



**City Council and McMinnville Urban Renewal Agency (URA)  
Joint Work Session Meeting  
Wednesday, December 18, 2024  
6:00 p.m. – Joint Work Session Meeting**

*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.*

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

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

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

**Joint Work Session Meeting**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/86233424870?pwd=uvl5wCKvZ7uRfOJFesLa5MojNbNwkN.1>

*Zoom ID: 862 3342 4870*

*Zoom Password: 167592*

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

*ID: 862 3342 4870*

1. CALL TO ORDER JOINT WORK SESSION
2. THIRD STREET IMPROVEMENT PROJECT UPDATE: INCREASED FLEXIBILITY IN THE DESIGN
3. ADJOURNMENT OF JOINT WORK SESSION MEETING

**Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice:** Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702 or [Claudia.Cisneros@mcminnvilleoregon.gov](mailto:Claudia.Cisneros@mcminnvilleoregon.gov).

# STAFF Memo

**DATE:** December 18, 2024  
**TO:** City Council and Urban Renewal Board  
**FROM:** Jody Christensen, Special Projects Manager  
Jeff Gooden, Engineering Project Manager  
**SUBJECT:** Work Session: Third Street Improvement Project

## STRATEGIC PRIORITY & GOAL:



### ECONOMIC PROSPERITY

Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors.



### COMMUNITY SAFETY & RESILIENCY

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



### GROWTH & DEVELOPMENT CHARACTER

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



### ENGAGEMENT & INCLUSION

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

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**Report in Brief:** This memo is intended to support the City Council and McMinnville Urban Renewal Board's 3<sup>rd</sup> work session for the Third Street Improvement Project.

Jason White, Principal of BKF Engineers and Matt Arnold of Toole Design, the project consultants, will give an update on Phase D (Preliminary Engineering). Over the last several months, the Project Advisory Committee (PAC) and Technical Advisory Committee (TAC) determined the need to increase flexibility in the design to accommodate a range of civic and commercial uses. This presentation will focus on the Preferred Flexible Design (including the curbless approach) as well as considerations for public art and wayfinding. The results of a recent Community Forum and Survey will be shared as well.

**30% Milestone Overview:** 30% is a key milestone in roadway projects – it's a turning point where the basis of design (which includes a more refined cost estimate) has progressed enough to make key decisions. It is also typical to submit for outside (State or Federal) funding at 30% - 60% design. Typically, projects with more progressed designs have greater odds for successful outside funding.

**Discussion:** As of the last work session on July 23, 2024, the consultant was applying all the input the community had provided in terms of the cross-section, design elements,



furnishings, fixtures, etc. into the design for Third Street. In particular, the consultant was getting ready to prepare the 30% design plans for the project.

During the 30% design process, a fundamental question arose at the Project Advisory Committee: Would the design be flexible enough to accommodate a range of uses over time? Would it be able to handle outdoor dining, pop-up retail, parades, temporary art installations, etc.? And,

because this in a 50 plus-year investment, would the design be able to accommodate future events that the community hasn't yet imagined?

With increased flexibility in mind, over the last several months, the consultants worked with the Project Advisory Committee and Technical Advisory Committee to adjust the project's conceptual design. With their input, the consultants have made some significant changes to the Third Street design, but these changes remain consistent with the project's Vision, Goals, and Objectives. This presentation and discussion will review the Preferred Flexible Design Concept.

We will also share the results of a recent Community Forum and survey. which was open from November 18 to December 13, 2024, and the 12.03.24 Community Forum.

### **Project Background:**

Additional project information found on the City Website  
<https://www.mcminnvilleoregon.gov/thirdstreetimprovement>

### **Project Phases:**

#### COMPLETED

Phase **A**: Vision, Goals, Design Principles

Phase **B**: Initial Concept Design

Phase **C**: Refined Concept Design

#### CURRENT

**PHASE D: Design & Engineering 30% Documents (August 2023 – June 2025)**

#### FUTURE

Phase **E**: Engineering 100% Construction Documents

Phase **F**: Procurement and Construction



**Phase D Community Advisory Committee Membership**

<b>Project Advisory Committee (PAC)</b>	
<b>McMinnville Urban Renewal Advisory Committee</b>	Walt Gowell Jamie Howe Peter Kircher Kelly McDonald Mike Morris Abigail Neilan Lisa Pool John Deitz
<b>City Council</b>	Kellie Menke Remy Drabkin(Mayor) Zack Geary (MURAC Liaison)
<b>McMinnville Downtown</b>	Dani Chisholm Heather Miller Marilyn Kosel Scott Cunningham
<b>Community Stakeholders</b>	Carson Benner Ken Denier Sylla McClellan
<b>BKF</b>	Jason White
<b>Toole Design</b>	Matt Arnold
<b>Technical Advisory Committee (TAC)</b>	
<b>Community Development Staff</b>	Heather Richards Jody Christensen
<b>Engineering Staff</b>	James Lofton Jeff Gooden
<b>McMinnville Downtown Association</b>	vacant
<b>Other City Staff</b>	David Renshaw Rob Reygers Leland Koester
<b>McMinnville Water and Light</b>	James Burke Steve Wendell
<b>Pacific Resources Consulting – Urban Arborist</b>	Stephen Goetz
<b>Fire Marshall</b>	Ty Darby