforcement model in the City. He thought there should be a more diverse response team instead of police officers for these types of issues.

Maeshowe Pierce, McMinnville community member, thought they needed to change the City's ordinances to allow humans to be humans and get down to other business, such as climate change instead of policing people who were just trying to get by.

Deborah Schwartkopez, McMinnville community member, addressed the need for a tent city or tiny home village for the homeless.

Alisa Nice, McMinnville community member, said there was nowhere for homeless to go in the City and a long-term shelter needed to be put in place instead of giving homeless tickets or taking them to jail.

Richard Henricks, McMinnville community member, thought the homeless situation was getting out of hand. There needed to be more communication and caring. The homeless needed help instead of being written tickets or sent to jail.

Amy Gillette, McMinnville community member, gave her perspective on the needs of the homeless. She thought there could be a good outcome for all involved and proposed a tent city or a tiny home village for the homeless. A contract could be drafted and the homeless would work to obtain gainful employment and live in the village for a period of time. Services would be provided as needed, and community organizations would be overseers.

Raymond Berry, McMinnville community member, said the homeless needed better circumstances and a place to live.

4. JOINT MCMINNVILLE CITY COUNCIL & MCMINNVILLE BUDGET COMMITTEE MEETING

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

Budget Committee:	<u>Present</u>	<u>Excused Absence</u>
	Cherry Haas	Jerry Hart
	Peter Hofstetter	
	Alison Seiler	
	Wendy Phoenix	
	Debbie Harmon Ferry	

Meredith Maxfield

CALL TO ORDER: Mayor Hill called the meeting to order at 7:30 p.m.

RESOURCES AND SUSTAINABLE CITY SERVICES DISCUSSION:

Finance Director Cuellar introduced the topic. She discussed resource options available to the City. The goal was to identify the options that merited further study and consideration by the group versus those where consensus was that the revenue option was a definite no. The options included property tax and income taxes, sales and excise taxes, fees for services, existing revenue sources that could be reviewed and/or expanded, and miscellaneous others. She explained the limits imposed under Measure 5 for property taxes. The City was slightly above the \$5 limit on education and under the \$10 limit on government category spending.

There was discussion regarding the operating levy for the new Fire District and differences between the current levy authority, new net levy authority, and a district, and how much revenue would be needed. There was further discussion about the reasons the City had a deficit, taxes directed towards specific spending, funding model for roads, utility rate review, how much revenue each option would generate, creating a stormwater utility fee, payroll tax, and surveying registered voters on their awareness of critical issues facing the City and their priorities to address them.

The Council and Committee discussed creating a ranking system for the options. They talked about categorizing revenue streams for specific items, creating a ballot, identifying which options would net more revenue, utilizing the DEI Committee to evaluate the options, Covid considerations, revenue goals, and core services.

There was consensus for staff to come back with a document with high level expectations for the magnitude of revenue for each option and a ranking system that got to the issue of supportability. Finance Director Cuellar would put together a Google poll that the Council and Committee would discuss on August 10.

Mayor Hill adjourned the meeting at 8:56 p.m.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Geary reported on MacPac and the Landscape Review Committee.

Councilor Menke reported on YCAP and Yamhill County youth outreach.

Councilor Garvin discussed the soft launch of Pulse Point.

Councilor Peralta reported on the Mid-Willamette Valley Council of Governments training sessions and legislative bills they had supported.

Council President Drabkin discussed the Affordable Housing Committee and email from the County about current public health.

Mayor Hill discussed the Bypass Committee and bypass funding sources, McMinnville Water & Light Board water rate increases, and facilities.

5.b. Department Head Reports

Finance Director Cuellar shared information about in-person Municipal Court and deadline for state-shared revenue certification,

Fire Chief Leipfert reported on the Air Show this weekend and the County Fair next week.

City Manager Towery discussed the update from Yamhill County Public Health related to COVID-19.

City Attorney Guile-Hinman addressed Mr. Davis's public comments about annexations and public input. She then discussed the appeal of Yamhill County's approval of Docket No. M-01-20/SDR-20-20, the Verizon cell tower monopole to be built outside of the city limits.

Councilor Peralta MOVED to authorize the City Attorney to pursue an appeal before the Land Use Board of Appeals and the Oregon Court of Appeals if necessary on Yamhill County Docket No. M-01-20/SDR-20-20; SECONDED by Councilor Geary. Motion PASSED unanimously 6-0.

6. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:22 p.m.

Claudia Cisneros, City Recorder

CITY OF McMinnville
MINUTES OF CITY COUNCIL and McMinnville Urban Renewal Agency
JOINT WORK SESSION

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

Tuesday, January 23, 2024 at 6:00 p.m.

Presiding: Remy Drabkin,

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Kellie Menke	Adam Garvin, Council President
	Sal Peralta	Zack Geary
	Chris Chenoweth	
	Jessica Payne	

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, City Attorney David Ligtenberg, Finance Director Jennifer Cuellar, Community Development Director Heather Richards (via Zoom), Financial Services Administrator Ronda Gretzon (via Zoom), *members of the News Media – Kyle Dauterman McMinnville Community Media, and Scott Unger News-Register (via Zoom).*

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 6:00 p.m. and welcomed all in attendance.

2. FISCAL YEAR 2022-23 ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE CITY OF MCMINNVILLE:

3. FISCAL YEAR 2022-23 ANNUAL FINANCIAL REPORT FOR THE MCMINNVILLE URBAN RENEWAL DISTRICT:

Finance Director Jennifer Cuellar introduced Tanya Moffit, Partner from Merina + Co. Ms. Cuellar proposed to review the Cities audit first, then review the Urban Renewal audit, followed by the action plans regarding the two finding issues that came up, and ending with discussion and questions.

Tanya Moffit external auditor partner at Merina + Co shared the City’s audited financial statement document. The City received an unmodified or clean opinion on the financial statements issued on December 28, 2023. Stated forgot to mention during the Audit Committee that the City did not have a single audit this year.

There was discussion about the discount rate for statutory contributions set by the state for the Public Employees Retirement System (PERS) and the percentage of payroll that goes to PERS.

Ms. Moffit shared the Urban Renewal Agency (URA) audited financial statement document. The Urban Renewal Agency also received an unmodified or clean opinion on the financial statement and did not have any compliance findings for the Oregon State regulations.

Ms. Moffit explained the levels of findings, shared the findings document with Council, and explained the two audit findings. The first finding related to capital expenditures, expenses from the previous year. They recommended the city revise its capital asset policies to improve and review expenditure classifications. The second finding related to the Urban Renewal Loans receivable and deferred revenue that was not captured properly on the trial balance sheet. They recommended the city revise its loan policies and internal tracking.

Ms. Cuellar outlined the action plan, addressing the capital finding by adding training for city staff and a review of policies regarding capital issues. The main focus for addressing the loan finding is the policy and procedure, including developing policies regarding city loans.

There was discussion about staying current with changes in governmental accounting standards and the difficulties of staying current when departments are decentralized and with lack of resources.

4. ADJOURNMENT: Mayor Drabkin adjourned the meeting at 6:44 p.m.

Claudia Cisneros, City Recorder

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, January 23, 2024 at 7:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin, Council President	Zack Geary
	Kellie Menke	
	Sal Peralta	
	Chris Chenoweth	
	Jessica Payne	

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, City Attorney David Ligtenberg, Finance Director Jennifer Cuellar, Community Development Director Heather Richards (via Zoom), Police Chief Matt Scales (via Zoom), and *members of the News Media – Kyle Dauterman McMinnville Community Media, and Scott Unger News-Register (via Zoom).*

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

Mayor Drabkin stated the work session agenda topic for February 13, 2024 has been moved to the February 21, 2024 work session as she has asked several departments to work collectively to explore all the laws surrounding camping and prohibited camping. She stated she'd scheduled this as a four-hour-long work session.

2. PLEDGE OF ALLEGIANCE

The Mayor led the pledge of allegiance.

3. PROCLAMATION

- 3.a. Black History Month Proclamation

Mayor Drabkin read the proclamation declaring the month of February as Black History Month.

4. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT: Mayor Drabkin invited the public to comment.

William Sykes (via Zoom) community member of McMinnville, provided comments regarding vehicle noises and provided two personal stories regarding these loud vehicles. Shared webpage stopthenoisemac.com.

5. ADVICE/ INFORMATION ITEMS

- 5.a. Reports from Councilors on Committee & Board Assignments

Councilor Chenoweth stated Parkway Committee met and Phase 2A of the Newberg-Dundee Bypass is heading towards bid potential date of May 2nd. Economic Vitality Leadership Council (EVLC) met and elected chair and vice chair.

Councilor Peralta stated Council of Governments did not meet due to weather and McMinnville Community Media (MCM-11) met but unable to attend but they provided an update on their internship program and new Mac Movie Club. Thanked several people for sitting on an interview regarding Measure 110 currently streaming on MCM11.

Councilor Payne shared Audit Committee met and information was reviewed. LPSCC meeting was canceled, Landscape Review Committee met and swore in new members and reappointed members, and appointed a chair and vice chair. Also reviewed a parking lot design plan.

Councilor Menke mentioned tomorrow is start of 2024 point time homeless count by YCAP with several drop-in sites. Through Senate Bill 5506 YCAP was awarded funds for the regional food bank. The YCAP meltdown starts February 1st. YCAP will be sending a statement in response to the recent inclement weather event and the numerous complaints regarding YCAPs response. The Affordable Housing Committee will meet tomorrow to vote on officers.

Council President Garvin said Airport Commission was canceled and rescheduled and missed the meeting, YCOM did not meet this month, Visit McMinnville met via Zoom due to weather but talked about the board annual planning session at the end of February. The Fire District will swear in new Fire Chief on Friday January 26th and invited the public to attend.

Mayor Drabkin stated Willamette Valley Medical Center hired two new OBGYNs. Attended the US Conference of Mayors with the top three nationwide topics: homelessness, opioid addiction, and mental health. MW&L met and approved the memorandum of understanding regarding the Miller property. Thanked the library staff for staying open and acting as

a warming shelter during ice storm. Talked about Housing Bill 41344, Housing Oregon Workforce (HOW) bill asked Council to okay a letter of support for this bill.

5.b. Department Head Reports

City Manager Jeff Towery announced the hiring of new Public Works Director Geoff Hunsaker. A news media release will go out tomorrow with a start date near the end of February.

City Recorder Claudia Cisneros stated the joint work session with the McMinnville School District is on March 18th and will be at the McMinnville School District Office. Then on March 20th will also have a joint work session with McMinnville Water & Light held at the Police Department training room. The Community Fair and State of the City address will be on May 30th.

Police Chief Matt Scales gave an update on the new recruitment company All-Star Talent and off to a good start. Invited all to attend the swearing-in of new Police Officer on Monday.

Community Development Director Heather Richards mentioned will be onboarding two new planners.

6. CONSENT AGENDA

a. Consider **Resolution No. 2024-04**: A Resolution designating American Rescue Plan Act (ARPA) revenue recovery funding as Committed Fund Balance.

Councilor Menke MOVED to adopt the consent agenda as presented; SECONDED by Councilor Peralta. Motion PASSED unanimously 5-0.

7. RESOLUTIONS

7.a. Consider **Resolution 2024-05**: Adopting a Plan of Action to address audit deficiencies encountered in the FY2022-2023 financial statements for the City of McMinnville.

Ms. Cuellar stated due to the audit findings, the city needs to file within 30 days a plan of action on how it will mitigate the findings.

Councilor Menke MOVED to approve Resolution No. 2024-05, adopting a Plan of Action to address audit deficiencies encountered in the FY2022-

2023 financial statements for the City of McMinnville; SECONDED by Councilor Peralta. Motion PASSED 5-0.

8. ADJOURNMENT: Mayor Drabkin adjourned the meeting at 7:40 p.m.

Claudia Cisneros, City Recorder

DRAFT



STAFF REPORT

DATE: October 22, 2024
TO: Mayor and City Councilors
FROM: Taylor Graybehl, Senior Planner
SUBJECT: Ordinance No. 5149: (Docket G 1-24), An Ordinance amending 17.54 of the McMinnville Municipal Code, Residential Accessory Structures

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:

This action is the consideration of Ordinance No. 5149, amending the McMinnville Municipal Code (MMC), Title 17 “Zoning” regarding the provisions for residential accessory structures and yards in Chapter 17.54 of the Zoning Ordinance. This is a legislative action, recommended by the Planning Commission and staff.

The proposal will memorialize a historic interpretation of the code language regarding residential accessory structures, by expanding the permitted area of accessory structures in setbacks from 100 to 200 square feet, and make those residential accessory structures placed prior to the adoption of the proposed amendment legally non-conforming if compliant with the proposed standards.

The City of McMinnville historically interpreted provisions of McMinnville Municipal Code (MMC) Section 17.54.020(D) to allow an unenclosed covered patio, or a covered deck enclosed only by railings, to encroach into a required rear yard of a residence provided no part is closer than 10 feet to a rear property line.

In 2023, an application for an administrative variance to this standard was filed, and a public comment was received challenging this interpretation and requesting a hearing, which went to the Planning Commission in 2024. Legal Counsel advised that the provision as written only applied to detached accessory structures, and did not allow for a covered porch or covered deck attached to a residence to encroach into a required rear yard. The Planning Commission subsequently provided direction to staff to initiate proposed amendments to amend the code to

be consistent with the historic interpretation. In addition, the proposed amendments address a related issue in MMC Section 17.54.020 which was raised regarding limitations on the number and maximum size of small accessory structures that may encroach into a required rear yard or side yard behind the rear building line of a residence. At their August 15, 2024, meeting, the Planning Commission requested staff to bring a Zoning Ordinance Amendment to the residential accessory structures and yards at a future meeting. Staff returned with a draft Zoning Ordinance Amendment at the September 19, 2024, Planning Commission meeting, where the Planning Commission recommended adoption of the proposed Zoning Ordinance Amendment as presented to City Council.

Background:

This proposal aims to implement a request received from the Planning Commission during their meetings on April 4, 2024, May 16, 2024, and August 15, 2024. The request is to adopt revised code provisions concerning residential accessory structures and yard setbacks.

An Administrative Variance was requested to reduce the rear yard setback for an attached unenclosed patio from 10 feet to 9 feet, which equates to a 10% reduction in the setback and meets the relevant criteria. During the public comment period, a concern was raised regarding the definition of an unenclosed patio, questioning whether it is considered an accessory structure under the McMinnville Municipal Code (MMC) Section 17.54.020. Additionally, it was pointed out that only one residential accessory structure is permitted within the required rear yard or a required interior side yard behind the back building line as per Section 17.54.020(A).

The comment pointed to the preamble of Section 17.54.020, which describes an accessory structure as a detached structure, and the proposed patio is attached to the building. Please see below. Emphasis in **bold**:

17.54.020 Residential Accessory Structure and Use. An accessory structure **refers to a detached**, non-habitable building (such as a shed or greenhouse) generally used for storage or other non-commercial use. An accessory structure is permitted in addition to an attached or detached garage and shall comply with the following limitations:

The City of McMinnville historically interpreted 17.54.020(D) to include both attached and detached patios per the definition below. The impact of the patio on adjacent property owners is the same whether it is attached to the structure or detached from the structure.

The comment pointed to Section 17.54.020(A), which describes one accessory structure at maximum within a required rear yard or a required interior side yard behind the back building line.

A. **One** accessory structure may be located within a required rear yard or a required interior side yard behind the back building line, and shall not contain more than 100 square feet in area or be greater than 10 (ten) feet in height. An accessory structure exceeding one or both requirements must comply with the setback requirements of the zone. In addition, if the accessory structure is more than 10 (ten) feet in height or greater than 200 square feet in floor area, a building permit shall be obtained prior to construction.

The City of McMinnville historically interpreted 17.54.020 to permit multiple residential accessory structures, when attached and detached, within the required rear yard or a required interior side yard behind the back building line.

Staff consulted legal counsel, who agreed with the public comment on both issues.

On August 15, 2024, the Planning Commission held a workshop to review potential amendments for residential accessory structures and yards. Where the Planning Commission directed staff to return with a Zoning Ordinance Amendment application, including a draft ordinance to include revisions to the amendments presented at the workshop, including 1) increase the area of an accessory structure permitted within a required rear yard or a required interior side yard behind the back building line from 100 to 200 square feet and 2) make those residential accessory structures placed prior to the adoption of the proposed amendment legally non-conforming if compliant with the proposed standards.

At the September 19, 2024, Planning Commission meeting, the Planning Commission recommended approval of the proposed Zoning Ordinance Amendment as presented.

Discussion:

The draft amendments prepared by staff and recommended for adoption by the Planning Commission are summarized below.

Amend Provisions to Codify Previous Residential Accessory Structure Interpretation

- 1. Remove detached requirements for patios and decks.** Staff recommends the addition of Section 17.54.050(C)(3) to allow for attached enclosed covered patios, covered decks, or decks to encroach into setbacks, provided they are no closer than 10 feet to the rear property line, and to allow uncovered decks behind the rear building line to encroach into the interior side property line no closer than 5 feet to the side property line.
- 2. Remove the restriction of a maximum of one accessory structure in setbacks.** Staff recommends revising the preamble of Section 17.54.020 and Section 17.54.020(A) to remove language limiting to one (1) structure.

Additional Actions

- 1. Provide additional examples of types of detached accessory structures.** The proposed draft also lists additional examples of the types of structures that are considered detached accessory structures to which the allowance applies to provide additional clarity regarding common requests by revising Section 17.54.020.
- 2. Increase the permitted area of accessory structures in setbacks from 100 to 200 square feet.** Staff recommends revisions to Section 17.54.020(A) to increase the square feet in area of accessory structures located in a required rear yard or a required interior side yard behind the back building line from 100 to 200 square feet.
- 3. Make those residential accessory structures placed prior to the adoption of the proposed amendment legally non-conforming if compliant with the proposed standards.** Staff recommends adding Section 17.54.020(G) and Section 17.54.050(C)(4) to allow those residential accessory structures and attached unenclosed covered patios and covered decks enclosed only be railings placed prior to the adoption of this amendment to remain subject to Chapter 17.63 Nonconforming Uses.

Attachments:

- Attachment 1: Ordinance No. 5149
 - a. Exhibit A to Ordinance No. 5149, Proposed Code Amendments
 - b. Exhibit B to Ordinance No. 5149, Decision Document

- Attachment 2: Minutes for the September 19, 2024, Planning Commission hearing

Fiscal Impact:

No fiscal impact is anticipated.

City Council Options:

Per Section 17.72.130(B) of the McMinnville Municipal Code:

Legislative hearings: Within 45 days following the public hearing on a comprehensive plan text amendment or other legislative matter, unless a continuance is announced, the Planning Commission shall render a decision which shall recommend either that the amendment be approved, denied, or modified:

- 1. Upon reaching a decision the Planning Commission shall transmit to the City Council a copy of the proposed amendment, the minutes of the public hearing, the decision of the Planning Commission, and any other materials deemed necessary for a decision by the City Council;*
 - 2. Upon receipt of the decision of the Planning Commission, the City Council shall:*
 - a. Adopt an ordinance effecting the proposed change as submitted by the Planning Commission, or*
 - b. Adopt an ordinance effecting the proposed change in an amended form, or*
 - c. Refuse to adopt the amendment through a vote to deny, or*
 - d. Call for a public hearing on the proposal, subject to the notice requirements stated in Section 17.72.120(D).*
- 1. ADOPT ORDINANCE NO. 5149** approving the proposed amendments for Docket G 1-24, as presented in Exhibit A to the ordinance.
 - 2. ADOPT ORDINANCE NO. 5149 in an amended form**, approving the proposed amendments for Docket G 1-24, **with revisions**.
 - 3. CALL FOR A PUBLIC HEARING**, date-specific to a future City Council meeting.
 - 4. REFUSE TO ADOPT THE ORDINANCE**

Recommendation/Suggested Motion:

Staff recommends the Council adopt Ordinance No. 5149, which would approve Docket G 1-24, amendments to and Chapter 17.54 "General Provisions" of the Zoning Ordinance.

"BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS RECOMMENDED BY THE PLANNING COMMISSION AND SUBMITTED BY STAFF, I MOVE TO ADOPT ORDINANCE NO. 5149."

ORDINANCE NO. 5149

AN ORDINANCE AMENDING TITLE 17 (ZONING) OF THE MCMINNVILLE MUNICIPAL CODE TO CHAPTER 17.54 "GENERAL REGULATIONS," AND APPROVING THE DECISION, FINDINGS, AND CONCLUSIONARY FINDINGS FOR DOCKET G 1-24.

RECITALS:

WHEREAS, Docket G 1-24 is a legislative action amending provisions related to trees in Title 17 (Zoning) of the McMinnville Municipal Code.

WHEREAS, Docket G 1-24, a draft legislative proposal for amendments to standards for residential accessory structures and yards, was initiated on August 13, 2024 with notice of the proposed amendments and a September 19, 2024 Planning Commission public hearing submitted to DLCD.

WHEREAS, on September 13, 2024, notice of the application and the September 19, 2024 Planning Commission public hearing was published in the News Register in accordance with Section 17.72.120 of the Zoning Ordinance.

WHEREAS, on September 19, 2024, the Planning Commission held a duly noticed public hearing to consider the request. The Planning Commission recommended City Council approve the proposed amendments as presented.

WHEREAS, notice of the October 22, 2024 City Council meeting was posted on the City website in accordance with Oregon public meetings law.

WHEREAS, the City Council received the Planning Commission recommendation and staff report, and has deliberated.

WHEREAS, the City Council, being fully informed about said request, found that the requested amendments attached as Exhibit A conform to the applicable criteria, including the Comprehensive Plan goals and policies, as well as the McMinnville Zoning Ordinance, based on the material submitted by the Planning Division and the findings of fact and conclusionary findings for approval in Exhibit B.

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:

1. The McMinnville Zoning Ordinance is amended as provided in Exhibit A; and
2. The Council adopts the Decision, Findings, and Conclusionary Findings for Docket G 1-24 attached as Exhibit B; and
3. This Ordinance will take effect 30 days after passage by the City Council.

Passed by the McMinnville City Council this 22nd day of October 2024 by the following votes:

Ayes: _____

Nays: _____

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

EXHIBITS:

- A. Amendments to McMinnville Zoning Ordinance (17.54 of McMinnville Municipal Code)
- B. Decision, Findings, and Conclusionary Findings for Docket G 1-24

EXHIBIT A TO ORDINANCE NO. 5149

**McMinnville Zoning Ordinance
Amendments to Provisions Relating to Residential Accessory Structures
and Yards**

New text is in ***bold, italic, underline text***. Deleted text is in ~~strikethrough text~~

Chapter 17.54

GENERAL REGULATIONS

(as amended by ***Ordinance No. 5149, October 2024,***
and Ordinance No. 4912, March 2009)

...

17.54.020 Residential Accessory Structure and Use. An accessory structure refers to a detached, non-habitable building (such as a shed or greenhouse, ***detached covered deck, detached garage, detached unenclosed covered patio, and similar structure***) generally used for storage or other non-commercial use. ~~An~~ ***Accessory structures are*** is permitted in addition to an attached or detached garage and shall comply with the following limitations:

- A. ~~One~~ ***Accessory structures*** may be located within a required rear yard or a required interior side yard behind the back building line, and shall not contain more than ~~400~~ ***200*** square feet in area or be greater than 10 (ten) feet in height. An accessory structure exceeding one or both requirements must comply with the setback requirements of the zone. In addition, if the accessory structure is more than 10 (ten) feet in height or greater than 200 square feet in floor area, a building permit shall be obtained prior to construction.
- B. No accessory structure may be constructed on any lot prior to the issuance of a building permit for the principal structure. A permit for a detached garage may be issued simultaneously with the issuance of a permit for a principle dwelling on the subject property.
- C. Accessory structure placed within six (6) feet of a residence must comply with the Oregon State Building Code fire safety requirements.
- D. ~~An~~ ***Unenclosed covered patios and or a covered deck*** enclosed only by railings may be placed in the rear yard of a residence provided that no part is closer than 10 (ten) feet to a rear property line; eaves may extend 24 inches into this setback. ~~An~~ ***Uncovered deck*** may be located within the required rear yard or the required side yard behind the back building line provided that it may not be closer than five feet to a property line.
- E. The placement of a temporary storage structure (such as a "POD") for non-commercial use is permitted in a required yard for a period not exceeding 10 (ten) days in a calendar year. This does not apply to construction trailers (typically erected for the duration of the construction period of a home, subdivision, commercial or industrial site) which must be removed within two (2) weeks of the date that a final certificate of occupancy is issued for the particular development.
- F. Play structures may be placed along rear and/or interior side yard property lines except that any portion of the structure that is six (6) feet or more in height must be a minimum of five (5) feet from the interior side and/or rear property line.
- G. ***Accessory structures placed prior to the adoption of Ordinance 5149 on October 22, 2024 and compliant with the standards of Section 17.54.020 are legally non-conforming as per the requirements of Chapter 17.63 (Nonconforming Uses) (Ord. 5149(part); 2024, Ord. 4128 (part), 1981; Ord. 3380 (part), 1968)***

...

17.54.050 Yards.

- A. Measurement. The measurement of a yard shall be made perpendicular from the property line to the nearest portion of the building.
- B. Requirement exceptions. The following exceptions to the front-yard requirements for a dwelling are authorized for a lot in any zone:
 - 1. If there are dwellings on both abutting lots with front yards of depths less than the required depth for the zone, the depth of the front yard for the intervening lot need not exceed the average depth of the front yards of the abutting lots.
 - 2. If there is a dwelling on one abutting lot with a front yard of less depth than the required depth for the zone, the front yard for the lot need not exceed a depth halfway between the depth of the abutting lot and the required front-yard depth.
 - 3. Whether attached to a residence or as a separate structure, a covered storage facility (garage) for a vehicle on which the main opening is toward a street shall be located not less than 20 (twenty) feet from the property line bordering the street.
- C. Projections into yards.
 - 1. Architectural features such as cornices, canopies, sunshades, windows, chimneys, and flues shall not project more than 18 (eighteen) inches into a required yard;
 - 2. Eaves may extend a distance not to exceed 30 (thirty) inches into a required yard;
 - 3. **When attached to a dwelling, unenclosed covered patios and covered decks enclosed only by railings may be placed in the rear yard of a residence provided that no part is closer than 10 (ten) feet to a rear property line; eaves may extend 24 inches into this setback. When attached to a dwelling, uncovered decks may be located within the required rear yard or the required side yard behind the back building line provided that it may not be closer than five feet to a property line.**
 - 4. **When attached to a dwelling, unenclosed covered patios and covered decks enclosed only by railings placed prior to the adoption of Ordinance 5149 on October 22, 2024 date and compliant with the standards of Section 17.54.050(C)(3) are legally non-conforming as per the requirements of Chapter 17.63 (Nonconforming Uses).**
- D. In a district where automobile service stations are permitted or conditionally permitted, freestanding gasoline pumps and pump islands shall not be closer than 10 (ten) feet to a street property line.
- E. In a commercial or industrial zone, if an alley is adjacent to a required side or rear yard, the distance for a required yard may be measured from the center of the alley.
- F. Yards required along arterial streets. Except in zones where greater setbacks are required, a minimum five (5) foot yard shall be provided where a lot or parcel abuts an arterial street, as those streets are defined in the City's Transportation Master Plan. The required five (5) foot yard shall be maintained as a clear vision area as defined in Section 17.54.080 except that the following uses may be allowed when alternatives are unavailable:
 - 1. The exceptions described in Section 17.54.080.
 - 2. Signs and signposts provided that the body of the sign is below three (3) feet in height or above eight (8) feet in height when measured from the top of the curb, or where no curb exists, eight and one-half (8.5) feet from the edge of the pavement or top of asphalt measured at the property line.

- G. A building may be constructed with a cantilever which extends up to two (2) feet over the setback at a height greater than eight feet when measured from the top of the curb, or where no curb exists, from eight and one-half (8.5) feet above the edge of the pavement, or top of asphalt measured at the property line.
- H. Setback variance requests shall be processed under the provisions of Chapters 17.72 (Applications and Review Process) and 17.74 (Review Criteria), except that:
 - 1. The applicant must prove that the vision of motorists, bicyclists, and pedestrians will not be blocked or adversely affected as a result of the variance:
 - 2. Variances to the requirements of this section which do not involve building setbacks must comply with Section 17.54.060(H)(1) above, but need not comply with Section 17.74.110. (**Ord. 5149(part), 2024**; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

...



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

DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF LEGISLATIVE AMENDMENTS TO THE MCMINNVILLE ZONING ORDINANCE, DOCKET G 1-24, RELATING TO RESIDENTIAL ACCESSORY STRUCTURES AND YARDS CHAPTERS 17.54

- DOCKET:** G 1-24
- REQUEST:** Proposed amendments to the McMinnville Zoning Ordinance, adopting amended standards for Residential Accessory Structures and Yards.
- LOCATION:** N/A. The proposal is a legislative text amendment.
- ZONING:** N/A. The proposal is a legislative text amendment.
- APPLICANT:** City of McMinnville
- STAFF:** Taylor Graybehl, Senior Planner
- HEARINGS BODY:** McMinnville Planning Commission
- DATE & TIME:** September 19, 2024, 6:30pm. Hybrid In-Person and Zoom Online Meeting: Kent Taylor Civic Hall, 200 NE 2nd Street, McMinnville, Zoom Meeting ID: 893 6863 4307
- DECISION-MAKING BODY:** McMinnville City Council
- DATE & TIME:** October 22, 2024, 7:00 PM. Hybrid In-Person and Zoom Online Meeting: Kent Taylor Civic Hall, 200 NE 2nd Street, McMinnville, Zoom Meeting ID: 872 7518 5011
- PROCEDURE:** The application is subject to the legislative land use procedures specified in Sections 17.72.120 - 17.72.160 of the McMinnville Municipal Code.
- CRITERIA:** Amendments to the McMinnville Zoning Ordinance must be consistent with the Goals and Policies in Volume II of the Comprehensive Plan and the Purpose of the Zoning Ordinance.
- APPEAL:** The City Council's decision on a legislative amendment may be appealed to the Oregon Land Use Board of Appeals (LUBA) within 21 days of the date written notice of the City Council's decision is mailed to parties who participated in the local proceedings and entitled to notice and as provided

I. APPLICATION SUMMARY

This application is a legislative proposal for proposed amendments to the McMinnville Zoning Ordinance adopting amended standards for Residential Accessory Structures and Yards in Chapter 17.54, specifically Sections 17.54.020 (Residential Accessory Structure and Use) and 17.54.050 (Yards)

II. ATTACHMENTS

- Attachment 1. Amendments (on file with Planning Division, see also Exhibit A to Ordinance 5149)

III. FINDINGS OF FACT – GENERAL FINDINGS

Docket G 1-24 is a legislative package of City-initiated proposed McMinnville Comprehensive Plan and McMinnville Municipal Code amendments related to annexations. The proposal is intended to implement the adopted revised standards for Residential Accessory Structures and Yards.

The City Council finds, that based on the findings of fact and the conclusory findings contained in this findings report, that the; proposed amendments to Sections 17.54.020 and 17.54.050 of the McMinnville Zoning Ordinance are consistent with all of the applicable state and local regulations.

This findings document provides conclusory findings regarding consistency with applicable provisions of state and local law. Supporting these is a factual basis upon which the conclusory findings rest.

IV. FINDINGS OF FACT - PROCEDURAL FINDINGS

1. On August 15, 2024, city staff hosted a work session with the Planning Commission to discuss options for accessory structures and yards amendments to the McMinnville City Code. At that time, Planning Commission provided direction to move forward with a legislative effort to amend the McMinnville Municipal Code to modify regulatory standards for residential accessory structures and yard intrusions.
2. Notice of the application and the September 19, 2024, Planning Commission public hearing were provided to DLCD on August 13, 2024.
3. Notice of the application and the September 19, 2024, Planning Commission public hearing was published in the News Register on Wednesday, September 13, 2024, in accordance with Section 17.72.120 of the Zoning Ordinance.
4. On September 19, 2024, the Planning Commission held a duly noticed public hearing to consider the request. The Planning Commission recommended City Council approve the proposed amendments.
5. Notice of the October 8, 2024, City Council meeting was posted on the City website in accordance with Oregon public meetings law.
6. On October 22, 2024, the City Council held a duly noticed public meeting to consider the recommendation of the Planning Commission and the proposal.

V. CONCLUSIONARY FINDINGS:

The Conclusionary Findings are the findings regarding consistency with the applicable criteria for the application.

Zoning Ordinance

The Purpose Statement of the Zoning Ordinance serves as a criterion for Zoning Ordinance amendments:

17.03.020 Purpose. The purpose of the ordinance codified in Chapters 17.03 (General Provisions) through 17.74 (Review Criteria) of this title is to encourage appropriate and orderly physical development in the city through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, adequate community facilities; and to provide assurance of opportunities for effective utilization of the land resources; and to promote in other ways public health, safety, convenience, and general welfare.

FINDING: SATISFIED. The proposal amends standards for residential accessory structures and intrusions into required yards. The Planning Commission evaluated a variety of issues, including required setbacks from property lines, accessory structure area and height, and if/where intrusions into required yards should be permitted. The proposal reflects the balancing of the needs of neighborhood residents and property owners in a manner that addressed compatibility in residential neighborhoods.

Comprehensive Plan

As described in the Comprehensive Plan, the Goals and Policies of the Comprehensive Plan serve as criteria for land use decisions. The following Goals and Policies from Volume II of the McMinnville Comprehensive Plan are applicable to this request:

CHAPTER X. CITIZEN INVOLVEMENT AND PLAN AMENDMENT

GOAL X 1 TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.

FINDING: SATISFIED. The proposal is consistent with this applicable Goal of Chapter X of the Comprehensive Plan.

The Planning Commission held a work session on August 15, 2024 to evaluate a draft zoning ordinance amendment and consider best practices, including those of other communities.

At the work session, the Planning Commission agreed to initiate the public hearing process for public consideration with presented draft proposal modified to permit for larger residential accessory structures to intrude into required yards (from 100 square feet to 200 square feet) and to allow for those residential accessory structures and yard intrusions permitted by the revised code to continue.

The Commission determined that the proposed amendments best balanced the needs of neighborhood and property owners, and that the proposed amendments should be considered through the public hearing process.

Notice of the proposal and public hearing was provided to DLCD and published in the newspaper.

The public hearing process provides further opportunity for consideration of citizen involvement and input and associated deliberation.



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

MINUTES

September 19, 2024
Planning Commission
Work Session and Regular Meeting

5:30pm
Hybrid Meeting
McMinnville, Oregon

- Members Present:** Sidonie Winfield, Dan Tucholsky, Gary Langenwalter, Sylla McClellan, Beth Rankin, Meg Murray, Rachel Flores, and Elena Mudrak
- Members Absent:** Brian Randall
- Staff Present:** Heather Richards – Community Development Director, Susan Muir – Parks & Recreation Director, Taylor Graybehl – Senior Planner, Evan Hietpas – Associate Housing Planner, and Matthew Deppe – Associate Planner
- Others Present:** Stephanie Deneke - Rogue Retreat Presenter

WORK SESSION

1. Call to Order

Chair Winfield called the meeting to order at 5:30 p.m.

2. Parks, Recreation and Open Space Master Plan

Parks and Recreation Director Muir reviewed the process and purpose of the plan, organization and components of the draft plan, community engagement, vision statement, goals and objectives, community survey and priorities, recommended projects and costs, five year action plan, and implementing the plan.

There was discussion regarding sports fields, volunteer groups, and next steps.

REGULAR MEETING

3. Call to Order

Chair Winfield called the meeting to order at 6:30 p.m.

4. Citizen Comments

None.

5. Presentation: Rogue Retreat re: Transitional Housing

Stephanie Deneke, Rogue Retreat, shared examples and pictures about their transitional housing called Hope Village and how it worked. She explained the things they had learned and how they had low impact to the neighboring residential areas.

There was discussion regarding repairs to the units, success rates for movement into permanent housing, community sentiment when the program was being put into place, locations, how many they served, screening for sex offenders, how violations were handled, need for vehicles since the site was not near stores, pet policy, people coming from other cities and other cities contributing financially, neighborhood compatibility, design standards, and how they brought the buildings through the building code process.

6. Public Hearings

A. Quasi-Judicial Hearing: Conditional Use Permit (Docket CU 1-24), Young Life, 535 NE 14th Street, Tax Lot R4416CC 01200 - (Exhibit 3)

Request: Request for review and approval of a Condition Use Permit application to allow for the operation of a Young Life facility providing study space, meetings, services, and activities for McMinnville students, within an existing building on a 12,000 square foot lot in an R-2 zone. The property previously had a conditional use permit approval for religious instruction for McMinnville students, which lapsed after at least 12 months of inactivity.

Applicant: Michael Rilee on behalf of Young Life

Disclosures: Chair Winfield opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none. She asked if any Commissioner had visited the site.

Commissioner Dan Tucholsky stated they had visited the site.

Chair Winfield asked if any Commissioner needed to declare any contact prior to the hearing with the applicant or any party involved in the hearing or any other source of information outside of staff regarding the subject of this hearing.

Chair Winfield was involved in the process when it came from the LDS church several years ago.

Commissioner Tucholsky had spoken with Mr. Rilee recently on a different matter.

Staff Presentation: Associate Planner Deppe presented the staff report. This was a request for a Conditional Use Permit application to allow for the operation of a Young Life facility providing study space, meetings, services, and activities for McMinnville students. The previous Conditional Use had expired due to a year's gap in service. A neighborhood meeting had been held, but no one had attended. Notice had been sent for this public hearing and no public comments had been received. He discussed the subject site, applicable criteria, conditions of approval, site plan, and proposed uses. Staff recommended approval with conditions.

There was discussion regarding the use of astroturf and desirability.

Applicant's Testimony: Michael Rilee and Shaun Strong were available for questions. They spoke about the convenience, appropriateness, and desirability of the conditional use. This facility was located near the high school, and it would provide a safe place for kids before school, during lunch, and after school. They would work within the capacity requirements but would investigate increasing the number.

Public Testimony: None

Rebuttal: None

Commissioner Tucholsky moved to close the public hearing; Seconded by Commissioner Flores. The motion passed unanimously.

Chair Winfield closed the public hearing.

The applicant waived the 7 day period for submitting final written arguments in support of the application.

The Commission thought it was an appropriate conditional use.

Based on the findings of fact, conclusionary findings for approval, materials submitted by the applicant, and evidence in the record, Commissioner Tucholsky MOVED to APPROVE CU 1-24 subject to the conditions of approval; SECONDED by Commissioner Rankin. The motion PASSED unanimously.

B. **Legislative Hearing: Proposed Amendments to Chapter 17.54 of the McMinnville Zoning Ordinance Regarding Accessory Structures and Yards (Docket G 1-24) - (Exhibit 4)**

Proposal: This is a proposed legislative amendment to the Zoning Ordinance, initiated by the City of McMinnville. The proposal would amend various provisions of Chapter 17.54 regarding residential accessory structures and yards. The proposal would include the following changes:

- allow for attached unenclosed covered patios, unenclosed covered decks, and uncovered decks to encroach into the rear yard setback, provided they are no closer than ten (10) feet to the rear property line;
- also allow uncovered decks located behind the rear building line to encroach into the interior side yard no closer than five (5) feet to the side property line;
- remove the limitation of one (1) residential accessory structure allowed within the rear yard; and
- increase the maximum size of accessory structures which are allowed encroachments into certain yards from 100 square feet to 200 square feet.

Applicant: City of McMinnville

Disclosures: Chair Winfield opened the public hearing and asked if there was any objection to the jurisdiction of the Commission to hear this matter. There was none. She asked if any Commissioner wished to make a disclosure or abstain from participating or voting on this application. There was none.

Staff Presentation: Senior Planner Graybehl presented the staff report. This was a request for amendments to Chapter 17.54 of the City's zoning ordinance. He explained the process for the revisions and proposed changes including removing the detached

requirements for patios and decks, removing the restriction of a maximum of one accessory structure, providing additional examples of detached accessory structures, allowing the area of a residential accessory structure in the setback to be increased from 100 to 200 square feet, and residential accessory structures placed prior to these code changes would continue as legally non-conforming. Staff recommended approval.

Public Testimony: None

Commissioner Tucholsky moved to close the public hearing; Seconded by Commissioner Mudrak. The motion passed unanimously.

Chair Winfield closed the public hearing.

Based on the findings of fact, conclusionary findings for approval, materials submitted by the applicant, and evidence in the record, Commissioner Tucholsky MOVED to RECOMMEND the City Council APPROVE G 1-24; SECONDED by Commissioner Rankin. The motion PASSED unanimously.

7. Work Session: Follow-Up Discussion re: Transitional Housing

Associate Housing Planner Hietpas said staff would bring this back to the Commission in November. There was a Work Session scheduled with the Council on October 8. He had given an update to the Affordable Housing Committee and a subcommittee was formed to continue the discussion on local need and messaging. An open house was also being planned.

Commissioner Flores acknowledged the work being done by community partners to address the need for housing. They were currently meeting only 10% of the need across the resources available.

8. Commissioner Comments

None

9. Staff Comments

Community Development Director Richards discussed a lawsuit relative to the Endangered Species Act which impacted FEMA and NFIP programs. Any city that allowed development in the flood plain would need to go through an Endangered Species Act analysis. Staff would be looking at how this would affect McMinnville. They had submitted the Housing Needs Analysis to the state and there were two objections to it from the Friends of Yamhill County, 1,000 Friends, and Mark Davis. The state had affirmed the City's work except for one objection, the parkland inventory of existing land. They City had elected not to appeal it and it would go back to Council to add the 76 acres to the inventory and reduce the needs analysis by that amount. Friends of Yamhill County, 1,000 Friends, and Mark Davis appealed the decision affirming the work and LCDC had scheduled the appeal hearing for October 25. They would be posting for a Planning Manager position soon, and interviews would be in November.

10. Adjournment

Chair Winfield adjourned the meeting at 7:51 p.m.